

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
JULY 3, 2018
REGULAR MONTHLY MEETING – 7:00 PM

Announced Visitor(s): Kevin Strunk, P3 Towers
Michael Mehaffey, Gannett Fleming

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
 - A. Mr. Strunk – Location of Cellular Tower on Municipal Property
- IV. Approval of Minutes
- V. Reports of Standing Committees
 - A. Public Works
 - Awarding of 2018 Paving Project Contract
 - Items from Annville Township Authority Meeting
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annville 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. Spruce Street Bridge
 - G. Municipal Separate Storm Sewer System (MS4)
 - H. Greater Lebanon Refuse Authority (GLRA)
 - I. Fire Department
- VII. Old Business
 - A. Awarding of Refuse and Recycling Collection Contract
 - B. Condition of Sharrows and Turning Arrows
 - C. Deteriorating Curb and Sidewalk by Christ Church
- VIII. New Business
 - A. Budget Adoption Schedule
 - B. Proposal for 2018 Audit Services
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
July 3, 2018**

The July Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on July 3, 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; Brian and Dean Wolfe, West Main Street; Kevin Strunk, P3 Towers; and Michael Mehaffey, Engineer with Gannett Fleming.

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:

Location of Cellular Tower on Municipal Property: Mr. Strunk of P3 Towers was recognized for comment and presented the Board with a proposal for locating a cellular tower on the wastewater treatment plant (WWTP) property. It was noted the Commissioners had been provided drafts of an option agreement, which would grant P3 Towers the exclusive right to place a cellular tower on a 2,100 square foot portion of the WWTP property identified in the agreement for a three-year period, as well as a lease agreement that would be exercised if the pole were built. He also noted the pole would only be built if carriers could be found who wished to locate on it. Mr. Strunk then provided a history of the company, noting it is headquartered in Quakertown and its focus is on municipalities. P3 Towers has worked with numerous municipalities in eastern Pennsylvania and is beginning to expand into central Pennsylvania. Currently P3 Towers has built two towers, with others under development or option agreements in place should adequate carriers sign on. Mr. Strunk stated the time is ripe for building new towers as 5G service will shortly be coming out and existing towers will not be able to meet this demand. He noted P3 Towers will be able to meet this need for the community, while involving municipalities in the planning stage of where towers are located and also providing a revenue stream for them. He also noted that since the WWTP property was in North Annville Township, that municipality's approval would also be necessary. Mr. Strunk asked the Commissioners if they thought the suggested location was a good one, if they had any questions, and for consideration of the agreements if they were amenable to the proposal, while noting that doing so would be at no cost to Annville Township, as P3 Towers would incur all costs pertaining to permitting and even the Township Solicitor's review fees.

Mr. Lively asked when the building of a tower would occur and Mr. Strunk indicated this would only be after a national carrier had signed on, as P3 Towers did not wish to begin construction if a tower might not be used. Per his review of the agreements Mr. Lively indicated he liked the idea of P3 Towers's strategy of co-locating multiple carriers on a single pole. Mr. Hoover and Ms. Zimmerman asked what benefit Annville Township would receive from the proposal as the property was in North Annville Township. Mr. Strunk indicated that because Annville Township was the owner of the property it would receive the financial benefits for leasing its property to P3 Towers. Mr. Embich asked if P3 Towers entertained any exclusivity agreements with carriers that effectively prohibited other carriers from locating on its poles and Mr. Strunk indicated it did not.

Mr. Embich asked if it would cause any interference with other communications and Mr. Strunk noted this would be incorporated in the Federal Communications Commission review of the project should it go forward, while also noting that municipal antennas could be located on the tower at no cost. Mr. Embich asked if the Public Works Superintendent had reviewed the plans, including the proposed location in relation to the methanol fill station and development of a dewatering site. Mr. Yingst indicated he had and was involved in the proposal's location. Mr. Hoover asked when the \$1,500 per month rent would begin and Mr. Strunk indicated this would commence once the first carrier to locate on the pole receives a building permit to do so. Mr. Hoover asked if this rent would increase if subsequent tenants should co-locate on the pole and Mr. Strunk indicated it would at a rate of \$300 per month per carrier. Mr. Lively noted that four carriers would result in an annual income of \$28,800 for the Township based upon the proposal presented. Ms. Zimmerman asked if smaller carriers would be able to locate on the tower and while Mr. Strunk indicated it was possible, he noted that P3 Towers targets larger national carriers. Mr. Wolfe asked if the Township had sought out national carriers directly for prices. Mr. Yingst indicated it had not, but it had compared P3 Towers' proposal to that of other municipalities who leased space on their properties for cellular towers. There was then a discussion concerning the three larger tower companies, which national carriers were involved in tower construction, and how P3 Towers determined the lease price it was proposing. Mr. Hoover indicated he knew of another person who is receiving more for a tower lease than P3 Towers was offering and asked why that might be. Mr. Strunk indicated it was hard to say, but noted it could be based upon a number of reasons, including the actual location of the tower and its ability to meet current demand. President Moore asked how likely it was to get multiple carriers to co-locate on one tower. Mr. Strunk indicated it was hard to say, but that he believed 5G might spur this. President Moore asked if the \$100 annual ground lease was typical. Mr. Strunk indicated he believed it was, and noted that the Township would make its money if and when carriers could be found for the pole.

