

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
OCTOBER 15, 2019 SPECIAL MEETING AGENDA**

Announced Visitors: Armin Rudd, Maple Street

- I. Call to Order - 6:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Old Business
 - A. Awarding of Streambank Stabilization Contract
 - B. Additional Fire Department Donation for 2019
 - C. Appointments to the Planning Commission
- V. New Business
- VI. Review of Draft Budgets
 - A. Economic Development Authority (AEDA)
 - B. Police Pension Plan and Non-Uniformed Employees' Pension Plan
 - C. Liquid Fuels (Motor License)
 - D. Municipal Separate Storm Sewer System (MS4) Fund
 - E. Labor Costs
 - F. Sewer Fund and Sewer Capital Fund
 - G. General Fund
 - H. Capital Reserve Fund
- VII. Budget Actions (if the Board thinks appropriate)
 - A. Adoption of Budget
 - B. Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates
 - C. Authorize Tax Levy and Appropriations Ordinance
 - D. Authorize Budget Hearing
- VIII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
October 15, 2019**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 15, 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; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Mark Reed, East Main Street; and Julia DyReyes and Sarah Rudd, Maple Street.

President Moore called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and the following comments were noted from those in attendance:

Budget Request for Further Analysis Related to Jones and Maple Street Stormwater System:

An email received the prior week from Armin Rudd of Maple Street requesting the Township request a proposal from the Township Engineer to complete the further analysis Mr. Rudd previously requested related to the Jones and Maple Street stormwater system and to budget that amount to the 2020 budget was reviewed and it was noted this was distributed to the Commissioners the prior week. An email with similar sentiments to Mr. Rudd's was also noted as received earlier in the afternoon from Megan and Oliver Kerwin of Maple Street and had been distributed to the Commissioners. Ms. Rudd was recognized for comment and indicated her support for same, as did Ms. DyReyes, who further noted she lost many items during the 2018 flooding at her current property on Maple Street as well as during the 2011 flooding at a different residence. Mr. Reed was asked if he had any comments to share and he briefly discussed stormwater issues behind his business.

OLD BUSINESS:

Awarding of Streambank Stabilization Contract: Mr. Yingst reported that six bids were received for the streambank stabilization project in Quittie Creek Nature Park. He further reported the low bid was submitted by Flyway Excavating, Inc. in the amount of \$28,700, and the required bid documents that accompanied that submission were determined to be satisfactory upon review by the Township Engineer, Township Solicitor, and Township Administrator. **MOTION** by Mr. Lively, second by Ms. Zimmerman to award the streambank stabilization contract to Flyway Excavating, Inc. as described above and to approve any additional pertinent project documents, including agreements, and execution of same by the appropriate Township officials upon the satisfactory review of such documents by the Township Engineer, Township Solicitor, and Township Administrator. Motion carried unanimously.

Additional Fire Department Donation for 2019: Noting that First Aid and Safety Patrol Emergency Management Services (EMS) had entered into a month-to-month rental agreement with the Union Hose Company (UHC) for the former to continue to station an ambulance at the latter for \$750 per month, and further noting Life Lion EMS was fine with this setup and planned to station an ambulance at the UHC in January 2020, **MOTION** by Ms. Zimmerman, second by

Mr. Lively to authorize the release of an additional \$2,250 donation to the UHC in 2019. Motion carried unanimously.

Appointments to the Planning Commission: At the recommendation of the Planning Commission (PC), **MOTION** by Mr. Lively, second by Ms. Zimmerman to appoint (1) David Palanzo to the PC for a term expiring on December 31, 2020 and (2) Matthew Reedy to the PC for a term expiring on December 31, 2019. Motion carried unanimously.

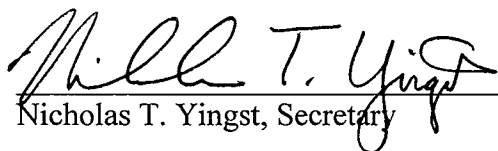
NEW BUSINESS: None noted.


REVIEW OF DRAFT BUDGETS: Mr. Yingst presented the following draft budgets for review and comment by the Board of Commissioners: Economic Development Authority, Police Pension Plan, Non-Uniformed Employees' Pension Plan, Liquid Fuels (Motor License), Municipal Separate Storm Sewer System (MS4) Fund, Sewer Fund, Sewer Capital Fund, General Fund, and Capital Reserve Fund. After reviewing the first five funds with the Commissioners, Mr. Yingst then presented a labor costs spreadsheet that reflected a 2.5% annual increase to police officer salaries and wages per the current collective bargaining agreement (CBA) with the police union and a 2% cost of living increase for all Township employees not covered by the CBA. He noted that, per the CBA, police officers receiving health insurance benefits would see their contribution to the premium increase from 3% to 4% in 2020 and the draft budgets also assumed this increase for those employees not covered by the CBA. Mr. Yingst continued to a review of the Sewer Fund draft budget and noted it was balanced with no sewer rate increase recommended for the fifth straight year. Continuing to the General Fund draft budget, Mr. Yingst reviewed this in detail with the Commissioners, noting it showed a deficit of \$28,121 should no tax increase be implemented. In particular, the Commissioners indicated their approval of increasing the South Annville Township drop-off facility permit by \$5 to \$95 in 2020. The Capital Reserve Fund was then reviewed, with the Commissioners indicating their support for the amounts budgeted for completing the Town Hall window replacement project in 2020, as well as paving the Town Hall parking lot. No changes were made by the Commissioners to any of the proposed budget amounts presented for these funds. The discussion then returned to the General Fund deficit and Mr. Yingst shared information on the impacts to the budget and the average property tax bill in the Township should a variety of property tax increases be considered. It was also noted that property taxes were last increased in 2014 by 0.75 mills. The Commissioners discussed various tax increase options at length, as well as the successful efforts of the Township in past years to keep costs low in light of plateauing revenues in a largely built-out municipality like Annville. After a time, Mr. Lively suggested a 0.75 mill increase for the 2020 budget seemed prudent, noting this could fund certain projects, including some pertaining to stormwater, that were not included in the 2020 draft budgets as presented. The Commissioners discussed this at some length, noting that such an increase would be helpful in continuing to ensure adequate reserve funds were available. **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the advertisement of a Special Meeting on October 29, 2019 at 6 PM to continue preparations for the 2020 budget and to consider any other business that might come before the Board. The motion was then opened for discussion and, after recognizing the uncertain availability of other Commissioners on that date and the importance of getting their input, the motion was voted upon and failed unanimously. **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize the advertisement of a Special Meeting at a date and time

to be determined to continue preparations for the 2020 budget and to consider any other business that might come before the Board. 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 7:47 PM to discuss a personnel matter pertaining to an employment agreement. The Regular Meeting was reconvened at 8:24 PM with the three Commissioners and Mr. Yingst present.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Ms. Zimmerman, second by Mr. Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:25 PM.


Nicholas T. Yingst, Secretary



Rex A. Moore, President