

ANTRIM TOWNSHIP BOARD OF SUPERVISORS AGENDA
ORGANIZATIONAL MEETING – JANUARY 2, 2018

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 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 Antrim Township Planning Commission members – 2 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 – 2 needed. (3 year term)
- L. Motion to appoint Solicitor for Board of Supervisors, set rate per hour, and authorize Chairman to sign representation agreement.
- M. Motion to appoint Solicitor for Antrim Township Planning Commission and set rate per hour.
- N. Motion to appoint Solicitor for Antrim Township Zoning Hearing Board and set rate per hour.
- O. Motion to appoint Solicitor for ATMA and set rate/hour/meeting.
- P. Motion to appoint Engineers for Township **(all rate sheets are in your ATBOS file for review)**
 - 1. Martin & Martin
 - 2. Dewberry
 - 3. Buchart-Horn
 - 4. GHD/CET
- Q. Motion to appoint a Chairman to the Vacancy Board.

- R.** Motion to appoint a Voting and Alternate Voting Delegate for the 2018 PSATS State Convention.
- S.** Motion to continue the subscription for PA Township News for all Supervisors, ATPC and 2 copies for office.
- T.** Motion to authorize Officials attendance at seminars and conventions, to be paid according to 2nd Class Twp code, at the rate of \$50.00 per day.
- U.** Motion to appoint Supervisor(s) to various committees/departments: (see chart made for 2017 appointments)
1. *Representative to Parks Committee (1)*
 2. *Emergency Services Committee (2) **this covers EMS, Fire/Police & FC Emergency Services Alliance***
 3. *Intergovernmental and Joint Venture Committee (2)*
 4. *Representative to Roads (2)*
 5. *Economic Development Committee (2)*
 6. *Personnel Committee (2)*
 7. *Greencastle-Antrim Chamber of Commerce (1)*
 8. *Greencastle-Antrim Area Development Corporation (1)*
 9. *Franklin County Council of Governments (2) Delegate and Alternate Delegate*
 10. *Citizens Advisory Committee (2)*
 11. *Comprehensive Plan Review Committee (2), with 2 alternates*
 12. *Finance Committee (2)*
 13. *Building Renovation Committee*
 14. *Utilities & ATMA Committee (2)*
 15. *UCC Joint Municipal Appeals Board: (if someone appeals a decision by Commonwealth Code Inspection Service or Accredited Services) (1) John Lehman (of Lehman Custom Homes)*
 16. *Ordinance Review Committee: (2)*
- V.** Motion to appoint Sewage Enforcement Officer.
- W.** Motion to designate Depositories for TWP funds.
- X.** Motion to mandate two signatures on all checks; one being a supervisor and one being the Administrator.
- Y.** Motion to set meeting fees for ATPC, ATZHB, and ATMA.
- Z.** Motion to affirm the 2018 taxes for TWP:
1. *Real Estate Tax: zero (0)*
 2. *Real Estate Transfer Tax: 1%*
 3. *EIT: 1% (to be split equally with the School District, at .50% each)*
 4. *LST: \$52.00*
 5. *Per Capita Tax: zero (0)*
- AA.** Motion to set donation amounts from General Fund, for: (as allocated on 2018 budget)
1. *Marion Fire Co.: \$15,000.*
 2. *Rescue Hose Co.: \$75,000.*
 3. *Rescue Hose Co./EMS: \$36,000.*
 4. *Medic 2: \$25,000.*
 5. *FC Drug Task Force: \$7,200.*
 6. *Emergency Services Alliance: \$2,600.*
 7. *Franklin County Public Safety Training Center: \$2,400.*

- BB.** 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.
- CC.** Motion to affirm payment and reimbursement of Workers' Compensation insurance premiums for Rescue Hose Co. No. 1. (*State Workers Insurance Fund –SWIF*)
- DD.** Motion to affirm the bonds for employees at (set amount).
- EE.** Motion to authorize attendance to one convention per year for Road, Utilities and Zoning Department.
- FF.** Motion to set the mileage rate for employees using their personal vehicles.
- GG.** Motion to re-affirm the advertised 2018 meeting dates.
- HH.** Motion to appoint an independent certified auditor for the completion of 2017 fund audits and GASB-34 assistance.
- II.** Motion to accept Personnel Policy, Holiday schedule and leave policy (Vacation, Personal and Comp Time.) *No changes from 2017*
- JJ.** Motion to reaffirm the existing TWP funded HRA (Health Reimbursement Account) benefit for 2018 and set amount.
- KK.** Motion to announce wage increases and employee contribution towards health insurance.
- LL.** Motion to appoint a Representative and an Alternate to the Franklin County Area Tax Board.
- MM.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee.
- NN.** Motion to affirm the Elected Auditors and appoint an Elected Auditor.
- OO.** Motion to affirm the two building code inspection firms the TWP use.
- PP.** 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 list (Treasurer's Report) to be approved formally by the Supervisors at their next scheduled monthly meeting.
- 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 approve the Township's 2018 Fee Schedule.
- SS.** Motion to set the 2018 Christmas Bonus for Full Time, Part Time & Part Time Seasonal employees.
- TT.** Motion to affirm the 2018 bidding limits, effective January 1, 2018.
- UU.** Motion to reappoint current members serving on the Agricultural Security Advisory Committee

- VV.** Motion to appoint an Emergency Management Coordinator.
- WW.** Motion to authorize staff to use additional attorney's in 2018 on an as needed basis.
- XX.** Motion to approve new annual Park Grant fund amount

5. VISITORS

6. REVIEW AND APPROVE minutes from the December 26, 2017 Meeting.

7. REVIEW AND APPROVE payment of the bills: None

8. SOLICITOR

9. PUBLIC WORKS DIRECTOR

10. TOWNSHIP ADMINISTRATOR

11. STAFF REPORTS

12. NEW BUSINESS

13. PUBLIC COMMENTS

14. EXECUTIVE SESSION

15. ADJOURNMENT