

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
December 4, 2017**

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on December 4, 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; Corey Lamoureux, Esq., Township Solicitor; Luke Leininger, Union Hose Company; Mike Hughes, Cleona Fire Company; David and Ann Lasky and Michael Schroeder, Quittapahilla Watershed Association; Conrad "Mike" Liles, North Railroad Street; Nevin Hoover and Dean Wolfe, West Main Street; Stephanie Harmon, Lebanon County Conservation District; and the Rowland family, Derry Township.

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 from those in attendance. Mr. Yingst then noted there were several honorary resolutions to be presented.

Resolution No. 20171204-1 – Extending Recognition and Appreciation to James W. Scott:

President Moore noted this was the final meeting in which James W. Scott would be serving as a Township Commissioner. He thanked him for his service to Annville Township and, on behalf of the Board of Commissioners, a framed original of proposed Resolution No. 20171204-1, extending recognition and appreciation to him for his years of service to the Township, was read aloud and presented to him by Mr. Yingst. **MOTION** by Mr. Lively, second by Ms. Zimmerman to adopt Resolution No. 20171204-1, extending recognition and appreciation to James W. Scott for his years of service to the community as a Township Commissioner. Motion carried by a vote of four to zero with President Moore, Mr. Embich, Mr. Lively, and Ms. Zimmerman voting in favor of the motion and Mr. Scott abstaining. A copy of this resolution is attached hereto and made a part of these minutes.

The Rowland family left the meeting at 7:33 PM.

Resolution No. 20171204-2 – Extending Recognition and Appreciation to David and Ann

Lasky: Mr. Yingst noted that David and Ann Lasky were in attendance and read proposed Resolution No. 20171204-2, extending recognition and appreciation to them for their efforts on behalf of the Quittapahilla watershed and Quittie Creek Nature Park. **MOTION** by Mr. Scott, second by Mr. Lively to adopt Resolution No. 20171204-2, extending recognition and appreciation to David and Ann Lasky for their contributions to the community on behalf of the Quittapahilla watershed and Quittie Creek Nature Park. Motion carried unanimously. Mr. Lasky thanked the community for its support over the years in preserving the Quittapahilla watershed and Ms. Lasky expressed appreciation to the Township Public Works Department for assisting their work along the creek. A signed and sealed original of the resolution was provided to Mr. and Ms. Lasky and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. and Ms. Lasky, Mr. Schroeder, and Ms. Harmon left the meeting at 7:36 PM.

APPROVAL OF MINUTES:

November 6, 2017 Public Hearing: **MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Public Hearing held November 6, 2017 as presented. Motion carried unanimously.

November 6, 2017 Regular Meeting: **MOTION** by Mr. Lively, second by Mr. Scott to approve the minutes of the Regular Meeting held November 6, 2017 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Methanol Filter System Processor: At the recommendation of the Township Authority, **MOTION** by Ms. Zimmerman, second by Mr. Embich to approve the purchase of a replacement methanol filter system processor from Xylem at a cost of \$6,842.30 and the filing of a claim with the Township's insurance carrier to recover the costs for same. Motion carried unanimously.

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

Lebanon Valley Bicycle Coalition (LVBC) "Earn a Bike" Program: Mr. Scott provided information on the LVBC's "Earn a Bike" program, which allows individuals in need to earn donated bicycles through volunteer work. He asked Mr. Yingst to provide this information to the Police Department if it should come upon any abandoned bicycles.

Property: The following item was addressed:

Town Hall Roof Replacement: Ms. Zimmerman reported the roof replacement project is nearly completed, and an inspection of the work by the Township's project manager, Gannett Fleming, was completed the prior week identifying a few minor remaining issues for the contractor to address before payment may be issued. She also thanked Mr. Yingst for cleaning the outside railings that had been coated with dust and debris from the roof replacement project.

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

Closeout of HMGP-2 Project Account: Noting the second of the two HMGP projects (HMGP-2) had been officially closed out by the Federal Emergency Management Agency (FEMA), **MOTION** by Mr. Scott, second by Mr. Embich to authorizing the closing of the bank account through which these funds were passed and the disbursement of any remaining funds in this account to the Township's Capital Reserve Fund. Motion carried unanimously.

