

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
SEPTEMBER 4, 2018 REGULAR MONTHLY MEETING – 7:00 PM

Announced Visitors: Armin Rudd, Maple Street
 Russ Collins and Michael Schroeder, Quittapahilla Watershed Association

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
 - A. Mr. Rudd - Stormsewer System at Jones and Maple Streets
 - B. Mr. Collins and Mr. Schroeder – Streambank Erosion at Quittie Creek Nature Park
- IV. Approval of Minutes
- V. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annaville Activities
- VI. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - C. Economic Development
 - D. Historic Architectural Review Board (HARB)
 - E. Wage & Salary
 - F. Spruce Street Bridge
 - G. Municipal Separate Storm Sewer System (MS4)
 - H. Greater Lebanon Refuse Authority (GLRA)
 - I. Fire Department
- VII. Old Business
 - A. Deteriorating Curb and Sidewalk at Christ Church
 - B. Location of Cellular Tower on Municipal Property
 - C. Natural Gas Pipeline Rock Disposal in Township
 - D. Stormsewer System at Jones and Maple Streets
- VIII. New Business
 - A. 2019 Minimum Municipal Obligation (MMO) Certifications for Pension Plans
 - B. 2019 Residential Rental License Fee
 - C. Renewal of Law Enforcement Errors and Omissions Liability Insurance
 - D. Authorize Budget Meeting
 - E. Authorize Donation to the Quittapahilla Watershed Association
 - F. Road Safety Audit Meeting
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
September 4, 2018**

The September Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on September 4, 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; Ron Dowey, President of the Union Hose Company; Philip Snively, Chief of the Union Hose Company; Anthony Deaven, Church Street; Tamara Heagy, East Main Street; Cody Dodson, Oliver Kerwin, Jim Langan, and Armin Rudd, Maple Street; Fred Hermanson and Bill Pappalardo, North Ulrich Street; Dean Wolfe, West Main Street; Russ Collins and Michael Schroeder, Quittapahilla Watershed Association; and several individuals who did not identify themselves.

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:

Stormsewer System at Jones and Maple Streets: Mr. Rudd of Maple Street was recognized for comment and he discussed his previously submitted concerns regarding the efficacy of the stormsewer system at Jones and Maple Streets. He began by noting that while he was aware his neighborhood was not the only one that flooded the previous July, he believed he had identified a flaw in the Jones and Maple Street stormwater line that resulted in this most recent flooding of his basement, as well as in September 2011 when he originally contacted the Commissioners about this concern. Mr. Rudd presented a set of drawings he developed intending to show the drainage in that neighborhood, the current condition of the stormsewer system at Jones and Maple Streets, and his proposal the stormsewer system be rerouted southward. He noted that his neighborhood's stormwater drained to a cistern at the corner of Jones and Maple Streets and when this cistern filled up during heavy rainfall events it increased the water table in the area, causing pressure on basement walls and flooding in basements that could not be handled by sump pumps. Indicating that he was unaware of the details of the existing drainage system south of East Main Street, he asked if there was a way the stormsewer line in Jones and Maple Street could be connected to it. Mr. Lively noted the Township was in the process of determining the drainage situation at that location. Mr. Yingst reported there is a pipe running underneath East Main Street at the west end of its 700 block that carries stormwater from north of that roadway to the south of it. He further reported the north end of that pipe is not connected to any stormsewer pipes which discharge into it, and the discharge on the south end of that pipe is into a field. Mr. Embich noted the presence of sinkholes at the south discharge area and expressed concerns that increasing the volume of stormwater discharged there would exacerbate that situation. He also noted that backflow along the Weaver Street stormsewer line during heavy rain events would prevent a connection to that line from the Jones and Maple Streets area. Mr. Rudd stated that anything could be drained if the pipe was large enough and the funds were available. Mr. Embich disputed this by stating the volume and timeframe of the rain that resulted in the flooding in Mr. Rudd's neighborhood in 2011 and 2018 were unique events that any system could not address. He gave the expansion of the box

culvert at the corner of the East Main Street and North Weaver Street intersection following Tropical Storm Lee in 2011 as an example, noting that flooding still occurs at that area despite this attempt to handle stormwater volume. An unidentified person stated he would like the Township Engineer to evaluate if a solution to the Jones and Maple Street issue was possible. Mr. Rudd noted this flooding impacts the usability and livability of their properties. Ms. Zimmerman stated that such flooding happens throughout Annville during extraordinary rain events and Mr. Rudd suggested the Township Engineer might prioritize these areas. Ms. Zimmerman noted the expansion of the box culvert was an example of such a prioritization, and she and Mr. Embich noted the problem persists in that area. An unidentified person asked the Board if there was a reason the Township Engineer could not review the situation. President Moore indicated there was not, but he stressed it was a Township-wide problem, noting that around 80 properties reported flooding in July while many more flooded properties did not report. He noted that such a broad problem could take a very long time to assess and an extraordinary amount of money. Mr. Rudd suggested the Board start somewhere, suggesting the Township could budget for a review of his neighborhood as a pilot to determine if the proposals per his drawings were implementable. Mr. Hoover indicated he thought that made sense and Ms. Zimmerman agreed the Township Engineer would be the one to provide any direction. With no further comments noted on this, Mr. Lively thanked Mr. Rudd and those from his neighborhood for their comments.

Mr. Dodson, Mr. Hermanson, Mr. Kerwin, Mr. Langan, Mr. Rudd, and several individuals who did not identify themselves left the meeting at 7:30 PM.

Streambank Erosion at Quittie Creek Nature Park (QCNP): Mr. Collins and Mr. Schroeder of the Quittapahilla Watershed Association (QWA) were recognized for comment and they provided the Commissioners with information on the erosion of the streambank in a section of QCNP that could impact the nature trail if repairs are not made. Mr. Collins began by sharing a repair strategy using an imbricated wall developed by Rocky Powell of Clear Creeks Consulting. He estimated the total cost would be approximately \$30,000, comprised of \$13,000 for materials and \$17,000 for labor, and suggested the Friends of Old Annville Nature Park Committee (NPC) and the QWA might be some of the possible entities to partner with the Township to fund such a project. Mr. Collins also noted he could assist with navigating the process to obtain the necessary permits. Mr. Schroeder shared that the erosion issue was brought to his attention by the Township Public Works Director, who informed him he was unable to get his equipment through that area because of it. Mr. Schroeder noted that he liked the idea of an imbricated wall, but also noted it would likely take several years to complete such a project. Noting the erosion would continue over that period of time, he suggested the Public Works Department address the problem in a short-term manner by dropping rip rap into the eroded cavities that could then be removed at a later point should funding become available to address this according to the more effective stabilization strategy proposed by Clear Creeks Consulting. Mr. Schroeder estimated the short-term fix would cost between \$800 to \$1,000 for the rip rap, with the NPC and QWC likely able to contribute about \$400 each if the Public Works Department could provide the labor and equipment. In response to Mr. Lively's question about the width of the cavities, Mr. Schroeder indicated both were about ten feet wide. The Commissioners concurred with having Mr. Yingst reach out to the Public Works Director to see about implementing the short-term solution while the viability of the long-term solution plays out.

Mr. Collins and Mr. Schroeder left the meeting at 7:45 PM.

Stormwater Concerns at Ulrich Street: Mr. Pappalardo of North Ulrich Street was recognized for comment and he shared his stormwater concerns in his neighborhood in light of the flooding in July. In particular, he noted increased stormwater coming down his street from Lebanon Valley College. Surmising this might be related to the recent construction of the Arnold Health Professions Pavilion, he asked where its retention ponds were located. President Moore indicated they were by the roadway and he had observed they were holding water during the flooding. He also noted there is an ephemeral stream that runs from the ridge north of the railroad tracks and into the Ulrich Street stormsewer system during heavy rain events. Mr. Pappalardo questioned if the retention ponds were working correctly and Mr. Yingst indicated the Township Engineer reviewed the stormwater plan submitted for this project to ensure it was in compliance with the necessary requirements and conducted inspections to confirm this. Mr. Hoover noted he also observed large amounts of water coming off the ridge. Mr. Dowey indicated this was because of the historically high rain rates over the past few months, which elevated the water table and overloaded stormwater systems. He noted that the stream continues to flow from the ridge because of the high water table. Mr. Embich shared that the amount of rain from June 1 through August 31, 2018 has been the highest recorded over that three month period with the exception of the year in which there was flooding from Hurricane Agnes. Mr. Hoover thanked Mr. Pappalardo for sharing his concerns.

Mr. Pappalardo left the meeting at 7:55 PM.

