

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
AGENDA FOR NOVEMBER 6, 2017**

PUBLIC HEARING – 7:15 PM

2018 Budget Presentation and Public Comment

REGULAR MONTHLY MEETING – 7:30 PM

Announced Visitor(s): None

- I. Call to Order – 7:30 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Approval of Minutes
 - A. October 2, 2017 Regular Meeting
 - B. October 18, 2017 Special Meeting
- V. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project
 - E. Finance
 - F. Permits
 - G. Annaville Activities
- VI. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - C. Economic Development
 - D. Historic Architectural Review Board (HARB)
 - E. Wage & Salary
 - F. Information Technology
 - G. Spruce Street Bridge
 - H. Stormwater Management
 - I. Greater Lebanon Refuse Authority (GLRA)
 - J. Fire Department
- VII. Old Business
 - A. Proposed Ordinance – 2018 Tax Levy and Appropriations
- VIII. New Business
 - A. Establish 2018 Meeting Dates
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

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

The November Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on November 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; Corey Lamoureux, Esq., Township Solicitor; Luke Leininger, Union Hose Fire Company; Anthony Deaven, Church Street; Conrad "Mike" Liles, North Railroad Street; Eugene Martin, Stone Hill Village; 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 Dean Wolfe asked to address the Board. Mr. Wolfe asked if there was any update on the possibility of selling the Annville Center Parking Lot. President Moore indicated there was no update at present and an appraisal, which was required before this possibility could be evaluated further, had yet to be performed on that property.

APPROVAL OF MINUTES:

October 2, 2017 Regular Meeting: MOTION by Mr. Scott, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held October 2, 2017 as presented. Motion carried unanimously.

October 18, 2017 Special Meeting: MOTION by Mr. Scott, second by Ms. Zimmerman to approve the minutes of the Special Meeting held October 18, 2017 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Biosolids Dewatering Preliminary Basis of Design Proposal: Noting the Township Authority is evaluating a number of options to address disposal of biosolids, including dewatering, and at its recommendation, MOTION by Mr. Lively, second by President Moore to approve the biosolids dewatering preliminary basis of design proposal from Gannett Fleming at an estimated cost of \$5,100 and authorize its execution by the appropriate Township officials. The motion was then opened for discussion. Mr. Lively reflected on whether this study was necessary and after noting it was intended to weigh the costs versus benefits of this disposal option both he and President Moore shared their belief it was worth authorizing. Mr. Scott inquired about the merits of dewatering in light of a decreasing number of fields available for application. Mr. Embich noted that dewatering made for an easier process for application to farm fields and Mr. Yingst noted dewatered biosolids could be accepted at the landfill, whereas biosolids that were not dewatered

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR OCTOBER 2017

- (1) **DOWNTOWN FOUNTAIN** We will be draining the fountain in the next couple of weeks.
- (2) **DOWNTOWN LIGHTS** We have five street lights that will be repaired and seven downtown light that were repaired. I am going to look around and see if we can replace the lights in the downtown area with an LED-type bulb so we can get rid of the transformers, ignitors, and capacitors that are located inside the light fixtures.
- (3) **STORM DRAIN** Installed new storm drain on West Queen at the mill.
- (4) **CHRISTMAS TREE** The tree will be put up the week of November 13 sometime in the morning, weather permitting.
- (5) **LEAF COLLECTING** We spent the following time collecting leaves:
 - Annville: 25.5 hours, 5.75 tons
 - South Annville: 8.5 hours, 5 tons
 - Cleona: 18 hours, 5.75 tons

Respectfully Submitted
Les Powell

would not be. With no further discussion noted the motion was voted upon and carried unanimously.

Stormwater Fee Development Services: Mr. Yingst reported the Township Authority sought proposals for developing a stormwater fee from three engineers and proposals were received from two firms: the proposal submitted by HRG, Inc. was for an estimated base amount of \$54,700 and the proposal submitted by SSM Group, Inc. was for an estimated base amount of \$19,100. At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the stormwater fee development services proposal from SSM Group, Inc. at an estimated cost of \$19,100 and authorize its execution by the appropriate Township officials. Motion carried unanimously.

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

Appointment of Part-Time Administrative Assistant: At the recommendation of the Chief Dugan, **MOTION** by President Moore, second by Mr. Embich to approve the hiring of Michelle Enterline as a part-time Administrative Assistant in the Police Department at a rate of \$14.75 per hour, effective November 27, 2017, pending the satisfactory completion of routine background checks. Motion carried unanimously.

Temporary One-Way on South Lancaster Street: **MOTION** by Mr. Scott, second by Mr. Embich to authorize making a temporary one-way on South Lancaster Street from West Main Street south to West Queen Street from November 16, 2017 through the remainder of the holiday season. Motion carried unanimously.

Property: The following item was addressed:

Town Hall Roof Replacement: Ms. Zimmerman reported the roof replacement project is nearing completion with the arrival and subsequent installation of flashing the primary task that remains. This task is expected to be completed by the end of the month, at which point the project manager, Gannett Fleming, will be performing a final inspection on the roof.

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

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

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

Annville Township Police Department
MONTHLY REPORT OCTOBER 2017

Total Calls by Call Type From: 9/29/2017 - 10/26/2017

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	39
TRAFFIC ENFORCEMENT - WARNING	15
ASSIST OTHER POLICE	13
AMBULANCE CALL	7
TRAFFIC ENFORCEMENT - CITATION	7
BACKGROUND INVESTIGATION	6
DOMESTIC DISPUTE	6
POLICE INFORMATION	6
UNDERAGE DRINKING	6
ALARMS	5
CHECK ON WELL BEING	5
LANDLORD/TENANT ISSUE	5
NOISE COMPLAINT	5
ACCIDENT, NON-REPORTABLE	4
ASSIST MOTORIST	4
LOST & FOUND	4
MISCELLANEOUS	4
CRIMINAL MISCHIEF	3
DRIVING COMPLAINT	3
SUSPICIOUS ACTIVITY	3
ACCIDENT, HIT & RUN	2
ANIMAL - MISSING	2
ANIMAL COMPLAINT	2
ASSIST OTHER AGENCY	2
BURNING - COMPLAINT	2
COMMUNITY RELATIONS	2
DISORDERLY CONDUCT	2
DUI	2
FIGHTING	2
FIRE CALL	2
FRAUD	2
HARASSMENT	2
JUVENILE COMPLAINT	2
MISSING PERSON	2
ORDINANCE - OTHER VIOLATIONS	2
PARKING COMPLAINT	2
PARKING TRAILER, ETC.	2
PFA ORDER	2
PUBLIC DRUNKENNESS	2

REPOSESSION	2
REQUEST FOR AID	2
SUSPICIOUS PERSON	2
TRAFFIC COMPLAINT	2
TRAFFIC DETAIL	2
WARRANT	2
911 HANGUP	1
ACCIDENT, REPORTABLE	1
ASSEMBLY/DEMONSTRATION	1
BAD CHECKS	1
BURGLARY	1
CIVIL MATTER	1
DOG COMPLAINT	1
FLEEING & ELUDING POLICE	1
INDECENT EXPOSURE	1
MEGAN'S LAW NOTIFICATION	1
PFA ORDER VIOLATION	1
RECEIVING STOLEN PROPERTY	1
ROAD CLOSURE / DETOUR / CONSTRUCTION	1
ROBBERY	1
SUICIDE	1
TERRORISTIC THREATS	1
THEFT - UNLAWFUL TAKING	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
TRAFFIC HAZARD	1

Total Calls: 219



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
October 2017



• CALL FOR SERVICE	219
• ORDINANCE VIOLATIONS	
1. PARKING	2
2. PARKING/TRAILER	2
3. NOISE	5
4. DOG	1
5. ORDINANCE OTHER	2
6. ANIMAL	2
7. ASSEMBLY/DEMONSTRATION	1
8. BURNING	2
9. OPEN CONTAINER	1
10. DISCHARGE FIREARMS	3
• CRIMINAL ARRESTS	20
○ ADULT	20
○ JUVENILE	0

• TOTAL TRAFFIC CITATIONS	7
• TOTAL TRAFFIC WARNINGS	15
• TOTAL NON-TRAFFIC CITATIONS	24
• TOTAL VEHICLE ACCIDENTS	14
○ REPORTABLE	3
○ NON-REPORTABLE	7
○ HIT & RUN	4
• PARKING TICKETS ISSUED	39

Accident Locations

- 1st Block South Mill Street
- South Railroad Street
- 1st Block N. Cherry Street
- 400 Block West Sheridan Ave.
- 1st Block South White Oak Street
- 934 & Queen Streets
- 600 Block East Main Street
- West Main and Cherry Streets
- South King & West Queen Streets
- 1st Block East Main Street
- 934 & 422
- Heisey Road & Arnold Sports Ctr.
- 100 Block West Cumberland St.
- 500 block East Maple Street

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

November 6, 2017

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, October 22 in the Annaville Train Station.

Khervin Smith has not gotten back to Commissioner Scott or the Committee regarding legal advice on the permitting process underway for the proposed ADA fishing site in Quittie Park-East.

ATPW installed the bronze Bachman Mill marker. Members of the Bachman family attended the unveiling ceremony on Sunday, October 15 and brought with them a (previously unknown) photo of the mill. To general satisfaction the image on the marker proved to be substantially accurate.

Weather reports calling for steady rain and cold temperatures cast the planned workday by members of the Alpha Phi Omega service fraternity regional conference into doubt. Dustin Shepler, the service captain, reduced the participants to rain-worthy volunteers only and shortened the work day. Fortunately the actual day turned out to be overcast but dry and not as cold as predicted. Nevertheless, the smaller crew and shorter day meant that although the main trail is in good shape, work on the expansion trails has only begun and quite a lot of the available mulch remains in one of several large piles. The Park Committee is considering a second workday for local volunteers to finish the project.

The Park Committee expressed its gratitude for the ready help Annaville Public Works staff has provided in both the marker and trail mulching projects.

Matthew and Hockley has completed the subdivision plan for the Graham property and will present it for review by interested parties sometime next week. Following approval by these individuals, Matthew and Hockley engineer Brent McFeaters will submit the plan to Lebanon Planning and the Township for review and ultimate approval. When the plan is approved, the Township will be able to move to acquire the one Graham lot and the easement over the Mont property to add to the park.

HAZARD MITIGATION GRANT PROGRAM

Nothing further to report at this time.

Permits Report

Month of October 2017

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Curb/Sidewalk Permit Fees Collected	_____	_____
Total Street Cut Permit Fees Collected	_____	\$400.00
Total Tapping Fees Collected	_____	_____

Tapping Fees

Building Permits

#41-17	John & Danielle Biever	Erect a new structure
#42-17	Nikolas & George Sgagias	Change of use
#43-17	Larry, Teresa & Joseph Francis	Replace/Add to a structure
#44-17	Betty Sue Martin	Replace a structure
#45-17	Leo Batz	Erect a new structure
#46-17	Amy Searcy	Add to a structure
#47-17	Duvall & Duvall, LLC	Change of use

Curb/Sidewalk Permits

Street-Cut Permits

#17-63	1 W. Sheridan Ave	UGI Utilities, Inc.	Renew gas service
#17-64	11 W. Sheridan Ave	UGI Utilities, Inc.	Renew gas service

Burn Permit

10/28/17 (alternate date-11/4/17)	Midget Football Homecoming	Mike Hughes
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Annville Activities: Mr. Scott reviewed the Annville Activities Report for October 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

2018 Historic Old Annville Day – Designation of Date and Application for Street Closure: Noting the request from the Friends of Old Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Embich to (1) designate Saturday, June 9, 2018 as Historic Old Annville Day and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation (PennDOT) for the necessary street closure permit for U.S. Route 422 between Cherry Street and State Route 934 beginning at 6:00 AM and ending at 4:00 PM on that date. Motion carried unanimously.

2018 Memorial Day Parade – Designation of Date and Application for Street Closure: **MOTION** by Mr. Scott, second by Mr. Embich to (1) designate Saturday, May 26, 2018 as the date for the 2018 Memorial Day Parade and (2) authorize the Police Department to apply to PennDOT for the necessary street closure permit for U.S. Route 422 between the customary streets and for the customary hours on that date. Motion carried unanimously.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported no Executive Sessions were held since the adjournment of the October Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters and potential litigation.

Planning Commission: Mr. Yingst reported the Planning Commission did not meet in October and was not expected to meet in November. The following item was then addressed:

Waiver of Remaining Plantings and Reduction of Letter of Credit for Phase 3A of Stone Hill Village: The Board considered a request from Eugene Martin for a waiver of remaining plantings and reduction of letter of credit for Phase 3A of Stone Hill Village. Mr. Martin indicated he was requesting the waiver because it would make lawn maintenance easier and he believed the bank served the purpose of screening. The Commissioners then reviewed a plan showing the remaining plantings and considered the Township Engineer's recommendation for a partial waiver. Ms. Zimmerman asked why these plantings were required per the land development plan and Mr. Martin shared his belief that this portion of the plan was overdone. At the request of Mr. Lively, the Commissioners then reviewed some photographs Mr. Martin had taken of the area for which a waiver was being requested. Mr. Embich indicated he believed the existing plantings would provide adequate screening upon reaching maturity. Ms. Zimmerman also suggested it might not be safe to require additional plantings in the vicinity of the community's walking path. With no further comments or questions noted, **MOTION** by Mr. Embich, second by Mr. Lively to (1) waive the remaining plantings per the land development plan for Phase 3A of Stone Hill Village that have not yet been planted and (2) authorize the reduction of the letter of credit for Phase 3A of Stone Hill Village from \$35,338.96 to \$0.00. Motion carried unanimously.

DESTINATION ANNVILLE

Destination Annnville considers the 4th annual crockpot cook-off on Saturday, October 14, from 11:00 AM to 2:00 PM to have been the most successful yet. Fifteen businesses and the Free Library participated and the mild weather brought out a large crowd. The event coincided with Home Coming at Lebanon Valley College; numbers of students and their parents joined locals before heading back to campus and the homecoming game. The results of voters who sampled all of the offerings are in and the winners are: 1st Place - Attorney Tucker Hull, 2nd Place - Whirling Dervish Bakery, 3rd Place - Corvette Grille.

Destination Annnville is planning a Shop Small Saturday event following Thanksgiving. Shoppers who bring their receipts from local businesses to the Legion Ballroom on South Manheim Street will be eligible to win various door prizes.

The group will meet next on Tuesday, November 7, to consider an event to celebrate New Year's Eve.

LEBANON VALLEY COLLEGE: Pumpkin Walk: Friday, October 27, 7:00-9:00 PM.

LVC Students Elizabeth Drda and Paige Mealing organized the event. They had a total of 15 clubs participate as well as volunteers from Student Government. The clubs included: Pre-Health Professions Society, Biology Club, Chemistry Club, Physics Club, Disney Club, Student Pennsylvania State Education Association, Council for Exceptional Children, Tri-Beta Honors Society, PT Club, ValleyFest, Colleges Against Cancer, Alpha Sigma Tau, Gamma Sigma Sigma, Global Education Club, and Sigma Alpha Iota. Over 150 children attended with their families--among the largest crowds ever! The Friends of Old Annnville's Quittie Park committee, provided pizza for the volunteers and a blazing cauldron against the evening cool down. LVC Facilities Services supplied tables, chairs and ladders. Annnville Township Public Works delivered (and subsequently retrieved and stored) the luminaries and pumpkin gate elements.

ANNVILLE ACTIVITIES COMMITTEE

The annual Christmas decoration of the square transitions to a new model this year. Considering the difficulty in locating a large tree (the closest candidate this year is in Myerstown) and the Union Hose's refusal to decorate any such tree, Public Works and the Annnville Activities Committee have decided to purchase a smaller live tree to stand in the square and subsequently begin to form a tree line to screen the waste water treatment plant from Route 422. This 10-12 foot tree, a resilient blue spruce, will come from the Evergreen Tree Farm and cost \$125.00. Ladders will suffice to place existing lights and local businesses may provide additional decorations. Individual local businesses will have the opportunity to sponsor the tree in future years.

The annual tree lighting ceremony is scheduled for **Saturday, December 2, 9:00 AM** at the Allen Theater and 5:45 PM at the square.

HOMETOWN HERO BANNERS

Nothing new to report.

Mr. Martin left the meeting at 7:52 PM.

Economic Development: Nothing to report this month.

