

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
Regular Meeting September 13, 2023**

The Regular Meeting of the Washington Township Board of Supervisors was held on September 13, 2023, at 7:00 pm. The meeting format and agenda were posted on the Township website and the Administrative Building door.

**CALL TO ORDER:** Chair Smith called the meeting to order at 7:00 pm. Vice Chair Tolino and Supervisor Huratiak were also in attendance. Also present: Chief Krome, Secretary/Treasurer Katie Purdue, Solicitor David Ceraul and Interim Zoning Officer Tina Serfass. Ott Consulting was not present. There were (6) people in the audience.

**PLEDGE OF ALLEGIANCE:** Recited

**EXECUTIVE SESSION**

Chairman Smith announced that the Board of Supervisors held an Executive Session today from 6:30 -6:50 pm to address personnel issues. Katie Purdue was also in attendance.

**APPROVAL OF BILLS:**

General Fund	#	19899-19965	\$277,107.09
Garbage Fund	#	1238-1238	\$ 81,068.92
Recreation Fund	#	1810-1813	\$ 1606.44
Sinking Fund	#		

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

Chair Smith moved to approve the General Fund bills in the amount of \$277,107.09 Super. Huratiak seconded the motion. Vice Chair Tolino abstained.

Public Comment: None      Vote 2 – 0 – 1

Chair Smith moved to approve the Garbage Fund bills in the amount of \$81,068.92 and the Recreation Fund bills in the amount of \$1606.44. Super. Huratiak seconded the motion.

Public Comment: None      Vote 3 – 0

**TAX CHANGES:** Real Estate Tax Changes, Garbage Changes

There was one (1) interim real estate add & one (1) garbage add at 730 Pennsylvania Ave.

Chair Smith made a motion to approve the interim Real Estate and Garbage Tax Changes. Vice Chair Tolino seconded the motion.

Public Comment: None      Vote 3 – 0

**TREASURER’S REPORT:** Katie Purdue

1) **Account Balance Review**

The account balances as of August 31, 2023 were reviewed.

**APPROVAL OF MINUTES:** Robert Smith

1) **Regular Meeting of August 9, 2023.**

Chair Smith moved to approve the minutes of the regular meeting held on August 9, 2023. Super. Huratiak seconded the motion.

Public Comment: None      Vote 3 – 0

**CORRESPONDENCE:**

- 1) **PSATS News Bulletin** – Noted
- 2) **Ann Flood is hosting a Gun Safety Seminar on Sept 21, 2023 6 – 8 PM, a Senior Expo on Sept 29, 2023 10AM – 1PM and a Financial Aid Workshop Oct 11 6 – 8PM** - noted
- 3) **Suburban EMS Donation Request** – noted
- 4) **New Bethany Donation Request** – noted

**PUBLIC COMMENT:**

- 1) **John Kulak of Ridge Rd.** addressed the Board asking about a letter he received from the developer of Quarry Ridge asking for a site easement on his nephew's property. The Board advised that Ridge Rd. is a state road, so the Township doesn't issue the driveway permits nor does the Township enforce any easements.
- 2) **Robert Wesley of Palmer Rd.** addressed the Board advising of water damage to his property from the June 2023 storm, with the belief that the damage is the result of his neighbor across the street removing a pipe from under the driveway. Mr. Wesley would like the Township to either replace the pipe or request the property owner to. The Board advised that they would look into the issue.
- 3) **Paul Taylor of Rutt Rd.** attended the meeting at the Board's request to discuss the grate on Rutt Rd. that caused water issues from the June 2023 storm. The Township Engineer does have a drafted plan for a potential remedy, but the Board is entertaining all options. Mr. Taylor is willing to replace the grate, but would like to be included in any further discussions with the Township to come to a resolve.

**RECREATION: Justin Huratiak**

- 1) **Recreation Complex Signs** – The Road Dept will install the signs before the next meeting.

**POLICE DEPARTMENT REPORT: Chief James Krome**

- 1) **Incident Report**  
There were 253 documented "calls for service" in Aug 2023.
- 2) **Police Vehicle Mileage**  
Total mileage for the police vehicles for the month of Aug 2023 was 4337.

**ZONING REPORT: Interim Zoning Officer Tina Serfass**

- 1) **Activity Report**  
The Aug 2023 report was presented to the Board of Supervisors. ZO Serfass added that she received a complaint of a property that has a goat and chickens that sometimes wander from the property. The Board advised that if the resident can contain the animals they can remain.
- 2) **UCC Opt-In/Opt-Out Letter Status** – Interim ZO Serfass advised that because we repealed our initial ordinance to opt-in, we may be able to repeal the repeal. Sec. Purdue will type up a draft ordinance for Sol. Ceraul to review.
- 3) **Ag Security Application – Richmond Rd. E10-9-4-0134** – Application received. With no objections the resolution can be done after 180 days.

**ENGINEER'S REPORT:**

- 1) **MS4 Stormwater Management Ordinance Update** – No Update

**BOARD OF SUPERVISORS: Robert Smith**

- 1) **American Rescue Plan Funding, Discussion Regarding Use of Funds and Status** – nothing to report
- 2) **Secretary/Treasurer Position** – Sec Purdue has rescinded her resignation and accepted the offer to amend her hours to PT, (30 hours a week). The PT hours will begin the week of October 2, 2023.

**Chair Smith made a motion to rescind the acceptance of Katie Purdue's resignation and amend her hours to PT, 30 hours a week, beginning the week of October 3, 2023.**

**Super. Huratiak seconded the motion.**

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

- 3) **Approve 2024 Minimum Municipal Obligations, (MMO), – Police Pension & Non-Uniform Pensions** – Sec Purdue shared the MMO calculations with the Board. The MMO figures are based on the number of individuals in the plan, the number of retirees and projected wages for 2024.
  - The police pension plan MMO for 2024 is \$110,935.55

- The MMO for non-uniform defined benefit plan for 2024 is \$14,152. This plan covers the members of the road department and the office staff hired prior to 2017.
- The MMO for the non-uniform cash balance plan for 2024 is \$3835. There is one employee on this plan. Payments are made quarterly to this plan based on actual wages.

**Chair Smith made a motion to approve the minimum municipal obligation for the police pension plan for 2024 in the amount of \$110,935.55, the PMRS non-uniform defined benefit plan for 2024 in the amount of \$14,152 and the PMRS non-uniform cash balance plan for 2024 in the amount of \$3835. Super. Huratiak seconded the motion.**

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

- 4) **2024 Budget Planning and Approval to Advertise Budget Meeting Dates** – The timeline was reviewed for the upcoming 2024 budget season. The Board agreed to meetings on October 18, 2023, at 9:00 am, October 25, at 3:30 pm following the regular afternoon meeting and November 1, at 9:00 am.

**Chair Smith made a motion to authorize the advertisement of the 2024 Budget Planning meetings of October 1, 2023 at 9:00 am, October 25, 2023 at 3:30 pm and November 1, 2023 at 9:00 am and Vice Chair Tolino seconded the motion.**

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

- 5) **Blue Triton Donation** – Sec. Purdue advised that Blue Triton made a generous donation of \$20,000.00 towards future development of the Recreation Complex.

- 6) **Trick or Treating – Sunday October 29, 2023**

**Chair Smith made a motion to hold Trick or Treating in Washington Township on Sunday, October 29-2023, from 2:00 to 5:00 PM. Super. Huratiak seconded the motion.**

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

- 7) **Approval to Transfer \$100,000 from the General Fund, Tax Account, to the Capital Reserve Fund, Per the 2023 Budget**

**Chair Smith made a motion to approve the transfer of \$100,000 from the General Fund (Tax Account) to the Capital Reserve Fund, per the 2023 budget. Vice Chair Tolino seconded the motion.**

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

- 8) **Real Estate Tax and Garbage Fee Late Notices Scheduled to be Sent by Berkheimer Associates on September 29, 2023**

- 9) **Township Health Insurance Renewal Data** – Sec Purdue reported that we have requested and are awaiting the renewal data.

- 10) **Renewal of the Safety Deposit Box at Fidelity Box** – renewal for another year is a fee of \$20.00

**Chair Smith made a motion to renew the Safety Deposit Box at Fidelity Bank. Vice Chair Tolino seconded the motion.**

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

- 11) **Resolution 18-2023 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.

**Chair Smith moved to adopt Resolution 18-2023 A Resolution of the Board of Supervisors, 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. Super. Huratiak seconded the motion.**

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

- 12) **Resolution 19-2023 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.

**Chair Smith moved to adopt Resolution 19-2023 A Resolution of the Board of Supervisors, Declaring the Disposition of Records per the Municipal Records Manual Approved on December 16, 2008 and amended**

**July 23, 2009, with 15.5 boxes and 15 electronic files of administrative records to be destroyed. Vice Chair Tolino seconded the motion.**

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

**13) Ordinance for Grass Clippings and Yard Waste – Discussion** – The Board reviewed DRAFT Ordinance #305

**Chair Smith made a motion to approve Ordinance #305 for Grass Clippings and Yard Waste. Super Huratiak seconded the motion.**

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

**14) DCED Grant Application** – Lisa Shetler, Township Clerk, is working on an application for a grant for an electronic announcement sign to replace the existing sign in front of the building. She submitted a document to the Board with the details.

**ROADMASTER’S REPORT: Robert Smith**

**1) 2023 Road Project Update and Approval of Payment to Livengood** – Roadmaster Smith reported that the road project is complete. The original bid was \$436,319.20. The units required were slightly amended during construction making the final completion total \$396,726.37.

**Chair Smith made a motion to approve payment to Livengood for the paving of Mount Pleasant Rd. in the amount of \$396,726.37 with \$210,000.00 paid from the Liquid Fuels Fund and \$186,726.37 paid from the General Fund. Vice Chair Tolino seconded the motion.**

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

**SOLICITOR’S REPORT: David Ceraul**

**1) Alternate Solicitor Santee – Quarry Ridge – Municipal Line Agreement with Bangor Borough** – No agreement received to date.

**ADJOURNMENT:**

**Chair Smith made a motion to adjourn the meeting at 8:25 pm. Vice Chair Tolino seconded the motion.**

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

Respectfully submitted,

Katie Purdue – Secretary/Treasurer  
Washington Township Board of Supervisors