

September 10, 2013 - Board of Supervisors Meeting Minutes

Minutes of the Antrim Township Supervisors
Regular Meeting
September 10, 2013 7:00 PM

The Antrim Township Board of Supervisors met Tuesday, September 10, 2013 at the Greencastle Senior Center, located at 10615 Antrim Church Road, with the following present: Fred Young, Chairman; Pat Heraty, Vice Chairman; Rick Baer; John Alleman; Brad Graham, Administrator; John Lisko, Solicitor; Sylvia House, Zoning/Code Enforcement Officer; Mike Condo, Roadmaster/Park Director; Jennifer Becknell, Secretary. James Byers arrived at 7:25.

Young called the meeting to order at 7:04 p.m. and told the audience that meetings are audio recorded and posted to the Township website.

Young opened the meeting with prayer, followed by the Pledge of Allegiance to the Flag.

Young asked for Public Comment. There was none.

A Baer/Alleman motion passed 4-0 (Byers absent) to approve the minutes of the August 27, 2013 Board of Supervisors Regular meeting.

A Heraty/Baer motion passed 3-0-1 (Byers absent and Alleman abstained) to approve the minutes of the August 26, 2013 Joint Meeting of the Board of Supervisors and the Antrim Township Municipal Authority.

An Alleman/Heraty motion passed 4-0 (Byers absent) to approve the bills on the Treasurer's Report dated September 10, 2013.

An Alleman/Baer motion passed 4-0 (Byers absent) authorizing the Zoning Officer to draft an agreement for Gate 7, Armada Drive, stipulating that once the land to the east of their property is under construction they will install the sidewalks on their property. This will facilitate the required interconnection of sidewalks at the business park.

A Baer/Heraty motion passed 4-0 (Byers absent) granting a 180 day extension request for WCN Properties; Land Development Plan, Hykes Road. The Antrim Township Planning Commission (ATPC) recommended this extension.

A Baer/Alleman motion passed 4-0 (Byers absent) granting a 180 day extension request for J. Lester Myers; 2-lot subdivision, Letzburg Road at West Weaver. The ATPC recommended this extension.

A Heraty/Baer motion passed 4-0 (Byers absent) granting a 180 day extension request for Fayetteville Contractors; Land Development Plan, 8050 Molly Pitcher Hwy. The ATPC recommended this extension.

The Land Development plan for Grace Bible Church, Hoffman Road, was tabled as the bonding for this project was not secured.

A Baer/Heraty motion passed 4-0 (Byers absent) approving the final Land Development Plan for Food Lion Dispatch Center on Commerce Avenue.

A Heraty/Baer motion passed 4-0 (Byers absent) conditionally approving the final Land Development Plan for Taco Bell on John Wayne Drive, pending the receipt of bonding in the amount of \$205,035.61.

An Alleman/Heraty motion passed 4-0 (Byers absent) authorizing staff to draw on the Letter of Credit for Augusta Partners LLC if the renewal verification is not received by noon, September 20, 2013. The

Letter of Credit, in the amount of \$18,660.40, expires on September 22, 2013 and the lender has confirmed that the Letter of Credit is in the renewal process.

House informed the Supervisors that Towns on Hykes Road has an automatic renewal clause on their Letter of Credit, for \$23,265.00. A confirmation e-mail was received from the lender that the renewal will take place.

Lisko called for an Executive Session at the end of the meeting to discuss possible litigation concerning a Right-to-Know request.

An Alleman/Heraty motion passed 4-0 (Byers absent) approving the quote received for line painting at Antrim Township Community Park in the amount of \$3,428.16.

Condo reviewed the findings of the Shanks Church Road curve Speed Study.

James Byers arrived at 7:25.

An Alleman/Heraty motion passed 5-0 approving the recommendations made by Condo to place additional road signage in both directions, which would be large yellow signs with arrows and arrow pavement markings, to include "slow", in advance of the curve.

Condo gave an update on the Dog Park. The Supervisors were in agreement that the grass should be well established before opening the park. The Supervisors want the Rules and Regulations of the park to be posted before the opening. Supervisors agreed to discuss plans for a Grand Opening at the next meeting.

Graham skipped ahead to the agenda item "E" and then "G" to utilize the presence of the Zoning Officer.

Graham announced the low bidder for the Landscaping/Site Work at the Township Building was GRC at \$46,636.00, which was significantly higher than estimated. Staff recommended the rejection of all bids and to seek a change order proposal for just the sidewalk in front of the building, leaving the rest of the site work to be done in house.

An Alleman/Byers motion passed 5-0 to reject all bids for Landscaping/Site Work at the Township Building.

Direction was given to staff to request a Change Order Proposal from Waynesboro Construction to remove and replace the existing sidewalk along the front of the Township building in order to tie in the new entranceways all at the same time for a more fluid and uniformed look. The Supervisors will review the proposal once received and make a decision at a later meeting.

A Heraty/Byers motion passed 5-0 approving the Building Renovation Change Order Proposal for replacing the roof on the main building at a cost of \$24,073.00 which does not include the roof over the upper and lower garages.

