

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
October 18, 2017**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 18, 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 was Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners.

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.

REVIEW OF DRAFT BUDGETS

Mr. Yingst presented the following draft budgets for review and comment by the Board of Commissioners: Economic Development Authority (EDA), Liquid Fuels (Motor License), Police Pension Plan, Non-Uniformed Employees' Pension Plan, Municipal Separate Storm Sewer Systems (MS4) Fund, Sewer Fund, Sewer Capital Fund, General Fund, and Capital Reserve Fund. Mr. Yingst noted that both the Sewer Fund and General Fund draft budgets were balanced and that no tax increase or sewer or trash rate increase was being recommended. He also presented a labor costs spreadsheet that reflected a 2.25% annual increase to police salaries and wages per the current collective bargaining agreement (CBA) with the police union and a 2% cost of living increase for all Township employees not covered by a CBA. Mr. Yingst noted that employees receiving health insurance benefits would see their contribution to the premium increase from 1% to 2% in 2018. The Board reviewed each budget and the labor costs spreadsheet in detail, and the only changes made to the information presented was setting the 2018 budget amount for General Fund account 01/411/500 at \$71,500, comprised of a \$64,000 fire company donation and \$7,500 for the joinder of the Annville-Cleona Fire District, and the corresponding changes to General Fund account 01/490/000 and Capital Reserve Fund account 31/392/300 reflecting the resulting change to the interfund transfer of the projected 2018 surplus of General Fund revenues over expenditures. At the conclusion of reviewing all draft budgets, the Commissioners agreed that another Special Meeting to discuss budget matters, which had been tentatively scheduled for November 8, 2017, would not be necessary.

BUDGET ACTIONS

Adoption of Budget: MOTION by Mr. Embich, second by Mr. Scott to tentatively adopt the 2018 budget as presented and to authorize advertisement of a public notice that the proposed budget is available for public inspection. Motion carried unanimously.

Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates: MOTION by Mr. Lively, second by Ms. Zimmerman to establish the Earned Income Tax rate at 0.5% for 2018, the Local Services Tax rate at \$52 annually for 2018, and the Realty Transfer Tax rate at 0.5% for 2018 and to authorize advertisement of a public notice indicating same. Motion carried unanimously.

Authorize Tax Levy and Appropriations Ordinance: MOTION by Mr. Embich, second by Mr. Scott to authorize the Township Administrator to prepare and advertise an ordinance establishing

the Real Estate Tax rate for the year 2018 at 3.09 mills and appropriating specific sums estimated to be required for the specific purposes of the municipal government. Motion carried unanimously.

Authorize Budget Hearing: MOTION by Ms. Zimmerman, second by Mr. Lively to authorize the advertisement of a Budget Hearing for November 6, 2017 at 7:15 PM. Motion carried unanimously.

OTHER BUSINESS

Establish MS4/Stormwater Fund and Bank Account: MOTION by Mr. Embich, second by Mr. Lively to (1) authorize establishing an MS4/Stormwater Fund and bank account, the latter to be held by one of the approved depositories for Township funds and utilizing the approved signatories for Township funds, and (2) authorize the execution of the necessary paperwork by the appropriate Township officials to establish this bank account. Motion carried unanimously.

Notices to Proceed for South Spruce Street Bridge Project: At the recommendation of the Township Bridge Engineer, MOTION by Mr. Embich, second by Mr. Scott to ratify approval for and execution by the Township Administrator of the Notices to Proceed for Verizon and Comcast to enter the right-of-way for utility work to be performed in relation to the Spruce Street Bridge replacement project. Motion carried unanimously.

Final Right-of-Way Plan for South Spruce Street: At the recommendation of the Township Bridge Engineer, MOTION by Mr. Embich, second by Mr. Scott to (1) approve the Final Right-of-Way Plan for South Spruce Street pertaining to the bridge project and (2) authorize its execution by the appropriate Township officials. Motion carried unanimously.

Submission of MS4 National Pollutant Discharge Elimination System (NPDES) Permit Renewal Notice of Intent (NOI): Noting it was completed by the Township Engineer and submitted to the Pennsylvania Department of Environmental Protection on October 11, 2017, MOTION by Ms. Zimmerman, second by Mr. Lively to ratify approval for and execution by the Township Administrator of the MS4 NPDES Permit Renewal NOI. Motion carried unanimously.

Award of Sale of 1991 Ford F-350 Utility Truck and 1994 Chevrolet K3500 Dump Truck: Mr. Yingst reported that numerous bids were received through the Municibid online auction service for the purchase of the 1991 Ford F-350 Utility Truck and the 1994 Chevrolet K3500 Dump Truck. MOTION by Mr. Lively, second by Mr. Scott to award (1) the sale of the 1991 Ford F-350 utility truck to Paul Carlevale for \$6,650.50 and (2) the sale of the 1994 Chevrolet K3500 dump truck to Russell Wantz for \$6,525.00, the high bidders for each vehicle, respectively. Motion carried unanimously.

Release of Second Half of 2017 Donation to Fire Department: MOTION by Mr. Lively, second by Mr. Scott to authorize the release of \$32,000, which is the remaining half of the Township's budgeted 2017 donation, to the Union Hose Company. Motion carried by a vote of four to one with President Moore, Mr. Scott, Mr. Embich, and Mr. Lively voting in favor of the motion and Ms. Zimmerman voting against the motion.

Workers' Compensation Safety Award: Mr. Yingst presented a safety award received from the Township's workers' compensation consortium, the Susquehanna Municipal Trust, indicating there were no loss time days from 2016 claims. He noted this is the third consecutive year the Township has received the award and it is beginning to see a significant reduction in its annual workers' compensation premium as a result.


Town Christmas Tree: Mr. Scott reported it was determined a potted tree would not work well for the Town Christmas tree and it was recommended that a live tree continue to be used. As the Fire Department had indicated in 2016 it did not have the time to decorate the tree going forward, Mr. Scott recommended the Township rent a bucket truck to put the tree up and decorate it and there was concurrence from the other Commissioners on doing so. The issue of insufficient lights and ornaments for the tree were also discussed and Mr. Scott indicated he would broach this subject with those involved in coordinating the Christmas tree festivities.

ADJOURNMENT

There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Ms. Zimmerman to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:15 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President