



**TOWNSHIP OF DERRY**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, December 10, 2024**

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**CALL TO ORDER**

Chairwoman Nutt called the December 10, 2024, Regular Meeting of the Township of Derry Board of Supervisors to order at 7:00 p.m. in the meeting room of the Township of Derry Municipal Complex, 600 Clearwater Road, Hershey, PA. She advised that all public meetings are recorded for providing accurate notes. An Executive Session was held at 5 p.m. where legal and personnel issues were discussed. After the Pledge of Allegiance, a roll call was performed.

**ROLL CALL**

**SUPERVISORS PRESENT:**

Natalie L. Nutt  
Carter E. Wyckoff  
Michael P. Corado  
Richard D. Zmuda  
Dominic V. Giovanniello

**ALSO PRESENT:**

Patrick Armstrong, Township Solicitor  
Christopher S. Christman, Township Manager  
Zachary Jackson, Assistant Township Manager  
Garth Warner, Chief of Police Department  
Chuck Emerick, Director of Community Development  
Alison Jacobine, Director of Hershey Public Library  
Amy Walker, Director of Parks & Recreation  
Greg Watts, Assistant Director of Public Works  
David Sassaman, Hershey Volunteer Fire Company  
Becky Sweigart, Public Outreach Coordinator  
Eric Stump, HRG Engineer

**ABSENT:**

**Public in Attendance:**

Kate Toczek, Marybeth Lavery, Sean Guay, Mark Ovsak

**VISITOR/PUBLIC COMMENTS**

Mark Ovsak discussed recent aquacise class concerns at the Community Center, road construction/water main replacement work along Governor Road, as well as aggressive driving concerns within the Township.

**CONSENT CALENDAR**

**Adoption of the Board of Supervisors Meeting Minutes for the November 26, 2024 Regular Meeting.**

**Releasing the maintenance security provided for the Final Land Development Plan for Cacao Way, Plat 1331.**

The Board of Supervisors authorizes the release of maintenance security in the amount of \$1,314.00, provided as cash for the Final Land Development Plan for Cacao Way, Plat 1331.

**Approval of December 10, 2024 Accounts Payable of \$1,027,462.28 and December 6, 2024**

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### Payroll of \$397,097.87.

Supervisor Zmuda made a motion to approve all items on the Consent Calendar. Supervisor Corado seconded the motion. **Motion carried 5-0.**

### NEW BUSINESS

#### Consideration of Resolution No. 2024-25 - Adoption of the FY2025 Budget

Mr. Christman provided background, noting the Supervisors approved the advertisement of the Proposed FY2025 Budget at its November 12, 2024, Budget Hearing. The proposed budget was advertised and on public display for 20 days in accordance with Section 3205(b) of the Pennsylvania Second Class Township Code. The Board is required to adopt an annual operating budget for the following fiscal year prior to December 31, 2024, confirming the FY2025 Budget is in a position to be adopted.

Mr. Christman shared highlights of the budget, specifically noting that they did not have any changes since the annual budget meeting. The budget will be a no tax increase budget for the 5th consecutive year, 6th year overall, with the real estate tax rate remaining at 2.5381 mills for the fifth consecutive year.

Chairwoman Nutt shared that the audio from the November 12, 2024, annual budget meeting is available on the Township website for residents to learn more about the budgeting goals/plans for the Township. Chairwoman Nutt also noted an \$803,000 budget transfer was incorporated in the budget for the Community Center in order to assist with operating costs.

Mr. Christman presented an overview of the operating reserve budget portion of the overall Township budget, with the future goal of a \$10 million reserve.

Supervisor Corado made a motion to adopt Resolution No. 2024-25 - adopting the FY2025 Budget as presented. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

#### Consideration of Resolution No. 2024-26 - Tax Levy Resolution for FY2025

Mr. Christman noted in conjunction with the adoption of the annual operating budget, Resolution No. 2024-26 sets the millage rate for the Township of Derry for FY2025. As stated in the budget, this is the fifth consecutive year that the real estate tax rate remains at 2.5381 mills.

Chairwoman Nutt made a motion to approve Resolution No. 2024-26 - Tax Levy Resolution for FY2025. Supervisor Wyckoff seconded the motion. **Motion carried 5-0.**

#### Consideration of Resolution No. 2024 - 27 - Establishing a Fee Schedule of Planning, Zoning, Building and Other Fees for Calendar Year 2025.

Mr. Christman stated each year in conjunction with the presentation of the annual operating budget, the Administration presents a revised fee schedule that includes modifications that will impact the proposed operating budget. He also noted Dauphin County TCC Resolution No. 04-2011 is incorporated as a part of our fee schedule to allow Keystone Collections the ability to levy fees associated with delinquent tax collections.

Supervisor Corado made a motion to approve Resolution No. 2024 - 27 - Establishing a Fee Schedule

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of Planning, Zoning, Building and Other Fees for Calendar Year 2025. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

### **Requesting authorization to execute a scope of work with HRG, Inc. for the Stauffers Church Road Culvert Replacement Project.**

Mr. Christman provided background, confirming the culvert along Stauffers Church Road (intersection of Felty Mill Road) is in immediate need of replacement, noting the Township has proactively received an emergency permit from DEP in order to install a new culvert. He stated HRG, Inc. was asked to prepare a scope of work for design and permitting of the new culvert and confirmed DTMA, through its IDIQ maintenance program, will be constructing the new culvert.

Supervisor Zmuda made a motion to authorize the Township Manager to execute the Stauffers Church Road Culvert Replacement Scope of Work with HRG, Inc. for an amount not to exceed \$52,000 as outlined in the proposal dated November 22, 2024. Supervisor Corado seconded the motion. **Motion carried 5-0.**

### **Consideration of approving a successor collective bargaining agreement between the Township of Derry and the Derry Township Police Association for 2025-2027.**

Mr. Christman relayed that the current collective bargaining agreement (CBA) between the Township of Derry and the Derry Township Police Association is set to expire December 31, 2024. The negotiating teams from both the Township and the Derry Township Police Association have been actively negotiating a successor collective bargaining agreement throughout 2024, with the culmination of those efforts resulting in the tentative CBA that is before the Board for consideration. The tentative CBA is a three-year agreement, for the time period of 2025-2027, with general wage increases fixed at 3%, 3% and 3% for each year of the contract. The total cost of the increase in the contract is estimated at: \$1,184,884.57.

Chairwoman Nutt made a motion to authorize the appropriate officers to execute a collective bargaining agreement between the Township of Derry and the Derry Township Police Association for contract years 2025 - 2027. Supervisor Corado seconded the motion. **Motion carried 5-0.**

### **Requesting Authorization to Execute an Engagement Letter with Raymond James for the Purpose of Monitoring Continuing Disclosures for EMMA.**

Mr. Christman stated the Township is required annually to file any and all disclosures as it relates to the financial condition of the Township, particularly relevant to any and all debt service. He noted the Securities and Exchange Commission (SEC), through Rule 15c2-12, requires the Township to make continuing disclosures through the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system. Mr. Christman further explained that the proposed engagement letter is to utilize services from Raymond James to help monitor all continuing disclosures and their required deadlines to ensure the Township does not miss critical filing dates as per the SEC. This engagement has a one-time \$2,000 on-boarding fee for all existing Township Debt Service and would then have an annual renewal of \$2,000 each October. He further explained that any additional debt service the Township acquires over time will also have a one-time on-boarding fee of \$2,000 per issuance.

Chairwoman Nutt made a motion to authorize the Township Manager to execute a Letter of Engagement with Raymond James for the purpose of providing continuing disclosure management services for an amount not to exceed \$2,000 for FY2024 and after the document has been reviewed and agreed to by the solicitor, Mr. Armstrong. Supervisor Zmuda seconded the motion. **Motion**

carried 5-0.

**Authorization to advertise amending the Code of Ordinances of the Township of Derry at Chapter 210, Vehicles and Traffic, Section 210-42, Special Purpose Parking Zones Established; Parking Otherwise Prohibited, by establishing a designated pickup and drop off area in front of the proposed hotel in the West End project to facilitate shuttle and bus passenger services to and from the hotel.**

Chief Warner provided background stating Hershey Entertainment and Resorts has submitted plans to build a hotel in the West End project area and intend to have a guest pickup and drop off area in front of the hotel along West End Avenue. This area would permit shuttle vehicles and buses to pull to the side of the roadway, into a designed cutout area, to facilitate the safe boarding and debarking of passengers to and from those vehicles. The cost for posting this restricted area will be the responsibility of Hershey Entertainment & Resorts during the construction and completion of the hotel property.

Supervisor Zmuda made a motion to authorize to advertise amending the Code of Ordinances of the Township of Derry at Chapter 210, Vehicles and Traffic, Section 210-42, Special Purpose Parking Zones Established; Parking Otherwise Prohibited, by establishing a designated pickup and drop off area in front of the proposed hotel in the West End project to facilitate shuttle and bus passenger services to and from the hotel be hereby approved. Supervisor Corado seconded the motion. **Motion carried 5-0.**

**Request to modify the Job Descriptions for the positions of Records Manager and Accreditation Coordinator within the Derry Township Police Department to Business Manager and Accreditation & Records Manager with modification of assigned duties.**

Chief Warner stated that the current job description for the position of Records Manager within the Derry Township Police Department is being modified to Business Manager to reflect the restructured duties of that position. This position will be more aligned with the business details of the department, such as budget, payroll, and purchasing. The Accreditation Coordinator job description will also be modified to Accreditation & Records Manager to appropriately reflect the duties of managing the accreditation functions of the department and additional duties entailed with managing the records section of the department. He noted both non-union positions are already salaried positions within the department and will not impact the budget.

Supervisor Wyckoff made a motion that the request to modify the Job Descriptions for the positions of Records Manager and Accreditation Coordinator within the Derry Township Police Department to Business Manager and Accreditation & Records Manager with modification of assigned duties be hereby approved. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

**Discussion on Township Manager position and possible Authorization/Appointment of Township Manager/Interim Township Manager.**

Solicitor Armstrong noted the upcoming departure of Township Manager, Chris Christman, which leaves the Board with the responsibility to fill the vacant Township Manager position. He noted the Board is currently not in a position to formerly appoint the opening on a permanent basis and will need to make an interim appointment for the Township Manager position.

Chairwoman Nutt made a motion to appoint Zachary Jackson as the Interim Township Manager, for the Township of Derry. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

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### **SUPERVISOR BOARD/COMMITTEE REPORTS**

The Board of Supervisors noted their appreciation to Township Manager, Chris Christman, ahead of Mr. Christman's upcoming departure with the Township of Derry.

### **DEPARTMENTAL REPORTS**

#### **Police Department**

Chief Warner shared a reminder of an upcoming event (Cocoa with a PoPo) at Desserts, Etc., on December 22, 2024.

#### **Hershey Volunteer Fire Department**

Mr. Sassaman stated the week long Santa 'visits' will begin on Saturday, December 14, 2024.

#### **Public Works**

Mr. Watts shared the leaf collection recently wrapped up for the year and Public Works has started to transition equipment to snow removal functionality.

#### **Library**

Mrs. Jacobine noted the library will be closed on December 24 & 25, 2024, and January 1, 2025, with an early closure on December 31, 2024. She stated the library will have a Book Fair for grown-ups on December 13, 2024, which will be reminiscent of the Scholastic Book Fair days many remember from their childhood, as well as a Bricks and Brews on December 16, 2024, at Troeg's.

#### **Parks & Recreation**

Ms. Walker noted the Community Center will have their 3rd annual holiday swim fest on Friday, December 13, 2024, at 5:30 pm. She shared several new upcoming programs: voice lessons, magic 101, as well as a new season of aquatic lessons (swim, diving, and aquatic exercise programs). Online registration is available for all classes or those interested can visit the Community Center for assistance with class registration.

#### **Township Engineer**

Mr. Stump shared that the Township website has criteria posted relating to resident concerns regarding high-speed issues within the Township. Mr. Stump encouraged review of the details as to how the Township evaluates concerns, etc.

#### **Township Manager**

Mr. Christman thanked the Board of Supervisors and staff for their ongoing support during his tenure with the Township.

### **VISITOR/PUBLIC COMMENTS**

Mark Ovsak noted concerns relating to paving needs within the Township.

### **ADJOURNMENT**

Supervisor Zmuda made a motion to adjourn the meeting at 8:05 p.m. Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

### **SUBMITTED BY:**

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Michael P. Corado, Secretary