

Special Meeting October 26, 2022

The Special Meeting of the Washington Township Board of Supervisors was held on October 26, 2022, at 3:30 pm in the Municipal Meeting Room. 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 3:32 pm. In addition to the Chairman, Vice Chairman Tolino and Supervisor Huratiak were present. Also present: Bookkeeper/Planning & Zoning Secretary Katie Purdue, Police Chief James Krome, Road Department Foreman Craig Hester, Secretary/Treasurer Gail Putvinski, Solicitor David Ceraul, and Interim Zoning Officer Tina Serfass. There was one (1) person in the audience.

PLEDGE OF ALLEGIANCE: Recited.

PUBLIC COMMENT:

None

BOARD OF SUPERVISORS: Robert Smith

1) Potential Award of Solid Waste and Recycling Contract Effective January 1, 2023

The Board of Supervisors reviewed the bid from J.P. Mascaro & Sons, the only bidder to the second bidding round through PennBID. Al DeGennaro, Attorney for J.P. Mascaro & Sons attended the meeting and provided general information to the Board of Supervisors. Attorney DeGennaro apologized for not attending the September 28, 2022, meeting where the first bid was reviewed. He also noted that J.P. Mascaro & Sons appreciates the opportunity in serving the Township over the last 3 years and during a previous contract. Attorney DeGennaro provided information on the unprecedented issues impacting the industry over the last 15 months. The industry is experiencing increases in wages, fuel costs, insurance costs, transport costs and disposal fees. Supervisor Huratiak stated his appreciation for the information. He noted that the cost of the contract is approximately 75% higher than the last and that will be passed on to the residents. The information will be valuable to help explain the increase. The Board discussed the bid, specifically a three-year vs. a five-year contract. Attorney DeGennaro shared that there is no expectation that costs will decline in the next five years. The Board agreed to accept a five-year contract with no yard waste option.

Chairman Smith made a motion to award a five-year residential Solid Waste & Recycling contract to J.P. Mascaro & Sons, the only bidder, at a monthly per unit cost of \$41.11, monthly township cost of \$80,945.59, annual township cost of \$971,347.08 and total contract cost of \$4,856,735.40, with no yard waste, and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

2) 2023 Budget Planning

Gail Putvinski distributed View 2 (DRAFT 10-26-22) of the General Fund 2023 budget. The changes from View 1 were reviewed.

393.000 Proceeds of Long-Term Debt: \$128,000 was entered in this line item for a Caterpillar Skid-steer for the road department.

Total Income: On this view, estimated to be \$2,714,268. The first view was \$2,586,268.

400.420 Membership Dues and Sub

COG Membership at an annual cost of \$1,400 was discussed last meeting, with no decision. A copy of the bi-laws and a list of equipment was provided to the Board and Road Foreman. The Board agreed not to pursue membership.

439.000 Road Construction & Rebuilding: The amount was increased from \$100,000 to \$200,000 as requested by the Board last meeting. ARP funds are being considered for funding.

440.000 Storm Water Management: The amount was increased from \$35,000 to \$37,000 based on input from Engineer Jeff Ott. This covers the annual MS4 work and a Pollutant Reduction Plan.

456.000 Library Contributions: The amount was increased from \$7,500 to \$8,500, as requested by the Board.

486.000 Insurance/Social Security: Supervisor Huratiak asked for the estimated cost of health insurance for an employee. The amount varies per employee and job title. An estimated average of \$24,000 is listed in the request column. This amount covers the average cost of health insurance, dental, vision, short-term disability, life insurance and pension for an Administrative employee at a wage of \$25/hour.

492.000 Interfund Operating Transfers: \$30,000 was entered in the line item 492.206, currently titled Brush Machine. The Brush Machine was paid off in 2022. The \$30,000 represents an estimated first payment for the Skid-steer. \$76,340 is listed in the request column for line item 492.700 Transfer to Capital Reserve. This is the amount that has been allocated for the Administrative building in past years. The building is now paid off and Supervisor Huratiak suggested the amount be allocated to the Capital Reserve to go toward a public works building. If added, the total amount would be \$176,340. The Board of Supervisors agreed to increase funds for the public works building and asked that the line item be increased from \$100,000 to \$200,000. The amount will be entered in the budget on the next view.

Total Expense: On this view, estimated to be \$2,938,819 with the items added in the budget, and \$3,040,559 with the request items.

Net Income: On this view Net Income is negative (224,551) with the items added in the budget, and negative (326,291) with the request items.

Additional Discussion items

- Road Foreman Hester recommended the Township consider a new zero turn mower. He stated that they are having difficulty starting the existing mower. He recommended a model that uses diesel fuel and provided an estimated cost of \$24,000. The Board discussed the need and agreed to add \$25,000 to line item 430.740 Road Department Capital Purchase - Machinery.
- The budget does not include any specific ARP allocations. The funds are part of the fund balance. Last year the funds were separated because use was restricted. The restriction has been lifted. Supervisor Huratiak stated that the Recreation Committee looked at their Draft budget for 2023 and will have a deficit for matching funds if the new grant is awarded. ARP funds is an option. The other option is to delay the project until 2024 and pursue more savings in 2023.
- A copy of the DRAFT budget message was distributed for review and input next meeting.
- Sub-budgets will be discussed next week. It is important to note that the new Solid Waste & Recycling will raise the per unit fee for residents approximately 73%. The actual amount will be discussed next meeting.
- Katie Purdue distributed an updated Township Fee Schedule for the Board to review. The Fee Schedule will be on the Organization Meeting agenda in January for adoption. A lengthy discussion took place regarding Amusement Permits, and associated requirements. Zoning Officer Serfass explained how the devices are considered as part of property use and the County has a cost process. Supervisor Huratiak commented that the Township should take action to pursue proper regulations and suggested changes to the Zoning Ordinance be considered.

3) **Slate Belt Comprehensive Plan Status Report**

The link to the Slate Belt Comprehensive Plan was posted on the website. No comments have been received to date.

4) **Mass Media Alert System Information**

Zoning Officer Tina Serfass provided the Board of Supervisors with two options for a resident communication tool. One is Alert Media at \$10,000 annually and the other is Code Red at \$3,900 annually. She provided input regarding pros and cons of each and local users. The Board of Supervisors favored Code Red and agreed to consider possible use.

5) State and Local Cybersecurity Grant Program (SLCGP) Overview

Katie Purdue researched the grant and determined it is not applicable to the Township.

6) Approval to Advertise for Diesel Fuel Bids

A draft ad and bid document for diesel fuel was distributed to the Board of Supervisors. The plan is to advertise 11/22 and 11/29 with bids due December 12th with award planned for December 14th. The need to advertise is due to the fact that the nearest supplier is Tolino Fuel.

Chairman Smith moved, and Supervisor Huratiak seconded to advertise for diesel fuel on November 22 and November 29, 2022.

Public Comment: None

Vote 3 – 0

7) Township Appointment Updates

Engineer Jeff Ott provided an updated Ott Consulting fee schedule for review. A copy was provided to the Board. Solicitor Ceraul submitted a request for a minimal rate increase. Zoning Officer Serfass requested no increase. Donald McIlmurray is no longer available to perform the role of Township auditor because he is moving. This will leave the Township with only one appointed auditor. Two more auditors are needed.

Supervisor Huratiak shared that Secretary/Treasurer Gail Putvinski announced that she is planning to retire late first quarter of 2023.

RECREATION: Justin Huratiak

1) Status Regarding Submission of DCNR Grant Round 28 Special Fall

Supervisor Huratiak stated that Tina Cosenza has been actively working on the grant application. The Recreation Committee discussed the focus of the grant at their meeting on October 25, 2022. The application must be submitted by end of day tomorrow, October 27, 2022.

Chairman Smith moved, and Vice Chairman Tolino seconded to approve submission of the application for the DCNR Grant Round 28 Special Fall Round.

Public Comment: None

Vote 3 – 0

2) Status Recreation Phase III Construction Update – Paving Trails and Installing Basketball Court

The paving of the trails and installation of the basketball court is complete. Backup of the trails with topsoil is continuing. There was an issue with the interpretation of the specifications for backup and it is being addressed.

3) Status Recreation Phase III Construction Update – Paving Parking Lots and Driveways

The project is basically complete, pending one final correction.

Gail Putvinski noted that the plan was to complete the paving of the trails and basketball court first, pay for that project and submit for the grant, then complete the parking lot project and use the grant funds to cover that cost. Since both projects are completing at approximately the same time, the new plan is to transfer General Funds to Recreation to cover one of the invoices and then return the funds to General after receiving the grant reimbursement. Solicitor Ceraul supported the proposed plan.

EXECUTIVE SESSION

Supervisor Huratiak requested an executive session to address a personnel issue. The Board of Supervisors and Solicitor Ceraul moved to an Executive Session from 5:07 - 5:24 pm.

ADJOURNMENT:

Chairman Smith moved, and Vice Chairman Tolino seconded to adjourn the meeting at 5:25 pm.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Gail Putvinski - Secretary/Treasurer
Washington Township Board of Supervisors