

**WASHINGTON TOWNSHIP SUPERVISORS  
REORGANIZATION MEETING – TUESDAY, JANUARY 2, 2024**

The reorganization meeting of the Board of Supervisors of Washington Township was called to order by Township Manager Vernon Ashway at temporary chairman at 1:30 PM on January 2, 2024. The meeting was opened with the Pledge of Allegiance.

**PRESENT:** Supervisors DeDona, Strausbaugh and Stine. Also, present were Manager Vernon Ashway, Secretary/Treasurer Karen Hargrave, Assistant Secretary/Treasurer Brigitte Mowen, Assistant Township Planner Chad Reichard, Solicitor Zachary Mills, OIC Jason Wolfgang and 2 citizens. Supervisors McCleaf and Snowberger were not present.

**FROM THE FLOOR:** Township resident Harvey Sheets asked the board about Waynesboro Volunteer Fire Department and the Borough of Waynesboro. He was concerned about fire coverage for the west side of the Township. Supervisor DeDona addressed the resident and answered any questions he had.

**APPROVAL OF AGENDA:** On a DeDona/Stine motion, the Board of Supervisors approved the agenda as presented, vote was 3-0.

**APPOINT TEMPORARY CHAIRMAN:** On a DeDona/Stine motion, the Board of Supervisors appointed Vernon Ashway temporary Chairman, vote was 3-0.

**CHAIRMAN:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the appointment of Chairman until the next meeting, vote was 3-0.

**VICE-CHAIRMAN:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the appointment of Vice-Chairman until the next meeting, vote was 3-0.

**SECRETARY:** On a Stine/DeDona motion, Karen Hargrave was appointed Township Secretary, vote was 3-0.

**ASSISTANT SECRETARY:** On a DeDona/Stine motion, Brigitte Mowen was appointed Assistant Secretary, vote was 3-0.

**TREASURER:** On a DeDona/Strausbaugh motion, Karen Hargrave was appointed Treasurer, vote was 3-0.

**ASSISTANT TREASURER:** On a DeDona/Strausbaugh motion, Brigitte Mowen was appointed Assistant Treasurer, vote was 3-0.

**APPOINTMENT OF TWP MANAGER AS ROADMASTER:** On a DeDona/Stine motion, the Township Manager was appointed to serve as road master, vote was 3-0.

**APPOINTMENTS TO BOARDS:**

**SUPERVISORS COMMITTEES:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the appointment to the supervisor committees, vote was 3-0.

**ZONING HEARING BOARD:** Daniel Sheffler was appointed to a three-year term with the Zoning Hearing Board on a DeDona/Strausbaugh motion, vote was 3-0.

**WTMA:** On a DeDona/Strausbaugh motion, the Board of Supervisors re-appointed Andrew Geesaman to a 5-year term on the WTMA Board, vote was 3-0.

**HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE:** On a DeDona/Strausbaugh motion, the Board of Supervisors appointed Frank Shockey and Melanie Anderson Smith to three-year terms on the Happel's Meadow Wetland Advisory Committee, vote was 3-0.

**AGRICULTURAL DISTRICT COMMITTEE:** On a DeDona/Strausbaugh motion, the Board of Supervisors appointed the following people to the Agricultural District Committee for a one-year term, vote was 3-0:

Doug Zody	Vernon Fox	Jack Martin	Alan Frantz
Scott Stine (Twp. Staff Rep.)			

**IMPACT FEE ADVISORY COMMITTEE:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed the following people to the Impact Fee Advisory Committee:

Gary F. Bercaw	Robert Correll	Paul Gunder
Samuel R. Welty Sr.	Ron McKinney	Jason Piatt
Jim Rock		

**CRIT & PMHIC REPRESENTATIVE:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Karen Hargrave as the CRIT and PMHIC Representative with Vernon Ashway as the alternate representative.

**FRANKLIN COUNTY EMERGENCY SERVICE ALLIANCE:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Vernon Ashway as

representative and Jeffrey Geesaman as the alternate.

**FRANKLIN COUNTY COG:** On a DeDona/Strausbaugh motion, the Board of Supervisors appointed Vernon Ashway, Representative and Chad Reichard as Alternate Representative, vote was 3-0.

**FRANKLIN COUNTY AREA TAX BUREAU AND FRANKLIN COUNTY TAX COLLECTION COMMITTEE:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Vernon Ashway, Representative and Charles Strausbaugh, Alternate Representative.

**ROUZERVILLE BUSINESS ASSOCIATION:** On a DeDona/Strausbaugh motion, the Board of Supervisors appointed Stewart McCleaf as representative, vote was 3-0.

**LERTA:** On a DeDona/Strausbaugh motion with a unanimous vote, the Board of Supervisors appointed the following people to LERTA:

Charles Strausbaugh	Dan DeDona	Vernon Ashway
Chad Reichard		

**UCC BOARD OF APPEALS:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed James Rock to the UCC Board of Appeals.

**FEMA/PEMA APPLICANT:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Vernon Ashway as the FEMA/PEMA applicant.

**VACANCY BOARD:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Charlene Willhide as Chairperson of the Vacancy Board.

**EMERGENCY MANAGEMENT COORDINATOR AND ALTERNATE:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed James Meek Jr. as Emergency Management Coordinator with Steven Swope and Jeffrey Geesaman as Deputies.

**TOWNSHIP AUDITORS:** On a DeDona/Strausbaugh motion with a 3-0 vote, the Board of Supervisors appointed Brenda Haugh to a 1-year term as Township Auditors.

**LEGAL COUNSEL:** On a Strausbaugh/DeDona motion with a 3-0 vote, the following legal counsel were appointed:

Township Solicitor & Planning Committee Solicitor - Zachary Mills, Rate \$125/hour  
ZHB & UCC Board of Appeals - Deborah Hoff, Rate \$125/hour

Labor/Special – Salzman Hughes, P.C., Rate \$194/hour and Paralegals,  
Rate \$131/hour

**TOWNSHIP CONSULTANTS:** On a Strausbaugh/DeDona motion, the Board of Supervisors appointed the following Township Consultants at the following schedule of fees, vote was 3-0:

**Surveyor – R. Lee Royer & Associates**

<u>Job Classification</u>	<u>Year 2024 Rate</u>
FIELD CREW	\$175.00/hr.
OFFICE WORK	\$ 87.50/hr.
ENGINEERING FEES	\$125.00/hr.
COPIES 24" x 36"	\$ 2.50 ea.

**Traffic Engineer – Grove Miller**

<u>Job Classification</u>	<u>Year 2024 Rate</u>
SENIOR TRAFFIC ENGINEER	\$170.00/hr. ★
TRAFFIC ENGINEER	\$115.00/hr. *
ASSOCIATE TRAFFIC ENGINEER	\$ 85.00/hr.
DESIGN MANAGER	\$ 80.00/hr.
TRAFFIC TECHNICIAN II	\$ 55.00/hr.
TRAFFIC TECHNICIAN I	\$35.00/hr.
CLERICAL ADMINISTRATOR	\$45.00/hr.
MILEAGE	\$ 0.57/mile

★ Evening meetings will be invoiced at the rate of \$195.00/hr.

\* Evening meetings will be invoiced at the rate of \$125.00/hr.

**I.T. – Kirbtech Technology - IT Support**

<u>Title</u>	<u>Year 2024 Rate</u>
ALL PERSONNEL	\$ 89/hour

**Subdivision review/Engineering - Martin & Martin**

<b><u>Title</u></b>	<b><u>Year 2024 Rate</u></b>
PRINCIPAL	\$ 115/hour
PROFESSIONAL	\$ 103/hour
DESIGNER	\$ 95/hour
TECHNICAL	\$ 76/hour
SUBPROFESSIONAL	\$ 69/hour

**Impact Fee Engineer - McMahon Associates - Rates are as follows:**

<b><u>Title</u></b>	<b><u>Year 2024 Rate</u></b>
Principal/Branch Manager/ Service Leader	\$200/hr.
Senior Project Manager	\$180/hr.
Survey Manager/Sr. Tech Lead	\$170/hr.
Project Manager/Tech Lead II	\$170/hr.
Asst. Project Mgr/Tech Lead I	\$160/hr.
Senior Project Engineer/Sr Tech	\$145/hr.
Project Engineer	\$125/hr.
Survey Party Chief	\$135/hr.
Staff Engineer/Inspector	\$115/hr.
Senior Tech/Survey Tech/ FAA Certified Drone Pilot	\$105/hr.
Technician/Admin/Survey Tech	\$ 95/hr.
Field Personnel	\$ 55/hr.

**Sewage Enforcement Officer - JWP Environmental Inc., Jonathan W. Piper, SEO**

<b><u>Job Classification</u></b>	<b><u>2024 Rate</u></b>
Subdivision Work	\$ 59.00/hr.
Malfunction Work-Site Work	\$120.00/hr.
All other work, correspondence/etc.	\$ 57.00/hr.
Court Costs	\$ 59.00/hr.
Administrative Work	\$ 52.00/hr.
On Lot Management Program	\$ 50.00/hr.
SEO Field Services	\$ 66.00/hr.
SEO Professional Services	\$ 62.00/hr.
Percolation Tests	\$ 55.00/hr.
Administrative Bills	\$ 52.00/hr.

**Bridge Engineer – C.S. Davidson**

<b><u>Job Classification</u></b>	<b><u>2024 Rate</u></b>
Principal	\$198/hr.
Senior Project Engineer	\$153/hr.
Project Engineer	\$133/hr.
Senior Project Manager	\$171/hr.
Project Manager	\$145/hr.
Designer II	\$108/hr.
Designer I	\$ 95/hr.
Senior BIM Technician	\$112/hr.
BIM Technician II	\$ 90/hr.
BIM Technician I	\$ 73/hr.
Senior CADD Technician	\$109/hr.
CADD Technician II	\$ 90/hr.
CADD Technician I	\$ 69/hr.
Senior Administrative Assistant	\$ 85/hr.
Administrative Assistant II	\$ 75/hr.
Administrative Assistant I	\$ 62/hr.
Senior Planner	\$128/hr.
Planner II	\$100/hr.
Planner I	\$ 76/hr.
Senior GIS Technician	\$117/hr.
GIS Technician II	\$105/hr.
GIS Technician I	\$ 79/hr.
Senior Survey Technician	\$110/hr.
Survey Technician II	\$101/hr.
Survey Technician I	\$ 79/hr.
Senior Testing Technician	\$ 96/hr.
Testing Technician II	\$ 78/hr.
Testing Technician I	\$ 69/hr.
Senior Inspector	\$107/hr.
Inspector II	\$ 97/hr.
Inspector I	\$ 89/hr.
Marketing	\$167/hr.
Intern	\$ 62/hr.

**REIMBURSABLES (DIRECT EXPENSES)**

Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/hour
RTS Equipment	\$55.00/hour

Network GPS Equipment	\$80.00/hour
Mileage (where applicable)	IRS Rate + 10%
Prints/Plots (black & white)	\$3.00/sheet (24" x 36")
Prints/Plots (black & white)	\$6.00/sheet (36"x 42")
Prints/Plots (color or Mylar)	\$6.00/sheet (24" x 36")
Prints/Plots (color or Mylar)	\$12.00/sheet (36" x 42")

**Construction Code Official** – Commonwealth Code Inspection Service

\*\*Rates are incorporated in Resolution # 810 – Fee Schedule for Washington Township

**DEPOSITORIES:** On a Strausbaugh/DeDona motion, the Board of Supervisors voted to use the following depositories for 2024, vote was 3-0.

**Depositories are:**

Capital Reserve	- F&M Trust
Capital Reserve-Capital Projects	- F&M Trust
Developers Escrow	- F&M Trust
Drug Enforcement Fund	- F&M Trust
Employee Pension	- F&M Trust & MG Trust
General Fund	- Truist Bank & F&M Trust
Fire & EMS Fund	- Truist Bank
Grant Fund One	- F&M Trust
Grant Fund Two	- F&M Trust
Happel's Meadow Wetland	- F&M Trust
Impact Fee	- F&M Trust
Police Pension	- Pershing, Franklin Squares & F&M Trust
Recreation Fee	- F&M Trust
State Fund	- Truist Bank & F&M Trust
Stormwater Maintenance	- F&M Trust
Traffic Light Escrow Fund	- F&M Trust
Train Fund	- F&M Trust
WTB Fund	- Truist Bank & F&M Trust

**STATE FUND FOREMAN:** Vernon Ashway was appointed State Fund Foreman on a Strausbaugh/DeDona motion, vote was 3-0.

**DELEGATES TO PSATS STATE CONVENTION:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the appointment of Delegates to State Convention until the next meeting, vote was 3-0.

**VOTING DELEGATE TO PSATS STATE CONVENTION:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the appointment of a township official to attend the convention as the voting delegate at the State Convention until the next meeting, vote was 3-0.

**APPROVE 2024 HOLIDAY SCHEDULE & DECLARE FLOATING HOLIDAY:** The floating holiday for 2024 was set for December 24, 2024, on a DeDona/Strausbaugh motion, vote was 3-0.

**APPROVE SALARIES & WAGES – OFFICE, PUBLIC WORKS, TRANSFER STATION, PARKS, POLICE DEPARTMENT & SALARIED:**

**Salaried Employees**

-Township Manager, Resolution # 808

On a DeDona/Strausbaugh motion, the Board of Supervisors adopted Resolution #808 and authorized the Temporary Chairman and Secretary to sign Resolution #808, fixing the salary of the Office of the Township Manager; vote was 3-0. The resolution set Vernon Ashway's salary at \$109,200.00 for the year 2024.

On a DeDona/Strausbaugh motion, the Board of Supervisors set the salary of the OIC Per Memorandum of Understanding at \$87,875.08 for year 2024; vote was 3-0.

On a DeDona/Strausbaugh motion, the Board of Supervisors with a 3-0 vote, set the following salaries and/or hourly wage rates for year 2024:

**Police:**

	<u>Salary 2024</u>	<u>Step Increase</u>
John Brady	\$74,138	\$75,064
Christopher Krause	\$81,388	\$82,375
Stephen Shannon	\$73,318	\$74,222
Terry DeWitt	\$70,544	\$71,425
Chadwick Fuchs	\$64,668	\$65,477
Brandon Rudy	\$64,668	\$65,477
Andrew Weaver	\$64,668	\$65,477
Travis McFarland	\$64,668	\$65,477
Aaron Attong	\$61,435	\$63,052
Trent Culver	\$59,818	\$61,435

**Office:**

Karen S. Hargrave	\$81,714.88
Chad Reichard	\$55,702.40
Brigitte Mowen	\$22.59
Rochelle Moyer	\$18.39



Tamara Noyer	\$15.68
Lloyd Perkins	\$22.29
Charette Byers	\$16.71
Cindy Broas	\$22.28

**Public Works:**

Andrew Moore	\$29.37
Paul Barnett	\$23.34
Curt Lowe	\$23.34
Sam Poper	\$24.07
Jared Davis	\$23.34
Jeremiah Haines	\$21.63
Timothy Schmidt	\$22.28
David Bloom	\$20.55
Benjamin Adams	\$21.59

**Transfer Station:**

Tim Richardson Jr.	\$22.28
Mark Lyons	\$19.76
Jeffrey Hahn	\$19.76
Timothy Crider	\$19.00
Chad Reichard	\$15.60

**TAX RATE - REAL ESTATE:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled Resolution #809, establishing the tax rate of real estate properties, fire tax and emergency services tax for the year 2024 until the next meeting, vote was 3-0.

**DEVELOPER INSPECTION FEE RATE:** Rate was set at \$60.00/hr. for Township employees' inspection on a DeDona/Strausbaugh motion, vote was 3-0.

**TOWNSHIP FEE SCHEDULE:** On a DeDona/Strausbaugh motion, the Board of Supervisors adopted Resolution # 810, establishing a schedule of fees for the administration of the Township's Zoning Ordinance, Subdivision Ordinance, the Pennsylvania Sewage Facilities Act, and Stormwater Management Ordinance; establishing fees for the reproduction of documents and maps; and establishing fees for other services.

- a. Construction Code Official – Commonwealth Code Inspection Service 2024  
 \*\*Rates are incorporated in Resolution # 810 – Fee Schedule for  
 Washington Township.

Motion carried on a 3-0 vote.

**BONDING FOR TOWNSHIP EMPLOYEES:** On a DeDona/Strausbaugh motion, the Board of Supervisors set the bond amounts as follows:

Secretary/Treasurer's bond	\$700,000
Asst. Secretary's/Treasurer's bond	\$200,000
Other employees under Crime Policy	\$100,000

The motion carried on a 3-0 vote.

**EQUIPMENT RENTAL RATES:** On a DeDona/ Strausbaugh motion, the following schedule of rates were set for 2024, vote was 3-0.

### 2024 Equipment Rental Rates:

Air Compressor w/ tools \$30.00	Pick-up Trucks \$25.00
Backhoe w/Breaker \$150.00	Plate Tamper \$18.00
Backhoe \$75.00	Pressure Washer \$20.00
Bucket Truck \$50.00	Rammer Type Tamper \$11.00
Case Loader \$90.00	Road Plates \$25.00/day
CAT Asphalt Roller \$50.00	Road Tractor \$100.00
CAT Track Loader \$150.00	Skid Steer \$68.00
Chain Saw \$18.00	Rock Hound Attachment \$20.00
Computer Time \$22.00	Broom Attachment \$23.00
Demo Saw \$25.00	Straw Blower (Reinco) \$15.00
Dump Truck 10 Ton \$60.00	Street Sweeper \$150.00
Dump Truck 3 Ton \$55.00	Sump Pump \$6.00
Equipment Trailer \$20.00	Tractor John Deere 5055E \$60.00
Fork-Lift \$35.00	Bush Hog Mower Attachment \$25.00
Generator \$20.00	York Rake Attachment \$5.00
John Deere Motor Grader \$90.00	Scraper Blade Attachment \$5.00
Laser Level \$50.00/per day	Tractor Road w/ side mower \$95.00
Leaf Vacuum \$40.00	Trimmer \$14.00
Lee Boy Paver \$95.00	Walk Behind Saw \$35.00
Lee Boy Tack Tank \$25.50	Welder \$20.00
Man Lift \$150.00/day	Polaris Ranger 4x4 \$25.00
Marathon Tar Kettle \$15.00	

**2024 WTMA & WAYNESBORO BOROUGH LABOR RATES:** On a DeDona/Strausbaugh motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$52.00/hour and overtime rate at \$66.00/hour for all full-time township employees, vote was 3-0. The following equipment discount will be provided to the WTMA and the Borough of Waynesboro:

**WTMA & WAYNESBORO BOROUGH 2024 EQUIPMENT RATES:**

Air Compressor w/tools	per hour	\$18.00	Pick-up trucks	per hour	\$18.00
Backhoe w/Breaker	per hour	\$120.00	Plate Tamper	per hour	\$15.00
Backhoe	per hour	\$40.00	Pressure Washer	per hour	\$14.00
Bucket Truck	per hour	\$32.00	Rammer Type Tamper	per hour	\$10.00
Case Loader	per hour	\$55.00	Road Plates	per day	\$20.00
Cat Asphalt Roller	per hour	\$40.00	Road Tractor	per hour	\$70.00
Cat Track Loader	per hour	\$120.00	Skid Steer	per hour	\$45.00
Chain Saw	per hour	\$15.00	Rockhound attachment	per hour	\$14.00
Computer Time	per hour	\$15.00	Broom attachment	per hour	\$15.00
Demo Saw	per hour	\$15.00	Straw Blower (Reinco)	per hour	\$15.00
Dump Truck 10 Ton	per hour	\$40.00	Street Sweeper	per hour	\$100.00
Dump Truck 3 Ton	per hour	\$40.00	Sump Pump	per hour	\$4.20
Equipment Trailer	per hour	\$15.00	Tractor John Deere 5055E	per hour	\$40.00
Fork-lift	per hour	\$20.00	Bush Hog Mower attachment	per hour	\$16.00
Generator	per hour	\$16.00	York Rake attachment	per hour	\$3.50
John Deere Motor Grader	per hour	\$60.00	Scraper Blade attachment	per hour	\$3.50
Laser Level	per day	\$35.00	Tractor Road w/side mower	per hour	\$70.00
Leaf Vacuum	per hour	\$30.00	Trimmer	per hour	\$9.80
Lee Boy Paver	per hour	\$60.00	Walk Behind Saw	per hour	\$25.00
Lee Boy Tack Tank	per hour	\$20.00	Welder	per hour	\$16.00
Man Lift		per day			\$105.00
Marathon Tar Kettle		per hour			\$10.00

**AUDIT FOR 2023 TOWNSHIP ACCOUNTS:** On a DeDona/Strausbaugh motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2023 per their proposal dated October 4, 2021, vote was 3-0.

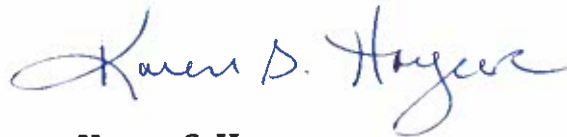
**EMPLOYEE BENEFIT POLICY:** On a DeDona/Strausbaugh motion, the Board of Supervisors approved Resolution #811, the 2024 Employee Benefit Policy, vote was 3-0.

**2024 TRANSFER STATION/RECYCLING RATE SCHEDULE:** On a DeDona/Strausbaugh motion, the Board of Supervisors set the 2024 Rate Schedule for the Washington Township Transfer Station & Recycling Center as attached hereto, effective January 2, 2024, vote was 3-0.

**APPROVAL OF THE ORGANIZATIONAL & PERSONNEL CHARTS FOR 2024:** On a DeDona/Strausbaugh motion, the Board of Supervisors tabled the 2024 Organizational Chart and Personnel Chart as presented, vote was 3-0.

**APPROVAL OF THE MEETING SCHEDULE FOR 2024:** On a DeDona/Strausbaugh motion, the Board of Supervisors approved the meeting schedule for 2024 as presented, vote was 3-0.

On a DeDona/Strausbaugh motion, the Board of Supervisors closed the reorganization meeting at 1:45 p.m., vote was unanimous.



**Karen S. Hargrave**  
**Township Secretary**