

**Regular Meeting March 9, 2022**

**The Regular Meeting of the Washington Township Board of Supervisors was held on March 9, 2022, at 7:00 pm. The meeting was in-person. The meeting format and agenda were posted on the Township website and the Administrative Building door.**

**CALL TO ORDER:** Chairman Smith called the meeting to order at 7:04 pm. Vice Chairman Tolino and Supervisor Huratiak were also in attendance. Also present: Secretary/Treasurer Gail Putvinski, Solicitor David Ceraul, Township Engineer Jeff Ott, and Zoning Officer (Interim) Tina Serfass. There were three (3) people in the audience.

**PLEDGE OF ALLEGIANCE:** Recited

**APPROVAL OF BILLS:**

<b>General Fund</b>	<b>#</b>	<b>18902 - 18952</b>	<b>\$ 68,332.06</b>
<b>Garbage Fund</b>	<b>#</b>	<b>1219</b>	<b>\$ 44,864.12</b>
<b>Recreation Fund</b>	<b>#</b>	<b>1742</b>	<b>\$ 21.00</b>
<b>Sinking Fund</b>	<b>#</b>	<b>3027</b>	<b>\$ 26,301.18</b>

All bills are on file in the Administration Building and can be viewed during regular business hours.

**Chairman Smith moved to approve the General Fund bills in the amount of \$68,332.06, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None **Vote 2 – 0 – 1 Abstain**  
*Vice Chairman Tolino abstained due to the fact that the general fund bills include payment to his company.*

**Chairman Smith made a motion to approve the Garbage Fund bills in the amount of \$44,864.12, the Recreation Fund bills in the amount of \$21.00, and the Sinking Fund bill in the amount of \$26,301.18 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None **Vote 3 – 0**

It was noted that the sinking fund bill was the last payment of the 2018 Tractor/Brush Machine.

**TAX DUPLICATE CHANGES:** Interim Additions, Garbage Additions

There were three (3) 2022 interim real estate additions in the amount of \$215.20. three (3) 2022 original real estate deductions in the amount of \$144.80 and zero (0) garbage additions in the month of February 2022.

**Chairman Smith made a motion to approve three 2022 interim real estate additions in the amount of \$215.20, three (3) 2022 original real estate deductions in the amount of \$144.80 and zero (0) garbage additions in the month of February 2022 and Supervisor Huratiak seconded the motion.**

**Public Comment:** None **Vote 3 – 0**

**TREASURER’S REPORT:** Gail Putvinski

- 1) **Account Balance Review**  
The account balances as of February 28, 2022, were reviewed.

**APPROVAL OF MINUTES:** Robert Smith

- 1) **Regular Meeting of February 9, 2022**

**Chairman Smith moved to approve the minutes of the regular meeting held on February 9, 2022, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None **Vote 3 – 0**

**CORRESPONDENCE:**

- 1) **Northampton County Conservation District, 1) Technical Deficiency Letter for Highlands East Major Subdivision and 2) Extension Request for Highlands East**  
The letters were noted.
- 2) **Boucher & James, Inc., Act 537 Special Study for BBA/RBA Merger**  
To be discussed under presentation.
- 3) **County of Northampton, Washington Township Assessed Value for Tax Purposes as of December 16, 2021 is \$154,401,400.**  
Noted.
- 4) **Frank Brooks, Northampton County, CDBG Grant Application Available for 2022**  
Northampton County DCED is accepting CDBG grant applications until May 26, 2022.
- 5) **Sherry Acevedo, Livable Landscapes 2022 Grant Round Open**  
A Livable Landscapes grant round is open and due April 14, 2022. The Township would need to define the project and obtain a cost estimate from an Engineer or Landscape Architect. Gail will attend the mandatory call tomorrow. The Board expressed interest in applying. The Township has some cost estimates from the 2020 bid process.
- 6) **Slate Belt Chamber of Commerce, Newsletter Issue 3 - March 2022**  
Noted.

**PUBLIC COMMENT:**

- 1) **None**

**PRESENTATION:**

- 1) **Act 537 Special Study Process for Merger of Bangor Borough Authority and Roseto Authority – Facilitated by Michael Gable, Boucher & James, Inc.**  
Michael Gable, Engineer for Bangor Authority, provided an overview of the current capabilities and equipment status of the Bangor Borough Authority and Roseto Authority, and their goal to merge the two Authorities. Bangor Borough Authority currently provides service to several Washington Township properties. Per Mr. Gable, one benefit of the merger is greater efficiencies. Funds are needed to address failing equipment. Expansion cannot be considered until the existing systems are improved. Grants will be sought. In addition, funds can be obtained through the sale of property. There is a potential project that, if successful, could provide significant funding. Mr. Gable shared that the Bangor Authority believes the previously discussed move of a Washington Township boundary line is critical to a successful sale. Vice Chairman Tolino noted that John and Adam Kulak attended a Board of Supervisors meeting regarding the potential boundary line move and shared their interest in purchasing the property. Vice Chairman Tolino asked that any offer be considered. Michael Gable requested a copy of the most current Washington Township Act 537. The Township copy from 2010 was loaned to Mr. Gable for scanning.

**RECREATION: Justin Huratiak**

- 1) **Recreation Complex Sign Purchase**  
Pending
- 2) **Property Buffer Update**  
Gwen Miller has been in contact with Greg Zellner and will provide an update to the Recreation Committee.
- 3) **Award Fertilizer/Pesticide Application Contract**  
There were two bids received for the Fertilizer/Pesticide applications:  
R&R Lawn Service Inc. for \$9,450.00.00 (with 2<sup>nd</sup> and 3<sup>rd</sup> applications merged)  
Mowad Turf Specialists, LLC for \$10,800.00

Solicitor Ceraul stated that awarding to R&R with the merging of applications 2&3 is acceptable as long as it does not negatively impact the process.

Supervisor Huratiak stated that the Township should seek to have an employee certified in the pesticide application to reduce costs.

**Supervisor Huratiak moved to award the Fertilizer/Pesticide Application contract for 2022 to R&R Lawn Service Inc., the lowest bid, in the amount of \$9,400.00 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**4) Award Portable Restrooms Contract**

Two bids were received for two wheel-chair accessible portable restrooms from April 1 – November 30 for a three-year period:

Allstate Septic System LLP – \$2,520.00

Biros Utilities, Inc. - \$8,760.00

**Supervisor Huratiak moved to award the portable restroom contract for two wheel-chair accessible restrooms for a three-year period, to Allstate Septic System LLP, the lowest bid, at a cost of \$2,520.00 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**POLICE DEPARTMENT REPORT: Officer Dieter Represented the Police Department**

**1) Incident Report**

There were 231 documented “calls for service” in February 2022

**2) Police Vehicle Mileage**

Total mileage for the police vehicles for the month of February was 4,042.

**ZONING REPORT: Tina Serfass**

**1) Activity Report**

Interim Zoning Officer Tina Serfass reviewed the content of the activity report for the last month. Activities included issuing four permits and addressing two complaints.

**2) Adopt Resolution 11-2022, Agricultural Security Area on Hahn Road for G9-13-2-0134 and G9-14-1-0134, Carol Andrea Nagy Smith & Stuart C. Smith**

**Chairman Smith made motion to adopt Resolution 11-2022 amending the Agriculture Security Area of Washington Township with an application for 17 acres at tax parcels G9-13-2-0134 and G9-14-1-0134, received by the Township on September 3, 2021 from owners Carol Andrea Nagy Smith & Stuart C Smith Jr, where the Township took no action and application is approved by virtue of expiration of the one hundred eighty day period and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**ENGINEER’S REPORT: Jeffrey Ott and Domenick DiPaolo (not in attendance)**

**1) Deer Trac Development, Close-out Status**

The close-out is still pending.

**2) Elm Ave. Water Issue, Approval for Grant Submission and Adoption of Resolution 12-2022 Authorizing Secretary/Treasurer to Execute Grant Documents**

Engineer Ott provided an overview of the proposed construction project. The cost estimate of \$891,167.00 was developed following input from a construction firm. Additional discussion took place and the Board of Supervisors asked that the project be increased to include more corrective measures to further reduce the water runoff. Engineer Ott agreed to expand the scope and develop a revised cost estimate. The application is due next week. The Board of

Supervisors, with support from Solicitor Ceraul, agreed to approve the resolution with the final amount to be defined on Monday.

**Chairman Smith made a motion to adopt Resolution 12-2022 authorizing the Secretary/Treasurer to execute all documents and agreements between Washington Township and the Pennsylvania Commonwealth financing authority to facilitate and assist in obtaining the requested statewide Local Share Assessment grant. Be it resolved that Washington Township of Northampton County hereby requests a Statewide Local Share Assessment grant in the amount to be provided by the Township Engineer, from Pennsylvania Commonwealth Financial Authority to be used for stormwater improvements and pavement restoration on Verona Drive, Elm Avenue and West Bangor Road in Washington Township. Be it further resolved that the applicant does hereby designate Gail Putvinski, Township Secretary/Treasurer and Robert D. Smith, Township Chairman as the officials to execute all documents and agreements between Washington Township and the Commonwealth Financial Authority to facilitate and assist in obtaining the requested grant and Vice Chairman Tolino Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**3) MS4 Stormwater Management Ordinance Update**

Engineer Ott noted that a round table is being planned to discuss the ordinance.

**BOARD OF SUPERVISORS: Robert Smith**

**1) American Rescue Plan Funding, Discussion Regarding Use of Funds**

The Board of Supervisors previously discussed use of the ARP funds for body cameras for the Police Department. Officer Dieter provided an overview of the proposal and addressed questions regarding the selected equipment.

