

**ANTRIM TOWNSHIP BOARD OF SUPERVISORS AGENDA**  
**ORGANIZATIONAL MEETING – JANUARY 7, 2019**

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 Assistant Treasurer, and renew bond set at \$3M
- G. Motion to appoint Secretary
- H. Motion to AFIRM re-appointment of Antrim Township Planning Commission member-1 needed (4 year term)
- I. Motion to appoint Antrim Township Municipal Authority member-1 needed. (5 year term)
- J. Motion to appoint Antrim Township Park Committee members -1 needed. (3 year term)
- K. Motion to appoint Solicitor for Board of Supervisors, set rate per hour, and authorize Chairman to sign representation agreement.
- L. Motion to appoint Solicitor for Antrim Township Planning Commission and set rate per hour.
- M. Motion to appoint Solicitor for Antrim Township Zoning Hearing Board and set rate per hour.
- N. Motion to appoint Solicitor for ATMA and set rate/hour/meeting.
- O. 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:

- P. Motion to appoint a Chairman to the Vacancy Board
- Q. Motion to appoint a Voting and Alternate Voting Delegate for the 2019 PSATS State Convention.
- R. Motion to continue the subscription for PA Township News for all Supervisors, ATPC and 2 copies for office.
- S. Motion to authorize Officials attendance at seminars and conventions, to be paid according to Second Class Township code, at the rate of \$50.00 per day.
- T. Motion to appoint Supervisor(s) and Administrator to various committees/departments:  
**(see chart made that shows who served in 2018)**
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 (he has agreed to serve again)*
  16. *Ordinance Review Committee: (2)*
- U. Motion to appoint Sewage Enforcement Officer.
- V. Motion to designate Depositories for TWP funds.
- W. Motion to mandate two signatures on all checks; one being a supervisor and one being the Administrator
- X. Motion to set meeting fees for ATPC, ATZHB, and ATMA.
- Y. Motion to affirm the 2019 taxes for TWP:
- Z. Motion to set donation amounts from General Fund, for: *(as allocated on 2019 budget)*
- AA. 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.
- BB. Motion to affirm payment and reimbursement of Workers' Compensation insurance premiums for Rescue Hose Co. No. 1.
- CC. Motion to authorize attendance to one convention per year for Road, Utilities and Zoning Department.
- DD. Motion to set the mileage rate for employees using their personal vehicles.

- EE.** Motion to re-affirm the advertised 2019 Meeting Dates
- FF.** Motion to appoint an independent certified auditor for the completion of 2018 fund audits and GASB-34 assistance, and pass Resolution # 310 stating such appointment.
- GG.** Motion to accept Personnel Policy, Leave Policy (Vacation, Personal and Comp Time.), and affirm the Holiday Schedule
- HH.** Motion to reaffirm the existing Township funded HRA (Health Reimbursement Account) benefit for 2019 and set amount.
- II.** Motion to announce wage increases & health insurance employee contribution:
- JJ.** Motion to appoint a Representative and an Alternate to the Franklin County Area Tax Board.
- KK.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee.
- LL.** Motion to affirm the Elected Auditors;
- MM.** Motion to affirm the two building code inspection firms the Township uses.
- NN.** 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.
- 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 approve by resolution (# \_\_\_\_ ) the adoption of the Antrim Township fee schedule for 2019.
- QQ.** Motion to set the 2019 Christmas Bonus for Full Time, Part Time & Part Time Seasonal employees.
- RR.** Motion to affirm the 2019 bidding limits, effective January 1, 2019.
- SS.** Motion to reappoint current members serving on the Agricultural Security Advisory Committee
- TT.** Motion to appoint an Emergency Management Coordinator
- UU.** Motion to authorize staff to use the following attorney's in 2019 on an as needed basis:
- VV.** Motion to set the annual Park Grant program amount as accounted for in the 2019 budget.

## **5. VISITORS**

## **6. REVIEW AND APPROVE minutes from the December 27, 2018 Meeting.**

## **7. REVIEW AND APPROVE payment of the bills as prepared on the Treasury report dated January 7, 2019.**

**8. SOLICITOR**

**9. PUBLIC WORKS DIRECTOR**

**10. TOWNSHIP ADMINISTRATOR**

**11. STAFF REPORTS**

**12. NEW BUSINESS**

**13. PUBLIC COMMENTS**

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT**