

**ANTRIM TOWNSHIP BOARD OF SUPERVISORS**  
**AGENDA - ORGANIZATIONAL MEETING**  
**JANUARY 2, 2024 - 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. Motion to affirm the election by appointing the two (2) re-elected Supervisors for a six (6) year term with an expiration date of 1-1-30.
- 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: *(1 needed; 3-year term)*
- L. Announce that a replacement is being sought for vacated position on the Zoning Hearing Board, as Rodney Zeger did not wish to be re-appointed to this is a 5-year term.
- M. Motion to affirm the Elected Auditors:
- N. Motion to appoint Solicitor for Board of Supervisors, set rate per hour, and authorize Chairman to sign representation agreement:
- O. Motion to appoint Solicitor for Antrim Township Planning Commission, set rate per hour, and authorize Chairman to sign representation agreement:
- P. Motion to appoint Solicitor for Antrim Township Zoning Hearing Board and set rate per hour:

- Q. Motion to appoint Solicitor for ATMA and set rate/hour/meeting:
- R. Motion to authorize staff to use the following attorney’s in 2024 on an as needed basis
- S. Motion to appoint Engineers for Township (*all rate sheets are in the ATBOS file for review*):
- T. Motion to appoint a Chairman to the Vacancy Board:
- U. Motion to appoint a Voting and Alternate Voting Delegate for the 2024 PSATS State Convention.
- V. Motion to continue the subscription for PA Township News for all Supervisors, Planning Commission Members, the Township Secretary, and the Township Administrator.
- W. 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.
- X. Motion to authorize attendance to one convention per year for Road, Utilities and Zoning Department if approved by Administrator.
- Y. Motion to appoint individuals to participate as leads or advisors for the following positions:

<b>Name of Committee or Dept. Advisor</b>
BOS Liaison to Parks Committee (1)
Emergency Services Advisors (2) <i>(this covers EMS, FIRE/POLICE, &amp; FC Emergency Services Alliance)</i>
Intergovernmental and Joint Venture Advisors (2)
Representative to Roads (2)
Economic Development Advisors (2)
Personnel Advisors (2)
Representative to the Greencastle-Antrim Chamber of Commerce (1)
Representative to the Franklin County Council of Governments (COG) (2)
Citizens Advisory Committee (2)
Comprehensive Plan Review Advisors (2)
Finance Advisors (2)
Facilities Advisors (2)
Utilities and ATMA Advisors (2)
Ordinance Review Advisors (2)
UCC Joint Municipal Board of Appeals (1)

- Z.** Motion to appoint two (2) Primary and one (1) Alternate Sewage Enforcement Officers:
- AA.** Motion to approve Sewage Enforcement Fee Schedule (*Township sets and must match*):
  - *See Appendix "A"*
- BB.** Motion to designate Depositories for TWP funds:
- CC.** Motion to mandate two Supervisor signatures on all checks.
- DD.** Motion to set meeting fees for ATPC, ATZHB, and ATMA
- EE.** Motion to affirm the 2024 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

- FF.** Motion to set donation amounts from General Fund (as allocated in 2024 budget):

Marion Fire Co.	\$16,000
Rescue Hose Fire Co.	\$80,000
Paid Firefighters	Estimated @ \$322,760 (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

- GG.** 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.
- HH.** Motion to affirm payment and reimbursement of Workers’ Compensation insurance premiums for Rescue Hose Co. No. 1.
- II.** Motion to appoint an Emergency Management Coordinator (EMC):
- JJ.** Motion to set the mileage rate for employees using their personal vehicles.
- KK.** Motion to re-affirm the advertised 2024 Meeting Dates (*copy in your 1-2-2024 ATBOS file*).

- LL.** Motion to appoint an independent certified auditor for the completion of 2023 fund audits and GASB-34 assistance, and pass Resolution # 370 stating such appointment:
- MM.** Motion to accept Personnel Policy, Leave Policy (Vacation, Personal and Comp Time.), and affirm the Holiday Schedule (*no changes from 2023*)
- NN.** Motion to set the amount for the Township funded HRA (Health Reimbursement Arrangement) benefit:
- OO.** Motion to announce wage increases & health insurance employee contribution:
- PP.** Motion to approve the 2024 stipend amount for Full Time employee's that elect not to participate in the Township offered Health insurance.
- QQ.** Motion to set the 2024 Christmas Bonus for Full Time, Part Time & Part Time Seasonal Employees.
- RR.** Motion to affirm the Representative and the Alternate to the Franklin County Area Tax Board
- SS.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee:
- TT.** Motion to affirm the two building code inspection firms representing the TWP:
  - *Commonwealth Code Inspection Service (CCIS)*
  - *Pennsylvania Municipal Code Alliance (PMCA)*
- UU.** 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.
- VV.** Announce that a motion to approve (by resolution) the adoption of the Antrim Township fee schedule for 2024 will be done at the January 9, 2024 meeting.
- WW.** Motion to affirm the 2024 bidding limits, effective January 1, 2024:
- XX.** 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**