Fire Department: President Moore deviated from the agenda to consider the Fire Department Report, noting the receipt of the August 2018 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). The following items were then addressed:

Replacement of Rescue Vehicle: Chief Snively provided information on the rescue truck the UHC was planning to replace and its desire to act quickly to avoid increased prices due to raw material tariffs. He shared that the UHC had established a plan to replace a different piece of apparatus once every seven years, and as such were due to purchase a new rescue truck in 2020 and were planning to have this conversation with the Board toward the end of 2018. The tariff deadline, however, accelerated this process as the UHC has an agreement in place for the new vehicle in order to avoid an increase in costs. Chief Snively then shared information on the significant additional savings if the financing was tax-exempt, which could reduce the interest rate on the loan by more than 1%, and that doing so would require the Township's cooperation. Mr. Lamoureux shared his research on whether the proposed rescue vehicle qualified for tax-exempt finance per the Internal Revenue Code and his belief that it did. He also shared what the required process would look like if the Township chose to assist the UHC in obtaining tax-exempt financing. President Moore asked if any timeframes had passed that could negatively impact the costs of the vehicle or its financing. Chief Snively indicated that although the tariff deadline was not a concern, there were rumors of an increase in interest rates toward the end of the month, and any such increase would impact the financing costs. Mr. Hoover asked if the price seemed appropriate for the specific type of vehicle. Chief Snively indicated a significant portion of the cost was for the jaws of life and the pneumatics and generator that would power it. He estimated the cost of the truck would be \$650,000 without these items, but that the UHC believed the jaws of life and

associated equipment were necessary to adequately replace the existing vehicle and continue to provide the necessary lifesaving services. He also noted that such vehicles are custom made due to their unique capabilities, which affects the cost. Mr. Embich asked if it could pull vehicles out of floodwater. Chief Snively believed so, but noted that in such conditions it would be unwise to risk the life of a firefighter. **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize a Public Hearing for the presentation and discussion of the tax-exempt financing of a rescue vehicle for the UHC at a date, time, and location of the Township's Solicitor's choosing. Motion carried unanimously.

Pumping Basements: Ms. Zimmerman asked if the Fire Department no longer pumped out flooded basements. Chief Snively this was correct, noting the UHC did not currently have the equipment to do so and it suffered significant equipment damage pumping basements during the flooding of 2011. He noted the Fire Department was instead focused on mitigating hazards for such calls, by ensuring utilities were off and providing recommendations to those affected. Noting the UHC's increased presence on Facebook, Ms. Zimmerman inquired if the Fire Department had considered using social media to indicate it no longer pumped basements. Chief Snively indicated the UHC had considered this, but was concerned doing so meant it would not receive flooding calls and thus miss out on the opportunity to mitigate other related hazards.

Mr. Dowey and Chief Snively left the meeting at 8:20 PM.

APPROVAL OF MINUTES: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held August 7, 2018 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Purchase of Tailgate Spreader: Mr. Yingst reported a tailgate spreader had been approved as part of the 2018 Liquid Fuels budget but, due to rising steel prices, the cost had increased from the original \$7,000 amount budgeted. **MOTION** by Mr. Embich, second by Mr. Hoover to authorize the purchase of a tailgate spreader from Truck Mounts Unlimited in the amount of \$8,003 from the Liquid Fuels Fund. Motion carried unanimously.

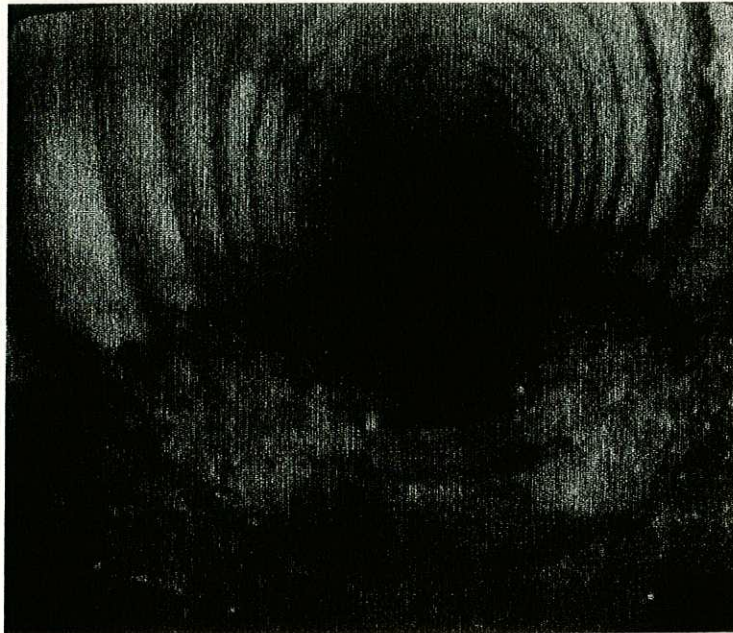
Award of Sale of 1994 Chevrolet Pickup Truck with Snow Plow and 1998 Ford Crown Victoria: Mr. Yingst reported that numerous bids were received through the Municibid online auction service for the purchase of the 1994 Chevrolet pickup truck with snow plow and 1998 Ford Crown Victoria. **MOTION** by Mr. Hoover, second by Mr. Lively to award (1) the sale of the 1994 Chevrolet pickup truck with snow plow to Daniel Woodruff for \$3,350 and (2) the sale of the 1998 Ford Crown Victoria to Jerry Leydig for \$1,100, the high bidders for each vehicle, respectively. Motion carried unanimously.

Financial Consulting Services Proposal for the Wastewater Treatment Plant (WWTP) Dewatering Project: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR AUGUST 2018

- (1) **DOWNTOWN LIGHTS** Repaired two street lights.
- (2) **LINE PAINTING** Line painting along school route is complete; we also painted yellow at fire company ramp and school center line.
- (3) **TAIL GATE SPREADER** We put in the Liquid fuels budget this year \$7,000 to purchase an asphalt tailgate spreader for the international dump truck; due to the rising prices of steel the unit went up a \$1,003 (**see attachment**).
- (4) **SPRUCE ST. BRIDGE** We will be putting crack sealer on again before winter.
- (5) **SIGNS** We just started working on the SE quadrant.
- (6) **LEAVES** We will be getting leaf equipment serviced so we can start leaf collection by the end of September.
- (7) **JONES STREET** We televised and cleaned the Jones Street the line; it was not dirty at all and we will keep an eye on this when we get heavy rain (this past storm we did not have any flooding in that alley that we observed). Also, I checked to see if any blacktop work was done since flood of 2011 and I could not find any information that anything was done.



Respectfully submitted,
Les Powell

Mr. Hoover to approve the proposal submitted by Concord Public Finance for financial consulting services for the WWTP dewatering project in an amount of \$12,500. Motion carried unanimously.

Recognizing Extraordinary Efforts and Commitment During Flooding: **MOTION** by Mr. Embich, second by Ms. Zimmerman to concur with the Township Authority's recognizing the extraordinary efforts and commitment of Leslie Powell and Joseph Viozzi during the July 2018 flooding by granting them each one additional day of vacation for 2018. Motion carried unanimously.

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

Hiring of Part-Time Police Officer: At the recommendation of Chief Dugan, **MOTION** by Ms. Zimmerman, second by Mr. Lively to ratify the hiring of Nickolas Basov as a part-time police officer as a provisional appointment effective August 29, 2018. Motion carried unanimously.

Resignation of John D. Lerch III: It was reported that John D. Lerch III, part-time police officer, resigned from employment with Annville Township, effective August 24, 2018. **MOTION** by Mr. Hoover, second by Ms. Zimmerman to accept the resignation of John D. Lerch III from employment with Annville Township, effective August 24, 2018. Motion carried unanimously. Ms. Zimmerman asked if the Police Department was advertising for new officers and Chief Dugan indicated it was trying to find officers through a variety of ways.

Trick-or-Treat: The date and times the Lebanon County Chiefs of Police set for countywide trick-or-treating were shared, along with Chief Dugan's recommendation Annville Township follow the same date and times. **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize trick-or-treating in Annville Township on October 31, 2018 from 6:00 PM to 8:00 PM. Motion carried unanimously.

Property: Nothing to report this month.

Parks & Recreation: The following item was addressed:

Pumpkin Walk: **MOTION** by President Moore, second by Mr. Lively to (1) approve the use of Quittie Creek Nature Park on Friday, October 26, 2018 as the site of the Pumpkin Walk from 12 Noon to 9:00 PM and (2) authorize Public Works staff to deliver stored Pumpkin Walk materials (luminaries and some Pumpkin Gate elements) to the Swingholm Bridge parking area by 12 Noon on Friday, October 26, 2018 and retrieve and store the same on the following day. Motion carried unanimously.

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

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

Annville Township Police Department

MONTHLY REPORT AUGUST 2018

Total Calls by Call Type From: 7/20/2018 - 8/30/2018

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - CITATION	43
PARKING ENFORCEMENT	41
TRAFFIC ENFORCEMENT - WARNING	35
AMBULANCE CALL	17
ASSIST OTHER POLICE	16
POLICE INFORMATION	14
BACKGROUND INVESTIGATION	12
FIRE CALL	10
SUSPICIOUS ACTIVITY	10
ALARMS	9
ACCIDENT, NON-REPORTABLE	8
ROAD CLOSURE / DETOUR / CONSTRUCTION	8
CHECK ON WELL BEING	7
SUSPICIOUS PERSON	7
CIVIL MATTER	6
DRIVING COMPLAINT	6
FOOT PATROL - POLICE	6
PARKING COMPLAINT	6
ADMINISTRATIVE FINGERPRINTING	5
THEFT - UNLAWFUL TAKING	5
ACCIDENT, HIT & RUN	4
BACKGROUND INVESTIGATION - RECORD RELEASED	4
JUVENILE COMPLAINT	4
LOST & FOUND	4
TRAFFIC HAZARD	4
911 HANGUP	3
ABANDONED VEHICLE	3
ACCIDENT, REPORTABLE	3
ANIMAL COMPLAINT	3
ASSIST OTHER AGENCY	3
CRIMINAL MISCHIEF	3
DISABLED VEHICLE	3
DOMESTIC DISPUTE	3
DUI	3
DUMPSTER	3
HARASSMENT	3
ORDINANCE - OTHER VIOLATIONS	3
PARKING WARNING	3
TRAFFIC DEVICE COMPLAINT	3
ASSEMBLY/DEMONSTRATION	2
ASSIST MOTORIST	2
CODE ENFORCEMENT	2
DUMPING COMPLAINT	2

FRAUD	2
MENTAL HEALTH	2
MISSING PERSON	2
NEIGHBORHOOD DISPUTE	2
WARRANT	2
ANIMAL - MISSING	1
ASSAULT, AGGRAVATED	1
COMMUNITY EVENT	1
COMMUNITY RELATIONS	1
DOG COMPLAINT	1
DOG LAW	1
FIREWORKS COMPLAINT	1
HEALTH/MENTAL CONDITION	1
HOUSE CHECK REQUEST	1
INDECENT EXPOSURE	1
MEGAN'S LAW NOTIFICATION	1
MISCELLANEOUS	1
NOISE COMPLAINT	1
PARKING TRAILER, ETC.	1
PEDDLER'S PERMIT	1
PFA ORDER VIOLATION	1
PFA ORDER	1
PHONE SCAM	1
REQUEST FOR AID	1
SEXTING	1
STALKING	1
THEFT- BICYCLE	1
TRAFFIC COMPLAINT	1
TRAFFIC CONTROL - OTHER	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
UNDERAGE DRINKING	1

Total Calls: 377



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
AUGUST 2018



• CALL FOR SERVICE	377
• ORDINANCE VIOLATIONS	
1. PARKING	6
2. TRAILER	1
3. ABANDONED VEHICLE	3
4. NOISE	1
5. ANIMAL	3
6. ASSEMBLY DEMONSTRATION	2
7. CODE ENFORCEMENT	2
8. DUMPSTER	3
9. OTHER	3
• CRIMINAL ARRESTS	8
○ ADULT	8
○ JUVENILE	0

ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	43	- 11 Stone Hill Park
• TOTAL TRAFFIC WARNINGS	35	- 12 Stone Hill Village
• TOTAL NON-TRAFFIC CITATIONS	3	- 1 st Block South White Oak St.
• TOTAL VEHICLE ACCIDENTS	15	- 205 South White Oak St.
○ REPORTABLE	3	- 215 South White Oak St.
○ NON-REPORTABLE	8	- 315 North White Oak St.
○ HIT & RUN	4	- 402 West Main St.
		- 441 East Main St.
		- 454 East Main St.
		- 700 Block East Main St.
• PARKING TICKETS ISSUED	41	- 422 & Cherry Sts.
		- 422 & Millard Sts.
		- 934 & Marshall Ave.
		- N. Railroad St. & E. Sheridan Ave.
		- S. Cherry St. & Marshall Ave.
		- E. Queen and South King Sts.

Permits Report

Month of August 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>\$ 800.00</u>
Total Tapping Fees Collected		<u>\$</u>

Tapping Fees

Building Permits

#26-18	Livingwaters Propertes, LL	Erect/Replace a sign
#27-18	Benjamin/Meredith Baird	Other-Fence

Curb/Sidewalk Permits

Street-Cut Permits

#18-24	403 W. Queen Street	PA American Water Co.	Replace fire hydrant
#18-25	50 N. College Avenue	PA American Water Co.	Replace fire hydrant
#18-26	44 E. Main Street	UGI	Cut off gas service
#18-27	49 S. Lancaster Street	UGI	Install gas service

Burn Permit

Annville Activities: Nothing to report this month.

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 August Regular Meeting. It was also noted that President Moore, Mr. Lively, and Mr. Hoover were in attendance at the August 22, 2018 Fire Department Joinder Committee meeting, although no official Township actions were taken or discussed. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters.

Planning Commission: It was reported the Planning Commission did not meet in August and was not expected to meet in September.

Economic Development: It was reported the Economic Development Authority was scheduled to meet on September 11, 2018 at 8:30 PM.

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

Installation of Post and Bracket Mounted Sign at 125 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness for the installation of a post and bracket mounted sign for The Flower Garden at 125 West Main Street. Motion carried by a vote of four to zero with President Moore, Mr. Lively, Mr. Embich, and Ms. Zimmerman voting in favor of the motion and Mr. Hoover abstaining.

Roof Replacement and Removal of Abandoned Chimney at 426 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness for roof replacement and removal of an abandoned chimney for the property at 426 East Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

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

Award of Contract for Bridge Construction: It was reported that eight bids were received by the Pennsylvania Department of Transportation (PennDOT) for the Spruce Street Bridge construction contract. The low bid was submitted by Susquehanna Valley Construction Corporation in the amount of \$676,898, more than \$330,000 less than the Bridge Engineer's estimate, and the Bridge Engineer noted the contractor was very reputable. **MOTION** by Mr. Embich, second by Ms.

T. Embich reports: 09-04-2018 BOC

Thomas Embich

Agenda Items: VI – D, F, G, & H

Date: August 30, 2018 for September 4, 2018 Meeting

Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD

1. The August 13th meeting processed two applications:
 - a. **125 West Main: Application to erect a new post sign at the corner of the business, inside sidewalk in current flower bed, with appropriate set-back from N. Concord Street.**
 - b. **426 East Main: Shingles replacement and rear chimney removal. Review in partial to support application for FOOA Façade Grant.**

ACTION: Items “a & b” recommended for Certificate of Appropriateness.

Item VI-F SPRUCE STREET BRIDGE

1. The bid results have been received via Wilson Consulting Group: The results ranged from \$676,898 to 1,093,672.20. Wilson commented that we got a “ridiculously good construction price on this job, and a very reputable contractor.” The successful contract bid is by Susquehanna Construction Corporation.

ACTIONS: Approve the selected bid under the PennDOT “online management system to allow Mr. Yingst to proceed appropriately.

Item VI-G MS4 & Stormwater management

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred August 21st. Draft minutes are not issued as yet.
2. The primary activity of the August Consortium meeting was the Annual Meeting and review of BMP Projects proposed for 2019. A select set of projects that will net the best load reductions for approximately \$200,000 were approved. Under “Regular Business” various grant applications to aid in cost reduction of select projects were reviewed; discussion of how to address short application times for some grants and projects appropriate for such grants; response to PA DEP regarding the response letter on the “parsing issue” was directed to be formulated; and remapping to include those areas proposed in the “non-point” Stormwater coverage indicated by PA DEP.
3. A presentation by Dan Cannistraci, SESI, of the Annual PRP Report met with approval, also. (Details are available on request.)
4. A discussion of the BMP-specific engineering work as relates to the SESI contract concluded that SESI will address all-things-engineering, unless a conflict requires they be temporarily disqualified.
5. Next meeting of the MS4 Consortium is September 18, 2018 at 10:00 AM at 1220 Mifflin Street, Lebanon.

T. Embich reports: 09-04-2018

6. LCCWA met last July 31, 10AM at North Lebanon Township Building. The MCM brochure was released in final draft on August 30th.
7. Next meeting of the LCCWA is Oct. 23, 2018, 10 AM at North Lebanon Township Building. Tentative 2019 meeting dates are proposed: Feb. 26, May 28, July 30, and Oct. 22, 2019.

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 Tuesday, September 11, Commissioner Embich should be in attendance for that meeting. Also, 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.
3. An application for expansion of the Landfill onto/ close to the original site has been filed with PA DEP. A required meeting is scheduled for local municipal involvement on September 26, 10AM at North Lebanon Township Building
4. The 2018 remaining meeting schedule is 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, unless you plan to attend on Sept. 11.

Zimmerman to award the Spruce Street Bridge construction contract to Susquehanna Valley Construction Corporation in the amount of \$676,898 and to authorize the execution of the necessary documentation by the appropriate Township officials. Motion carried unanimously.

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

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

OLD BUSINESS:

Deteriorating Curb and Sidewalk by Christ Church: Mr. Yingst reported he had a discussion the prior month with a representative of Christ Church. The latter noted the church's appreciation the Township had successfully appealed to PennDOT for the placement of a reverse turn warning sign to the south of the property, and that the church has a contractor who is willing to do the curb and sidewalk replacement. He also indicated, however, the church is unwilling to make the improvements unless a repaired curb and sidewalk can be preserved, suggesting foglines or rerouting the traffic lanes, and that only the Township could initiate this with PennDOT. Mr. Yingst informed him PennDOT had indicated it would not place foglines at that area and had tried to work with the church throughout this process, noting numerous conversations with him over the past months and the successful placement of the aforementioned sign. Mr. Yingst also informed him that, due to this matter dragging on, the Board of Commissioners had discussed issuing a letter to the church requiring the curb and sidewalk replacement in accordance with the Annville Township Code, although he would discuss the traffic lanes at an upcoming meeting with representatives of the Lebanon County Planning Department (LCPD) to discuss the scope of a possible Road Safety Audit along Route 934. Several Commissioners expressed frustration with Christ Church's delay in repairing the curbs and sidewalk despite numerous communications asking it to do so, and the general requirements and deadlines proscribed by the Township Code were discussed. **MOTION** by Ms. Zimmerman, second by Mr. Hoover to instruct the Township Office to send a notice letter to Christ Church to repair the sidewalks and curbs adjacent to its property in accordance with the Annville Township Code. Motion carried unanimously. Ms. Zimmerman also asked about high weeds and grass growing in the brick areas of downtown and Mr. Yingst indicated unless the weeds and grass were 12 inches high the Township Code did not regulate this.

Location of Cellular Tower on Municipal Property: Mr. Yingst reported he contacted several municipal references provided by P3 Towers and noted they spoke favorably of the cellular tower company. He shared the timeframe from signing the option agreement to tower construction for these municipalities ranged from five months to four years. He also shared that these municipalities received higher rents from P3 Towers than what the Township had been offered. Mr. Yingst contacted P3 Towers to see if it wished to provide a new proposal with rents similar to what these other municipalities received. P3 Towers declined, indicating those towers were

located in the counties surrounding Philadelphia, and the costs for constructing those towers and the rates charged to carriers were very different than what would be expected in Lebanon County and it could not improve upon its earlier offer. It was noted that, per Mr. Hoover's earlier research, the rents being proposed by P3 Towers for a tower at the WWTP were competitive with the rents charged for other towers in the area. **MOTION** by Mr. Hoover, second by Ms. Zimmerman to approve the Option Agreement with P3 Towers providing for a \$100 per year ground lease and revenue sharing whereby the Township will receive \$1,500 of the monthly rent collected from the first tenant subleasing or licensing space on the tower and \$300 of the monthly rent for each subsequent tenant and the execution of this document by the appropriate Township officials. Motion carried unanimously.

Natural Gas Pipeline Rock Disposal in Township: Mr. Yingst reported he received a telephone call from Allan Berenbrok of the Williams/Transcontinental Gas Pipe Line Company (Transco) asking if the Board of Commissioners had made a decision on the request to dispose of rock displaced by the pipeline project at the 448 Water Street property in the Township. Mr. Yingst noted he shared the Board's concerns with Mr. Berenbrok but that it would be willing to discuss the proposal with the property owner at 448 Water Street if he wished to share his intended purpose and plans for the rock. Mr. Berenbrok indicated he would provide said property owner's contact information to the Township, but nothing further had been communicated thus far. Mr. Yingst also noted he spoke to the executive director of the GLRA who shared the GLRA has accepted this rock at no charge and remains willing to do so.

NEW BUSINESS:

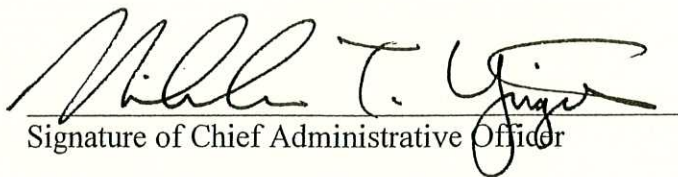
2019 Minimum Municipal Obligation (MMO) Certifications for Pension Plans: The Board reviewed the MMO calculations and certifications for the two Township pension plans for 2019 in accordance with Act 205 requirements. **MOTION** by Mr. Lively, second by Mr. Hoover to approve the MMO certifications for the police pension plan and the non-uniformed employees' pension plan as presented. Motion carried unanimously and copies of the MMO certifications are attached hereto and made a part of these minutes.

2019 Residential Rental License Fee: Based on the Township Office's review of the costs associated with administering residential rental licenses, Mr. Yingst recommended the residential rental license fee remain at \$15 per unit for 2019. **MOTION** by Mr. Hoover, second by Mr. Embich to set the residential rental license fee at \$15 per rental unit for 2019. Motion carried unanimously.

Renewal of Law Enforcement Errors and Omissions Liability Insurance: Mr. Yingst presented the renewal proposal for the Township's law enforcement errors and omissions liability insurance at an annual cost of \$12,338.78. **MOTION** by Mr. Embich, second by Mr. Lively to approve the renewal of the Township's law enforcement errors and omissions liability insurance with Cincinnati Specialty Underwriters Insurance Company for September 15, 2018 through September 15, 2019 as presented. Motion carried unanimously.

**ANNVILLE TOWNSHIP
POLICE RETIREMENT PLAN
WORKSHEET FOR 2019 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2018)	\$ 361,526
2. TOTAL NORMAL COST PERCENTAGE	16.09%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 58,170
4. TOTAL AMORTIZATION REQUIREMENT	\$ 41,559
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 105,604
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 105,604

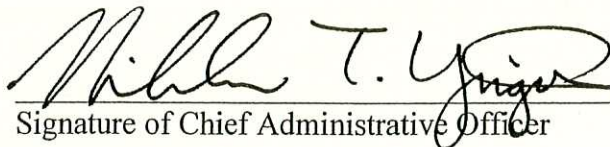

Signature of Chief Administrative Officer

August 16, 2018
Date Certified to Governing Body

Note: The 2019 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2017.

**ANNVILLE TOWNSHIP
NON-UNIFORMED EMPLOYEES PENSION PLAN
WORKSHEET FOR 2019 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2018)	\$ 467,078
2. TOTAL NORMAL COST PERCENTAGE	10.32%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 48,202
4. TOTAL AMORTIZATION REQUIREMENT	\$ 58,365
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 112,442
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 112,442


Signature of Chief Administrative Officer

August 16, 2018
Date Certified to Governing Body

Note: The 2019 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2017.

Authorize Budget Meeting: MOTION by Ms. Zimmerman, second by Mr. Hoover to authorize the advertisement of a Special Meeting on October 16, 2018 at 6 PM to prepare the 2019 budget and to consider any other business that might come before the Board. Motion carried unanimously.

Authorize Donation to the QWA: Noting that the annual dues invoice was received from the Lebanon Valley Chamber of Commerce, but determining the amount budgeted for this could be better used elsewhere, MOTION by Mr. Embich, second by Ms. Zimmerman to authorize a \$150 donation to the QWA. Motion carried unanimously.

Road Safety Audit (RSA) Meeting: Mr. Yingst reported that he and Chief Dugan met with Jon Fitzkee and Song Kim of the LCPD the prior week to discuss an RSA that would evaluate safety matters along Route 934. Such an audit would likely occur in Spring 2019, with a report of its findings several weeks thereafter, and while the recommendations in such a report are not mandatory, they are used for determining funding priorities for future Transportation Improvement Programs and PennDOT projects. It was noted that such an audit could review traffic congestion at the intersection of Routes 422 and 934, as well as the aforementioned curve of the lanes of traffic in the vicinity of Christ Church, and Mr. Yingst and Chief Dugan indicated to the LCPD the Township would be interested in participating in such an RSA. The Commissioners also expressed their support of this.

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

Lebanon County Agricultural Land Preservation Board (LCALPB) Appeal for 2019: Mr. Yingst reported an appeal letter was received from the LCALPB for 2019. MOTION by Mr. Embich, second by Mr. Lively to pledge \$100 to the LCALPB in 2019 and to direct the Township Office to return the pledge card to the LCALPB notifying them of this. Motion carried unanimously.

Study to Determine if Collection and Distribution of Earned Income Tax (EIT) Should be Assumed by the State: Mr. Yingst reported a letter was received from State Senator Mike Folmer indicating his receipt of the Township's correspondence stating its concerns with House Resolution 291, which authorized a study to determine if collection and distribution of EIT should be assumed by the State.

Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) Submission and Meeting: Mr. Yingst reported the preliminary FIRMs and FIS pertaining to Annville Township were received the prior month from FEMA and are available for review at the Township Office. He indicated he and possibly the Township's Emergency Management Coordinator would be attending a meeting on September 17, 2018 at the Lebanon County Courthouse where municipalities will receive instructions from FEMA on their responsibilities for reviewing the preliminary FIRM, reaching out to citizens affected by its changes, and amendments to the floodplain ordinance. He also noted the Commissioners were invited to attend this meeting if they wished.

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 9:29 PM. The Regular Meeting was reconvened at 10:05 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

Release of Second Half of 2018 Donation to Fire Department: Noting that the Union Hose Company had provided its 2017 audited financial statements to the Township, **MOTION** by President Moore, second by Mr. Lively to authorize the release of \$32,000, which is the remaining half of the Township's budgeted 2018 donation, to the Union Hose Company. 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 10:06 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President