

Washington Township
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Board of Supervisors
Devin O'Rourke, Chair
Brett Taylor, Vice Chair
George Ulrich, Road Master

Secretary/Treasurer
Susan Satteson

Supervisors' Organization & Regular Meeting Minutes

Tuesday, January 2, 2024 at 6 PM

The Organization Meeting for the Board of Supervisors of Washington Township was held on January 2, 2024. The meeting was called to order at 6:00 p.m. by the 2023 Chairman Devin O'Rourke and roll call was taken. Supervisors attending were Devin O'Rourke, George Ulrich and Brett Taylor. A quorum was declared. Susan Satteson, Secretary/Treasurer also attended.

MOTION by George Ulrich and seconded by Brett Taylor to appoint Susan Satteson Temporary Secretary and Devin O'Rourke, Temporary Chairman. Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to appoint Devin O'Rourke, Chairman for 2024. Motion carried.

Devin O'Rourke continued the meeting as Chairman.

MOTION by George Ulrich and seconded by Devin O'Rourke to appoint Brett Taylor as Vice-Chairman. Motion carried.

MOTION to appoint Susan Satteson Secretary/Treasurer by Brett Taylor and seconded by George Ulrich. Motion carried.

MOTION to appoint George Ulrich Roadmaster by Brett Taylor and seconded by Devin O'Rourke. Motion carried.

MOTION to appoint Brett Taylor Assistant Roadmaster by George Ulrich and seconded by Devin O'Rourke. Motion carried.

MOTION by Brett Taylor and seconded by George Ulrich to establish the Regular Meeting of the Board of Supervisors as the first Monday of every month beginning at 6:00 p.m. at the Washington Township Municipal Building. Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to authorize compensation for the Board of Supervisors, Planning Commission, Property Maintenance Appeal Board and Zoning Hearing Board at \$50.00 per meeting. Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to authorize pre-payment of invoices and payroll. Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to establish the Treasurer's Bond in the amount of \$1,500,000.00. Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to authorize the Treasurer to transfer monies within Township funds as required for the orderly financial operation of the Township. Motion carried.

MOTION by Brett Taylor and seconded by George Ulrich to participate in West Branch Council of Government (COG). Motion carried.

MOTION by George Ulrich and seconded by Brett Taylor to set the travel mileage rate for officials and employees' use of personal vehicles for Township business at the rate set by the IRS (\$0.67/mile). Motion carried.

MOTION by George Ulrich and Brett Taylor to approve the following salaries, effective January 1, 2024. Motion carried.

Road Master	<u>Established by elected/appointed auditors</u>
Supervisors	<u>Established by elected/appointed auditors</u>
Skilled Laborers	<u>\$10 - \$20 per hour (based on skill)</u>
CDL Driver	<u>\$20 per hour</u>
Secretary/Treasurer	<u>\$24.68 per hour</u>
Elected Auditors' Salary	<u>\$10 per hour (established by State Law)</u>

MOTION by Devin O'Rourke and seconded by Brett Taylor to approve Resolution No. 2024-01 (Establishing 2024 Fee Schedule). Motion carried.

MOTION by Brett Taylor and seconded by George Ulrich to approve Resolution No. 2024-02 (CPA Appointment for 2023 Audit). Motion carried.

MOTION by Devin O'Rourke and seconded by Brett Taylor to appoint and/or designate the following. Motion carried.

Depository for Township Funds	<u>Journey Bank, First Citizens Community Bank</u>
Phone/Fax/Internet	<u>Comcast</u>
Newspaper of Record	<u>Williamsport Sun-Gazette</u>
Drug & Alcohol Contact	<u>Susan Satteson</u>
Open Records Officer	<u>Susan Satteson</u>
PSATS Voting Delegate & Alternate	<u>Devin O'Rourke / George Ulrich</u>
COG Representative & Alternate	<u>Brett Taylor / George Ulrich</u>

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Township Engineer & Alternate	<u>Pysher & Associates / Vassallo Engineering</u>	
Solicitor	<u>McCormick Law Firm</u>	
Building, Zoning/Codes Enforcement	<u>Code Inspections, Inc.</u>	
SEO & Alternate	<u>Jeff Kreger / Stan Wallace / Sean Kreger</u>	
Fire Company and EMS Protection	<u>Washington Township Volunteer Fire Co</u>	
Emergency Management Coordinator	<u>Craig Stamile</u>	
Vacancy Board Chair	<u>Thomas Hamm</u>	
Auditors	<i>Elected</i>	<u>Vacant</u>
	<i>Appointed</i>	<u>Ron Hamm 1/1/24 – 12/31/24</u>
	<i>Appointed</i>	<u>Eric Springman 1/1/24 – 12/31/24</u>
Planning Commission	1	<u>Doug Stugart 1/1/22 – 12/31/25</u>
	2	<u>Pete Miller 1/1/23 – 12/31/26</u>
	3	<u>Tom Hamm 1/1/24 – 12/31/27</u>
	<i>Alternate</i>	<u>Chris Ulrich 1/1/23 – 12/31/26</u>
International Property Maintenance Appeals Board	1	<u>Ben Berger</u>
	2	<u>Amanda Grimm</u>
	3	<u>Dick Secules</u>
UCC Appeals Board	1	<u>Michael Rempel, Architect</u>
	2	<u>Chris Fiene</u>
	3	<u>Zack Kurtz, Engineer</u>
Zoning Hearing Board	1 year	<u>Joseph Wilk, Chair 1/1/24 – 12/31/24</u>
	2 year	<u>Max Farley, Vice Chair 1/1/23 – 12/31/24</u>
	3 year	<u>David Ulrich 1/1/21 – 12/31/23</u>
	<i>Alternate</i>	<u>Mosie Lapp 1/1/23 – 12/31/24</u>
	<i>Alternate</i>	<u>Ken Bashista 1/1/24 – 12/31/25</u>

With all organizational matters addressed, the Regular Meeting of the Board of Supervisors began.

No public comment on agenda items.

Acceptance of Minutes

A **MOTION** was made by Brett Taylor, seconded by George Ulrich to accept the minutes from the Regular Meeting held December 4, 2023. Motion carried.

Financial Reports

Secretary Satteson read the account balances, expenditures and revenues for December.

General Fund:	\$	<u>969,916.33</u>	Revenue:	\$	22,651.77
Act 13:	\$	<u>86,462.82</u>	Less Expenditures:	\$	26,384.51
Fire:	\$	<u>1,660.77</u>	Less Payroll:	\$	3,996.27
Liquid Fuels:	\$	<u>98,794.40</u>			
Capital Reserve:	\$	<u>159,544.20</u>	Net Loss:	\$	(7,729.01)

Road Master Reports

Ready for snow.

Planning Commission Reports

Norman Esh subdivision and Jonathan Fisher land development both recommended for approval.

Reports and Recommendations of the Chair

None

Notices and Communications

None

Items for Supervisors' Action

MOTION by Brett Taylor and seconded by George Ulrich to approve the Norman Esh Subdivision with a condition of providing a Highway Occupancy Permit before releasing the signed plans.

MOTION by Brett Taylor and seconded by George Ulrich to approve the Jonathan Fisher Land Development with a condition that corners be monumented.

Old Business

Devin reached out to a neighboring landowner about purchasing ground for township expansion and is waiting to hear back.

Brett called DCNR to see if they will place gravel on the parking lot that the township put in for them.

New Business

None

Public Comment

Dave Ulrich questioned the pay for CDL drivers as he thinks it is too low.

After no further business, the meeting was adjourned by Devin O'Rourke at 6:30 p.m.

Recorded by *Susan Satteson*, Washington Township Secretary