

# **January 4, 2010 - Antrim Township Board of Supervisors**

## **MINUTES OF THE ANTRIM TOWNSHIP SUPERVISORS**

### **REORGANIZATION MEETING**

**January 4, 2010 7:00 p.m.**

The Antrim Township Board of Supervisors met on Monday, January 4, 2010 in the Antrim Township Municipal Building, 10655 Antrim Church Road, for their annual reorganization meeting with the following present: Chairman Curtis Myers, Supervisors Fred Young III, Sam Miller and James Byers. Others attending included Brad Graham, Township Administrator. Vice Chairman Rick Baer was absent from the meeting.

Visitors: Chad Murray

Chairman Myers called the meeting to order at 7:01 p.m. The meeting opened with a word of prayer followed by the Pledge of Allegiance.

Chairman Myers called for Public Comment. Chad Murray addressed the Supervisors regarding a Letter of Interest that he submitted to be considered for one of the openings on the Township and/or Municipal Authority boards for 2010. The Supervisors acknowledged that they did receive his Letter of Interest and thanked him for his willingness to serve.

A Byers/Young motion passed 4-0 (Baer was absent) to appoint Curtis Myers as Temporary Chairman for the purpose of reorganization.

A Miller/Young motion passed 4-0 (Baer was absent) to appoint Mary Klein as Temporary Secretary for the purpose of reorganization.

A Young/Myers motion passed 4-0 (Baer was absent) to appoint Rick Baer as Chairman of the Antrim Township Board of Supervisors as no other nominations were heard and nominations were closed.

A Byers motion (Young opposed) died for lack of a second to appoint Sam Miller as Vice Chairman of the Antrim Township Board of Supervisors.

A Miller motion died for lack of a second and Byers declined the nomination to appoint James Byers as Vice Chairman of the Antrim Township Board of Supervisors.

A Young/Byers motion passed 4-0 (Baer was absent) to appoint Curtis Myers as Vice Chairman of the Antrim Township Board of Supervisors as no further nominations were heard and nominations were closed.

A Myers/Byers motion passed 4-0 (Baer was absent) to re-appoint Joel Wenger and Delbert Myers to the Antrim Township Planning Commission.

A Miller/Young motion passed 4-0 (Baer was absent) to appoint Joyce Nowell as Treasurer and Brad Graham as Assistant Treasurer.

A Miller/Young motion passed 4-0 (Baer was absent) to appoint Mary Klein as Secretary.

A Miller/Byers motion passed 4-0 (Baer was absent) to appoint Paul Minnich as Roadmaster.

A Miller/Byers motion passed 4-0 (Baer was absent) to appoint John Lisko as Solicitor to the Antrim Township Board of Supervisors at a rate of \$110 per hour.

A Byers/Miller motion passed 4-0 (Baer was absent) to appoint Deborah Hoff as Solicitor to the Antrim Township Planning Commission at a rate of \$110 per hour, to appoint Eileen Finucane as Solicitor for

the Antrim Township Zoning Hearing Board at a rate of \$110 per hour and the Paralegal rate of \$65 per hour and no mileage rate will be given, and to affirm John Lisko as Interim Solicitor for the Antrim Township Municipal Authority at a rate of \$110 per hour.

A Miller/Byers motion passed 4-0 (Baer was absent) to appoint Martin & Martin as Township Engineers and to keep the hourly rates the same as the rates from 2009: Principal - \$82; Professional - \$72; Designer - \$62; Technical - \$53; and Sub-Professional - \$49.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Brinjac Engineering as Township Engineers and to keep the hourly rates the same as the rates from 2008: Principal - \$150; Dept Mgr - \$134; Project Mgr - \$124; Sr. Engineer - \$103; Engineer - \$87; Sr. Engineer Tech - \$90; Sr. Designer - \$93; Resident Project Rep.- 2.26 x hourly rate; Designer - \$60; CAD Operator/Equipment - \$55; and Technician - \$53.

A Miller/Byers motion passed 4-0 (Baer was absent) to appoint Frederick, Seibert and Associates, Inc. as Township Engineers at the following hourly rates that have not changed in five years: Principal - \$100; Professional Engineer - \$80; Graduate - \$60; Registered Surveyor - \$75; Non-Graduate Surveyor - \$50; Survey Crew – 2 man - \$90; 3-man - \$115; 4-man - \$140; Engineer/Surveyor/Tech - \$40; Landscape Architect – Principal - \$100; Landscape Architect-Graduate - \$60; CAD Tech II - \$45; CAD Tech I - \$30; and Secretarial - \$25.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Dewberry-Goodkind, Inc. as Township Engineers and to keep the hourly rates the same as the rates from 2009: Principal - \$120; Senior Project Engineer - \$95; Project Engineer - \$85; Senior Engineer - \$70; Graduate Engineer - \$60; Senior Environmental Professional – new category 2010 - \$85; Senior Project Professional - \$72; Project Professional - \$60; Technician - \$45; Senior CAD - \$55; CAD - \$45; Administrative Assistant - \$55; Secretary - \$40; Professional Licensed Surveyor - \$75; Party Chief - \$50; Instrumentman - \$40; Rodman - \$30; Resident Project Representative - \$55.

