

**WASHINGTON TOWNSHIP SUPERVISORS
REORGANIZATION MEETING - TUESDAY, JANUARY 3, 2023**

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 3, 2023. The meeting was opened with the Pledge of Allegiance.

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

FROM THE FLOOR: None

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

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

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

VICE-CHAIRMAN: On a DeDona/McCracken motion, the Board of Supervisors nominated Charles Strausbaugh, 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 Strausbaugh/DeDona motion, Karen Hargrave was appointed Township Secretary, vote was unanimous.

ASSISTANT SECRETARY: On a DeDona/Strausbaugh motion, Brigitte Mowen was appointed Assistant Secretary, vote was unanimous.

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

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

TOWNSHIP AUDITORS: On a DeDona/McCracken motion with a unanimous vote, the Board of Supervisors appointed David McCarney to 1-year term as Township Auditors.

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

Township Solicitor & Planning Committee Solicitor – Zachary Mills, Rate \$110/hour
 ZHB & UCC Board of Appeals - Deborah Hoff, Rate \$125/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 DeDona/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 2023 Rate</u>
FIELD CREW	\$170.00/hr.
OFFICE WORK	\$ 85.00/hr.
ENGINEERING FEES	\$125.00/hr.
COPIES 24" x 36"	\$ 2.50 ea.

Traffic Engineer – Grove Miller

<u>Job Classification</u>	<u>Year 2023 Rate</u>
SENIOR TRAFFIC ENGINEER	\$160.00/hr.▪
TRAFFIC ENGINEER	\$110.00/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 \$180.00/hr.

◦Evening meetings will be invoiced at the rate of \$125.00/hr.

I.T. – Advanced Technology Specialists-IT Support

<u>Title</u>	<u>Year 2023 Rate</u>
ALL PERSONNEL	\$ 89/hour

Subdivision review/Engineering - Martin & Martin

<u>Title</u>	<u>Year 2023 Rate</u>
PRINCIPAL	\$ 100/hour
PROFESSIONAL	\$ 100/hour
DESIGNER	\$ 90/hour
TECHNICAL	\$ 74/hour
SUBPROFESSIONAL	\$ 67/hour

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

<u>Title</u>	<u>Year 2023 Rate</u>
Principal/Associate/General Manager/Service Leader	\$195/hr.
Senior Project Manager	\$175/hr.
Project Manager/Survey Mgr.	\$165/hr.
Senior Project Engineer	\$140/hr.
Project Engineer	\$115/hr.

Staff Engineer/Survey Party Chief/FAA Certified Drone Pilot	\$100/hr.
Technician/Admin/Survey Tech	\$90/hr.
Field Personnel/Drone Field Spotter	\$50/hr.

Sewage Enforcement Officer – JWP Environmental Inc., Jonathan W. Piper, SEO

<u>Job Classification</u>	<u>2023 Rate</u>
Subdivision Work	\$ 59.00/hr.
Malfunction Work-Site Work	\$120.00/hr.
All other work, correspondence/etc.	\$ 57.00/hr.
Court Costs	\$ 59.00/hr.
Administrative Work	\$ 52.00/hr.
On Lot Management Program	\$ 50.00/hr.
SEO Field Services	\$ 66.00/hr.
SEO Professional Services	\$ 62.00/hr.
Percolation Tests	\$ 55.00/hr.
Administrative Bills	\$ 52.00/hr.

Bridge Engineer – C.S. Davidson

<u>Job Classification</u>	<u>2023 Rate</u>
Principal	\$195.00
Senior Project Engineer/Senior Project Manager	\$162.00
Project Engineer/Project Manager	\$136.00
Designer II	\$105.00
Designer I	\$ 91.00
CADD Technician	\$ 88.00
Administrative Assistant	\$ 71.00
Planner	\$105.00
GIS Technician	\$105.00
Survey Technician	\$ 97.00
Testing Technician	\$ 77.00
Inspector	\$ 97.00

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.)

DEPOSITORIES: On a McCracken/DeDona motion, the Board of Supervisors voted to use the following depositories for 2023, vote was unanimous.

Depositories are:

Capital Reserve	-F&M Trust
Capital Reserve-Capital Projects	-F&M Trust
Developers Escrow	-F&M Trust
Drug Enforcement Fund	-F&M Trust
Employee Pension	-F&M Trust & MG Trust
General Fund	-BB&T (Trust) & F&M Trust
Grant Fund One	-F&M Trust
Grant Fund Two	-F&M Trust
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 (Trust) & F&M Trust
Stormwater Maintenance	-F&M Trust
Traffic Light Esc Fund	-F&M Trust
Train Fund	-F&M Trust
WTB Fund	-BB&T (Trust) & F&M Trust

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

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

VOTING DELEGATE TO PSATS STATE CONVENTION: On a DeDona/Strausbaugh 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.

