

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
February 6, 2017**

The February Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on February 6, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Timothy D. Sheffey and Corey Lamoureux, office of the Township Solicitor; Ron Dowe, Union Hose Fire Company; Jeremy Long and Merriell Moyer, *The Lebanon Daily News*; Larry and Millie Kish; Maple Street; Conrad "Mike" Liles, North Railroad Street; Gerald McAteer, South Long Street; Tony Deaven, West Church Street; Matthew Duvall, John Wentling, and Dean Wolfe, West Main Street; Bri Heffner, Gavin Kolaric and Amy Lintz, Lebanon Valley College (LVC); Pat Stephens, South Annville Township; Michael Butcher, no address provided; and two local reporters who did not identify themselves.

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 from those in attendance:

Gavin Kolaric, a student at LVC, asked to comment and was recognized by President Moore. Mr. Kolaric referred to an incident the prior month at the Just Wing It restaurant that involved racially insensitive language and noted he wished to address this on behalf of the college's student body. In particular, he asked for support for the college's efforts to strengthen ties with the community in order to combat inequality.

Mike Liles was recognized for comment and suggested that if college students wished to foster better relationships with the community they should not engage in public disturbances, especially during nighttime hours on weekends, and noted the prevalence of this near his home on North Railroad Street. Ms. Zimmerman concurred with Mr. Liles's comments. Referencing a letter from LVC President Lewis Thayne, she suggested that Dr. Thayne's appeal for understanding should be demonstrated via the college taking steps to address the actions of those students who act in a disorderly manner off campus and she provided a number of recent examples she observed such as public urination and use of foul language. Ms. Zimmerman asked Mr. Kolaric to communicate those concerns to LVC and he indicated he would do so, noting it would be a point of discussion later in the evening at a student government meeting.

Michele Heckard and Susan Watson, no addresses provided, arrived at the Regular Meeting at 7:38 PM.

John Wentling was recognized for comment and, referencing an article in the *The Lebanon Daily News* from approximately one year earlier, expressed his frustration that LVC was lecturing the community on prejudice when it did not have any African American administrators or faculty. Following his comments, Mr. Wentling left the Regular Meeting at 7:40 PM.

Amy Lintz was recognized for comment and responded to Mr. Wentling's remarks by sharing that the college was working toward the goal of greater inclusivity and, while it still had work to do in this regard, it had made great strides toward this. Reflecting back on the particulars of the incident at Just Wing It, Ms. Zimmerman stated that the owner of the business was not representative of Annville and expressed her feeling that the college was using this circumstance to dictate to the Township.

Jake Long, South King Street, arrived at the Regular Meeting at 7:41 PM.

Mr. Lively stated he did not believe Ms. Zimmerman spoke for all the Commissioners. Reflecting on his college experience in a different college town, he noted the difficulties inherent when students and residents attempt to live in community with one another. He also expressed his belief that relations between the college and residents were improving in Annville and he hoped that progress would continue.

Jake Long was recognized for comment and recalled a story of discrimination in the south. He indicated that racism must be called out wherever it occurs in order to combat it. He also shared he heard racist comments when campaigning door-to-door in the community when he was running for State Representative.

Pat Stephens was recognized for comment and stated that much prejudice is just under the surface. She noted racism would not be solved overnight but that it had to be fought, and expressed well wishes to all who attempted to address this issue.

Susan Watson was recognized for comment and shared her concerns of raising bi-racial children in the community as well as the prejudice she encountered as a person of color growing up in Annville-Cleona School District. She shared her belief that the incident at Just Wing It was not an isolated one and asked that the perspective of a person of color be recognized as a different reality than what a white person encounters. Mr. Embich responded by noting an incident of reverse discrimination he personally experienced.

With no further comments noted from those in attendance, Ms. Heckard, Ms. Heffner, Mr. Kolaric, Ms. Lintz, Mr. Long, Mr. Moyer, Ms. Watson, and the two local reporters who did not identify themselves left the Regular Meeting at 7:55 PM.

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

REPORTS OF STANDING COMMITTEES:

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

Painting Pipes in Thickener Building: At the recommendation of the Township Authority and noting that sufficient funds were available in the 2017 budget due to another painting job coming in underbudget, **MOTION** by President Moore, second by Ms. Zimmerman to authorize Miller's

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JANUARY 2017

- (1) **BOLLARDS** We will be starting to remove bollards in the downtown area weather permitting.
- (2) **LIGHTS** Repaired 2 downtown lights and 1 upright in square.
- (3) **DUMPSTERS** I would like to keep dumpster schedule same as last year: Wed 1200-1800 and Sat 0600-1200.
- (4) **TREES** We picked 225 Christmas trees up and chipped them and put chippings in park.
- (5) **VEHICLE MAINT.** Serviced about 50% of all equipment.
- (6) **MS4** If weather stays nice we will be starting our MS4 storm drain inspections for the year.
- (7) **DOWNTOWN BANNERS** We are going to be taking the Banners down and cleaning them as they are very dirty.

Painting to paint the pipes in the thickener building at a cost of \$1,800 to be paid from the Sewer Capital Fund. Motion carried unanimously.

Biosolids Permit Renewal: At the recommendation of the Township Authority and noting that the proposed cost was less than had been budgeted for this purpose in 2017, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the expenditure of \$6,300 to Material Matters for renewing the wastewater treatment plant's biosolids permit with the Pennsylvania Department of Environmental Protection (DEP) in the amount of \$6,300. Motion carried unanimously.

Nitrate Meters Service Contract: At the recommendation of the Township Authority and noting that the Township Solicitor had reviewed the contract and found it to be satisfactory, **MOTION** by President Moore, second by Ms. Zimmerman to approve entering into a service contract with Hach for maintenance on the nitrate meters at the wastewater treatment plant at a cost of \$2,938 per year. Mr. Embich inquired if other options pertaining to the meters had been evaluated and shared some possible options for consideration. He noted he was not opposed to the motion, but asked that alternatives be considered going forward if the Public Works Director had not already done so. With no further comments or questions noted, the motion was voted upon and carried unanimously.

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

Property: Ms. Zimmerman noted the new chairs for the Commissioners' meeting room had arrived and commented favorably on their appearance. She also indicated she had discussed with Mr. Yingst the status for developing the specifications for the replacement of the Town Hall roof. She concluded by requesting an Executive Session prior to the adjournment of the Regular Meeting to discuss real estate matters.

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

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!* At the recommendation of the Quittie Park Committee of the Friends of Old Annville, **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 early-June 2017 until mid-August 2017. Motion carried unanimously.

Tire Swing: Ms. Stephens noted there is a tire swing hanging from a tree at the former Smith property now owned by the Township. She indicated she recently saw youths swinging on it and expressed concerns that someone could be injured. The Commissioners discussed whether or not the tire swing was actually on Township property and agreed to have the Public Works Department look into it before thanking Ms. Stephens for sharing that information with the Board.

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

Permits: The Permits Report for January 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. Referring to natural gas pipeline work that was being done along North Mill Street, Mr. Embich inquired as to the regulations on public utilities within the railroad right-of-way. Mr. Yingst indicated he believed those specific matters were addressed by the Public Utility Commission, and further noted that trenching being done outside of the railroad right-of-way was ultimately to be restored by the utility as part of a full-width overlay of the street.

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

BOOK IT! Run: **MOTION** by Mr. Scott, second by Mr. Embich to authorize the Annville Free Library's BOOK IT! run through Quittie Creek Nature Park to be held on June 10, 2017. Motion carried unanimously.

Approval for Destination Annville's "Sip and Stroll": **MOTION** by Mr. Scott second by Ms. Zimmerman to authorize the use of Quittie Creek Nature Park as the location for Destination Annville's "Sip and Stroll" event on a date to be determined from 1 PM to 4 PM as long as that date and time does not conflict with a previously scheduled event in the park. Motion 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.

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 a date to be determined from 12 Noon to 5 PM as long as that date and time does not conflict with a previously scheduled event in the park. Motion 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 Ms. Zimmerman to approve the reports of the Standing Committees as presented. Motion carried unanimously.

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the January 3, 2017 Regular Meeting. He further noted that while a quorum of Commissioners was present for a reception honoring the members of the former Zoning Ordinance Revision Committee and



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
JANUARY 2017



- CALL FOR SERVICE 252
- ORDINANCE VIOLATIONS
 - PARKING 3
 - NOISE 5
 - DOG 1
 - Soliciting 1
- CRIMINAL ARRESTS 10
 - ADULT 10
 - JUVENILE 0

Accident Locations

- | | | |
|-------------------------------|----|------------------------------|
| • TOTAL TRAFFIC CITATIONS | 27 | - 1 West Main Street |
| • TOTAL TRAFFIC WARNINGS | 34 | - 22 West Main Street |
| • TOTAL NON-TRAFFIC CITATIONS | 5 | - 235 West Main Street |
| • TOTAL VEHICLE ACCIDENTS | 9 | - 243 East Main Street |
| ○ REPORTABLE | 1 | - 300 North White Oak Street |
| ○ NON-REPORTABLE | 5 | - 344 West Main Street |
| ○ HIT & RUN | 3 | - 934 & 422 |
| • PARKING TICKETS ISSUED | 25 | - Concord & Cumberland Sts. |
| | | - 1400 East Main Street |

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT JANUARY 2017
12/28/2016 To: 1/31/2017

Total Calls by Call Type From: 12/28/2016 - 1/31/2017

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - WARNING	34
BACKGROUND INVESTIGATION	27
PARKING ENFORCEMENT	27
TRAFFIC ENFORCEMENT - CITATION	27
AMBULANCE CALL	26
ASSIST OTHER POLICE	11
ALARMS	8
NOISE COMPLAINT	5
ACCIDENT, NON-REPORTABLE	4
ADMINISTRATIVE FINGERPRINTING	4
DRUG VIOLATION	4
POLICE INFORMATION	4
SUSPICIOUS ACTIVITY	4
ACCIDENT, HIT & RUN	3
CHECK ON WELL BEING	3
LOST & FOUND	3
PARKING COMPLAINT	3
ASSIST MOTORIST	2
CIVIL MATTER	2
CRIMINAL MISCHIEF	2
DISORDERLY CONDUCT	2
DOMESTIC DISPUTE	2
DRIVING COMPLAINT	2
DUI	2
MENTAL HEALTH	2
OPEN DOOR OR WINDOW	2
SUSPICIOUS VEHICLE	2
ACCESS DEVICE FRAUD	1
ACCIDENT, REPORTABLE	1
ANIMAL COMPLAINT	1
ASSAULT, AGGRAVATED	1
ASSAULT, SIMPLE	1
ASSEMBLY/DEMONSTRATION	1
ASSIST OTHER AGENCY	1
CHILD CUSTODY	1
COMMUNITY RELATIONS	1
DISABLED VEHICLE	1
DOG COMPLAINT	1
FIGHTING	1
FRAUD	1

HIGHWAY DEPARTMENT CALLOUT	1
MISCELLANEOUS	1
NEIGHBORHOOD DISPUTE	1
PARKING- GENERAL INFO	1
PHONE SCAM	1
PUBLIC DRUNKENNESS	1
RAPE	1
RECON. ACCIDENT TEAM ASSISTANCE	1
RUNAWAY	1
SEX OFFENSES	1
SOLICITING - ORDINANCE	1
THEFT - UNLAWFUL TAKING	1
TRAFFIC COMPLAINT	1
TRAFFIC CONTROL - OTHER	1
TRAFFIC HAZARD	1
TRESPASS LETTERS	1
TRESPASS, CRIMINAL	1

Total Calls: 247

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

February 6, 2017

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, January 22 in the Old Train Station. Mike Schroeder will be selling his house on East High Street and has approached the park committee with the idea of relocating his Garbage Museum in the park. The committee's initial reaction was generally favorable, but some members voiced concerns over the possible creation of an attractive nuisance that would invite vandalism. The committee has so far taken no action on the matter.

The park committee is moving forward with plans to acquire the strip of creek bank property connecting East High Street and Bachman Road. They have agreed to Mr. Graham's conditions of sale and are exploring funding sources.

Looking forward to the coming year, the committee responded to Public Works Supervisor Powell's question regarding the acquisition and stockpiling of trail mulch. According to Supervisor Powell, now is a good time to do this so that material is available when it is time to work on the trail. The committee recommended he use the same locations as last year.

Work on the proposed ADA fishing platform continues. Commissioners Scott and Moore met with Township Administrator Yingst and Public Works Supervisor Powell regarding the permitting necessary for the project. Commissioner Scott will follow up with various contacts at the Fish and Boat Commission. Commissioners Scott and Moore met with Joseph Connor of Trout Unlimited who argued strongly for creating an area restricted to children and handicapped around the proposed platforms and extending delayed harvest eastward to the end of the park property. All of this remains under development.

Supervisor Powell has observed the large number of fallen trees and the amount of dead wood that has accumulated in the park and referenced the City of Lebanon's successful cleanup of Coleman Park by issuing a limited number of permits for individuals to cut and remove dead wood for use as heating fuel. The idea was communicated to park committee members via e-mail. So far only one member has responded with a concern that the removal of dead trees and fallen limbs could eliminate habitat for a variety of animals and insects. This question remains unresolved. At present the Town Crier now in preparation will advertise wood for the taking and provide a mechanism for a limited number of permits with supervision and assistance provided by the Department of Public Works.

HAZARD MITIGATION GRANT PROGRAM

Continued silence on the part of the agencies responsible for reviewing the documents the Township has provided to show that the Township has completed demolition of the damaged properties, removal of the debris, and the grading and seeding of the sites.

Permits Report

Month of January 2017

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

#51-16	Patrick & Megan Kerwin	Add to structure
#52-16	Tabeal Limited Partnership	Add to structure/Change of use
#53-16	Steven M. O'Neal	Add to structure

Curb/Sidewalk Permits

Street-Cut Permits

#17-01	48-50 N. Chestnut St.	UGI Utilities, Inc.	Renew service
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Burn Permit

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
 February 6, 2017

ANNVILLE ACTIVITIES COMMITTEE

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

The committee will be holding its first meeting soon. The Police Department has received permission to close US 422 from 8:00 AM to 12:00 PM.

FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE

Historic Old Annnville Day: Saturday, June 10, 2017

The HOAD committee of FOOA has met and planning is underway under the direction of its new chair, Doug Nyce. The committee asked whether individuals needing to provide community service might be available again this year to assist with cleanup. Public Works Supervisor Powell has said in the past that four or five such individuals would be welcome to help between the hours of 11:00 AM and 3:00 PM. Chief Dugan has received PennDOT's permission to close 422 from Cherry Street to 934 between the hours of 6:00 AM and 4:00 PM. The committee expects to have the street open again earlier in the afternoon, but appreciates the extra bit of leeway. The committee would like to receive suggestions on ways to improve the event.

REQUEST: Ask Chief Dugan to contact the Lebanon County parole board to learn whether individuals would be able to provide community service for the event as outlines above.

REQUEST: Ask Public Works Supervisor Powell to continue to provide the necessary infrastructure support for the day, chief among which are checking the electrical outlets, placing barricades and detour signs, arranging for portable toilets, and trash collection and removal.

ANNVILLE FREE LIBRARY

BOOK IT! 5K family walk/run: Saturday, June 10, 2017, 8:00 AM.

The library board is planning its third *BOOK IT!* event to get Historic Old Annnville Day off to a running start. They again request use of the Quittie Creek Nature Park's Swingholm Bridge and trail for this purpose.

MOTION: Authorize the Annnville Free Library to route its *BOOK IT!* 5K run through Quittie Creek Nature Park from 8:00 AM on Saturday, June 10, 2017.

DESTINATION ANNVILLE

The group did not met during January. In expectation that they will want to hold another *Sip and Stroll* event in the fall, the Township would need to take action now to provide the necessary assurance that the event could go on if scheduled. Recruitment of vendors needs to happen soon as these folks plan their appearances now for the entire season.

MOTION: Approve Quittie Creek Nature Park as the location for Destination Annnville's *Sip and Stroll* event, date to be announced, 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.

for the signing of an easement agreement for the relocation of a utility pole on January 12, 2017, no other official Township business was discussed or acted upon. An Executive Session was requested to be held prior to the adjournment of the February Regular Meeting to discuss real estate matters and potential litigation.

Planning Commission: Mr. Yingst reported the Planning Commission did not meet in January and was not expected to meet in February. The following items were then addressed:

Reduction of Letter of Credit for the LVC Shankroff Tennis Center: At the recommendation of the Township Engineer, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the reduction of the letter of credit pertaining for the LVC Shankroff Tennis Center from \$11,625.80 to \$3,500.00. Motion carried unanimously.

Reduction of Letter of Credit for the LVC Route 934 Walkway Connector: At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to authorize the reduction of the letter of credit pertaining for the LVC Route 934 Walkway Connector from \$13,684.00 to \$0.00. Motion carried unanimously.

Financial Security for the Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College: At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to set the financial security amount at \$509,157.00 for the Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College. Motion carried unanimously.

Resolution No. 20170206-1 – Extending Recognition and Appreciation to Millie Kish: Mr. Yingst reported a letter was received from Millie Kish indicating her resignation from the Planning Commission, effective January 16, 2017. He noted the Planning Commission was currently accepting letters of interest for appointment to that position. Chairperson Moore then read proposed Resolution No. 20170206-1, extending recognition and appreciation to Ms. Kish for her years of service to the Township. Noting that Ms. Kish was in attendance at the evening's meeting, **MOTION** by Mr. Scott, second by Mr. Embich to (1) accept the resignation of Millie Kish from the Planning Commission and (2) adopt Resolution No. 20170206-1 as presented. Motion carried unanimously. A signed and sealed original of the resolution was provided to Ms. Kish and a copy of this resolution is attached hereto and made a part of these minutes.

Economic Development: Nothing to report this month.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for January 2017, a copy of which is attached hereto and made a part of these minutes, and he noted that the tentatively scheduled HARB meeting for February 13, 2017 had been cancelled due to a lack of business to conduct.

Wage & Salary: Mr. Yingst reported that the Wage & Salary Committee met on January 24, 2017 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. These minutes were reviewed by the Board and it was noted that the Committee approved the satisfactory employee performance evaluation for Gary Kosh of the

Public Works Department and recommended an employee status change for him. **MOTION** by Mr. Lively, second by Mr. Embich to (1) concur with the Wage & Salary Committee's satisfactory employee performance evaluation for Gary Kosh and (2) approve the change in employment status of Gary Kosh from probationary to permanent, effective February 1, 2017. Motion carried unanimously.

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

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

Easement Agreement for Relocation of a Metropolitan Edison (Met-Ed) Utility Pole: **MOTION** by Mr. Embich, second by Mr. Lively to ratify (1) the Easement Agreement with Met-Ed pertaining to relocation of a utility pole and (2) its execution by the appropriate Township officials. Motion carried unanimously.

Participation in the 2017-2021 Lebanon County Bridge Inspection Program: **MOTION** by Mr. Embich, second by Mr. Lively to authorize (1) participation in the 2017-2021 Lebanon County Bridge Inspection Program and (2) the execution and submission of the necessary documentation communicating this. Motion carried unanimously.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for January 2017, a copy of which is attached hereto and made a part of these minutes.

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

Fire Department: The Board noted the receipt of the January 2017 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the reports from the January 5, 2017 meeting of the Fire Department and the January 19, 2017 meeting of the Merger Committee, copies of which are attached hereto and made a part of these minutes. She also provided a brief verbal report on the February 2, 2017 meeting of the Fire Department. The following items were then addressed:

Airpack Recycling: Mr. Embich asked if there was any update on the Board's previous request that the Fire Department explore possible cost savings if its used airpacks could be recycled. Mr. Dowey, President of the Union Hose Fire Company, indicated he did not have any specific information regarding the possibility of recycling, although he noted a rotation would be put in place to spread the replacement costs for airpacks out over time.

Public Demonstration: Ms. Zimmerman asked if any measures were in place for the anticipated public demonstration to be held downtown on February 7, 2017 in response to the incident at Just Wing It. Mr. Scott indicated a meeting had been held on February 4, 2017 with various emergency

RESOLUTION NO. 20170206-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO MILLIE KISH
FOR HER SERVICE TO ANNVILLE TOWNSHIP**

WHEREAS, Mildred "Millie" Kish has resided in Annville Township for more than four decades; and

WHEREAS, during that time she has demonstrated a commitment to her community that could serve as an example for others; and

WHEREAS, Ms. Kish has faithfully attended the monthly meetings of the Board of Commissioners for many years, often serving as a voice for Township residents and holding local government accountable with a kind and generous comportment; and

WHEREAS, Ms. Kish has served on the Township Planning Commission since October 5, 2009, where her attention to detail and practical perspectives were appreciated by all; and

WHEREAS, most recently Ms. Kish served for three years as the Planning Commission representative to the Zoning Ordinance Revision Committee (ZORC), the labors of which resulted in the adoption of a modern and well-received comprehensive revision to the Township zoning ordinance; and

WHEREAS, Ms. Kish has resigned from the Planning Commission due to moving out of the municipality.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Millie Kish be recognized and appreciated for her positive and lasting impact upon the Annville community.

ADOPTED this sixth day of February, 2017.



Rex A. Moore, President

Attest:
Nicholas T. Yingst, Secretary

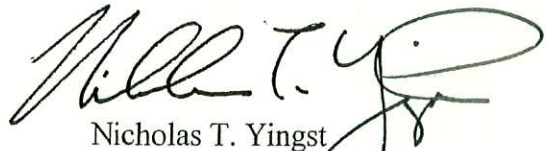
**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
January 24, 2017**

A meeting of the Annville Township Wage & Salary Committee was held on January 24, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex Moore, Barry Ludwig, David Myers, and via telephone Henri Lively. Also in attendance was Nicholas T. Yingst, Annville Township Administrator. Mr. Moore called the meeting to order at 5:53 PM.

EMPLOYEE EVALUATION: A satisfactory employee performance evaluation was submitted to the Committee to review for Gary Kosh, Laborer in the Public Works Department. Upon review by the Committee, **MOTION** by Mr. Myers, second by Mr. Lively to (1) approve the satisfactory employee performance evaluation for Gary Kosh and recommend that the Board of Commissioners do the same; and (2) recommend that the employment status of Gary Kosh be changed from probationary to permanent, effective February 1, 2017. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Ludwig, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 5:54 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Nicholas T. Yingst', with a stylized flourish at the end.

Nicholas T. Yingst
Annville Township Administrator
and Secretary

T. Embich reports: 02-06-2017

Thomas Embich

Agenda Items: VI – D, G, H & I

Date: February 02, 2017 report for February 06, 2017 Meeting

Item VII- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. No business in January, 2017.
2. Next meeting is scheduled for February 13, 2017, if there is business.

Item VII -G SPRUCE STREET BRIDGE

1. There was no activity specific to Annville Township on the South Spruce Street bridge project during January.
2. Supplemental to the Spruce Street Bridge: The 2017 to 2021 Lebanon County Bridge Inspection Program contract is up for ratification. The likely successful bidder to Penn DoT for Lebanon County is Wilson Consulting Group, who has been bridge inspector for the previous contract.

ACTION: Move to continue to participate in the bridge inspection program for the next contract cycle, 2017 through 2021.

Item VII -H Stormwater management

1. Progress is stalled temporarily on the Chesapeake Bay Pollution Reduction Plan by SSM for Annville Township pending other cooperative effort toward compliance within the Quittapahilla corridor. Subsequent action via the LCCWA during January was halted. However, the LCCWA is preparing to meet in early to mid February to follow-up on key issues, and the Lebanon County Redevelopment Authority has been tapped to act as a coordinator for the potential funding mechanism for compliance projects, and has set a meeting for February 10 to review a possible approach.
2. Recent meeting of 19 municipalities to request a moratorium/delay in the September 16, 2017 deadline for Chesapeake Bay Pollution Reduction Plans and Notices of Intent produced a letter to our local legislators to implement such a delay.
3. The issue of funding potential for Center for Watershed Protection recommended projects, which would aid compliance with future reduction requirements, is planned for discussion by the Redevelopment Authority and the LCCWA.
4. Discussion of the "Steckbeck Consortium" to develop a regional (Quittapahilla Creek drainage) compliance plan for the September 16 and beyond compliance dates for MS4 will likely be aired at the Redevelopment Authority meeting and the next LCCWA.

ITEM VII- I GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/> .
2. The North Annville Township representative, Eri Meyer, died late in January, and will be missed on the GLRA.
3. The next meeting is slated for February 7, 2017.

February 6, 2017

Website

The Township's website experienced an enormous spike in traffic which corresponded with the posting of the Board of Commissioners' statement in response to the incident at the Just Wing It restaurant. SiteLock, our web security service, responded with a warning that its scan had detected a vulnerability associated with that document. Following consultation with technicians from SiteLock and Bluehost (our web hosting service), this document was removed and reposted.

In the course of these conversations, we were also able to update the version of PHP (= PHP Hypertext Preprocessor), a server language, from the unsupported version we were running to the one now current. The first update was to the very latest iteration, a beta product. This, we discovered, inserted unwanted code onto every page. A subsequent call to Bluehost bumped us back a step to a lower, but stable and still current, version of the software. Our site is now PHP healthy and free from intrusions.

A day later we received a follow-up call from a SiteLock technician who urged us to subscribe to firewall protection at an annual cost of \$800. (We currently subscribe to a site scanner at an annual cost of \$90.) The firewall would filter malicious code. Our current service locates such code after it appears. On Thursday, February 2, we received the following communication from SiteLock:

We have successfully configured SMART (Secure Malware Alert & Removal Tool) on your website. The SMART scan takes a comprehensive look at the surface of your website from the outside-in, as well as the files on the back-end from the inside-out, to detect hidden malware. If any website malware is detected, the automated tool quickly removes it so that your website does not become blacklisted or incur any downtime. SMART ensures that your customers receive a secure experience when visiting your website.

The SMART is included as part of our current service, but was not activated until now.

Information Technology

Following the latest concern that our website might have been compromised, Administrator Yingst contacted Virtual October and was assured, as we had thought, that the webserver is completely separate and isolated from the servers that manage Township office files and Police Department data. There is no way for malware on one system to transfer to the other.

Union Hose Fire Dept. Meeting (January 5, 2017)

Apparatus Exploration Committee:

- Checking into the condition of current apparatus.
- Cleona Dept. invited to attend meetings.
- "Sort of in limbo" if there is a merger.
- Recommendation from the committee was not to put any more money into the 22-year old engine due to many problems with that engine. Engine will be paid off in 3 more years.
- Next oldest truck is 18-years old and needs to be assessed.
- Committee feels that their outlook is bleak.

Motion and vote taken on a new amendment to make a change in the bylaws for someone wanting to be the fire chief. Motion passed.

Boot Drive was successful.

Friends of Old Annville has given company a grant for \$1,000.

Merger Meeting scheduled for January 19 at Annville station.

Banquet will be held on March 11 at the Legion.

Firemen's Relief (followed company meeting)

Discussion on social media's Annville-Cleona Fire District Facebook page. Department webpage isn't as user-friendly as the Facebook page. A decision will be made to continue using the website or just use Facebook.

Over \$49,000 in account.

Firemen's Relief will buy 20 flashlights at \$2,000 with chargers.

Firemen's Relief has paid for 8 people to have gym memberships.

Will pay for 2 sets of gear.

Will pay for safety supplies as they are needed:

- Small items.
- \$5,000 limit.

Merger Meeting (January 19, 2017)

Only four people showed up, so no official meeting was held. Time was spent bringing two new members (Anthony Deaven and Douglas Hartman) up to speed with what was going on.

service representatives to discuss any preparations deemed necessary from a public safety standpoint.

Christmas Tree Decorating: At the request of Ms. Zimmerman, Mr. Dowey reported on some difficulties encountered by the Fire Department when decorating the Township Christmas tree. He noted it was difficult for the Fire Department's truck to adequately access all sides of the tree for hanging the lights, and he suggested the Township acquire a lift and have the Public Works Department take care of the decorating due to the difficulty in getting volunteers from the Fire Department to participate. He also suggested that new, clearer lights be purchased. Mr. Scott asked who owned the lights and Mr. Dowey indicated they were picked up each year from the Gaconos. Mr. Scott also noted that a number of ornaments previously used to decorate the tree had been lost in the 2011 flood and suggested new ornaments be obtained. Ms. Stephens suggested donations could be solicited for these items.

Friends of Old Annville Donation: Mr. Dowey thanked Friends of Old Annville for its donation toward the restoration of the porch at the 223 East Main Street property owned by the Fire Department.

Property Tax Credit for Volunteer Firefighters: Mr. Dowey asked if the Board was considering enacting a property tax credit for volunteer firefighters based upon a recently signed state law. Chairperson Moore indicated it had not, although it would be willing to evaluate a proposal from the Fire Department. While recognizing the necessary services the Fire Department provided, Ms. Zimmerman noted the Township had a limited tax base which meant providing a credit for firefighters would result in a tax increase for other residents. Tony Deaven, who is a member of the Union Hose Fire Company, indicated the State Fire Commissioner still had to establish the requirements that would govern this tax credit and he would provide that information to the Township once it becomes available. Mr. Scott asked if the tax credit would be only for the municipal property tax, or the school tax as well, and it was noted the credit only pertained to the municipal tax.

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

OLD BUSINESS:

Authorization of List Holder for Investment Accounts: **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Township Administrator to act as the official list holder, meaning the official authorized to make decisions, on Annville Township investment accounts with Edward Jones. Motion carried unanimously.

Capital Region Council of Governments (CapCOG): The following items were addressed pertaining to the Township's membership in CapCOG:

Resolution No. 20170206-2 – Authorizing Membership in CapCOG: Mr. Yingst presented proposed Resolution No. 20170206-2, authorizing the Township to become a member of CapCOG. **MOTION** by Mr. Embich, second by Mr. Scott to adopt Resolution No. 20170206-2 as presented.

Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Ratification of Bylaws and Appointment of Delegate and Alternate Delegate to CapCOG: **MOTION** by Mr. Scott, second by Ms. Zimmerman to (1) ratify the bylaws of CapCOG, (2) appoint Henri B. Lively to serve as Delegate to CapCOG for 2017, and (3) appoint Nicholas T. Yingst to serve as Alternate Delegate to CapCOG for 2017. Motion carried unanimously.

Volunteer Community Tree Care: Mr. Yingst provided an update on the status of this program, noting the anticipated dates of the education class, the hands-on community tree planting, and the hands-on community tree pruning. He reported that the Township Solicitor finalized a waiver of liability for participants and the announcement of this free program was ready to run in the annual Township newsletter. **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize Josephson Nature Care to conduct the community tree care training in 2017 as previously presented at a cost of \$1,500. Motion carried unanimously.

Sinking of East Sheridan Avenue: Ms. Zimmerman revisited an inquiry she made at a previous meeting about the status of portions of East Sheridan Avenue from North College Avenue to North Ulrich Street that appear to be sinking. Mr. Yingst indicated he had passed her inquiry along to the Public Works Supervisor and would reach out to him to see if he had any update to share.

NEW BUSINESS:

Resolution No. 20170206-3 – Recognizing the 2017 Swatara Sojourn: In light of the 29th annual Swatara Sojourn, Mr. Embich presented proposed Resolution No. 20170206-3, recognizing the Swatara Sojourn Canoeing and Cleanup Trip to be held on May 6 and 7, 2017 and encouraging the efforts behind the Swatara Sojourn in the community watershed cleanup. **MOTION** by Mr. Embich, second by Mr. Scott to adopt Resolution No. 20170206-3 as presented and to authorize the appropriate Township officials to execute and submit same to the Swatara Watershed Association. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Ratification of Revised Traffic Signal Permit Pertaining to Route 422 and Clear Spring Road/Killinger Road: **MOTION** by Mr. Lively, second by Mr. Scott to ratify the signing of the revised traffic signal permit by the Township Administrator pertaining to the Route 422 and Clear Spring Road/Killinger Road signal. Motion carried unanimously.

Lebanon County's Classification as a "Sanctuary County": Ms. Zimmerman noted recent reporting referring to Lebanon County as a "sanctuary county" based upon a policy of the Lebanon County Correctional Facility that it will not incarcerate an individual on an immigration detainer absent local criminal charges. She suggested the Township issue a statement to Lebanon County that it reverse this policy and the Commissioners discussed this proposal. Several Commissioners expressed their belief that the County was acting reasonably based upon their review of the article in question. Police Chief Dugan noted that certain county prisons are contracted by United States Immigration and Customs Enforcement (ICE) and that the County contacts ICE to coordinate transportation of immigration detainees to those facilities. Noting Ms. Zimmerman's concern that

RESOLUTION NO. 20170206-2

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
AUTHORIZING THE FIRST CLASS TOWNSHIP TO BECOME A MEMBER OF
THE CAPITAL REGION COUNCIL OF GOVERNMENTS (CAPCOG)**

WHEREAS, Annville Township desires to become a member of the CapCOG; and

WHEREAS, the CapCOG offers its member municipalities a wide variety of programs and services; and

WHEREAS, the elected officials of Annville Township have read the bylaws of the CapCOG and will designate a Delegate and Alternate who will attend the monthly meeting; and

WHEREAS, Annville Township will participate in paying the annual membership dues (\$1,500).

NOW, THEREFORE, BE IT RESOLVED that the Annville Township Board of Commissioners shall provide written notice of its intent to become a member of CapCOG; and

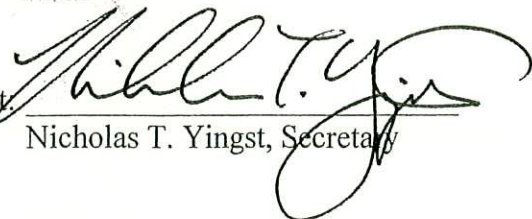
BE IT FURTHER RESOLVED that the municipal designee shall provide said notice to the CapCOG in accordance with its Bylaws.

ADOPTED this sixth day of February, 2017.





Rex A. Moore, President

Attest: 

Nicholas T. Yingst, Secretary

RESOLUTION NO. 20170206-3

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
RECOGNIZING THE 2017 SWATARA SOJOURN**

WHEREAS, Annville Township acknowledges the presence of the Swatara Creek within Lebanon County; and

WHEREAS, Annville Township acknowledges the Swatara Creek is the lifeblood of many communities and is integral to public health and safety; and

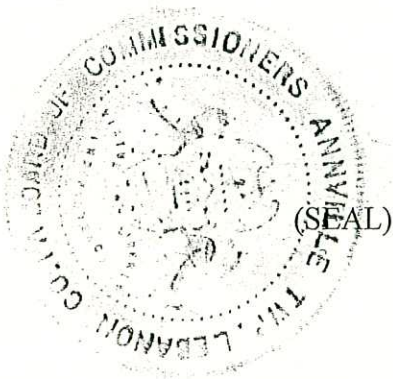
WHEREAS, Annville Township recognizes the Swatara Creek is still navigable by small craft; and

WHEREAS, Annville Township supports the Swatara Sojourn Canoeing and Cleanup Trip to be held on May 6 and 7, 2017; and

WHEREAS, Annville Township also commends the Swatara Watershed Association on the 29th anniversary of its Swatara Sojourn Canoeing and Cleanup Trip.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the efforts of the Swatara Sojourn for community watershed cleanup be recognized and encouraged for its positive impacts within Lebanon County.

ADOPTED this sixth day of February, 2017.



Rex A. Moore, President

Attest:

Nicholas T. Yingst, Secretary

the County could lose grant funding if it does not adhere to Federal laws, Mr. Embich asked Mr. Yingst to contact the County to see if it had any plans to change this policy.

Disposal of Medications: Mr. Scott suggested a dropbox be installed at Town Hall for the disposal of medications. Chief Dugan indicated he has been looking into this, noting it was a relatively simple process coordinated through the Lebanon County District Attorney's Office and he planned on pursuing this further.

Disposal of Batteries: Dean Wolfe asked a number of questions pertaining to the disposal of batteries to which Mr. Embich provided information.

Trucks on Maple Street: Ms. Kish noted the recent presence of several large trucks on Maple Street. Mr. Lively indicated he believed they were trucks from Boger Concrete Company and were cleaning up debris they had previously left along the roadway.

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

Lebanon Valley Conservancy Appeal for 2017: Mr. Yingst reported a letter was received from the Lebanon Valley Conservancy, Inc. making an appeal to the Township for membership in the Conservancy, as well as an annual donation. He noted the Township donated \$100 to the Conservancy in 2016 and budgeted the same amount for 2017. **MOTION** by Mr. Scott, second by President Moore to authorize membership in the Lebanon Valley Conservancy for 2017 at the Partners in Stewardship level and to donate \$100 to same. Motion carried unanimously.

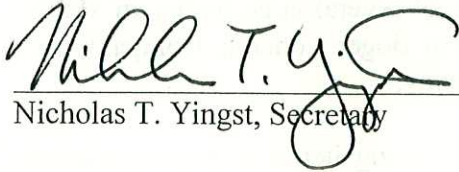
Trout Unlimited 2017 Annual Fundraising Banquet: Mr. Yingst reported that communication was received from Joseph Connor of the Doc Fritchey Chapter of Trout Unlimited inviting the Commissioners to its 2017 annual fundraising banquet. He noted that the banquet is scheduled for 5 PM on April 1 at the Holiday Inn of Grantville and tickets may be purchased for \$35 per person. Mr. Yingst noted the Township sponsored a full inside page advertisement in the banquet program in 2015 and 2016 and \$100 was budgeted for this again in 2017. **MOTION** by Mr. Scott, second by Mr. Lively to authorize the sponsorship of a full inside page advertisement in the program for the 2017 annual fundraising banquet of the Doc Fritchey Chapter of Trout Unlimited at a cost of \$100. Motion carried unanimously.

LVC Letter Rejecting Prejudice and Discrimination: Mr. Yingst reported a letter from LVC President Lewis Thayne addressed to Township residents calling them to join the college in rejecting prejudice and discrimination and embracing civility, decency, equality, and compassion, and which was signed by a number of LVC administrators, faculty members, and students, as well as members of the community, had been received by the Township Office and shared with the Commissioners.


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

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 9:19 PM. The Regular Meeting was reconvened at 10:26 PM with the five Commissioners, Mr. Yingst, Mr. Sheffey, and Mr. Lamoureux present.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 10:27 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President