

Township Supervisors
Meeting

Re- Organizational meeting at the Township Building in Accordance to Article # 6 Section #602 of the Township Code held January 6, 2020.

Meeting Facilitator: Ronald Howard, Chair. Board members present: Frank Basile and Mickey Lemley with secretary Christine Jarrell. Meeting was called to Order at 9:00 am followed by the Pledge of Allegiance.

A motion was made to appoint Frank Basile as acting Chairman by Mickey Lemley seconded by Ron Howard. VOTE: approved.

Mickey Lemley made a motion to nominate Frank Basile as Chairman. Frank accepted the nomination. Motion seconded by Ron Howard. VOTE: approved.

A motion was made to nominate Mickey Lemley Vice Chairman by Frank Basile seconded by Ron Howard. VOTE: approved.

Mickey Lemley moved to put the board in motion, seconded by Ron Howard. VOTE: approved.

Motion by Mickey Lemley to appoint Christine Jarrell as full-time secretary with a salary of \$19.75/hour seconded by Ron Howard. VOTE: approved.

Motion by Frank Basile to hire Lila Ayersman on an as-needed basis as Secretary/Treasurer not to exceed 1000 hours with a salary of \$15.50 seconded by Mickey Lemley. VOTE: approved.

A motion was needed for the Supervisors to set the treasurer's bond for \$250,000.00 and pay the premium. Motion by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion was needed to authorize the sec/treasurer to pay all bills on time (even if before monthly meeting to avoid any late fees). Motion made by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion was made to allow the Secretary to purchase necessary supplies and equipment for the 2020 year. Motion made by Ron Howard seconded by Mickey Lemley. VOTE: approved.

A motion was needed to appoint Christine K. Jarrell as Chief Administrator for the Township Pension Plan. Motion by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion was made to appoint Christine K. Jarrell to the Greene County Tax Committee and Lila S. Ayersman as the Alternate. Motion by Mickey Lemley seconded by Ron Howard. Vote: approved.

A motion to appoint Ronald Howard as a road master was made by Mickey Lemley seconded by Frank Basile. VOTE: approved.

A motion to appoint Frank Basile as a road master was made by Ron Howard seconded by Mickey Lemley. VOTE: approved.

A motion to appoint Mickey Lemley as a road master made by Ron Howard seconded by Frank Basile. VOTE: approved.

A motion was made to employ Lester Dille and Matt Bennett as full time operators for the township and James Tennant as a part-time operator on an as-needed basis by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion to set operators wages at \$20.75/hour and to set the laborers wages at \$13.00 per hour was made by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion to approve the following work schedule was made:

- 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 that year and overtime earned after that date can be used or paid out on the last pay of the year.
- 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 13 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 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 townships Life & Hospital insurance. (Effective after 30 days of new hire) - Retirement (after 6 months).

Motion by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion to set the monthly meeting on the 2nd Tuesday of each month at 3:00 PM was made with the exception of March, July & Nov which will be held at 6:00PM at the township office. Meetings will be recorded as necessary and once approved will be erased. 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 seconded by Ron Howard. VOTE: approved.

Mileage at IRS rate for 2020 is 57.5 cents/mile per IRS standards. Motion by Mickey Lemley seconded by Ron Howard to accept IRS rate. VOTE: approved.

Employees operating township equipment must be eighteen years of age and have a valid driver's licenses. Roadmaster and Operators must have CDL. Anyone under the age of eighteen must have a work permit and Social Security Card. Motion by Ron Howard seconded by Mickey Lemley to approve motion. VOTE: approved.

A motion to approve the fees for the Tax Collector: Duplicate bill fee of \$2.00 and Tax Certification of \$45.00. Motion made by Mickey Lemley second by Ron Howard. Vote: approved.

A motion is needed to pay the prorated share of the tax collector's bond. Motion by Ron Howard seconded by Mickey Lemley. VOTE: approved.

A motion was made to appoint First Federal Saving and Loan of Greene County as main depositors for Township funds and First Federal Savings & Loans of Greene County or Community Bank of Carmichaels for savings because of interest rates. Motion by Ron Howard second by Mickey Lemley. VOTE: approved.

A motion was made to allow the treasurer to transfer excess monies from checking to savings in order to receive interest on unused funds and/or to withdraw funds from savings as needed to meet expenses. Motion by Mickey Lemley second by Ron Howard. VOTE: approved.

A motion was made to appoint Building Inspector Underwriters as Building Inspectors. Motion by Mickey Lemley second by Ron Howard. VOTE: approved.

A motion to appoint Dennis Makel, Esq. as solicitor and legal counsel for the township was made by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion was made to appoint Tim Neil as SEO officer and Alternate Brian Sokol for the 2020 year by Ron Howard seconded by Mickey Lemley. VOTE: approved.

Motion to appoint Widmer Engineering Inc. as the Engineers for Perry Township was made by Mickey Lemley seconded by Ron Howard. VOTE: approved.

Keith Anderson was appointed to the Multi-Municipal Appeal Board. Motion by Ron Howard seconded by Mickey Lemley. VOTE: approved.

Motion to appoint Bill Renner to the Vacancy Board made by Ron Howard seconded by Frank Basile. VOTE: approved.

NEW BUSINESS

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)

Motion to approve minutes of the December 10, 2019 meeting was made by Ron Howard seconded by Mickey Lemley. VOTE: approved.

A motion was needed to approve the Treasurers report and pay bills. Motion by Mickey Lemley seconded Ron Howard. VOTE: approved. General Fund& Special funds \$108072.46 Payroll: \$23,778.33

A motion was made to ask the Auditors to set the salary for a roadmaster at \$24.50/hour with the same vacation, compensation & pension plan as the Township employees' for holidays, sick time, and bereavement. Motion by Ron Howard seconded Mickey Lemley. VOTE: approved.

Motion to approve the attendance to the State Conference in Hershey in May was made by Mickey Lemley seconded by Ron Howard. VOTE: approved.

A motion to appoint Mickey Lemley as the representative to the Greene Co. Regional Police Board was made by Ron Howard seconded by Frank Basile. Vote: approved.

A motion to appoint Frank Basile as the alternate to the Greene Co. Regional Police Board was made by Ron Howard seconded by Mickey Lemley. Vote: approved.

A motion is needed to reappoint James W. Tennant to the Mt. Morris Water & Sewage Authority. 4 year term will expire 2024. Motion by Mickey Lemley seconded by Ron Howard. Vote: approved.

Motion to burn/destroy all non-permanent records dated prior to December 31, 2000 per PSATS rules and regulations was made by Ron Howard seconded by Mickey Lemley. Vote: approved.

A motion to purchase a laptop computer for the Supervisors office was made with the agreement to purchase from a local distributor not to exceed \$1000.00. Motion by Mickey Lemley seconded Ron Howard Vote: approved.

Discussion to upgrade the rental fees for the Senior Center and the Legion Field due to increased utilities and renters not cleaning properly. New fees to rent the Center or the Field is \$75.00 per rental with a \$25 deposit. If the rental is cleaned properly, the deposit will be refunded. . Motion by Mickey Lemley seconded by Ron Howard. Vote: approved.

Motion to adjourn was made at 9:19 a.m. by Ron Howard seconded by Mickey Lemley. VOTE: approved.

Respectfully submitted: Frank Basile, Chairman

Attest: Christine K. Jarrell, Secretary/Treasurer

