

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
DECEMBER 3, 2019 REGULAR MONTHLY MEETING AGENDA**

Announced Visitors:    Scott Akens, Akens Engineering  
                                  Martin Brandt, Carolyn Scott, and Frank Yeager, Annville Free Library  
                                  Timothy Horstmann, McNees Wallace & Nurick  
                                  Eugene Martin, Stone Hill Village

- I.        Call to Order – 7:00 PM
- II.       Pledge of Allegiance
- III.      Recognition of Visitors and Opportunity for Public Comment
  - A.    Mr. Akens and Mr. Martin – Stone Hill Village Phase 3B-1 Final Land Development Plan
  - B.    Mr. Brandt, Ms. Scott, and Mr. Yeager – Annville Free Library Request for Municipal Sponsorship and Letter of Interest for Keystone Library Grant
  - C.    Mr. Horstmann – Proposed Resolution No. 20191203-1 – Township Authority Acting as a Conduit for Tax-Exempt Financing for Lebanon Valley College
- IV.      Approval of Minutes
  - A.    November 6, 2019 Regular Meeting
  - B.    November 13, 2019 Public Hearing
- 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.    Historic Architectural Review Board (HARB)
  - D.    Wage & Salary
  - E.    Municipal Separate Storm Sewer System (MS4)
  - F.    Greater Lebanon Refuse Authority (GLRA)
  - G.    Fire Department
- VII.     Old Business
  - A.    Emergency Medical Services (EMS)
  - B.    Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
  - C.    Proposed Ordinance No. 674 – 2020 Tax Levy and Appropriations

- VIII. New Business
  - A. Christmas Tree Collection Dates
  - B. 2019-2020 Human Society of Lebanon County Stray Housing Agreement
  - C. Distribution of Projected 2019 Year-End Surplus
  - D. Cancellation of Adjourned Meeting
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
December 3, 2019**

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on December 3, 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; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Philip Snavelly, Chief of the Union Hose Company (UHC); Armin Rudd, Maple Street; Conrad "Mike" Liles, Clarissa Zimmerman, and Joseph Zimmerman, North Railroad Street; Anthony C. Perrotto, Walnut Street; Dean Wolfe, West Main Street; Scott Akens, Akens Engineering; Martin Brandt, Carolyn Scott, and Frank Yeager, Annville Free Library (AFL) Board of Directors; Shawn Curtin, Lebanon Valley College (LVC) Vice President of Finance and Administration; Timothy Horstmann, McNees Wallace & Nurick; Eugene Martin, Stone Hill Village; and Meagan Hart, Lionel Landry, Sara Talamora, and one unidentified person, students from LVC.

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:

**Stone Hill Village Phase 3B-1 Final Land Development Plan:** President Moore noted that Mr. Akens and Mr. Martin were listed on the agenda and were present to answer any questions the Board might have pertaining to the proposed final land development plan for Phase 3B-1 of Stone Hill Village. Mr. Akens provided a brief overview of proposed Phase 3B-1, noting it represented 18 units in four buildings and the construction of two stormwater basins. He also indicated the Planning Commission had recommended contingent approval be granted for this final plan. Mr. Hoover inquired about the access for emergency personnel and Mr. Akens indicated this would be addressed via a temporary stone road to the existing street in Stone Hill Park that eventually linked to West Main Street. Mr. Embich asked about stormwater being regulated per the National Pollutant Discharge Elimination System (NPDES) permit and Mr. Akens confirmed the NPDES permit was for construction and pertained to all of Phase 3B. Noting the plan indicated there would be no onstreet parking, Mr. Hoover asked how many spaces each unit would have. Mr. Akens indicated each unit would have two spaces, made up of either a garage and driveway or other offstreet parking spaces. With no further comments or questions noted and at the recommendation of the Planning Commission, **MOTION** by Ms. Zimmerman, second by Mr. Embich to approve the final land development plan submitted for Phase 3B-1 of Stone Hill Village contingent upon all items in the Township Engineer's November 8, 2019 review letter being satisfactorily addressed and obtaining the necessary signatures. Motion carried unanimously and Mr. Akens and Mr. Martin left the meeting at 7:07 PM.

**Annville Free Library Request for Municipal Sponsorship Letter of Interest for Keystone Library Grant:** President Moore noted that Mr. Brandt, Ms. Scott, and Mr. Yeager of the AFL Board of Directors were listed on the agenda and they were asked they to share their comments with the Board. On behalf of the AFL, Mr. Brandt requested that the Township serve as the

municipal sponsor for a non-binding letter of interest for a Keystone Library Grant the AFL was considering to fund improvements. He noted the deadline for submitting such letter was December 20, 2019. **MOTION** by Mr. Lively, second by Mr. Embich to endorse the non-binding letter of interest for the Keystone Library Grant application with any necessary details to be worked out prior to the application deadline. The motion was then opened for discussion. Noting the grant request was \$750,000 and total estimated project costs were \$1,700,000, Mr. Embich asked how the AFL would address any cost overruns. Mr. Brandt indicated the plan was to divide the project into phases so that cost cutting measures could be employed if necessary. Ms. Scott shared that the letter of interest was a new step in the Keystone Library Grant process and, while stressing the letter of interest was non-binding, she noted the AFL could not submit an application by the April 10, 2020 application deadline without first submitting a letter of interest with a municipal sponsor. With no further comments or questions noted the motion was voted upon and carried unanimously and Mr. Brandt, Ms. Scott, and Mr. Yeager left the meeting at 7:12 PM.

**Resolution No. 20191203-1 – Township Authority Acting as a Conduit for Tax-Exempt Financing for Lebanon Valley College:** President Moore noted that Mr. Horstmann was listed on the agenda and he was asked to share his comments with the Board. Mr. Horstmann noted he was serving as bond counsel for LVC and the college had approached the Annville Township Authority requesting the latter serve as a conduit for tax-exempt financing in the amount of \$42,000,000 for LVC's refinancing of previously-issued notes and bonds. Mr. Horstman indicated the Township Authority was amenable to this and had taken the required actions at its meeting the prior week. He then presented a proposed resolution requiring approval by the Board of Commissioners if the Township Authority was to act as a conduit for tax-exempt financing for the college. It was also noted that doing so would not create any liability for either the Township or the Township Authority and that Mr. Lamoureux had reviewed the necessary documents in detail and he was comfortable with them. Mr. Embich asked about the timing of the required hearing and Mr. Horstmann indicated it occurred at the beginning of the prior week's Township Authority meeting. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution 20191203-1 as presented, granting authorization for (1) the Authority to act as a conduit for tax-exempt financing for Lebanon Valley College as described therein and (2) the appropriate Township officials to act on behalf of the Board in this matter, where necessary. Motion carried unanimously with each of the five Commissioners voting in favor of it and a copy of this resolution is attached hereto and made a part of these minutes. Mr. Curtin and Mr. Horstmann left the meeting at 7:16 PM.

**Resolution No. 20191203-2 – Extending Recognition and Appreciation to Joann F. Zimmerman:** It was noted this was the final meeting in which Joann F. Zimmerman would be serving as a Township Commissioner. Mr. Yingst read aloud proposed Resolution No. 20191203-2, extending recognition and appreciation to her for her years of service to the Township, and then presented a framed original of the resolution to her as well as a plaque from the Pennsylvania State Association of Township Commissioners recognizing her twelve years of service on the Board. **MOTION** by Mr. Lively, second by Mr. Embich to adopt Resolution No. 20191203-2, extending recognition and appreciation to Joann F. Zimmerman for her years of service to the community as a Township Commissioner. Motion carried by a vote of four to zero with President Moore, Mr. Lively, Mr. Embich, and Mr. Hoover voting in favor of the motion and Ms. Zimmerman abstaining. A copy of this resolution is attached hereto and made a part of these minutes.

RESOLUTION NO. 2019/203-1

BOARD OF COMMISSIONERS  
TOWNSHIP OF ANNVILLE  
Lebanon County, Pennsylvania

Adopted: December 3, 2019

APPROVING IN ACCORDANCE WITH SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, A PLAN OF FINANCING OF THE ANNVILLE TOWNSHIP AUTHORITY; DECLARING THAT IT IS DESIRABLE FOR THE HEALTH, SAFETY AND WELFARE OF THE PEOPLE IN THE AREA SERVED BY SUCH PROJECT TO HAVE THE PROJECT FINANCED THROUGH THE ANNVILLE TOWNSHIP AUTHORITY; AND AUTHORIZING OTHER NECESSARY AND APPROPRIATE ACTION.

**WHEREAS**, the Annville Township Authority (the “**Authority**”) is a municipality authority organized and existing under the Pennsylvania Municipality Authorities Act, 53 Pa. Cons. Stat. §§5601-5623, as amended (the “**Act**”) by the Township of Annville, Lebanon County, Pennsylvania (the “**Township**”); and

**WHEREAS**, the Act vests the Authority, *inter alia*, with power of acquiring, holding, constructing, financing, improving, maintaining and operating, owning, leasing, either in the capacity of lessor or lessee, buildings and facilities for private, nonprofit, nonsectarian, nondenominational colleges and universities, state-related universities and community colleges, which it determines to be “eligible educational institutions” under the Act, provided that such buildings and facilities are approved by the governing body of the organizing municipality or municipalities; and

**WHEREAS**, the Authority has previously determined Lebanon Valley College, a Pennsylvania nonprofit, nonsectarian, nondenominational corporation (the “**College**”), to be an “eligible educational institution” under the Act and confirms such determination; and

**WHEREAS**, the Authority has previously issued, for the benefit of the College: (i) its College Revenue Note (Lebanon Valley College Project), Series A of 2004, as amended (the “**2004A Note**”); (ii) its College Revenue Note (Lebanon Valley College Project), Series of 2007, as amended (the “**2007 Note**”); (iii) its College Revenue Note (Lebanon Valley College Project), Series of 2008, as amended (the “**2008 Note**”); (iv) its College Revenue Note (Lebanon Valley College Project), Series of 2009, as amended (the “**2009 Note**”); (v) its College Revenue Note (Lebanon Valley College Project), Series of 2010, as amended (the “**2010 Note**”); (vi) its College Revenue Note (Lebanon Valley College Project), Series of 2013 (the “**2013 Note**”); (vii) its College Revenue Bond (Lebanon Valley College Project), Series A of 2016 (the “**2016A Bond**”); and (viii) its College Revenue Bond (Lebanon Valley College Project), Series B of 2016 (the “**2016B Bond**”, and together with the 2004A Note, the 2007

Note, the 2008 Note, the 2009 Note, the 2010 Note, the 2013 Note, and the 2016A Bond, the “College Obligations”); and

**WHEREAS**, the College has requested the Authority to assist in the financing of the costs of a project for the College (the “**Project**”), consisting of: (i) the current refunding of the outstanding College Obligations; (ii) the termination of one or more interest rate swaps entered into by the College in connection with certain of the College Obligations, and the payment of any related termination payments due in connection therewith; and (iii) the payment of all or a portion of the costs and expenses related to the issuance of the 2019 Bond (hereafter defined); and

**WHEREAS**, the College has presented to the Authority a plan of financing for the Project that contemplates the issuance by the Authority of one or more series of tax-exempt bonds, payable solely and exclusively from the income and revenues derived by the Authority from its financing of the Project, in the maximum principal amount of \$42,000,000 (the “**2019 Bond**”), and the lending of the proceeds of the 2019 Bond by the Authority to the College for use by the College for financing the Project; and

**WHEREAS**, the Act provides that none of the powers granted thereby shall be exercised in the construction, financing, improvement, maintenance, extension or operation of any project or projects which in whole or in part shall duplicate or compete with existing enterprises serving substantially the same purposes; and

**WHEREAS**, the Act further provides that the foregoing limitation shall not apply to school building projects and facilities to be leased, or financed with loans to, private, nonprofit, nonsectarian, nondenominational colleges and universities, state-related universities and community colleges, if each municipality organizing the Authority declares that it is desirable for the health, safety and welfare of the people in the area served by such facilities to have such facilities provided by, or financed through, an authority; and

**WHEREAS**, pursuant to the Internal Revenue Code of 1986, as amended (the “**Code**”), all bonds or notes issued by the Authority, such as the 2019 Bond, must be approved by the “applicable elected representative” of the governmental unit on behalf of which the Authority issues such bonds or notes, and of the governmental unit(s) in which the project is located, after a public hearing following reasonable public notice; and

**WHEREAS**, the project facilities being refinanced with the proceeds of the 2019 Bond are located entirely on the campus of the College, situate entirely in the Township, and having a mailing address of 101 College Avenue, Annville, PA 17003; and

**WHEREAS**, the Board of Commissioners of the Township (the “**Board**”) desires to authorize and direct its President, or in his absence, any other member of the Board to act on its behalf as such “applicable elected representative”; and

**WHEREAS**, the Authority conducted a public hearing on November 26, 2019 (the “**TEFRA Hearing**”) on behalf of itself, as the issuer of the 2019 Bond, and on behalf of

the Township, where the project facilities are located and as the governmental unit on behalf of which the Authority acts, as required by and in accordance with Section 147(f) of the Code; and

**WHEREAS**, minutes of the TEFRA Hearing were taken and a transcript thereof has been provided to the Board and incorporated in the records of the Township in order for the Township to issue its approval of the 2019 Bond as required by the Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board, as follows:

**Section 1.** The Authority's undertaking of the Project is hereby approved, it being understood that such approval shall not, directly or indirectly, obligate the taxing power of the Township or otherwise obligate the Township in any way whatsoever, and is given for the sole purpose of complying with the provisions of the Act relating to the undertaking of the financing of the Project by the Authority.

**Section 2.** It is hereby declared that it is desirable for the health, safety and welfare of the people in the area served by the College to have the Project financed through the Authority and the Authority is hereby requested to undertake the financing of the Project for the benefit of the College.

**Section 3.** Pursuant to Section 147(f) of the Code the Board hereby authorizes the approval of the issuance of the 2019 Bond proposed by the Authority, and the Board hereby empowers, authorizes and directs its President, or in his absence, any of its members, to execute and deliver the approval of "applicable elected representative" in the form attached hereto as Exhibit A; *provided*, that, such approval shall be delivered only following a public hearing, to be held by the Township or its representative appointed for such purpose, which follows reasonable public notice, with respect to the Project (described on such approval).

**Section 4.** The Board hereby acknowledges the undertaking by the Authority of the TEFRA Hearing on behalf of itself, as the issuer of the 2019 Bond, and on behalf of the Township, where the project facilities are located and as the governmental unit on behalf of which the Authority acts. The Board hereby acknowledges and confirms that a transcript of the TEFRA Hearing was provided to this Board for the record.

**Section 5.** The Board intends that this resolution and the subsequent execution and delivery of the approval of "applicable elected representative" by any Commissioner of the Township shall constitute the governmental unit approval required by Section 147(f) of the Code. Such approval shall be limited in effect and operation to the extent, and only to the extent, required by Section 147(f) of the Code.

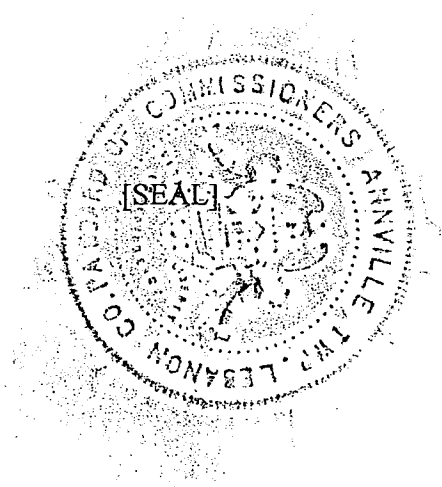
**Section 6.** Under this arrangement there exists no liability whatsoever, financially or otherwise, on the part of the Township in passing this Resolution.

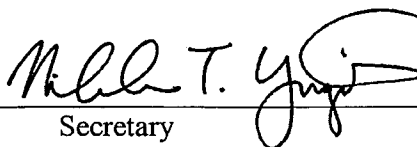
**Section 7.** All resolutions or parts of resolutions inconsistent herewith are hereby rescinded, canceled and annulled.

### SECRETARY'S CERTIFICATE

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly adopted by the affirmative vote of a majority of the members of the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania (the "Township"), at a public meeting held the 3rd day of December, 2019; that proper notice of such meeting was duly given as required by law; and that said Resolution has been duly entered upon the Minutes of the Board of Commissioners, showing how each member voted thereon.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Township this 3rd day of December, 2019.



  
Secretary



**EXHIBIT A**  
**CHIEF ELECTED OFFICIAL'S CERTIFICATE OF APPROVAL**  
**RELATIVE TO THE APPROVAL OF THE ISSUANCE OF THE**  
**COLLEGE REVENUE BOND, SERIES OF 2019**  
**(LEBANON VALLEY COLLEGE PROJECT)**  
**BY THE ANNVILLE TOWNSHIP AUTHORITY**

(attached)

**CHIEF ELECTED OFFICIAL'S CERTIFICATE OF APPROVAL  
RELATIVE TO THE APPROVAL OF THE ISSUANCE OF THE  
COLLEGE REVENUE BOND, SERIES OF 2019  
(LEBANON VALLEY COLLEGE PROJECT)  
BY THE ANNVILLE TOWNSHIP AUTHORITY**

The undersigned, as President of the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania (the "**Township**"), having been designated and empowered to approve the issuance of the above described bonds to finance the costs of a certain project more fully described below, pursuant to a resolution of the Board of Commissioners dated December 3, 2019, hereby represents that: (1) a summary of a Public Hearing held by the Annville Township Authority (the "**Authority**") on November 26, 2019 pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "**Code**"), has been submitted to the undersigned; (2) the Authority has represented to the undersigned that it has approved the above described bond (the "**2019 Bond**") at a meeting held in accordance with the provisions of the laws of the Commonwealth of Pennsylvania; and (3) the undersigned is the elected representative designated by law to execute this approval.

NOW BE IT KNOWN TO ALL PERSONS that as the applicable elected representative of the Township of Annville, Lebanon County, Pennsylvania, on behalf of which the 2019 Bond is issued through the Authority, the undersigned hereby approves pursuant to Section 147(f) of the Code the tax-exempt 2019 Bond proposed by the Authority as follows:

**A. Description of the Projects to be Refinanced:** The proceeds of the 2019 Bond are expected to be loaned to Lebanon Valley College (the "**College**") and applied to a project consisting of the current refunding of (i) the Authority's College Revenue Note (Lebanon Valley College Project), Series A of 2004 (the "**2004A Note**"); (ii) its College Revenue Note (Lebanon Valley College Project), Series of 2007 (the "**2007 Note**"); (iii) its College Revenue Note (Lebanon Valley College Project), Series of 2008 (the "**2008 Note**"); (iv) its College Revenue Note (Lebanon Valley College Project), Series of 2009 (the "**2009 Note**"); (v) its College Revenue Note (Lebanon Valley College Project), Series of 2010 (the "**2010 Note**"); (vi) its College Revenue Note (Lebanon Valley College Project), Series of 2013 (the "**2013 Note**"); (vii) its College Revenue Bond (Lebanon Valley College Project), Series A of 2016 (the "**2016A Bond**"); and (viii) its College Revenue Bond (Lebanon Valley College Project), Series B of 2016 (the "**2016B Bond**") ((i) through (viii), the "**College Obligations**"). The College may also use proceeds of the 2019 Bond to pay all or a portion of the costs of issuance of the 2019 Bond.

The proceeds of the 2004A Note were applied to the financing of the following:

- the refunding of the College's General Obligation Note, Series of 1997, which financed a portion of the costs of land acquisition and land development for athletic fields;
- the completion of substantial renovations, reconstruction and capital additions to the College's existing Garber Science Center and Lynch Memorial Hall, construction of a new gymnasium on the College's campus, the acquisition of equipment for, and other renovations and capital additions to the College campus; and

- the payment of costs and expenses of issuing the 2004A Note.

The proceeds of the 2007 Note were applied to the financing of the following:

- the construction of a new residence hall and related capital acquisitions and improvements; and
- the payment of costs and expenses of issuing the 2007 Note.

The proceeds of the 2008 Note were applied to the financing of the following:

- the construction of a new residence hall and related infrastructure and improvements, including but not limited to, a water system pump building;
- the refunding of the Authority's outstanding Revenue Note (Lebanon Valley College Project), Series of 1999, which financed (i) the refunding of the Dauphin County General Authority's outstanding College Revenue Bonds, Second Series of 1993 (Lebanon Valley College Project), which financed the acquisition and renovation of certain buildings adjacent to the campus of the College for use as student housing, certain capital improvements of and to the campus, facilities and buildings of the College, the funding of certain necessary funds and reserves, and the payment of certain issuance costs; (ii) a portion of the costs of certain building acquisition and construction projects on and adjacent to the campus of the College; and (iii) the payment of certain issuance costs
- the refunding of the Authority's outstanding Revenue Note (Lebanon Valley College Project), Series of 2001 (the "2001 Note"), which financed (i) the construction of a new student residence hall of approximately 72 beds at the corner of the College campus adjacent to Sheridan Avenue and North Railroad Streets, together with an auxiliary student center of approximately 4000 square feet, (ii) the construction of a parking lot of approximately 300 parking spaces on the College campus, (iii) the paving of an existing parking lot on the College campus, (iv) the acquisition of new telecommunication equipment and installation thereof in existing buildings and structures on the College campus, (v) the capitalization of interest, and (vi) the payment of certain issuance costs; and
- the payment of costs and expenses of issuing the 2008 Note.

The proceeds of the 2009 Note were applied to the financing of the following:

- the refunding of a portion of the 2004A Note;
- the refunding of the Authority's College Revenue Note (Lebanon Valley College Project), Series B of 2004, which financed (i) the refunding of the Authority's College Revenue Note, Series of 2002 (Lebanon Valley College Project), which financed substantial renovations, reconstruction and capital additions to the College's existing Garber Science Center and Lynch Memorial Hall; and (ii) the construction of a new

gymnasium on the College's campus, the acquisition of equipment for, and other renovations and capital additions to the College campus;

- the refunding of the Pennsylvania Higher Education Facilities Authority Revenue Bonds (Association of Independent Colleges and Universities of Pennsylvania Financing Program (Lebanon Valley College Project), Series 1999 D3, which financed the construction, furnishing and equipping of a residence hall and certain additional miscellaneous capital expenditures; and
- the payment of costs and expenses of issuing the 2009 Note.

The proceeds of the 2010 Note were applied to the financing of the following:

- the construction, renovation, improvement, alteration, equipping and/or furnishing of the Allen J. Mund College Center, as well as various other capital additions to certain portions of the College facilities; and
- the payment of costs and expenses of issuing the 2010 Note.

The proceeds of the 2013 Note were applied to the financing of the following:

- the refunding of the Authority's College Revenue Note (Lebanon Valley College Project), Series of 2005, which financed (i) the refunding of the Authority's College Revenue Note, Series of 1998 (Lebanon Valley College Project), which financed (A) the refunding of the Dauphin County General Authority's Revenue Bonds, Series of 1993 (Lebanon Valley College Project), which financed certain renovations and additions to the College's campus and the refunding of the Authority's College Revenue Bonds, Series of 1989 (Lebanon Valley College Project), which financed the construction and renovation of certain buildings and the acquisition of certain equipment; and (ii) the refunding of a portion of the Authority's 2001 Note; and
- the payment of costs and expense of issuing the 2013 Note.

The proceeds of the 2016A Bond and 2016B Bond were applied to the financing of the following:

- the design, construction, furnishing and equipping of an approximately 55,000 square foot facility, to be known as the Jeanne and Edward H. Arnold Health Professions Pavilion; and
- the payment of the costs and expenses of issuing the 2016A Bond and 2016B Bond.


**B. Maximum Stated Principal Amount of Issue:** \$42,000,000, all of which is allocated to refinance projects located in Lebanon County, Pennsylvania

**C. Project Owner and User:** Lebanon Valley College, a Pennsylvania non-profit corporation.

**D. Location of Projects Originally Financed by the College Obligations:** The project facilities described in Paragraph A above being refinanced with the proceeds of the 2019 Bond are located entirely on the campus or adjacent to the campus of the College, situate in the Township of Annville, Lebanon County, Pennsylvania and having a mailing address of 101 College Avenue, Annville, PA 17003.

The approval hereby granted is limited in operation and effect to the extent, and only to the extent, required by Section 147(f) of the Code and the regulations promulgated with respect thereto, and shall not create any liability or obligation on the part of the Township.

Date: December 3, 2019

By:   
President, Board of Commissioners  
Township of Annville,  
Lebanon County, Pennsylvania

**RESOLUTION NO. 20191203-2**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
EXTENDING RECOGNITION AND APPRECIATION TO JOANN F. ZIMMERMAN  
FOR HER SERVICE TO ANNVILLE TOWNSHIP**

**WHEREAS**, Joann F. Zimmerman, being first elected to the office of Township Commissioner by the citizens of Annville Township in November 1999, served in that public office from 2000 through 2007, and later from 2016 through the present; and

**WHEREAS**, Ms. Zimmerman was the first, and to date is the only, woman elected to the office of Township Commissioner in the history of Annville Township; and

**WHEREAS**, Ms. Zimmerman has served the citizens of Annville Township with integrity, diligence, faithfulness, fairness, determination, and civic mindedness; and

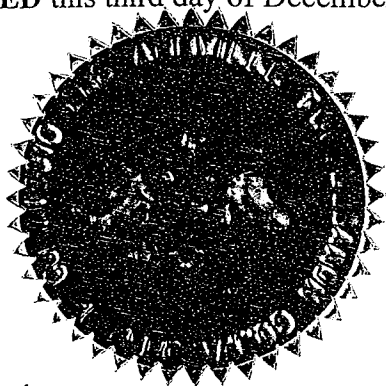
**WHEREAS**, Ms. Zimmerman was a consistent champion for the citizens of Annville Township, giving special attention to public safety and community beautification; and


**WHEREAS**, Ms. Zimmerman's oversight of municipal functions during her years on the Board of Commissioners included the Sewer Department, Township streetlighting, and Township property, as well as serving as liaison for community activity organizations, the Planning Commission, the Zoning Hearing Board, and the Fire Department; and

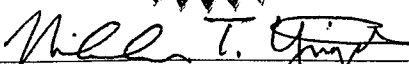
**WHEREAS**, Ms. Zimmerman has chosen not to run for reelection as a Township Commissioner and this is her final meeting as a member of the Annville Township Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that Joann F. Zimmerman be recognized and appreciated for her positive and lasting impact upon the Annville community.

**ADOPTED** this third day of December, 2019.



  
\_\_\_\_\_  
Rex A. Moore, President

Attest:   
\_\_\_\_\_  
Nicholas T. Yingst, Secretary

No further comments were noted from those in attendance.

**APPROVAL OF MINUTES:**

**November 6, 2019 Regular Meeting:** MOTION by Mr. Lively, second by Mr. Hoover to approve the minutes of the Regular Meeting held November 6, 2019 as presented. Motion carried unanimously.

**November 13, 2019 Public Hearing:** MOTION by Mr. Lively, second by Mr. Hoover to approve the minutes of the Public Hearing held November 13, 2019 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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

Dewatering Project Loan Requisition No. 5: At the recommendation of the Township Authority, MOTION by Mr. Embich, second by Mr. Lively to (1) authorize Requisition No. 5 from the dewatering project loan to the dewatering account in the amount of \$55,976 and (2) authorize payment from the dewatering account to Sherwood Logan & Associates, Inc. in the amount of \$55,976, this amount being equal to the cost of the control panel less accumulated project retainage. Motion carried unanimously.

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

Police Coverage in South Annville Township: Chief Dugan distributed and briefly reviewed a report on the volume of calls the Police Department responded to in South Annville Township during the past month.

Authorization of Handicapped Parking Space on West Queen Street: Noting a request was received for same, MOTION by Ms. Zimmerman, second by Mr. Lively to (1) authorize the painting of and installation of appropriate signage for a handicapped parking space at 402 West Queen Street and (2) instruct the Township Administrator to memorialize this action in an upcoming omnibus ordinance. Motion carried unanimously.

**Property:** Ms. Zimmerman reported that Mr. Yingst would begin to work on seeking proposals for the second half of the Town Hall window replacement project sometime after the adoption of the 2020 budget.

**Parks & Recreation:** The following item was addressed:

Grant Funding for Streambank Repairs: Mr. Yingst reported the streambank repair project was completed by the contractor two weeks prior and the final inspections have been completed with no issues noted. He further noted he will shortly be processing the necessary payment and grant

## ***ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.***

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### **WORK DONE FOR NOVEMBER 2019**

- (1)    **D/T LIGHTS**                      We repaired 3 st light.
- (2)    **ST SIGNS**                      We will start on signs again weather permitting after  
leaves are done
- (3)    **DUMPSTERS**                      Wed and Sat dumpsters are finished.
- (4)    **LEAF PICKING**                      We spent the following time leaf picking  
S Annaville 10 hrs. and 14 ton  
Cleona was 32 hrs. and 13.5 ton  
Annaville 59 hrs. and 20 ton  
We will stop picking leaves around mid-December weather permitting.
- (5)    **FOUNTAIN**                      Fountain has been drained for the year
- (6)    **BLACKTOP**                      All roads are finished Hoffer Paving did a good job.

Respectfully Submitted  
Les Powell



# Annville Township Police Department

## MONTHLY REPORT NOVEMBER 2019

Total Calls by Call Type From: 11/1/2019 - 11/28/2019

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	105
AMBULANCE CALL	32
TRAFFIC ENFORCEMENT - CITATION	22
TRAFFIC ENFORCEMENT - WARNING	14
ASSIST OTHER POLICE	12
DRIVING COMPLAINT	9
ACCIDENT, NON-REPORTABLE	7
ACCIDENT, REPORTABLE	7
ALARMS	6
DOG COMPLAINT	5
FIRE CALL	5
LOST & FOUND	5
MISCELLANEOUS	5
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	5
SUSPICIOUS PERSON	4
UNDERAGE DRINKING	4
ABANDONED VEHICLE ORDINANCE	3
ABANDONED VEHICLE	3
BACKGROUND INVESTIGATION	3
BURNING - COMPLAINT	3
CHECK ON WELL BEING	3
CIVIL MATTER	3
DOMESTIC DISPUTE	3
HARASSMENT	3
JUVENILE COMPLAINT	3
NEIGHBORHOOD DISPUTE	3
PARKING COMPLAINT	3
SUSPICIOUS ACTIVITY	3
THEFT - UNLAWFUL TAKING	3
TRAFFIC HAZARD	3
ACCIDENT, HIT & RUN	2
ASSIST MOTORIST	2
ASSIST OTHER AGENCY	2
DUI ACCIDENT	2
FOOT PATROL - POLICE	2
NOISE COMPLAINT	2
NOISE ORDINANCE	2
PARKING- GENERAL INFO	2
POLICE INFORMATION	2
PUBLIC DRUNKENNESS	2
THEFT - DECEPTION	2
TREE DOWN	2
911 HANGUP	1
ADMINISTRATIVE FINGERPRINTING	1

ANIMAL - MISSING	1
ANIMAL COMPLAINT	1
ASSEMBLY/DEMONSTRATION	1
CHILD CUSTODY	1
CRIMINAL MISCHIEF	1
DISABLED VEHICLE	1
DISORDERLY CONDUCT	1
DRUG VIOLATION	1
DUMPSTER	1
FIREWORKS COMPLAINT	1
FRAUD	1
GENERAL INVESTIGATION	1
HOUSE CHECK REQUEST	1
PARKING TRAILER, ETC.	1
PFA ORDER	1
SUSPICIOUS VEHICLE	1
TRAFFIC CONTROL - OTHER	1
TRAFFIC DETAIL	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
UNAUTHORIZED USE OF MOTOR VEHICLE	1
WARRANT	1
WIRES DOWN	1

**Total Calls: 337**



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
NOVEMBER 2019



• CALLS FOR SERVICE	337
• ORDINANCE VIOLATIONS	
1. PARKING	3
2. DOG	5
3. NOISE	2
4. ANIMAL	1
5. ABANDONED VEHICLE	3
6. DUMPING	1
7. BURNING	3
8. DRIVING	9
• CRIMINAL ARRESTS	09
○ ADULT	09
○ JUVENILE	00

ANNVILLE ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	22	- 100 North Railroad Street
• TOTAL TRAFFIC WARNINGS	14	- 1047 East Main Street
• TOTAL NON-TRAFFIC CITATIONS	06	- 1 <sup>st</sup> Block N. Killinger Street
• TOTAL VEHICLE ACCIDENTS	16	- 2 West Main Street
○ REPORTABLE	07	- 337 West Queen Street
○ NON-REPORTABLE	07	- 400 West Main Street
○ HIT & RUN	02	- 400 East Main Street
• PARKING TICKETS ISSUED	105	- 700 Block West Main Street
		- Main Street & College Avenue
		- Main & Zeigler Streets
		- North College & East Lebanon St.
		- 120 Heisey Road

SOUTH ANNVILLE LOCATIONS

- 1151 Louser Road
- 800 Block Mount Wilson Road
- 800 Block South Spruce Street

reimbursement paperwork, anticipating reimbursement will be received in 2020. He concluded by noting the impressions of the completed project were extremely positive and at the recommendation of the Township Engineer, **MOTION** by Mr. Hoover, second by Mr. Embich to authorize (1) approval and execution by the Township Administrator of the substantial completion form for this project, (2) approval and execution by the Township Administrator of Payment Application No. 1 for final payment to Flyway Excavating in the amount of \$28,700 for this project, (3) approval of Change Order No. 1 in the amount of \$1,605 for additional rip rap costs incurred by Flyway Excavating contingent upon its approval by the Department of Environmental Protection Engineer and payment to Flyway Excavating for the Change Order amount upon receiving payment for same from the State, and (4) completion and submission of any necessary documentation by the appropriate Township officials to closeout this project. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for November, highlighting the total income and expenses for the eleventh month of 2019. A copy of the report is attached hereto and made a part of these minutes. Mr. Hoover inquired about General Fund Check No. 16543 in the amount of \$28,864.97 to First Citizens Community Bank and Mr. Yingst indicated this pertained to the second required payment during the year for the Annville Center loan.

Clarissa and Joseph Zimmerman left the meeting at 7:30 PM.

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

**Annville Activities:** Mr. Yingst reported that Santa will be arriving by fire truck at the Allen Theatre on December 7, 2019 at 9 AM and the annual Township Christmas tree lighting will be at 6 PM later that same day, with Washington Band performing before both events. As the Township donated this year's Christmas tree in honor of Carl and Mary Jane Gacono, he passed along a request from the event organizers that a Township representative share some remarks honoring the Gaconos impact on the Township at the tree lighting. After some discussion, Mr. Yingst indicated he would be happy to represent the Board at this event.

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

#### **REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Mr. Yingst reported that no Executive Sessions were held since the adjournment of the November Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss potential litigation.

**Planning Commission:** Ms. Zimmerman reported the Planning Commission met on November 11, 2019 and the draft minutes from that meeting were previously distributed to the Township Commissioners. It was further noted that the December 9, 2019 Planning Commission meeting had been cancelled due to a lack of business.

## Permits Report

Month of November 2019

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u></u>	<u></u>
Excavator Licenses issued	<u></u>	<u></u>
Total Curb/Sidewalk Permit Fees Collected		<u></u>
Total Street Cut Permit Fees Collected		<u>\$ 1,000.00</u>
Total Tapping Fees Collected		<u>\$ 4,200.00</u>

### Tapping Fees

North Annville Township	\$4,200.00
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### Building Permits

#36-19	Kiet Pham	Add to a Structure
#37-19	Kathryn Holotyak	Other

### Curb/Sidewalk Permits

#### Street-Cut Permits

#19-49	38 N. King St.	UGI	Replace gas service
#19-50	207 S. Lancaster St.	UGI	Replace gas service
#19-51	209 S. Lancaster St.	UGI	Replace gas service
#19-52	211 S. Lancaster St.	UGI	Replace gas service
#19-53	221 S. Lancaster St.	UGI	Replace gas service

### Burn Permit

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for November 2019, a copy of which is attached hereto and made a part of these minutes.

**Wage & Salary:** The Wage & Salary Committee minutes from its October 22, 2019 meeting were reviewed by the Commissioners and the following Committee recommendations on 2020 budget matters were then addressed:

**Non-Uniformed Employee Benefits for 2020:** It was noted the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2020. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Embich to approve the benefits for non-uniformed employees for 2020 as presented. Motion carried unanimously and the listing of 2020 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

**Merit Increase for Joseph Viozzi:** At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Embich, second by Mr. Hoover to authorize a \$1.50 per hour merit raise to Joseph Viozzi effective January 1, 2020. Motion carried unanimously.

**Wage and Salary Adjustments for 2020:** It was noted the Wage & Salary Committee recommended all employees not covered by a collective bargaining agreement (CBA) be given a 2% across-the-board wage and salary increase effective January 1, 2020. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Hoover, second by Ms. Zimmerman to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase for employees not covered by a CBA, effective January 1, 2020 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2020 is attached hereto and made a part of these minutes.

**Revision to Employee Handbook Pertaining to Sharing of Insurance Premium Costs by Employees:** At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Hoover to revise the employee handbook, effective January 1, 2020, to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 4% of the premium cost as a payroll deduction. Motion carried unanimously.

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for November 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 November 2019, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** The Board noted the receipt of the November 2019 Fire Chief's Report and Monthly Statistical Report for the UHC. Chief Snively noted it had been a quiet month for the Fire Department and thanked the Board for its continued support.

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

T. Embich reports: 12-03-2019 BOC

Thomas Embich

Agenda Items: VI – C, E, & F

Date: December 03, 2019 for Meeting of December 03, 2019

## **Item VI-C HISTORIC ARCHITECTURAL REVIEW BOARD**

### **1. No meeting in November.**

**ACTION: None required.**

## **Item VI-E MS4 & Stormwater management**

1. The November 19, 2019 meeting for the Lebanon County Stormwater Consortium addressed approval of bills; a review of grant updates and project proposals, and proposed meeting dates on the third Tuesday, 10:00 AM, unless there is a conflict with a holiday or Supervisors conference. The December 17 meeting was cancelled.
2. Next LCSC meeting is slated for January 21, 2020 at 1220 Mifflin St, Lebanon at 10AM.
3. The streambank reinforcement project for the Quittapahilla Park has been completed and Mr. Yingst and Mr. Powell distributed pictures.

**ACTION: None required.**

## **ITEM VI-F GLRA (GREATER LEBANON REFUSE AUTHORITY)**

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/>.  
The GLRA meeting on December 02, 2019 will not have an Annville delegate. A potentially major regulatory action is slated to be enacted on Dec. 2 regarding co-mingling of recyclables and trash against GLF (current owner of Lebanon Farms Disposal).
2. The new Executive Director Robert Garner, Jr. was introduced and attendees had opportunity to talk with him at the September meeting/picnic. The December Agenda slates acceptance of the new director and election of Board officers for 2020. Mr. Taylor will officially retire in August 2020, with consulting duties to cover a transition period until then.

**ACTION: None required.**

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**ANNVILLE TOWNSHIP**  
**NON-UNIFORMED EMPLOYEE BENEFITS**  
**2020**

- 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  |

\* This holiday does not apply to any special elections in addition to Primary Election Day and General Election Day; Public Works Department and Police clerical employees may also 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 4% 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 4% of premium cost as a payroll deduction
- C. **Life Insurance**
1. \$20,000 group term life insurance
- IX. **COLA Increase 2020** – 2.0% pay increase effective January 1, 2020.

**ANNVILLE TOWNSHIP  
LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES  
2020**

<u>Employee</u>	<u>Biweekly</u>	<u>Hourly</u>
Bernard Dugan	\$3,281.10	
Nicholas T. Yingst	\$2,577.71	
Leslie J. Powell	\$2,469.55	
Keith Heck		\$24.29
Christopher Koehler		\$20.72
Joseph Viozzi		\$18.40
Cheryl Fischer		\$17.76
James Grumbine		\$17.76
Karen Gerhart		\$17.27
Jason Shaak		\$16.72
Michelle Enterline		\$15.87
Gary Kosh		\$11.67
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, 2019 salary and wage rate on January 1, 2020.

**OLD BUSINESS:**

**Emergency Medical Services (EMS):** Mr. Yingst reported that Life Lion EMS anticipated providing the fully executed EMS contract to him before the end of the month. The following was then addressed:

**Resolution No. 20191203-3 – Designating Basic and Advanced Life Support Service Providers:** Mr. Yingst presented proposed Resolution No. 20191203-3, designating Life Lion EMS as the primary provider for Basic Life Support (BLS) and Advanced Life Support (ALS) services in the Township, effective January 1, 2020. **MOTION** by Mr. Hoover, second by Mr. Lively to (1) adopt Resolution No 20191203-3 as presented and (2) authorize Life Lion to work with the Lebanon County Department of Emergency Services to update the box cards accordingly. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements:** Mr. Yingst reported that the Public Works Director believed the tree at the southeast corner of West Main and South Chestnut Streets would need to be removed to allow for adequate visibility for the flashing pedestrian sign at that location. It was further noted the Public Works Director believed trimming the tree would not address the visibility issue and he had received a quote for removing the tree and grinding the stump for approximately \$1,000. **MOTION** by Mr. Hoover, second by Mr. Embich to authorize (1) the expenditure of approximately \$1,000 for the removal of the tree at the southeast corner of West Main and South Chestnut Streets, (2) the planting of another tree somewhere else in the Township, and (3) contacting the adjacent property owner for consent to have the tree removed. Motion carried unanimously.

**Ordinance No. 674 – 2020 Tax Levy and Appropriations:** Mr. Yingst presented proposed Ordinance No. 674, fixing the 2020 real estate tax rate for general purposes at three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2020. 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 2020 budget. **MOTION** by Mr. Lively, second by Ms. Zimmerman to (1) adopt Ordinance No. 674, fixing the real estate tax rate for the year 2020 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2020, as presented, and (2) authorize advertisement of the adoption of the 2020 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**Road Safety Audit:** Mr. Yingst reported he was contacted by the Lebanon County Planning Department about scheduling the Route 934 Road Safety Audit sometime during the beginning of 2020.

**NEW BUSINESS:**

**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

RESOLUTION NO. 20191203- 3

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
DESIGNATING BASIC AND ADVANCED LIFE SUPPORT SERVICE PROVIDERS  
WITHIN ANNVILLE TOWNSHIP**

**WHEREAS,** the Annville Township Board of Commissioners is responsible for ensuring that emergency medical services are provided within Annville Township as determined appropriate by the Board of Commissioners, pursuant to the First Class Township Code; and

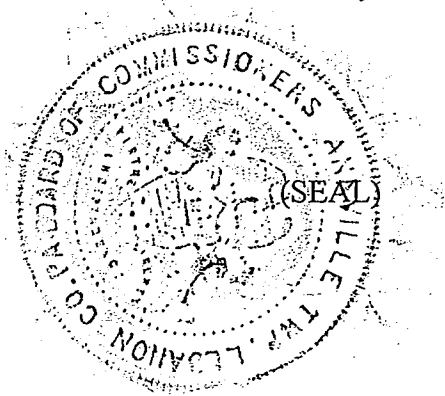
**WHEREAS,** the Annville Township Board of Commissioners has authorized entering into a contract with Life Lion Emergency Medical Services (LLEMS) for Basic Life Support (BLS) and Advanced Life Support (ALS) emergency medical services within Annville Township; and


**WHEREAS,** the Annville Township Board of Commissioners wishes to designate BLS and ALS service providers within Annville Township.

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

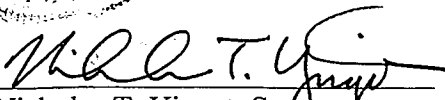
1. LLEMS, an operating division within the Milton S. Hershey Medical Center, 500 University Drive, Hershey, PA 17033, is hereby designated to be the primary BLS service provider and the primary ALS service provider within Annville Township.
2. This designation by the Annville Township Board of Commissioners shall be subject to revocation, revision, or other changes as from time to time are decided by the Annville Township Board of Commissioners at its sole discretion.
3. The enactment of this Resolution is not intended to prohibit the enactment of one or more other Resolutions designating BLS and ALS service providers within Annville Township.
4. This Resolution shall become effective January 1, 2020.

**ADOPTED** this third day of December, 2019.



  
Rex A. Moore, President

Attest:

  
Nicholas T. Yingst, Secretary

**2020 TAX LEVY AND APPROPRIATIONS ORDINANCE**  
**ANNVILLE TOWNSHIP**

**ORDINANCE NO. 674**

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2020 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2020.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Board of Commissioners of the Township of Annvile, 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 2020:

Tax rate for general purposes, the sum of three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation, or the sum of thirty-eight and four-tenths cents (\$0.384) 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 2020 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2020 for the specific purposes set forth on the following pages.

**GENERAL FUND**

Beginning Cash Balance		\$ 490,000
Estimated Revenues		
Taxes	\$ 1,497,499	
Licenses	55,975	
Fines	38,000	
Interest and Rents	10,300	
Intergovernmental Revenue and Grants	135,227	
Fees	399,300	
Miscellaneous	<u>119,000</u>	
Total Estimated Revenues		<u>2,255,301</u>
Total Available for Appropriation		<u>\$ 2,745,301</u>
Estimated Expenditures		
General Government	\$ 188,690	
Public Safety	797,507	
Health and Sanitation	256,360	
Highways	194,022	
Parks and Community	33,600	
Debt Service	66,561	
Employee Benefits, Insurance and Capital Transfers	<u>718,561</u>	
Total Appropriated Expenditures		\$ 2,255,301
Unappropriated Ending Cash Balance		<u>490,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,745,301</u>

**CAPITAL RESERVE FUND**

Beginning Cash Balance		\$ 510,000
Estimated Revenues		
Interest	\$ 6,000	
Grants	182,125	
Transfers from Other Township Funds	<u>134,279</u>	
Total Estimated Revenues		<u>322,404</u>
Total Available for Appropriation		<u>\$ 832,404</u>
Estimated Expenditures		
Municipal Building	<u>\$ 40,000</u>	
Total Appropriated Expenditures		\$ 40,000
Unappropriated Ending Cash Balance		<u>792,404</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 832,404</u>

**LIQUID FUELS FUND**

Beginning Cash Balance		\$	100,000
Estimated Revenues			
Interest	\$	3,000	
State Liquid Fuels Tax Allocation		126,000	
Sale of Material and Equipment		<u>3,000</u>	
Total Estimated Revenues			<u>132,000</u>
Total Available for Appropriation			<u>\$ 232,000</u>
Estimated Expenditures			
Highway Operating Expenses - Road Salt, Signs, Line Painting, Street Lights	\$	74,000	
Repairs and Maintenance - Equipment, Streets, Storm Sewers		<u>49,000</u>	
Total Appropriated Expenditures			\$ 123,000
Unappropriated Ending Cash Balance			<u>109,000</u>
Total Appropriated Expenditures and Ending Cash Balance			<u>\$ 232,000</u>

**SEWER FUND**

Beginning Cash Balance		\$	600,000
Estimated Revenues			
Interest	\$	7,500	
Sewer Rentals		1,700,000	
Fees		248,810	
Miscellaneous		<u>14,000</u>	
Total Estimated Revenues			<u>1,970,310</u>
Total Available for Appropriation			<u>\$ 2,570,310</u>
Estimated Expenditures			
Administration	\$	101,366	
Operations		606,645	
Debt Service		850,965	
Employee Benefits and Insurance		358,840	
Transfers to Other Township Funds		<u>52,494</u>	
Total Appropriated Expenditures			\$ 1,970,310
Unappropriated Ending Cash Balance			<u>600,000</u>
Total Appropriated Expenditures and Ending Cash Balance			<u>\$ 2,570,310</u>

**SEWER CAPITAL FUND**

Beginning Cash Balance		\$	775,000
Estimated Revenues			
Interest	\$	11,000	
Transfers from Other Township Funds		<u>52,494</u>	
Total Estimated Revenues			<u>63,494</u>
Total Available for Appropriation			<u>\$ 838,494</u>
Estimated Expenditures			
Plant Improvements	\$	<u>7,000</u>	
Total Appropriated Expenditures			\$ 7,000
Unappropriated Ending Cash Balance			<u>831,494</u>
Total Appropriated Expenditures and Ending Cash Balance			<u>\$ 838,494</u>

**MS4 FUND**

Beginning Cash Balance		\$	220,000
Estimated Revenues			
Interest	\$	2,000	
MS4 Fees		<u>110,000</u>	
Total Estimated Revenues			<u>112,000</u>
Total Available for Appropriation			<u>\$ 332,000</u>
Estimated Expenditures			
Consortium Costs	\$	97,000	
Engineering and Administration		12,500	
Miscellaneous (Permits, Legal, Other)		<u>2,500</u>	
Total Appropriated Expenditures			\$ 112,000
Unappropriated Ending Cash Balance			<u>220,000</u>
Total Appropriated Expenditures and Ending Cash Balance			<u>\$ 332,000</u>

**ECONOMIC DEVELOPMENT AUTHORITY**

Beginning Cash Balance		\$ 9,000
Estimated Revenues		
Township Contribution	\$ 6,000	
Total Estimated Revenues		<u>6,000</u>
Total Available for Appropriation		<u>\$ 15,000</u>
Estimated Expenditures		
Administration and Insurance	\$ 1,100	
Professional Services	3,000	
Property Expenses	1,900	
Transfers to Other Township Funds	<u>9,000</u>	
Total Appropriated Expenditures		\$ 15,000
Unappropriated Ending Cash Balance		<u>0</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 15,000</u>

**POLICE PENSION FUND**

Beginning Cash Balance		\$ 1,066,000
Estimated Revenues		
Investment Earnings	\$ 53,300	
Transfer from General Fund	<u>115,888</u>	
Total Estimated Revenues		<u>169,188</u>
Total Available for Appropriation		<u>\$ 1,235,188</u>
Estimated Expenditures		
Retirement Benefits	\$ 61,312	
Disability Insurance	3,204	
Administrative Fees	<u>17,137</u>	
Total Appropriated Expenditures		\$ 81,653
Unappropriated Ending Cash Balance		<u>1,153,535</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,235,188</u>

**NON-UNIFORMED EMPLOYEES PENSION FUND**

Beginning Cash Balance		\$ 1,789,000
Estimated Revenues		
Investment Earnings	\$ 89,450	
Transfers from General and Sewer Funds	<u>114,409</u>	
Total Estimated Revenues		<u>203,859</u>
Total Available for Appropriation		<u>\$ 1,992,859</u>
Estimated Expenditures		
Retirement Benefits	\$ 106,872	
Administrative Fees	<u>16,562</u>	
Total Appropriated Expenditures		\$ 123,434
Unappropriated Ending Cash Balance		<u>1,869,425</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,992,859</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, 2020.

ADOPTED THIS 3<sup>rd</sup> day of December, 2019.

Attest:

Nicholas T. Yingst, Secretary

Rex A. Moore, President  
Board of Commissioners

January 10, 2020 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

**2019-2020 Humane Society of Lebanon County Stray Housing Agreement:** Mr. Yingst presented the Board with a stray housing agreement from the Humane Society of Lebanon County for its review and comment. The agreement runs from October 1, 2019 through September 30, 2020 and would charge the Township a flat annual fee of \$100. This fee is based upon the number of unclaimed stray animals picked up in Annville Township and deposited at the Humane Society over the previous fiscal year. **MOTION** by Mr. Lively, second by President Moore to approve the 2019-2020 stray housing agreement with the Humane Society of Lebanon County as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously. Ms. Zimmerman commented on the increased presence of cats throughout the Township and President Moore concurred.

**Distribution of Projected 2020 Year-End Surplus:** Noting that a year-end surplus was projected for the General Fund and the Sewer Fund and at the recommendation of Mr. Yingst, **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize (1) the transfer of \$150,000 from the General Fund to the Capital Reserve Fund and (2) the transfer of \$200,000 from the Sewer Fund to the Sewer Capital Fund. Motion carried unanimously.

**Cancellation of Adjourned Meeting:** Noting the Adjourned Meeting scheduled for December 26, 2019 may not be necessary due to the 2020 budget having already been adopted, **MOTION** by Ms. Zimmerman, second by Mr. Embich to cancel the Adjourned Meeting scheduled for December 26, 2019 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 the \$375 annual cost for this agreement 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. Mr. Embich inquired about the additional service call costs per the agreement and Mr. Yingst indicated these costs were also reimbursed in full by Lebanon County. **MOTION** by Mr. Embich, second by Mr. Lively 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 2020 as presented. Motion carried unanimously.

**Workers' Compensation – UHC:** Mr. Yingst presented the renewal proposal for the UHC workers' compensation policy through the Pennsylvania Department of Labor & Industry State Workers' Insurance Fund (SWIF) for 2020 at an estimated annual premium and assessment of \$12,973. He noted this was a decrease of several thousand dollars from the 2019 rate and was less than what had been budgeted for this specific item in 2020. **MOTION** by Mr. Hoover, second by Ms. Zimmerman to approve the renewal of the UHC workers' compensation policy through SWIF for 2020 as presented. Motion carried unanimously.



**Departing Commissioner Remarks:** Ms. Zimmerman expressed her appreciation to her fellow Commissioners and Township staff for their advice and support during her years on the Board and indicated it was an honor to represent Annville as a Township Commissioner.

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

**Lebanon Valley Conservancy Appeal for 2019:** Mr. Yingst reported a letter was received from the Lebanon Valley Conservancy making an appeal to the Township for an end of year donation. He noted the Township donated \$100 to the Conservancy in 2018 and budgeted the same amount for 2019. **MOTION** by Mr. Embich, second by Mr. Lively to authorize a donation in the amount of \$100 to the Lebanon Valley Conservancy for 2019. Motion carried unanimously.

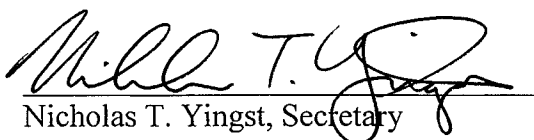
**Letter of Resignation from Township Authority:** Mr. Yingst reported a letter had been received from Anthony C. Perrotto resigning from the Township Authority effective December 31, 2019 due to his recent election to the Board of Commissioners and the incompatibility of the two offices. He further reported the Township Authority was seeking letters of interest from individuals who wished to be considered to fill this vacancy, as well as a vacancy expected in the next few months.

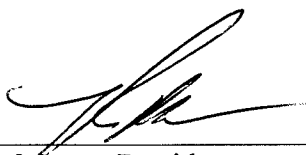
**PAY BILLS:** **MOTION** by President Moore, second by Mr. Lively to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

**RECESS FOR EXECUTIVE SESSION:** President Moore called a recess for an Executive Session and the room was cleared of the public at 8:09 PM. The Regular Meeting was reconvened at 8:35 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

**Securing of 100 North Weaber Street:** Noting the property owner had failed to secure the property at 100 North Weaber Street, despite correspondence instructing her to do so, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the securing of the condemned property at 100 North Weaber Street. Motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by President Moore, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:36 PM.

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President