

REGULAR MEETING  
AGENDA  
November 13, 2025

1. Call To Order
2. Pledge of Allegiance
3. Agenda Items Discussion
4. Announcements
  - a. The office will be closed Thursday, November 27<sup>th</sup>, and Friday, November 28<sup>th</sup>, 2025, for the Thanksgiving holiday.
  - b. The Kiski Area Youth Network (KAYN) will hold a Turkey Trot 5K race and 1 mile fun walk at Kunkle Park on Thanksgiving morning, November 27<sup>th</sup>. Please be aware that Pine Run Road from Kunkle Park to the Watson Road intersection will be closed during the race, along with side roads on this portion of Pine Run Road. (The road will be open for emergency vehicles.) All are invited to take part in this event. Go to [kvturkeytrot.com](http://kvturkeytrot.com) for race information and/or to register.
  - c. The Municipal Authority of Washington Township has scheduled their regular meeting for November and December 2025 to be held on Thursday, December 4, 2025 at 7:00 p.m.
  - d. Washington Township will begin taking reservations for the 2026 Kunkle Park pavilion rentals beginning December 1, 2025. Call the office for further information.
  - e. Unwrapped, new toys will be collected in the township vestibule for the Kiski Area Toys for Cans Toy Drive, which benefits the less fortunate families in our area beginning now through December 12<sup>th</sup>.
5. Motions
  - a. Accept Minutes of Regular Meeting of 10/09/2025
  - b. Accept Minutes of Budget meeting of 11/10/2025
  - c. Accept Treasurer's Report for October
  - d. Accept Police Department Report for October
  - e. Accept Road Department Report for October
  - f. Accept Fire Department Report for October
  - g. Accept Emergency Medical Services' Report for October
  - h. Accept Emergency Management Director's Report for October
  - i. Accept Engineers' Report for October
  - j. Pay bills as presented
  - k. Authorize Secretary to call for bids for "Furnishing Equipment and Operator Contract" for 2026
  - l. Enter into an Agreement with Sports and Recreation Associates to build a pickleball court in Kunkle Park through the Co-Stars purchasing program
  - m. Approve the hiring of William Leith, Jr. as a part-time Patrol Officer as of 11/26/2025
  - n. Authorize the Secretary to advertise the 30-day comment period for the MS4 amended Pollution Reduction Plan
6. Subdivisions/Land Use
  - a. Ryan Jones Lot Consolidation – Kistler Drive
  - b. Municipal Authority of Washington Township Lot Consolidation – Beighley Road
7. Unfinished Business
8. New Business
9. Public Comment
10. Adjournment

Minutes  
Supervisors' Meeting  
October 9, 2025

The Board of Supervisors of Washington Township, Westmoreland County, met in Regular Session at 7:00 p.m., at the Municipal Building on October 9, 2025. Present were Supervisors Gardner, Olszewski and Thornton, as well as Solicitor Long of Long & Long and T.J. Stephens of Bankson Engineering Inc. The meeting was called to order by Chairman Gardner and opened with the Pledge of Allegiance.

Hearing no request for discussion on any items on the agenda, Gardner announced the following: Trick or Treat will be held in the Township on Friday, October 31 from 6 p.m. until 8 p.m.; the Washington Township Volunteer Fire Company will hold their Fall Gun Bash on Saturday, October 18; Election Day will be held on Tuesday, November 4, 2025; the Budget Meeting will be held on Monday, November 10, 2025 at 5:00 p.m. at the Municipal Building; and the office will be closed Tuesday, November 11, 2025, in observance of Veterans Day.

Gardner then continued with the motions.

Olszewski motioned and Thornton gave the second to accept the Minutes of the duly advertised regularly scheduled Supervisors' Meeting of 09/11/2025. All voted in favor.

Thornton motioned and Olszewski gave the second to accept the Treasurer's Report for September 2025. All voted in favor.

Olszewski motioned and Thornton gave the second to accept the Police Department Report for September. All voted in favor.

Thornton motioned and Olszewski gave the second to accept the Road Department Report for September. All voted in favor.

Olszewski motioned and Thornton gave the second to accept the Fire Department Report for September. All voted in favor.

Thornton motioned and Olszewski gave the second to accept the Emergency Medical Services Report for September. All voted in favor.

Olszewski motioned and Thornton gave the second to accept the Emergency Management Coordinator's Report for September. All voted in favor.

Thornton motioned and Olszewski gave the second to accept the Engineer's Report for September. All voted in favor.

Olszewski motioned and Thornton gave the second to pay bills as presented. All voted in favor.

Thornton motioned and Olszewski gave the second to authorize the Secretary to prepare a check payable to Washington Township Volunteer Fire Department Relief Fund in the amount of \$47,733.53, which is the 2025 Commonwealth of PA State Aid allocation supporting the Volunteer Fire Relief Association. All voted in favor.

Olszewski motioned and Thornton gave the second to authorize the Secretary to prepare a check made payable to PA Municipal Retirement Systems in the amount of \$145,731.00, for the Minimum Municipal Obligation (MMO) to the Police Pension Fund. All voted in favor.

Olszewski motioned and Thornton gave the second to authorize the Secretary to advertise the 2026 budget availability, which is to be considered for adoption on 12/11/2025. All voted in favor.

### Subdivision and Land Use Requests

Kathleen Duso and Sandra Crighton are requesting to subdivide a 6.809-acre lot, Tax Map #63-08-00-0-238, into 2 lots. The purpose of the Plan is to create a new building lot. Lot 1 will be 2.613-acres containing a residential dwelling and detached garage serviced by public water and public sewage. Lot 2 will be a 4.196-acre vacant lot. Access to Lot 2 will be from a shared driveway with Lot 1 and a proposed 20' access easement through Tax Map #63-08-00-0-237. A proposed 15' sewer easement through Lot 2 is shown on the Plan for the sewer lateral for Lot 1. The Planning Department recommends approval of the Bowman Subdivision contingent upon the following: Adding the building setback lines to the Plan; adding the public sanitary sewer line r-o-w on Stewart Drive; adding the public water line r-o-w; increasing the 15' sewer easement for Lot 1 to 20'; increasing the 20' access easement to 50' and include utility access; execution of a private road maintenance agreement for the shared driveway and include a utility easement in the agreement for the benefit of Lot 2; receipt of an approved Sewage Facilities Planning Module from the PA DEP; any future house must be connected to the MAWT public sewer system and all applicable fees must be paid to MAWT. The lateral connection must be installed per the specifications of the MAWT and inspected by the MAWT; and receipt of Westmoreland County Planning review comments.

Gardner asked if they had any questions on the conditions set forth by the Planning Department. Crighton stated that the sewer access is not on Stewart Drive, but behind the property. Gardner stated that there would be access either way, but behind appears to be by gravity. Gardner questioned if Crighton knew where the lateral view port was for the existing house. He stated there was a cleanout about thirty feet from the house but was unsure if there were any other cleanouts. Gardner stated they would have tap-in on the MAWT owned sewer line and not on the existing private lateral. Solicitor Long questioned how far MAWT owns the line. Gardner replied that it would need to be determined with the MAWT's sewer drawings. Long stated the connection into the MAWT line can be addressed in the conditions. Crighton stated that he did acquire a right of way from the property owner (Shaffer) where the main sewer line runs to connect to the main sewer line if needed, and provided a copy to the Board. Long reviewed the right of way with Crighton.

Hearing no further questions, Thornton motioned and Olszewski gave the second to approve the Estate of William J. Bowman Subdivision Plan, for the property located at 621 Stewart Drive, Apollo PA contingent upon the following: that the building setback lines be set forth and shown on the Plan; add the public water line to the Plan; increase the 15' sewer easement extending from the east side of Lot 1 to the west property line of Lot 2 to 20' in width; increase the 20' access easement across the property of Mr. Roberts to 50' in width by moving the northern line of the access easement northward by 30 more feet; the entry into and execution of a private road maintenance agreement for the shared driveway and included therein a utility easement in the agreement for the benefit of Lot 2 which must be recorded simultaneously with the subdivision plan subject to the prior review of the Township Solicitor; receipt of a Sewage Planning Module from the Pennsylvania Department of Environmental Protection; any future house on Lot 2 must be connected to the MAWT public sewer system provided that the connection is into a line that is owned by the MAWT; all applicable fees for the tapping fee, inspection fee, and other connection cost associated with the installation must be paid by the applicant; the lateral installation must be completed in accordance with the specifications of the MAWT and inspected by MAWT prior to backfilling; and receipt of Westmoreland review comments. All voted in favor.

The Holtzs are requesting to subdivide 1.05-acres, Lot 3-1, from Tax Map #63-17-00-0-011, a 17.03-acre vacant lot, Lot 3. Lot 3-1 will be a side lot addition to Tax Map# 63-17-00-0-021, Lot 4, which is 3.40-acre improved lot. The Planning Department recommends approval of the Holtz Subdivision Plan contingent upon the following: adding the building setback lines to the Plan; updating the General Notes to include new total acreage for Lot 4; and receipt of Westmoreland County Planning review comments.

Solicitor Long commented that when you look at the subdivision plan it is not clear, but he believes the intention is that Lot 3-1 is going to become part of Lot 4. This should be identified on the Plan as one lot. For example, a notation should be added to the Plan that Lot 3-1 and Lot 4 will now be Parcel A, with the new acreage.

Hearing no further questions, Thornton motioned and Olszewski gave the second to approve the Robert and Mary Holtz Subdivision Plan for vacant property on Evans Road contingent upon the following: that the appropriate notation be set forth on the Plan to the satisfaction of the Washington Township Planning Director to indicate that Lot 3-1 and Lot 4 are now to be combined in a separately identified lot, with the combined acreage that will be approximately 4.242-acres; and subject to receipt of any review comments from Westmoreland County Planning Department. All voted in favor.

#### Unfinished Business

There was no unfinished business.

#### New Business

Cub Scout Pack 500 is requesting permission to grant an exception from Kunkle Park Ordinance 49, Section 6(a) to remain after dusk on October 10 through October 12, 2025 for the Scouts to camp out at the park and volunteer their time cleaning the park and on October 29<sup>th</sup> for Trunk or Treat.

Olszewski commented that the Boy Scouts plan to refurbish a memorial garden for a past Supervisor, Mr. Glenndenning, by clearing out the garden and planting about 200 bulbs in the garden as well as maintenance to other park flowers.

Hearing no questions, Olszewski motioned and Thornton gave the second to grant an exception to the Kunkle Park Ordinance #49, Section 6(a) so that Cub Scout Pack 500 may remain in the park from October 10 through October 12, 2025 for the Scouts to camp out in the park and refurbish the Glenndenning memorial garden as well as other areas in the Park, and to also grant the same exception to the Cub Scouts on October 29<sup>th</sup> to hold their Trunk or Treat event in the park. All voted in favor.

#### Public Comment

There was no public comment.

Hearing no further comments, Olszewski motioned, and Thornton gave the second to adjourn. All voted in favor. The meeting was adjourned at 7:25 p.m.



Secretary

# OCTOBER TREASURER'S REPORT

	Prior Month Balance	Revenues	Expenditures	October Balance
GENERAL FUND	\$ 1,024,953.14	\$ 119,525.88	\$ 617,432.49	\$ 527,046.53
PAVING FUND	\$ 65,951.50	\$ 107.26	\$ 168.00	\$ 65,890.76
BRIDGES & CULVERTS FUNDS	\$ 349,922.46	\$ 552.88	\$	\$ 350,475.34
BUILDING FUND	\$ 201,072.65	\$ 690.54	\$	\$ 201,763.19
EQUIPMENT FUND	\$ 47,354.42	\$ 159.67	\$	\$ 47,514.09
RECREATION COMMISSION	\$ 152,763.07	\$ 632.41	\$ 131.25	\$ 153,264.23
LIQUID FUELS STATE FUND	\$ 213,253.41	\$ 718.95	\$	\$ 213,972.36
FBO WASH TWP POLICE/BEIGLEY TR	\$ 2,189.61	\$	\$ 2,189.61	\$00.00 Account Closed
STORM WATER MANAGEMENT FUND	\$ 71,389.43	\$ 15.14	\$	\$ 71,404.57
POLICE TRAFFIC SERVICES	\$ 171.20	\$ 17,387.04	\$ 17,385.75	\$ 172.49
CAPITAL INVESTMENT FUND	\$ 542,409.65	\$ 1,612.46	\$ -	\$ 544,022.11



