

WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION AGENDA

JANUARY 2, 2018

5:30 P.M. – REORGANIZATION MEETING CONVENES

CALL TO ORDER

Pledge of Allegiance

TEMPORARY OFFICERS

1. Motion to appoint _____ as temporary Chairperson in order to receive nominations for the position of Chairperson of the Board for 2018.
2. Motion to appoint Richard Sichler as temporary Secretary to record nominations for Chairperson of the Board.
3. Motion to close the nominations.

NOMINATIONS FOR CHAIRPERSON

1. Nominations from the floor are now open for Chairperson of the Board. Motion to nominate _____ as Chairperson of the Board of Supervisors for 2018. You may have as many nominations as you wish.
2. After all nominations are in, a motion needs to be made to close the nominations.

_____ **IS DECLARED CHAIRPERSON FOR 2018**

NOMINATIONS FOR VICE CHAIRPERSON

1. Nominations from the floor are now open for Vice Chairperson. Motion to nominate _____ as Vice Chairperson of the Board for 2018. You may have as many nominations as you wish.
2. After all nominations are in, a motion needs to be made to close the nominations.

_____ **IS DECLARED VICE CHAIRPERSON FOR 2018**

At this point the meeting is turned over to the newly elected Chairperson of the Board.

PUBLIC COMMENT

AFFIRMATION OF TOWNSHIP EMPLOYEES/APPOINTMENTS

**A motion is in order to make the following appointments:
(You can do this all in one motion).**

Appointment of Township Manager/Secretary – Richard Sichler

Appointment of full-time office personnel –
Doug Blean, Treasurer
Susan Brown
Tina Orff

Appointment of full-time road employees –
Brian Mohr
Jayme Benfield
Jacob Long
Bret Marks

Appointment of following permanent part-time and/or seasonal (snow emergency) employees
David Moyer
Thomas Powanda
James Roma

Appointment of Roadmaster – Brian S. Mohr

ADMINISTRATIVE ITEMS

1. A motion is in order to establish the Treasurer's Bond in the amount of \$1,000,000.00 with the Treasurer's Bond to be filed with the Board of Auditors.
2. A motion to adopt Resolution No. 2018 – 1 Wage Schedule, ENCLOSED as approved with the adoption of the 2018 Budget, for all township employees.
3. A motion to set the mileage rate for officials/employees using their own vehicles for township business at \$0.54 cents per mile.
4. A motion to reaffirm the following Manuals of the Township:
 - a) Safety Manual – Resolution No. 2018 – 2
 - b) CDL Operators Manual – Resolution 2018 – 3
5. A motion is needed to adopt Resolution No. 2018 – 4, re-adopting the Washington Township Personnel Manual.

6. A motion is needed to appoint Brenda Breidigan as Washington Township Census enumerator.

PROFESSIONAL APPOINTMENTS

1. Motion to appoint LTL Consultants as the Township's Engineering firm for 2018 and also, as the Zoning Officer, Well Permit Officers, Electrical Inspectors for 2018. And to adopt Resolution No. 2018 – 5 establishing the fees for their services.
2. Motion to appoint LTL Consultants as the Township's Sewage Officers for 2018 and to adopt Resolution No. 2018 – 6 establishing permit fees for 2018 and naming the attached individuals as sewage officers:
 - John E. Yoder
 - Bradley A. Pflum
 - Paul E. Labe III
 - Kyle A. Dierolf
 - Robert H. Wuerth
 - W. David Wallace (Alternate)
3. Motion to adopt Resolution No. 2018 – 7 appointing LTL Consultants as the Township's Building Code Official, in order to administer and enforce the PA Construction Code within the Township for 2018.
4. Motion needed to appoint Gilmore & Associates as the Washington Township Sewer Engineer and approve the 2018 Professional Engineering Service rates.
5. Motion to appoint Kozloff/Stoudt, Dan Becker, Esq., as the Township's Legal Counsel for 2018 at the rate of \$170.00 per hour.
6. Motion to appoint Orlando Law Offices, P.C., Eugene Orlando, Jr., Esq., as the Washington Township Zoning Hearing Board Solicitor at the rate of \$165.00 per hour.
7. Motion to appoint the Berks County Tax Collection Committee to collect the earned income and occupational privilege taxes for the township for 2018.
8. Motion to reappoint the Tax Claim Bureau of Berks County as Collector of all delinquent real estate taxes imposed by the township upon real estate located within its boundaries for 2018.
9. Motion to reappoint the Branch Banking and Trust Company and the PA Local Government Investment Trust as Depositories for all township funds for 2018.

CONVENTION APPOINTMENTS

1. Motion certifies the delegates to the State Convention to be held in April as, James Roma, Thomas Powanda, David Moyer and Richard Sichler, with compensation at their regular employee rate to be given while attending.
2. Motion to appoint _____ as the Voting Delegate.

FIRE COMPANY RESOLUTION AND BERKS MONT TOWING

1. Motion to adopt Resolution No. 2018 – 8 recognizing the Eastern Berks Fire Company as the official fire company of Washington Township.
2. Motion to adopt Resolution No. 2018 – 9 giving the Eastern Berks Fire Company 100% of the Firemen Relief Funds distributed yearly.
3. Motion to adopt Resolution No. 2018 – 10 appointing Berks-Mont Towing and Recovery as the approved storage garage for the removal and impoundment of illegally parked vehicles within the township and approving their current rate of fees.

APPOINTMENT AND/OR REAPPOINTMENT OF PERSONS FILLING COMMITTEE OPENINGS:

- **Committee appointments for all terms that expired December 31, 2017 are currently open and the Township has been receiving applications from current members, as well as new residents interested in serving. The following committees had terms expire at the end of 2017**
 - **Planning Commission – 2 positions**
 - **Zoning Hearing Board – 2 positions (one regular and one alternate)**
 - **Environmental Advisory Council – 3 positions (one regular and two alternate)**
 - **UCC Appeals Board – 2 positions**
 - **Recreation Committee – 6 positions**
 - **Transportation Committee – 4 positions**

COMMITTEE VACANCIES

PLANNING COMMISSION

2 Regular members – expires 12/31/2021 (Elaine Pennington and Craig Morder willing to continue)

ZONING HEARING BOARD

1 regular member – expires 12/31/2020 (Lester Zern willing to continue)

1 alternate – expires 12/31/2020 (Beverly Mudd willing to continue)

ENVIROMENTAL ADVISORY COUNCIL

- 1 regular member – expire 12/31/2020 (Dwayne Henne willing to continue)**
- 1 alternate – expires 12/31/2020 (Ernest Gehman willing to continue)**
- 1 alternate – expires 12/31/2020 - Vacant**

UNIFORMED CONSTRUCTION BOARD OF APPEALS

- 1 regular member – expires 12/31/2020 (Dennis Kline willing to continue)**
- 1 regular member – expires 12/31/2020 (Richard Watson willing to continue)**

AG ADVISORY COUNCIL

- 1 regular – appointed annually**

RECREATION ADVISORY COMMITTEE

- 7 members, all vacant (Page Durlinger offered to serve)**
 - 3 expire 12/31/2020**
 - 2 expire 12/31/2018**
 - 2 expire 12/31/2019**

TRANSPORTATION

- 7 members, 4 vacancies with**
 - 2 expire 12/31/2020**
 - 1 expires 12/31/2018**
 - 1 expires 12/31/2019**

WATER AUTHORITY

- 1 term expires 12/31/2022 (Linwood Heffner willing to continue)**

VACANCY BOARD CHAIRMAN

Motion to appoint Joseph S. Bachkai, III to serve as Chairman of the Vacancy Board for 2018.

SAFETY COMMITTEE

Note: This is an “in house” committee with persons that are employed by the township representing various departments. This committee has been established per the recommendation of our insurance carrier and meets monthly.

Motion to appoint the following members to the Safety Committee in the persons of Richard Sichler (executive), Doug Bleam (administration), Brian Mohr, Bret Marks, Jayme Benfield, Jacob Long (public works), Matthew Bakes, (representative the Eastern Berks Fire Department).

DISPUTE COMMITTEE/GABEL QUARRY

Motion to appoint _____ (a township supervisor) to serve as the member of the Dispute Committee for the Gabel Quarry for 2018.

OTHER APPOINTMENTS

1. Motion to appoint the Eastern Berks Fire Company fire police for 2018.
2. Motion to appoint the Township Manager as Chief Administrative Officer of the Township's Non-Uniformed Pension Fund for 2018.
3. Motion to appoint the Township Manager as the ADA Handicapped Non-Discrimination Coordinator for 2018.
4. A motion to adopt Resolution 2018 – 11 to appoint the Township Manager as the Open Records Officer for 2018, set fees and appeal process.
5. A motion to adopt Resolution 2018 – 12 naming 4 authorized signatures where 2 are required for Branch Banking and Trust Company.
6. A motion to appoint William Piersol and James Treichler, Jr. to the Board of Auditors.

OTHER RESOLUTIONS

1. A motion to adopt Resolution 2018 – 13, Code of Conduct
2. A motion to adopt Resolution 2018 – 14 setting building/zoning fees.
3. A motion to adopt Resolution 2018 – 15 setting the SALDO fees
4. Motion to adopt Resolution 2018 – 16, reaffirming all fee schedules not dealt with at reorganization this evening as published by General Code in the Township's Codification Book.
5. A motion is needed to acknowledge the following items not to be forgotten:
 - Postel Subdivision (off of Kulps Road) – 1990 – Any future development of Lot #2 on the adjoining property owned by Kathryn Wheeler, which would result in the use of the existing driveway easement by more than two (2) single family residences shall require the construction of an access road complying with the then existing Township public road standards.
 - PennDutch Subdivision – Agreement dated October 11, 1990, whereas existing building situated on Lot #3 are located within the ultimate right-of-way of the northwest side of Wissinger Road. In the event that any or all of the buildings are destroyed or demolished, it is agreed that all buildings will be rebuilt in such a manner so that they are situated wholly outside of the ultimate right-of-way of Wissinger Road.

- Time capsule buried at the Washington Township War Memorial is to be opened in the year 2040.
- Agreement to permit a shared driveway at 173 Heydt's Schoolhouse Road – 2006 – between Washington Township and Anthony and Lisa Stewart (prior owners Scott and Jacqueline Bungert). In the event that the property should be approved for subdivision, and should the parties desire to share the existing driveway, the Township will approve said application for shared driveway use. There shall be no more than two (2) residential lots that may share said driveway.
- Joel Hoffman – 2006 – Stone was placed on Mr. Hoffman's property adjacent to Back Country Road. If the property is ever developed, Mr. Hoffman will be required to secure a Driveway Permit from the Township as the stone placed in this area is not considered pre-existing driveway.
- Thomas Jordan – 2014 – The Township entered into an agreement with the owners of 814 and 878 Hoffmansville Road on May 22, 2014 regarding requirements for connection to the Township's public sewer system. Both agreements have been recorded with the Berks County Recorder of Deeds.

SUPERVISORS

OTHER BUSINESS

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EXECUTIVE SESSION (IF NEEDED)

The next regular meeting of the Board of Supervisors will be held on Thursday, January 25, 2018 at 7:00 p.m.

The WTMA (Water Authority) will meet Thursday, January 25, 2018 at 6:30 p.m.

ADJOURNMENT