

## WASHINGTON TOWNSHIP REORGANIZATION MEETING - JANUARY 5<sup>th</sup>, 2026

**CALL TO ORDER:** Solicitor Schmidt called the Washington Township Council Reorganization Meeting to order Tuesday, January 5<sup>th</sup>, 2026, at 6:30 P.M. at the Washington Township Administration Building, 11800 Edinboro Road, Edinboro, PA 16412. Those present were Councilman Dillen, Councilperson Campbell, and Councilperson Malena. Also present were Manager Willow, Zoning Officer Seaman.

**AGENDA APPROVAL:** It was voted on motion by Campbell, seconded by Dillen, to approve the Reorganization Agenda. Motion carried unanimously.

**APPOINT TEMPORARY CHAIR:** Solicitor Schmidt appointed Councilperson Malena as Temporary Chair.

**ELECT MAYOR:** Councilman Dillen nominated Campbell as Mayor for 2026, seconded by Malena, there were no other nominations. Motion carried by unanimous consent/acclamation.

**ELECT VICE-MAYOR:** Councilperson Campbell nominated Dillen as Vice-Mayor, seconded by Malena. There were no other nominations. Motion carried by unanimous consent/acclamation.

**APPOINT SECRETARY/MGR:** Mayor Campbell made a motion to appoint Norman Willow as Secretary/Manager/Treasurer for Washington Township for 2026. There were no other nominations. Motion carried by unanimous consent/acclamation.

**APPOINT DEPOSITORY:** It was voted on motion by Dillen, second by Malena, to appoint Northwest Bank as the Township's depository. 3 signatures are required on all checks. All 5 Councilpersons and Township Manager have check signing privileges. Motion carried unanimously.

**SET MEETING TIMES:** It was voted on motion by Malena, seconded by Dillen, to set Council Meetings on the first Tuesday of every month at 6:30 P.M and the third Tuesday of every month at 4:30 P.M. Workshops will be on an as-needed basis on the fourth Wednesday of every month at 4:30 P.M. All meetings to be held at the Township Administration Building at 11800 Edinboro Road, Edinboro, PA 16412. The reorganizational meeting for 2027 will be Monday January 4<sup>th</sup>, 2027 at 6:30 p.m. Motion carried unanimously.

**APPOINT SOLICITOR:** It was voted on motion by Dillen, seconded by Campbell, to appoint Andrew Schmidt, Quinn Law Firm, as the Township Solicitor. Motion carried unanimously.

**APPOINT ENGINEER:** It was voted on motion by Malena, seconded by Campbell, to appoint Steve Halmi, Deiss-Halmi Engineers as the Township Engineer. Motion carried unanimously.

**STATE CONVENTION:** It was voted on motion by Dillen, second by Malena, to name Campbell as the voting delegate to the State Convention. Motion carried unanimously.

**ALTERNATE DELEGATE STATE CONVENTION:** It was voted on a motion by Campbell, second by Malena, to name Dillen as the alternate voting delegate to the State Convention. Motion carried unanimously.

**RESOLUTION #3-26 FEE SCHEDULE:** It was voted on motion by Campbell, seconded by Dillen, to approve Resolution #3-26, Fee schedule including fee schedule for real estate transactions with public water or public sewer. Motion carried unanimously.

**APPOINT VACANCY CHAIRPERSON:** It was voted on motion by Campbell, seconded by Dillen, to appoint Jon Foulkrod as Council Vacancy Chairperson. Motion carried unanimously.

### MAYOR'S APPOINTMENT OF COMMITTEE REPRESENTATIVES:

**PLANNING COMMISSION:** Tim Dillen.

**SEWER & WATER AUTHORITY:** Tim Vanco.

**ZONING HEARING BOARD:** Megan Malena.

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### (Continued) MAYOR'S APPOINTMENT OF COMMITTEE REPRESENTATIVES:

**ECATO:** Campbell, as voting representative, Dillen as first alternate, Leehan as second alternate.

**FIRE DEPARTMENT LIASON:** William Leehan.

**EDINBORO WATERSHED ASSOCIATION:** Tim Vanco.

**BOROUGH OF EDINBOR LIAISON:** Mary Jo Campbell.

**PERSONNEL COMMITTEE:** Dillen and Campbell.

**AUDIT COMMITTEE:** Dillen and Vanco.

**EMA REPRESENTATIVES:** William Leehan.

**STREETLIGHT ASSESSMENT:** **It was voted** on motion by Malena, seconded by Dillen, to set the streetlight assessment for 2026: \$.34 per foot for the Skyview Drive area, \$2.08 per foot for the Shenango Heights subdivision and \$15.00 per year for residents of Woodbriar Way. Payable by May 31, 2026. **Motion carried unanimously.**

**STREETLIGHT ASSESS. COLL.:** **It was voted** on motion by Campbell, seconded by Dillen, to appoint Kelly Harrison as the 2026 Street Light Assessment Collector. **Motion carried unanimously.**

**TREASURY BOND:** **It was voted** on motion by Dillen, seconded by Malena, to set the Treasurer/Manager/Secretary bond at \$500,000.00. **Motion carried unanimously.**

**ZONING ADMINISTRATOR:** **It was voted** on motion by Malena, seconded by Dillen, to appoint Becky Seaman as Township Zoning Administrator and to appoint Norm Willow as alternate Township Zoning Administrator. **Motion carried unanimously.**

**RIGHT TO KNOW OFFICER:** **It was voted** on motion by Campbell, seconded by Malena, to appoint Manager Willow as Right to Know Officer. **Motion carried unanimously.**

**ALTERNATE TAX COLLECTOR:** **It was voted** on motion by Campbell, seconded by Malena, to appoint Zachary Leicht, Franklin Township Tax Collector, as deputy tax assessment collector. **Motion carried unanimously.**

**RESOLUTION #4-26 ERIE COUNTY TAX COLLECTION REPESENTATIVE:** **It was voted** on motion by Dillen, seconded by Malena, to appoint John Foulkrod as the Primary voting delegate to the 2026 Erie County Tax Committee. **Motion carried unanimously.**

**REGULAR MEETING SCHEDULE:** Council adjourned the regular Council Meeting at 6:45 P.M.