

January 4, 2016 - Board of Supervisors Minutes

Minutes of the Antrim Township Supervisors
Organizational Meeting
January 04, 2016 7:00 PM

The Antrim Township Board of Supervisors met Monday, January 04, 2016 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: John Alleman, Pat Heraty, Rick Baer, Fred Young and newly elected Chad Murray. Also attending were Brad Graham, Administrator; Jennifer Becknell, Secretary.

Alleman called the meeting to order at 7:00 p.m.

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

Alleman announced that meetings are recorded and posted to the website.

Alleman called for Public Comment. Young asked that the Supervisors keep Ben Sipes father in prayer, as he is in the hospital.

A Heraty/Young motion passed 4-0-1 (*Alleman abstained*) to appoint John Alleman as Temporary Chairman for the purpose of the organizational meeting.

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

Alleman announced that Fred Young was re-elected as a Township Supervisor and Chad Murray was elected as a Township Supervisor, replacing James Byers, and that they both were sworn into office just prior to the start of the meeting.

A Heraty/Young 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/Alleman 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.

A Baer/Murray motion passed 5-0 to reappoint Robert Smith to the Antrim Township Planning Commission for another 4 year term. (*new term to expire on 1-1-20*)

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.

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

A Heraty/Murray motion passed 5-0 to appoint Jennifer Becknell as Secretary.

A Heraty/Baer motion passed 5-0 to reappoint Rodney Eberly to the Antrim Township Municipal Authority for another 5 year term. (*new term to expire on 1-1-21*)

A Heraty/Young motion passed 5-0 to reappoint Andrew Barbuzanes and Georgia Barvinchack to the

Antrim Township Park Committee for another 3 year term. *(new terms to expire on*

1-1-19) The Supervisors also appointed Jason Reiber to fulfill the one year unexpired term of Kristy LaGoe, who moved out of the area, with term expiring on 1-1-17.

A Heraty/Young motion passed 5-0 to reappoint Gary Eberly to the Antrim Township Zoning Hearing Board for another 5 year term *(term to expire on 1-1-21)*. The Supervisors also appointed Tyler Jones to the Zoning Hearing Board *(term to expire on 1-1-21)*. Two alternates were appointed as well for the Zoning Hearing Board, which are Matthew Schmidt and Brian Hall *(terms to expire 1-1-21)*.

A Heraty/Baer 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 2015.

A Heraty/Young 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 2015.

A Heraty/Baer 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 no increase from 2015.

A Heraty/Murray 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 no increase from 2015; a flat fee of \$300 for attendance at one regularly scheduled monthly evening meeting, which is a \$50.00 increase from 2015.

A Heraty/Murray motion passed 5-0 to approve Martin & Martin, Dewberry, Buchart-Horn and GHD as engineers for Antrim Township for 2016, as per their submitted rate sheets for 2016.

A Heraty/Baer 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 for the 2016 PSATS State Convention.

A Heraty/Baer motion passed 5-0 to appoint Fred Young as the Alternate Voting Delegate for the 2016 PSATS State Convention.

A Heraty/Murray 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/Baer 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/Baer motion passed 5-0 to appoint the following individuals to the following various committees/positions for 2016:

- Representative to Parks (1): Pat Heraty
- Representative to EMS/Fire and Police (2): John Alleman and Brad Graham
- Intergovernmental and Joint Venture Committee (2): Pat Heraty and Chad Murray
- Representative to Roads (2): Rick Baer and Chad Murray
- 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 (COG)(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): John Alleman and Rick Baer
- Joint Municipal Board of Appeals (1): John Lehman
- Ordinance Review Committee (2): Rick Baer and Chad Murray

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

A Heraty/Young motion passed 5-0 to designate BB&T and Valley Forge Asset Management as depositories for Antrim Township funds.

A Young/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 Heraty/Murray 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, which is no change from 2015.

A Heraty/Young motion passed 5-0 to affirm the 2016 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 Heraty/Baer motion passed 5-0 to approve the 2016 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.
- Emergency Services Alliance: \$500.
- Franklin County Public Safety Training Center: \$2,400.

A Heraty/Murray 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, this includes assistance with First Friday's in Greencastle.

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

A Heraty/Murray motion passed 5-0 to affirm the bonds for employees to be set at \$50,000 for 2016.

A Baer/Heraty motion passed 5-0 to authorize the attendance to one convention per year for Road, Utilities and Zoning Departments.

A Heraty/Murray motion passed 5-0 to set the mileage reimbursement rate for employees using their personal vehicles at \$0.54 (2016 Federal rate) per mile, which is a decrease from the approved 2015 rate of \$0.56.

A Heraty/Murray motion passed 5-0 to reaffirm the 2016 advertised meeting dates.

A Heraty/Murray motion passed 5-0 to approve Boyer & Ritter as an independent certified auditor for the completion of the 2015 Fund Audits and assistance with GASB-34.

A Heraty/Murray motion passed 5-0 to set the rental rates at the parks as follows:

- \$50 for the large pavilion
- \$25 for the small pavilion
- \$50 for reserving the actual Martins Mill Bridge

A Heraty/Murray 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 Heraty/Murray motion passed 5-0 to reaffirm the existing Township funded HRA (Health Reimbursement Account) annual benefit at \$1,750.00 per each Full Time employee for 2016.

A Heraty/Murray 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 2016 budget and shall be effective 1-1-16.
- Each employee and Supervisor that participates in the Township health insurance program will contribute 2% of the annual family premium cost. Employees will do this thru a bi-weekly payroll deduction and Supervisors on a quarterly payroll deduction.

A Young/Murray 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/Murray 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 Young/Heraty motion passed 5-0 to affirm the Elected Auditors as being Franklin Klink, Bill Needy and Dianne Smith. It was noted that Dianne Smith was elected this past November, making her 6 year term expire 1-1-22.

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

- Commonwealth Code Inspection Service
- Accredited Services

A Heraty/Murray 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. Once paid, 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 an increase in the quarterly insurance stipend offered to Full Time employee's that elect not to participate in the Township offered Health insurance program. The stipend amount is to increase from \$1,000/quarter to \$1,100/quarter.

A Heraty/Murray motion passed 5-0 approving by Resolution # 279 the Township's 2016 Fee Schedule, with the only change being the addition of the Martins Mill Bridge reservation fee.

A Heraty/Murray motion passed 5-0 approving the 2016 Christmas bonus as follows:

- \$150.00 for Full Time employees
- \$75.00 for Part Time employees
- \$50.00 for Part Time Seasonal employees, which must work a minimum of 250 hours to qualify.

A Baer/Heraty motion passed 5-0 affirming the 2016 bidding limits effective 1-1-16 as follows:

- Purchases and contracts below \$10,500 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$10,500 and \$19,400 require three written/telephone quotes.
- Purchases and contracts over \$19,400 require formal bidding.

The Supervisors tabled appointing someone to serve on the Agricultural Security Advisory Committee to replace Mr. Ralph Tracy, who passed away, until further information can be gathered on this committee's requirements.

A Heraty/Murray motion passed 5-0 to reappoint Craig Myers as the Townships Emergency Management Coordinator for 2016.

A Murray/Heraty motion passed 5-0 authorizing staff to use the following attorney's in 2016 on an as needed basis:

- Melissa Van Eck – Bankruptcy matters
- David Schwalm – Labor matters
- Scott Mehok – Finance matters

Approving the minutes from the December 29, 2015 meeting was tabled, as they had not yet been written.

Alleman called for Public Comment. There was none.

Graham announced that there will be an Executive Session during the advertised Work Session meeting set for January 5, 2016 at 7:00 PM to discuss Real Estate matters with no decision to announce afterwards.

A Young/Baer motion passed 5-0 to adjourn the Organizational Meeting at 7:35 PM.

Respectfully submitted,

Jennifer Becknell

Board of Supervisors Secretary