

## DERRY TOWNSHIP 2026 RE-ORGANIZATION MEETING

The Derry Township Board of Supervisors held its Re-Organization Meeting, Monday, January 5, 2026, 5:30 p.m., Township Office, 73 Reserve Lane, Lewistown.

Present:	Chairman	Ronald E. Napikoski, Jr.
	Vice-Chairman	Donald R. Warntz, II
	Supervisor	Joseph E. Ughetto, II
	Secretary	Kelly J. Shutes
	Roadmaster	Justin T. Allen
	Zoning Officer	Chris Dobson
	Park Manager	Joshua Garver

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

## RE-ORGANIZATION

R. Napikoski moved to appoint Kelly Shutes temporary Chairperson. D. Warntz seconded the motion. Motion carried 3 – 0.

Ms. Shutes noted that there was a quorum present. Ms. Shutes opened the floor for nominations for the position of Chairman of the Board of Supervisors. Mr. Warntz nominated Ronald E. Napikoski, Jr. as Chairman. Mr. Ughetto seconded the nomination. Ms. Shutes moved the nominations be closed. Mr. Warntz made a motion to appoint Ronald E. Napikoski, Jr. as Chairman. Mr. Ughetto seconded the motion. Motion carried 3 – 0. The chair was turned back to Mr. Napikoski.

J. Ughetto 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 and seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to adopt Resolution 2026-1, reappointing Kelly J. Shutes as Township Manager/Secretary/Treasurer and to set her wages at Seventy-Seven Thousand Two Hundred Nine and 60/100 Dollars (\$77,209.60) per annum for 2026. J. Ughetto seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Ughetto, aye. Motion carried 3 – 0.

R. Napikoski stepped from the Chair to nominate Joseph E. Ughetto, II for the position of Assistant Secretary/Treasurer and adopt Resolution 2026-2, appointing Joseph E. Ughetto, II as Assistant Secretary/Treasurer, recommending to the elected Auditors that there be no compensation for this position. D. Warntz made a motion to second the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Ughetto, aye. Motion carried 3 – 0.

D. Warntz made a motion to retain Justin Allen as Roadmaster, and Chris Dobson as Zoning Officer. J. Ughetto seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to direct the Secretary to send a letter to Pennoni Associates, Inc. to provide engineering services up until December 30, 2026. J. Ughetto seconded the motion. Motion carried 3 – 0.

J. Ughetto made a motion to retain Tucker/Arensberg to serve as the Township Solicitor. D. Warntz seconded the motion. Motion carried 3 – 0.

J. Ughetto made a motion to approve the township meetings for 2026 as follows:

J. Ughetto made a motion to appoint Donald R. Warntz to the FAME EMS Board of Directors for a two-year term. R. Napikoski stepped from the chair to second the motion. Motion carried 3 - 0.

D. Warntz made a motion to appoint Joseph Ughetto, II and Ronald Napikoski, Jr. to the Mifflin Co. Regional Police Board of Directors. J. Ughetto seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to appoint James L. Treaster as Emergency Management Coordinator and Hunter Snook as Assistant EMA Coordinator. J. Ughetto seconded the motion. Motion carried 3 - 0.

D. Warntz 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;

to appoint Kish Bank as Depository;

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

J. Ughetto seconded the motion. Motion carried 3 - 0.

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

D. Warntz seconded the motion. Motion carried 3 - 0.

J. Ughetto made a motion to re-appoint Norma Fisher and Dan Kochenderfer to a four-year term beginning 1/1/2026 and ending 1/1/2030, to the Derry Township Planning Commission. D. Warntz seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to re-appoint Ronald Napikoski, Jr. as a representative and Kelly Shutes an alternate to the Mifflin County COG. J. Ughetto seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to re-appoint Lynn P. Mitchell to a three-year term beginning 1/1/2026 and ending 1/1/2029, as a member of the Derry Township Zoning Hearing Board. J. Ughetto seconded the motion. Motion carried 3 - 0.

J. Ughetto made a motion to appoint Scott Mauery to a five-year term beginning 1/1/2026 and ending 1/1/2031 on the Derry Township Sewer Authority Board. D. Warntz seconded the motion. Motion carried 3 - 0.

D. Warntz 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 1/1/2026 and ending 1/1/2027. J. Ughetto seconded the motion. Motion carried 3 - 0.

The Dog Park Committee has been asked to provide a list of their current members and officers for 2026.

Re-Organization concluded.

**Overtime for 2026:**

Full-time employees shall be paid time and a half for hours worked, over eight (8) hours per day and over forty (40) hours per week. Time and a half shall be paid for authorized work on holidays in addition to regular holiday pay. All compensable hours shall be used in the computation of overtime, except sick leave. There shall be no pyramiding of overtime payment.

**Vacations for 2026:** 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 2026:** 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;

**Funeral Leave for 2026:** 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 full-time 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;

J. Ughetto seconded the motion. Motion carried 3 – 0.

J. Ughetto made a motion to approve the Township office to close Wednesdays at 12 noon, June, July, and August 2026. D. Warntz seconded the motion. Motion carried 3 - 0.

J. Ughetto made a motion to appoint Donald R. Warntz to the FAME EMS Board of Directors for a two-year term. R. Napikoski stepped from the chair to second the motion. Motion carried 3 - 0.

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The Dog Park Committee has been asked to provide a list of their current members and officers for 2026.

Re-Organization concluded.

D. Warntz made a motion to approve the Minutes of the Monday, December 15, 2025 Budget Adoption Meeting and the Monday, December 15, 2025 Mid-Month Meeting and the December 30, 2025 Special Meeting. R. Napikoski stepped from the chair to second the motion. Motion carried 3 - 0.

SOLICITOR: Not present

VISITORS: No comments

PUBLIC COMMENT: None

OLD BUSINESS:

D. Warntz made a motion to approve the rate schedule for 2026 presented by Pennoni Associates, Inc. for engineering services in 2026. J. Ughetto seconded the motion. Motion carried 3 - 0.

NEW BUSINESS:

D. Warntz made a motion to execute the Cooperative Agreement with the USDA APHIS Wildlife Services for 2026 in the amount of \$11,523.10. J. Ughetto seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to approve the Change Order Request # 1 made by SLC Excavating for electrical trenching and site regrading for the Mini Golf Project. J. Ughetto seconded the motion. Motion carried 3 - 0.

J. Ughetto made a motion to award the bid to the lowest bidder, Robert P. Lepley Contractor, for Contract # 2 – Electric Contract, Kish Park Mini Golf project in the amount of \$42,500.00. D. Warntz seconded the motion. Motion carried 3 - 0.

D. Warntz made a motion to exonerate Bret Treaster, Tax Collector from collecting the 2025 Township RE Tax in the amount of \$22.29 for Parcel # 16 ,10-0100, 041 (burned out trailer). J. Ughetto seconded the motion. Motion carried 3 - 0.

FYI

Derry Township was awarded a DCED Greenways, Trails & Rec Grant in the amount of \$105,000 for improvements to the Kish Park Walking Trail.

America 250PA is holding a kick-off event for Mifflin County on January 29, 2026 from 9:30 a.m. to 11:00 a.m. at the Mifflin Co. Courthouse.

Having no further business for discussion, J. Ughetto moved to adjourn, seconded by D. Warntz. The meeting was adjourned at 6:00 p.m.

DERRY TOWNSHIP BOARD OF SUPERVISORS



Kelly I. Shutes  
Township Manager

