

Minutes of the Antrim Township Supervisors
Organization Meeting

January 2, 2023

7:00 PM

The Antrim Township Board of Supervisors met Monday, January 2, 2023 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: Rick Baer, John Alleman, Pat Heraty, Chad Murray, and Fred Young. Also attending were Jennifer Becknell, Secretary.

Baer called the meeting to order at 7:00 p.m.

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

Baer called for Public Comment. There was none.

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

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

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

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

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

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

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

An Alleman/Murray motion passed 5-0 to Rick Baer and Chad Murray serve as Special Projects Coordinator's during the vacancy of the Township Administrator position.

A Heraty/Alleman motion passed 5-0 to reappoint Larry Eberly for another 4-year term on the Antrim Township Planning Commission, with a term expiring on 1-1-2027.

A Heraty/Alleman motion passed 5-0 to reappoint Tim Kershner to the Antrim Township Municipal Authority for another 5-year term, with a term expiring on 1-1-2028.

A Heraty/Alleman motion passed 5-0 to reappoint Jason Reiber, Nate Bacon and Jonathon Ott to the Antrim Township Park Committee for another 3-year term, with a term expiring on 1-1-2026.

A Heraty/Alleman motion passed 5-0 reaffirming the Elected Auditors as Franklin Klink, term expiring on 1-1-2026 and Dianne Smith, term expiring on 1-1-2028. The Supervisors acknowledged there is a third Elected Auditors position vacant with a term expiring on 1-1-2024.

A Heraty/Alleman motion passed 5-0 to reappoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$130.00 per hour and authorized the Chairman to sign representation agreement.

A Heraty/Alleman motion passed 5-0 to reappoint Zachary Mills as Solicitor to the Antrim Township Planning Commission at a rate of \$110.00 per hour and authorized the Chairman to sign the representation agreement.

A Heraty/Alleman motion passed 5-0 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/Alleman 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 \$160 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 2023:

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

A Heraty/Baer motion passed 5-0 approving Martin & Martin, Dewberry and GHD as engineers for Antrim Township for 2023, at the 2023 rates provided by each engineer firm.

A Heraty/Baer motion passed 5-0 to reappoint Curtis Myers as Chairman to the Vacancy Board for 2023.

A Heraty/Young motion passed 5-0 to appoint Fred Young as Voting Delegate and Chad Murray as the Alternate Voting Delegate for the 2023 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, Secretary and the Administrator.

A Heraty/Alleman motion passed 5-0 to authorize attendance by Supervisors at seminars, County conventions and State conventions to be paid according to the Second-Class Township Code.

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

A Heraty/Young motion passed 5-0 affirming the following individuals to participate as leads or advisors for the following positions for 2023:

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

A Heraty/Young motion passed 5-0 to appoint two (2) primary SEO (Sewage Enforcement Officers) and one (1) alternate SEO:

1. ESS LLC (Environmental Septic Solutions) – Mercersburg
 2. JWP Environmental Inc. – Mercersburg
- Alternate: KPI Technology - Gettysburg

A Heraty/Baer motion passed 5-0 approving the 2023 rates set by the Township for the SEO's.
(See Appendix "A")

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

A Heraty/Baer motion passed 5-0 approving the requirement of two signatures on all checks, with one being a Supervisor and the other the Administrator, or two Supervisors during the absence of the Administrator.

A Heraty/Alleman 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/Alleman motion passed 5-0 affirming the 2023 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 5-0 affirming the 2023 annual donation amounts from the General fund as follows, as approved in the 2023 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.
- 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/Alleman motion passed 5-0 approving Workers Compensation insurance coverage for Rescue Hose Co. No. 1 Fire Police for covering upcoming events throughout the year and authorize additional requests, which will be presented to the Board for final approval.

A Heraty/Alleman motion passed 5-0 approving the payment and reimbursement process of the 2023 Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is renewed through Benchmark for 2023.

A Heraty/Young motion passed 5-0 appointing John Alleman as the Townships Emergency Management Coordinator (EMC) for 2023.

A Heraty/Young motion passed 5-0 to set the 2023 mileage reimbursement rate for employees using their personal vehicles at 62.5 cents per mile, which is up 4 cents from 2022.

A Heraty/Baer motion passed 5-0 reaffirming the 2023 advertised meeting dates.

A Heraty/Young motion passed 5-0 by Resolution # 364 appointing Boyer & Ritter, CPA as an independent certified auditor for the completion of the 2022 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, no changes from 2022.

A Heraty/Alleman motion passed 5-0 increasing the existing Township funded HRA (Health Reimbursement Account) annual benefit amount to \$3,500 per each Full-Time employee for 2023.

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

- A 6% COLA (cost of living adjustment) wage increase for all full-time and part-time employees (not Supervisors), effective 1-1-23. This increase was accounted for in the 2023 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/Alleman motion passed 5-0 approving the 2023 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/Baer motion passed 5-0 approving the 2023 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 Heraty/Baer motion passed 5-0 to affirm Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Crystal Mummert as the Alternate.

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

A Heraty/Alleman motion passed 5-0 to affirm the two (2) building code inspection firms the Township uses as follows:

- Commonwealth Code Inspection Service (CCIS)
- Pennsylvania Municipal Code Alliance (PMCA)

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 by Resolution # 365 adopting the 2023 Fee Schedule for Antrim Township.

A Heraty/Young motion passed 5-0 affirming the 2023 bidding limits effective 1-1-23 as follows:

- Purchases and contracts below \$12,200 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$12,200 and \$22,500 require three written/telephone quotes.
- Purchases and contracts of \$22,500 and above require formal advertised bidding.

A Heraty/Baer motion passed 5-0 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.

Young stated he would attend the Elected Auditors Meeting tomorrow night.

Murray called for Public Comment. There was none.

A Heraty/Young motion passed 5-0 to adjourn the Organizational meeting, into Executive Session, at 7:26 p.m. to discuss a personnel matter.

A Heraty/Young motion passed 5-0 to adjourn the Executive Session, back into the Organizational meeting at 8:10 p.m.

Murray stated that personnel matters were discussed with no decision to announce.

A Heraty/Young motion passed 5-0 to adjourn the Organizational Meeting at 8:11 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary