

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
ANNUAL ORGANIZATIONAL MEETING
January 2, 2024

Secretary Sitlinger administered the Oath of Office to Kevin L. Stadheim and Benjamin B. Brown.

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 7:02 PM, followed by the pledge of allegiance and a moment of silence.

Board Members Present:

Kevin Stadheim Benjamin Brown
Glenn Stoneroad

Board Members Absent:

Gerald Lettich Cynthia Stout

Administrators and Others Present:

Donna Sitlinger – Board Secretary
Joseph Kerwin, Esq. – Board Solicitor
Robert Crabb - Roadmaster
Citizens – 0

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

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

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

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

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

A motion by Supr. Stadheim to nominate Benjamin Brown, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Motion carried.

With no other nominations, Benjamin Brown appointed as Chairman.

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

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

With no other nominations, Glenn Stoneroad appointed as Vice Chairman.

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

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

With no other nominations, Donna Sitlinger was appointed as Secretary-Treasurer.

Public Comments: None.

Affirmation of Those Employed by Washington Township:

Roadmaster: Robert Crabb, (FT Position)

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

Secretary-Treasurer: Donna Sitlinger (FT Position)

Public Works: Cale Welker; Clint Klouser (PT Position as needed)

Authority Plant Operators: Neal Harris, Travis Zearing, Glenn Miller (PT Position as needed, wages set by Authority Board.

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

Set Employee Hourly Wage Rates:

The Board of Supervisors approved a 4% wage increase for all full and part-time employees. The hourly compensation for employees and stipends for board members effective January 1, 2024: Robert Crabb 30.58;

Cole Long \$24.36; Isaiah Daniels Jr. \$22.17; Donna Sitlinger \$26.81; Clint Klouser \$19.24; Cale Welker \$18.72. Snowplow 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. Stadheim made a motion to approve the wages and stipends, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Motion carried.

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

Consent Agenda: Re-appointments/Fee Schedules

- **Independent Auditor**, Wagner, Dreese, Elsasser & Associates, PC Resolution **2024-01**
- **Legal Counsel**, Kerwin & Kerwin, LLP, Joseph D. Kerwin
- **Engineer**, Meck-Tech, Inc. and Stahl-Sheaffer
- **Zoning/Codes Enforcement Officer & Flood Plain Administrator**: Lehigh Engineering, LLC, Ralph Hummel
- **Sewage Enforcement Officer**, Brian & Carrie McFeaters
- **Alternate Sewage Enforcement Officer**, Michael Brown
- **UCC Building Codes Officials/Inspectors**, Lehigh Engineering, Light-Heigel & Associates, BIU (Building Inspection Underwriters)
- **Emergency Management Coordinator**, David Shelleman
- **Planning Commission**, Wayne Thomas -Term expires: 12/31/2027.
Richard T. Young -Term expires: 12/31/2027.
- **Dauphin County Tax Collection Committee Delegate**, Kaye Thoma
- **Open Records Officer**, Donna Sitlinger

Supr. Stadheim made a motion to approve the **Consent Agenda** listing of individuals/agencies and the applicable fee schedules, second by Supr. Stoneroad. Motion carried.

Elected Auditor Vacancy/Appointment:

Supr. Stoneroad made a motion to appoint Monica L. Koontz to fill the vacancy of elected auditor with the term expiring December 31, 2025, second by Supr. Stadheim. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Motion carried. **Resolution 2024-02**

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. Stadheim made a motion to approve the following **Depositories**: BB&T Bank, Mid Penn Bank, Link Bank, Bank of Bird-In-Hand, second by Supr. Stoneroad. Motion carried. **Resolution 2024-03**

Supr. Stoneroad made a motion to establish the **2024 Regular Monthly Meeting Dates** of the Board of Supervisors: January 16, February 6 & 20, March 5 & 19, April 2 & 16, May 7 & 21, June 4 & 18, July 2 & 16, August 6 & 20, September 3 & 17, October 1 & 15, November 7 & 19, December 3 & 17, second by Supr. Brown. All the meetings begin at 7 PM. Motion carried.

