

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
August 7, 2018**

The August Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on August 7, 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; Corey Lamoureux, Esq., Township Solicitor; Anthony Deaven, Church Street; Hunter and Renee Nelson, Todd Court; and Dean Wolfe, West Main Street.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

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

Eagle Scout Badge: Mr. Nelson was recognized for comment and he shared he was working toward his Eagle Scout badge, which required attendance at a local government meeting. Mr. Embich asked if he had selected his Eagle Scout project yet and Ms. Nelson indicated he was thinking about a project at the Lebanon Veterans Affairs (VA) Medical Center. Ms. Zimmerman asked how many badges he had earned thus far and Ms. Nelson indicated this would be his eleventh. The Commissioners thanked Mr. Nelson for attending and wished him well as he pursued this significant accomplishment.

APPROVAL OF MINUTES: MOTION by Mr. Hoover, second by Mr. Lively to approve the minutes of the Regular Meeting held July 3, 2018 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Listing of Vehicle for Auction on Municibid: **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize the listing of the 1994 Chevrolet K3500 Turbo diesel truck for auction on the Municibid online auction site. Motion carried unanimously.

2019 Wage and Equipment Rate Schedule: Mr. Yingst noted that a proposed 2019 Public Works Wage and Equipment Rate Schedule had been provided to the Commissioners for their review and consideration. **MOTION** by Mr. Lively, second by Ms. Zimmerman to adopt the 2019 Public Works Wage and Equipment Rate Schedule as presented. Motion carried unanimously and a copy of this rate schedule is attached hereto and made a part of these minutes.

Dewatering Building: Mr. Yingst reported the engineer's review of the previously approved building to house the dewatering equipment recommended the building's height be raised five feet to accommodate a monorail to facilitate repairs to a centrifuge as well as additional ventilation be provided for the building. Mr. Hoover noted the overall price still seemed high to him. President

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JULY 2018

- (1) **DOWNTOWN LIGHTS** A couple of lights are out; waiting for parts.
- (2) **POTHOLES** No repairs this month due to weather.
- (3) **CROSSWALKS** We will finish painting crosswalks in August.
- (4) **BLACKTOPPING** Pennsy did not give me a date yet when they are going to blacktop PA American Water wants to replace 2 fire hydrants before they blacktop Mill St. and Queen St.
- (5) **STORM DRAINS** Cleaned storm drains a lot due to the heavy rains. We repaired the storm drain at N. Ulrich and Lebanon Alley—the pipe rusted away at the top and washed the road away, so we dug the pipe up, concreted a patch on top of it, and then blacktopped the road.
- (6) **SWEEPING** Spent 17 hours sweeping this month in Annville and 10 hours in Cleona.
- (7) **FLOODING** The week of July 23, we spent a lot of time around the town cleaning storm drains, closing streets, and picking debris up from heavy rains. We had a total of 17.5 inches of rain for July and for the week of July 23 we had 13.8 inches of rain.
- (8) **MUNICIPAL** I would like to get permission to list the 1994 Chevrolet K3500 6.5L Turbo Diesel with 124,492 miles on Municipal along with the '99 Crown Vic that was approved earlier. The 1994 Chevy is inspected through 10/2018.
- (9) **WEEDS** Did not finish spraying weeds due to weather conditions; we will finish up this month.

