

Washington Township Municipal Building  
185 Manors Road  
Elizabethville PA 17023  
**ANNUAL ORGANIZATIONAL MEETING**  
January 4, 2021

The annual organizational meeting of the Washington Township Board of Supervisors was held at the above place and date.

Benjamin Brown called the meeting to order at 7:00 PM, followed by the pledge of allegiance and a moment of silence.

**Board Members Present:**

Benjamin Brown      Gerald Lettich  
Glenn Stoneroad      Kevin Stadheim

**Board Member Absent:**

Cynthia Stout

**Administrators and Others Present:**

Donna Sitlinger – Board Secretary  
Robert Crabb - Roadmaster  
Citizens - 1

Nominations were opened to appoint **Temporary Chairman:**

A motion by Supr. Stoneroad to nominate Benjamin Brown, second by Supr. Stadheim. Motion carried.

Nominations were opened to appoint **Temporary Secretary-Treasurer:**

A motion by Supr. Lettich to nominate Donna Sitlinger, second by Supr. Stadheim. Motion carried.

Nominations were opened for **Permanent Position of Chairman:**

A motion by Supr. Lettich to nominate Benjamin Brown, second by Supr. Stadheim. Motion carried.  
With no other nominations, Benjamin Brown appointed as Chairman.

Nominations were opened for Position of **Vice Chairman:**

A motion by Supr. Lettich to nominate Glenn Stoneroad, second by Supr. Stadheim. Motion carried.  
With no other nominations, Glenn Stoneroad appointed as Vice Chairman.

Nominations were opened for **Secretary-Treasurer.**

A motion by Supr. Lettich to nominate Donna Sitlinger, second by Supr. Stoneroad. Motion carried.  
With no other nominations, Donna Sitlinger appointed as Secretary-Treasurer.

**Public Comments:** Chairman, Benjamin Brown called for public comments with no response.

**Affirmation of Those Employed by Washington Township:**

Roadmaster: Robert Crabb (full time position)

Public Works: Cole P. Long (full time position)

Public Works: Isaiah Daniels, Jr. (full time position)

Public Works: Clint Klouser (PT position as needed)

Secretary-Treasurer: Donna Sitlinger (full time position)

Authority Plant Operators: Neal Harris, Travis Zearing, Glenn Miller  
(part time position as needed – wages set by Authority Board)

A motion was made by Supr. Lettich to affirm all the employees as listed above, second by Supr. Stoneroad.  
Motion carried.

**Set Employee Hourly Wage Rates:**

The hourly compensation for employees, **effective January 1, 2021** as set by the Board of Supervisors.

Robert Crabb \$26.90; Cole Long \$20.95; Isaiah Daniels Jr. \$19.50; Donna Sitlinger \$23.55; Clint Klouser \$18.00; Cole Long to receive an additional .50¢ per hour effective July 1, 2021 and Isaiah Daniels, Jr. to receive an additional .50¢ per hour effective September 28, 2021. All other salaries/wages for board members

and part time help as needed, remains the same. A motion was made by Supr. Stoneroad to approve the wages as presented, second by Supr. Lettich. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Lettich, second by Supr. Stadheim, to establish the **Treasurer's Bond Limit** for the Secretary-Treasurer at \$175,000.00. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Stadheim, second by Supr. Stoneroad, to appoint Lettich and Zipay as **Independent Auditor** to audit the 2020 financial records of the Township and complete the DCED report at a fee not to exceed \$5500. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.  
**Res. 2021-01.**

A motion by Supr. Lettich, second by Supr. Stoneroad, to appoint the law firm of Kerwin & Kerwin, LLP, Joseph D. Kerwin as **Legal Counsel**, \$825 monthly retainer which includes attendance at one monthly meeting, four hours of legal services; legal services that total more than four hours each month, will be billed at an hourly rate of \$175. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Stoneroad, second by Supr. Lettich, to appoint Stahl-Sheaffer as **Engineer**, with Mark Haefner as project principal to provide all oversight for Township projects and to approve the fee schedule. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion was made by Supr. Lettich, second by Supr. Stadheim, to appoint Lehigh Engineering representative Ralph Hummel as **Zoning/Codes Enforcement Officer** and **Floodplain Administrator** and to approve the hourly fee of \$78.00. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Lettich, second by Supr. Stoneroad, to appoint Brian McFeaters along with Carrie McFeaters as **Primary Sewage Enforcement Officer** and approve their fee schedule. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Stadheim, second by Supr. Lettich, to appoint Michael Brown as **Alternate Sewage Enforcement Officer** and approve his fee schedule. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Lettich, second by Supr. Stoneroad, to appoint Lehigh Engineering, LLC & Light-Heigel & Associates, Inc. to administer and enforce the provisions of the State UCC Building Codes and approve their fee schedules. Each entity will act as their own **Building Codes Official/Inspector**. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Lettich, second by Supr. Stoneroad, to appoint Charles Laudenslager, Jr. as **Vacancy Board Chairman**. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion by Supr. Lettich, second by Supr. Stoneroad, to appoint David Shelleman as **Emergency Management Coordinator**. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Stadheim, to re-appoint the following individuals: **Washington Township Authority:** Scott Klouser, term expires 12/31/2025 **Recreation Board:** Janine Schaffner, term expires 12/31/2025; **Elizabethville Area Authority:** Tom Welker, term expires 12/31/2025;

**Zoning Hearing Board:** John C. Kell, term expires 12/31/2023; **Res: 2021-02.** Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

It was noted there is a board member vacancy on the Planning Commission.

A motion was made by Supr. Lettich, second by Supr. Stoneroad, to reaffirm Kaye Thoma as Washington Township's delegate to serve as the Township's representative on the **Dauphin County Tax Collection Committee.** Motion carried.

A motion was made by Supr. Lettich, second by Supr. Stadheim, to reaffirm Donna Sitlinger as **Open Records Officer.** Motion carried.

A motion was made by Supr. Lettich, second by Supr. Stoneroad, to reaffirm **holiday/office closings** for the year: *New Year's Day, Good Friday, Memorial Day, July Fourth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, The day before or after Christmas Day.* Motion carried.

**Depositories** for township funds were approved by motion of Supr. Stadheim, second by Supr. Lettich. Depositories include: BB&T Bank, Mid Penn Bank, Gratz Bank, Riverview Bank. Motion carried.  
**Resolution 2021-03**

A motion by Supr. Lettich, second by Supr. Stadheim, to establish the **2021 Regular Monthly Meeting Dates** of the Board of Supervisors as such: January 19, February 2 & 16, March 2 & 16, April 6 & 20, May 4 & 20, June 1 & 15, July 6 & 20, August 3 & 17, September 7 & 21, October 5 & 19, November 4 & 16, December 7 & 21. All meetings begin at 7 PM. Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Lettich, to approve the following **Publications for Advertisements and Announcements;** Upper Dauphin Sentinel, Citizen-Standard, Patriot News/Penn Live, Daily Item, Pottsville Republican, B98.3 and WQLV98.9. Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Lettich, to establish the **2021 personal mileage reimbursement rate** as announced by the Internal Revenue Service at 56 cents per mile. Motion carried.

**Public Comments:** Chairman, Benjamin Brown called for public comments with no response.

A motion for adjournment of the **Annual Organizational Meeting** was made by Supr. Lettich, second by Supr. Stoneroad. Annual Organizational meeting adjourned at 7:18 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger  
Secretary-Treasurer

Washington Township Municipal Building  
185 Manors Road  
Elizabethville PA 17023  
**REGULAR MEETING**  
January 4, 2021

Chairman, Benjamin Brown called the regular meeting to order at 7:18 PM.

**PUBLIC COMMENT:**

Chairman, Benjamin Brown called for public comments with no response.

**MINUTES:**

The minutes of the December 15, 2020 regular meeting and the December 22, 2020 Conditional Use Hearing and Special Meeting of the Board of Supervisors were approved as presented by motion of Supr. Stoneroad, second by Supr. Lettich. Motion carried.

**PAYMENT OF INVOICES:**

General Fund: \$7,469.23

A motion to approve payment of the invoices plus the \$825.00 monthly retainer fee of Solicitor Kerwin was made by Supr. Stoneroad, second by Supr. Stadheim. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

**OLD BUSINESS:**

**Transportation Impact Assessment of PSP:**

There has been no new information forwarded since the last meeting. Supr. Brown will contact the Zoning/Codes Enforcement Officer in regards to construction that is occurring on the PSP site.

**NEW BUSINESS:**

**PSATS Dues:**

A motion by Supr. Stoneroad, second by Supr. Lettich, to approve payment of the 2021 PSATS Dues, Legal Defense Partnership, New Law Service, five subscriptions to PA Township News, CDL Membership, Webinar PowerPASS, at a total expense of \$1034. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

**Annual Maintenance Fee Dauphin County:**

As per the lease agreement with Dauphin County, a written accounting of the actual costs of yearly maintenance services the Township provides to the Magisterial District Judge Office 12-3-01 is to be forwarded to Dauphin County for reimbursement by January 15 each year. A spread sheet detailing the services provided and cost was provided to the Supervisors. An invoice totaling \$7,021.16 will be forwarded to Dauphin County.

**Award Municibid Items:**

A motion was made by Supr. Stoneroad to accept all the bids received for the items that were placed for sale on the municibid website, second by Supr. Lettich. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried. A motion was made by Supr. Brown approving Roadmaster Crabb to utilize his judgement for disposal of the items that did not sell, second by Supr. Lettich. Motion carried.

**SUPERVISORS REPORTS:****Assignment of Liaisons:**

The Supervisors will continue to act as the point of contact for the following entities during 2021:  
 Glenn Stoneroad – UDA School District and COG.  
 Cynthia Stout – Recreation Board and Reliance Hose Fire Company.  
 Kevin Stadheim – Road Crew.  
 Benjamin Brown – Landfill, Recycling.  
 Jerry Lettich – Washington Township Authority.

**GLENN STONEROAD:** No report.

**BENJAMIN BROWN:** No report.

**KEVIN STADHEIM:****Road Crew:**

Roadmaster Crabb advised a preliminary cost estimate report was received from the township engineer in regards to the proposed State Drive improvements. The Supervisors were provided with a copy of the report.

**GERALD LETTICH:** No report.

**CYNTHIA STOUT:** Absent.

**PUBLIC COMMENTS:**

Chairman, Benjamin Brown called for public comments.

Karen Wiest commented on the current demolition of the swimming pool in Elizabethville Borough.

**ANNOUNCEMENTS:**

Elected Auditors: Tuesday, January 5, 2021  
 Planning Commission: Monday, January 11, 2021  
 Washington Township Authority: Tuesday, January 12, 2021  
 Washington Township Supervisors: Tuesday, January 19, 2021  
 Recreation Board: Wednesday, January 20, 2021 (8 PM)  
 All meetings are held at 7 PM unless otherwise indicated.

**ADJOURNMENT:**

There being no further business, Supr. Lettich made a motion to adjourn the meeting, second by Supr. Stadheim. Meeting adjourned at 7:47 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger  
 Secretary-Treasurer