

**Regular Meeting September 14, 2022**

**The Regular Meeting of the Washington Township Board of Supervisors was held on September 14, 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 7:00 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 Jeffrey Ott (arrived late), 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>19206 – 19267</b>	<b>\$</b>	<b>235,525.41</b>
<b>Garbage Fund</b>	<b>#</b>	<b>1226</b>	<b>\$</b>	<b>44,886.94</b>
<b>Recreation Fund</b>	<b>#</b>	<b>1767 - 1769</b>	<b>\$</b>	<b>5,182.42</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 \$ 235,525.41 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 \$44,886.94, the Recreation Fund bills in the amount of \$ 5,182.42 and Vice Chairman Tolino seconded the motion.**

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

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

There was one (1) 2022 interim real estate addition for \$18.67 and one (1) garbage addition at 785 Emerald Valley Lane for August 2022.

**Chairman Smith made a motion to approve one (1) 2022 interim real estate addition for \$18.67 and one (1) garbage addition at 785 Emerald Valley Lane 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 August 31, 2022, were reviewed.

**APPROVAL OF MINUTES:** Robert Smith

- 1) **Regular Meeting of August 10, 2022**

**Chairman Smith moved to approve the minutes of the regular meeting held on August 10, 2022, and Vice Chairman Tolino seconded the motion.**

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

- 2) **Special Meeting of August 24, 2022**

**Chairman Smith moved to approve the minutes of the special meeting held on August 24, 2022, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**CORRESPONDENCE:**

- 1) **New Bethany Ministries, Municipal Fund Appeal**  
The Board agreed to follow their standard practice of no financial funding.
- 2) **PSATS Unemployment Compensation Group Trust, 2022 Ballot for Election of Trustees**  
Noted.
- 3) **Pipeline Association for Public Awareness, Newsletter**  
Noted.
- 4) **NCCD, NPDES General Permit Coverage Approval Highlands East Major Subdivision**  
Engineer DiPaolo noted that the NPDES permit for Highlands East has been approved.
- 5) **Global Chemicals Inc., Product Availability**  
Noted.
- 6) **Meals on Wheels, Request for Financial Support**  
The Board agreed to follow their standard practice of no financial funding
- 7) **PSATS NewsBulletin, August 2022**  
Noted.

**PUBLIC COMMENT:**

- 1) **Stephen Purdue, 255 Brodt Road, Speeding on Brodt Road**  
Mr. Purdue shared concerns regarding the high volume of speeding on Brodt Road and danger to residents and pets. Mr. Purdue approached the Board on the same topic previously. Lines were painted but they did not deter the speeding. He requested use of the temporary speed machine and speed limit signs. Chief Krome agreed to research speed limit signs.

**RECREATION: Justin Huratiak**

- 1) **Recreation Complex Sign Update**  
Proofs are available for review for the new recreation sign. Supervisor Huratiak stated that he also requested a proof for a new sign at the Administrative Building, which is showing significant age. The proofs will be circulated for input.
- 2) **Recreation Complex Phase III Construction Update, Pre-Construction Meeting 9/8/22**  
The pre-construction meeting was held on September 8, 2022. Grace Industries, the vendor awarded the project to pave the trails and install the basketball court, attended the meeting. The work is estimated to take approximately two weeks and will be scheduled near the end of the month. Barker & Barker, the vendor awarded the project to pave the driveways and parking lots, was not in attendance. The representative was also unable to access the zoom call scheduled for September 9, 2022 with Frank Brooks, CDBG coordinator, to discuss the labor requirements. In addition, the Township received partial documentation but has not received the performance and payment bonds.
- 3) **New Issues Identified from Previous Work**  
It was identified that a storm pipe was covered over and there are electrical problems in the recreation area. The maintenance bond for that project ended in July 2022.

**POLICE DEPARTMENT REPORT: Chief James Krome**

- 1) **Incident Report**  
There were 250 documented “calls for service” in August 2022.
- 2) **Police Vehicle Mileage**  
Total mileage for the police vehicles for the month of August 2022 was 4,784.

**3) Chevy Tahoe**

Chief Krome informed the Board that the Tahoe has brake issues and cannot be used at this time.

**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 six permits, an evacuation permit to PA American Water at 86 OW Road, filing a fire damage report with L&I, and PC reviews. Ms. Serfass noted that 15 Creek Road has been cleaned up.

**2) Discussion Regarding UCC Opt-In/Opt-Out**

Interim Zoning Officer Tina Serfass provided an overview of the benefits of being an opt-in community. The major benefit is an increase in control. Ms. Serfass stated it was possible that the original opt-in ordinance may still be in effect. If not, a new ordinance will be required.

**Chairman Smith made a motion to approve Interim Zoning Officer Serfass to research the UCC opt-in status for the Township and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**3) Property Maintenance Code**

Interim Zoning Officer Tina Serfass stated that the Property Maintenance Code for Washington Township is from 2006 and needs to be updated to 2021.

**Chairman Smith made a motion to authorize Solicitor Ceraul and Zoning Officer Tina Serfass to look into updating the Property Maintenance Code and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**ENGINEER'S REPORT: Jeffrey Ott**

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

Engineer DiPaolo stated that Ott Consulting Inc. provided a letter stating that the project is complete and recommended release of securities. It was noted that the letter of credit is expired. Therefore, there are no securities to be released. Developer Ken Snyder commented that this has been a long and difficult process and he requested that the Board of Supervisors make a motion stating that the project is complete and closed. Bangor Borough did a motion of this nature.

Additional discussion took place regarding the project. Supervisor Huratiak supported a motion of completion, but would not support the Township accepting any responsibility if the Conservation District does not approve the project. Mr. Snyder stated that the issuance of permits by the former Zoning Officer led to the outstanding problem under review by the Conservation District. Supervisor Huratiak stated that the Township agreed to provide funding up to \$3,000 for Mr. Snyder to have his engineer prepare new calculations and that will be honored. However, the agreement does not include approval by the Conservation District. It was also noted that Mr. Snyder has outstanding fees of \$2,835.50 as of August 26, 2022. Mr. Snyder agreed to accept the waiving of those fees instead of a \$3,000.00 payment.

**Supervisor Huratiak made a motion, based upon the August 26, 2022 letter from Ott Consulting Inc., stating that Deer Trac estates is fully closed out, with securities released, and all items identified have been addressed, including storm orifice, and Mr. Snyder will take care of the NOT directly with Northampton County Conservation District, and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**Supervisor Huratiak made a motion that the Township agreed to pay the outstanding Ott Inc. invoices in the amount of \$2,835.50, and any additional related invoice for Deer Trac and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**2) MS4 Stormwater Management Ordinance Update**

Review by the Board of Supervisors is pending.

**3) O&M Agreement for 100 Shoup Street**

An O&M agreement was submitted for 100 Shoup Street

**Supervisor Huratiak made a motion to accept the O&M agreement for 100 Shoup Street to be executed and recorded and Chairman Smith seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**BOARD OF SUPERVISORS: Robert Smith**

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

Township received the 2<sup>nd</sup> and final amount. The payment was a total of \$277,147.90 which is the original amount plus the additional allocation of uncollected funds.

**2) School Flasher Replaced**

The school flasher has been replaced.

**3) Update Regarding Solid Waste and Recycling Contract Pre-Bid Meeting**

The optional pre-bid meeting was held for the Solid Waste and Recycling Contract. There was one attendee. A few questions were asked regarding format of the bid documents. The addendum was prepared by Katie Purdue and posted on PennBID.

**4) Consider Stoppage of Solid Waste and Recycling Service for Unpaid Accounts**

The Board discussed delinquent solid waste and recycling fees and agreed to move forward with sending notices to individuals with unpaid accounts noting that collection will be stopped and a lien will be placed on the property if fees are not paid.

**5) Approve 2023 Minimum Municipal Obligations – Police Pension, Non-Uniform Pensions**

Gail Putvinski shared that the minimum municipal obligations (MMO) for the pensions have been calculated. A detailed spreadsheet for each MMO was given to the Supervisors. The MMO is based on the number of individuals in the plan, the number of retirees, and projected wages.

- The police pension plan MMO for 2023 is \$133,492.00.
- The MMO for the non-uniform defined benefit plan for 2023 is \$20,081.00. 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 2023 is \$7,516.00. There are two employees on this plan. Payments are made quarterly to this plan based on actual wages.

**Chairman Smith moved to approve the minimum municipal obligation for the police pension plan for 2023 in the amount of \$133,492.00, the PMRS non-uniform defined benefit plan for 2023 in the amount of \$20,081.00 and PMRS non-uniform cash balance plan for 2023 in the amount of \$7,516.00 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**6) 2023 Budget Planning and Approval to Advertise Budget Meeting Dates**

A timeline was reviewed for the 2023 budget process. The Board of Supervisors agreed to meetings on October 19, at 9:00 am, October 26, at 3:30 pm following the regular afternoon meeting, and November 2, at 9:00 am.

**Chairman Smith made a motion to authorize the advertisement of the 2023 Budget Planning meetings on October 19, 2022 at 9:00 am, October 26, 2022 at 3:30 pm and November 2, 2022 at 9:00 am and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

- 7) Approval to Transfer \$14,240.00 From General Fund (Tax Account) to Sinking Fund 2013 General Note, and Transfer \$17,650.00 From General Fund (Tax Account) to Sinking Fund 2015 Emer Road, and Transfer \$36,000.00 From General Fund (Tax Account) to Sinking Fund Toward the Next Payment of the 2021 Dump Truck, and Transfer \$15,000.00 From General Fund (Tax Account) to Sinking Fund 2020 Note (Recreation Loan), Per the Budget**

**Chairman Smith made a motion to approve the transfer of \$14,240.00 from General Fund (Tax Account) to Sinking Fund 2013 General Note, and the transfer of \$17,650.00 from General Fund (Tax Account) to Sinking Fund 2015 Emer Road, and the transfer of \$36,000.00 from General Fund (Tax Account) to Sinking Fund Toward the Next Payment of the 2021 Dump Truck, and the transfer of \$15,000.00 from General Fund (Tax Account) to Sinking Fund 2020 Note (Recreation Loan), per the budget and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

- 8) Approval to Transfer \$100,000 From General Fund (Tax Account) to Capital Reserve Fund, Per Budget**

**Chairman Smith made a motion to approve the transfer of \$100,000 from General Fund (Tax Account) to the Capital Reserve Fund, per the budget, and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

- 9) Trick or Treat Plans, October 30th is a Sunday**

**Chairman Smith made a motion to hold Trick or Treat, for Washington Township, on Sunday, October 30<sup>th</sup> from 2:00 – 5:00 pm and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

- 10) Real Estate Tax and Garbage Fee Late Notices Scheduled to be Sent by Berkheimer Associates on September 29, 2022**

The mailing of late Real Estate Tax bills and late Garbage Fee notices is planned for mailing on September 29, 2022.

- 11) Township Health Insurance Renewal Data Requested and Received**

Renewal information was provided to the Board of Supervisors for review. The item will be on the agenda of the September 28, 2022 meeting.

- 12) Renewal of Safe Deposit Box at Fidelity**

**Chairman Smith made a motion to renew the Safe Deposit Box at Fidelity Bank and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

- 13) Document Management Update, Increase of Storage Space and Planning Discussion**

Supervisor Huratiak shared that the Township needs to pursue electronic document management which will assist with submissions for planning commission and subdivisions. An update to the existing server and storage capacity is required. Jim Albanese (CNR) provided a proposal for Network Data Storage & Backup Solution at a cost of \$1,208.00. In

addition, Tina Serfass attended the recent staff meeting and provided input regarding software options that are in use by other local municipalities. Lastly, John Buck (Municipal Software) provided input that will be valuable in the planning process. A “document tree” is being developed to pursue a common saving format on the “S” drive.

**Supervisor Huratiak made a motion to approve the network storage and backup proposal as recommended by Jim Albanese of CNR at a cost of \$1,208.00 and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**14) Potential Creation of Washington Township Facebook Page**

Supervisor Huratiak suggested the Township consider a Facebook page to increase communications with residents. Discussion took place. Some comments included increasing use of the website and obtaining an emergency phone alert system instead of Facebook. More discussion to follow.

**15) Authorize OW Road Guardrail Repairs**

The Township had damage to guide rails on OW Road and Flicksville Road as the result of accidents. Funding was received for the damage caused by the most recent accident on OW Road. In addition, the insurance company of the individual who caused the damage on Flicksville Road has approved payment of that charge. Collision Inc. provided estimates of \$4,200 for one segment on OW Road, \$2,200 for another segment on OW Road and \$2,925 for the damage on Flicksville Road.

**Chairman Smith made a motion to authorize Collision Inc. to repair the guide rails on OW Road in the amount of \$4,200 and \$2,200 and the guide rail on Flicksville Road in the amount of \$2,925 and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**16) Potential Increase of Hours for Administrative Clerk Tina Cosenza for Project Work**

Supervisor Huratiak recommended that the Township pursue additional hours for Administrative Clerk Tina Cosenza to provide for more cross training and project work. He recommended an increase from 20 hours per week to 30 hours per week.

**Chairman Smith made a motion to increase the hours for Administrative Clerk Tina Cosenza from 20 hours per week to 30 hours per week and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**17) Administration Oil Tank Piping Configuration**

Recently the Township Administrative Office ran out of oil. The contracted delivery vendor stated that the tanks need to be reconfigured to allow both to fill. The Board discussed the situation and asked that Super Heat be asked to check the lines when they do the fall maintenance.

**18) Renewal/Non-Renewal of CD**

The Supervisors had an informational meeting with representatives of Fidelity Bank to discuss options for increasing interest rates. The CD was discussed. The renewal rate is extremely low.

**Chairman Smith made a motion to close the CD and move the money to the General BOS fund and consider investment in another instrument at a later date, and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**19) Fidelity Bank Options and Authorization of Credit Card**

Fidelity Bank provided an overview of security options and a Fidelity Credit Card for consideration. The Board agreed to review the options and discuss in more detail at a future

meeting. The Board also agreed to meet with representatives of Fidelity Bank to consider the development of an Investment Policy Statement.

**20) Authorize Direct Deposit from County of Northampton**

The County of Northampton is offering direct deposit for delinquent tax collection funds.

**Chairman Smith made a motion to enroll in direct deposit with the County of Northampton and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**ROADMASTER’S REPORT: Robert Smith**

**1) 2022 Road Project Update and Potential Approval of Payment to H&K Group (Lehigh Valley Site Contractors)**

Chairman Smith stated that the paving of OW Road is complete and complimented H&K on the project. The original bid was \$261,802.98. There were two change orders: one for additional base in the amount of \$39,087.00 and another for additional costs per the escalator clause in the amount of \$17,798.39. An additional fee of \$2,477.10 addressed less scratch and more wearing course. The total project cost is \$321,165.47.

**Chairman Smith made a motion to approve payment to H&K Group (Lehigh Valley Site Contractors) for the paving of OW Road in the amount of \$321,165.47 with \$230,165.47 paid from the Liquid Fuels fund and \$91,000.00 paid from the General fund and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

Chairman Smith stated that the Board previously authorized paving on an additional section of OW Road, where PA American Water had repaired the waterline. The cost for the paving of that section is \$42,822.98.

**Chairman Smith made a motion to approve payment to H&K Group (Lehigh Valley Site Contractors) for the paving of the waterline segment of OW Road in the amount of \$42,822.98 to be paid from the General Fund using ARP funds and Vice Chairman Tolino seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

**2) John Deere Tractor**

The tractor should be delivered within the next two weeks.

**SOLICITOR’S REPORT: David Ceraul**

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

Solicitor Ceraul shared that the Land Development Plan is being worked.

**2) Presbyterian Church in Roseto**

Solicitor Ceraul clarified that the Presbyterian Church, discussed at previous meetings, is in Roseto Borough and not Washington Township.

**ADJOURNMENT:**

**Chairman Smith made a motion to adjourn the meeting at 9:06 pm and Supervisor Huratiak seconded the motion.**

**Public Comment:** None

**Vote 3 – 0**

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer  
Washington Township Board of Supervisors