

**ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
Agenda – April 4, 2016**

- I. Call to Order – 7:30 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Approval of Minutes
 - A. Regular Meeting – March 7, 2016
- V. Reports of Standing Committees
 - A. Public Works
 - Second Stage Blowers
 - Portable Sampler
 - Wet Well Cleaning
 - Modification of Debt Obligation Agreement
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation/Hazard Mitigation Grant Program (HMGP)
 - *Get Outdoors (GO) Lebanon!*
 - E. Finance
 - F. Permits
 - G. Annville Activities
- VI. Reports of Special Committees
 - A. Executive Session
 - B. Planning Commission
 - C. Economic Development
 - D. Historic Architectural Review Board (HARB)
 - Replacement of Windows at 146 West Main Street
 - E. Wage & Salary
 - F. Information Technology
 - G. Spruce Street Bridge
 - H. Stormwater Management
 - I. Zoning Ordinance Revision
 - J. Greater Lebanon Refuse Authority (GLRA)
 - K. Fire Department
- VII. Old Business
 - A. Main Street and First Avenue Crosswalk
 - B. One-Way on South Lancaster Street
 - C. Proposed Ordinance No. 647 – Regulating Parking of Trailers
 - D. Regulating Animals

- VIII. New Business
 - A. Purchase of Street Sweeper
 - B. Intermunicipal Agreement with Cleona Borough Authority for Street Sweeping
 - C. Proposed Resolution No. 20160404-001 – Designation of Agent for Winter Storm Jonas
 - D. Personnel Matters
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

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

April 4, 2016

The April Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on April 4, 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; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Bernard Dugan, Chief of Police; Timothy D. Sheffey and Corey Lamoureux, office of the Township Solicitor; Merriell Moyer, *The Lebanon Daily News*; Gary and Shelva Kotsch, East Main Street; Larry and Millie Kish, Maple Street; Dean Wolfe, West Main Street; and Andrew Godleski, Shalique Hillesheim, Mike Mungo-Puglisi, Dustin Shepler, Marc Siebert, Trevor Skripko, Logan Stover, Mike Wakalowski, and Treyvon White, students at Lebanon Valley College (LVC).

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:

Left-Turn Arrow at Town Square Traffic Signal: Dean Wolfe asked to address the Board concerning the lack of a left-turn arrow at the town square traffic signal for northbound and southbound traffic on Route 934 wishing to turn onto Route 422. Mr. Yingst discussed at length the process for receiving authorization for such a left-turn signal, noting it required the approval of the Pennsylvania Department of Transportation (PennDOT) based upon traffic studies that met its criteria. He further indicated these traffic studies cost several thousand dollars and, when conducted in the past, always fell short of required PennDOT criteria. Mr. Yingst reported that, per his conversation with the Township Engineer, a recent traffic study was performed just to the west of town on Route 422 and indicated the volume of traffic necessary to meet PennDOT criteria would likely not be achieved at present. In order to be prudent with municipal tax dollars and to allow for additional development that might enable these parameters to be met, Mr. Yingst reported that in 2015 the Township applied to the Lebanon County Metropolitan Planning Organization for funding to perform such a traffic study in the future as part of the 2017-2020 Transportation Improvement Program. Mr. Embich noted that, due to the reconstruction of the Route 934 bridge over the railroad tracks that began earlier in the day and will last for several months, it would not make sense to conduct a traffic study at present. In response to Mr. Wolfe's disbelief that a traffic study would not meet PennDOT criteria, Mr. Scott noted the volume of traffic on Route 934 is very sporadic, resulting in times of the day when the volume is very heavy but significant portions of the day when there is very little volume, and that this has been a contributing factor as to why PennDOT criteria has not been met. Mr. Scott also referenced the former traffic signal at the intersection of Route 422 and Earl Drive in Palmyra Borough that has been taken out of commission due to a lack of sufficient traffic volume.

APPROVAL OF MINUTES: **MOTION** by Mr. Scott, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held March 7, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for March 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:

Second Stage Blowers: At the recommendation of the Township Authority, who noted that the actuator boards for the second stage blowers at the wastewater treatment plant (WWTP) have been replaced and are now functioning properly, **MOTION** by Mr. Embich, second by Mr. Scott to authorize payment of the outstanding invoice to North East Controls in the amount of \$2,184 for costs associated with the actuator boards for the second stage blowers. Motion carried unanimously.

Portable Sampler: At the recommendation of the Township Authority and noting that quotes were sought from three vendors, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the purchase of a portable sampler, charger, and batteries from Hach at a cost of \$3,788.30. Motion carried unanimously.

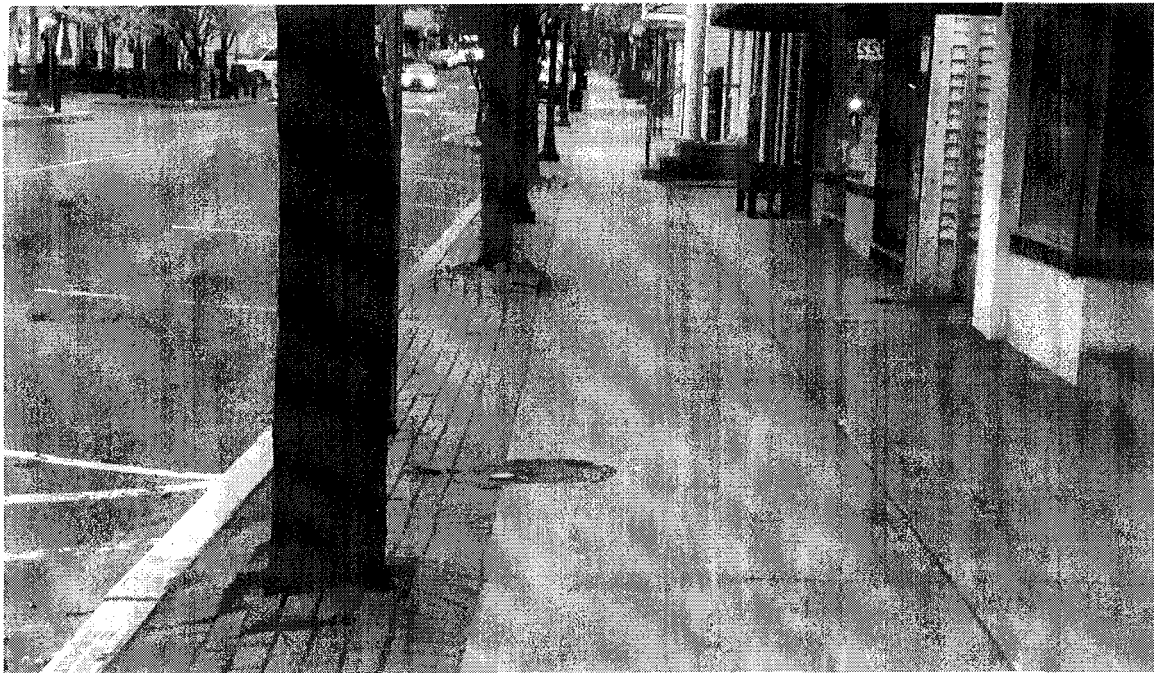
Wet Well and Septage Station Cleaning: At the recommendation of the Township Authority and noting that quotes were sought from three vendors, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the cleaning of the wet well and septage station at the WWTP by USG at a cost of \$200 per hour. Motion carried unanimously.

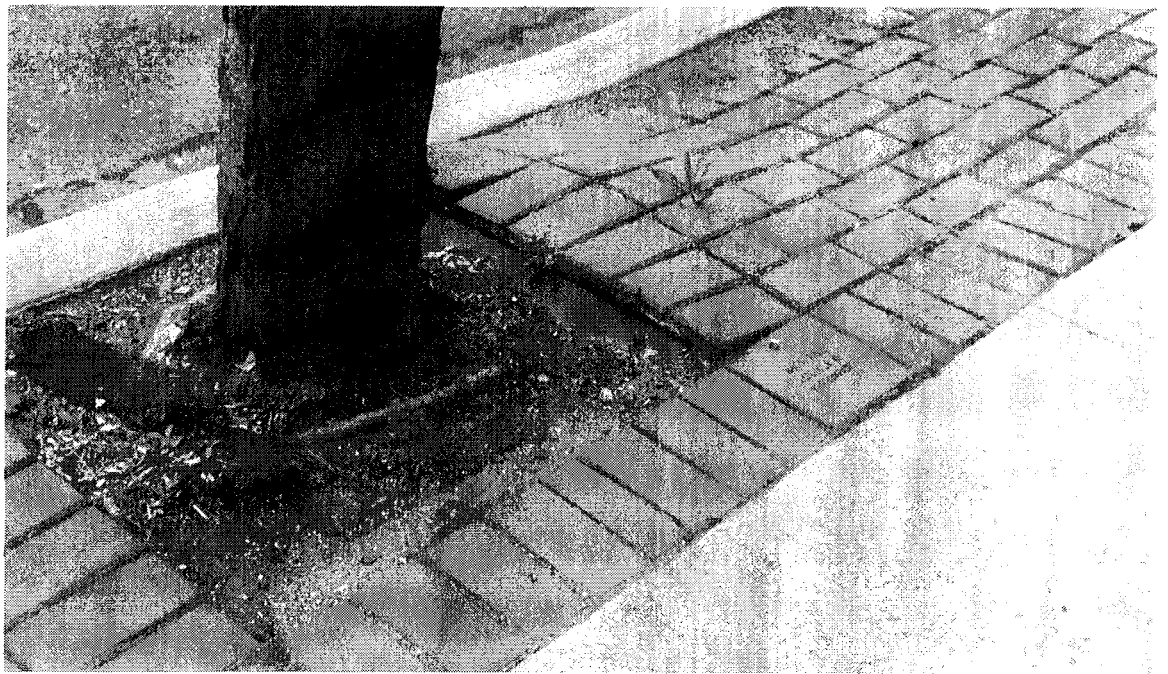
Modification of Debt Obligation Agreement: Mr. Yingst presented the Modification of Debt Obligation Agreement and Final Amortization Schedule received from the State now that the WWTP improvements project has been completed. He noted the total amount of debt has been reduced from its original estimated amount of \$13,490,306.00 to \$13,004,801.84, or by approximately 4%, and the monthly payment amount has been reduced from \$69,046.70 to \$65,820.77. Mr. Embich and Mr. Yingst then discussed the current outstanding principal balance of the loan and the amount of the final payment, noting that these amounts were \$11,534,877.02 and \$65,821.25, respectively. **MOTION** by Mr. Scott, second by Ms. Zimmerman to approve the Modification of Debt Obligation Agreement as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Deed of Dedication and Bill of Sale and Agreement and Grant of Sewer Easement: Mr. Sheffey presented and explained both a Deed of Dedication and Bill of Sale as well as an Agreement and Grant of Sewer Easement pertaining to the completion of a portion of the sewer collection system on the property of the Annville WWTP. In response to a question from Mr. Embich, Mr. Sheffey noted that the collection system is owned by North Annville Township and conveys wastewater from properties in North Annville Township to the Annville WWTP, and that the purpose of these documents was specific only to the portion of the North Annville Township collection system located on the property of the WWTP. **MOTION** by Mr. Scott, second by Mr. Embich to approve the Deed of Dedication and Bill of Sale and the Agreement and Grant of Sewer Easement as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

WORK DONE FOR MARCH 2016

- (1) **BOLLARD REPAIRS** 4 repairs this month.
- (2) **D/T LIGHTS** Replaced 3 light bulbs.
- (3) **SWEEPING** Spent 24 hrs. sweeping.
- (4) **STORM DRAINS** The system has been inspected by plant staff.
We have to clean about 25 catch basins out.
- (5) **DUMPSTER** Opened on April 2nd.
- (6) **POTHoles** We will be fixing potholes around town as soon
as plant opens up.
- (7) **D/T TREES** The tree's in the D/T area are getting very big
and starting to push the bricks up. I am not sure what could be done about
this but remove the bricks. Another concern is that we have electric that
runs along curb line in PVC pipe. I am not sure if the roots will damage
pipes and break electrical lines.





Downtown Bricks: Mr. Scott referred to a portion of the Public Works Report which noted some of the trees in the downtown area are pushing up the decorative bricks between the sidewalk and the curb. He suggested the Public Works Department be authorized to remove these bricks and Ms. Zimmerman inquired as to where these bricks would be moved. Mr. Scott proposed they could be stored at the WWTP and used as spares to replace those bricks that may become damaged in the future. Mr. Embich suggested that no bricks designating those persons who donated to the Streetscape project be removed and Mr. Scott agreed. In response to a question from Mr. Wolfe, Mr. Scott noted that the trees and bricks are the responsibility of the Township, as well as any damage the trees may cause to adjacent sidewalks. At the concurrence of the Commissioners, Mr. Yingst then indicated he would communicate their wishes to the Public Works Superintendent.

Public Safety: The Police Statistical Report for March 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Property: Ms. Zimmerman reported that prior to the Regular Meeting she and Mr. Yingst briefly reviewed the responsibilities associated with this assignment.

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

Get Outdoors (GO) Lebanon!: Mr. Scott shared information received from the Lebanon County Library System and WellSpan Good Samaritan Hospital requesting that a letterbox on a post be installed in Quittie Creek Nature Park for *GO Lebanon!* **MOTION** by Mr. Scott, second by Mr. Embich to authorize the installation of a letterbox on a post within Quittie Creek Nature Park for *GO Lebanon!* from late-May 2016 until mid-August 2016. Motion carried unanimously.

Handicapped-Accessible Fishing Site: Mr. Scott provided an update on the possibility of installing a handicapped-accessible fishing site at the eastern end of Quittie Creek Nature Park. He reported that recent conversations with the Pennsylvania Department of Conservation and Natural Resources (DCNR), from whom grant monies were potentially being sought, has been discouraging, noting that DCNR would like the Township to apply for more grant funds—meaning a project with a larger scope—than he and the Quittie Park Committee (QPC) of Friends of Old Annville think is necessary. He noted that the engineer's plan for the site and a cost estimate of the necessary work had been provided to the Commissioners and asked for their advice on how to proceed, further noting that about \$1,000 had been spent to date as part of the planning process and was not reimburseable even if the grant was awarded for this project. Mr. Scott also reported that, based on these recent communications from DCNR, the QPC was leaning toward staying out of the grant process entirely while still proceeding with the project. Ms. Zimmerman indicated her support for the QPC proceeding accordingly. Gary Kotsch asked to speak and inquired as to what level of handicapped compliance would be achieved for this site and Mr. Scott indicated it would be accessible according to the Americans with Disabilities Act. With no further comments noted, Mr. Scott indicated that he would report back to the QPC on the Commissioners' discussion.



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
March 2016



- CALL FOR SERVICE 325
- ORDINANCE VIOLATIONS
 - ABANDONED VEH 4
 - ANIMALS 6
 - PUBLIC DRUNKENNESS 2
 - RENTAL LICENSE ENFORCEMENT 6
 - SOLICITING 2
 - UNDER AGE DRINKING 1
- CRIMINAL ARRESTS 12
 - ADULT 12
 - JUVENILE 0

- TOTAL TRAFFIC CITATIONS 22
- TOTAL WARNINGS 45
- TOTAL NON TRAFFIC CITATIONS 13
- TOTAL VEHICLE ACCIDENTS 12
 - REPORTABLE 2
 - NON REPORTABLE 6
 - HIT & RUN 4
- PARKING TICKETS ISSUED 33

Accident Locations

1 @ 600 Blk E Main
1@ 300 Blk E Main
1 @ 100 Blk E Main
1 @ Main & RR
1 @ N King & W Main
1 @ 1st Blk S White Oak
2@934 & Leb Alley
1 @ 1st Blk S King
3@ 934&422

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
March 2016
3/1/2016-3/30/2016

Call Type	Total Calls
BACKGROUND INVESTIGATION	54
TRAFFIC ENFORCEMENT - WARNING	45
PARKING ENFORCEMENT	33
TRAFFIC ENFORCEMENT - CITATION	22
ASSIST OTHER POLICE	18
AMBULANCE CALL	17
DRIVING COMPLAINT	7
ALARMS	7
SUSPICIOUS ACTIVITY	6
RENTAL LICENSE ENFORCEMENT	6
ACCIDENT, NON-REPORTABLE	6
POLICE INFORMATION	5
PARKING COMPLAINT	5
CHECK ON WELL BEING	5
SUSPICIOUS VEHICLE	4
PHONE SCAM	4
HARASSMENT	4
DOG COMPLAINT	4
ASSIST OTHER AGENCY	4
ACCIDENT, HIT & RUN	4
ABANDONED VEHICLE	4
TRAFFIC COMPLAINT	3
LOST & FOUND	3
CIVIL MATTER	3
SUSPICIOUS PERSON	2
SOLICITING - ORDINANCE	2
REPOSESSION	2
RECON. ACCIDENT TEAM ASSISTANCE	2
PUBLIC DRUNKENNESS	2
NEIGHBORHOOD DISPUTE	2
LANDLORD/TENANT ISSUE	2
FIRE CALL	2
DRUG VIOLATION	2
DOMESTIC DISPUTE	2

BAD CHECKS	2
ASSIST MOTORIST	2
ANIMAL COMPLAINT	2
ACCIDENT, REPORTABLE	2
WIRES DOWN	1
VEHICLE COMPLAINT	1
UNDERAGE DRINKING	1
UNAUTHORIZED USE OF MOTOR VEHICLE	1
TRESPASS, CRIMINAL	1
TRESPASS LETTERS	1
TRAFFIC HAZARD	1
TRAFFIC CONTROL - OTHER	1
THEFT - LEASED PROPERTY	1
THEFT - DECEPTION	1
ROAD CLOSURE	1
REQUEST FOR AID	1
PARKING- GENERAL INFO	1
MISSING PERSON	1
MENTAL HEALTH	1
MAIL SCAM	1
JUVENILE COMPLAINT	1
FRAUD	1
FOOT PATROL - POLICE	1
FALSE FIRE ALARM	1
EXTRA PATROL REQUEST	1
DISORDERLY CONDUCT	1
CRIMINAL INVESTIGATION	1
ADMINISTRATIVE FINGERPRINTING	1

Total Calls	325
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ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: PARKS AND RECREATION / HMGP (J. Scott)

April 4, 2016

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, April 3.

The committee is looking ahead to the United Way Day of Caring coming up on Saturday, April 23. Some 40 honor students from Palmyra High School are expected. Plans are to ask these volunteers to mulch the trail in Quittie Park East. Public Works has piled mulch at the eastern and western ends of this trail. Supervisor Powell has contacted Dave Gill about borrowing wheelbarrows.

Public Works Supervisor Powell has hemlock eradication using a glyphosate product on the work schedule for this month.

A Public Works crew has installed two PVC drains in the so-called Frog Pond area (actually a spring outflow wetland) by the lime hill. Water collecting there no longer overflows the trail. They placed fresh mulch over the former mud holes. This should be a long-term solution for what has been a persistent problem in the past.

The "Ray Swingholm Bridge" sign from the south end of the bridge awaits its return. Mike Schroeder has given it to Kathy Moe for repair. FOOA will reinstall it and will do so in due course.

Plans for the ADA accessible fishing spot in Quittie Park East have gone forward. On Thursday, March 10, Commissioner Scott and FOOA Park Committee member Kathy Moe met with local DCNR Coordinator Lori Yeich who outlined the grant application process. Scott and Moe then met with Steckbeck engineer Josh Weaber at the site on Monday, March 14. Mr. Weaber delivered a set of plans (copy attached) on Wednesday, March 30, which Commissioner Moore passed on, to Brad Bingaman of Streamline Builders and Joe Hoffer of Hoffer paving for cost estimates. These may be available for our meeting, just not for this report.

Melanie Wells, Community Wellness Coordinator for WellSpan Good Samaritan Hospital has written requesting to use Quittie Park as one of fifteen sites for a planned *Get Outdoors* program in conjunction with the National Summer Reading Program supported by local libraries. The following excerpt comes from her letter of March 15:

Based on the award-winning GO York! program (now entering its 9th summer), GO Lebanon! will encourage children and parents to get outdoors and be physical by engaging in an adaptation of letterboxing, a hobby in which participants must follow written clues to locate hidden items. The 2016 program – entitled GO and Be Active! – will require participants to follow written clues and locate fifteen (15) "activities" – wooden posts with an etched Plexiglas plate attached to them – hidden in various parks and along trails in Lebanon County.

Over the last month, an ad hoc committee has met to plan the 2016 program and identified Quittie Creek Nature Park as one potential location in which a GO Lebanon! post could be hidden. With your permission, the committee would like to place a 4"x4" post, approximately 3-4 feet tall with a slanted board affixed to its top, in Quittie Creek Nature Park. A unique etching plate would be secured to the slanted board and participants would use crayons or colored pencils to "rub" an etching of the picture into their program guide. The post would be placed in the ground just prior to the start of the program on June 1, 2016 and be removed upon its conclusion in mid-August.

MOTION: Permit the GO Lebanon! program to place one of its posts in Quittie Creek Nature Park at a location suitable for this purpose and approved by the Superintendent of Public Works.

HMGP PROPERTIES

Township Administrator Yingst is initiating the final audit process with PEMA/FEMA.

PROGRESS
PRINT -
NOT FOR
CONSTRUCTION

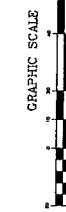
DATE	BY	REVISION

PRELIMINARY/FINAL LAND DEVELOPMENT PLAN
CITY OF LEBANON
Lebanon, Pennsylvania 17042
GUTHRIE/PAWILLA FISHING AREA
LAYOUT PLAN

Shoemaker Engineering & Surveying, Inc.
200 North 10th Street, Suite 200
Lebanon, Pennsylvania 17042
Tel: (717) 272-2568
Fax: (717) 272-2568
E-Mail: info@seandesign.com

FIELD CDR: M.J. JEC	DATE: 03/29/18
BASE MAP: ACC	CHECKED: SAS
TRAINING: CDS	DATE: 03/29/18
DESIGN: CDS	SCALE: 1"=20'
PROJECT #1718-14-001	

1
OF 3 SHEETS

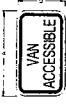
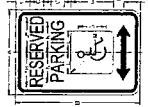


SIGNAGE LEGEND	
SYMBOL	DESCRIPTION
1	STOP SIGN
2	HANDICAP SIGN
3	PAVING SIGN
4	PAVING SIGN
5	PAVING SIGN
6	PAVING SIGN
7	PAVING SIGN
8	PAVING SIGN
9	PAVING SIGN
10	PAVING SIGN

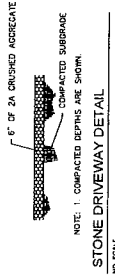
PROPOSED FEATURES	
SYMBOL	DESCRIPTION
1	PROPOSED BULB PILE
2	PROPOSED BULB PILE
3	PROPOSED BULB PILE
4	PROPOSED BULB PILE
5	PROPOSED BULB PILE
6	PROPOSED BULB PILE
7	PROPOSED BULB PILE
8	PROPOSED BULB PILE
9	PROPOSED BULB PILE
10	PROPOSED BULB PILE

EXISTING FEATURES	
SYMBOL	DESCRIPTION
1	EXISTING BULB PILE
2	EXISTING BULB PILE
3	EXISTING BULB PILE
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10	EXISTING BULB PILE

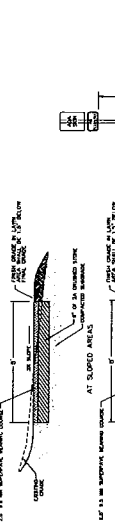
EXISTING FEATURES	
SYMBOL	DESCRIPTION
1	EXISTING BULB PILE
2	EXISTING BULB PILE
3	EXISTING BULB PILE
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5	EXISTING BULB PILE
6	EXISTING BULB PILE
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9	EXISTING BULB PILE
10	EXISTING BULB PILE



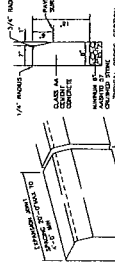
VAN ACCESSIBLE ADA SIGNAGE
NO SCALE



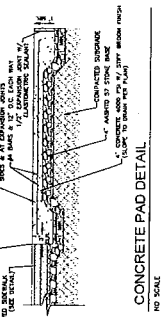
STONE DRIVEWAY DETAIL
NO SCALE



ADA SIGN POST DETAIL
NO SCALE



CEMENT CONCRETE CURB DETAIL
NO SCALE



CONCRETE PAD DETAIL
NO SCALE

CONCRETE PAD DETAIL
NO SCALE

Resolution No. 20160404-001 - Designation of Agent for HMGP: **MOTION** by Mr. Scott, second by Ms. Zimmerman to adopt Resolution No. 20160404-001, resolving that Nicholas T. Yingst be authorized to execute for and in behalf of Annville Township as its designated agent for completing and submitting documentation pertaining to the HMGP, retroactive to January 1, 2016. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Finance: Mr. Embich reviewed the Financial Report for March, highlighting the total income and expenses for the third month of 2016. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for March 2016 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 March 2016, a copy of which is attached hereto and made a part of these minutes. In response to a question from Mr. Kotsch regarding the Fireball Run event, Mr. Scott described it as an unscripted reality show centered on a scavenger hunt and road race in classic automobiles that seeks to find epic experiences in locations off the beaten path. Millie Kish asked to speak and inquired as to the date of this event and Mr. Scott indicated that the portion of the event in Lebanon County would take place September 27 through 28, 2016.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Mr. Yingst reported that an Executive Session was held on March 7, 2016 prior to the adjournment of the Regular Meeting to discuss personnel matters, real estate matters, and potential litigation.

Planning Commission: Mr. Yingst reported that the Planning Commission did not meet in March and that it is not expected to meet in April. He also noted that the Zoning Hearing Board was scheduled to meet at Town Hall on April 7, 2016 at 6 PM to hear several variance requests applied for by LVC.

Economic Development: It was noted that the draft minutes from the March 22, 2016 meeting of the Economic Development Authority had been distributed to the Board of Commissioners.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for March 2016, a copy of which is attached hereto and made a part of these minutes. Pertaining to an item on the report, Mr. Scott noted that the description of the Historic District is now listed on the website. The following matter was then addressed:

DESIGNATION OF AGENT

RESOLUTION NO. 20160404-001

BE IT RESOLVED by the Board of Commissioners OF Annville Township
(Governing Body) (Public Entity)

THAT Nicholas T. Yingst, Township Administrator and Secretary
(Name) (Title)

is hereby authorized to execute for and in behalf of

Annville Township,

a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

Passed and approved this fourth day of April, 2016.

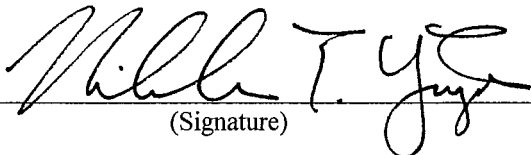
CERTIFICATION

I, Nicholas T. Yingst, duly appointed and Township Administrator and Secretary
(Name) (Title)

of Annville Township, do hereby certify that the above is a true and correct copy of
(Public Entity)

a resolution passed and approved by the Board of Commissioners
(Governing Body)

of Annville Township on the fourth day of April, 2016.


(Signature)

Township Administrator and Secretary
(Official Position)

04/04/2016
(Date)

Permits Report

Month of March 2016

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Excavator Licenses issued	<u>2</u>	<u>\$ 50.00</u>
Total Tapping Fees Collected		<u></u>

Tapping Fees

Building Permits

Curb/Sidewalk Permits

Street-Cut Permits

#16-13	79 E. Sheridan Ave.	UGI Utilities, Inc.
#16-14	207 S. Cherry St. (2 cuts)	UGI Utilities, Inc.

Burn Permit

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
April 4, 2016

DESTINATION ANNVILLE

The group has not met since last month. Their website and Facebook page make no mention of the scavenger hunt earlier proposed for April.

ANNVILLE ACTIVITIES COMMITTEE

27th Annual Memorial Day Parade: Saturday, May 28, 9:00 AM.

The committee met on Thursday, March 31. A new fundraising event this year will be a wine and cheese jazz reception in MJ's from 3:00 PM on Sunday, April 24. A special showing of the Robin Williams classic *Good Morning Vietnam* will follow at 4:00 PM in the Allen Theater. Tickets are \$15.00 and are available at the theater and from participating sponsors.

Reservation forms for the annual golf tournament fundraiser are available through the Township website and the Destination Annnville Facebook page. Chief Dugan has received PennDOT's permission to close Main Street from 8:00 AM till noon.

Pinnacle Health has become an enthusiastic supporter of the parade and has assured the committee that its new parking lot will be ready and available as a staging area.

FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE

Historic Old Annnville Day: Saturday, June 11, 2016

The HOAD committee of FOOA met on Thursday, March 31. The vendor roster is full. The music program is set. The committee plans to open a third music stage on the fountain plaza and park a bloodmobile in front of 25 East Main Street. The purpose of both is to encourage attendees to cross 934 and explore the eastern end of the historic district. This year the Lebanon County Auxiliary Patrol under the leadership of Walt Bolles will conduct traffic control at the various intersections. The committee has requested a copy of the PennDOT permit to close 422.

VISIT LEBANON VALLEY:

Fireball Run, Tuesday, September 27.

Commissioners Scott and Zimmerman attended a press conference held in the Klick-Lewis showroom on Tuesday, March 22. Annnville is now slated to host the ceremonial start on Wednesday, September 28 as the forty some participating vehicles get the green flag to continue to their next location, Poughkeepsie, New York. The first participants are expected to arrive around 7:00 AM and create a car show on Main Street. The flag comes down promptly at 9:00 AM. Main Street from 934 west would need to close. The Commissioners pointed out to the organizers that the 934 bridge heading north will almost certainly be still under construction. They were informed that a Fireball Run logistics team would be coming to Lebanon in a few weeks to assess the situation.

Thomas Embich

Agenda Items: VI – D, G, H & J

Date: March 30, 2016 report for April 04, 2016 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. **March 14: Recommendation for approval of replacement windows on 146 West Main Street in a 6 over 6 simulated divided panels pattern.**
2. **HARB also tabled action on the request to demolish the small barn along King Street, directly behind 146 W. Main Street building.**
3. **HARB submitted a description of the Historic District reviewed by the HARB for inclusion in the Annville Newsletter describing HARB's activities. This article can also serve as an introduction on the Annville Website.**

Item VI -G SPRUCE STREET BRIDGE

1. **Wilson Consulting (Mr. Bill Wilson) is still working on the project submittal with McCormick-Taylor as the Penn DoT project review agent. Updated information requested by Wilson for utilities in the area of the bridge was the most recent addition to the submittal.**

Replacement of Windows at 146 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for the replacement of windows at 146 West Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for March 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 March 2016, a copy of which is attached hereto and made a part of these minutes. Mr. Yingst reported that the Type, Size, and Location (TSL) Submission for the bridge project was received from the engineer after the close of business earlier in the day. He noted that he forwarded a copy of the TSL Submission to Mr. Embich and that no action is required on it by the Board.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for March 2016, a copy of which is attached hereto and made a part of these minutes. In response to a question about enforcement from Mr. Kotsch, Mr. Embich indicated this is currently performed by Public Works staff, at times in conjunction with inspectors from the Pennsylvania Department of Environmental Protection. He then described the enforcement process in detail and provided examples, noting that the interplay between local and state entities is still being established across Pennsylvania as stormwater enforcement continues to develop. Ms. Zimmerman asked about the new activity along East Sheridan Avenue near Boger Concrete and Mr. Embich and Mr. Yingst indicated these were subcontractors working on the replacement of the Route 934 bridge over the railroad tracks.

Zoning Ordinance Revision: Mr. Scott reported that the Zoning Ordinance Revision Committee held a Public Meeting on March 28, 2016 to discuss the preparation and drafting of a comprehensive revision to the zoning ordinance, and a copy of the minutes from that Public Meeting are attached hereto and made a part of these minutes. He also reported that the committee completed its work on the draft ordinance and presented same to the Commissioners, noting that this draft was posted on the Township website and was available in Town Hall for review and comment. Mr. Yingst noted that the following day he would be providing the draft ordinance to the Township Solicitor, the members of the Annville Township Planning Commission, and the Lebanon County Planning Department for their review and comment with a Public Hearing on the draft ordinance to follow in no sooner than 45 days. Mr. Kotsch asked who is the Zoning Officer and how are they paid, and Mr. Yingst responded that the Lebanon County Planning Department serves as the Township Zoning Officer and receives payment through the review and approval of zoning and building permits. Mr. Kotsch expressed his opinion that the proposed zoning ordinance is very well done but ultimately would only be successful based on its enforcement by the Zoning Officer. Mr. Yingst and Mr. Scott then described the enforcement mechanism for zoning, noting that ultimately any instances of noncompliance had to be resolved via a civil action before the local District Judge. Mr. Embich then provided the example of an upcoming HARB application for how zoning is conducted in the Historic District. In response to Mr. Kotsch's assertion that the Zoning Officer was not

April 4, 2016

Website

While we waited for our developer, Isaac Preston, to deal with the malicious code and other issues, a further alarming sign appeared in response to a Google search for "Annville

Township"; the link to the site came up with a warning: **This website has been hacked.**

Visitors were warned not to open the link. As Mr. Preston was not available to resolve what appeared to be a serious issue, we decided to attempt a fix from our end.

By working with support staff from Bluehost, our hosting service, we were able to back up the site offline and then authorized the Bluehost technician to activate the malware removal program we had purchased last November. The scan took several hours to complete, but in the end the malicious code had been identified and removed. The Google warning persisted for another day and then also disappeared just before we undertook the rather onerous process of requesting a reevaluation of the site. We now have in place a daily malware scan and removal service at reasonable cost (\$89.99/year), which we hope will keep us from another "Friday the thirteenth" experience.

The website now has a dedicated page for the Historic Architectural Review Board. Content on the page is currently rather basic. Suggestions for additional items or links are welcome.

The home page now also has an icon that links to a page dedicated to progress on the 934 bridge over the Norfolk-Southern line. Our text includes a link to Lebanon Valley's 934 info page.

Finally, the transition from Keystate to Code Publishing as the host for our online Code of Ordinances went off without a hitch.

**PUBLIC MEETING OF THE ANNVILLE TOWNSHIP
ZONING ORDINANCE REVISION COMMITTEE
March 28, 2016**

A Public Meeting was held by the Annville Township Zoning Ordinance Revision Committee starting at 7:00 PM on March 28, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA to hear public comment on the preparation, and drafting, of comprehensive revisions to the Annville Township zoning ordinance.

The following members of the committee were present: Martin Brandt, Mildred Kish, Fredric Richter, James Scott, and Nicholas Yingst. Also in attendance were Larry Kish, Maple Street and Township Commissioner Joann Zimmerman, North Railroad Street.

Mr. Yingst called the Public Hearing to order, which was advertised according to law. Mr. Scott began by cataloging the history of zoning in Annville Township from its beginning in 1954, noting its intent was to preserve property values, before briefly addressing zoning amendments adopted in 1962, 1966, 1967, and 1981. He indicated that a significant revision occurred in 1983 and this revision represents the current zoning ordinance, along with any amendments that have been adopted since that point. Mr. Scott also noted that a comprehensive revision to this ordinance was recommended in the mid-2000s by Zoning Hearing Board Chairperson Fred Richter and, to this end, the Township Engineer, SSM Group, Inc., was tasked by the Township Board of Commissioners with creating a draft of same which they did in 2007 at a cost of \$20,000. Due to a variety of circumstances this draft ordinance was not adopted and was set aside until 2013, when a recodification of all municipal ordinances spurred the Township to again consider the need for a comprehensive zoning revision. The Board appointed a committee for this purpose and, working from an update of the 2007 draft that was also created by SSM Group, Inc., this committee worked from January 2014 through March 2016 to further modify this draft, which was the document to be discussed at this Public Meeting.

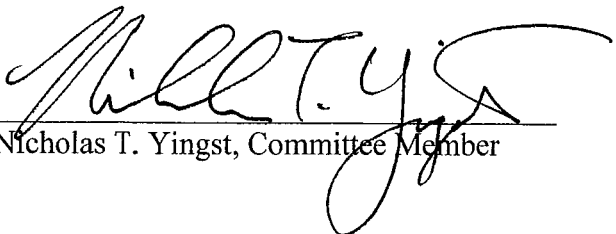
Mr. Brandt then discussed some significant changes that were incorporated in this draft ordinance, noting that the goal of the committee was to ensure that zoning regulations reflected how the Township developed historically while representing the future direction of the municipality. He also noted it intended to balance the rights of property owners with the inherent limitations on same when properties are in such close proximity to each other, as is the case in Annville. Mr. Brandt noted the definitions had been greatly improved from the current zoning ordinance, with more than 500 total included in the draft ordinance. He also noted that, whereas the current zoning ordinance has 20 chapters, the draft ordinance has ten, and it is believed that this reorganization will improve the document's accessibility. Mr. Brandt indicated that much effort was put into establishing a several step process for determining the permitted size and placement of signs based upon their form and purpose. He noted that the draft ordinance addressed today's technology, much of which could not have been anticipated when the current ordinance was adopted in 1983. Mr. Brandt closed by briefly discussing several new districts, beginning with the establishment of an Institutional District and Institutional District Overlay, noting that the latter was intended as a buffer between institutions and residential districts, as well as the creation of a Village District Overlay and the extension of the Central Business District to the west and its renaming as the Town Center District.

Mr. Richter stressed that the intent of the document was to make it readily usable by the average person and he thanked Ms. Zimmerman for her extensive review of the draft and how her comments assisted the committee with accomplishing this.

Mr. Scott then asked those in attendance if they wished to share any comments on the draft ordinance with the committee. Ms. Zimmerman expressed her disappointment with the enforcement of unlicensed and unregistered vehicles in the Township. The committee discussed with her the differences between enforcement on private property and public property. It was noted that the draft ordinance provided regulations against this on private property and this specific section was reviewed and discussed at length. Mr. Yingst commented on conversations with the Zoning Officer about enforcement of this provision, reviewing the process and noting that it ultimately required a judgment from the District Judge. As this would include court costs and legal fees, the Board would have to decide if it wished to take these matters to District Court. Ms. Zimmerman raised the question if court costs could be recovered should a District Judge rule in favor of the municipality and it was noted that the draft ordinance provided for this, although the question was raised as to the likelihood of a District Judge granting this. Based upon his conversations with the Zoning Officer, Mr. Yingst discussed some of the difficulties that may be encountered for establishing a burden of proof for such a violation on private property. He also surmised whether some of the case law cited by the Chief of Police for enforcing unregistered and unlicensed vehicles on private property might also limit enforceability from a zoning perspective and he indicated he would contact the Township Solicitor regarding this. In conclusion, Ms. Zimmerman indicated she was comfortable with the language in the draft zoning ordinance pertaining to unlicensed or unregistered vehicles.

Ms. Zimmerman also expressed her concern with the Student Group Residence allowed in the Institutional District Overlay, noting that it is adjacent to residential areas where parking is already at a minimum and that she did not believe many of the properties in the overlay were designed to handle up to ten residents. She also noted that occupancy is limited in other residential areas to no more than five unrelated persons. Ms. Zimmerman concluded by thanking the committee for its efforts.

Hearing no further questions or comments, the Public Meeting was closed by consensus at 8:16 PM after the committee expressed its appreciation for these comments and agreed to consider and review them further.



Nicholas T. Yingst, Committee Member

proactive enough, Mr. Scott discussed the number of personnel at the Lebanon County Planning Department and the various municipalities it represents.

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

Fire Department: The Board noted the receipt of the March 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman reported that she would be in attendance at the next monthly meeting of the Fire Department on April 7, 2016, and she anticipated she would shortly be asked to swear in the new Fire Chief.

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: President Moore reported he anticipated discussing this with Dr. Bruce Keck of Annville-Cleona Veterinary Associates within the next month.

One-Way on South Lancaster Street: Mr. Scott indicated he had nothing to report on this at present and that he anticipated providing an update at the May Regular Meeting following his canvassing of residents for their opinions on the one-way southbound on South Lancaster Street from West Main Street to West Cumberland Street.

Ordinance No. 647 - Regulating Parking of Trailers and Abandoned Vehicles on Public Property: Mr. Yingst presented proposed Ordinance No. 647, amending §15-413 (Penalties) to §15-413 (Trailer Parking) and adding §15-414 (Parking of Abandoned Vehicles) and §15-415 (Penalties), of Chapter 15, Motor Vehicles and Traffic, of the Township Code of Ordinances. He informed the Board that the ordinance was properly advertised and could be considered for adoption. **MOTION** by Ms. Zimmerman, second by Mr. Scott to adopt Ordinance No. 647, amending and adding to Chapter 15, Motor Vehicles and Traffic, of the Township Code of Ordinances, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Regulating Animals: Mr. Scott reported that on Friday he received comments from the Humane Society regarding the proposed revisions to the Township ordinance regulating animals. To that end, he suggested that the Zoning Ordinance Revision Committee, which has been working on revising this ordinance, take the time to review these comments in depth, following which point the Commissioners would be provided with a final draft of the proposed ordinance for their review and comment and possible authorization for advertisement. Ms. Zimmerman and Mr. Scott then discussed whether tethering was different than tying down and if the former should be specifically included in the ordinance. Mr. Scott noted that Ms. Zimmerman's suggestions regarding animals kept outside in extreme weather conditions had been incorporated into the ordinance and thanked her for them. Ms. Zimmerman indicated she would do some more research regarding tethering and provide any information she found to the committee.

**ITEM VI- J GLRA (GREATER LEBANON REFUSE
AUTHORITY)**

1. Next meeting on April 5.
2. An additional legal action is underway for failure to properly tarp disposal materials.

ITEM VI -H STORMWATER MANAGEMENT

1. A meeting of the Lebanon County Clean Water Alliance (LCCWA) met on March 29 to review and access the information submitted via the project spearheaded by Center for Watershed Protection (CWP). Ms. Karen Feather, Director, Center for Municipal and Corporate Sustainability, LVC, coordinated the data gathering and the session. The Agenda is attached. All but two municipalities with MS4 compliance requirements were represented at the session; about 30 people attended including presenters and interested parties.
2. SSM Group, Engineering, recommends that we update our Stormwater Ordinance, Chapter 23, Section 103 C to add supplemental enforcement authority under P.L. 805, The Municipalities Planning Code. Possible additional recommendations will be forthcoming in less than a month.
3. Supplemental to the LCCWA meeting (above) an additional request for additional Best Management Practices (BMPs) dating back to 2013 are being requested. Based on the information gathered and the supplements being submitted to CWP, an area Chesapeake Bay Compliance Plan will be developed that can be adopted by the municipalities participating or made supplemental to a plan already submitted.

ACTION:

1. Counsel to review revised ordinance recommendations for future adoption; and await additional recommendations by mid- 2016.
2. When the request for additional BMP and system information is received, make timely submittal to CWP for the current LCCWA project.

AGENDA

Tuesday, March 29

10:00 a.m. to 11:30 a.m.

**Lebanon Valley Agricultural Center
2120 Cornwall Road, Lebanon**

At our kickoff meeting in January, we agreed to the following steps for our nine-month, countywide clean water planning process:

1. Create a map of Lebanon County's Stormwater sewer systems using a geographic information system (GIS), coordinated by Lebanon County's GIS Director, Cherie Prentice-Brown.
2. Identify what best management practices (BMPs) have already been adopted.
3. Identify planned public infrastructure projects as potential opportunities for instituting BMPs, especially green infrastructure.

4. Explore possible additional BMPs, analyze for cost-effectiveness, and establish priorities for implementation.

Please note that your municipality will be under no obligation to undertake any recommendations that emerge from the plan, but your participation ensures that your views are taken into account. The effectiveness of the plan depends on the active participation of as many municipalities as possible. You may want to ask your municipal engineer to attend with you or on your behalf. Below is a draft agenda:

Draft Agenda for March 29 meeting:

- 1 GIS Stormwater Infrastructure Update – Cherie Prentice-Brown and Matt Kennedy (10 min.)
- 2 Update on information provided from MS4's – Julie Schneider (20 min.)
 - Municipal Upgrade forms, Chesapeake Bay Pollution Reduction Plans, BMPs installed
- 3 Summary of BMPs identified through watershed plans, PRPs, map showing locations- Julie Schneider (20 min.)
 - Identify gaps
- 4 Discussion about pollutant reduction modeling tools CAST and BayFAST (20 min.) – Bryan Seipp (20 min.)
- 5 Open Discussion (10 min.)- All
 - Watershed Restoration and Protection grant program
- 6 Next Steps (5 min.)

If your municipality has already identified possible watershed restoration projects, funding for implementation is available through the Commonwealth Financing Authority. Attached are the guidelines for the Watershed Restoration and Protection Program, which provides grants for up to \$300,000 with a 15% cash match required. The deadline to apply is June 30, 2016.

NEW BUSINESS:

Purchase of Street Sweeper: Mr. Yingst reported on conversations between representatives of Annville Township and North Lebanon Township regarding the purchase of a 2000 Freightliner Broom Bear street sweeper, noting that the agreed-upon sales price was \$35,000. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the purchase of a 2000 Freightliner Broom Bear street sweeper from North Lebanon Township at a cost of \$35,000 along with any additional costs associated with its transfer and insuring and the execution of the Memorandum of Agreement between the two municipalities as presented. Motion carried unanimously.

Intermunicipal Agreement with the Cleona Borough Authority for Street Sweeping: Mr. Yingst reported that the Cleona Borough Authority agreed to reimburse Annville Township for the purchase of the street sweeper and the Solicitors of both entities have been working on an agreement regarding this. Mr. Sheffey noted this agreement would establish that Annville Township would be the owner of the street sweeper and would be responsible for any maintenance costs incurred on it. He also noted that Annville Township would provide Cleona Borough with street sweeping at no charge until the total typical hourly costs of these sweepings matched the purchase price of the street sweeper. Mr. Embich asked if the hourly rate would remain fixed throughout the term of the agreement and Mr. Sheffey reported it would. As Mr. Sheffey indicated he believed only a few details remained to be finalized between the two parties, **MOTION** by Mr. Scott, second by Mr. Embich to approve the intermunicipal agreement with the Cleona Borough Authority for street sweeping services contingent upon receiving a final agreement that the Township Solicitor and Township Administrator find to be satisfactory and to authorize execution of same by the appropriate Township officials. Motion carried unanimously.

Resolution No. 20160404-002 - Designation of Agent for Winter Storm Jonas: Mr. Yingst reported that a Federal Declaration of Emergency Disaster has been issued for Winter Storm Jonas. He further reported that municipalities have been instructed to begin completing the necessary paperwork for reimbursement for storm costs and an initial meeting pertaining to reimbursement of these costs is scheduled for the following day at the Lebanon Courthouse and Mr. Yingst indicated he will be attending. He then presented to the Board a Designation of Agent Resolution received from the Pennsylvania Emergency Management Agency authorizing him to act for and in behalf of the Township for the reimbursement of storm costs. **MOTION** by Mr. Embich, second by Mr. Scott to adopt Resolution No. 20160404-002, resolving that Nicholas T. Yingst be authorized to execute for and in behalf of Annville Township as its designated agent for completing and submitting documentation pertaining to Winter Storm Jonas. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Personnel Matters:

Establishment of Billing Clerk Position: Mr. Yingst presented a Job Description for the proposed position of Billing Clerk in the Township Office. At his recommendation, **MOTION** by Mr. Embich, second by Mr. Scott to approve the Job Description for Billing Clerk as presented, to approve the reclassification of Cheryl Fischer from Office Assistant to Billing Clerk, and to

ORDINANCE NO. 647

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING §15-413 ("PENALTIES"), TO §15-413 ("TRAILER PARKING"), AND ADDING §15-414 (PARKING OF ABANDONED VEHICLES"), AND §15-415 ("PENALTIES"), OF CHAPTER 15, MOTOR VEHICLES AND TRAFFIC, OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP.

BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania, and it is hereby ordained and enacted as follows:

SECTION 1. The provisions of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, are amended and revised as follows:

(a) Section 15-413, is amended as follows:

§15-413 Trailer Parking

- A. No house trailer, camper trailer, boat trailer, trailer or any other non-motorized vehicle shall be parked on any street or municipal parking lot without being attached to a motorized vehicle designed to pull or tow such trailer.
- B. No house trailer, camper trailer, boat trailer, trailer or any other non-motorized vehicle while attached to a motorized vehicle designed to pull or tow such trailer shall be parked on any street or municipal parking lot except when parked temporarily to load or unload such trailer.

(b) Section 15-414, is amended as follows:

§15-414 Parking of Abandoned Vehicles

Abandoned Vehicles as defined by Title 75 § 102 shall not be parked on or along a highway or other public or municipal property in Annville Township.

(c) Section 15-415, "Penalties", is added as follows:

§15-415 Penalties

Any person who violates any provision of this Part, upon conviction, shall be sentenced to pay a fine of not more than \$50 and costs. Provided, it shall be the duty of the police officers and of parking enforcement personnel of the Township to report to the appropriate official all violations of any provision of this Part indicating, in each case, the Section violated; the license number of the vehicle involved in the violation; the location where the violation took place; and any other facts that might be necessary in order to secure a clear understanding of the circumstances attending the violation. The police officer or other person making the report shall also attach to or place upon every such vehicle a notice stating that the vehicle was parked in violation of this Part. The notice shall contain instructions to the owner or driver of the vehicle that if he will report to the office of the Chief of Police and pay the sum of \$_____ within _____ hours after the time of the notice, or if he will place the sum of \$_____ enclosed within the envelope provided in any of the special parking fine boxes installed at various locations within the Township, that act will save the violator from prosecution and from payment of the fine and costs prescribed in the first sentence of this Section.

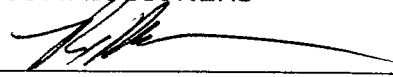
SECTION 2. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

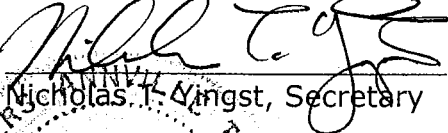
SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective April 4, 2016.

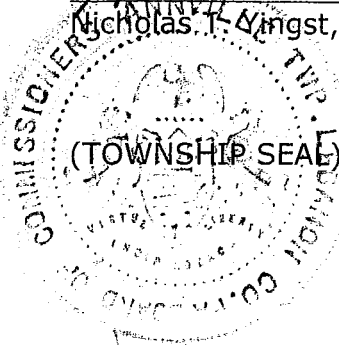
ORDAINED AND ENACTED this 4th day of April, 2016.

BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary



PEMA-DAP -2

DESIGNATION OF AGENT RESOLUTION

NO. 20160404-002

WINTER STORM JONAS

FOR: WINTER STORM JONAS
(Enter Name of Disaster or Number)

BE IT RESOLVED BY BOARD OF COMMISSIONERS OF ANNVILLE TOWNSHIP
(Governing Body) (Public Entity)

THAT NICHOLAS T. YINGST, TOWNSHIP SECRETARY
(Name of Applicant Agent) (Title)

IS HEREBY AUTHORIZED TO EXECUTE FOR AND IN BEHALF OF
ANNVILLE TOWNSHIP, LEBANON County,
(Public Entity) (County)

a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).


Passed and approved this FOURTH day of APRIL, 2016.

REX MOORE, PRESIDENT

(Name) (Title) (Signature)

JAMES SCOTT, V. PRESIDENT

(Name) (Title) (Signature)

THOMAS EMBICH, TREASURER, 
(Name) (Title) (Signature)

JOANN ZIMMERMAN, COMMISSIONER, *Joann Zimmerman*
(Name) (Title) (Signature)

_____, _____, _____
(Name) (Title) (Signature)


CERTIFICATION

I, NICHOLAS T. YINGST, duly appointed and TOWNSHIP SECRETARY
(Name) (Title)

of **ANNVILLE TOWNSHIP**, do hereby certify that the above is a true and correct copy of
(Public Entity)

a resolution passed and approved by the BOARD OF COMMISSIONERS
(Governing Body)

of ANNVILLE TOWNSHIP on the FOURTH day of APRIL 2016.
(Public Entity)


 TOWNSHIP SECRETARY
 04/04/2016

(Signature)
 (Official Position)
 (Date)

authorize her rate of pay as \$16.41 per hour, effective for the pay period beginning March 27, 2016. Motion carried unanimously.

Resignation of Carol Stewart: Mr. Yingst reported that Carol Stewart, Assistant Township Secretary, resigned from employment with Annville Township, effective March 30, 2016. **MOTION** by Mr. Scott, second by Mr. Embich to accept the resignation of Carol Stewart from employment with Annville Township, effective March 30, 2016, with appreciation for her many years of dedicated service to the municipality. Motion carried unanimously.

Advertisement of Job Opening for Administrative Assistant: Mr. Yingst presented a Job Description for the proposed position of Administrative Assistant in the Township Office. At his recommendation, **MOTION** by Ms. Zimmerman, second by Mr. Scott to approve the Job Description for Administrative Assistant as presented and to authorize the advertisement of this job opening in *The Lebanon Daily News* and other media formats, as deemed necessary. Motion carried unanimously.

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

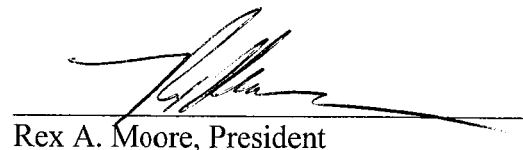
Route 934 Bridge Project: Mr. Embich reported that PennDOT District 8-0 has been issuing notices about the Route 934 bridge replacement project over the railroad tracks on the north end of town. It was noted that information on this project could be found on the homepage of the Township website, as well as on the websites for PennDOT and LVC.

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.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Embich, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:36 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President