

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

Announced Visitor(s): None

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Approval of Minutes
 - A. November 7, 2018 Public Hearing
 - B. November 7, 2018 Regular Meeting
- V. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annville Activities
- VI. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - C. Economic Development
 - D. Historic Architectural Review Board (HARB)
 - E. Wage & Salary
 - F. Spruce Street Bridge
 - G. Municipal Separate Storm Sewer System (MS4)
 - H. Greater Lebanon Refuse Authority (GLRA)
 - I. Fire Department
- VII. Old Business
 - A. Deteriorating Curb and Sidewalk by Christ Church
 - B. Proposed Ordinance No. 668 – Amendment to Refuse Collection Fee
 - C. Proposed Ordinance No. 669 – 2019 Tax Levy and Appropriations
 - D. Proposed Ordinance No. 670 – Amending Time and Date of Commissioners' Meetings
- VIII. New Business
 - A. Proposed Resolution No. 20181204-1 – Adopting Lebanon County Hazard Mitigation Plan
 - B. Approval of Lease Agreement for Township Office Copier/Printer/Scanner/Fax Machine
 - C. Renewal of Treasurer's Bond
 - D. Christmas Tree Collection Dates
 - E. First Aid and Safety Patrol Emergency Medical Services

- F. Distribution of Projected 2018 Year-End Surplus
- G. Cancellation of Adjourned Meeting

IX. Correspondence

X. Pay Bills

XI. Adjournment

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

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on December 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; Ronald Dowe, President of the Union Hose Company; Philip Snively, Chief of the Union Hose Company; Henry Martin, Church Street; Conrad "Mike" Liles, North Railroad Street; 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:

2019 Budget: Mr. Wolfe asked how the \$40,000 figure budgeted for a new furnace for Town Hall had been determined. Mr. Yingst indicated this was a carryover from previous budgets and he recognized it was an intentionally conservative figure, being higher than the anticipated costs for the equipment and installation while also accounting for related project expenses such as advertising. Mr. Wolfe asked if this would be put out for bid and Mr. Yingst believed it would need to be.

APPROVAL OF MINUTES:

November 7, 2018 Public Hearing: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Public Hearing held November 7, 2018 as presented. Motion carried unanimously.

November 7, 2018 Regular Meeting: MOTION by Mr. Lively, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held November 7, 2018 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Completion of and Payment for 2018 Paving Project: It was reported the 2018 paving project had been completed by Pennsy Supply and the Public Works Superintendent was pleased with the final product. Mr. Yingst noted an additional \$5,573.85 above the contract award amount were incurred for base repair materials and the Public Works Superintendent believed these additional repairs were necessary, and it was determined these additional costs were eligible to be paid from Liquid Fuels funds. He also noted that \$177.60 in asphalt escalation costs were incurred but were not eligible to be paid from Liquid Fuels funds. MOTION by Ms. Zimmerman, second by Mr. Hoover

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR NOVEMBER 2018

- (1) **DOWNTOWN LIGHTS** We repaired four streetlights.
- (2) **STREET SIGNS** We will start on signs again, weather permitting,
after leaves are done.
- (3) **DUMPSTERS** Wed. and Sat. dumpsters are finished for 2018.
- (4) **LEAF COLLECTION** We spent the following time collecting leaves:
South Annville was 15 hours and 5 tons
Cleona was 39 hours and 19.13 tons
Annville 55.5 hours and 22.5 tons
We will stop collecting leaves around mid-December, weather permitting.
- (5) **FOUNTAIN** Fountain has been drained for the year.
- (6) **PLOWING** We spent 48 hours plowing and 12 hours
shoveling downtown sidewalks.
- (7) **BLACKTOP** All streets are finished; Pennsy did a good job.

Respectfully submitted,
Les Powell

to authorize (1) payment from the Liquid Fuels Fund in the amount of \$76,490.21 to Pennsy Supply for its completion of the 2018 paving project, (2) issuance of the Notice of Completion for this work, and (3) the approval, issuance, and return of any documentation necessary to complete this project. Motion carried unanimously.

Public Safety: The Police Statistical Report for November 2018 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Property: Nothing to report this month.

Parks & Recreation: Nothing to report this month.

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

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

Annville Activities: It was noted that the Christmas Tree lighting the prior weekend had been rescheduled from December 1 to December 2 due to inclement weather.

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

REPORTS OF SPECIAL COMMITTEES: President Moore deviated from the agenda to review the Fire Department Report as the first Special Committee report considered, and he then discussed the First Aid and Safety Patrol matter before returning the remainder of the Special Committee reports.

Fire Department: The Board noted the receipt of the November 2018 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC).

First Aid and Safety Patrol (FASP) Emergency Medical Services (EMS) Financial Problems: Mr. Hoover and Mr. Yingst shared information on FASP's request that municipalities contribute funding to cover a \$350,000 financial need to keep FASP in service through the end of 2019. It was noted municipalities have a statutory responsibility to ensure adequate EMS for its residents and that Annville's requested contribution was roughly \$19,000 based upon its 2010 census figure. They reported on multiple meetings FASP has had with municipalities where questions about its operations were questioned and it was noted the first ever financial audit for FASP, which would represent 2017, was expected by year-end. Mr. Hoover shared his impressions of that morning's meeting with FASP, noting that while he was not opposed to continue working with FASP, he had concerns about the organization and indicated he believed the Township would need some guarantees from FASP pertaining to its finances, business model, culture, and communications with partners before Township money should be disbursed. Mr. Yingst concurred, reporting most municipalities were in agreement that at minimum a clean audit report, a commitment by the FASP



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
November 2018



• CALL FOR SERVICE	343
• ORDINANCE VIOLATIONS	
1. PARKING	7
2. ABANDONED VEHICLE	2
3. NOISE	3
4. DUMPING	1
5. DOG	3
• CRIMINAL ARRESTS	09
○ ADULT	09
○ JUVENILE	00
• ASSEMBLY/DEMONSTRATION	1
• NARCAN USED	1

ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	42	- 1015 East Main Street
• TOTAL TRAFFIC WARNINGS	36	- 1251 East Main Street
• TOTAL NON-TRAFFIC CITATIONS	13	- 205 South White Oak Street
• TOTAL VEHICLE ACCIDENTS	11	- 1230 East Main Street
○ REPORTABLE	04	- 300 West Main Street
○ NON-REPORTABLE	03	- Main and Mill Streets
○ HIT & RUN	04	- Maple Street and College Ave.
		- 1200 Block East Main Street
		- 900 Block East Maple Street
		- 200 Block West Main Street
• PARKING TICKETS ISSUED	59	- 100 Block West Main Street

Annville Township Police Department

MONTHLY REPORT NOVEMBER 2018

Total Calls by Call Type From: 10/29/2018 - 11/29/2018

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	59
TRAFFIC ENFORCEMENT - CITATION	42
TRAFFIC ENFORCEMENT - WARNING	36
AMBULANCE CALL	24
BACKGROUND INVESTIGATION	17
THEFT - LEASED PROPERTY	13
ALARMS	9
ASSIST OTHER POLICE	9
DISABLED VEHICLE	7
PARKING COMPLAINT	7
ADMINISTRATIVE FINGERPRINTING	5
ASSIST MOTORIST	5
POLICE INFORMATION	5
ACCIDENT, HIT & RUN	4
ACCIDENT, NON-REPORTABLE	4
DOMESTIC DISPUTE	4
DRIVING COMPLAINT	4
FIRE CALL	4
LOST & FOUND	4
TRAFFIC COMPLAINT	4
ACCIDENT, REPORTABLE	3
ANIMAL COMPLAINT	3
CHECK ON WELL BEING	3
CIVIL MATTER	3
CRIMINAL MISCHIEF	3
HARASSMENT	3
MISCELLANEOUS	3
MISSING PERSON	3
NOISE COMPLAINT	3
ROAD CLOSURE / DETOUR / CONSTRUCTION	3
SUSPICIOUS ACTIVITY	3
ABANDONED VEHICLE	2
DOG - MISSING / LOST	2
DRUG VIOLATION	2
DUI	2
LANDLORD/TENANT ISSUE	2
PHONE SCAM	2
THEFT - UNLAWFUL TAKING	2
UNDERAGE DRINKING	2
WARRANT	2
ACCESS DEVICE FRAUD	1
ANIMAL - MISSING	1
ASSAULT, SIMPLE	1
ASSEMBLY/DEMONSTRATION	1

BACKGROUND INVESTIGATION - RECORD RELEASED	1
BURGLARY	1
DISORDERLY CONDUCT	1
DOG COMPLAINT	1
DOG LAW	1
DUI ACCIDENT	1
DUMPING COMPLAINT	1
FOOT PATROL - POLICE	1
HOUSE CHECK REQUEST	1
JUVENILE COMPLAINT	1
MENTAL HEALTH	1
NARCAN USED	1
PARKING WARNING	1
PEDESTRIAN VIOLATION	1
PFA ORDER	1
PUBLIC DRUNKENNESS	1
RENTAL PROPERTY REGISTRATION	1
REPOSESSION	1
ROBBERY	1
SUSPICIOUS PERSON	1
TRAFFIC DEVICE COMPLAINT	1
WIRES DOWN	1

Total Calls: 343

Permits Report

Month of November 2018

Plumbing Permits issued	<u>2</u>	<u>\$50.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$25.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$25.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$50.00</u>
Total Street Cut Permit Fees Collected		<u> </u>
Total Tapping Fees Collected		<u> </u>

Tapping Fees

Building Permits

Curb/Sidewalk Permits

2018-003 13 W. Sheridan Avenue
2018-004 200 S. White Oak Street

Replace sidewalk
Replace curb/sidewalk

Street-Cut Permits

Burn Permit

Board of Directors and upper level staff to cooperate with a business consultant of the municipalities' choosing to address its management and operational practices, and a commitment by FASP to significantly add municipal representation to the Board of Directors would be required before municipal funding was released. It was also noted that other sources to fund this need were being pursued by FASP, including the County Commissioners. Mr. Yingst reported that Annville Township was considering its options for ensuring adequate EMS for its residents, as Township officials met the prior day with representatives from Life Lion EMS to determine if it should provide EMS to the Township in both a short-term emergency capacity if FASP should cease to exist as well as in a long-term, contracted capacity. He noted a proposal was anticipated from Life Lion EMS based upon this meeting. Mr. Embich asked if there was discussion at the meeting earlier that morning about designating FASP as the primary EMS provider by resolution and Mr. Yingst indicated this had not been specifically discussed. It was also noted Annville Township currently has designated FASP as such by resolution. Mr. Lively asked if any changes had been implemented by FASP thus far. Mr. Yingst reported FASP indicated some changes have been made, but it was difficult to determine the extent of them and the impact they would have on the organization's sustainability. Noting the uncertainty of the timing as to when FASP might cease operations, and the desire to not fund an EMS provider that might do so, Mr. Lamoureux suggested any Township payment to FASP initially be pledged, and only disbursed when it was clear enough other municipalities had pledged funds to FASP. Mr. Lively pondered if the Township should approve such a pledge as an encouragement to FASP and the other municipalities being asked to provide the emergency funding. Mr. Hoover indicated his belief there were significant changes needed at FASP and that it would take some time to identify what those changes are and then if the recommended changes are implemented. Chief Snively noted the UHC receives rent from FASP for locating an ambulance in one of the fire station's bays and, as that is a revenue stream the UHC depends upon, a chief concern of his is that it continue to receive rent from some entity. He suggested the Township should also take this opportunity to evaluate the service it currently receives from FASP and determine if it meets the Township's expectations and needs. There was also discussion concerning the degree to which FASP's financial difficulties were related to broader challenges facing EMS providers throughout the state or if the issues were based upon FASP's business practices, culture, and size. Ms. Zimmerman asked how many paid employees FASP has and while Mr. Yingst indicated he did not have that information at hand, it was sizable. Mr. Lively asked the amount of rent FASP currently pays to the UHC and Chief Snively indicated it was \$18,000 annually. Mr. Wolfe asked if the Township pays anyone at present for EMS and Mr. Yingst indicated it does not. Mr. Wolfe then asked if formally funding an EMS provider would open the Township to liability if the provider should declare bankruptcy or have other legal entanglements. Mr. Lamoureux stated he did not believe so and shared his reasoning for this. Mr. Liles reflected that the UHC had previously run an ambulance service and noted the challenges with Medicare and Medicaid reimbursement, as well as with other billing difficulties, that made that service unsustainable. He also suggested the Township contact the Pennsylvania State Fire and Emergency Services Institute about this. Mr. Lively asked Mr. Lamoureux if, in addition to continuing to research both the continued viability of FASP as well as other EMS options, there were any actions the Board needed to consider at present from a formal or legal standpoint. Mr. Lamoureux indicated he did not believe so, as a resolution was in place designating FASP as the primary provider of EMS in the Township, and as long as FASP continues to operate that resolution will remain in effect.

Mr. Dowey and Chief Snavelly left the meeting at 7:54 PM.

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the November Regular Meeting, although three Commissioners were present for portions of the November 27, 2018 publicly advertised meeting of the Annville Township Authority and an Executive Session at which they were present was held during that meeting. An Executive Session was requested to be held following the adjournment of the evening's meeting to discuss personnel matters.

Planning Commission: It was reported the Planning Commission did not meet in November.

Economic Development: Nothing to report this month.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for November 2018, a copy of which is attached hereto and made a part of these minutes, and he noted that the tentatively scheduled HARB meeting for December 10, 2018 had been cancelled due to a lack of business to conduct.

Wage & Salary: Mr. Yingst reported that the Wage & Salary Committee met on November 27, 2018 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following committee recommendations on 2019 budget matters were then addressed:

Non-Uniformed Employee Benefits for 2019: It was noted the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2019. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Hoover, second by Mr. Lively to approve the benefits for non-uniformed employees in 2019 as presented. Motion carried unanimously and the listing of 2019 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

Promotion for Karen Gerhart: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Embich, second by Ms. Zimmerman to (1) promote Karen Gerhart to full-time Assistant Township Administrator, effective January 1, 2019; (2) grant Karen Gerhart a \$0.50 per hour raise and ten days' vacation as if it were the beginning of her third year of service, effective January 1, 2019; and (3) authorize an additional \$0.50 per hour raise for Karen Gerhart following completion of a six-month probationary period for full-time employment contingent upon approval of a satisfactory performance evaluation for same. Motion carried unanimously.

Wage and Salary Adjustments for 2019: It was noted the Wage & Salary Committee recommended all non-uniformed employees be given a 2% across-the-board wage and salary increase effective January 1, 2019. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Hoover to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase for non-uniformed employees, effective January 1, 2019 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2019 is attached hereto and made a part of these minutes.

T. Embich reports: 12-04-2018 BOC

Thomas Embich

Agenda Items: VI – D, F, G, & H

Date: November 29, 2018, for December 04, 2018 Meeting.

Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD

1. **NO ACTION: No meeting in November.**

Item VI-F SPRUCE STREET BRIDGE

1. Meeting was held at Annville, 11/16/2018. Notice to proceed is issued as of Nov. 16, 2018. Contractor will start project Jan. 07, 2019; Postings and notices regarding detour are being issued to groups and persons with interest during November and December 2018 and closure for the South Spruce Street Bridge commences January 7, 2019.
2. Completion of the bridge project is slated for Oct. 17, 2019; substantial work should be completed on the sub-structure by March 2019.
3. A supplemental list of groups to be notified regarding the bridge closure was developed and can be reviewed in the Township Office. A mock-up of the bridge (similar to the one currently in hand) will be available for viewing by the public.

ACTIONS: None.

Item VI-G MS4 & Stormwater management

1. November 20th draft minutes are not available from the LCSC, but the December 18 meeting was cancelled; the proposed April meeting was moved to April 23, 2019 to accommodate the PSATs convention.
2. SESI engineers were directed to respond officially to the PA DEP comments regarding the change in parsing of the Stormwater sheds, and to include the 9 points for addressing O&M in proposed projects as outlined by the UMD Environmental Center report.
3. The issue of holding funds collected for the projects was aired with regard to where and what sort of income can be generated from these funds prior to expenditures. This issue will be revisited in January.
4. **MS4 Remapping was reported at the Annville Township Authority so those notes are included:** “Mr. Yingst and Mr. Embich reported on DEP’s comments to the Pollutant Reduction Plan (PRP) submitted for the Lebanon County Stormwater Consortium (LCSC), of which Annville Township is a member. It was noted the LCSC submitted a PRP that did not include impervious areas that do not discharge directly to the storm sewer system, as DEP had instructed, although DEP’s comments now indicated it would require this on the PRP. Mr. Embich reported on the LCSC’s response to DEP through its engineer thus far, and while the LCSC was opposed to including this additional area in a revised PRP for the current MS4 permit cycle—which could

significantly expand the projects included in the PRP and the affect the municipal fees that would fund them—it did believe it was prudent to commence with a remapping of these additional areas as this matter of dispute between DEP and the LCSC—and many other municipalities across the state, as well—is unresolved. Mr. Yingst noted he expected to have a proposal from the Township Engineer for this remapping work in time for the December Authority meeting, and that a cost of \$1,500 to \$2,000 was anticipated.”

5. **MS4 Fee Appeal for Norfolk Southern Property** was also reported at the ATA meeting: “Mr. Yingst reported that Norfolk Southern would not have the infiltration testing completed by the next Authority meeting, which was the deadline for the Authority to decide on its MS4 fee appeal, because it was considering if the testing should be done at a municipal or state level. It was also reported Norfolk Southern asked what this would mean for the appeal. The members of the Authority discussed this, noting time had already been provided for the testing to take place and be evaluated, and because of this it was not inclined to grant a second extension. To this end, Mr. Yingst was instructed to inform Norfolk Southern it needed to provide the Authority with information on what it has done over the course of the appeal period regarding infiltration testing, what the railroad specifically planned for the infiltration testing going forward, and why an extension of the appeal timeframe should be considered.”
6. No meeting in November for the LCCWA. The 2019 meetings of the LCCWA are scheduled for Feb. 26, May 28, July 30, and Oct. 22, 2019, at 10 AM, Northern Lebanon Township Offices.
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. Special notices regarding illegal open burning and trash disposal were issued during November to individuals/businesses violating the law.
3. Since the next GLRA meeting is on Tuesday, December 4, Commissioner Embich will not be in attendance for that meeting; Mr. Viozzi will be attending.
4. The 2018 remaining meeting schedule is Dec 4, 2018 at 7:00 PM.

ACTION: None required.

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
November 27, 2018**

A meeting of the Annville Township Wage & Salary Committee was held on November 27, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Henri Lively, Rex Moore, David Myers, and Anthony Perrotto. Also in attendance was Nicholas T. Yingst, Annville Township Administrator and Secretary. The meeting was called to order at 6:37 PM.

NON-UNIFORMED EMPLOYEE BENEFITS AND COST OF LIVING ADJUSTMENT:

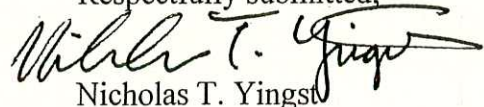
The Committee reviewed the proposed listing of Annville Township non-uniformed employee benefits for 2019, which included a 2.0% cost of living adjustment and a requirement that non-uniformed employees who receive medical, dental, and/or vision insurance coverage through the Township will contribute 3% of the corresponding insurance premium, which represents an increase of 1% from the 2018 premium contribution of 2%. **MOTION** by Mr. Moore, second by Mr. Perrotto to recommend to the Board of Commissioners that the proposed listing of 2019 non-uniformed employee benefits, including a 2.0% cost of living adjustment, be approved as presented, and any necessary changes to the employee handbook be made. Motion carried unanimously and a copy of this listing of non-uniformed employee benefits is attached hereto and made a part of these minutes.

PROMOTION FOR KAREN GERHART: At the recommendation of the Township Administrator and noting the pertinent costs had been included in the 2019 budget, **MOTION** by Mr. Moore, second by Mr. Perrotto to recommend to the Board of Commissioners that Karen Gerhart (1) be promoted to full-time Assistant Township Administrator effective January 1, 2019, (2) receive a \$0.50 per hour raise upon beginning full-time employment and ten days' vacation as if it were the beginning of her third year of service, and (3) receive an additional \$0.50 per hour raise following completion of a six-month probationary period for full-time employment contingent upon approval of a satisfactory performance evaluation for same. Motion carried unanimously.

ONE-HALF HOUR LUNCH OPTION FOR ADMINISTRATIVE OFFICE STAFF: At the recommendation of the Township Administrator, **MOTION** by Mr. Moore, second by Mr. Perrotto to recommend to the Board of Commissioners it amend the employee handbook to provide for one-half hour for lunch for Administrative Office employees if approved by the department head. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Moore, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:38 PM.

Respectfully submitted,



Nicholas T. Yingst
Annville Township Administrator
and Secretary

ANNVILLE TOWNSHIP

NON-UNIFORMED EMPLOYEE BENEFITS

2019

- I. **Vehicle Reimbursement** - Reimbursement for use of employee's personal vehicle for official Township business shall be at the then current rate as established by the federal Internal Revenue Service.

- II. **Holidays** - Employees shall receive ten (10) paid holidays:

- | | |
|--------------------------|--------------------------|
| 1. New Year's Day | 6. Labor Day |
| 2. Good Friday | 7. General Election Day* |
| 3. Primary Election Day* | 8. Thanksgiving Day |
| 4. Memorial Day | 9. Christmas Day |
| 5. Independence Day | 10. Employee's Birthday |

* Public Works Department and Police clerical employees may substitute Personal Days for these two holidays.

- III. **Sick Leave** - Employees shall be entitled to twelve (12) days sick leave per year and may accumulate a maximum total of one hundred forty (140) days.

Up to five (5) days of an employee's sick leave entitlement may be used each year where an illness in the immediate family requires the employee's absence from work to care for that family member.

- IV. **Vacation** - Employees shall receive five (5) working days vacation after the first year of service; ten (10) working days vacation after the second year of service; and one (1) additional working day vacation for each year of service in excess of two (2) years to a total of twenty (20) days up to twenty (20) years of service, effective the employment anniversary date. After twenty (20) years of service the employee earns twenty-five (25) vacation days. Employees may carry a maximum of fifteen (15) unused vacation days over to the following year.

- V. **Bereavement Leave**

- A. Employees shall receive four (4) working days paid leave for the death of the following:
1. Spouse
 2. Child
 3. Parent
 4. Sibling
 5. Father-in-law or Mother-in-law

- B. Employees shall receive three (3) working days paid leave for the death of the following:
1. Grandparent
 2. Grandchild
- VI. **Personal Day** - Employees shall be entitled to one (1) working day off with pay each year for personal use.
- VII. **Pension Plan** - Defined Benefit Plan (2.0% per year of service)
- VIII. **Insurance**
- A. **Hospitalization**
1. Capital Blue Cross
 2. Major Medical
 3. Includes immediate family
 4. Employee pays 3% of premium cost as a payroll deduction
 5. Deductibles - Single: \$500; Family: \$1,000
- B. **Eye/Dental**
1. Davis Vision
 2. United Concordia Dental
 3. Employee pays 3% of premium cost as a payroll deduction
- C. **Life Insurance**
1. \$20,000 group term life insurance
- IX. **COLA Increase 2019** – 2.0% pay increase effective January 1, 2019.

ANNVILLE TOWNSHIP
LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES
2019

<u>Employee</u>	<u>Annually</u>	<u>Hourly</u>
Bernard Dugan	\$83,636	
Nicholas T. Yingst	\$65,706	
Leslie J. Powell	\$62,949	
Keith Heck		\$23.81
Christopher Koehler		\$20.31
Cheryl Fischer		\$17.41
James Grumbine		\$17.41
Joseph Viozzi		\$16.54
Karen Gerhart		\$16.43
Jason Shaak		\$16.39
Michelle Enterline		\$15.56
Gary Kosh		\$11.44
Part-time Crossing Guards		\$11.37
Full-time Police Officers	Set by collective bargaining agreement	
Part-time Police Officers	Set by collective bargaining agreement	

Any employees not noted above or who do not fall within one of the categories noted above are to remain at their December 31, 2018 salary and wage rate on January 1, 2019.

Revisions to Employee Handbook Pertaining to Sharing of Insurance Premium Costs by Employees and One-Half Hour Lunch Option for Administrative Office Staff: At the recommendation of the Wage & Salary Committee, **MOTION** by Ms. Zimmerman, second by Mr. Lively to revise the employee handbook, effective January 1, 2019, to (1) require those non-uniformed employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 3% of the premium cost as a payroll deduction and (2) provide for the option of a one-half (1/2) hour lunch for Administrative Office staff if approved by the department head. Motion carried unanimously.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for November 2018, a copy of which is attached hereto and made a part of these minutes.

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

MOTION by President Moore, second by Ms. Zimmerman to approve the reports of the Special Committees as presented. Motion carried unanimously.

OLD BUSINESS:

Deteriorating Curb and Sidewalk by Christ Church: Mr. Yingst noted a permit was issued to Christ Church on November 20, 2018 for the curb and sidewalk repairs adjacent to its property, and a copy of the revised signed proposal indicating the work would not be for a monolithic curb (in keeping with Pennsylvania Department of Transportation requirements) was also provided to his office on that date. He further noted the work has begun and was anticipated to be completed by the end of the week.

Ordinance No. 668 – Amendment to Refuse Collection Fee: Mr. Yingst presented proposed Ordinance No. 668, amending the refuse collection fee to \$66 per quarter. He informed the Board the ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Lively, second by Ms. Zimmerman to adopt Ordinance No. 668, amending Chapter 20, Solid Waste, Part 2, Refuse Collection Fee, Section 20-203(1), Entities Billed, of the Annville Township Code of Ordinances, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Ordinance No. 669 – 2019 Tax Levy and Appropriations: Mr. Yingst presented proposed Ordinance No. 669, fixing the 2019 real estate tax rate for general purposes at three and nine one-hundredths (3.09) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2019. He informed the Board the ordinance was properly advertised and could be considered for adoption, and noted that adopting this ordinance would officially adopt the 2019 budget. **MOTION** by President Moore, second by Mr. Embich to (1) adopt Ordinance No. 669, fixing the real estate tax rate for the year 2019 and appropriating specific sums estimated to be required for the specific

ORDINANCE NO. 668

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING THE REFUSE COLLECTION FEE EFFECTIVE JANUARY 1, 2019.

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

SECTION 1. The provisions of Chapter 20, Solid Waste, Part 2, Refuse Collection Fee, Section 20-203(1), Entities Billed, of the Code of Ordinances of Annville Township, are amended and revised as follows:

1. Except as otherwise provided in this Part, the refuse collection fee for any dwelling unit and/or improved property shall be \$22 per month, or \$66 per quarter-annum. For service periods of less or more than one quarter-annum, the refuse collection fee shall be proportionately adjusted. All owners of improved property not covered by this Part shall arrange with the licensed refuse collector for the removal of refuse in accordance with the requirements of Part 1 and shall pay a fee directly to the licensed refuse collector of this Township in accordance with a fee schedule approved by the

Township and posted with the Township semiannually on September 1 and March 1 of each year.

SECTION 2. EFFECTIVE DATE. The effective date for the fee changes identified in SECTION 1 above shall be January 1, 2019.

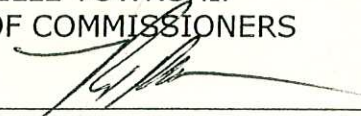
SECTION 3. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 4. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

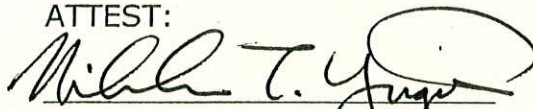
SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective December 4, 2018.

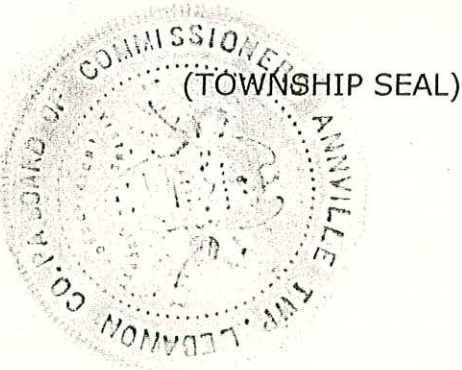
ORDAINED AND ENACTED this fourth day of December, 2018.

BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary



purposes of the municipal government during 2019, as presented, and (2) authorize advertisement of the adoption of the 2019 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Ordinance No. 670 – Amending Time and Date of Commissioners’ Meetings: Mr. Yingst presented proposed Ordinance No. 670, amending Section 1-201 (Time of Regular Meetings of Board of Commissioners), Section 1-202 (Notice of Change of Time or Date of Regular Meetings), and Section 1-203 (Place of Regular Meetings of Board of Commissioners) of Chapter 1, Administration and Government, Part 2, Elected and Appointed Officers, of the Annville Township Code of Ordinances. He informed the Board the ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Hoover, second by Mr. Embich to adopt Ordinance No. 670 as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Proposal for Evaluation of Stormsewer System Concerns at Jones and Maple Streets: Noting funds had been set aside in the 2019 budget for this purpose, Mr. Yingst presented a proposal received from SSM Group in the estimated amount of \$4,500 for evaluating the stormsewer concerns at Jones and Maple Street that were previously raised to the Board. **MOTION** by Mr. Lively, second by Ms. Zimmerman to accept the proposal as presented. Motion carried unanimously.

NEW BUSINESS:

Resolution No. 20181204-1 – Adopting Lebanon County Hazard Mitigation Plan: Mr. Yingst presented proposed Resolution No. 20181204-1, adopting the Lebanon County 2018 Hazard Mitigation Plan, for the Board’s consideration. He noted the Township provided input into the development of this plan, and that municipalities needed to adopt such a plan if it wished to be eligible for Federal funding after certain types of storms and hazards. **MOTION** by Mr. Embich, second by Mr. Lively to adopt Resolution No. 20181204-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Approval of Lease Agreement for Township Office Copier/Printer/Scanner/Fax Machine: **MOTION** by Ms. Zimmerman, second by Mr. Embich to ratify approval of a five-year lease agreement with Marco for a Kyocera TASKALFA 3501i copier/printer/scanner/fax machine for the Township Office for \$83.80 per month. Motion carried unanimously.

Renewal of Treasurer’s Bond: **MOTION** by Mr. Hoover, second by Mr. Lively to approve the renewal of the Treasurer’s bond in the amount of \$250,000 through Strickler Insurance Agency and payment of \$468 for this renewal. Motion carried unanimously.

Christmas Tree Collection Dates: **MOTION** by Mr. Lively, second by Ms. Zimmerman to establish the dates for the annual curbside Christmas tree collection from January 2 through January 11, 2019 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

2019 TAX LEVY AND
APPROPRIATIONS ORDINANCE
ANNVILLE TOWNSHIP

ORDINANCE NO. 669

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2019 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2019.

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

SECTION 1. That a tax be and the same is hereby levied on all real property within the Township subject to taxation for the fiscal year 2019:

Tax rate for general purposes, the sum of three and nine one-hundredths (3.09) mills on each dollar of assessed valuation, or the sum of thirty and nine-tenths cents (\$0.309) on each one hundred dollars of assessed valuation. A ten per cent (10%) penalty will be applied to any taxes that remain unpaid for a period of four (4) months after the date of the tax notice.

SECTION 2. That for the expenditures and expenses of the fiscal year 2019 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2019 for the specific purposes set forth on the following pages.

GENERAL FUND

Beginning Cash Balance		\$ 460,000
Estimated Revenues		
Taxes	\$ 1,301,784	
Licenses	58,475	
Fines	38,000	
Interest and Rents	8,250	
Intergovernmental Revenue and Grants	118,470	
Fees	390,300	
Miscellaneous	<u>79,900</u>	
Total Estimated Revenues		<u>1,995,179</u>
Total Available for Appropriation		<u>\$ 2,455,179</u>
Estimated Expenditures		
General Government	\$ 182,057	
Public Safety	726,246	
Health and Sanitation	249,740	
Highways	130,542	
Parks and Community	32,900	
Debt Service	67,202	
Employee Benefits, Insurance and Capital Transfers	<u>606,492</u>	
Total Appropriated Expenditures		\$ 1,995,179
Unappropriated Ending Cash Balance		460,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,455,179</u>

CAPITAL RESERVE FUND

Beginning Cash Balance		\$ 580,000
Estimated Revenues		
Interest	\$ 4,000	
Grants	227,125	
Non-Local Share Bridge Engineering	796,839	
Transfers from Other Township Funds	<u>87,079</u>	
Total Estimated Revenues		<u>1,115,043</u>
Total Available for Appropriation		<u>\$ 1,695,043</u>

Estimated Expenditures		
Municipal Building	\$	69,000
Public Works		100,000
Bridge Engineering		838,778
Other (Pedestrian Improvements, Streambank Repairs)		<u>162,125</u>
Total Appropriated Expenditures		\$ 1,169,903
Unappropriated Ending Cash Balance		<u>525,140</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,695,043</u>

LIQUID FUELS FUND

Beginning Cash Balance		\$ 105,000
Estimated Revenues		
Interest	\$	2,500
State Liquid Fuels Tax Allocation		<u>128,500</u>
Total Estimated Revenues		131,000
Total Available for Appropriation		<u>\$ 236,000</u>
Estimated Expenditures		
Equipment Purchases	\$	7,000
Highway Operating Expenses - Road Salt, Signs, Line Painting, Street Lights		70,500
Repairs and Maintenance - Equipment, Streets, Storm Sewers		51,000
Construction and Rebuilding - Bridges		<u>41,939</u>
Total Appropriated Expenditures		\$ 170,439
Unappropriated Ending Cash Balance		<u>65,561</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 236,000</u>

SEWER FUND

Beginning Cash Balance		\$ 600,000
Estimated Revenues		
Interest	\$	5,000
Sewer Rentals		1,672,000
Fees		243,510
Transfers from Other Township Funds		600,000
Other		<u>14,000</u>
Total Estimated Revenues		2,534,510
Total Available for Appropriation		<u>\$ 3,134,510</u>
Estimated Expenditures		
Administration	\$	99,354
Operations		592,251
Capital Projects		600,000
Debt Service		823,849
Employee Benefits and Insurance		352,767
Transfers to Other Township Funds		<u>66,289</u>
Total Appropriated Expenditures		\$ 2,534,510
Unappropriated Ending Cash Balance		<u>600,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 3,134,510</u>

SEWER CAPITAL FUND

Beginning Cash Balance		\$ 1,160,000
Estimated Revenues		
Interest	\$	7,000
Transfers from Other Township Funds		<u>66,289</u>
Total Estimated Revenues		73,289
Total Available for Appropriation		<u>\$ 1,233,289</u>
Estimated Expenditures		
Vehicles and Plant Improvements	\$	3,500
Transfers to Other Township Funds		<u>600,000</u>
Total Appropriated Expenditures		\$ 603,500
Unappropriated Ending Cash Balance		<u>629,789</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,233,289</u>

MS4 FUND

Beginning Cash Balance		\$ 170,000
Estimated Revenues		
Interest	\$ 1,500	
MS4 Fees	<u>95,500</u>	
Total Estimated Revenues		<u>97,000</u>
Total Available for Appropriation		<u>\$ 267,000</u>
Estimated Expenditures		
Consortium Costs	\$ 85,000	
Engineering and Administration	6,500	
Miscellaneous (Permits, Legal, Other)	<u>5,500</u>	
Total Appropriated Expenditures		\$ 97,000
Unappropriated Ending Cash Balance		<u>170,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 267,000</u>

ECONOMIC DEVELOPMENT AUTHORITY

Beginning Cash Balance		\$ 14,000
Estimated Revenues		
Township Contribution	\$ 6,000	
Total Estimated Revenues		<u>6,000</u>
Total Available for Appropriation		<u>\$ 20,000</u>
Estimated Expenditures		
Administration and Insurance	\$ 1,100	
Professional Services	8,000	
Property Expenses	<u>1,900</u>	
Total Appropriated Expenditures		\$ 11,000
Unappropriated Ending Cash Balance		<u>9,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 20,000</u>

POLICE PENSION FUND

Beginning Cash Balance		\$ 1,010,000
Estimated Revenues		
Investment Earnings	\$ 60,600	
Transfer from General Fund	<u>105,604</u>	
Total Estimated Revenues		<u>166,204</u>
Total Available for Appropriation		<u>\$ 1,176,204</u>
Estimated Expenditures		
Retirement Benefits	\$ 61,312	
Disability Insurance	3,204	
Administrative Fees	<u>17,012</u>	
Total Appropriated Expenditures		\$ 81,528
Unappropriated Ending Cash Balance		<u>1,094,676</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,176,204</u>

NON-UNIFORMED EMPLOYEES PENSION FUND

Beginning Cash Balance		\$ 1,719,000
Estimated Revenues		
Investment Earnings	\$ 103,140	
Transfers from General and Sewer Funds	<u>112,442</u>	
Total Estimated Revenues		<u>215,582</u>
Total Available for Appropriation		<u>\$ 1,934,582</u>
Estimated Expenditures		
Retirement Benefits	\$ 77,337	
Administrative Fees	<u>16,562</u>	
Total Appropriated Expenditures		\$ 93,899
Unappropriated Ending Cash Balance		<u>1,840,683</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,934,582</u>

SECTION 3. An estimate of the specific items making up the amounts appropriated to the respective departments is on file in the office of the Township of Annville, Lebanon County, Pennsylvania.


SECTION 4. That any ordinance or part of an ordinance conflicting with this ordinance be and the same is hereby repealed insofar as the same affects this ordinance.

SECTION 5. This ordinance shall become effective January 1, 2019.

ADOPTED THIS 4th day of December, 2018.

Attest:


Nicholas T. Yingst, Secretary


Rex A. Moore, President
Board of Commissioners



ORDINANCE NO. 670

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING § 1-201 ("TIME OF REGULAR MEETINGS OF BOARD OF COMMISSIONERS"), § 1-202 ("NOTICE OF CHANGE OF TIME OR DATE OF REGULAR MEETINGS"), AND § 1-203 ("PLACE OF REGULAR MEETINGS OF BOARD OF COMMISSIONERS") OF PART 2, ELECTED AND APPOINTED OFFICERS, OF CHAPTER 1, ADMINISTRATION AND GOVERNMENT, OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP.

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

SECTION 1. The provisions of Part 2, Elected and Appointed Officers, of Chapter 1, Administration and Government, of the Code of Ordinances of Annville Township, are amended as follows:

- (a) Section 1-201 ("Time of Regular Meetings of Board of Commissioners") is restated to read:

All regular meetings of the Township Commissioners as herein specified shall commence at 7:00 p.m., except as may from time to time be otherwise provided by the Commissioners.

- (b) Section 1-202 ("Notice of Change of Time or Date of Regular Meetings") is restated to read:

In the event the regular meeting scheduled herein shall be altered as to the time or date on any occasion, as herein provided, notice

thereof shall be duly advertised one time in a newspaper of general circulation, at least twenty-four (24) hours prior to the scheduled meeting time and/or date, and by posting notice of the same on the Township bulletin board. Regularly scheduled meetings may also be changed with less than twenty-four (24) hours notice in the event of inclement weather or emergency situations.

(c) Section 1-203 ("Place of Regular Meetings of Board of Commissioners") is restated to read:

The regular meetings of the Township Commissioners shall be held on the first Tuesday of each month, at the Town Hall, 36 North Lancaster Street, Annville Township, Pennsylvania; provided, that where a legal holiday falls on that day the regular meeting shall be held on the Wednesday immediately following. As the organization meeting is required to be held on the first Monday of January of each even-numbered year, the January regular meeting of each even-numbered year shall be held on the first Monday; provided, that where a legal holiday falls on that day the organization and regular meeting will be held on the Tuesday immediately following.

SECTION 2. All other provisions of Part 2, Elected and Appointed Officers, of Chapter 1, Administration and Government, of the Code of Ordinances of Annville Township, remain in full force and effect.


SECTION 3. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 4. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

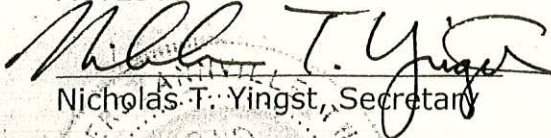
SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective January 1, 2018.

ORDAINED AND ENACTED this 4th day of December, 2018.

BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary

(TOWNSHIP SEAL)

RESOLUTION NO. 20181204-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA,
ADOPTING THE LEBANON COUNTY 2018 HAZARD MITIGATION PLAN**

WHEREAS, the Township of Annville, Lebanon County, Pennsylvania is most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety; and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities; and

WHEREAS, the Township of Annville acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds; and

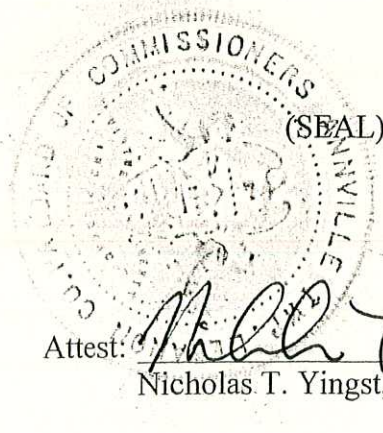
WHEREAS, the Lebanon County 2018 Hazard Mitigation Plan has been developed by the Lebanon County Commissioners and the Lebanon County Emergency Management Agency in cooperation with other county departments, and officials and citizens of the Township of Annville; and

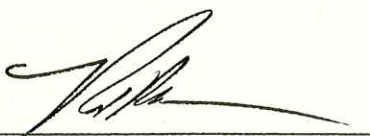
WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Lebanon County 2018 Hazard Mitigation Plan; and

WHEREAS, the Lebanon County 2018 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Annville that the Lebanon County 2018 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the Township of Annville and the respective officials and agencies identified in the implementation strategy of the Lebanon County 2018 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED this fourth day of December, 2018.




Rex A. Moore, President

Parking Concerns: Ms. Zimmerman reported on a conversation she had with Mr. Martin about illegal parking issues he had noticed throughout the Township. Mr. Martin shared a picture of a vehicle parked on the sidewalk on West Main Street. Chief Dugan indicated that vehicle had received parking tickets for this in the past and contemplated if it was appropriate to consider issuing citations to this vehicle in the future. Per questions from Mr. Martin and Mr. Wolfe, Chief Dugan noted that the Police Department could not tow a vehicle for such a violation and it did not have a boot to place on such a vehicle. Ms. Zimmerman also reported instances elsewhere in the Township where vehicles were parking in private driveways in a manner that obstructed the sidewalk. Chief Dugan indicated he was not sure if that was prohibited and that he would research it further.

Golf Carts on Streets: Mr. Embich raised concerns about Lebanon Valley College (LVC) golf carts operating on Township streets. Chief Dugan reviewed how golf carts previously were not allowed on public streets but LVC successfully lobbied the State Legislature to provide for instances in which this was allowed. He noted he worked with LVC once this new law was in place to ensure the streets on which college staff could drive golf carts were clearly communicated, while noting that college staff appeared to be pushing the limits on this as of late.

Distribution of Projected 2018 Year-End Surplus: Noting that a year-end surplus was projected for the General Fund and at the recommendation of Mr. Yingst, **MOTION** by President Moore, second by Mr. Lively to authorize the transfer of \$150,000 from the General Fund to the Capital Reserve Fund. Motion carried unanimously.

Cancellation of Adjourned Meeting: Noting the Adjourned Meeting scheduled for December 26, 2018 may not be necessary due to the 2019 budget having already been adopted, **MOTION** by Mr. Lively, second by President Moore to cancel the Adjourned Meeting scheduled for December 26, 2018 if the way be clear and to authorize the Township Administrator to advertise same. Motion carried unanimously.

Traffic Signals Preventative and Response Maintenance Agreement: Mr. Yingst presented a preventative and response maintenance agreement with C.M. High, Inc. of Myerstown for the traffic signals at the intersection of U.S. Route 422 and State Route 934. He indicated this cost is eligible for reimbursement by Lebanon County as part of its commitment to funding the Congested Corridor Improvement Program along Route 422 and, as such, there would be no cost to the Township for approving this contract. **MOTION** by President Moore, second by Ms. Zimmerman to approve the agreement with C.M. High, Inc. for preventative and response maintenance for the traffic signals at the intersection of U.S. Route 422 and State Route 934 for 2019 as presented. Motion carried unanimously.


CORRESPONDENCE: Nothing to report this month.

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

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:29 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President