

- Perry Township Supervisors
  - Meeting Agenda
  - January 6, 2025
    - 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 \_\_\_\_\_ seconded by \_\_\_\_\_ to nominate \_\_\_\_\_ as acting Chairman. VOTE: \_\_\_\_\_
- 4. A motion to nominate \_\_\_\_\_ as Chairman was made by \_\_\_\_\_. \_\_\_\_\_ accepted the nomination and thanked the board. Motion seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 5. A motion to nominate \_\_\_\_\_ as Vice Chairman was made by \_\_\_\_\_, second by \_\_\_\_\_. \_\_\_\_\_ accepted and thanked the board. VOTE: \_\_\_\_\_
- 6. A motion is needed to put the board in motion. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 7. A motion is needed to appoint Christine Jarrell as fulltime secretary with a current salary of \$21.75. Motion to give a cost of living raise of \$1.00/hour. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 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 \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 9. A motion is needed for the Supervisors to set the treasurer's bond for \$250,000.00 and pay the premium. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 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 \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_
- 11. A motion is needed to allow the Secretary to purchase necessary supplies and equipment for the 2025 year. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_

- 12. A motion is needed to appoint Christine K. Jarrell as Chief Administrator for the Township Pension Plan. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 13. A motion was needed to appoint Christine K. Jarrell to the Greene County Tax Committee and Lila S. Ayersman as the Alternate. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_.
- 14. A motion was needed to appoint Frank Basile as a road master. Motion by \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 15. A motion was needed to appoint Tom Brookover as a road master. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_
- 16. A motion was needed to appoint Ronald Howard as a road master. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 17. A motion is needed to employ Matthew Bennett as a fulltime operator for the township. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 18. A motion is needed to employ Lester Dille as a fulltime operator for the township. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 19. A motion is needed to employ Gilbert Phillips as a part-time operator on an as needed basis not to exceed 30 hours per week unless mandated by a Supervisor. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 20. A motion was needed to set operator's wages currently \$22.75/hour with a proposed cost of living raise of \$1.00/hour and to set the laborers wages at \$13.00/hour. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 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, paid or carried 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 fulltime 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.

- d. Full time employees will be given 14 paid holidays 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 fulltime 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 \_\_\_\_\_ second by \_\_\_\_\_ to approve the work schedule. VOTE: \_\_\_\_\_.
- 22. A motion is needed to set the monthly meeting to the 2<sup>nd</sup> Tuesday of each month at 3:00 PM at the township office. Meeting dates are attached to the Agenda. Meetings will 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 \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 23. A motion is needed to set the IRS Mileage rate for 2025 at \$.70 per IRS standards. Motion by \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 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 \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 25. A motion is needed to pay the prorated share of the Tax Collector's bond. Motion by \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 26. A motion is needed to designate First National Bank as 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 \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.

- 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 \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 28. Motion to contract with Greene Co Regional Police for 30 hours/week at \$43.75 for a total of \$68,250.00 Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_.
- 29. A motion is needed to appoint McMillen Engineering as Building Inspectors. Motion by \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 30. A motion is needed to appoint Dennis Makel, Esq. as solicitor and legal counsel for the township. Mr. Makel's rate is \$135.00/hour. Motion by \_\_\_\_\_ second by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 31. A motion is needed to appoint Tim Neil as SEO officer and Alternate Keith Golden for the 2025 year with attached fee schedule. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 32. A Motion to appoint McMillen Engineering Inc. as the Engineers for Perry Township. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 33. A motion is needed to appoint Keith Anderson to the Multi Municipal Appeal Board. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE \_\_\_\_\_.
- 34. A motion is needed to appoint Bill Renner to the Vacancy Board. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.
- 35. Motion to approve Washington Chair and Ambulance to continue as our ambulance service. Motion by \_\_\_\_\_ second by \_\_\_\_\_. Vote: \_\_\_\_\_.
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• **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.

Motion is needed to approve minutes of the December 10, 2024. meeting. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. VOTE: \_\_\_\_\_.

A motion is needed to approve the Treasurers report and pay bills. General Fund& Special funds \$57,784.11. Payroll: \$52,845.64. Motion by \_\_\_\_\_ seconded \_\_\_\_\_. VOTE: \_\_\_\_\_.

A motion is needed to ask the Auditors for a \$1.00 cost of living raise for a roadmaster currently at \$26.50/hour to be raised to \$27.50 with the same vacation, compensation, pension, holidays, sick time, and bereavement plan as the Township employees. Motion \_\_\_\_\_ seconded \_\_\_\_\_. VOTE: \_\_\_\_\_.

A motion is needed to approve attendance and pay for lodging, mileage, and conference fees to the State Conference in Hershey for \_\_\_\_\_ May 4-7, 2025 and name Christine Jarrell as the voting member. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve travel. VOTE: \_\_\_\_\_.

A motion is needed to appoint \_\_\_\_\_ the representative to the Greene Co. Regional Police Board. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_.

A motion to appoint \_\_\_\_\_ as the alternate to the Greene Co. Regional Police Board. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_.

A motion is needed to burn/destroy all non-permanent records dated prior to December 31, 2005 per PSATS rules and regulations. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_. Vote: \_\_\_\_\_.

A motion to adjourn was made at \_\_\_\_\_ a.m. by \_\_\_\_\_ and seconded \_\_\_\_\_. VOTE: \_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_, Chairman

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Christine K. Jarrell, Secretary/Treasurer