A Miller/Myers motion passed 4-0 (Baer was absent) to re-appoint J. Thomas Shook as Chairman of the Vacancy Board.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint James Byers as Voting Delegate and Fred Young III as Alternate Voting Delegate to the 2010 State Convention being held in Hershey from April 18th through the 21<sup>st</sup>.

A Miller/Myers motion passed 4-0 (Baer was absent) to continue the subscription for Township NEWS for all Board of Supervisor's members, Planning Commission members and three copies for the Township office.

A Miller/Young motion passed 4-0 (Baer was absent) to authorize Officials attendance at seminars and conventions and be paid according to the Second Class Township Code (Loss of Pay Basis).

The following Supervisors were appointed to committees/departments as special interests: A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Chairman Rick Baer as representative to Parks; eliminate the representatives to the EMS/Fire and Police and the Intergovernmental and Joint Venture Committee; appoint Chairman Rick Baer and Sam Miller as representatives to Roads; appoint Vice Chairman Curtis Myers and Supervisor Fred Young III to the Economic Development Committee; appoint Vice Chairman Curtis Myers and Supervisor Sam Miller to the Personnel committee and appoint Supervisor Fred Young III as representative to the Greencastle-Antrim Chamber of Commerce.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Supervisor Fred Young III and Vice Chairman Curtis Myers as Township representatives to the Greencastle-Antrim Area Development Corporation.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Roadmaster Paul Minnich and Township Administrator Brad Graham as Township representatives to the Franklin County Emergency Services Alliance.

A Miller/Young motion passed 4-0 (Baer was absent) to appoint Township Administrator Brad Graham as Delegate and Supervisor Fred Young III as Alternate Delegate to the Franklin County Council of Governments.

A Miller/Young motion passed 4-0 (Baer was absent) to appoint Chairman Rick Baer as representative to attend the Citizens Advisory Committee once every other month on Saturday at 9:30 a.m.

A Myers/Miller motion passed 4-0 (Baer was absent) to appoint Supervisors Fred Young III and James Byers with Supervisor Sam Miller and Vice Chairman Curtis Myers as alternates to the Comprehensive Plan Review Committee.

A Byers motion died for lack of a second to appoint a Township auditor to be the Finance Committee for the Township.

A Miller/Myers motion passed 4-0 (Baer was absent) to appoint Bill Needy, Township Auditor to review the Township's bank statements on a monthly basis.

A Myers/Miller motion passed 4-0 (Baer was absent) to re-appoint Jonathan Piper as Sewage Enforcement Officer with William Bruck and Ami Myers as Alternates at the following rates: Process Application - \$20; Deep Probes - \$85; Additional Probes - \$42; Site Visit - \$70; Percolation Test - \$150; Site Visit - \$80; Permit Issuance - \$100; Additional Permit Fee - \$50; Additional Design Review - \$60; Additional Stake-Out Check - \$40; Permit Renewal Based Upon above listed fees; Final Inspection - \$50; Additional Final Inspection - \$40; and Township Processing Fee - \$60.

A Miller/Young motion passed 4-0 (Baer was absent) to designate Depositories for Township funds as follows: Checking Accounts – Tower Bank; Investments – Tower Bank, M&T Bank; First National Bank of Mercersburg; F&M Bank; Orrstown Bank; Susquehanna Bank, Merrill Lynch and Pennsylvania Local Government Investment Trust (PLGIT).

A Myers/Miller motion passed 4-0 (Baer was absent) to authorize two signatures on checks to include a Supervisor, the Treasurer or the Assistant Treasurer.

A Miller/Myers motion passed 4-0 (Baer was absent) to set meeting fees for Planning Commission members, Zoning Hearing Board members and Municipal Authority members at \$55.00 per meeting, as per the current policy.

A Myers/Miller motion passed 4-0 (Baer was absent) to affirm the 2010 taxes for Antrim Township as follows: Real Estate Tax – 0 mills; Real Estate Transfer Tax – ½%; Earned Income Tax – ½%; \$5.00 – Per Capita Tax; and \$10 – local services tax with \$5 of this going to the Greencastle – Antrim School District.

A Miller/Byers motion passed 4-0 (Baer was absent) to include the following Emergency Services Donations from the General Fund Budget: Marion Fire Company - \$10,000; Rescue Hose Co. operations \$75,000; and Medic 2 \$20,000. Transfer from General Fund to Capital Improvement Fund for Emergency Services \$15,000; with \$100,000 reserved to the Rescue Hose Company for new ambulance replacement when requested.

A Miller/Byers motion passed 4-0 (Baer was absent) to affirm payment and reimbursement of Worker's Compensation insurance premiums from the Greencastle-Antrim Firefighters Relief Association with the Township reimbursing the Capital Improvement Money Market Fund one-half of the Rescue Hose costs.

A Miller/Myers motion passed 4-0 (Baer was absent) to reaffirm the bonds for employees at \$50,000.

A Young/Myers motion passed 3-0 (Miller was absent from the room & Baer was absent from the meeting) to appoint Michael Murray to the Antrim Township Municipal Authority for a term of five years beginning January 1, 2010 and ending January 1, 2015.

A Myers/Miller motion passed 4-0 (Baer was absent) to re-appoint Phillip Oberholzer to the Antrim Township Zoning Hearing Board for a term of five years beginning January 1, 2010 and ending January 1, 2015.

A Miller/Myers motion passed 4-0 (Baer was absent) to re-appoint Jon Snively to the Antrim Township Park Committee for a term of one year beginning January 1, 2010 and ending January 1, 2011.

A Miller/Myers motion passed 4-0 (Baer was absent) to re-appoint Cheryl Shields as a non-voting member of the Antrim Township Park Committee.

A Miller/Young motion passed 4-0 (Baer was absent) to authorize attendance at one convention per year for representatives of the Road Department, Utilities Department and Zoning Department at the discretion of the Department Heads.

A Miller/Young motion passed 4-0 (Baer was absent) to set the mileage rate for employees using their personal vehicles at \$.50 per mile.

A Miller/Byers motion passed 4-0 (Baer was absent) to reaffirm the previously advertised meeting dates for 2010 with all meetings and worksessions starting at 7:00 p.m.

There was a discussion at this time to set specific topics for discussion at the 2010 Worksession Meetings. No specific topics were set at this time.

A Young/Miller motion passed 4-0 (Baer was absent) to appoint Boyer & Ritter as an independent certified auditor for the completion of the 2009 Fund Audits and GASB-34 Assistance.

A Young/Miller motion passed 4-0 (Baer was absent) to appoint Sue Myers, the Real Estate Tax Collector, as the collector of delinquent taxes with a commission rate of 4%.

A Miller/Myers motion passed 4-0 (Baer was absent) to keep the Township Park Pavilion Rental rate at \$50.00.

A Myers/Young motion passed 4-0 (Baer was absent) to re-appoint Supervisor Sam Miller and Chairman Rick Baer as Supervisor Trustees for Park Expenses utilizing Landfill-Park funds.

A Miller/Young motion passed 4-0 (Baer was absent) to accept the Personnel Policy and re-affirm the Holiday schedule and Vacation Day and Personal Day benefit policy.

A Young/Miller motion passed 4-0 (Baer was absent) to set the Christmas Bonus for 2010 at \$65.00 for permanent part-time employees and \$125.00 for full-time employees.

A Myers/Young motion passed 4-0 (Baer was absent) to approve and accept the wages for employees as discussed at the December 29<sup>th</sup> meeting with no increases for employees in 2010 except for Paul Minnich - \$21.50 and Doug McCulloh - \$19.55 respectively; with a note that employees may be reviewed on a quarterly basis and merit increases may be given at that time.

A Young/Byers motion passed 4-0 (Baer was absent) to approve increasing the quarterly amount for employees who opt out of the Township health coverage from \$550.00 per quarter to \$1,000.00 per quarter.

A Young/Byers motion passed 4-0 (Baer was absent) to re-affirm the existing Township funded Dental/Eyecare/Hearing/Wellness Reimbursement benefit for 2010 in the amount of \$1,500.00 per each

full-time employee and Supervisor and their family (children under 18) with 50% reimbursement fee for Wellness per employee and Supervisor and their family (children under 18) for membership fees for Wellness programs.

A Miller/Myers motion passed 4-0 (Baer was absent) to adjourn the reorganization meeting at 7:56 p.m.

Respectfully Submitted,

Mary A. Klein

Secretary