

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS**

**February 1, 2016**

The February Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on February 1, 2016 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 Board Secretary; Bernard Dugan, Chief of Police; Corey Lamoureux, Township Solicitor; Paul Longenecker, Union Hose Fire Company; Marylouise Sholly, *The Lebanon Daily News*; Wayne Rullo, Church Street; Larry and Millie Kish, Maple 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 the following comments were noted:

Trash Fees and Snow Placement: Dean Wolfe of West Main Street asked to address the Board concerning two matters. First, Mr. Wolfe asked why the residential trash fees were increasing in 2016. Mr. Yingst noted that the Township's contract with Lebanon Farms Disposal for residential trash and recycling collection was renewed the previous summer and represented an increase over the previous contract. It was also noted that the increase for an Annville Township resident would be \$3 per quarter. Mr. Wolfe then asked if there was an ordinance in place pertaining to where residents may place removed snow, stating that a neighbor of his had pushed snow to the corner of the property and it impaired the sightlines of motorists. Police Chief Dugan recalled that he had been contacted by Mr. Wolfe about this concern and that he, in turn, had reached out to the neighboring property owner, Eugene Martin, about this matter. Police Chief Dugan reported that Mr. Martin had expressed a willingness to cooperate and had indicated he would be working to reduce the height of the snow pile. Mr. Wolfe indicated that the height of the snow pile had subsequently been reduced and that visibility at that intersection due to snow was no longer a concern.

**APPROVAL OF MINUTES:** MOTION by Mr. Scott, second by Mr. Embich to approve the minutes of the Regular Meeting held January 4, 2016 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for January 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. Upon review of the report, Ms. Zimmerman asked who was responsible for the street lights that were noted as being out. Because the report stated the Public Works Department would be repairing these street lights, Mr. Yingst indicated they were likely the lights in the downtown area for which the Township was responsible. Mr. Scott then stated that a word of appreciation was in order for the Public Works Department for their hard work in opening Township streets and the subsequent cleanup after the previous month's blizzard. Ms. Zimmerman agreed, but stated that she heard a number of concerns from residents shortly after the storm about the timing of alleys being opened up for cars parked in

**WORK DONE FOR JANUARY 2016**

- (1) **BOLLARD REPAIRS** 4 repairs this month.
- (2) **POTHOLES** We will be looking for potholes when snow starts to melt and make a list up.
- (3) **LIGHTS** We have 3 lights out; will repair when snow melts.
- (4) **SNOW** (See Attachment)
- (5) **DUMPSTERS** I would like to keep dumpster schedule same as last year Wed. 1200-1800 and Sat. 0600-1200.
- (6) **TREE'S** We picked 200 Christmas tree's up; we will chip them at park at a later date.
- (7) **VEHICLE MAINT** Serviced 50% of highway equipment; will finish at a later date due to snow storm.
- (8) **MS4** No storm drains have been checked. We will be monitoring them for water build up due to snow pack melt.
- (9) **2017 RATES** I think we should look at increasing the rate for 2017 for leaf picking, since we are getting a new picker. I would recommend a \$20 an hour increase which would bring the rate to \$125 an hour.

## **JANUARY SNOW STORM OF 2016**

### **January 23**

LP, CK, JS, JV came in at 0400 hrs. And worked till 2400 hrs. For a total of 80 hrs.

At overtime rate Plowing snow with the following equipment.

We used AT 6 2000 international 5 ton dump for 20 hrs. 50 gals D. fuel 4 ton salt

We used AT 5 2009 ford f 350 dump for 20 hrs. 60 gals D. fuel 4 ton salt

We used AT 8 2015 ford f 350 dump for 10 hrs. 20 gals D. fuel

We used AT 3 1994 Chevy 3500 pickup for 20 hrs. 45 gals D. fuel

We used AT 15 2016 ford f 250 pickup for 10 hrs. 26 gals D. fuel

All this work was in the town

### **January 24**

LP, CK, JS, JV worked from 0000 hrs. And worked till 0800 hrs. For a total of 32 hrs.

At overtime rate. Plowing snow with the following equipment.

We used AT 6 2000 international 5 ton dump for 8 hrs. 25 gals D. fuel

We used AT 5 2009 ford f 350 dump for 8 hrs. 20 gals D. fuel

We used AT 15 2016 ford f 250 pickup for 8 hrs. 20 gals D. fuel

We used AT 3 1994 Chevy 3500 pickup for 8 hrs. 20 gals D. fuel

LP, CK, JS worked from 0800 hrs. To 2000 hrs. For a total of 48 hrs. Cleaning alleys  
with the following equipment

We used AT 5 2009 ford f 350 dump for 12 hrs. 20 gals D. fuel

We used AT 11 1998 1840 case skid loader for 12 hrs. 15 gals D. fuel

We used AT 10 1998 JCB 212S loader for 12 hrs. 18 gal's D. fuel

JV spent 12 hrs. on D/T sidewalks with the following equipment

2003 Troy built storm 7524 snow blower for 2 hrs. 3 gal's gas

All this work was in the town

## **January 25**

LP, CK, JS, JV worked from 0400 hrs. To 0600 hrs. For a total 8 hrs. Cleaning Plant roads up this is at over time rate for Authority with the following equipment

We used AT 5 2009 ford f 350 dump for 2 hrs.

We used AT 10 1998 JCB 212S loader for 2 hrs.

0600 hrs. To 1830 hrs. LP, CK, cleaning alleys for a total of 24 hrs. 16 hrs. Of this is

At Regular rate 8 hrs. Is at overtime rate

With the following equipment

We used AT 5 2009 ford f 350 dump for 12 hrs. 15 gals D.fuel 5 ton salt

We used AT 10 1998 JCB 212S loader for 12 hrs. 10 gals D.fuel

0600 hrs. To 1830 hrs. JV, JS, cleaned Town hall and D/T sidewalks for a total of 24

Hrs. 16 hrs. Of this is at regular rate 8 hrs. Is at overtime rate

With the following equipment

2003 Troy built storm 7524 snow blower for 3 hrs. 10 gal's gas

## **January 26**

0800 to 1000 Ck, JV, salted town for a total of 4 hrs. At regular rate 10 ton salt

We used AT 5 2009 ford f 350 dump for 2 hrs. 5 gals D.fuel 5 ton salt

We used AT 6 2000 international 5 ton dump for 2 hrs. 10 gals D.fuel 5 ton salt

0600 to 0800 LP cleaned Town hall lot and municipal lot for a total of 2 hrs. With

The following equipment

AT 10 1998 JCB 212S loader for 2 hrs.

1000 to 1430 LP, JS, CK, JV vehicle maintenance for a total of 16 hrs. A regular rate

1430 to 1730 JV, JS cleaned snow up around plant for a total of 6 hrs. At overtime rate

### **January 27**

LP, CK, JS, JV Removed snow from around town we spent a total of 20 hrs. And hauled 33 truckloads of snow to east maple St.

The following equipment was used

AT 5 2009 ford f 350 dump for 5 hrs. 10 gals D.fuel 10 loads of snow

AT 10 1998 JCB 212S loader for 5 hrs. 5 gals D.fuel

AT 8 2015 ford f 350 dump for 5 hrs. 8 gals D.fuel 10 loads of snow

AT 6 2000 international 5 ton dump for 5 hrs. 10 gals D.fuel 13 loads of snow

### **January 28**

LP, CK, JS, JV Removed snow from around town we spent a total of 20 hrs. And hauled 23 truckloads of snow to east maple St.

The following equipment was used

AT 5 2009 ford f 350 dump for 5 hrs. 5 gals D.fuel 5 loads of snow

AT 10 1998 JCB 212S loader for 5 hrs. 5 gals D.fuel

AT 8 2015 ford f 350 dump for 5 hrs. 8 gals D.fuel 10 loads of snow

AT 6 2000 international 5 ton dump for 5 hrs. 10 gals D.fuel 8 loads of snow

Vehicle maint LP, CK, JV total 3 hrs. OT

### **January 29**

LP, CK, JS, PC Removed snow from around town we spent a total of 22 hrs. And hauled 27 truckloads of snow to east maple St.

The following equipment was used

AT 5 2009 ford f 350 dump for 6 hrs. 10 gals D.fuel 10 loads of snow

AT 10 1998 JCB 212S loader for 6 hrs. 8 gals D.fuel

AT 8 2015 ford f 350 dump for 4 hrs. 2 gals D.fuel 6 loads of snow

AT 6 2000 international 5 ton dump for 6 hrs. 5 gals D.fuel 11 loads of snow

LP, JS Pushed snow off pool parking lot 1hr AT 10, AT3

### **January 30, 31**

2100 to 0700 LP, CK, JS, JV, Collins trucking cleared snow from main street

Annville used 4 guys 10 hrs. at ot rate

The following equipment was used

AT 10 1998 JCB 212S loader, 10 hrs. 5 gals of diesel fuel code 8571

AT 11 1998 1840 case skid loader 10 hrs. 20 gals of diesel fuel code 8541

AT 8 2015 ford f 350 dump 10 hrs. 5 gals of diesel fuel code 8720

5 fire police 10 hrs.

Used 5 ton of salt

Used 30 gals of diesel

Collins 2 trucks at 90\$ per/truck an hour 1 loader at 100\$ an hour

Hauled 85 loads of snow and worked 10 hrs.

Collins \$2800

### **January 31, February 1**

2100 to 0500 LP, CK, JV, PC, Collins trucking cleared snow from main street

Annville used 3 guys 8 hrs. at ot rate and PC reg rate

The following equipment was used

AT 10 1998 JCB 212S loader, 8 hrs. 5 gals of diesel fuel code 8571

AT 11 1998 1840 case skid loader 8 hrs. 20 gals of diesel fuel code 8541

AT 8 2015 ford f 350 dump 8 hrs. 5 gals of diesel fuel code 8720

3 fire police 6 hrs.

Used 1 ton of salt

Used 30 gals of diesel

Collins 2 trucks at 90\$ per/truck an hour 1 loader at 100\$ an hour

Hauled 65 loads of snow and worked 8 hrs.

Collins \$2240

garages. The Commissioners discussed with Mr. Yingst the system put in place for the removal of snow and the manner in which concerns were reported to the Township Office and ultimately to the Public Works Department. Mr. Longenecker noted that heavy rains were forecast for later in the week and asked about the measures being taken to ensure that stormdrains were unobstructed by snow. President Moore reported the Public Works Department has started on this process. Ms. Zimmerman then returned to the matter of snow removal from streets and inquired if the Public Works employees received training on clearing snow and Mr. Yingst responded that they availed themselves of numerous types of training throughout the year, including training relating to street maintenance. Pertaining to a question from Ms. Zimmerman regarding the widening of streets following the initial plowing, Mr. Longenecker shared his experiences operating a plow and the inherent difficulties and potential damage to equipment once melting causes the snow at the bottom of a pile to harden. The following items were then discussed in detail:

2<sup>nd</sup> Stage Blowers Drive Replacement: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Lively to authorize the expenditure of \$2,483 to North East Controls for replacement of the variable speed drive for the second stage blowers at the wastewater treatment plant (WWTP). Motion carried unanimously.

Post-Construction Stormwater Management Documents: With the WWTP improvements project completed, Mr. Lamoureux informed the Board that a number of stormwater management documents needed to be formally approved and executed by the Township and explained the purpose of these documents. At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Scott to approve and authorize execution by the appropriate Township officials of the following documents related to the WWTP improvements project: (1) the "Post Construction Stormwater Management Instrument Filing Notice", (2) the "Notice of Termination for a General or Individual National Pollutant Discharge Elimination System Permit for Stormwater Discharges Associated with Construction Activities", and (3) the "Instrument for the Declaration of Restrictions and Covenants". Motion carried unanimously.

2015 Chapter 94 Report Proposal: At the recommendation of the Township Authority, **MOTION** by Mr. Scott, second by Mr. Lively to authorize Gannett Fleming to prepare the 2015 Chapter 94 report for the WWTP at an estimated cost of \$3,400. Motion carried unanimously.

Request for Part-Time Hire: Mr. Yingst reported that Public Works Director Les Powell requested a temporary part-time employee be hired to assist with the continuing snow removal. Mr. Yingst noted there were sufficient funds in the budget for such a hire and that Mr. Powell recommended former Public Works employee Pierce M. Caplinger be hired for this position. **MOTION** by Mr. Embich, second by Mr. Scott to ratify authorization for the hiring of Pierce M. Caplinger as a part-time employee in the Public Works Department at a rate of \$10.85 per hour, effective January 29, 2016. Motion carried unanimously.

Public Safety: The Police Statistical Report for January 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
January 2016



- CALL FOR SERVICE 288
- ORDINANCE VIOLATIONS
  - ABANDONED VEHICLE 1
  - ANIMALS 3
  - BURNING 2
  - NOISE 1
  - ORDINANCE - OTHER 3
  - SIDEWALK-SNOW 2
- CRIMINAL ARRESTS 8
  - ADULT 7
  - JUVENILE 1

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- TOTAL TRAFFIC CITATIONS 31
- TOTAL WARNINGS 23
- TOTAL NON TRAFFIC CITATIONS 2
- TOTAL VEHICLE ACCIDENTS 10
  - REPORTABLE 1
  - NON REPORTABLE 5
  - HIT & RUN 4
- PARKING TICKETS ISSUED 6

**Accident Locations**

934/422 - 3  
439 E Main - 1  
1<sup>st</sup> Blk N 934 - 1  
215 E Main - 1  
200 Blk E Maple - 1  
1<sup>st</sup> Blk E Main - 1  
1<sup>st</sup> Blk S 934 - 1  
E Main/Streicher - 1



**ANNVILLE TOWNSHIP POLICE**  
**MONTHLY REPORT**  
**JANUARY 2016**  
**12/30/15 - 1/29/16**

<b>Call Type</b>	<b>Total Calls</b>
BACKGROUND INVESTIGATION	57
AMBULANCE CALL	29
TRAFFIC ENFORCEMENT - WARNING	23
TRAFFIC ENFORCEMENT - CITATION	20
ALARMS	12
PARKING COMPLAINT	11
SUSPICIOUS ACTIVITY	9
ASSIST OTHER POLICE	7
ACCIDENT, NON-REPORTABLE	5
ASSIST MOTORIST	5
DISABLED VEHICLE	5
HARASSMENT	5
PARKING ENFORCEMENT	5
ACCIDENT, HIT & RUN	4
CHILD CUSTODY	4
DOMESTIC DISPUTE	4
DRIVING COMPLAINT	4
ASSIST OTHER AGENCY	3
CIVIL MATTER	3
CRIMINAL MISCHIEF	3
FIRE CALL	3
FOOT PATROL - POLICE	3
NEIGHBORHOOD DISPUTE	3
ORDINANCE - OTHER VIOLATIONS	3
REPOSESSION	3
SIDEWALK/SNOW-ORDINANCE	3
THEFT - UNLAWFUL TAKING	3
TRAFFIC HAZARD	3
TRESPASS LETTERS	3
CHECK ON WELL BEING	2
DOG COMPLAINT	2
DRUG VIOLATION	2
DUI	2
MENTAL HEALTH	2

POLICE INFORMATION	2
VEHICLE COMPLAINT	2
ABANDONED VEHICLE	1
ACCIDENT, REPORTABLE	1
ADMINISTRATIVE FINGERPRINTING	1
ANIMAL COMPLAINT	1
BURGLARY	1
BURNING - COMPLAINT	1
BURNING - ORDINANCE	1
CHILD ABUSE	1
CHILD SEXUAL ABUSE	1
DISORDERLY CONDUCT	1
EXTRA PATROL REQUEST	1
FRAUD	1
HIGHWAY DEPARTMENT CALLOUT	1
LOST & FOUND	1
MISCELLANEOUS	1
NOISE COMPLAINT	1
PARKING- GENERAL INFO	1
PFA ORDER	1
PHONE SCAM	1
PUBLIC DRUNKENNESS	1
RECEIVING STOLEN PROPERTY	1
RENTAL PROPERTY REGISTRATION	1
SUSPICIOUS PERSON	1
THEFT - RETAIL	1
TRAFFIC COMPLAINT	1
TRAFFIC DEVICE COMPLAINT	1
TRESPASS, CRIMINAL	1
WARRANT	1
WIRES DOWN	1
<b>TOTAL CALLS</b>	<b>288</b>

Proposal to Make South Lancaster Street a One-Way Street: Mr. Scott reported on additional input he solicited and received regarding the proposal to make South Lancaster Street one-way from West Main Street south to West Queen Street. He specifically noted he recently canvassed the neighborhood that would be most effected by such a change several times in an attempt to discuss the proposal with residents. Based upon this canvassing, Mr. Scott reported that those residents closest to West Main Street were generally most supportive of the one-way. He also reported that the further south the residence was from West Main Street, the response of the resident tended to be more mixed, noting that concerns had been raised by some residents concerning access to their garages on West Cumberland Street. He then specifically reported on communications with property owners Adam Kirkessner, Ron Dowey, and Scott and Karen Mailen, and how their various opinions well represented the different viewpoints on the impact of the proposed change. Mr. Scott did note that those residents less inclined to support a one-way from West Main Street to West Queen Street were more inclined to accept a one-way that terminated at West Cumberland Street, and Mr. Embich noted that has been the usual terminus of the temporary one-way put in place in December when the Christmas tree is placed at the corner of West Main Street and South Lancaster Street. Mr. Scott indicated he thought this would be a good compromise, noting that it should still serve the purpose of regulating the speed and volume of traffic on South Lancaster Street. With no further comments noted, **MOTION** by Mr. Scott, second by Mr. Embich to authorize making the one-way on South Lancaster Street from West Main Street south to West Cumberland Street permanent, to authorize the Public Works Department to install the appropriate signage, and to instruct the Township Administrator to include this action in the next omnibus ordinance. Motion carried unanimously.

