

Regular Meeting January 12, 2022

The Regular Meeting of the Washington Township Board of Supervisors was held on January 12, 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: Police Chief James Krome, Secretary/Treasurer Gail Putvinski, Township Engineers Jeff Ott and Domenick DiPaolo, and Zoning Officer (Interim) Tina Serfass. There were zero (0) people in the audience.

PLEDGE OF ALLEGIANCE: Recited

APPROVAL OF BILLS:

General Fund	#	18782 – 18840	\$ 63,647.79
Garbage Fund	#	1218	\$ 44,909.79
Recreation Fund	#	1740 - 1741	\$ 26.45

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 \$63,647.79, 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 \$44,909.79, the Recreation Fund bills in the amount of \$26.45 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

TAX DUPLICATE CHANGES: Interim Additions, Garbage Additions

There were no (0) 2021 or 2022 interim real estate additions and zero (0) garbage additions.

TREASURER’S REPORT: Gail Putvinski

1) Account Balance Review

The account balances as of December 31, 2021, were reviewed. It was also noted that EIT collection was up approximately 8% in 2021 over 2020. In addition, most departments operated under budget resulting in a positive net income in 2021.

APPROVAL OF MINUTES: Robert Smith

1) Regular Meeting of December 8, 2021

Chairman Smith moved to approve the minutes of the regular meeting held on December 8, 2021, and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

2) Special Meeting of December 22, 2021

Chairman Smith moved to approve the minutes of the special meeting held on December 22, 2021, and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

3) Organization Meeting of January 3, 2022

Chairman Smith moved to approve the minutes of the organization meeting held on January 3, 2022, and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

CORRESPONDENCE:

- 1) **PSATS Conference Registration Materials Enclosed**
The PSATS Conference is scheduled for April 24-27, 2022. Chairman Smith asked that he be registered for the conference.
- 2) **Town Web Design, Website Support**
Town Web Design provided information regarding their services.
- 3) **APPI Energy, Energy Solutions**
APPI provided information regarding their services.
- 4) **NCCD, Application for Review of Erosion and Sediment Pollution Control Plan for Valley Industrial Properties Phase 4**
Noted.
- 5) **Bangor Area Commercial and Industrial Development Authority, 2020 DCED Annual Report**
Noted.
- 6) **Lehigh Valley Regional Homeless Advisory Board, Survey Due January 19, 2022**
The survey asks for any known locations frequently occupied by people experiencing homelessness. The Board was not aware of any such locations and asked that the survey be completed with that statement.
- 7) **PSATS, Youth Awards Contest**
Noted.
- 8) **ACELA, Notification of Services**
ACELA provided information regarding their services
- 9) **NCCD, Completeness Notification Letter for Highlands East Major Subdivision**
Domenick DiPaolo shared that this is the first step in the process.

PUBLIC COMMENT:

- 1) **None**

RECREATION: Justin Huratiak

- 1) **Recreation Complex Sign Purchase**
The purchase is pending.
- 2) **Property Buffer Update**
Solicitor Ceraul sent a letter to the attorney for Mr. & Mrs. Zengulis sharing that the Board of Supervisors agreed to plant the buffer in the spring.
- 3) **Plan for Applying Pesticides**
The Board agreed to prepare a specification for applying pesticides and put it out to bid for 2022. The Township may pursue certification by one of the road department members in the future.

POLICE DEPARTMENT REPORT: Chief Krome

- 1) **Incident Report**
There were 282 documented “calls for service” in December 2021
- 2) **Police Vehicle Mileage**
Total mileage for the police vehicles for the month of December was 4,190.
- 3) **Approval to Move Patrol Officer Brandon Natale Off Probationary Status Effective January 16, 2022**

Chairman Smith made a motion to move Patrol Officer Brandon Natale off probation effective January 16, 2022 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

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 five permits with an additional two pending.

ENGINEER’S REPORT: Jeffrey Ott and Domenick DiPaolo

1) Deer Trac Development, Finalize Close-out Status

Documents and their review are still pending.

2) Status of West Bangor Road, Land Disturbance Issue

The issue is still with NCCD.

3) Elm Ave. Water Issue

Domenick DiPaolo shared that he contacted a representative from Senator Scavello’s office to discuss potential grant opportunities. A site meeting is scheduled for Monday, January 17th, with a contractor to obtain a construction cost estimate based on conceptual plans.

BOARD OF SUPERVISORS: Robert Smith

1) American Rescue Plan Funding, Discussion Regarding Use of Funds and Use of Resources to Support Process

Final rules for use of the ARP funds now allow all municipalities to use their allocation, up to a maximum of \$10 million dollars, for a wide variety of projects and purchases including road work. The Board of Supervisors discussed the possibility of significant road work in 2023. In addition, the Board discussed allocating approximately \$70,000 for the purchase of body cameras for the police department. More discussion will take place next month.

2) Discussion Regarding Part-time Clerical Position

Tina Cosenza has agreed to continue in the clerical role four days a week. The Board agreed to take no action at this time.

3) Update Regarding Telephone Service for Administration Office and Police Department

Frontier and TAMCO have been notified that the Township is moving to a new telephone service and will not be renewing the existing agreements. Service Electric is beginning the work for the transition.

4) Co-Stars Salt Contract Participation for 2022-2023 Due March 15, 2022

The Township will need to determine the amount of salt for next year by the February meeting.

5) 2021 Actual Use Report of State Funds MS-965 Submitted to PennDOT

The MS-965 report has been completed and submitted. This is one of the annual reports required to receive liquid fuels funding.

6) Professional Liability Insurance Quote/Renewal

The Township received a renewal quote from Hudson Insurance Company for the Public Officials Liability, Law Enforcement Liability and Employment Practices Liability insurance at a premium of \$16,086.00, which is a 7.7% increase. A revised quote has been requested due to an error in the employee count.

Chairman Smith made a motion to approve the renewal of the Public Officials Liability, Law Enforcement Liability and Employment Practices Liability insurance with Hudson at a premium not to exceed \$16,086.00 and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

7) Municipal Tax Information Document Filed with DCED, As Required

Noted.

8) Municipal “Elected and Appointed Officials” Document Filed with DCED, As Required

Noted.

9) Renewal Coming Due on Letter of Credit for James Dotta/Coldot for Highlands East

Chairman Smith made a motion to renew the Letter of Credit for James Dotta/Coldot for Highlands East in the amount of \$26,746.18 and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

10) Renewal Coming Due on Letter of Credit for Church of the Nazarene

Chairman Smith made a motion to renew the Letter of Credit for Church of the Nazarene and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

11) Request for Written Approval for Repository Sale Property D9SW1 3 13 0134C, Oak Street

The Board discussed the property. Zoning Officer Serfass shared that it was a small parcel that is being sold for \$152.00.

Chairman Smith made a motion to approve the sale of D9SW1 3 13 0134C, Oak Street, and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

12) Request for Written Approval for Repository Sale Property D9SE1A5 5 0134C, Roseto Ave

The Board discussed the property. Zoning Officer Serfass shared that a portion of the parcel is in Roseto and a portion is in Washington Township. It is being sold for \$222.00.

Chairman Smith made a motion to approve the sale of D9SE1A5 5 0134C, Roseto Ave. and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

13) Penn Power Systems, Generator Maintenance Option

The Township received a quote from Penn Power Systems to service the generator. The quote is for two years at \$585.00 per year.

Chairman Smith made a motion to accept the maintenance option for the generator from Penn Power Systems for two years at a cost of \$585.00 per year and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

ROADMASTER’S REPORT: Robert Smith

1) Status of Part-Time Seasonal Road Department Support

The Township now has two seasonal employees. Per Roadmaster Smith, this should be sufficient.

2) Planning for 2022 Road Project, Paving of OW Road

The Board of Supervisors agreed to move forward with the paving of OW Road. Supervisor Huratiak asked if the engineer would be performing an inspection to determine critical locations on the road that may require base repair or other corrective actions to address water problems. It was noted that in recent years the specifications have been developed by the Road Foreman and the PennDOT representative. A suggestion was made for the Board to contact the Foreman Craig Hester to discuss the plans. The Board agreed to review the specifications upon completion to be certain the specifications address the problems.

Chairman Smith moved to authorize Craig Hester to work with the PennDOT representative in the development of the specifications for the base repair and paving of OW Road, and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

3) Purchase of New Welding Machine

The road department is in need of a new welding machine. Foreman Craig Hester pursued quotes from multiple vendors.

Chairman Smith moved to approve the purchase of a Lincoln K3520 welding machine with spool gun, cart and helmet through Wilson Products at a cost of \$6,604.01 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

SOLICITOR’S REPORT: David Ceraul

1)

ADJOURNMENT:

Chairman Smith made a motion to adjourn the meeting at 8:03 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