

**Perry Township Board of Supervisors
January 4, 2016 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 Monday, January 4, 2016 at the Perry Township Municipal Building. Supervisors in attendance were: John Zias, James Radich, Tim Boots, Secretary/Treasurer Janice Marshall and Solicitor Greg Fox. No visitors attended.

Tim Boots nominated and James Radich second for John Zias to be temporary chairman.

Motion passed with all in favor.

Tim Boots nominated and John Zias 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.

Public Comments: None

Chairman position: Boots motioned and Radich second for John Zias to be Chairman of the Board.

Motion passed with all voting in favor.

Vice-Chairman position: Zias motioned and Radich second for Tim Boots to be Vice-Chairman of the Board. 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.

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

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

Vacancy Board Member: William Matheny to be the vacancy board member.

Township Solicitor: Greg Fox to be the township solicitor at the rate of \$250 per month with \$90 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 storm water 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

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 the Stormwater Ordinance Exemption Officer and James Radich 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 1-4-16-1** 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/opening 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: Joshua Ottaviani 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 in 2016) Members of committee are: John Zias, Jodi Rock, David Weller, Thad Sturgeon and Delvy McElwain

Earned Income Tax Committee delegate and alternate: Richard Zarone, Ellwood City School District is to be the delegate and Tim Boots is 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 re-approve Resolution 11-12-15-1 the appointment of company Charles Loll, Inc. to complete the 2015 financial audit for Perry Township.

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 Engineering as the township engineer.

Voting Delegate: Tim Boots be the voting delegate and James Radich 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 \$.54 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 representatives of Perry Township for attending any meeting/seminar, provided prior approval from two supervisors is 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 \$15.25 per hour with a deduction of \$ .50 per hour for employees enrolled in the health insurance plan through the township. Full time employees will follow the full time laborer job description. It is recommended that the Township Auditors set the road laborers pay for a working Supervisor full or part time, to be \$15.25 per hour.

Full time employees (in combination with their spouses when applicable) who are enrolled in the health insurance plan through the township may be reimbursed as follows: Roy Jenkins-\$1,600; Larry Houk-\$1,150; Glenn Czerpak-\$1,150 for any medical/dental deductible/expense paid by them - provided proof of payment is received.

Boots motioned and Zias second to approve a one-time carry over for Larry Houk of \$2,300 for the 2014-2015 years medical reimbursements not used by Larry Houk and that it is "use it or lose it" to be designated for dental expense. Motion passed with all in favor.

Full time employees are eligible for paid vacation time and personal days as described under the section "Paid vacation and personal days".

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

**Disability Insurance:** Full time road laborer employees are enrolled in a disability/life insurance policy through the township.

**Incentive Pay:** Each full time road laborer is to be paid an incentive pay raise twice a year: \$750 in June and \$750 in December and the Secretary/Treasurer is to be paid the incentive pay: \$375 in June and \$375 in December. The employee must still be employed to receive the pay.

**Road Laborer-full time-reimbursement for work shoes:** Full time road laborers are eligible for reimbursement for up to \$200.00 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 \$15.50 per hour and to recommend that the Auditors set the Roadmaster pay at \$15.50 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 \$1585.00 per month for 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 five personal days effective after 1 year of full time employment with the vacation allotment to be utilized or paid for within the said year of qualifying term. Vacation time: to equal the number of hours for two 40-hour weeks or 80 hours total. Personal days: to equal total of 40 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. The road laborer employees may switch a holiday day for another day with approval from the roadmaster which will result in the official holiday being at the regular pay rate.

**Road Inspection:** To have two road inspections completed by the Supervisors and Roadmaster with one to be 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. Applicant will have five years to begin - if inactive for 180 days, the permit becomes invalid. All fees must be paid when the application is submitted to the township.

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. for 1000 square feet or less and for agricultural construction. Repairs shall pay the \$50 base fee but be exempt from the cost per square foot.

UCC building permits: Residential: To accept Code.sys contract and fee schedule for residential and commercial construction permits. To submit a construction application, an applicant must pay a minimum fee of \$150.00: \$50.00-township fee, \$.18 per square foot plus \$40.00-Code.sys fee; \$4.00 per each type of permit: electric, mechanical, construction, plumbing-State fee. Additional fees for pools include: \$80 above ground and \$200 for in-ground. Fees may be more or less per the Code.sys fee schedule.

Commercial: To obtain an application, applicant must pay a minimum fee of \$450.00 (\$60.00-Code.sys fee and \$50.00-township) plus \$.28 per square foot-Code.sys and COG fee and \$4.00 for each type of permit: electric, mechanical, construction, and 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 prior to the permits being received by the applicant to begin work.

Stormwater Permit Fees: Residential less than 2,500 square feet that qualify for exemptions will have no fees. Residential or commercial 2,500 square feet and over must make payment arrangements with the township engineer, F.B. Taylor Engineering to process the application. An Agreement through the township must also be completed and submitted with the application.

Demolition permits: The Township requires demolition permits for demolition/removal of any structure in Perry Township. No fee will be charged for residential/farm structures under 1000 square feet. A fee of \$50.00 residential and \$100.00 commercial, plus demolition cost will be charged for all structures over 1000 square feet. All commercial structures will be submitted to CODE.sys for action and fees will be according to their rates.

Mobile Home Removal permits: Prior to removal of a mobile home, a certificate must be received from the Lawrence County Tax Bureau that proves that all taxes have been paid. This certificate is to be presented to the Township Property Tax Collector who will issue a certificate that the removal can begin. A copy of the removal certificate must be submitted to the Township and the demolition application must be completed prior to removal of the trailer.

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

Road opening, crossing, occupancy: To follow the State Highway Occupancy Permitting Regulations for fees. All road openings must follow the Perry Township Guidelines under the supervision of the Roadmaster.

Road Bond Fees: Fees will follow the Resolution # 1-6-14-2 - Setting the Road Bond requirements for Perry Township Roadways. 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 2016 SEO fee schedule for 2016 for sewage enforcement by the sewage enforcement officer(s): To collect a fee of 15% township processing fee for all SEO work completed. Basic SEO work-new/repairs: \$450-SEO, \$67.50-Township; Dye test: \$135-SEO, \$20.25-Township; Commercial rate is to be set by the SEO; Holding tanks-for each tank: \$150-SEO, \$22.50-Township plus a \$100/month inspection fee-SEO and \$15 / month-Township fee; A payment of \$1,000 for each holding tank is to be received and deposited into an escrow account. Fees for all applications and any additional work, etc. must be paid **prior** to the work being completed.

Sewage time element for permit/applications:

1. Once the 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 application 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. Failure to complete the renewal process in time will result in the dealer re-applying for a "New Junkyard" under the new regulations/ordinance.

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 another permit at the renewal rate of \$50.00.

Driveway permit -6 months to begin and complete or deposit is forfeited;

Junkyard permit - 1 year;

Solicitation permit - 1 year;

Septic permit - per the DEP regulations.

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**Section D:** Perry Township Listing of General Information: Boots motioned Radich 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 6% of the collected township taxes plus \$50.00 per book for 2016.

**Deputy Tax Collector:** Janice Marshall is the Deputy Tax Collector who will complete the Township Tax Collectors duties in the event they are not able to.

**Auditors:** Jodi Rock is the six-year; Teresa Boots is the four year; and Walter Bates-two year. Their pay is set by the State at \$10.00 per hour.

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

**CDL Drug Testing:** On Site Drug Testing.

**Perry Township Municipal Authority: Members and their appointed five year terms are:** 12/31/2020-Brian Bush; 12/31/2019-Tom Hines; 12/31/18-Ron Cowan; 12/31/17-Jim Creese; 12/31/16-Lynn LeViere.

**Insurance Carriers:** Kilmer Insurance-EMC, Guardian, UPMC and State Worker's 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 4:00 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 2016 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 2016-year including full time laborer, part time laborer, roadmaster, secretary and treasurer. (Each has a 90 day probationary period)

**Bank of deposit:** ESB Bank and First National Bank as the Perry Township banks of deposit.

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

**Cleaning Person:** Janice Marshall, at the rate of \$50.00 per month with one cleaning to be completed of the office, meeting and bathroom areas.

### **Perry Township Regular Meeting January 4, 2016**

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

Boots motioned and Radich second to accept the minutes of the December 10, 2015 regular meeting. Motion passed with all in favor.

Zias motioned and Boots 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 Radich second to stay with CoStars for the salt contract for 2016-17 and to submit 200 tons of salt requested. Motion passed with all in favor.

Boots motioned and Zias second to recind the December meeting bid award to Midwest Mole for the Van Gorder Mill Road culvert project. Motion passed with all in favor.

Boots motioned and Zias second to award the repair of the Van Gorder Mill Road culvert to Graziani Construction for no more than \$17,000 for the equipment use and labor and that Perry Township will provide all materials for the project. Motion passed with all in favor. Boots is to submit the telephone bid sheets for the project.

Boots motioned and Zias second to ratify the renewal of the Guardian Disability/Life Insurance contract. Motion passed with all in favor.

The Supervisors agreed to get new lights to try in the shop area and check with Penn Power for a energy efficient program for the township buildings.

Those in attendance were reminded that this January 4 would be the only meeting in January and that the Auditors reorganization meeting will be January 8 at 7:00 p.m. at the municipal building.

Boots motioned and Radich second to adjourn. Motion passed.

Perry Township Secretary Janice Marshall hereby presents these minutes.