**Chairman Smith made motion to authorize a five-year contract for the purchase of body cameras from Digital-Ally for the Washington Township Police Department in the amount of \$78,029.00, with funding from the American Rescue Funds, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

The Board of Supervisors expressed their continued support of using funds for the personal protection equipment requested by Fire Department Chief Weaver during a previous meeting. Chairman Smith will ask for a written proposal.

**2) Update Regarding Telephone Service for Administration Office and Police Department**

Installation for the new phone service for the Road Department is scheduled for March 15th and for the Administration Office and Police Department on March 16th.

**3) Audit of 2021 Records Underway by Zelenkofske Axelrod LLC., Presentation Planned for March 23, 2022 Meeting at 3:30 PM**

Noted.

**4) Washington Township Contracted for 650 Tons of Salt via Co-Stars Salt Contract for 2022-2023**

The Township contracted for 650 tons of salt for 2022-2023, as recommended by Craig Hester, Road Foreman.

**5) Renewal of Letter of Credit for James Dotta/Coldot for Highlands East Completed**

The letter of credit was renewed.

**6) Renewal of Letter of Credit for Church of the Nazarene Completed**

The letter of credit was renewed.

**7) Transfer a Total of \$198,030.00 from General Tax Fund to the Sinking Funds, as follows: Transfer of \$32,000 from General Tax Fund to Sinking Fund 2013 Genl Note, Transfer of \$43,000 from General Tax Fund to Sinking Fund 2015 Road Emer., Transfer of \$5,000 for the 2020 Genl Note (Recreation Loan) and Transfer of \$118,030**

**from General Tax Fund to Sinking Fund, with \$44,530 for the Building Loan, \$27,000 for the Brush Machine Payment, \$19,000 for 2019 Small Dump Truck and \$27,500 for the 2022 JD Tractor, Per the Budget**

**Chairman Smith made a motion to transfer a total of \$198,030.00 from General Tax Fund to the Sinking Funds, as follows: transfer of \$32,000 from General Tax Fund to Sinking Fund 2013 Genl Note, Transfer of \$43,000 from General Tax Fund to Sinking Fund 2015 Road Emer., transfer of \$5,000 for the 2020 Genl Note (Recreation Loan) and transfer of \$118,030 from General Tax Fund to Sinking Fund, with \$44,530 for the Building Loan, \$27,000 for the Brush Machine Payment, \$19,000 for 2019 Small Dump Truck and \$27,500 for the 2022 JD Tractor, per the budget and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**8) Workers Compensation and Commercial Property Insurance Policies Renewal May 1, 2022**

John Lafferty, broker from Thomas Insurance, recommends the Township obtain a quote for cyber coverage.

**9) Approval to Obtain Bids for Crack Seal**

Supervisor Huratiak recommended that the Administration Building be crack sealed this year as part of the work.

**Chairman Smith moved to obtain quotes for crack seal and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**10) Liquid Fuels Tax Fund Payment of \$214,313.47 Received, 2021 Amount was \$214,061.20**

The Township received the 2022 liquid fuels payment in the amount of \$214,313.47. This is actually less than 2021 because the 2021 amount was reduced by the cost of the bridge inspection. Additional documentation regarding liquid fuels was provided to the Board.

**11) NTCC, Update Regarding Contract for Collection of EIT**

The special meeting of the TCC resulted in a decision to request a new proposal from Keystone. A follow-up meeting will be held late March.

**12) Solid Waste and Recycling Contract Ends 12/31/2022, Renewal Option**

The solid waste and recycling contract ends 12/31/22. There is an automatic one-year renewal if neither party notifies the other of intent to exit by September 30th. There are several key items to consider for the bid specification. A list of items was provided to the Board for consideration.

**ROADMASTER'S REPORT: Robert Smith**

**1) Review Bids and Award 2022 Road Project, Paving of OW Road**

There were two bids received for the 2022 Road Project for the paving of OW Road

Bracalente Construction Inc.	- \$263,745.12
H&K Group, Lehigh Valley Site Contractors	- \$261,802.98

The bid documentation from the lowest bidder was reviewed and approved by Solicitor Ceraul.

**Chairman Smith made a motion to award the 2022 Road Paving project of OW Road to H&K Group (Lehigh Valley Site Contractors), the lowest bid, in the amount of \$261,802.98 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**2) Street Sweeping Tentatively Scheduled the Week of April 11, 2022**

Noted.

**3) Request to Replace 4 Existing Garage Bay Lights with 4 High Bay LED Lights and Junction Box at Estimate of \$1,700.00**

Chairman Smith commented that the lighting in the garage needs to be updated.

**Chairman Smith moved to authorize the replacement of 4 existing garage bay lights with 4 high bay LED lights and to provide a new junction box through Swanson Electric at a cost of \$1,700.00 and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**SOLICITOR’S REPORT: David Ceraul**

**1) Municipal Boundary Agreement between Bangor and Washington Township**

Discussed under Presentation.

**ADJOURNMENT:**

**Chairman Smith made a motion to adjourn the meeting at 9:15 pm and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer  
Washington Township Board of Supervisor