

# **January 3, 2017 - Board of Supervisors - Minutes**

Minutes of the Antrim Township Supervisors  
Organizational Meeting

January 03, 2017 7:00 PM

The Antrim Township Board of Supervisors met Monday, January 03, 2017 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 Chad Murray. Also attending were Brad Graham, Administrator; Jennifer Becknell, Secretary.

Alleman called the meeting to order at 7:01 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. There was none.

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

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

A Heraty/Young motion passed 5-0 to appoint Rick Baer as Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard and nominations were closed.

A Heraty/Young motion passed 5-0 to appoint Chad Murray as Vice Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard and nominations were closed.

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

A Heraty/Murray motion passed 5-0 to reappoint Richard Walck to the Antrim Township Planning Commission for another four-year term. (new term will expire on 1-1-21)

An Alleman/Young motion passed 5-0 to appoint Rodney Rose to the Antrim Township Municipal Authority for a five-year term. (term will expire on 1-1-22)

A Heraty/Murray motion passed 5-0 to reappoint Nate Bacon, Jonathon Ott and Jason Reiber to the Antrim Township Park Committee for another three-year term. (their new term will expire on

1-1-20)

A Heraty/Murray motion passed 5-0 to reappoint Ronald Cordell to the Antrim Township Zoning Hearing Board for another five-year term (term to expire on 1-1-22.)

A Heraty/Murray motion passed 5-0 to reappoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$120.00 per hour, which is a \$10.00/hour increase from 2016.

A Heraty/Murray motion passed 5-0 to reappoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110.00 per hour, which is no increase from 2016.

A Heraty/Murray motion passed 5-0 to reappoint Eileen Finucane as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$115.00 per hour, which is no increase from 2016.

A Heraty/Murray motion passed 5-0 to reappoint Linus Fenicle as Solicitor for the Antrim Township Municipal Authority (pending the ATMA approval) at the rate of \$150 per hour, which is no increase from 2016; a flat fee of \$300 for attendance at one regularly scheduled monthly evening meeting, which is no increase from 2016.

A Heraty/Murray motion passed 5-0 to approve Martin & Martin, Dewberry, Buchart-Horn and GHD as engineers for Antrim Township for 2017, as per their submitted rate sheets for 2017.

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

A Young/Heraty motion passed 5-0 to appoint Pat Heraty as Voting Delegate and Chad Murray as the Alternate Voting Delegate for the 2017 PSATS State Convention.

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

A Heraty/Alleman 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.

A Heraty/Alleman motion passed 5-0 to appoint the following individuals to the following various committees/positions for 2017:

- Representative to Parks (1): Rick Baer
- Emergency Services Committee (2): John Alleman and Brad Graham
- Intergovernmental and Joint Venture Committee (2): Chad Murray and Fred Young
- 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): Chad Murray
- 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 Chad Murray

- Facilities Committee (2): John Alleman and Rick Baer
- 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

An Alleman/Murray 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 The Turnbridge Group (a RBC Wealth Management Company) as depositories for Antrim Township funds.

A Heraty/Alleman motion passed 5-0 to approve the requirement of two signatures on all checks, with one being a Supervisor and the other the Administrator.

A Heraty/Alleman 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 2016.

A Heraty/Murray motion passed 5-0 to affirm the 2017 taxes for Antrim Township as follows:

- Real Estate Tax: zero (0)
- Real Estate Transfer Tax: 1%
- EIT (Earned Income Tax): 1% (to be split equally with the School District)
- LST (Local Service Tax): \$52.00 annually
- Per Capita Tax: zero (0)

A Heraty/Alleman motion passed 5-0 to approve the 2017 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.

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, this includes assistance with First Friday's in Greencastle.

An Alleman/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 2017.

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

A Young/Heraty motion passed 5-0 to set the mileage reimbursement rate for employees using their personal vehicles at 54 cents per mile, which is no change from 2016. (2017 Federal rate is 53.5 cents per mile.)

A Heraty/Murray motion passed 5-0 to reaffirm the 2017 advertised meeting dates for the Board of Supervisors.

A Heraty/Young motion passed 5-0 to approve Boyer & Ritter as an independent certified auditor for the completion of the 2016 Fund Audits and assistance with GASB-34.

A Heraty/Alleman motion passed 5-0 approving the athletic fields rental rate sheet dated November 23, 2016, and 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/Young 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/Alleman 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 2017.

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 2017 budget and shall be effective 1-1-17.
- 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 Heraty/Young 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/Young 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/Young motion passed 5-0 to affirm the Elected Auditors as being Franklin Klink, Bill Needy and Dianne Smith.

A Heraty/Murray 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/Young 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 the stipend amount offered to Full Time employee's that

elect not to participate in the Township offered Health insurance program at \$1,100.00/quarter. (no change from 2016)

A Heraty/Young motion passed 5-0 to table approving the 2017 Township Fee Schedule until the regularly scheduled Board of Supervisors meeting set for January 10, 2017.

A Heraty/Alleman motion passed 5-0 approving the 2017 Christmas bonuses 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 Heraty/Murray motion passed 5-0 affirming the 2017 bidding limits effective 1-1-17 as follows:

- Purchases and contracts below \$10,700 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$10,700 and \$19,699 require three written/telephone quotes.
- Purchases and contracts of \$19,700 and over require formal bidding.

A Heraty/Murray motion passed to reappoint the following serving members to the Agricultural Security Advisory Committee: Elwood Myers, Gary Hartle and Larson Wenger.

A Heraty/Murray motion passed 5-0 to reappoint Craig Myers as the Townships Emergency Management Coordinator for 2017.

A Heraty/Murray motion passed 5-0 authorizing staff to use the following attorney's in 2017 on an as needed basis:

- Melissa Van Eck and John Lisko for Bankruptcy matters
- David Schwalm for Labor matters
- Scott Mehok for Finance matters

A Heraty/Alleman motion passed 4-0-1 (Young abstained due to being absent for this meeting) approving the minutes from the December 28, 2016 meeting a minor change to the adjournment time of the meeting.

Alleman called for Public Comment. There was none.

A Heraty/Alleman motion passed 5-0 to adjourn the Organizational Meeting at 7:28 p.m.

Respectfully submitted,

Jennifer Becknell  
Board of Supervisors Secretary