

June 25, 2013 - Minutes from June 25, 2013 Board of Supervisors Meeting

Minutes of the Antrim Township Supervisors

Regular Meeting

June 25, 2013 7:00 PM

The Antrim Township Board of Supervisors met Tuesday, June 25, 2013 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following present: Fred Young (Chairman), Pat Heraty (Vice Chairman), Rick Baer, John Alleman, James Byers, Sylvia House (Zoning/Code Enforcement Officer), Brad Graham (Administrator), John Lisko (Solicitor), Mike Condo (Road Master/Park Director), and Jennifer Becknell (Secretary).

Young called the meeting to order at 7:00 p.m. and reminded the audience that our meetings are audio recorded and posted to our website.

Young opened the meeting with prayer, which was then followed with the Pledge of Allegiance to the Flag.

Young called for Public Comment. There were none.

A Heraty/Baer motion passed 5-0 to approve the bills as they appear on the Treasurer's Report dated June 25, 2013.

An Alleman/Baer motion passed 5-0 to approve the minutes from the June 11, 2013 Regular Meeting.

Chuck Frame (Boyer & Ritter, our CPA firm) and Bill Needy (our elected auditor) came forward to review our 2012 Annual Audited Financial Statements and two letters (Required Communication Letter and Management Letter) with the Board of Supervisors. Frame stated that this years report is in a slightly different format due to changes in clarity standard requirements on their behalf. Frame went over the various balance sheets throughout the prepared report explaining how each one was derived, giving the Supervisors time to ask questions. Frame stated that we had a very healthy bottom line and net position. Young stated that historically the Township has tried to budget very conservatively for their Revenues. Young asked if there is any investment strategy that would give the Township greater returns, to which Frame responded that because statutes limit how Townships can invest there probably was nothing more we could be doing. Frame stated that there were 19 Journal Audit adjustments made for Year End 2012, which is a low number and a good reflection of performance by the Township staff. Needy added that he thought our audit report was complimentary to the physical health of the Township and the Supervisors and management should be commended on their responsibility to the taxpayers.

Young thanked Needy for serving as our Elected Auditor and on our local tax board.

A Baer/Byers motion passed 5-0 granting a well modification request for 815 Twin Drive. The owners of this property would like to construct a turn around that would connect back into their own driveway. In order to do this, the well will need to be in the proposed gravel driveway. Negley's Well Drilling Inc. has provided specifications for a water tight cap would be installed and a casement similar to a manhole around the existing well that they feel would protect the well and allow the driveway to cross over it..

A Byers/Baer motion passed 5-0 granting a waiver from Land Development Plan and Stormwater review for 525 Leitersburg Street. First Assembly of God Church wants to add a 12' x 24' shed over

existing impervious area

A Heraty/Alleman motion passed 5-0 authorizing the Chairman to sign the Standard Stormwater Maintenance and Monitoring Agreement for Long Mar (Auto Zone).

Direction was given to staff to support the variance request for 3546 Williamson Road. After hearing the details, the Supervisors are in favor of the Zoning Hearing Board granting the variance request which would allow an attached garage to encroach over the rear setback. A permit was approved in 1978 for a 24' x 30' detached garage that was later attached without a permit. The current owners are seeking the variance to be allowed to keep the garage attached with a rear setback of approximately 8' or 9' instead of the required 30'. If granted, they will then be able to add a second story onto the structure. Supervisors stated they are in favor because it does not change the existing footprint of property as the construction is going upward.

A Heraty/Baer motion passed 5-0 granting the renewal of bond for Paradise Estates. The bond in the amount of \$23,632.00 is due to expire on July 2, 2013. The renewed bond in the same amount shall be received by noon of July 1, 2013 or staff shall be authorized to call the bond.

A Baer/Alleman motion passed 5-0 granting the renewal of Letter of Credit for Ron/Gene Ridge Road. The Letter of Credit in the amount of \$18,117.00 is due to expire on July 10, 2013. The renewed Letter of Credit in the same amount shall be received by noon of July 9, 2013 or staff shall be authorized to call on the letter.

Young asked House how the Ordinance Review process is proceeding. House said it is a slow process as a lot of research is required in order to ensure the proper end results, but added that they anticipate for a mid to late fall completion date.

A Heraty/Alleman motion passed 5-0 to use attorney Robert L. Knupp from Harrisburg, PA at the rate of \$225.00/hour to represent the Township in bankruptcy cases being filed by a few of our sewer delinquent customers. Lisko recommended that the Supervisors hire an attorney with bankruptcy experience to represent the Township in these cases and made two recommendations. The Supervisors chose to use Mr. Knupp as he is located in Harrisburg where the bankruptcy court is located and thus avoiding the travel expense of using the local attorney.

