

WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION MINUTES

JANUARY 2, 2024

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, Thomas Powanda, on Tuesday, January 2, 2024, at the Washington Township Municipal Building. The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Supervisors, David Moyer, Thomas Powanda, Romnie Long, Joan London, Solicitor, Manager Richard Sichler and Township Secretary Susan Brown. There were five (5) members of the public in attendance.

Supervisor Powanda announced an executive session was held this evening for a personnel matter.

TEMPORARY OFFICER

A motion was made by David Moyer, seconded by Romnie Long appointing Joan London as Temporary Chairperson of the Board to receive nominations for Chairperson.

All ayes

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

All ayes

Motion made by Romnie Long and seconded by David Moyer to close the nominations.

All ayes

NOMINATIONS FOR CHAIRPERSON

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

Motion was seconded by David Moyer.

All ayes

There being no additional nominations a motion was made by Romnie Long and seconded by David Moyer to close the nominations.

All ayes

A motion was made by Romnie Long, seconded by David Moyer naming Thomas Powanda as Chairperson for 2024.

All ayes

THOMAS POWANDA IS DECLARED CHAIRPERSON FOR 2024.

AT THIS POINT THE MEETING IS TURNED OVER TO THE NEWLY ELECTED CHAIRPERSON.

NOMINATIONS FOR VICE CHAIRPERSON

A Motion made by Thomas Powanda nominating David Moyer for Vice-Chairperson.

All ayes

There were no additional nominations, motion to close nominations was made by Ronnie Long and seconded by David Moyer.

All ayes

A motion was made by Ronnie Long, seconded by Thomas Powanda naming David Moyer as Vice-Chairperson for 2024.

All ayes

DAVID MOYER IS DECLARED VICE CHAIRPERSON FOR 2024.

PUBLIC COMMENT

None

AFFIRMATION OF TOWNSHIP EMPLOYEES/APPOINTMENTS

- Appointment of Township Manager - Richard Sichler
- Appointment of Township Secretary - Susan Brown, with Richard Sichler as alternate
- Appointment of Township Treasurer – Melissa Swanson

- Appointment of full-time road employees:
Brian Mohr
Jacob Long
Thomas Milewski
Barry Maust
Josh Berner

- Appointment of full-time wastewater treatment plant employee:
Gary Kellon

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

- Appointment of Roadmaster Brian Mohr.

A motion was made by Thomas Powanda, seconded by David Moyer to appoint Township employees as stated in the agenda.

David Moyer **aye**
Thomas Powanda **aye**
Romnie Long **aye – abstained from Road Crew appointments**

ADMINISTRATIVE ITEMS

1. A motion was made by Thomas Powanda and seconded by Romnie Long 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.
All ayes

2. Motion by Romnie Long and seconded by David Moyer adopting Resolution No. 2024 – 1 Wage Schedule, ENCLOSED as approved with the adoption of the 2024 Budget, for all township employees.
All ayes
Romnie Long – abstained from wage vote for family member

3. Motion by Thomas Powanda and seconded by Romnie Long to set the mileage rate for officials/employees using their own vehicles for township business at .67 cents per mile.
All ayes

4. A motion was made by Romnie Long, seconded by David Moyer to reaffirm the following Manuals of the Township:
 - a) Safety Manual – Resolution No. 2024 – 2
 - b) CDL Operators Manual – Resolution 2024 – 3**All ayes**

5. A motion was made by David Moyer and seconded by Romnie Long adopting Resolution 2024-4, re-adopting the Washington Township Personnel Manual.
All ayes

6. A motion was made by Romnie Long, seconded by David Moyer appointing Brenda Breidigan as the Washington Township Census Enumerator and to allow the utilization of the Township Office for her sitting hours.
All ayes

PROFESSIONAL APPOINTMENTS

1. Motion made by Thomas Powanda, seconded by David Moyer to appoint LTL Consultants as the Township’s Engineering firm for 2024 and also, as the Zoning Officer, Well Permit Officers, and Electrical Inspectors for 2024. And to adopt Resolution No. 2024 – 5 establishing the fees for their services.
All ayes

2. A motion was made by Thomas Powanda and seconded by Romnie Long to appoint LTL Consultants as the Township’s Sewage Officers for 2024 and to

adopt Resolution No. 2024 – 6 establishing permit fees for 2024 and naming the following individuals as sewage officers:

Bradley A. Pflum
Paul Labe, III
Matt P. Hoffert
W. David Wallace
Charyn Ayoub
Erik Conklin

All ayes

3. A motion by Romnie Long, seconded by David Moyer adopting Resolution No. 2024 – 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 2024.

All ayes

4. A motion was made by David Moyer and seconded by Romnie Long to appoint System Design Engineers as the Washington Township Sewer Engineer and approve the 2024 Professional Engineering Service rates.

All ayes

5. A motion was made by David Moyer, seconded by Romnie Long to appoint Kozloff/Stoudt, Joan London Esquire, as the Township’s Legal Counsel for 2024 at the rate of \$195.00 per hour.

All ayes

6. Motion made by Romnie Long, seconded by Thomas Powanda to appoint Orlando Law Offices, P.C., Eugene Orlando, Jr., Esq., as the Washington Township Zoning Hearing Board Solicitor at the rate of \$210.00 per hour for Mr. Orlando and \$165.00 per hour for paralegal services.

All ayes

7. Motion to appoint the Berks County Tax Collection Committee to collect the earned income and occupational privilege taxes for the township for 2024 made by David Moyer and seconded by Romnie Long.

All ayes

8. A motion made by Romnie Long, seconded by David Moyer reappointing 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 2024.

All ayes

9. A motion made by Romnie Long and seconded by Thomas Powanda to reappoint Ambler Savings Bank and the PA Local Government Investment Trust as Depositories for all township funds for 2024.

All ayes

CONVENTION APPOINTMENTS

Motion made by David Moyer and seconded by Romnie Long certifying the delegates to the State Convention to be held in April as, Thomas Powanda, David Moyer, Romnie Long and Richard Sichler, with compensation at their regular employee rate to be given while attending.

All ayes

Motion made by Thomas Powanda nominating David Moyer as the Voting Delegate. A motion was made by David Moyer nominating Thomas Powanda as the Voting Delegate.

A motion was made by Romnie Long, seconded by David Moyer appointing Thomas Powanda as the Voting Delegate.

All ayes

FIRE COMPANY RESOLUTION AND BERKS MONT TOWING

1. A motion was made by David Moyer, seconded by Romnie Long to adopt Resolution No. 2024 – 8 recognizing the Eastern Berks Fire Company as the official fire company of Washington Township.
All ayes

2. Motion made by David Moyer and seconded by Romnie Long to adopt Resolution No. 2024 – 9 giving the Eastern Berks Fire Company 100% of the Firemen Relief Funds distributed yearly.
All ayes

3. Motion made by David Moyer and seconded by Romnie Long to adopt Resolution No. 2024 – 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.
All ayes

4. A motion 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 was made by David Moyer and seconded by Romnie Long.
All ayes

COMMITTEE VACANIES

APPOINTMENT AND/OR REAPPOINTMENT OF PERSONS FILLING

COMMITTEE OPENINGS: A motion was made by Thomas Powanda, seconded by Romnie Long making the following committee appointments:

ZONING HEARING BOARD

Fred Isett and Shawn Hester as regular members of the Zoning Hearing Board with the terms to expire in 2026.

PLANNING COMMISSION APPOINTMENTS

Frank Gehringer and Daniel Stauffer as members of the Planning Commission with their term to expire on 2026.

ENVIROMENTAL ADVISORY COUNCIL

Dwayne Henne to the Environmental Advisory Council with a term to expire 2026.

UNIFORM CONSTRUCTION CODE BOARD OF APPEALS

Mr. Dennis Kline has moved leaving this position vacant.

RECREATION ADVISORY COMMITTEE

Marvin Steward to the Recreation Advisory Committee with a term to expire 2026.

BWB EMA

Michael Ewing to the BWB EMA.

All ayes

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 2024.

All ayes

SAFETY COMMITTEE

Motion made by David Moyer and seconded by Romnie Long to appoint the following members to the Safety Committee in the persons of Richard Sichler (executive), Melissa Swanson (administration), Brian Mohr, Jacob Long (public works), Gary Kellon (wastewater treatment).

All ayes

DISPUTE COMMITTEE/GABEL QUARRY

Motion made by Thomas Powanda seconded by Romnie Long to appoint Thomas Powanda to serve as a member of the Dispute Committee for the Gabel Quarry for 2024.

All ayes

OTHER APPOINTMENTS

1. Motion made by Romnie Long and seconded by David Moyer to appoint the Eastern Berks Fire Company fire police for 2024.

All ayes

2. A motion was made by Romnie Long and seconded by David Moyer to appoint the Township Manager as Chief Administrative Officer of the Township's Non-Uniformed Pension Fund for 2024.

All ayes

3. A motion was made by Thomas Powanda and seconded by Romnie Long to appoint the Township Manager as the ADA Handicapped Non-Discrimination Coordinator for 2024.

All ayes

4. Motion made by David Moyer, seconded by Romnie Long to adopt Resolution 2024 – 11 to appoint the Township Manager as the Open Records Officer for 2024, set fees and appeal process.

All ayes

5. A motion was made by Thomas Powanda and seconded by Romnie Long to adopt Resolution 2024 – 12 naming 4 authorized signatures where 2 are required for Ambler Savings Bank.

All ayes

6. A motion to appoint Richard Sichler as the Township representative to the Pottstown Area Regional Recreation Committee for 2024 was made by Thomas Powanda and seconded by David Moyer.

All ayes

OTHER RESOLUTIONS

1. A motion was made by David Moyer and seconded by Romnie Long to adopt Resolution 2024 – 13 – Code of Conduct.

All ayes

2. Motion made by Thomas Powanda, seconded by Romnie Long to adopt Resolution 2024 – 14 setting building/zoning fees.

All ayes

3. A motion was made by David Moyer and seconded by Romnie Long to adopt Resolution 2024 – 15 setting the SALDO fees.

All ayes

4. A motion was made by David Moyer and seconded by Romnie Long to adopt Resolution 2024-16, reaffirming all fee schedules not dealt with at reorganization this evening as published by General Code in the Township's Codification Book.

All ayes

5. A motion was made by Romnie Long, seconded by Thomas Powanda adopting Resolution 2024-17 setting drainage plan review and inspection fees.

6. A motion was made by David Moyer, seconded by Romnie Long adopting Resolution 2024-18 appointing Herbein + Company as the Township Auditors.

All ayes

A motion was made by David Moyer and seconded by Romnie Long 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.

All ayes

A motion was made by Romnie Long, seconded by Thomas Powanda appointing David Moyer to the Bally Water Authority.

All ayes

SUPERVISORS
UNFINISHED BUSINESS

None

EXECUTIVE SESSION

None needed

ANNOUNCEMENTS

The WTMA (Water Authority) will meet Thursday, January 25, 2024 at 6:30 pm.

The next regular meeting of the Board of Supervisors will be held on Thursday, January 25, 2024 at 7:00 pm

The Board of Auditors are scheduled to meet Tuesday, January 3, 2024 at 6:00 pm.

There was brief discussion regarding the duties of the elected Board of Auditors.

ADJOURNMENT

A motion was made by David Moyer and seconded by Thomas Powanda to adjourn the meeting at 6:00 p.m.

All ayes

Respectfully submitted,

Susan J. Brown
Township Secretary