



Washington Township
15973 South State Route 44 Highway
Allenwood, PA 17810

Supervisors' Meeting Agenda

September 8, 2020

1.0 Call to Order

2.0 Moment of Silence and Pledge of Allegiance

**Announce meeting is being audio recorded for minute taking.*

3.0 Roll Call

4.0 Acceptance of Minutes from August 3, 2020

5.0 Financial Reports (*attached*)

- Account Balances
- Expenditures
- Revenues
- Payroll
- Profit & Loss

6.0 Citizens Participation on Agenda Items

7.0 Committee Reports

- Road Master
- Planning Commission

8.0 Reports and Recommendations of the Chair

9.0 Notices and Communication

- The office will start closing at 6:00 p.m. on Mondays and Fridays.

10.0 Items for Supervisors' Action

- Adopt Ordinance Amendment – Building Height
- Adopt Resolution – 2020-03 – Emergency Operation Plan

Supervisors' Meeting Agenda
September 8, 2020
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- 11.0 Information Items
- 12.0 Old Business
- 13.0 New Business
- 14.0 Citizens Participation
- 15.0 Announcements and Calendar of Events
- 16.0 Adjournment

Washington Township
Financial Accounts

Balances as of August 31, 2020

GENERAL FUND	\$ 437,511.89	
ACT 13	\$ 38,899.08	
FIRE	\$ 7,490.67	
LIQUID FUELS	\$ 89,811.40	<i>(Restricted Funds)</i>
CAPITAL RESERVE	\$ 211,685.59	

GENERAL FUND BREAKDOWN

<i>Checking</i>	\$ 290,835.30
<i>Savings</i>	\$ 105,141.58
<i>Escrow</i>	\$ 127.63
<i>Payroll</i>	\$ 24,607.00
<i>Special (Grant)</i>	\$ 16,800.38
	<u>\$ 437,511.89</u>

Washington Township Expenditures

August 2020

Total Expenditures: **\$ 214,470.30**

General Fund - Checking

Ck Date	Ck #	Vendor	Description	Amount Paid
08/05/20	2745	Central Site Services	Sewage Enforcement (545 Circle J Road)	\$ 210.00
08/05/20	2746	Joel D. Shirn Excavating LLC	Shale for Dirt & Gravel Rd Project	\$ 56,347.20
08/19/20	2747	Best Line Equipment	Skid Steer Repair	\$ 547.08
08/19/20	2748	Comcast	Fax/Internet/Voice	\$ 254.66
08/19/20	2749	Light-Heigel & Associates	Plan Research, Review & Verification	\$ 352.00
08/19/20	2750	Wagner, Dreese, Elsasser & Assoc	July Payroll, 2nd Qtr Payroll Taxes, Consults	\$ 890.40
08/19/20	2751	Williamsport Sun-Gazette	Legal Ad	\$ 67.28
08/21/20	2752	Muncy Bank & Trust Visa Card	Training (PSATS), office supplies (Staples)	\$ 219.79
08/21/20	2753	Personnel Concepts	Mandated Posters	\$ 771.56
08/28/20	2754	McCarty's Machinery, Inc.	Backhoe Tire Repair	\$ 190.00
08/31/20	2755	D&E Kars & Kars	Truck Maintenance (3 trucks)	\$ 1,271.92
08/31/20	2756	H.A. Thomson Co.	Added 2019 Ford to Insurance Policy	\$ 376.00
08/31/20	2757	Light-Heigel & Associates	Property Maintenance Administration for July	\$ 50.25
08/31/20	2758	Light-Heigel & Associates	Zoning Administration for July	\$ 782.00
				\$ 62,330.14

General Fund - Special (Grant)

Ck Date	Ck #	Vendor	Description	Amount Paid
08/28/20	107	P Stone	Stone for Dirt & Gravel Rd Project	\$ 820.06
08/28/20	108	Joel D. Shirn Excavating, LLC	2A delivered & compacted (Dirt & Gravel)	\$ 20,753.70
				\$ 21,573.76

Fire

Ck Date	Ck #	Vendor	Description	Amount Paid
				\$ -

Liquid Fuels

Ck Date	Ck #	Vendor	Description	Amount Paid
08/28/20	227	Russell Standard (Hammaker East)	Seal Coat & Fog Seal Contract	\$ 112,192.00
08/31/20	228	Russell Standard (Hammaker East)	Additional Seal Coat & Fog Seal	\$ 18,374.40
				\$ 130,566.40

