

WASHINGTON TOWNSHIP SUPERVISORS
REORGANIZATION MEETING - JANUARY 4, 2021
Due to Covid-19 this meeting was also held via Zoom

The reorganization meeting of the Board of Supervisors of Washington Township was called to order by Vice-Chairman McCleaf at 7:00 PM on January 4, 2021. The meeting was opened with the Pledge of Allegiance.

PRESENT: Supervisors McCleaf, DeDona, Strausbaugh, McCracken and Stine. Also present were Manager Jeffrey Geesaman, Secretary/Treasurer Karen Hargrave, Assistant Secretary Sarah Ginn, Township Planner Vernon Ashway, Solicitor Zachary Mills and Police Chief McGovern.

FROM THE FLOOR: None

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

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

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

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

SECRETARY: On a DeDona/Stine motion, Karen Hargrave was appointed Township Secretary, vote was unanimous.

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

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

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

APPOINTMENT OF TWP MANAGER AS ROADMASTER: On a McCleaf/DeDona motion, Jeffrey Geesaman was appointed to serve as road master during 2021, vote was unanimous.

APPOINTMENTS TO BOARDS:

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

Streets/Public Transportation – Scott Stine & 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 – Scott Stine & Stewart McCleaf
 Planning & Zoning – Dan DeDona & Scott Stine
 Emergency Management- Dan DeDona & Scott Stine
 Personnel- Scott Stine & Barbara McCracken
 Economic Development- Charles Strausbaugh & Dan DeDona

ZONING HEARING BOARD: Daniel Sheffler was appointed to a three-year term with the Zoning Hearing Board on a McCleaf/DeDona motion, vote was unanimous.

WTMA: On a McCleaf/DeDona motion, the Board of Supervisors re-appointed Doug Parks to a 5-year term on the WTMA Board, vote was unanimous.

HAPPEL'S MEADOW WETLAND ADVISORY COMMITTEE: On a McCleaf/DeDona motion, the Board of Supervisors appointed William Smith, Denny Bingaman and Melonie Anderson-Smith to three-year terms on the Happel's Meadow Wetland Advisory Committee, vote was unanimous.

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

Doug Zody

Vernon Fox

Jack Martin

Alan Frantz

Scott Stine (Twp. Staff Rep.)

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

Gary F. Bercaw
Jim Rock
Ron McKinney

Robert Correll
Jason Piatt

Paul Gunder
Samuel R. Welty, Sr.

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

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

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

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

Dan DeDona
Jeffrey Geesaman

Charles Strausbaugh

Vernon Ashway

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

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

VACANCY BOARD: On a McCleaf/DeDona 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/DeDona motion with a unanimous vote, the Board of Supervisors appointed James Meek Jr. as Emergency Management Coordinator with Steven Swope and Timothy Kimble as Deputies.

TOWNSHIP AUDITORS: On a McCleaf/DeDona 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 DeDona/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 - Salzman Hughes, P.C., Rate \$194/hour and Paralegals, Rate \$131/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 2021 Rate</u>
FIELD CREW	\$155.00/hr.
OFFICE WORK	\$77.50/hr.

Traffic Engineer - Grove Miller

<u>Job Classification</u>	<u>Year 2021 Rate</u>
SENIOR TRAFFIC ENGINEER	\$155.00/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 \$175.00/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 2021 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 2021 Rate</u>
ALL PERSONNEL	\$ 89/hour

Construction Code Official – Commonwealth Code Inspection Service

**Rates are incorporated in Resolution # 736 – Fee Schedule for Washington Township

Planning Commission & Township General Engineering - Martin & Martin

<u>Title</u>	<u>Year 2021 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>2021 Rate</u>
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Principal	\$168.00
Senior Project Engineer/Senior Project Manager	\$145.00
Project Engineer/Project Manager \$	\$122.00
Designer II	\$90.00
Designer I	\$78.00
CADD Technician	\$78.00
Administrative Assistant	\$67.00
Survey Technician	\$90.00
Testing Technician	\$66.00
Inspector	\$82.00

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 2021:

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 DeDona/McCleaf motion, the Board of Supervisors voted to use the following depositories for 2021, 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 DeDona/McCleaf 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 DeDona/McCleaf motion, the Board of Supervisors appointed the highest township official attending the convention as the voting delegate at State Convention. Motion carried on a unanimous vote.

FLOATING HOLIDAY: The floating holiday for 2021 was set for December 23, 2021 on a DeDona/McCracken motion, vote was unanimous.

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

Salaried Employees

-Township Manager, Resolution # 734

On a McCleaf/DeDona motion, the Board of Supervisors adopted Resolution #734 and authorized the Chairman and Secretary to sign Resolution #734, fixing the salary of the Office of the Township Manager; vote was unanimous.

The resolution set Jeffrey Geesaman's salary at \$102,000.00 for year 2021.

