

**ANTRIM TOWNSHIP BOARD OF SUPERVISORS**  
**AGENDA - ORGANIZATIONAL MEETING**  
**JANUARY 3, 2022 - 7:00 PM**

Meetings are being audio recorded by the Township

**1. CALL MEETING TO ORDER**

**2. PRAYER followed by Pledge of Allegiance**

**3. PUBLIC COMMENT**

**4. SUPERVISORS**

- A.** Motion to appoint temporary Chairman for the purpose of organizational meeting.
- B.** Motion to appoint temporary Secretary for the purpose of organizational meeting.
- C.** Motion to affirm the election by appointing the two (2) re-elected Supervisors.
- D.** Motion to appoint Chairman.
- E.** Motion to appoint Vice-Chairman.
- F.** Motion to appoint Treasurer and renew bond set at \$3M.
- G.** Motion to appoint Assistant Treasurer and renew bond set at \$3M.
- H.** Motion to appoint Secretary.
- I.** Motion to appoint Assistant Secretary.
- J.** Motion to appoint Antrim Township Planning Commission member: *(1 needed; 4-year term)*
- K.** Motion to appoint Antrim Township Municipal Authority member: *(1 needed; 5-year term)*
- L.** Motion to appoint Antrim Township Park Committee members: *(2 needed; 3-year term)*
- M.** Motion to appoint Antrim Township Zoning Hearing Board member: *(1 needed; 5-year term)*
- N.** Motion to appoint for the vacant Elected Auditors position: *(1 needed; 6-year term)*
- O.** Motion to appoint Solicitor for Board of Supervisors, set rate per hour, and authorize Chairman to sign representation agreement.
- P.** Motion to affirm Solicitor for Antrim Township Planning Commission and affirm rate per hour.
- Q.** Motion to appoint Solicitor for Antrim Township Zoning Hearing Board and set rate per hour.
- R.** Motion to appoint Solicitor for ATMA and set rate/hour/meeting.

- S. Motion to authorize staff to use the following attorney's in 2022 on an as needed basis for the following matters: financing, bankruptcy and labor
- T. Motion to appoint Engineers for Township (*all rate sheets are in the ATBOS file for review*):
1. Martin & Martin
  2. Dewberry
  3. GHD
- U. Motion to appoint a Chairman to the Vacancy Board.
- V. Motion to appoint a Voting and Alternate Voting Delegate for the 2022 PSATS State Convention.
- W. Motion to continue the subscription for PA Township News for all Supervisors, ATPC and 2 copies for office.
- X. Motion to authorize Board of Supervisors attendance at seminars and conventions, to be paid according to Second Class Township code.
- Y. Motion to authorize attendance at one convention per year for Road, Utilities and Zoning Department if approved by Administrator.
- Z. Motion to appoint individuals to participate as leads or advisors for the following positions:

Position	2021 Appointments	2022 Appointments
BOS Liaison to Parks Committee (1)	Rick Baer	
Emergency Services Advisors (2) ( <i>this covers EMS, FIRE/POLICE, &amp; FC Emergency Services Alliance</i> )	John Alleman Brad Graham	
Intergovernmental and Joint Venture Advisors (2)	Chad Murray Fred Young	
Road Dept. Advisors (2)	Rick Baer Chad Murray	
Economic Development Advisors (2)	Pat Heraty Fred Young	
Personnel Advisors (2)	Pat Heraty John Alleman	
Representative to the Greencastle-Antrim Chamber of Commerce (1)	Chad Murray	
Representative to the Franklin County Council of Governments (COG) (2)	Brad Graham – Delegate Fred Young – Alternate	
Citizens Advisory Committee (2)	Rick Baer Fred Young	

Comprehensive Plan Review Advisors (2)	Left Vacant-will appoint if needed	
Finance Advisors (2)	Fred Young Pat Heraty	
Facilities Advisors (2)	John Alleman Rick Baer	
Utilities and ATMA Advisors (2)	John Alleman Rick Baer	
Ordinance Review Advisors (2)	Rick Baer Chad Murray	
UCC Joint Municipal Board of Appeals (1)	John Lehman (agrees to serve in 2021)	

**AA.** Motion to appoint Sewage Enforcement Officer.

**BB.** Motion to approve Sewage Enforcement Fee Schedule.

**CC.** Motion to designate Depositories for TWP funds.

**DD.** Motion to mandate two signatures on all checks (*one Supervisor and the Administrator*).

**EE.** Motion to set meeting fees for ATPC, ATZHB, and ATMA (no change from 2021):

- *for 2022, set at \$55.00 per meeting for each board.*

**FF.** Motion to affirm the 2022 taxes for TWP:

Real Estate Tax	0%
Real Estate Transfer Tax	1%
Earned Income Tax (EIT) (to be split equally with the School District at .5% each)	1%
LST	\$52

**GG.** Motion to set donation amounts from General Fund (as allocated in 2022 budget).

**HH.** Motion to approve WC insurance coverage of Rescue Hose Co. No. 1 Fire Police for upcoming events throughout the year, and authorize Administrator to approve additional requests, which will be presented to the Board for final approval.

**II.** Motion to affirm payment and reimbursement of Workers' Compensation insurance premiums for Rescue Hose Co. No. 1.

**JJ.** Motion to appoint an Emergency Management Coordinator (EMC).

**KK.** Motion to set the mileage rate for employees using their personal vehicles.

**LL.** Motion to re-affirm the advertised 2022 Meeting Dates.

- MM.** Motion to appoint an independent certified auditor for the completion of 2021 fund audits and GASB-34 assistance, and pass Resolution # 345 stating such appointment.
- NN.** Motion to accept Personnel Policy, Leave Policy (Vacation, Personal and Comp Time.), and affirm the Holiday Schedule.
- OO.** Motion to reaffirm the existing Township funded HRA (Health Reimbursement Account) benefit and set amount.
- PP.** Motion to announce wage increases & health insurance employee contribution.
- QQ.** Motion to approve the stipend amount for Full Time employee's that elect not to participate in the Township offered Health insurance.
- RR.** Motion to set the 2022 Christmas Bonus for Full Time, Part Time & Part Time Seasonal Employees.
- SS.** Motion to appoint a Representative and an Alternate to the Franklin County Area Tax Board.
- TT.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee.
- UU.** Motion to affirm the two building code inspection firms representing the TWP.
- VV.** Motion to allow payment of recurring bills (such as VISA bills, electric bills, Postage Machine, etc.) that must be paid prior to a meeting date in order to avoid a late charge or take advantage of a discount. These bills/checks will be on the Treasurer's Report to be approved formally by the Supervisors at their next scheduled monthly meeting.
- WW.** Motion to approve by resolution #346 the adoption of the Antrim Township fee schedule for 2022.
- XX.** Motion to affirm the 2022 bidding limits, effective January 1, 2022.
- YY.** Motion to reappoint current members serving on the Agricultural Security Advisory Committee.

## **5. VISITORS**

**6. REVIEW AND APPROVE** minutes from the December 28, 2021 Regular Meeting.

**7. REVIEW AND APPROVE** payment of the bills: None

## **8. TOWNSHIP ADMINISTRATOR**

## **9. SUPERVISOR COMMENTS**

## **10. PUBLIC COMMENTS**

## **11. EXECUTIVE SESSION**

## **12. ADJOURNMENT**