

**WASHINGTON TOWNSHIP SUPERVISORS
REORGANIZATION MEETING - JANUARY 3, 2017**

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, Assistant Secretary Sarah Ginn, Reporter Zach Glenn and 1 citizen.

FROM THE FLOOR: No comments.

A moment of silence was held for Rob Biesecker who passed away on December 28, 2016.

APPROVAL OF AGENDA: On a Reichard/Gladhill 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 Gladhill/Reichard motion, the Board of Supervisors closed the nominations, vote was unanimous.

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

SECRETARY:

1. Appoint Assistant Secretary

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

TREASURER:

1. Appoint 2 Assistant Treasurers

On a Gladhill/McCracken motion, Michael Christopher was appointed Treasurer, vote was unanimous. On a Gladhill/McCracken motion, Jeffrey Geesaman and Karen Hargrave were appointed Assistant Treasurers, vote was unanimous.

APPOINTMENT OF ASSISTANT TWP MANAGER AS ROADMASTER:

1. Appoint the Township Manager the Assistant Roadmaster

On a Gladhill/McCracken motion, Jeffrey Geesaman was appointed to serve as road master during 2017 and Michael Christopher as Assistant Roadmaster during 2017, vote was unanimous.

APPOINTMENTS TO BOARDS:

SUPERVISORS COMMITTEES: On a Gladhill/McCracken 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 Conrad/Reichard motion, the Board of Supervisors appointed Chris Firme and Jay Heefner to four year terms on the Planning Commission, vote was unanimous.

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

WTMA: On a Conrad/Reichard motion, the Board of Supervisors appointed Stewart McCleaf to a 5 year term on the WTMA Board, vote was unanimous.

WAYNESBORO AREA DRUG EDUCATION COMMITTEE - Inactive

HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE: On a Conrad/Reichard motion, the Board of Supervisors reappointed Frank Shockey, Bret Robinson, and Jeffrey Geesaman to three year terms on the Advisory Committee, vote was unanimous.

TRAIN COMMITTEE: On a Conrad/Reichard motion, the Board of Supervisors reappointed the following people to the Train Committee for 2017, vote was unanimous:

Charles Strausbaugh
Jean Kahl
Pat Edwards

Dennis Carbaugh
Linda Fleagle
Brian Sease

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

Scott Stine
Chad Reichard

Vernon Fox
Alan Frantz

Jack Martin

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

Gary F. Bercaw
Gale F. Krawczak
Ron McKinney

Robert Correll
Jason Piatt

Paul Gunder
Samuel R. Welty, Sr.

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

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

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

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

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

Elaine Gladhill
Clint Rock

William Conrad
Jeffrey Geesaman

Michael Christopher

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

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

FEMA/PEMA APPLICANT: On a Conrad/Reichard motion with a unanimous vote, the Board of Supervisors appointed Jeffrey Geesaman as the FEMA/PEMA applicant.

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

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

Supervisors - John Lisko, Rate \$120/hour

ZHB - Deborah Hoff, Rate \$120/hour

Planning Commission- John Lisko, Rate \$120/hour

Labor - Sam Wiser, Rate \$191/hour and Paralegals, Rate \$129/hour

TOWNSHIP CONSULTANTS: On a Gladhill/McCracken 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 2017 Rate</u>
---------------------------	-----------------------

FIELD CREW	\$136.00
------------	----------

OFFICE WORK	\$68.00
-------------	---------

Engineering- Civil Planning & Design

<u>Job Classification</u>	<u>Year 2017 Rate</u>
---------------------------	-----------------------

PROFESSIONAL ENGINEER	\$100.00
-----------------------	----------

DESIGN ENGINEER	\$80.00
-----------------	---------

Traffic Engineer – Grove Miller

<u>Job Classification</u>	<u>Year 2017 Rate</u>
SENIOR TRAFFIC ENGINEER	\$140.00/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 \$155.00/hr.

▫Evening meetings will be invoiced at the rate of \$120.00/hr.

Impact Fee Engineer - Traffic Planning & Design - Rates are as follows:

<u>Title</u>	<u>Year 2017 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 2017 Rate</u>
ALL PERSONNEL	\$ 80/hour

Construction Code Official – Commonwealth Code Inspection Service

**Rates are incorporated in Resolution # 636 – Fee Schedule for Washington Township

Planning Commission & Township General Engineering - Martin & Martin

<u>Title</u>	<u>Year 2017 Rate</u>
PRINCIPAL	\$ 100/hour
PROFESSIONAL	\$ 90/hour
DESIGNER	\$ 68/hour
TECHNICAL	\$ 79/hour
SUBPROFESSIONAL	\$ 60/hour

Bridge Engineer – C.S. Davidson

<u>Job Classification</u>	<u>2017 Rate</u>
Principal	\$163.00
Senior Project Engineer/Senior Project Manager	\$134.00
Project Engineer/Project Manager	\$104.00
Designer II	\$85.00
Designer I	\$77.00
CADD Technician	\$75.00
Administrative Assistant	\$62.00
Survey Technician	\$ 84.00
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 #636- Fee Schedule for Washington Township.

PERCS Traffic Signals, Inc. - The below rates are the rates for year 2017:

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 Gladhill/McCracken motion, vote was unanimous.

DEPOSITORIES: On a Gladhill/McCracken motion, the Board of Supervisors voted to use the following depositories for 2017, vote was unanimous.

Depositories are:	
Battle of Monterey Pass	-BB&T
Capital Reserve	-BB&T, F&M Trust
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, F&M Trust
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, F&M Trust
Stormwater Maintenance	-BB&T

Traffic Light Esc Fund	-BB&T
Train Fund	-BB&T
WTB Fund	-BB&T

All accounts have previously been approved to move to F&M Trust some time in 2017. The accounts will change to F&M Trust as time permits.

STATE FUND FOREMAN: Michael Christopher was reappointed State Fund Foreman and Jeffrey Geesaman was appointed Assistant State Fund Foreman on a Gladhill/McCracken motion, vote was unanimous.

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

VOTING DELEGATE TO PSATS STATE CONVENTION: On a Gladhill/McCracken 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 holidays for 2017 were set for November 24, 2017 and December 26, 2017 on a Gladhill/McCracken motion, vote was unanimous.

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

Salaried Employees

-Township Manager, Resolution # 634

On a Gladhill/McCracken motion, the Board of Supervisors adopted Resolution #634 and authorized the Chairman and Secretary to sign Resolution #634, fixing the salary of the Office of the Township Manager; vote was unanimous. The resolution set Mr. Christopher's salary at \$91,350.00.

On a Gladhill/McCracken motion, the Board of Supervisors set the following salaries and/or wage rates for year 2017.

Office

Jeffrey B. Geesaman	\$72,500.00
Karen S. Hargrave	\$63,000.00
Sarah Ginn	\$15.00
Holly Hickok	\$12.75
Brigitte Mowen	\$12.75

Zoning

James Meek	\$16.60
Clint Rock	\$50,220.00

Public Works

Andrew Moore	\$23.40
Paul Barnett	\$20.80
Sam Poper	\$20.00
Geoffrey Rickett	\$19.70
Dave Neibert	\$19.40
Curt Lowe	\$19.40
Jared Davis	\$18.75
Ben Miller	\$18.75

Parks

Josh Hohl	\$14.25	Snow removal \$15.80
Dave Bloom	\$12.75	
Summer Parks	\$10.00	

Transfer Station

Terry Fogle	\$16.40
Tim Richardson	\$11.75
Lara Harnish	\$12.00
William Butler	\$11.80
Terry Fogle Jr.	\$11.75
Shawn Fann	\$11.75

Police Administration

Cindy Broas	\$17.85
Karen Summers	\$13.25

Police

The 2016 rates will remain in effect until a new contract is approved with the Police Association. Once the new contract is signed the rates will be retroactive to January 1, 2017.

TAX RATE - REAL ESTATE: On a Reichard/Gladhill motion, the Board of Supervisors adopted Resolution #635, establishing the tax rate at 6.4 mills for 2017, vote was unanimous.

EMERGENCY MANAGEMENT COORDINATOR: On a Reichard/Gladhill 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/McCracken motion, the following schedule of rates were set for 2017, vote was unanimous. Equipment rental rates w/o operator/hour:

Air Compressor w/ tools \$22.00	Plate Tamper \$16.00
Backhoe w/Breaker \$120.00	Pressure Washer \$20.00
Backhoe \$49.00	Rammer Type Tamper \$9.00
Bucket Truck \$41.00	Road Plates \$25.00/day
Case Loader \$50.00	Road Tractor \$89.00
CAT Asphalt Roller \$43.50	Skid Steer \$54.00
CAT Track Loader \$130.00	Rock Hound Attachment \$20.00
Chain Saw \$18.00	Broom Attachment \$20.00
Computer Time \$22.00	Straw Blower (Reinco) \$13.00
Demo Saw \$20.00	Street Sweeper \$105.00
Dump Truck 10 Ton \$47.00	Sump Pump \$6.00
Dump Truck 3 Ton \$40.00	Tractor John Deere 5055E \$40.00
Equipment Trailer \$15.50	Bush Hog Mower Attachment \$23.00
Fork Lift \$25.00	York Rake Attachment \$5.00
Generator \$20.00	Scraper Blade Attachment \$5.00
John Deere Motor Grader \$65.00	Tractor Road w/ side mower \$75.00
Laser Level \$50.00/per day	Trimmer \$14.00
Leaf Vacuum \$30.00	Walk Behind Saw \$32.00
Lee Boy Paver \$87.50	Welder \$20.00
Lee Boy Tack Tank \$25.50	Vehicle Mileage \$15.00/hr - \$0.535/mile
Man Lift \$150.00/day	Mack Tractor \$89.00/hr - \$4.00/mile
Marathon Tar Kettle \$4.50	Pick-up Trucks \$15.00

DEVELOPER INSPECTION FEE RATE: Rate was set at \$48.00/hr. for Township employees' inspection on a Gladhill/McCracken motion, vote was unanimous.

TOWNSHIP FEE SCHEDULE: On a Gladhill/McCracken motion, the Board of Supervisors adopted Resolution # 636, 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/McCracken 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/McCracken motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$35.00/hour and overtime rate at \$40.00/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 Rates: S.T. \$35.00/hour and
O.T. \$40.00/hour

Equipment Rates:

Air Compressor w/tools	per hour	\$15.00	Pick-up trucks	per hour	\$10.00
Back Hoe w/Breaker	per hour	\$84.00	Plate Tamper	per hour	\$11.00
Backhoe	per hour	\$30.00	Pressure Washer	per hour	\$14.00
Bucket Truck	per hour	\$28.00	Rammer Type Tamper	per hour	\$7.00
Case Loader	per hour	\$35.00	Road Plates	per day	\$20.00
Cat Asphalt Roller	per hour	\$30.00	Road Tractor	per hour	\$62.00
Cat Track Loader	per hour	\$90.00	Skid Steer	per hour	\$35.00
Chain Saw	per hour	\$12.00	Rock Hound attachment	per hour	\$14.00
Computer Time	per hour	\$15.00	Broom attachment	per hour	\$14.00
Demo Saw	per hour	\$14.00	Straw Blower (Reinco)	per hour	\$10.00
Dump Truck 10 Ton	per hour	\$25.00	Street Sweeper	per hour	\$75.00
Dump Truck 3 Ton	per hour	\$25.00	Sump Pump	per hour	\$4.20
Equipment Trailer	per hour	\$10.00	Tractor John Deere 5055E	per hour	\$28.00

Fork Lift	per hour	\$17.00	Bush Hog Mower attachment	per hour	\$16.00
Generator	per hour	\$14.00	York Rake attachment	per hour	\$3.50
John Deere Motor Grader	per hour	\$45.00	Scraper Blade attachment	per hour	\$3.50
Laser Level	per day	\$35.00	Tractor Road w/side mower	per hour	\$52.00
Leaf Vacuum	per hour	\$21.00	Trimmer	per hour	\$9.80
Lee Boy Paver	per hour	\$40.00	Walk Behind Saw	per hour	\$22.00
Lee Boy Tack Tank	per hour	\$17.00	Welder	per hour	\$14.00
Man Lift	per day	\$105.00			
Marathon Tar Kettle	per hour	\$4.50			

AUDIT FOR 2016 TOWNSHIP ACCOUNTS: On a Gladhill/McCracken motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2016 per their proposal dated October 19, 2016, vote was unanimous.

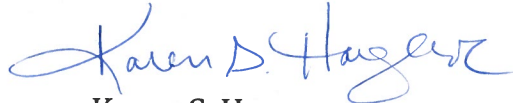
EMPLOYEE BENEFIT POLICY: On a Gladhill/McCracken motion, the Board of Supervisors approved Resolution #637, the Employee Benefit Policy, vote was unanimous.

2017 TRANSFER STATION/RECYCLING RATE SCHEDULE: On a Gladhill/McCracken motion, the Board of Supervisors set the 2017 Rate Schedule for the Washington Township Transfer Station & Recycling Center as attached hereto, retroactive to January 1, 2017, vote was unanimous.

APPROVAL OF THE ORGANIZATIONAL CHART FOR 2017: On a Gladhill/McCracken motion, the Board of Supervisors approved the 2017 Organization Chart as presented, vote was unanimous.

APPROVAL OF THE MEETING SCHEDULE FOR 2017: On a Gladhill/McCracken motion, the Board of Supervisors approved the meeting schedule for 2017 as presented, vote was unanimous.

On a Gladhill/Reichard motion, the Board of Supervisors closed the reorganization meeting at 7:18 p.m., vote was unanimous.



Karen S. Hargrave
Secretary