

# **November 22, 2011 - Antrim Township Board of Supervisors**

## **MINUTES OF THE ANTRIM TOWNSHIP SUPERVISORS**

### **REGULAR MEETING**

**November 22, 2011 7:00 p.m.**

The Antrim Township Board of Supervisors held a regular meeting on Tuesday, November 22, 2011 in the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Chairman Sam Miller, Vice Chairman James Byers, Supervisors Rick Baer, Curtis Myers and Fred Young III. Others attending the meeting included Brad Graham, Township Administrator, Sylvia House, Zoning Officer, and Solicitor John Lisko. Carl Rundquist, Public Works Director was absent from the meeting.

Visitors: Tom Shook, Melrose Meadows Phase III PRD Townhouse units and see the attached list for a list of other visitors.

The meeting was called to order at 7:01 p.m.

The meeting opened with a word of prayer followed by the Pledge of Allegiance.

Chairman Miller called for Public Comment. There was none at this time.

A Byers/Myers motion passed 3-2-0 (Miller & Baer abstained) to approve as written the regular meeting minutes from October 25, 2011.

A Baer/Byers motion passed 3-2-0 (Myers & Miller abstained) to approve as written the worksession meeting minutes from November 1, 2011.

A Baer/Young motion passed with unanimous vote to approve the bills on the Treasurer's reports dated November 22, 2011.

Tom Shook addressed the Supervisors at this time regarding the Melrose Meadows Phase III PRD Townhouse units. He stated that he has taken Phase III back over and back in 2002 when he started this phase townhouses and villas were the thing to do and he proposed 4 to 5 units per pod. However, now with the downturn in the economy he would like to propose a change to this. He would like to take 4 feet off of each unit and put in a breezeway between each unit in the pod. He would sell a pod of lots to one builder and they would build a roof over the end unit but would only build one unit at a time. He would like an occupancy permit to be issued on the one unit and then for each one as they are built. Solicitor Lisko asked what if they build the first unit and then its five years before you build the second or third unit. Sylvia House, Zoning Officer read a section from our Ordinance that states there must be a common party wall between the properties to be considered a townhouse. She noted that the issue is can they build one unit at a time and still call it a townhouse. Solicitor Lisko said he thinks this would require an amendment to the PRD or we would need to change the definition of a townhome. Mr. Shook stated that the lot owner would have to show a plan for all four units. Solicitor Lisko mentioned about possibly putting a note on the building permit about only constructing one unit at a time. It was decided that this would be tabled until the next meeting on December 13, 2011.

A Baer/Byers motion passed with unanimous vote to approve a waiver from filing a land development plan for TARCO Roofing, Inc. since they are only constructing a 20' x 200' storage pad over a grassed area, the run off from this area would be minimal and they would have it graded to flow towards the existing pond area.

Robert Wertime addressed Sylvia House, Zoning Officer and asked if she has inspected their site

because they are already offenders of odors with DEP. Mrs. House responded that she has not seen any violations in the PA bulletin nor has she received any complaints from residents regarding their operation.

A Miller/Young motion passed with unanimous vote to approve a waiver from §110-49 for Clayhill Sunday School Church to allow them to add a bathroom with the well being placed 15' from the building instead of the required 20' and 5' from the parking /drive areas instead of the required 10'.

A Young/Byers motion passed with unanimous vote to authorize the Chairman to sign a plan amendment for Dennis and Renee Rife to add stormwater controls to the plan.

Resolution #236: A Myers/Young motion passed 4-1-0 (Miller opposed) to accept the Deed of Dedication of roads from ATAPCO to accept Armada Drive and a portion of Antrim Commons Drive contingent upon receiving the maintenance bond.

A Myers/Baer motion passed with unanimous vote to authorize the Chairman to sign the Maintenance Bond Agreement with ATAPCO.

Resolution #237: A Miller/Byers motion passed with unanimous vote to allow Brad Graham, Township Administrator to sign the condition statement for the Commerce Avenue Highway Occupancy Permit.

A Baer/Young motion passed with unanimous vote to authorize advertising for the adoption of the new Flood Plain Regulations with the public hearing to be set for January 24, 2012.

Sylvia House, Zoning Officer addressed the Supervisors regarding a request we received from Molly Pitcher PRD to have penalties/late fees waived on an engineering reimbursement invoice because they felt that they were not responsible for the payment of an engineering review by Dewberry because it had already been reviewed by Brinjac. Mrs. House explained to them that we had changed engineering firms and they needed to pay the invoice, which they did pay reluctantly but they did not include the late fees of \$65.02. Mrs. House noted that if they had notified us sooner that they were disputing the invoice then maybe we could have resolved it before late fees were assessed.

A Myers/Byers motion passed with unanimous vote to deny the request to waive the penalties/late fees on an engineering invoice for Molly Pitcher PRD.

Mrs. House also addressed the Supervisors regarding the Comprehensive Plan and setting a joint hearing date with the Borough Council to allow 45 days for public review/comment period. She stated the tentative hearing dates will be February 7, 8, 15 or 16 at 7:00 p.m. She would like to know the availability of the Supervisors for any of these dates. Supervisors Baer & Young both said the 7<sup>th</sup> or 8<sup>th</sup> works for them.

Brad Graham, Township Administrator addressed the Supervisors and said he met with representatives from Norfolk Southern and Congressman Shuster and they presented us with a model check for the \$300,000.00 lump sum payment but we should receive the actual check within the next week or so. Mr. Graham wants to know where the Supervisors would like us to deposit the check when we receive it. He recommends depositing it to the General Fund reserves. The Supervisors were okay with depositing the funds to the General Fund reserve account.

Mr. Wertime asked what the amount of the check was for. Mr. Graham responded that the check is for \$300,000.00.

Mr. Graham also addressed the Supervisors regarding two change orders for the Concession Stand at the ATCP for additional wood trim in the amount of \$1,520.00 and painting of the closet in the amount of \$540.00.

A Baer/Byers motion passed with unanimous vote to approve the two change orders for the Concession

Stand at the ATCP for additional wood trim in the amount of \$1,520.00 and painting of the closet in the amount of \$540.00.

Mr. Graham addressed the Supervisors and said that Lynda Beckwith, Park Liaison met with a DCNR representative and they were very impressed with the park and there is only a punch list of items that need to be done to complete the Concession Stand. The DCNR representative gave us very high compliments for the park and the handicap accessibility at the park.

Mary Klein, Township Secretary addressed the Supervisors regarding the 2011 Christmas bonus of \$125.00 for full time employees and \$65.00 for part time employees that was approved at the beginning of the year. She would like the Supervisors to reaffirm paying out the Christmas bonus and when she should pay it out. She is recommending paying it out the week of December 5<sup>th</sup> since we do a separate check for the Christmas bonus.

A Myers/Miller motion passed with unanimous vote to reaffirm the 2011 Christmas bonus of \$125.00 for full time employees and \$65.00 for permanent part time employees to be paid out the week of December 5, 2011.

Ms. Klein also addressed the Supervisors about scheduling and advertising the last Board meeting of December to approve final bills for 2011 and adopt the 2012 budget. She is recommending that we do it the last week of December and thinks Wednesday, December 28<sup>th</sup> would be a good date and have the meeting at 11:00 a.m.

A Baer/Miller motion passed with unanimous vote to schedule and advertise for the final Board meeting of 2011 to be held on December 28, 2011 at 11:00 a.m. to approve the final bills for 2011 and adopt the 2012 budget.

Ms. Klein also addressed the Supervisors regarding the final pay of 2011 on December 30<sup>th</sup>. She stated that normally we would end our pay period on the 28<sup>th</sup> and the pay would be dated for the 30<sup>th</sup> but she would like permission to pay the 29<sup>th</sup> and 30<sup>th</sup> on the pay for December 30<sup>th</sup> so that everything can be finalized for the year.

A Myers/Miller motion passed with unanimous vote to authorize Mary Klein, Township Secretary to include paying employees for December 29<sup>th</sup> and 30<sup>th</sup> on the final pay for 2011 on December 30, 2011.

Brad Graham, Township Administrator addressed the Supervisors regarding a sewer waiver request we received for 15332 Molly Pitcher Highway. He noted that the sewer connection has already been capped and they did pay for a sewer inspection. We are recommending that all of the sewer charges since the date of inspection on 6/24/11 be removed from this account. The ATMA reviewed the request and approved it at their meeting.

A Baer/Myers motion passed with unanimous vote to approve the sewer waiver request for 15332 Molly Pitcher Highway per the recommendation from the ATMA.

The Supervisors discussed potential health insurance and prescription plan changes based on information that was provided by Benecon that was discussed at a previous worksession meeting. The changes to the health plan would institute annual deductibles and increase copays for doctor & ER visits and the changes to the prescription plan would increase copays for certain Brand name drugs. Supervisor Young addressed the rest of the Supervisors and said he met with Mary Klein, Township Secretary about making the changes to the health and prescription plans prior to tonight's meeting. He stated that if we would go ahead with making the changes to the health and prescription plans by selecting option #2 and would add \$250.00 to the Township's Health Reimbursement Account to allow deductibles to be reimbursed through the HRA there would be a savings of approximately \$20,417.52.

He also noted that one of the incoming Supervisors has said he will not be taking the health insurance offered by the Township which will add an additional savings of \$22,264.48. Supervisor Young said he thinks we need to implement the changes to the health and prescription plans to help decrease the rising costs of the Township's health plan so employees are contributing something to the cost of their health care.

A Young/Baer motion passed with unanimous vote to approve changing the Township's health insurance plan by selecting option #2 that would have annual deductibles of \$250.00 for single coverage and a maximum deductible of \$500.00 for family coverage and have increased copays for doctor & ER visits and to change the Township's prescription plan to option #2 with increased copays for Brand name drugs.

Brad Graham, Township Administrator addressed the Supervisors regarding the preliminary 2012 budget. He noted that he did quite a number of cuts from what was discussed previously in the budget worksessions and right now we have a surplus in the General Fund of \$19,503.00. He also noted that he eliminated the addition of a real estate tax and the amusement tax had been taken out but was put back in. He also noted the printout on page 6 under Computer Software support where he budgeted for ESRI/GIS, Global Data for IT support and Freedom Enterprise support, where we will be going to quarterly visits in 2012 instead of monthly. Mr. Graham also noted page 8 under Special Projects Engineering where he took out the Enoch Brown Road box culvert. He also mentioned page 9 under Emergency Services where he budgeted for the contributions to the Rescue Hose Fire Company and Marion Fire Company. He now directed them to page 10 under Highway Maint/Snow and noted that he took out the purchase of one truck and then added a plow truck that was moved to the Liquid Fuels fund. Mr. Graham mentioned page 13 under Construction Capital and he budgeted for the Willowdale Road and Grant Shook Road box culverts. Chairman Miller said he thinks we should do box culverts with the price we can get them for right now. Mr. Graham said there are a few other box culverts we could do such as Frank Road and he originally had Enoch Brown Road and West Weaver Road in the budget but he took them out. He noted that he originally budgeted \$200,000.00 for Enoch Brown Road and \$130,000.00 for W. Weaver Road. Supervisor Myers asked if we could bid all of the box culverts at once. Solicitor Lisko said you could do this but you might get a better price doing them separately. Mr. Graham mentioned the Participant Recreation category and that he moved some of these items to the park fund. He also noted that finishing the Shared Use Trail was taken out of the budget. Vice Chairman Byers asked about the field irrigation and he thought this was originally estimated at \$60K. Administrator Graham responded that \$30K of this cost was moved to the Recreation Fund. Vice Chairman Byers questions these numbers because no one has really looked at it.

Supervisor Baer said that Carl Rundquist, Public Works Director could design it. Byers also asked about the Shared Use Trail cost estimate of \$83K and wanted to know where we are with the church. Administrator Graham responded that they have had discussions about using frontage of the church at Shanks Church. He noted that they would be using the east end of the parking lot to the west end and the only concerns the church has are when church services would be held on Sunday and concerns about vandalism. There were also discussions about a property exchange with Antrim Meadows. Mr. Graham summarized the end of the General Fund and stated that there is currently a surplus of \$19,503.00 and with the savings on the health plan of \$42,682.00 there would be a total surplus of \$62,185.00 and this includes a 3% raise in the budget for employees. Chairman Miller asked about the landfill agreement and said he is not in favor of making a contribution to the Borough police. Administrator Graham said we are still working on the agreement with the landfill. Mr. Graham also mentioned he has not heard back from Bill Needy about the library contributions. Chairman Miller asked if we could postpone their contribution until the next year. Miller also thinks that we need to take both of the box culverts with a cost estimate of \$150K out of the reserves. Vice Chairman Byers asked

again about the irrigation and when will we have firm numbers on this. It was decided that we would leave the Amusement tax in the budget. The Supervisors all said they would like to see the Shared Use Trail done and we should check to see if the Landfill park funds could be used for this. They directed Mr. Graham to contact the landfill to see if we could use the money for this. Chairman Miller also mentioned Hykes Road where we budgeted for engineering for this year and when do we expect to have the road re-done. Mr. Graham responded that we would reclaim/pave the road in 2013.

Mr. Graham also addressed the Supervisors regarding the Water Fund budget that was discussed at the ATMA meeting. He mentioned that the ATMA was concerned with how the employee's time is being split based on each department. They were also concerned with the Township determining wage increases and benefit decisions and asked that any increases in wages not be transferred to their budget. The Supervisors made no decision on this.

Mr. Graham also mentioned the Street Light fund and that we have not proposed an increase to the Street Light rates.

Mr. Graham also addressed the Supervisors regarding the Sewer Fund budget and that there is a surplus of \$433,171 that includes upgrading some equipment, flowmeters and Hykes Road and Shanks Road repairs. Mary Klein, Township Secretary mentioned that she does not see the figures in the Sewer Fund budget for the General Obligation loan payments that will total at least \$1M. Mr. Graham acknowledged that he must have forgotten these numbers and said this would then bring the Sewer Fund budget to a deficit of approximately \$600K.

The Supervisors discussed the employee raises and the 3% that was budgeted and discussed about taking this to 1%. It was decided that we would leave the 3% in the budget for now.

Mr. Graham mentioned the bank loan repayment and that this was not put in the Sewer Fund and will need to be added.

A Baer/Young motion passed with unanimous vote to approve the preliminary budget with the changes that were discussed tonight.

A Myers/Baer motion passed with unanimous vote to adjourn into Executive Session at 8:50 p.m.

A Baer/Miller motion passed with unanimous vote to adjourn the Executive Session at 9:30 p.m.

Solicitor Lisko announced that in the Executive Session we discussed personnel and collection action against a developer.

A Miller/Baer motion passed with unanimous vote to authorize staff to file charges at the District Justice against Heritage Estates West to collect unpaid engineering review fees.

Chairman Miller called for Public Comment.

Ken Izer asked if Patton Bridge Road is still being discussed. The Supervisors responded that yes the two parties are still working on an agreement for this.

Katherine Freese addressed the Supervisors and stated she lives on Molly Pitcher Highway. She said she would like to reiterate her wish that she is still in favor of the Township moving out of this building and going to the property on Route 11. She added that this building is 35 years old and instead of putting money into this building they should consider building a new building for easier access for residents. Ms. Freese also asked if there is any money in the Capital budget for Senior Citizen housing and said she wants to advocate for this. She stated that there are 1,700 Senior Citizens in the Township and there is a need for handicap accessible housing and the Township has no accommodations for this. She also mentioned about the Township donating land for this. The Supervisors responded to Ms. Freese and said she is addressing the wrong place about this and she should contact the County or

Representatives Alloway and Shuster's offices about housing for Senior Citizens.

A Baer/Young motion passed with unanimous vote to adjourn the regular meeting at 9:37 p.m.

Respectfully Submitted,

Mary A. Klein

Secretary