

January 3, 2012 - Antrim Township Board of Supervisors

MINUTES OF THE ANTRIM TOWNSHIP SUPERVISORS

REORGANIZATION MEETING

January 3, 2012 7:00 p.m.

The Antrim Township Board of Supervisors met on Monday, January 3, 2012 in the Antrim Township Municipal Building, 10655 Antrim Church Road, for their annual reorganization meeting with the following present: Vice Chairman James Byers, Supervisors Fred Young III and Rick Baer and newly elected Supervisors Pat Heraty and John Alleman. Others attending included Brad Graham, Township Administrator.

Visitors: See the attached list.

Supervisor Young called the meeting to order at 6:59 p.m. He announced that the meeting was being recorded.

Supervisor Young called for Public Comment.

Molly Heraty offered congratulations to both John Alleman and Pat Heraty on becoming new Supervisors. Supervisor Young also congratulated the gentlemen and welcomed them aboard.

The Pledge of Allegiance was done at this time.

A Baer/Byers motion passed 4-0 (Young abstained) to appoint Fred Young III as Temporary Chairman for the purpose of reorganization.

A Byers/Baer motion passed with unanimous vote to appoint Mary Klein as Temporary Secretary for the purpose of reorganization.

A Baer/Byers motion passed 4-0 (Young abstained) to appoint Fred Young III as Chairman of the Antrim Township Board of Supervisors as no other nominations were heard and nominations were closed.

A Heraty/Byers motion passed 4-0 (Baer abstained) to appoint Rick Baer as Vice Chairman of the Antrim Township Board of Supervisors as no further nominations were heard and nominations were closed.

A Byers/Baer motion passed with unanimous vote to re-appoint Larry Eberly to the Antrim Township Planning Commission for a term of four years to end on 1/1/2016.

A Heraty/Byers motion passed with unanimous vote to appoint Brad Graham as Treasurer with a bond to be set at \$3M.

A Baer/Heraty motion passed 4-0 (Alleman abstained) to appoint John Alleman as Assistant Treasurer with a bond to be set at \$3M.

An Alleman/Baer motion passed with unanimous vote to appoint Mary Klein as Secretary.

A Heraty/Byers motion passed with unanimous vote to re-appoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$110 per hour.

A Heraty/Byers motion passed with unanimous vote to appoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110 per hour; Eileen Finucane as Solicitor for the Antrim Township Zoning Hearing Board with a rate of \$110 per hour and the Paralegal rate of \$65 per hour and no mileage rate will be given and Linus Fenicle as Solicitor for the Antrim Township Municipal

Authority at a rate of \$140/hr for legal services plus \$250 per meeting.

A Baer/Byers motion passed with unanimous vote to re-appoint Martin & Martin as Township Engineers and give them their proposed rates for 2012: Principal - \$93; Professional - \$81; Designer - \$71; Technical - \$61; and Sub-Professional - \$56.

A Byers/Baer motion passed with unanimous vote to appoint Brinjac Engineering as a Township Engineer for existing projects only with the following rates: Principal - \$150; Dept Mgr - \$134; Project Mgr - \$124; Sr. Engineer - \$103; Engineer - \$87; Sr. Engineer Tech - \$90; Sr. Designer - \$93; Resident Project Rep.- 2.26 x hourly rate; Designer - \$60; CAD Operator/Equipment - \$55; and Technician - \$53. They will not be used for any new projects in 2012.

A Byers/Baer motion passed with unanimous vote to appoint Frederick, Seibert and Associates, Inc. as Township Engineers with the following rates: Principal - \$100; Professional Engineer - \$80; Graduate - \$60; Registered Surveyor - \$75; Non-Graduate Surveyor - \$50; Survey Crew - 1 man w/ GPS/Robotics Equipment or 2 man (traditional) - \$90; 3-man - \$115; 4-man - \$140; Engineer/Surveyor/Tech - \$40; Landscape Architect – Principal - \$100; Landscape Architect-Graduate - \$60; CAD Tech II - \$45; CAD Tech I - \$30; and Secretarial - \$25.

