

Perry Township Board of Supervisors
January 3, 2011 Reorganization and Regular Meeting Minutes

The Perry Township Board of Supervisors held their reorganization meeting at 5:00 p.m. with their regular meeting immediately following on Monday, January 3, 2011 at the Perry Township Municipal Building. Supervisors in attendance were: John Zias and Tim Boots. Dori McElwain was absent. Solicitor Greg Fox and Janice Marshall and two visitors were present.

Tim Boots nominated John Zias to be temporary chairman. Motion passed with all in favor.

John Zias nominated Janice Marshall to be temporary secretary. Motion passed with all in favor.

Temporary Chairman John Zias called the meeting to order with all present taking part in the Pledge of Allegiance. **Temporary Secretary** was Janice Marshall.

No Public Comments were received.

Chairman position: Boots nominated John Zias for Chairman of the Board. Motion passed with all voting in favor.

Vice-Chairman position: John Zias nominated Tim Boots to be Vice-Chairman. Motion passed with all voting in favor.

Secretary-Treasurer position: Zias motioned and Boots second to appoint Janice Marshall as Secretary/Treasurer. Motion passed with all in favor.

Roadmaster position: Zias motioned and Boots second to appoint Tim Boots as Roadmaster. Motion passed with all in favor.

Section A: Appointments and compensation: Zias motioned Boots second to pass all items listed in Section A of the agenda. Motion passed with all voting in favor:

Township Non-UCC Building permit officer: John Zias as Non-UCC Building permit officer. Job duties to be: completion of application and verification of the site location, issuance of the "begin construction permit" and the issuance of the "occupancy permit" upon the completion of the final inspection of the construction.

Emergency Management Coordinator: John Zias to be the emergency management coordinator for Perry Township.

Agricultural Security Committee Member: John Zias to be the Supervisor/member of the Agricultural Security Committee.

Right to Know Officer: Janice Marshall, Secretary/Treasurer to be the Right to Know Officer.

Vacancy Board Member: James Radich as the vacancy board member.

PA One Call contact and alternate contact: John Zias to be the PA One Call contact and Tim Boots be the alternate contact.

PA State Convention: The supervisors, secretary/treasurer, laborers, and roadmaster to attend the state convention and be reimbursed for registration, mileage, tolls, food and lodging.

UCC Building Construction Inspections: CODE.sys to be the inspection company for all state required UCC construction inspections.

Sewage Enforcement Officer and Alternate: To pass **Resolution 1-3-11** appointing Chuck Smith to be the Sewage Enforcement Officer and Daniel Baker Associates, Inc. employees: Craig Baker, SEO 02653, Michael Groves, SEO 03273, and Ronald Robinson, SEO 03486 to be the Alternate Sewage Enforcement Officers.

Driveway permit officer: Tim Boots to be the driveway, road occupancy and road bond permit officer. Job duties to include review applications and do verification of site location with determination of type of entrance onto the township road before construction begins, inspection of completed construction, issuance of the "begin construction permit and the occupancy permits following the final inspection. Notices and copies to Secretary of approval to refund deposit.

Township Engineer: F. B. Taylor is the township engineer.

Township Solicitor: Greg Fox is the township solicitor at the rate of \$150 per month and \$75 per hour for extra work.

Voting Delegate: Tim Boots be the voting delegate and John Zias to be the alternate voting delegate at the COG, County Associations and Janice Marshall for the state convention.

Mileage Reimbursement for the driveway, road opening, and road bond permit officer is set at \$.51 per mile for reimbursement of driveway, road opening, road bond permit officer mileage to complete required inspections.

Mileage reimbursement: The mileage reimbursement at \$.51 per mile for elected officials, employees, and appointed officials for official township business: meetings, training, seminars, workshops, conventions, travel for equipment/building and office items, and representation of the township.

Mileage Reimbursement for Township Non-UCC Building permit officer mileage: Set at \$.51 per mile for reimbursement of building permit officer mileage to complete required inspections.

Reimbursement for meeting/seminar expense: To pay mileage and meeting expense for supervisors, secretary/treasurer, auditors, tax collectors, and road laborers for attending any meeting/seminar, with prior approval from two supervisors, as a representative of Perry Township.

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**Section B: Perry Township Employees and Compensation:** *Zias motioned Boots second to pass all items listed in Section B of the agenda. Motion passed with all voting in favor:*

**SECTION B:**

**Secretary/Treasurer Pay:** To set the Secretary/Treasurer pay at \$1500.00 per month for 20 hours per week plus the monthly meeting and that the Secretary/Treasurer have eight personal days.

**Road Laborers-Full Time/Part Time:** Larry Houk, Glenn Czerpak and Roy Jenkins as full time road laborers at \$14.00 per hour with a deduction of \$ .50 per hour if the employee is enrolled in the health insurance plan through the township. Full time employees will follow the full time laborer job description. Full time employees are eligible for Health Insurance with the deductible to be reimbursed up to \$750 per employee per year for any medical/dental deductible paid. Part time employees are to be designated and called out as needed at \$12.50 per hour and will follow the part time laborer job description. Full time employees are eligible for paid vacation time and three personal days following the completion of their probationary period.

**Ratify for the Road Laborers-Full Time -** Glenn Czerpak and Roy Jenkins to be put on the Perry Township Health Insurance Plan effective January 1, 2011.

**Roadmaster Pay:** Set the Roadmaster pay at \$14.00 per hour and to recommend that the Auditors set the Roadmaster pay at \$14.00 per hour for a Supervisor working as Roadmaster.

**Supervisor pay** is set by the state per the township ordinance # 1 of 1995: \$468.75 per quarter - recommend to the Auditors to approve.

**Paid vacation and personal days:** Two week paid vacation and three personal days effective after 1 year of full time employment with the vacation allotment to be utilized within the said year of qualifying term and to be “use it or loose it” with compensation to be paid for allotted days not utilized. Vacation time: to equal the number of hours for two 40-hour weeks or 80 hours total. Personal days: to equal total of 24 hours.

**Paid holidays:** Paid holidays: New Years Day, Good Friday, Memorial, Independence, Labor, Thanksgiving, the first Monday following Thanksgiving, and Christmas Day plus the day before or following (2 days). Holidays worked will be holiday pay (regular pay) plus time and half for the hours worked. In the event a holiday falls on a Saturday or Sunday, the employees shall have the government observed day off for that holiday.

**IRA Plan:** To contribute into an IRA the amount of \$.50 per each dollar the employee contributes (with a maximum of 6% of the employees pay) contributed by the full time employee.

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Section C: Permits and Fees: *Zias motioned Boots second to pass all items listed in Section C of the agenda. Motion passed with all voting in favor.*

SECTION C:

No lien letter fee: To charge a fee of \$15.00 for no-lien letters.

Culvert replacement: To charge \$20 application fee and \$10 inspection fee with no deposit required for culvert replacement and to require driveway culverts to be open-grated.

Non-UCC building permits: To charge following for non-UCC building permits: a base fee of \$50.00 plus an additional fee of \$.10 per square foot for new construction, additions, renovations, etc. Repairs shall pay the \$50 base fee but be exempt from the cost per square foot.

UCC building permits: To charge a fee of \$50 for UCC building permits with the fees for inspections to be set by the inspection company, CODE.sys.

Demolition permits: To require demolition permits for demolition/removal of any structure in Perry Township. No fee will be charged for residential/farm structures under 1000 square feet. All structures over 1000 square feet and all commercial structures will be submitted to CODE.sys for action and fees will be according to their rates.

Sewage Enforcement Fees: Adoption of the 2009 SEO fee schedule for 2011 for sewage enforcement by the sewage enforcement officer(s). Smith fees: \$430 for regular site investigation and 5 pit tests, perk tests and final inspection with additional fees charged for additional work by SEO to be due to the township prior to additional work being completed. The fees for use of Baker Engineering shall be per their fee rates.

Solicitation Fees: The fee for Solicitation Permits is set at \$50.00 per permit.

Sewage Complaint Fee: To charge a one-time fee of \$50.00 for complaints involving the Sewage Enforcement Officer with the fee to be returned if the complaint is found to be valid.

Driveway/road opening permits: To charge the following for driveway and road opening permits: \$300 deposit – to be returned after final inspection; \$20 residential fee and \$50 commercial fee; \$10, \$20, or \$40 inspection fees per the ordinance

Junkyard/Junk Dealer's permits/renewals: \$250.00 per year and per new and renewal applications for junkyard/junk dealer's permits. Each permit is pending compliance with the junkyard/junk dealer's ordinance

Nuisance Junk Vehicle Permits: To charge \$100 per vehicle per year for a maximum of three years permitted which shall be paid for junked vehicles under the Nuisance Ordinance regulations. Property owners shall be limited to two such vehicles per property.

Road Bond Fees: The fee of \$12,000 paved and \$6,000 un-paved road bond per mile for road to be bonded with distances less than one mile to be charged the one-mile rate of \$12,000. An additional bond will be required and set to reflect the replacement cost per traveled bridge located on the bonded road/roads.

Permit Time limit: Time limit for permits as follows: Road Bond – 1 year or as per bond time allotment; Building permit – 2 years to begin construction and 2 years to complete; Driveway permit – 6 months to begin and complete; Junkyard permit – 1 year; Nuisance Ordinance vehicles –1 year with three year maximum; Solicitation permit-1 year; Septic permit-per DEP regulations.

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***Section D: Perry Township Listing of General Information: Zias motioned Boots second to pass all items listed in Section D of the agenda. Motion passed with all voting in favor:***

**SECTION D:**

**Township Tax Collector:** Township Tax Collector is Dorothy Wallace and she is to be paid 8% of the collected township taxes plus \$100 per book for 2011.

**Auditors:** Susan Donley is the elected two years remaining auditor. Walter Bates and Nicole Syphrit were voted in to be auditors until the next municipal election. Their pay is set by the State.

**External Audit:** Ken Herrman of Charles Loll, Inc. to compete the 2010 financial audit for Perry Township at the rate of \$2,300.

**Local Tax Collection:** Central Tax Bureau is the local wage tax collection agency

**CDL Drug Testing:** Apple Medical for the CDL testing.

**Perry Township Municipal Authority: Members and their appointed terms are:** Chairman Fred Schuster-12/31/2012; Monroe Osborne-12/31/14; Lynn LeViere-12/31/2011, Wallace Koch-12/31/2013; and Brian Bush-12/31/2015-which is a re-appointed 5 year term for Brian Bush.

**Insurance Carriers:** Kilmer Insurance and Trustee's Insurance through PSATS

**Fire Protection:** Wurtemberg - Perry Twp. Volunteer Fire Department

**Meeting day/time, place and office hours: Day/Time/Place of meetings:** Meetings to be held on the second Thursday of each month at 6:00 p.m. at the municipal building and the office hours are Monday, Tuesday, Wednesday, and Thursday, 8:00 a.m. to 1:00 p.m.

**Tax rate for Perry Township:** The tax mills are set at 1.29 for general purposes; .0029 mills for fire protection/hydrant; and \$.48 for developed and \$.12 for undeveloped road frontage for street light and .50 mills for fire apparatus.

**Job descriptions:** Approved the current job descriptions for the 2011-year including full time laborer, part time laborer, roadmaster, secretary and treasurer.

**Bank of deposit:** ESB Bank as the Perry Township bank of deposit.

**Treasurer bond:** To set the treasurer's bond at \$100,000.

**Adjournment of Reorganization Meeting.**

**Perry Township Regular Meeting January 3, 2011**

**Supervisors present:** John Zias and Tim Boots with Dori McElwain absent.

**Chairman John Zias called the Regular meeting to order.**

**No Public Comments were received.**

Boots motioned and Zias second to accept the minutes of the December 9, 2010 regular meeting. Motion passed with all in favor.

Zias motioned and Boots second to accept the financial report and pay the bills. Motion passed with all in favor.

The Roadmasters report and permit reports were presented.

Zias motioned and Boots second to have Janice Marshall attend the State Convention in April. Motion passed with all in favor.

Zias motioned and Boots second to approve the lane name for James Liekar to be Penkelly Lane. Motion passed with all in favor. A letter of approval is to be sent to the 911 Center and to Liekar stating approval is only for Penkelly Lane that Cwrt. is not accepted.

Zias motioned and Boots second to purchase R-10 Blue Board at an approximate cost of \$3,000 to insulate the garage/shop. Motion passed with all in favor.

Boots presented information on a crane for the shop with any action tabled until the February meeting.

Those in attendance were reminded that January 3 would be the only meeting in January and that the Auditors reorganization meeting will be January 4 at 6:00 p.m.

Zias motioned to adjourn, Boots second. Motion passed.

Perry Township Secretary Janice Marshall hereby duly presents these minutes on February 10, 2011.