

January 12, 2010 - Antrim Township Board of Supervisors

MINUTES OF THE ANTRIM TOWNSHIP SUPERVISORS

REGULAR MEETING

January 12, 2010 7:00 p.m.

The Antrim Township Board of Supervisors held a regular meeting on Tuesday, January 12, 2010 in the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Chairman Rick Baer, Vice Chairman Curtis Myers, Supervisors Fred Young III, Sam Miller and James Byers. Others attending included John Lisko, Solicitor and Brad Graham, Township Administrator. Sylvia House, Zoning Officer was absent from the meeting.

Visitors: See attached list.

Chairman Baer called the meeting to order at 7:05 p.m. The meeting opened with a word of prayer followed by the Pledge of Allegiance.

Chairman Baer called for Public Comment. Mr. Shearer was present to address the Supervisors regarding the previous issue he brought to the Board regarding the recent paving that was done this year on Shinham Road. He has an implement shed along the road and since the paving was done, he cannot get the doors to his shed open enough to get his tractor out. Also, the shed has a dirt floor and he has a hard time getting his tractor out of the shed to put fuel in it.

Solicitor John Lisko addressed Mr. Shearer and the Supervisors with the following two options:

1. Mill the road in front of the shed.
2. Heighten the entrance to the shed and put in a swale for the run-off

Mr. Shearer responded that water already runs into the shed when it rains because the shed is down lower than the road. He also mentioned the fact that before the paving was done on this road, he asked Paul Minnich, Roadmaster to let the barn hill and the shell bark trees alone on his property.

Brad Graham, Township Administrator addressed Mr. Shearer and the Supervisors that Paul Minnich, Roadmaster measured the Right-Of-Way.

Solicitor Lisko thinks we could also consider moving the shed back further from the road.

Mr. Shearer addressed the Supervisors stating that a new shed would cost approximately \$25,000.00. He provided the Supervisors with his phone number and Supervisors Byers and Miller will visit the site later this week and will bring a recommendation back to the Board.

A Miller/Young motion passed 3-0 (Baer & Byers abstained) to approve as written the November 10, 2009 regular meeting minutes.

A Young/Myers motion passed 4-0 (Byers abstained) to approve as written the December 29, 2009 regular meeting minutes.

A Miller/Byers motion passed with unanimous vote to approve the bills on the Treasurer's reports dated January 12, 2010.

A Miller/Myers motion passed with unanimous vote to approve a Request from Planning Waiver, Non-Building Declaration to be sent to DEP for George Clopper.

A Myers/Miller motion passed with unanimous vote to approve a Sewer Facilities Planning Module to be sent to DEP for Alan and Debra Oberholzer.

Brad Graham, Township Administrator addressed the Supervisors regarding a grant the Township was awarded some time ago for the Martin's Mill Bridge project. Mr. Graham stated that he has spoken to John Kennedy at Penn-Dot regarding the project. Initial repairs, insect repairs and any structural damage would be included in the project, however the Township would be responsible for paying all pre-construction costs and the grant would only cover the construction costs. Penn-Dot needs to know by the end of the month whether we want to move forward with the earmark. If we choose not to move forward with the earmark, the funds/grant will be de-obligated by Congressman Shuster's office. This could affect any future funding that the Township might apply for through Congressman Shuster's office. Marty Malone from Joseph P. Lehman Engineers attended tonight's meeting and stated that he could scale back the design to be in line with the earmark the Township would receive. Supervisor Young mentioned that the original scope of the project was to get the bridge back to what it was originally intended to be, which would be a traffic passable bridge and we would not lose the historical status by adding I-beams. Administrator Graham stated that Mr. Kennedy from Penn-Dot thought it would be nice to do the whole thing and break the project into smaller pieces – roof, cosmetic and structural repairs. Supervisor Byers stated that he is not in favor of fixing the bridge for traffic. There was a question about how long the permits for the project would be good for and it was stated that they should be good for three years from the day you apply for the permit. Administrator Graham would like to know how much money of taxpayer funds they would like to put into this project since \$55K in engineering costs from P. Joseph Lehman and approximately \$15K for a Penn-Dot approved inspector would be the Township's funding for the project.

A Myers/Miller motion passed with unanimous vote to spend \$75,000.00 of taxpayer money to use the earmark of \$245,000.00 for the Martin's Mill Bridge project and sign the agreement with P. Joseph Lehman for engineering costs of \$55,070.00 plus an additional \$20,000.00 to cover any other costs for the project.

Administrator Graham addressed the Supervisors regarding the Antrim Township Community Park Concession stand project. Minor modifications were made to the plan and submitted to DCNR. A proposal for \$3,850.00 for the building design has already been approved for the project but now Centura Associates has a proposal of \$850.00 to cover bidding administration and a proposal of \$9,475.00 for construction contract administration and inspections.

A Miller/Myers motion passed with unanimous vote to accept the proposal from Centura Associates in the amount of \$850.00 for bidding administration and put the ATCP Concession Stand building project out for bid.

Administrator Graham addressed the Supervisors regarding the current Antrim Township Snow Policy. Mr. Graham is requesting an addition to the policy that states: "The Township will not be responsible for plowing of private driveways, clearing of sidewalks, or providing access to mailboxes resulting from the snow removal process." He would also like to make some adjustments to letters D & E under Employee Safety in the policy to address the frequency that employees out on the road must report in via radio since there is typically not someone stationed at the base unit during after-hours or weekend call-outs for snow.

A Miller/Myers motion passed with unanimous vote to accept the requested addition that states : "The Township will not be responsible for plowing of private driveways, clearing of sidewalks, or providing access to mailboxes resulting from the snow removal process" and to accept the adjustments to letters D & E under Employee Safety in the policy to address the frequency that employees out on the road must report in via radio since there is typically not someone stationed at the base unit during after-hours or weekend call-outs for snow to the Antrim Township Snow Policy.

Administrator Graham addressed the Supervisors regarding the Williamsport Pike and Hykes Road

intersection. The intersection will need to be reviewed by Penn-Dot for the Norfolk Southern project and Brad needs to make a submittal to the Rural Planning Organization in order for Penn-Dot to take the intersection into consideration. Supervisor Miller expressed that he would like to have a public meeting to discuss this intersection. Mr. Graham stated that Norfolk Southern has expressed that they are willing to consider helping with the costs for this intersection.

A Myers/Byers motion passed with unanimous vote to authorize Brad Graham, Township Administrator to make a submittal to the Rural Planning Organization for the Williamsport Pike and Hykes Road intersection in order for Penn-Dot to take the intersection into consideration due to the Norfolk Southern project.

Administrator Graham addressed the Supervisors regarding the Norfolk Southern overpass on Hykes Road. He is asking for input from the Supervisors regarding the existing road that would probably be abandoned once the Norfolk Southern project is complete. Supervisor Young expressed that he thinks the land owner should make the decision about what to do with the old road. Administrator Graham stated that he could contact the property owner and find out what they would like to see done with the road. Solicitor Lisko suggests that if the decision is made to abandon the old road and the property is turned back over to the land owner, we should have the land owner sign an agreement that we are no longer responsible for the road.

Administrator Graham addressed the Supervisors regarding the Computer Request for Proposal that was done to obtain an Information Technology Service Provider for the Township. Of the RFP's that were received from several companies, Mr. Graham is recommending that we contract IT services with a company out of Chambersburg called Global Data. Solicitor Lisko has reviewed their contract and made some changes to the agreement. Chad Kireta from Global Data was present at tonight's meeting to answer any questions the Supervisors might have. There will be a monthly service fee for their IT services and we can receive a discount if we pay a lump sum up front which would be pro-rated if we would decide to change providers and end the contract early. Solicitor Lisko expressed that he is uncomfortable with the Township pre-paying the fees up front.

The annual cost for IT services with Global Data would be \$18,750.00 which would be paid monthly or we could pay \$17,812.50 up front. There is also an additional fee of \$1,800.00 per year for Remote Backup Storage that Mr. Graham would like to add into the package of IT services from Global Data bringing the total annual cost to \$20,550.00. Once hired, Global Data would provide services on our existing hardware and computers and would help to put the hardware out to bid for new computer equipment. The Supervisors asked Mr. Kireta how long it would take to put the new computers out to bid. Mr. Kireta responded that it would take approximately two weeks to put the computers out to bid. Solicitor Lisko was reviewing the revised agreements that were presented to him at tonight's meeting from Global Data and he would like to modify page 9 and add the start date of 01/13/2010 and add the end date to say one year from start date. Supervisor Young would like to add language to the bid documents that states the cost to install the equipment by the person who bids on the new computer equipment should be placed in the bid documents as an add-alternate.

A Young/Miller motion passed with unanimous vote to approve the agreement for IT services from Global Data with final review by Solicitor John Lisko in the amount of \$20,550.00 annually to be paid on a monthly basis and will not include the cost of the initial hardware installation of the new computer equipment in the agreement.

Administrator Graham addressed the Supervisors regarding Hepatitis C Screening for any new Fire and Emergency Services volunteers that are being required by our current Worker's Compensation insurance provider Keystone Municipal Insurance Trust. Mr. Graham contacted Occupational Health to find out the cost of the screenings and they are \$89.00 per screening. Mr. Graham has met with

representatives from the Rescue Hose Fire Company concerning this issue and they feel that if the Township and insurance company are requiring this screening that the Township should cover the cost.

A Byers/Miller motion passed with unanimous vote to approve the Township to pay the cost of the Hepatitis C Screening for any new Fire and Emergency Services volunteers from the Rescue Hose Fire Company.

The Supervisors expressed that they would like the Borough of Greencastle to be aware that the Township is covering the cost of these Hepatitis C Screenings and would like to see if they are willing to contribute to the cost. Mr. Graham stated that he will send a letter to the Borough asking them if they would like to contribute to the cost.

Upon further review of the IT service provider agreement with Global Data, Solicitor Lisko noticed that the agreement states that it would include the cost of the initial hardware installation. Chad Kireta from Global Data stated that he was sure that the agreement would not include the cost of the initial hardware installation and he would need to call his boss to clarify this information. Solicitor Lisko advised the Supervisors to rescind their previous motion and pass a new motion to sign the IT service provider agreement with Global Data to include the cost of the initial hardware installation.

A Young/Miller motion passed with unanimous vote to rescind the previous motion to approve the agreement for IT services from Global Data with final review by Solicitor John Lisko in the amount of \$20,550.00 annually to be paid on a monthly basis and will not include the cost of the initial hardware installation of the new computer equipment in the agreement.

A Young/Miller motion passed with unanimous vote to approve the Request for Proposal for IT services from Global Data in the amount of \$20,550.00 annually to be paid on a monthly basis with the condition that the agreement does include the cost of the initial hardware installation of the new computer equipment.

Secretary Mary Klein addressed the Supervisors regarding a letter that was received from Township employee Joyce Nowell requesting family leave to assist with the care of her mother. She is asking that the request be granted retroactive to January 1, 2010.

A Young/Miller motion passed with unanimous vote to approve the family leave request from Joyce Nowell to assist with the care of her mother retroactive back to January 1, 2010.

Secretary Mary Klein addressed the Supervisors regarding the annual PSATS Conference that is being held this year in Hershey from April 18th thru the 21st. She would like to know who might be interested in attending because we have to reserve rooms by January 22nd and registration for the conference is a discounted price until that date. Vice Chairman Myers responded that he will likely attend the conference but will give Ms. Klein a definite answer by tomorrow. Chairman Rick Baer responded that he will not be attending the conference. The remaining Supervisors acknowledged that they will let Ms. Klein know as soon as possible if they would like to attend.

Secretary Mary Klein addressed the Supervisors regarding the Tax Certification Fee and Duplicate Bill Fees that were previously approved for collection by the previous Antrim Township Tax Collector Peggy Dickson. The newly elected Antrim Township Tax Collector Sue Myers would like authorization from the Supervisors to collect the same fees and that the authorization should not contain the tax collectors name so that any future elected tax collectors can collect the same fees.

A Young/Miller motion passed with unanimous vote to authorize the elected Antrim Township Tax Collector to collect the Tax Certification Fee of \$10.00 and the Duplicate Bill Fee of \$2.00 per duplicate bill.

Chairman Baer called for Public Comment.

Mr. Shearer asked why the new concession stand at the park has to be so big. Administrator Graham responded that the new building will have restrooms, the concession stand and a storage area.

A Miller/Myers motion passed with unanimous vote to adjourn into Executive Session at 8:57 p.m.

The Executive Session ended at 9:46 p.m.

Chairman Baer announced that Personnel matters were discussed in the Executive Session.

Solicitor Lisko announced that he and Chad Kireta had a discussion about the IT Service Provider agreement while the Supervisors were in Executive Session and that the initial installation of the hardware for the new computer equipment would not be included in the cost of the agreement.

A Young/Miller motion passed with unanimous vote to rescind the previous motion to approve the Request for Proposal for IT services from Global Data in the amount of \$20,550.00 annually to be paid on a monthly basis with the condition that the agreement does include the cost of the initial hardware installation of the new computer equipment.

A Young/Miller motion passed with unanimous vote to approve the agreement for IT Services with Global Data in the amount of \$20,550.00 annually to be paid on a monthly basis that does not include the initial installation of the hardware for the new computer equipment and to authorize Brad Graham, Township Administrator to sign the agreement with Solicitor Lisko's changes.

A Miller/Myers motion passed with unanimous vote to adjourn the regular meeting at 9:57 p.m.

Respectfully Submitted,

Mary A. Klein

Secretary