



TOWNSHIP OF DERRY

Board of Supervisors Reorganization Meeting Minutes

Monday, January 6, 2025

CALL TO ORDER

Chairwoman Nutt called the January 6, 2025, Reorganization Meeting of the Township of Derry Board of Supervisors to order at 7:02 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 before the meeting. 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:

Zachary Jackson, Township Manager
Patrick Armstrong, Township Solicitor
Garth Warner, Chief of Police Department
Chuck Emerick, Director of Community Development
Greg Watts, Assistant Director of Public Works
Amy Walker, Director of Parks & Recreation
Alison Jacobine, Director of Hershey Public Library
Marie Sirkot, Administrative Assistant
Becky Sweigart, Public Outreach Coordinator
Lynn Dawson, Recording Secretary
David Sassaman, Hershey Volunteer Fire Company

ABSENT:

Public in Attendance:

None

VISITOR/PUBLIC COMMENTS

There were no public comments offered.

REORGANIZATION

RESOLUTIONS

A. Election of the Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, Solicitor and Engineer (Resolution No. 2025-01).

Chairwoman Nutt made a motion to adopt Resolution 2025-01 appointing the following officers. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**

Chairman of the Board of Supervisors - Supervisor Nutt

Supervisor Giovanniello made a motion to nominate Supervisor Nutt as the Chairwoman of the Board of Supervisors. Supervisor Corado seconded the motion. **Motion carried 5-0.**

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Vice Chairman of the Board of Supervisors - Supervisor Wyckoff

Chairwoman Nutt made a motion to nominate Supervisor Wyckoff as the Vice Chairman of the Board of Supervisors. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**

Township Secretary - Supervisor Corado

Supervisor Wyckoff made a motion to nominate Supervisor Corado as the Township Secretary. Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

Township Assistant Secretary and Township Treasurer

Chairwoman Nutt made a motion to nominate Zachary Jackson as the Township Assistant Secretary and Township Treasurer. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

Township Solicitor - Grim, Biehn and Thatcher

Chairwoman Nutt made a motion to nominate Grim, Biehn and Thatcher as the Township Solicitor. Supervisor Corado seconded the motion. **Motion carried 5-0.**

Township Engineer - Herbert, Rowland and Grubic, Inc.

Supervisor Wyckoff made a motion to nominate Herbert, Rowland Grubic, Inc. as the Township Engineer. Supervisor Corado seconded the motion. **Motion carried 5-0.**

B. Establishment of the Manager's Bond Limit (Resolution No. 2025-02).

Supervisor Wyckoff made a motion to adopt Resolution 2025-02 a resolution of the Township of Derry, Dauphin County, Commonwealth of Pennsylvania, setting the bond limit for the Township Manager and Treasurer shall be not less than \$1,500,000 for the year 2025. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**

C. Appointment of a Delegate and an Alternate Delegate to the State Convention (Resolution No. 2025-03).

Chairwoman Nutt made a motion to adopt Resolution 2025-03 electing Township Manager, Zachary Jackson, as the voting Delegate and Supervisor Zmuda as Alternate Delegate to the 2025 State Convention. Supervisor Corado seconded the motion. **Motion carried 5-0.**

D. Selection of Depositories for Township Funds (Resolution No. 2025-04).

Chairwoman Nutt made a motion to adopt Resolution 2025-04 that PNC Bank, Santander Bank, Pennsylvania Local Government Investment Trust, Northwest Bank, Fulton Bank, Wells Fargo, First National Bank, M&T Bank, Branch Banking & Trust Company, Centric Bank, Members 1st Federal Credit Union, Hershey Federal Credit Union, Bryn Mawr Bank Corp. (Hershey Trust), and Pennsylvania Treasury Invest Program are selected as depositories for the funds of the Township of Derry for the year 2025, and the Township Treasurer is further authorized to invest Township funds in any security as authorized in Act 102 of 1980; and that the Township Treasurer, who has been duly elected as Township Treasurer by the Board of Supervisors, is directed to deposit in said depositories all funds coming into his hands as Township Treasurer. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

E. Naming of money to be paid to the Hershey Fireman's Relief Association for the year 2025 (Resolution No. 2025-05).

Supervisor Zmuda made a motion to adopt Resolution 2025-05, be it resolved and enacted, that the Township of Derry will pay over to the Hershey Fireman's Relief Association all monies received

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from Foreign Fire Insurance Tax for the year 2025. Supervisor Corado seconded the motion. **Motion carried 5-0.**

After the appointment of the Township Manager position, Supervisor Giovanniello made a motion contingent on the appointment made previously to pass Resolution 2025-03, Resolution 2025-04, and Resolution 2025-05. Supervisor Corado seconded the motion. **Motion carried 5-0.**

BOARD OF SUPERVISORS APPOINTMENTS

- A. Appointment of One (1) Member of the Board of Supervisors to the General Authority for a Five-Year Term (2025-2029). (Expired term of Chris Abruzzo)**
Chairwoman Nutt made a motion to appoint Supervisor Giovanniello to the General Authority for a Five-Year Term. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**
- B. Appointment of One (1) Member of the Board of Supervisors to the Industrial and Commercial Development Authority for a Five-Year Term (2025-2029). (Expired term of Natalie Nutt)**
Supervisor Corado made a motion to reappoint Chairwoman Nutt to the Industrial and Commercial Development Authority for a Three-Year term. Supervisor Wyckoff seconded the motion. **Motion carried 5-0.**
- C. Appointment of One (1) Member of the Board of Supervisors to the Board of Library Directors for a Three-Year Term (2025-2027). (Expired term of Dom Giovanniello)**
Chairwoman Nutt made a motion to reappoint Supervisor Giovanniello to the Board of Library Directors for a Three-Year Term. Supervisor Corado seconded the motion. **Motion carried 5-0.**
- D. Appointment of One (1) Member of the Board of Supervisors to the Derry Township Municipal Authority for a Five-Year Term (2025-2029). (Expired term of Carter Wyckoff)**
Chairwoman Nutt made a motion to reappoint Supervisor Wyckoff to the Derry Township Municipal Authority for a Five-Year term. Supervisor Corado seconded the motion. **Motion carried 5-0.**
- E. Appointment of Two (2) Members of the Board of Supervisors to the Police Pension Advisory Board for a One-Year Term (2025). (Expired terms of Carter Wyckoff and Mike Corado)**
Chairwoman Nutt made a motion to reappoint Supervisor Corado and Supervisor Wyckoff to the Police Pension Advisory Board for one-year terms. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**
- F. Appointment of Two (2) Members of the Board of Supervisors to the Tax Collection Association for a One-Year Term (2025). (Expired terms of Natalie Nutt and Rick Zmuda)**
Supervisor Wyckoff made a motion to reappoint Chairwoman Nutt and Supervisor Zmuda to the Tax Collection Association for one-year terms. Supervisor Corado seconded the motion. **Motion carried 5-0.**
- G. Appointment of One (1) Member of the Board of Supervisors to the Library Endowment Trust for a One-Year Term (2025). (Expired term of Dom Giovanniello)**
Supervisor Zmuda made a motion to reappoint Supervisor Giovanniello to the Library Endowment Trust for a one-year term. Chairwoman Nutt seconded the motion. **Motion carried 5-0.**
- H. Appointment of Two (2) Members of the Board of Supervisors to the Derry Township and Derry Township School District Working Group for a One-Year Term (2025). (Expired**

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terms of Chris Abruzzo and Natalie Nutt)

Supervisor Wyckoff made a motion to reappoint Chairwoman Nutt and appoint Supervisor Corado to the Derry Township and Derry Township School District Working Group for one-year terms. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

I. Appointment of Two (2) Members of the Board of Supervisors to the Subdivision and Land Development Plan Preapplication Review Committee for a One-Year Term (2025). (Expired terms of Carter Wyckoff and Rick Zmuda)

Chairwoman Nutt made a motion to reappoint Supervisor Wyckoff and Supervisor Zmuda to the Subdivision and Land Development Plan Preapplication Review Committee for one-year terms. Supervisor Corado seconded the motion. **Motion carried 5-0.**

J. Appointment of Two (2) Members of the Board of Supervisors to serve as Transportation Liaisons for a One-Year Term (2025). (Expired terms of Natalie Nutt and Rick Zmuda)

Supervisor Corado made a motion to reappoint Supervisor Zmuda and Chairwoman Nutt as the Transportation Liaisons for one-year terms. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**

APPOINTMENTS TO AUTHORITIES, BOARDS AND COMMITTEES

A. Appointment of One (1) Member to the Downtown Core Design Board for a Five-Year Term. (Expired term of James George)

Supervisor Zmuda made a motion to reappoint James George to the Downtown Core Design Board for a five-year term. Supervisor Corado seconded the motion. **Motion carried 5-0.**

B. Appointment of One (1) Member to the Industrial and Commercial Development Authority for a Five-Year Term. (Expired term of Jay Franklin)

Chairwoman Nutt made a motion to reappoint Jay Franklin to a five-year term to the Industrial and Commercial Development Authority. Supervisor Wyckoff seconded the motion. **Motion carried 5-0.**

C. Appointment of Two (2) Members to the Board of Library Directors for Three-Year Terms. (Expired terms of Karen Golin and Jordan Yeagley)

Supervisor Wyckoff made a motion to reappoint Karen Golin and Jordan Yeagley to the Board of Library Directors for three-year terms. Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

D. Appointment of One (1) Member to the Parks and Recreation Advisory Board for a Five-Year Term and One (1) Member for an Unexpired Five-Year Term. (Expired term of Paul Latham and Unexpired Term of Andrew Billingsley)

Chairwoman Nutt made a motion to reappoint Paul Latham and appoint Paul Botros to the Parks and Recreation Advisory Board for a five-year term. Supervisor Corado seconded the motion. **Motion carried 5-0.**

E. Appointment of Two (2) Members to the Planning Commission for Four-Year Terms. (Expired terms of Glen Rowe and Matthew Tunnell)

Supervisor Wyckoff made a motion to reappoint Matthew Tunnell and appoint Don Santostefano for four-year terms to the Planning Commission. Supervisor Corado seconded the motion. **Motion carried 5-0.**

F. Appointment of One (1) Member to the Police Pension Advisory Board for a one-year term. (Expired term of Lou Verdelli)

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Chairwoman Nutt made a motion to reappoint Louis Verdelli to the Police Pension Advisory Board for a one-year term. Supervisor Giovanniello seconded the motion. **Motion carried 5-0.**

G. Appointment of One (1) Member to the Shade Tree Commission for a Five-Year Term. (Expired term of David Warren)

Supervisor Giovanniello made a motion to reappoint David Warren for a five-year term to the Shade Tree Commission. Supervisor Corado seconded the motion. **Motion carried 5-0.**

H. Appointment of One (1) Member to the Vacancy Board for a One-Year Term. (Expired term of Michael Angello)

Supervisor Wyckoff made a motion to reappoint Michael Angello for a one-year term to the Vacancy Board. Supervisor Corado seconded the motion. **Motion carried 5-0.**

I. Appointment of One (1) Member to the Zoning Hearing Board for a Five-Year Term. (Expired term of Steven Seidl)

Supervisor Giovanniello made a motion to appoint Chris Gazzio for a five-year term to the Zoning Hearing Board. Supervisor Corado seconded the motion. **Motion carried 5-0.**

STAFF APPOINTMENTS

A. Appointment of One (1) Member to the Capital Region Council of Governments for a One-Year Term (Expired term of Tom Clark) and One (1) Member as an Alternate for a One-Year Term. (Expired term of Chris Christman)

Chairwoman Nutt made a motion to reappoint Tom Clark to the Capital Region Council of Governments and appoint the Township Manager to serve as an alternate for one-year terms. Supervisor Wyckoff seconded the motion. **Motion carried 5-0.**

B. Appointment of One (1) Emergency Management Coordinator for a One-Year Term with the Emergency Management Agency (Expired term of Tim Roche) and Two (2) Deputy Coordinators for a One-Year Term. (Expired terms of Brian Blahusch and David Sassaman)

Supervisor Wyckoff made a motion to appoint Chief Warner as the Emergency Management Coordinator for a one-year term and reappoint Brian Blahusch and Dave Sassaman as Deputy Coordinators for one-year terms to the Emergency Management Agency. Supervisor Zmuda seconded the motion. **Motion carried 5-0.** Supervisor Wyckoff amended his motion to reappoint Tim Roche as the Emergency Management Coordinator. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

C. Appointment of One (1) Individual to Serve as Sewage Enforcement Officer for a One-Year Term. (Expired term of Jeremy Bentz)

Supervisor Zmuda made a motion to reappoint Jeremy Bentz as the Sewage Enforcement Officer for a one-year term. Supervisor Corado seconded the motion. **Motion carried 5-0.**

CONSENT CALENDAR

Adoption of the Board of Supervisors Meeting Minutes for the December 10, 2024 Regular Meeting.

Approval of January 6, 2025 Accounts Payable of \$512,664.14, December 24, 2024 Payroll of \$373,187.85 and January 3, 2025 Payroll of \$415,735.63.

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

NEW BUSINESS

Resolution No. 2025-06 - Appointing a firm of certified public accountants to audit all of the accounts of the Township of Derry for the 2024 fiscal year.

Supervisor Wyckoff made a motion to adopt Resolution 2025-06, appointing Zelekofske Axelrod, LLC, to examine and audit the accounts of the Township of Derry for the 2024 fiscal year for a sum of \$25,500. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

Consideration of Resolution No. 2025-07 establishing the contribution rate for the police pension fund for 2025 at 4% of wages. (C. Lontz/Z. Jackson)

Supervisor Corado made a motion to adopt Resolution 2025-07 establishing the contribution rate for the police pension fund for 2025 at 4% of wages is hereby approved. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

Consideration of Resolution No. 2025-08- Appointment of Open Records Officers. (Z. Jackson)

Mr. Jackson stated Act 3 of 2008, Section 502, requires that all local government agencies appoint an Open Records Officer and with the resignation of Christopher Christman, the Board must appoint a new Open Records Officer for the Township of Derry. He noted the Administration is recommending that the Board appoint Zachary R. Jackson as the Township's Primary Open Records Officer and Garth W. Warner as a Secondary Open Records Officer for the purpose of managing Right to Know Requests.

Supervisor Giovanniello made a motion to adopt Resolution 2025-08 appointing Zachary R. Jackson and Garth W. Warner as Open Records Officers for the Township of Derry. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

Consideration of third time extension for conditional approval of the Preliminary/Final Land Development Plan for Derry Township Municipal Authority Garage Addition, Plat 1376. (C. Emerick)

Mr. Emerick stated plat 1376 proposes a 4,843-square-foot addition to an existing 7,846-square-foot building located at the Derry Township Municipal Authority complex. The Board of Supervisors initially approved plat 1376 on July 25, 2023, conditional upon several items being addressed by the applicant no later than January 25, 2024. The Board granted the most recent extension request on July 9, 2024, subject to the outstanding conditions of approval being satisfactorily addressed no later than January 31, 2025. The applicant has requested a third extension of time, until June 30, 2025, to address the outstanding conditions of approval and confirmed the third extension request proposes no changes to the details of the previously approved plan or to the waivers that were granted.

Chairwoman Nutt made a motion that the approval of the Preliminary/Final Land Development Plan for Derry Township Municipal Authority Garage Addition, Plat 1376, is extended to June 30, 2025, subject to compliance with items 1 through 16 in the *Department Head Recommendation* section of this agenda item. Supervisor Corado seconded the motion. **Motion carried 5-0.**

Discussion on Township Manager position and possible Appointment of Township Manager. (Natalie Nutt/P. Armstrong)

Chairwoman Nutt stated the Board of Supervisors would like to extend the Township Manager position to Zachary Jackson, with an annual salary of \$150,000, subject to pre-employment conditions. Supervisor Zmuda made a motion to extend the position to Zachary Jackson. Supervisor Corado seconded the motion. **Motion carried 5-0.**

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SUPERVISOR BOARD/COMMITTEE REPORTS

None

DEPARTMENTAL REPORTS

Police Department

Chief Warner thanked everyone for their assistance with the New Years Eve Celebration Event in downtown Hershey. They have four new police officer recruits currently in field training, as all have recently graduated from the academy. They will all be assigned to the traffic safety section after completion of their field training.

Hershey Volunteer Fire Department

Mr. Sassaman stated they have a tentative late Fall 2025 arrival for the first piece of their apparatus equipment that they have on order.

Public Works

Mr. Watts stated Public Works has been working through Christmas tree pick-up within the Township.

Library

Mrs. Jacobine shared that the library has a new event, Spice of the Month Club. Those interested are able to pick up a small sample of the spice, along with a recipe and history of the spice. This month's spice is nutmeg. She also noted the library will have a Shared Memory Box Workshop, scheduled for January 11, 2025, at 2 p.m.

Parks & Recreation

Ms. Walker shared a reminder of where winter weather updates can be found for the Community Center. Updates will be listed on the "Derry Township Parks" Facebook and Instagram pages, along with the Township website, within the Parks and Recreation page. She also noted new upcoming evening exercise classes, art exploration events and youth diving opportunities. She confirmed aquatic exercise classes are now available for pre-registration online, in-person or by calling the Community Center.

Township Manager

Mr. Jackson thanked Public Works for all of their efforts in response to the winter weather throughout the Township today.

VISITOR/PUBLIC COMMENTS

No comments offered.

ADJOURNMENT

Supervisor Zmuda made a motion to adjourn the meeting at 7:47 p.m. Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

SUBMITTED BY:

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Michael P. Corado, Secretary