

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
November 6, 2017**

The November Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on November 6, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Luke Leininger, Union Hose Fire Company; Anthony Deaven, Church Street; Conrad "Mike" Liles, North Railroad Street; Eugene Martin, Stone Hill Village; and Dean Wolfe, West Main Street.

President Moore called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

President Moore provided an opportunity for public comment and Dean Wolfe asked to address the Board. Mr. Wolfe asked if there was any update on the possibility of selling the Annville Center Parking Lot. President Moore indicated there was no update at present and an appraisal, which was required before this possibility could be evaluated further, had yet to be performed on that property.

**APPROVAL OF MINUTES:**

**October 2, 2017 Regular Meeting:** MOTION by Mr. Scott, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held October 2, 2017 as presented. Motion carried unanimously.

**October 18, 2017 Special Meeting:** MOTION by Mr. Scott, second by Ms. Zimmerman to approve the minutes of the Special Meeting held October 18, 2017 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for October 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Biosolids Dewatering Preliminary Basis of Design Proposal:** Noting the Township Authority is evaluating a number of options to address disposal of biosolids, including dewatering, and at its recommendation, MOTION by Mr. Lively, second by President Moore to approve the biosolids dewatering preliminary basis of design proposal from Gannett Fleming at an estimated cost of \$5,100 and authorize its execution by the appropriate Township officials. The motion was then opened for discussion. Mr. Lively reflected on whether this study was necessary and after noting it was intended to weigh the costs versus benefits of this disposal option both he and President Moore shared their belief it was worth authorizing. Mr. Scott inquired about the merits of dewatering in light of a decreasing number of fields available for application. Mr. Embich noted that dewatering made for an easier process for application to farm fields and Mr. Yingst noted dewatered biosolids could be accepted at the landfill, whereas biosolids that were not dewatered

would not be. With no further discussion noted the motion was voted upon and carried unanimously.

Stormwater Fee Development Services: Mr. Yingst reported the Township Authority sought proposals for developing a stormwater fee from three engineers and proposals were received from two firms: the proposal submitted by HRG, Inc. was for an estimated base amount of \$54,700 and the proposal submitted by SSM Group, Inc. was for an estimated base amount of \$19,100. At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the stormwater fee development services proposal from SSM Group, Inc. at an estimated cost of \$19,100 and authorize its execution by the appropriate Township officials. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for October 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Appointment of Part-Time Administrative Assistant: At the recommendation of the Chief Dugan, **MOTION** by President Moore, second by Mr. Embich to approve the hiring of Michelle Enterline as a part-time Administrative Assistant in the Police Department at a rate of \$14.75 per hour, effective November 27, 2017, pending the satisfactory completion of routine background checks. Motion carried unanimously.

Temporary One-Way on South Lancaster Street: **MOTION** by Mr. Scott, second by Mr. Embich to authorize making a temporary one-way on South Lancaster Street from West Main Street south to West Queen Street from November 16, 2017 through the remainder of the holiday season. Motion carried unanimously.

**Property:** The following item was addressed:

Town Hall Roof Replacement: Ms. Zimmerman reported the roof replacement project is nearing completion with the arrival and subsequent installation of flashing the primary task that remains. This task is expected to be completed by the end of the month, at which point the project manager, Gannett Fleming, will be performing a final inspection on the roof.

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for October 2017, a copy of which is attached hereto and made a part of these minutes.

**Finance:** Mr. Embich reviewed the Financial Report for October, highlighting the total income and expenses for the tenth month of 2017. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for October 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for October 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**2018 Historic Old Annville Day – Designation of Date and Application for Street Closure:** Noting the request from the Friends of Old Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Embich to (1) designate Saturday, June 9, 2018 as Historic Old Annville Day and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation (PennDOT) for the necessary street closure permit for U.S. Route 422 between Cherry Street and State Route 934 beginning at 6:00 AM and ending at 4:00 PM on that date. Motion carried unanimously.

**2018 Memorial Day Parade – Designation of Date and Application for Street Closure:** **MOTION** by Mr. Scott, second by Mr. Embich to (1) designate Saturday, May 26, 2018 as the date for the 2018 Memorial Day Parade and (2) authorize the Police Department to apply to PennDOT for the necessary street closure permit for U.S. Route 422 between the customary streets and for the customary hours on that date. Motion carried unanimously.

**MOTION** by Mr. Scott, second by Mr. Lively to approve the reports of the Standing Committees as presented. Motion carried unanimously.

#### **REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Mr. Yingst reported no Executive Sessions were held since the adjournment of the October Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters and potential litigation.

**Planning Commission:** Mr. Yingst reported the Planning Commission did not meet in October and was not expected to meet in November. The following item was then addressed:

**Waiver of Remaining Plantings and Reduction of Letter of Credit for Phase 3A of Stone Hill Village:** The Board considered a request from Eugene Martin for a waiver of remaining plantings and reduction of letter of credit for Phase 3A of Stone Hill Village. Mr. Martin indicated he was requesting the waiver because it would make lawn maintenance easier and he believed the bank served the purpose of screening. The Commissioners then reviewed a plan showing the remaining plantings and considered the Township Engineer's recommendation for a partial waiver. Ms. Zimmerman asked why these plantings were required per the land development plan and Mr. Martin shared his belief that this portion of the plan was overdone. At the request of Mr. Lively, the Commissioners then reviewed some photographs Mr. Martin had taken of the area for which a waiver was being requested. Mr. Embich indicated he believed the existing plantings would provide adequate screening upon reaching maturity. Ms. Zimmerman also suggested it might not be safe to require additional plantings in the vicinity of the community's walking path. With no further comments or questions noted, **MOTION** by Mr. Embich, second by Mr. Lively to (1) waive the remaining plantings per the land development plan for Phase 3A of Stone Hill Village that have not yet been planted and (2) authorize the reduction of the letter of credit for Phase 3A of Stone Hill Village from \$35,338.96 to \$0.00. Motion carried unanimously.

Mr. Martin left the meeting at 7:52 PM.

**Economic Development:** Nothing to report this month.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for October 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Installation of Signage at 15 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Ms. Zimmerman to issue a Certificate of Appropriateness for installation of signage for the property at 15 East Main Street. Motion carried unanimously.

Installation of Signage at 109 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for installation of signage for the property at 109 West Main Street. Motion carried unanimously.

**Wage & Salary:** Mr. Yingst reported that the Wage & Salary Committee met on October 24, 2017 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following committee recommendations on 2018 budget matters were then addressed:

Non-Uniformed Employee Benefits for 2018: It was noted the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2018. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the benefits for non-uniformed employees in 2018 as presented. Motion carried unanimously and the listing of 2018 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

Wage and Salary Adjustments for 2018: It was noted the Wage & Salary Committee recommended all non-probationary, non-uniformed employees be given a 2% across-the-board wage and salary increase effective January 1, 2018. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase for non-probationary, non-uniformed employees, effective January 1, 2018 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2018 is attached hereto and made a part of these minutes.

Revision to Employee Handbook and Annville Township Group Health Plan Pertaining to Sharing of Insurance Premium Costs by Employees: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Ms. Zimmerman to (1) revise the employee handbook to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 2% of the premium cost as a payroll deduction and (2) approve the documents necessary to incorporate this revision in the Annville Township Group Health Plan and the execution of these documents by the appropriate Township officials, effective January 1, 2018. Motion carried unanimously.

**Information Technology:** Mr. Scott reviewed the Information Technology Report for October 2017, a copy of which is attached hereto and made a part of these minutes.

**Spruce Street Bridge:** Mr. Embich reviewed the Spruce Street Bridge Report for October 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Advanced Notice of Acquisition Letters, Offers to Purchase, and Agreements of Sale and Temporary Easements for Construction:** **MOTION** by Mr. Embich, second by Mr. Scott to (1) ratify issuing Advanced Notice of Acquisition letters to two property owners whose properties will be affected by the bridge replacement project, (2) authorize the Township Administrator to issue Offers to Purchase and Summaries of Just Compensation to these property owners based upon appraisals of these properties, and (3) approve and authorize execution by the appropriate Township officials of Agreements of Sale and Temporary Easements for Construction pertaining to these properties if the property owners accept the offers. Motion carried unanimously.

**Authorization to Enter (Waiver of Claim):** **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve the Authorization to Enter (Waiver of Claim) granting access to the Township-owned park property for the bridge replacement project. Motion carried unanimously.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for October 2017, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Amendments to Lebanon County Stormwater Consortium (LCSC) Intergovernmental Agreement:** Mr. Embich noted five amendments had been proposed to the previously adopted LCSC intergovernmental agreement. He reported the other consortium members were in agreement with these amendments, as were he, Mr. Yingst, and Mr. Lamoureux, and he recommended the amendments presented be authorized by the Board of Commissioners. Mr. Scott asked several questions pertaining to the intent of the first two recommended amendments and Mr. Embich and Mr. Yingst shared their interpretations of same. **MOTION** by Mr. Embich, second by Mr. Lively to (1) approve the amendments to the LCSC Intergovernmental Agreement as presented and (2) approve payment of the Township's annual contribution to the LCSC upon receiving an invoice for same. Motion carried unanimously.

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich reviewed the GLRA Report for October 2017, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** The Board noted the receipt of the October 2017 Monthly Statistical Report for the Union Hose Company.

**MOTION** by Mr. Scott, second by Mr. Embich to approve the reports of the Special Committees as presented. Motion carried unanimously.

**OLD BUSINESS:**

**Proposed Ordinance – 2018 Tax Levy and Appropriations:** Mr. Yingst reported the proposed 2018 Tax Levy and Appropriations Ordinance had been drafted and submitted to the Commissioners for their review and would be advertised sometime in the next month so it could be considered for adoption at the December Regular Meeting.

**Downtown Bricks:** Ms. Zimmerman inquired about the status of removing bricks that were being uprooted by tree roots in the downtown area and Mr. Yingst indicated he would contact the Public Works Superintendent for information on this.

**2017 County Convention:** Mr. Embich provided a brief update on the 2017 Lebanon County Convention of Township Officials that he and Mr. Scott attended earlier in the month and he also shared the names of those officers who were elected by the association for 2018.

**NEW BUSINESS:**

**Establish 2018 Meeting Dates and Times:** Mr. Yingst noted the Township Office provided the Commissioners with tentative 2018 meeting dates and times for the Board of Commissioners, Township Authority, HARB, and Planning Commission. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the 2018 meeting dates and times as presented and to authorize the Township Administrator to advertise same. Motion carried unanimously.

**CORRESPONDENCE:** Mr. Embich noted the Commissioners had received an invitation to the November 13, 2017 dedication ceremony of the Eastern Army National Guard Aviation Training Site Aviation Maintenance Instructional Building and he indicated he would be happy to represent the Township at this event.

**PAY BILLS:** **MOTION** by Mr. Scott, second by Mr. Lively to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

**RECESS FOR EXECUTIVE SESSION:** President Moore called a recess for an Executive Session and the room was cleared of the public at 8:17 PM. The Regular Meeting was reconvened at 8:50 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:51 PM.

---

Rex A. Moore, President

---

Nicholas T. Yingst, Secretary