

**WASHINGTON TOWNSHIP SUPERVISORS  
MEETING - May 17, 2017 - 7:00 pm**

The regular 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, McCracken and Reichard. Also present were Manager Mike Christopher, Assistant Manager Jeffrey Geesaman, Secretary Karen Hargrave, Township Planner Clint Rock, Assistant Secretary Sarah Ginn, Chief Keller, Reporters Jennifer Fitch and Andrea Rose and 1 citizen.

**APPOINTING NEW TOWNSHIP SUPERVISOR:**

**1. Appoint Supervisor-** On a Gladhill/Reichard motion, the Board of Supervisors appointed Charles Strausbaugh as the new supervisor to replace the vacancy created by the resignation of William Conrad, vote was 3-0.

**2. Oath of Office-** Township Secretary Karen Hargrave gave the oath of office to newly appointed supervisor Charles Strausbaugh.

**FROM THE FLOOR:** None

**APPROVAL OF THE AGENDA:** On a Gladhill/McCracken motion, the Board of Supervisors approved the agenda as presented, vote was unanimous.

**BLUE RIDGE MOUNTAIN FIRE & RESCUE - APRIL REPORT:** The Township Manager presented the April 2017 report of the Blue Ridge Fire & Rescue. On a McCracken/Reichard motion, the Board of Supervisors accepted the April 2017 Blue Ridge Fire & Rescue report, vote was unanimous.

**WAYNESBORO FIRE DEPARTMENT - APRIL REPORT:** The Township Manager stated that the April 2017 report of the Waynesboro Fire Department was not available. On a Reichard/Gladhill motion, the Board of Supervisors tabled the April Waynesboro Fire Department report until it is available, vote was unanimous.

**POLICE DEPARTMENT- APRIL REPORT:** - Chief Keller presented the April 2017 Police report to the Board of Supervisors. On a Gladhill/McCracken motion, the Board of Supervisors accepted the April 2017 Police Department report, vote was unanimous.

**APPROVAL OF THE MAY 1, 2017 MEETING MINUTES:** On a Gladhill/Reichard motion, the Board of Supervisors approved the meeting minutes from the May 1, 2017 meeting, vote was unanimous.

**INVOICES:**

The following invoices were presented for payment:

General Fund	\$ 120,702.83
Impact Fee Fund	6,456.16

WTB Fund	475.20
Highway Aid Fund	<u>1,567.88</u>
Total Invoices	\$ 129,202.07

On a Reichard/McCracken motion, the Board of Supervisors approved payment of the invoices presented, vote was unanimous.

**TREASURER'S REPORT FOR MARCH:** The manager presented the March 2017 Treasurer's report. On a Strausbaugh/Gladhill motion, the Board of Supervisors accepted the March 2017 Treasurer's report, vote was unanimous.

**RECYCLING REPORT FOR APRIL:** The manager presented the April 2017 recycling report. On a Gladhill/McCracken motion, the Board of Supervisors accepted the April 2017 recycling report, vote was unanimous.

**PLOT PLANS:**

**1. 32-07 London Bridge Drive- Time extension request 5-10-18**

A letter dated May 11, 2017 was received from R. Lee Royer & Associates requesting a 365 day extension for plot plan 32-07, London Bridge Drive, to May 10, 2018. On a Reichard/Gladhill motion, the Board of Supervisors granted a time extension of May 10, 2018 for plot plan 32-07, London Bridge Drive, vote was unanimous.

**2. 13-08 Antietam Commons Lot 6- Time extension 6-4-18**

A letter dated May 12, 2017 was received from Dr. Jerzy Kornilow requesting a time extension for plot plan 13-08, Antietam Commons Lot 6, to June 4, 2018. On a Reichard/Gladhill motion, the Board of Supervisors granted a time extension of June 4, 2018 for plot plan 13-08, Antietam Commons Lot 6, vote was unanimous.

**3. 11-16 Tier I Properties- Land Development Plan (final)**

**a. Bonding for improvements-** A letter was received from the First National Bank of Mercersburg in reference to an irrevocable letter of credit for Tier I Properties. On a Reichard/McCracken motion, the Board of Supervisors approved the bonding for Tier I Properties with the First National Bank of Mercersburg, vote was unanimous.

**b. Action on plan-** Township Planner Clint Rock presented the following information on plot plan 11-16, Tier I Properties, LLC. The Franklin County Planning Commission had no comments per their correspondence dated October 11, 2016. The WTMA found the plans adequate based on their November 7, 2016 correspondence. The Franklin County Conservation District found the plans adequate based on their October 6, 2016 correspondence. Martin & Martin, Inc. reviewed the plans with a list of storm water management concerns outlined in a letter dated May 5, 2017. The Washington Township Planning Commission approved the plan with modifications at their October 10, 2016 meeting. On a Reichard/McCracken motion, the Board of Supervisors approved the plot plan 11-16 (final) for Tier I Properties, LLC including a response to Martin & Martin on the storm water concerns, vote was unanimous.

**4. 05-17 Bruce McLaughlin Estate- 1 parcel (final)**

Township Planner Clint Rock presented the following information on plot plan 05-17, Bruce McLaughlin Estate. The Franklin County Planning Commission had no comments per their correspondence dated April 21, 2017. Martin & Martin, Inc. reviewed the plans and found them adequate in a letter dated May 3, 2017. The Washington Township

Planning Commission approved the plan at their May 8, 2017 meeting. On a Gladhill/Reichard motion, the Board of Supervisors approved final plot plan 05-17, Bruce McLaughlin Estate, vote was unanimous.

#### **CONDITIONAL USE WITHDRAWAL:**

**1. CU 15-03 Jeff Ramsey- Withdrawal of conditional use approval-** A letter was received from Jeffrey Ramsey dated May 11, 2017 in regards to withdrawing his conditional use permit. Mr. Ramsey stated that his business has relocated to Quincy Township and he would like to withdraw his conditional use permit number CU15-003. On a Gladhill/Strausbaugh motion, the Board of Supervisors approved the withdrawal of Conditional Use permit number CU15-003 for Jeffrey Ramsey, vote was unanimous.

#### **CORRESPONDENCE:**

**1. Comcast quarterly franchise fee**

The first quarter franchise fees from Comcast were received in the amount of \$34,424.70.

**2. FCATS- Spring Meeting**

The Annual Spring Meeting of Franklin County Association of Township Supervisors will be held on Wednesday June 14, 2017 at 6:00 PM at the New Franklin Volunteer Fire Department.

**3. Franklin County Tax Claim Bureau- request for township approval for a "petition for rule for a judicial sale" of the following 3 properties:**

**a. Todd & Margaret Pryor- Furnace Road**

**b. Todd & Margaret Pryor- Furnace Road**

**c. Roy & Roxanne Rowland- Marsh Road**

Correspondence dated May 4, 2017 was received for 2 properties on Furnace Road owned by Todd & Margaret Pryor and 1 property owned by Roy & Roxanne Rowland on Marsh Road. The Franklin County Tax Claim Bureau requested the township petition for rule for judicial sale of the above listed properties after unsuccessful tax sales. On a Gladhill/McCracken motion, the Board of Supervisors approved a petition for rule for a judicial sale for the Todd & Margaret Pryor properties on Furnace Road and the Roy & Roxanne Rowland property on Marsh Road, vote was unanimous.

**4. Blue Ridge Summit Free Library- Ice Cream Social**

A letter dated May 7, 2017 was received from the Blue Ridge Summit Free Library requesting to close down Sabillasville Road between Summit Avenue and Monterey Lane on Saturday July 15, 2017 for their annual ice cream social. On a Gladhill/McCracken motion, the Board of Supervisors approved the Blue Ridge Summit Free Library's Ice Cream Social request on July 15, 2017, vote was unanimous.

#### **MANAGER'S REPORT:**

**1. Vote to accept Rouzerville Ruritan Deed**

On a Reichard/Strausbaugh motion, the Board of Supervisors accepted the Rouzerville Ruritan Deed of Dedication, vote was unanimous.

**2. Move the June 14 workshop meeting to June 15**

Due to a schedule conflict with the FCATS Annual Spring Meeting on June 14, a discussion was held to move the workshop to Thursday June 15. On a

Reichard/McCracken motion, the Board of Supervisors moved the June 14, 2017 workshop meeting to June 15, 2017 at 9:30 AM, vote was unanimous.

**3. Ratify side agreement with Police Association Contract Amendment**

On a Reichard/McCracken motion, the Board of Supervisors ratified the side agreement between Washington Township and the Washington Township Police Association as presented, vote was unanimous.

**4. Personnel Matters**

**a. Job Description Zoning Officer/Planner**

The Township Manager presented the updated Zoning Officer and Township Planner job description. On a Reichard/McCracken motion, the Board of Supervisors approved the updated job description of the zoning officer and planner, vote was unanimous.

**b. Resignation of Clint Rock**

The Township Manager presented the resignation letter from Clint Rock dated May 3, 2017. On a McCracken/Gladhill motion, the Board of Supervisors accepted the resignation of Clint Rock, vote was unanimous.

**c. Zoning Officer Update**

The Township Manager gave an update that Clint Rock's last day would be May 26, 2017 and that another applicant would be interviewed. An update on the position would be given at the next workshop.

**d. Termination of Michael Christopher as Township Treasurer**

On a Reichard/McCracken motion, the Board of Supervisors terminated Michael Christopher as Township Treasurer effective May 18, 2017, vote was unanimous.

**e. Resolution 647- Promotion of Karen Hargrave to Township Treasurer**

On a Gladhill/McCracken motion, the Board of Supervisors adopted Resolution 647 which promotes Karen Hargrave to Township Treasurer, vote was unanimous.

**f. Compensation for Treasurer- \$68,000/year effective 6-26-17**

On a Gladhill/McCracken motion, the Board of Supervisors approved the Treasurer's salary of \$68,000/year effective June 26, 2017, vote was unanimous.

**g. Promotion to Assistant Treasurer- Sarah Ginn**

On a Gladhill/McCracken motion, the Board of Supervisors approved the promotion of Sarah Ginn to Assistant Treasurer, vote was unanimous.

**h. Compensation for Assistant Treasurer's position moved to a salary position at \$33,280/year effective 6-26-17**

On a Gladhill/McCracken motion, the Board of Supervisors approved the Assistant Treasurer's salary of \$33,280/year as a salaried position effective June 26, 2017, vote was unanimous.

**i. Promotion of Brigitte Mowen to full-time effective June 11, 2017**

On a Gladhill/Reichard motion, the Board of Supervisors approved the promotion of Brigitte Mowen to full time employment effective June 11, 2017, vote was unanimous.

**j. Approval to advertise for a part-time administrative assistant- 20 hours/week at \$12.50/hour**

On a Gladhill/Reichard motion, the Board of Supervisors approved the advertisement of a part-time administrative assistant position for 20 hours a week at \$12.50/hour, vote was unanimous.

**5. Drug Task Force**

**a. Memorandum of Understanding- agreement with Franklin County Drug Task Force-**On a Gladhill/McCracken motion, the Board of Supervisors tabled the Memorandum of Understanding until Supervisor Strausbaugh can be brought up to date on the situation since he was just appointed to the Board, vote was unanimous.

**b. Authorize Intergovernmental Cooperation Act Ordinance-** On a Reichard/Strausbaugh motion, the Board of Supervisors authorized an intergovernmental cooperation act ordinance to be drafted if it is needed, vote was unanimous.

**6. DUI Enforcement Grant- \$22,000.00****a. Resolution 648- Authorizing Chairman to sign Grant Agreement**

On a Gladhill/Reichard motion, the Board of Supervisors adopted and authorized the Chairman & Secretary to sign Resolution 648, vote was unanimous.

**b. Approval of Grant-** On a Gladhill/Strausbaugh motion, the Board of Supervisors authorized moving forward with the DUI enforcement grant application, vote was unanimous.

**7. Transfer of Day to Day Operations to the Assistant Manager- Effective May 18, 2017-**

On a Gladhill/McCracken motion, the Board of Supervisors shifted the day to day operations responsibility to Assistant Manager Jeffrey Geesaman with the upcoming retirement of Manager Michael Christopher, vote was unanimous.

**ASSISTANT MANAGER'S REPORT:****1. Rouzerville Ruritan**

**a. Name the former Rouzerville Ruritan Club & facilities to Rouzerville Community Center-**On a Gladhill/McCracken motion, the Board of Supervisors changed the name of the facility from the Rouzerville Ruritan Club to the Rouzerville Community Center, vote was unanimous.

**b. Set temporary rental rates for the Community Center-**The Assistant Manager presented a reservation form with rental rates for the Rouzerville Community Center. On a Gladhill/Strausbaugh motion, the Board of Supervisors approved the rates as presented, vote was unanimous.

**c. Rouzerville Ruritan Email Request from Steve Hess-**An email was received from Steve Hess of the Rouzerville Ruritan Club with specific dates and facility requests for events the club had already planned. On a Gladhill/McCracken motion, the Board of Supervisors accepted the dates in the email request and will not charge the Ruritan Club for the meeting rentals or Saturday fundraising events and any further special requests should be received in writing from the Ruritan Club, vote was unanimous.

**d. Knick Knack Pittie Pack, Inc.- Rental Request-**A letter was received from Dawn Backer of the Knick Knack Pittie Pack, Inc. requesting a reduced rental rate for an event they were having at the Rouzerville Community Center on June 10, 2017. A brief discussion was held by the Board of Supervisors on giving discounts to 501 (c) 3 organizations such as Knick Knack Pittie Pack, Inc. On a Reichard/Gladhill motion, the Board of Supervisors granted a 50% discount to 501 (c) 3 organizations if the proper tax exempt paperwork is presented at the time a reservation is made, vote was unanimous.

**e. Resolution 649- Rouzerville Community Center & Park Rules-** On a Reichard/McCracken motion, the Board of Supervisors adopted Resolution 649 which set rules and regulations for the Rouzerville Community Center, vote was unanimous.

**f. Ruritan Club Agreement & Building Memo of Understanding-** The Assistant Manager presented a few questions that the Ruritan Club had in reference to the agreement and memo of understanding that was drafted. A six month grace period will be given to the Ruritan Club to allow them to keep their upright residential freezer in the facility per their request.

**2. Surplus property- Police Car #11- Set bid opening for May 31, 2017**

On a Reichard/McCracken motion, the Board of Supervisors declared car P11 surplus and set the sealed bid openings for May 31, 2017, vote was unanimous.

**3. Authorize bidding for stone, blacktop, fuel, oil & line painting- set bid opening for May 31, 2017**

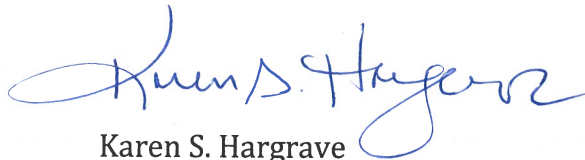
On a McCracken/Reichard motion, the Board of Supervisors authorized the bidding for various materials to include stone, blacktop, fuel, oil & line painting with the sealed bids to be received by May 31, 2017, vote was unanimous.

**4. Transfer Station- Part Time/Summer Help- David Barkley**

On a Reichard/Strausbaugh motion, the Board of Supervisors ratified the hiring of David Barkley for part time summer employment at the Transfer Station at an hourly rate of \$11.75, vote was unanimous.

**MISCELLANEOUS:** Assistant Manager Jeffrey Geesaman stated that Hammaker East will be re-doing the fog coating that they previously did at no charge. Supervisor Strausbaugh invited the Board and staff to an open house at the former ice and cold storage in Waynesboro on May 18<sup>th</sup> from 5-7:30 PM. Supervisor Gladhill stated that Billy Nicholas has begun repairs on his house roof. She also congratulated Supervisors McCracken and Strausbaugh for their victories in the primary election.

With no further business, the meeting was adjourned at approximately 8:20 p.m. on a Strausbaugh/McCracken motion, vote was unanimous.



Karen S. Hargrave  
Secretary