

Special Meeting August 24, 2022

The Special Meeting of the Washington Township Board of Supervisors was held on August 24, 2022, at 3:30 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 3:34 pm. Vice Chairman Tolino and Supervisor Huratiak were also in attendance. Also present: Secretary/Treasurer Gail Putvinski, Solicitor David Ceraul, and Township Engineer Jeffrey Ott. There were zero (0) people in the audience.

PLEDGE OF ALLEGIANCE: Recited

EXECUTIVE SESSIONS

Chairman Smith announced that the Board of Supervisors held an Executive Session on August 11, 2022 to address police and administrative personnel issues from 10:15-1:30 pm. Chief Krome, Secretary/Treasurer Gail Putvinski, Zoning & Planning Secretary/Bookkeeper Katie Purdue and Administrative Clerk Tina Cosenza attended for portions of the meeting.

Chairman Smith announced that the Board of Supervisors, Solicitor Ceraul and Secretary/Treasurer Gail Putvinski had an Executive Session to discuss personnel issues from 2:30 – 3:30 pm today.

CORRESPONDENCE:

1) J.P. Mascaro & Sons – Notice of Non-Renewal

J.P. Mascaro & Sons sent a letter notifying the Township that they will not renew the current contract for a one-year extension.

PUBLIC COMMENT:

1) None

RECREATION: Justin Huratiak

1) Review Bids and Potential Award of Recreation Complex Phase III; Project 1 – Trails & Basketball Court, Project 2 – Paving Parking Lot and Driveways

Supervisor Huratiak shared that bids for the two projects were received on August 18, 2022. The bid process was facilitated by Ott Consulting Inc. through PennBID. Engineer Jeffrey Ott provided an overview of the bids for each project.

The lowest bid for the Trails and Basketball Court is Grace Industries Inc. at an amount of \$203,387.53. An LSA grant provides \$175,000.00 for this project.

The paving of the Parking Lots and Driveway was separated into two bids. The base bid included adding grass islands to the top lot and adding grass to the swale near the pickleball court. The lowest bidder for that project is Gaver Industries Inc. DBA Barker & Barker Paving for \$177,020.00. There was an alternate bid for the paving that did not include the grass islands or the grass swale. The lowest bidder for the alternate is Gaver Industries Inc. DBA Barker & Barker Paving for \$176,337.00. There is a CDBG Grant in the amount of \$40,000.00 to support this project.

The Board of Supervisors reviewed a document detailing the current recreation funds, grant funds and project costs. Supervisor Huratiak shared that the Township will be responsible for an estimated \$165,407.00, assuming no additional costs during construction, if the Board

awards both projects. The Township can take the remaining drawn down of \$162,000 from the 2020 loan to support the project. The original loan amount was \$400,000. The Township drew down \$238,000 leaving a balance of \$162,000. There are also funds remaining from the DCNR grant funding. This is due to the fact that the Township used loan funds to pay the contractor before receiving the final DCNR grant funds.

The Recreation Committee did not have a quorum to hold their August meeting. The Recreation Secretary contacted two members for input. The two members supported awarding both projects to the lowest bidders. For the parking lot, the recommendation was to select the alternate option. The importance of the parking lot focused on the need to increase safety. Supervisor Huratiak recommended doing both projects and provided input regarding the increasing amount of usage and importance of safe accessibility to the amenities.

Supervisor Huratiak made a motion to award Recreation Complex – Phase III – Parking Lot Alternate, without islands and swale and supporting improved ADA accessibility, to Gaver Industries Inc. dba Barker & Barker Paving in the amount of \$176,337.00, noting that Gaver Industries is the lowest bidder, contingent upon Northampton County DCED approval, and Chairman Smith seconded the motion.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak made a motion to award Recreation Complex – Phase III – Paving Trails and installing Basketball Court, to Grace Industries, Inc. in the amount of \$203,387.53, noting that Grace Industries is the lowest bidder and noting that funding will be supported by an LSA grant and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Engineer Jeffrey Ott will coordinate a pre-construction meeting with the two contractors upon distribution of an award letter from the Township. A schedule will be defined at that time. Craig Hester, Road Foreman, will attend the meeting and support inspections during the construction period. It was also noted that Frank Brooks, Northampton County DCED, will need to attend the meeting to coordinate labor requirements specific to the CDBG grant.

ENGINEER’S REPORT: Jeffrey Ott

1) Deer Trac Development, Close-out Status

Ken Snyder of DT Development sent a letter, prepared by his Engineer, stating that the revisions to the detention basin puts it in compliance. Engineer Jeffrey Ott reviewed the letter and indicated it appeared to support the outstanding issues. A final review will be performed, and this will be on the agenda for the September 14, 2022 meeting.

BOARD OF SUPERVISORS: Robert Smith

1) Administrative Clerk Position Update and Potential Appointment

The Board of Supervisors discussed the earlier plan to create a second Administrative Clerical position to provide more coverage and allow for additional project work at the Administrative office. Chairman Smith shared that the Board conducted an interview with a candidate after a review of resumes.

Chairman Smith made a motion to create a second Administrative Clerical position for an estimated 20-24 hours per week and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

Chairman Smith made a motion to appoint Lisa Shetler as an Administrative Clerk working 20-24 hours per week, at a rate of \$16.00 per hour, effective August 29, 2022 and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

2) Northampton County Festival 2022 and Nominations

Chairman Smith noted the nomination was complete.

3) Approve Specifications for Solid Waste and Recycling Contract and Authorize Advertising on PennBID and Express Times

Specifications were updated by Katie Purdue and shared with the Board and Solicitor Ceraul. Solicitor Ceraul approved the specifications. The timeline was also reviewed by the Board of Supervisors.

Chairman Smith made a motion to approve the Residential Solid Waste and Recycling specifications and authorize advertisement on PennBID on August 29, 2022 and September 6, 2022 with bids due September 23, 2022 and award planned for September 28, 2022 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

4) Renewal/Non-Renewal of CD

The renewal rate for the existing CD is .01. The Board of Supervisors stated they do not plan to renew and will make a motion next meeting to either move funds to a money market account or find another instrument. Action is required between September 8th – 18th. The Board asked that an informational meeting be scheduled with PLIGIT.

ROADMASTER’S REPORT: Robert Smith

1) 2022 Road Project Update

The paving of OW Road is complete. Additional base materials were needed for the project and costs will exceed the awarded amount. The additional material was approved by the Board and a change order will be prepared. In addition, there is an escalator clause that will increase costs. Lastly, the Board authorized the paving of the section where the waterline was replaced. That will be paid with ARP funds.

SOLICITOR’S REPORT: David Ceraul

1) Presbyterian Church - Roseto

Solicitor Ceraul noted that Zoning Officer Tina Serfass researched the Presbyterian Church parcel merge referenced during the August 10, 2022 meeting and determined that no portion of either parcel is in Washington Township.

ADJOURNMENT:

Chairman Smith made a motion to adjourn the meeting at 4:24 pm and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer
Washington Township Board of Supervisors