Anthony Deaven, West Church Street, and Michael Schroeder, Friends of Old Annville (FOOA), arrived at the meeting at 7:26 PM.

Ms. Zimmerman asked if P3 had a target date to start. Mr. Strunk indicated once an agreement was in place marketing to carriers would begin in force, while noting that he did not wish to rush the Township in its review and evaluation of the proposal. Mr. Lively asked if P3 Towers built flagpole-style towers, and Mr. Strunk indicated while it could, the monopole being proposed maximized profits.

With no further questions noted, the Commissioners agreed to think over the proposal further and thanked Mr. Strunk for his presentation; he left the meeting at 7:29 PM.

APPROVAL OF MINUTES: MOTION by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held June 5, 2018 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JUNE 2018

- | | | |
|-----|---------------------------------|--|
| (1) | <u>DOWNTOWN LIGHTS</u> | Repaired two downtown lights. |
| (2) | <u>LINE PAINTING</u> | We are going to start line painting in July. |
| (3) | <u>WEEDS</u> | We are almost finished with weed spraying. |
| (4) | <u>DOWNTOWN AREA</u> | Sprayed for weeds around downtown area. |
| (5) | <u>SPRUCE ST. BRIDGE</u> | Checked bridge; looks good, will be sealing it again, before winter. |
| (6) | <u>SWEEPING</u> | Spent 23 hrs. in Annaville and 10 hrs. in Cleona. |
| (7) | <u>HANDICAP SPACES</u> | We will be starting to go over painting handicapped spaces. |
| (8) | <u>PAVING</u> | Bids have been opened. |

Awarding of 2018 Paving Project Contract: Mr. Yingst reported that one bid was received for the 2018 paving project and noted this project was advertised according to law. The total bid received from this bidder, Pennsy Supply, for all possible project components was \$75,644.16. The Township Solicitor reviewed the bid paperwork submitted by the bidder and determined it was satisfactory. Per review of the bid, the Public Works Superintendent and Township Administrator were recommending the bid be accepted with the exception of the \$4,727.80 component representing Stuart Street from East Cumberland Street to Route 422. **MOTION** by Ms. Zimmerman, second by Mr. Hoover to (1) award the contract to Pennsy Supply for the 2018 paving project totaling \$70,916.36 for the following: West Queen Street from South Concord Street to South Mill Street, North Mill Street from Route 422 to West Lebanon Street, Sherman Street from East Lebanon Street to Maple Street, Sherman Street from Maple Street to East Liberty Street, South Poplar Street from Route 422 to East Queen Street, South Poplar Street from East Queen Street to the north side of the concrete walkway, and South Poplar Street from the south side of the concrete walkway to Route 934; and (2) authorize the use of Liquid Fuels funds for this project. Motion carried unanimously.

Manhole Risers: Noting a number of manhole risers would need to be replaced due to the upcoming paving project and at the recommendation of the Township Authority, **MOTION** by Ms. Zimmerman, second by Mr. Hoover to authorize the purchase of 15 manhole risers at an estimated cost of \$1,700. Motion carried unanimously.

Muffle Furnace: Noting that the muffle furnace used at the WWTP for testing associated with its National Pollutant Discharge Elimination System (NPDES) permit and necessary for its laboratory accreditation has ceased working after nearly 30 years and at the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Hoover to authorize the purchase of a muffle furnace at an estimated cost of \$2,400. Motion carried unanimously.

Proposal for Utility Billing System Programming Services: Noting it would improve the clarity of information contained on the combination sewer/trash/MS4 fee bills and at the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize programming services to the utility billing system by Harris Local Government at a cost not to exceed \$1,000 to be paid from the MS4 Fund. Motion carried unanimously.

