

Minutes of the Antrim Township Supervisors
Organizational Meeting

January 4, 2021

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 4, 2021 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.

Heraty called the meeting to order at 7:04 p.m.

Heraty announced that meetings are audio recorded.

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

Heraty called for Public Comment. There was none.

An Alleman/Young motion passed 5-0 to appoint Pat Heraty as Temporary Chairman for the purpose of the organizational meeting.

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

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

An Alleman/Heraty motion passed 5-0 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/Heraty motion passed 5-0 to reappoint Richard Walck to the Antrim Township Planning Commission for another 4-year term.

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

A Murray/Heraty motion passed 5-0 to appoint Crystal Mummert as Assistant Secretary.

A Heraty/Baer motion passed 5-0 to reappoint Rodney Eberly to the Antrim Township Municipal Authority for another 5-year term.

A Baer/Heraty motion passed 5-0 to reappoint Thomas J Moore to the Antrim Township Park Committee for another three-year term. The Supervisors acknowledged that Park Committee member Eric Plum's term has expired and that he did not wish to be reappointed. The Supervisors thanked Mr. Plum for serving since 2012 on the Park Committee.

A Heraty/Young motion passed 5-0 to reappoint Tyler Jones and Gary Eberly to the Antrim Township Zoning Hearing Board for another five-year term.

A Heraty/Baer motion passed 5-0 reaffirmed the Elected Auditors as Franklin Klink, Dianne Smith and Michael Buckley.

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 Heraty/Young 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 Heraty/Murray motion passed 5-0 to appoint Linus Fenicle, with Reager & Adler, as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$150.00 per hour.

A Heraty/Murray motion passed 5-0 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 Heraty/Baer motion passed 5-0 authorizing staff to use the following attorneys as needed in 2021:

- David Schwalm (Thomas, Thomas and Hafer) for labor matters
- Steve Minor (Caldwell & Kearns) and John Lisko for bankruptcy matters
- Scott Mehok (Cozen/O'Connor) for financing matters

A Heraty/Baer motion was made to approve Martin & Martin, Dewberry and GHD as engineers for Antrim Township for 2021 but was rescinded by Heraty for further discussion.

A Young/Baer motion passed 5-0 approving Martin & Martin as an engineer for Antrim Township at the rates provided, which were not increased from 2020.

A Baer/Heraty motion passed 4-1 (*Young opposed*) approving Dewberry as an engineer for Antrim Township at the rates provided, which were increased from 2020. Staff was requested to contact Dewberry to determine why their rates increased.

A Baer/Heraty motion passed 4-1 (*Young opposed*) approving GHD as an engineer for Antrim Township at the rates provided, which were increased from 2020. Staff was requested to contact GHD to determine why their rates increased.

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

A Young/Murray motion passed 5-0 to appoint John Alleman as Voting Delegate and Pat Heraty as the Alternate Voting Delegate for the 2021 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 two copies for the Township office.

A Heraty/Murray 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 per day.

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

A Murray/Heraty motion passed 5-0 affirming the following individuals to participate as leads or advisors for the following positions for 2021, which is the same as 2020:

- Representative to Parks (1): Rick Baer
- Emergency Services Advisors (2): John Alleman and Brad Graham
- Intergovernmental and Joint Venture Advisors (2): Chad Murray or Fred Young
- Representative to Roads (2): Rick Baer or Chad Murray
- Economic Development Advisors (2): Pat Heraty or Fred Young
- Personnel Advisors (2): Pat Heraty or John Alleman
- Greencastle-Antrim Chamber of Commerce (1): Chad Murray
- Franklin County Council of Governments (COG)(2): Delegate-Brad Graham, Alternate Delegate-Fred Young
- Citizens Advisory Committee (2): Rick Baer or Fred Young
- Comprehensive Plan Review Committee (2): LEFT VACANT-will appoint if needed
- Finance Advisors (2): Fred Young or Pat Heraty
- Facilities Advisors (2): John Alleman or Rick Baer
- Utilities and ATMA Advisors (2): John Alleman or Rick Baer
- UCC Joint Municipal Board of Appeals (1): John Lehman
- Ordinance Review Advisors (2): Rick Baer or Chad Murray

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

A Murray/Baer motion passed 5-0 approving the 2021 rates for JWP Environmental, which did not increase from 2020

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

A Heraty/Young 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 Baer/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/Young motion passed 5-0 to affirm the 2021 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)

A Baer/Heraty motion passed 5-0 to affirm the 2021 annual donation amounts from the General fund as follows, as approved in the 2021 budget:

- Marion Fire Co. : \$16,000.
- Rescue Hose Co. : \$173,500. (\$80,000 typical amount + \$93,500 for new paid firefighters)
- Rescue Hose Co./EMS: \$40,000.
- Medic 2: \$25,000.
- Franklin County Drug Task Force: \$7,200.
- Franklin County Public Safety Training Center: \$3,000.
- Franklin County Emergency Services Alliance: \$200.
- Fire Department Incentive Program: \$5,000.
- Besore Library: \$5,000.
- Allison-Antrim Museum: \$5,000.
- Heritage Christmas Tree: \$2,000.
- Park Grants: \$40,000.
- Ruritans: \$15,000. (\$5,000. for each of the three Ruritans)

An Alleman/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; and affirmed payment and reimbursement process of the 2021 Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is through Benchmark for 2021.

A Heraty/Baer motion passed 5-0 appointing John Alleman as the Townships Emergency Management Coordinator (EMC) for 2021.

A Heraty/Young motion passed 5-0 to set the 2021 mileage reimbursement rate for employees using their personal vehicles at 56 cents per mile, which is down 1.5 cents for 2020.

A Murray/Heraty motion passed 5-0 to reaffirm the 2021 advertised meeting dates.

A Baer/Young motion passed 5-0 to appoint Boyer & Ritter, CPA as an independent certified auditor for the completion of the 2020 Fund Audits and assistance with GASB-34; and adopted resolution # 333 stating such appointment.

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, no changes from 2020.

A Murray/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 2021. Supervisor Young requested that this amount be reviewed for possible increase in 2022 due to rising medical costs.

A Heraty/Murray motion passed 5-0 announcing the following three payroll related items:

- A 1.5% wage increase for all full-time (not Part-Time or Supervisors), which was accounted for in the 2021 budget and shall be effective 1-1-21.
- 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 up to .5% of annual base pay, will be given to all eligible full-time employees with eligibility based on end of year evaluation.

A Young/Heraty motion passed 5-0 approving the 2021 stipend amount offered to Full Time employee's that elect to not participate in the Township offered Health insurance program at \$2,000/quarter, which is an increase over the \$1,600/quarter offered in 2020. The Supervisors requested that this information be shared in the annual benefits letter to employees.

A Heraty/Young motion passed 5-0 approving the 2021 Christmas bonuses as follows:

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

A Murray/Heraty motion passed 5-0 to appoint Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Crystal Mummert as the Alternate.

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

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 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 adopting by Resolution # 334 the 2021 Fee Schedule for Antrim Township.

A Heraty/Murray motion passed 4-1 (*Young opposed*) affirming the 2021 bidding limits effective 1-1-21 as follows:

- Purchases and contracts below \$11,499.99 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$11,500 and \$21,299.99 require three written/telephone quotes.
- Purchases and contracts of \$21,300 and over require formal advertised bidding.

A Heraty/Murray motion passed 5-0 to reappoint the following serving members to the Agricultural Security Advisory Committee: Gary Hartle, Larson Wenger and Ed Tracy.

A Heraty/Murray motion passed 4-0-1 (*Baer abstained as he did not attend meeting*) approving the December 29, 2020 Regular meeting.

There were no Accounts Payable invoices to be approved on the Treasury Report.

Alleman called for Public Comment. There was none.

Murray welcomed everyone to 2021 and thanked staff for their efforts and adaptation to the turmoil and struggles of a difficult 2020.

Baer also thanked staff for their hard work in 2020 and wants the public to know that the Supervisors and staff are doing their best for the public during these challenging times. Baer added that light will prevail over darkness.

Alleman stated that he hopes 2021 will be better than 2020 and that the PA Governor will straighten things out to where restaurants can soon open to 50% capacity or better.

A Baer/Young motion passed 5-0 to adjourn the Organizational Meeting at 7:45 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary