

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
August 7, 2017**

The August Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on August 7, 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; Timothy D. Sheffey, Esq. and Corey Lamoureux, Esq., office of the Township Solicitor; Anthony Deaven, Church Street; 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 no comments were noted.

APPROVAL OF MINUTES: **MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held July 3, 2017 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Milling and Overlay of Township Streets: In accordance with state bidding requirements, the Public Works Superintendent sought bids from four firms for milling and overlay of several Township streets. Two of the firms responded with quotes, with Pennsy Supply submitting a bid of \$57,000 and Hoffer Paving submitting the low bid of \$19,400. At the recommendation of the Public Works Superintendent, **MOTION** by Mr. Scott, second by Mr. Lively to (1) award the contract to Hoffer Paving for milling and overlay of portions of East Sheridan Avenue and North Ulrich Street as well as East Lebanon Street from Rank Street to North Saylor Street at a cost not to exceed \$19,400 and (2) authorize the use of Liquid Fuels funds for this project. Motion carried unanimously.

Storm Drain Repair and Replacement: Noting that bids were sought from three firms for repair and replacement of the storm drain at West Queen Street and at the recommendation of the Public Works Superintendent, **MOTION** by Mr. Lively, second by Mr. Scott to (1) authorize the repair and replacement of the storm drain system on West Queen Street as described in the Public Works Report by Glenn Kresge Excavating, the low bid received for this project, at an estimated cost of \$9,500 and (2) authorize the use of Liquid Fuels funds for this project. Motion carried unanimously. The Commissioners also consented to the Township Solicitor drafting an easement agreement to allow for this work to be done on the property of McGearly Grain, as well as an easement agreement for the ongoing maintenance of same.

2018 Wage and Equipment Rate Schedule: Mr. Yingst noted that a proposed 2018 Public Works Wage and Equipment Rate Schedule had been provided to the Commissioners for their review and consideration. **MOTION** by Mr. Embich, second by Ms. Zimmerman to adopt the 2018 Public

Works Wage and Equipment Rate Schedule as presented. Motion carried unanimously and a copy of this rate schedule is attached hereto and made a part of these minutes.

Public Works Barricade: Ms. Zimmerman reported a barricade she believed to be the Public Works Department's was sitting by a garage off of Maple Street to the west of North Railroad Street. It was suggested this was from the Memorial Day Parade and Mr. Yingst indicated he would contact the Public Works Department to remove it.

Public Safety: The Police Statistical Report for July 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Property: The following items were addressed:

Awarding of Town Hall Roof Replacement Contract: Ms. Zimmerman reported that 11 bids were submitted for the Town Hall roof replacement project and, per review of the bids, the Township Solicitor and the project manager, Gannett Fleming, recommended the project be awarded to the lowest bidder, Gable & Son Construction, Inc., at a cost of \$47,480 with a 30-year warranty. **MOTION** by Ms. Zimmerman, second by Mr. Lively to award the Town Hall roof replacement contract to Gable & Son Construction, Inc. at a cost of \$47,480 with a 30-year warranty and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Agreement to Satisfy Deficiency from November 30, 2016 Public Auction: The fully executed agreement with Edward Hoover and Gavin Witmeyer to satisfy the deficiency arising from their not settling on the property at 25-33 and 35 Rear East Main Street following the public auction of same was submitted to the Board. It was noted this agreement required payment of \$2,900 to the Township, which had been paid in full the prior month, and the painting of all yellow "no parking" curbs in the Township by Mr. Hoover and Mr. Witmeyer. **MOTION** by Ms. Zimmerman, second by Mr. Scott to ratify approval and execution of the agreement with Edward Hoover and Gavin Witmeyer to satisfy the deficiency arising from the November 30, 2016 public auction as presented. Motion carried unanimously.

Town Hall Basement Door Replacement: Ms. Zimmerman reported Mr. Yingst met the prior month with Douglas Hartman of Holmes Building Services and work was anticipated to begin sometime in the next few weeks for replacing the exterior door in the basement of Town Hall.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for July 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Ratification of Letter of Intent to Purchase Easement for the Benefit of Annville Township and Quittie Creek Nature Park (QCNP) with Ian M. Mont: Mr. Scott presented a letter of intent between the Township and Ian M. Mont for the purchase of an easement across the latter's property providing access to an anticipated western extension of the QCNP. It was noted the letter of intent had been signed by Mr. Mont and President Moore and provided for payment of \$1,200 to Mr. Mont for this easement contingent upon the successful purchase of the neighboring subdivided property of Paul R. Graham. **MOTION** by Mr. Scott, second by Mr. Embich to ratify approval

and execution of the Letter of Intent to Purchase Easement for the Benefit of Annville Township and the QCNP with Ian M. Mont as presented. Motion carried unanimously.

Agreement for Sale of Real Estate for Paul R. Graham Property: Mr. Scott presented an agreement signed by Paul R. Graham and awaiting approval by the Township pertaining to the purchase of a portion of Mr. Graham's property. This property is intended to be purchased by the Township as a western extension to the QCNP; this agreement indicates the Friends of Old Annville (FOOA) is responsible for the necessary subdivision of Mr. Graham's existing property and the raising of funds for the Township's purchase of the property intended to be used as parkland. **MOTION** by Mr. Scott, second by Mr. Embich to approve and authorize the execution of the Agreement for Sale of Real Estate for the property owned by Paul R. Graham and referenced by the agreement as presented. Motion carried unanimously.

Handicapped-Accessible Fishing Site: Mr. Scott reported that, due to the \$4,900 in estimated engineering costs for the necessary application submittals, the handicapped-accessible fishing site project was currently on hold. He reported the Quittie Creek Nature Park Committee of FOOA indicated it would be able to contribute to a portion of these costs and would also be reaching out to the Doc Fritchey Chapter of Trout Unlimited to gauge its ability to assist financially.

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

Permits: The Permits Report for July 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 July 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Resolution Authorizing Placement of Overstreet Banner for Destination Annville's "Sip and Stroll": **MOTION** by Mr. Scott, second by Ms. Zimmerman to adopt a resolution designating the Township's intent to erect a banner across U.S. Route 422 for Destination Annville's "Sip and Stroll" contingent upon Destination Annville providing the necessary information and paying the required fee. Motion carried unanimously.

John Wentling of West Main Street arrived at the meeting at 7:47 PM.

Overstreet Banner Application Fee: With the intent of covering the costs for renting a bucket truck for the installation and removal of overstreet banners, **MOTION** by Mr. Scott, second by Mr. Lively to set the fee for an overstreet banner application at \$300. The motion was then opened for discussion. Ms. Zimmerman asked if the Fire Department could provide this service to make renting a bucket truck unnecessary. President Moore suggested that if the Fire Department was too busy to assist with decorating the town's Christmas tree it likely would be too busy to assist with this. With no further discussion noted, the motion was voted upon and carried unanimously.

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

PARKING CONCERNS ON WEST MAIN STREET: President Moore deviated from the agenda to recognize John Wentling of West Main Street for public comment. Mr. Wentling shared concerns about visibility for vehicles entering West Main Street from North Chestnut Street. Noting a recent accident at that intersection, he suggested the curbs painted yellow indicating “no parking” on the northside of that intersection be extended to a similar length as they are painted on the southside of that intersection, and some of the lost parking from such an action could be recovered by reducing the length of the yellow curbs on North Chestnut Street. President Moore indicated the Township would look into this further. Mr. Wentling also requested the Township allow vehicles parking along Main Street to park up to twelve inches onto the sidewalk to make it easier to get in and out of the driver’s side of vehicles and to lessen the chances of car doors being sideswiped. President Moore shared he believed this would be illegal, and Chief Dugan noted this was prohibited by the Pennsylvania Motor Vehicle Code, which he believed would negate any local action such as Mr. Wentling was suggesting.

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported an Executive Session was held following the adjournment of the July 3, 2017 Regular Meeting to discuss personnel matters. An Executive Session was also requested to be held prior to the adjournment of the present meeting to discuss personnel matters.

Planning Commission: Mr. Yingst reported the Planning Commission did not meet in July and was not expected to meet in August. He noted that he, the Township Engineer, and the Chairperson of the Planning Commission met with representatives of Stone Hill Village on July 25, 2017 to review a sketch plan for the possible addition of townhouses to this development, although no formal plans had been submitted as of yet.

Economic Development: Mr. Yingst reported the Annville Economic Development Authority would be meeting at 8 AM on August 11, 2017.

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

Installation of a Wall Mounted Sign at 108 West Main Street and a Side Porch Addition at 125 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Ms. Zimmerman to issue a Certificate of Appropriateness for a wall mounted business sign at the property at 108 West Main Street and a Certificate of Appropriateness for a side porch addition at the property at 125 West Main Street. Motion carried unanimously.

Resolution No. 20170807-1 – Extending Recognition and Appreciation to Paul Fullmer: Mr. Embich reported Paul Fullmer had communicated his resignation from HARB due to moving out of Annville Township. Mr. Yingst then read proposed Resolution No. 20170807-1, extending

recognition and appreciation to Mr. Fullmer for his years of service on HARB. **MOTION** by Mr. Embich, second by Mr. Scott to (1) accept the resignation of Paul Fullmer from HARB and (2) adopt Resolution No. 20170807-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Appointment of David Palanzo to HARB: Noting the vacancy created by the resignation of Paul Fullmer and at the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to appoint David Palanzo as a full member to HARB for a term expiring on December 31, 2017. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee met on July 25, 2017 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. These minutes were reviewed by the Board and it was noted the Committee approved the satisfactory employee performance reviews for Nicholas T. Yingst and Cheryl L. Fischer of the Township Office; James Grumbine of the Police Department; and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Gary Kosh of the Public Works Department; and recommended a merit increase be approved for Joseph Viozzi. **MOTION** by Mr. Lively, second by Mr. Scott to (1) concur with the Wage & Salary Committee's satisfactory employee performance reviews for the abovementioned employees and (2) approve a \$1.00 per hour pay increase, effective July 30, 2017, for Joseph Viozzi. Motion carried unanimously.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for July 2017, a copy of which is attached hereto and made a part of these minutes. He noted that Mr. Yingst has begun contacting local IT firms seeking quotes for the redesign of the Township website, likely on a WordPress platform, as well as ongoing support for same. Mr. Embich asked if a cleaning process should be considered to keep the towers on the Township's personal computers (PCs) from overheating and slowing down. Mr. Yingst shared he was not aware of any such issues being manifested through the first completed three-year cycle of the Township's PC rotation plan but would monitor this accordingly.

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

Utility Clearance Data Form D-419: At the recommendation of the Township Bridge Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to ratify approval for and execution by the Township Administrator of the Utility Clearance Data Form D-419, certifying that written responses from all known utilities within the project limits of the Spruce Street Bridge replacement have been received and written arrangements are on file. Motion carried unanimously.

Utility Relocation Reimbursement Agreement: At the recommendation of the Township Bridge Engineer and Township Solicitor, **MOTION** by Mr. Embich, second by Mr. Lively to approve and authorize execution of the Utility Relocation Reimbursement Agreement pertaining to the Spruce Street Bridge project. Motion carried unanimously.

Occupancy Permit and Private Status Agreement: At the recommendation of the Township Bridge Engineer and Township Solicitor, **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve and authorize execution of the Occupancy Permit and Private Status Agreement pertaining to the Spruce Street Bridge project. Motion carried unanimously.

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

Ratification of Advertisement of Pollutant Reduction Plan (PRP): Noting the PRP is currently available for public review at Town Hall and encouraging any who may have comments on it to formally submit them in writing, **MOTION** by Mr. Embich, second by Mr. Scott to ratify authorization for advertising the public notice, public hearing, and public comment period for the PRP. Motion carried unanimously.

Mr. Wentling left the meeting at 8:25 PM.

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

Fire Department: The Board noted the receipt of the July 2017 Monthly Statistical Report for the Union Hose Company. Ms. Zimmerman then reviewed the report from the July 6, 2017 meeting of the Fire Department, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Appointment of Henri Lively as Liaison to the Fire Department: Following Ms. Zimmerman's announcement of her resignation as the Township's liaison to the Fire Department, President Moore accepted same with regrets and appreciation for her faithful service in that role and appointed Henri Lively to that position for the remainder of 2017.

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

OLD BUSINESS:

Proposed Omnibus Ordinance: Mr. Yingst presented a draft of a proposed omnibus ordinance making the recent placement of a handicapped parking space enforceable by law, as well as providing for case-by-case waivers for the keeping of chickens, changing the rules for the assessment of the sewer surcharge sampling and testing fee, and removing the prohibition of overstreet banners, to the Board for its review and comment. **MOTION** by Mr. Scott, second by Ms. Zimmerman to authorize the advertisement of the proposed omnibus ordinance as presented for possible adoption at a future Regular Meeting. Motion carried unanimously.

Proposed Ordinance Regulating Dropping or Depositing Materials on Streets: Mr. Yingst reported that research is ongoing pertaining to this proposed ordinance.

NEW BUSINESS:

Police Pension Plan Allocation Change: At the recommendation of the Pension Fund Advisor, **MOTION** by Mr. Scott, second by Mr. Lively to authorize changing the allocation of the Police Pension Plan from its current 40%/60% allocation mix between equity and fixed funds, respectively, to a 60%/40% allocation mix between equity and fixed funds, respectively, the same mix as is currently being used for the Non-Uniformed Pension Plan. Motion carried unanimously.

Agreements for Overstreet Banner Poles: **MOTION** by Mr. Scott, second by Mr. Embich to (1) approve the agreement with Don R. and Thomas C. Risser pertaining to the overstreet banner pole on their property at 896 East Main Street and execution of same by the appropriate Township officials and (2) approve the agreement with Glen and Corinne Wagner pertaining to the overstreet banner pole on their property at 955 East Main Street and execution of same by the appropriate Township officials. Motion carried unanimously.

CORRESPONDENCE: The Board was informed of the following item of correspondence received since its July Regular Meeting:

Donation of United States Flags: It was noted a letter was received from John Feather of Feather & Feather, PC donating flags for the two downtown flagpoles, and Mr. Yingst shared he had expressed the Township's appreciation to Mr. Feather for this continued generous donation.

PAY BILLS: **MOTION** by Mr. Scott, second by Ms. Zimmerman 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 8:39 PM. The Regular Meeting was reconvened at 9:14 PM with the five Commissioners, Mr. Yingst, Mr. Sheffey, and Mr. Lamoureux present.

Shade Tree Commission: Mr. Scott asked the Commissioners to consider his desire for establishing an Annville Township Shade Tree Commission.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:18 PM.

Rex A. Moore, President

Nicholas T. Yingst, Secretary