

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
ANNUAL ORGANIZATIONAL MEETING
January 3, 2023

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:

Gerald Lettich Glenn Stoneroad
Kevin Stadheim Benjamin Brown

Board Member Absent:

Cynthia Stout

Administrators and Others Present:

Donna Sitlinger – Board Secretary
Joseph Kerwin, Esq. – Board Solicitor
Citizens - 3

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

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

Public Comments: Chairman, Benjamin Brown called for public comments.

Chairman, Benjamin Brown recognized Timothy Shiffer. Tim commented he recently met with the Roadmaster concerning a drainage ditch on a property he is planning to develop. With his post construction stormwater management plan approved and a driveway permit obtained from PennDOT, Tim would like an official answer from the township concerning the size and location of a pipe. It is the consensus of the Supervisors to table further discussion until they consult with the Roadmaster.

Affirmation of Those Employed by Washington Township:

Roadmaster: Robert Crabb, (FT Position)

Public Works: Cole P. Long; Isaiah Daniels, Jr.; (FT Position)

Public Works: Clint Klouser (PT Position)

Secretary-Treasurer: Donna Sitlinger (FT Position)

Authority Plant Operators: Neal Harris, Travis Zearing, Glenn Miller (PT Position, 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 Board of Supervisors set the hourly compensation for employees and stipends for board members effective January 1, 2023: Robert Crabb \$29.40; Cole Long \$23.42; Isaiah Daniels Jr. \$21.32; Donna Sitlinger \$25.78; Clint Klouser \$18.50; Cale Welker \$13.00. Snow Plow Operators with CDL \$18.00; Without CDL \$15.00. Supervisor and Secretary Meeting Attendance at \$50.00 per meeting; Planning Commission Members at \$25.00 per meeting; Zoning Hearing Board Members at \$25.00 per meeting; Alternate Zoning Hearing Board Members at \$15.00 per meeting. Supr. Lettich made a motion to approve the wages and stipends, along with the two modifications for the Part Time employees, second by Supr. Brown. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

Supr. Lettich made a motion to establish the **Treasurer's Bond Limit** for the Secretary-Treasurer at \$175,000.00, second by Supr. Stoneroad. Motion carried.

Supr. Lettich made a motion to re-appoint Wagner, Dreese, Elsasser & Associates, PC as **Independent Auditor**, second by Supr. Stoneroad. Motion carried. **Resolution 2023-01**

Supr. Stadheim made a motion to re-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, second by Supr. Lettich. Motion carried.

Supr. Lettich made a motion to re-appoint Stahl-Sheaffer as **Engineer**, with Chad Shaffer as project principal and Meck-Tech, Inc. as **Engineer**, with Arthur Thomas as project principal, to provide all oversight for Township projects and to approve their fee schedules, second by Supr. Stadheim. Motion carried.

Supr. Stoneroad made a motion to re-appoint Lehigh Engineering as **Zoning/Codes Enforcement Officer** and **Floodplain Administrator** with Ralph Hummel overseeing the administration and to approve the fee schedule, second by Supr. Stadheim. Motion carried.

Supr. Lettich made a motion to re-appoint Brian McFeaters/Carrie McFeaters as **Primary Sewage Enforcement Officer** and Mike Brown as the **Alternate Sewage Enforcement Officer** and approve their fee schedule, second by Supr. Stoneroad. Motion carried.

Supr. Lettich made a motion to re-appoint Lehigh Engineering, LLC & Light-Heigel & Associates, Inc. and to appoint BIU to administer and enforce the provisions of the State UCC Building Codes and approve their fee schedules, second by Supr. Stadheim. Every entity will act as their own **Building Codes Official/Inspector**. Motion carried.

Vacancy Board Chairman. It has been noted that there is currently no individual interested in being considered for the position.

Supr. Stoneroad made a motion to re-appoint David Shelleman as **Emergency Management Coordinator**, second by Supr. Lettich. Motion carried.

Supr. Stadheim made a motion to re-appoint the following individuals: **Washington Township Authority:** Doris Kauffman, term expires 12/31/2027; **Planning Commission:** Gerald Lettich, term expires 12/31/2026; **Zoning Hearing Board:** Scott Klouser, term expires 12/31/2025; **Res: 2023-02**, motion by Supr. Stoneroad. Motion carried.

Supr. Stoneroad made a motion to reaffirm Kaye Thoma to represent Washington Township as their delegate on the **Dauphin County Tax Collection Committee**, second by Supr. Lettich. Motion carried.

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

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

Supr. Lettich made a motion to approve the following **Depositories** to deposit township funds: BB&T Bank, Mid Penn Bank, Gratz/Link Bank, Bank of Bird-In-Hand, second by Supr. Stadheim. Motion carried.
Resolution 2023-03

Supr. Lettich made a motion to establish the **2023 Regular Monthly Meeting Dates** of the Board of Supervisors as such: January 17, February 7 & 21, March 7 & 21, April 4 & 18, May 2 & 18, June 6 & 20, July 6 & 18, August 1 & 15, September 5 & 19, October 3 & 17, November 9 & 21, December 5 & 19, second by Supr. Stoneroad. All meetings begin at 7 PM. Motion carried.

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

Supr. Lettich made a motion to establish the **2023 personal mileage reimbursement rate** as announced by the Internal Revenue Service at 65.5 cents per mile, second by Supr. Stadheim. Motion carried.

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

Supr. Stadheim made a motion to adjourn the **Annual Organizational Meeting**, second by Supr. Stoneroad. Annual Organizational meeting adjourned at 7:26 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
REGULAR MEETING
January 3, 2023

Chairman, Benjamin Brown called the regular meeting to order at 7:26 PM.

PUBLIC COMMENT:

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

BUSINESS ITEMS TO ADD TO AGENDA:

Supr. Lettich made a motion to add the Solicitor Report to the agenda, second by Supr. Stadheim. Motion carried.

MINUTES:

The minutes of the December 20, 2022 regular meeting of the Board of Supervisors were approved as presented by motion of Supr. Lettich, second by Supr. Stadheim. Motion carried.

PAYMENT OF INVOICES:

General Fund: \$3,327.40

Supr. Stadheim made a motion to approve the payment of the invoices as listed, second by Supr. Lettich. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Lettich (yes) Brown (yes) Motion carried.

OLD BUSINESS:

There was no old business to review.

NEW BUSINESS:

PSATS Dues

Supr. Lettich made a motion to approve to submit payment to PSATS for the 2023 PSATS Township Dues, Legal Defense Partnership, One subscription to PA Township News, CDL Membership, Webinar PowerPASS, at a total expense of \$863.00, second by Supr. Stadheim. 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 maintenance services the Township provides to the Magisterial District Judge Office 12-3-01 annually is to be forwarded to Dauphin County for reimbursement by January 15 each year. A spread sheet detailing the services and cost were provided to the Supervisors. An invoice totaling \$8,612.80 will be submitted to Dauphin County for reimbursement.

Site Inspection Report

Supr. Brown volunteered to speak with the owner of Double L Rentals concerning the installation of a stormwater management system.

SOLICITOR REPORT:

It was brought to our attention that there is an old lien from 1985 that was never satisfied. Solicitor Kerwin advised he will take care of this.

SUPERVISORS REPORTS:

CYNTHIA STOUT: No report.

GERALD LETTICH: No report.

BENJAMIN BROWN: No report.

KEVIN STADHEIM: No report.

GLENN STONEROAD: No report.

PUBLIC COMMENTS:

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

ANNOUNCEMENTS:

Elected Auditors: Tuesday, January 4, 2023

Planning Commission: Monday, January 9, 2023

Washington Township Authority: Tuesday, January 10, 2023

Washington Township Supervisors: Tuesday, January 17, 2023

Recreation Board: Wednesday, January 18, 2023(8 PM)

COG Meeting: Thursday, January 19, 2023 Washington Township Hosting

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 7:43 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer