

# **April 24, 2008 - Antrim Township Board of Supervisors**

## **ANTRIM TOWNSHIP JOINT WORKSESSION**

### **MEETING MINUTES BETWEEN**

### **ANTRIM TOWNSHIP BOARD OF SUPERVISORS**

### **AND**

### **GREENCASTLE MAYOR AND BOROUGH COUNCIL**

**APRIL 24, 2008 5:00 PM**

The Antrim Township Board of Supervisors and the Greencastle Mayor and Borough Council held a joint worksession meeting on Tuesday, April 24, 2008, in the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Antrim Township Chairman Curtis Myers, Vice Chairman Fred Young III, Samuel Miller, Rick Baer, James Byers, Ben Thomas Jr., Renee Perrin, and Greencastle Mayor Robert Eberly, Council Member President Charles Eckstine, Paul Schemel, Harry Foley, Duane Kinzer, Chris Grimm, and Borough Manager Ken Womack.

There was no public comment. Visitors included Bill Gour, Robert Schemmerling, and Jeremiah Hornbaker.

Chairman Myers opened the meeting stating the Supervisors interest in discussing how the Borough and Township can work together, sharing services and equipment.

Council President Eckstine thanked the Supervisors for hosting the meeting and Council too looks forward to talking about how services can benefit both agencies.

Council President Eckstine asked that Staff respond to questions of how to work together since Staff is more equipped with answers rather than elected officials.

Manager Ben Thomas expressed gratitude on how well the current Public Works Departments work together; however, not on a daily basis but brainstorming has happened and will continue to happen.

Both entities agreed to brainstorm the sharing of future major equipment before a purchase is made. Particulars mentioned included the occasional need for a sewer vac, sewer cleaner and/or street sweeper.

Another area of sharing may be the laboratory tests at the wastewater treatment plant as the Antrim Township Lab has received accreditation from the Pennsylvania Department of Environmental Protection.

Combining water and sewer authorities with protection from rate increases to Borough residents was discussed. The statement was made that we could have one individual with high qualifications to manage both entities. Discussion was held on efficiencies of this and what logic would be necessary to put these two entities together. Perhaps an engineer could be assigned to this task.

The Supervisors and Council members discussed hiring an engineer and sharing incurred costs of an Engineer as a full-time employee and creating a greater bond between entities.

The question was raised whether a joint engineer is feasible. It would be necessary to recoup costs of an engineer as well as the cost of his/her benefits. Perhaps we should have the Governor's Center for Local Government Services lay out a true plan along with a job description and the cost sharing process. Council Manager Womack commented on his former employment having an in-house engineer.

The Managers of both entities were directed to do an internal audit of both offices regarding their need for a full time engineer: (1) look at hours each may offer an employee, (2) generate cost benefits analysis with perhaps requesting help from DCED; (3) research the cost of a qualified engineer as taxpayers may supplement the costs incurred by an in-house engineer.

Manager Thomas offered to have staff look at historical data and file an application on behalf of both entities with the Pennsylvania Department of Community and Economic Development. This plan of action shall be done by resolution at a regular meeting of both Township and Borough.

A discussion was held on the employing of one person with proper software to do the utility billing for both the Borough and the Township. This particular area will be reviewed by the Management Study currently waiting on awarding by the Antrim Township Supervisors and this study should show if one utility billing person would work for both entities.

Manager Thomas stated that having one person doing the utility billing with the right software could work, but we are looking at this project from such a small perspective; why not totally combine utilities.

The Antrim Township Supervisors expressed their desire to help with the costs of the SR0011 and SR0016 project. After legal consultation, there may be a way the Township can use the agility program with PennDOT to support this project located in the Borough of Greencastle. The first project would be the improvement to I-81. PennDOT will be doing the work at Exit 5 by installing the actuator loop system. If we could come up with an agreement at a fixed cost (2008) - approximately \$15,000 traffic signal improvement - there's one agility program that could work.

The second project would be the SR0016 Shady Grove area stormwater curb drainage that was started in 2007. In 2008, in PennDOT's right-of-way, Antrim Township will do so much of the work and PennDOT will do so much of the work - a monetary value could be placed on this project and we could use it toward an agility program.

Council President Eckstine stated appreciation for anything the Township could do to support the SR0011 and SR0016 upcoming project.

Supervisor Chairman Curtis Myers asked whether the Borough would have any interest in assisting with a smoke alarm program as our community has lost lives recently due to home fires. The Supervisors are looking for both financial assistance and hands-on assistance. Borough Council will place this item on their meeting agenda for more

discussion. It was agreed that house numbering is also extremely important and this project would be piggy-backed with the smoke alarm campaign.

In May 2007 Ben Thomas Jr. became Greencastle's interim emergency management coordinator and he is now suggesting a person be hired to serve both entities. A proposed job description has been written and perhaps it is time to pay someone on a part-time hourly basis for this very important job to coordinate emergency responders. Particular entities like the fire police, police, fire and EMS personnel have their specific jobs to adhere to during a crisis that it truly requires a separate person to be the emergency management coordinator.

A discussion was held as to whether other boroughs and townships would have interest

in joining with us to hire an emergency coordinator to work with all of us. Greencastle Borough will contact the Borough of Mercersburg to get their opinion on joining with us in hiring an emergency coordinator, and Antrim Township will contact Montgomery Township and Peters Township regarding their interest in this venture. This subject will be placed on the respective agendas.

A short discussion was held on the purchase of land by Summit Health.

The Boards decided to meet again in approximately ninety days to report back on those plans requiring action. A Thursday evening at 5 PM seems to work well with most.

Borough Manager Ken Womack commented on his three months as Manager stating he likes the area, finds the Borough vibrant and fiscally healthy, appreciates the active council committee structure, and finds working with the Township enjoyable.

Vice Chairman Supervisor Young asked the Borough's support in having the Franklin County Council of Governments recommend County-by-County regionalization of prevailing wage. The Borough reported they are interested in raising the limit of the cost of a project needed for bid requirements to \$100,000 from the current \$25,000.

All agenda items addressed, the special meeting of the Greencastle Mayor and Council and the Antrim Township Manager and Supervisors adjourned at 6:44 PM.

Respectfully submitted,

Secretary, Antrim Township Board of Supervisors