A Heraty/Young motion passed 4-0-1 (Baer abstained) authorizing the Administrator to seek a Change Order Request from the electrician for replacement/upgrade of electric meter socket and service conduit; and authorized the Building Committee to review the Change Order Request and make a decision on the price received, in an effort to keep the renovation project moving forward and on schedule. It was determined that since the Township has to remove the meter socket to allow for the stone fascia to be added, now would be a good time to replace our 200 amp meter with a 400 amp meter.

A Heraty/Byers motion passed 4-0-1 (Baer abstained) approving the Building Renovation Change Order Proposal from the electrician for a LED lighting package upgrade in the amount of \$8,000.00. This upgrade provides LED lighting throughout the building, producing an estimated return on the

investment within six years through reduced electric usage.

A Heraty/Alleman motion passed 5-0 approving a request made by the Administrator that the Building Committee, comprised of Alleman and Heraty, be allowed to approve any Change Order Proposal, up to \$3,500.00, without the full Board of Supervisors approval. This will keep the renovation project moving forward. The Supervisors asked to be informed of all Change Order Proposals that are approved by the Building Committee.

Graham shared with the Supervisors the Official Minute information they requested from the previous Board meeting concerning the reason why the Supervisors at that time (in 2006) discussed the increase in LST (then called OPT: Occupational Privilege Tax) to \$52.00 but was never implemented. It had been discussed that this increase could be used for a possible Police Department. [see 1-24-06 Board of Supervisors Meeting Minutes]

The Supervisors decided to have the Emergency Services Committee meet again with the Fire/EMS Department to ascertain what their projected future needs are, as reports have shown that the volume of calls have increased. The LST (Local Services Tax) agenda item was tabled until: staff contacts the Franklin County Tax Bureau to find out when the deadline is to inform the Bureau of what the LST rate will be for the upcoming tax year and the meeting is held with Rescue Hose Co.

An Alleman/Byers motion passed 5-0 to approve Workers' Compensation coverage for Fire Police during two upcoming events: UPS Freight Benefit Riders charity motorcycle ride on Sunday, October 6, 2013 and Mercersburg Townfest set for Saturday, September 28, 2013.

Graham asked for an Executive Session to discuss a personnel matter, which concerns a change to the Personnel Policy about reimbursement for cell phone charges. A decision will be made following the Executive Session.

A Baer/Heraty motion passed 5-0 authorizing the Administrator to present an Agreement for Sewer Connection (for the Township Building) to the property owner (Greencastle Lube Center), once agreement is approved by John Lisko.

A Byers/Heraty motion passed 5-0 to approve the quote from Industrial Appraisal Company in the amount of \$6,400.00 to complete an appraisal of the Townships fixed assets. Graham advised the Supervisors that a complete appraisal has not been conducted in seven years and the insurance company highly recommended that the Township have a complete appraisal performed. The rate will be locked-in now, but the appraisal will not be conducted until 2014 to utilize the 2014 budget.

Graham called for the Finance Committee to begin selecting a date to meet with our Bank to preview new investment opportunities in an effort to gain better returns.

Graham called for the Emergency Services Committee to select a date to meet with Rescue Hose Co. No. 1.

Becknell gave an update on the delinquent sewer account collections, stating that the progress made has been very slow.

A Heraty/Baer motion passed 5-0 to proceed with preparations for Execution Sale to levy on personal property to satisfy debt owed to the Township for the 13 accounts that have a Civil Judgment against them and have made no payments to the Township since the ruling. These accounts were listed on Report 1, excluding the one account that has the line capped, the one account appealing and the two accounts that have made payments.

A Heraty/Baer motion passed 5-0 to proceed with filing Civil Charges on 17 accounts that have made no payments or contacted the Township for the period of June through August of 2013. These accounts

have all had a Municipal Lien already filed on them and were listed on Report 2, excluding four accounts that have made payments, two accounts with sale pending, and one account that is inactive.

A Heraty/Baer motion passed 5-0 to proceed with filing a Municipal Lien on 15 accounts that had agreed to a payment plan but have made no payments or contacted the Township for the period of June through August of 2013.

Byers stated that he wants the Township to inspect Armada Drive closely for possible damage caused by heavy equipment before we take it over.

Young opened the floor for Public Comments.

Robert Coladonato inquired how the Township was progressing with the one bankruptcy case on a delinquency customer. Becknell said she would find out from the Billing Clerk and give him an update.

Ken Izer inquired to why the Township sends the sewer and/or water bills to some tenants, and the rest to the property owner (landlord). Lisko stated it is all a matter of convenience for the customer and for the Billing Clerk. For example a landlord may be in the military, and by sending the bill to the tenant it is paid in a timely manner.

A Heraty/Alleman motion passed 5-0 to adjourn into the Executive Session at 8:51 p.m.

A Heraty/Baer motion passed 5-0 to adjourn the Executive Session and reconvene the Regular Meeting, at 9:11p.m.

A Baer/Heraty motion passed 5-0 to approve a modification to the Personnel Policy with regards to cell phone reimbursements. Designated employees will be given a \$25.00/month stipend, to be paid quarterly, for reimbursement for the use of their personal cell phones for Township communications.

A Heraty/Bear motion passed 5-0 to adjourn the Regular Meeting at 9:13 p.m.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary