

March 1, 2011 - Antrim Township Board of Supervisors

MINUTES OF THE ANTRIM TOWNSHIP BOARD OF SUPERVISORS

WORKSESSION MEETING

March 1, 2011 4:00 p.m.

The Antrim Township Board of Supervisors held a worksession meeting on Tuesday, March 1, 2011 in the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Chairman Sam Miller, Vice Chairman James Byers, Supervisors Fred Young III, Curtis Myers and Rick Baer; Brad Graham, Township Administrator, Sylvia House, Zoning Officer, Tom Davis, Public Works Director and Mary Klein, Township Secretary. Supervisor Curtis Myers arrived late to the meeting.

Visitors: There were none.

Chairman Miller called the worksession meeting to order at 4:05 p.m.

Chairman Miller called for public comment – there was none.

Sylvia House, Zoning Officer addressed the Supervisors regarding the Official Township maps; the Official Map, Zoning Map and the Sewer Service Area Map. Mrs. House first discussed the pros and cons of having an Official Map. She stated that the previous Zoning Officer, Angela Garland had prepared an Official Map and Ordinance. She noted that the Ordinance is regulated by Article IV of the MPC. The Official Map shows the elements of the Comprehensive Plan such as existing and proposed public streets, road widening or abandonments, existing or proposed public parks and pedestrian ways and easements. Property owners could appeal to the Zoning Hearing Board and the Township is not required to make the improvements. She also noted that the Township has one year to acquire the property or begin condemnation proceedings from the date we receive the written notice from the property owner. Chairman Miller asked about the Grindstone Hill extension and the fact that we do not have a Right-of-Way for Quality Avenue. He also stated that everyone seems okay with Walter Avenue and that there was nothing done to the Shook property. Mrs. House noted that there is a chance that the Township would have to pay to make the improvements. She also asked about the Moss Springs extension, Nova Drive extension and the Grindstone Hill extension. Mrs. House also asked about adding the Shared Use Trail to the Official Map and whether we should show future Shared Use Trail connections to the Borough of Greencastle. Chairman Miller said he would contact Shanks Church to ask them about running the Shared Use Trail through their property. Supervisor Byers asked about Williamsport Pike and Weaver Road and if we should put a line here to connect the Shared Use Trail to the park.

Supervisor Myers arrived at this time – 4:40 p.m.

The Supervisors were all in agreement that they were okay with having an Official Map.

Mrs. House also addressed the Supervisors regarding the Zoning Map. She stated that we have scheduled a Comprehensive Plan Meeting on March 10th at 2:00 p.m. at the Township building. She noted we will be talking to the Committee about the approved map.

Mrs. House also addressed the Supervisors regarding the Sewer Service Area Map. She mentioned the decision we made about bringing it back to the property lines, streams and streets. She noted that it is ready to be included in the Act 537 Plan and once we file the Act 537 Plan with DEP then we have to comply with it. She noted that we will check into this further.

Chairman Miller announced that he would like to call an Executive Session and excuse Tom Davis and Mary Klein from the Executive Session.

A Baer/Miller motion passed with unanimous vote to adjourn into Executive Session at 4:55 p.m.

A Baer/Young motion passed 4-1-0 (Byers was absent) to adjourn the Executive Session and resume the worksession meeting at 5:20 p.m. Supervisor Byers left during the Executive Session.

Chairman Miller announced that personnel issues were discussed in the Executive Session.

Brad Graham, Township Administrator addressed the Supervisors regarding Item #6 on the agenda about the Joint Meeting topics. He asked if there are any other discussions they would like to have at the Joint Meeting. Supervisor Young mentioned that he would like to discuss spurring Economic Development. Supervisor Baer mentioned that he would like to discuss tax incentives for Economic Development.

Mr. Graham made a note at this time regarding the Comprehensive Plan Committee Meeting.

Mr. Graham addressed the Supervisors regarding the Township Personnel Policy. He noted that one consultant has said it needs updates and the insurance company has also said we need updates.

Mary Klein, Township Secretary read items that she had highlighted in the current Personnel Policy that she thinks we need to look at and possibly make changes. The first item she mentioned was the Hours of Operation that notes the office staff may use a cooperative flex time option of ½ hour or one hour for lunch. She stated that this has never been offered to the office staff and thinks we need to make changes to this section. She also mentioned an item under Employment that states present employees shall be notified of all openings and, if qualified, be given first consideration and notification will be by Notice and Job Description conspicuously posted. She noted that if we have this in the policy then we need to comply with it or take it out. Ms. Klein also mentioned sections under the Probation and Evaluation section and noted that even though the policy states there should be probationary period where no leave will be authorized that this is not currently being followed. She also noted part of the section that refers to how many times an employee will be evaluated during the probationary period. Ms. Klein noted some items in the section under the Hiring Process that need to be updated with changes in job titles and some items that she feels could be changed or deleted. She also noted a section under Time Cards that overtime is currently not being explained by all employees on their time cards. Ms. Klein also noted that the policy states that employees will receive a minimum of 2 hours of pay for an Emergency Call-out even if it only takes five minutes to complete the call. The Supervisors were okay with leaving this in there but did note that the person being called out should make contact with their Department Head and keep in contact with Franklin County Control for safety reasons. Ms. Klein also noted the section referring to Tardiness and stated that she thinks the current policy is too strict because it states if an employee is more than three minutes late that they will be docked fifteen minutes. She also made mention of a section of the policy that relates to safety and it states we have an Antrim Township Safety Policy. She stated she has never seen this policy and asked if anyone else was aware if we had one. The Supervisors all said they had no idea if this policy exists. Ms. Klein also mentioned the section referring to Controlled substances/alcohol that states any equipment operator and driver using a prescribed drug is required to notify his/her Department Head and complete a CDL Prescription Medication Form. She stated that she does not think this is being done. She also mentioned the section

referring to Meal Periods and that the Roads and Public Works employees are not taking a half hour lunch and she thinks this is a Federal labor law and they must take a break. She also mentioned that this is not offered to the office staff. She also noted that some of the Public Works employees are not working the same hours as noted in the policy. Ms. Klein also noted the Purchasing (Non-Emergency

Items) section of the policy needs to be updated based on the policy that Brad Graham, Township Administrator has implemented. Ms. Klein noted two items under the section referring to Driving Records. She noted that driving records are not being checked based on the two-year requirement of the policy and she doesn't think employees are taking advantage of the item in the policy that states the Township will pay for the cost of a CDL license renewal. The Supervisors also discussed adding a requirement in the policy that if an employee's driver's license is suspended or revoked they must notify the Township. Ms. Klein discussed the Vacation and Personal/Sick Leave policies at this time. She noted that our policy states that these types of leave may only be taken in no less than one half hour increments. She thinks this may need to be changed if an employee needs to take fifteen minutes of leave. There was also a discussion about the carryover of personal and vacation time. Ms. Klein noted that employees are not allowed to carryover vacation time but they can carry over up to five days of personal time. The Supervisors discussed the possibility of allowing anything over the five personal days to turn into sick time that could be carried over. They discussed allowing this to build up to 90 days of sick time and if an employee went on short-term disability then they could buy into this bank of sick time to supplement their income since they will only be receiving 66% of their regular pay. Ms. Klein also noted a section in the policy that refers to long distance telephone use. She stated this is no longer being monitored and should probably be removed from the policy. She also noted the cellular telephone use section needs to be updated because it refers to a log sheet being kept by each employee. She stated that employees get so many minutes each month and no one has been going over their minutes so this section could probably be revised. Ms. Klein also discussed the Health insurance section of the policy that states employees who work between 20-39 hours per week are eligible to participate in the Township's health insurance plan and the Township would pay for 50% of the premium. It also states that employees working less than 20 hours may participate in the plan but they would have to pay for 100% of the premium. Ms. Klein stated she was not aware of this part of the health insurance plan benefits. The Supervisors all said they were not aware of this either. Ms. Klein also mentioned that the amounts for employees who opt not to participate in the health insurance plan, the life insurance coverage amounts and the Dental, Eye Care & Wellness Reimbursement amount needs to be updated in the policy. Ms. Klein also noted that some items may need to be updated that refer to dependent ages due to the recent health care reform changes. She also noted a section that refers to the Wellness program and says it shall be approved, in advance, by the Township. The Supervisors said they were okay with changing this to the HR heads discretion. She also noted the Pension section that needs to be updated to say that no part-time employees are allowed to participate and adding a comment that the PMRS contributions made by an employee are taxed initially and then not taxed when retirement distributions are made. She also said we need to add to the section that employees can participate in a 457 plan for voluntary retirement contributions. Ms. Klein also mentioned the vacation policy and that it states the pro-rated time that is allotted to new employees and that they must successfully complete the probationary period to be eligible. Ms. Klein also noted the Bereavement policy and that it should be updated with changes that were made for the family members that are allowed. She also stated that it asks for an obituary or memorial service announcement to accompany the employee's leave request. She feels we should not have a need to require this. Ms. Klein also noted a section that refers to paid holidays and it states that if a holiday falls on a Saturday, the prior Friday may be taken and if a holiday falls on a Sunday, the following Monday may be taken. She feels this should be taken out because the holiday schedule is already pre-approved at the beginning of the year by the Supervisors.

Ms. Klein also noted a section regarding Worker's Compensation Wage Continuation Policy and wasn't sure why this section was in here since employees would be covered by worker's compensation insurance. Ms. Klein also mentioned a section in the policy that refers to Volunteer Fire/EMS Time. The policy states that any full-time employee who serves as a volunteer Fire/EMS and is on an

emergency call at the normal start of work will be compensated for lost time. The Supervisors stated they would possibly look at making changes to this section. The Supervisors directed Ms. Klein and Brad Graham, Township Administrator to work on the policy and bring the changes back to them for approval and it was noted that we would discuss the personnel policy again at the March 29th worksession.

A Young/Myers motion passed 4-0 (Byers was absent) to adjourn the worksession meeting at 6:30 p.m.

Respectfully submitted,

Mary A. Klein

Secretary