

Re-Organization  
Agenda  
January 2, 2024

1. Chairman \_\_\_\_\_
2. Vice-Chairman \_\_\_\_\_
3. Manager/Secretary/Treasurer
  - a. **Resolution 2024- 1** – Reappointment and Set Wages of Township Manager
4. Assistant Secretary/Treasurer \_\_\_\_\_
  - a. **Resolution 2024-2** – Appointment of Assistant Secretary/Treasurer
5. Roadmaster Justin Allen
6. Zoning Officer Chris Dobson
7. Engineer – Engineering Services Letter
8. Tucker/Arensberg – Engagement of Legal Services
9. Regular Township Meetings:

The Derry Township Board of Supervisors will hold its 2024 Township Meetings the first and third Mondays of each month, with the exception of the September and December meetings which will be held the first Tuesday and third Monday of the month. Meeting time is 5:30 P.M., at the Derry Township Municipal Building, 73 Reserve Lane, Lewistown. The first meeting of each month will be the primary business meeting. The second meeting can be cancelled up to noon that day if there is no business to be transacted.
10. PSATS State Convention:

Voting Delegate: \_\_\_\_\_  
Certify Delegates to Attend: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Departments: Safety, Fire Protection and Maintenance  
Public Works and Finance  
Parks
12. **Resolution 2024-3** - Appointment of Sewage Enforcement Officer – William D. Page & Polly M. Graybill and Jeffrey St. John of Page, SEO, LLC -  
Set fee for perc test application: per attached fee schedule – Page, SEO, LLC  
Planning Module fees: per attached fee schedule – Page, SEO, LLC
13. Approve Master Fee Schedule – *attached*
14. Employees attending a school authorized by the Board of Supervisors for one day may be paid registration, \$20 expense and \$ .67 per mile for one round trip.

When attending a school for more than one day, may be paid registration, \$35 a day expense and \$ .67 per mile for one round trip.

15. Road and Park department full-time employees receive a \$250 clothing allowance.
16. Wage increases for 2024: All employees will receive a 4 % wage rate increase effective January 1, 2024, with the exception of seasonal Mini Golf employees. *See attached wage rate schedule.*
17. Employees having five, ten, fifteen, twenty, twenty-five, thirty- and thirty-five-years' service receive an additional 2% wage increase on their anniversary date.
18. Holidays for 2024:  
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.
19. Overtime:  
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.
20. Comp Time Policy:  
Employees are permitted to receive, in lieu of such overtime compensation, compensatory time off at a rate of one and one-half hours for each hour of employment for which overtime compensation would be required in accordance with federal and state law.
21. Vacations for 2024:  
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.
22. Sick Days for 2024:  
Fulltime employees receive ½ sick day per month. Three or more consecutive days of illness require 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.

## 23. Funeral Leave for 2024:

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.

24. New full-time employees working thirty (30) or more hours per week have a 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.

25. 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.

26. Township office to close Wednesdays at 12 noon, June, July and August 2024

27. Appoint Donald R. Warntz, II to FAME EMS Board of Directors for 2 year term.

28. Appoint Ronald E. Napikoski, Jr. and John T. Sipe to Mifflin Co. Regional Police Board of Directors.

29. Appoint Emergency Management Coordinator/Assistant EMA Coordinator James Treaster and Hunter Snook as assistant.

30. Establish Amount of Treasurers Bond Set at \$3,000,000 per Treasurer and Assistant Treasurer

31. Appoint a Depository: Kish Bank

32. Approve or deny Per Capita exoneration requests based upon the policy adopted by the Board.

33. Appoint Phyllis Palm to serve as chairperson on the vacancy board.

34. Re-appoint N. Sue Reinke to a four-year term beginning 1/1/2024 and ending 1/1/2028, to the Derry Township Planning Commission.

35. Appoint a representative and an alternate to Mifflin County COG. Ronald Napikoski, Jr. and Kelly Shutes

36. Re-appoint Marvin Reinke to a three-year term beginning 1/1/2024 and ending 1/1/2027, as a member of the Derry Township Zoning Hearing Board.

37. Re-appoint Leonard Moist to a five-year term beginning 1/1/2024 and ending 1/1/2029 on the Derry Township Sewer Authority Board.

38. 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 1/1/2024 and ending 1/1/2025.

39. Appoint member Deb Pallo to Dog Park Committee to serve 2 year term.