

Minutes of the Antrim Township Supervisors
Organization Meeting

January 2, 2024

7:00 PM

The Antrim Township Board of Supervisors met Tuesday, January 2, 2024 in the Antrim Township Municipal Building, located at 10655 Antrim Church Road, with the following Supervisors present: Rick Baer, John Alleman, Chad Murray, and Fred Young. Also attending were Chris Ardinger, Administrator/Roadmaster and Jennifer Becknell, Secretary-Treasurer. (*Pat Heraty was absent.*)

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

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

Murray called for Public Comment. There was none.

An Alleman/Young motion passed 4-0 to appoint Chad Murray as Temporary Chairman for the purpose of the organizational meeting.

An Alleman/Baer motion passed 4-0 to appoint Jennifer Becknell as Temporary Secretary for the purpose of the organizational meeting.

A Baer/Alleman motion passed 3-0-1 (*Young abstained*) to appoint Fred Young as Chairman of the Antrim Township Board of Supervisors for 2024, as no other nominations were heard, and nominations were closed.

A Baer/Alleman motion passed 4-0 to appoint Pat Heraty as Vice Chairman of the Antrim Township Board of Supervisors for 2024, as no other nominations were heard, and nominations were closed.

An Alleman/Baer motion passed 4-0 to appoint Jennifer Becknell as Treasurer and renew bond set at \$3M.

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

A Murray/Alleman motion passed 4-0 to appoint Crystal Mummert as Assistant Secretary.

A Young/Murray motion passed 4-0 affirming the election by appointing Pat Heraty and John Alleman, the two (2) re-elected Supervisors, for a six (6) year term with an expiration date of 1-1-2030.

A Baer/Murray motion passed 4-0 to reappoint Robert Smith for another 4-year term on the Antrim Township Planning Commission, with a term expiring on 1-1-2028.

A Murray/Alleman motion passed 4-0 to reappoint Michael Smith to the Antrim Township Municipal Authority for another 5-year term, with a term expiring on 1-1-2029.

A Murray/Baer motion passed 4-0 to temporarily appoint John Alleman to the position vacated by Rodney Eberly on the Antrim Township Municipal Authority until a replacement can be found for this term ending 1-1-2026.

A Murray/Baer motion passed 4-0 to reappoint Thomas Moore to the Antrim Township Park Committee for another 3-year term, with a term expiring on 1-1-2027.

The Supervisors announced they are looking for an additional Park Committee person to fill the position vacated by Jonathon Ott, with a term ending 1/1/2026.

The Supervisors announced they are looking to fill a position on the Antrim Township Zoning Hearing Board, a 5-year term which will expire on 1-1-2029.

An Alleman/Murray motion passed 4-0 reaffirming the Elected Auditors as follows:

- Franklin Klink, term expiring on 1-1-2026
- Dianne Smith, term expiring on 1-1-2028
- Mark J. Smtih, term expiring on 1-1-2030

A Murray/Alleman motion passed 4-0 to reappoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$140.00 per hour and authorized the Chairman to sign representation agreement.

A Murray/Alleman motion passed 4-0 to reappoint Zachary Mills as Solicitor to the Antrim Township Planning Commission at a rate of \$125.00 per hour and authorized the Chairman to sign the representation agreement.

A Murray/Alleman motion passed 4-0 to appoint Linus Fenicle, now with Smigel, Anderson & Sacks LLP, as Solicitor to the Antrim Township Zoning Hearing Board at the rate of \$165.00 per hour.

A Murray/Alleman motion passed 4-0 to reappoint Linus Fenicle, now with Smigel, Anderson & Sacks LLP, as Solicitor for the Antrim Township Municipal Authority (*pending the ATMA approval*) at the rate of \$165 per hour, and a flat fee of \$300 for attendance at one regularly scheduled monthly evening meeting.

A Murray/Alleman motion passed 4-0 authorizing staff to use the following attorneys as needed in 2024:

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

A Murray/Alleman motion passed 4-0 approving Martin & Martin, Dewberry and GHD as engineers for Antrim Township for 2024, at the 2024 rates provided by each engineer firm.

A Murray/Baer motion passed 4-0 to reappoint Curtis Myers as Chairman to the Vacancy Board for 2024.

A Young/Murray motion passed 4-0 to appoint John Alleman as Voting Delegate for the 2024 PSATS State Convention.

A Murray/Baer motion passed 4-0 to appoint Fred Young as the Alternate Voting Delegate for the 2024 PSATS State Convention.

A Murray/Alleman motion passed 4-0 to continue the subscription for PA Township News for all Board of Supervisors, Planning Commission members, Secretary, and the Township Administrator.

An Alleman/Baer motion passed 4-0 to authorize attendance by Supervisors at seminars, County conventions and State conventions to be paid according to the Second-Class Township Code at a rate of \$50.00 per day.

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

A Baer/Murray motion passed 4-0 affirming the following individuals to participate as leads or advisors for the following positions for 2024:

- Representative to Parks (1): Rick Baer
- Emergency Services Advisors (2): John Alleman and Chris Ardinger
- 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-Chris Ardinger
- Citizens Advisory (2): Rick Baer and Fred Young
- Comprehensive Plan Review (1): Pat Heraty
- 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 Murray/Alleman motion passed 4-0 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 Baer/Murray motion passed 4-0 approving the 2024 rates set by the Township for the SEO's.
(See Appendix "A")

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

A Murray/Alleman motion passed 4-0 approving the requirement of two Board of Supervisors signatures on all checks.

A Murray/Alleman motion passed 4-0 to set the 2024 meeting pay for members of the Planning Commission, Zoning Hearing Board and Municipal Authority at \$55.00 per meeting attended.

A Murray/Baer motion passed 4-0 affirming the 2024 Real Estate (property) taxes for Antrim Township is set at zero (0) mills.

A Baer/Murray passed affirming the following 2024 taxes for Antrim Township:

- 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 Young/Murray motion passed 4-0 affirming the 2024 annual donation amounts from the General fund as follows, which were approved in the 2024 budget, but guaranteed until approved.

- Marion Fire Co. : \$16,000.
- Rescue Hose Co. : \$80,000
- Rescue Hose Co. : \$322,760 – for paid firefighters, to be paid quarterly based on actual
- 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 Murray/Alleman motion passed 4-0 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.

An Alleman/Baer motion passed 4-0 approving the payment and reimbursement process of the 2024 Worker's Compensation Insurance premiums for Rescue Hose Co. No. 1, which is renewed through Benchmark for 2024.

A Young/Baer motion passed 4-0 appointing John Alleman as the Townships Emergency Management Coordinator (EMC) for 2024.

A Murray/Alleman motion passed 4-0 to set the 2024 mileage reimbursement rate for employees using their personal vehicles at 67 cents per mile, which is also the Federal rate. The Supervisors encourage Township employees to always use a Township vehicle when available.

An Alleman/Baer motion passed 4-0 reaffirming the 2024 advertised meeting dates.

A Murray/Baer motion passed 4-0, by Resolution # 370, appointing Boyer & Ritter, CPA as an independent certified auditor for the completion of the 2023 Fund Audits and assistance with GASB-34.

A Murray/Baer 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 2023.

A Murray/Baer motion passed 4-0 approving the Township funded HRA (Health Reimbursement Arrangement) annual benefit amount as \$3,500 for each Full-Time employee for 2024.

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

- A 3% COLA (cost of living adjustment) wage increase for all full-time and part-time employees (not Supervisors), effective 1-1-24. This increase was accounted for in the 2024 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.

An Alleman/Baer motion passed 4-0 approving the 2024 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 Baer/Alleman motion passed 4-0 approving the 2024 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 Baer/Murray motion passed 4-0 to affirm Jennifer Becknell as the Representative to the Franklin County Area Tax Bureau, with Crystal Mummert as the Alternate.

A Baer/Murray motion passed 4-0 to appoint Jennifer Becknell as the Representative to the Franklin County Tax Collection Committee, with Crystal Mummert as the Alternate.

A Murray/Alleman motion passed 4-0 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 Murray/Alleman 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.

Motion to announce the 2024 Fee Schedule for Antrim Township will be adopted by resolution at the January 9, 2024, died for a lack of a second.

An Alleman/Murray motion passed 3-1 (*Young opposed.*) affirming the 2024 bidding limits effective 1-1-2024 as follows:

- Purchases and contracts below \$12,600 require no formal bidding or written/telephone quotes.
- Purchases and contracts between \$12,600 and \$23,200 require three written/telephone quotes.
- Purchases and contracts of \$23,200 and above 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.

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

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

Baer stated that he believes 2024 will be a difficult year in general for the nation and hopes everyone exercises discernment, is kind and shows love for their family.

Alleman stated that the last day for the Chief of Police for the Borough of Greencastle is this Saturday and asked the Supervisors to approve a Letter of Appreciation.

An Alleman/Young motion passed 4-0 authorizing the Administrator to write a "Letter of Appreciation" for Chief Phillippy upon his retirement.

Alleman added that he appreciates the community voting him back in as a Board of Supervisor and looks forward to serving another six years.

Young congratulated Alleman and Heraty on their successful re-election campaigns. Young mentioned that the Township recently sold at auction a 2005 Ford Taurus and it sold well over asking price. Young stated he agrees with Baer that 2024 will be a challenging year.

Murray thanked the Supervisors for agreeing to write a Letter of Appreciation to Chief of Police Phillippy and thank staff for getting everything done in 2023.

Young called for Public Comment.

Robert Smith, 7498 Angle Road, mentioned that there is a dip in the road on Mason Road.

A Baer/Murray motion passed 4-0 to adjourn the Organization Meeting at 8:07 p.m.

Respectfully submitted,

Jennifer Becknell
Board of Supervisors Secretary