

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
APRIL 2, 2019 REGULAR MONTHLY MEETING AGENDA**

Announced Visitors: 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
- 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. First Aid and Safety Patrol (FASP) Emergency Medical Services (EMS)
 - B. Condemned Property at 100 North Weaber Street
 - C. Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map
 - D. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
- VIII. New Business
 - A. Workers' Compensation Safety Award
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
April 2, 2019**

The April Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on April 2, 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; Corey Lamoureux, Esq., Township Solicitor; Philip Snavely, Chief of the Union Hose Company (UHC); Conrad "Mike" Liles, North Railroad Street; Dean Wolfe, West Main Street; Dale Rotunda, Batdorf Restaurant; Eugene Martin, Stone Hill Village; Jesse Brownstein, Nolan Burke, Chris Cassidy, Jonah Edmondson, Abigail Ernst, Travis Fischer, Trevor Flickinger, Rachel Foster, Brianna Fraser, David Herbst, Tyler Hodges, Emily Mealey, Carmen Posteraro, Morgan Riegel, Kyra Stanilious, Carter Yenser, and Melissa Zoronash, Lebanon Valley College (LVC) students; and several unidentified individuals.

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:

Noting that no visitors were identified on the agenda for the meeting, President Moore provided an opportunity for public comment. Mr. Wolfe asked how a portion of his property was included in the preliminary land development plan submitted for Phase 3B of Stone Hill Village. Mr. Lively asked if there was an easement and Mr. Martin indicated there was. Mr. Lamoureux suggested that Mr. Wolfe bring his concern to the Planning Commission when it next met.

APPROVAL OF MINUTES: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held March 5, 2019 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for March 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Dewatering Building In-Floor Heating: At the recommendation of the Township Authority and noting that the recommended amount was within the \$10,000 estimated for the heating aspect of the dewatering project by the Authority Engineer, **MOTION** by Mr. Hoover, second by Mr. Lively to authorize payment for in-floor heating from Conestoga Supply for an estimated cost of \$8,000. Motion carried unanimously.

Dewatering Equipment Hoist: At the recommendation of the Township Authority and noting that the recommended amount was less than the \$15,000 estimated for this aspect of the dewatering project by the Authority Engineer, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize payment for a five-ton hoist from Zenmar Power Tool & Hoist Systems for an estimated cost of \$4,700. Motion carried unanimously.

Dewatering Building and Platform – Application and Certificate for Payment No. 2: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms.

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR MARCH 2019

- (1) **DOWNTOWN LIGHTS** Repaired two downtown lights; all of the downtown center lights have been replaced with LED lights.
- (2) **SWEEPING** Spent 17 hours in Annnville sweeping.
- (3) **STORM DRAINS** We are in process of going over the storm drain system.
- (4) **POTHOLES** As soon as we can get asphalt we will be patching potholes.
- (5) **SNOW** Spent 6 hours in Annnville salting and used 10 tons of salt; spent 3 hours in Cleona salting and used 6 tons of salt. Also spent 32 hours plowing snow for March.

Zimmerman to authorize payment for Application and Certificate for Payment No. 2 to BlueScope Construction in the amount of \$30,363.40. Motion carried unanimously.

Dewatering Project – Water Quality Management (WQM) Part II Permit Application: Noting same had been prepared by the Authority Engineer to represent the changes to the treatment process of the wastewater treatment plant as a result of the dewatering project and had been submitted to the Pennsylvania Department of Environmental Protection (DEP) the prior week, **MOTION** by Mr. Embich, second by Mr. Lively to ratify approval and issuance of the WQM Part II Permit Application to DEP as well as the required \$500 fee. Motion carried unanimously.

Public Safety: The Police Statistical Report for March 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

“Jake Brake” Prohibition Request: The Commissioners revisited the request for an engine-brake-retarder (commonly known as a “Jake brake”) prohibition it discussed at the prior month’s meeting and if they believed such a prohibition was warranted. Mr. Yingst reported the Chief of Police was still waiting to hear back from the Pennsylvania Department of Transportation (PennDOT) regarding whether it had information on the grades of the state roadways. He also noted the Chief of Police did not believe PennDOT would take issue with a Jake brake prohibition request that granted an exemption for emergency vehicles. While noting her impression that the frequency of Jake brakes was less than in the past, Ms. Zimmerman reported that over the past month she had noticed one coming from Route 934. Mr. Lively also noticed hearing one from a tractor trailer traveling westbound on Route 422 in the vicinity of the Lebanon Valley Home. Mr. Yingst noted that, as PennDOT would deny a request where the grade was more than 4% over any 500-foot stretch of roadway, Railroad Street was being considered as the eastern boundary of such a restricted area due to the low point at Ulrich Street, and that the area of the Lebanon Valley Home was outside of this area. He did note, however, that the Township could include this area in its request to PennDOT and consider submitting a subsequent request for a smaller area if the initial request was denied for this reason. **MOTION** by Mr. Lively, second by President Moore to authorize submitting a request to PennDOT authorizing Annville Township to enact an engine-brake-retarder prohibition for State Route 422 from Mill Street in the west to the Township line in the east and on State Route 934 from Sheridan Avenue in the north to High Street in the south, emergency vehicles being exempted from such prohibition, contingent upon PennDOT being able to evaluate the grades of the roadways. Motion carried unanimously.

Closure of East Sheridan Avenue for ValleyFest: Noting a request was received for same from LVC, **MOTION** by Mr. Lively, second by Ms. Zimmerman to (1) authorize the closure of East Sheridan Avenue from North White Oak Street Extension to North College Avenue from 7:00 AM to 7:00 PM on April 28, 2019 for ValleyFest. Motion carried unanimously.

Contracted Police Coverage for South Annville Township: Mr. Yingst reported that South Annville Township was interested in contracted police coverage by the Annville Township Police Department for specified times and an agreement was being drafted by Mr. Lamoureux, Chief Dugan, and Mr. Yingst regarding this, which would then be submitted to South Annville’s officials for their review and input. He indicated this agreement would currently require adopting an



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
March 2019



• CALL FOR SERVICE	256
• ORDINANCE VIOLATIONS	
1. PARKING	5
2. TRAFFIC	1
3. CURFEW	1
4. DUMPING	1
5. FIREWORKS	1
6. PEDDLING	1
7. SIDEWALK/SNOW	6
8. OPEN CONTAINER	1
• CRIMINAL ARRESTS	04
○ ADULT	04
○ JUVENILE	00

ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	34	- 232 East Main Street
• TOTAL TRAFFIC WARNINGS	12	- 1 st Block South White Oak Street
• TOTAL NON-TRAFFIC CITATIONS	05	- N. Saylor & East Maple Streets
• TOTAL VEHICLE ACCIDENTS	03	
○ REPORTABLE	02	
○ NON-REPORTABLE	01	
○ HIT & RUN	00	
• PARKING TICKETS ISSUED	31	

Annville Township Police Department

MONTHLY REPORT March 2019

Total Calls by Call Type From: 3/01/2019 - 03/28/2019

Call Type	Total Calls
TRAFFIC ENFORCEMENT - WARNING	34
PARKING ENFORCEMENT	31
AMBULANCE CALL	30
TRAFFIC ENFORCEMENT - CITATION	12
BACKGROUND INVESTIGATION	10
ALARMS	9
ASSIST OTHER POLICE	9
DRIVING COMPLAINT	9
FIRE CALL	9
POLICE INFORMATION	7
CIVIL MATTER	6
SIDEWALK/SNOW-ORDINANCE	6
ADMINISTRATIVE FINGERPRINTING	5
ASSIST OTHER AGENCY	5
PARKING COMPLAINT	5
LOST & FOUND	4
ASSIST MOTORIST	3
DISABLED VEHICLE	3
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	3
ABANDONED VEHICLE	2
ACCIDENT, REPORTABLE	2
BURGLARY	2
CRIMINAL MISCHIEF	2
DOMESTIC DISPUTE	2
DUI	2
HARASSMENT	2
MENTAL HEALTH	2
MISCELLANEOUS	2
PHONE SCAM	2
SUSPICIOUS ACTIVITY	2
ACCIDENT, NON-REPORTABLE	1
CHECK ON WELL BEING	1
CHILD CUSTODY	1
COMMUNITY RELATIONS	1
CURFEW - ORDINANCE	1
DISORDERLY CONDUCT	1
DRUG INFORMATION	1
DRUG VIOLATION	1
DUI ACCIDENT	1
DUMPING COMPLAINT	1
DUMPSTER	1
EXTRA PATROL REQUEST	1

FIREWORKS COMPLAINT	1
IDENTITY THEFT	1
JUVENILE COMPLAINT	1
LOST OR MISSING ITEM	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
OPEN CONTAINER - ORDINANCE	1
ORDINANCE - OTHER VIOLATIONS	1
PARKING- GENERAL INFO	1
PARKING WARNING	1
PEDDLING - ORDINANCE	1
REPOSESSION	1
ROAD CLOSURE / DETOUR / CONSTRUCTION	1
THEFT - UNLAWFUL TAKING	1
TRAFFIC DEVICE COMPLAINT	1
TREE DOWN	1
TRESPASS LETTERS	1
VEHICLE VIN VERIFICATION	1
WIRES DOWN	1

Total Calls: 256

ordinance to allow for such intermunicipal cooperation and he believed that the June Regular Meeting would probably be a good target date for doing so.

Police Officer Testing Procedure and Eligibility List: At the request of the Chief of Police, **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize the Civil Service Commission and the Police Department to begin a testing procedure for Police Officer to establish an eligibility list. Motion carried unanimously.

Property: Ms. Zimmerman reviewed the Property Report for March 2019, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Town Hall Window Replacement Project: Ms. Zimmerman reported that estimates and specifications for the Town Hall window replacement project were received from Dave Ludwig of Creek View LLC and the Commissioners concurred with Mr. Yingst seeking estimates for the replacement of the west and south facing windows of Town Hall in the next few weeks.

Township Office Floor Refinishing Project: Ms. Zimmerman reported the Township Office floor refinishing project remains on schedule to begin on April 8, 2019 and to be completed by April 12, 2019. She also reported that Township Office functions would be temporarily relocated to the Commissioners' Meeting Room on April 3, 2019 and would likely be moving back into the Township Office sometime during the week of April 15, 2019.

Parks & Recreation: The following item was addressed:

Annville-Cleona Fire District (ACFD) Easter Egg Hunt: At the request of the ACFD, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the ACFD's Easter Egg Hunt in Quittie Creek Nature Park to be held on April 20, 2019 from 1 PM to 3 PM, provided that (1) the portion of the requested hunt area to the east of Bachman Road be restricted to the lower area, (2) any eggs not collected by the children are removed at the end of the event, and (3) the deep brush is avoided due to poison ivy and tick concerns. Motion carried unanimously.

Finance: Mr. Embich reviewed the Financial Report for March, highlighting the total income and expenses for the third month of 2019. A copy of the report is attached hereto and made a part of these minutes. Mr. Yingst also reported that the 2018 financial statements and audit report have been received by the Township Office, with no findings or reportable conditions noted.

Permits: The Permits Report for March 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: The following items were addressed:

Resolution No. 20190402-1 – Designating Intent to Erect a Banner Across U.S. Route 422 for St. Paul's Summer Bazaar: Noting an application was received from St. Paul the Apostle Catholic Church to erect a banner across U.S. Route 422 from May 28 through June 17 advertising St. Paul's Summer Bazaar, Mr. Yingst presented a resolution for same that required approval by the Board as well as submission to and approval by PennDOT before the banner could be erected.

Property Report

J. Zimmerman

April 2, 2019

- Nick received 3 different proposals from Dave Ludwig of Creek View LLC for window replacements.
- Low estimate of \$34,403.52.
- High estimate of \$45,291.85.
- Amt budgeted for the project was \$20,000.
- Difference in price is due to three different types of windows. All proposals include the same Dryvit on the outside and drywall on the inside of the windows.
- Dave's suggestion is to go with the least expensive which is essentially the same as the middle proposal.
- Nick's suggestion due to \$20,000. being budgeted is to replace the windows on one side of the building facing public streets, leaving the Meeting Room for 2020.
- Nick's suggestion is for:
 - * the 5 window openings of the Police Dept and the Township Office, estimated at \$8,860.44;
 - * the both windows of Nick's office and the hallway, estimated at \$3,887.58;
 - * the 5 windows on the south side of the building which is the Police Dept, estimated at \$4,430.22;
 - * the 2 basement windows facing south, estimated at \$1,932.32.

Total proposal cost is \$1,932.32.

Permits Report

Month of March 2019

Plumbing Permits issued _____

Plumbing Licenses issued _____

Excavator Licenses issued _____

Total Curb/Sidewalk Permit Fees Collected _____

Total Street Cut Permit Fees Collected \$200.00

Total Tapping Fees Collected _____

Tapping Fees

Building Permits

#3-19	Brenda Kreamer	Erect/Replace a sign
#5-19	Kathryn Holotyak / Michael Reist	Erect a new structure

Curb/Sidewalk Permits

Street-Cut Permits

#19-10	28-30 N. King Street	UGI Utilities	Install gas service
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Burn Permit

MOTION by Mr. Embich, second by Ms. Zimmerman to adopt Resolution No. 20190402-1 as presented and to authorize its submission to PennDOT. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20190402-2 – Designating Intent to Erect a Banner Across U.S. Route 422 for 2019 Memorial Day Parade: Noting an application was received from the Annville Community Activities Committee to erect a banner across U.S. Route 422 advertising the Memorial Day Parade, Mr. Yingst presented a resolution for same that required approval by the Board as well as submission to and approval by PennDOT before the banner could be erected. **MOTION** by Mr. Hoover, second by Mr. Lively to adopt Resolution No. 20190402-2 as presented and to authorize its submission to PennDOT. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Request for Letter of Support for Grant Application for Historic Old Annville Day: Mr. Yingst reported a request for a letter of support was received from the Friends of Old Annville for its application to Lebanon County for Hotel Tax Grant funds in support of Historic Old Annville Day. **MOTION** by Mr. Lively, second by Mr. Embich to express support for the Friends of Old Annville applying for Lebanon County Hotel Tax Grant funds and to direct Mr. Yingst to issue a letter of support for same.

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

REPORTS OF SPECIAL COMMITTEES:

Fire Department: The Board noted the receipt of the March 2019 Fire Chief's Report and Monthly Statistical Report for the UHC. The following items were then addressed:

Appreciation to Public Works Department: Chief Snavelly expressed his appreciation to Public Works for allowing the use of its facility and water supply for recent testing conducted on fire department vehicles.

Airpacks: Chief Snavelly reported that the airpacks funded in large part by a grant were scheduled to arrive shortly.

Insurance Services Office (ISO) Public Protection Classification Summary Report: Chief Snavelly indicated a public protection classification summary report was received from ISO, which evaluates various aspects of a community's fire suppression delivery service, and is comprised of the fire hydrant and water system, dispatch services, and the fire department. He noted that some insurance carriers use the ISO report for determining fire insurance rates, while others do not. Based on this report, ISO noted the Township's community rating would worsen from a 5 to a 6, which could impact what some property owners pay for fire insurance. Chief Snavelly and Mr. Yingst noted they met shortly after receiving the report to review it and identify if there were potential areas of improvement. Due to the fact that the Township's current community rating is barely a 5, and issues with the old public water system were also impacting the new rating, Chief Snavelly indicated it would be difficult, if not practically impossible, to restore the community

RESOLUTION NO. 20190402-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
DESIGNATING ITS INTENT TO ERECT A BANNER ACROSS U.S. ROUTE 422**

WHEREAS, one banner will be suspended on cables across U.S. Route 422 approximately 190 feet west of the intersection with Weaver Street at a height no lower than 17 feet, 6 inches above the highway and these cables are connected to poles flanking the highway; and

WHEREAS, Annville Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any persons or property arising from any act of omission associated with the banner; and

WHEREAS, banners with more than 20% of the message relating to naming or advertising a commercial product, enterprise, business, or company and events that are not related to a national, state, regional, or local function or a charitable affair will not be permitted; and

WHEREAS, traffic control will be performed in accordance with the most current Publication 213.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Resolution No. 20190402-1 designating the Township's intent to erect a banner across U.S. Route 422 specifying conditions set by the Pennsylvania Department of Transportation, and permitting the organization listed below to suspend a banner under the following conditions is hereby approved:


Organization: St. Paul the Apostle Catholic Church

Banner Size: 28 feet by 2 feet

Message and Event: St. Paul's Summer Bazaar (see attached for banner message)

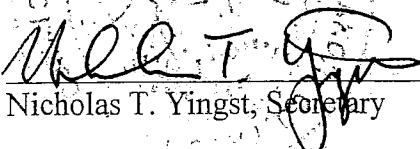
Suspension Dates: May 28, 2019 through June 17, 2019

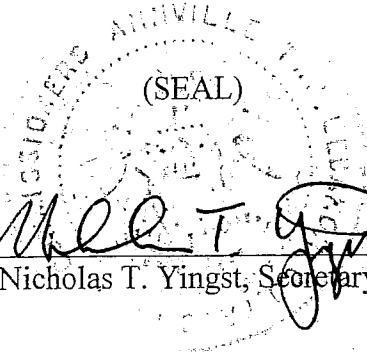
ADOPTED this 2nd day of April, 2019.



Rex A. Moore, President

Attest:


Nicholas T. Yingst, Secretary





St. Paul's Summer Bazaar



Sat. & Sun.
Father's Day
Weekend!



Food, Games, Entertainment for all Ages!
Sunday 8/19/18
6 pm—8:30 pm
"THE NEW INDIVIDUALS"
7 pm—10:30 pm
"PENTAGON"



RESOLUTION NO. 20190402-2

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
DESIGNATING ITS INTENT TO ERECT A BANNER ACROSS U.S. ROUTE 422**

WHEREAS, one banner will be suspended on cables across U.S. Route 422 approximately 190 feet west of the intersection with Weaber Street at a height no lower than 17 feet, 6 inches above the highway and these cables are connected to poles flanking the highway; and

WHEREAS, Annville Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any persons or property arising from any act of omission associated with the banner; and

WHEREAS, banners with more than 20% of the message relating to naming or advertising a commercial product, enterprise, business, or company and events that are not related to a national, state, regional, or local function or a charitable affair will not be permitted; and

WHEREAS, traffic control will be performed in accordance with the most current Publication 213.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Resolution No. 20190402-2 designating the Township's intent to erect a banner across U.S. Route 422 specifying conditions set by the Pennsylvania Department of Transportation, and permitting the organization listed below to suspend a banner under the following conditions is hereby approved:

Organization: Annville Community Activities Committee

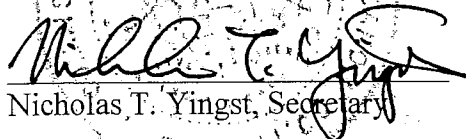
Banner Size: 28 feet by 2 feet

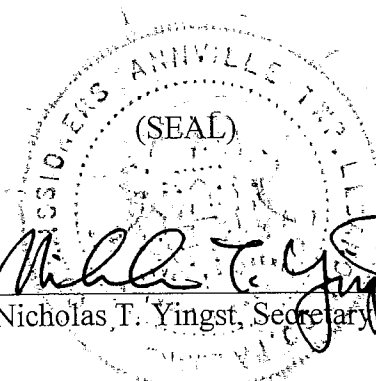
Message and Event: Annual Memorial Day Parade (see attached for banner message)


Suspension Dates: May 1, 2019 through May 28, 2019

ADOPTED this 2nd day of April, 2019.

Attest:


Nicholas T. Yingst, Secretary




Rex A. Moore, President

★ ★ ANNUAL ANNVILLE MEMORIAL DAY PARADE ★ ★
★ ★ Saturday of Memorial Day Weekend ★ 9am Start

rating of 5 from improvements to the fire department aspect alone, and noted that the difficulty in recruiting and retaining volunteers had much to do with this. He noted, however, that he was already working to improve in some of the categories rated by ISO and Mr. Yingst responded to ISO the prior month that community officials had received the report, were in review of it, and established contact between Chief Snively and ISO for communicating the rating value of any changes the fire department might be able to make. Mr. Lively asked if training with the Cleona Fire Company (CFC) affected the rating. Chief Snively indicated it did not, as CFC's station was located in a different municipality and that was what the rating was based upon, further noting Cleona Borough just had a similar review conducted. Mr. Embich asked if nonresidential properties were primarily affected and Chief Snively indicated it would affect any residential or nonresidential properties whose insurance was based upon the ISO rating.

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the March Regular Meeting. An Executive Session was requested to be held following the adjournment of the evening's meeting to discuss personnel matters.

Chief Snively left the meeting and William Stickler, Police Department Sergeant, arrived at the meeting at 7:48 PM.

Planning Commission: Ms. Zimmerman reported the Planning Commission (PC) met on March 11, 2019 to review the preliminary land development plan submitted for Phase 3B of Stone Hill Village and it was noted the draft minutes from that meeting were previously distributed to the Township Commissioners. She also noted the PC would be meeting on April 8, 2019 to continue its review of this preliminary land development plan. The following items were then addressed:

Stone Hill Village Phase 3B Preliminary Land Development Plan Review and Approval Extension: Noting a letter was received from Stone Hill Village granting an extension to the Township's review and approval for the Phase 3B preliminary land development plan it submitted, **MOTION** by Mr. Embich, second by Ms. Zimmerman to accept and approve the extension for the review and approval period for the preliminary land development plan submitted for Stone Hill Village Phase 3B by 90 days, establishing until July 13, 2019 to make a decision on the plan. Motion carried unanimously.

Stone Hill Village Phase 3B Land Development Plan Requests for Relief: At the recommendation of the PC, **MOTION** by Mr. Embich, second by Mr. Hoover to grant the following waivers from Chapter 22 of the Annville Township Code of Ordinances for the land development plan submitted for Stone Hill Village Phase 3B:

- (1) Section 22-306.A, allowing the applicant to use 24-inch by 36-inch plan sheets until the plan is approved and recorded, at which time the applicant will submit reduced 18-inch by 24-inch plan sheets for recording purposes;
- (2) Section 22-404.1, allowing the plan to be drawn to a scale of 40 feet to the inch instead of 20, 50, or 100 feet to the inch.
- (3) Section 22-509.5.E, allowing for the use of 75-foot clear sight triangles at intersections instead of 100-foot clear sight triangles;
- (4) Section 22-509.7.A, allowing the private street right-of-way widths to be 30 feet rather than 50 feet;

- (5) Section 22-510.3, allowing for the use of slant curbing rather than straight or vertical curbing;
- (6) Section 22-511.1, allowing for the construction of a sidewalk only on the north/northwest side of proposed Kunkle Lane because the south/southeast side is not proposed to be developed at this time instead of requiring sidewalk on both sides of the proposed roadway;
- (7) Section 22-511.6, allowing for the construction of sidewalks outside of the right-of-way with a three-foot wide grass planting strip to be provided between the back of the concrete curb and sidewalk;
- (8) Section 22-505.2.E(7), allowing for the installation of high density polyethylene (HDPE) storm drain pipes where cover conditions allow as long as the proper water tight (not soil tight) joint is specified, in lieu of reinforced concrete pipes;
- (9) Section 22-513.6, allowing for the construction of driveways at more frequent intervals than two driveways per 100 feet of frontage;
- (10) Sections 22-403.2.C, 22-403.2.L, and 22-508.1, allowing for the locations of the proposed utility connections to the proposed buildings to be part of the final land development plan and not the preliminary land development plan; and
- (11) Section 22-513.4, allowing for the centerline of access driveways on the frontage street to be less than 35 feet from the right-of-way line of the nearest intersecting street.

Motion carried unanimously.

Responsibility for Minute Taking at PC Meetings: The Commissioners reviewed the PC's motion from its March 11, 2019 meeting requesting that the responsibility for minute taking at future PC meetings be assigned to someone not appointed as a PC member. **MOTION** by Ms. Zimmerman, second by Mr. Embich to assign the responsibility for minute taking at future PC meetings to the Township Administrator. Motion carried unanimously.

Stormwater Operations and Maintenance Agreement for LVC Pedestrian Bridge: At the recommendation of the Township Engineer and Township Solicitor, **MOTION** by Mr. Hoover, second by Mr. Embich to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement submitted for the LVC pedestrian bridge and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Financial Security for LVC Pedestrian Bridge: At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to set the amount of financial security for the LVC pedestrian bridge at \$104,764. Motion carried unanimously.

Zoning Hearing Board: Ms. Zimmerman reported that the Zoning Hearing Board, at its meeting on March 14, 2019, denied the variance request pertaining to changing the allowable hours of operation for the property at 344 East Main Street.

Economic Development: Mr. Yingst reported that consideration for adoption of the proposed ordinance authorizing the assumption of the Economic Development Authority's debt by the Township had been pushed back to the May 7, 2019 Regular Meeting.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for March 2019, a copy of which is attached hereto and made a part of these minutes. The following was then addressed:

Restoration of Exterior Walls at 245 West Main Street, Installation and Replacement of Fencing at 502 East Main Street, and Replacement of Roof at 229 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Hoover to issue Certificates of Appropriateness for (1) the restoration of the exterior limestone walls and repair and replacement, as necessary, of existing soffit, eaves, fascia, gutters, and downspouts and repointing of existing mortar at 245 West Main Street; (2) the installation and replacement of fencing at 502 East Main Street; and (3) the replacement of the roof at 229 West Main Street. Motion carried unanimously.

Mr. Martin and Mr. Rotunda left the meeting at 7:59 PM.

Wage & Salary: Nothing to report this month.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for March 2019, 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 March 2019, 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 March 2019, a copy of which is attached hereto and made a part of these minutes.

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

OLD BUSINESS:

First Aid and Safety Patrol (FASP) Emergency Medical Services: Mr. Yingst reported a letter was received from FASP on March 11, 2019 stating that its 2017 financial statements and audit were complete and FASP would be hosting a series of small group meetings with municipalities to discuss the audit with them. He further reported additional correspondence was received from FASP the prior day inviting Township Officials to such a meeting later in the month and asked the Commissioners to let him know if they were interested in attending.

Condemned Property at 100 North Weaber Street: Mr. Lamoureux reported he was waiting to hear back from a contact of his at the Internal Revenue Service (IRS) to see if the IRS would be willing to waive its liens against the property at 100 North Weaber Stret. He indicated he was starting with the IRS since it had the highest total amount lien against the property. Mr. Lively asked how this situation was different than the property east of Cleona Borough that had recently been gutted by a fire and Mr. Lamoureux expressed his belief that property was insured, while the property at 100 North Weaber Street did not have insurance.

Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD

1. Four items were addressed, three required recommendations to the Board of Commissioners: (1) 245 West Main St. (former Washington House, now called Batdorf Restaurant) several distinct aspects were reviewed, but due to sketchy information on some, the recommendation only covers the removal of the external “stucco-like” finish on top of the original limestone exteriors walls. The exterior veneer will be removed and the limestone refurbished, some soffit work is needed and eaves, gutters and downspouts will be repaired as needed to match the “original” style exterior. Later; submittals for new windows, signage street trees will be addressed when more detail in the proposal is available. (2) 502 East Main St. (current owner, Wilson) proposed to add a simulated wrought iron fence to enclose the rear yard, a higher lattice like (vinyl) fence for privacy around the part of one side and patio area, to replace a similar structure currently in place. All height requirements per the Zoning for that district to be addressed via Lebanon County Planning Dept. (3) 229 West Main St. (Brook Lingle, owner) proposes a whole house roof replacement with appropriate materials for the pitch of the roof; most to be architectural shingles, lower slopes to be either standing metal or membrane roofing where not visible and slope precludes shingles. These three (3) proposals were recommended for Certificates of Appropriateness via the Commissioners.
2. Last item reviewed is for 141/143 West Main St. (Noah Starry, potential owner). The properties are separated by a slight air gap between existing fire rated exterior walls. The proposal to be submitted would seek to upgrade and improve the structures with window replacement, additional natural light in the attic, and internal room layout improvements. HARB members provided a good degree of guidance toward any eventual submittal and indicated what items required HARB review and those that did not.

ACTION: Items related to 245 West, 229 West and 502 East Main are recommended for Certificates of Appropriateness.

Item VI-F SPRUCE STREET BRIDGE

1. Contractor has made good progress on excavation of the old bridge, and the south foundation and wing walls are done; the excavation of the former roadway and foundations walls for the north foundation are almost complete. [Several photos were distributed to show the progress through March 28, 2019.]

No Board ACTION currently.

Item VI-G MS4 & Stormwater management

1. The March 19 meeting for the Lebanon County Stormwater Consortium was mostly standard procedure. PRP technical response letter was approved for submittal to PA DEP, and appropriate copies to others. A potential grant from DCED for the VoTech area project and possibly the Lion's Lake area is being sought. Ten (10) "basin retrofit" projects are being reviewed, but several owners (mainly land-owners associations for "developments") have balked at the requirement to do future "Operation and Maintenance agreements". The Consortium directed SESI to pursue those projects whose owners are receptive to the "O&M" agreement and voluntary compliance regulations. A modified budget for SESI to continue with these project developments will be addressed when the next budget is developed.
Next LCSC meeting is slated for April 23.

ACTION: None at present.

ITEM VI-H GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/>.
Next GLRA meeting on April 02, 2019 to be attended by J. Viozzi.

ACTION: None required.

Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map (FIRM): Mr. Yingst reported that letters were sent the prior month to those property owners who had portions of their properties with structures on them being removed from the floodplain per the preliminary FIRM being proposed by FEMA. He noted this letter included information on the appeal process, flood insurance available outside of the floodplain, and an informational meeting at Town Hall on April 22, 2019 at 7 PM to discuss same and the Commissioners were welcome to attend this meeting if interested.

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: Mr. Yingst reported that easement agreements were drafted and presented to the Commissioners for the Reformed Church and Cemetery property at 200 South White Oak Street, the Annville-Cleona School District property at 205 South White Oak Street, the Kerry S. Yake property at 246 South White Oak Street, and the Brandon L. and Kacy Hess property at 250 South White Oak Street. He noted these easement agreements were required by PennDOT to provide access to new signage and curb cuts funded by the ARLE grant. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the easement agreements as presented. Motion carried unanimously.

Township Officials Directory: Mr. Embich indicated he had a directory of Annville Township officials that was out of date. Mr. Yingst indicated this directory was recently updated and he would provide him, as well as any other Commissioners who were interested, with an updated directory.

Downtown Bricks: Ms. Zimmerman noted that many of the bricks in the downtown area were being pushed up by the roots of street trees and asked who was responsible for maintaining these. Mr. Yingst indicated he believed it was the Township's responsibility, further noting he believed it was designed this way so that bricks could be removed when necessitated by growing roots. He indicated he would ask Public Works to review the downtown area to determine where bricks needed to be removed for this reason.

NEW BUSINESS:

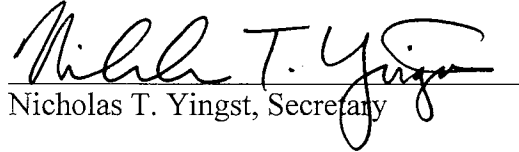
Workers' Compensation Safety Award: Mr. Yingst presented a safety award received from the Township's workers' compensation consortium, the Susquehanna Municipal Trust, indicating there were no loss time days from 2017 claims.

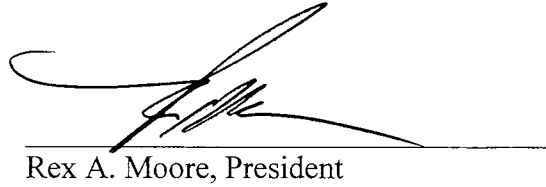
CORRESPONDENCE: Nothing to report this month.

PAY BILLS: **MOTION** by Mr. Embich, 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.

QUESTIONS FROM COLLEGE STUDENTS: The Commissioners and Mr. Yingst responded to a number of questions about local government from LVC students who were in attendance for a college course they were taking.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Embich, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:26 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President