

Perry Township Supervisors
Meeting Agenda
January 7, 2019
9:00 A.M.

Meeting: Re- Organizational meeting at the Township Building in Accordance to Article # 6 Section # 602 of the Township Code

Meeting Facilitator: Ronald Howard, Chair. Board members present: Frank Basile, Vice Chair and Mickey Lemley with secretary Chris Jarrell.

1. Call to order
2. Pledge to Flag

Public Comments: (all comments are limited to no more than 5 minutes per person; persons requesting to be placed on the agenda will be recognized first)

3. A motion is needed to appoint an acting Chairman: Motion to nominate Ronald Howard by Mickey Lemley seconded by Frank Basile. VOTE: approved.
4. A motion is needed to nominate Ronald Howard as Chairman. Ronald accepts the nomination. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved.
5. A motion is needed to nominate Frank Basile as Vice Chairman. Motion by Mickey Lemley, seconded by Ronald Howard. VOTE: approved.
6. A motion is needed to set the board in motion. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved
7. A motion is needed to appoint Christine Jarrell as full time Secretary/Treasurer with a salary of \$ 19.50. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved
8. A motion is needed to hire Lila Ayersman on an as needed basis as Secretary/Treasurer not to exceed 1000 hours and set the salary to \$15.50 per hr. Motion by Frank Basile seconded by Mickey Lemley. VOTE: approved
9. A motion is needed for the Supervisors to set the treasurer's bond for \$250,000.00 and pay the premium. Motion by Mickey Lemley seconded by Frank Basile. VOTE: approved
10. A motion is needed to allow the Secretary to purchase necessary supplies and equipment for the 2019 year. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved
11. A motion is needed to appoint Christine K. Jarrell as Chief Administrator for the Township Pension Plan. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved

12. A motion is needed to appoint Christine K. Jarrell to the Greene County Tax Committee and Lila S. Ayersman as the Alternate. Motion by Frank Basile, seconded by Mickey Lemley. Vote: approved

13. A motion is needed to appoint Ronald Howard as a road master. Motion by Mickey Lemley seconded by Frank Basile. VOTE: approved

14. A motion is needed to appoint Frank Basile as a road master. Motion by Mickey Lemley seconded by Ronald Howard. VOTE: approved

15. A motion is needed to appoint Mickey Lemley as a road master. Motion by Frank Basile seconded by Ronald Howard. VOTE: approved

16. A motion is needed to employ Lester Dille and Matt Bennett as full- time operators for the township and James Tennant on an as needed part-time operator. Motion by Mickey Lemley seconded by Frank Basile. VOTE: approved

17. A motion is needed to set operators wages at \$20.50 hour and to set the laborers wages at \$13.00 per hour. Motion by Frank Basile seconded by Mickey Lemley. VOTE approved

18.. A motion is needed to approve the following work schedule:

- a. All workdays to be eight hours, with a normal forty-hour workweek, all overtime to be compensated with one and one half hours for each hour worked overtime. (Summer time hours will be four 10 hours work day (May thru Sept). All work day hours will be at Supervisors 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 must by the 1st pay in December of the year and overtime earned after that date can be used or paid out. It cannot be carried over.
- c. Full time employees will have 3 sick days to accumulate. Any unused time can placed in 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. If employees who are absent 3 days or more (unless prior approval) shall present a doctors 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 thirteen paid holidays providing the have worked anytime in the pay period that the holiday falls, (New employee must have 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 day before and day after the holiday to be eligible for holiday pay. A regular part time person's vacation will be pro- rated. Holidays observed see attached.

- e. To give full time employees the vacation time as per scheduled (see 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, Step-Brother and Sisters. One day for death of Uncle, Aunt, Nephew, Niece or Cousin, Brother or Sister in Law.
- g. All full time employees shall be covered by the townships Life & Hospital insurance.
(Effective after 30 days of new hire) – Retirement plan (after 6 months).

Motion by Frank Basile Second by Mickey Lemley VOTE: approved

19. A motion is needed to set the monthly meeting on the 2nd Tuesday of each month at 3:00 PM (Months March, July and November meeting will be held at 6:00P.M.) at the township office. Meetings will be recorded as needed. Payroll will be every two weeks. Items can be approved prior to meetings but final approval will be on meeting day. Motion by Mickey Lemley, second by Frank Basile. VOTE: approved

20. A motion is needed to set the IRS Mileage rate for 2019 at \$.58 - the rate in 2018 was \$.54.5
Motion by Frank Basile, second by Mickey Lemley. VOTE: approved

21. 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 Mickey Lemley seconded by Frank Basile. VOTE: approved

22. A motion is needed to approve the fees for the Tax Collector: Duplicate bill fee of \$2.00 and Tax Certification of \$45.00. Motion by Frank Basile second by Mickey Lemley. Vote: approved

23. A motion is needed to pay the prorated share of the tax collectors bond. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved

24. A motion is needed to appoint First Federal Saving and Loan of Greene County designated as main depositors for Township funds, First Federal Savings & Loan of Greene County and Community Bank of Carmichaels for savings because of interest rates. Motion by Frank Basile, seconded by Mickey Lemley VOTE: approved

25. A motion is needed to allow the treasurer to transfer access monies from checking to savings in order to receive better interest on unused funds and to withdraw funds from savings as needed to meet expenses. Motion by Frank Basile seconded by Mickey Lemley VOTE: approved

26. A motion is needed to appoint Building Inspector Underwriters as Building Inspectors. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved

27. A motion is needed to appoint Kimberly Pratt, Esq. as solicitor and legal counsel for the township. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved

28. A motion is needed to appoint Tim Neil as SEO officer and Alternate Brian Sokol for the 2019 year with attached fee schedule. Fees have increased for 2019. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved
29. A motion is needed to appoint Widmer Engineering INC as the Engineers for Perry Township. Motion by Mickey Lemley, seconded by Frank Basile. VOTE: approved
30. A motion is needed to appoint Keith Anderson to the Multi Municipal Appeal Board. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved
31. A motion is needed to appoint Bill Renner to the Vacancy Board. Motion by Frank Basile, seconded by Mickey Lemley. Vote: approved
32. A motion is needed to ask the Auditors to set the salary for a roadmaster at \$24.00/ per hour and the same vacation, compensation & pension plan as approved for township employees' including holidays, sick time, and bereavement pay. Motion by Mickey Lemley, seconded Frank Basile. VOTE: approved
33. A motion is needed to approve the attendance at the State Conference in Hershey in April. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved
34. A motion is needed to appoint a representative to the Greene Co. Regional Police Board. Motion by Frank Basile to appoint himself. No second – Roll call: Ronald: No, Mickey: No, Frank: yes. Ronald Howard made a motion to appoint Mickey Lemley as the representative. Roll call – Ronald: Yes, Mickey: yes, Frank: no vote. Vote: approved. Mickey Lemley is appointed as representative.
35. A motion to appoint Ronald Howard as the alternate to the Greene Co. Regional Police Board was made. No second. Roll call – Ron: yes, Mickey: yes, Frank: no. Vote: approved. Ronald Howard is appointed alternate.

New Business:

36. New Business: Motion is needed to approve minutes of the December 11, 2018 meeting. Motion by Frank Basile seconded by Mickey Lemley VOTE: approved
37. A motion is needed to approve the Treasurers report. Motion by Frank Basile, seconded by Mickey Lemley. VOTE: approved. General Fund& Special funds \$23876.66 Payroll: \$23,130.75
38. A motion is needed to approve Christine Jarrell to attend a one day Basic Training for New Municipal Secretaries training April 23, 2019 in Waynesburg, PA. Cost is \$80. A motion was made by Frank Basile and seconded by Mickey Lemley. VOTE: approved
39. A motion is needed to approve the lot split from John & Marilyn Bernosky to Timothy & Helen Snyder on Little Shannon Run. Motion by Mickey Lemley, seconded by Frank Basile.
40. A motion is needed to re-establish the Perry Township Recreation Board. Motion by Mickey Lemley and seconded by Frank Basile. Vote: approved.

41. A list was presented of 5 people willing to serve on the Rec. Board. A motion was made by Frank Basile and seconded by Mickey Lemley to approve the following members :

Sami Smith, Patricia Haines, Betty Nicholson, Robin Anderson and Ali Anderson.

42. A motion to adjourn at 9:24 a.m was made at Frank Basile, seconded Mickey Lemley VOTE: approved.

Respectfully submitted: Christine K. Jarrell