

**ANTRIM TOWNSHIP BOARD OF SUPERVISORS**  
**AGENDA - ORGANIZATIONAL MEETING**  
**JANUARY 2, 2023 - 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 appoint Chairman
- D. Motion to appoint Vice-Chairman
- E. Motion to appoint Treasurer, and renew bond set at \$3M
- F. Motion to appoint Secretary
- G. Motion to appoint Assistant Secretary
- H. In the absence of a Township Administrator, appoint two (2) Board of Supervisor to act as Special Projects Coordinators
- I. Motion to appoint Antrim Township Planning Commission member: *(1 needed; 4-year term)*
- J. Motion to appoint Antrim Township Municipal Authority member: *(1 needed; 5-year term)*
- K. Motion to appoint Antrim Township Park Committee members: *(3 needed; 3-year term)*
- L. Motion to affirm the Elected Auditors
- M. Motion to appoint Solicitor for Board of Supervisors, set rate per hour, and authorize Chairman to sign representation agreement
- N. Motion to appoint Solicitor for Antrim Township Planning Commission and set rate per hour
- O. Motion to appoint Solicitor for Antrim Township Zoning Hearing Board and set rate per hour
- P. Motion to appoint Solicitor for ATMA and set rate/hour/meeting
- Q. Motion to authorize staff to use the following attorney's in 2023 on an as needed basis
  - *For labor matters, bankruptcy matters and bonding/financing matters*

- R. Motion to appoint Engineers for Township (*all rate sheets are in the ATBOS file for review*):
- S. Motion to appoint a Chairman to the Vacancy Board:
- T. Motion to appoint a Voting and Alternate Voting Delegate for the 2023 PSATS State Convention.
- U. Motion to continue the subscription for PA Township News for all Supervisors, Planning Commission Members, the Township Secretary, and the Township Administrator.
- V. Motion to authorize Board of Supervisors attendance at seminars and conventions, to be paid according to Second Class Township code, at the rate of \$50.00 per day.
- W. Motion to authorize attendance to one convention per year for Road, Utilities and Zoning Department if approved by Administrator or acting Special Projects Coordinator.
- X. Motion to appoint individuals to participate as leads or advisors for the following positions:

<b>Name of Committee or Dept. Advisor</b>	<b>2022 Appointments</b>	<b>2023 Appointments</b>
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	
Representative to Roads (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 2023)	

**Y.** Motion to appoint two (2) Primary and one (1) Alternate Sewage Enforcement Officers:

**Z.** Motion to approve Sewage Enforcement Fee Schedule (*Township sets and must match*):

- See Appendix "A"

**AA.** Motion to designate Depositories for TWP funds:

**BB.** Motion to mandate two signatures on all checks.

**CC.** Motion to set meeting fees for ATPC, ATZHB, and ATMA

**DD.** Motion to affirm the 2023 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

**EE.** Motion to set donation amounts from General Fund (as allocated in 2023 budget):

Marion Fire Co.	\$16,000
Rescue Hose Fire Co.	\$80,000
Paid Firefighters	Estimated @ \$300,000 (quarterly submissions based on actual)
Rescue Hose Co. – EMS	\$40,000
Fire Dept. Incentive Program	\$5,000
Fr.Cty. Pub. Safety Trng. Ctr.	\$3,000
Fr.Cty. Emerg. Svcs. Alliance	\$200
Fr.Cty. Drug Task Force	\$7,200
Besore Library	\$5,000
Allison-Antrim Museum	\$5,000
Heritage Christmas Tree	\$2,000
Park Grants	\$40,000
Ruritans (3 x \$5,000 ea.)	\$15,000

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

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

- HH.** Motion to appoint an Emergency Management Coordinator (EMC)
- II.** Motion to set the mileage rate for employees using their personal vehicles
- JJ.** Motion to re-affirm the advertised 2023 Meeting Dates (*copy in your 1-2-2023 ATBOS file*)
- KK.** Motion to appoint an independent certified auditor for the completion of 2022 fund audits and GASB-34 assistance, and pass Resolution # 364 stating such appointment
- LL.** Motion to accept Personnel Policy, Leave Policy (Vacation, Personal and Comp Time.), and affirm the Holiday Schedule (*no changes from 2022*)
- MM.** Motion to set the amount for the Township funded HRA (Health Reimbursement Account) benefit
- NN.** Motion to announce wage increases & health insurance employee contribution
- OO.** Motion to approve the stipend amount for Full Time employee's that elect not to participate in the Township offered Health insurance
- PP.** Motion to set the 2023 Christmas Bonus for Full Time, Part Time & Part Time Seasonal Employees
- QQ.** Motion to affirm the Representative and the Alternate to the Franklin County Area Tax Board
- RR.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee
- SS.** Motion to affirm the two building code inspection firms representing the TWP
- TT.** 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.
- UU.** Motion to approve by resolution #365 the adoption of the Antrim Township fee schedule for 2023
- VV.** Motion to affirm the 2023 bidding limits, effective January 1, 2023
- WW.** Motion to reappoint current members serving on the Agricultural Security Advisory Committee

**5. VISITORS**

**6. REVIEW AND APPROVE** minutes: None.

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

**8. TOWNSHIP ADMINISTRATOR**

**9. SUPERVISOR COMMENTS**

**10. PUBLIC COMMENTS**

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**