

**Regular Meeting July 13, 2022**

**The Regular Meeting of the Washington Township Board of Supervisors was held on July 13, 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 7:03 pm. Vice Chairman Tolino and Supervisor Huratiak were also in attendance. Also present: Police Chief James Krome, Secretary/Treasurer Gail Putvinski, Solicitor David Ceraul, Township Engineer Domenick DiPaolo, and Zoning Officer (Interim) Tina Serfass. There were eight (8) people in the audience.

**PLEDGE OF ALLEGIANCE:** Recited

**APPROVAL OF BILLS:**

<b>General Fund</b>	<b>#</b>	<b>19109 - 19160</b>	<b>\$</b>	<b>73,348.24</b>
<b>Garbage Fund</b>	<b>#</b>	<b>1224</b>	<b>\$</b>	<b>44,864.12</b>
<b>Recreation Fund</b>	<b>#</b>	<b>1753 - 1761</b>	<b>\$</b>	<b>6,435.88</b>
<b>Sinking Fund</b>	<b>#</b>	<b>3028 – 3029</b>	<b>\$</b>	<b>25,686.71</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 \$ 73,348.24 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 \$ 6,435.88, and the Sinking Fund bills in the amount of \$25,686.71 and Supervisor Huratiak seconded the motion.**

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

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

There were zero (0) 2022 interim real estate additions and one (1) garbage addition at 46 Crystal Lane for June 2022.

**Chairman Smith made a motion to approve zero (0) 2022 interim real estate additions and one (1) garbage addition at 46 Crystal Lane in the month of June 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 June 30, 2022, were reviewed.

It was noted that July 1, 2022 was the final payoff of the Administrative Building loan.

**APPROVAL OF MINUTES: Robert Smith**

- 1) Regular Meeting of June 8, 2022**

**Chairman Smith moved to approve the minutes of the regular meeting held on June 8, 2022, and Vice Chairman Tolino seconded the motion.**

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

**CORRESPONDENCE:**

- 1) **Paul Ennico, Thank You Note for Work on Stiles Road**  
Mr. Ennico submitted a letter of thanks for the work performed on Stiles Road.
- 2) **Bangor Public Library, Thank You for Donation**  
Noted.
- 3) **PSATS NewsBulletin, June 2022**  
Noted.
- 4) **NCCD, Extension Request Letter Highlands East Major Subdivision**  
Domenick DiPaolo noted this is a request for an extension of the NPDES process.
- 5) **Slate Belt Chamber Newsletter, July 2022**  
Noted.
- 6) **Bangor Public Library, Request for Additional Funding**  
The Bangor Public Library sent a letter requesting additional funding. The Township provides an annual contribution of \$7,500.00. The Board of Supervisors asked that additional funding to the library be discussed as part of the 2023 budget process.

**PUBLIC COMMENT:**

- 1) **Robin Bet, 2385 Ackermanville Road – Water Runoff From Indigo Acres onto Alternate Property Between Ackermanville Road and Lower South Main Street F9-19-8-0134**  
Mr. Bet addressed the Board of Supervisors and reviewed the water problems that he stated have been increasing since the construction of new homes in Indigo Acres. He stated that he raised the water issue with the Board of Supervisors in 2008. Mr. Bet said the developer was directed by the Township to correct the problem. He noted that Rick Weaver, Zoning Officer at the time, did an on-site inspection. Engineer Jeffrey Ott also did an inspection and talked to the developer. As a result, some earth moving activities were performed by the developer in 2008. Mr. Bet now shared at this meeting that the work performed in 2008 did not correct the problem. A significant amount of discussion took place. Mr. Bet shared that there is a domino effect, as more houses are built, more water runoff is being directed to his and other neighboring properties. Mr. Bet also referenced changes that have taken place over the years such as changes to the air strip and a pipe that ran under the air strip. He also referenced changes to a natural swale. Supervisor Huratiak asked Mr. Bet to clarify how he felt the Township could help. Mr. Bet responded that he is asking the Township to alleviate the water to his and other properties. Supervisor Huratiak stated that the development has existed for a very long time and, with water naturally running downhill, it will continue to flow onto properties.