Lisko called for an Executive Session to discuss possible litigation.

A Baer/Heraty motion passed 5-0 to award the Replacement of upper Garage Doors at the Township building to the lowest bidder, which was Central PA Dock and Door, for the amount of \$21,565.00. Condo checked out the references given by Central PA Dock and Door and they all checked out with high recommendations.

A Baer/Heraty motion passed 5-0 approving the changes made to the Park Use/Reservation Policy. Condo reviewed the changes with the Supervisors, which were all made for language clarification purposes, not to change the core procedures. These changes were review with the Park Committee and agreed upon.

Young asked Condo how the Dog Park was coming along and Condo reported that the trees have been 99% cleared by the Township's crew, which was a big savings over the quotes they received to do this clearing. Condo continued by giving an update on the topsoil.

A Baer/Heraty motion passed 5-0 authorizing staff to proceed with the next step in collecting on delinquent sewer accounts, which is to start the Orders of Execution (intent to levy property for Execution Sale) on the favorable judgments given to the Township by the District Judge at the court dates for the Civil Complaints filed by the Township. The Supervisors gave the Administrator and the Billing Clerk full discretion on which accounts to pursue first, but require them to report to the

Supervisors to what their actions were on each account, and what the determining factors were in their decisions. Also the Supervisors are not opposed and gave permission to use a collection agency as a second choice if the Order of Execution (intent to levy property for Execution Sale) did not seem a viable choice.

A Baer/Heraty motion passed 5-0 granting the request for Exoneration of Sewer Bill Payments for eight (8) accounts. All 8 accounts have had the water discontinued for non-payment and have been vacant (verified by staff) for the 180 days required to granting waiver. The waiver is for only the amounts following the 180 day shut-off date and property owners will remain responsible for unpaid bills up to that time. Liens have or will be filed for any unpaid balances remaining on the accounts. The ATMA (Antrim Township Municipal Authority) approved these Exonerations at their June 24, 2013 meeting. The combined Exonerations will reduce our delinquent balance by \$4,688.41, giving us a more accurate figure to work with during collections.

A Baer/Heraty motion passed 5-0 approving and signing the Resolution that authorizes the Township to enroll in the ECMS (Engineering and Construction Management System) for the express purpose of our Martins Mill Bridge renovation project. PennDOT has established a requirement of all "partners" (in projects using Federal funds) to begin using the ECMS.

A Byers/Baer motion passed 5-0 approving the hiring of Tom Moore as an Equipment Operator for the Road Department.

A Heraty/Baer motion passed 5-0 granting permission for the Old Home Week Committee (OHWC) to use our roads for their parade. Alleman presented the Chairman a formal letter of invitation and application on behalf of the OHWC to participate in the parade.

Graham then opened a discussion about the Townships participation in the Old Home Week Parade. It was decided that some of our Supervisors and the Roadmaster will drive our equipment in the parade and give out treats. The Township will have a large, medium and small piece of equipment represented in the parade.

Graham informed the Supervisors that the method the Township used to gain the temporary construction easement for the Martins Mill Bridge renovation project was not compliant with the Federal guidelines and will need to be revisited. Graham said that he has already made some contacts to different agencies for assistance on this matter.

The Supervisors tabled the discussion of the Per Capita Tax options until the next meeting. The Supervisors were provided an information sheet from Becknell which was assembled from data that was collected from the School Board and Sue Myers. The information sheet outlines the various expenses involved in continuing the Per Capita Tax billing along with other suggested methods of replacing the lost revenue should the Supervisors decide to do away with the Per Capita Tax.

A Baer/Byers motion passed 5-0 approving G.H. Harris to collect for the Township the 2012 delinquent Per Capita Tax.

Heraty announced that he would not be at the next Board of Supervisors Meeting set for July 9, 2013. Young asked Heraty to give him his recommendation on the Per Capita Tax issue prior to the meeting date.

Young called for Public Comment. Robert Smith suggested that the Township try to get our delinquent sewer money on these homes that are vacant, assuming they are going to be sold eventually, when they go up for sale. The Supervisors advised Smith that the Township has already taken that step with the Municipal liens placed on the properties, which is a step in our collection procedures.

A Heraty/Alleman motion passed 5-0 to adjourn into the Executive Session at 8:27 PM. Young stated

that he does not believe there will be any decisions to announce afterwards.

A Heraty/Baer motion passed 5-0 to adjourn the Executive Session, back into the Regular Session at 8:37 PM.

Young announced that possible litigation against sewer customers was discussed during the Executive Session.

A Baer/Byers motion passed 5-0 to adjourn the Regular Meeting at 8:37 PM.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary