

Perry Township Board of Supervisors
January 3, 2012 Reorganization and Regular Meeting Minutes

The Perry Township Board of Supervisors held their reorganization meeting at 4:00 p.m. with their regular meeting immediately following on Tuesday, January 3, 2012 at the Perry Township Municipal Building. Supervisors in attendance were: John Zias and Tim Boots - The Supervisors appointed Carl Stoops as the third Supervisor who was in attendance. Solicitor Greg Fox and Janice Marshall and seven visitors were present.

Tim Boots nominated John Zias to be temporary chairman. Motion passed with all in favor.

John Zias nominated Janice Marshall to be temporary secretary. Motion passed with all in favor.

Temporary Chairman John Zias called the meeting to order with all present taking part in the Pledge of Allegiance. **Temporary Secretary** was Janice Marshall.

Public Comments were received from: Sam Pawlowski- winter maintenance and need to be easy with the ashes by his residence, Barkley Bridge looks good; Guy Geissler-election results and vacancy and the secretaries hours; Carl Stoops-commented on his appointment as Supervisor; Keith Beachem-roadmaster report, consolidation is needed, where did fire tax source come from, structure fires are more serious now and need of education, budget figures.

Chairman position: Boots nominated John Zias for Chairman of the Board. Motion passed with all voting in favor.

Vice-Chairman position: John Zias nominated Tim Boots to be Vice-Chairman. Motion passed with all voting in favor.

Secretary-Treasurer position: Zias motioned and Boots second to appoint Janice Marshall as Secretary/Treasurer. Motion passed with all in favor.

Supervisor Appointment - 2 year position until next municipal election: Zias motioned and Boots second to appoint Carl Stoops as Supervisor. Motion passed with all in favor. Solicitor Greg Fox administered the Oath of Office and Stoops took his place as Supervisor.

Roadmaster position: Zias motioned and Boots second to appoint Tim Boots as Roadmaster. Motion passed with all in favor.

Section A: Appointments and compensation: *Zias motioned Boots second to pass all items listed in Section A of the agenda. Motion passed with all voting in favor:*

Vacancy Board Member: William Matheny as the vacancy board member.

Township Solicitor: Greg Fox is the township solicitor at the rate of \$150 per month and \$75 per hour for extra work.

Township Building Permit Officer for Non-UCC and Planning Process: Tim Boots as the township Non-UCC Building permit officer. The job duties to include: verification of septic/planning requirements prior to permit being issued for **ALL building permits (Non-UCC and UCC applications)**; review and completion of application, verification of the site location and size, need for flood zone requirements, completion and verification of all stormwater ordinance compliance forms, issuance of the "begin construction permit" and the issuance of the "occupancy permit" upon the completion of the final inspection of the construction. The building permit shall also determine the requirements for all demolition applications (Township to monitor or UCC enforcement needed).

UCC Building Construction Inspections: CODE.sys to be the inspection company for all state required UCC construction inspections.

Stormwater Ordinance Exemption Officers: Tim Boots to be the Stormwater Ordinance Exemption Officer and John Zias to be the alternate.

Flood Plain Administrator: Tim Boots to be the Flood Plain Ordinance Administrator, duties to include determining need for compliance with the Flood Plain Ordinance requirements and signing off on the building permit documents.

Sewage Enforcement Officer and Alternate: To pass **Resolution 1-3-12** appointing Chuck Smith SEO 03055 to be the Sewage Enforcement Officer and Daniel Baker Associates, Inc. employees: Craig Baker, SEO 02653, Michael Groves, SEO 03273, and Ronald Robinson, SEO 03486 to be the Alternate Sewage Enforcement Officers.

Driveway permit officer: Tim Boots to be the driveway, road occupancy and road bond permit officer. Job duties to include review applications and do verification of site location with determination of type of entrance onto the township road before construction begins, inspection of completed construction, issuance of the "begin construction permit and the occupancy permits following the final inspection. Notices and copies to Secretary of approval to refund deposit.

Emergency Management Coordinator: Carl Stoops to be the emergency management coordinator for Perry Township.