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

Installation of Signage at 15 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Ms. Zimmerman to issue a Certificate of Appropriateness for installation of signage for the property at 15 East Main Street. Motion carried unanimously.

Installation of Signage at 109 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for installation of signage for the property at 109 West Main Street. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported that the Wage & Salary Committee met on October 24, 2017 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following committee recommendations on 2018 budget matters were then addressed:

Non-Uniformed Employee Benefits for 2018: It was noted the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2018. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the benefits for non-uniformed employees in 2018 as presented. Motion carried unanimously and the listing of 2018 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

Wage and Salary Adjustments for 2018: It was noted the Wage & Salary Committee recommended all non-probationary, non-uniformed employees be given a 2% across-the-board wage and salary increase effective January 1, 2018. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase for non-probationary, non-uniformed employees, effective January 1, 2018 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2018 is attached hereto and made a part of these minutes.

Revision to Employee Handbook and Annville Township Group Health Plan Pertaining to Sharing of Insurance Premium Costs by Employees: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Ms. Zimmerman to (1) revise the employee handbook to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 2% of the premium cost as a payroll deduction and (2) approve the documents necessary to incorporate this revision in the Annville Township Group Health Plan and the execution of these documents by the appropriate Township officials, effective January 1, 2018. Motion carried unanimously.

Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD

1. At the October 9 meeting the HARB recommended we grant approval for signage at the 15 East Main St., "Wags to Whistles" dog grooming business and the new sign at 109 West Main St., West End Consignment. Details are available upon request.
Next meeting of the HARB is November 13.

ACTIONS: Two "Certificates of Appropriateness" recommended for issue: One for a set of three signs (front walkway temporary "A" sign, permanent in window sign at rear entrance, and temporary directional sign at the rear parking lot for "Wags to Whistles" dog grooming at 15 East Main St. Second recommendation for 109 West Main St. over sidewalk sign for "West End Consignment" which is a double sided, lighted 60" x 40" sign (or as complies with the Town Center zoning district).

Item VI-G SPRUCE STREET BRIDGE

1. Utility work for moving the Met-Ed lines on the east side of the bridge is being done with brush and tree clearing.
2. Township met with Stantec, Inc. (subcontractor to Wilson Group) about small property acquisitions re Woodside Homeowner's Association and Annville Auto (Don & Tom Risser) for pre-negotiation letters for right-of-way easements and temporary construction easements. Appraisals are almost complete and initial offers will be done in the next month. Reimbursement rate is 95:5 as with the other costs for the project. A third party for easement agreement is Annville Township regarding some of the adjacent Quittie Park. If the offers are not accepted, then initial condemnation proceedings could be initiated.

ACTION: Move to authorize the Township to enter the agreements for purchase and/or easements based on the Stantec appraisals.

Item VI-H Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred October 16, and was attended by N. Yingst and T. Embich.
2. At the October MS4 Consortium, authorization was granted to search for appropriate engineering and legal support to the consortium to cover the period 2018 – 2023. Bills to be paid were approved, special note of the \$7,882 for SESI for preparation of the Chesapeake Bay PRP filing to PA DEP. Amendments to the ICA were briefly discussed, no major comments,

and the municipalities needing to authorize the amendments will do so in the next meeting cycle.

3. The Fulton Bank will make a presentation at the November MS4 meeting.
4. Next meeting of the MS4 Consortium is November 20th at 10 AM, Stevens Towers, Willow St.; and the LCCWA meeting is slated for November 28, 2017, 10 AM at North Lebanon Township Office.

ACTION: Recommend endorsement of the amendments to the MS4 Consortium ICA, and authorization to pay our 2018 obligation as requested.

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 next GLRA meeting is slated for November 8, 2017, at 7:00 PM. The 2018 meeting schedule is Jan 3, Feb 6, March 6, April 3, May 2, June 5, July 10, Aug 8, Sept 11, Oct 2, Nov 7, and Dec 4, 2018 at 7:00 PM, except Sept 11 which is at 6:00 PM.

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

VI. - F

November 6, 2017

Website

Alan Feldman of Virtual October has begun work on the migration of the current website to a new design on a wordpress platform. He feels confident that it will be able to meet the goal of having the new site go live in December.

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

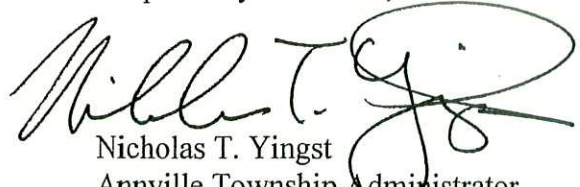
A meeting of the Annville Township Wage & Salary Committee was held on October 24, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Henri Lively, Barry Ludwig, Rex Moore, and David Myers. Also in attendance was Nicholas T. Yingst, Annville Township Administrator and Secretary. Mr. Moore called the meeting to order at 6:10 PM.

NON-UNIFORMED EMPLOYEE BENEFITS AND COST OF LIVING ADJUSTMENT:

The Committee reviewed the proposed listing of Annville Township non-uniformed employee benefits for 2018, which included a 2.0% cost of living adjustment and a requirement that employees who receive medical, dental, and/or vision insurance coverage through the Township will contribute 2% of the corresponding insurance premium, which represents an increase of 1% from the 2017 premium contribution of 1%. **MOTION** by Mr. Ludwig, second by Mr. Myers to recommend to the Board of Commissioners that the proposed listing of 2018 non-uniformed employee benefits, including a 2.0% cost of living adjustment, be approved as presented, and any necessary changes to the employee handbook be made. Motion carried unanimously and a copy of this listing of non-uniformed employee benefits is attached hereto and made a part of these minutes.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:24 PM.

Respectfully submitted,


Nicholas T. Yingst
Annville Township Administrator
and Secretary

ANNVILLE TOWNSHIP

NON-UNIFORMED EMPLOYEE BENEFITS

2018

- I. **Vehicle Reimbursement** - Reimbursement for use of employee's personal vehicle for official Township business shall be at the then current rate as established by the federal Internal Revenue Service.
- II. **Holidays** - Employees shall receive ten (10) paid holidays:
 1. New Year's Day
 2. Good Friday
 3. Primary Election Day*
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. General Election Day*
 8. Thanksgiving Day
 9. Christmas Day
 10. Employee's Birthday

* Public Works Department and Police clerical employees may substitute Personal Days for these two holidays.
- III. **Sick Leave** - Employees shall be entitled to twelve (12) days sick leave per year, and may accumulate a maximum total of one hundred forty (140) days.

Up to five (5) days of an employee's sick leave entitlement may be used each year where an illness in the immediate family requires the employee's absence from work to care for that family member.
- IV. **Vacation** - Employees shall receive five (5) working days vacation after the first year of service; ten (10) working days vacation after the second year of service; and one (1) additional working day vacation for each year of service in excess of two (2) years to a total of twenty (20) days up to twenty (20) years of service, effective the employment anniversary date. After twenty (20) years of service the employee earns twenty-five (25) vacation days. Employees may carry a maximum of fifteen (15) unused vacation days over to the following year.
- V. **Bereavement Leave**
 - A. Employees shall receive four (4) working days paid leave for the death of the following:
 1. Spouse
 2. Child
 3. Parent
 4. Sibling
 5. Father-in-law or Mother-in-law

- B. Employees shall receive three (3) working days paid leave for the death of the following:
1. Grandparent
 2. Grandchild
- VI. **Personal Day** - Employees shall be entitled to one (1) working day off with pay each year for personal use.
- VII. **Pension Plan** - Defined Benefit Plan (2.0% per year of service)
- VIII. **Insurance**
- A. **Hospitalization**
1. Capital Blue Cross
 2. Major Medical
 3. Includes immediate family
 4. Employee pays 2% of premium cost as a payroll deduction
 5. Deductibles - Single: \$500; Family: \$1,000
- B. **Eye/Dental** -
1. Davis Vision
 2. United Concordia Dental
 3. Employee pays 2% of premium cost as a payroll deduction
- C. **Life Insurance**
1. \$20,000 group term life insurance
- IX. **COLA Increase 2018** – 2.0% pay increase effective January 1, 2018.

**ANNVILLE TOWNSHIP
LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES
2018**

<u>Employee</u>	<u>Annually</u>	<u>Hourly</u>
Bernard Dugan	\$81,996	
Nicholas T. Yingst	\$64,418	
Leslie J. Powell	\$61,715	
Keith Heck		\$23.34
Christopher Koehler		\$19.91
Cheryl Fischer		\$17.07
James Grumbine		\$17.07
Jason Shaak		\$16.07
Karen Gerhart		\$15.61
Joseph Viozzi		\$15.22
Gary Kosh		\$11.22
Part-time Crossing Guards		\$11.15
Andrew St. Clair		\$10.40
Full-time Police Officers	Set by collective bargaining agreement	
Part-time Police Officers	Set by collective bargaining agreement	

Any employees not noted above or who do not fall within one of the categories noted above are to remain at their December 31, 2017 salary and wage rate on January 1, 2018.

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

Advanced Notice of Acquisition Letters, Offers to Purchase, and Agreements of Sale and Temporary Easements for Construction: **MOTION** by Mr. Embich, second by Mr. Scott to (1) ratify issuing Advanced Notice of Acquisition letters to two property owners whose properties will be affected by the bridge replacement project, (2) authorize the Township Administrator to issue Offers to Purchase and Summaries of Just Compensation to these property owners based upon appraisals of these properties, and (3) approve and authorize execution by the appropriate Township officials of Agreements of Sale and Temporary Easements for Construction pertaining to these properties if the property owners accept the offers. Motion carried unanimously.

Authorization to Enter (Waiver of Claim): **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve the Authorization to Enter (Waiver of Claim) granting access to the Township-owned park property for the bridge replacement project. Motion carried unanimously.

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

Amendments to Lebanon County Stormwater Consortium (LCSC) Intergovernmental Agreement: Mr. Embich noted five amendments had been proposed to the previously adopted LCSC intergovernmental agreement. He reported the other consortium members were in agreement with these amendments, as were he, Mr. Yingst, and Mr. Lamoureux, and he recommended the amendments presented be authorized by the Board of Commissioners. Mr. Scott asked several questions pertaining to the intent of the first two recommended amendments and Mr. Embich and Mr. Yingst shared their interpretations of same. **MOTION** by Mr. Embich, second by Mr. Lively to (1) approve the amendments to the LCSC Intergovernmental Agreement as presented and (2) approve payment of the Township's annual contribution to the LCSC upon receiving an invoice for same. Motion carried unanimously.

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

Fire Department: The Board noted the receipt of the October 2017 Monthly Statistical Report for the Union Hose Company.

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

OLD BUSINESS:

Proposed Ordinance – 2018 Tax Levy and Appropriations: Mr. Yingst reported the proposed 2018 Tax Levy and Appropriations Ordinance had been drafted and submitted to the Commissioners for their review and would be advertised sometime in the next month so it could be considered for adoption at the December Regular Meeting.

Downtown Bricks: Ms. Zimmerman inquired about the status of removing bricks that were being uprooted by tree roots in the downtown area and Mr. Yingst indicated he would contact the Public Works Superintendent for information on this.

2017 County Convention: Mr. Embich provided a brief update on the 2017 Lebanon County Convention of Township Officials that he and Mr. Scott attended earlier in the month and he also shared the names of those officers who were elected by the association for 2018.

NEW BUSINESS:

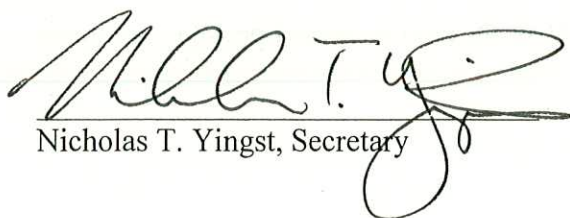
Establish 2018 Meeting Dates and Times: Mr. Yingst noted the Township Office provided the Commissioners with tentative 2018 meeting dates and times for the Board of Commissioners, Township Authority, HARB, and Planning Commission. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the 2018 meeting dates and times as presented and to authorize the Township Administrator to advertise same. Motion carried unanimously.

CORRESPONDENCE: Mr. Embich noted the Commissioners had received an invitation to the November 13, 2017 dedication ceremony of the Eastern Army National Guard Aviation Training Site Aviation Maintenance Instructional Building and he indicated he would be happy to represent the Township at this event.

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

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:17 PM. The Regular Meeting was reconvened at 8:50 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:51 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President