Engineer Domenick DiPaolo did an on-site visit with Mr. Bet on July 8, 2022. Mr. DiPaolo stated that there are two cross pipes on the property that are collapsing. In an effort to prevent a complete collapse, Mr. Bet inserted smaller pipes into the larger pipes. Per Mr. DiPaolo, the pipes are failing and need to be replaced. Replacement would be the responsibility of Mr. Bet. The Board of Supervisors agreed with the recommendation of Mr. DiPaolo. Mr. Bet noted that he did not believe the pipe replacement would address the problem. No further action was identified.

**RECREATION: Justin Huratiak**

- 1) **Recreation Complex Sign Update**  
In process.
- 2) **Property Buffer Update**

The trees were planted by R.F.E. Enterprise LLC., as awarded. Issues with the planting were identified and corrected. Al Miller has established a watering process. A revolving group of trees are watered daily. The original award was in the amount of \$8,100.00 to R.F.E. After the award R.F.E. was asked to pursue a more “deer resistant” tree than the original Nigra. The cost difference was \$1,700.00.

**Supervisor Huratiak moved to approve a change order in the amount of \$1,700.00 for the purchase of a breed of tree that is more deer resistant and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**Supervisor Huratiak moved to authorize payment to R.F.E. Enterprise LLC for the purchase and installation of trees along the property buffer in the amount of \$9,800.00 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**3) Resources for Lawn Mowing Hired**

Last meeting a motion was made to have two Board members review applications and take action to hire up to two part-time employees for mowing.

**Chairman Smith made a motion to ratify the hiring of Gilbert Pysher as of June 20, 2022 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**4) Status of Specifications for Phase III**

Work is underway on the development of the specifications for the Recreation Complex Phase III. Two specifications are being produced; one for the paving of the trails and installation of the basketball court with LSA funds, and the other for the paving of the parking lots and driveway access with CDBG funds . Documents and plans from a variety of resources including Phase II, CDBG grant, LSA grant and Livable Landscape grant applications were provided to Ott Consulting Inc. to support the development of the specifications. The data in the Livable Landscape grant was reviewed and certified by Ott Consulting Inc. for that application. The goal was to review and approve the Draft specifications at this meeting, but they are not available.

**Supervisor Huratiak made a motion to move forward with the completion of the specifications and plan to advertise as earliest date, contingent upon review and approval of the final specifications by the liaison to the Recreation Committee and Chairman Smith seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**5) Review of Proposed Project Plan**

A draft project plan was prepared by Ott Consulting Inc. and reviewed. The timeline is aggressive. The plan includes an option of using Township employees to support the inspection of some of the work.

**Supervisor Huratiak made a motion to amend the former motion authorizing Ott Consulting Inc. to prepare the specifications, and to now include the full project plan with the contingency that inspections may be supported by Township employees and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**POLICE DEPARTMENT REPORT: Chief James Krome**

**1) Incident Report**

There were 261 documented “calls for service” in June 2022.

**2) Police Vehicle Mileage**

Total mileage for the police vehicles for the month of June 2022 was 5,047.

**3) Accept Resignation of PT Officer David Fleishman**

A letter of resignation was submitted by part-time Officer David Fleishman.

**Chairman Smith moved to accept the resignation of PT Officer David Fleishman and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**4) Request for Authorization to Hire PT Officer**

**Chairman Smith moved to authorize Chief Krome to seek another PT Officer and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**5) National Night Out**

Chief Krome shared that the department is planning for its second National Night Out. The event will be held on August 2, 2022.

**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 twelve permits and action on two property maintenance issues.

**ENGINEER'S REPORT: Domenick DiPaolo**

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

Domenick DiPaolo reported there is one more adjustment required for the close-out.

**2) MS4 Stormwater Management Ordinance Update**

The update is moving along. Ott Consulting Inc, sent a draft document to the Board for review.

**3) 200 Cedar Road, Stormwater Waiver Request**

Ryan Dentith, Stateline Engineering Co. LLC., and William Ackerman, owner of 200 Cedar Road, were present to address questions in response to the plan and waiver request submitted to the Township. The package included a letter dated June 29, 2022. The Board agreed that the June 29, 2022 letter outlined key points for the waiver, as requested. Mr. Dentith also shared that he sent a copy of the plan to the Lehigh Valley Planning Commission as per the Township ordinance. Additional discussion took place. Supervisor Huratiak asked Engineer DiPaolo if he had any specific issues. He did not. Solicitor Ceraul recommended that if the Board of Supervisors supports the waiver, the motion should reference the actual letter. Domenick DiPaolo suggested the letter be formally signed by the owner/president of Stateline Engineering Co. LLC, and Solicitor Ceraul agreed.

**Chairman Smith moved to grant the stormwater hardship waiver for 200 Cedar Road based on the issues identified in the June 29, 2022 letter from Stateline Engineering Co. LLC, contingent upon the signing of the letter by Robert Collura, President Stateline Engineering Co. LLC, and with the condition that any further development of the property be subject to Township and State regulations, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**BOARD OF SUPERVISORS: Robert Smith**

**1) American Rescue Plan, Discussion Regarding Use of Funds and Estimated Receipt of 2<sup>nd</sup> Amount**

The release of the second payment has been delayed and is expected no later than September. There will be a release of funds later this month. Those funds represent monies that were not requested by eligible municipalities in the first round. It is expected to be relatively low.

**2) Bangor Area High School Interns Announced**

Washington Township hired two interns from Bangor Area High School on June 20, 2020 to work 20 hours per week at \$12.00/hour. The interns are Collin Kantor and Cammy Marks. Work to date has included support of a Newsletter, a Street Light analysis, support of the Document Destruction process, and repair of the sign board.

**Chairman Smith moved to ratify the hiring of Collin Kantor and Cammy Marks as part-time summer interns at 20 hours per week, \$12.00/per hour and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**3) Accept Resignation of Intern**

Chairman Smith announced that Collin Kantor submitted a letter of resignation effective July 5, 2022 after accepting another position.

**Chairman Smith moved to accept the resignation of part-time summer intern Collin Kantor and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**4) Administrative Clerk Position Update**

A part-time clerical position was posted previously. After a review of the applications and follow-up by phone with some applicants one viable candidate was identified. The Board of Supervisors asked that the candidate be scheduled for an interview.

**5) Slate Belt COG Membership**

A package of information was distributed to the Board of Supervisors. The package included the by-laws for the Slate Belt COG and a list of available equipment. The Board will review the information and plan to discuss in more detail in the fall.

**6) CNR Recommends Purchase of “E-Mail Backup” Feature**

Discussion regarding the “E-Mail Backup” feature took place. The Board asked that this be moved to the next meeting agenda.

**7) Potential Improvements or Replacement of School Flasher**

A quote was obtained from Signal Service for repair and/or replacement of one school flasher. The cost to move to LED lights is \$825 and the cost for replacement is \$1,758.00.

**Chairman Smith moved to approve the replacement of the one school flasher by Signal Service for the amount of \$1,758.00 and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**8) Cost Estimates for Record Destruction**

Work has been underway to review and identify documents for destruction as allowed by the Municipal Records Manual. Administrative Clerk Tina Cosenza-Marcotte researched the cost to shred documents.

Based on an estimate of 50 boxes the cost is as follows:

Titan -	\$405.00
Shred-it -	\$700.00
Shred America-	\$735.29

**Chairman Smith moved to utilize Titan for the shredding of documents, the lowest cost at an estimated \$405.00 per 50 boxes and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**9) Resolution 16-2022 Follow Record Destruction**

The process for record destruction requires a resolution stating that the municipality intends to follow the schedules and procedures for disposition defined in the Municipal Records

Manual. A resolution was last made in 2019. Solicitor Ceraul recommended an updated resolution.