Agricultural Security Committee Member: John Zias to be the Supervisor/member of the Agricultural Security Committee.

Earned Income Tax Committee delegate and alternate: Janice Marshall to be the delegate and Tim Boots to be the alternate for the Earned Income Tax Committee.

Local Services Tax (LST) Hearing Officer: Tim Boots to be the LST hearing officer per the regulations of the Earned Income Tax Act 50. Duties to include receiving and making determinations on appeals and to contact the county tax collection committee Appeals Board to have a determination relating to the assessment, collection, refund, withholding, remittance or distribution of earned income taxes.

Right to Know Officer: Janice Marshall, Secretary/Treasurer to be the Right to Know Officer.

PA One Call contact and alternate contact: John Zias to be the PA One Call contact and Tim Boots be the alternate contact.

PA State Convention: The supervisors, secretary/treasurer, laborers, and roadmaster eligible to attend the state convention and be reimbursed for registration, mileage, tolls, food and lodging following approval from two Supervisors prior to submission of registration.

Township Engineer: F. B. Taylor is the township engineer.

Voting Delegate: Tim Boots be the voting delegate and John Zias to be the alternate voting delegate at the COG, County Associations and Janice Marshall for the State Convention.

Mileage Reimbursement for the driveway, road opening, and road bond permit officer is set at \$.555 per mile for reimbursement of driveway, road opening, road bond permit officer mileage to complete required inspections.

Mileage reimbursement: The mileage reimbursement at \$.555 per mile for elected officials, employees, and appointed officials for official township business: meetings, training, seminars, workshops, conventions, travel for equipment/building and office items, and representation of the township.

Mileage Reimbursement for Township Non-UCC Building permit officer mileage: Set at \$.555 per mile for reimbursement of building permit officer mileage to complete required inspections.

Reimbursement for meeting/seminar expense: To pay mileage and meeting expense for the supervisors, secretary/treasurer, auditors, tax collectors, and road laborers as a representative of Perry Township for attending any meeting/seminar, provided prior approval from two supervisors was received.

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***Section B: Perry Township Employees and Compensation: Zias motioned Boots second to pass all items listed in Section B of the agenda. Motion passed with all voting in favor:***

**SECTION B:**

**Road Laborers-Full Time/Part Time:** Larry Houk, Glenn Czerpak and Roy Jenkins as full time road laborers at \$14.00 per hour with a deduction of \$ .50 per hour if the employee is enrolled in the health insurance plan through the township. Full time employees will follow the full time laborer job description. Full time employees are eligible for Health Insurance with reimbursement of up to \$750 per employee/family per year for any medical/dental deductible expense paid. (proof of payment must be received for reimbursement) Part time employees are to be designated and called out as needed at \$12.50 per hour and will follow the part time laborer job description. Full time employees are eligible for paid vacation time and personal days as described under the "Paid Vacation and Personal Days" section. It is recommended that the Township Auditors set the road laborers pay for a working Supervisor to be the same at \$14.00 per hour.

**Road Laborer-full time-reimbursement for work shoes:** Full time road laborers are eligible for reimbursement for up to \$150.00 per year for the purchase of work shoes after the probationary period is reached and with proof of purchase submitted to the township.

**Roadmaster Pay:** Set the Roadmaster pay at \$14.00 per hour and to recommend that the Auditors set the Roadmaster pay at \$14.00 per hour for a Supervisor working as Roadmaster.

**Supervisor pay** is set by the state per the township ordinance # 1 of 1995: \$468.75 per quarter - recommend to the Auditors to approve.

**Secretary/Treasurer Pay:** To set the Secretary/Treasurer pay at \$1500.00 per month for 20 hours per week plus the monthly meeting and that the Secretary/Treasurer have eight personal days.

**Paid vacation and personal days:** Two week paid vacation and three personal days effective after 1 year of full time employment with the vacation allotment to be utilized within the said year of qualifying term and to be "use it or loose it" with compensation to be paid for allotted days not utilized. Vacation time: to equal the number of hours for two 40-hour weeks or 80 hours total. Personal days: to equal total of 24 hours.

