

Perry Township Supervisors  
Reorganization Meeting Minutes  
January 3, 2022  
Noon

Re-organizational meeting at the Township Building in Accordance with Article # 6 Section # 602 of the Township Code

Meeting Facilitator: Frank Basile, Chairman. Board members present: Ronald Howard and Tom Brookover with secretary Christine Jarrell. Public in attendance: Tammy Brookover.

1. Call to order. Pledge to Flag
2. The Board recognized Tom Brookover as the newly elected Supervisor. Mr. Brookover has/will present his attested copy of his Oath of Office.
3. A motion is needed to appoint an acting Chairman. Motion by Ron Howard seconded by Tom Brookover to nominate Frank Basile as acting Chairman. VOTE: All in favor.
4. A motion to nominate Frank Basile as Chairman was made by Ron Howard. Frank Basile accepted the nomination and thanked the board. Motion seconded by Tom Brookover. VOTE: All in favor
5. A motion to nominate Ron Howard as Vice Chairman was made by Frank Basile, second by Tom Brookover. Ron Howard accepted and thanked the board. VOTE: All in favor
6. A motion is needed to put the board in motion. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor
7. A motion is needed to appoint Christine Jarrell as fulltime secretary with a \$1.00 raise in salary to \$20.75. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor
8. A motion is needed to hire Lila Ayersman on an as needed basis as Secretary/Treasurer not to exceed 1000 hours and continue the salary at \$15.50/hour. Motion by Ron Howard seconded by Tom Brookover . VOTE: All in favor.
9. A motion is needed for the Supervisors to set the treasurer's bond for \$250,000.00 and pay the premium. Motion by Frank Basile seconded by Ron Howard. VOTE: All in favor.
10. A motion is needed to authorize the sec/treasurer to pay all bills on time (even if before monthly meeting to avoid any late fees). Payroll will be every two weeks. Motion by Ron Howard seconded by Tom Brookover. Vote: All in favor
11. A motion is needed to allow the Secretary to purchase necessary supplies and equipment for the 2022 year. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor
12. A motion is needed to appoint Christine K. Jarrell as Chief Administrator for the Township Pension Plan. Motion by Ron Howard seconded by Frank Basile. VOTE: All in favor

13. A motion was needed to appoint Christine K. Jarrell to the Greene County Tax Committee and Lila S. Ayersman as the Alternate. Motion by Ron Howard seconded by Tom Brookover. Vote: All in favor
14. A motion was made to appoint Frank Basile as a road master. Motion by Ron Howard second by Tom Brookover VOTE: All in favor
15. A motion was made to appoint Ronald Howard as a road master. Motion by Frank Basile seconded by Tom Brookover. VOTE: All in favor
16. A motion was made to appoint Tom Brookover as a Laborer (and Supervisor) until he receives his CDL License and passes all pre-employment/cdl testing, drug testing etc. Motion by Ron Howard seconded by Frank Basile. VOTE: All in favor
17. A motion was made to employ Lester Dille and Matt Bennett as fulltime operators for the township and James Tennant as a part-time operator on an as needed basis. Motion by Ron Howard seconded by Frank Basile. VOTE: All in favor
18. A motion was made to set operator's wages at \$21.50/hour giving a \$1.00/hour cost of living raise and to set the laborers wages at \$13.00/hour. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor
19. A motion is needed to approve the following work schedule:
- a. All workdays will be eight hours with a normal forty-hour workweek. All overtime to be compensated with 1 ½ hours for each hour worked overtime. (Summer hours will be four 10-hour workdays (May thru Sept). All work hours will be at Supervisor's discretion.
  - b. The compensation for overtime may be used during normal workweek. If any employee is called out on a scheduled day off, it will be at time and half rate. All overtime must be used by the 1st pay in December of the year and overtime earned after that date can be used, paid or carried over to next year.
  - c. Full time employees will have 3 sick days to accumulate. Any unused time can be placed in the Township sick bank to be used by full time employees up to 120 hours. If not used at the time of retirement (or no longer employed) any unused sick leave will be reimbursed at a rate of \$10.00 per hour. Employees who are absent 3 days or more (unless prior approval) shall present a doctor's excuse at such time. It is the responsibility of the employee to notify the employer of said absence.
  - d. Full time employees will be given 13 paid holidays providing employee has worked during the pay period that the holiday falls, (New employees must work a 90-day probation period before they are entitled full benefits. Vacation will be pro-rated per month first year). All part time employees must work the day before and day after the holiday to be eligible for holiday pay. Holidays observed - see attached list.
  - e. Full time employees will receive vacation time as per attached vacation plan.
  - f. All full-time employees shall have three days off in case of death in immediate family including Spouse, Children, (step-Children) Mother, Father, Sister, Brother, Grandparents & Step-Grandparents), Mother and Father in law, Step-Mother and Father and Step-Brother and Sisters. One day for death for Uncle, Aunt, Nephew, Niece or Cousin, Brother or Sister-in Law.

- g. All fulltime employees shall be covered by the township's Life & Hospital insurance.  
(Effective after 30 days of new hire). Retirement (after 6 months).

Motion by Ron Howard second by Tom Brookover to approve the work schedule. VOTE: All in favor.

20. A motion was made to set the monthly meeting to the 2<sup>nd</sup> Tuesday of each month at 3:00 PM (Months March& July will be held at 6:00P.M. Note the Nov meeting will still be at 6:00 pm but it is moved to Wednesday due to conflict with Election Day) at the township office. Meetings will be recorded as necessary and once approved will be erased. Items can be approved prior to meetings but final approval will be on meeting day. Motion by Ron Howard second by Tom Brookover. VOTE: All in favor

21. A motion was made to set the IRS Mileage rate for 2022 at \$.58.5 per IRS standards. Motion by Ron Howard second by Tom Brookover. VOTE: All in favor.

22. A motion is needed that any employee operating township equipment must be eighteen years of age and have a valid driver's licenses. Roadmaster and Operators must have CDL and anyone under the age of eighteen must have a work permit and Social Security Card. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor.

23. A motion was made to pay the prorated share of the Tax Collector's bond. Motion by Ron Howard second by Frank Basile. VOTE: All in favor.

24. A motion was made to designate First Federal Savings and Loan of Greene County as main depositor for Township funds. First Federal Savings & Loans of Greene County and Community Bank of Carmichaels for savings because of interest rates. Motion by Ron Howard second by Tom Brookover. VOTE: All in favor.

25. A motion was made to allow the treasurer to transfer access monies from checking to savings to receive best interest rates on unused funds and to withdraw funds from savings as needed to meet expenses. Motion by Ron Howard second by Tom Brookover. VOTE: All in favor.

26. Motion to contract with Greene Co Regional Police for 30 hours at \$65,110.00 annually. Motion by Frank Basile seconded by Tom Brookover. Vote: All in favor

27. A motion was made to appoint K2 Engineering as Building Inspectors. Motion by Ron Howard second by Frank Basile. VOTE: All in favor

28. A motion was made to appoint Dennis Makel, Esq. as solicitor and legal counsel for the township. Motion by Ron Howard second by Frank Basile. VOTE: All in favor

29. A motion was made to appoint Tim Neil as SEO officer and Alternate Brian Sokol for the 2022 year with attached fee schedule. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor.

30. A Motion to appoint Widmer Engineering Inc. as the Engineers for Perry Township. Motion by Ron Howard seconded by Frank Basile. VOTE: All in favor.

31. A motion was made to appoint Keith Anderson to the Multi Municipal Appeal Board. Motion by Ron Howard seconded by Frank Basile. VOTE All in favor.

32. A motion is needed to appoint Bill Renner to the Vacancy Board. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor

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## **NEW BUSINESS**

Public Comments: Questions or comments can be presented by in person, by email, mail or phone with all comments limited to no more than 5 minutes per person. None received.

33. Motion is needed to approve minutes of the December 14, 2021. meeting. Motion by Ron Howard seconded by Tom Brookover. VOTE: All in favor.

34. A motion was made to approve the Treasurers report and pay bills. Motion by Ron Howard seconded Tom Brookover. VOTE: All in favor. General Fund & Special funds \$43,325.14. Payroll: \$14,811.63.

35. A motion was made to ask the Auditors for a \$1.00 cost of living raise for a roadmaster making the new wage \$25.50/hour with the same vacation, compensation, pension, holidays, sick time, and bereavement plan as the Township employees. Motion Ron Howard seconded Tom Brookover. VOTE: All in favor.

36. A motion was made to approve attendance to the State Conference in Hershey in April 2022 and name Christine Jarrell as the voting member. Motion by Ron Howard seconded by Frank Basile to approve travel. VOTE: All in favor.

37. A motion is needed to appoint Frank Basile the representative to the Greene Co. Regional Police Board. Motion by Ron Howard seconded by Tom Brookover. Vote: All in favor.

38. A motion to appoint Tom Brookover as the alternate to the Greene Co. Regional Police Board. Motion by Ron Howard seconded by Frank Basile. Vote: All in favor

39. A motion was made to reappoint Charles Lemley and Jason Nicholson to the Mt. Morris Water & Sewage Authority. Motion by Ron Howard seconded by Tom Brookover. Vote: All in favor.

40. A motion is needed to burn/destroy all non-permanent records dated prior to December 31, 2002 per PSATS rules and regulations. Motion by Ron Howard seconded by Tom Brookover. Vote: All in favor.

Informational Item: Tim Neil, SEO has presented a new fee schedule for 2022. He has not raised rates in 15 years but has had an increase for the new year.

41. A motion to adjourn was made at 12:21 p.m. by Ron Howard and seconded by Tom Brookover. VOTE: All in favor