**Chairman Smith moved to adopt Resolution 16-2022 A RESOLUTION OF THE BOARD OF SUPERVISORS, OF WASHINGTON TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008, AND AMENDED JULY, 23, 2009 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**10) Resolution 17-2022 Authorize Record Destruction**

The process requires a resolution defining the actual records that are being destroyed. The proposed records consist of 37 administrative boxes and 26 police department boxes.

**Chairman Smith moved to adopt Resolution 17-2022 A RESOLUTION OF THE BOARD OF SUPERVISORS, OF WASHINGTON TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, DECLARING THE DISPOSITION OF PUBLIC RECORDS PER THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008, AND AMENDED JULY 23, 2009, with 37 boxes of administrative records and 26 boxes of police records to be destroyed and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**11) Northampton County Festival 2022 and Nominations**

The third festival is scheduled for October 8, 2022. Applications are being accepted for outstanding veteran, emergency personnel, volunteer, youth, or business. In addition, there is also a nomination per municipality for outstanding employee. The Township nominated Lee Messinger the first year and Katie Purdue last year. The Board was asked to consider nominations. This will be on the agenda next month.

**12) Delaying Exchange of 1,000 Gallon Propane Tank Until Below 10%**

The propane award went to a new vendor. The Township plans to let the 1,000 gallon tank located at 4 Flicksville Road run down to below 10%, then have the new vendor bring in the new tank. This will avoid charges for removing the current propane.

**13) Fall Newsletter**

Tina Cosenza-Marcotte and the interns began work on a Newsletter. Three options are being priced; one is to use Hometown – ads will be sold to support costs and the Township will be responsible for postage, another is to produce the Newsletter in house and have it printed by an outside company and then mailed – costs will include printing and mailing, the third option is to produce in house and drop copies at high traffic areas – cost would include paper and printing. More information will be provided next meeting.

**14) Renewal of SuperHeat Maintenance Contract**

SuperHeat provided a renewal agreement for HVAC.

**Chairman Smith moved to approve a 2022 maintenance contract with SuperHeat for the spring servicing of the air conditioning system and the fall cleaning of the heating system at a cost of \$1,727.00 and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**15) Met-Ed Requesting ROW for 424 OW Road**

The Board reviewed a right-of-way (ROW) request from Met-Ed to go under O.W. Road to service 424 OW Road. Solicitor Ceraul shared that this is a standard request and recommended a motion to accept.

**Chairman Smith moved to approve the requested Right-of-Way from Met-Ed to go under the Township Road at 424 OW Road and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 2 – 0 – 1 Abstain**

*Supervisor Huratiak abstained due to the fact that he is the owner of the property.*

**ROADMASTER’S REPORT: Robert Smith**

**1) Stiles Road Repair**

The repair on Stiles Road is complete.

**2) Nagy’s Hill Road Drainage Pipe Repair Update**

Work will be scheduled to repair the pipe on Nagy’s Hill Road at a later date.

**3) 2022 Road Project Update**

The work has not yet been scheduled by the contractor.

**4) Crack Seal Update**

Estimated for October or November.

**5) Line Painting Update**

Line painting is delayed due to no yellow paint being available.

**6) Rt. 191 Paving Project Update**

The project has been awarded. The start date is not known. The end date is May 15, 2023.

**SOLICITOR’S REPORT: David Ceraul**

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

Solicitor Ceraul shared that the Bangor Borough Planning Commission listened to a Conditional Use Application report regarding the Ridge Road project. The Developer of the proposed condominium project made the presentation. The project was well received.

**ADJOURNMENT:**

**Chairman Smith made a motion to adjourn the meeting at 8:58 pm and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer  
Washington Township Board of Supervisors