

Organization Meeting – January 5, 2026

The organization meeting of the Washington Township Board of Supervisors was held on Monday, January 5, 2026, at 9:00 am in the municipal meeting room.

CALL TO ORDER: Chairman Smith called the meeting to order at 9:04 AM. Also present were Vice Chairman Tolino, Supervisor Huratiak, Solicitor Ricky Santee, and Secretary/Treasurer Sharon Cifuentes.

PLEDGE OF ALLEGIANCE: Recited

ORGANIZATION:

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Robert Smith as Board Chairman.

Vote 2-0-1

Chairman Smith moved and Supervisor Huratiak seconded to appoint Carl Tolino as Vice Chairman.

Vote 2-0-1

Chairman Smith moved and Chairman Tolino seconded to appoint Sharon Cifuentes as Full-time Secretary/Treasurer at a rate of \$37 an hour, with meeting pay and benefits as per the Statement of Benefits.

Vote 3-0-0

PUBLIC COMMENT: NONE

Chairman Smith moved and Vice Chairman Tolino seconded to declare the position of Vacancy Board Chair as vacant.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to approve the Treasurer's Bond in the amount of \$3,000,000.00.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to approve the Bookkeeper's Bond in the amount of \$3,000,000.00.

Vote 3-0-0

Chairmen Smith moved and Supervisor Huratiak seconded to appoint Fidelity Bank - Bangor as Depository for Township funds.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman Tolino seconded to appoint Robert Smith as Roadmaster. Compensation is to be set by the Board of Auditors.

Vote 2-0-1

Supervisor Huratiak moved and Chairman Smith seconded to appoint Carl Tolino as First Assistant Roadmaster. Compensation is to be set by the Board of Auditors.

Vote 2-0-1

Supervisor Huratiak moved and Chairman Smith seconded to appoint Richard E. Santee as Township Solicitor to the Board of Supervisors and Planning Commission at a rate of \$135 per hour with no retainer.

Vote 3-0-0

Supervisor Huratiak moved and Chairman Smith seconded to declare the position of Alternate Solicitor as vacant.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman Tolino seconded to appoint Chad DiFelice as Solicitor to the Zoning Hearing Board at a rate of \$135.00 per hour with no retainer.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Justin Huratiak as Commissioner to the Police Department.

Vote 2-0-1

Chairman Smith moved and Supervisor Huratiak seconded to appoint Carl Tolino as Supervisor to the Office Staff.

Vote 2-0-1

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Supervisor Huratiak as Representative to the Watershed Advisory Committee.

Vote 2-0-1

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Supervisor Huratiak to serve as Liaison to the Washington Township Recreation Board.

Vote 2-0-1

Chairman Smith moved and Supervisor Huratiak seconded to appoint Supervisor Tolino to serve as Alternate Liaison to the Washington Township Recreation Board.

Vote 2-0-1

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Supervisor Huratiak as Representative to the Northampton County Association of Township Officials (NCATO).

Vote 2-0-1

Chairman Smith moved and Supervisor Huratiak seconded to appoint Vice Chairman Tolino as Alternate to the Northampton County Association of Township Officials (NCATO).

Vote 2-0-1

Supervisor Huratiak moved and Vice Chairman Tolino seconded to have Chairman Smith represent Washington Township as the voting delegate at the Annual Pennsylvania State Association of Township Supervisors (PSATS) Conference on April 19-22, 2026.

Vote 2-0-1

Supervisor Huratiak moved and Vice Chairman Tolino seconded to hold the regular Monthly Board of Supervisors meetings on the second Wednesday of each month in the Township Meeting Room at 7:00 pm and on the fourth Wednesday of each month at 3:30 pm unless the date is a holiday or otherwise specified, it would be the Tuesday before.

Vote 3-0-0

Supervisor Huratiak moved and Chairman Smith seconded to appoint Daren Martocci of Keystone Consulting Engineers, Inc., as Township Engineer with no retainer, and at a rate as per the 2026 Keystone Consulting Engineers, Inc., rate schedule and the Washington Township fee schedule.

Vote 3-0-0

Supervisor Huratiak moved and Chairman Smith seconded to appoint Matthew Evans of Keystone Consulting Engineers, Inc., as Alternate Township Engineer with no retainer, and at a rate as per the 2026 Keystone Consulting Engineers, Inc., rate schedule and the Washington Township fee schedule.

Vote 3-0-0

Supervisor Huratiak moved and Chairman Smith seconded to appoint Chris McDermott of Reilly Associates Alternate Township Engineer with no retainer and at a rate as per the 2026 Washington Township fee schedule.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman Tolino seconded to appoint Eric Erb of Keystone Consulting Engineers, Inc., as Sewage Enforcement Officer. Payment to the Sewage Enforcement Officer will be per the 2026 Keystone Consulting Engineers Inc., rate schedule and the Washington Township fee schedule.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman Tolino seconded to appoint Stephen Gitch, Steven Hawk and Justin Larsen of Keystone Consulting Engineers, Inc. as Alternate Sewage Enforcement Officers. Payment to the Alternate Sewage Enforcement Officer will be per the 2026 Keystone Consulting Engineers Inc., rate schedule and the Washington Township fee schedule.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman Tolino seconded to accept the 2026 Keystone Consulting Engineers, Inc., rate schedule.

Vote 3-0-0

Supervisor Huratiak moved and Vice Chairman seconded to approve mileage reimbursement at the rate set by the Internal Revenue Service for use of personal vehicles for township business.

Vote 3-0-0

Supervisor Huratiak moved, and Vice Chairman Tolino seconded to appoint Riley & Company, Inc., to perform the 2025 annual audit.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Mark Schiavone to represent Washington Township at the Bangor Area Commercial and Industrial Development Authority (BACIDA).

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Sharon Cifuentes as the Open Records Officer.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Vicki Mack as the Alternate Open Records Officer.

Vote 3-0-0

Chairman Smith moved and Justin Huratiak seconded to appoint Lehigh Valley Inspections as Building Code Officer for the year 2026.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Howard Beers as Interim Zoning Officer at a rate of \$41.00 per hour.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Howard Beers to the position of Flood Plain Administrator with no additional compensation.

Vote 3-0-0

Chairman Smith moved, and Supervisor seconded to appoint Howard Beers to the position of Code Enforcement Officer with no additional compensation.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint George Abt as Emergency Management Coordinator at a salary of \$300.00 per year.

Vote 3-0-0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Robert Smith as Alternate Emergency Management Coordinator with no compensation.

Vote 2-0-1

Vice Chairman Tolino and Supervisor Huratiak seconded to retain the Principal Financial Group through R.J. Hall Company for the continued investment of the Police Pension Fund.

Vote 3-0-0

Vice Chairman Tolino moved and Chairman Smith seconded to retain Pennsylvania Municipal Retirement System (PMRS) for the continued investment of the Non-Uniform Employee Pension Funds.

Vote 3-0-0

Vice Chairman Tolino moved and Chairman Smith seconded to declare the elected position of Tax Collector as vacant.

Vote 3-0-0

Vice Chairman Tolino and Chairman Smith seconded to appoint Berkheimer Associates to collect the Real Estate Taxes and Garbage Fees for the year 2026.

Vote 3-0-0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Berkheimer Associates as Local Services Tax and Delinquent Per Capita Tax collectors.

Vote 3-0-0

Keystone Collections Group was appointed as the Northampton County Earned Income Tax Collector by the Northampton County Tax Collection Committee, per the Act 32 requirement of a County Wide EIT tax collector.

Vice Chairman Tolino and Chairman Smith seconded, to appoint Creditech, a division of Berkheimer Associates, to collect Delinquent Garbage Fees.

Vote 3-0-0

Vice Chairman Tolino moved, and Supervisor Huratiak seconded that the Zoning Hearing Board Meetings will be the first Monday of the month at 6:30 PM, unless a holiday, then the first Tuesday. The Recreation Board Meetings will be on the fourth Tuesday of the month at 7:00 PM, and the Planning Commission will be on the third Tuesday of the month at 7:00 PM (unless date is a Holiday or Election Day).

Vote 3-0-0

Vice Chairman Tolino moved and Chairman Smith seconded to accept the 2026 Administration Office Holidays. The Office will be closed on those holidays as follows:

**New Year's Day: Thursday, January 1, 2026
Presidents Day: Monday, February 16, 2026
Good Friday: Friday, April 3, 2026
Memorial Day: Monday, May 25, 2026
Independence Day: July 6, 2026, Observed
Labor Day: Monday, September 7, 2026
Veteran's Day: Wednesday, November 11, 2026
Thanksgiving: Thursday, November 26, 2026
Day after Thanksgiving: Friday, November 27, 2026
Christmas Day: Friday, December 25, 2026**

Vote 3-0-0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to re-appoint Michael Mazzella for a 4-year term on the Planning Commission, expiring 1/1/2030.

Vote 3-0-0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Michael Sagat as Auditor for a one-year term, expiring 1/1/2027.

Vote 3-0-0

Vice Chairman Tolino moved and Chairman Smith seconded to appoint Michael McGowan as Auditor for a one-year term, expiring 1/1/2027.

Vote 3-0-0

Chairman Smith motioned and Supervisor Huratiak seconded to declare the third auditor position as vacant.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to re-appoint Sean McCollian for a 3-year term on the Zoning Hearing Board, expiring 1/1/2029.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Gwen Miller for a 5-year term on the Recreation Committee, expiring 1/1/2031.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Al Miller for a 5-year term on the Recreation Committee, expiring 1/1/2031.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Robert Hoffman for a 1-year term on the Building Code Appeals Board, expiring 1/1/2027.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint William Pysher for a 1-year term on the Building Code Appeals Board, expiring 1/1/2027.

Vote 3-0-0

Chairman Smith and Supervisor Huratiak seconded to appoint Secretary/Treasurer Sharon Cifuentes as the Tax Collection Committee delegate for Washington Township.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Bookkeeper Lisa Shetler as the Tax Collection Committee alternate for Washington Township.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Carl Tolino as the Tax Collection Committee second alternate for Washington Township.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Lisa Shetler as Part-time Bookkeeper at a rate of \$21.00 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Vote 3-0-0

Chairman Smith moved and Justin Huratiak seconded to appoint Lisa Shetler as Planning Commission Secretary with no alternate, at her hourly rate, with a minimum of \$50.00 per meeting.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Vicki Mack as Full-time Administration Assistant at a rate of \$21.00 per hour, with meeting pay, and benefits as per the Statement of Benefits.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Vicki Mack as Zoning Hearing Board Secretary, with no alternate, at her hourly rate, with a minimum of \$50.00 per meeting.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to set the Compensation of the Zoning Hearing Board at \$50.00 per meeting.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to set the Compensation of the Planning Commission at \$50.00 per meeting.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to make Administrative Office and Zoning salaries and hourly rate increases effective the first payroll of the 2026.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Gilbert Pysher as part-time, as needed, Mowing and Ground maintenance with no change in rate.

Vote3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Richard Lane as part-time Road Department with no change in rate.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint George Abt as Part-Time Road Department member with no change in rate

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Tighe Lane as Part-Time, on an as-needed basis, for Administrative Building Maintenance with no change in rate.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Cody Lane as Part-Time, on an as-needed basis, for Mowing and Ground Maintenance with no change in rate.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Carlos Paiz as Part-Time Road Department member with no change in rate.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 1-2026 Fixing the tax rates for 2026 as follows; General purposes 8 (eight) mills (.0080 on each dollar of assessed valuation), which is \$0.80 for each one hundred (100) dollars of assessed value, ½% realty transfer tax on real estate transferred within the Township, \$47.00 Local Services Tax, ½% Earned Income Tax.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 2-2026 appointing Creditech, Inc., a division of Berkheimer Associates of Bangor, to collect the delinquent Garbage Fees.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to adopt Resolution 3-2026 appointing Berkheimer Associates of Bangor as Collector of Real Estate, Local Services Tax and Garbage Fees.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 4-2026 appointing the Secretary/Treasurer as the Chief Administrative Officer of the Police Pension Fund and the Non-Uniform employees Pension Plan of Washington Township.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to adopt Resolution 5-2026 authorizing the Treasurer to pay bills between meetings of the Board.

Vote 3-0-0

Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 6-2026 establishing a uniform Fee Schedule to provide for certain fees that are to be paid to the Township.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to adopt Resolution 7-2026 establishing an exemption of Local Services Tax for qualified taxpayers.

Vote 3-0-0

Chairman Smith moved and Supervisor Huratiak seconded to adopt Resolution 8-2026 continuing the Police Pension Contribution Rate from Individual Full-Time Police Officers, Sergeant, and Chief at the standard of 5% for 2026 to maintain the Police Pension Fund on an actuarially sound basis.

Vote 3-0-0

BOARD OF SUPERVISORS:

ADJOURNMENT:

Chairman Smith moved to adjourn the meeting at 9:30 am and Vice Chairman Torino seconded the motion.

Vote 3-0-0

Respectfully submitted,

**Sharon Cifuentes- Secretary/Treasurer
Washington Township Board of Supervisors**