Washington Township Revenue

August 2020

Total Revenue: **\$ 12,752.78**

General Fund - Checking

Deposit Date	Received From	Description	Amount Rcvd
08/05/20	HA Thompson	Refund for Bond (Bonnie Taylor)	\$ 961.00
08/05/20	Randall L. Martin	Perc Test (545 Circle J Road)	\$ 210.00
08/11/20	PA Game Commission	In Lieu of Tax Payment for 2020	\$ 1,296.00
08/19/20	Nancy J. Bashista	Real Estate Taxes Collected (Township)	\$ 1,945.51
08/19/20	County Treasurer	Delinquent Real Estate Taxes Collected	\$ 1,836.95
08/19/20	District Justice Kemp	Fines Collected (Ridge Rd Sewage)	\$ 500.00
08/26/20	County of Lycoming	Real Estate Transfer Taxes	\$ 1,200.50
08/31/20	Elimsport Supply	Planning Review Fee	\$ 1,000.00
08/31/20	Wayne Luckenbill	Sewage Permit (Ridge Road)	\$ 454.00
08/31/20	John Fisher	Sewage Permit (Gap Road)	\$ 410.00
08/31/20	Pine Springs Construction	Zoning Permit (1677 Gap Rd)	\$ 100.00
08/31/20	Fred Hill	Zoning Permit (1139 Leisure Acres Rd)	\$ 75.00
08/31/20	Pine Springs Construction	Permit	\$ 159.00
08/31/20	Benuel Fisher	Zooking Zoning Permit	\$ 216.00
08/31/20	Isaac Bailer	Zoning/Building Permit (504 Cooley Rd)	\$ 773.00
08/31/20	Aaron & Rachel Lapp	Zoning Permit (636 Back Rd)	\$ 135.00
08/31/20	Elimsport United Methodist Church	Zoning Permit (16145 S Rt 44 Hwy)	\$ 175.00
			\$ 11,446.96

Act 13

Deposit Date	Received From	Description	Amount Rcvd
			\$ -

Fire

Deposit Date	Received From	Description	Amount Rcvd
08/19/20	Nancy J. Bashista	Real Estate Taxes Collected (Fire)	\$ 1,305.82
			\$ 1,305.82

Washington Township Payroll

August 2020

Name	CDL Hours	CDL Rate	Total CDL	Hours	Rate	Total	Total Gross	Credit Weeks	Mileage (\$0.575)	Mileage Reimb.
Grimm, Brad			\$ -	5	\$ 15.00	\$ 75.00	\$ 75.00	0		\$ -
Miller, Parvin			\$ -	35	\$ 16.00	\$ 560.00	\$ 560.00			\$ -
Satteson, Susan			\$ -	67	\$ 20.00	\$ 1,340.00	\$ 1,340.00	3	57	\$ 32.78
Sayman, Randy		\$ 17.00	\$ -	18	\$ 15.00	\$ 270.00	\$ 270.00			\$ -
Taylor, Jeffrey			\$ -	14	\$ 16.00	\$ 224.00	\$ 224.00			\$ -
Ulrich, George			\$ -	24.5	\$ 17.00	\$ 416.50	\$ 416.50	1		\$ -
							\$ 2,885.50			\$ 32.78

TAX COLLECTOR

Bashista, Nancy J.	
\$	1,945.51 Township Tax Collected
\$	1,305.82 Fire Tax Collected
\$	3,251.33 Total Real Estate Taxes Collected
\$	260.11 Due 8% of Total Taxes Collected

Washington Township

2020 Payroll

Month	Wages	Payroll Taxes	Mileage Reimbursement	Total Payroll
January	\$ 6,985.39	\$ 650.29	\$ 217.35	\$ 7,853.03
February	\$ 5,828.75	\$ 550.01	\$ 170.78	\$ 6,549.54
March	\$ 2,367.75	\$ 223.49	\$ 91.43	\$ 2,682.67
April	\$ 1,827.50	\$ 171.88	\$ 13.23	\$ 2,012.61
May	\$ 3,723.00	\$ 351.53	\$ 32.78	\$ 4,107.31
June ***	\$ 18,408.07	\$ 1,529.02	\$ 66.47	\$ 20,003.56
July	\$ 5,878.79	\$ 531.68	\$ 58.08	\$ 6,468.55
August	\$ 3,145.61	\$ 292.59	\$ 32.78	\$ 3,470.98
September				
October				
November				
December				

YTD Total:	\$ 48,164.86	\$ 4,300.49	\$ 682.90	\$ 53,148.25
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*** June wages are higher as they include Tax Collector's pay of \$11,697.07 ***

WASHINGTON TOWNSHIP GENERAL FUND

Profit & Loss

08/31/20

January through August 2020

Accrual Basis

	<u>Jan - Aug 20</u>
Income	
301.00 · REAL ESTATE TAXES	100,861.34
301.40 · DELINQUENT FROM TX CLAIM BUREAU	6,931.74
310.10 · REAL ESTATE TRANSFER TAX	10,656.58
310.20 · EARNED INCOME TAXES	90,270.27
320.00 · LICENSES AND PERMITS	6,751.00
321.32 · Junkyard	10.00
321.80 · CABLE TELEVISION FRANCHISE FEE	9,131.68
330.00 · FINES AND FORFEITS	1,759.86
341.00 · INTEREST EARNINGS	4,091.31
361.00 · General Government	4,788.45
362.00 · Public Safety (Permits)	4,429.00
Total Income	<u>239,681.23</u>
Expense	
400.00 · LEGISLATIVE/GOV BODY	89.00
400.21 · Office Supplies	1,256.39
400.30 · General Services	2,649.77
402.00 · AUDITING SERVICES	2,592.94
403.00 · TAX COLLECTION	393.06
404.00 · SOLICITOR/LEGAL SERVICES	4,042.77
405.00 · SECRETARY/CLERK	409.00
406.00 · Other General GVT Admin.	2,270.89
407.00 · IT-NETWORKING SERVICES-DATA PRO	50.00
408.00 · ENGINEERING SERVICES	1,000.00
409.00 · GENERAL GOVMNT BLDGS & PLANT	454.46
409.10 · Purchase of Equipment	3,799.00
413.00 · UCC & CODE ENFORCEMENT	7,309.50
414.00 · PLANNING AND ZONING	500.00
415.00 · EMERGENCY MGMT & COMMUNICATIONS	30.00
419.00 · OTHER PUBLIC SAFETY	1,360.00
429.00 · SEO (Sewer)	1,650.00
430.00 · Admin. General Services	4,254.91
437.00 · REPAIRS OF TOOLS AND MACHINERY	7,782.99
438.00 · Maint/Repair Roads/Brdgs	11,100.42
439.00 · HWY CONSTRUCTION & REBUILDING	94,688.08
481.00 · EMPLOYER PAID WH TAXES & UNEMPL	4,008.20
486.00 · INSURANCE	31,416.00
498.00 · Mileage	650.12
499.00 · Wages	45,019.25
66900 · Reconciliation Discrepancies	92.76
Total Expense	<u>228,869.51</u>
Net Income	<u><u>10,811.72</u></u>

ACT 13 FUND WASHINGTON TOWNSHIP

Profit & Loss

January through August 2020

	<u>Jan - Aug 20</u>
Income	
341.00 · INTEREST EARNINGS	148.61
355.09 · MARCELLUS SHALE IMPACT FEE DIST	<u>24,654.85</u>
Total Income	24,803.46
Expense	<u>0.00</u>
Net Income	<u><u>24,803.46</u></u>

CAPITAL RESERVE FUND WASHINGTON TOWNSHIP

Profit & Loss

January through August 2020

	<u>Jan - Aug 20</u>
Income	
341.00 · INTEREST EARNINGS	998.02
Total Income	998.02
Expense	0.00
Net Income	<u>998.02</u>

FIRE FUND WASHINGTON TOWNSHIP

Profit & Loss

January through August 2020

	<u>Jan - Aug 20</u>
Income	
301.00 · REAL ESTATE TAXES	67,957.46
341.00 · INTEREST EARNINGS	116.56
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Total Income	68,074.02
Expense	
411.00 · FIRE	60,000.00
66900 · Reconciliation Discrepancies	1,610.95
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Total Expense	61,610.95
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Net Income	<u>6,463.07</u>

LIQUID FUELS FUND WASHINGTON TOWNSHIP

Profit & Loss

08/31/20

January through August 2020

Accrual Basis

	<u>Jan - Aug 20</u>
Ordinary Income/Expense	
Income	
341.00 · INTEREST EARNINGS	1,547.06
355.02 · LIQUID FUELS TAX	125,405.99
355.03 · STATE ROAD TURNBACK PAYMENTS	31,920.00
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Total Income	158,873.05
Expense	
437.00 · REPAIRS OF TOOLS AND MACHINERY	17,839.35
438.00 · MAINT & REPAIRS ROADS/BRIDGES	8,260.00
439.00 · HWY CONSTRUCTION & REBUILDING	139,719.10
66900 · Reconciliation Discrepancies	-124.96
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Total Expense	165,693.49
Net Ordinary Income	<hr/> -6,820.44
Net Income	<hr/> <hr/> -6,820.44