

**TOWNSHIP OF DERRY**  
**BOARD OF SUPERVISORS MEETING MINUTES**  
**OCTOBER 25, 2022**

**CALL TO ORDER**

Chairman Abruzzo called the October 25, 2022 Regular Meeting of the Township of Derry Board of Supervisors to order at 7:06 p.m. in the meeting room of the Township of Derry Municipal Complex, 600 Clearwater Road, Hershey, PA. He advised that all public meetings are recorded for providing accurate notes. After the pledge of Allegiance, a roll call was completed. He noted the Board met in executive session at 6:00 p.m. to discuss legal and personnel matters. He stated Supervisor Zmuda was absent with excuse.

**IN ATTENDANCE:**

**SUPERVISORS**

E. Christopher Abruzzo, Chairman  
Natalie L. Nutt, Vice Chairwoman  
Carter E. Wyckoff, Secretary  
Richard D. Zmuda-ABSENT  
Michael P. Corado

**ALSO PRESENT:**

Christopher Christman, Township Manager  
Patrick Armstrong, Solicitor  
Chuck Emerick, Director of Community Development  
Thomas Clark, Director of Public Works  
Chief Garth Warner, Police Department  
Zachary Jackson, Director of Parks & Recreation  
Alison Trautmann, Director of Hershey Public Library  
Matt Bonanno, HRG Engineer  
Becky Sweigart, Public Outreach Coordinator  
Julie Echterling, Recording Secretary

**Public in Attendance:**

Rose M. Harr, Keystone Collections Group, Jayson Lawson, Keystone Collections Group, Olivia S., Rich Gamble, Tracy Brown

**VISITOR/PUBLIC COMMENTS:**

There were no comments offered.

**CONSENT CALENDAR**

Vice Chairwoman Nutt made a motion to approve the following items on the Consent Calendar:

1. Adoption of the Board of Supervisors Minutes for the October 11, 2022 Regular Meeting.
2. Authorize the full release of financial security in the amount of \$18,975, which had been provided in the form of cash to ensure the demolition of the prior single-family dwelling at 1410 Sand Hill Road.
3. Authorize the full release of financial security in the amount of \$9,579, which had been provided in the form of cash for the Stormwater Management Plan for Donaghue Residence (158 Oak Lane), S-2022-011.
4. Authorize the full release of financial security in the amount of \$35,908.00, which had been provided in the form of PNC Bank Letter of Credit No. 18133218-00-000 for the Stormwater Management Site Plan for HMC Maintenance Building, S-2020-007.
5. Authorize the release of \$14,373.57 from the performance security provided in the form of Link Bank Letter of Credit No. 696883 for the Preliminary/Final Subdivision Plan for Woodland Hills, Plat 1203, resulting in a new balance of \$55,801.36.
6. Approval of October 25, 2022 Accounts Payable of \$1,420,590.79 and Payroll of \$328,560.25.

Supervisor Corado seconded the motion. **Motion carried 4-0.**

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**NEW BUSINESS:**

**SWEARING IN NEW POLICE OFFICER – AUSTIN GILL:**

Chief Warner introduced Austin Gill to the Board. He is joining the department after recently serving the City of Philadelphia as a Police Officer. He has been a police officer since April 2022 after graduating 3<sup>rd</sup> in his class from the Philadelphia Police Academy. He is a graduate of Calvary Christian Academy in Philadelphia and Temple University with a Bachelor of Arts degree in Criminal Justice. Austin is also an active member of the Pennsylvania National Guard, Company A, 1st Battalion 111th Infantry as a Second Lieutenant Infantry Officer. He welcomed Mr. Gill to the Derry Township Police Department. Chairman Abruzzo swore him in as an officer.

**BUDGET -THIRD QUARTER RESULTS:**

Mr. Christman went over a presentation of the third quarter results. He discussed how the funds are setup for the Township and the approved 2022 budgeted amounts for Revenues and Expenses. He reminded the Board of the tough decisions that were made with COVID while keeping the same services for the residents. He spoke of the services that are provided with just 8% of the total taxes imposed on residents for the Township. For the third quarter, revenues are 83% of budget and expenses are 53% of budget. He discussed how Amusement and Parking taxes were budgeted lower for 2022 and there was not an anticipation of receiving a Pilot payment. Currently, the Amusement and Parking taxes, in total, are over \$280,00 budgeted amounts. He noted HE&R will be making a Pilot payment in late 2022. This money will help build the Reserve Fund, which helps with the Township's bond rating and help with not increasing real estate taxes to residents.

He provided a highlight of the Community Center. Approximately \$1.1 million was budgeted for the Center to pay operating costs. As of the third quarter, this transfer was not necessary since the revenues for the Center are larger than the expenses. He spoke about the next steps with continuing to monitor revenues and expenses and staying the course on building long term savings through conservative budgeting principals of doing more with less. He credited and thanked the Staff for their continued work with controlling expenses.

**APPOINT KEYSTONE COLLECTIONS FOR ACT 511 TAX COLLECTOR:**

Mr. Christman stated the Administration evaluated tax collection services. Total operating costs of the Derry Township Tax Association in FY2022 is \$395,430, which is split evenly with the School District. Earlier this Summer, real estate tax and street light assessment collection services were approved to transfer to the Dauphin County Treasurer's Office. This will begin January 1, 2023. The second piece to evaluating whether the Township should consider continuation of services with the Tax Association is the collection of Act 511 taxes. During the RFP process, two (2) proposals for tax collection services were received - (1) Berkheimer Tax Innovations and (2) Keystone Collections Group. Keystone Collections Group currently serves as the Dauphin County TCC Collector for EIT as per Act 32 of 2012. Acting as the Act 32 collector, this gives Keystone Collections Group an advantage in collecting Occupation Taxes since they maintain the same data set for EIT collections. Additionally, Keystone Collections has a good record of being able to secure delinquent collections, which they indicate should increase, if they take over this service.

Vice Chairman Nutt asked how much this move would save taxpayers. Mr. Christman stated \$160-\$165,000 a year. He spoke about the advantages of Keystone including helping with the collection of delinquent accounts. Ms. Rose Harr and Mr. Lawson spoke about the advantages of their company including reporting, easy online payments, response time to questions, and other benefits.

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Supervisor Wyckoff made a motion to appoint Keystone Collections Group as the Act 511 Tax Collector, specifically for Local Service and Occupation Taxes, and authorize the Township Manager to execute an agreement with Keystone Collections Group, subject to the satisfaction of the Township Solicitor, for a three-year (3) term beginning January 01, 2023 through December 31, 2025 with an option to extend the services for two (2) additional one (1) year terms. Vice Chairwoman Nutt seconded the motion. **Motion carried 4-0.**

**ADDENDUM -2022-2024 COLLECTIVE BARGAINING AGREEMENT-PD UNIFORMS:**

Mr. Christman stated Article VIII - Uniforms, Section 8.2 discusses the Township's responsibility to provide new body armor in accordance with the dress code established by the Department. With rising costs to produce body armor, the Association approached the Township to clarify the contract with respect to what level of armor protection should be issued to individual Officers. After evaluating threat levels associated with body armor, the Association and the Township agreed that the Level IIIA NIJ Threat Level protection was suitable for the Department. As body armor is replaced at the end of its useful life, the Township covers the cost up to approximately \$1,200.00 (This amount may increase depending upon the supply chain and cost of materials to produce the armor). The Addendum #1 creates a policy within Section 8.2 that Officers will be responsible to reimburse the difference in cost to the Township for body armor selected above the Level IIIA protection grade.

Vice Chairwoman Nutt made a motion to approve Addendum #1 to the 2022-2024 Collective Bargaining Agreement between the Township of Derry and the Derry Township Police Association clarifying Article VIII - Uniforms, Section 8.2. Supervisor Wyckoff seconded the motion. **Motion carried 4-0.**

**DEVELOPMENT AGREEMENT- DEPT OF GENERAL SERVICES OF THE PA (“COMMONWEALTH”) AND THE PA STATE POLICE (“PSP”):**

Solicitor Armstrong spoke about the PSP and the Commonwealth having requested several revisions to the normal Development Agreement. Some are not significant, but others warrant bringing the Agreement before the Board for consideration and approval. The main substantive revisions include the following: not posting financial security with the Township for this project; Wanting the ability to work on weekends and at night, put a ceiling on their requirement to reimburse the Township for professional service fees, were not agreeable to indemnifying the Township, and they were not agreeable to the Township filing a lien against the property.

Chairman Abruzzo made a motion to approve and authorize the execution of the Development Agreement for the Pennsylvania State Police/Commonwealth of Pennsylvania land development plan. Supervisor Corado seconded the motion. **Motion carried 4-0.**

**RESOLUTION 2022-19: AMEND WINTER MAINTENANCE AGREEMENT WITH PENNDOT:**

Mr. Clark spoke about the five-year contract the Township and PennDOT are in for winter maintenance of certain roads in the Township. This contract started in 2020 and ends in 2025. PennDOT has changed the reimbursement for 2022-2025. This will result in \$16,509.34 additional income paid to the Township for maintenance of the roads. He noted that there is no additional work, just an adjustment in payment and a resolution is required for such action.

Vice Chairwoman Nutt made a motion to adopt Resolution No. 2022-19 and execute the amended Agreement No. 3900039235 of the five-year (2020-2025) Winter Maintenance Agreement between the

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Pennsylvania Department of Transportation and the Township of Derry. Supervisor Corado seconded the motion. **Motion carried 4-0.**

**SECURITY-S2022-23-HERSHEYPARK CAMPING RESORT:**

Chairman Abruzzo made a motion to accept financial security in the amount of \$21,262, in the form of PNC Bank Letter of Credit No. 18136934-00-000 and enter into the Agreement to Provide Financial Security with Hershey Entertainment and Resorts Company for the Stormwater Management Plan for Hersheypark Camping Resort (1200 Sweet Street), S-2022-023. Vice Chairwoman Nutt seconded the motion. **Motion carried 4-0.**

**CORRESPONDENCE BOARD/COMMITTEE INFORMATION:**

Vice Chairwoman Nutt attended the ICDA meeting where HE&R presented the budget and maintenance items that needed to be addressed. They approved the expenditures to the Giant Center. Supervisor Wyckoff and Corado attended the DTMA meeting where updates on the projects were discussed, and all is going well with the construction.

**REPORTS:**

<u>Police:</u>	Chief Warner noted that Officer Gill is the 39 <sup>th</sup> officer and hopefully early next year they will swear in the 40 <sup>th</sup> and be up to compliment for their department. He thanked the Board for approving the body armor.
<u>Library:</u>	Ms. Trautmann noted she will not be at the next meeting. She will be at a Library event that night.
<u>Recreation</u>	Mr. Jackson stated the Arts & Crafts show is on November 5 from 9 a.m. to 3 p.m.
<u>Engineer:</u>	Mr. Bonanno spoke about the stream work being done on Bullfrog Valley Stream.
<u>Community Development:</u>	Mr. Emerick spoke about the successful Choctoberfest.

**VISITOR/PUBLIC COMMENTS:**

There were no comments offered.

**ADJOURNMENT:**

Vice Chairwoman Nutt made a motion to adjourn the meeting at 8:26 p.m. Supervisor Wyckoff seconded the motion. **Motion carried 4-0.**

**SUBMITTED BY:**

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Carter E. Wyckoff  
Township Secretary