

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
ANNUAL ORGANIZATIONAL MEETING
January 6, 2020

Secretary Sitlinger administered the oath of office to Glenn Stoneroad.

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

Ron Strohecker called the meeting to order at 7:03 PM, followed by the pledge of allegiance and a moment of silence.

Board Members Present:

Ron Strohecker Cynthia Stout
Benjamin Brown Glenn Stoneroad

Administrators and Others Present:

Donna Sitlinger – Board Secretary
Robert Crabb - Roadmaster
Citizens - 3

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

A motion by Supr. Stoneroad to nominate Ron Strohecker, second by Supr. Stout. Motion carried.

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

A motion by Supr. Brown to nominate Donna Sitlinger, second by Supr. Stout. Motion carried.

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

Supr. Stout nominated Benjamin Brown.
Supr. Stoneroad nominated Ron Strohecker.

Election by Voice Vote for Permanent Position of Chairman:

Supr. Stout votes for Benjamin Brown
Supr. Brown votes for Benjamin Brown
Supr. Strohecker votes for Ron Strohecker
Supr. Stoneroad votes for Ron Strohecker

Election by voice vote is a tie. Nominations need to be re-opened to nominate a temporary chairman to conduct this evening's meeting and vote on electing a permanent chairman during the next meeting or when there is a full board present. There was a brief discussion period.

Supr. Stoneroad proceeded to nominate Ron Strohecker to the position of temporary chairman.
Supr. Strohecker declined the nomination.

After brief discussion, Supr. Strohecker asked for a voice vote to elect Benjamin Brown to the position of acting chairman.

Supr. Stout votes for Benjamin Brown
Supr. Brown votes for Benjamin Brown
Supr. Strohecker votes for Benjamin Brown
Supr. Stoneroad votes for Benjamin Brown

Benjamin Brown accepts the nomination and is elected as acting chairman.

Supr. Strohecker expressed a few comments and left the meeting at 7:09 PM.

Nominations were opened to nominate a **Vice Chairman**:

A motion by Supr. Brown to nominate Glenn Stoneroad, second by Supr. Stout. With no other nominations, Supr. Stoneroad accepted the nomination on a temporary basis. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

Nominations were opened for **Secretary-Treasurer**. A motion by Supr. Brown to nominate Donna Sitlinger, second by Supr. Stout. Motion carried.

Public Comments: Acting 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: Lewis Weaver, 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. Stoneroad to affirm all the employees as listed above, second by Supr. Stout. Motion carried.

Set Employee Hourly Wage Rates:

The hourly compensation for employees, **effective January 1, 2020**, as set by the Board of Supervisors.

Robert Crabb \$26.40; Cole Long \$20.45; Lewis Weaver, Jr. \$17.50; Donna Sitlinger \$22.05; Clint Klouser \$15.00; Lewis Weaver, Jr. to receive an additional \$1.00 per hour on his one-year anniversary of employment and Donna Sitlinger to receive an additional \$1.00 per hour the first pay in July. All other salaries/wages for board members and part time help as needed, remains the same. A motion was made by Supr. Stout to approve the wages as presented, second by Supr. Stoneroad. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

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

A motion by Supr. Stoneroad, second by Supr. Stout, to appoint Lettich and Zipay as **Independent Auditor** to audit the 2019 financial records of the Township, at a fee not to exceed \$5200. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried. **Res. 2020-01.**

A motion by Supr. Stoneroad, second by Supr. Stout, 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: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

A motion by Supr. Brown, second by Supr. Stout, to appoint Stahl-Sheaffer as **Engineer**, with Cole Boyer as project principal to provide all oversight for Township projects. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried. A motion was made by Supr. Brown, second by Supr. Stout, to appoint The EADS Group as **Engineer**, to continue with any projects they are currently working on with Daniel Beyer as project principal to provide all oversight for Township projects. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Stout, to appoint Lehigh Engineering representative

Ralph Hummel as **Zoning/Codes Enforcement Officer** and approve the hourly fee of \$78.00. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

A motion by Supr. Stout, 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) Brown (yes) Stout (yes) Motion carried.

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

A motion by Supr. Stout, second by Supr. Stoneroad, to appoint the following entities 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**. Lehigh Engineering, LLC; Light-Heigel & Associates, Inc; BIU of Pennsylvania Inc. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

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

A motion by Supr. Stoneroad, second by Supr. Stout, to appoint David Shelleman as **Emergency Management Coordinator**. Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Stout, to re-appoint the following individuals: **Washington Township Authority**: Charles Laudenslager, Jr. term expires 12/31/2024; **Planning Commission**: Richard Young, term expires 12/31/2023; **Recreation Board**: Jayne Harman, term expires 12/31/2024; **Elizabethville Area Authority**: Chris Kocher, term expires 12/31/2024. **Zoning Hearing Board**: Scott Klouser, term expires 12/31/2022; **Res: 2020-02** Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

A motion was made by Supr. Stout, second by Supr. Stoneroad to appoint the following individuals to the following board vacancies. **Planning Commission**: Wayne Thomas, term expires 12/31/2023. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

A motion was made by Supr. Stout, second by Supr. Brown, to reaffirm Kaye Thoma as Washington Township's delegate to serve as the Township's representative on the **Dauphin County Tax Collection Committee**. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

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

A motion was made by Supr. Stoneroad, second by Supr. Stout, to reaffirm **holiday/office closings** for the year: *New Years 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. Stoneroad, second by Supr. Stout. Depositories include: BB&T Bank, Mid Penn Bank, Gratz Bank, Riverview Bank. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried. **Resolution 2020-03**

A motion by Supr. Stoneroad, second by Supr. Stout to establish the **2020 Regular Monthly Meeting Dates** of the Board of Supervisors as such: January 21, February 4 & 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, August 4 & 18, September 1 & 15, October 6 & 20, November 5 & 17, December 1 & 15. All meetings begin at 7 PM. Motion carried.

A motion was made by Supr. Stout, second by Supr. Stoneroad, 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. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

A motion was made by Supr. Stoneroad, second by Supr. Stout, to establish the **2020 personal mileage reimbursement rate** as announced by the Internal Revenue Service at 57.5 cents per mile. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

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

A motion for adjournment of the **Annual Organizational Meeting** was made by Supr. Stout, second by Supr. Stoneroad. Annual Organizational meeting adjourned at 7:39 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
REGULAR MEETING
January 6, 2020

Acting Chairman, Benjamin Brown called the regular meeting to order at 7:39 PM.

PUBLIC COMMENT:

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

MINUTES:

The minutes of the December 17, 2019 regular meeting of the Board of Supervisors were approved as presented by motion of Supr. Stoneroad, second by Supr. Stout. Motion carried.

PAYMENT OF INVOICES:

General Fund: \$2,356.42
Street Light Fund: \$982.38
Liquid Fuels Fund: \$233.84

A motion to approve payment of the invoices was made by Supr. Stout, second by Supr. Stoneroad. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

OLD BUSINESS:

NEW BUSINESS:

PSATS Dues:

A motion by Supr. Stout, second by Supr. Stoneroad, to approve payment of the 2020 PSATS Dues, Legal Defense Partnership, New Law Service, Six subscriptions to PA Township News, CDL Membership, Webinar PowerPASS, at a total expense of \$1060. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (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 \$6,765.70 will be forwarded to Dauphin County.

Proposed Amendment – Chapter 10 Health and Safety Ordinance:

An amendment to Chapter 10, Health and Safety, Part 1, Anti-Nuisance Act of the code of ordinances was introduced. The purpose of the amendment is to add guidelines for shooting ranges. After discussion, a motion was made by Supr. Stoneroad to start the process to pursue the amendment, second by Supr. Brown. Motion carried.

Request – Conditional Use Hearing:

A request for a Conditional Use Hearing was submitted by Republic Development Corporation. As per their application, the applicant is requesting a conditional use pursuant to §27-403 1 (E) Conditional Uses of Chapter 27, of the Zoning Ordinance. The Secretary noted that their cover letter incorrectly lists the subsection of the ordinance pertaining to their conditional use request and has contacted the individual for verification.

A motion was made by Supr. Stout to schedule the Conditional Use Hearing on February 4, 2020, second by Supr. Stoneroad. Roll Call Vote: Stout (yes) Brown (yes) Stoneroad (yes) Motion carried.

SUPERVISORS REPORTS:

Assignment of Liaisons:

During 2020 the Supervisors were assigned to the following organizations/groups to act as a link of communication, as needed.

Glenn Stoneroad – UDA School District and COG.
Cynthia Stout – Recreation Board and Fire Company.
Benjamin Brown – Landfill, Recycling, Road Crew (Interim).
Jerry Lettich – Washington Township Authority

CYNTHIA STOUT: No report.

GLENN STONEROAD: No report.

BENJAMIN BROWN:

Road Crew:

With some changes that occurred on the south end side of Oakdale Station Road, at the former railroad, a motion was made by Supr. Brown to employ Burch Associates to conduct a survey to determine the township boundary, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Brown (yes) Stout (yes) Motion carried.

PUBLIC COMMENTS:

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

ANNOUNCEMENTS:

Elected Auditors: Tuesday, January 7, 2020 (meeting cancelled, no quorum)
Planning Commission: Monday, January 13, 2020
Washington Township Authority: Tuesday, January 14, 2020
Recreation Board: Wednesday, January 15, 2020 (8 PM)
Washington Township Supervisors: Tuesday, January 21, 2020
All meetings are held at 7 PM unless otherwise indicated.

ADJOURNMENT:

There being no further business, Supr. Stoneroad made a motion to adjourn the meeting, second by Supr. Stout. Meeting adjourned at 8:32 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer