

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
March 6, 2018**

The March Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on March 6, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Joann F. Zimmerman; and Nevin R. Hoover. 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, Chief of the Union Hose Company; Conrad "Mike" Liles, North Railroad Street; Dean Wolfe, West Main Street; and Karen and Joseph Viozzi, West Sheridan Avenue.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and the following comments were noted from those in attendance:

Request for Prohibiting Parking Along East Side of North Cherry Street: President Moore noted Mr. Viozzi was listed on the agenda and he asked him to share his comments with the Board. Mr. Viozzi stated the driveway on his property at West Sheridan Avenue egresses onto the west side of North Cherry Street and he indicated it has become difficult to back out of the driveway since vehicles have begun parking on the east side of North Cherry Street; he then shared photographs of same with the Commissioners. He noted that vehicles did not previously park there, but since they have the amount of traffic on North Cherry Street along with its steep hill have created a safety issue. Ms. Viozzi also noted that southbound vehicles on North Cherry Street have been driving onto their driveway to avoid oncoming traffic due to the narrowing of the roadway. To that end, Mr. Viozzi asked the Board if it would consider prohibiting parking along the east side of North Cherry Street. Mr. Yingst indicated the Public Works Director has heard similar concerns from the resident with a driveway on the east side of North Cherry Street regarding limited visibility while attempting to pull out of his driveway due to parked vehicles. The Public Works Director had also indicated some difficulties plowing North Cherry Street and the importance of keeping the roadway clear due to the amount of traffic on it and its steep hill from West Sheridan Avenue southward, so that prohibiting parking along the east side of the roadway might be of benefit. Mr. Yingst noted that prohibiting parking along the east side of North Cherry Street south of West Sheridan Avenue would require the adoption of an ordinance and suggested this could be considered as part of other amendments to the Motor Vehicles and Traffic chapter of the Code of Ordinances that would be discussed later in the meeting. The Commissioners discussed this in detail and thanked Mr. Viozzi for sharing his concerns with them.

Mr. and Ms. Viozzi left the meeting at 7:10 PM.

APPROVAL OF MINUTES: MOTION by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held February 6, 2018 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for February 2018 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Laboratory Accreditation: Mr. Yingst reported that the Pennsylvania Department of Environmental Protection (DEP) had increased the cost for the accreditation of the wastewater treatment plant (WWTP) laboratory by \$300 from previous years, which exceeded the \$1,250 budgeted for this cost in 2018. At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the annual accreditation of the WWTP laboratory in the amount of \$1,550. Motion carried unanimously.

Replacement of Wear Plates and Impellers on Main Sewage Pumps: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the purchase of new wear plates and impellers for the main sewage pumps at the WWTP and installation by Envirep, Inc. at a cost of \$2,505.63. The motion was then opened for discussion. Mr. Embich asked about the materials to be used for the new parts and if that might extend the useful life of same. Mr. Yingst indicated he did not know what materials would be used, but he noted that a member of the Authority had mentioned a three- to five-year useful life for these parts, which was what was suggested by the manufacturer, was reasonable in his experience. With no further discussion noted the motion was voted upon and carried unanimously.

Anthony Deaven, Church Street, arrived at the meeting at 7:15 PM.

Dewatering Equipment Demonstrations: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve the demonstration proposals from PW Tech for its screw press at no cost, Fournier for its rotary press and payment for same in the amount of \$2,500, Schwing Bioset for its screw press and payment for same in the amount of \$1,500, and Alfa Laval for its centrifuge and payment for same in the amount of \$1,500 including costs for additional insurance as deemed necessary. Motion carried unanimously.

Listing of Items for Auction on Municibid: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the listing of three Gorman Rupp pumps, three 40 horsepower motors, and two Chesterton pumps no longer in use at the WWTP as well as the 1999 Ford Crown Victoria sedan and three sidewalk sweepers for auction on the Municibid online auction site. Motion carried unanimously.

Public Safety: The Police Statistical Report for February 2018 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Recommendation for Prohibiting Parking Along East Side of North Cherry Street, a Four-Way Stop at Intersection of Maple Street and North Ulrich Street, Restricting Pedestrian Crossing of North White Oak Street on the North Side of its Intersection with Sheridan Avenue, and Placement of a Handicapped Parking Space at 229 West Sheridan Avenue: Chief Dugan reported he received a request for a four-way stop at the intersection of Maple Street and North Ulrich Street, as currently there are only stop signs on the northbound and southbound lanes of the latter roadway. He noted the concern was one of visibility for vehicles on North Ulrich Street due to the dip in Maple Street and after reviewing the matter he was recommending stop signs be placed at the

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR FEBRUARY 2018

- (1) **SALTING** We spent 16.5 hrs. salting and used 14 tons salt.
- (2) **PLOWING** We spent 30.5 hrs. plowing.
- (3) **POTHoles** We repaired 19 potholes this month.
- (4) **STORM DRAINS** We started the annual inspections of the storm drains; they should be completed by the end of March.
- (5) **LIGHTS** We repaired the flag pole light and around ten streetlights.

Annville Township Police Department

MONTHLY REPORT FEBRUARY 2018

Total Calls by Call Type From: 1/30/2018 - 2/26/2018

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	43
TRAFFIC ENFORCEMENT - WARNING	26
TRAFFIC ENFORCEMENT - CITATION	23
ASSIST OTHER POLICE	14
SUSPICIOUS ACTIVITY	10
BACKGROUND INVESTIGATION	9
ALARMS	7
AMBULANCE CALL	7
PARKING COMPLAINT	7
ACCIDENT, REPORTABLE	5
DOMESTIC DISPUTE	5
TRAFFIC COMPLAINT	5
ACCIDENT, HIT & RUN	4
THEFT - UNLAWFUL TAKING	4
CHECK ON WELL BEING	3
DUI	3
JUVENILE COMPLAINT	3
NOISE COMPLAINT	3
PARKING- GENERAL INFO	3
ABANDONED VEHICLE	2
ASSIST MOTORIST	2
DISABLED VEHICLE	2
DOG COMPLAINT	2
DRIVING COMPLAINT	2
GENERAL INVESTIGATION	2
LOST & FOUND	2
MENTAL HEALTH	2
PFA ORDER	2
REQUEST FOR AID	2
911 HANGUP	1
ACCIDENT, NON-REPORTABLE	1
ADMINISTRATIVE FINGERPRINTING	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1
CIVIL MATTER	1
CRIMINAL MISCHIEF	1
DRUG INFORMATION	1
DUMPING COMPLAINT	1
FIRE CALL	1
HARASSMENT	1
HOUSE CHECK REQUEST	1
IDENTITY THEFT	1
LANDLORD/TENANT ISSUE	1

LOST & FOUND (BICYCLE)	1
LOST OR MISSING ITEM	1
MISCELLANEOUS	1
RAPE	1
ROBBERY	1
SEX OFFENSES	1
SIDEWALK/SNOW-ORDINANCE	1
SUSPICIOUS VEHICLE	1
TERRORISTIC THREATS	1
THEFT - RETAIL	1
TRESPASS, CRIMINAL	1
VEHICLE COMPLAINT	1

Total Calls: 230



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
FEBRUARY 2018



• CALL FOR SERVICE	230
• ORDINANCE VIOLATIONS	
1. PARKING	7
2. DOG	2
3. NOISE	3
4. SIDEWALK/SNOW	1
5. OPEN CONTAINER	1
• CRIMINAL ARRESTS	10
○ ADULT	10
○ JUVENILE	0
• NARCAN USED	0

• TOTAL TRAFFIC CITATIONS	23
• TOTAL TRAFFIC WARNINGS	26
• TOTAL NON-TRAFFIC CITATIONS	3
• TOTAL VEHICLE ACCIDENTS	9
○ REPORTABLE	5
○ NON-REPORTABLE	1
○ HIT & RUN	3
• PARKING TICKETS ISSUED	43

