

**DERRY TOWNSHIP REGULAR MONTHLY MEETING
AGENDA**

January 4, 2021

Announcement – The following meeting will be recorded for note-taking purposes only. The recording will be destroyed after the official Minutes are prepared.

1. Call Meeting to Order
2. REORGANIZATION
3. Approve Minutes of the Monday, December 21, 2020 Budget Adoption Meeting and the December 21, 2020 Mid-Month Meeting.
4. Solicitor
5. Roadmaster-Road Report
 - a. Annual Report
6. Visitors
7. Public Comment
8. Old Business
 - a. Cooperation Agreement w/Mifflin Co. Amendment – Nolan Dr. Bridge Rehab Project
9. New Business
 - a. Repository for Unsold Properties – Approval of Offer
 - 1) 16, 42-0048--,000 – 2419 US HWY 522 North – Offer of \$200
 - 2) 16, 23-0157--,000 – 9 N. Main St., Yeagertown – Offer of \$950
 - b. Disbursement of Fire Tax and EMS Tax (*see report*)
 - c. Execute Boyer & Ritter Objective and Scope Letter for 2020 Audit
 - d. Pumper/Hauler License 2021 Approvals
 - Brannon & Royer Septic Services, LLC
 - Buck Run Farms
 - Sherwood Septic Pumping, LLC
10. FYI
 - a. 2020 Zoning Permit Report
 - b. The CDBG-CV application for school laptops was approved-anticipate purchase of 2,500 laptops

11. Meetings:

Tues., Jan. 5	Elected Auditors Reorg	Twp Office	4:00 pm
Wed., Jan. 13	Fame EMS Meeting	Fame Headqtrs.	7:00 pm
Thurs., Jan. 14	MCRPD Meeting	Derry Twp Mun Bldg	4:30 pm
Mon., Jan 18	Twp Mid-Month Meeting	Derry Twp Mun Bldg	5:30 pm

12. Adjournment

Re-Organization
Agenda
January 4, 2021

1. Chairman _____
2. Vice-Chairman _____
3. Manager
 - a. **Resolution 2021- 1** – Reappointment and Set Wages of Township Manager
4. Assistant Secretary/Treasurer _____
 - a. **Resolution 2021-2** – Appointment of Assistant Secretary/Treasurer
5. Roadmaster Justin Allen
6. Zoning Officer Frances Varner
7. Engineer – Engineering Services Letter
8. Regular Township Meetings:

The Derry Township Board of Supervisors will hold its 2021 township meetings the first and third Mondays of each month, with the exception of the July and September meetings which will be held the first Tuesday and third Monday of the month. Meeting time is 5:30 P.M., at the Derry Township Municipal Building, 73 Reserve Lane, Lewistown. The first meeting of each month will be the primary business meeting. The second meeting can be cancelled up to noon that day if there is no business to be transacted.
9. PA State Convention:

Voting Delegate: n/a
Certify Delegates to Attend: n/a
10. Departments: Safety, Fire Protection and Maintenance
Public Works and Finance
Parks
11. Set \$450 fee for zoning appeals, variances, special exceptions and conditional use hearings.
12. Appointment of Sewage Enforcement Officer – William D. Page & Polly M. Graybill of Page, SEO, LLC
Resolution 2021-3.
Set fee for perc test application: per attached fee schedule – Page, SEO, LLC
Planning Module fees: per attached fee schedule – Page, SEO, LLC
13. Equipment Rental Fees for 2021:

Street Sweeper, \$85 hr. plus operator
Backhoe, \$65 hr. plus operator; Dump Truck, \$50 hr. plus operator;
Loader, \$85 hr. plus operator.
Renting to other municipalities only.
14. Employees attending a school authorized by the Board of Supervisors for one day may be paid registration, \$20 expense and \$.56 per mile for one round trip.

When attending a school for more than one day, may be paid registration, \$35 a day expense and \$.56 per mile for one round trip.

15. Road and Park department fulltime employees receive a \$200 clothing allowance.
16. Wage increases for 2021: All employees will receive a **two and one-half percent (2.5%)** wage increase effective January 1, 2021 *as specified on the attached schedule*, with the exception of the Roadmaster, who will receive a **seven percent (7%) wage increase** and with exception of Township Manager (wages set by Resolution).
17. Employees having five, ten, fifteen, twenty, twenty-five, thirty- and thirty-five-years' service receive an additional 2% wage increase on their anniversary date.
18. Holidays for 2021:
New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, First Day of Buck Season, Christmas Day and Three Personal Days.
19. Overtime:
Time and half to be paid for hours worked over eight hours a day and over forty hours a week, with limitations. If an employee works on a holiday, the employee shall receive time and half for the hours worked, in addition to the regular holiday pay. Holidays, sick days and vacation days cannot be used to determine overtime, just actual hours worked.
20. Vacations for 2021:
Vacations run from anniversary date to anniversary date.
No vacation time is paid during the first year of employment. On the employee's first year anniversary date, the employee is entitled to five (5) paid vacation days. On the employee's third year anniversary date, the employee is entitled to ten (10) paid vacation days. On the employee's fifth year anniversary date, the employee is entitled to fifteen (15) paid vacation days. On the employee's tenth year anniversary date, the employee is entitled to twenty (20) paid vacation days. On the employee's fifteenth year anniversary date, the employee is entitled to twenty-five (25) paid vacation days. Vacation day scheduling must be approved by the Township Manager or Roadmaster for the road crew. Vacation may be taken at any time during the vacation year, with the approval of the Township Manager or Roadmaster for the road crew. There will be no accrual of vacation time off without the consent of the Township Board of Supervisors. An employee shall not be paid in lieu of vacation time off except with the consent of the Township Board of Supervisors. An employee is entitled to compensation for unused vacation upon termination as an employee in good standing. Vacations for part-time employees will be considered on an individual basis.
21. Sick Days:
Fulltime employees receive ½ sick day per month. Three or more consecutive days of illness requires a doctor's excuse. Sick days are to be taken no less than ½ day unless prior approval by department head. Employees may accumulate unlimited number of sick days from year to year, but only sixty accumulated sick days will be redeemable as vacation days if an employee retires or leaves employment. No pay to be received for the remaining unused sick days over sixty.
22. Funeral Leave for 2021:
An employee shall be eligible for payment at his or her hourly rate for the time lost from work due to a death occurring in his or her family in accordance with the following schedule: Spouse, child, parent,

brother, sister, parent of spouse, brother and sister of spouse, grandparents and grandparents of spouse, up to three (3) days. Aunts, uncles, cousins, nieces and nephews, up to one (1) day.

23. New fulltime employees working thirty (30) or more hours per week have a thirty-day waiting period for hospitalization, life and disability insurance and membership in the non-uniformed pension plan. Permanent part-time employees regularly scheduled to work twenty (20) – twenty-nine (29) hours per week have a thirty (30) day waiting period for membership in the non-uniformed pension plan.
24. Township office to close Wednesdays at 12 noon, June, July and August 2021
25. Appoint Donald R. Warntz, II to FAME EMS Board of Directors.
26. Appoint Ronald E. Napikoski, Jr. and John T. Sipe to Mifflin Co. Regional Police Board of Directors.
27. Appoint Emergency Management Coordinator/Assistant EMA Coordinator James Treaster and Hunter Snook as assistant.
28. Establish Amount of Treasurers Bond **Set at \$3,000,000 per Treasurer and Assistant Treasurer**
29. Appoint a Depository: **Kish Bank**
30. Approve or deny Per Capita exoneration requests based upon the policy adopted by the Board.
31. Any employee who is five to fifteen minutes late for work will have fifteen minutes deducted from their pay. Any employee who is sixteen to thirty minutes late for work will have thirty minutes deducted from their pay. Any employee who is thirty-one to forty-five minutes late for work will have forty-five minutes deducted from their pay, and any employee who is forty-six to sixty minutes late for work will have one hour deducted from their pay.
32. Appoint Phyllis Palm to serve as chairperson on the vacancy board.
33. Re-appoint T. David Filson to a four-year term **beginning 1/1/2021 and ending 1/1/2025**, to the Derry Township Planning Commission.
34. Appoint William Gomes to a four-year term **beginning 1/1/2021 and ending 1/1/2025**, as an alternate to the Derry Township Planning Commission.
35. Appoint a representative and an alternate to Mifflin County COG. **Ronald Napikoski, Jr. and Kelly Shutes**
36. Appoint Marvin Reinke to a three-year term **beginning 1/1/2021 and ending 1/1/2024**, as a member of the Derry Township Zoning Hearing Board.
37. Appoint Scott Mauery to a five-year term **beginning 1/1/2021 and ending 1/1/2026** on the Derry Township Sewer Authority Board.
38. Appoint members _____ to Dog Park Committee to serve 2 year terms.