

- Perry Township Supervisors
 - Meeting Agenda
 - January 2, 2024
 - 9:00 a.m.

- Re-organizational meeting at the Township Building in Accordance with Article # 6 Section # 602 of the Township Code
- Meeting Facilitator: Ronald Howard, Chairman. Board members present: Frank Basile and Tom Brookover with secretary Christine Jarrell.
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- 1. Call to order
- 2. Pledge to Flag
- 3. A motion is needed to appoint an acting Chairman. Motion by Frank Basile seconded by Tom Brookover to nominate Ronald Howard as acting Chairman. VOTE: All in Favor
- 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 Frank Basile. VOTE: All in Favor
- 5. A motion to nominate Frank Basile as Vice Chairman was made by Frank Basile second by Tom Brookover. Frank Basile accepted and thanked the board. VOTE: All in Favor
- 6. A motion is needed to put the board in motion. Motion by Tom Brookover seconded by Frank Basile. VOTE: All in Favor
- 7. A motion is needed to appoint Christine Jarrell as full-time secretary with a current salary of \$21.75. No cost of living raise this year. Motion by Frank Basile 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 Tom Brookover seconded by Frank Basile. 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 Tom Brookover. 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 Tom Brookover seconded by Frank Basile. Vote: All in Favor

- 11. A motion is needed to allow the Secretary to purchase necessary supplies and equipment for the 2024 year. Motion by Frank Basile 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 Tom Brookover seconded by Frank Basile. VOTE: All in Favor
- 13. 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 Tom Brookover. Vote: All in Favor
- 14. A motion is needed to appoint Frank Basile as a road master. Motion by Ronald Howard seconded by Tom Brookover. VOTE: All in Favor
- 15. A motion is needed to appoint Ronald Howard as a road master. Motion by Tom Brookover second by Frank Basile. VOTE: All in Favor
- 16. A motion was needed to appoint Tom Brookover as a road master. Motion by Ronald Howard seconded by Frank Basile. VOTE: All in Favor
- 17. A motion is needed to employ Matthew Bennett as a full-time operator for the township. Motion by Tom Brookover seconded by Frank Basile. VOTE: All in Favor
- 18. A motion is needed to employ Lester Dille as a full-time operator for the township. Motion by Frank Basile seconded by Ronald Howard. VOTE: All in Favor
- 19. A motion is needed to employ Gilbert Butch Phillips as a part-time operator on an as needed basis. Motion by Tom Brookover seconded by Frank Basile. VOTE: All in Favor
- 20. A motion was needed to set full-time operator's wages currently \$22.75/hour with no cost of living raise and set the part-time as needed operator's wages at \$20.00/hour and the laborers wages at \$13.00/hour. Motion by Frank Basile seconded by Tom Brookover. VOTE All in Favor
- 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 or paid but cannot carry 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.
- Addendum: Discussion/voting on changing the sick time use in regards to long term medical conditions and/or extended hospital stays. Motion to approve existing sick time by Frank Basile second by Tom Brookover and table the discussion of changing the sick time to give more time for research and speaking with legal council. Vote: All in favor
- d. Full-time employees will be given 13 paid holidays plus their birthday 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 full-time 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 Tom Brookover second by Frank Basile to approve the work schedule. VOTE: All in Favor
- 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 may 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 Ronald Howard second by Tom Brookover. VOTE: All in Favor

- 23. A motion is needed to set the IRS Mileage rate for 2024 at \$.67 per IRS standards. Motion by Frank Basile second by Tom Brookover. VOTE: All in Favor
- 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: All in Favor
- 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: All in Favor
- 26. A motion is needed to designate First National Bank as the 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: All in Favor
- 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 Tom Brookover second by Frank Basile. VOTE: All in Favor
- 28. Motion to contract with Greene Co Regional Police for 30 hours at \$68,250.00 annually. Motion by Tom Brookover seconded by Frank Basile. Vote: All in Favor
- 29. A motion is needed to appoint Harshman Engineering Group as Building Inspectors. Motion by Ronald Howard second by Tom Brookover. VOTE: All in Favor
- 30. A motion is needed to appoint Dennis Makel, Esq. as solicitor and legal counsel for the township. Motion by Frank Basile second by Tom Brookover. VOTE: All in Favor
- 31. A motion is needed to appoint Tim Neil as SEO officer and Alternate Brian Sokol for the 2024 year. Motion by Tom Brookover seconded by Frank Basile. VOTE: All in Favor

- 32. A Motion to appoint Harshman Engineering Group as the Engineers for Perry Township at this time but will revisit this motion at a later date after exploring other options. Motion by Frank Basile seconded by Tom Brookover. VOTE: All in Favor
- 33. A motion is needed to appoint Keith Anderson to the Multi Municipal Appeal Board. Motion by Frank Basile seconded by Tom Brookover. VOTE All in Favor
- 34. A motion is needed to appoint Bill Renner to the Vacancy Board. Motion by Tom Brookover seconded by Ronald Howard. VOTE: All in Favor
- **OLD BUSINESS:** Totals are updated with the payroll since payroll for the end of 2023 was run today before the meeting.
- **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.
- 35. Motion is needed to approve minutes of the December 12, 2023. meeting. Motion by Frank Basile seconded by Tom Brookover. VOTE: All in Favor
- 36. A motion is needed to approve the Treasurers report and pay bills. General Fund& Special funds \$30643.46. Payroll: \$14249.78. Motion by Tom Brookover seconded Frank Basile. VOTE: All in Favor
- 37. A motion is needed to approve the minutes from the Pension Ordinance meeting. Motion by Tom Brookover second by Frank Basile to approve the minutes. Vote: All in Favor
- 38. A motion is needed to approve the Township portion of the pension funds for 2024. Perry Township will place \$25,000 in the pension fund along with the funds that are received from the state to be equally divided among eligible employees. Motion by Frank Basile second by Tom Brookover. Vote: All in Favor
- 39. A motion is needed to ask the Auditors for NO cost of living raise for a roadmaster this year (currently at \$26.50/hour) but the same vacation, compensation, pension, holidays, sick

time, and bereavement plan as the Township employees. Motion Frank Basile seconded Tom Brookover. VOTE: All in Favor

- 40. A motion is needed to approve attendance for any eligible Supervisor or Secretary and pay for lodging, mileage, and conference fees to the State Conference in Hershey April, 2024 and name Christine Jarrell as the voting member. Motion by Frank Basile seconded by Ronald Howard to approve travel. VOTE: All in Favor

- 41. A motion is needed to appoint Tom Brookover the representative to the Greene Co. Regional Police Board. Motion by Frank Basile seconded by Ronald Howard. Vote: All in Favor

- 42. A motion to appoint Ronald Howard as the alternate to the Greene Co. Regional Police Board. Motion by Tom Brookover seconded by Frank Basile. Vote: All in Favor

- 43. A motion is needed to reappoint James Tennant and Donald Lemon to the Mt. Morris Water & Sewage Authority. Motion by Frank Basile seconded by Tom Brookover. Vote: All in Favor

- 44. A motion is needed to burn/destroy all non-permanent records dated prior to December 31, 2004 per PSATS rules and regulations. Motion by Tom Brookover seconded by Frank Basile. Vote: All in Favor

- Agenda update: Motion to add item to Agenda regarding vacant Auditor position. Motion by Frank Basile second by Tom Brookover to add item. Vote: All in favor.

- Frank Basile made a motion to appoint Warren Bowers to fill the vacant Auditor position until the next municipal election. Tom Brookover seconded the motion. Vote: All in favor.

- 45. A motion to adjourn was made at 9:30 a.m. by Tom Brookover and seconded Frank Basile. VOTE: All in Favor

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