

WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION AGENDA

JANUARY 6, 2025

5:30 P.M. – REORGANIZATION MEETING CONVENES

CALL TO ORDER

Pledge of Allegiance

ROLL CALL

TAPING OF MEETING

TEMPORARY OFFICERS

1. Motion to appoint _____ as temporary Chairperson in order to receive nominations for the position of Chairperson of the Board for 2025.
2. Motion to appoint _____ 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 2025. You may have as many nominations as you wish.
2. After all nominations are in, a motion is needed to close the nominations.

_____ **IS DECLARED CHAIRPERSON FOR 2025**

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 2025. You may have as many nominations as you wish.
2. After all nominations are in, a motion is needed to close the nominations.

_____ **IS DECLARED VICE CHAIRPERSON FOR 2025**

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 – Susan Brown

Appointment of full-time office personnel –
Melissa Swanson, Treasurer
Lisa Boyer, Administrative Assistant

Appointment of part-time office personnel –
Darlene McIlvee, Administrative Assistant

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

Appointment of full-time wastewater treatment plant employee –
Phillip Anstey

Appointment of following permanent part-time and/or seasonal (snow emergency) employees

David Moyer
Thomas Powanda
Romnie Long

Appointment of Roadmaster – Brian 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. 2025 – 1 Wage Schedule for all township employees.
3. A motion to set the mileage rate for officials/employees using their own vehicles for township business at \$.70 cents per mile.
4. A motion to reaffirm the following Manuals of the Township:
 - a) Safety Manual – Resolution No. 2025 – 2
 - b) CDL Operators Manual – Resolution 2025 – 3

5. A motion is needed to adopt Resolution No. 2025 – 4, re-adopting the Washington Township Personnel Manual.
6. A motion is needed to appoint Brenda Breidigan as Washington Township Census enumerator and to allow the utilization of the Township Office for her sitting hours.

PROFESSIONAL APPOINTMENTS

1. Motion to appoint LTL Consultants as the Township's Engineering firm for 2025 and also, as the Zoning Officer, Well Permit Officers, Electrical Inspectors for 2025. And to adopt Resolution No. 2025 – 5 establishing the fees for their services.
2. Motion to appoint LTL Consultants as the Township's Sewage Officers for 2025 and to adopt Resolution No. 2025 – 6 establishing permit fees for 2025 and naming the attached individuals as sewage officers:
 - Bradley A. Pflum
 - Paul E. Labe III
 - Matthew P. Hoffert
 - W. David Wallace
 - Charyn Ayoub
 - Erik Conklin
3. Motion to adopt Resolution No. 2025 – 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 2025.
4. Motion needed to appoint Systems Design Engineers as the Washington Township Sewer Engineer and approve the 2025 Professional Engineering Service rates.
5. Motion to appoint Kozloff/Stoudt, Joan London, Esq., as the Township's Legal Counsel for 2025 at the rate of \$200.00 per hour and \$128.00 for paralegal services.
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 \$210.00 per hour for Mr. Orlando and \$175.00 per hour for paralegal services.
7. Motion to appoint the Berks County Tax Collection Committee to collect the earned income and occupational privilege taxes for the township for 2025.
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 2025.

9. Motion to reappoint Ambler Savings Bank and the PA Local Government Investment Trust as Depositories for all township funds for 2025.

CONVENTION APPOINTMENTS

1. Motion certifies the delegates to the State Convention to be held in May as, Thomas Powanda, David Moyer, Rommie Long and Susan Brown, 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. 2025 – 8 recognizing the Eastern Berks Fire Company as the official fire company of Washington Township.
2. Motion to adopt Resolution No. 2025 – 9 giving the Eastern Berks Fire Company 100% of the Firemen Relief Funds distributed yearly.
3. Motion to adopt Resolution No. 2025 – 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. Motion to authorize 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.

APPOINTMENT AND/OR REAPPOINTMENT OF PERSONS FILLING COMMITTEE OPENINGS:

COMMITTEE VACANCIES

See attached worksheet for committee reappointments and new appointments.

VACANCY BOARD CHAIRMAN

Motion to appoint _____ to serve as Chairman of the Vacancy Board for 2025.

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 all Township Staff to the Safety Committee.

DISPUTE COMMITTEE/GABEL QUARRY

Motion to appoint _____ (a township supervisor) to serve as the member of the Dispute Committee for the Gabel Quarry for 2025.

OTHER APPOINTMENTS

1. Motion to appoint the Eastern Berks Fire Company fire police for 2025.
2. Motion to appoint the Township Manager as Chief Administrative Officer of the Township's Non-Uniformed Pension Fund for 2025.
3. Motion to appoint the Township Manager as the ADA Handicapped Non-Discrimination Coordinator for 2025.
4. A motion to adopt Resolution 2025 – 11 to appoint the Township Manager as the Open Records Officer for 2025, set fees and appeal process.
5. A motion to adopt Resolution 2025 – 12 naming 4 authorized signatures where 2 are required for Ambler Savings Bank.
6. A motion to appoint _____ as the Township representative to the Pottstown Area Regional Recreation Committee for 2025.

OTHER RESOLUTIONS

1. A motion to adopt Resolution 2025 – 13, Code of Conduct
2. A motion to adopt Resolution 2025 – 14 setting building/zoning fees.
3. A motion to adopt Resolution 2025 – 15 setting the SALDO fees
4. A motion to adopt Resolution 2025 – 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 to adopt Resolution 2025 – 17 setting drainage plan review and inspection fees.
6. 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

UNFINISHED BUSINESS

- Sanitary Sewer easement to the rear of 2213 Old Route 100
- R.J. Electric quote for power to new gate opener at WWTP
- Stump grinding price quotes
 1. Stoney Creek Rentals
 2. Total Rental Center
 3. Fisher’s Rental Center

NEW BUSINESS

- Release of insurance escrow for the property at 46 Avalon Circle
- Authorization of Township Engineer to draft bid specifications for Barto Road realignment
- Carry over to 2025 of unused employee vacation/personal time
- PLIGIT CD maturing 2/6/25

EXECUTIVE SESSION *(if needed)*

ANNOUNCEMENTS

The WTMA (Water Authority) will meet Thursday, January 23, 2025 at 6:30 p.m.

The next regular meeting of the Board of Supervisors will be held on Thursday, January 23, 2025 at 7:00 p.m.

ADJOURNMENT