

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
OCTOBER 30, 2019 SPECIAL MEETING AGENDA**

Announced Visitors: None

- I. Call to Order - 6:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Old Business
- V. New Business
 - A. Crossing Guards
- VI. Review of Draft Budgets
 - A. Economic Development Authority (AEDA)
 - B. Police Pension Plan and Non-Uniformed Employees' Pension Plan
 - C. Liquid Fuels (Motor License)
 - 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
- VII. Budget Actions
 - A. Adoption of Budget
 - B. Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates
 - C. Authorize Tax Levy and Appropriations Ordinance
 - D. Authorize Budget Hearing
- VIII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
October 30, 2019**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 30, 2019 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; and Bernard Dugan, Chief of Police.

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 no comments were noted.

OLD BUSINESS:

Ulrich Street Stormsewer System Evaluation: A proposal for an evaluation of the Ulrich Street stormsewer system was noted as received from the Township Engineer, Spotts, Stevens and McCoy (SSM), and was reviewed by the Board. It was noted the estimated \$17,100 cost for this evaluation had not yet been formally added to the 2020 budget. **MOTION** by Ms. Zimmerman, second by Mr. Lively to approve the SSM proposal for the Ulrich Street stormsewer system evaluation as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session to discuss personnel matters pertaining to crossing guards and the room was cleared of the public at 6:03 PM. The Regular Meeting was reconvened at 6:17 PM with the five Commissioners, Mr. Yingst, and Chief Dugan present.

NEW BUSINESS:

Crossing Guards: Noting the resignation of one crossing guard at the beginning of the school year, the imminent departure of another crossing guard from daily service, the difficulties in recruiting crossing guards, and the workers' compensation provider's recommendation that the Township move to contracted crossing guards, Chief Dugan provided information on a contracted crossing guard service he was suggesting the Board consider. **MOTION** by Mr. Hoover, second by Mr. Embich to authorize entering into an agreement with All City Management Services, Inc., for contracted crossing guard services at a cost of \$29.99 per hour effective December 2019 and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Requests for Letters of Support: **MOTION** by President Moore, second by Mr. Lively to authorize sending letters of support for (1) the Lebanon Valley Advanced Care Center's application for Pennsylvania WalkWorks grant funds to develop a walking path and (2) the joint application of the Community Health Council and the Sexual Assault Resource and Counseling Center to the Pennsylvania Commission on Crime & Delinquency for Community Violence Prevention grant funds to enhance prevention and trauma response efforts in Lebanon County, and

specifically in Annville Township, through a Communities That Care program model. Motion carried unanimously.

REVIEW OF DRAFT BUDGETS: The Board resumed its review of the 2020 draft budgets that the Commissioners began reviewing at the October 15, 2019 Special Meeting. Mr. Yingst noted that no changes had been made to these budgets from what was presented to, and reviewed by, the Board at that earlier meeting. He also reported the Annville Township Authority recommended the Board adopt the 2020 budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund as presented. The Board then discussed the draft budgets with Mr. Yingst and, before his departure from the meeting at 6:35 PM, Chief Dugan, and it was noted the 2020 General Fund draft budget showed a deficit of \$28,121. There was then an in-depth discussion regarding the impacts to the budget and the average property tax bill in the Township should a variety of possible property tax increases be considered. It was noted the last municipal property tax increase was 0.75 mills in 2014, and some Commissioners indicated a similar increase would provide a financial cushion in case of unforeseen expenditures and place the Township in a better position to consider infrastructure improvements in the future. Upon completion of this discussion, the only changes made to the information presented were as follows:

- 01/301/100 (Real Estate Taxes): \$175,400 increase for 0.75 millage increase
- 01/410/331 (Vehicle Repair and Maintenance): \$1,000 increase for calibration costs
- 01/430/310 (Engineering Services): \$34,000 increase for stormsewer system evaluations
- 01/490/000 (Transfer to Other Funds): \$112,279 increase due to changes noted above
- 31/392/300 (Transfer from General Fund): \$112,279 increase due to change to 01/490/000

BUDGET ACTIONS

Tentative Adoption of Budget: MOTION by Mr. Lively, second by Mr. Hoover to tentatively adopt the 2020 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. Embich, second by Mr. Lively to establish the Earned Income Tax rate at 0.5% for 2020, the Local Services Tax rate at \$52 annually for 2020, and the Realty Transfer Tax rate at 0.5% for 2020 and to authorize advertisement of a public notice indicating same. Motion carried unanimously.

Authorize Tax Levy and Appropriations Ordinance: MOTION by Mr. Lively, second by Mr. Hoover to authorize the Township Administrator to prepare and advertise an ordinance establishing the Real Estate Tax rate for the year 2020 at 3.84 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 Mr. Lively, second by Mr. Embich to authorize the advertisement of a Budget Hearing for November 13, 2019 at 6:00 PM. Motion carried unanimously.

President Moore yielded the chair of the meeting to Vice President Lively upon leaving the meeting at 7:00 PM.

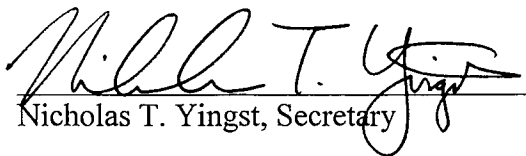
RECESS FOR EXECUTIVE SESSION: Vice President Lively called a recess for an Executive Session to discuss personnel matters pertaining to an employment agreement and potential litigation and the room was cleared of the public at 7:01 PM. The Regular Meeting was reconvened at 7:22 PM with the four Commissioners and Mr. Yingst present.


Amendment to Employment Agreement: MOTION by Mr. Embich, second by Ms. Zimmerman to approve the Amendment to Employment Agreement for Bernard G. Dugan as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Authorization for Administration and Enforcement Actions of Chapter 10 of the Annville Township Code of Ordinances: MOTION by Mr. Hoover, second by Vice President Lively to ratify any past actions, and authorize any future actions, of the Township Secretary and/or Assistant Township Secretary as acting on behalf of the Board of Commissioners pertaining to administration and enforcement of the junk regulations of Chapter 10 of the Annville Township Code of Ordinances. Motion carried unanimously.

Authorization for Legal Actions Against Property Owner for Violating Chapter 10 of the Annville Township Code of Ordinances: MOTION by Mr. Embich, second by Ms. Zimmerman to authorize the Township Solicitor to (1) send a letter to the owner of the properties at 801-807 East Main Street and those to the rear of that address notifying him that the outstanding violations of Chapter 10 of the Annville Township Code of Ordinances must be brought into compliance within ten days or action will be taken through the Magisterial District Judge's (MDJ) office, and (2) authorize said action through the MDJ's office if necessary. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, MOTION by Ms. Zimmerman, second by Vice President Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 7:24 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President