

**ANTRIM TOWNSHIP BOARD OF SUPERVISORS AGENDA**  
**ORGANIZATIONAL MEETING – JANUARY 6, 2020**

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 appoint Assistant Secretary
- 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 appoint Antrim Township Zoning Hearing Board member: 1 needed. (5-year term)
- M.** Motion to REAFFIRM motion made at the December 10, 2019 meeting for an appointment to the vacant ELECETED AUDITORS position. The remainder of this 6-year term will expire on 1-1-24.
- 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 and set rate per hour.
- 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 appoint Engineers for Township (**all rate sheets are in your ATBOS file for review**)
1. Martin and Martin
  2. Dewberry
  3. Buchart Horn
  4. GHD
- S.** Motion to appoint a Chairman to the Vacancy Board.
- T.** Motion to appoint a Voting and Alternate Voting Delegate for the 2020 PSATS State Convention.
- U.** Motion to continue the subscription for PA Township News for all Supervisors, ATPC and 2 copies for office.
- V.** 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.
- W.** Motion to appoint Supervisor(s) and Administrator to various committees/departments:  
(**see chart made that shows who served in 2019**)
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)*
- X.** Motion to appoint Sewage Enforcement Officer.
- Y.** Motion to designate Depositories for TWP funds.
- Z.** Motion to mandate two signatures on all checks; one being a supervisor and one being the Administrator.
- AA.** Motion to set meeting fees for ATPC, ATZHB, and ATMA.
- BB.** Motion to affirm the 2020 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 (MAX amount)*
  5. *Per Capita Tax: zero (0)*
- CC.** Motion to set donation amounts from General Fund, for: (*as allocated on 2020 budget*)

- DD.** 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.
- EE.** Motion to affirm payment and reimbursement of Workers' Compensation insurance premiums for Rescue Hose Co. No. 1.
- FF.** Motion to authorize attendance to one convention per year for Road, Utilities and Zoning Department.
- GG.** Motion to set the mileage rate for employees using their personal vehicles.
- HH.** Motion to re-affirm the advertised 2020 Meeting Dates
- II.** Motion to appoint an independent certified auditor for the completion of 2019 fund audits and GASB-34 assistance and pass Resolution # 321 stating such appointment.
- JJ.** Motion to accept Personnel Policy, Leave Policy (Vacation, Personal and Comp Time.), and affirm the Holiday Schedule.
- KK.** Motion to reaffirm the existing Township funded HRA (Health Reimbursement Account) benefit for 2020 and set amount.
- LL.** Motion to announce wage increases & employee contribution for health insurance.
- MM.** Motion to appoint a Representative and an Alternate to the Franklin County Area Tax Board.
- NN.** Motion to appoint a Representative and an Alternate to the Franklin County Tax Collection Committee.)
- OO.** Motion to affirm the Elected Auditors;
- PP.** Motion to affirm the two building code inspection firms the TWP uses:
- QQ.** 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.
- RR.** Motion to approve the stipend amount for Full Time employee's that elect not to participate in the Township offered Health insurance.
- SS.** Motion to approve by resolution # 322 the adoption of the Antrim Township fee schedule for 2020.
- TT.** Motion to set the 2020 Christmas Bonus for Full Time, Part Time & Part Time Seasonal employees.
- UU.** Motion to affirm the 2020 bidding limits, effective January 1, 2020.
- VV.** Motion to reappoint current members serving on the Agricultural Security Advisory Committee
- WW.** Motion to appoint an Emergency Management Coordinator (EMC)
- XX.** Motion to authorize staff to use the additional attorneys in 2020 on an as needed basis for

bankruptcy matters, labor matters and finance matters.

- YY.** Motion to set the annual Park Grant program amount as accounted for in the 2020 budget.

**5. VISITORS**

- 6. REAPPROVE minutes from the November 20, 2019 Joint Meeting with Borough (minor changes made) REVIEW AND APPROVE minutes from the December 27, 2019 Regular Meeting.**

- 7. REVIEW AND APPROVE payment of the bills as prepared on the Treasury report dated January 6, 2020.**

**8. SOLICITOR**

**9. PUBLIC WORKS DIRECTOR**

**10. TOWNSHIP ADMINISTRATOR**

**11. STAFF REPORTS**

**12. NEW BUSINESS**

**13. PUBLIC COMMENTS**

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT**