

Washington Township Municipal Building
185 Manors Road
Elizabethville, PA 17023

MEETING MINUTES

January 20, 2026

Chairman 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 Kevin Stadheim Cynthia Stout
Glenn Stoneroad Paul Wertz

Administrators and Others Present:

Robert Crabb – Roadmaster/Temporary Secretary
Lori Brown – Citizen

PUBLIC COMMENTS:

None

MINUTES:

Supervisor Stadheim made a motion to approve the minutes from the January 5th organizational meeting and regular meeting, second by Supervisor Wertz. Motion carried.

PAYMENT OF INVOICES:

A listing of paid invoices since last meeting was provided.

Supervisor Stadheim made a motion to approve Robert Crabb to pay the current invoices and ADP payroll services, second by Supervisor Stoneroad.

Roll Call Vote: Stoneroad (yes), Stadheim (yes), Wertz (yes), Stoudt (yes), Brown (yes)

Motion carried.

OLD BUSINESS:

Supervisor Brown stated we will need to discuss our plan of action if there is an appeal regarding the sign request. Robert Crabb will seek a recommendation on obtaining a zoning attorney.

NEW BUSINESS:

Family Promise - A representative was to attend the meeting and discuss the possibility of altering and utilizing part of the YMCA property for families with “insecure” housing. The property in question was formerly a pavilion. If Family Promise wants to proceed, we will need to contact our Codes Enforcement Officer to see if it would even be possible.

ADP Payroll Service – With the help of Wanda Hockenberry and Patricia Sitlinger, we are “up and running”. Data was entered and the first pay checks will be issued on Friday through the ADP service. The cost is \$64.91/month plus \$2.36/per employee check.

Custer & Faust – Custer & Faust will be assisting the township in compiling all our 2025 records/data and filing our required end of the year reports.

Washington Township Authority – Our previous secretary (Donna Sitlinger) was doing everything for the Authority (paperwork, minutes, bill paying, etc.) The Authority currently has funds in their account, so this might be a good time to ask them to start handling their own affairs. Elizabethtown Borough uses Hoover Financial, so that might be a consideration for them as well. Robert Crabb and Supervisor Wertz will talk to the Authority.

Hire Secretary – Patricia Sitlinger from PA Roofers has been helping set up our new payroll system. The owners of PA Roofers has donated three days of her labor. (*Robert Crabb will send them a thank you note.*) Patricia Sitlinger and Wanda Hockenberry have been assisting us with the transition. Supervisor Stadheim made a motion to pay Patricia Sitlinger and Wanda Hockenberry \$30/hour as needed, second by Supervisor Stoudt.

Roll Call Vote: Stoneroad (yes), Stadheim (yes), Wertz (yes), Stoudt (yes), Brown (yes)

Motion carried.

The township received three applicants for the full-time position to date. The applications will be kept in the office and available for any Supervisor to review. Robert Crabb will eventually set up interviews.

Robert Crabb will notify each Supervisor via text when meeting packets are available. We will also refer questions to our Codes Enforcement Officer as needed.

Supervisor Stoneroad suggested we might want to consider having the township require two signatures on each check. Knowing that the township is bonded, and after discussion, we might re-visit the topic after a new secretary is hired.

SOLICITORS' REPORT:

None

SUPERVISORS REPORTS:

Supervisor Brown – Recycling & Landfill

Nothing to report.

Supervisor Stadheim – Road Report

The crew has been busy salting and plowing.

Supervisor Stoneroad – UDA School District & COG

No report on UDA .

There was a recent COG meeting and EMS meeting. Regarding the EMS meeting, Ann Jackson sent a letter of Resolution looking for support. Robert Crabb will forward the information to Joe Kerwin for review. Colby Sndyer is planning to attend the February 3rd Supervisors meeting to discuss and answer any questions regarding the EMS proposal. This will be added to the February 3rd agenda.

Supervisor Stout – Parks & Recreations & Reliance Hose Company No. 1

There was a Reliance Hose Company report in the Supervisor packets. Nothing else to report.

Supervisor Wertz – Washington Township Authority

Supervisor Wertz attended the recent meeting. Other Authority issues were discussed under New Business.

NOTE: Robert Crabb will be unavailable January 24th - January 31st. Patricia Sitlinger and Wanda Hockenberry will cover the office during this period. Any road issues will be forwarded to Cole Long.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

None

ANNOUNCEMENTS:

Recreation Board: Wednesday, January 21, 2026

Planning Commission: Monday, February 2, 2026

Supervisors Meeting: Tuesday, February 3, 2026

Authority: Tuesday, February 10, 2026

Recreation Board: Wednesday, March 18, 2026

All meetings, unless otherwise indicated, are held at the Washington Township Municipal Building.

ADJOURNMENT:

Supervisor Stadheim made a motion to adjourn the meeting, second by Supervisor Wertz. Motion carried.

The meeting was adjourned at 7:45 PM.