On a McCleaf/DeDona motion, the Board of Supervisors with a unanimous vote, set the following salaries and/or wage rates for year 2021:

Office

Karen S. Hargrave	\$73,348.20
Sarah Ginn	\$35,893.80
Kim Sheffler	\$13.27
Brigitte Mowen	\$15.61

Zoning

Vernon Ashway	\$54,100.80
Chad Reichard	\$50,000.00
Lloyd Perkins	\$20.01

Public Works

Andrew Moore	\$25.36
Paul Barnett	\$20.95
Sam Poper	\$21.60
Curt Lowe	\$20.95
Jared Davis	\$20.95

Parks

Dave Bloom	\$13.86
Chase Murray	\$10.92

Transfer Station

Tim Richardson Jr.	\$18.87
William Butler	\$14.79
Robert Shaffer Jr.	\$13.01
Robert Shaffer Sr.	\$12.74
Milton Simmers IV	\$10.97
Thomas Kimble	\$12.24

Police Administration

Cindy Broas	\$19.27
Karen Summers	\$14.44

Police

	<u>Salary 2021</u>	<u>Step Increase</u>
Michael McGovern	\$91,800	

John Brady	66,007	66,832
Christopher Krause	71,237	72,115
Jason Wolfgang	72,115	73,004
Terry DeWitt	62,808	63,593
Brandon Rudy	55,281	56,775
Andrew Weaver	55,281	56,775
Chadwick Fuchs	55,281	56,775
Travis McFarland	55,281	56,775

Police Part-Time

Steven Shannon	23.31/hr.
Kevin McDonald	22.85/hr.
Matthew Schmidt	23.31/hr.
Daniel Gaskin	22.85/hr.
Ryan Morris	23.31/hr.

TAX RATE - REAL ESTATE: On a McCleaf/Stine motion, the Board of Supervisors adopted Resolution #735, establishing the tax rate of real properties at 6.4 mills, fire tax at 1.7 mills and emergency services tax at 0.4 mills (total mill rate 8.5) for year 2021, vote was unanimous.

DEVELOPER INSPECTION FEE RATE: Rate was set at \$50.00/hr. for Township employees' inspection on a DeDona/McCracken motion, vote was unanimous.

TOWNSHIP FEE SCHEDULE: On a DeDona/McCleaf motion, the Board of Supervisors adopted Resolution # 736, 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 McCracken/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 DeDona/McCleaf motion, the following schedule of rates were set for 2021, vote was unanimous.

2021 Equipment rental rates without 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	Pick-up Trucks \$15.00
Man Lift \$150.00/day	
Marathon Tar Kettle \$4.50	
Polaris Ranger 4x4 \$15.00	

2021 WTMA & WAYNESBORO BOROUGH LABOR RATES: On a DeDonna/McCleaf motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$47.00/hour and overtime rate at \$58.00/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 2021 EQUIPMENT RATES:

Air Compressor w/tools	<u>per hour</u>	\$15.00	Pick-up trucks	<u>per hour</u>	\$10.00
Back Hoe w/Breaker	<u>per hour</u>	\$90.00	Plate Tamper	<u>per hour</u>	\$11.00
Backhoe	<u>per hour</u>	\$32.00	Pressure Washer	<u>per hour</u>	\$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 2020 TOWNSHIP ACCOUNTS: On a McCleaf/DeDona motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2020 per their proposal dated October 9, 2018, vote was unanimous.

EMPLOYEE BENEFIT POLICY: On a Stine/McCracken motion, the Board of Supervisors approved Resolution #737, the 2021 Employee Benefit Policy, vote was unanimous.

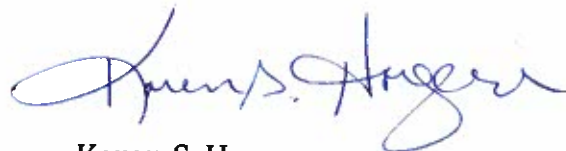
2021 TRANSFER STATION/RECYCLING RATE SCHEDULE: On a McCleaf/DeDona motion, the Board of Supervisors set the 2021 Rate Schedule for the Washington Township Transfer Station & Recycling Center as attached hereto, effective January 4, 2021, vote was unanimous.

APPROVAL OF THE ORGANIZATIONAL & PERSONNEL CHART FOR 2021: On a DeDona/Stine motion, the Board of Supervisors approved the 2021 Organizational Chart and Personnel Chart as presented, vote was unanimous.

APPROVAL OF RESOLUTION 738: On a DeDona/Stine motion, the Board of Supervisors approved Resolution #738 establishing guidelines for Board of Supervisors member interaction with Township Management and Staff, vote was unanimous.

APPROVAL OF THE MEETING SCHEDULE FOR 2021: On a McCleaf/DeDona motion, the Board of Supervisors approved the meeting schedule for 2021 as presented, vote was unanimous.

On a DeDona/McCleaf motion, the Board of Supervisors closed the reorganization meeting at 7:12 p.m., vote was unanimous.



Karen S. Hargrave
Secretary