Respectfully submitted,
Les Powell

ANNVILLE TOWNSHIP PUBLIC WORKS WAGE AND EQUIPMENT RATE SCHEDULE 2019

<u>ITEM</u>	<u>RATE/HOUR</u>
• <u>Small Pick-Up Truck</u>	<u>\$95 per hour</u>
• <u>Salting - One Ton Truck</u>	<u>\$95 per hour + Material</u>
• <u>Salting - Five Ton Truck</u>	<u>\$95 per hour + Material</u>
• <u>Street Sweeping</u>	<u>\$125 per hour</u>
<u>Street Sweeping Debris</u>	<u>Landfill rates per ton</u>
• <u>Roll-Off Truck</u>	<u>\$150 per container + Landfill rates</u>
• <u>Leaf Collection</u>	<u>\$150 per hour</u>
• <u>Leaf Disposal</u>	<u>\$70 per hour</u>
<u>Pot-Hole Repair</u>	<u>\$100 per hour + Material + Labor</u>
<u>Crack Sealing</u>	<u>\$55 per hour + Material + Labor</u>
<u>Sign Repair and Installation</u>	<u>\$85 per hour + Material</u>
<u>Paint Sprayer</u>	<u>\$55 per hour + Material + Labor</u>
• <u>Backhoe</u>	<u>\$100 per hour</u>
<u>Weed Spraying</u>	<u>\$100 per hour + Material</u>
• <u>Camera Truck</u>	<u>\$175 per hour</u>
<u>Sewer Flusher</u>	<u>\$100 per hour + Labor</u>
<u>Tank Truck</u>	<u>\$100 per hour + Labor</u>
<u>Portable Pumps</u>	<u>\$55 per hour</u>
<u>Auto Crane</u>	<u>\$55 per hour</u>
• <u>Skid Steer Loader</u>	<u>\$100 per hour</u>
<u>Chipper</u>	<u>\$75 per hour + Labor</u>
• <u>Lawn Tractor</u>	<u>\$100 per hour</u>
<u>Weed Whacker</u>	<u>\$10 per hour + Labor</u>
<u>Gas Cutting Torch</u>	<u>\$10 per day + Gas used</u>
<u>Laborers</u>	<u>\$60 per hour</u>
<u>Supervisors</u>	<u>\$90 per hour</u>

- Includes one operator

Moore inquired if the overall price included the cost of the building itself as well as labor and Mr. Yingst confirmed this. Noting the Township Authority had recommended approval of the revised proposal at a cost not to exceed \$450,000, **MOTION** by Mr. Lively, second by Mr. Embich to approve the revised dewatering building proposal by BlueScope Construction at a cost of \$401,133. Motion carried unanimously.

Property: Ms. Zimmerman reported the basement of Town Hall took on several inches of water in the early morning hours of July 25, 2018 via the French drain outside the double doors at the basement's exterior entrance. She further reported the Public Works Department removed the water via a sump pump, squeegeed the floor, aired the area out with fans, and sprayed moldicide as a precautionary measure to restore it to its pre-flooding condition.

Parks & Recreation: The following items were addressed:

Quittie Creek Nature Park (QCNP) Signage: Mr. Yingst reported Mike Schroeder of the QCNP Committee completed his survey of residents along East High Street and noted no concerns about placing directional signs to QCNP at the intersection of South White Oak and East High Streets. He also reported the Public Works Superintendent had no concerns about the placement of these signs at this location or at the intersection of East Main Street and Bachman Road. **MOTION** by Mr. Hoover, second by Ms. Zimmerman to authorize the placement of directional signs to QCNP according to the design previously shared by the QCNP Committee at the locations identified above by the Public Works Department. Motion carried unanimously.

Use of QCNP by Cross-County Team: **MOTION** by Ms. Zimmerman, second by Mr. Hoover to authorize the use of QCNP by the Annville-Cleona cross-country team as part of its course for meets on September 4, 2018 and October 2, 2018. Motion carried unanimously.

Bernard Dugan, Chief of Police, and Karen Dugan, York County, arrived at the meeting at approximately 7:15 PM.

Trail Cover at QCNP: Noting that recent flooding had washed away tan bark mulch that was used for the trail cover at QCNP, Mr. Embich suggested that pea-sized river bed gravel be considered going forward. Mr. Yingst indicated he would pass this suggestion along to the Public Works Department and the QCNP Committee. Ms. Zimmerman inquired if the loss of such trail cover could be claimed as damages to be recovered from the flooding and Mr. Yingst indicated the Township would do so if such reimbursement mechanism became available.

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

Resolution No. 20180807-1 – Appointing Signature Authority for the Automated Red Light Enforcement (ARLE) Grant Award: It was noted the ARLE grant awarded to the Township for the pedestrian crossing improvements on Routes 422 and 934 requires a Resolution assigning authorization to those who may sign the grant agreement. Proposed Resolution No. 20180807-1, designating the Chief of Police as the signature authority for the grant agreement, was presented to the Board for its consideration. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt

Annville Township Police Department

MONTHLY REPORT JULY 2018

Total Calls by Call Type From: 6/29/2018 - 7/19/2018

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - WARNING	29
AMBULANCE CALL	15
TRAFFIC ENFORCEMENT - CITATION	15
PARKING ENFORCEMENT	12
FIREWORKS COMPLAINT	11
ACCIDENT, NON-REPORTABLE	9
POLICE INFORMATION	9
FIRE CALL	8
ASSIST OTHER POLICE	6
BACKGROUND INVESTIGATION	6
SUSPICIOUS ACTIVITY	6
ADMINISTRATIVE FINGERPRINTING	5
DRIVING COMPLAINT	5
ACCIDENT, REPORTABLE	4
ALARMS	4
ASSIST OTHER AGENCY	4
CRIMINAL MISCHIEF	4
DOMESTIC DISPUTE	4
THEFT - UNLAWFUL TAKING	4
ABANDONED VEHICLE	3
CHECK ON WELL BEING	3
DISABLED VEHICLE	3
LOST & FOUND	3
SUSPICIOUS PERSON	3
ASSIST MOTORIST	2
BACKGROUND INVESTIGATION - RECORD RELEASED	2
CIVIL MATTER	2
DUI	2
DUMPSTER	2
FOOT PATROL - POLICE	2
JUVENILE COMPLAINT	2
NOISE COMPLAINT	2
PARKING COMPLAINT	2
REPOSESSION	2
REQUEST FOR AID	2
SUSPICIOUS VEHICLE	2
TRAFFIC COMPLAINT	2
TRAFFIC CONTROL - OTHER	2
TRAFFIC HAZARD	2
ANIMAL COMPLAINT	1

[illegible]



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
JULY 2018



• CALL FOR SERVICE	227
• ORDINANCE VIOLATIONS	
1. PARKING	12
2. NOISE	2
3. ANIMAL	2
4. DOG	1
5. OTHER	1
• CRIMINAL ARRESTS	9
○ ADULT	8
○ JUVENILE	1

• TOTAL TRAFFIC CITATIONS	15
• TOTAL TRAFFIC WARNINGS	29
• TOTAL NON-TRAFFIC CITATIONS	1
• TOTAL VEHICLE ACCIDENTS	13
○ REPORTABLE	4
○ NON-REPORTABLE	9
○ HIT & RUN	0
• PARKING TICKETS ISSUED	12

ACCIDENT LOCATIONS

- 2 East Main Street (2)
- 500 Block East Main Street
- 454 East Main Street
- 1st Block East Main Street (2)
- 205 South White Oak Street
- 441 East Main Street
- Chestnut & Cumberland Streets
- 1065 East Main Street
- Liberty and Rand Streets
- 422 & cherry Street
- 513 West Main Street

Resolution No. 20180807-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

ARLE Grant Agreement: Chief Dugan shared information on the pedestrian improvements the ARLE grant would fund, noting the project would move the Route 934 crosswalk at Annville Elementary School to a safer location and install solar-powered Rectangular Rapid Flashing Beacon (RRFB) pedestrian signs at numerous crosswalks along Routes 422 and 934. He noted the RRFB signs would light up on both sides of the crosswalk when the pedestrian pressed a button, thus warning approaching motorists of the crossing. Chief Dugan also noted the grant amount was in excess of \$152,000 and the Township's 20% share of costs in addition to this was represented by an in-kind contribution of the Public Works Department's labor for installing the signs. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the grant agreement for ARLE funds contingent upon its satisfactory review by the Township Solicitor and to authorize its execution by the appropriate Township officials. Motion carried unanimously and the Commissioners thanked Chief Dugan for his efforts securing this grant funding.

Electronic "Slow Down" Signs: President Moore asked Chief Dugan if he had seen the electronic signs warning motorists to slow down in Cleona Borough and South Annville Township. The Chief indicated he had, and as these were the same signs as previously discussed that could also detect and indicate the speed of motorists, he estimated the cost per sign to be around \$5,000. President Moore suggested these might be of benefit at Annville Elementary School. Chief Dugan noted he believed the project funded by the ARLE grant would significantly improve the safety in that vicinity.

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

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

Annville Activities: Chief Dugan reported Community Night Out was cancelled due to bad weather.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the July 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 July and was not expected to meet in August.

RESOLUTION
20180807-1

BE IT RESOLVED, by authority of the Board of Commissioners
(Name of governing body)
of the Annuille Township, Lebanon County, and it
(Name of MUNICIPALITY)

is hereby resolved by authority of the same, that the Chief of Police of
(designate official title)

said MUNICIPALITY be authorized and directed to sign the attached Agreement on its behalf.

ATTEST:

Annuille Township
(Name of MUNICIPALITY)
Nicholas T. Yingst, Secretary By: [Signature], President
(Signature and designation of official title) (Signature and designation of official title)

I, Nicholas T. Yingst, Secretary
(Name) (Official title)
of the Annuille Township Board of Commissioners, do hereby certify that the foregoing
(Name of governing body and MUNICIPALITY)

is a true and correct copy of the Resolution adopted at a regular meeting of the

Board of Commissioners, held the 7th day of August, 2018.
(Name of governing body)

DATE:

August 7, 2018

Nicholas T. Yingst, Secretary
(Signature and designation of official title)

Permits Report

Month of July 2018

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Excavator Licenses issued	<u></u>	<u>\$</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$</u>
Total Street Cut Permit Fees Collected		<u>\$ 2,800.00</u>
Total Tapping Fees Collected		<u>\$</u>

Tapping Fees

Building Permits

#23-18	Finks Properties, LLC	Demo
#24-18	Adam/Tracie Kirkessner	Replace a structure
#25-18	Gayle Hartman	Erect a new structure

Curb/Sidewalk Permits

Street-Cut Permits

#18-12	44 E. Main Street	UGI Utilities, Inc.	Renew gas service
#18-13	503 W. Main Street	PA American Water Co.	Replace fire hydrant
#18-14	449 W. Queen Street	PA American Water Co.	Replace fire hydrant
#18-15	120 E. Locust Street	PA American Water Co.	Replace fire hydrant
#18-16	1020 Willow Drive	PA American Water Co.	Replace fire hydrant
#18-17	130 S. Spruce Street	PA American Water Co.	Replace fire hydrant
#18-18	108 S. Lincoln Drive	PA American Water Co.	Replace fire hydrant
#18-19	890 E. Queen Street	PA American Water Co.	Replace fire hydrant
#18-20	245 W. Church Street	PA American Water Co.	Replace fire hydrant
#18-21	37 N. Long Street	PA American Water Co.	Replace fire hydrant
#18-22	504 E. Maple Street	PA American Water Co.	Replace fire hydrant
#18-23	51 S. Manheim Street	PA American Water Co.	Replace fire hydrant

Burn Permit

Economic Development: Nothing to report this month.

Ms. Dugan left the meeting at 7:24 PM.

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

Replacement of Siding with Cement Stucco at 44 East Main Street and Installation of Awning Signage at 103 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Hoover to issue Certificates of Appropriateness for replacement of siding with cement stucco for the property at 44 East Main Street and installation of awning signage for The Annville Grille at 103 West Main Street. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee met on July 24, 2018 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. These minutes were reviewed by the Board and it was noted the Committee approved the satisfactory employee performance reviews for Nicholas T. Yingst and Cheryl L. Fischer of the Township Office; James Grumbine of the Police Department; and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Gary Kosh of the Public Works Department; and recommended a \$1.00 per hour increase be approved for Joseph Viozzi contingent upon him receiving his wastewater operator license with such increase to begin the first full pay period following the issuance of said license. **MOTION** by Ms. Zimmerman, second by Mr. Lively to (1) concur with the Wage & Salary Committee's satisfactory employee performance reviews for the abovementioned employees and (2) approve a contingent \$1.00 per hour pay increase for Joseph Viozzi as described above. Motion carried unanimously.

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

Request for Approval of Local Sponsor Personnel/Consultant Staffing: Mr. Embich reported a Request for Approval of Local Sponsor Personnel/Consultant Staffing was prepared by Mr. Yingst and Wilson Consulting Group (WCG), naming Mr. Yingst as the Local Project Manager for the bridge replacement project and identifying personnel from WCG for construction engineering services and inspection services. It was noted this request was submitted to the Pennsylvania Department of Transportation (PennDOT) the prior month. **MOTION** by Mr. Embich, second by Mr. Lively to ratify the issuance of the Request for Approval of Local Sponsor Personnel/Consultant Staffing to PennDOT. Motion carried unanimously.

Resolution No. 20180807-2 – Appointing Signature Authority for the Engineering and Construction Management System (ECMS) for the South Spruce Street Bridge: It was noted the bridge replacement project requires use of the PennDOT ECMS for executing agreements and PennDOT requires a Resolution assigning authorization to those who may do so. Proposed Resolution No. 20180807-2, appointing Nicholas T. Yingst as signature authority and Karen Gerhart to attest signatures for such documents, was presented to the Board for its consideration.

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
July 24, 2018**

A meeting of the Annville Township Wage & Salary Committee was held on July 24, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex Moore, David Myers, and Anthony Perrotto. Also in attendance was Nicholas T. Yingst, Annville Township Administrator. The meeting was called to order at 6:30 PM.

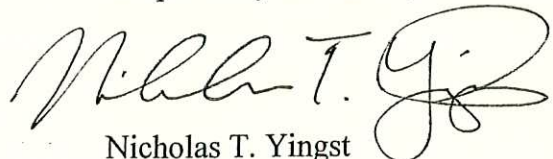
EMPLOYEE EVALUATION: Nine satisfactory employee performance reviews were submitted to the Committee to review for the following employees:

- Nicholas T. Yingst, Township Office – Township Administrator
- Cheryl L. Fischer, Township Office – Billing Clerk
- James Grumbine, Police Department – Administrative Assistant
- Leslie J. Powell, Public Works Department – Superintendent
- Christopher Koehler, Public Works Department – Operator
- Keith Heck, Public Works Department – Laboratory Supervisor
- Jason Shaak, Public Works Department – Laborer
- Joseph Viozzi, Public Works Department – Laborer
- Gary Kosh, Public Works Department – Laborer

Following review and discussion by the Committee, **MOTION** by Mr. Moore, second by Mr. Perrotto to (1) approve the satisfactory annual employee performance reviews for Nicholas T. Yingst and Cheryl L. Fischer of the Township Office; James Grumbine of the Police Department; and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Gary Kosh of the Public Works Department and recommend that the Board of Commissioners do the same; and (2) recommend to the Board of Commissioners that Joseph Viozzi receive a \$1.00 per hour pay increase contingent upon him obtaining his wastewater operator license effective the first full payroll period following his obtaining said license. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Committee, **MOTION** by Mr. Myers, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:36 PM.

Respectfully submitted,



Nicholas T. Yingst
Annville Township Administrator
and Secretary

T. Embich reports: 08-07-2018 BOC
Thomas Embich
Agenda Items: VI – D, F, G, & H
Date: August 2, 2018 for August 7, 2018 Meeting

Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD

1. The July 9th meeting processed three applications:
 - a. **44 East Main St: Rear and along Manheim St., repaint brick, replace fiberboard w/traditional stucco at rear (note: bracket trim to be preserved, possible colored trim)**
 - b. **103 West Main: Awning type sign to cover the “Batdorf Building” header at the “Annville Grille” and remove current corner “bracket sign”.**
 - c. **125 West Main: Application tabled until August due to no representative present to present details of the application.**
2. The August meeting is scheduled for the 13th. Carryover of 125 West Main application.
3. An application received in the interim for a roof replacement has been deemed “replacement in kind” and does not need to be reviewed by HARB, but will be reviewed due to possible FOOA grant application.
4. At the next HARB meeting a couple of administrative issues are proposed to be addressed: representative in attendance verification, possible date of meeting change flip with Planning Commission.

ACTION: Items “a & b” recommended for Certificate of Appropriateness; item “c” tabled until August 13th meeting.

Item VI-F SPRUCE STREET BRIDGE

1. The bridge was closed due to the July 23-25 flooding; it re-opened to traffic on July 31 following the required inspection by the bridge engineer.
2. Project proceeding as expected.

ACTIONS:

- a. **Ratify issuance of Request for Approval of Local Sponsor Personnel/Consultant Staffing to PennDOT.**
- b. **Adopt proposed resolution appointing signature authority for bridge replacement project agreements.**
- c. **Approve engineering inspection agreement with Wilson Cons. Gp.**

Item VI-G MS4 & Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred July 17th. Draft minutes are not issued as yet.

2. The primary activity of the July Consortium meeting was routine approval of billings, fund receipts review.
3. A presentation by Jen Cotting and Ellen Kohler of UMD Environmental Finance Center helped focus on alternate project funding sources, and prioritization of projects.
4. A discussion of the BMP-specific engineering work as relates to the SESI contract concluded that we need further review of the proposed RFQ prior to the August meeting.
5. Next meeting of the MS4 Consortium is August 21, 2018 at 10:00 AM at 1220 Mifflin Street, Lebanon.
6. LCCWA met on July 31, 10AM at North Lebanon Township Building. The MCM brochure (out in draft form for comment) was reviewed. Any additional changes need to be submitted to Robin Getz by August 10.
Three (3) additional banners are proposed with more of a graphic and less verbiage format. Various venues to promote the educational aspect were discussed and several follow-up approaches are planned. Senator Folmer's staff person commented that there might be a Senate Caucus to review the aspects of PA DEP's handling of administering the MS4 program (no specifics available until new session starts).
Tentative 2019 meeting dates are proposed: Feb. 26, May 28, July 30, and Oct. 22, 2019.
7. Next meeting of the LCCWA is Oct. 23, 2018, 10 AM at North Lebanon Township Building.

ACTION: No official action currently.

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 Wed., August 8, Commissioner Embich should be in attendance for that meeting.
3. The annual GLRA Hot Dogs, Hayrides, etc. is Tuesday, Sept 11, 6:00PM, RSVP by Wed., Sept. 5 to 717-867-5790, or tlong@goglra.org.
4. A key issue we need to track relates to the waste load daily capacity that GLRA is allowed to receive under its current permit. They are so close to their daily limit that they may need to turn certain wastes away.
5. The 2018 remaining meeting schedule is 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.

MOTION by Mr. Embich, second by Mr. Hoover to adopt Resolution No. 20180807-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Engineering Inspection Agreement: It was reported an engineering inspection agreement with WCG at an amount not to exceed \$142,542.65 was reviewed by PennDOT and the Township Solicitor and was ready to be authorized. **MOTION** by Mr. Embich, second by Mr. Lively to approve the engineering inspection agreement with WCG for engineering inspection services and related documents and to authorize their execution by the appropriate Township officials. The motion was then opened for discussion. Mr. Hoover inquired about the funding sources for the services provided by this agreement. Mr. Yingst noted the Township's share was 5%, or roughly \$7,000, to be paid from Liquid Fuels funds. He also noted the remaining portion would be paid by Federal and State funds. With no further comments or questions noted the motion was voted upon and carried unanimously.

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

Fire Department: The Board noted the receipt of the July 2018 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company, and in particular expressed appreciation for the detail of the Fire Chief's Report. The following items were then addressed:

Joinder Process: Mr. Lively reported the Cleona Fire Company voted to continue with the fire department joinder process in July and the Union Hose Company did the same in August. As such, he noted the Steering Committee would next be meeting on August 22, 2018 to discuss the next steps for moving forward. Specifically, he noted Jill Nagy would be discussing her outreach to the State Attorney General's Office requesting an agent be assigned to the joinder process for the two fire companies.

Removal and Appointment of Deputy Fire Marshal: **MOTION** by Mr. Lively, second by Mr. Hoover to (1) remove Luke Leininger from the position of Deputy Fire Marshal and to extend appreciation to him for his service to the Township in that capacity and during his term as Chief of the Union Hose Company and (2) appoint Philip Snavelly as Deputy Fire Marshal. Motion carried unanimously.

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

OLD BUSINESS:

Condition of Sharrows and Turning Arrows: Mr. Yingst reported that repairs to six of the sharrows along Main Street were performed the prior month by a representative of Ennis Flint at

RESOLUTION NO. 20180807-2

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
APPOINTING SIGNATURE AUTHORITY FOR THE
ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM (ECMS)
FOR THE SOUTH SPRUCE STREET BRIDGE**

WHEREAS, Annville Township has registered as a business partner in the Pennsylvania Department of Transportation (PennDOT) Engineering and Construction Management System (ECMS) for the South Spruce Street Bridge; and,

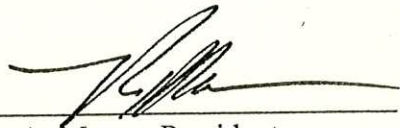
WHEREAS, PennDOT requires a business partner that is a first class township to appoint a signature authority for the ECMS.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved and enacted as follows:

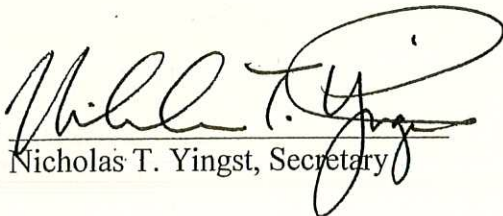
- 1) Nicholas T. Yingst, Annville Township Administrator and Secretary to the Annville Township Board of Commissioners, is appointed as signature authority for documentation in the ECMS for the South Spruce Street Bridge; and
- 2) Karen Gerhart, Assistant Secretary to the Annville Township Board of Commissioners, is appointed to attest signatures for documentation in the ECMS for the South Spruce Street Bridge; and
- 3) Any previously resolved signature authority or attestation enactments for the South Spruce Street Bridge remain effective.

ADOPTED this seventh day of August, 2018.

(SEAL)


Rex A. Moore, President

Attest:


Nicholas T. Yingst, Secretary

no cost to the Township. It was noted that representatives from the Public Works Department were on hand to observe the application process.

Deteriorating Curb and Sidewalk by Christ Church: Mr. Yingst reported he spoke to a representative of Christ Church the prior week who indicated the PennDOT contact the Township Office provided him has not gotten back to the church despite several attempts to contact him for guidance on appropriate materials for the curb and sidewalk replacement adjacent to the church property. The church reached out to State Representative Russ Diamond's office about this and as a result believes it will shortly be contacted by a PennDOT engineer to address this. It was also noted the church has spoken to a local contractor at a jobsite about the work to be done at the church and while there was interest expressed by the contractor, the church has not been able to make further contact with him in the weeks since. Ms. Zimmerman asked if the church should be reminded the Township could require the repairs within a given amount of time. Mr. Yingst indicated he could do that if the Board wished, and also that he had expressed the Commissioners concerns to the church on several occasions. Mr. Hoover recollected the Commissioners had been discussing this since the beginning of the year. President Moore indicated he would reach out to the contractor as well.

Location of Cellular Tower on Municipal Property: Mr. Yingst reported that at its July 24, 2018 meeting the Township Authority noted its support for locating a cellular tower on wastewater treatment plant property at the location proposed by P3 Towers, encouraged the Board of Commissioners to negotiate with and enter into an agreement with P3 Towers if reasonable terms can be agreed upon, and recommended the Board share any revenues from such an agreement with the Authority on a 50%/50% basis. He also reported he contacted P3 Towers the previous week expressing the Board's desire for an agreement that would pay the Township a larger amount of rent once the first carrier would locate on the tower and P3 Towers indicated it did not believe it would find such an agreement to be financial feasible. Mr. Embich reported he found P3 Towers' internet presence to be limited and that he was unable to find information on any municipalities where this company had already erected towers. At the suggestion of the Commissioners, Mr. Yingst indicated he would contact P3 Towers for such information and any municipal references the company could provide.

Natural Gas Pipeline Rock Disposal in Township: Mr. Yingst reported a letter was received the prior month from the Williams/Transcontinental Gas Pipe Line Company (Transco) responding to the Township's letter seeking more information about Transco's desire to dispose of limestone rock over the next few months at the 448 Water Street property in the Township. The Commissioners discussed this response letter in detail, and it was noted the Township had to approve of the disposal of such rock within its jurisdiction before the appropriate Federal and State agencies would allow Transco to do this; it was also noted this was not what had been originally communicated to the Township by Transco. President Moore and Mr. Hoover also noted the amount of rock that was to be disposed of in the Township was significantly higher than the several hundred tons as stated in Transco's initial correspondence. The Commissioners did not seem inclined to authorize this disposal in Annville Township but asked Mr. Yingst to attempt to contact the property owner at 448 Water Street to see if he wished to approach the Board to share his intended purpose and plans for the rock.

NEW BUSINESS:

Consent to Assignment of Refuse and Recycling Contract to Waste Industries: Mr. Yingst reported that Lebanon Farms Disposal (LFD) anticipates selling its company to Waste Industries and this would include the refuse and recycling contract between LFD and Annville Township. He further reported representatives of LFD and Waste Industries indicated there are no anticipated changes to personnel, trucks, or the reporting system, and that Waste Industries will be operating in the area as LFD. It was noted that both he and Mr. Lamoureux reviewed the assignment document and, after making a few recommended changes that were eventually incorporated into the document, they were comfortable with its authorization, as the contract allows for such an assignment to take place. **MOTION** by Mr. Hoover, second by Ms. Zimmerman to approve the consent to the assignment of the refuse and recycling collection contract, the contract period of which runs through August 31, 2020 with two additional one-year options that may be exercised by the Township, from LFD to Waste Industries, to acknowledge the contract will continue in full force and effect, to acknowledge that no breaches of defaults on the part of LFD currently exist, and to authorize the signing of the document indicating same by the appropriate Township officials. Motion carried unanimously.

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

Donation to the Annville Free Library (AFL): Mr. Yingst reported a letter was received from the AFL thanking the Township for its 2017 donation and requesting its annual donation for 2018. **MOTION** by Mr. Lively, second by Ms. Zimmerman to release the Township's 2018 donation of \$15,000 to the Annville Free Library. Motion carried unanimously.

State Considering Assuming Earned Income Tax (EIT) Collection and Distribution: Mr. Yingst reported the State Legislature is considering making changes to Act 32, whereby the State would assume collection and distribution of EIT. He noted EIT is currently being collected through the Lebanon County Tax Collection Committee (TCC), which has appointed Keystone Collections Group (KCG) as the collection and distribution agent, and the TCC believes KCG is doing a good job in that role. He further noted that many municipalities and school districts are concerned about having this local tax collection authority removed to the State. Mr. Yingst shared correspondence from KCG to the TCC about this matter and asked if the Township wished to send a letter to its State Legislators recommending the decisions for collection and distribution of EIT remain as is at the local level. **MOTION** by Mr. Embich, second by Mr. Hoover to issue the letter described above to State Senator Mike Folmer, State Representative Russ Diamond, the TCC, and the Pennsylvania State Association of Township Commissioners. Motion carried unanimously.

Mr. and Ms. Nelson left the meeting at 8:22 PM.

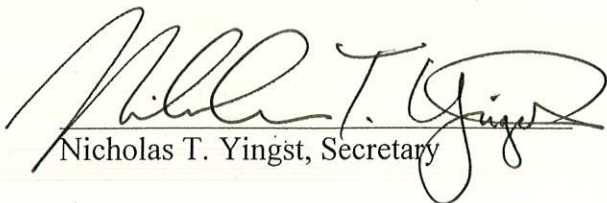
Stormsewer System at Jones and Maple Streets: Mr. Yingst reported correspondence was received from Armin Rudd of Maple Street concerning the stormsewer system at Jones and Maple Streets and was provided to the Commissioners. He noted the correspondence referenced localized flooding that impacted Mr. Rudd's basement two weeks prior, included an earlier petition Mr. Rudd submitted to the Township in 2011 following Tropical Storm Lee, and requested the

Township have its engineer study the matter, identify what the stormsewer system in that vicinity is intended to do, and then find a way for the system to better evacuate the stormwater away. The Commissioners then discussed this matter in detail, and it was noted the high water table had caused localized flooding and basements to take on water in numerous locations throughout the Township and across the County. Ms. Zimmerman recollected the Township Engineer may have looked into a stormwater problem in that area during her previous term on the Board in approximately 2007 and asked Mr. Yingst to contact the engineer to see if there was any information on this and he indicated he would do so. Mr. Hoover asked who would pay for the Township Engineer's review, as well as any potential changes to the stormsewer system, and Mr. Yingst indicated such costs would likely need to be borne by the Township's General Fund. President Moore and Mr. Embich surmised the stormwater entering the inlet in Jones Street was being discharged into an apparent cistern at the corner of Jones and Maple Streets that did not connect to the rest of the stormsewer system and Mr. Yingst confirmed that. Mr. Embich noted this was a common way stormwater was addressed in the past. While the Commissioners were reviewing the pictures from the 2011 petition it was noted the Public Works Superintendent had observed one picture showed standing water at the inlet but not further down the line at the apparent cistern, thus pointing to a possible blockage in the line. Mr. Yingst noted the Public Works Department would be cleaning out the inlet and also suggested it could televise the line to see if there was a blockage or break in it. Mr. Hoover expressed his support for televising the line and Mr. Yingst indicated he would ask the Public Works Department to do so. Mr. Yingst also noted he had asked Mr. Rudd for pictures pertaining to the 2018 flooding and the latter had indicated he would be providing those.


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

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:40 PM. The Regular Meeting was reconvened at 9:01 PM with the five Commissioners, Mr. Yingst, Chief Dugan, and Mr. Lamoureux present.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:02 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President