APPROVE 2023 HOLIDAY SCHEDULE & DECLARE FLOATING HOLIDAY: The floating holiday for 2023 was set for December 26, 2023 on a DeDona/Strausbaugh motion, vote was unanimous.

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

Salaried Employees

-Township Manager, Resolution # 780

On a Strausbaugh/DeDona motion, the Board of Supervisors adopted Resolution #780 and authorized the Chairman and Secretary to sign Resolution #780, fixing the salary of the Office of the Township Manager; vote was unanimous. The resolution set Jeffrey Geesaman's salary at \$111,280.00 for year 2023.

On a Strausbaugh/DeDona motion, the Board of Supervisors set the salary of the Chief of Police Per Memorandum of Understanding at \$97,400 for year 2023.

On a Strausbaugh/DeDona motion, the Board of Supervisors with a unanimous vote, set the following salaries and/or hourly wage rates for year 2023:

Police

	<u>Salary 2023</u>	<u>Step Increase</u>
John Brady	\$71,436	\$72,330
Christopher Krause	\$78,515	\$79,465
Jason Wolfgang	\$79,465	\$80,427
Terry DeWitt	\$67,974	\$68,824
Brandon Rudy	\$61,514	\$63,092
Andrew Weaver	\$61,514	\$63,092
Chadwick Fuchs	\$61,514	\$63,092
Travis McFarland	\$61,514	\$63,092
Aaron Attong	\$58,360	\$59,937

Trent Culver	\$56,782	\$58,360
Matthew Schmidt PT	\$25.11	\$25.99

Office

Vernon Ashway	\$80,000.00
Karen S. Hargrave	\$78,572.00
Brigitte Mowen	\$18.72
Rochelle Moyer	\$17.68
Tamara Noyer	\$15.08
Charette Byers	\$16.07
Cindy Broas	\$21.42

Public Works

Andrew Moore	\$28.24
Paul Barnett	\$22.44
Sam Poper	\$23.14
Curt Lowe	\$22.44
Jared Davis	\$22.44
Benjamin Adams	\$19.76
Jeremiah Haines	\$20.80
David Bloom	\$19.76
Timothy Schmidt	\$21.42

Transfer Station

Tim Richardson Jr.	\$21.42
William Butler	\$17.14
Robert Shaffer Sr.	\$15.00
Chad Reichard	\$15.00
William Jack	\$19.28
Mark Lyons	\$18.72

TAX RATE - REAL ESTATE: On a DeDona/McCracken motion, the Board of Supervisors adopted Resolution #781, establishing the tax rate of real properties at 6.4 mills, fire tax at 2.0 mills and emergency services tax at 0.4 mills (total mill rate 8.8) for year 2023, vote was unanimous.

DEVELOPER INSPECTION FEE RATE: Rate was set at \$60.00/hr. for Township employees' inspection on a DeDona/Strausbaugh motion, vote was unanimous.

TOWNSHIP FEE SCHEDULE: On a DeDona/Strausbaugh motion, the Board of Supervisors adopted Resolution # 782, 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.

- a. Construction Code Official – Commonwealth Code Inspection Service 2023
**Rates are incorporated in Resolution # 782 – Fee Schedule for Washington Township.

Motion carried on a unanimous vote.

BONDING FOR TOWNSHIP EMPLOYEES: On a Strausbaugh/McCracken 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 Strausbaugh/DeDona motion, the following schedule of rates were set for 2023, vote was unanimous.

2023 Equipment Rental Rates :

Air Compressor w/ tools \$30.00	Plate Tamper \$18.00
Backhoe w/Breaker \$150.00	Pressure Washer \$20.00
Backhoe \$75.00	Rammer Type Tamper \$11.00
Bucket Truck \$50.00	Road Plates \$25.00/day
Case Loader \$90.00	Road Tractor \$100.00
CAT Asphalt Roller \$50.00	Skid Steer \$68.00
CAT Track Loader \$150.00	Rock Hound Attachment \$20.00
Chain Saw \$18.00	Broom Attachment \$23.00
Computer Time \$22.00	Straw Blower (Reinco) \$15.00
Demo Saw \$25.00	Street Sweeper \$150.00
Dump Truck 10 Ton \$60.00	Sump Pump \$6.00
Dump Truck 3 Ton \$55.00	Tractor John Deere 5055E \$60.00
Equipment Trailer \$20.00	Bush Hog Mower Attachment \$25.00
Fork Lift \$35.00	York Rake Attachment \$5.00
Generator \$20.00	Scraper Blade Attachment \$5.00
John Deere Motor Grader \$90.00	Tractor Road w/ side mower \$95.00
Laser Level \$50.00/per day	Trimmer \$14.00
Leaf Vacuum \$40.00	Walk Behind Saw \$35.00
Lee Boy Paver \$95.00	Welder \$20.00
Lee Boy Tack Tank \$25.50	Pick-up Trucks \$25.00

Man Lift \$150.00/day

Marathon Tar Kettle \$15.00

Polaris Ranger 4x4 \$25.00

2023 WTMA & WAYNESBORO BOROUGH LABOR RATES: On a McCracken/DeDona motion, the Board of Supervisors set the WTMA and the Borough of Waynesboro labor rates at \$52.00/hour and overtime rate at \$66.00/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 2023 EQUIPMENT RATES:

Air Compressor w/tools	per hour	\$18.00	Pick-up trucks	per hour	\$18.00
Back Hoe w/Breaker	per hour	\$120.00	Plate Tamper	per hour	\$15.00
Backhoe	per hour	\$40.00	Pressure Washer	per hour	\$14.00
Bucket Truck	per hour	\$32.00	Rammer Type Tamper	per hour	\$10.00
Case Loader	per hour	\$55.00	Road Plates	per day	\$20.00
Cat Asphalt Roller	per hour	\$40.00	Road Tractor	per hour	\$70.00
Cat Track Loader	per hour	\$120.00	Skid Steer	per hour	\$45.00
Chain Saw	per hour	\$15.00	Rock Hound attachment	per hour	\$14.00
Computer Time	per hour	\$15.00	Broom attachment	per hour	\$15.00
Demo Saw	per hour	\$15.00	Straw Blower (Reinco)	per hour	\$15.00
Dump Truck 10 Ton	per hour	\$40.00	Street Sweeper	per hour	\$100.00
Dump Truck 3 Ton	per hour	\$40.00	Sump Pump	per hour	\$4.20
Equipment Trailer	per hour	\$15.00	Tractor John Deere 5055E	per hour	\$40.00
Fork Lift	per hour	\$20.00	Bush Hog Mower attachment	per hour	\$16.00
Generator	per hour	\$16.00	York Rake attachment	per hour	\$3.50
John Deere Motor Grader	per hour	\$60.00	Scraper Blade attachment	per hour	\$3.50

Laser Level	<u>per day</u>	\$35.00	Tractor Road w/side mower	<u>per hour</u>	\$70.00
Leaf Vacuum	<u>per hour</u>	\$30.00	Trimmer	<u>per hour</u>	\$9.80
Lee Boy Paver	<u>per hour</u>	\$60.00	Walk Behind Saw	<u>per hour</u>	\$25.00
Lee Boy Tack Tank	<u>per hour</u>	\$20.00	Welder	<u>per hour</u>	\$16.00
Man Lift	<u>per day</u>	\$105.00	Marathon Tar Kettle	<u>per hour</u>	\$10.00

AUDIT FOR 2022 TOWNSHIP ACCOUNTS: On a Strausbaugh/McCracken motion, the Board of Supervisors appointed Boyer & Ritter to audit the accounts for year 2022 per their proposal dated October 4, 2021, vote was unanimous.

EMPLOYEE BENEFIT POLICY: On a DeDona/McCracken motion, the Board of Supervisors approved Resolution #783, the 2023 Employee Benefit Policy, vote was unanimous.

2023 TRANSFER STATION/RECYCLING RATE SCHEDULE: On a McCleaf/DeDona motion, the Board of Supervisors set the 2023 Rate Schedule for the Washington Township Transfer Station & Recycling Center as attached hereto, effective January 4, 2023, vote was unanimous.

APPROVAL OF THE ORGANIZATIONAL & PERSONNEL CHART FOR 2023: On a DeDona/McCracken motion, the Board of Supervisors approved the 2023 Organizational Chart and Personnel Chart as presented, vote was unanimous.

APPROVAL OF THE MEETING SCHEDULE FOR 2023: On a DeDona/McCracken motion, the Board of Supervisors approved the meeting schedule for 2023 as presented, vote was unanimous.

On a DeDona/McCracken motion, the Board of Supervisors closed the reorganization meeting at 1:45 p.m., vote was unanimous.



**Karen S. Hargrave
Township Secretary**