

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
ANNUAL ORGANIZATIONAL MEETING
January 6, 2025

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:

Glenn Stoneroad Cynthia Stout
Benjamin Brown Kevin Stadheim

Board Member Absent:

Gerald Lettich

Administrators and Others Present:

Donna Sitlinger – Board Secretary
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. Brown. Motion carried.

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

A motion by Supr. Stadheim to nominate Benjamin Brown, second by Supr. Stout. 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. Stout. 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. Stout. 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 (PT Position as needed)
Authority Plant Operators: Neal Harris, Travis Zearing (PT Position as needed, wages set by Authority Board.

Set Employee Hourly Wage Rates:

The Board of Supervisors approved a 4% wage increase for all full-time employees and a 2.5% increase for part-time employees. The hourly compensation for employees and stipends effective January 1, 2025: Robert Crabb 31.80; Cole Long \$25.33; Isaiah Daniels Jr. \$23.06; Donna Sitlinger \$27.88; Cale Welker \$19.19. Snowplow Operators with CDL \$18.45; Without CDL \$15.38. Supervisor Meeting Attendance at \$50.00 per meeting; Secretary-Treasurer Meeting Attendance \$75.00. Planning Commission Members \$25.00 per meeting; Zoning Hearing Board Members \$25.00 per meeting; Alternate Zoning Hearing Board Members \$15.00 per meeting. Part-Time as needed Public Works \$18.45; Secretary \$12.30; Zoning/Codes Enforcement Officer \$12.30.

Establish the **Treasurer's Bond Limit** for the Secretary-Treasurer at \$175,000.00.

Supr. Stadheim made a motion to approve the affirmation of those employed at Washington Township; Set Employee Hourly Wage Rates and Establish the Treasurer's Bond Limit, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Re-appointments/Fee Schedules

- **Independent Auditor**, Wagner, Dreese, Elsasser & Associates, PC **Resolution 2025-01**
- **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**, Charles Maguire -Term expires: 12/31/2028.
- **Zoning Hearing Board**, John Burget – Term expires: 12/31/2027. **Resolution 2025-02**
- **Elizabethville Area Authority**, Christopher Kocher – Term expires: 12/31/2029.
- **Washington Township Authority**, Matthew Boyer – Term expires: 12/31/2029.
- **Open Records Officer**, Donna Sitlinger

Supr. Stadheim made a motion to approve the **Re-appointments/Fee Schedules** listing of individuals/agencies and the applicable fee schedules, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

- **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.*
- **Depositories**: Truist Bank, Mid Penn Bank, Link Bank, Bank of Bird-In-Hand, **Resolution 2025-03**
- **Establish 2025 Regular Monthly Meeting Dates** of the Board of Supervisors: January 6 & 21, February 4 & 18, March 4 & 18, April 1 & 15, May 6 & 22, June 3 & 17, July 1 & 15, August 5 & 19, September 2 & 16, October 7 & 21, November 6 & 18, December 2 & 16, beginning 7 PM.
- **Publications for Advertisements and Announcements**; Citizen-Standard, Patriot News/Penn Live, The Daily Item, Pottsville Republican, B98.3 and WQLV98.9, second by Supr. Stoneroad. Motion carried.
- **2025 Personal Mileage Reimbursement rate** 70 cents per mile as announced by the Internal Revenue Service.

Supr. Stadheim made a motion to Reaffirm holiday/office closings; Depositories, Publications for advertisements and announcements and the 2025 personal mileage reimbursement rate as listed, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Public Comments: None

Supr. Stadheim made a motion to adjourn the **Annual Organizational Meeting**, second by Supr. Stoneroad. The Annual Organizational meeting adjourned at 7:07 PM. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink that reads "Donna M. Sitlinger". The signature is written in a cursive style with a large initial 'D'.

Donna M. Sitlinger
Secretary-Treasurer

Washington Township Municipal Building
185 Manors Road
Elizabethville PA 17023
REGULAR MEETING
January 6, 2025

Chairman, Benjamin Brown called the regular meeting to order at 7:07 PM.

PUBLIC COMMENT:

None.

MINUTES:

Supr. Stoneroad made a motion to approve the minutes of the December 17, 2024, regular meeting of the Board of Supervisors, second by Supr. Stadheim. Motion carried.

PAYMENT OF INVOICES:

General Fund: \$13,265.94

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

OLD BUSINESS:

Solar Energy System Ordinance

It is the consensus of the Supervisors not to make any amendments to the solar energy system ordinance at the present time. It is also the consensus to discuss this matter with the Solicitor.

Municipal Building Addition Update

Roadmaster Crabb provided a verbal update on the overhead to underground service upgrade.

W.L. Byers has not completed the electrical work. Supr. Stoneroad made a motion to direct Solicitor Kerwin to draft a letter to the electrical contractor stipulating conditions for the completion of the electrical work, second by Supr. Stadheim. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Supr. Stadheim made a motion to approve disbursing the final payment to the general contractor and to approve the Chairman to execute the Certificate of Substantial Completion (AIA Document G704-2017) to Martin's Construction, LLC-General Contractor; Spotts Brothers, Inc.-Plumbing Construction; Spotts Brothers, Inc. – Mechanical Construction, second by Supr. Stoneroad.

- Martins Construction, LLC - \$69,928.80

Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Curative Amendment Request

It is the consensus of the Supervisors to table further discussion and forward the application to the Washington Township Planning Commission for review and to receive their recommendations.

Certificate of Deposit Maturity

Supr. Stadheim made a motion to renew the certificate of deposit that recently matured at Mid Penn Bank for a term of 12 months at an interest rate of 4.85%, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

NEW BUSINESS:**PSATS Dues**

Supr. Stadheim made a motion to approve to submit payment to PSATS for the 2025 Township Dues, Legal Defense Partnership, One subscription to PA Township News, CDL Membership, Webinar Powerpass and Technology Security Fees at a total expense of \$938.00, second by Supr. Stout. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Annual Maintenance Fee Dauphin County

As per the lease agreement with Dauphin County, the Township is to submit a written accounting of the actual costs of the maintenance services provided to the Magisterial District Judge Office 12-3-01 annually, to Dauphin County by January 15 each year. The Supervisors reviewed an itemized list of the maintenance services totaling \$12,882.80. The Secretary added she needs to confer with the Roadmaster on the maintenance labor provided by the road crew prior to submitting the bill to the county.

Board Vacancies

The Supervisors reviewed the current list of board vacancies.

Supr. Stout made a motion to appoint Andreau Miller to fill the regular member vacancy on the zoning hearing board, second by Supr. Stadheim. Term expires 12/31/2025. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (abstain-Andreau is his son-in-law) Stout (yes) Motion carried. **Resolution 2025-04**

Cleaning Services

Quotes for cleaning services were received from Room Service Express (\$210 weekly charge) and Hilary Pogasic Cleaning Service (\$280.00 weekly charge). Supr. Stout made a motion to approve Room Service Express, Inc. to provide the weekly cleaning services to the municipal building, second by Supr. Stadheim. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Outside Organization Use of Municipal Building

Supr. Stadheim made a motion to implement a \$50 damage deposit fee to outside organizations that utilize the municipal building. If there are no damages, the Township would return the damage deposit fee, second by Supr. Stoneroad. Roll Call Vote: Stoneroad (yes) Stadheim (yes) Brown (yes) Stout (yes) Motion carried.

Acknowledgement of a Proposed Driveway

It is the consensus of the Supervisors to execute the letter addressed to PennDOT acknowledging the Upper Dauphin Area School District's proposed construction of a minimum use driveway from Church Street.

The Supervisors are not opposed to being included in Dauphin County's **Tax Claim Bureau** intention to extend a **30-day interest free grace period of unpaid 2024 real property taxes**.

The PSATS Unemployment Compensation Group Trust Fund disbursed a **dividend check** in the amount of \$52.24.

Comcast has scheduled a webinar this coming Wednesday to provide information concerning the **Broadband Equity Access and Deployment (BEAD) grant program**. Comcast intends to apply for funding in Dauphin County which would include unserved locations that lie within the potential project area in our Township.

SUPERVISORS REPORTS:**BENJAMIN BROWN:**

Recycling & Landfill: No report.

KEVIN STADHEIM:

Road Report:

Roadmaster Crabb reported on the following:

- A new truck will not be available for delivery until 2026.

GLENN STONEROAD:

UDA School District: Supr. Stoneroad provided a verbal update regarding the district's current plans to develop their property.

CYNTHIA STOUT: No report.

GERALD LETTICH:

Washington Township Authority: Absent.

PUBLIC COMMENTS:

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

ANNOUNCEMENTS:

Elected Auditors: Tuesday, January 7, 2025

Planning Commission: Monday, January 13, 2025

Washington Township Authority: Tuesday, January 14, 2025

Recreation Board: Wednesday, January 15, 2025 (8 PM)

Washington Township Supervisors: Tuesday, January 21, 2025

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. Stout. Meeting adjourned at 8:01 PM. Motion carried.

Respectfully submitted,



Donna M. Sitlinger
Secretary-Treasurer