

# WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

## REORGANIZATION MINUTES

JANUARY 6, 2020

### CALL TO ORDER

As advertised, the annual reorganization meeting of the Board of Supervisors was called to order at 5:30 p.m. by Supervisor, David Moyer, on Monday, January 6, 2020, at the Washington Township Municipal Building. The meeting opened with the Pledge of Allegiance.

### ROLL CALL

The following members were present: Supervisors, James Roma, David Moyer, Thomas Powanda, Secretary/Manager Richard Sichler, Staff Member Susan Brown and Joan London, Solicitor. There were six (6) members of the public in attendance.

### TEMPORARAY OFFICER

Nominations from the floor are now open for Temporary Chairperson of the Board to receive nominations for Chairperson. Motion made by Thomas Powanda to nominate Solicitor Joan London as temporary Chairperson.

Motion made by David Moyer to appoint Richard Sichler as temporary Secretary to record nominations for Chairperson of the Board.

Motion made by James Roma to close the nominations. **No comments received.**

**All ayes**

### NOMINATIONS FOR CHAIRPERSON

A motion was made by James Roma nominating Thomas Powanda as Chairperson. The nomination for Thomas Powanda was withdrawn.

A motion was made by Thomas Powanda nominating David Moyer as Chairperson.

Nominations were closed. All in favor of David Moyer for Chairperson:

**Thomas Powanda-aye**

**David Moyer-aye**

**James Roma-opposed**

**DAVID MOYER IS DECLARED CHAIRPERSON FOR 2020. AT THIS POINT THE MEETING IS TURNED OVER TO THE NEWLY ELECTED CHAIRPERSON.**

### NOMINATIONS FOR VICE CHAIRPERSON

Motion made by David Moyer and seconded by Thomas Powanda nominating Thomas Powanda for Vice-Chairperson for 2020. Motion made by David Moyer to close the nominations. **No comments received.**

**All ayes**

## **THOMAS POWANDA IS DECLARED VICE CHAIRPERSON FOR 2020**

### **PUBLIC COMMENT**

None

### **AFFIRMATION OF TOWNSHIP EMPLOYEES/APPOINTMENTS**

A motion was made by James Roma and seconded by Thomas Powanda to make the following appointments:

- Appointment of Township Manager/Secretary Richard Sichler
- Appointment of full-time office personnel, Doug Bleam, Treasurer Susan Brown and Tina Orff
- Appointment of full-time road employees, Brian Mohr, Jayme Benfield, Jake Long and Bret Marks
  
- Appointment of following permanent part-time and/or seasonal (snow emergency) employees  
David Moyer  
Thomas Powanda  
James Roma
- Appointment of Brian Mohr as Roadmaster.

**No public comments.**

**All ayes**

### **ADMINISTRATIVE ITEMS**

1. 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. Adopt Resolution No. 2020 – 1 Wage Schedule, ENCLOSED as approved with the adoption of the 2020 Budget, for all township employees.
3. To set the mileage rate for officials/employees using their own vehicles for township business at .575 cents per mile.
4. To reaffirm the following Manuals of the Township:
  - a) Safety Manual – Resolution No. 2020 – 2
  - b) CDL Operators Manual – Resolution 2020 – 3
5. Adopt Resolution 2020-4, re-adopting the Washington Township Personnel Manual.
6. To appoint Brenda Bredigan as the Washington Township Census Enumerator.

A motion was made by James Roma and seconded by Thomas Powanda adopting administrative items 1 -6 on the agenda. **No public comments.**

**All ayes**

## **PROFESSIONAL APPOINTMENTS**

1. To appoint LTL Consultants as the Township's Engineering firm for 2020 and also, as the Zoning Officer, Well Permit Officers, and Electrical Inspectors for 2020. And to adopt Resolution No. 2020 – 5 establishing the fees for their services.
2. To appoint LTL Consultants as the Township's Sewage Officers for 2020 and to adopt Resolution No. 2020 – 6 establishing permit fees for 2020 and naming the following individuals as sewage officers:
  - John E. Yoder
  - Bradley A. Pflum
  - Paul Labe, III
  - Matt Hoffert
  - Robert H. Wuerth
  - W. David Wallace (Alternate)
3. To adopt Resolution No. 2020 – 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 2020.
4. To appoint System Design Engineers as the Washington Township Sewer Engineer and approve the 2020 Professional Engineering Service rates.
5. To approve the 2020 Professional Engineer Service rates for Gilmore and Associates for authorized work involving the transition of Washington Township Sewer Engineer duties to System Design Engineers.
6. To appoint Kozloff/Stoudt, Dan Becker esquire, as the Township's Legal Counsel for 2020 at the rate of \$170.00 per hour.
7. To increase the hourly rate for the Maintenance Technician provided by EEMA O & M Services to \$55.00 per hour.
8. To appoint Orlando Law Offices, P.C., Eugene Orlando, Jr., Esq., as the Washington Township Zoning Hearing Board Solicitor at the rate of \$180.00 per hour for Mr. Orlando and \$150.00 per hour for paralegal services.
9. To appoint the Berks County Tax Collection Committee to collect the earned income and occupational privilege taxes for the township for 2020.
10. 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 2020. **No public comments.**

A motion was made by Thomas Powanda and seconded by David Moyer adopting Professional appointments 1 – 10 on the agenda. **No public comments.**

**David Moyer – aye**

**Thomas Powanda – aye**

**James Roma - opposed**

11. Motion made by Thomas Powanda and seconded by James Roma to reappoint the Branch Banking and Trust Company and the PA Local Government Investment Trust as Depositories for all township funds for 2020. **No public comment.**  
**All ayes**

### **CONVENTION APPOINTMENTS**

Motion made by David Moyer and seconded by James Roma certifying the delegates to the State Convention to be held in April as, Thomas Powanda, David Moyer, James Roma and Richard Sichler, with compensation at their regular employee rate to be given while attending. **No public comments.**

**All ayes**

Motion made by Thomas Powanda and seconded by James Roma to appoint David Moyer as the Voting Delegate. **No public comments.**

**All ayes**

### **FIRE COMPANY RESOLUTION AND BERKS MONT TOWING**

1. To adopt Resolution No. 2020 – 8 recognizing the Eastern Berks Fire Company as the official fire company of Washington Township.
2. To adopt Resolution No. 2020 – 9 giving the Eastern Berks Fire Company 100% of the Firemen Relief Funds distributed yearly.
3. To adopt Resolution No. 2020 – 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.
4. Authorizing Bruce Hoffman, BWB EMA Coordinator, to complete and submit Run Card Authorization forms to Berks County Department of Emergency Services for Emergency Medical Services and Fire Services within Washington Township.

A motion was made by James Roma and seconded by Thomas Powanda Fire Company Resolutions and Berks Mont Towing items 1 -4 on the agenda. **No comments received.**

**All ayes**

**COMMITTEE VACANIES**

**APPOINTMENT AND/OR REAPPOINTMENT OF PERSONS FILLING**

**COMMITTEE OPENINGS:**

**ZONING HEARING BOARD**

A motion was made by David Moyer and seconded by Thomas Powanda to reappoint Fred Isett as a member and Michael Ewing as an Alternate to the Zoning Hearing Board with the term to expire **2022. No comments received.**

**All ayes**

**PLANNING COMMISSION APPOINTMENTS**

A motion was made by James Roma and seconded by Thomas Powanda to reappoint Frank Gehringer and Daniel Stauffer to the Planning Commission with the terms to expire **2023. No comments received.**

**James Roma – aye**

**Thomas Powanda – aye**

**David Moyer - opposed**

**ENVIROMENTAL ADVISORY COUNCIL**

A motion was made by David Moyer and seconded by Thomas Powanda to reappoint Shannon Delp and Matt Rhoads to the Environmental Advisory Council with the terms to expire 2022. **No public comments.**

**All ayes**

**UNIFORM CONSTRUCTION CODE BOARD OF APPEALS**

A motion was made by James Roma and seconded by Thomas Powanda to reappoint Scott Weller to the Unified Construction Code Board of Appeals with the term to expire 2022. **No public comments.**

**All ayes**

**RECREATION ADVISORY COMMITTEE**

At this time there are four (4) vacancies on the Recreation Advisory Committee.

**TRANSPORTATION COMMITTEE**

At this time there are seven (7) vacancies on the Transportation Committee.

**WATER AUTHORITY**

At this time there is one (1) vacancy on the Water Authority.

**VACANCY BOARD CHAIRMAN**

Motion was made by David Moyer and seconded by Thomas Powanda to appoint Duane Clemmer to serve as Chairman of the Vacancy Board for 2020. **No public comments.**

**All ayes**

**SAFETY COMMITTEE**

Motion made by Thomas Powanda and seconded by James Roma to appoint the following members to the Safety Committee in the persons of Richard Sichler

(executive), Doug Bleam (administration), Brian Mohr, Bret Marks, Jacob Long (public works), Jayme Benfield, (representing Public Works and the Eastern Berks Fire Department). **No public comments.**

**All ayes**

#### **DISPUTE COMMITTEE/GABEL QUARRY**

Motion made by David Moyer and seconded by Thomas Powanda to appoint James Roma to serve as a member of the Dispute Committee for the Gabel Quarry for 2020. **No public comment.**

**All ayes**

#### **OTHER APPOINTMENTS**

1. To appoint the Eastern Berks Fire Company fire police for 2020.
2. To appoint the Township Manager as Chief Administrative Officer of the Township's Non-Uniformed Pension Fund for 2020.
3. To appoint the Township Manager as the ADA Handicapped Non-Discrimination Coordinator for 2020.
4. To adopt Resolution 2020 – 11 to appoint the Township Manager as the Open Records Officer for 2020, set fees and appeal process.
5. To adopt Resolution 2020 – 12 naming 4 authorized signatures where 2 are required for Branch Banking and Trust Company.

A motion was made by Thomas Powanda and seconded by James Roma adopting other appointments 1 – 5 on the agenda. **No comments received.**

**All ayes**

6. A motion was made by James Roma and seconded by David Moyer appointing William Piersol to the Board of Auditors. **No comments received.**

**All ayes**

#### **OTHER RESOLUTIONS**

1. To adopt Resolution 2020 – 13 – Code of Conduct.
2. To adopt Resolution 2020 – 14 setting building/zoning fees.
3. To adopt Resolution 2020 – 15 setting the SALDO fees.
4. To adopt Resolution 2020-16, reaffirming all fee schedules not dealt with at reorganization this evening as published by General Code in the Township's Codification Book.

A motion was made by David Moyer and seconded by James Roma adopting other resolutions 1 – 4 on the agenda. **No comments received.**

**All ayes**

A motion was made by Thomas Powanda and seconded by James Roma acknowledging 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. **No comments received.**

**All ayes**

**SUPERVISORS**  
**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

Executive Session was held with respect to personnel matters.

**ANNOUNCEMENTS**

**The WTMA (Water Authority) will meet Thursday, January 23, 2020 at 6:30 pm.**

**The next regular meeting of the Board of Supervisors will be held on Thursday, January 23, 2020 at 7:00 pm**

**ADJOURNMENT**

A motion was made by James Roma and seconded by Thomas Powanda to adjourn the meeting at 6:04 p.m. **No public comment.**

**All ayes**

Respectfully submitted,

Richard Sichler  
Secretary/Manager