Dewatering Equipment and Building: Mr. Mehaffey of Gannett Fleming was recognized for comment and he and Mr. Yingst provided an overview of the proposed dewatering equipment and building project for the WWTP. In particular, it was noted that over the past year the Township Authority had been discussing the need to dispose of the sludge byproduct that resulted from the WWTP's treatment process due to the decreasing number of farmers' fields on which to spread liquid sludge; which has been the disposal method utilized by Annville's plant for many years. During these discussions the Township Authority evaluated several types of dewatering equipment in use by other WWTPs, and based upon onsite pilots of dewatering equipment had narrowed its choice of equipment to either a centrifuge or a screw press due to high performance and cost effectiveness. It was noted the Commissioners had been provided with an overall project cost of \$1,350,000, which was inclusive of a proposal from BlueScope Construction (BSC) for construction and installation of a pre-engineered metal building to house the equipment in the amount of \$397,979 but exclusive of a proposal from Gannett Fleming for consulting engineering

services for an estimated amount of \$119,500. Mr. Mehaffey noted the overall project cost could be reduced as additional areas of savings were identified, and in particular noted that since developing the estimate the Public Works Superintendent informed him that existing transfer pumps at the WWTP could possibly be used instead of pre-purchasing sludge feed pumps, which would lower the project estimate by \$50,000.

Mr. Hoover expressed his concern with the cost of the building, indicating he believed it to be high. President Moore indicated this was due in large part to the cost of concrete to ensure an adequate loading capacity for the foundation of the building, the equipment it would contain, and the roll-off truck that would haul the dewatered material away in a dumpster. Mr. Hoover noted other components related to the building, such as doors and excavating, were not included in the quote from BSC, and asked if these individual estimates could be reduced by seeking out lower costs from contractors. Mr. Mehaffey indicated this would be possible, while providing information on the bidding thresholds set by the state. He also noted the dewatering equipment would be purchased through the COSTARS state cooperative purchasing program, which meant the equipment cost, and the cost of the building (which was through another cooperative purchasing program), would not require prevailing wage. Mr. Mehaffey noted the setting of the equipment would likely exceed the prevailing wage threshold, however, and thus be required for that portion of the project. Mr. Embich asked if the types of dewatering equipment being considered exceeded state performance requirements and Mr. Mehaffey indicated they did, and would ensure that this would be included in the performance requirements when the equipment was put out for bid on COSTARS. Mr. Mehaffey then provided information on the equipment pilots, noting the centrifuge and screw press pilots resulted in the highest percentage of solids to liquid byproduct at a lower cost than other equipment types. He also noted that purchasing this equipment through COSTARS would avoid markup costs that would otherwise be incurred if purchased from a contractor who would install it, and with the Public Works Superintendent basically serving as the general contractor for the project the Township was probably saving around \$300,000. Mr. Wolfe asked if the dewatering equipment was noisy. Mr. Mehaffey indicated a centrifuge was noisier than a screw press, but that the sound would be mitigated due to being housed in a building, and was less than generators that were already onsite. He also noted that sound specifications would be submitted as part of the performance requirement process. Mr. Hoover asked if another type of material could be used for the building. Mr. Mehaffey indicated it could be, but that a metal building was proposed as it was believed to be the least expensive option. There was also a discussion about the insulation that would be used for the building per the specifications included in the BSC proposal. Mr. Lively asked when the decision on the equipment was likely to be made. Mr. Mehaffey indicated he expected the Public Works Superintendent would have a preference in mind when the Township Authority next meets following the Superintendent's visit to several locations where the equipment is currently in use, but that the decision would be made subsequent to that point with Gannett Fleming's input. Mr. Embich asked if Gannett Fleming served as the engineer for the City of Lebanon Authority. Mr. Mehaffey indicated it did, and noted a centrifuge was currently being used to dewater at that location. He further noted centrifuges have become increasingly popular due to their small footprints and minimal personnel operation. Mr. Embich noted centrifuges require more electricity and Mr. Mehaffey concurred. Mr. Embich asked if the dewatered byproduct, or "cake", could be used as cover for landfills. Mr. Mehaffey indicated it could be, also noting that farmers were more receptive to accepting cake than liquid sludge. He further stated this would also save on hauling

costs, as dewatered cake weighed less than liquid sludge and thus required fewer trips for disposing it. Mr. Hoover returned to the price of the building and expressed that \$400,000 was high for a building, and suggested a poured concrete building might be less expensive. Mr. Mehaffey indicated that the building costs included the costs for the foundation as well as its construction onsite. President Moore noted the height of the building would make poured concrete difficult. Mr. Hoover suggested a hybrid building of poured concrete and metal might be workable.

Ms. Zimmerman suggested it seemed there was no choice but to move ahead due to the need to address the issue of byproduct disposal. President Moore concurred. Mr. Wolfe asked if a performance bond would be required of the contractors and Mr. Mehaffey and Mr. Lamoureux confirmed this. Mr. Deaven, who is a member of the Township Authority, then described the Authority's evaluation of this issue in detail, noting it believed addressing this matter was essential to the continued functioning of the plant. While recognizing the cost was significant, he believed due diligence had been performed to identify the lowest cost alternatives available to address this problem. He further noted the issues of byproduct storage at the plant have been made worse due to the decreasing availability of farmers' fields for sludge disposal, which has necessitated renting dewatering equipment at a cost exceeding \$40,000 for a single rental already this summer. Ms. Zimmerman asked where the cake would be disposed of and Mr. Mehaffey indicated an agreement was being worked out with Amerigreen to accept this byproduct on nearby farmers' fields at a lower cost than disposing it at the landfill.