RESOLUTION NO. 20171204-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO JAMES W. SCOTT
FOR HIS SERVICE TO ANNVILLE TOWNSHIP**

WHEREAS, James W. Scott, being first elected to the office of Township Commissioner by the citizens of Annville Township in November 2007, served in that public office from 2008 through 2011, and later from 2013 through the present; and

WHEREAS, Mr. Scott was elected by his colleagues Vice President of the Annville Township Board of Commissioners in 2014, serving in that position from then through the present; and

WHEREAS, Mr. Scott has served the citizens of Annville Township with integrity, diligence, conscientiousness, prudence, humility, fairness, vigor, vision, and civic mindedness; and

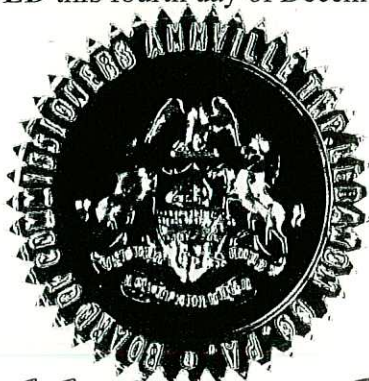
WHEREAS, Mr. Scott was a driving force behind many projects that improved the transparency and efficiency of local government, including creating and improving the Township website, spearheading the comprehensive revision of the decades-old zoning ordinance, and bringing to completion the codification of previously scattered ordinances into a readily accessible code; and

WHEREAS, Mr. Scott served as liaison to community groups such as the Annville Activities Committee, Friends of Old Annville, the Quittie Park Committee, and Destination Annville, ensuring effective municipal and volunteer cooperation for community events and parks; and


WHEREAS, Mr. Scott has chosen not to run for reelection as a Township Commissioner and this is his final meeting as a member of the Annville Township Board of Commissioners.


NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that James W. Scott be recognized and appreciated for his positive and lasting impact upon the Annville community.

ADOPTED this fourth day of December, 2017.



Attest:


Nicholas T. Yingst, Secretary


Rex A. Moore, President

RESOLUTION NO. 20171204-2

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO DAVID AND ANN LASKY
FOR THEIR SERVICE TO ANNVILLE AND ITS SURROUNDING COMMUNITIES**

WHEREAS, David and Ann Lasky were among the small group of citizens who spearheaded the creation of Quittie Creek Nature Park in 1989, and since that time have worked tirelessly to protect, maintain, and improve Quittie Creek Nature Park; and

WHEREAS, David Lasky was instrumental in founding the Quittapahilla Watershed Association in 1997, and served as its President for the next 20 years, from 1997 to 2017; and

WHEREAS, the Quittapahilla Watershed Association under David Lasky's leadership made major strides in protecting, defending, and improving the water quality in the Quittapahilla watershed, as recognized in the Association's receipt of two statewide awards – the Governor's Watershed Stewardship Award in 2001, and the Pennsylvania Association of Conservation Districts Watershed Protection Award in 2002; and

WHEREAS, David and Ann Lasky over the past decades have made invaluable and indelible contributions to improving the quality of life for the citizens of Annaville and surrounding communities; and

WHEREAS, the Quittapahilla Watershed Association wishes to recognize and honor David and Ann Lasky for these efforts and accomplishments and the Annaville Township Board of Commissioners heartily concurs with this sentiment.


NOW, THEREFORE, BE IT RESOLVED by the Annaville Township Board of Commissioners that David and Ann Lasky be recognized and appreciated for their valuable and enduring contributions to enhancing the quality of life for the citizens of Annaville Township and surrounding communities, most notably through their tireless efforts over the past decades on behalf of the Quittapahilla watershed and Quittie Creek Nature Park.

ADOPTED this fourth day of December, 2017.



