

# January 5, 2015 - BOARD OF SUPERVISORS MINUTES

Minutes of the Antrim Township Supervisors  
Organizational Meeting  
January 05, 2015 7:00 PM

The Antrim Township Board of Supervisors met Monday, January 05, 2015 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: Pat Heraty, John Alleman, James Byers, Rick Baer and Fred Young. Also attending were Brad Graham, Administrator; Jennifer Becknell, Secretary.

Heraty called the meeting to order at 7:01 p.m.

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

Heraty called for Public Comment. No members of the public were present.

A Young/Baer motion passed 5-0 to appoint John Alleman as Temporary Chairman for the purpose of the organizational meeting.

A Young/Byers motion passed 5-0 to appoint Jennifer Becknell as Temporary Secretary for the purpose of the organizational meeting.

A Heraty/Baer motion passed 4-0-1 (Alleman abstained) to appoint John Alleman as Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard and nominations were closed.

A Heraty/Young motion passed 4-0-1 (Baer abstained) to appoint Rick Baer as Vice Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard and nominations were closed.

An Alleman/Heraty motion passed 5-0 to reappoint Lester Musselman to the Antrim Township Planning Commission for another 4 year term. *(new term to expire on 1-1-19)*

*A short break was taken in order for the Administrator to give the Antrim Township Planning Commission, which was meeting at the same time as the Supervisors, the results of their appointments for the Planning Commission.*

A Heraty/Baer motion passed 5-0 to appoint Jennifer Becknell as Treasurer and renew bond set at \$3M.

An Alleman/Heraty passed 5-0 to appoint Brad Graham as Assistant Treasurer and renew bond set at \$3M.

A Baer/Young motion passed 5-0 to appoint Jennifer Becknell as Secretary.

A Young/Baer motion passed 5-0 to reappoint Michael Chad Murray to the Antrim Township Municipal Authority for another 5 year term. *(new term to expire on 1-1-20)* Alleman stated that the Supervisors will be meeting with another individual in hopes of bringing on the fifth member to the Antrim Township Municipal Authority.

A Young/Heraty motion passed 5-0 to reappoint Thomas J. Moore and Eric Plum to the Antrim Township Park Committee for another 3 year term. *(new term to expire on 1-1-18)*

Alleman announced that Phillip Oberholzer's term on the Antrim Township Zoning Hearing Board has expired on 1-1-15 and that Mr. Oberholzer did not wish to be reappointed. Alleman further announced that there were no letters of interest for this board. Graham announced that a resident that was interested in the Park Committee was contacted to see if they would consider serving on the Zoning

Hearing Board. Graham will be setting up a meeting to explore this possibility further.

A Young/Heraty motion passed 5-0 to reappoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$110 per hour, which is no increase from 2014.

A Baer/Heraty motion passed 5-0 to reappoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110 per hour, which is no increase from 2014.

A Heraty/Byers motion passed 5-0 to reappoint Eileen Finucane as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$115 per hour, which is a \$5.00/hour increase from 2014.

A Heraty/Baer motion passed 5-0 to reappoint Linus Fenicle as Solicitor to the Antrim Township Municipal Authority at the rate of \$150 per hour, which is a \$5.00/hour increase from 2014; and a flat fee of \$250 for attendance at one regularly scheduled monthly evening meeting, which is no increase from 2014.

A Heraty/Baer motion passed 5-0 to approve Martin & Martin, Dewberry, P. Joseph Lehman, Buchart-Horn and GHD as engineers for Antrim Township for 2015, as per their submitted rate sheets for 2015.

A Baer/Heraty motion passed 5-0 to reappoint Curtis Myers as Chairman to the Vacancy Board.

A Young/Baer motion passed 5-0 to appoint Pat Heraty as Voting Delegate and James Byers as Alternate Voting Delegate for the 2015 PSATS State Convention.

A Heraty/Byers motion passed 5-0 to continue the subscription for PA Township News for all Board of Supervisors, Planning Commission members and three copies for the Township office.

A Heraty/Young motion passed 5-0 to authorize attendance by officials at seminars and conventions to be paid according to the Second Class Township Code, at \$50.00/day.

An Alleman/Heraty motion passed 5-0 to appoint the following individuals to the following various committees/positions for 2015:

- Representative to Parks (1): Pat Heraty
- Representative to EMS/Fire and Police (1): John Alleman
- Intergovernmental and Joint Venture Committee (2): James Byers and Pat Heraty
- Representative to Roads (2): Rick Baer and James Byers
- Economic Development Committee (2): Pat Heraty and Fred Young
- Personnel Committee (2): Pat Heraty and John Alleman
- Greencastle-Antrim Chamber of Commerce (1): Fred Young
- Greencastle-Antrim Area Development Corporation (1): Brad Graham
- Franklin County Emergency Services Alliance (2): John Alleman and Brad Graham
- Franklin County Council of Governments (2): Delegate-Brad Graham, Alternate Delegate-Fred Young
- Citizens Advisory Committee (2): Rick Baer and Fred Young
- Comprehensive Plan Review Committee (2): LEFT VACANT-will appoint if needed
- Finance Committee (2): Fred Young and Pat Heraty
- Facilities Committee (2): John Alleman and Pat Heraty
- Joint Water Committee (2): *dissolved this committee*

- Utilities and ATMA Committee (2): new committee - John Alleman and Rick Baer
- Joint Municipal Board of Appeals (1): John Lehman

A Heraty/Young motion passed 5-0 to reappoint Jonathan Piper as Sewage Enforcement Officer (SEO), with Ami Myers as alternate.

An Alleman/Byers motion passed 5-0 to designate Susquehanna Bank (which will become BB&T sometime in 2015) and Valley Forge Asset Management as depositories for Antrim Township funds.

A Baer/Heraty motion passed 5-0 to approve the requirement of two signatures on all checks. The two signers shall be any Supervisor and the Administrator.

A Young/Heraty motion passed 5-0 to set meeting pay for members of the Planning Commission, Zoning Hearing Board and Municipal Authority at \$55.00 per meeting attended. No change from 2014.

An Alleman/Heraty motion passed 5-0 to affirm the 2015 taxes for Antrim Township as follows:

- Real Estate Tax: zero (0)
- Real Estate Transfer Tax: 1%
- EIT (Earned Income Tax): 1% (to be split with the School District)
- LST (Local Service Tax): \$10.00
- Per Capita Tax: zero (0)

A Baer/Heraty motion passed 5-0 to approve the 2015 annual donation amounts from the General fund as follows:

- Marion Fire Co. : \$10,000.
- Rescue Hose Co. : \$75,000.
- Rescue Hose Co./EMS: \$36,000.
- Medic 2: \$25,000.
- Franklin County Drug Task Force: \$7,200

An Alleman/Heraty motion passed 5-0 to approve Workers Compensation insurance coverage for Rescue Hose Co. No. 1 Fire Police for covering upcoming events throughout the year and authorize Administrator to approve additional requests, which will be presented to the Board for final approval.

An Alleman/Heraty motion passed 5-0 to affirm payment and reimbursement of Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is through State Workers Insurance Fund (SWIF).

A Heraty/Baer motion passed 5-0 to affirm the bonds for employees to be set at \$50,000 for 2015.

A Baer/Heraty motion passed 5-0 to authorize the attendance to one convention per year for Road, Utilities and Zoning Departments. It was noted that regular training is not restricted to one event.

A Young/Byers motion passed 5-0 to set the mileage reimbursement rate for employees using their personal vehicles at \$0.56 per mile, no change from 2014. (The Federal rate was raised to \$0.575 per mile for 2015.)

A Baer/Heraty motion passed 5-0 to reaffirm the 2015 advertised meeting dates.

An Alleman/Heraty motion passed 5-0 to approve Boyer & Ritter as an independent certified auditor for the completion of the 2014 Fund Audits and assistance with GASB-34.

A Baer/Heraty motion passed 5-0 to set the rental rates at the parks as \$50 for the large pavilions and \$25 for the small pavilion.

A Baer/Heraty motion passed 5-0 to accept the Antrim Township Personnel Policy, Holiday Schedule and Leave Policy (vacation, personal and Comp time) as it currently reads.

A Baer/Heraty motion passed 5-0 to reaffirm the existing Township funded Reimbursement benefit at \$1,750 for Dental/EyeCare/Hearing/RX, Health Insurance Deductibles and Co-pays for 2015.

A Baer/Heraty motion passed 5-0 announcing the following two payroll related items:

- A 2% wage increase for all full time employees (not Supervisors), which was accounted for in the 2015 budget and shall be effective 1-1-15.
- Each employee and Supervisor that participates in the Township health insurance program will contribute 1% of the annual family premium cost. Employees will do this thru a bi-weekly payroll deduction and Supervisors on a quarterly payroll deduction.

A Heraty/Baer motion passed 5-0 to appoint Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Bill Needy as the Alternate.

A Heraty/Baer motion passed 5-0 to appoint Jennifer Becknell as the Representative to the Franklin County Tax Collection Committee, with Bill Needy as the Alternate.

A Heraty/Baer motion passed 5-0 to affirm the Elected Auditors as being Franklin Klink, Bill Needy and Dianne Smith. It was noted that Dianne Smith's term will expire at the end of 2015.

A Heraty/Byers motion passed 5-0 to affirm the two building code inspection firms the Township uses as follows:

- Commonwealth Code Inspection Service
- Accredited Services

An Alleman/Heraty motion passed 5-0 approving the payment of recurring bills (such as electric bills, VISA bills, postage machine, etc.) that must be paid prior to a meeting date in order to avoid a late charge or to take advantage of a discount. These bills/checks will be listed on the Treasurer's Report to be approved formally by the Supervisors at their next monthly meeting.

A Young/Heraty motion passed 5-0 approving the recommendation by Sue Myers, Township Tax Collector, that she intends to appoint Peggy Dickson as her Deputy Tax Collector, and this Deputy Tax Collector position runs concurrent with the Elected Tax Collectors position.

A Young/Heraty motion passed 5-0 approving by Resolution # 273 the Township's 2015 Fee Schedule.

A Heraty/Byers motion passed 5-0 approving the 2015 Christmas bonus as \$150.00 for Full Time employees, \$75.00 for Part Time and Part Time Seasonal employees.

A Heraty/Baer motion passed 5-0 affirming the 2015 bidding limits effective 1-1-15 as follows:

- The minimum purchase amount that requires legal advertisement and sealed bids has increased from \$19,100 to \$19,400.
- The minimum purchase amount for telephone quotes has increased from \$10,300 to \$10,500.

A Baer/Young motion passed 4-0-1 (Byers abstained) to approve the minutes from the December 30, 2014 meeting.

Graham asked the Supervisors to discuss attending the 2015 PSATS Conference as the registration is being done differently this year and requires an earlier notification of who will be in attendance. The

Supervisors gave an account of who will be attending and on which days.

A Heraty/Baer motion passed 5-0 approving the Ordinance authorizing the Township to participate in the PSATS Unemployment Compensation Group Trust pursuant to the PA Intergovernmental Cooperation Law. This Ordinance was reviewed by the Township Solicitor and properly advertised.

A Baer/Heraty motion passed 5-0 to approve a wage increase for a Part Time employee, Dick Mellott, which was previously discussed in an Executive Session and accounted for in the 2015 Budget.

Rick Baer commented that he was well pleased with the general condition of the Community Park and made special mention of the improvements made at the park. The improvements include the new roof on the pavilion, new signs and the newest section of the Shared Use Trail. Baer stated that he would like to see the small section of stones on the side of the pavilion removed and replaced with macadam. The Supervisors gave praise to all staff members responsible for the work done at the park. It was decided that the barn at the park needs addressed in 2016.

Graham announced that he was contacted by Franklin County Veteran's Affairs about possibly using our board room for a Town Hall Meeting for Veterans in our area. The Supervisors gave their approval.

Heraty stated that Paul Schemel will be sworn in as our new PA State Representative tomorrow and wishes him well in his future endeavors.

Byers left at 7:43.

After some discussion, the Supervisors approved 4-0, on a Young/Heraty motion, that the Township will offer the use of Township office space for weekly or bi-weekly office hours to Paul Schemel. This is only an offer and must have a formal request approved by the Supervisors outlining the details.

Alleman called for Public Comment. There was none.

A Baer/Young motion passed 4-0 to adjourn the Organizational Meeting at 7:46 p.m.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary