Perry Township Board of Supervisors
January 6, 2025 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 6, 2025 at the Perry Township Municipal Building.
Supervisors in attendance were: John Zias, Tim Boots, and Tyler Hill. Secretary/Treasurer Brandie Massioni, were present.
Tim Boots nominated/motioned and Tyler Hill second for John Zias to be temporary chairman and Tim Boots be temporary vice-chairman. Motion passed with all in favor. Tim Boots nominated/motioned and John Zias second for Brandie Massioni to be temporary secretary. Motion passed with all in favor. Temporary Vice Chairman Tim Boots called the meeting to order with all present taking part in the Pledge of Allegiance. Boots motioned Hill second to accept the meeting agendas. Motion passed with all in favor. Temporary Secretary was Brandie Massioni. 2 visitors were present. Colleen LeVeire and Lynn LeVeire. Public Comments:
Chairman position: Hill motioned and Boots second for John Zias to be Chairman of the Board. Motion passed with all voting in favor.
Vice-Chairman position: Zias motioned and Hill second for Tim Boots to be Vice-Chairman of the Board. Motion passed with all voting in favor.
Secretary-Treasurer position: Boots motioned and Zias second to appoint Brandie Massioni as Secretary/Treasurer. Motion passed with all in favor.
Roadmaster position: Hill motioned and Zias second to appoint Tim Boots as roadmaster. Motion passed with all in favor.
Roadmaster Foreman: Hill motioned and Zias second to appoint Bryan Czerpak as Roadmaster Foreman. Motioned passed with all in favor.

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Section A: Appointments and compensation: Hill motioned Zias 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: Atty. Thomas Smith to be the township solicitor at the rate per the 12/2/24 fee schedule.
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 officer 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 Tyler Hill to be the alternate.
Flood Plain Administrator: Tim Boots to be the Flood Plain Ordinance Administrator.
Sewage Enforcement Officer and Alternate:
Doug Duncan-#03657 to be appointed as the Sewage Enforcement Officer and David Ice-# 02523 to be the Alternate Sewage Enforcement Officer for 2025 year.
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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 to 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 is the Supervisor/member of the Agricultural Security Committee. Committee members are: John Zias, Michael Sinclair, Nicole and David Weller, Thad Sturgeon and Delvy McElwain.
Earned Income Tax Committee delegate and alternate: Timothy Boots, is to be the delegate and Tyler Hill 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: The firm of Herrmann and Loll will complete the 2024 financial audit for Perry Township.
Right to Know Officer: Brandie Massioni, 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 and Tyler Hill to be the second alternate.
PA State Convention: The supervisors, secretary/treasurer, assistant secretary, 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 Tyler Hill to be the alternate voting delegate and Brandie Massioni to be the second alternate for the County Associations and Brandie Massioni to be the voting delegate 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 $.70 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.
Road Laborers-Full Time/Part Time: Larry Houk, Keven Burgess and Bryan Czerpak as full time road laborers. Larry Houk $18.00 and Keven Burgess at $17.00 per hour with health insurance coverage and Bryan Czerpak at $23.00 per hour with no health insurance coverage. If the full time employee with no health insurance coverage they are to receive another dollar per hour. 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 $20.00 per hour.
Full time employee's health insurance reimbursement: (In combination with their spouses when applicable) may be reimbursed up to $1,150.00 for any medical/dental deductible/expense paid by them – provided proof of payment is received.
Full time employees are eligible for paid vacation time and personal days as described under the section
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"Paid vacation and personal days." Part time employees are to be designated and called out as needed at $18.00 without CDL and $22.00 with CDL per hour and will follow the part time laborer job description.
Disability Insurance: Full time road laborer employees and secretary are enrolled in a disability/life insurance policy through the township.
Employee pension plan contribution: Following the completion of their probationary period, full time road laborers may enter into a retirement plan of their choice. A new employee shall have the amount of $1,800 from the township submitted toward opening their plan. For each year while employed by Perry Township, after the employee's initial set-up, the township shall contribute $500.00 into their selected plan in January and in June. A matching contribution amount of up to $800.00 annually will be contributed once proof of the employee's contribution is received.
Incentive Pay: Each full time road laborer is to be paid an incentive pay twice a year: $1,000 in June and $1,000 in December. The Secretary/Treasurer is to be paid the incentive pay: $1,000 in June and $1,000 in December. The employee must still be employed to receive the incentive pay.
Road Laborer-full time-reimbursement for work shoes: Full time road laborers are eligible for reimbursement for up to $250.00 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 $21.00 per hour. To recommend that the Auditors set the roadmaster pay at $21.00 per hour for a Supervisor working as roadmaster.
Roadmaster Foreman Pay: Set at $21.00 per hour.
Supervisor pay is set by the state per the township ordinance # 1 of 1995: $468.75 per quarter - Newly elected supervisors set by the state Ordinance 1-6-25: Supervisors Compensation Fee Schedule: $786.25 quarterly.

Secretary/Treasurer Pay: To set the Secretary/Treasurer pay at $2,166.00 per month for office hours plus the monthly and special meetings, banking, and other official township business. The supervisor may approve for Secretary/Treasurer is to have eight personal days. Unused vacation days may be carried over to the next year or be compensation for unused days. Deputy Secretary to be paid $20.00 per hour to help or assist as needed.
Laborer paid vacation and personal days: Full time Road Laborers are eligible for two weeks paid vacation after six months employment. They are also eligible for five personal/sick days after 30 days of employment. The vacation and personal days must be utilized within the said year of qualifying term. No vacation or personal time will be carried over to the next year. 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. If not used, the vacation and personal/sick time not used will be paid to the employee.
Paid holidays: Paid holidays: New Year's Day, Good Friday, Memorial, Independence, Labor, Thanksgiving Day, and 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.
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Section C: Permits and Fees: Zias motioned Hill second to pass all items listed in Section C of the agenda. Motion passed with all voting in favor.
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
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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. *** In the event of repeat violators who do not get building permits prior to beginning and or completion of any construction, an additional fee of $25.00 will be added to the cost of the permit.

Non-UCC building permits: To charge the 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 and applicant /resident who is a veteran will receive a $25.00 discount off the $50.00 Building Permit Fee. All commercial, residential and agricultural structures over 2,500 square feet MUST comply with the Stormwater Regulations (and pay for the processing by the township engineer).

UCC building permits: Residential: To obtain an application the applicant will be charged the Code.sys 2025 rates for permit reviews and inspections: (must pay a minimum of $450.00): $50.00 township fee, $.18 per square foot, planning review fee $100.00 and permit fees for each type of permit, the State training fees - $4.50 per each type of permit: (electric, mechanical, construction, plumbing). Additional fees for pools include: $125 above ground and $160 for in-ground or per the CODE.sys fees. Fees may be more or less per the Code.sys fee schedule and inspections. All commercial, residential and agricultural structures over 2,500 square feet MUST comply with the Stormwater Regulations (and pay for the processing by the township engineer).

Commercial: To obtain an application, applicant must pay a minimum fee of $575.00, the $50.00-township fee, plus $.33 per square foot-Code.sys and the state fees of $4.50 for each type of permit: electric, mechanical, construction, and plumbing. Fees may be more or less per the Code.sys fee schedule and inspections. All commercial, residential and agricultural structures over 2,500 square feet MUST comply with the Stormwater Regulations (and pay for the processing by the township engineer). 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 to the township prior to the permits being distributed to the applicant to begin construction.

Stormwater Permit Fees: Residential less than 2,500 square feet that qualify for exemptions will have no fees. Residential, agricultural or commercial 2,500 square feet and over must complete an Agreement with the township and must submit a $1,500 fee for the township engineer review fee. Any additional fees must be paid prior to construction commencing. All commercial, residential and agricultural structures over 2,500 square feet MUST comply with the Stormwater Regulations (and pay for the processing by the township engineer).

Demolition permits: The Township requires demolition permits for demolition/removal of any structure in Perry Township with the exception of residential houses. No fee will be charged for residential/farm structures under 1000 square feet. A minimum fee of $150.00 residential and minimum fee of $150.00 or as set by Code.sys for commercial, plus demolition cost to be charged for all structures over 1000 square feet. All commercial structures demolition applications 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. Failure to do so, can result in paying taxes for a structure that is no longer on your property.

Road opening, crossing, occupancy – "HOP": 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.

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. Lanes may not have more than three homes located on the lane. More will require the township approval/agreement to take over the "Lane" making it a road and must be approved by the Supervisors and the District Office.
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 $100.00 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 2025 SEO fee schedule for sewage enforcement by the sewage enforcement officer(s): To collect a the SEO fee plus a 15% for township processing fee for all SEO work completed. The SEO will determine the total amount due for sewage enforcement with the amount required to be paid prior to the work being done, including residential, commercial, etc. Holding tanks: the original fees plus a monthly inspection fee; a payment set by SEO fee schedule 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 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/per each individual.
The applicant must comply with the Solicitation Ordinance.
Junkyard/Junk Dealer: permits/renewals: $300.00 per year and per new and renewal applications for Junkyard/junk dealers permits. Each permit is pending compliance with the junkyard/junk dealer's ordinance and most comply throughout the permitted year. Failure to complete the renewal process in time will result in the dealer re-applying for a New Junkyard under the new regulations/ordinance. Any revisions to the existing junk yard/salvage yard/junk dealer's location/area shall require the applicant to comply with the newer junk yard ordinance, thus losing the "grandfathered" status with the original junk yard ordinance.
Clean-up Day Fees: To charge $10.00 per automobile or pick-up load for the clean-up day; $50.00 for other larger loads – no large box trucks or commercial size trucks/tractor-trailers will be accepted.
Permit Time limits: 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.
Driveway permit -6 months to begin and complete or deposit is forfeited;
Junkyard permit - 1 year; Solicitation permit – 1 year; Septic permit-per DEP regulations
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Section D: Perry Township Listing of General Information: Boots motioned Zias second to pass all items listed in Section D of the agenda. Motion passed with all voting in favor:
Supervisors: Timothy Boots-term expires 2026; John Zias-term expires
2028; Tyler Hill-term expires 2030;

Township Tax Collector: Tax Collector is Janice Marshall - 4 year term expiring in 2026 and she is to be paid 6% of the collected township taxes. The Tax collection office is located at the Perry Township Municipal Building with office hours Monday through Thursday, 8-1:00 p.m.
Deputy Tax Collector Appointment Per the requirements presented by DCED: Jodi Rock appointed as the Deputy Tax Collector for the duration of Marshall's term.
Auditors: Teresa Sinclair four year term expires 2026; Walter Bates six year term expires 2030; Skyler Campbell-appointed one year term expiring at the next municipal election in 2025. Their pay is set by the State at $10.00 per hour/maximum $1,000.00
Township Constable: Position is vacant.
Local Tax Collection: Berkheimer will collect the LST and Earned Income Taxes and the township and school Per Capita Tax.
CDL Drug Testing: On Site Drug Testing.
Perry Township Municipal Authority: Members and their appointed five year terms are: Lynn LeViere-12/31/2026; Brian Bush-12/31/2025; Tom Hines-12/31/2029 Ron Cowan-12/31/2028; Ron Miller-12/31/2027.
Insurance Carriers: Kilmer Insurance-EMC, Guardian, UPMC and State Worker's Insurance.
Fire Protection: Wurtemburg-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 rates for Perry Township: The tax mills for 2024 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 and $5.00 Township Per Capita tax.
Job descriptions: Approved the job descriptions for the year including full time laborer, part-time laborer, roadmaster, secretary and treasurer. (Each has a 90 day probationary period)
Bank of deposit: Wesbanco Bank and First National Bank as the Perry Township banks of deposit.
Treasurer bond: To set the treasurer's bond at $200,000. The tax collector bond is through school district.
Cleaning Person: Brandie Massioni, at the rate of $50.00 per month.

Perry Township Regular Meeting January 6, 2025

Chairman John Zias called the Regular meeting to order.
Hill motioned and Zias second to accept the minutes of the December 12, 2024 regular meeting. Motion passed with all in favor. Zias motioned and Hill second to accept the financial report and pay the bills. Motion passed with all in favor. The Roadmasters report and Permit reports were presented.
Henry Hafer-Driveway Permit-Corner of Rose and Lyndhurst Ave.
Zias motioned and Hill second to review and pass Ordinance 1-6-25 Quarterly Compensation to newly elected officials after effective date of January 11, 2025. Motion: passed with all in favor.
Zias motioned and Hill second to stay with Co-Stars for the salt contract for 2025-26 year and to submit 100 tons of salt requested. Motion passed with all in favor.
Zias motioned and Boots second to have the secretary and roadmaster determine the summer bidding products/quantities to bid out and to advertise for bids. Motion passed with all in favor.

The township to request that the Perry Township Municipality is to provide proof of their insurance coverage for Workers Compensation and Liability insurance to the Supervisors. Also that the Authority confirm that proper certification/training on confined space training is being provided to those servicing the facility.

Township still remains in negotiations steps. The Armstrong President handling the agreements had resigned. The latest update is that newly hired President hired therefore is no longer in that position. Cohen has taken the agreement negotiations to The Department of Council General. Cohen Law Group and the Township are awaiting a response.

Those in attendance were reminded that this meeting is the only meeting in January.

The Auditors will hold their reorganization meeting January 11, 2025 at 10:00 a.m.

Boots motioned and Zias second to adjourn. Motion passed.
Perry Township Secretary Brandie Massioni hereby presents these minutes.