ACCIDENT LOCATIONS

- 100 Block Summit
- 102 South Manheim
- 1st Block North White
- 200 Block North White
- 211 West Sheridan
- 350 East Cumberland
- 400 Block West Main
- King Street & Main
- Turkey Hill, 2 East Main

intersection for the eastbound and westbound lanes of Maple Street as well. Chief Dugan also recommended that pedestrians be prohibited from crossing North White Oak Street on the north side of its intersection with Sheridan Avenue. He noted that pedestrians could instead use the crosswalk on the south side of this intersection, which is much safer than crossing on the north side where traffic is coming down the bridge over the Norfolk Southern railroad tracks and visibility is limited due to a curve in the roadway. Further, he mentioned he reviewed the parking situation on North Cherry Street and found merit to Mr. Viozzi's concerns, noting he was advising prohibiting parking along the east side of North Cherry Street from West Sheridan Avenue to West Lebanon Street. Finally, he reported a request was received for a handicapped parking space in front of the property at 229 West Sheridan Avenue and he was recommending placement of same.

MOTION by President Moore, second by Mr. Hoover to authorize the drafting and advertising of an ordinance for possible adoption at a future meeting amending Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances to (1) prohibit parking along the east side of North Cherry Street from West Sheridan Avenue to West Lebanon Street, (2) establish stop signs on Maple Street at its intersection with North Ulrich Street for the eastbound and westbound lanes, (3) restrict the crossing of North White Oak Street by pedestrians on the north side of its intersection with Sheridan Avenue, and (4) place a handicapped parking space in front of the property at 229 West Sheridan Avenue. The motion was then opened for discussion. Mr. Lively asked for clarification on where the stop signs were currently located at the intersection of North Railroad Street and Maple Street. After noting the intersection's stop signs were along Maple Street for eastbound and westbound traffic there was discussion concerning whether it made sense to reconfigure this. In part due to noise concerns from large trucks breaking on North Railroad Street should stop signs be placed there it was decided to keep that intersection the same. With no further discussion noted the motion was voted upon and carried unanimously.

Automated Red Light Enforcement (ARLE) Grant: Chief Dugan announced that the Township was awarded \$152,125 in State ARLE grant funds for the purchase and installation of flashing pedestrian signals at 14 locations on Main Street and White Oak Street and the improvement of a school crossing at Annville Elementary School. He further noted the Township is awaiting direction from the State on how it should now proceed.

Resignation of Linda Bechtel: Chief Dugan reported that Linda Bechtel, part-time accreditation manager, resigned from employment with Annville Township effective February 12, 2018. **MOTION** by Mr. Embich, second by Ms. Zimmerman to accept the resignation of Linda Bechtel from employment with Annville Township, effective February 12, 2018. Motion carried unanimously.

Active Shooter Training: Chief Dugan reported the Police Departments of Annville Township, Palmyra Borough, and South Londonderry Township would be participating in a joint training for active shooter situations sponsored by the South Central Task Force in April. He noted that various types of first responders would be involved in the training so as to improve coordination and cooperation of those responding to these situations and it was further noted that representatives of both the Annville and Cleona Fire Departments were planning to attend.

Property: Nothing to report this month.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: The following item was addressed:

Tinkergarten Classes: Following review by the Nature Park Committee (NPC) and at its recommendation, **MOTION** by Ms. Zimmerman, second by Mr. Hoover to allow Tinkergarten to conduct classes at Quittie Creek Nature Park in 2018 and to ask that 5% to 10% of the classes' proceeds be donated to the NPC. Motion carried unanimously and at Mr. Embich's request Mr. Yingst indicated he would warn the classes' coordinators of the poison hemlock in the Park.

Finance: Mr. Embich reviewed the Financial Report for February, highlighting the total income and expenses for the second month of 2018. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for February 2018 was reviewed, a copy of which is attached hereto and made a part of these minutes. Ms. Zimmerman inquired about the permit obtained by Lebanon Valley College (LVC) and Mr. Yingst noted it was for the demolition of the former H&H Tack Shop.

Annville Activities: Mr. Lively inquired if there had been any interest from community groups in hanging an overstreet banner for upcoming events. Mr. Yingst reported the Memorial Day Committee had requested and received an overstreet banner application and he also provided an application to the coordinators of Historic Old Annville Day. As of yet no completed applications were submitted.

MOTION by Mr. Lively, second by Mr. Hoover 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 February Regular Meeting.

Planning Commission: Ms. Zimmerman reported the Planning Commission did not meet in February and was not expected to meet in March. She also reported the Zoning Hearing Board would be meeting at 7 PM on March 8, 2018 to consider a variance request regarding setbacks for the property at 25 North Long Street and signatures were being collected for the approved Graham subdivision plan with recording anticipated before the end of the month.

Economic Development: The following item was addressed:

Negotiations for Possible Interest Rate Modification: Mr. Yingst reported that Daryl Peck of Concord Public Financial Advisors, Inc. has concluded his negotiations with First Citizens Community Bank regarding a possible interest rate modification on the 2012 bond that funded the Annville Center project. After reminding the Commissioners the variable rate for that bond was currently set at 65% of prime with a cap of 4.9%, and at present the Township was paying an interest rate of 2.925%, Mr. Yingst reported the best five-year and ten-year locked rates First

Permits Report

Month of February 2018

Plumbing Permits issued	<u> </u>	<u>\$</u>
Plumbing Licenses issued	<u>6</u>	<u>\$ 150.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$</u>
Total Street Cut Permit Fees Collected		<u>\$ 1,400.00</u>
Total Tapping Fees Collected		<u>\$</u>

Tapping Fees

Building Permits

#2-18	Lebanon Valley College	Demo building
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Curb/Sidewalk Permits

Street-Cut Permits

#18-2	803 E. Maple Street	UGI Utilities, Inc.	Renew gas service
#18-3	121 W. Sheridan Avenue	UGI Utilities, Inc.	Renew gas service
#18-4	144 N. College Avenue	PA American Water Co.	Emergency repairs
#18-5	49 S. White Oak Street (cut on W. Queen St.)	UGI Utilities, Inc.	Install gas service

Burn Permit

Citizens offered were 3.75% and 4.5%, respectively, with either option requiring the variable rate to be set at 79% of prime following the conclusion of the fixed-rate term. As such, Mr. Peck was not advising the Township accept either proposal from First Citizens and Mr. Yingst concurred with his recommendation. Mr. Yingst noted Mr. Peck believed the underwhelming proposal from First Citizens indicated the current financing was probably very good and, as such, he was not recommending the Township issue a Request For Proposals from other banks which, if accepted, would necessitate a costly reissuing of the bond that would likely not be justified by any potential savings from changing the interest rate. He also noted that, as the Township did not enter accept the proposal from First Citizens, it did not owe Mr. Peck for his negotiations on its behalf. The Commissioners were in agreement with not pursuing an interest rate modification any further at present.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for February 2018, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Installation of Signage at 13 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 13 West Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for February 2018, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Right-of-Way Clearance Certification: Noting a Right-of-Way Clearance Certification had been signed the previous month and submitted to the Pennsylvania Department of Transportation (PennDOT) at the recommendation of the Township Bridge Engineer indicating that all necessary rights-of-way were acquired by the Township for the bridge replacement project, **MOTION** by Mr. Embich, second by Mr. Hoover to ratify approval for the aforementioned document and its execution by the appropriate Township officials. Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for February 2018, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Lebanon County Stormwater Consortium (LCSC) Letter to DEP: Noting that the LCSC recommended his involvement with same, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize Mr. Embich to assist Steckbeck Engineering & Surveying, Inc. in crafting a comment letter to DEP on behalf of the LCSC expressing the latter's frustrations with ever-changing MS4 regulations so late in the process of developing a program to address these requirements. Motion carried unanimously.

MS4 Public Meeting: Mr. Embich provided a reminder that the public meeting to discuss the Township's MS4 program and the fee that will fund it is scheduled for 6:30 PM on March 20,

Item VI - D HISTORIC ARCHITECTURAL REVIEW BOARD

1. The February meeting reviewed one application for 13 East Main St. for a window sign at Heather Herman's House of Hair. Recommended for approval is a vinyl window sign and replacement single pane front window. The current window (multi-panel) will be stored for potential future use and any pertinent code requirements specified by Lebanon County Planning will be followed.
2. The March meeting is scheduled for March 12; two applications are on schedule for review -1. 30 West Main St. re-shingle 30-year-old roof. 2. 44 East Main St. [a. demolish garage to foundation, b. replace flat leaking roof with rubber roof, c. replace main and side roof with asphalt shingles appropriate to structure, d. remove carport extension from rear of house, repair masonry around chimneys and where needed on house.

ACTION: Recommend a certificate of appropriateness be issued according to the report of the HARB for February 12.

Item VI - F SPRUCE STREET BRIDGE

1. All the easement agreements for right-of-ways have been completed and paid to allow the work to proceed adjacent to the right of way to the bridge. A clearance certificate for this phase has also been submitted to PennDoT
2. Due to all the delays in moving this project forward rapidly, a request was received and appropriate letter issued to extend the expiration date of the project to June 30, 2021. McCormick-Taylor, the engineers doing the permit/project review for PennDoT, made this request to cover the reimbursement period during and post the actual work.

ACTION: Move to ratify the Right-of-Way Clearance Certification issued to PennDoT for the project to proceed.

Item VI - G MS4 & Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred February 20th, and the LCCWA meeting was held on February 27th; both meetings were attended by T. Embich.

NOTE: Minutes for the January 16 meeting are available for review if desired.

The primary activity of the February 20th meeting was review of the candidates for the Legal firm to act as Counsel to the Consortium. A decision was made on a 5:1 vote to approve Mette, Evans and Woodside as Counsel to the Consortium, with a clause in the hiring contract to allow either the firm or the Consortium to sever the contract with 60 days notice.

2. In other business, a review of the submitted PRP to DEP revealed a proposed change in procedure for the mapping of the Stormwater sheds. Since this issue will have an impact on several of the municipalities regarding additional cost for mapping as well as impact on the potential fee and fee schedule to be used, all present were in favor of a comment letter to be sent to PA DEP regarding the change being late in the process to be addressed in this round of permitting. The motion directed Steckbeck and Mr. Embich to formulate such a letter.

A discussion of the review of the candidates for the Consortium consulting engineer aired some favoritism for Steckbeck, but all agreed to review the eight candidates fairly, and make a decision at the March meeting.

3. Next meeting of the MS4 Consortium is March 20, 2018 at 10:00 AM at 1220 Mifflin Street, Lebanon; A meeting also scheduled on March 20, 2018 at 6:30 PM at the Annville-Cleona Secondary School Cafeteria, 500 South White Oak Street, Annville, PA 17003, will review our proposed fee schedule and possible procedure for applying for Stormwater mitigation credit.

4. The LCCWA meeting of February 27, 2018, covered issues related to the compliance with the MCM for educational outreach, for which a brochure and local circulation advertising is proposed. Some small grants will be sought to help cover these costs. The NFWF grant was touched upon; several key staff at U. of Md. have left the program and it is stuttering currently, but expected to regain full staffing and get back on track to be able to support any municipalities requiring help with the financing issues. Steckbeck engineers also reviewed the issue of the expanded mapping of non-point source Stormwater sheds for roads. The LCCWA group expressed opinions that our local-state and federal legislators need to be apprised of the issue and aid with relief, at least in this cycle of permitting.

ACTION: Authorize Mr. Embich to assist with the comment letter to PA DEP via the Consortium.

2018 at the Annville-Cleona High School Cafeteria. Mr. Wolfe asked if the fee would be assessed by units as is done for sewer and trash charges and Mr. Yingst indicated the charge would instead be based upon parcels. Ms. Zimmerman noted that a number of questions have been passed along to her from other residents and she asked if the public meeting would address them. Mr. Lamoureux noted that, as the intent of the meeting was to provide outreach to the public on the program and the fee while the latter was still being developed, there were some particulars of the fee that would not be known at the time of the meeting. Mr. Yingst shared that the intent of the meeting was to provide an overview of the DEP MS4 regulations, how the Township was attempting to meet these regulations in the most cost-effective way by participating in the LCSC, why a fee was seen as a more equitable funding mechanism for meeting these obligations rather than a tax, how the fee was being calculated, and a rough idea of the base fee for residential units.

Proposed Ordinance Authorizing Execution of an Amendment to the Intermunicipal Agreement for the Implementation of the Lebanon Area Regional Pollutant Reduction Plan (LARPRP): **MOTION** by President Moore, second by Mr. Embich to authorize drafting and advertising of an ordinance for possible adoption at a future meeting authorizing execution of an amendment to the intermunicipal agreement for the implementation of the LARPRP. Motion carried unanimously.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for February 2018, a copy of which is attached hereto and made a part of these minutes.

Fire Department: The Board noted the receipt of the February 2018 Monthly Statistical Report for the Union Hose Company. The following items were then addressed:

Joinder Committee: Mr. Lively reported the next meeting of the fire department joinder committee was scheduled for March 14, 2018 at St. Paul the Apostle Catholic Church. He noted the consultant working on the joinder feasibility study would be there to discuss that study further. Mr. Liles asked if anyone could attend the upcoming joinder committee meeting and he was advised to contact the Union Hose Company's representatives to the committee regarding this.

Cleona Fire Company Engine: Chief Leininger reported the new Cleona Fire Company engine was anticipated to be in service sometime in April and the Union Hose Company's engine was being housed at the former's station until then.

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

OLD BUSINESS:

Ordinance No. 661 – Establishing a Rate of Compensation and Duty Requirements for the Tax Collector: Mr. Yingst presented proposed Ordinance No. 661, establishing a rate of compensation and duty requirements for the Township Tax Collector. He informed the Board the ordinance was properly advertised and could be considered for adoption. **MOTION** by President Moore, second by Ms. Zimmerman to adopt Ordinance No. 661 as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**ITEM VI - H GLRA (GREATER LEBANON REFUSE
AUTHORITY)**

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/>.
Mr. Viozzi did not note any outstanding issues from the February 6 meeting.
The March meeting will entertain discussion of potential purchase of a portion
of the Peter's farm adjacent to the GLRA property along Russell Road.
2. Since the next GLRA meeting falls on a Commissioner's meeting day, Mr.
Viozzi should be in substitute attendance for the March 6 meeting.
3. 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.

ACTION: None required.

ORDINANCE NO. 661

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, ESTABLISHING A RATE OF COMPENSATION AND DUTY REQUIREMENTS FOR THE TAX COLLECTOR OF THE TOWNSHIP OF ANNVILLE.

WHEREAS, the Tax Collector of the Township of Annville (hereafter "Tax Collector"), Lebanon County, Commonwealth of Pennsylvania, is the collector of Township of Annville (hereafter "Township") taxes levied upon all taxable real estate in said Township and various other special taxes that may be levied; and

WHEREAS, Section 55603 of the First Class Township Code, 53 P.S. § 55603, requires the adoption of an ordinance for any changes to the compensation of the Tax Collector; and

WHEREAS, the Township of Annville Board of Commissioners desires to establish the compensation and duties of the office of Tax Collector.

BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania, and it is hereby ordained and enacted as follows:

SECTION 1. The rate of compensation and duty requirements of the office of Tax Collector are as follows:

- (a) The rate of compensation for the Tax Collector is set at fifty cents (\$0.50) per property tax bill collected plus 50% reimbursement for printing and mailing of tax bills. All taxes per property shall be on one bill. This compensation rate shall become effective January 1, 2018.
- (b) The office hours for the Tax Collector are required to be Monday through Friday, 8:30 AM to 4:30 PM, except legal holidays.
- (c) The Tax Collector is required to make deposits on a regular basis, as directed by the Township, into respective Township accounts based on the type of tax collected.
- (d) If the Tax Collector is performing the duties in residence, a separate office area must be established from the rest of the home and access to this office area must be handicapped accessible. No office space will be provided by the Township.
- (e) If the office is set up in residence as stated above, a separate telephone line must be established from the regular telephone line for the residence, as well as an answering machine with daily response to calls.

- (f) The Tax Collector is required to make periodic reports to the Township on a basis as directed by the Township. These reports must list all taxes collected for the Township for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties, and must carry a total of all taxes collected with discounts and penalties for the reporting period.
- (g) The Tax Collector must provide year-end reports to the Township for each type of tax collected and reconcile unpaid taxes with the Township no later than January 15 of each following year.
- (h) The Tax Collector must provide a bond with a single surety (performance bond) to cover all taxes. The amount is to be set by the court, but cannot exceed the combined annual duplicates being collected. At the option of the Tax Collector, the bond can be for a single year or cover the entire term. The bond must be filed in the office of the Clerk of Courts before the Tax Collector enters on the duties of the office, but no later than the fifteenth of March. Tax Collectors appointed to

fill a vacancy must meet the same bonding requirements as elected Tax Collectors.

- (i) The Tax Collector must submit required reports to the appointed Township Auditor within five days when requested.
- (j) The Tax Collector must meet any other requirements assigned to the duty of the Tax Collector by law.

SECTION 2. The Lebanon County Treasurer's Office is appointed to fill the vacancy in the office of Tax Collector in light of the inter-municipal agreement ("Agreement") between the Township and the Lebanon County Treasurer's Office made on March 10, 2011 and subsequently amended. This appointment will continue without interruption whenever a vacancy exists in the office of Tax Collector while the Agreement remains in place.

SECTION 3. The Township may amend the Agreement from time to time.

SECTION 4. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby

declared as the intent of the Township of Annville Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 5. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective January 1, 2018.

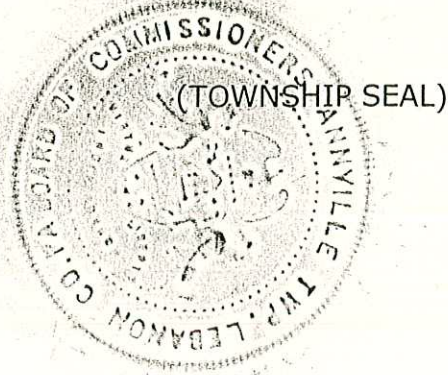
ORDAINED AND ENACTED this 6th day of March, 2018.

BY TOWNSHIP OF ANNVILLE
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary



Condition of Sharrows and Turning Arrows: Mr. Yingst reported he contacted the project manager at PennDOT for the 2017 Route 422 milling and overlay project twice in the past month expressing the Township's concerns about the deterioration of the sharrows and turning arrows that were applied as part of that project. He noted the project manager reported representatives at PennDOT were discussing this matter and would be getting back to the Township with their thoughts on it; the Township was still awaiting PennDOT's response. Mr. Yingst also reported that other municipalities along Route 422 shared the Township's concerns about the deterioration of these pavement markings and these concerns were communicated to PennDOT. He further noted having conversations with the manufacturer of the thermoplastic product likely used for these pavement markings, who believed the issue was one of incorrect application and not a deficient product, as well as his conversations with highway department officials in other municipalities where some reported deterioration of sharrows (although they believe it was likely due to application on old pavement) and some did not. Mr. Hoover expressed concerns about the cost of maintaining the sharrows in the future and Mr. Lively concurred.

Deaf Child Signage: Ms. Zimmerman noted signage in the vicinity of Weaber Street indicating a deaf child resided in the area and questioned if that situation no longer existed. If so, she recommended the signage be removed; Mr. Yingst indicated he would work with the Public Works Department to determine if this signage was still appropriate and act accordingly.

Arbor Day Declaration: Ms. Zimmerman asked if an Arbor Day declaration was being planned for 2018. Mr. Yingst indicated he was not planning for this and there was brief discussion about the possibility of planting another tree in front of Town Hall.

Deteriorating Curb and Sidewalk by Christ Church: Mr. Lively asked if there was any update on the deteriorating curb and sidewalk on South White Oak Street adjacent to the Christ Church property. President Moore indicated he had a conversation several months ago with a member of the church about its plans for addressing this situation and while the church seemed inclined to take action, he subsequently learned that individual no longer attends there. Mr. Yingst shared a similar conversation and experience. It was suggested that Steven Kreamer be contacted about this since he is a member at Christ Church and Mr. Yingst agreed to do so.

Burned Out Bus: Ms. Zimmerman asked if there was an update on the burned out bus located toward the rear of a property on West Main Street. Chief Dugan indicated he has learned the Township ordinance that governs such matters places the responsibility for removal on the owner of the property on which the vehicle is located and not on the vehicle's owner. Ms. Zimmerman asked if the Township could remove the burned out bus and charge the costs to the property owner. Chief Dugan noted the ordinance has a specific process that must be followed and while he was not prepared to speak on its details it did require the property owner to receive formal communication from the Board of Commissioners about the need to remove the vehicle. Mr. Hoover expressed his support for the Police Department starting that process and other Commissioners concurred.

Condemned House: Ms. Zimmerman asked if there was an update on the condemned house at 100 North Weaber Street damaged by a fire several months prior. Mr. Yingst reported having conversations with a realtor who was interested in listing the property and another individual who

was interested in cleaning it up. He further reported that he shared information on the outstanding violations of the International Property Maintenance Code (IPMC) pertaining to the house with these individuals and the necessary steps that must be taken before the condemnation could be lifted and the structure being considered habitable; Mr. Yingst noted he has not heard anything further from these individuals. He concluded by noting that while the IPMC is a useful tool in addressing emergency situations through means such as condemnations, it was not helpful in addressing the financial conundrums of such situations and sometimes these properties remained in a state of condemnation for years until the right buyer came along.

NEW BUSINESS:

DEP Act 101 Section 902 Recycling Grant: Mr. Yingst reported that he and the Public Works Director would be meeting with representatives from DEP and the GLRA later in the week to review an application for an Act 101 Section 902 Recycling Grant. The Township was successful in receiving this type of grant funding several years prior for the purchase of the combination roll-off and leaf collection vehicle as well as a number of containers for the drop-off facility and this year it would be applying for a compact loader and backhoe with a clam bucket as well as four additional roll-off containers for the drop-off facility. Mr. Yingst noted that the total costs for these items was estimated at approximately \$95,000 and the Township would be asking that 90% of these costs be funded by the grant. He also informed the Board that the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Law requires that an Act 101 Section 902 grant application for this equipment must be publicly advertised. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize (1) the preparation and advertising of a public notice of the Township request for funding of approximately \$95,000 for a compact loader and backhoe and roll-off containers and providing opportunity for comments or objections from any person capable of providing this equipment and (2) the issuing of an application to DEP for Act 101 Section 902 grant funds for these items and the execution of this application by the appropriate Township officials. Motion carried unanimously.

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


2018 Liquid Fuels Tax Payment: Mr. Yingst reported the Township received notification from PennDOT that the Township's annual Liquid Fuels Tax Fund payment for 2018 is \$128,770.18. Based on previous years' annual payments, \$126,500 was budgeted for this revenue source in 2018, so the actual 2018 payment amount is more than \$2,000 above the budgeted amount and is also nearly \$6,000 above the actual 2017 payment amount.

Request for Letter of Support for Grant Application by LVC: Mr. Yingst reported a request had been received from LVC that the Township issue a letter of support for the former's grant application for State Redevelopment Assistance Capital Program (RACP) funds for the renovation and expansion of the athletic, physical therapy, and sports medicine facility on the north side of campus. **MOTION** by Mr. Embich, second by Mr. Lively to authorize the issuing of a letter to the State supporting LVC's grant application for RACP funds as detailed above. Motion carried unanimously.

PAY BILLS: MOTION by Ms. Zimmerman, second by Mr. Hoover 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.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Embich to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:39 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President