**Paid holidays:** Paid holidays: New Years Day, Good Friday, Memorial, Independence, Labor, Thanksgiving Day, the first Monday following Thanksgiving Day, and Christmas Day plus the day before or following (2 days total). Holidays worked will be holiday pay (regular pay) plus time and half for the hours worked. In the event a holiday falls on a Saturday or Sunday, the employees shall have the government observed day off for that holiday.

**Road Inspection:** All three Supervisors are to have two road inspections completed with one in the spring and one in the fall.

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Section C: Permits and Fees: *Zias motioned Boots second to pass all items listed in Section C of the agenda. Motion passed with all voting in favor.*

SECTION C:

Building Permit Process No building permit application for construction involving sewage/water is to be given out until approval is received by the Supervisor Building Permit Officer and the Township Sewage Enforcement Officer. In the event of construction involving sewage/water where there is service by the Perry Township Municipal Authority, approval must be received from the Authority that the tap-in has been approved prior to issuance of the application. Any Subdivision/Planning procedures will be completed by the Supervisor Building Permit Officer assisted by the Township Sewage Enforcement Officer.

Non-UCC building permits: To charge following for non-UCC building permits: a base fee of \$50.00 plus an additional fee of \$.10 per square foot for new construction, additions, renovations, etc. Repairs shall pay the \$50 base fee but be exempt from the cost per square foot.

UCC building permits: To charge a fee of \$50 to Perry Township for UCC building permits plus the fees for inspections to be set by the inspection company, CODE.sys.

Demolition permits: To require demolition permits for demolition/removal of any structure in Perry Township. No fee will be charged for residential/farm structures under 1000 square feet. All structures over 1000 square feet and all commercial structures will be submitted to CODE.sys for action and fees will be according to their rates.

Driveway/road opening permits: To charge the following for driveway and road opening permits: \$300 deposit – to be returned after final inspection; \$20 residential fee and \$50 commercial fee; \$10, \$20, or \$40 inspection fees per the ordinance

Road Bond Fees: The fee of \$12,000 paved and \$6,000 un-paved road bond per mile for road to be bonded with distances less than one mile to be charged the one-mile rate of \$12,000. An additional bond will be required and set to reflect the replacement cost per traveled bridge located on the bonded road/roads.

Culvert replacement: To charge a \$30.00 fee with no deposit required for culvert replacement and to require driveway culverts to be open-grated or per the specifications of the Driveway Permit Officer.

Sewage Enforcement Fees: Adoption of the 2012 SEO fee schedule for 2012 for sewage enforcement by the sewage enforcement officer(s): Chuck Smith fees: \$430 for regular site investigation and 5 pit tests, perk tests and final inspection with additional fees charged for additional work by SEO to be due to the township prior to additional work being competed. The fees for use of Daniel Baker Engineering shall be per their fee rates.

Sewage time element for permit/applications:

1. After testing is completed and the permit is issued -good for three years;
2. After initial application is picked up-it is good for six years and will be voided after the six year period;
3. After the original year of when the application was received and paid for, any SEO work that is done/completed the applicant will be required to pay any additional cost involved due to a change in the current SEO fees/rates for the work.

Sewage Complaint Fee: To charge a one-time fee of \$50.00 for complaints involving the Sewage Enforcement Officer with the fee to be returned if the complaint is found to be valid.

No lien letter fee: To charge a fee of \$15.00 for no-lien letters.

Solicitation Fees: The fee for Solicitation Permits is set at \$50.00 per permit.

Junkyard/Junk Dealer's permits/renewals: \$250.00 per year and per new and renewal applications for junkyard/junk dealer's permits. Each permit is pending compliance with the junkyard/junk dealer's ordinance

Nuisance Junk Vehicle Permits: To charge \$100 per vehicle per year for a maximum of three years permitted which shall be paid for junked vehicles under the Nuisance Ordinance regulations. Property owners shall be limited to two such vehicles per property.

Permit Time limit: Time limit for permits as follows:

Road Bond – 1 year or as per bond time allotment;

Building Permit – 2 years to begin construction and 2 years to complete after construction has begun - in the event of the construction not being completed in the allotted time, the applicant shall be required to obtain a new building permit at the current rates for building permits;

Driveway permit – 6 months to begin and complete;

Junkyard permit – 1 year;

Nuisance Ordinance Vehicles –1 year with three year maximum;

Solicitation permit-1 year;

Septic permit-per DEP regulations.

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***Section D: Perry Township Listing of General Information: Zias motioned Boots second to pass all items listed in Section D of the agenda. Motion passed with all voting in favor:***

**SECTION D:**

**Township Tax Collector:** Township Tax Collector is Dorothy Wallace and she is to be paid 8% of the collected township taxes plus \$100 per book for 2011.

**Auditors:** Susan Donley is the two year auditor, Keith Beachem is the four year auditor, Walter Bates-six years. Their pay is set by the State.

**External Audit:** Ken Herrman of Charles Loll, Inc. to compete the 2011 financial audit for Perry Township at the rate of \$2,375.

**Local Tax Collection:** Central Tax Bureau will collect the LST and delinquent earned income taxes; Berkheimer will collect the Earned Income Taxes beginning with the 2012 year.

**CDL Drug Testing:** Apple Medical for the CDL testing.

**Perry Township Municipal Authority: Members and their appointed terms are:** Chairman Fred Schuster-12/31/2012; Monroe Osborne-12/31/14; Lynn LeViere-12/31/2016, Wallace Koch-12/31/2013; and Brian Bush-12/31/2015-Lynn LeViere was re-appointed for a 5 year term.

**Insurance Carriers:** Kilmer Insurance and Trustee's Health Insurance through PSATS, UPMC and Highmark Health Insurance.

**Fire Protection:** Wurtemberg-Perry Twp. Volunteer Fire Department

**Meeting day/time, place and office hours: Day/Time/Place of meetings:** Meetings to be held on the second Thursday of each month at 6:00 p.m. at the municipal building and the office hours are Monday, Tuesday, Wednesday, and Thursday, 8:00 a.m. to 1:00 p.m.

**Tax rate for Perry Township:** The tax mills for 2012 are set at 1.29 for general purposes; .0029 mills for water-fire hydrant; and \$.48 for developed and \$.12 for undeveloped road frontage for street light and .50 mills for fire apparatus.

**Job descriptions:** Approved the current job descriptions for the 2012-year including full time laborer, part time laborer, roadmaster, secretary and treasurer.

**Bank of deposit:** ESB Bank as the Perry Township bank of deposit.

**Treasurer bond:** To set the treasurer's bond at \$100,000.

**Adjournment of Reorganization Meeting.**

**Perry Township Regular Meeting January 3, 2012**

**Supervisors present:** John Zias, Tim Boots, and Carl Stoops.

**Chairman John Zias called the Regular meeting to order.**

**No Public Comments were received.**

Boots motioned and Zias second to accept the minutes of the December 8, 2011 regular meeting. Motion passed with all in favor.

Boots motioned and Zias second to accept the financial report and pay the bills. Motion passed with all in favor.

The Roadmasters report and permit reports were presented.

Boots motioned and Zias second to adopt the Perry Township Holding Tank Ordinance #01-3-12. Motion passed with all in favor.

Boots motioned and Zias second to adopt the Perry Township Holding Tank Agreement forms. Motion passed with all in favor.

Action on the Consultant Engineer for Perry Township was tabled until the February meeting.

Boots motioned and Zias second to have Janice Marshall attend the State Convention in May. Motion passed with all in favor.

It was reported that the Emergency Operations Plan documents have been received and need to be completed for adoption at the February meeting.

Those in attendance were reminded that January 3 would be the only meeting in January and that the Auditors reorganization meeting will be January 6 at 7:00 p.m. at the municipal building.

Boots motioned and Zias second for the new Supervisor to attend the Newly Elected Supervisor Training. Motion passed with all in favor.

Zias motioned to adjourn, Boots second. Motion passed.

Perry Township Secretary Janice Marshall hereby duly presents these minutes on February 9, 2012.