Attest:


Nicholas T. Yingst, Secretary


Rex A. Moore, President

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR NOVEMBER 2017

- (1) **DOWNTOWN LIGHTS** We repaired two streetlights, putting two LED bulbs in them, and repaired three uplights in the square.
- (2) **STREET SIGNS** We will start on signs again, weather permitting, after leaf collection is completed.
- (3) **DUMPSTERS** Wednesday and Saturday dumpster access is finished until spring.
- (4) **LEAF COLLECTION** We spent the following time collecting leaves:
 - S Anville: 12 hrs. and 5.5 tons
 - Cleona: 26.5 hrs. and 14.25 tons
 - Anville: 46.5 hrs. and 21.5 tonsWe will stop collecting leaves around mid-December, weather permitting.
- (5) **FOUNTAIN** Fountain has been drained for the year.

Respectfully submitted,
Les Powell



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
November 2017



- CALL FOR SERVICE 257
- ORDINANCE VIOLATIONS
 - 1. PARKING 1
 - 2. NOISE 4
 - 3. DOG 3
 - 4. ANIMAL 1
 - 5. ABANDONED VEHICLE 1
 - 6. SOLICITING 1
- CRIMINAL ARRESTS 13
 - ADULT 13
 - JUVENILE 0
- NARCAN USED 2

ACCIDENT LOCATIONS

- TOTAL TRAFFIC CITATIONS 13
 - TOTAL TRAFFIC WARNINGS 11
 - TOTAL NON-TRAFFIC CITATIONS 6
 - TOTAL VEHICLE ACCIDENTS 12
 - REPORTABLE 2
 - NON-REPORTABLE 4
 - HIT & RUN 4
 - NO INVESTIGATION 2
 - PARKING TICKETS ISSUED 63
- 1st Block South White Oak Street
 - 230 Water Street
 - 300 Block East Main Street
 - 51 West Sheridan Ave.
 - 1st Block East Main Street
 - 120 Heisey Road
 - 700 Block East Main Street
 - 100 Block Marshal Street
 - 700 Block East Main Street
 - 934 & 422 (3)

Annville Township Police Department
MONTHLY REPORT NOVEMBER 2017

Total Calls by Call Type From: 10/27/2017 - 11/30/2017

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	63
BACKGROUND INVESTIGATION	17
TRAFFIC ENFORCEMENT - CITATION	13
ASSIST OTHER POLICE	12
TRAFFIC ENFORCEMENT - WARNING	11
AMBULANCE CALL	10
SUSPICIOUS ACTIVITY	9
ASSIST MOTORIST	6
CHECK ON WELL BEING	6
ALARMS	5
CRIMINAL MISCHIEF	5
DOMESTIC DISPUTE	5
POLICE INFORMATION	5
ACCIDENT, HIT & RUN	4
ACCIDENT, NON-REPORTABLE	4
FRAUD	4
DOG COMPLAINT	3
DRIVING COMPLAINT	3
FOOT PATROL - POLICE	3
LOST & FOUND	3
MISSING PERSON	3
NOISE COMPLAINT	3
SUSPICIOUS PERSON	3
ACCIDENT, NO INVESTIGATION	2
ACCIDENT, REPORTABLE	2
COMMUNITY RELATIONS	2
JUVENILE COMPLAINT	2
MEGAN'S LAW NOTIFICATION	2
MENTAL HEALTH	2
NARCAN USED	2
PFA ORDER	2
PHONE SCAM	2
REPOSESSION	2
RUNAWAY	2
SUSPICIOUS VEHICLE	2
ABANDONED VEHICLE	1
ANIMAL - MISSING	1
ANIMAL COMPLAINT	1
ASSIST OTHER AGENCY	1
BURGLARY	1

BURNING PERMIT	1
CHILD ABUSE	1
CIVIL MATTER	1
COMMUNITY EVENT	1
CRIMINAL INVESTIGATION	1
DISABLED VEHICLE	1
DISORDERLY CONDUCT	1
DRUG VIOLATION	1
DUI	1
FLEEING & ELUDING POLICE	1
HARASSMENT	1
HOUSE CHECK REQUEST	1
LANDLORD/TENANT ISSUE	1
NEIGHBORHOOD DISPUTE	1
NOISE ORDINANCE	1
PARKING COMPLAINT	1
PARKING- GENERAL INFO	1
PUBLIC DRUNKENNESS	1
RECON. ACCIDENT TEAM ASSISTANCE	1
REQUEST FOR AID	1
ROBBERY	1
SOLICITING - ORDINANCE	1
THEFT - DECEPTION	1
THEFT - FROM MOTOR VEHICLE	1
THEFT - UNLAWFUL TAKING	1
TRESPASS LETTERS	1
TRESPASS, CRIMINAL	1
WIRES DOWN	1

Total Calls: 257

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

December 4, 2017

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, November 26 in the Annaville Train Station.

The committee reviewed Pumpkin Walk and received the welcome news that the LVC coordinators, Elizabeth Drda and Paige Mealing, both juniors, have volunteered enthusiastically to organize the event next year and have promised as well to recruit replacements for their positions before they graduate.

The Alpha Phi Omega volunteer effort to spread mulch on the trails had not succeeded as well as hoped because the weather forecast (steady rain throughout the day) reduced both the number of participants (20 rather than 60) and the time spent on the task (1 hour rather than 3). In response the Committee has scheduled a follow-up workday for local volunteers for **Saturday, December 9 from 8:30 AM until noon**. The Committee hopes that Lee Allwein will be able to distribute some of the large mulch piles along the trail so that most of the effort can concentrate on raking rather than wheelbarrowing. They also asked for the use of the two Township wheelbarrows along with ATPW rakes and mulch forks.

The Committee plans to seek grant support from the local Doc Fritchey Chapter of Trout Unlimited and the Act 13 Marcellus Legacy Fund for the ADA fishing site project and maintenance ongoing expenses of the portable toilet and the Swingholm footbridge. To that end they have requested the following information from the Township:

- Cost estimate for resealing the footbridge;
- Cost estimate for ADA fishing site plan and permitting;
- Cost estimate for ADA fishing site construction (labor and materials).

The Committee also voiced concern for the stability of the newly installed Bachman Grist Mill site marker. The bronze tablet is reportedly loose both at the point of its attachment to the standard and at the base of the standard itself. The Committee fears that wobbliness may encourage vandalism.

The Committee has accepted Ethan Fortuna's proposal to renew and update the existing trailhead maps as his Eagle Scout Community Service project. They noted that the signs Matthew Darok had created for his Eagle project have weathered, and are out of date following subsequent additions to the trail complex. The new maps will also include the soon-to-be-added extension to the park following the purchase of the Graham property.

The Committee received an update on the Graham subdivision: the interested parties have seen and approved Matthey & Hockley's preliminary plan, which has gone to Township engineers Spotts, Stevens & McCoy for their review. Settlement is now expected sometime in January 2018.

The Committee also has its eye on the South White Oak Street HMGP property for development as a wooded area and potential addition to the park.

HAZARD MITIGATION GRANT PROGRAM

The Township has received a summary letter from PEMA/FEMA regarding the final audit of our participation in the program.

REQUEST: For an executive session of the Board to discuss this letter as it involves both a real estate matter and potential litigation.

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

Permits: The Permits Report for November 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. Mr. Scott reported a street cut on Elm Street and Ms. Zimmerman reported a number of street cuts on North Railroad Street and Mr. Yingst indicated his staff would investigate to see if permits had been issued for these cuts and, if not, the utility company would be contacted. Mr. Liles also inquired about work being done along Main Street and Mr. Yingst indicated Township cut permits are not issued for work on state-owned highways.

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

Approval for Destination Annville's "Sip and Stroll": **MOTION** by Ms. Zimmerman, second by Mr. Scott 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 in September 2018 from 12 Noon to 5 PM. Motion carried by a vote of four to one with President Moore, Mr. Scott, Mr. Lively, and Ms. Zimmerman voting in favor of the motion and Mr. Embich 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 Ms. Zimmerman, second by Mr. Scott 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 in September 2018 from 12 Noon to 5 PM. 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 Ms. Zimmerman, second by Mr. Scott 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 adjournment of the November Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel and real estate matters and potential litigation.

Planning Commission: Mr. Yingst reported the Planning Commission did not meet in November but would be meeting in December to review the Graham subdivision plan. The following item was then addressed:

Reduction of Letter of Credit for the Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College (LVC): At the recommendation of the Township Engineer, **MOTION** by Mr. Scott, second by Mr. Embich to authorize the reduction of the letter of credit for the Jeanne and Edward H. Arnold Health Professions Pavilion at LVC from \$509,157 to \$385,448. Motion carried unanimously.

Economic Development: Nothing to report this month.

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

Placement of Shed at 351 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for placement of a shed at the property at 351 West Main Street. Motion carried unanimously.

Wage & Salary: The following item was addressed:

Resignation of Andrew St. Clair: Mr. Yingst reported that Andrew St. Clair, Town Hall Custodian, resigned from employment with Annville Township, effective November 24, 2017. **MOTION** by Ms. Zimmerman, second by Mr. Embich to accept the resignation of Andrew St. Clair from employment with Annville Township, effective November 24, 2017. Motion carried unanimously.

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

Pennsylvania Department of Environmental Protection (DEP) Permit Applications: At the recommendation of the Township Bridge Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to approve the General Permit 11 (Maintenance, Testing, Repair, or Replacement of Water Obstructions and Encroachments) and General Permit 4 (Intake and Outfall Structures) applications to DEP and authorize their execution by the appropriate Township officials. Motion carried unanimously.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for November 2017, a copy of which is attached hereto and made a part of these minutes. He reported on the Township Authority's work on the development of the stormwater fee, noting it was considering highlighting the clean water aspect of the fee when determining its name in order to best convey the sort of projects it would fund. Mr. Embich also noted the Township Authority is working on how to inform the public of the fee and what its purpose is prior to its assessment.

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

Permits Report

Month of November 2017

Plumbing Permits issued	<u>4</u>	<u>\$ 100.00</u>
Plumbing Licenses issued	<u>3</u>	<u>\$ 75.00</u>
Excavator Licenses issued	<u></u>	<u></u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$ 50.00</u>
Total Street Cut Permit Fees Collected		<u>\$ 400.00</u>
Total Tapping Fees Collected		<u>\$45,518.52</u>

Tapping Fees

Landmark Builders	Liberty Station	N/C
Landmark Builders	Liberty Station	N/C
Lebanon Valley College	Heisey Rd.	\$45,518.52

Building Permits

#48-17	Narrows Glen	Erect a new structure
#49-17	Narrows Glen	Erect a new structure

Curb/Sidewalk Permits

2017-013	202 W. Sheridan Avenue	Replace sidewalk
2017-014	641-643 E. Main Street	Replace sidewalk

Street-Cut Permits

#17-65	322 W. Church Street	UGI Utilities, Inc.	Install gas service
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Burn Permit

DESTINATION ANNVILLE

Destination Annnville's Shop Small Saturday event following Thanksgiving brought a good turnout to local businesses. The Legion ballroom headquarters was itself a lively place with more than a dozen vendors. Shoppers stopped in to have their Shop Small Passports validated and turn their receipts for purchases made into raffle tickets for the gift baskets offered as prizes.

At this point the group is not planning an event to welcome in the New Year.

Plans to organize another *Sip & Stroll* in the park are still indefinite. As vendors for such events require invitation in January, It would be good if the organization could have the assurance that permission to hold such an event in the park will be in place for the fall should it decide to go ahead with the project.

MOTION: To authorize Destination Annnville to use the Quittie Creek Nature Park for a *Sip and Stroll* event on a weekend day in September, 2018, between the hours of 12:00 noon and 5:00 PM and to 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, for the same period.

ANNVILLE ACTIVITIES COMMITTEE

A ten-foot Norway spruce, balled and burlaped for planting after the holidays, now stands in the square. ATPW built a suitable container to protect the root ball and keep it from drying out. The Blue Ridge Tree Farm in East Hanover Township provided the tree at a cost of \$165.

Santa arrived on **Saturday, December 2**, at 9:00 AM in the Allen Theater and appeared again following the tree lighting ceremony, which began at 5:45 PM on the same day at the square.

The Parade Committee will convene in January to begin preparations for the 28th Annual Memorial Day Parade and Remembrance Service.

T. Embich reports: 12-04-2017 BOC

Thomas Embich

Agenda Items: VI – D, G, H & I

Date: November 30, 2017 for December 4, 2017 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. At the November 13 meeting the HARB recommended we grant approval for a shed placement at the rear of 351 West Main St., on property owned by Douglas Etter; tenants Joseph & Jessica Celenzo, current residents.
2. Next meeting of the HARB is November 13; three reviews already slated: signage change at 104 West Main Street; awning replacement/sign at J&S Pizza at 31 West Main St.; and renovations to house and condemned accessory structure at 44 East Main St.

ACTIONS: A "Certificate of Appropriateness" is recommended for 351 West Main St. for shed placement at rear of property on pre-existing concrete foundation pad.

Item VI -G SPRUCE STREET BRIDGE

1. The PA DEP Permit Registration Package for the project as prepared by NTM Engineers (subcontractor to Wilson Group) is received and needs a signature page to be completed under the "General Permit" registration of PA DEP regarding work in wetland areas.

ACTION: Move to authorize the Township to sign the Certification portion of the PA DEP General Permit Registration for work to proceed at South Spruce Street Bridge.

Item VI -H Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred November 20, and was attended by N. Yingst and T. Embich.
 - a. At the November 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, total of \$68,213.99 for SESI for work done previously on preparation of the Chesapeake Bay PRP filing to PA DEP and two other components. 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.

The Fulton Bank made a presentation regarding handling of monies for administration and projects funds for the Consortium. No supplemental funds currently needed, per discussion after their presentation.

The University of Maryland Environmental Finance Center

presented options for aid they can provide. They are already covered under a grant and will be serving municipalities of the MS4 Consortium as well as the LCCWA group.

A brief discussion of the methods for selecting legal and engineering support resulted in adopting the RFP for Legal counsel. The RFQ process for selecting an engineering firm is held up temporarily.

NOTE: Minutes for the October meeting are available for review if desired.

2. Next meeting of the MS4 Consortium is December 18th at 10 AM, Stevens Towers, Willow St.; and the LCCWA meeting is slated for February 27, 2018, 10 AM at North Lebanon Township Office.
3. The LCCWA met on November 28 at North Lebanon Twp Offices. Much of the meeting was reviewing the newspaper advertising issues relative to papers of general distribution; currently the Merchandizer does not qualify, but has a larger distribution than the Lebanon Daily News, which has dropped to circa 9600 subscribers. A review of the requirements of the MCM #1 for the MS4 permits found that the specifics for the public advertising is limited and a township newsletter may suffice for part of the public notice requirements.

Minutes for the LCCWA meeting of August 29 are available for review.

ACTION: None required for this report.

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 key item of business was adoption of the 2018 Budget with estimated operations revenue of \$7,680,100.00, other revenue of \$3,821,155.00 for a total revenue budget of \$11, 501,255.00
3. The next GLRA meeting is slated for December 5, 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

December 4, 2017

Website

Township Administrator Yingst and Commissioner Scott have reviewed Alan Feldman's (Virtual October) first and second drafts of the Wordpress-based redesign of the Township website. The project is progressing well, though some refinement is still necessary. The Township has enjoyed a good working relationship with Mr. Feldman thus far and looks forward to having the site go live before the end of the year. Administrator Yingst has arranged with BlueHost to continue to keep the current site up for at least another month, should that be necessary.

reported an alternate delegate to the GLRA could be appointed by the Township but only one of the delegates would be eligible to vote on behalf of the Township at a GLRA meeting.

Fire Department: The Board noted the receipt of the November 2017 Monthly Statistical Report for the Union Hose Company. Mr. Lively expressed his appreciation that representatives of both fire companies that made up the Annville-Cleona Fire District were present and Ms. Zimmerman noted it was refreshing to see this cooperation between the fire companies. The following items were then addressed:

Amendments to Memorandum of Understanding (MOU) Outlining a Procedure, Process, and Goals for the Regionalization Efforts for the Union Hose Company and the Cleona Fire Company: Mr. Lively presented amendments to the MOU outlining a procedure, process, and goals for the regionalization efforts for the Union Hose Company and the Cleona Fire Company that was previously approved by the Board of Commissioners. Noting that these amendments had been agreed to by the Union Hose Company, Cleona Fire Company, and Cleona Borough, **MOTION** by Mr. Lively, second by Mr. Scott to approve the amendments as presented to the aforementioned MOU. Motion carried unanimously.

Abandoned Vehicle: Mr. Leininger reported that a vehicle abandoned along the shoulder of East Main Street had recently been involved in an accident due to a portion of that vehicle protruding into the lane of traffic. He asked if the removal of that vehicle could have been enforced through the Police Department and Mr. Yingst indicated he would forward this question to the Chief of Police.

New Fire Engine for Cleona Fire Company: At the request of Mr. Lively, Mr. Hughes reported that the new fire engine was anticipated to be delivered to the Cleona Fire Company sometime in January 2018. He also noted an offer had been received on the old fire engine that will be removed from service.

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

OLD BUSINESS:

Ordinance No. 660 – 2018 Tax Levy and Appropriations: Mr. Yingst presented proposed Ordinance No. 660, fixing the 2018 real estate tax rate for general purposes at three and nine one-hundredths (3.09) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2018. He informed the Board the ordinance was properly advertised and could be considered for adoption, and noted that adopting this ordinance would officially adopt the 2018 budget. **MOTION** by Mr. Embich, second by Mr. Scott to (1) adopt Ordinance No. 660, fixing the real estate tax rate for the year 2018 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2018, as presented, and (2) authorize advertisement of the adoption of the 2018 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Boger Concrete Co. Sedimentation Control: Ms. Zimmerman commented favorably on the work being done at Boger Concrete Co. attempting to prevent sedimentation from leaving its property.

NEW BUSINESS:

General Fund and Sewer Fund Account Classification Changes: Mr. Yingst reported he met the previous month with representatives of Fulton Bank regarding a potential change to the classifications of the General Fund and Sewer Fund accounts that would significantly increase the interest rates for same. **MOTION** by Mr. Embich, second by Mr. Lively to authorize changing the classifications of the General Fund and Sewer Fund accounts with Fulton Bank from state/municipal checking to governmental interest checking and to authorize the execution of the necessary paperwork by the appropriate Township officials to do so, including a revised Cash Management Services Master Agreement. Motion carried unanimously.

Deferred Compensation Plan: Mr. Yingst reported the Township's deferred compensation plan—which allows employees to make pre-tax contributions to retirement via the biweekly payroll process in addition to their pension—has been bought and sold several times and, as such, does not have an investment advisor associated with the plan, which is problematic because the Township has a fiduciary responsibility over deferred compensation funds. Mr. Yingst reported that R.J. Hall Company, Inc., the Township's pension advisor, suggested it serve as the investment advisor for a deferred compensation plan through Princor, and do so at no cost. R.J. Hall Company drafted a plan document that would need to be adopted for the deferred compensation plan to operate through Princor and, after reviews and edits from the Township Administrator and Township Solicitor, the plan document was presented to the Commissioners for their review and consideration. **MOTION** by Mr. Lively, second by Mr. Scott to (1) authorize the Township Administrator to disburse the balance of the funds in the current deferred compensation fund in accordance with the wishes of the participants and (2) approve the deferred compensation plan document upon the establishment of a new plan with Princor and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

2017-2018 Humane Society of Lebanon County Stray Housing Agreement: Mr. Yingst presented the Board with a stray housing agreement from the Humane Society of Lebanon County for its review and comment. The agreement runs from October 1, 2017 through September 30, 2018 and would charge the Township a flat annual fee of \$180. This fee is based upon four unclaimed stray animals picked up in Annville Township and deposited at the Humane Society over the previous fiscal year at a rate of \$45 per animal, which represents a decrease of seven stray animals from the fiscal year prior to that. **MOTION** by Ms. Zimmerman, second by Mr. Scott to approve the 2017-2018 stray housing agreement with the Humane Society of Lebanon County as presented and to authorize its execution by the appropriate Township officials. The motion was then opened for discussion. Mr. Embich asked if the Township was able to recover its costs if an animal was claimed and Mr. Yingst indicated it was. With no further discussion noted the motion was voted upon and carried unanimously.

Christmas Tree Collection Dates: **MOTION** by Ms. Zimmerman, second by Mr. Scott to establish the dates for the annual Christmas tree collection from January 2 through January 12,