Spruce Street Bridge Weight Limit Signage: Mr. Embich reported on a large truck traveling southbound on Spruce Street and asked if the bridge weight limits were adequately posted. Mr. Yingst noted that the placement of these signs were based upon the recommendations of the bridge engineer. It was suggested, but not verified, that perhaps snow piles had obscured the sign. Mr. Embich also noted that the truck ultimately did not cross the bridge.

Regulating Parking of Trailers: Noting that several Commissioners had expressed concerns to him about trailers being parked on public streets and on public parking lots, Police Chief Dugan presented draft language to the Board intending to potentially regulate this issue via an ordinance. Mr. Embich asked if there were any provisions in the proposed language regarding the size of trailers and Police Chief Dugan indicated there were not, further noting that the violation would be based upon whether the trailer was connected to a towing vehicle. Ms. Zimmerman indicated her support for such an ordinance, noting that she has heard numerous complaints about trailers being parked on public streets. She also stated that she believed the existing ordinances need to be enforced more proactively by the Police Department. Mr. Scott asked if the 24 hour timeframe was long enough that was proposed for the ticketing of vehicles without valid registration or inspection parked on public streets. Police Chief Dugan noted that the 24 hour timeframe is specifically set by the Pennsylvania Vehicle Code concerning abandoned vehicles and was why that number was used. Regarding whether a time limit should be provided for the temporary parking of trailers, President Moore indicated he believed Cleona Borough did so in its trailer ordinance, and he noted some of the ways that trailer owners attempted to skirt this regulation. Police Chief Dugan stated he had not reviewed Cleona's ordinance but would do so and he noted that the timeframe in the ordinance language he was

proposing was specific to registration and inspection and not to the length of time the trailer could be on the street. With no further comments noted, **MOTION** by Mr. Lively, second by Mr. Scott to authorize the Chief of Police, the Township Administrator, and the Township Solicitor to work together to create an ordinance regulating the parking of trailers on public streets and on public parking lots and to authorize its advertisement for consideration at a future Regular Meeting. Motion carried by a vote of four to one, with President Moore, Mr. Scott, Mr. Lively, and Ms. Zimmerman voting in favor of the motion and Mr. Embich voting against the motion. Mr. Embich stated he voted against the motion because it would prohibit him from parking a trailer in front of his house that he uses to transport canoes. He also engaged Police Chief Dugan in a conversation regarding whether vehicles may be ticketed that block driveways. Mr. Embich reported he had been told by a police officer that such vehicles could not be ticketed and Police Chief Dugan indicated they could be, depending on the circumstances, and offered to discuss this with him in more detail at some point in the near future.

Local Technical Assistance Program (LTAP): Mr. Embich asked if further communication with LTAP was expected regarding potential pedestrian and bicycle matters in the Township. Mr. Yingst indicated that he believed it was not, due to LTAP not being involved in the type of involvement along state highways that was initially suggested for consideration. Mr. Embich noted his earlier suggestion of possibly designating an alternate bicycle route through town that avoided state highways, while further noting it would likely be a significant cost to the Township if it was to do so. He then briefly discussed the current use of Main Street and White Oak Street by bicyclists.

Property: Nothing to report this month, although Ms. Zimmerman noted she would be meeting with Mr. Yingst at some point in the future to discuss what this assignment entails.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for January 2016, a copy of which is attached hereto and made a part of these minutes. The following item was then discussed in detail:

Authorization of Payment for HMGP Demolition Project: Mr. Scott reported that upon review of the HMGP sites, the Township Engineer indicated that final completion has been achieved regarding demolition and that payment in full may be issued to Streamline Builders, Inc. for its work. **MOTION** by Mr. Scott, second by Mr. Embich to authorize payment to Streamline Builders, Inc. for its excavation and seeding work pertaining to the HMGP demolition project in the amount of \$16,390. Motion carried unanimously.

Finance: Mr. Embich reviewed the Financial Report for January, highlighting the total income and expenses for the first month of 2016. A copy of the report is attached hereto and made a part of these minutes. He then briefly commented on a recent article in *The Lebanon Daily News* comparing local property tax rates and the median assessed property value for each municipality.

Permits: The Permits Report for January 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes.

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February 1, 2016

**QUITTIE CREEK NATURE PARK**

The Quittie Park Committee of Friends of Old Annaville cancelled its January meeting which fell on the Sunday just after the Snow Emergency had passed.

**HMGP PROPERTIES**

Public Works put up snow fence along the sidewalk by the South White Oak Street property to prevent walkers and bikers from crossing the freshly seeded area.

Streamline builders returned after one of the rainstorms during January and determined that a couple of low spots still result in ponding. Brad Bingaman remarked that he would be back in the spring to add topsoil and reseed the low spots.

## Permits Report

Month of January 2016

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	<u>17</u>	<u>\$ 425.00</u>
Excavator Licenses issued	<u>4</u>	<u>\$ 100.00</u>
Total Tapping Fees Collected		_____

### Tapping Fees

### Building Permits

#1-16	106 Clay Court	Stone Hill Village, LLC	erect new structure
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### Curb/Sidewalk Permits

### Street-Cut Permits

### Burn Permit

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for January 2016, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

**Approval for Destination Annville's "Winterfest":** **MOTION** by Mr. Scott, second by Mr. Lively to authorize Destination Annville's "Winterfest" at Quittie Creek Nature Park to be held on February 28, 2016 from 1 PM until 4 PM. Motion carried unanimously.

**Public Works Assistance for "Winterfest":** **MOTION** by Mr. Scott, second by Mr. Lively to request that the Public Works Department consult with Destination Annville in advance of "Winterfest" regarding any assistance or preparation that might be needed. Motion carried unanimously.

**Approval for Destination Annville's "Sip and Stroll":** **MOTION** by Mr. Scott, second by Mr. Lively to authorize the use of Quittie Creek Nature Park as the location for Destination Annville's "Sip and Stroll" event on September 25, 2016 from 1 PM to 4 PM. Motion carried unanimously.

**Suspension of Certain Sections of the Township Code of Ordinances for "Sip and Stroll" Event:** Mr. Scott noted that several sections of the Township Code of Ordinances pertaining to the consumption of alcohol would need to be suspended specific to the "Sip and Stroll" event. **MOTION** by Mr. Scott, second by Ms. Zimmerman to suspend Section 6-202, pertaining to alcoholic beverages, possession of open containers, or consumption, and Section 16-101.M, prohibiting alcoholic beverages in public parks, of the Annville Township Code of Ordinances specific to the "Sip and Stroll" event in Quittie Creek Nature Park on September 25, 2016 from 12 Noon to 5 PM. The motion was then opened for discussion. Mr. Lively indicated he was not present when this matter was considered in 2015 for that year's "Sip and Stroll" and stated that he was not in favor of granting this requested suspension of the code again. He noted his opposition was due to the mixed message he believed it sent to the Township's youth and its inconsistency with the measures taken by the Police Department to ensure that alcohol is not consumed in Quittie Creek Nature Park. Mr. Embich noted his concurrence with Mr. Lively. President Moore then asked for the procedures Destination Annville would put in place to self-regulate this activity. Mr. Scott described that the purpose of the event was for sampling wine and beer and that, as was the case in 2015, identification would be required for all participating individuals and wristbands would then be issued, and only those adults with wristbands would be served alcohol. He also described the efforts Destination Annville would undertake to ensure that the event was contained within a certain portion of the park. Ms. Zimmerman expressed her concern that identification could be falsified and Mr. Scott replied that the sampling nature of the event would not be conducive to that sort of illicit activity. With no further discussion noted, a vote was called for on the motion and the motion was carried by a vote of three to two with President Moore, Mr. Scott, and Ms. Zimmerman voting in favor of the motion and Mr. Embich and Mr. Lively voting against the motion.

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

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)  
February 1, 2016**

The following activities are in the planning stages and are grouped by sponsor. Two require immediate action by the Board.

**DESTINATION ANNVILLE**

The group met on Thursday, January 14 to look ahead and plan events for the coming year.

**New Year's Eve:** Reflecting on the cancellation of their New Year's Eve event, they wondered whether it would be possible to hold it on Fountain Plaza. A bonfire could not happen, but the more central location, along with improved availability of parking, lighting, power and shelter made the idea attractive, they felt. There was a question as to whether portable fire pits could serve in place of the bonfire.

**Winterfest.** This event may get a new name. Currently planned for Sunday, February 28 from 1:00--4:00 PM at the Quarry Pond in Quittie Creek Nature Park--contingent, of course, on appropriate weather. Last year a Public Works crew had flooded the pond and cleared snow from the ice in preparation. This was not only greatly appreciated, it made the event possible. Destination Annnville would hope for such cooperation as might be necessary again this year.

**MOTION:** Approve Destination Annnville's request to stage their winter event during the month of February in Quittie Creek Nature Park, tentative date: Sunday, February 28, from 1:00--PM to 4:00 PM.

**MOTION:** Request the Department of Public Works to consult with Destination Annnville in advance of the event regarding any preparation that might be needed.

**Adult Easter Egg Hunt:** The week before Easter (March 27).

Participating businesses provide discounts on selected items; shoppers collect their eggs and chances on a gift basket to put them in. This event requires no particular Township involvement.

**Spring Scavenger Hunt: April 9.**

Another event designed to encourage people to visit downtown businesses. Again, the event needs no special Township services.

**Sip and Stroll: Quittie Creek Nature Park, Sunday, September 25, 1:00--4:00 PM.**

Invitations are ready to go to breweries and wineries. Permission is needed to suspend the prohibition on open containers of alcoholic beverages and to permit the presence of such beverages in Quittie Creek Nature Park. Destination Annnville hopes that the success of last year's event--in which the Quittie Park Committee of Friends of Old Annnville was an enthusiastic participant--will recommend granting these two requests.

**MOTION:** Approve Quittie Creek Nature Park as the location for Destination Annnville's *Sip and Stroll* event on Sunday, September 25, from 1:00--4:00 PM.

**MOTION:** Suspend **§6-202** and **§16-101-M** of the **Annnville Township Code of Ordinances**, which variously restrict or prohibit the consumption, possession, use, or distribution of alcoholic beverages on public property and in public parks, from 12:00--5:00 PM on Sunday, September 25, for that portion of the Quittie Creek Nature Park grounds needed to support Destination Annnville's *Sip and Stroll* event.



**3<sup>rd</sup> Annual Crock-Pot Cook-Off: Saturday, October 29.**

This highly successful event will be back. No extraordinary efforts from Township staff needed.

**Small Business Saturday: Saturday, November 26, 10:00 AM--4:00 PM.**

The Town Hall proved to be a fine location for the reception area--central and closer to the action. Destination Annville would like to reserve the space for this year as well.

**New Year's Eve: Annville's Fountain Plaza? TBA**

**ANNVILLE ACTIVITIES COMMITTEE**

**27<sup>th</sup> Annual Memorial Day Parade: Saturday, May 28, 9:00 AM.**

The first planning meeting will be Tuesday, February 2 at 7:00 PM.

**Santa's Arrival and Tree Lighting on the Square: Saturday, December 3**

Still plenty of time to prepare for this event.

**FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE**

**Historic Old Annville Day: Saturday, June 11, 2016**

The HOAD committee of FOOA has not met since last month, so nothing new to report.

**LEBANON VALLEY COLLEGE: Concert on the Quad, Thursday, June 30, 8:00 PM.**

The Harrisburg Symphony Orchestra returns to LVC's academic quad with a free public concert in honor of 240 years of US Independence and 150 years of LVC in Annville.

**DEPARTMENT OF POLICE: National Night Out Against Crime, Tuesday, Aug. 2**

Linda Bechtel will continue to organize this event.