**WASHINGTON TOWNSHIP POLICE DEPARTMENT**  
**WESTMORELAND COUNTY**  
289 PINE RUN CHURCH ROAD  
APOLLO, PENNSYLVANIA 15613  
**(724) 727-3410**

**Washington Township Police Department Monthly Report - October 2025**

**Total Calls for Service: 350**

911 Hang Up	12	
Animal Complaints	25	
Assaults	0	
Assist Other Agency	1	
Assist Other Police	6	
Burglar Alarm	2	
Burglary	0	
Child Custody	0	
Childline Investigation	1	
Civil Matter	1	
Vehicle Crashes	21	9 Injuries
Criminal Mischief	1	
Death Investigation	0	
Disabled Vehicle	1	
Disturbances	2	
Dog Law	0	
Domestic	10	
DUI	0	
Drug Overdose	0	
Drug/Narcotic Offenses	0	
EMS Assist	6	
Endangering Child Welfare	0	
Fire Alarm	2	
Fire Dept. Assist	2	
Firearms Violations	0	
Fraud	3	
Game Laws	0	
Harassment	4	
Hazardous Condition	8	
House Check	1	
Keys Locked In Vehicle	0	
Lost & Found	2	
Megan's Law	0	
Mental Health	2	
Missing Person - Adult	0	
Other-Misc.	2	



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PFA Service	0
Public Intox.	0
Public Service Detail	44
Repossession	1
Runaway Juvenile	0
Security Check	11
Service-Misc.	7
Suspicious Person/Activity	14
Sex Assault	1
Terroristic Threats	0
Theft	3
Theft-Retail	0
Ordinance Complaints	2
Traffic Complaint	8
Traffic Enforcement	52
Traffic Offenses	6
Trespassing	2
Unauthorized Use MV	0
Underage Drinking	1
Warrants	1
Welfare Checks	2
Walkins/Calls On Station	79
Westmoreland SWAT	1
Citations Issued	28
Warnings Issued	2

**Vehicle Mileage**

	<b>Current</b>	<b>This Month</b>
Unit 5-50	30,389	2,078
Unit 5-51	7,795	1,383
Unit 5-52	102,205	531
Unit 5-53	85,426	866
Unit 5-54	47,211	1,449
Unit 5-56	O.O.S.	
Unit 5-59	104,041	1,497

**SRO Report - Upper & South Eelementaries**

Student Contacts:	6
Investigations:	19
Security Checks:	44
Programs:	6
<b>Total Incidents:</b>	<b>75</b>

Jason L. Montgomery - Chief of Police

## **Road Department Report**

**October 2025**

- **Mowed Shoulder of Roadways.**
- **Installed a turn around on Gill Road at dead end.**
- **Installed driveway drainage pipe on Lockwood Road.**
- **Trimmed trees above roadways.**
- **Turned water off to fountains at Kunkle Park.**
- **Fixed erosion around cross pipe on Fox Road. Installed R4 stone and cleaned out inlet side of pipe.**
- **Cleaned up dead trees laying on berms of roadways.**
- **Patched holes on Shady Lane and Gilmar Road.**
- **Fixed berm on Pleasant Valley Drive to allow proper water drainage.**
- **Installed asphalt on new cross pipe located on Walker Road.**
- **Removed leaves from roadways, berms of roadways, drainage swales, and storm grates.**
- **Stockpiled salt and anti-skid for the upcoming winter months.**
- **Maintenance of trucks and equipment.**
- **Maintained Township garage and property.**
- **Responded to 40 Pa One Calls.**