Supr. Stadheim 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. Stoneroad. Motion carried.

Supr. Stadheim made a motion to establish the **2024 Personal Mileage Reimbursement rate** as announced by the Internal Revenue Service at 67 cents per mile, second by Supr. Stoneroad. Motion carried.

Public Comments: None

Supr. Stoneroad made a motion to adjourn the **Annual Organizational Meeting**, second by Supr. Stadheim. The Annual Organizational meeting adjourned at 7:12 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
REGULAR MEETING
January 2, 2024

Chairman, Benjamin Brown called the regular meeting to order at 7:12 PM.

PUBLIC COMMENT:

None.

MINUTES:

The minutes of the December 19, 2023 regular meeting of the Board of Supervisors were approved as presented by motion of Supr. Stadheim, second by Supr. Stoneroad. Motion carried.

PAYMENT OF INVOICES:

General Fund: \$4,070.07

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

OLD BUSINESS:

Municipal Building Addition Update

There was nothing new to report.

NEW BUSINESS:

PSATS Dues

Supr. Stadheim made a motion to approve to submit payment to PSATS for the 2024 Township Dues, Legal Defense Partnership, One subscription to PA Township News, CDL Membership, Webinar Powerpass and Technology Security Fees at a total expense of \$928.00, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (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. The Supervisors were provided with a spread sheet itemizing the 2023 maintenance services provided, with expenses totaling \$9,314.67.

Certificate of Deposit Maturity

Supr. Stoneroad made a motion to close the certificate of deposit that recently matured at Mid Penn Bank and invest the closing balance by opening a new certificate of deposit at Bank of Bird-in-Hand for a term of 13 months at an interest rate of 5.27% APY, second by Supr. Stadheim. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Motion carried.

Request for Sign Approval

Supr. Stadheim made a motion to approve a Request for Sign Approval Application submitted by RPM Signs for the placement of a 97.32 square foot wall sign on tax parcel 66-008-032 contingent upon the wall sign meets the sign ordinance regulations, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Motion carried.

Board Vacancies

The Supervisors reviewed the current board vacancies. Further discussion is tabled until the next meeting.

SUPERVISORS REPORTS:**GERALD LETTICH:**

Washington Township Authority: Absent.

BENJAMIN BROWN:

Recycling & Landfill: No report.

KEVIN STADHEIM:**Road Report.**

Roadmaster Crabb reported on the following:

- A stop sign and the pole the sign was attached to was stolen at the Mohr/Lenker Road intersection.
- The township is in receipt of a signed agreement from the property owner of tax parcel 66-003-016 to replace a pipe on Bechtel Road that outlets on his property.

GLENN STONEROAD:

UDA School District: Supr. Stoneroad announced a special meeting is scheduled on January 16 to inform the public on their intentions for property the district recently purchased.

COG: Supr. Stoneroad announced a meeting is scheduled on January 18 at the Williamstown EMS Building.

CYNTHIA STOUT: Absent.

PUBLIC COMMENTS:

Chairman, Benjamin Brown called for public comments.

Bill Mattern arrived at 7:37 PM. Bill questioned what is happening with the proposed zoning district map amendments with a response that we will check with the planning commission.

The PSP and members of the fire company were recently called to an incident in the Big Run Area. Since the PSP is investigating the incident, it is the consensus of the Supervisors to contact our codes officer in the event the incident is not resolved.

ANNOUNCEMENTS:

Elected Auditors: Tuesday, January 3, 2024

Planning Commission: Monday, January 8, 2024

Washington Township Authority: Tuesday, January 9, 2024

Washington Township Supervisors: Tuesday, January 16, 2024

Recreation Board: Wednesday, January 17, 2024 (8 PM)

All meetings are held at 7 PM unless otherwise indicated.

ADJOURNMENT:

There being no further business, Supr. Stadheim made a motion to adjourn the meeting, second by Supr. Stoneroad. Meeting adjourned at 7:44 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer

January 2, 2024