WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 03, 2017

The Washington Township Supervisors held their 2017 reorganizational meeting on Tuesday, January 03, 2017. Supervisors present: Robert Hrin, Harold Wilson, Robert Hetrick, Steven McClelland and Donna Cooper. Also present: Daniel Whaling, Roadmaster and Sarah Anderson, Secretary. Visitors: Adam Raybuck, Roger Geist, and Jerry Stormer.

Salute to the Flag…

CHAIRMAN

Steve McClelland asked for nominations for a temporary Chairman. Harold Wilson and Donna Cooper nominated Robert Hrin for Chairman. Nominations were closed.

On a MOTION by Harold Wilson and a SECOND by Robert Hetrick, all the board voting in favor, Steve McClelland handed the gavel over to Robert Hrin, Chairman.

VICE-CHAIRMAN

Chairman Robert Hrin asked for nominations for a Vice-Chairman. Robert Hetrick and Steve McClelland nominated Harold Wilson for Vice-Chairman. Nominations were closed.

On a MOTION by Robert Hetrick and a SECOND by Steve McClelland, all the board voting in favor, Harold Wilson was nominated to the seat of Vice-Chairman.

SECRETARY/TREASURER

On a MOTION by Steve McClelland and a SECOND by Harold Wilson, all the board voting in favor, Sarah Anderson was appointed Secretary/Treasurer.

On a MOTION by Donna Cooper and a SECOND by Harold Wilson, all the board voting in favor, the secretary/Treasurer’s salary was set at $850 per month; a $50.00 increase per month.

On a MOTION by Steve McClelland and a SECOND by Robert Hetrick, all the board voting in favor, Treasurer’s bond was set at $200,000.

ROADMASTER

On a MOTION by Harold Wilson and a SECOND by Robert Hetrick, all the board voting in favor, Daniel Whaling was appointed as Roadmaster.

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, Daniel Whaling, Roger Geist, Adam Raybuck, and Jerry Stormer were given a $0.25 raise per hour.

WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 03, 2017

HOLIDAYS

On a MOTION by Donna Cooper, and a SECOND by Steve McClelland, all the board voting in favor, paid holidays for the fulltime employees are as follows:

FULLTIME EMPLOYEES’ PAID HOLIDAYS:

NEW YEAR’S DAY: GOOD FRIDAY; MEMORIAL DAY; FOURTH OF JULY; LABOR DAY; 1ST DAY OF BUCK or THE DAY AFTER THANKSGIVING; THANKSGIVING DAY; CHRISTMAS DAY.

On a MOTION by Steve McClelland, and a SECOND by Robert Hetrick, all the board voting in favor, an additional personal day was added to the calendar year for all full time employees.

LEGAL COUNCIL

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, the firm of FERRARO, KRUK AND FERRARO was appointed as legal counsel.

EMERGENCY SUPERVISORS PAY

On a MOTION by Robert Hetrick, and a SECOND by Donna Cooper, all the board voting in favor, the supervisors recommended to the auditors that a Supervisor working in an emergency situation should be compensated at $10 per hour.

PLANNING BOARD

On a MOTION by Steve McClelland, and a SECOND by Robert Hetrick, all the board voting in favor, Sandra Wilson was appointed to serve another five year term on Planning Board. Her term will expire in January 01, 2022.

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, David Felix and Dave Holmes were appointed to serve as alternates on the Planning Board.

VACANCY BOARD

On a MOTION by Steve McClelland, and a SECOND by Robert Hetrick, all the board voting in favor, Lee Knox was appointed to the Vacancy Board.

 On a MOTION by Robert Hetrick and a SECOND by Steve McClelland, all the board voting in favor, Duane Mowery was appointed to serve on the Appeals Board.

ZONING OFFICER

On a MOTION by Robert Hetrick, and a SECOND by Harold Wilson, all the board voting in favor, Sarah Anderson was appointed to serve as Zoning Officer.

WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 03, 2017

MEETINGS

On a MOTION by Robert Hetrick, and a SECOND by Harold Wilson, all the board voting in favor, the Township monthly meetings were scheduled for the 2nd Tuesday of the month at 7 PM except the December meeting will be at 5 PM. The reorganizational meeting for 2018 will begin at 6:30 PM.

VOTING DELEGATES

On a MOTION by Steve McClelland, and a SECOND by Harold Wilson, all the board voting in favor, Robert Hetrick was appointed to be the voting delegate for the Township at the State Association Annual Conference in Hershey.

On a MOTION by Robert Hetrick, and a SECOND by Steve McClelland, all the board voting in favor, Donna Cooper was appointed to be the alternate voting delegate for the Township at the State Association Annual Conference in Hershey.

APPOINTMENTS & ALTERNATES

TAX COLLECTION

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, the board appointed the “Tax Collection Agency” which is appointed by the TCC (Tax Collection Committee) for EIT (Earned Income Tax) and the LST (Local Tax Services) for the Township for 2017.

TCC …

On a MOTION by Harold Wilson, and a SECOND by Donna Cooper, all the board voting in favor, Steve McClelland was appointed to represent the Township at the Tax Collection Committee (TCC).

On a MOTION by Robert Hetrick, and a SECOND by Steve McClelland, all the board voting in favor, Harold Wilson was appointed be the alternate to represent the Township at the Tax Collection Committee (TCC).

WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 03, 2017

COG/SEWER ASSO. BOARD….

On a MOTION by Donna Cooper, and a SECOND by Robert Hetrick, all the board voting in favor, Harold Wilson was appointed to represent the Township at the on the COG/Sewer Board meetings.

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, Donna Cooper was appointed to serve on the alternate COG/Sewer Board.

STORMWATER MANAGEMENT COMMITTEE

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, Robert Hrin was appointed to represent the Township at the Stormwater Management Committee meetings.

On a MOTION by Steve McClelland, and a SECOND by Harold Wilson, all the board voting in favor, Robert Hetrick was appointed as the alternate to represent the Township at the Stormwater Management Committee meetings.

ROAD SUPERVISOR

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, Robert Hetrick was appointed as Superintendent over the Road Department.

DEPOSITORY

On a MOTION by Steve McClelland, and a SECOND by Donna Cooper, all the board voting in favor, PLGIT (Pennsylvania Local Government Investment Trust) was appointed as depository for the Township funds for 2017.

PENSION PLAN

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, the (secretary) was appointed as the Chief Administrator of the Township’s Employee Municipal Pension Plan.

On a MOTION by Robert Hetrick, and a SECOND by Harold Wilson, all the board voting in favor, the board moved to waive mandatory employee’s contribution to the Township municipal Pension Plan.

MILEAGE RATE

On a MOTION by Steve McClelland, and a SECOND by Robert Hetrick, all the board voting in favor, the mileage rate for reimbursement is set at the current IRS which is $0.53.

WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 03, 2017

EMS COORDINATOR

On a MOTION by Robert Hetrick, and a SECOND by Harold Wilson, all the board voting in favor, Robert Hrin was appointed to be the Township’s Emergency Management Coordinator.

ADJOURNMENT

On a MOTION by Harold Wilson, and a SECOND by Steve McClelland, all the board voting in favor, the reorganizational meeting was adjourned at 6:47 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer

WASHINGTON TOWNSHIP

Regular Monthly Meeting Minutes

January 03, 2017

The Washington Township Supervisors held their regular monthly meeting on Tuesday, January 03, 2017 following their reorganizational meeting. Members present: Chairman Robert Hrin, Vice-Chairman Harold Wilson, Supervisor Robert Hetrick, Supervisor Donna Cooper and Supervisor Steve McClelland. Also present: Daniel Whaling, Roadmaster and Sarah Anderson, Secretary. Visitors: Adam Raybuck, Roger Geist, and Jerry Stormer.

OPEN TO THE FLOOR

Supervisors discussed the flag located at the Township Building in need of replacement. Roadmaster, Dan Whaling will call for pricing and a new one will be ordered.

MINUTES

On a MOTION by Harold Wilson, a SECOND by Donna Cooper, all the board voting in favor, the minutes of the December 13, 2016, meeting was approved as presented.

VOUCHERS AND PAYROLL

On a MOTION Steve McClelland, a SECOND by Robert Hetrick, all the board voting in favor, the vouchers due for payment and the payroll were approved.

TREASURER’S REPORT

On a MOTION by Harold Wilson, a SECOND by Donna Cooper all the board voting in favor, the Treasurer’s report was approved as presented.

CORRESPONDENCE

1. The EADS Group – we have no signed agreement with them. We will use their services on a as needed basis.

NEW BUSINESS

Supervisors discussed possible investment opportunities. Supervisor, Donna Cooper will check on current CD rates and discuss options with Solicitor, Greg Kruk.

On a MOTION by Robert Hetrick, a SECOND by Harold Wilson, all the board voting in favor, Resolution 2017-01, Operating Budget for Jefferson County Tax Collection Committee (TCC) was approved.

Washington Township Supervisors

Regular Monthly Meeting Minutes

January 03, 2017

ROAD SUPERVISORS REPORT

Dan Whaling said the loader is having wheel and transmission issues. The Township may want to discuss a replacement plan for this piece of equipment. He has a trade in quote from Walsh Equipment.

OLD BUSINESS

The Supervisors will review the Employee Handbook at a work session prior to the February meeting.

OPEN TO THE FLOOR

Secretary, Sarah Anderson will begin to post office hours beginning in February.

ADJOURNMENT

On a MOTION by Harold Wilson, a SECOND by Steve McClelland, all the board voting in favor, as there was no further business or discussion, the meeting was adjourned at 7:23 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer