

Minutes of the Antrim Township Supervisors  
Organizational Meeting

January 6, 2020

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 6, 2020 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: Rick Baer, Pat Heraty, Chad Murray, and Fred Young. Also attending were Brad Graham, Administrator; Jennifer Becknell, Secretary. (*John Alleman was absent.*)

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

Young announced that meetings are audio recorded.

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

Young called for Public Comment. There was none.

A Heraty/Baer motion passed 4-0 to appoint Fred Young as Temporary Chairman for the purpose of the organizational meeting.

A Heraty/Murray motion passed 4-0 to appoint Jennifer Becknell as Temporary Secretary for the purpose of the organizational meeting.

A Baer/Murray motion passed 3-0-1 to appoint Pat Heraty as Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard, and nominations were closed. (*Heraty abstained.*)

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

A Murray/Heraty motion passed 4-0 to appoint Jennifer Becknell as Treasurer and renew bond set at \$3M.

A Heraty/Baer motion passed 4-0 to appoint Brad Graham as Assistant Treasurer and renew bond set at \$3M.

A Murray/Baer motion passed 4-0 to appoint Jennifer Becknell as Secretary.

A Young/Baer motion passed 4-0 to appoint Crystal Mummert as Assistant Secretary.

A Murray/Baer motion passed 4-0 to reappoint Robert Smith to the Antrim Township Planning Commission for another four-year term.

A Young/Baer motion passed 3-0-1 (*Murray abstained.*) to reappoint Chad Murray to the Antrim Township Municipal Authority for another five-year term.

A Baer/Young motion passed 4-0 to reappoint Nate Bacon, Jonathan Ott, and Jason Reiber to the Antrim Township Park Committee for a three-year term each.

A Baer/Murray motion passed 4-0 to reappoint Rhetta Martin to the Antrim Township Zoning Hearing Board for a five-year term.

A Baer/Young motion passed 4-0 reaffirming their decision made at the December 10, 2019 meeting appointing Michael Buckley to the vacant Elected Auditors position. The remainder of this six-year term will expire on 1-1-24.

A Baer/Young motion passed 4-0 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 Murray/Baer motion passed 4-0 to reappoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110.00 per hour.

A Murray/Baer motion passed 4-0 to appoint Linus Fenicle, with Reager & Adler, as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$150.00 per hour. Mr. Fenicle is replacing Eileen Finucane as she retired.

A Murray/Baer motion passed 4-0 to reappoint Linus Fenicle, with Reager & Adler, 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 Baer/Murray motion passed 4-0 to approve Martin & Martin, Dewberry, Buchart-Horn and GHD as engineers for Antrim Township for 2020, as per their submitted rate sheets for 2020.

A Baer/Young motion passed 4-0 to reappoint Curtis Myers as Chairman to the Vacancy Board.

A Baer/Murray motion passed 4-0 to appoint John Alleman as Voting Delegate and Fred Young as the Alternate Voting Delegate for the 2020 PSATS State Convention.

A Young/Murray motion passed 4-0 to continue the subscription for PA Township News for all Board of Supervisors, Planning Commission members and two copies for the Township office.

A Baer/Murray motion passed 4-0 to authorize attendance by officials at seminars and conventions to be paid according to the Second Class Township Code, at \$50.00/day.

A Baer/Young motion passed 4-0 to appoint the following individuals to the following various committees/positions for 2020, which is the same as 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 CEASED OPERATIONS
- 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/Murray motion passed 4-0 to reappoint Jonathan Piper as Sewage Enforcement Officer (SEO), with Ami Myers as alternate, both with JWP Environmental; and approved their 2020 rates, which did not increase from 2019.

A Young/Baer motion passed 4-0 to designate F&M Trust and The Turnbridge Group (a RBC Wealth Management Company) as depositories for Antrim Township funds.

A Baer/Young motion passed 4-0 to approve the requirement of two signatures on all checks, with one being a Supervisor and the other the Administrator.

A Baer/Young motion passed 4-0 to set meeting pay for members of the Planning Commission, Zoning Hearing Board and Municipal Authority at \$55.00 per meeting attended.

A Murray/Young motion passed 4-0 to affirm the 2020 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 (MAX amount)
- Per Capita Tax: zero (0)

A Murray/Baer motion passed 4-0 to affirm the 2020 annual donation amounts from the General fund as follows, as approved in the 2020 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.
- Fire Department Incentive Program: \$5,000.

A Baer/Young motion passed 4-0 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 Murray/Baer motion passed 4-0 to affirm payment and reimbursement process of the 2020 Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is through Benchmark.

A Baer/Murray motion passed 4-0 to authorize the attendance to one convention per year for Road, Utilities and Zoning Departments.

A Young/Murray motion passed 4-0 to set the mileage reimbursement rate for employees using their personal vehicles at 57.50 cents per mile, which is the same as the 2020 Federal rate.

A Murray/Baer motion passed 4-0 to reaffirm the 2020 advertised meeting dates.

A Murray/Baer motion passed 4-0 to appoint Boyer & Ritter, CPA as an independent certified auditor for the completion of the 2019 Fund Audits and assistance with GASB-34; and adopted resolution # 321 stating such appointment.

A Young/Murray motion passed 4-0 to accept the Antrim Township Personnel Policy, Holiday Schedule and Leave Policy (vacation, personal and Comp time) as it currently reads, no changes from 2019.

A Murray/Baer motion passed 4-0 to reaffirm the existing Township funded HRA (Health Reimbursement Account) annual benefit at \$1,750.00 per each Full-Time employee for 2020.

A Baer/Young motion passed 4-0 announcing the following three payroll related items:

- A 2% wage increase for all full-time and regular part-time employees (not Supervisors), which was accounted for in the 2020 budget and shall be effective 1-1-20.
- 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 additional one-time merit based bonus, equal to 1% of annual base pay, will be given to all eligible full-time employees who score 10 or better on end of year evaluation.

A Young/Baer motion passed 4-0 to appoint Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Franklin Klink as the Alternate.

A Young/Murray passed 4-0 to appoint Jennifer Becknell as the Representative to the Franklin County Tax Collection Committee, with Franklin Klink as the Alternate.

A motion passed 4-0 to affirm the Elected Auditors as being Franklin Klink, Dianne Smith and Michael Buckley.

A Baer/Young motion passed 4-0 to affirm the two building code inspection firms the Township uses as follows:

- Commonwealth Code Inspection Service
- Accredited Services

A Murray/Baer motion passed 4-0 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 Murray/Young motion passed 4-0 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.

A Murray/Young motion passed 4-0 adopting by Resolution # 322 the 2020 Fee Schedule for Antrim Township.

A Baer/Young motion passed 4-0 approving the 2020 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 Murray/Baer motion passed 4-0 affirming the 2020 bidding limits effective 1-1-20 as follows:

- Purchases and contracts below \$11,300 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$11,300 and \$21,000 require three written/telephone quotes.
- Purchases and contracts of \$21,000 and over require formal advertised bidding.

A Murray/Baer motion passed 4-0 to reappoint the following serving members to the Agricultural Security Advisory Committee: Gary Hartle, Larson Wenger and Ed Tracy.

A Young/Murray motion passed 4-0 appointing John Alleman as the Townships Interim Emergency Management Coordinator (EMC) for 2020, until a replacement can be found.

A Murray/Young motion passed 4-0 authorizing staff to use the following attorney's in 2020 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 Baer/Young motion passed 4-0 affirming the annual Park Grant program, as accounted for in the 2020 budget as \$40,000.00, in addition to the three Ruritan Community Centers still receiving \$5,000.00 each.

A Young/Murray motion passed 4-0 approving the minor changes made to the minutes from the November 20, 2019 Joint Meeting with Borough of Greencastle, which were a result of the review by the Borough Manager.

A Baer/Young motion passed 3-0-1 (*Heraty abstained as he did not attend meeting*) approving the December 27, 2019 Regular meeting.

A Baer/Murray motion passed 4-0 approving the payment of the bills on the Treasurer's reports dated January 6, 2020.

Heraty called for Public Comment.

David Lewis, Farm Lane, asked why the Greencastle-Antrim Area Development Corporation ceased operations. The Administrator stated the they were not generating enough funds to facilitate development projects. They were absorbed into the Franklin County Area Development Corporation (FCADC) with their existing funds earmarked for Greencastle-Antrim development and a representative from Greencastle-Antrim to remain on the FCADC Board. Frank Traver is the current representative.

Sue Eckstein, Moss Springs development, asked if everything was in order for the Moss Springs road dedication. She was advised to speak with the Antrim Township Zoning Officer for details concerning this matter.

A Young/Murray motion passed 4-0 to adjourn the Organizational Meeting at 7:32 p.m.

Respectfully submitted,

Jennifer Becknell  
Board of Supervisors Secretary