

**WASHINGTON TOWNSHIP SUPERVISORS
REORGANIZATION MEETING - JANUARY 4, 2016**

The reorganization meeting of the Board of Supervisors of Washington Township was called to order by Chairman McCleaf. The meeting was opened with the Pledge of Allegiance.

PRESENT: Supervisors McCleaf, Gladhill, Conrad, McCracken and Reichard. Also present were Manager Mike Christopher, Assistant Manager Jeffrey B. Geesaman, Secretary Karen Hargrave, Township Planner Clint Rock, Reporter Zach Glenn and no citizens.

At this time Oaths of Office were given to newly elected supervisors Barbara McCracken and Chad Reichard.

FROM THE FLOOR: No comments.

APPROVAL OF AGENDA: On a Conrad/Reichard motion, the Board of Supervisors approved the agenda as presented, vote was unanimous.

APPOINT TEMPORARY CHAIRMAN: On a Gladhill/Reichard motion, the Board of Supervisors appointed Michael A. Christopher temporary Chairman, vote was unanimous.

CHAIRMAN: On a Gladhill/Reichard motion, the Board of Supervisors nominated C. Stewart McCleaf Chairman of the Board of Supervisors, vote was unanimous. On a Reichard/Conrad motion, the Board of Supervisors closed the nominations, vote was unanimous.

VICE-CHAIRMAN: On a Gladhill/Reichard motion, the Board of Supervisors nominated William Conrad Vice-Chairman of the Board of Supervisors, vote was unanimous. On a Reichard/Gladhill motion, the Board of Supervisors closed the nominations, vote was unanimous.

SECRETARY:

1. Appoint Assistant Secretary

On a Gladhill/Reichard motion, Karen Hargrave was appointed Township Secretary, vote was unanimous. On a Gladhill/Reichard motion, Sarah Ginn was appointed Assistant Secretary, vote was unanimous.

TREASURER: On a Gladhill/Reichard motion, Michael Christopher was appointed Treasurer, vote was unanimous.

ROAD MASTER:

1. Appoint the Assistant Township Manager the Assistant Roadmaster
On a Gladhill/Reichard motion, Michael Christopher was appointed to serve as road master during 2016 and Jeffrey Geesaman as Assistant Roadmaster during 2016, vote was unanimous.

APPOINTMENTS TO BOARDS:

SUPERVISORS COMMITTEES: On a Gladhill/Reichard motion, the Board of Supervisors appointed the following committees:

Streets/Public Transportation – Chad Reichard & Stewart McCleaf
Police/Drug Task Force – Elaine Gladhill & William Conrad
WTMA/Utilities – Elaine Gladhill & Barbara McCracken
Parks/Train – William Conrad & Stewart McCleaf
Recycling/Transfer Station - Barbara McCracken & Stewart McCleaf
Equipment/Technology – Chad Reichard & William Conrad
Planning & Zoning – Elaine Gladhill & Barbara McCracken
Emergency Management- Elaine Gladhill & Chad Reichard

PLANNING COMMISSION: On a Gladhill/Conrad motion, the Board of Supervisors appointed Frank Damazo for a four year term on the Planning Commission, vote was unanimous.

ZONING HEARING BOARD: Tom Sebold was reappointed to a three year term with the Zoning Hearing Board on a Gladhill/Conrad motion, vote was unanimous.

WTMA: On a Gladhill/Conrad motion, the Board of Supervisors appointed Fred Eisenhart to a 5 year term on the WTMA Board, vote was unanimous.

WAYNESBORO AREA DRUG EDUCATION COMMITTEE - Inactive: Michael Christopher was reappointed to a one year term to the Waynesboro Area Drug Education Consortium on a Gladhill/Conrad motion, vote was unanimous.

HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE: On a Gladhill/Conrad motion, the Board of Supervisors reappointed Cheryl Deal, Doris Goldman, and one open position to a three year term on the Advisory Committee, vote was unanimous.

TRAIN COMMITTEE: On a Gladhill/Conrad motion, the Board of Supervisors reappointed the following people to the Train Committee for 2016, vote was unanimous:

Charles Strausbaugh, Chairman	Dennis Carbaugh	Dean Hebb
Jim Utley	Jean Kahl	Linda Fleagle
Pat Edwards	Brian Sease	

AGRICULTURAL DISTRICT COMMITTEE: On a Gladhill/Conrad motion, the Board of Supervisors appointed the following people to the Agricultural District Committee for a one year term, vote was unanimous:

Scott Stine	Vernon Fox	Jack Martin
Chad Reichard	Alan Frantz	

IMPACT FEE ADVISORY COMMITTEE: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed the following people to the Impact Fee Advisory Committee:

Gary F. Bercaw	Robert Correll	Paul Gunder
Gale F. Krawczak	Jason Piatt	Samuel R. Welty, Sr.
Ron McKinney		

CRIT & PMHIC REPRESENTATIVE: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed Karen Hargrave as the CRIT and PMHIC Representative with Michael Christopher as the alternate representative.

FRANKLIN COUNTY EMERGENCY SERVICE ALLIANCE: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed James Meek as representative with Robert Biesecker as alternate representative.

FRANKLIN COUNTY COG: On a Gladhill/Conrad motion, the Board of Supervisors appointed Michael A Christopher, Representative and Jeffrey Geesaman as Alternate Representative, vote was unanimous.

FRANKLIN COUNTY AREA TAX BUREAU AND FRANKLIN COUNTY TAX COLLECTION COMMITTEE: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed Michael A. Christopher, Representative and Jeffrey Geesaman, Alternate Representative.

ROUZERVILLE BUSINESS ASSOCIATION: On a Gladhill/Conrad motion, the Board of Supervisors appointed William Conrad as representative, vote was unanimous.

LERTA: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed the following people to LERTA:

Elaine Gladhill	William Conrad	Michael Christopher
Clint Rock		

BATTLE OF MONTEREY PASS, HISTORIAN: On a Gladhill/Conrad motion, the Board of Supervisors appointed John Miller, Historian, vote was unanimous.

UCC BOARD OF APPEALS: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed James Rock as Board of Appeals.

APPOINTMENT OF TOWNSHIP AUDITOR: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed David McCarney as Auditor for a two year position.

VACANCY BOARD: On a Gladhill/Conrad motion with a unanimous vote, the Board of Supervisors appointed Carlene Willhide as Chairperson of the Vacancy Board.

LEGAL COUNSEL: On a Gladhill/Conrad motion with a unanimous vote, the following legal counsel were appointed:

Supervisors and P.C – John Lisko, Rate \$110/hour
 ZHB - Deborah Hoff, Rate \$110/hour
 Labor – Michael Miller, Rate \$255/hour, other rates as per the engagement letter

TOWNSHIP CONSULTANTS: On a Gladhill/Conrad motion, the Board of Supervisors appointed the following Township Consultants at the following schedule of fees, vote was unanimous:

Surveyor – R. Lee Royer & Associates

<u>Job Classification</u>	<u>Year 2016 Rate</u>
FIELD CREW	\$132.00
OFFICE WORK	66.00

Traffic Engineer – Grove Miller

<u>Job Classification</u>	<u>Year 2016 Rate</u>
SENIOR TRAFFIC ENGINEER	\$135.00/hr.▪
TRAFFIC ENGINEER	\$105.00/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 \$150.00/hr.
- Evening meetings will be invoiced at the rate of \$120.00/hr.

Impact Fee Consultant - Traffic Planning & Design - Rates are incorporated in Resolution #615- Fee Schedule for Washington Township.

<u>Title</u>	<u>Year 2016 Rate</u>
Senior Project Manager 2	\$180/hr
Senior Project Manager 1	\$160/hr
Project Manager 4	\$140/hr
Project Manager 3	\$135/hr
Project Manager 2	\$125/hr
Project Manager 1	\$115/hr
Design/Planning Specialist 5	\$110/hr
Design/Planning Specialist 4	\$105/hr
Design/Planning Specialist 3	\$100/hr
Design/Planning Specialist 2	\$95/hr
Design/Planning Specialist 1	\$85/hr
CADD Manager	\$120/hr
CADD Designer 4	\$90/hr
CADD Designer 3	\$75/hr
CADD Designer 2	\$65/hr
CADD Designer 1	\$60/hr
Design Construction Manager	\$145/hr
Sr. Construction Manager	\$135/hr
Construction Manager 2	\$125/hr
Construction Manager 1	\$110/hr
Asst. Construction Manager	\$90/hr
Transp. Construction Manager 2	\$95/hr
Transp. Construction Manager 1	\$90/hr
Transp. Constr. Insp. Superv. 2	\$90/hr
Transp. Constr. Insp. Superv 1	\$85/hr
Transp. Constr. Insp. Superv 3	\$80/hr
Transp. Constr. Insp. Superv 2	\$70/hr
Transp. Constr. Insp. Superv 1	\$65/hr

Constr. Services Technician	\$55/hr
Environmental Serv Manager	\$110/hr
Senior Analyst	\$100/hr
Technician	\$55/hr
Clerk	\$55/hr

TPD's charges for typical expenses are based on the following:

Copies (black & white)	\$0.11 per copy
Copies (color)	\$0.33 per copy
Plan Print (22" x 34", b & w)	\$0.50 per square foot
Plan Print (22" x 34", color)	\$1.00 per square foot
Mylar Originals	\$5.00 per sheet
Presentation Boards	\$25.00 per board
Mileage	At current IRS – approved rate
Tolls	At cost to TPD
Meals & Lodging	At cost to TPD
Mail & Overnight Delivery	At cost to TPD
ATR Equipment	\$30 per counter per day, up to a max of \$120 per deployment
ATC Equip (Full Intersection)	\$50 per hour
ATC Equip (Per Lane Hour)	\$6 per lane hour per unit deployed
Trimble Geo 7X GPS Unit	\$20/ph up to a max of \$100 per day
Noise Meter	\$30 per device per day up to a max of \$180

I.T. – Advanced Technology Specialists

<u>Title</u>	<u>Year 2016 Rate</u>
ALL PERSONNEL	\$ 80/hour

Construction Code Official – Commonwealth Code Inspection Service

**Rates are incorporated in Resolution # 615 – Fee Schedule for Washington Township

Planning Commission & Township General Engineering- Martin & Martin

<u>Title</u>	<u>Year 2016 Rate</u>
PRINCIPAL	\$ 98/hour
PROFESSIONAL	\$ 88/hour
DESIGNER	\$ 77/hour
TECHNICAL	\$ 67/hour
SUBPROFESSIONAL	\$ 59/hour

Bridge Engineer – C.S. Davidson

<u>Job Classification</u>	<u>2016 Rate</u>
Principal	163.00
Senior Project Engineer/Senior Project Manager	134.00
Project Engineer/Project Manager	104.00
Designer II	84.00
Designer I	77.00
CADD Technician	73.00
Administrative Assistant	60.00
Survey Technician	83.00
Testing Technician	65.00
Inspector	75.00

REIMBURSABLES (DIRECT EXPENSES)

Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Sub consultants	Cost + 10%
GPS Equipment	\$65.00/hour
RTS Equipment	\$50.00/hour
Network GPS Equipment	\$80.00/hour
Mileage (where applicable)	IRS Rate + 10%
Prints/Plots (black & white)	\$0.15/sheet (8.5" x 11")
Prints/Plots (black & white)	\$0.25/sheet (11" x 17")
Prints/Plots (black & white)	\$1.50/sheet (18" x 24")
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)	\$3.00/sheet (18" x 24")
	\$6.00/sheet (24" x 36")
	\$12.00/sheet (36" x 42")
Asset Tags	\$0.40/tag

JWP Environmental Inc. - Rates are incorporated in Resolution #615- Fee Schedule for Washington Township.

PERCS Traffic Signals, Inc. - The below rates are the rates for year 2016:

Service Vehicle with Technician	\$80/hour
Service Vehicle with Technician/Overtime	\$120/hour
Technician w/No Vehicle	\$50/hour
Technician w/No Vehicle/Overtime	\$75/hour
Loop Truck	\$45.00/hour
Backhoe/Bobcat	\$75.00/hour
Freightliner Truck (Auger)	\$80.00/hour

SEWAGE ENFORCEMENT OFFICER: Jonathan W. Piper was reappointed SEO for the Township and Ami Myers was reappointed as his alternate on a Conrad/Gladhill motion, vote was unanimous.

DEPOSITORIES: On a Gladhill/Conrad motion, the Board of Supervisors voted to use the following depositories for 2016, vote was unanimous.

Depositories are:

Battle of Monterey Pass	-BB&T
Capital Reserve	-BB&T
Commonwealth Grant: One	-BB&T
Commonwealth Grant Two	-BB&T
Commonwealth Grant Three	-BB&T
Developers Escrow	-BB&T
Drug Enforcement Fund	-BB&T
Employee Pension	-BB&T
	-MG Trust
General Fund	-BB&T
Happel's Meadow Wetland	-BB&T
Impact Fee	-BB&T
Police Pension	-BB&T, Pershing, Franklin Squares
Recreation Fee	-BB&T
State Fund	-BB&T
Stormwater Maintenance	-BB&T
Traffic Light Esc Fund	-BB&T
Train Fund	-BB&T
WTB Fund	-BB&T

STATE FUND FOREMAN: Michael Christopher, was reappointed State Fund Foreman on a Gladhill/Conrad motion, vote was unanimous.

EMERGENCY MANAGEMENT COORDINATOR: On a Gladhill/Conrad motion, James E. Meek, Jr. and Steven R. Swope were reappointed as Emergency Management Coordinator and Assistant Coordinator respectively. Motion carried on a unanimous vote.

EQUIPMENT RENTAL RATES: On a Gladhill/Conrad motion, the following schedule of rates were set for 2016, vote was unanimous. Equipment rental rates w/o operator/hour:

Dump Truck, 10 Ton	\$ 42.00	Case Backhoe	\$ 35.00
Dump Truck, 1 Ton	27.00	Roller	22.00
Motor Grader	55.00	Air Compressor	20.00
John Deer Tractor	22.00	Trailer	6.00
Stone Box	5.00	(not rented w/o dump truck and operator)	
Level	5.00	Sump Pump	6.00
Concrete Mixer	18.00	Chain Saw	17.00
Hand Tamper	12.00	Case Loader	47.00
Paver	32.00	Vehicle Mileage	\$15.00/hr or 0.54/m
Wood-Chipper	26.00	Mack Tractor	\$89.00/hr or 4.00/m
Cut Off Saw	32.00	Mower	33.00
Hoe/Breaker	74.00	Pressure Washer	15.00
Generator	20.00	Trimmer	14.00
Leaf Vacuum	24.00	Forklift	17.00
Computer Time	20.00	Skid Loader	38.00
Street Sweeper	90.00	Man Lift	22.00/day
(w/operator)		Road Plates	25.00/day
Bucket Truck	20.00	Laser Level	250.00/wk
CAT Track Loader	93.00/hr	Welder	15.00/hr

DEVELOPER INSPECTION FEE RATE: Rate was set at \$46.00/hr. for Township employees' inspection on a Gladhill/Conrad motion, vote was unanimous.

TOWNSHIP FEE SCHEDULE: On a Gladhill/Conrad motion, the Board of Supervisors adopted Resolution # 615, 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. Motion carried on a unanimous vote.

BONDING FOR TOWNSHIP EMPLOYEES: On a Gladhill/Conrad motion, the Board of Supervisors set the bond amounts as follows:

Treasurer's bond	\$700,000
Secretary's bond	\$100,000
Administrative Assistant's bond	\$50,000
Transfer Station Operator bond	\$50,000

The motion carried on a unanimous vote.

WTMA & WAYNESBORO BOROUGH LABOR RATES: On a Gladhill/Conrad motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$33.00/hour and overtime rate at \$37.00/hour for all full-time township employees, vote was unanimous. The following equipment discount will be provided to the WTMA and the Borough of Waynesboro:

Labor Rate	Equipment Rate	
S.T. \$33.00/hour	Dump Truck \$ 20.00	Hoe Breaker \$60.00
O.T.\$37.00/hour	Case Backhoe 25.00	Roller 20.00
	Case Loader 27.00	Air Compressor 16.00
	Skid Loader 20.00	

AUDIT FOR 2015 TOWNSHIP ACCOUNTS: On a Gladhill/Conrad motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2015 per their proposal dated October 24, 2013 at a rate of \$14,600, vote was unanimous.

EMPLOYEE BENEFIT POLICY: On a Gladhill/Conrad motion, the Board of Supervisors approved Resolution #616, the Employee Benefit Policy, vote was unanimous.

2016 TRANSFER STATION RATE SCHEDULE: On a Gladhill/Conrad motion, the Board of Supervisors set the 2016 Rate Schedule for the Washington Township Transfer Station as attached hereto, retroactive to January 1, 2016, vote was unanimous.

2016 RECYCLING CENTER RATE SCHEDULE: On a Gladhill/Conrad motion, the Board of Supervisors set the 2016 Rate Schedule for the Washington Township Recycling Center as follows, retroactive to January 1, 2016, vote was unanimous:

Hauler rate	\$40.00/ton
Bad Check Charge	\$50.00

DELEGATES TO PSATS STATE CONVENTION: All Supervisors, Manager, Secretary, and Solicitor were appointed delegates to the State Convention on a Gladhill/Conrad motion, vote was unanimous.

VOTING DELEGATE TO PSATS STATE CONVENTION: On a Gladhill/Conrad motion, the Board of Supervisors appointed the highest official attending the convention as the voting delegate at State Convention. Motion carried on a unanimous vote.

FLOATING HOLIDAY: The floating holiday for 2016 was set for November 25, 2016 and the Veteran's Day Holiday was moved to December 23, 2016 on a Gladhill/Conrad motion, vote was unanimous.

SALARIES & WAGES – OFFICE, PUBLIC WORKS, TRANSFER STATION, RECYCLING, PARKS, POLICE DEPARTMENT:

Salaried Employees

-Township Manager, Resolution # 613

On a Gladhill/Conrad motion, the Board of Supervisors adopted Resolution #613 and authorized the Chairman and Secretary to sign Resolution #613, fixing the salary of the Office of the Township Manager; vote was unanimous. The resolution set Mr. Christopher's salary at \$89,990.00.

On a Gladhill/Conrad motion, the Board of Supervisors set the following salaries and/or wage rates for year 2016, retroactive to January 1, 2016, vote was unanimous.

Office

Jeffrey B. Geesaman	71,400.00
Karen S. Hargrave	61,100.00
Sarah Ginn	13.40
Marie Jones	11.45

Zoning

James Meek	16.35
Clint Rock	49,470.00

Public Works

Paul Barnett	20.80
Mitchell Birely	19.62
Sam Poper	19.62
Geoffrey Rickett	19.38
Dave Neibert	19.05
Curt Lowe	19.05

Parks

Josh Hohl	13.75
Robert Hargrave	11.22
Dave Bloom	11.22
Weekend Parks	10.00

Transfer Station

Diane Saltzman	16.50
Terry Fogle	16.12
Tim Richardson	11.25
Ken Shockey	10.75
Lara Harnish	10.50
Kane McCarter	10.35
William Butler	11.30

Police Administration

Cindy Broas	17.35
Karen Summers	11.75

Police

	<u>Salary 2016</u>	<u>Step Increase</u>
Barry Keller	\$87,811	
Vernon Ashway	83,823	
Lloyd Perkins	79,330	
John Brady	56,600	57,307
Christopher Krause	60,227	60,980
Michael McGovern	67,351	68,193
Richard Robinson	69,046	69,909
Matthew Schmidt	58,023	58,749
Steve Shannon	58,749	59,483
Jason Wolfgang	60,980	61,742

Police Part-Time

Edward Soffe	18.26/ph
Terry DeWitt	18.26/ph
Mario Angelini	18.26/ph
Bryan Holden	18.26/ph

TAX RATE - REAL ESTATE: On a Gladhill/Conrad motion, the Board of Supervisors adopted Resolution #614, establishing the tax rate at 6.4 mills for 2016, vote was unanimous.

APPROVAL OF THE ORGANIZATIONAL CHART FOR 2016: On a Gladhill/Conrad motion, the Board of Supervisors approved the 2016 Organization Chart as presented, vote was unanimous.

On a Gladhill/Conrad motion, the Board of Supervisors closed the reorganization meeting at 7:16 p.m., vote was unanimous.

A handwritten signature in blue ink that reads "Karen S. Hargrave". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Karen S. Hargrave
Secretary

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