

Perry Township Board of Supervisors  
January 7, 2013 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 7, 2013 at the Perry Township Municipal Building. Supervisors in attendance were: John Zias, Paul Schlemmer and Tim Boots - Solicitor Greg Fox and Janice Marshall and no visitors were present.

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

**John Zias nominated and Tim Boots second for 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.

**No Public Comments on the Reorganization and regular meeting were received.**

**Chairman position:** Boots nominated John Zias for Chairman of the Board. Boots motioned and Schlemmer second for Zias to be Chairman of the Board. Motion passed with all voting in favor.

**Vice-Chairman position:** John Zias nominated Tim Boots to be Vice-Chairman. Boots motioned and Schlemmer second for Boots to be Vice-Chairman of the Board. Motion passed with all voting in favor.

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

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

***Section A: Appointments and compensation: Zias motioned Schlemmer 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 1-3-12-2** appointing Doug Duncan-03657 to be the Sewage Enforcement Officer and David Ice-02523 to be the Alternate Sewage Enforcement Officer.

**Driveway permit officer:** Tim Boots to be the driveway, road occupancy and road bond permit officer. Job duties to include review applications, photographs or video of roads involved 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:** Tim Boots 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. (to be reviewed every 7 years-last done in 2009)

**Earned Income Tax Committee delegate and alternate:** Janice Marshall to be the delegate and Paul Schlemmer 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.

**External Audit:** To pass Resolution 1-7-13-4 the appointment of company Charles Loll, Inc. to complete the 2012 financial audit for Perry Township at the rate of \$2375.00

**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 Paul Schlemmer to be the alternate voting delegate at the COG, County Associations and Janice Marshall for the State Convention.

**CDL Enforcement:** John Zias to be the designated person to enforce the CDL regulations.

**Mileage Reimbursement:** To pay the mileage reimbursement at \$.565 per mile for elected officials, employees, permit officers and appointed officials for official township business: meetings/seminars, training, conventions, travel for equipment, building, office supplies, etc. as a representative of Perry Township.

**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: Schlemmer 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 \$14.50 per hour with a deduction of \$ .50 per hour for employees and spouses when applicable, enrolled in the health insurance plan through the township. Full time employees will follow the full time laborer job description. Full time laborer employees are eligible for Health Insurance with reimbursement of up to \$750 per employee and spouse when applicable 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 \$13.00 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 \$14.50 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 \$14.50 per hour and to recommend that the Auditors set the Roadmaster pay at \$14.50 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 \$1550.00 per month for 35 hours per week to include 20 office hours plus the monthly and special meetings, banking, and other official township business. The Secretary/Treasurer is to 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 Schlemmer 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. Applicant will have five years to begin - if inactive for 180 days, the permit becomes invalid.

**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: Residential:** To obtain an application, applicant must pay a minimum fee of \$150.00: \$50.00-township fee, \$.20 per square foot-Code.sys rate, \$.03 per square foot-COG fee; \$4.00 per each type of permit: electric, mechanical, construction, plumbing-State fee.

**Commercial:** To obtain an application, applicant must pay a minimum fee of \$450.00 (\$400.00-Code.sys and \$50.00-township) plus \$.33 per square foot-Code.sys and COG fee and \$4.00 for each type of permit: electric, mechanical, construction, plumbing-State fee.

**Additional fees for both residential and commercial** may be required depending on the magnitude of the construction project. These fees are to be submitted with the application. Additional fees are to be paid when the permits are received by the applicant.

**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.

**Stormwater Permit Fees:** Residential under 2,500 square feet that qualify for exemptions will have no fees. Residential or commercial 2,500 square feet and over must pay \$1,000 down and any additional fees incurred by the township engineer to process the application. An Agreement must also be completed and submitted with the application.

**Driveway permits:** To charge the following for driveway and road opening permits: \$40 permit fee plus a \$300 deposit – to be returned after approval of final inspection.

**Road opening, crossing, occupancy:** To charge a \$75.00 fee plus \$20.00 per foot of road opening whether on the surface or under the road surface.

**Road Bond Fees:** The fee of \$12,500 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 \$12,500. 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 \$40.00 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 2013 SEO fee schedule for 2013 for sewage enforcement by the sewage enforcement officer(s): \$800 for all applications, regular (new) and repairs which are subject to the rates per the SEO fee schedule performing the work. Additional fees charged by the SEO for additional work are due to the township prior to additional work being competed. **Holding Tank Fees:** Are \$550.00 for each tank.

**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 at their fees/rates for the work.

**Septic Agreements:** Fees to be \$2,000 to be deposited into an interest bearing escrow account for all septic agreements.

**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:** \$300.00 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. If the renewal is not completed in time, the dealer will need to apply for a "New" permit.

**Clean-up Day Fees:** To charge \$5.00 per load for the clean-up day.

**Permit Time limit:** Time limit for permits as follows:

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

**Building Permit** – 5 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 apply for an extension of the permit at the rate of \$50.00.

**Driveway permit** – 6 months to begin and complete;

**Junkyard permit** – 1 year;

**Solicitation permit**-1 year;

**Septic permit**-per DEP regulations.

***Section D: Perry Township Listing of General Information: Boots motioned Schlemmer 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 2013.

**Auditors:** Susan Donley is the two-year and Walter Bates-six years. Their pay is set by the State. Keith Beachem-four year resigned on January 2, 2013.

**Local Tax Collection:** Berkheimer will collect the LST and Earned Income Taxes and delinquent earned income taxes.

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

**Perry Township Municipal Authority: Members and their appointed five year terms are:** 12/31/17-Paul Schlemmer; 12/31/16-Lynn LeViere; 12/31/15-Brian Bush; 12/31/14-Monroe Osborne; 12-31-13-Wallace Koch. Solicitor Greg Fox is to send a letter to the Municipal Authority of the appointment of Paul Schlemmer.

**Insurance Carriers:** Kilmer Insurance, Guardian, 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 2013 are set at 1.79 for general purposes; .29 mills for water; 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 2013-year including full time laborer, part time laborer, roadmaster, secretary and treasurer. (each has a 90 day probationary period)

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

**Treasurer bond:** To set the treasurer's bond at \$200,000.

### **Perry Township Regular Meeting January 7, 2013**

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

Schlemmer motioned and Boots second to accept the minutes of the December 13, 2012 regular meeting. Motion passed with all in favor.

Boots motioned and Schlemmer 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 Schlemmer second to have anyone who wants to go can attend the State Convention in April. Motion passed with all in favor.

The Supervisors made the decision to check on cost to have one to eight roads get an engineering study for the weight limits in the spring.

Schlemmer motioned and Zias second for the township to provide an insurance policy covering short term, long term, and life insurance for employees working 35 plus hours per week through Guardian at the rate for four employees of \$1920.84 per year. Motion passed with all in favor.

It was announced that the bidding rates changed beginning January 1, 2013 - \$0-10,200 bids not required; \$10,2001-\$18,900 telephone bids; Over \$18,900 advertising required.

Decision on action for a Fire Escrow Ordinance was tabled until more information received. To get sample ordinances.

There was discussion about using Cohen Law Group to review the Armstrong Cable Agreement for the fee of approximately \$6,000. It was decided to have Marshall and Greg Fox work on it instead.

Those in attendance were reminded that January 7 would be the only meeting in January and that the Auditors reorganization meeting will be January 8 at 1:00 p.m. at the municipal building.

Boots is working on getting the license for the JCB backhoe. There is a county EMA meeting on January 23 at 7:00 p.m. at the Public Safety Office.

Boots motioned and Zias second to submit the Costars contract for winter salt for the 2013-14 season in the amount of 225 tons. Motion passed with all in favor.

Boots motioned and Schlemmer second to adjourn. Motion passed.

Perry Township Secretary Janice Marshall hereby presents these minutes on February 14, 2013.