

WASHINGTON TOWNSHIP REORGANIZATION MEETING - JANUARY 5th, 2026

CALL TO ORDER: Solicitor Schmidt called the Washington Township Council Reorganization Meeting to order Tuesday, January 5th, 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 4th, 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 EDINBORO 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 REPRESENTATIVE: **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.