

DERRY TOWNSHIP 2021 RE-ORGANIZATION MEETING

The Derry Township Board of Supervisors held its Re-Organization Meeting, Monday, January 4, 2021, 5:30 p.m., Township Office, 73 Reserve Lane, Lewistown.

Present:	Chairman	Ronald E. Napikoski, Jr. (in person)
	Vice-Chairman	Donald R. Warntz, II (in person)
	Supervisor	John T. Sipe (in person)
	Secretary	Kelly J. Shutes (in person)
	Solicitor	Jeffrey L. Snook (in person)
	Roadmaster	Justin Allen (in person)

Mr. Napikoski called the meeting to order at 5:30 p.m. The meeting was held in person and via teleconference.

RE-ORGANIZATION

D. Warntz moved to appoint Kelly Shutes temporary Chairperson. J. Sipe seconded the motion. Motion carried 3 – 0.

Ms. Shutes opened the floor for nominations for the position of Chairman and Vice-Chairman of the Board of Supervisors. Mr. Sipe nominated Ronald E. Napikoski, Jr. as Chairman and Mr. Warntz as Vice-Chairman. Mr. Warntz seconded the nomination. Ms. Shutes moved the nominations be closed. Mr. Sipe made a motion to appoint Ronald E. Napikoski, Jr. as Chairman and Mr. Warntz as Vice Chairman. Mr. Napikoski seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to adopt Resolution 2021-1, reappointing Kelly J. Shutes as Township Manager/Secretary/Treasurer and to set her wages at Fifty-nine thousand nine hundred and four dollars (\$59,904.00) per annum for 2021. Mr. Sipe seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

R. Napikoski stepped from the chair and made a motion to nominate John T. Sipe for the position of Assistant Secretary/Treasurer and adopt Resolution 2021-2, appointing John T. Sipe as Assistant Secretary/Treasurer, recommending to the elected Auditors that there be no compensation for this position. D. Warntz seconded the motion. Roll Call Vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

Mr. Sipe moved to retain as Roadmaster, Justin Allen and retain as Zoning Officer, Frances Varner and to retain Buchart Horn as the Township's Engineer. J. Sipe seconded the motion. Motion carried 3 - 0.

Mr. Sipe made a motion to approve the township meetings for 2021 as follows:

Meetings will be held the first and third Mondays at 5:30 p.m., with the exception of the July and September meetings, which are to be held the first Tuesday and third Monday at 5:30 p.m. First meeting of each month will be the primary business meeting. Second meeting can be cancelled up to noon that day if there is no business to be transacted;

not to appoint delegates to attend the PSATS Conference in 2021 due to COVID-19 pandemic;

to approve that all three supervisors jointly head all departments: Safety/Fire Protection, Maintenance/Public Works, Finance and Parks, and;

to set a \$450 fee for zoning appeals, variances, special exceptions, and conditional use hearings.

Mr. Sipe seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to adopt Resolution 2021-3, to retain Page, SEO, Inc. as Sewage Enforcement Officers for Derry Township in 2021 and set their fees per the attached fee schedule. J. Sipe seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 - 0.

D. Warntz moved to approve the following:

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;

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 and;

Road and Park Department fulltime employees receive a \$200 clothing allowance.

J. Sipe seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve wage increases for 2021: All employees will receive a two and one-half percent (2.5%) wage increase effective January 1, 2021 per the attached schedule, with exception of the Roadmaster who will receive a seven percent (7%) increase and the Township Manager (wages set by Resolution). J. Sipe seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve the following:

Employees having five, ten, fifteen, twenty, twenty-five, thirty and thirty-five years' service receive an additional 2% wage increase on their anniversary date;

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;

Overtime for 2021: 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;

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;

Sick Days for 2021: 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;

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;

New fulltime employees working thirty (30) or more hours per week have a (30) 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, and;

Township office to close Wednesdays at 12 noon, June, July, and August 2021.

J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to re-appoint Donald Warntz, II to the FAME EMS Board of Directors. R. Napikoski stepped from the chair and seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to appoint John T. Sipe and Ronald Napikoski, Jr. to the Mifflin Co. Regional Police Board of Directors. J. Sipe seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to appoint James L. Treaster as Emergency Management Coordinator and Hunter Snook as Assistant EMA Coordinator. J. Sipe seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to approve the following:

to set the Treasurer’s Bond at \$3,000,000 each for the Secretary/Treasurer and the Assistant Secretary/Treasurer, and;

to appoint Kish Bank as Depository, and;

to approve or deny Per Capita exoneration requests based upon the policy adopted by the Board, and;

to set forth that 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.

J. Sipe seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to re-appoint the following:

Appoint Phyllis Palm to serve as chairman on the vacancy board, and;

Appoint T. David Filson to a four-year term beginning 1/1/2021 and ending 1/1/2025, to the Derry Township Planning Commission;

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.

J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to appoint Ronald Napikoski, Jr. as a representative and Kelly Shutes as alternate to the Mifflin County COG. D. Warntz seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion adopt Resolution 2021-4 to appoint Marvin Reinke to a three-year term beginning 1/1/2021 and ending 1/1/2024 on the Zoning Hearing Board. J. Sipe seconded the motion. Roll Call Vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

D. Warntz made a motion to appoint Scott Mauery to serve a five-year term on the Derry Township Sewer Authority Board beginning 1/1/2021 and ending 1/1/2026. J. Sipe seconded the motion. Motion carried 3 - 0.

Appointment to the Dog Park Committee was tabled until members can be found to fill the vacancies.

Re-Organization concluded.

J. Sipe made a motion to approve the Minutes of the Monday, December 21, 2020 Budget Adoption Meeting and the Monday, December 21, 2020 Mid-Month Meeting. D. Warntz seconded the motion. Motion carried 3 - 0.

SOLICITOR: No Business.

ROAD REPORT

Justin Allen gave his Road Report for the month of December. The Road Dept. finished leaf collection and mowing for the season. There were two snow events with one being over 14 inches with a lot of truck and equipment breakdowns. The second event was ice and a little snow, not as many problems with equipment. Justin presented his annual report to the Board noting no large changes or problems in the report.

VISITORS: No comments.

PUBLIC COMMENT: None received.

OLD BUSINESS:

J. Sipe made a motion to direct the Chairman to execute the Amended Cooperation Agreement with Mifflin County for the Nolan Drive Bridge Rehabilitation Project, noting the County has agreed to contribute an additional \$16,000 for construction costs not to exceed \$79,166 in contributions. D. Warntz seconded the motion. Motion carried 3 - 0.

NEW BUSINESS:

J. Sipe made a motion made a motion to accept the following offers for Derry Township properties in the Unsold Properties Repository:

- 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

D. Warntz seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to disburse the 2020 Fire Tax Collections to the Chief Logan Volunteer Fire Dept. that presently maintains two Fire Stations in the amount of \$223,623.42 and \$111,811.71 to the Yeagertown Fire Company that presently maintains one Fire Station; and to disburse the 2020 EMS Tax Collections to the FAME EMS in the amount of \$83,811.88. J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to direct the Chairman to execute the Boyer & Ritter Objective and Scope Letter for the 2020 Audit. D. Warntz seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to approve the following pumper/hauler licenses for 2021:

Brannon & Royer Septic Services, LLC

Buck Run Farms

Sherwood Septic Pumping, LLC

J. Sipe seconded the motion. Motion carried 3 - 0.

FYI

Fran Varner submitted her 2020 Annual Zoning Activity Report. She reported 197 zoning permits were issued, 22 of which were new home permits. There were no conditional use hearings, 1 special exceptions hearing, 4 zoning hearings and no zoning map change requests. The estimated cost of new building and building improvements through zoning permits was \$11,798.093.86.

An executive session was called at 6:00 p.m. to discuss legal issues.

Having no further business for discussion, D. Warntz moved to end the executive session and adjourn, seconded by R. Napikoski. The meeting was adjourned at 6:05 p.m.

DERRY TOWNSHIP BOARD OF SUPERVISORS

Kelly J. Shutes
Township Manager