

Washington Township
15973 S State Route 44 Hwy
Allenwood, PA 17810

570-547-6893 (Phone)
570-515-0428 (Fax)

Email: washtwp44@gmail.com



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

Secretary/Treasurer
Susan Satteson

Board of Supervisors Organization & Regular Meeting Agenda

Monday, January 6, 2024 at 6 PM

2024 Chairman, Devin O'Rourke – OPEN MEETING – Pledge of Allegiance, Roll Call

- Appoint Temporary Chair
- Appoint Temporary Secretary
- Temporary Chairman will call for nominations for Chairman

Nomination: _____ Second: _____

The meeting will now be conducted by the newly appointed Chairman.

- Motion to Appoint Vice-Chairman
- Motion to Appoint Susan Satteson as Secretary/Treasurer
- Motion to Appoint Roadmaster
- Motion to Appoint Assistant Roadmaster
- Motion 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 to authorize compensation for the Board of Supervisors, Planning Commission, Property Maintenance Appeal Board and Zoning Hearing Board at \$50.00 per meeting.
- Motion to authorize pre-payment of invoices and payroll.
- Motion to establish the Treasurer's Bond in the amount of \$1,500,000.00.
- Motion to authorize the Treasurer to transfer monies within Township funds as required for the orderly financial operation of the Township.
- Motion to participate in West Branch Council of Government (COG).
- Motion to set the travel mileage rate for officials and employees' use of personal vehicles for Township business at the rate set by the IRS (\$0.70/mile).

- Motion to approve Resolution No. 2025-01 (*Establishing 2025 Fee Schedule*)
- Motion to approve Resolution No. 2025-02 (*CPA Appointment for 2024 Audit*)
- Motion to approve Resolution No. 2025-03 (*Elected Auditor Compensation*)
- Motion to approve Resolution No. 2025-04 (*Tax Collector Compensation*)
- Motion to approve the following salaries, effective January 1, 2025

Road Master	<u>Established by elected/appointed auditors</u>
Supervisors	<u>Established by elected/appointed auditors</u>
Skilled Laborers	<u>\$10 - \$20 per hour (<i>based on skill</i>)</u>
CDL Driver	<u>\$20 per hour</u>
Secretary/Treasurer	<u>\$24.68 per hour</u>
Elected Auditors' Salary	<u>\$18 per hour (<i>established by State Law</i>)</u>

- Motion to appoint and/or designate the following:

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>/</u>
COG Representative & Alternate	<u>/</u>
Township Engineer & Alternate	<u>/</u>
Solicitor	<u>McCormick Law Firm</u>
Building, Zoning/Codes Enforcement	<u>Code Inspections, Inc.</u>
SEO & Alternates	<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></u>

Auditors	<i>Appointed</i>	<u>1/1/25 - 12/31/25</u>
	<i>Appointed</i>	<u>1/1/25 - 12/31/25</u>

Planning Commission	1	<u>Doug Stugart</u>	<u>1/1/22 – 12/31/25</u>
4 Year Term	2	<u>Pete Miller</u>	<u>1/1/23 – 12/31/26</u>
	3	<u>Tom Hamm</u>	<u>1/1/24 – 12/31/27</u>
	<i>Alternate</i>	<u>Chris Ulrich</u>	<u>1/1/23 – 12/31/26</u>
	<i>Alternate</i>	<u>Ken Bashista</u>	<u>1/1/24 – 12/31/27</u>

International Property Maintenance	1	<u>Ben Berger</u>	
Appeals Board	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</u>	<u>1/1/25 – 12/31/25</u>
	2 year	<u>Max Farley, Vice Chair</u>	<u>1/1/25 – 12/31/26</u>
	3 year	<u>David Ulrich</u>	<u>1/1/24 – 12/31/26</u>
	Alternate	<u></u>	
	Alternate	<u></u>	

ADJOURN ORGANIZATION MEETING AND BEGIN REGULAR MEETING

1. Public Comment on Agenda Items Only
2. Acceptance of Minutes from December 2, 2024.
3. Treasurer's Reports (*Account Balances, Expenditures, Revenues, Payroll, Profit & Loss*)
4. Committee Reports
 - Road Master
 - Planning Commission
5. Reports and Recommendations of the Chair
6. Notices and Communication
7. Items for Supervisors' Action
 - Review of Asbuild Plans for Ben Beiler, Vote to Release Financial Security
 - Vote to Release Financial Security for Elmer Zook
8. Old Business
9. New Business
 - Chainsaws & Supplies for Work Crew
10. Public Comment
11. Announcements and Calendar of Events
 - Board of Auditors' Meeting: Tuesday, 01/07/25
 - Planning Commission Meeting: Tuesday, 01/21/25 at 7 PM
 - Supervisors' Meeting: Monday, 02/03/25 at 6 PM
12. Adjournment