

Minutes of the Antrim Township Supervisors
Organizational Meeting

January 2, 2018

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 2, 2018 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.

Baer called the meeting to order at 7:02 p.m.

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

Baer announced that meetings are recorded.

Baer called for Public Comment. There was none.

A Young/Heraty motion passed 5-0 to appoint Rick Baer 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 Young/Murray motion passed 5-0 affirming the election by appointing the two re-elected Supervisors, John Alleman and Pat Heraty, for a six-year term. The Municipal Election was on November 7, 2017.

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

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

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

A Baer/Alleman motion passed 5-0 to reappoint Joel Wenger and Delbert Myers to the Antrim Township Planning Commission for another four-year term.

A Young/Baer motion passed 5-0 to table the appointment for the Antrim Township Municipal Authority. *(one five-year term position needed)*

A Young/Heraty motion passed 5-0 to reappoint Thomas Moore and Eric Plum to the Antrim Township Park Committee for another three-year term.

A Heraty/Young 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, and authorized the Chairman to sign representation agreement.

A Baer/Alleman motion passed 5-0 to reappoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110.00 per hour.

A Young/Baer 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.

A Heraty/Young 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, and a flat fee of \$300 for attendance at one regularly scheduled monthly evening meeting.

A Heraty/Alleman motion passed 5-0 to approve Martin & Martin, Dewberry, Buchart-Horn and GHD as engineers for Antrim Township for 2018, as per their submitted rate sheets for 2018.

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

A Young/Heraty motion passed 5-0 to appoint John Alleman as Voting Delegate and Chad Murray as the Alternate Voting Delegate for the 2018 PSATS State Convention.

A Heraty/Alleman 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/Young motion passed 5-0 to appoint the following individuals to the following various committees/positions for 2018:

- 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 Pat Heraty
- 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

A Young/Heraty 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 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.

A Heraty/Baer motion passed 5-0 to affirm the 2018 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)

An Alleman motion passed 5-0 to affirm the 2018 annual donation amounts from the General fund as follows, as approved in the 2018 budget:

- Marion Fire Co. : \$15,000.
- 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: \$2,600.
- Franklin County Public Safety Training Center: \$2,400.

A Heraty/Alleman 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 process of Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is through State Workers Insurance Fund (SWIF).

A Heraty/Young motion passed 5-0 to affirm the bonds for employees to be set at \$50,000 for 2018.

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

A Heraty/Alleman motion passed 5-0 to set the mileage reimbursement rate for employees using their personal vehicles at 54.5 cents per mile, which is the same as the 2018 Federal rate.

A Heraty/Baer motion passed 5-0 to reaffirm the 2018 advertised meeting dates for the Board of Supervisors.

A Young/Heraty motion passed 5-0 to approve Boyer & Ritter as an independent certified auditor for the completion of the 2017 Fund Audits and assistance with GASB-34.

A Heraty/Alleman 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/Young 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 2018.

A Heraty/Young 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 2018 budget and shall be effective 1-1-18.
- 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 through a bi-weekly payroll deduction and Supervisors on a quarterly payroll deduction.

An Alleman/Heraty motion passed 5-0 to appoint Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Franklin Klink as the Alternate.

An Alleman/Young motion passed 5-0 to appoint Jennifer Becknell as the Representative to the Franklin County Tax Collection Committee, with Franklin Klink as the Alternate.

A Young/Heraty motion passed 5-0 to affirm the Elected Auditors as being Franklin Klink and Dianne Smith, and tabled the appointment of a third Elected Auditor. *(one six-year term position needed.)*

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/Alleman 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 Heraty/Young 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.

A Heraty/Alleman motion passed 5-0 to adopt by resolution # 299 the 2018 Antrim Township Fee Schedule.

An Alleman/Heraty motion passed 5-0 approving the 2018 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/Alleman motion passed 5-0 affirming the 2018 bidding limits effective 1-1-18 as follows:

- Purchases and contracts below \$10,900 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$10,900 and \$20,099 require three written/telephone quotes.
- Purchases and contracts of \$20,100 and over require formal bidding.

A Heraty/Young motion passed to reappoint the following serving members to the Agricultural Security Advisory Committee: Gary Hartle, Larson Wenger and Ed Tracy.

An Alleman/Heraty motion passed 5-0 to reappoint Craig Myers as the Townships Emergency Management Coordinator for 2018.

A Heraty/Young motion passed 5-0 authorizing staff to use the following attorney's in 2018 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/Baer motion passed 5-0 affirming the increase to the annual Park Grant program, as accounted for in the 2018 budget. The new annual amount is \$40,000.00, in addition to the three Ruritan Community Centers still receiving \$5,000.00 each.

An Alleman/Heraty motion passed 3-0-2 (*Young and Murray abstained due to being absent for this meeting*) approving the minutes from the December 26, 2017 meeting.

Murray called for Public Comment. There was none.

A Baer/Heraty motion passed 5-0 authorizing the Chairman to sign resolution # 300 in response to an urgent letter from PSATS (PA State Association of Township Supervisors) for opposition to House Bill 1620 (HB 1620, or PN 2146). Once signed, a copy is to go to our State Representative, State Senator, Governor and the House Consumer Affairs Committee.

A Young/Heraty motion passed 5-0 to adjourn the Organizational Meeting at 7:35 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary