

Minutes of the Antrim Township Supervisors
Organization Meeting

January 3, 2022

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 3, 2022 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: Pat Heraty, Chad Murray, and Fred Young. Also attending were Brad Graham, Administrator, Jennifer Becknell, Secretary. *(Supervisors John Alleman and Rick Baer were absent.)*

Murray called the meeting to order at 7:30 p.m. *(meeting delayed due to interviews with two potential Planning Commission candidates.)*

Murray announced that meetings are audio recorded and posted to the website.

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

Murray called for Public Comment. There was none.

A Heraty/Young motion passed 3-0 to appoint Chad Murray as Temporary Chairman for the purpose of the organizational meeting.

A Heraty/Young motion passed 3-0 to appoint Jennifer Becknell as Temporary Secretary for the purpose of the organizational meeting.

A Heraty/Young motion passed 3-0 affirming the election by appointing two (2) re-elected Supervisors, Fred Young and Chad Murray, to another 6-year term, with a term expiration date of 1-1-2028.

A Heraty/Young motion passed 3-0 to appoint Rick Baer as Chairman of the Antrim Township Board of Supervisors, as no other nominations were heard, and nominations were closed.

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

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

A Young/Heraty motion passed 3-0 to appoint Jennifer Becknell as Secretary.

A Young/Heraty motion passed 3-0 to appoint Crystal Mummert as Assistant Secretary.

A Young/Heraty motion passed 3-0 to reappoint Delbert Myers for another 4-year term on the Antrim Township Planning Commission, with a term expiring on 1-1-2026.

Heraty announced that Joel Wenger submitted a letter of resignation and did not seek reappointment to the Antrim Township Planning Commission. Heraty stated that Mr. Wenger has served 42 years on the Planning Commission and expressed sincere appreciation on behalf of the staff and Supervisors for these many years of dedicated service.

A Heraty/Young motion passed 3-0 to reappoint Rodney Rose to the Antrim Township Municipal Authority for another 5-year term, with a term expiring on 1-1-2027.

A Heraty/Young motion passed 3-0 to reappoint Natalie Brockway and Andrew Barbuzanes to the Antrim Township Park Committee for another 3-year term, with a term expiring on 1-1-2025.

A Heraty/Young motion passed 3-0 to reappoint Ronald Cordell to the Antrim Township Zoning Hearing Board for another 5-year term, with a term expiring on 1-1-2027.

A Heraty/Young motion passed 3-0 reaffirming Franklin Klink as an Elected Auditor with a term expiring on 1-1-2026; appointing Dianne Smith to the vacant 6-year term, with a term expiring on 1-1-2028; and affirmed the resignation letter from Michael Buckley as it was determined that there is a conflict with an Elected Constable holding the office of Elected Auditor at the same time and Mr. Buckley decided to keep the Elected Constable position.

A Heraty/Young motion passed 3-0 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 3-0 to affirming the appointment made at their December 28, 2021 regular meeting of Zachary Mills as Solicitor to the Antrim Township Planning Commission at a rate of \$100.00 per hour.

A Heraty/Young motion passed 3-0 to appoint Linus Fenicle, with Reager & Adler, as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$160.00 per hour.

A Heraty/Young motion passed 3-0 to reappoint Linus Fenicle, with Reager & Adler, as Solicitor for the Antrim Township Municipal Authority (*pending the ATMA approval*) at the rate of \$160 per hour, and a flat fee of \$300 for attendance at one regularly scheduled monthly evening meeting.

A Heraty/Young motion passed 3-0 authorizing staff to use the following attorneys as needed in 2022:

- 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/Young motion passed 3-0 approving Martin & Martin, Dewberry and GHD as engineers for Antrim Township for 2022, at the 2022 rates provided by each engineer firm.

A Heraty/Young motion passed 3-0 to reappoint Curtis Myers as Chairman to the Vacancy Board for 2022.

A Young/Heraty motion passed 3-0 to appoint Pat Heraty as Voting Delegate and Fred Young as the Alternate Voting Delegate for the 2022 PSATS State Convention.

A Young/Heraty motion passed 3-0 to continue the subscription for PA Township News for all Board of Supervisors, Planning Commission members and two copies for the Township office.

A Young/Heraty motion passed 3-0 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 Young/Heraty motion passed 3-0 to authorize the attendance to one convention per year for Road, Utilities and Zoning Departments if approved by the Administrator.

A Young/Heraty motion passed 3-0 affirming the following individuals to participate as leads or advisors for the following positions for 2022, which is the same as 2021:

- 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 Young/Heraty motion passed 3-0 to reappoint Jonathan Piper as Sewage Enforcement Officer (SEO), with Ami Myers as alternate, both with JWP Environmental.

A Young/Heraty motion passed 3-0 approving the 2022 rates for JWP Environmental, which did include an increase, which hasn't increased in five years.

A Young/Heraty motion passed 3-0 to designate F&M Trust and The Turnbridge Group (an RBC Wealth Management Company) as depositories for Antrim Township funds.

A Young/Heraty motion passed 3-0 approving the requirement of two signatures on all checks, with one being a Supervisor and the other the Administrator.

A Young/Heraty motion passed 3-0 to set meeting pay for members of the Planning Commission, Zoning Hearing Board and Municipal Authority at \$55.00 per meeting attended.

A Young/Heraty motion passed 3-0 affirming the 2022 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 Heraty/Young motion passed 3-0 affirming the 2022 annual donation amounts from the General fund as follows, as approved in the 2022 budget:

- Marion Fire Co. : \$16,000.
- Rescue Hose Co. : \$80,000
- Rescue Hose Co. – for paid firefighters, to be paid quarterly based on actual: \$300,000
- 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)

A Heraty/Young motion passed 3-0 approving 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/Young motion passed 3-0 approving the payment and reimbursement process of the 2022 Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is renewed through Benchmark for 2022.

A Heraty/Young motion passed 3-0 appointing John Alleman as the Townships Emergency Management Coordinator (EMC) for 2022.

A Heraty/Young motion passed 3-0 to set the 2022 mileage reimbursement rate for employees using their personal vehicles at 58.5 cents per mile, which is up 2.5 cents from 2021.

A Heraty/Young motion passed 3-0 reaffirming the 2022 advertised meeting dates.

A Heraty/Young motion passed 3-0 appointing Boyer & Ritter, CPA as an independent certified auditor for the completion of the 2021 Fund Audits and assistance with GASB-34; and adopted resolution # 345 stating such appointment.

A Heraty/Young motion passed 3-0 to accept the Antrim Township Personnel Policy, Holiday Schedule and Leave Policy (vacation, personal and Comp time) as it currently reads, no changes from 2021.

A Heraty/Young motion passed 3-0 affirming the existing Township funded HRA (Health Reimbursement Account) annual benefit at \$1,750.00 per each Full-Time employee for 2022.

A Heraty/Young motion passed 3-0 announcing the following payroll related items:

- A 2% merit/COLA (cost of living adjustment) wage increase for all full-time and part-time employees (not Supervisors), who earned a 1.0 or higher on their evaluations, to be effective 1-1-22. This increase was accounted for in the 2022 Budget.
- Each employee and Supervisor that participates in the Township health insurance program will contribute 2% of the annual family or single premium cost. Employees will do this through a bi-weekly payroll deduction and Supervisors on a quarterly payroll deduction.

A Heraty/Young motion passed 3-0 approving the 2022 stipend amount offered to Full Time employee's that elect to not participate in the Township offered Health insurance program at \$2,000/quarter.

A Heraty/Young motion passed 3-0 approving the 2022 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 Young/Heraty motion passed 3-0 to affirm Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Crystal Mummert as the Alternate.

A Young/Heraty passed 3-0 to appoint Jennifer Becknell as the Representative to the Franklin County Tax Collection Committee, with Crystal Mummert as the Alternate.

A Young/Heraty motion passed 3-0 to affirm the two building code inspection firms the Township uses as follows:

- Commonwealth Code Inspection Service
- Accredited Services

A Young/Heraty motion passed 3-0 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 3-0 adopting by Resolution # 346 the 2022 Fee Schedule for Antrim Township.

A Young/Heraty motion passed 3-0 affirming the 2022 bidding limits effective 1-1-22 as follows:

- Purchases and contracts below \$11,800 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$11,800 and \$21,900 require three written/telephone quotes.
- Purchases and contracts of \$21,900 and over require formal advertised bidding.

A Young/Heraty motion passed 3-0 to reappoint the following serving members to the Agricultural Security Advisory Committee: Gary Hartle, Larson Wenger and Ed Tracy.

There were no minutes of prior meetings on the agenda for approval.

There were no Accounts Payable invoices on the Treasury Report for approval.

Alleman called for Public Comment. There was none.

Young stated it was a pleasure being sworn in with fellow Supervisor Chad Murray at the Borough Office alongside the newly instated Borough Council members and the re-elected Tax Collector. Young said he looks forward to serving Antrim Township during his six-year Supervisor term.

Murray echoed the sentiments of Young, stating that he looks forward to serving Antrim Township during his six-year Supervisor term.

A Young/Heraty motion passed 3-0 to adjourn the Organizational Meeting at 7:59 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary