

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
January 2, 2018**

The January Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on January 2, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, Henri B. Lively, and Nevin R. Hoover. 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 Company; and Dean Wolfe, West Main Street.

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

ELECTION OF OFFICERS: Mr. Yingst noted that Magisterial District Judge John W. Ditzler administered the oath of office to Mr. Hoover earlier in the evening. The meeting then commenced with the election of officers of the Board of Commissioners for 2018 through 2019.

Election of President: Mr. Yingst asked for nominations for the office of President. **MOTION** by Mr. Lively, second by Mr. Hoover to nominate Rex A. Moore for the office of President. Mr. Yingst asked if there were any other nominations for President; hearing none, **MOTION** by Mr. Hoover, second by Mr. Moore to close the nominations for the office of President and to instruct Mr. Yingst to cast a unanimous ballot for Rex A. Moore for the office of President of the Board of Commissioners for 2018 through 2019. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for Rex A. Moore for the office of President.

Election of Vice President: Mr. Yingst asked for nominations for the office of Vice President. **MOTION** by Mr. Moore, second by Mr. Hoover to nominate Henri B. Lively for the office of Vice President. Mr. Yingst asked if there were any other nominations for Vice President; hearing none, **MOTION** by Mr. Hoover, second by Mr. Moore to close the nominations for the office of Vice President and to instruct Mr. Yingst to cast a unanimous ballot for Henri B. Lively for the office of Vice President of the Board of Commissioners for 2018 through 2019. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for Henri B. Lively for the office of Vice President before yielding the chair of the meeting to President Moore.

COMMITTEE ASSIGNMENTS: It was noted that over the next month the Commissioners would be provided with a listing of suggested committee assignments for 2018 for review and comment. President Moore anticipated making the 2018 appointments official at the February 6, 2018 meeting, and noted in the meantime any assignments from 2017 would carryover into 2018.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: President Moore provided an opportunity for public comment and no comments were noted from those in attendance.

APPROVAL OF MINUTES: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held December 4, 2017 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Membership Renewal in the Capital Region Council of Governments (CapCOG): At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Hoover to renew membership in CapCOG in 2018 for an annual cost of \$1,500. Motion carried unanimously.

Appointment to Township Authority: Noting a letter was received from Keith Seward informing the Township of his resignation from the Township Authority and at that body's recommendation, **MOTION** by Mr. Lively, second by President Moore to (1) accept the resignation of Keith Seward from the Township Authority with appreciation for his many years of service and (2) appoint Anthony Deaven to fill the balance of Keith Seward's unexpired term on the Township Authority. Motion carried unanimously.

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

Certification of List of Eligibles: The Civil Service Commission (CSC) minutes from its December 14, 2017 meeting were acknowledged as being received by the Board and are attached hereto and made a part of these minutes. At the recommendation of the CSC, **MOTION** by President Moore, second by Mr. Lively to certify the list of eligible applicants for consideration for appointment as part-time police officers for Annville Township in the order authorized by the CSC. Motion carried unanimously.

Hiring of Part-Time Police Officer: Based on the applicants approved as eligible for consideration for appointment as part-time police officers by the CSC and the recommendation of the Chief of Police, **MOTION** by President Moore, second by Mr. Hoover to ratify the hiring of Brandon Fancovic as a part-time police officer, effective December 26, 2017. Motion carried unanimously.

Civil Service Eligibility List: Following the Chief of Police's explanation as to why the remaining candidates on the list of eligible applicants were no longer eligible for hiring by the Annville Township Police Department, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the Annville-Palmyra Civil Service Consortium to advertise and accept applications for the creation of an eligibility list for the Annville Township Police Department. Motion carried unanimously.

Property: The following item was addressed:

Town Hall Roof Replacement: Mr. Yingst noted the contractor for the roof replacement project has completed its work and, following review by the Township's project manager and an inspection performed by the roofing material company, closeout paperwork was submitted to the contractor for completion and return to the Township. **MOTION** by Mr. Lively, second by President Moore to (1) approve and authorize the execution by the appropriate Township officials of the Final Estimate, Substantial Completion Certificate, Completion Certificate, and Final Certificate, in addition to any other required documents pertaining to the closeout of the Town Hall roof replacement project, contingent upon satisfactory review by the Township's project manager and Township Solicitor and (2) approve payment to Gable & Son Construction, Inc. in

the amount of \$47,480.00, contingent upon the satisfactory review of the aforementioned documents. Motion carried unanimously.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Nothing to report this month.

Finance: Mr. Yingst reviewed the Financial Report for December 2017, a copy of which is attached hereto and made a part of these minutes. Mr. Hoover inquired about the term of the residential trash collection contract. Mr. Yingst noted the current contract was for two years with a third-year option and the Township was currently in the midst of that third-year option which expired at the end of August 2018. Mr. Hoover asked if putting the contract out for bid resulted in a number of bids being submitted and President Moore indicated it did, with Mr. Yingst recollecting that three bids were received for the last contract.

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

Annville Activities: Nothing to report this month.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the December Regular Meeting.

Planning Commission: Mr. Yingst reported the Planning Commission met on December 18, 2017, and the minutes from that meeting were provided to the Board of Commissioners. He also noted the Planning Commission was not expected to meet in January. The following items were then addressed:

Graham Subdivision Plan – Waiver of Plan Size: Noting the Planning Commission had done likewise, **MOTION** Mr. Lively, second by Mr. Hoover to approve the request that Section 22-404.1 of the Subdivision and Land Development Ordinance regarding plan size be waived for the Graham Subdivision Plan. Motion carried unanimously.

Graham Subdivision Plan: Noting the Planning Commission conditionally approved the Graham Subdivision Plan and recommended that the Board of Commissioners do the same, **MOTION** by Mr. Lively, second by President Moore to approve the Graham Subdivision Plan upon the following conditions being met: (1) all comments of the Township Engineer in his letter dated December 14, 2017 are satisfactorily met and (2) a legend pertaining to abbreviations is included on the Plan as requested by the Planning Commission. The motion was then opened for discussion. Mr. Hoover recollected that a portion of the area being subdivided was in the flood plain and Mr. Yingst concurred. Mr. Hoover inquired if buildings would be permitted on the subdivided properties. Noting the ability to build was significantly limited in the flood plain, Mr. Yingst stated

the final subdivision plan was to indicate the purpose of the portion to be purchased by the Township was to be as park land while building another primary structure in the portion not to be purchased by the Township would likely require another subdivision as he believed the zoning ordinance only allowed for one primary structure on a property. With no further discussion noted the motion was voted upon and carried unanimously.

Economic Development: Nothing to report this month.

Historic Architectural Review Board (HARB): Mr. Yingst reviewed the HARB Report for December 2017, a copy of which is attached hereto and made a part of these minutes, and it was noted that the tentatively scheduled HARB meeting for January 8, 2018 had been cancelled due to a lack of business to conduct. The following item were then addressed:

Installation of Signage at 104 West Main Street, Replacement of the Awning at 31 West Main Street, and Removal and Stabilization of Portions of the Accessory Structure at 44 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Lively, second by Mr. Hoover to issue Certificates of Appropriateness for (1) installation of signage for the property at 104 West Main Street, (2) replacement of the awning for the property at 31 West Main Street, and (3) removal and stabilization of portions of the accessory concrete block structure for the property at 44 East Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Information Technology (IT): Nothing to report. Due to the significant improvements made to the Township's IT over the past few years, the Commissioners concurred that this be removed as a committee assignment for 2018.

Spruce Street Bridge: The Board noted the receipt of the Spruce Street Bridge Report for December 2017, a copy of which is attached hereto and made a part of these minutes.

Stormwater Management: The Board noted the receipt of the Stormwater Management Report for December 2017, a copy of which is attached hereto and made a part of these minutes.

Greater Lebanon Refuse Authority (GLRA): The Board noted the receipt of the GLRA Report for December 2017, a copy of which is attached hereto and made a part of these minutes.

Fire Department: The Board noted the receipt of the December 2017 Monthly Statistical Report for the Union Hose Company and Mr. Leininger shared that the 2017 Annual Statistical Report would be available toward the middle of the month, at which point he would provide it to the Township. Mr. Lively congratulated Mr. Leininger on his recent election as Chief of the Union Hose Company. The following items were then addressed:

New Reporting Program: In response to a question from President Moore, Mr. Leininger shared that he is researching a reporting program provided by the state that he believes could be a significant improvement over the Union Hose Company's current reporting program. In particular, he noted the new program would provide better oversight and information on the

location and type of calls. Mr. Leininger estimated the cost of the program would be around \$3,000.

Joinder Committee: Mr. Lively reported the first meeting of the reconstituted fire department joinder committee would be held on January 30, 2018 at St. Paul the Apostle Catholic Church. He noted the meeting will be directed by Attorney Jill Nagy, who has a wealth of experience assisting with fire department joinders in both Lebanon County and elsewhere throughout the state.

Appreciation to Public Works Department: Mr. Leininger expressed his appreciation to the Township Public Works Department for providing assistance with the fire at 100 North Weaber Street the prior week. In particular he noted the Public Works Department's quick response to his request for assistance, as well as its de-icing the road and boarding up the structure once the fire was extinguished.

Removal and Appointment of Deputy Fire Marshal: **MOTION** by President Moore, second by Mr. Lively to (1) remove Aaron Hanley from the position of Deputy Fire Marshal and to extend appreciation to him for his service to the Township in that capacity and during his term as Chief of the Union Hose Company and (2) appoint Luke Leininger as Deputy Fire Marshal. Motion carried unanimously.

Mike Liles, North Railroad Street, joined the meeting at 7:24 PM.

MOTION by Mr. Lively, second by Mr. Hoover to approve the reports of the Special Committees as presented. Motion carried unanimously.

OLD BUSINESS:

Painting of Parking Lines: The Commissioners revisited the conversation from the December 4, 2017 meeting about painting parking lines on the first block of South Lancaster Street and along North Railroad Street, and reviewed the reasons for the request. Mr. Liles suggested there was no curbing on South Lancaster Street south of West Cumberland Street. Mr. Lamoureux noted that while he did not see any liability issues with painting parking lines, he suggested it may make sense to involve the Township Engineer if the Board wished to proceed with this, and especially if there was to be a comprehensive program of painting parking lines throughout the Township. The Commissioners expressed concerns about the cost of such a project, as well as its unintended consequences, and did not choose to act on this request.

Speed Control on Side Streets: The Board revisited the discussion from the December 4, 2017 meeting concerning whether speed bumps, reducing speed limits to 15 miles per hour, or installation of four-way stops at intersections would be appropriate to address concerns expressed about speeding on side streets. President Moore expressed his opposition to speed bumps and his reasons why. Mr. Liles suggested that some of these changes would likely involve input from the Township Engineer. Chief Dugan shared his research into this, noting that four-way stops were not allowed for the purposes of controlling speed, but instead when there were clear sight issues or uncertainty over which street had the right-of-way. He also noted a speed study was required before changing speed limits to determine if such a change was appropriate, and he shared that the

Pennsylvania Department of Transportation's Local Technical Assistance Program (LTAP) might be able to assist with this at no cost on selected side streets. Mr. Hoover asked if the Police Department believed there to be a speed problem on North Railroad Street and Maple Street, which were two side streets discussed at the prior month's meeting. Chief Dugan indicated that the Police Department's checking of speed on these streets did not indicate there was a problem, while he noted this was based on a very limited testing basis. In response to a question from Mr. Liles, there was then discussion about the number of miles per hour over the speed limit at which municipal police could cite a motorist. Mr. Wolfe asked if the Township has considered a speed limit reading sign similar to the one he recently observed in Cleona Borough. Chief Dugan indicated he was not opposed to such a sign, but noted its expense could be significant, especially if the sign had the ability to record speeds for informational purposes. Mr. Hoover asked if such a sign was moveable and Chief Dugan indicated it was. Mr. Lively asked if the Chief of Police would look into the cost of these moveable speed limit reading signs over the next few months and report back to the Board with any recommendations he might have. Chief Dugan indicated he has already started to look into these signs and would be happy to communicate this findings to the Board when he concludes his research. Mr. Hoover asked if there were any free signs available on a limited basis and Chief Dugan indicated there were not, as he has already sought them out.

NEW BUSINESS:

Appointments: It was noted the Commissioners were provided with a listing of suggested appointments and President Moore asked if there were any comments or questions pertaining to same. With no comments or questions noted, **MOTION** by President Moore, second by Mr. Hoover to make the appointments per the listing as presented. Motion carried unanimously and the listing of appointments is attached hereto and made a part of these minutes.

Signatories for Township Funds: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the authorized signatories for all Township funds as follows:

Signature from three of the following five officers: President, Vice President, Treasurer, Secretary, or Assistant Secretary.

Motion carried unanimously.

Annual Memberships: **MOTION** by Mr. Hoover, second by Mr. Lively to approve the following memberships for 2018, totaling \$1,628.46:

Pennsylvania State Association of Boroughs – 2018 dues	\$225.00
Pennsylvania State Association of Township Commissioners – 2018 dues	\$1,403.46

Motion carried unanimously.

Renewal of Treasurer's Bond: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the renewal of the Treasurer's bond in the amount of \$250,000 through Strickler Insurance Agency and payment of \$468 for this renewal. Motion carried unanimously.

Errors and Omissions Insurance: Mr. Yingst presented the proposal for the Township public officials management and employment practices liability insurance, commonly referred to as

errors and omissions insurance, as bound through Strickler Insurance Agency with Greenwich Insurance Company for 2018. The annual premium for 2018 would be \$5,060, not including a \$95 inspection fee, which was the same rate paid for this insurance in 2017. **MOTION** by President Moore, second by Mr. Hoover to approve the Township public officials management and employment practices liability insurance with Greenwich Insurance Company for 2018 as presented. Motion carried unanimously.

Resolution No. 20180102-1 – Police Pension Plan Contributions: Mr. Yingst informed the Board that Pennsylvania Act 30 of 2002, concerning police pension plans, requires municipalities to take formal action annually if police officers are not required to contribute to the pension plan. **MOTION** by President Moore, second by Mr. Lively to adopt Resolution No. 20180102-1 stating that the members of the Annville Township Police Department are not required to contribute to the Annville Township Police Pension Plan for the year 2018. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20180102-2 – 2018 Drop-Off Facility Permit Fee for South Annville Township Residences: Mr. Yingst presented proposed Resolution No. 20180102-2, setting the annual permit fee for South Annville Township residences at \$75 for 2018 for use of the drop-off facility located at the Annville wastewater treatment plant for disposal of cardboard, green waste, and bulk trash. **MOTION** by Mr. Hoover, second by Mr. Lively to adopt Resolution No. 20180102-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Amendment to the Intermunicipal Agreement with the Lebanon County Treasurer’s Office: Mr. Yingst presented an Amendment to the Intermunicipal Agreement between the Township and the Lebanon County Treasurer’s Office that would increase the amount paid to the County Treasurer’s Office from \$0.45 per bill collected to \$0.50 per bill collected. He noted the current rate has been in effect since 2011 and he recommended the increase be approved due to the reasonableness of the increase and the satisfactory collection of these taxes by the County Treasurer’s Office. **MOTION** by Mr. Lively, second by Mr. Hoover to approve the aforementioned Amendment as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Streetlights: Mr. Liles reported that two streetlights were out, noting their location as being at the southeast and southwest corners of the intersection of Main Street and South White Oak Street. Mr. Yingst thanked Mr. Liles for this information and indicated he would pass this information along to the Public Works Department.

CORRESPONDENCE: Nothing to report.

PAY BILLS: **MOTION** by Mr. Lively, second by Mr. Hoover 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.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:46 PM.

Rex A. Moore, President

Nicholas T. Yingst, Secretary