

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

The August Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on August 7, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Timothy D. Sheffey, Esq. and Corey Lamoureux, Esq., office of the Township Solicitor; Anthony Deaven, Church Street; and Dean Wolfe, West Main Street.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and no comments were noted.

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

REPORTS OF STANDING COMMITTEES:

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

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

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

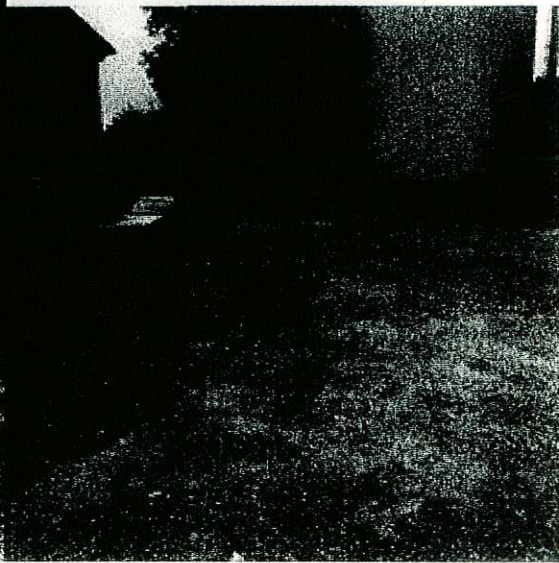
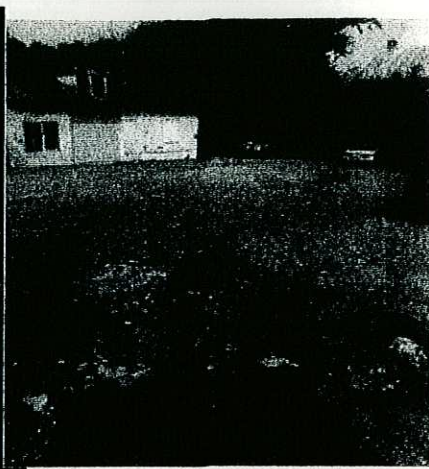
2018 Wage and Equipment Rate Schedule: Mr. Yingst noted that a proposed 2018 Public Works Wage and Equipment Rate Schedule had been provided to the Commissioners for their review and consideration. **MOTION** by Mr. Embich, second by Ms. Zimmerman to adopt the 2018 Public

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JULY 2017

- (1) **DOWNTOWN LIGHTS** Reported three street lights out, replaced one downtown light, and we will be repairing one at light at Turkey Hill side as soon as we can get the bucket truck.
- (2) **LINE PAINTING** We will not be painting any lines until the U.S. 422 milling and overlay project is complete.
- (3) **POTHoles** We have some patch work that we are still working on.
- (4) **CROSSWALKS** We will be painting South White Oak Street around the school in August.
- (5) **SIGNS** We are working in the northwest corner at this time.
- (6) **BLACK TOPPING** Contacted four companies for prices on blacktopping: Martin's is too busy and would not give a price, Pennsy is too busy but gave a price of \$57,000, still waiting to hear from Hoffer and WT for prices. Hope to have more prices by September meeting.
- (7) **PEDESTRIAN SIGNS** We will be removing pedestrian signs from U.S. 422 as soon as the milling work begins (they should be starting to mill the week of Aug 7).
- (8) **STORM DRAIN** The storm drains at West Queen Street at the mill need repaired; the work would involve replacing both inlet boxes, new 24" pipe under the road, and 24" pipe to an end wall at the creek (right now the water just flows across the parking lot and erodes the stones away, as per the pictures on the following page). French's gave a price of \$15,000, Kresge gave a price of \$9,500, and Travis from N. Annville never got back to me. I would like to get approval for Kresge to do the work.

Respectfully submitted,
Les Powell



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

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

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

Property: The following items were addressed:

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

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

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

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

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

ANNVILLE TOWNSHIP PUBLIC WORKS WAGE AND EQUIPMENT RATE SCHEDULE 2018

<u>ITEM</u>	<u>RATE/HOUR</u>
• <u>Small Pick-Up Truck</u>	<u>\$95 per hour</u>
• <u>Salting - One Ton Truck</u>	<u>\$95 per hour + Material</u>
• <u>Salting - Five Ton Truck</u>	<u>\$95 per hour + Material</u>
• <u>Street Sweeping</u>	<u>\$125 per hour</u>
<u>Street Sweeping Debris</u>	<u>Landfill rates per ton</u>
• <u>Roll-Off Truck</u>	<u>\$150 per container + Landfill rates</u>
• <u>Leaf Collection</u>	<u>\$150 per hour</u>
• <u>Leaf Disposal</u>	<u>\$70 per hour</u>
<u>Pot-Hole Repair</u>	<u>\$100 per hour + Material + Labor</u>
<u>Crack Sealing</u>	<u>\$55 per hour + Material + Labor</u>
<u>Sign Repair and Installation</u>	<u>\$85 per hour + Material</u>
<u>Paint Sprayer</u>	<u>\$55 per hour + Material + Labor</u>
• <u>Backhoe</u>	<u>\$100 per hour</u>
<u>Weed Spraying</u>	<u>\$100 per hour + Material</u>
• <u>Camera Truck</u>	<u>\$175 per hour</u>
<u>Sewer Flusher</u>	<u>\$100 per hour + Labor</u>
<u>Tank Truck</u>	<u>\$100 per hour + Labor</u>
<u>Portable Pumps</u>	<u>\$55 per hour</u>
<u>Auto Crane</u>	<u>\$55 per hour</u>
• <u>Skid Steer Loader</u>	<u>\$100 per hour</u>
<u>Chipper</u>	<u>\$75 per hour + Labor</u>
• <u>Lawn Tractor</u>	<u>\$100 per hour</u>
<u>Weed Whacker</u>	<u>\$10 per hour + Labor</u>
<u>Gas Cutting Torch</u>	<u>\$10 per day + Gas used</u>
<u>Laborers</u>	<u>\$60 per hour</u>
<u>Supervisors</u>	<u>\$90 per hour</u>

- Includes one operator



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
JULY 2017



- CALL FOR SERVICE 218
- ORDINANCE VIOLATIONS
 - ASSEMBLY/DEMONSTRATION 2
 - ANIMALS 1
 - DOG COMPLAINT 4
 - NOISE 2
 - OTHER 2
 - SOLICITING 1
 - PARKING TRAILER 1
 - PARKING 1
- CRIMINAL ARRESTS 7
 - ADULT 6
 - JUVENILE 1

- TOTAL TRAFFIC CITATIONS 23
- TOTAL WARNINGS 10
- TOTAL NON TRAFFIC CITATIONS 0
- TOTAL VEHICLE ACCIDENTS 4
 - REPORTABLE 4
 - NON REPORTABLE 0
 - HIT & RUN 0
- PARKING TICKETS ISSUED 21

Accident Locations

- 36 East Main Street
- 300 Block North White Oak Street
- SR 934 & Church Street
- SR 934 & SR 422

Annville Township Police Department

MONTHLY REPORT JUUL 2017

Total Calls by Call Type From: 6/30/2017 To: 7/27/2017

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - CITATION	23
PARKING ENFORCEMENT	21
PHONE SCAM	15
ASSIST OTHER POLICE	14
AMBULANCE CALL	13
TRAFFIC ENFORCEMENT - WARNING	10
DRIVING COMPLAINT	9
ALARMS	8
LOST & FOUND	7
SUSPICIOUS ACTIVITY	6
CIVIL MATTER	5
POLICE INFORMATION	5
SUSPICIOUS PERSON	5
ACCIDENT, REPORTABLE	4
DOG - MISSING / LOST	4
DOG COMPLAINT	4
MENTAL HEALTH	4
THEFT - UNLAWFUL TAKING	4
ASSIST OTHER AGENCY	3
BACKGROUND INVESTIGATION	3
CHECK ON WELL BEING	3
JUVENILE COMPLAINT	3
BURGLARY	2
CHILD WELFARE INVESTIGATION	2
DISORDERLY CONDUCT	2
DOMESTIC DISPUTE	2
DRUG VIOLATION	2
HOUSE CHECK REQUEST	2
NOISE COMPLAINT	2
ORDINANCE - OTHER VIOLATIONS	2
REPOSESSION	2
SUSPICIOUS VEHICLE	2
TRAFFIC HAZARD	2
TRESPASS, CRIMINAL	2
ADMINISTRATIVE FINGERPRINTING	1
AIR RIFLE OFFENSES	1
ANIMAL COMPLAINT	1
ASSEMBLY/DEMONSTRATION	1

COMMUNITY EVENT	1
COMMUNITY RELATIONS	1
DISABLED VEHICLE	1
FLEEING & ELUDING POLICE	1
FRAUD	1
HARASSMENT	1
IDENTITY THEFT	1
PARKING COMPLAINT	1
PARKING TRAILER, ETC.	1
RECEIVING STOLEN PROPERTY	1
SEX OFFENSES	1
SOLICITING - ORDINANCE	1
THEFT - DECEPTION	1
THEFT - FROM MOTOR VEHICLE	1
TRAFFIC COMPLAINT	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
WARRANT	1

Total Calls: 218

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

August 7, 2017

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Thursday, July 6, to prepare fund-raising letters for 100 prospective donors to the Graham land acquisition project. Deadline for replies with gifts and pledges is September 1.

Both Paul Graham and Ian Mont have signed agreements for the sale of property or trail easement.

MOTION: to ratify the agreement between Ian Mont and Annaville Township to provide access of his (Mont's) property to the proposed extension of the Quittie Park Nature Trail for a consideration of \$1,200.00, such agreement having been signed by Mr. Mont and Board President Rex Moore.

MOTION: to authorize signing the agreement between Paul Graham and Annaville Township to subdivide and purchase the creekside portion of his property for the proposed extension of the Quittie Park Nature Trail. N.B.: This agreement includes a condition requiring the Friends of Old Annaville to raise the funds necessary to complete these transactions.

With regard to the ADA fishing site, the Park Committee agreed to share the ca. \$5,000 cost of permitting and will contact the Doc Fritchey Chapter of Trout Unlimited to see whether they will also participate.

The Park Committee's historical marker for the site of the former Bachman gristmill awaits installation. Owen Moe is currently out of town. The installation will take place sometime after his return.

Lee Allwein mowed a path and the Public Works Department has sprayed herbicide on the new trail. Lee has deposited piles of mulch along the route, which now only wait for volunteers with rakes to finish.

HAZARD MITIGATION GRANT PROGRAM

All has been quiet. Administrator Yingst senses that final resolution is not far off.

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

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

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

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

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

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

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

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

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

Permits Report

Month of July 2017

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$ 25.00</u>
Total Street Cut Permit Fees Collected		<u>\$2,000.00</u>
Total Tapping Fees Collected		<u>\$4,200.00</u>

Tapping Fees

Jocham Real Estate Joint Venture	Moyer St.	\$4,200.00
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Building Permits

#25-17	Kathy-Jo Long	Replace a structure/add to a structure
#28-17	Benuel & Fannie Fisher	Add to a structure
#29-17	Joseph Greeninger	Erect a new structure
#30-17	Lebanon Valley College	Add to a structure
#31-17	Randall & Virginia White	Erect a new structure
#32-17	David & Pamela Miller	Erect a new structure

Curb/Sidewalk Permits

#2017-004	49 N. Chestnut Street	Replace curb & sidewalk
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Street-Cut Permits

#17-49	329 W. Church Street (2 cuts)	UGI Utilities, Inc. Renew gas service
#17-50	Moyer St.	Jocham Real Estate Joint Venture - Install sewer line
#17-51	101 N. College Ave. (3 cuts)	UGI Utilities, Inc. Install gas service
#17-52	305 W. Sheridan Ave. (2 cuts)	UGI Utilities, Inc. Renew gas service
#17-53	231 W. Queen Street	UGI Utilities, Inc. Renew gas service
#17-54	246 E. Maple Street	UGI Utilities, Inc. Install gas service

Burn Permit

ANNVILLE COMMUNITY ACTIVITIES COMMITTEE

The Committee has not met since the parade wrap-up on Thursday, June 22, 2017.

ANNVILLE FREE LIBRARY

The Free Library has scheduled three special programs during August. The first, on Monday, August 14th at 6:30 PM has Lancaster Parks and Rec environmental educator discussing the fast approaching solar eclipse. The second, on Tuesday, August 15 at 6:30 PM, features Devany LeDrew explaining how to sell art, crafts and supplies on Etsy. The third takes place on Monday, August 21, Eclipse Day. It begins at noon with a family workshop and continues with an eclipse party from 1:15--4:00 PM. All events are free; the eclipse-related events require registration by calling the Library at 717-867-1802.

FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE

The Committee's last meeting was on June 10.

GO AND BE ACTIVE THIS SUMMER!

Monday, June 5 -- Monday, August 14.

The walking and reading program is in full swing. Booklets for would-be participants are available in the Free Library and Annvile's marker plate is in position along the Quittie Park Nature Trail.

INDEPENDENCE DAY CONCERT ON THE QUAD

The concert planned for the Academic Quad had to move indoors at the last minute to avoid a drenching rain. Lutz Music Hall was filled to capacity as was the lobby. Still, many were disappointed--including some who had reserved tickets online.

OVER-STREET BANNER POLES

Annvile Public Works and Carl French have installed the poles. Township Administrator Yingst in collaboration with Township Solicitor Lamoureux has developed an application form and fee schedule for their use as well as agreements with the property owners regarding installation and future access. If property owners have returned these agreements Board action will be necessary.

HOMETOWN HERO BANNERS

This project remains under investigation.

ANNVILLE COMMUNITY NIGHT OUT

Officer Grumbine, with help and advice from Linda Bechtel, led the combined forces of Public Works and the Police Department to the successful conclusion of a well-attended event last Tuesday. Set-up and tear-down went smoothly and efficiently. Numerous donors provided the means and the Annvile Legion much of the labor of food preparation and service. The Township website has posted a number of photos from the evening.

INBEV'S BUDWEISER CLYDESDALES COME TO TOWN

Tuesday, September 5, 11:00 AM--2:00 PM

The promoter has made final arrangements with the Township for this event. The hitch will form at the A-C Pool parking lot, turn left onto Weaver then right onto Main Street and proceed west to the Public Works facility, stopping at each restaurant and tavern on the way. The hitch will turn at Public Works and then return to the trailers at the pool.

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

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

REPORTS OF SPECIAL COMMITTEES:

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

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

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

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

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

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

T. Embich reports: 08-07-2017 BOC

Thomas Embich

Agenda Items: VI – D, G, H & I

Date: August 03, 2017 report for August 07, 2017 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. Two properties were reviewed at the July 10 meeting: (1) A sign for the face of the building for Lawyer Tucker Hull at 108 West Main St. and (2) A patio addition to 125 West Main along the alley for Nevin & Eileen Hoover. Both applications received are recommended for certificates of appropriateness, with a request to the Hoover's to provide a completed plan regarding the foundation and the handling of storm water.
2. The HARB also recommended David Palanzo as the voting member to replace Paul Fullmer, pending acceptance of his resignation. An additional substitute member will be recommended when the full HARB has reviewed the potential candidates.
3. A letter to J&S Pizza, 31 West Main St. has been issued to address the poor condition of their awning/sign on the front and side of the building. This is being addressed under HARB and the Township's property maintenance code.
4. Next meeting of the HARB is August 14.

ACTIONS: (1) Recommend approval of certificates of appropriateness for 108 West Main and 125 West Main. (2) Recommend issuance of a Resolution honoring Dr. Paul Fullmer for his service to the HARB.

Item VI -G SPRUCE STREET BRIDGE

1. Administrator Yingst signed and returned the Utility Clearance Form for the project (75 pages) confirming the review of utilities within the project area; confirmation of Mr. Yingst action should be ratified.
2. The Utility Relocation Reimbursement Agreement has been properly reviewed and submitted to Met-Ed to authorize reimbursement (\$38,020.81) of electric utility relocation within the project area. When the signed agreement is returned from Met-Ed a motion to authorize it is required.

ACTION: Ratify the utility clearance data form signed and submitted by Township Administrator.

Item VI -H Stormwater management

1. Two meetings of the MS4 Consortium occurred: July 10 and 24. On July 10 the priorities for projects to address the sediment control requirements of the MS4 permits were reviewed and the most likely and most effective first project is the area along the Quittapahilla between 22nd and 25th Streets west of Lebanon. At the meeting of the 24th, a presentation of potential additional funding for both a bridge improvement and Stormwater management project in the 22nd to 25th Streets area was presented by Jon

Fitzkee related to PennDoT's Set Aside Program. The Redevelopment Authority will file an application, with Lebanon County Planning Department assistance. Related to the application process follow-up discussion of the Administrative Agreement led to two suggestions for amendments, which are forth coming. In addition, Lebanon City wants an amendment of the "Inter-municipal Agreement" related to the section regarding expulsion of any member with willful violations related to the MS4. Language to effect this change is coming from Lebanon City to the Consortium Members. Since several members have already adopted Ordinances adopting the I.A. follow-up adoptions may be required.

2. Advertising for the public "Notice of Intent hearing" for the MS4 permits and a related public comment period for the Pollution Reduction Plan is proposed for August 21; authorization of these related actions is needed.
3. Next meeting of the MS4 Consortium is August 21 at 10 AM, 1220 Mifflin St.; and the LCCWA meeting is slated for August 29, 2017, 10 AM at North Lebanon Township Office.

ACTION: Move to authorize advertising and related actions to the public hearing and review/comment period of the PRP.

ITEM VI- I GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .
2. The Umbriac Trucking case has been heard and Judge Tylwalk ruled that several violations to the flow control of Lebanon County/GLRA were violated; a judgment against Umbriac Trucking of \$12,500 plus was issued.
3. A burning violation levied against Stohler Meats (\$2,500) has been paid without contest.
4. A recent comprehensive site inspection by PA DEP found no violations or recommendations to be addressed. Congratulations to GLRA!
5. The next GLRA meeting is slated for September 12, 2017, at 6:00 PM with the annual picnic following at 6:15 PM. If attendance at the picnic is planned notify the GLRA by September 6.

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

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

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

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

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

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

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

RESOLUTION NO. 20170807-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION
TO PAUL FULLMER FOR HIS MANY YEARS OF SERVICE ON
THE HISTORIC ARCHITECTURAL REVIEW BOARD**

WHEREAS, the Annville Township Board of Commissioners created the Historic Architectural Review Board (HARB) to encourage preservation of properties within the Annville Historic District; and

WHEREAS, Paul Fullmer has served as a full member of HARB since 2013 and prior to that as an alternate member for a number of years; and

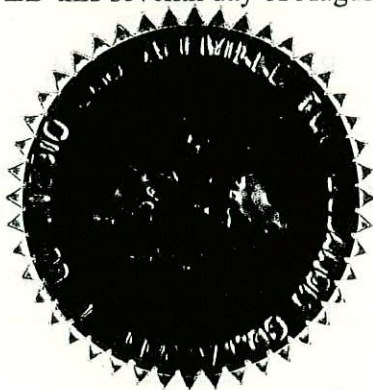
WHEREAS, Mr. Fullmer was passionate about the history of Annville—as evidenced by his informative writings on the community’s past and his active involvement in Friends of Old Annville—and he drew upon this enthusiasm and knowledge, along with an evident kindness and willingness to listen, when considering applications that have come before HARB; and

WHEREAS, Mr. Fullmer has worked diligently to ensure the preservation and promotion of the Annville Historic District while endeavoring to meet the needs of property owners within the Historic District; and

WHEREAS, Mr. Fullmer has resigned his seat on HARB due to the removal of his residency from Annville Township.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Paul Fullmer be recognized and appreciated for his many years of service to Annville Township on the Historic Architectural Review Board.

ADOPTED this seventh day of August, 2017.



Rex A. Moore, President

Attest:

Nicholas T. Yingst, Secretary

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
July 25, 2017**

A meeting of the Annville Township Wage & Salary Committee was held on July 25, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Rex Moore, and David Myers. Also in attendance was Nicholas T. Yingst, Annville Township Administrator. Mr. Moore called the meeting to order at 6:32 PM.

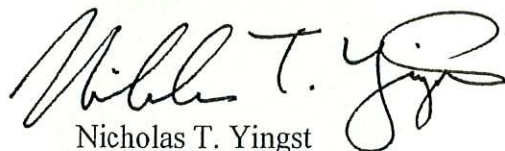
EMPLOYEE EVALUATIONS: Nine satisfactory employee performance reviews were submitted to the Committee to review for the following employees;

- Nicholas T. Yingst, Township Office – Township Administrator
- Cheryl L. Fischer, Township Office – Billing Clerk
- James Grumbine, Police Department – Administrative Assistant
- Leslie J. Powell, Public Works Department – Superintendent
- Christopher Koehler, Public Works Department – Operator
- Keith Heck, Public Works Department – Laboratory Supervisor
- Jason Shaak, Public Works Department – Laborer
- Joseph Viozzi, Public Works Department – Laborer
- Gary Kosh, Public Works Department – Laborer

Following review and discussion by the Committee, **MOTION** by Mr. Ludwig, second by Mr. Myers to (1) approve the satisfactory annual employee performance reviews for Nicholas T. Yingst and Cheryl L. Fischer of the Township Office; James Grumbine of the Police Department; and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Gary Kosh of the Public Works Department and recommend that the Board of Commissioners do the same; and (2) recommend to the Board of Commissioners that Joseph Viozzi receive a \$1.00 per hour pay increase, effective July 30, 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 6:45 PM.

Respectfully submitted,



Nicholas T. Yingst
Annville Township Administrator
and Secretary

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

VI. - F

August 8, 2017

Website

Commissioner Scott installed the most recent update of the Joomla! content manager as well as updates on several of the additional components. All parts of the content manager now run the most current iterations of the software.

Information Technology

Nothing to report.

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

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

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

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

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

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

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

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

OLD BUSINESS:

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

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

Union Hose Fire Dept. Meeting - July 6, 2017

Treasurer's Report--\$40,612 in budget thanks to the township commissioners' contribution.

Report on Historic Old Annville Day--everything went well. They were very busy. Main Street was blocked with a fire truck being used as a barrier.

Pinnacle Open House--8 volunteers participated.

Audit for the fire company was finished at a cost of \$1,900.

Chief Engineer's Report--21-year old Fire Engine had its yearly maintenance. The bill was \$1,700. The engine received new lights and a new gauge on the pump. It will cost \$1,800 to get valves fixed. The Ladder Truck will have its annual maintenance on July 10. Rescue 1 set up their rescue truck to demonstrate their system. The committee needs to know what is needed to outfit a new rescue truck. Chief Engineer feels that a new rescue truck will cost around \$600,000 with some additional costs. The goal is to order a new truck in the last quarter of 2018.

There were two new active memberships added to the fire department; sixteen new members were added to the social club.

Ron Dowey and Matt Clements padlocked the social club during the beginning of the meeting. It is anticipated that the club will remain closed for approximately one week, re-opening around July 14. Members of the BOD had previously gone through paperwork, etc. to discover why funds from the social club have dropped. There is a person who is going to help the BOD through a transition before the club opens again. Ron reported that the way things were going with the club, it would have closed down eventually. Ron said the BODs were going to be "going in a different direction." He reported that closing the club was not an easy decision. Greg Clements reported that they didn't want to relinquish the license because there would be a fee for the license to be held and then a fee to get it back. He reported that the important thing for the club was "sustainability and the people we served." It was not an easy decision. They stressed that the closing was a "business decision." At this time, the club is not making enough to continue to operate.

****PS:** The Union Hose Fire Company advertised in the Lebanon Daily News and the Merchandiser for a "qualified applicant for a club manager, as well as part-time bartenders for the social club." They are looking for someone who is RAMP certified and familiar with LCB and small games of chance regulations. Salary is dependent on experience.

According to Face Book, the social club reopened on Friday, July 21 at 3 PM. They will be open normal hours, plus are looking at adding hours.

At this time, I am submitting my resignation as the Annville Township Board of Commissioners' liaison to the Union Hose Fire Company for personal reasons. I am requesting that the Board accept the appointment of Henri Lively as the replacement for that position.

Respectfully submitted,
Joann F. Zimmerman

NEW BUSINESS:

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

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

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

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

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

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:39 PM. The Regular Meeting was reconvened at 9:14 PM with the five Commissioners, Mr. Yingst, Mr. Sheffey, and Mr. Lamoureux present.

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

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


Nicholas T. Yingst, Secretary


Rex A. Moore, President