## October 2025 Alarms

Asst AFA	02
Asst Chimney Fire	01
Asst Structure Fire	05
Asst Vehicle Accident	01
Asst Vehicle Fire	01
Automatic Fire Alarm	05
Brush Fire	01
Controlled Burn	02
EMS Asst	03
Hazmat	01
Smoke Investigation	01
Structure Fire	01
Vehicle Accident	02
Vehicle Accident with Entrapment	02
Total	28



## **MURRYSVILLE MEDIC ONE**

**Washington Township**

**EMS Report**

**November 2025**

### October 2025

911 Dispatches in Washington Twp: 85

Total 911 Dispatches for Washington Twp Crew: 182

Total 911 Dispatches Handled by Medic One: 182

Washington Twp Crew responded into Vandergrift: 4

Washington Twp Crew responded into Armstrong County: 20

Washington Twp Crew responded into Other Areas: 73

Washington Twp calls handled by a Murrysville Crew 67 times

6 calls due to Murrysville being closer

61 calls handled from a standby location at Washington Twp VFD due to the  
Washington Twp Crew being out on other calls

### Calls Turned Over

0 – Calls turned over to other services (units were working a multi vehicle accident with multiple patients)

### Average Times

Dispatch to Responding: 1.4 minutes

Dispatch to On-Scene: 9.9 minutes

Dispatch to Available 83.3minutes

Highest patient encounters Cardiac Emergencies, Public Assistance, Respiratory Emergencies, Psychiatric Emergencies, and Injuries from falls.

## **Washington Township Emergency Management**

### **Report for October 2025**

**November 5, 2025**

- 1. Reviewed all eNotices received from DEP on updates in the township.**
- 2. Reviewed CIKR (Critical Infrastructure Key Resources) notices received from PA State Police.**
- 3. Reviewed all CISA (Cybersecurity & Infrastructure Security Agency) reports.**
- 4. Reviewed all PRIB (Pittsburgh Regional Intelligence Briefing) notices from Western PA Fusion Center.**
- 5. Reviewed CAD data received from WCDPS on emergency responses in the township. Entered information into database.**
- 6. Placed updates onto Emergency Management Facebook page for resident information.**
- 7. Sent out severe weather announcements to Fire / Police / EMS and township staff.**
- 8. Finalized and submitted updated / approved Fire Response plans to 9-1-1 for CAD 10/9/25. Updated GIS Mapping for updates 10/21/25.**
- 9. Participated in the Great Northeast SHakeOut drill with WCDPS / PEMA /FEMA on 10/16/25.**
- 10. Completed Quality Life Services Tabletop Explan and paperwork for drill scheduled for November 13, 2025.**

WASHINGTON TOWNSHIP  
Westmoreland County, Pennsylvania  
TOWNSHIP ENGINEER'S REPORT

Board of Supervisors Meeting: November 13, 2025

CURRENT ENGINEERING ITEMS:

1. Municipal Separate Storm Sewer System (MS4) National Pollution Discharge Elimination System (NPDES) Individual Permit:
  - a. BEI submitted the Renewal Application to PA DEP on 3/12/2024. PA DEP issued the Permit on 7/29/2025.
  - b. MS4 Pollution Reduction Plan (PRP) Amendment for the Beaver Run Watershed:
    - i. Proposed MS4 PRP BMP projects:
      1. Improve existing stormwater pond at the maintenance garage.
      2. Streambank Restoration Project
        - a. BEI prepared an easement document for the streambank project.
        - b. **BEI understands the Township is investigating whether a property south of Tower Hill Road would be a candidate for streambank restoration.**
    3. Next Steps:
      - a. BEI provided a copy of the draft document to the Supervisors for review and input at the September meeting.
      - b. **A 30-day public comment period will be needed, then submission to PA DEP for approval.**
2. Pickleball Courts at Kunkle Park
  - a. Final Design Drawings were delivered to the Township at the April 2025 meeting.
  - b. After discussion with the Supervisors on 6/30/2025, BEI made minor design revisions (drainage and court dimensions).
    - i. A revised drawing set was provided to the Township at the August Meeting.
    - ii. A copy of the drawing set was sent to Jay Nagy with Sport Court.
  - c. BEI understands that the Township will pursue COSTARS vendors to furnish and install the courts, as designed. Bidding documents will not be prepared by BEI at this time.

