

Minutes of the Antrim Township Supervisors
Organizational Meeting

January 7, 2019

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 7, 2019 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: John Alleman, Rick Baer, Pat Heraty, Chad Murray, and Fred Young. Also attending were Brad Graham, Administrator; Jennifer Becknell, Secretary.

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

Murray announced that meetings are audio recorded.

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

Murray called for Public Comment. There was none.

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

A Young/Alleman 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 to appoint Fred Young as Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard, and nominations were closed. (*Young abstained.*)

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

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

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

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

A Heraty/Baer motion passed 5-0 to re-affirm the appointment of Larry Eberly to the Antrim Township Planning Commission for another four-year term. (*The Supervisors appointed Mr. Eberly at their 12-27-18 meeting to avoided confusion at the Planning Commission that met on the same night of the re-organizational meeting for the Supervisors.*)

An Alleman/Heraty motion passed 5-0 to reappoint Michael Smith to the Antrim Township Municipal Authority for another five-year term.

A Baer/Alleman motion passed 5-0 to reappoint Andrew Barbuzanes and appointed Natalie Brockway, to the Antrim Township Park Committee for a three-year term.

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 and authorized the Chairman to sign representation agreement.

A Heraty/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 Baer/Heraty motion passed 5-0 to reappoint Eileen Finucane as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$140.00 per hour.

A Murray/Baer 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 2019, as per their submitted rate sheets for 2019.

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

A Baer/Alleman motion passed 5-0 to appoint Pat Heraty as Voting Delegate and Chad Murray as the Alternate Voting Delegate for the 2019 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.

An Alleman/Heraty motion passed 5-0 to appoint the following individuals to the following various committees/positions for 2019:

- 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 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 Baer/Heraty motion passed 5-0 to reappoint Jonathan Piper as Sewage Enforcement Officer (SEO), with Ami Myers as alternate, both with JWP Environmental; and approved the recommended rate increase for Onlot Septic System Application Fee, which went from \$700 to \$835.

A Heraty/Baer motion passed 5-0 to designate BB&T, The Turnbridge Group (a RBC Wealth Management Company) and F&M Bank as depositories for Antrim Township funds.

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

An Alleman/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.

An Alleman/Heraty motion passed 5-0 to affirm the 2019 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/Heraty 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. : \$16,000.
- Rescue Hose Co. : \$80,000.
- Rescue Hose Co./EMS: \$40,000.
- Medic 2: \$25,000.
- Franklin County Drug Task Force: \$7,200.
- Emergency Services Alliance: \$3,200.
- Franklin County Public Safety Training Center: \$3,000.
- Fire Department Incentive Program: \$5,000.

A Heraty/Baer 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.

A Heraty/Baer motion passed 5-0 to affirm payment and reimbursement process of Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is now through Benchmark. *(did not re-new with SWIF.)*

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

A Murray/Heraty motion passed 5-0 to set the mileage reimbursement rate for employees using their personal vehicles at 58 cents per mile, which is the same as the 2019 Federal rate.

A Baer/Heraty motion passed 5-0 to reaffirm the 2019 advertised meeting dates for the Board of Supervisors.

An Alleman/Heraty motion passed 5-0 to approve Boyer & Ritter as an independent certified auditor for the completion of the 2018 Fund Audits and assistance with GASB-34, and adopted resolution # 310 stating such appointment.

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, no changes from 2018.

A Heraty/Baer 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 2019.

A Heraty/Alleman 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 2019 budget and shall be effective 1-1-19.
- 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.

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

A Heraty/Alleman motion passed 5-0 to affirm the Elected Auditors as being Franklin Klink and Dianne Smith.

A Baer/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 Murray/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. 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/Murray motion passed 5-0 approving the stipend amount offered to Full Time employee's that elect to not participate in the Township offered Health insurance program at \$1,600.00/quarter.

The Supervisors tabled adopting by resolution the 2019 Antrim Township Fee Schedule, which will be done at the next scheduled meeting of January 22, 2019.

A Heraty/Murray motion passed 5-0 approving the 2019 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 2019 bidding limits effective 1-1-19 as follows:

- Purchases and contracts below \$11,100 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$11,100 and \$20,600 require three written/telephone quotes.
- Purchases and contracts of \$20,600 and over require formal bidding.

An Alleman/Murray motion passed to reappoint the following serving members to the Agricultural Security Advisory Committee: Gary Hartle, Larson Wenger and Ed Tracy.

A Young/Heraty motion passed 5-0 appointing John Alleman as the Townships Interim Emergency Management Coordinator for 2019, until a replacement can be found.

A Heraty/Murray motion passed 5-0 authorizing staff to use the following attorney's in 2019 on an as needed basis:

- Steve Minor (with Daley, Zucker Meilton & Minor) and John Lisko for Bankruptcy matters
- David Schwalm (with Thomas, Thomas & Hafer) for Labor matters
- Scott Mehok (with Cozen/O'Connor) for Finance matters

A Heraty/Alleman motion passed 5-0 affirming the annual Park Grant program, as accounted for in the 2019 budget as \$40,000.00, in addition to the three Ruritan Community Centers still receiving \$5,000.00 each.

A Baer/Murray motion passed 4-0-1 (*Heraty abstained due to being absent for this meeting*) approving the minutes from the December 27, 2018 meeting.

A Heraty/Alleman motion passed 5-0 approving the payment of the bills on the Treasurer's reports dated January 7, 2019.

Young called for Public Comment. There was none.

A Heraty/Baer motion passed 5-0 to adjourn the Organizational Meeting at 7:32 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary