

Perry Township Supervisors
Minutes
January 3, 2023
9:00 A.M.

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.

1. Call to order
2. Pledge to Flag
3. A motion is needed to appoint an acting Chairman. Motion by Ronald Howard seconded by Tom Brookover to nominate Frank Basile as acting Chairman. VOTE: Motion passed.
4. A motion to nominate Ronald Howard as Chairman was made by Tom Brookover. Ronald Howard accepted the nomination and thanked the board. Motion seconded by Ronald Howard. VOTE: Motion passed
5. A motion to nominate Frank Basile as Vice Chairman was made by Ronald Howard, second by Frank Basile. Frank Basile accepted and thanked the board. VOTE: Motion passed
6. A motion is needed to put the board in motion. Motion by Tom Brookover seconded by Frank Basile. VOTE: Motion passed
7. A motion is needed to appoint Christine Jarrell as fulltime secretary with a current salary of \$19.75. Motion to give a cost of living raise of \$1.00/hour. Motion by Frank Basile seconded by Tom Brookover. VOTE: Motion passed
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 Tom Brookover seconded by Frank Basile. VOTE: Motion passed
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 Tom Brookover. VOTE: Motion passed.
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 Tom Brookover seconded by Frank Basile. Vote: Motion passed.
11. A motion is needed to allow the Secretary to purchase necessary supplies and equipment for the 2023 year. Motion by Frank Basile seconded by Tom Brookover. VOTE: Motion passed.

12. A motion is needed to appoint Christine K. Jarrell as Chief Administrator for the Township Pension Plan. Motion by Tom Brookover seconded by Frank Basile. VOTE: Motion passed.
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 Tom Brookover seconded by Frank Basile. Vote: Motion passed.
14. A motion was needed to appoint Frank Basile as a road master. Motion by Ronald Howard second by Tom Brookover. VOTE: Motion passed
15. A motion was needed to appoint Ronald Howard as a road master. Motion by Tom Brookover seconded by Frank Basile. VOTE: Motion passed
16. A motion was needed to appoint Tom Brookover as a road master. Motion by Ronald Howard seconded by Frank Basile. VOTE: Motion passed
17. A motion is needed to employ Matthew Bennett as a fulltime operator for the township. Motion by Tom Brookover seconded by Frank Basile. VOTE: Motion passed.
18. A motion is needed to employ Lester Dille as a fulltime operator for the township. Motion by Ronald Howard seconded by Tom Brookover. VOTE: Motion passed.
19. A motion is needed to employ James Tennant as a part-time operator on an as needed basis. Motion by Frank Basile seconded by Tom Brookover. VOTE: Motion passed
20. A motion was needed to set operator's wages currently \$21.75/hour with a proposed cost of living raise of \$1.00/hour and to set the laborers wages at \$13.00/hour. Motion by Frank Basile seconded by Tom Brookover to set wages with raise. VOTE: Motion passed.
21. A motion is needed to approve the following work schedule:

Hours will be a normal forty-hour workweek. All overtime to be compensated with 1 ½ hours for each hour worked overtime. (8-hour or 10-hour workdays to be determined. All work hours will be at all three Supervisor's discretion.

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.

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 workday 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 1 year service).

Motion by Frank Basile second by Tom Brookover to approve the work schedule. VOTE: Motion passed.

22. A motion is needed to set the monthly meeting to the 2nd Tuesday of each month at 3:00 PM 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 Tom Brookover second by Frank Basile. VOTE: Motion passed.

23. A motion is needed to set the IRS Mileage rate for 2023 at \$.62.5 per IRS standards. Motion by Frank Basile second by Tom Brookover. VOTE: Motion passed.

24. 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 Tom Brookover seconded by Frank Basile. VOTE: Motion passed.

25. A motion is needed to pay the prorated share of the Tax Collector's bond. Motion by Frank Basile second by Tom Brookover. VOTE: Motion passed.

26. A motion is needed to designate First National Bank as main depositor for Township funds. First Federal Savings & Loans of Greene County and Community Bank of Carmichaels as

secondary because of interest rates. Motion by Tom Brookover second by Frank Basile. VOTE: Motion passed.

27. A motion is needed 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 Frank Basile second by Tom Brookover. VOTE: Motion passed.

28. 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: Motion passed.

29. A motion is needed to appoint K2 Engineering as Building Inspectors. Motion by Frank Basile second by Tom Brookover. VOTE: Motion passed.

30. A motion is needed to appoint Dennis Makel, Esq. as solicitor and legal counsel for the township. Motion by Tom Brookover second by Frank Basile. VOTE: Motion passed

31. A motion is needed to appoint Tim Neil as SEO officer and Alternate Brian Sokol for the 2023 year with attached fee schedule. Motion by Frank Basile seconded by Tom Brookover. VOTE: Motion passed.

32. A Motion to appoint Widmer Engineering Inc. as the Engineers for Perry Township. Motion by Frank Basile seconded by Tom Brookover. VOTE: Motion passed.

33. A motion is needed to appoint Keith Anderson to the Multi Municipal Appeal Board. Motion by Frank Basile seconded by Tom Brookover. VOTE Motion passed.

34. A motion is needed to appoint Bill Renner to the Vacancy Board. Motion by Tom Brookover seconded by Ronald Howard. VOTE: Motion passed.

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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

35. Motion is needed to approve minutes of the December13, 2022 meeting. Motion by Tom Brookover seconded by Frank Basile. VOTE: Motion passed.

36. A motion is needed to approve the Treasurers report and pay bills. General Fund& Special funds \$48,489.98. Payroll: \$12,347.14. Motion by Tom Brookover seconded Frank Basile. VOTE: Motion passed.
37. A motion is needed to ask the Auditors for a \$1.00 cost of living raise for the roadmasters currently at \$25.50/hour to be raised to \$26.50 with the same vacation, compensation, pension, holidays, sick time, and bereavement plan as the Township employees. Motion by Frank Basile seconded Tom Brookover. VOTE: Motion passed.
38. A motion is needed to approve attendance and pay for lodging, mileage and conference fees to the State Conference in Hershey for Frank Basile, Tom Brookover and Christine Jarrell in April 2023 and name Christine Jarrell as the voting member. Motion by Tom Brookover seconded by Frank Basile to approve travel. VOTE: Motion passed.
39. A motion is needed to appoint Frank Basile the representative to the Greene Co. Regional Police Board. Motion by Tom Brookover seconded by Frank Basile. Vote: Motion passed
40. A motion to appoint Tom Brookover as the alternate to the Greene Co. Regional Police Board. Motion by Ronald Howard seconded by Tom Brookover. Vote: Motion passed.
41. A motion is needed to reappoint Craig Brewer to the Mt. Morris Water & Sewage Authority. Motion by Frank Basile seconded by Tom Brookover. Vote: Motion passed.
42. A motion is needed to burn/destroy all non-permanent records dated prior to December 31, 2003 per PSATS rules and regulations. Motion by Tom Brookover seconded by Frank Basile. Vote: Motion passed.
43. A motion to adjourn was made at 9:20 a.m. by Frank Basile and seconded Tom Brookover. VOTE: Motion passed.

Respectfully submitted,

Ronald Howard, Chairman

Christine Jarrell, Secretary/Treasurer