

# July 8, 2014 - Board of Supervisors Meeting Minutes

Minutes of the Antrim Township Supervisors  
Regular Meeting  
July 08, 2014 7:00 PM

The Antrim Township Board of Supervisors met Tuesday, July 8, 2014 at the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following members present: John Alleman, Vice Chairman; Rick Baer and Fred Young. Also attending were: John Lisko, Solicitor; Brad Graham, Administrator; Sylvia House, Code Enforcement/Zoning Officer; Jennifer Becknell, Secretary. *(Pat Heraty and James Byers were absent.)*

Alleman called the meeting to order at 7:06 p.m. and reminded the audience that meetings are audio recorded and posted to the Township website.

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

Alleman asked for Public Comment. There were none.

A Baer/Young motion passed 3-0 to approve the minutes of the June 24, 2014 Board of Supervisors Regular Meeting.

A Baer/Young motion passed 3-0 to approve the bills on the Treasurer's Report dated July 8, 2014.

Craig Myers, the Township Emergency Management Coordinator, came before the Board of Supervisors to explain that a new "Special Event" form must be completed when an event is announced and/or advertised for the public and is anticipated that it will be attended by a significant amount of people. Once Mr. Myers receives the Special Event form, he can then determine if the event warrants an Incident Action Plan. This new form and procedure is mandated by FEMA and required by Franklin County. The Supervisors agreed to add the new form to the paperwork when someone applies for an amusement license/permit. Also, as a double check with the Rescue Hose Company No. 1, this form will be generated when an event planner sends a request for Fire Police coverage to the Supervisors for approval. Mr. Myers also agreed to assist the event planner with completing the information on the Special Event form.

Mr. Myers also relayed to the Supervisors that some money may become available to assist with flooding damage. Myers stated that it would be a good idea to have an estimate of how much it would cost to do the repairs of the problem areas around Antrim Township. This way the Township has it documented what areas are problematic and has estimated the repair costs, and therefore is being proactive rather than re-active when the next event occurs.

Alleman thanked Mr. Myers for serving the Township in the capacity as Emergency Management Coordinator.

A Young/Baer motion passed 3-0 approving the request from filing a land development plan to Kauffman Community Center for the addition onto the existing building. This 13' x 25' (325 sq. ft.) addition will be going over existing impervious area and will not have any additional sewage flows.

A Young/Baer motion passed 3-0 approving the 270 day extension request to Greens of Greencastle Phase VI, as they need more time to address comments from DEP.

House asked the Supervisors to be thinking about when they would like to make a decision on the Zoning Change request made by Mr. Shook, as there needs to be ample time to advertise. Young requested that she send out an email to all Supervisors asking them to respond with their future meeting attendance schedule, thus allowing House to select a date for full attendance.

Lisko asked that House email Linus Fenicle to inquire if Pat Heraty can vote on the topic of the Zoning Change request made by Mr. Shook, as Heraty was absent during the meeting in which this hearing was held.

House asked the Supervisors to clarify motions made during the December 13, 2011 and May 15, 2012 regular meetings regarding the construction of townhome units. The Board clarified that developers or contractors may construct townhome units one at a time provided a drawing depicting the method of connecting the units is satisfactory in terms of meeting the codes of the Township in addition to the following. The developer/contractor must own the entire row of townhomes and construct them in sequence from the first unit in the row consecutively to the last unit in the row. A new row of townhomes within the development shall not be constructed and permits shall not be issued for any units in a separate row until all the units in the row started have been completed. The Supervisors acknowledge the need to keep money flowing, yet expressed the need to reduce liability for damage to the previously constructed unit during construction of the neighboring unit. Therefore, any unit connecting to the unit proposed to be sold shall have obtained an occupancy permit before the sale and deed transfer can occur. The developer may sell entire rows of townhome lots to one purchaser and such purchaser shall comply with all the above for any row(s) they may have purchased.

The Matrix Antrim Partners bond reduction request has been tabled as the Township has not received the report from Dewberry. An on site meeting was held with the contractor and Dewberry on July 1, 2014.

Lisko called for Executive Session to discuss sewer disconnects (potential litigation).

An Alleman/Young motion passed 3-0 approving the hire of Tom Walburn for the road crew at \$16.75 per hour, to increase to \$17.25 after the 90-day probation period.

An Alleman/Baer motion passed 3-0 approving and authorizing the Chairman to sign Agreement for inspection services for the Martin Mills Bridge renovation project. This project requires that there is an inspector overseeing the construction and it must be an outsider (third party). The established criteria was followed in selecting a firm to be the Township's inspection service, which then was submitted to PennDOT for their approval. Once it was approved by PennDOT, the firm then had to give the Township a price proposal, which is now in the agreement ready to be signed in the above motion. The inspection services will be done by TRC Engineering at the estimated cost of \$63,488.64, which will be paid for by the grant. The cost may come in lower, as not much work will be ongoing in the winter months of December, January and February.

Graham gave the Supervisors an updated map of the Shared Use Trail (SUT) to aid them in the requested review of this trail extension. Graham proceeded to inform the Supervisors of the complete layout of the Shared Use Trail, giving details to the preparation of the trail. The trail extension will pick-up at Preston Lane, go East to the edge of Shanks Church parking lot, continue along the front edge of the parking lot (against the road edge) and then the temporary trail will lead into Antrim Meadows. Graham informed the Board that the Church asked whether markings for the trail would be painted on their parking lot. He responded to them that it is not the Township's intent to paint markings on their parking lot. Discussions about this followed.

Graham reviewed with the Supervisors the ongoing Township building projects. Graham stated the following: the coating of the garage roof is scheduled for September; the concrete pad for the emergency generator has been poured and the new generator is to be delivered this week; the Road Crew is in the process of removing the drains in front of the garage doors and the Roadmaster is obtaining estimates for the replacement; the Township parking lot paving will go from the North corner of the garage to the south edge of the salt shed, with no paving behind the building; the Township may need to cut a portion of the parking lot out at the north corner once they get to the installation/build stage of the new storage building; the Roadmaster recommends that the contractor remove the old

asphalt and dig out 10" (5 inches for stone and 5 inches for the new asphalt); the removal of asphalt would not be a maintenance project, but a reclamation; the paving project at the Township building is assumed to be over \$25,000.00, thus would require paying prevailing wage.

A Baer/Young motion passed 3-0 authorizing the Roadmaster to prepare the specifications for the bid documents and advertise for bids for the asphalt removal/paving of the Township parking lot.

Graham reviewed with the Supervisors the various options for the planned addition of a storage building and wash bay. There was discussion about a three bay building vs. a two bay building, with each bay door having enough room for two vehicles. Enough direction was given and it was decided that Graham continue to work with Condo and the Building Committee to prepare a recommendation on which type (steel or pole), size (3 bay or 2 bay) and whether or not to have the wash bay attached or at a separate location on the Township property.

Baer inquired whether or not the Greencastle Antrim School District is still planning to use the Township's board room for their meetings. Graham reported that a meeting was held with two secretaries to that board. Everything is set to go, just working out some final details.

An Alleman/Baer motion passed 3-0 approving the use of the Township speed limit trailer for the Greencastle Sidewalk Sale.

Alleman stated his concerns about no lights yet at the intersection of the new Sheetz location around exit 3.

Alleman announced that an Executive Session has been requested to discuss potential litigation and personnel matters, and that most likely a decision will be announced afterwards.

Alleman called for Public Comments.

Robert Smith inquired how the builder(s) of Melrose Meadows Phase III Townhomes was allowed to get so far off track from the original intentions of the Board of Supervisors in regards to the building progression of the Townhomes. Graham responded by stating that there was a difference in interpretation within the zoning department regarding the Board of Supervisors motion.

A Young/Baer motion passed 3-0 to adjourn the Regular meeting into an Executive Session at approximately 8:30 p.m.

A Baer/Young motion passed 3-0 to adjourn the Executive Session, back into the Regular Session at 9:36 p.m.

An Alleman/Young motion passed 3-0 to allow any full time employee or any Supervisor to participate in the Township's established Health Reimbursement Arrangement (HRA) Plan (\$1,750.00 annually) as long as the employee will prove they have insurance coverage elsewhere if not participating in the Townships Health Insurance plan. Therefore, by participating in the HRA the employee is allowed to submit for reimbursement all allowable items outlined in the Township Personnel Manual, which includes, co-pays for medical and prescriptions.

An Alleman/Baer motion passed 3-0 to amend the HRA section of the Township Personnel Manual to no longer allow for the reimbursement of any kind for memberships to wellness programs, such as gyms, Curves, or health clubs.

A Young/Baer motion passed 3-0 to adjourn the Regular Meeting at 9:39 p.m.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary