

**ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
2019 Budget Meeting Agenda – October 16, 2018**

Visitors: None announced

- I. Call to Order - 6:00 PM
- II. Pledge of Allegiance
- III. Proposed Resolution No. 20181016-1 – Approving Borrowing by the Union Hose Company for the Purchase of a New Rescue Truck
- IV. Review of Draft Budgets
  - A. Economic Development Authority (AEDA)
  - B. Liquid Fuels (Motor License)
  - C. Police Pension Plan and Non-Uniformed Employees' Pension Plan
  - D. Municipal Separate Storm Sewer System (MS4) Fund
  - E. Labor Costs
  - F. Sewer Fund and Sewer Capital Fund
  - G. General Fund
  - H. Capital Reserve Fund
- V. Budget Actions (if the Board thinks appropriate)
  - A. Adoption of Budget
  - B. Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates
  - C. Authorize Advertisement for Trash Ordinance
  - D. Authorize Tax Levy and Appropriations Ordinance
  - E. Authorize Budget Hearing
- VI. Other Business
- VII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
October 16, 2018**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 16, 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; 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; and Philip Snaveley, Chief of the Union Hose Company.

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.

**RESOLUTION NO. 20181016-1 – APPROVING THE BORROWING BY THE UNION HOSE COMPANY FOR THE PURCHASE OF A NEW RESCUE TRUCK:** Noting that the required Public Hearing for the purchase of a new rescue truck by the Union Hose Company (UHC) had taken place at 5:45 PM earlier in the day, proposed Resolution No. 20181016-1, approving this borrowing in an amount up to \$500,000 by the UHC, was presented to the Board for its consideration. **MOTION** by Ms. Zimmerman, second by Mr. Hoover to approve Resolution No. 20181016-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. Lamoureux and Chief Snaveley left the meeting at 6:01 PM.

**REVIEW OF DRAFT BUDGETS**

Mr. Yingst presented the following draft budgets for review and comment by the Board of Commissioners: Economic Development Authority (EDA), Liquid Fuels (Motor License), Police Pension Plan, Non-Uniformed Employees' Pension Plan, Municipal Separate Storm Sewer System (MS4) Fund, Sewer Fund, Sewer Capital Fund, General Fund, and Capital Reserve Fund. Mr. Yingst noted that both the Sewer Fund and General Fund draft budgets were balanced and that no tax sewer rate increases were being recommended, although a \$6 per quarter trash rate increase was being recommended due to the increase in the residential trash collection contract over the past three years and the anticipated increase in disposal costs due to fewer items being considered recyclable. He also presented a labor costs spreadsheet that anticipated a continuation in 2019 of the 2.25% annual increase to police salaries and wages per the current collective bargaining agreement (CBA) with the police union set to expire at the end of 2018 and a 2% cost of living increase for all Township employees not covered by a CBA. Mr. Yingst noted that non-uniformed employees receiving health insurance benefits would see their contribution to the premium increase from 2% to 3% in 2019. He further noted this assumption was used for calculating health insurance costs for full-time police officers, while stressing this was also liable to change based upon the final CBA. The Board reviewed each budget and the labor costs spreadsheet in detail, and the only changes made to the information presented were as follows:

- Setting the drop-off facility permit fee for South Annville Township residences at \$90 for 2019, a \$10 increase from the original draft figure;
- Setting the 2019 budget figure for General Fund account 01/411/500 at \$69,000, a \$2,500 increase from the original draft figure, comprised of a \$64,000 fire company donation and \$5,000 for costs associated with the Annville-Cleona Fire District joinder process;



RESOLUTION NO. 20181016-1

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, APPROVING THE BORROWING BY THE UNION HOSE COMPANY OF ANNVILLE, INCORPORATED, OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) TO BE USED IN THE PURCHASE OF A NEW SUTPHEN/RESCUE1 HEAVY RESCUE TRUCK.

WHEREAS, the Township of Annville, Lebanon County, Pennsylvania, ("Annville") is a political subdivision, a Township of the First Class, of the Commonwealth of Pennsylvania, and is governed by its Board of Commissioners; and

WHEREAS, the Union Hose Company of Annville, Incorporated, a non-profit corporation, and a qualified volunteer fire department, duly organized and existing under the laws of the Commonwealth of Pennsylvania, and a tax-exempt organization as defined in Section 501(c)(3) of the Internal Revenue Code, is a fire company organized to provide firefighting services with Annville Township, and is required by Ordinance to provide firefighting services within Annville Township; and

WHEREAS, the Union Hose Company of Annville, Incorporated, desires to borrow up to Five Hundred Thousand Dollars (\$500,000.00) from Fulton Bank, N.A., for the purpose of purchasing a new Sutphen/Rescue1 heavy rescue truck; and

WHEREAS, said borrowing must be approved by the Annville Township Board of Commissioners, the applicable elected representatives of Annville Township, after a public hearing; and

WHEREAS, the Board of Commissioners of the Township, after such public hearing, desires to approve the borrowing requested by the Union Hose Company of Annville, Incorporated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Annville, as follows:

1. The Board of Commissioners of the Township of Annville hereby approves, following a public hearing, the borrowing by the Union Hose Company of Annville, Incorporated, of up to Five Hundred Thousand Dollars (\$500,000.00) from Fulton Bank, N.A., for use in the purchase of a new Sutphen/Rescue1 heavy rescue truck.

2. The borrowing shall involve a term loan, not to exceed ten (10) years, in an amount up to Five Hundred Thousand Dollars (\$500,000.00), and it is estimated that the life of the heavy rescue truck to be purchased is at least ten (10) years.

3. The borrowing shall be an obligation of the Union Hose Company of Annville, Incorporated, but shall not be an obligation of Annville Township, nor shall the borrowing be subject to any claim against Annville Township, its revenues, or its property.

4. The President or Vice President of the Board of Commissioners, and the Secretary, respectively, of the Township of Annville, are authorized and directed, upon passage of this Resolution to execute this Resolution and deliver it to the Union Hose Company of Annville, Incorporated.

5. In the event any provision, section, sentence, clause, or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause, or part of this Resolution, it being the intent of the Township of Annville that such remainder shall be and shall remain in full force and effect.

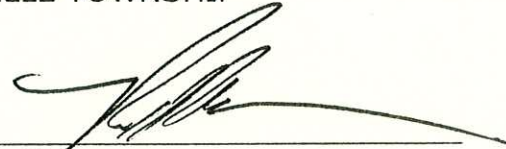
6. All Resolutions or parts of Resolutions, insofar as the same shall be inconsistent herewith, shall be, and the same expressly are, repealed.

7. This Resolution shall be effective upon its enactment.

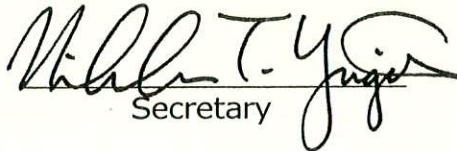
DULY ENACTED AND RESOLVED, by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania in lawful session duly assembled, this 16th day of October, 2018.

ANNVILLE TOWNSHIP

By: \_\_\_\_\_

  
Rex Moore  
President  
Annville Township  
Board of Commissioners

ATTEST:

  
Secretary



- Setting the 2019 budget figure for General Fund account 01/490/000 at \$32,140, a \$2,500 decrease from the original draft figure;
- Setting the 2019 budget figure for Capital Reserve Fund account 31/392/300 at \$45,140, a \$2,500 decrease from the original draft figure, comprised of a \$32,140 year-end transfer of excess General Fund monies and \$13,000 for a multi-year contribution for a police vehicle; and
- Setting the 2019 budget figure for to-be-established Capital Reserve Fund account 31/409/745 (Town Hall Improvements) at \$69,000, comprised of \$40,000 for the purchase of a natural gas furnace for Town Hall and \$9,000 for the purchase of a generator for Town Hall (both items and amounts being removed from their original location in account 31/429/750, reducing that account's 2019 budget from the original draft figure of \$49,000 to \$0), as well as \$20,000 for replacement of windows at Town Hall.

At the conclusion of reviewing all draft budgets, the Commissioners agreed that another Special Meeting to discuss budget matters, which had been tentatively scheduled for October 30, 2018, would not be necessary.

### **BUDGET ACTIONS**

**Adoption of Budget:** MOTION by Mr. Hoover, second by President Moore to tentatively adopt the 2019 budget as amended and to authorize advertisement of a public notice that the proposed budget is available for public inspection. Motion carried unanimously.

**Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates:** MOTION by Mr. Lively, second by Ms. Zimmerman to establish the Earned Income Tax rate at 0.5% for 2019, the Local Services Tax rate at \$52 annually for 2019, and the Realty Transfer Tax rate at 0.5% for 2019 and to authorize advertisement of a public notice indicating same. Motion carried unanimously.

**Authorize Advertisement for Trash Ordinance:** MOTION by Ms. Zimmerman, second by Mr. Lively to authorize the Township Administrator and the Township Solicitor to prepare and advertise an ordinance increasing the quarterly trash collection rate to \$66.00 to become effective January 1, 2019. Motion carried unanimously.

**Authorize Tax Levy and Appropriations Ordinance:** MOTION by Mr. Hoover, second by Mr. Lively to authorize the Township Administrator to prepare and advertise an ordinance establishing the Real Estate Tax rate for the year 2019 at 3.09 mills and appropriating specific sums estimated to be required for the specific purposes of the municipal government. Motion carried unanimously.

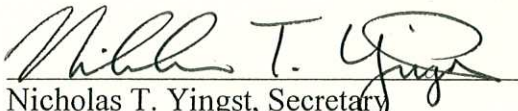
**Authorize Budget Hearing:** MOTION by Ms. Zimmerman, second by Mr. Lively to authorize the advertisement of a Budget Hearing for November 7, 2018 at 6:45 PM. Motion carried unanimously.


### **OTHER BUSINESS**

**Assignment Agreement for the Annville Center Project:** Mr. Yingst shared information on what steps needed to be taken if the Township was to formally assume responsibility for the Annville Center project loan instead of the EDA, as the latter wished to dissolve. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the preparation and advertisement of an assignment agreement and authorizing ordinance for the Annville Center project loan transferring responsibility from the EDA to the Township. Motion carried unanimously.

**ADJOURNMENT**

There being no further business to come before the Board, **MOTION** by President Moore, second by Mr. Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:07 PM.

  
Nicholas T. Yingst, Secretary

  
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Rex A. Moore, President