

**WASHINGTON TOWNSHIP SUPERVISORS
REORGANIZATION MEETING - JANUARY 6, 2020**

The reorganization meeting of the Board of Supervisors of Washington Township was called to order by Chairman Reichard at 7:00 PM on January 6, 2020. The meeting was opened with the Pledge of Allegiance.

PRESENT: Supervisors Reichard, McCleaf, DeDona, Strausbaugh, and McCracken. Also present were Manager Jeffrey Geesaman, Secretary Karen Hargrave, Assistant Secretary Sarah Ginn, Township Planner Vernon Ashway, Solicitor Zachary Mills, Officer in Charge McGovern and 9 citizens.

OATH ADMINISTRATION: Township Secretary Karen Hargrave gave Daniel DeDona his oath of office as township supervisor.

SPECIAL PRESENTATION: Terry DeWitt, on behalf of the Washington Township Police Association, presented an appreciation award to the Waynesboro Fire Police for their assistance to the community.

FROM THE FLOOR: None

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

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

CHAIRMAN: On a Strausbaugh/McCleaf motion, the Board of Supervisors nominated Chad Reichard, Chairman of the Board of Supervisors, vote was unanimous. On a McCleaf/Strausbaugh motion, the Board of Supervisors closed the nominations, vote was unanimous.

VICE-CHAIRMAN: On a DeDona/McCracken motion, the Board of Supervisors nominated C. Stewart McCleaf, Vice-Chairman of the Board of Supervisors, vote was unanimous. On a DeDona/McCracken motion, the Board of Supervisors closed the nominations, vote was unanimous.

SECRETARY: On a McCleaf/McCracken motion, Karen Hargrave was appointed

Township Secretary, vote was unanimous.

ASSISTANT SECRETARY: On a McCleaf/McCracken motion, Sarah Ginn was appointed Assistant Secretary, vote was unanimous.

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

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

APPOINTMENT OF TWP MANAGER AS ROADMASTER: On a McCleaf/Strausbaugh motion, Jeffrey Geesaman was appointed to serve as road master during 2020, vote was unanimous.

APPOINTMENTS TO BOARDS:

SUPERVISORS COMMITTEES: On a McCleaf/McCracken motion, the Board of Supervisors appointed the following committees, vote was unanimous:

Streets/Public Transportation – Chad Reichard & Stewart McCleaf
 Police/Drug Task Force – Barbara McCracken & Charles Strausbaugh
 WTMA/Utilities – Dan DeDona & Barbara McCracken
 Parks/Train – Charles Strausbaugh & Barbara McCracken
 Recycling/Transfer Station – Dan DeDona & Stewart McCleaf
 Equipment/Technology – Chad Reichard & Stewart McCleaf
 Planning & Zoning – Dan DeDona & Charles Strausbaugh
 Emergency Management- Dan DeDona & Chad Reichard
 Personnel- Chad Reichard & Barbara McCracken
 Economic Development- Charles Strausbaugh & Dan DeDona

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

WTMA: On a McCleaf/McCracken motion, the Board of Supervisors appointed Daniel McLaughlin to a 5-year term on the WTMA Board, vote was unanimous.

HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE: On a McCleaf/McCracken motion, the Board of Supervisors reappointed Frank Shockey and Bret Robinson to three-year terms on the Happel's Meadow Wetland Advisory

Committee (leaving one vacancy), vote was unanimous.

AGRICULTURAL DISTRICT COMMITTEE: On a McCleaf/McCracken 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 McCleaf/McCracken 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 McCleaf/McCracken 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 McCleaf/McCracken motion with a unanimous vote, the Board of Supervisors appointed Jeffrey Geesaman as representative and Vernon Ashway as the alternate.

FRANKLIN COUNTY COG: On a McCleaf/McCracken 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 McCleaf/McCracken motion with a unanimous vote, the Board of Supervisors appointed Jeffrey Geesaman, Representative and Charles Strausbaugh, Alternate Representative.

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

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

Dan DeDona	Charles Strausbaugh	Vernon Ashway
Jeffrey Geesaman		

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

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

VACANCY BOARD: On a McCleaf/McCracken 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 McCleaf/McCracken 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 McCleaf/McCracken motion with a unanimous vote, the Board of Supervisors appointed David McCarney and Jeremy Bowersox to 1-year terms as Township Auditors. Mark Henicle was elected to a 6 year term.

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

Township Solicitor & Planning Committee Solicitor - Zachary Mills, Rate \$100/hour
 ZHB - Deborah Hoff, Rate \$110/hour
 Labor/Special - Salzmann Hughes, P.C., Rate \$185/hour and Paralegals, Rate \$125/hour
 Special Council- Tupitza & Associates P.C.

TOWNSHIP CONSULTANTS: On a McCleaf/DeDona 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 2020 Rate</u>
FIELD CREW	\$150.00/hr.
OFFICE WORK	\$75.00/hr.

Traffic Engineer - Grove Miller

<u>Job Classification</u>	<u>Year 2020 Rate</u>
SENIOR TRAFFIC ENGINEER	\$150.00/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 \$170.00/hr.

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

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

<u>Title</u>	<u>Year 2020 Rate</u>
Senior Project Manager	\$165/hr.
Project Manager	\$155/hr.
Project Engineer	\$105/hr.
Staff Engineer	\$90/hr.
Technician/Word Processor	\$80/hr.

I.T. - Advanced Technology Specialists

<u>Title</u>	<u>Year 2020 Rate</u>
ALL PERSONNEL	\$ 89/hour

Construction Code Official - Commonwealth Code Inspection Service

**Rates are incorporated in Resolution # 707 - Fee Schedule for Washington Township

Planning Commission & Township General Engineering - Martin & Martin

<u>Title</u>	<u>Year 2020 Rate</u>
PRINCIPAL	\$ 103/hour
PROFESSIONAL	\$ 93/hour
DESIGNER	\$ 85/hour
TECHNICAL	\$ 70/hour
SUBPROFESSIONAL	\$ 63/hour

Bridge Engineer - C.S. Davidson

<u>Job Classification</u>	<u>2020 Rate</u>
Principal	\$166.00
Senior Project Engineer/Senior Project Manager	\$144.00
Project Engineer/Project Manager	\$120.00
Designer II	\$90.00
Designer I	\$78.00
CADD Technician	\$76.00
Administrative Assistant	\$66.00
Survey Technician	\$ 88.00
Testing Technician	\$63.00
Inspector	\$81.00

REIMBURSABLES (DIRECT EXPENSES)

Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Sub consultants	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)	\$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)	\$0.20/sheet (8.5" x 11")
Prints/Plots (color or Mylar)	\$1.50/sheet (11" x 17")
Prints/Plots (color or Mylar)	\$3.00/sheet (18" x 24")
Prints/Plots (color or Mylar)	\$6.00/sheet (24" x 36")
Prints/Plots (color or Mylar)	\$12.00/sheet (36" x 42")

Asset Tags	\$0.40/tag
Retro reflectometer Rental	\$800.00/week (1-week min.)

JWP Environmental Inc. – The below rates are for year 2020:

Permit Related Work	\$56.00/hr.
Administrative Work	\$45.00/hr.
Percolation Testing	\$45.00/hr.

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

DEPOSITORIES: On a Strausbaugh/McCracken motion, the Board of Supervisors voted to use the following depositories for 2020, vote was unanimous.

Depositories are:

Capital Reserve	-F&M Trust & PLGIT
Developers Escrow	-F&M Trust
Drug Enforcement Fund	-F&M Trust
Employee Pension	-F&M Trust & MG Trust
General Fund	-BB&T & F&M Trust & PLGIT
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	-BB&T & F&M Trust & PLGIT
Stormwater Maintenance	-F&M Trust
Traffic Light Esc Fund	-F&M Trust
Train Fund	-F&M Trust
WTB Fund	-BB&T & F&M Trust

STATE FUND FOREMAN: Jeffrey Geesaman was appointed State Fund Foreman on a McCleaf/McCracken motion, vote was unanimous.

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

VOTING DELEGATE TO PSATS STATE CONVENTION: On a McCleaf/DeDona 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 2020 was set for December 24, 2020 on a McCleaf/McCracken motion, vote was unanimous.

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

Salaried Employees

-Township Manager, Resolution # 705

On a Strausbaugh/McCleaf motion, the Board of Supervisors adopted Resolution #705 and authorized the Chairman and Secretary to sign Resolution #705, fixing the salary of the Office of the Township Manager; vote was unanimous. The resolution set Jeffrey Geesaman's salary at \$100,000.00 for year 2020.

On a Strausbaugh/McCleaf motion, the Board of Supervisors with a unanimous vote, set the following salaries and/or wage rates for year 2020:

Office

Karen S. Hargrave	\$71,910.00
Sarah Ginn	\$35,190.00
Kim Sheffler	\$13.01
Brigitte Mowen	\$15.30

Zoning

Vernon Ashway	\$53,040.00
Lloyd Perkins	\$19.62

Public Works

Andrew Moore	\$24.87
Paul Barnett	\$20.80
Sam Poper	\$21.18
Curt Lowe	\$20.55
Jared Davis	\$20.55
Josh Hohl	\$19.38

Parks

Dave Bloom	\$13.59
Chase Murray	\$10.71

Transfer Station

Tim Richardson Jr.	\$17.69
Joshua Brown	\$14.57
William Butler	\$12.59
Keith Patterson	\$12.48

Robert Shaffer	\$12.48
Thomas Reed	\$12.24

Police Administration

Cindy Broas	\$18.89
Karen Summers	\$14.16

Police

	<u>Salary 2020</u>	<u>Step Increase</u>
Michael McGovern	\$83,116	
John Brady	63,914	64,713
Christopher Krause	68,010	68,860
Jason Wolfgang	68,860	69,721
Terry DeWitt	60,816	61,576
Brandon Rudy	52,732	54,197
Andrew Weaver	52,732	54,197
Chadwick Fuchs	52,732	54,197
Travis McFarland	52,732	54,197

Police Part-Time

Steven Shannon	22.85/hr.
Michael Brennan	22.85/hr.
Matthew Schmidt	22.85/hr.
Daniel Gaskin	22.85/hr.
Ryan Morris	22.85/hr.

TAX RATE - REAL ESTATE: On a McCleaf/McCracken motion, the Board of Supervisors adopted Resolution #706, establishing the tax rate at 6.4 mills for 2020, vote was unanimous.

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

TOWNSHIP FEE SCHEDULE: On a McCleaf/DeDona, the Board of Supervisors adopted Resolution # 707, 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 McCleaf/DeDona 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.

EQUIPMENT RENTAL RATES: On a McCleaf/DeDona motion, the following schedule of rates were set for 2020, 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
Polaris Ranger 4x4 \$15.00	

WTMA & WAYNESBORO BOROUGH LABOR RATES: On a McCleaf/McCracken motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$45.00/hour and overtime rate at \$55.00/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:

WTMA & WAYNESBORO BOROUGH 2020 EQUIPMENT RATES:

Air Compressor w/tools	per hour	\$15.00	Pick-up trucks	per hour	\$10.00
Back Hoe w/Breaker	per hour	\$90.00	Plate Tamper	per hour	\$11.00
Backhoe	per hour	\$32.00	Pressure Washer	per hour	\$14.00
Bucket Truck	per hour	\$28.00	Rammer Type Tamper	per hour	\$7.00
Case Loader	per hour	\$40.00	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	\$30.00	Street Sweeper	per hour	\$75.00
Dump Truck 3 Ton	per hour	\$30.00	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	\$45.00	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	\$5.00

AUDIT FOR 2019 TOWNSHIP ACCOUNTS: On a Strausbaugh/McCleaf motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2019 per their proposal dated October 9, 2018, vote was unanimous.

EMPLOYEE BENEFIT POLICY: On a McCleaf/McCracken motion, the Board of Supervisors approved Resolution #708, the 2020 Employee Benefit Policy, vote was unanimous.

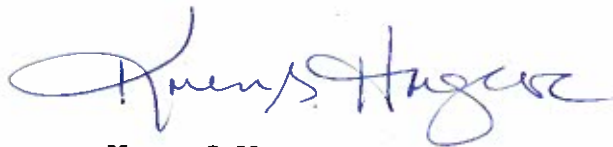
2020 TRANSFER STATION/RECYCLING RATE SCHEDULE: On a McCleaf/DeDona motion, the Board of Supervisors set the 2020 Rate Schedule for the Washington Township Transfer Station & Recycling Center as attached hereto, effective January 7, 2020, vote was unanimous.

APPROVAL OF THE ORGANIZATIONAL & PERSONNEL CHART FOR 2020: On a McCleaf/Strausbaugh motion, the Board of Supervisors approved the 2020 Organizational Chart and Personnel Chart as presented, vote was unanimous.

APPROVAL OF RESOLUTION 709: On a McCleaf/DeDona motion, the Board of Supervisors approved Resolution #709 establishing guidelines for Board of Supervisors member interaction with Township Management and Staff, vote was unanimous.

APPROVAL OF THE MEETING SCHEDULE FOR 2020: On a McCleaf/McCracken motion, the Board of Supervisors approved the meeting schedule for 2020 as presented, vote was unanimous.

On a McCleaf/McCracken motion, the Board of Supervisors closed the reorganization meeting at 7:13 p.m., vote was unanimous.



Karen S. Hargrave
Secretary