**VISIT LEBANON VALLEY: Fireball Run(?), Tuesday, September 27 [TBA].**

If the organization behind this event chooses Annville for the finish line, a certain amount of organization and arrangements (close Main Street) will need to happen. So far, no word on where we stand as potential host for this reality show extravaganza.

**REPORTS OF SPECIAL COMMITTEES:**

**Executive Session:** Mr. Yingst reported that no Executive Sessions were held following the adjournment of the January 4, 2016 Regular Meeting. He also requested an Executive Session be held following the adjournment of the February Regular Meeting to discuss personnel matters.

**Planning Commission:** Mr. Yingst reported that the Planning Commission did not meet in January and that it is not expected to meet in February. The following item was then addressed by the Board:

**Reduction of Letter of Credit for Liberty Station:** At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Scott to authorize the reduction of the letter of credit pertaining to the Liberty Station development by \$129,449.25, or from \$404,187.46 to \$274,738.21. Motion carried unanimously.

**Economic Development:** Mr. Yingst reported that the next quarterly meeting of the Economic Development Authority is scheduled for March 22, 2016.

**Historic Architectural Review Board (HARB):** Mr. Embich noted that HARB did not meet in January but that it would be meeting in February. Mr. Scott reported there is a designated HARB page on the Township website and noted the items currently on it. He also asked Mr. Embich to inquire of the HARB members at the February meeting if they had any additional items or information they would wish to see included on the HARB page.

**Wage & Salary:** Nothing to report this month.

**Information Technology:** Mr. Scott reviewed the Information Technology Report for January 2016, 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 January 2016, a copy of which is attached hereto and made a part of these minutes.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for January 2016, a copy of which is attached hereto and made a part of these minutes. Mr. Scott noted there is a designated Stormwater Management page on the Township website and asked Mr. Embich to feel free to share with him any additional information he believed would be of benefit to include on that page.

**Zoning Ordinance Revision:** Mr. Scott thanked Ms. Zimmerman for her continued review and comments regarding the proposed revised zoning ordinance. He also reported he no longer believed an informal public meeting regarding the proposed ordinance would be necessary due to the requirement that all property owners affected by the changes in the ordinance, which likely would represent the vast majority of Township property owners, be notified of the required public hearing. Mr. Scott then briefly discussed the various timeframes set by the Pennsylvania Municipalities Planning Code that govern the review period by the Lebanon County Planning Department, the public hearing, and the adoption of the ordinance, with Mr. Lamoureux also

Thomas Embich

Agenda Items: VI – D, G & H

Date: January 28, 2016 report for February 1, 2016 Meeting

## **Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD**

1. No meeting in January; next meeting: February 8.

## **Item VI -G SPRUCE STREET BRIDGE**

1. Wilson Consulting (Mr. Bill Wilson) is still working on the scope of project submittal with McCormick-Taylor as the Penn DoT project review agent. No additional progress to report

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**SPECIAL COMMITTEE: INFORMATION TECHNOLOGY (J. Scott)**

**VI. - F**

February 1, 2016

**Website**

The work of restoring the website is now essentially complete. The developer has asked for a final list of items needing to be addressed before the entire project is considered finished. This list promises to be short and is in preparation.

## ITEM VI -H STORMWATER MANAGEMENT

1. The LCCWA met Jan 20, 2016 to review the proposed scope of work for the National Fish & Wildlife Foundation grant focused on multi-municipality compliance in Lebanon County. Representatives from LVC's Center for Municipal and Corporate Sustainability, Ms. Feather, and the Center for Watershed Protection, Mr. Seip & Ms. Schneider. Since that meeting a draft outreach letter was produced. The letter will be sent to all Lebanon County municipalities required to comply with the MS4 regulations. The letter requests participation and supply of geographic locations of their stormwater and information about any BMP's implemented.
2. Stormwater generated by the recent snow storm will be observed as it melts. A regional environmental group has raised a question about the amount of "road-salt" that might reach local streams and what environmental harm could result.

### **ACTION:**

"Develop, implement, and maintain" documents required to provide partial compliance:

1. Update our ordinance(s) for enforcement of the MS4 program as details of those requirements become available. This item is in process and revised ordinance should be available in early 2016.

providing comment. Regarding the proposed ordinance proper, Mr. Lively asked how current nonconforming uses and structures would be affected by it and Mr. Scott indicated these would be grandfathered by the new ordinance. Ms. Zimmerman also shared her amazement at the number of zoning districts the ordinance was proposing.

**Fire Department:** The Board noted the receipt of the January 2016 Monthly Statistical Report for the Union Hose Fire Company and Ms. Zimmerman reviewed the January 2016 Fire Department Report, a copy of which is attached hereto and made a part of these minutes.

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

**OLD BUSINESS:**

**Main Street and First Avenue Crosswalk:** Nothing to report this month.

**NEW BUSINESS:**

**Resolution No. 20160201-001 – Recognizing Lebanon Valley College’s 150<sup>th</sup> Anniversary:** Mr. Yingst presented proposed Resolution No. 20160201-001, recognizing the 150<sup>th</sup> anniversary of Lebanon Valley College. **MOTION** by Mr. Scott, second by Mr. Lively to adopt Resolution No. 20160201-001 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Revision to 2015 Audit Engagement Letter:** Mr. Yingst reported that Garcia Garman & Shea’s audit and preparation of the 2015 financial statements has begun and appears to be proceeding well. He further noted that, during this audit, it became apparent the single audit services included in the \$13,500 quote in the original engagement letter would not be necessary. As a result, he presented the Board with a revised engagement letter from the auditor reflecting this change in services, noting that it has been signed by President Moore, and that this would result in lower audit costs than initially anticipated. **MOTION** by Mr. Scott, second by Mr. Embich to ratify approval of and authorization for the signing of the revised 2015 audit and financial statement services engagement letter received from Garcia Garman & Shea, PC. Motion carried unanimously.

**Animals Ordinance:** Mr. Scott reported that, at the conclusion of its work on the zoning ordinance, the Zoning Ordinance Revision Committee set about to work on a proposed revision to the Township ordinance regulating animals. He noted that the Commissioners were provided with that draft ordinance and asked if they had any comments. Pertaining to a question Ms. Zimmerman had submitted to him prior to the meeting, Mr. Scott noted that the portion of the draft ordinance pertaining to dogs is short because the existing Pennsylvania dog law is extensive and the draft ordinance makes reference to this state law. Mr. Embich reflected on the difficulties Derry Township encountered enforcing regulations pertaining to cats when he was an elected official in that municipality. Mr. Scott briefly discussed the proposed regulations on cats, noting they addressed feral cats and that cats would not be required to be leashed. With no further discussion noted, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Chief of

## ITEM VI -H STORMWATER MANAGEMENT

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### **ACTION:**

**"Develop, implement, and maintain" documents required to provide partial compliance:**

1. Update our ordinance(s) for enforcement of the MS4 program as details of those requirements become available. This item is in process and revised ordinance should be available in early 2016.

## Fire Department Report

### Board of Commissioners

February 1, 2016

#### Annville Union Hose Fire Department Meeting

##### Annville Union Hose Company

January 7, 2016

This commissioner attended the meeting of the Union Hose Fire Department meeting in order to swear in the new officers of the department. Also, being sworn in were the officers of the Fire Police. The President of the company gave an update of a lawsuit filed against the company and the social club. The suit has been settled. The fire company has also learned they are in line for an inheritance amount to be determined from a resident of the township that passed away. A group of firemen requested permission and funds to attend a training workshop in the future. They were directed to present the necessary information to the officers to determine if the training is feasible.

#### A-C Merger Meeting

##### Cleona Fire Department

January 20, 2016

Tony Deaven held an informational meeting at the Cleona Fire Company concerning the merger of the Annville and Cleona Fire Departments. Three representatives of the areas represented were in attendance, as well as Rob Brady from the State. The Cleona Fire Chief came in near the end of the meeting. Tony gave a history of the merger, which began in 2011. The Union Waterworks Fire Company joined the merger in 2015. This meeting was to bring the fire company representatives up-to-date on the merger. The merger is an attempt to form a school-wide fire company.

An Intergovernmental Cooperation Agreement is going to be worked on among Annville Township, North Annville, South Annville, and Cleona. Local government representatives of each area will be elected or appointed for two year terms and will be non-voting representatives. Expectations from each area was discussed among the representatives at the meeting. The following requirements will be required for the merger: 1. an audit from the previous year; 2. a basic monthly report (which is already being done in Annville Township; 3. a year-to-date report and, 4. an annual report, (which is being done in Annville Township, also).

#### Merger Meeting

##### Annville Union Hose Fire Company

January 21, 2016

This meeting was attended by a committee of officers, community members and local government representatives of the four fire departments involved in the merger. Al Yingst will remain on the committee as a representative of the community. Meetings were changed to the third Tuesday of the month. The Operations Report was discussed, including the command structure and assignments for the year. The next meeting will be February 16, at 8 PM. Tony Deaven will attempt to get the State Representative Rob Brady to attend the meeting to answer questions the members have about the merger. Tony would like questions to be emailed to him beforehand.



**RESOLUTION NO. 20160201-001**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
EXTENDING RECOGNITION TO LEBANON VALLEY COLLEGE  
REGARDING ITS 150<sup>TH</sup> ANNIVERSARY**

**WHEREAS**, the Rev. L. W. Craumer, Rudolph Herr, George W. Hoverer, John H. Kinports, and George A. Mark, Jr., citizens of Annville, did purchase and subsequently donate the Annville Academy building on Main Street to the East Pennsylvania Conference of the Church of the United Brethren in Christ on the condition "that they would establish and maintain forever an institution of learning of high grade"; and

**WHEREAS**, this act of foresighted citizenship did secure for Annville the presence of the institution of higher learning known as Lebanon Valley College; and

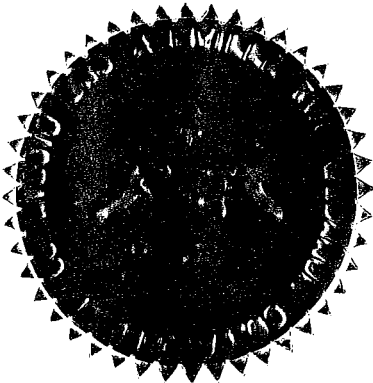
**WHEREAS**, Lebanon Valley College early recognized the need to extend the benefits of education to all citizens and distinguished itself among academic institutions east of the Alleghenies by being the first to admit both men and women to its inaugural class; and


**WHEREAS**, Lebanon Valley College has prospered along with the town for the past one hundred fifty years; and

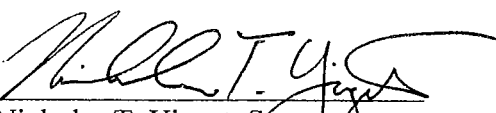
**WHEREAS**, Annville Township now wishes to celebrate the presence of Lebanon Valley College upon this occasion.

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that Lebanon Valley College be recognized for its many achievements over the years upon the celebration of its 150<sup>th</sup> anniversary.

**ADOPTED** this first day of February, 2016.



  
Rex A. Moore, President

Attest:   
Nicholas T. Yingst, Secretary

Police, the Township Administrator, and the Township Solicitor to work together to create an ordinance regulating animals and to authorize its advertisement for consideration at a future Regular Meeting. Motion carried unanimously.

**2016 Blizzard:** The following items pertaining to the previous month's snow storm were addressed:

**Contracting for Removal of Snow from Downtown:** **MOTION** by President Moore, second by Mr. Scott to ratify authorization for contracting with Collins Trucking from January 30, 2016 through February 1, 2016 for the removal of snow along Main Street from King Street to College Avenue at a cost of \$100 per hour for a loader and \$90 per hour for a dump truck. Motion carried unanimously.

**Snow Removal Costs Submitted for Reimbursement:** Mr. Yingst reported briefly on the status of the total municipal costs requested by the Lebanon County Emergency Management Agency (EMA) as part of the process for determining if the state (and ultimately certain municipalities) will receive federal assistance for expenses incurred as a result of the blizzard. He indicated the costs being requested by EMA are to represent the greatest amount of expenses incurred by the municipality for snow removal over a 48 hour period and he anticipated providing this information to EMA in the next few days. Mr. Longenecker asked to speak and inquired why the contracted snow removal was only for a designated part of town. He noted he did not think this was fair, especially to those property owners and residents outside of the downtown area who paid for their snow removal. President Moore noted that the Township's costs for weekend snow removal would likely be reimbursed and the scope was based, in part, on the amount of assistance that could be received from Collins Trucking as that firm had snow removal obligations throughout the week elsewhere. He also noted that Public Works employees had been clearing access to crosswalks in this area of town and contracting with Collins Trucking to remove snow relieved some of this burden so the Public Works Department could better focus on the Township's streets. President Moore expressed his belief that Public Works employees had been removing snow from the crosswalk access points since the Streetscape project had been completed more than a decade ago and perhaps it was time to communicate to downtown property owners that this was no longer feasible. He added that Public Works employees also opened the access points to these downtown crosswalks for greater ease for those students who walk to school. Ms. Zimmerman expressed her frustration that these crosswalks and Streetscape bumpouts, along with the sidewalks themselves, were not being cleared by the adjacent property owners. She also stated her opinion that violators should be fined and not warned. Ms. Zimmerman and President Moore then discussed the Township's snow removal efforts, with the former indicating her belief that it could have been done better and the latter disagreeing. There was also a discussion of the number of designated Sewer Department employees and designated Highway Department employees before these departments were consolidated into a single Public Works Department several years prior. Ms. Zimmerman then expressed her frustration regarding off-street parking for rental units and there was a brief discussion concerning the potential difficulties inherent in trying to monitor and enforce such a provision. Mr. Longenecker then returned to the matter of contracted snow removal for a specific part of town and repeated his belief that this was unfair.

Mr. Longenecker and Mr. Rullo left the Regular Meeting at 8:59 PM.

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich submitted and reviewed the GLRA Report for January 2016, a copy of which is attached hereto and made a part of these minutes.

**Swatara Sojourn Proclamation:** Mr. Embich noted the dates for the 2016 Swatara Creek Sojourn Days and asked that a proclamation recognizing this event be placed on the agenda for the March Regular Meeting.

**Donation to Fire Police:** President Moore reported that several fire police had assisted with the nighttime directing of traffic during the snow removal efforts of the previous weekend. He noted that the Fire Department had asked if the Township would pay the fire police for this service and President Moore indicated that, unlike other costs related to snow removal over the weekend, fire police expenses were not reimburseable and the Township had not paid them for traffic control services in the past. However, he did note that the fire police were extremely helpful during the snow removal and their assistance greatly contributed to the cleanup effort by allowing Public Works employees to focus on snow removal instead of traffic control, and he asked the other Commissioners if a donation would be an appropriate way to show appreciation. Mr. Scott indicated his support for a donation, as did Ms. Zimmerman, with the latter noting her concern that the donation be specified as going to the fire police to ensure they receive it. After some discussion regarding an appropriate amount, Millie Kish of Maple Street suggested \$500 and the Commissioners concurred. **MOTION** by Mr. Embich, second by Ms. Zimmerman that the Township donate \$500 to the Union Hose Fire Company for the assistance provided by the fire police directing traffic during the previous weekend's nighttime snow removal and that this donation be earmarked for the fire police. Motion carried unanimously.

**Appointment of Alternate Voting Delegate to the Lebanon County TCC and EIT Board:** **MOTION** by Mr. Scott, second by Mr. Embich to appoint Donald Umberger as Alternate Voting Delegate to the Lebanon County Tax Collection Committee (TCC) and Earned Income Tax (EIT) Board for 2016. Motion carried unanimously.

**CORRESPONDENCE:** The Board was informed of the following items of correspondence received since its January Regular Meeting:

**Lebanon Valley College Donation:** Mr. Yingst reported that a check in the amount of \$11,450 was received from Lebanon Valley College representing the second half of the college's annual donation to the Township for the 2015/2016 academic year.

**Codification Services:** Mr. Yingst reported that the Township's provider for codification services, Keystate Publishing, Inc., has announced that it will cease operations effective March 31, 2016. He also noted that he has received correspondence from another codification services company, General Code, requesting a meeting and Mr. Yingst inquired if the Commissioners were interested in having him partake in such a meeting. They indicated their concurrence and Mr. Yingst said he would respond accordingly to General Code.

## **Greater Lebanon Refuse Authority (GLRA)**

### January 2016 activities

GLRA met on January 5, 2016, the agenda for that meeting, minutes of the December 2015 meeting, and other pertinent reports are available.

On January 28, 2016, Mr. Taylor, Exec. Director conducted a “new Authority member” courtesy tour of the facility for me. We covered the history of the landfill development, the gas collection and energy production facilities, now under a PPL /Talon Energy subsidiary, reviewed the leachate collection and pumping facilities, the general plans for future expansion and borrow areas management, and the on-going stream and “biological treatment” system management.

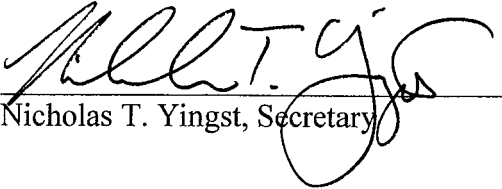
The revenue is currently adequate to also carry a future capital/expansion program without stressing the users. Future waste load reduction is anticipated by diversion to more recycling options, although a slight reduction in the nature of electronic recyclables will be instituted by May 2016.

As a result of the electronics recycling changes, Annville Township’s 2016 newsletter will carry a public information article reflecting the changes in the GLRA program.

The next GLRA meeting is Feb. 02, 2016, 7PM.

**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.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:10 PM.

  
\_\_\_\_\_  
Nicholas T. Yingst, Secretary

  
\_\_\_\_\_  
Rex A. Moore, President