A Baer/Byers motion passed with unanimous vote to appoint Dewberry-Goodkind, Inc. as Township Engineers and to hold the hourly rates at 2011 rates in 2012 but give the rates for the new positions at the rates requested and the rate for the Project Construction Observer to stay at \$55. The rates for 2012 will be as follows: Principal - \$120; Structural Engineer - \$120; Traffic Engineer - \$120; Electrical Engineer - \$115; Civil Engineer - \$110; Project Engineer - \$85; Senior Engineer - \$70; Graduate Engineer - \$60; Senior Environmental Professional – \$85; Senior Project Professional - \$72; Project Professional - \$60; Technician - \$45; Senior CAD - \$55; CAD - \$45; Administrative Assistant - \$55; Secretary - \$40; Professional Licensed Surveyor - \$75; Party Chief - \$50; Instrumentman - \$40; Rodman - \$30; Project Construction Observer - \$55.

A Baer/Heraty motion passed with unanimous vote to add P. Joseph Lehman, Inc. to the list of Township Engineers as a consulting engineer for transportation 2012. No fees or rates have been proposed yet to the Township.

A Baer/Heraty motion passed with unanimous vote to add C.S. Davidson to the approved list of Township engineers. No fees or rates have been proposed yet to the Township.

Brad Graham, Township Administrator addressed the Supervisors and asked them to go back to the fees that were approved for Brinjac Engineering and asked them to amend their motion to exclude the monthly \$100 retainer fee since they are no longer attending ATMA meetings on a regular basis.

A Byers/Baer motion passed with unanimous vote to amend the motion for Brinjac Engineering to exclude the monthly \$100 retainer fee since they are no longer attending ATMA meetings on a regular basis.

A Heraty/Baer motion passed with unanimous vote to appoint Curtis Myers as Chairman of the Vacancy Board.

A Baer/Byers motion passed with unanimous vote to appoint Fred Young III as Voting Delegate and Pat Heraty as Alternate Voting Delegate to the 2012 State Convention being held in Hershey from May 6 through the 9th.

A Heraty/Baer motion passed with unanimous vote to continue the subscription for Township NEWS for all Board of Supervisor's members, Planning Commission members and three copies for the Township office.

A Heraty/Byers motion passed with unanimous vote to authorize Officials attendance at seminars and conventions and be paid according to the Second Class Township Code (Loss of Pay Basis).

The following Supervisors were appointed to take special interest in the following committees/departments:

A Baer/Byers motion passed with unanimous vote to appoint Pat Heraty as representative to Parks.

A Baer/Byers motion passed 4-0 (Alleman abstained) to appoint John Alleman to the EMS/Fire and Police.

A Baer/Heraty motion passed with unanimous vote to appoint James Byers & Rick Baer to the Intergovernmental and Joint Venture Committee.

A Young/Heraty motion passed with unanimous vote to appoint Rick Baer and James Byers as representatives to Roads.

A Baer/Alleman motion passed with unanimous vote to appoint Pat Heraty and Fred Young III to the Economic Development Committee.

A Young/Baer motion passed with unanimous vote to appoint Pat Heraty and John Alleman to the Personnel committee.

A Baer/Heraty motion passed with unanimous vote to appoint Fred Young III as representative to the Greencastle-Antrim Chamber of Commerce.

A Baer/Young motion passed with unanimous vote to appoint Brad Graham or any Supervisor in Brad's absence as Township representatives to the Greencastle-Antrim Area Development Corporation.

A Young motion was rescinded to appoint John Alleman as the representative to the Franklin County Emergency Services Alliance.

A Young/Baer motion passed with unanimous vote to appoint Township Administrator Brad Graham and John Alleman as Township representatives to the Franklin County Emergency Services Alliance.

A Baer/Heraty motion passed with unanimous vote to appoint Township Administrator Brad Graham as Delegate and Supervisor Fred Young III as Alternate Delegate to the Franklin County Council of Governments.

A Young/Byers motion passed 4-0 (Heraty abstained) to appoint Rick Baer as representative to attend the Citizens Advisory Committee once every other month on Saturday at 9:30 a.m.

A Baer/Byers motion passed with unanimous vote to appoint Chairman Fred Young III and Supervisor James Byers with Supervisor Pat Heraty and Vice Chairman Rick Baer as alternates to the Comprehensive Plan Review Committee.

A Baer/Byers motion passed with unanimous vote to appoint Pat Heraty and Fred Young III to the Finance Committee.

A Heraty/Baer motion passed with unanimous vote to re-appoint Jonathan Piper as Sewage Enforcement Officer with William Bruck and Ami Myers as Alternates at the following rates: Process Application - \$25; Deep Probes - \$100; Additional Probes - \$50; Site Visit - \$80; Percolation Test - \$180; Site Visit - \$90; Permit Issuance - \$125; Additional Permit Fee - \$60; Additional Design Review - \$70; Additional Stake-Out Check - \$50; Pre-Construction Inspection - \$50; Replacement Dwelling System Verification - \$120; Permit Renewal Based Upon above listed fees; Final Inspection - \$60; Additional Final Inspection - \$50; and Township Processing Fee - \$120.

A Heraty/Byers motion passed with unanimous vote to designate Depositories for Township funds as

follows: Checking and Money Market Accounts – Susquehanna Bank; Investments – Tower Bank, M&T Bank; First National Bank of Mercersburg; F&M Bank; Orrstown Bank; Susquehanna Bank, Merrill Lynch and Pennsylvania Local Government Investment Trust (PLGIT).

A Heraty/Byers motion passed with unanimous vote to authorize two signatures on checks to include a Supervisor, the Treasurer or the Assistant Treasurer.

A Byers/Heraty motion passed 4-0 (Baer abstained) to set meeting fees for Planning Commission members, Zoning Hearing Board members and Municipal Authority members at \$55.00 per meeting, as per the current policy.

A Byers/Baer motion passed with unanimous vote to affirm the 2012 taxes for Antrim Township as follows: Real Estate Tax – 0 mills; Real Estate Transfer Tax – ½%; Earned Income Tax – ½%; \$5.00 – Per Capita Tax; and \$10 – local services tax with \$5 of this going to the Greencastle – Antrim School District.

A Baer/Alleman motion passed with unanimous vote to include the following Emergency Services Donations from the General Fund Budget: Marion Fire Company - \$10,000; Rescue Hose Co. operations \$65,000; and Medic 2 \$25,000.00. Transfer from General Fund to Capital Improvement Fund for Emergency Services \$15,000.

An Alleman/Baer motion passed with unanimous vote to affirm payment and reimbursement of Worker's Compensation insurance premiums from the Greencastle-Antrim Firefighters Relief Association with the Township reimbursing the Capital Improvement Money Market Fund one-half of the Rescue Hose costs.

A Heraty/Byers motion passed with unanimous vote to reaffirm the bonds for employees at \$50,000.

A Byers/Heraty motion passed 4-0 (Baer abstained) to appoint Rick Baer to the Antrim Township Municipal Authority for a term of five years beginning January 1, 2012 and ending January 1, 2017.

A Baer/Byers motion passed with unanimous vote to re-appoint Ronald Cordell to the Zoning Hearing Board for a term of five years beginning January 1, 2012 and ending January 1, 2017.

A Baer/Byers motion passed with unanimous vote to re-appoint Mike Montedoro to the Park Committee for a term of three years beginning January 1, 2012 and ending January 1, 2015.

Pat Heraty addressed the Supervisors and said he gave a letter of resignation to the Park Committee back in November for an effective date of 1/1/12. Mary Klein, Township Secretary said she was not aware of this letter of resignation and neither were the other Supervisors. Ms. Klein said the resignation would need to be accepted by the Supervisors before someone else could be appointed to the position.

A Baer/Byers motion passed 4-0 (Heraty abstained) to accept the resignation of Pat Heraty from the Park Committee effective January 1, 2012.

An Alleman/Heraty motion passed with unanimous vote to appoint Georgia Barvinchack to fill Pat Heraty's remaining term on the Park Committee to January 1, 2013 and add Thomas Moore as a new member of the Park Committee for a term of three years beginning January 1, 2012 and ending January 1, 2015.

A discussion to appoint a new representative from Waste Management as a non-voting member of the Park Committee since Cheryl Shields resigned on 9/20/11 was tabled for now until Waste Management gives us a new name of someone to serve. Pat Heraty stated that he will recuses himself and abstain from any votes involving Waste Management.

A Heraty/Baer motion passed with unanimous vote to authorize attendance at one convention per year for representatives of the Road Department, Utilities Department and Zoning Department.

A Baer/Byers motion passed with unanimous vote to set the mileage rate for employees using their personal vehicles at \$.55 per mile for 2012.

There was a discussion at this time regarding reaffirming the meeting dates that were advertised for 2012. Vice Chairman Baer said he thinks we should think about having worksessions an hour before the regular meetings. Secretary Klein said the meetings and worksessions for 2012 have already been advertised so if we want to add any worksessions then they would have to be advertised separately.

An Alleman/Heraty motion passed with unanimous vote to reaffirm the previously advertised meeting dates for 2012 with all meetings and worksessions starting at 7:00 p.m.

There was a discussion at this time regarding discussion topics for the 2012 worksession meetings. The following items were mentioned as possible worksession topics:

1. Re-do Ordinances – discussed setting up a committee with two Supervisors, two Planning Commission members and staff to discuss this prior to bringing the actual changes to the Supervisors for approval.
2. Zoning Map
3. Building renovations
4. 10 year financial plan with a 5 year plan for roads.
5. Park – long range planning
6. Martin's Mill Bridge project
7. Sale of Water Department
8. Library renovation
9. Official Township Map
10. Sewer Lease Agreement
11. Water/Sewer Issues (possible extension of systems)
12. Personnel Policy

A Baer/Byers motion passed with unanimous vote to appoint Boyer & Ritter as an independent certified auditor for the completion of the 2011 Fund Audits and GASB-34 Assistance.

It was discussed that we would discuss possibly changing firms in August of 2012 for the 2012 fund audits.

A Baer/Byers motion passed with unanimous vote to keep the large Township Park Pavilion Rental rate at \$50.00 and set a rental rate of \$25.00 for the new small pavilion at the Antrim Township Community Park.

A Baer/Young motion passed 4-0 (Heraty abstained) to appoint John Alleman and Rick Baer as Supervisor Trustees for Park Expenses utilizing Landfill-Park funds.

A Heraty/Byers motion passed with unanimous vote to accept the Personnel Policy and re-affirm the Holiday schedule and Vacation Day, Personal Day & Comp Time benefit policy.

A Baer motion was rescinded to set the Christmas Bonus for 2012 at \$65.00 for permanent part-time employees and \$125.00 for full-time employees.

Supervisor Byers said he would like to see us increase the Christmas bonuses for this year.

A Byers/Heraty motion passed with unanimous vote to set the Christmas Bonus for 2012 at \$75.00 for permanent part-time employees and \$150.00 for full-time employees.

It was mentioned to discuss adding a possible bonus for the seasonal part-time staff at the time of the payment in 2012.

The Supervisors discussed wages for employees at this time.

A Young/Heraty motion passed with unanimous vote that any changes in wages will wait until evaluations are done and to direct staff to have these done by January 30th and raises will be based on merit and will be retroactive back to January 1st.

The Supervisors directed Mary Klein, Township Secretary to make sure that staff evaluations are done each year no later than October 31st.

A Byers/Heraty motion passed with unanimous vote to re-affirm the existing Township funded Dental/Eyecare/Health Insurance Deductibles/Hearing/Wellness Reimbursement benefit for 2012 in the amount of \$1,750.00 per each full-time employee and Supervisor and their family (children to age 26) with 50% reimbursement fee for Wellness per employee and Supervisor and their family (children to age 26) for membership fees for Wellness programs.

Brad Graham, Township Administrator addressed the Supervisors regarding Act 46 Fees. He said these fees could be implemented for the extension of plans to verify the plan and have an extension fee. He said he spoke with Sylvia House, Zoning Officer prior to the meeting to get her thoughts on implementing these fees and she said the likelihood to have a lot of requests for this is pretty low. She also added that they are already paying for a preliminary plan and when it goes to final approval they pay more fees. Supervisor John Alleman said he thinks we need a fee for an extension. It was decided that we would table this until we talk more with Sylvia House, Zoning Officer and Solicitor John Lisko.

Chairman Young brought up the Building Committee that was formed last year and said he thinks we need to get some recommendations from them on the renovations. Last year Rick Baer and James Byers were appointed to the committee and he wants to know if they want to remain on the committee or if we should appoint someone new. The Supervisors asked about the sewer connection to the Township building and Brad Graham, Township Administrator responded that Carl Rundquist, Public Works Director is working with Joe McDowell and the property owner at the Lube Center on this.

A Young/Baer motion passed with unanimous vote to appoint John Alleman and Pat Heraty to the Building Renovation Committee for 2012.

Chairman Young also said he has heard there has been confusion about votes in the past because not everyone has responded with an "I" during the voting process so he may ask for role call votes if there is a major issue we are dealing with and we need to know who is voting for or against the vote on the floor.

Chairman Young called for public comment. There was none.

A Byers/Baer motion passed with unanimous vote to adjourn the reorganization meeting at 8:25 p.m.

Respectfully Submitted,

Mary A. Klein

Secretary