

WASHINGTON TOWNSHIP COUNCIL MEETING – DECEMBER 1, 2020

CALL TO ORDER Mayor Patterson called the Washington Township Council Meeting to order on December 1, 2020 at 7:00 P.M. at the Washington Township Administration Building at 11800 Edinboro Road, Edinboro, PA 16412. Those present were Councilman Renick, and Councilpersons Laythe and Campbell. Vice-Mayor Feikles was absent. Also present were Manager Anthony, Community Development Specialist Deborah Anthony and Zoning Officer Willow. Visitor was Olga Kuffer.

AGENDA It was voted on motion by Renick, seconded by Campbell, to approve the agenda as presented.
APPROVAL Motion carried unanimously.

COUNCIL MINUTES It was voted on motion by Renick, seconded by Laythe, to approve the minutes of the semi-monthly Council Meeting of November 17, 2020. Motion carried unanimously.

TREASURER'S REPORT The following checks presented for approval: General Fund #19275-19314, Water Fund #6205-6213, Sewer Fund #8110-8123, and Developer's Fund check #1110, payroll checks #16828-16848, and (Sewer) 10203. It was voted on motion by Campbell, second by Laythe, to approve all the checks as presented. Motion carried unanimously.

SECRETARY'S REPORT Manager Anthony presented following report:

We are pleased to report that the used emergency backup generator that we purchased from the Boro of Edinboro has finally been installed and is working as it should. It has more than enough power to operate the entire DPW garage when standard power is loss. It switches over automatically and operates on natural gas. A welcomed addition to the operation, particularly in during the winter months when power loss is more common.

We have been meeting regularly to begin the formation of the new administrative team that will evolve over time in 2021. The Manager has already begun to have extensive discussions with the soon to be Assistant Manager and recommendations for the hiring of a new Zoning Officer will be forthcoming as well. It will take time to acclimate everyone to the positions and insure that Washington Township carries forward in a positive manner as it has in the past. Change never comes easy and taking the time to give everyone a sense of direction helps to ensure a smooth transition.

Council will also have to adjust to the changes of the team and assist in the transition. It will help if Council interacts with the new positions, once in place, to allow all to understand just what is expected of them. This helps Council achieves its goals and permits the team to guide things in a majority of Council's desired direction.

2020 has been an unusual year and brought forth many challenges. With the advent of a new team, 2021 should be welcomed change with new trails and tasks to conquer and improve upon.

CORRESPONDENCE None.

ZONING OFFICER'S REPORT Zoning Officer Willow presented the Skelton re-plot and the monthly building report. It was voted on motion by Renick, seconded by Campbell, to approve the Skelton re-plot as presented. Motion carried unanimously.

SOLICITOR/ ENGINEER'S REPORT None.

COMMITTEE REPORTS

PLANNING COMMISSION Vice-Mayor Feikles was absent; Manager Anthony presented the minutes of the November 17, 2020 meeting.

ZONING HEARING BOARD No meeting.

ERIE COUNTY ASSOCIATION No meeting.

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EMA Mayor Patterson presented the minutes of the November 6, 2020 meeting.

OLD BUSINESS

SIGNATURE AUTHORIZATION Manager Anthony informed Council that some of Council's signatures were never authorized for check signing with Northwest Savings Bank. Signature cards were signed for Council's authorizations by David Patterson, Michael Feikles, Mary Jo Campbell, Steve Renick, and Lydia Laythe. **It was voted** on motion by Campbell, seconded by Renick, to approve Council's signatures for authorization on all Northwest Savings Bank accounts. **Motion carried unanimously.**

GLASS RECYCLING REQUEST Manager Anthony presented two requests for glass recycling to located at Washington Township. Prism and Bayfront Recycling both submitted proposals for Council's review. After a discussion, Council decided to table the proposals until both representatives for glass recycling could provide more information for Council.

NEW BUSINESS

ZONING OFFICER POSITION Manager Anthony asked Council to consider Chris Lovell as the new Zoning Officer commencing January 4, 2021 at a salary of \$50,00.00 per year with a 6-month probationary period and provide health insurance immediately upon hiring. **It was voted** on motion by Campbell, seconded by Renick, to approve the hiring of Lovell as presented. **Motion carried unanimously.**

ASST. MANAGER'S CONTRACT **It was voted** on motion by Campbell, seconded by Renick, to approve the contract for Norman Willow as Assistant Manager commencing January 4, 2021 as presented with a salary of \$60,000.00 per year. **Motion carried unanimously.**

VISITORS Olga Kuffer addressed Council with a complaint concerning 6751 Route 6N property. Zoning Officer Willow will investigate Ms. Kuffer's claims and take action accordingly.

ADJOURNMENT **It was voted** on motion by Renick, seconded by Laythe, to adjourn the Meeting at 7:33 P.M. **Motion carried unanimously.**