

**WASHINGTON TOWNSHIP SUPERVISORS  
REORGANIZATION MEETING - JANUARY 2, 2018**

The reorganization meeting of the Board of Supervisors of Washington Township was called to order by Chairman McCleaf at 7:00 PM on January 2, 2018. The meeting was opened with the Pledge of Allegiance.

**PRESENT:** Supervisors McCleaf, Gladhill, Strausbaugh, McCracken and Reichard. Also present were Manager Jeffrey Geesaman, Secretary Karen Hargrave, Township Planner Vernon Ashway, Assistant Secretary Sarah Ginn, Reporter Andrea Rose and 2 citizens.

The Township Secretary gave oaths to Supervisors Strausbaugh & McCracken.

**FROM THE FLOOR:** Former Township Manager Michael Christopher gave a final farewell and thank you to the Board of Supervisors and Township Staff for everything they had done for him during his 40 years as Township Manager. He has recently sold his home in Washington Township and will be moving to Cranberry Township, Pennsylvania.

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

**APPOINT TEMPORARY CHAIRMAN:** On a Reichard/McCracken motion, the Board of Supervisors appointed Jeffrey B. Geesaman temporary Chairman, vote was unanimous.

**CHAIRMAN:** On a Reichard/Strausbaugh 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:** On a Gladhill/Strausbaugh motion, Karen Hargrave was appointed Township Secretary, vote was unanimous.

**ASSISTANT SECRETARY:** On a Gladhill/Reichard motion, Sarah Ginn was appointed Assistant Secretary, vote was unanimous.

**TREASURER:** On a Gladhill/McCracken motion, Karen Hargrave was appointed Treasurer, vote was unanimous.

**ASSISTANT TREASURER:** On a Gladhill/McCracken motion, Sarah Ginn was appointed Assistant Treasurer, vote was unanimous.

**APPOINTMENT OF TWP MANAGER AS ROADMASTER:** On a Gladhill/Reichard motion, Jeffrey Geesaman was appointed to serve as road master during 2018, 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 & Charles Strausbaugh
- WTMA/Utilities – Elaine Gladhill & Barbara McCracken
- Parks/Train – Charles Strausbaugh & Barbara McCracken
- Recycling/Transfer Station - Barbara McCracken & Stewart McCleaf
- Equipment/Technology – Chad Reichard & Stewart McCleaf
- Planning & Zoning – Elaine Gladhill & Charles Strausbaugh
- Emergency Management- Elaine Gladhill & Chad Reichard

**PLANNING COMMISSION:** On a Reichard/Strausbaugh motion, the Board of Supervisors appointed Joe Price to a four-year term on the Planning Commission and Dan Carey as an alternate with a four-year term, vote was unanimous.

**ZONING HEARING BOARD:** S. Allen Stine was reappointed to a three-year term with the Zoning Hearing Board on a Reichard/Strausbaugh motion, vote was unanimous.

**WTMA:** On a Reichard/Strausbaugh motion, the Board of Supervisors appointed David McCarney to a 5 year term on the WTMA Board and Doug Parks to a 3 year term (replacement of Fred Eisenhart), vote was unanimous.

**HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE:** On a Reichard/Strausbaugh motion, the Board of Supervisors reappointed William Smith and Denny Bingaman to three-year terms on the Advisory Committee (leaving one vacancy), vote was unanimous.

**TRAIN COMMITTEE:** On a Reichard/Strausbaugh motion, the Board of Supervisors reappointed the following people to the Train Committee for 2018 for a 1-year term, vote was unanimous:

Dennis Carbaugh	Sherry Shockey	Jean Kahl	Paul Dennis
Linda Fleagle	Mike Shockey	Pat Edwards	Brian Sease
Vernon Ashway (Twp. Staff Rep.)			

**AGRICULTURAL DISTRICT COMMITTEE:** On a Reichard/Strausbaugh 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	Alan Frantz
Chad Reichard (Twp. Staff Rep.)			

**IMPACT FEE ADVISORY COMMITTEE:** On a Reichard/Strausbaugh 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
Jim Rock	Jason Piatt	Samuel R. Welty, Sr.
Ron McKinney		

**CRIT & PMHIC REPRESENTATIVE:** On a Reichard/Strausbaugh 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 Reichard/Strausbaugh motion with a unanimous vote, the Board of Supervisors appointed James Meek as representative and Vernon Ashway as the alternate.

**FRANKLIN COUNTY COG:** On a Reichard/Strausbaugh motion, the Board of Supervisors appointed Jeffrey Geesaman, Representative and Vernon Ashway as Alternate Representative, vote was unanimous.

**FRANKLIN COUNTY AREA TAX BUREAU AND FRANKLIN COUNTY TAX COLLECTION COMMITTEE:** On a Reichard/Strausbaugh motion with a unanimous vote, the Board of Supervisors appointed Jeffrey Geesaman, Representative and Charles Strausbaugh, Alternate Representative.

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

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

Elaine Gladhill  
Jeffrey Geesaman

Charles Strausbaugh

Vernon Ashway

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

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

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

**EMERGENCY MANAGEMENT COORDINATOR AND ASSISTANT:** On a Reichard/Strausbaugh motion with a unanimous vote, the Board of Supervisors appointed James Meek Jr. as Emergency Management Coordinator with Steven Swope as Assistant.

**TOWNSHIP AUDITORS:** On a Reichard/Strausbaugh motion with a unanimous vote, the Board of Supervisors appointed David McCarney and Jeremy Bowersox to 1-year terms as Township Auditors.

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

Solicitor – John Lisko, Rate \$120/hour

ZHB - Deborah Hoff, Rate \$110/hour

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

Labor – Sam Wiser, Rate \$185/hour and Paralegals, Rate \$125/hour

Special Projects- Zachary Mills, Rate \$80/hour

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

Surveyor – R. Lee Royer & Associates

**Job Classification**      **Year 2018 Rate**

FIELD CREW	\$140.00
OFFICE WORK	\$70.00

Engineering- Civil Planning & Design

**Job Classification**      **Year 2018 Rate**

PROFESSIONAL ENGINEER	\$100.00
DESIGN ENGINEER	\$80.00

Traffic Engineer – Grove Miller

**Job Classification**      **Year 2018 Rate**

SENIOR TRAFFIC ENGINEER	\$145.00/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 \$165.00/hr.

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

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

**Title**      **Year 2018 Rate**

Project Manager	\$160/hr
Senior Project Engineer	\$125/hr
Project Engineer	\$100/hr
Staff Engineer	\$85/hr
Technician/Word Processor	\$75/hr

## I.T. – Advanced Technology Specialists

<u>Title</u>	<u>Year 2018 Rate</u>
ALL PERSONNEL	\$ 80/hour

Construction Code Official – Commonwealth Code Inspection Service

\*\*Rates are incorporated in Resolution # 664 – Fee Schedule for Washington Township

Planning Commission & Township General Engineering - Martin & Martin

<u>Title</u>	<u>Year 2018 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>2018 Rate</u>
Principal	\$166.00
Senior Project Engineer/Senior Project Manager	\$139.00
Project Engineer/Project Manager	\$111.00
Designer II	\$87.00
Designer I	\$78.00
CADD Technician	\$76.00
Administrative Assistant	\$65.00
Survey Technician	\$ 84.00
Testing Technician	\$65.00
Inspector	\$80.00

**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
Retroreflectometer Rental	\$800.00/week (1-week min.)

JWP Environmental Inc. – The below rates are for year 2018:

Permit Related Work	\$56.00/hr
Subdivision Work	\$52.00/hr
Malfunction Work	\$50.00/hr
Administrative Work	\$45.00/hr
Percolation Testing	\$45.00/hr

PERCS Traffic Signals, Inc. - The below rates are the rates for year 2018:

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 Reichard/Gladhill motion, vote was unanimous.

**DEPOSITORIES:** On a Reichard/Gladhill motion, the Board of Supervisors voted to use the following depositories for 2018, vote was unanimous.

Depositories are:

Battle of Monterey Pass	-BB&T & F&M Trust
Capital Reserve	-BB&T & F&M Trust
Commonwealth Grant: One	-BB&T & F&M Trust
Commonwealth Grant Two	-BB&T & F&M Trust

Commonwealth Grant Three	-BB&T & F&M Trust
Developers Escrow	-BB&T & F&M Trust
Drug Enforcement Fund	-BB&T & F&M Trust
Employee Pension	-BB&T, F&M Trust & MG Trust
General Fund	-BB&T & F&M Trust
Happel's Meadow Wetland	-BB&T & F&M Trust
Impact Fee	-BB&T & F&M Trust
Police Pension	-BB&T, Pershing, Franklin Squares & F&M Trust
Recreation Fee	-BB&T & F&M Trust
State Fund	-BB&T & F&M Trust
Stormwater Maintenance	-BB&T & F&M Trust
Traffic Light Esc Fund	-BB&T & F&M Trust
Train Fund	-BB&T & F&M Trust
WTB Fund	-BB&T & F&M Trust

Accounts are being transitioned to F&M Trust throughout year 2018.

**STATE FUND FOREMAN:** Jeffrey Geesaman was appointed State Fund Foreman on a Gladhill/Reichard 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 Reichard/Gladhill motion, vote was unanimous.

**VOTING DELEGATE TO PSATS STATE CONVENTION:** On a Gladhill/Strausbaugh 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 2018 were set for November 23, 2018 and December 24, 2018 on a Reichard/Gladhill motion, vote was unanimous.

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

**Salaried Employees**

-Township Manager, Resolution # 662

On a Gladhill/Reichard motion, the Board of Supervisors adopted Resolution #662 and authorized the Chairman and Secretary to sign Resolution #662, fixing the salary of the Office of the Township Manager; vote was unanimous. The resolution set Jeffrey Geesaman's salary at \$92,600.00.

On a Gladhill/Reichard motion, the Board of Supervisors with a unanimous vote, set the following salaries and/or wage rates for year 2018:

**Office**

Karen S. Hargrave	\$69,200.00
Sarah Ginn	\$33,862.40
Kim Sheffler	\$12.50
Brigitte Mowen	\$13.10

**Zoning**

Vernon Ashway	\$50,000.00
---------------	-------------

**Public Works**

Andrew Moore	\$23.90
Paul Barnett	\$20.80
Sam Poper	\$20.35
Geoffrey Rickett	\$20.30
Dave Neibert	\$19.40
Curt Lowe	\$19.75
Jared Davis	\$19.55
Josh Hohl	\$16.80

**Parks**

Dave Bloom	\$13.05
Summer Parks	\$11.00

**Transfer Station**

Jeffrey Hudak	\$17.30
Tim Richardson	\$12.10
Roy Ditch	\$12.00
William Butler	\$12.10
Tim Richardson Jr.	\$12.00
Joshua Brown	\$12.00

**Police Administration**

Cindy Broas	\$18.15
Karen Summers	\$13.60

**Police**

	<u>Salary 2018</u>	<u>Step Increase</u>
Barry Keller	\$90,628	
Lloyd Perkins	81,929	
John Brady	59,925	60,674

Christopher Krause	63,765	63,980
Michael McGovern	71,308	71,754
Richard Robinson	72,199	
Matthew Schmidt	61,432	62,023
Jason Wolfgang	64,562	64,903
Terry DeWitt	55,347	56,316

### Police Part-Time

Steven Shannon	22.40/hr
Vernon Ashway	22.40/hr

**TAX RATE - REAL ESTATE:** On a Reichard/Gladhill motion, the Board of Supervisors adopted Resolution #663, establishing the tax rate at 6.4 mills for 2018, vote was unanimous.

**EQUIPMENT RENTAL RATES:** On a Gladhill/McCracken motion, the following schedule of rates were set for 2018, 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  
Marathon Tar Kettle \$4.50

Mack Tractor \$89.00/hr - \$4.00/mile  
Pick-up Trucks \$15.00

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

**TOWNSHIP FEE SCHEDULE:** On a Reichard/Gladhill motion, the Board of Supervisors adopted Resolution # 664, 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/Reichard 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	\$50,000

The motion carried on a unanimous vote.

**WTMA & WAYNESBORO BOROUGH LABOR RATES:** On a Reichard/McCracken motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$40.00/hour and overtime rate at \$48.00/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:

#### 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 2017 TOWNSHIP ACCOUNTS:** On a Gladhill/Strausbaugh motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2017 per their proposal dated October 19, 2016, vote was unanimous.

**EMPLOYEE BENEFIT POLICY:** On a Gladhill/McCracken motion, the Board of Supervisors approved Resolution #665, the Employee Benefit Policy, vote was unanimous.

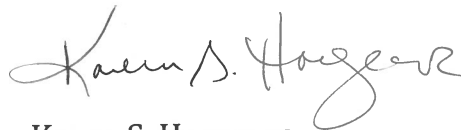
**2018 TRANSFER STATION/RECYCLING RATE SCHEDULE:** On a Gladhill/Strausbaugh motion, the Board of Supervisors set the 2018 Rate Schedule

for the Washington Township Transfer Station & Recycling Center as attached hereto, effective January 3, 2018, vote was unanimous.

**APPROVAL OF THE ORGANIZATIONAL CHART FOR 2018:** On a Gladhill/McCracken motion, the Board of Supervisors approved the 2018 Organization Chart as presented, vote was unanimous.

**APPROVAL OF THE MEETING SCHEDULE FOR 2018:** On a Gladhill/Reichard motion, the Board of Supervisors approved the meeting schedule for 2018 as presented, vote was unanimous.

On a Gladhill/Reichard motion, the Board of Supervisors closed the reorganization meeting at 7:33 p.m., vote was unanimous.



Karen S. Hargrave  
Secretary

2442