

DERRY TOWNSHIP 2023 RE-ORGANIZATION MEETING

The Derry Township Board of Supervisors held its Re-Organization Meeting, Monday, January 3, 2023, 5:30 p.m., Township Office, 73 Reserve Lane, Lewistown.

Present:	Chairman	Ronald E. Napikoski, Jr.
	Supervisor	John T. Sipe
	Secretary	Kelly J. Shutes
	Roadmaster	Justin T. Allen
	Solicitor	Timothy Searer

Mr. Napikoski called the meeting to order at 5:30 p.m.

RE-ORGANIZATION

R. Napikoski moved to appoint Kelly Shutes temporary Chairperson. J. Sipe seconded the motion. Motion carried 2 – 0.

Ms. Shutes opened the floor for nominations for the position of Chairman of the Board of Supervisors. Mr. Sipe nominated Ronald E. Napikoski, Jr. as Chairman. Mr. Napikoski seconded the nomination. Ms. Shutes moved the nominations be closed. Mr. Sipe made a motion to appoint Ronald E. Napikoski, Jr. as Chairman. Mr. Napikoski seconded the motion. Motion carried 2 – 0. The chair was turned back to Mr. Napikoski.

J. Sipe made a motion to nominate and appoint Donald Warntz, II as the Vice-Chairman of the Board of Supervisors. R. Napikoski stepped from the Chair to second the motion. Motion carried 2 – 0.

J. Sipe made a motion to adopt Resolution 2023-1, reappointing Kelly J. Shutes as Township Manager/Secretary/Treasurer and to set her wages at Sixty-Eight Thousand Four Hundred Sixty-Three and twenty cents (\$68,463.20) per annum for 2023. R. Napikoski stepped from the chair and seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, not present and J. Sipe, aye. Motion carried 2 – 0.

R. Napikoski stepped from the Chair to make a motion to nominate John T. Sipe for the position of Assistant Secretary/Treasurer and adopt Resolution 2023-2, appointing John T. Sipe as Assistant Secretary/Treasurer, recommending to the elected Auditors that there be no compensation for this position. J. Sipe seconded the motion. Roll Call Vote: R. Napikoski, aye, D. Warntz, not present and J. Sipe, aye. Motion carried 2 – 0.

J. Sipe made a motion to retain Justin Allen as Roadmaster, and Chris Dobson as Zoning Officer. R. Napikoski seconded the motion. Motion carried 2 - 0.

R. Napikoski stepped from the Chair to make a motion adopt Resolution 2023-3 to appoint Holly M. Johnson as Deputy Zoning Officer for 2023. J. Sipe seconded the motion. Roll Call Vote: R. Napikoski, aye, D. Warntz, not present and J. Sipe, aye. Motion carried 2 – 0.

J. Sipe made a motion to approve and direct the Chairman to execute the Engineering Services Agreement with Buchart Horn, Inc. to provide engineering services in 2023. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to approve the township meetings for 2023 as follows: Meetings will be held the first and third Mondays of each month at 5:30 p.m., with the exception of the September meetings, which are to be held the first Tuesday and third Monday at 5:30 p.m. First meeting of each month will be the primary business meeting. Second meeting can be cancelled up to noon that day if there is no business to be transacted. A teleconference number will be provided upon request for those wishing to attend via telephone. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to appoint Donald Warntz as the Voting Delegate at the 2023 PSATS Conference to be held April 23 – 26, 2023 in Hershey and authorizing John Sipe and Kelly Shutes to attend the 2023 PSATS conference from April 23 – 26, 2023; authorizing J. Allen to attend the Roadmaster Symposium for one day; authorizing Chris Dobson to attend the Zoning Officer Symposium and authorizing Timothy Searer to attend the Solicitor's Seminar. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to approve that all three supervisors jointly head all departments: Safety/Fire Protection, Maintenance/Public Works, Finance and Parks. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to adopt Resolution 2023-4, to retain Page, SEO, Inc. as Sewage Enforcement Officers for Derry Township in 2023 and set their fees per the attached fee schedule. R. Napikoski seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, not present and J. Sipe, aye. Motion carried 2 - 0.