At the recommendation and concurrence of the Township Authority, **MOTION** by President Moore, second by Mr. Lively to (1) approve the dewatering building proposal by BlueScope Construction as presented at a cost of \$397,979, as well as related costs, (2) authorize the Township Administrator to evaluate financing options with a financial consultant that provide for an adequate reserve in the Sewer Capital Fund, and (3) approve the proposal for consulting engineering services by Gannett Fleming as presented at an estimated cost of \$119,500. The motion was then opened for discussion. Mr. Hoover asked for confirmation there would be heat and not air conditioning in the building; Mr. Mehaffey indicated he believed this to be correct. Mr. Hoover also asked if spray-on insulation was considered. Mr. Mehaffey indicated he did not know, but that this potentially could be considered at a meeting with BSC to address details such as this. With no further discussion noted the motion was voted upon and carried unanimously.

The Commissioners thanked Mr. Mehaffey for his time and he left the meeting at 8:07 PM.

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

Civil Service Commission Appeal Hearing: The Civil Service Commission (CSC) minutes from its June 28, 2018 meeting were acknowledged as being received by the Board and are attached hereto and made a part of these minutes. Chief Dugan noted the CSC would next be meeting at Town Hall at 1 PM on August 16, 2018 for an Appeal Hearing for a potential police officer candidate who failed the oral test. **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize advertising for the Appeal Hearing at the date, time, and location noted above. Motion carried unanimously.

Annville Township Police Department

MONTHLY REPORT JUNE 2018

Total Calls by Call Type From: 5/25/2018 - 6/28/2018

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - WARNING	26
PARKING ENFORCEMENT	17
ASSIST OTHER POLICE	15
TRAFFIC ENFORCEMENT - CITATION	13
ASSIST OTHER AGENCY	11
AMBULANCE CALL	10
SUSPICIOUS ACTIVITY	9
ALARMS	8
DOMESTIC DISPUTE	8
BACKGROUND INVESTIGATION	6
THEFT - UNLAWFUL TAKING	6
ADMINISTRATIVE FINGERPRINTING	5
CHECK ON WELL BEING	5
DRIVING COMPLAINT	5
FIRE CALL	5
PARKING COMPLAINT	5
LOST & FOUND	4
ACCIDENT, NON-REPORTABLE	3
CRIMINAL MISCHIEF	3
DRUG VIOLATION	3
HARASSMENT	3
HOUSE CHECK REQUEST	3
MISCELLANEOUS	3
NOISE COMPLAINT	3
PARKING- GENERAL INFO	3
POLICE INFORMATION	3
REQUEST FOR AID	3
SUSPICIOUS PERSON	3
ACCIDENT, HIT & RUN	2
ACCIDENT, REPORTABLE	2
ANIMAL COMPLAINT	2
CIVIL MATTER	2
JUVENILE COMPLAINT	2
NEIGHBORHOOD DISPUTE	2
RECON. ACCIDENT TEAM ASSISTANCE	2
SUSPICIOUS VEHICLE	2
THEFT - FROM MOTOR VEHICLE	2
TRAFFIC COMPLAINT	2
TRAFFIC CONTROL - OTHER	2
TRAFFIC HAZARD	2
TRESPASS LETTERS	2

911 HANGUP	1
ABANDONED VEHICLE	1
ACCESS DEVICE FRAUD	1
ASSIST MOTORIST	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1
CHILD CUSTODY	1
COMMUNITY EVENT	1
DISORDERLY CONDUCT	1
DOG COMPLAINT	1
DRUG BOX - PRESCRIPTION	1
EXTRA PATROL REQUEST	1
GENERAL INVESTIGATION	1
LANDLORD/TENANT ISSUE	1
MENTAL HEALTH	1
MISSING PERSON	1
ORDINANCE - OTHER VIOLATIONS	1
PFA ORDER	1
PUBLIC DRUNKENNESS	1
ROAD CLOSURE / DETOUR / CONSTRUCTION	1
SOLICITING - ORDINANCE	1
THEFT - DECEPTION	1
TRAFFIC CONTROL - FUNERAL	1
TRAFFIC DEVICE COMPLAINT	1
WARRANT	1

Total Calls: 241



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
JUNE 2018



- CALL FOR SERVICE 241
- ORDINANCE VIOLATIONS
 - 1. PARKING 5
 - 2. NOISE 3
 - 3. ANIMAL 2
 - 4. DOG 1
 - 5. OTHER 1
 - 6. SOLICITING 1
- CRIMINAL ARRESTS 4
 - ADULT 4
 - JUVENILE 0

- TOTAL TRAFFIC CITATIONS 13
- TOTAL TRAFFIC WARNINGS 36
- TOTAL NON-TRAFFIC CITATIONS 1
- TOTAL VEHICLE ACCIDENTS 7
 - REPORTABLE 3
 - NON-REPORTABLE 3
 - HIT & RUN 1
- PARKING TICKETS ISSUED 17

ACCIDENT LOCATIONS

- 416 West Main Street
- 500 Block East Main Street
- S. Mill & Cumberland Streets
- 150 North College Avenue
- 934 & 422
- 648 East Main Street
- E. Main and N. Saylor Streets

**ANNVILLE TOWNSHIP
CIVIL SERVICE COMMISSION**

P.O. Box 178 • Annaville, PA • 17003-0178

(717) 867-4476 • FAX (717) 867-0916

June 28, 2018

A meeting of the Civil Service Commission was called to order by Chairman Allen Yingst on June 28, 2018 at 10:00 AM in the Commissioners' Room of Annaville Town Hall, 36 North Lancaster Street, Annaville, PA 17003.

In attendance were Civil Service Commission Members Allen Yingst and Michael Miller and Alternate James Scott, as well as Chief of Police Bernard Dugan. Member Thomas Shott was noted as absent.

It was noted that the purpose of the meeting was to set a date for an appeal hearing for a potential police officer candidate who had failed the oral test.

It was noted the appeal hearing would include the following:

- Stenographer
- Township Solicitor (acting as Counsel for the Civil Service Commission)
- Labor Attorney (acting as Counsel for the Township)
- Members of the Civil Service Commission
- Candidate

The Civil Service Commission set the time, date, and location of the appeal hearing for 1:00 PM on August 16 in the Commissioners' Room of Annaville Town Hall, 36 North Lancaster Street, Annaville, PA 17003.

It was noted the Commission would next be meeting on August 16, 2018 at 1:00 PM at Annaville Town Hall for the aforementioned appeal hearing.

There being no further action to be considered by the Commission, on a motion by Mr. Scott and a second by Mr. Miller the meeting was adjourned at 10:22 AM by a unanimous vote.

Submitted by Michael Miller, Secretary

June 28, 2018

Street Closure for Car Show: Mr. Yingst reported that Mike Beare of the Corvette Grille and Bar requested that South King Street be closed from West Main Street to West Cumberland Street on July 7, 2018 from 12 Noon to 6 PM for its 16th annual car show. Mr. Beare also requested that eight parking spaces on the south side of West Main Street—four to the east of South King Street and four to the west of South King Street—be posted as “No Parking” for the same date and times. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the closure of South King Street from West Main Street to West Cumberland Street and the posting of “No Parking” of eight parking spaces as identified above for the Corvette Grille and Bar Car Show on July 7, 2018 from 12 Noon to 6 PM. Motion carried unanimously.

Graduation of Sergeant Stickler: Chief Dugan reported Sergeant William Stickler recently graduated from the Spring 2018 session of the Northwestern University School of Police Staff and Command in Hershey. He noted it was a strenuous courseload that provided high-level command instruction—involving a rotating schedule of two weeks working followed by two weeks of classes, plus a lot of interaction with instructors and writing of numerous papers—and Sergeant Stickler averaged an “A” on his coursework. Chief Dugan thanked President Moore for his attendance at Sergeant Stickler’s graduation ceremony and expressed his appreciation to the Commissioners for their support for developing present and future leadership within the Police Department. Ms. Zimmerman said that a press release should be issued noting this accomplishment and Chief Dugan concurred.

Property: Ms. Zimmerman reported a corrective deed was recorded for the Township-owned property at 401 South Spruce Street removing the open space restrictions. **MOTION** by Ms. Zimmerman, second by Mr. Embich to ratify the recording of the corrective deed for the property at 401 South Spruce Street. Motion carried unanimously.

Parks & Recreation: The following items were addressed:

Quittie Creek Nature Park (QCNP) Extension and Signage: Mr. Lively expressed his congratulations and appreciation to the QCNP Committee of FOOA for its successful efforts raising funds for the purchase of additional property to extend the park to the west, and also expressed his regrets for not attending the ribbon cutting celebrating the park extension. Mr. Schroeder thanked the Township for its assistance facilitating this expansion. He also shared information on directional signs to the park to be located at the intersection of East Main Street and Bachman Road and possibly at the intersection of South White Oak and East High Streets. Mr. Yingst reported the Public Works Superintendent was currently researching whether the Pennsylvania Department of Transportation (PennDOT) had any requirements for the placement of such signs as they would be located along state roadways. Noting there was only onstreet parking available for the East High Street trailhead, Mr. Schroeder inquired if the Commissioners wished for the QCNP Committee to conduct a survey of residents along that street before a sign was placed there and the Commissioners seemed amenable to that suggestion.

Resolution No. 20180703-1 – Honoring Skip and Martha Hicks: It was noted correspondence was received from FOOA suggesting a resolution be adopted recognizing Skip and Martha Hicks’ contribution to the community as the owners and operators of the Allen Theatre and designating a day honoring them. At Mr. Lively’s inquiry, Mr. Schroeder suggested that August 19, 2018 be

designated as Skip and Martha Hicks Day. Mr. Hoover asked about the anticipated scope of the day and Mr. Schroeder indicated many of the details were still be developed, but he expected a celebration would be held at the Allen Theatre involving various expressions of appreciation for the Hickses. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20180703-1, honoring Skip and Martha Hicks and designating August 19, 2018 as Skip and Martha Hicks Day in Annville. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. Schroeder left the meeting at 8:20 PM.

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

Permits: The Permits Report for June 2018 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: The recent celebration of Historic Old Annville Day was discussed and positive comments were shared.

MOTION by Mr. Lively, second by Ms. Zimmerman 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 June Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters.

Planning Commission: Ms. Zimmerman reported the Planning Commission did not meet in June.

Economic Development: It was noted the draft minutes from the June 26, 2018 meeting of the Economic Development Authority (EDA) had been distributed to the Board of Commissioners.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for June 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 128 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness for installation of signage for the property at 128 West Main Street. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee would be meeting later in the month to review employee annual performance reviews.

RESOLUTION NO. 20180703-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO
SKIP AND MARTHA HICKS
FOR THEIR CONTRIBUTIONS TO THE ANNVILLE COMMUNITY**

WHEREAS, Skip and Martha Hicks have generously contributed to the Annville community in invaluable ways as the owners and operators of the Allen Theatre for the past 23 years, renovating a key historic structure in Annville, restoring it beautifully and in keeping with its original and intended purpose; and

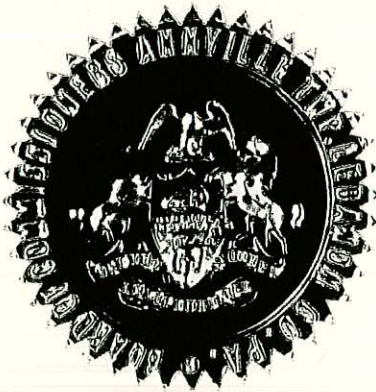
WHEREAS, Skip and Martha Hicks built and ran a unique business that attracted large numbers of visitors to Annville, indirectly supporting many other local businesses, enhancing the reputation and visibility of Annville, and helping to provide our town with a cultural identity and significance that has been recognized well beyond Lebanon County; and


WHEREAS, the community spirit of Skip and Martha Hicks in hosting community events and offering use of the Allen Theatre for untold numbers of benefit events, without ever requesting or accepting any special recognition or financial compensation, has substantially enhanced community life in Annville; and

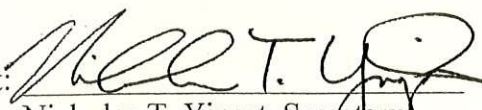
NOW, THEREFORE, BE IT RESOLVED that the Annville Township Board of Commissioners, in tandem with the Friends of Old Annville, Inc., offers its sincere and lasting gratitude to Skip and Martha Hicks for their invaluable contributions to enhancing community life in the Township; and

BE IT FURTHER RESOLVED that the Annville Township Board of Commissioners designates August 19, 2018 as Skip and Martha Hicks Day in Annville.

ADOPTED this third day of July, 2018.




Rex A. Moore, President

Attest: 
Nicholas T. Yingst, Secretary

Permits Report

Month of June 2018

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

Tapping Fees

James Werling

\$4,200.00

Building Permits

#11-18	Jessica Brandt	Other-Fence
#13-18	Peter/Linda Heisey	Erect a new structure
#14-18	Frances Reich	Add to a structure
#15-18	Georgina Quiles	Other-Concrete Patio
#16-18	Fieldon Daubert	Replace/Add to a structure; Demo
#17-18	John Mione/Angela Golembewski	Erect a new structure
#18-18	Timothy/Gerri Brennan	Add to a structure
#19-18	Bradley/Wendy Bordner	Erect a new structure
#20-18	Emily Snavelly	Other-Fence
#21-18	James/Kathleen Werling	Erect a new structure
#22-18	Kerrie Smedley/Joseph Brewer	Other-Office

Curb/Sidewalk Permits

2018-001 25 N. Long St.

Install curb & sidewalk

Street-Cut Permits

#18-11 40 N. Railroad Street

UGI Utilities, Inc.

Renew gas service

Burn Permit

Item VI - D HISTORIC ARCHITECTURAL REVIEW BOARD

1. The June 11 meeting processed one application:
 - a. **128 West Main St.; replacement sign for new business; "Castle & Crown Boutique" hanging sign on building similar to former "Touch of Class" sign, with daily removal of temporary banner type sign on entry railing.**
2. The July meeting is scheduled for the 9th. No applications on file as yet.

ACTION: Item "a" is recommended for Certificate of Appropriateness.

Item VI -F SPRUCE STREET BRIDGE

1. The Township officials have executed the cover page signing to authorize the final plans for the South Spruce St. bridge.

ACTION: Endorse action for signing Bridge Plans cover page.

Item VI -G MS4 & Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred June 19. Draft minutes are not issued as yet.
2. The primary activity of the June 19th Consortium meeting was routine approval of billings, fund receipts review. Confirmation of application by South Lebanon for the Sunoco Penalty grant, but not the Growing Greener grant. Courtesy of Mr. Yingst we reviewed the PA DEP position on excess reductions. SESI submitted a standard contract for review; RFQs will be done on a project nby project basis. PA Rep. Bret Miller, Lancaster 41st is promoting further examination of PA DEP's expansion of the MS4 stormwater sheds.
3. Next meeting of the MS4 Consortium is July 17, 2018 at 10:00 AM at 1220 Mifflin Street, Lebanon.; and the LCCWA will meet on June 24, 10AM at North Lebanon Township Building.

ACTION: No official action currently.

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

Approval and Signing of Drawings for Construction: **MOTION** by Mr. Embich, second by Ms. Zimmerman to ratify approval and signing of the drawings for construction for the South Spruce Street Bridge replacement project. Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for June 2018, a copy of which is attached hereto and made a part of these minutes.

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

Fire Department: The Board noted the receipt of the June 2018 Monthly Statistical Report for the Union Hose Company (UHC). Mr. Lively provided a summary of the Fire Department joinder evaluation process thus far, noting in particular the rationale for a joinder feasibility study. He reported the feasibility study has been completed and the study report was presented on June 21, 2018 at a joint meeting of the UHC and the Cleona Fire Company, with the companies scheduled to meet individually in August to discuss the joinder process and to vote concerning whether they wished to continue to participate in it with the intent of achieving a single department. Mr. Lively also reported both the Chief and the Assistant Chief of the UHC had resigned due to moving out of Annville Township and an election for these positions would be held on July 12, 2018.

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

OLD BUSINESS:

Awarding of Refuse and Recycling Collection Contract: Mr. Yingst reported that three bids were received for a two year contract with third and fourth year options for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township. It was reported the low bid was received from Lebanon Farms Disposal, Inc. at a price per year of \$142,740 for years one and two with a third year option of \$147,600 and a fourth year option of \$152,640. It was also noted that Mr. Lamoureux reviewed the bidding documents submitted by Lebanon Farms Disposal and he found them to be satisfactory. **MOTION** by Mr. Hoover, second by Mr. Embich to award a two year contract at an annual price of \$142,740 with a third year option of \$147,600 and a fourth year option of \$152,640 to Lebanon Farms Disposal, Inc., the lowest responsible bidder, for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township, with said contract commencing on September 1, 2018. Motion carried unanimously.

Condition of Sharrows and Turning Arrows: Mr. Yingst reported that, in conversations with individuals from PennDOT over the past few weeks, PennDOT will still be providing replacement sharrows and turning arrows along the Route 422 corridor as previously agreed.

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

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/>.
2. Since the next GLRA meeting is on July 10, Commissioner Embich should be in attendance for that meeting.
3. The 2018 remaining meeting schedule is 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.

Deteriorating Curb and Sidewalk by Christ Church: Mr. Yingst reported he had several conversations with PennDOT about Christ Church's request for fog lines to be painted near the curve in the roadway where the curb and sidewalk damage has occurred, as well as its request for signage approaching the curve notifying drivers of it. PennDOT has indicated it will not paint fog lines there, but it is researching the signage request and should have an answer sometime later in the month. Mr. Yingst also reported having several conversations with a representative of the church, and is trying to establish another contact at the church, as well. The church official he is currently speaking with continues to express frustration with PennDOT for not providing more guidance—although it is not known if the church has used the PennDOT contact Mr. Yingst provided it—and is looking to find another contractor for the work, with the hope of having it completed by the end of the summer.

NEW BUSINESS:

Budget Adoption Schedule: Mr. Yingst presented the 2019 budget adoption schedule for review and comment. **MOTION** by President Moore, second by Mr. Lively to approve the 2019 budget adoption schedule as presented, noting that the budget meetings for October 16, 2018 and October 30, 2018 would begin at 6 PM. Motion carried unanimously and a copy of this schedule is attached hereto and made a part of these minutes.

Proposal for 2018 Audit Services: Mr. Yingst presented the Board with a proposal from Garcia Garman & Shea, PC for providing audit and financial statement services for 2018. He noted this cost would be shared by the General Fund, the Sewer Fund, and the Economic Development Authority Fund. **MOTION** by Mr. Embich, second by Ms. Zimmerman to (1) accept the proposal from Garcia Garman & Shea, PC to provide audit and financial statement services for the year ending December 31, 2018 at a cost not to exceed \$10,600 and (2) authorize the execution of the engagement letter for same by the appropriate Township officials. Motion carried unanimously.

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

Lebanon Valley Conservancy Appeal for 2018: Mr. Yingst reported a letter was received from the Lebanon Valley Conservancy making an appeal to the Township for membership in the Conservancy, as well as an annual donation. He noted the Township donated \$100 to the Conservancy in 2017 and budgeted the same amount for 2018. **MOTION** by Mr. Embich, second by Mr. Hoover to authorize membership in the Lebanon Valley Conservancy for 2018 at the "Friend" level and to donate \$100 to same. Motion carried unanimously.

Natural Gas Pipeline Limestone Hauling on Township Streets: Mr. Yingst reported correspondence was received from Williams/Transcontinental Gas Pipe Line Company (Transco) earlier in the day indicating it had entered into an agreement with the owner of the property at 448 Water Street for the disposal of several hundred tons of limestone rock over the next few months. The letter included a proposed hauling route that would utilize South Cherry Street, Water Street, and South Chestnut Street, and inquired if the Township wished to meet to review that route as well as current road conditions to determine a baseline should road damages occur. It was noted the hauling was anticipated to begin in mid-July should the appropriate federal and state agencies

BUDGET ADOPTION SCHEDULE – 2019

07/03/2018	Approve Budget Schedule
07/05/2018- 09/30/2018	Request Information from Department Heads and prepare Draft Budgets
09/11/2018	Review Tentative Economic Development Authority Budget – AEDA
09/25/2018	Review Tentative Sewer, Sewer Capital, and MS4 Budgets – Township Authority
10/02/2018	Publish Budget Meeting Notice
10/16/2018	Budget Meeting – Board of Commissioners
10/19/2018	Publish Budget Meeting Notice
10/23/2018	Review Tentative Sewer, Sewer Capital, and MS4 Budgets – Township Authority
10/30/2018	Budget Meeting/Tentative Budget Adoption – Board of Commissioners
11/10/2018	Publish Budget Inspection Notice, Budget Hearing Notice, and Act 511 Tax Notice
11/17/2018	Publish Act 511 Tax Notice
11/24/2018	Publish Act 511 Tax Notice
12/04/2018	Budget Hearing – Board of Commissioners
12/11/2018	Publish Tax and Appropriations Ordinance and (if necessary) Sewer Rate and/or Trash Rate Ordinance
12/26/2018	Adopt Final Budget, and Tax and Appropriations Ordinance, and (if necessary) Sewer Rate and/or Trash Rate Ordinance – Board of Commissioners
12/29/2018	Publish Budget Adoption Notice

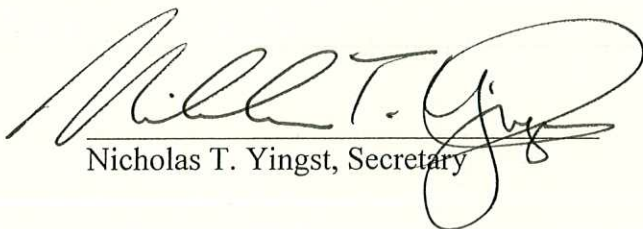
grant the necessary modification to the pipeline project permit to allow for this disposal. Mr. Yingst presented a draft response letter to Transco identifying a number of questions the Township had about the hauling. Noting that several hundred tons of limestone would be hauled, President Moore suggested this would only represent several tri-axle loads full. The Commissioners were in agreement to send the response letter to Transco and to add a section indicating the Township's willingness to have the Public Works Superintendent meet with Transco to evaluate the condition of the affected streets prior to the start of the hauling.

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


RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:43 PM. The Regular Meeting was reconvened at 9:48 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

Conversation Evaluating Shared Police Services: MOTION by Mr. Lively, second by Mr. Hoover to authorize sending a letter to the South Annville Township Board of Supervisors inquiring if it wished to begin a conversation evaluating shared police services. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Hoover, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:49 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President