J. Sipe made a motion to approve the 2023 Master Fee Schedule (attached) including increases in certain fees as noted. R. Napikoski seconded the motion. Motion carried 2 – 0.

J. Sipe moved to approve the following:

Employees attending a school authorized by the Board of Supervisors for one day may be paid registration, \$20 expense and \$.655 per mile for one round trip. When attending a school for more than one day, may be paid registration, \$35 a day expense and \$.655 per mile for one round trip and;

Road and Park Department fulltime employees receive a \$200 clothing allowance.

Approval of wage increases for 2023: All employees will receive a two and one-half percent (2.5%) wage rate increase effective January 3, 2023 and a two and one-half percent (2 ½ %) wage rate increase effective July 1, 2023 (*wage rate schedule attached*).

Employees having five, ten, fifteen, twenty, twenty-five, thirty- and thirty-five-years' service receive an additional 2% wage increase on their anniversary date;

Holidays for 2023: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, First Day of Buck Season, Christmas Day, and Three Personal Days;

Overtime for 2023: Time and half to be paid for hours worked over eight hours a day and over forty hours a week, with limitations. If an employee works on a holiday, the employee shall receive time and half for the hours worked, in addition to the regular holiday pay. Holidays, sick days, and vacation days cannot be used to determine overtime, just actual hours worked;

Vacations for 2023: Vacations run from anniversary date to anniversary date. No vacation time is paid during the first year of employment. On the employee's first year anniversary date, the employee is entitled to five (5) paid vacation days. On the employee's third year anniversary date, the employee is entitled to ten (10) paid vacation days. On the employee's fifth year anniversary date, the employee is entitled to fifteen (15) paid vacation days. On the employee's tenth year anniversary date, the employee is entitled to twenty (20) paid vacation days. On the employee's fifteenth year anniversary date, the employee is entitled to twenty-five (25) paid vacation days. Vacation day scheduling must be approved by the Township Manager or Roadmaster for the road crew. Vacation may be taken at any time during the vacation year, with the approval of the Township Manager or Roadmaster for the road crew. There will be no accrual of vacation time off without the consent of the Township Board of Supervisors. An employee shall not be paid in lieu of vacation time off except with the consent of the Township Board of Supervisors. An employee is entitled to compensation for unused vacation upon termination as an employee in good standing. Vacations for part-time employees will be considered on an individual basis;

Sick Days for 2023: Fulltime employees receive ½ sick day per month. Three or more consecutive days of illness requires a doctor's excuse. Sick days are to be taken no less than ½ day unless prior approval by department head. Employees may accumulate unlimited number of sick days from year to year, but only sixty accumulated sick days will be redeemable as vacation days if an employee retires or leaves employment. No pay to be received for the remaining unused sick days over sixty;

Funeral Leave for 2023: An employee shall be eligible for payment at his or her hourly rate for the time lost from work due to a death occurring in his or her family in accordance with the following schedule: Spouse, child, parent, brother, sister, parent of spouse, brother and sister of spouse, grandparents, and grandparents of spouse, up to three (3) days; aunts, uncles, cousins, nieces, and nephews, up to one (1) day;

New fulltime employees working thirty (30) or more hours per week have a (30) thirty-day waiting period for hospitalization, life and disability insurance and membership in the non-uniformed pension plan. Permanent part-time employees regularly scheduled to work twenty (20) – twenty-nine (29) hours per week have a thirty (30) day waiting period for membership in the non-uniformed pension plan, and;

To set forth that any employee who is five to fifteen minutes late for work will have fifteen minutes deducted from their pay. Any employee who is sixteen to thirty minutes late for work will have thirty minutes deducted from their pay. Any employee who is thirty-one to forty-five minutes late for work will have forty-five minutes deducted from their pay, and any employee who is forty-six to sixty minutes late for work will have one hour deducted from their pay.

Township office to close Wednesdays at 12 noon, June, July, and August 2023.

R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to appoint John T. Sipe and Ronald Napikoski, Jr. to the Mifflin Co. Regional Police Board of Directors. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to appoint James L. Treaster as Emergency Management Coordinator and Hunter Snook as Assistant EMA Coordinator. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to approve the following:

to set the Treasurer's Bond at \$3,000,000 each for the Secretary/Treasurer and the Assistant Secretary/Treasurer, and;

to appoint Kish Bank as Depository, and;

to approve or deny Per Capita exoneration requests based upon the policy adopted by the Board.

R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to re-appoint Phyllis Palm to serve as chairperson on the vacancy board.

R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to re-appoint William Gomes to a four-year term, beginning 1/1/2023 and ending 1/1/2027, to the Derry Township Planning Commission. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to appoint Ronald Napikoski, Jr. as a representative and Kelly Shutes as alternate to the Mifflin County COG. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to re-appoint Margaret Stewart to a three-year term beginning 1/1/2023 and ending 1/1/2026 on the Zoning Hearing Board. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to adopt Resolution 2023-5 appointing Lynn Mitchell to a three-year term beginning 1/1/2023 and ending 1/1/2026, as an alternate member of the Derry Township Zoning Hearing Board. R. Napikoski seconded the motion. Roll Call Vote: R. Napikoski, aye, D. Warntz, not present and J. Sipe, aye. Motion carried 2 - 0.

J. Sipe made a motion to re-appoint Ronald Napikoski to serve a five-year term on the Derry Township Sewer Authority Board beginning 1/1/2023 and ending 1/1/2028. R. Napikoski seconded the motion. Motion carried 2 - 0.

J. Sipe made a motion to re-appoint Thomas White, Jr., Michael LeFevre and Steven Bell to the Derry Township Uniform Construction Code Board of Appeals for a one-year term effective 1/1/2023 and ending 12/31/2023.

Re-Organization concluded.

J. Sipe made a motion to approve the Minutes of the Monday, December 19, 2022 Budget Adoption Meeting and the Monday, December 19, 2022 Mid-Month Meeting. R. Napikoski seconded the motion. Motion carried 2 - 0.

SOLICITOR:

Atty. Searer prepared Addendums to the Articles of Agreement for the rental leases with Bureau Veritas, Derry Township Sewer Authority and the Mifflin Co. Regional Police to include a 5% rent increase beginning on July 1, 2023. J. Sipe made a motion to authorize the Chairman to execute the Addendums and forward to the appropriate parties for signature. R. Napikoski seconded the motion. Motion carried 2 - 0.

ROAD REPORT No report.

VISITORS: No comments.

PUBLIC COMMENT: None received.

OLD BUSINESS:

J. Sipe made a motion to approve payment to reimburse the MCRPD for the following expenses to be paid out of the Township ARPA budget:

- Approval to pay Invoice # 4213 - \$48,944.02 – MCRPD vehicle purchase out of ARPA funds
- Approval to pay Invoice # 4216 - \$10,554.37 – MCRPD computer hardware out of ARPA funds

R. Napikoski seconded the motion. Motion carried 2 - 0.

NEW BUSINESS:

J. Sipe made a motion to direct the Chairman to execute the Engagement Letter with Boyer & Ritter to do the 2022 Audit. R. Napikoski seconded the motion. Motion 2 - 0.

J. Sipe made a motion to add approval of payment of a CDBG bill to the Agenda. R. Napikoski seconded the motion. Motion 2 - 0.

J. Sipe made a motion made a motion to approve CDBG Bill, Invoice # 12302022-O, in the amount of \$100 to AAA Electrical Supplies for Housing Rehab. R. Napikoski seconded the motion. Motion carried 3 - 0.

Having no further business for discussion, J. Sipe moved to adjourn, seconded by R. Napikoski. The meeting was adjourned at 6:10 p.m.

DERRY TOWNSHIP BOARD OF SUPERVISORS

Kelly J. Shutes
Township Manager