

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
NOVEMBER 6, 2019 REGULAR MONTHLY MEETING AGENDA**

Announced Visitors: Gerald and Beth McAteer, Emergency Management Coordinators

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
 - A. Mr. and Ms. McAteer – Emergency preparedness updates
- 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. Municipal Separate Storm Sewer System (MS4)
 - G. Greater Lebanon Refuse Authority (GLRA)
 - H. Fire Department
- VII. Old Business
 - A. Emergency Medical Services (EMS)
 - B. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
 - C. Draft Ordinance – 2020 Tax Levy and Appropriations
- VIII. New Business
 - A. Establish 2020 Meeting Dates and Times
 - B. Workers' Compensation – Township Employees
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
November 6, 2019**

The November Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on November 6, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, 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; Beth and Gerald McAteer, Emergency Management Coordinators (EMCs); Armin Rudd, Maple Street; Conrad "Mike" Liles, North Railroad Street; Maggie McAteer, South Long Street; Dean Wolfe, West Main Street; and Gabrielle Cressman, Josh Croyle, Mason Klaus, and Amanda Schwinger, Lebanon Valley College (LVC) students.

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.

Henri B. Lively, Vice President of the Board of Commissioners, arrived at the meeting at 7:01 PM.

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:

Emergency Preparedness Update: It was noted that Mr. and Ms. McAteer, the Township's EMCs, were listed as guests on the agenda and were asked to share their comments with the Board. The McAteers began by providing an update on recent conversations and trainings intended to improve emergency preparedness and response among pertinent individuals and entities in the Township. They distributed information on National Incident Management System (NIMS) compliance and, noting they recently completed and submitted a required report pertaining to where municipal officials and employees currently stand in regards to NIMS training, suggested a spreadsheet they developed would be a good means for tracking such training going forward and to encourage increased compliance. Mr. McAteer also suggested that conducting an annual emergency preparedness exercise, similar to the one that occurred several weeks prior with broad involvement from first responders, Township officials and staff, and LVC representatives, would be of benefit sometime in the year ahead. While he noted an annual exercise was not a NIMS requirement, he elaborated on the practical benefits to the community of doing so, specifically noting it would provide for better planning in advance of an actual occurrence of an emergency situation. In response to a question from Mr. Embich about NIMS timeframes, Mr. McAteer noted many trainings were available online and could be taken whenever convenient, and Ms. McAteer indicated that most NIMS certifications did not expire. Mr. McAteer indicated they would be providing further information on some of the suggested NIMS trainings and asked the Commissioners to consider taking the courses over the next eight months or so. They both suggested the annual exercise be scheduled for sometime during Spring 2020. The Commissioners expressed their appreciation to the McAteers for their experience in emergency management, their support for the McAteers' efforts to ensure the Township was better prepared for future emergency situations, and their endorsement of the proposed strategy to increase compliance.

The McAteers left the meeting at 7:13 PM.

Stormsewer System Evaluations: Mr. Rudd was recognized for comment and thanked the Board for including \$34,000 into the 2020 budget for stormsewer system evaluations.

APPROVAL OF MINUTES:

October 1, 2019 Regular Meeting: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Regular Meeting held October 1, 2019 as presented. Motion carried unanimously.

October 15, 2019 Special Meeting: MOTION by Mr. Hoover, second by Ms. Zimmerman to approve the minutes of the Special Meeting held October 15, 2019 as presented. Motion carried unanimously.

October 30, 2019 Special Meeting: MOTION by Mr. Embich, second by Mr. Hoover to approve the minutes of the Special Meeting held October 30, 2019 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for October 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. 4 – Dewatering Equipment, Building and Platform: Noting the centrifuge and diverter gate had been delivered and the construction of the dewatering building and platform was completed, and at the recommendation of the Township Authority, MOTION by Ms. Zimmerman, second by Mr. Lively to authorize (1) Requisition No. 4 from the dewatering project loan to the dewatering account in the amount of \$340,103.80, (2) payment from the dewatering account to Sherwood Logan & Associates, Inc. in the amount of \$244,000.00 for the centrifuge and diverter gate, and (3) payment from the dewatering account to BlueScope Construction in the amount of \$96,103.80 for Application and Certificate for Payment No. 8 for the completion of the dewatering building and platform. Motion carried unanimously.

Public Safety: The Police Statistical Report for October 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 (PD) responded to in South Annville Township during the past month.

“No Shave November”: Chief Dugan reported the PD was participating in “No Shave November”, a fundraiser among police officers that raised funds for first responders battling cancer.

Abandoned Vehicles: Noting he was investigating several reports of abandoned vehicles on private property that were owned by the property owner, Chief Dugan asked the Commissioners if they believed covering such vehicles would bring them into compliance with the Township Code of Ordinances. After lengthy discussion on this, and Chief Dugan explaining the notification and

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR OCTOBER 2019

- (1) **D/T FOUNTAIN** couple weeks We will be draining Fountain in the next couple weeks
- (2) **D/T LIGHTS** flag pole light We repaired 4 st lights,2 uplights and 1 flag pole light
- (3) **ASPHALT** All the streets that were scheduled to be blacktopped are finished. (N Meyer,Pershing and N Lancaster st)
- (4) **CHRISTMAS TREE** The tree will be put up week of Nov 18 in the morning sometime weather permitting.
- (6) **LEAF PICKING** We spent the following time leaf picking
S Anville 8 hrs and 6 tons
Cleona was 22 hrs and 7.125 ton
Anville 30 hrs and 8.826 ton
- (7) **CROSSWALKS** We are planning on getting holes cut in sidewalks for crosswalk lights

Respectfully Submitted
Les Powell

Annville Township Police Department

MONTHLY REPORT OCTOBER 2019

Total Calls by Call Type From: 09/27/2019 - 10/31/2019

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	53
TRAFFIC ENFORCEMENT - WARNING	40
PARKING ENFORCEMENT	35
TRAFFIC ENFORCEMENT - CITATION	34
ASSIST OTHER POLICE	16
BACKGROUND INVESTIGATION	13
ALARMS	12
THEFT - LEASED PROPERTY	12
ANIMAL COMPLAINT	9
CHECK ON WELL BEING	9
PARKING COMPLAINT	9
FIRE CALL	8
MISCELLANEOUS	8
LOST & FOUND	7
SUSPICIOUS ACTIVITY	7
ACCIDENT, NON-REPORTABLE	6
POLICE INFORMATION	5
SUSPICIOUS PERSON	5
ASSIST OTHER AGENCY	4
DOMESTIC DISPUTE	4
DRIVING COMPLAINT	4
HARASSMENT	4
PARKING- GENERAL INFO	4
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	4
THEFT - UNLAWFUL TAKING	4
TRAFFIC COMPLAINT	4
ABANDONED VEHICLE	3
ACCIDENT, REPORTABLE	3
ASSIST MOTORIST	3
CRIMINAL MISCHIEF	3
TRAFFIC HAZARD	3
ADMINISTRATIVE FINGERPRINTING	2
DISABLED VEHICLE	2
DOG - MISSING / LOST	2
DOG COMPLAINT	2
DRUG BOX - PRESCRIPTION	2
FOOT PATROL - POLICE	2
MENTAL HEALTH	2
PFA ORDER	2
PHONE SCAM	2
REPOSSESSION	2
SUSPICIOUS VEHICLE	2
TRAFFIC DETAIL	2
TRESPASS LETTERS	2
911 HANGUP	1

ACCIDENT, HIT & RUN	1
AMBULANCE CALL - DOA	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1
BURGLARY	1
CHILD CUSTODY	1
CHILD SEXUAL ABUSE	1
CIVIL MATTER	1
COMMUNITY EVENT	1
CREDIT CARDS	1
DISORDERLY CONDUCT	1
DRUG INFORMATION	1
DRUG VIOLATION	1
DUI ACCIDENT	1
DUMPING COMPLAINT	1
IDENTITY THEFT	1
INDECENT EXPOSURE	1
JUVENILE COMPLAINT	1
LANDLORD/TENANT ISSUE	1
LOST & FOUND (BICYCLE)	1
LOST OR MISSING ITEM	1
MEGAN'S LAW NOTIFICATION	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
NOISE COMPLAINT	1
OPEN CONTAINER - ORDINANCE	1
ORDINANCE - OTHER VIOLATIONS	1
PEDESTRIAN VIOLATION	1
PFA ORDER VIOLATION	1
SCHOOL CROSSING	1
SEX OFFENSES	1
SKATEBOARDING - ORDINANCE	1
SOLICITING - ORDINANCE	1
SUICIDE	1
THEFT - DECEPTION	1
TRAFFIC CONTROL - OTHER	1
TRESPASS, MOTOR VEHICLE	1
VEHICLE COMPLAINT	1
WEAPONS OFFENSES	1

TOTAL 400



**ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
OCTOBER 2019**



• CALLS FOR SERVICE	400
• ORDINANCE VIOLATIONS	
1. PARKING	9
2. DOG	2
3. NOISE	1
4. ANIMAL	9
5. SKATEBOARDING	1
6. VEHICLE	1
7. ABANDONED VEHICLE	3
8. DUMPING	1
9. SOLICITING	1
• CRIMINAL ARRESTS	07
○ ADULT	04
○ JUVENILE	03

ANNVILLE ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	34
• TOTAL TRAFFIC WARNINGS	40
• TOTAL NON-TRAFFIC CITATIONS	06
• TOTAL VEHICLE ACCIDENTS	10
○ REPORTABLE	03
○ NON-REPORTABLE	06
○ HIT & RUN	01
• PARKING TICKETS ISSUED	35

- 100 North White Oak Street
- 202 West Main Street
- 221 East Main Street
- Moyer & Maple Street
- East Main & N. Railroad Streets

SOUTH ANNVILLE LOCATIONS

- 1700 Block Horseshoe Pike
- 400 Block South Spruce Street
- 4010 Oak Street
- 934 & 322 (2 Incidents)

enforcement process, the Commissioners indicated they were not in favor of considering covering such vehicles as meeting the restrictions on abandoned vehicles located on private property that were owned by the property owner.

Annville Center Parking Lot: Chief Dugan briefly reported on ongoing parking issues at the Annville Center parking lot and ticketing of vehicles that exceeded the 30-minute limit for the spaces at the southwest portion of the lot.

Request for Fire Police Assistance Outside of Annville Township: At the request of Chief Dugan, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the Fire Police to provide assistance for the Palmyra Area Heritage Association Ninth Annual Holiday Parade on November 16, 2019. Motion carried unanimously.

Property: The following item was addressed:

Town Hall Window Replacement Project: Ms. Zimmerman reported the town hall window replacement project was completed the prior week.

Parks & Recreation: The following item was addressed:

Grant Funding for Streambank Repairs: Mr. Yingst reported the agreement with Flyway Excavating, Inc., the low bidder for the streambank repair project in Quittie Creek Nature Park, was executed in October following the submission of all required documentation by Flyway, and the anticipated start date for the project was the middle of November.

Finance: Mr. Embich reviewed the Financial Report for October, highlighting the total income and expenses for the tenth month of 2019. A copy of the report is attached hereto and made a part of these minutes.

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

Annville Activities: The following item was addressed:

2020 Historic Old Annville Day – Designation of Date and Application for Street Closure: **MOTION** by Mr. Embich, second by Ms. Zimmerman to (1) designate Saturday, June 13, 2020 as Historic Old Annville Day and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation (PennDOT) for the necessary street closure permit for U.S. Route 422 between Cherry Street and State Route 934 beginning at 7:00 AM and ending at 4:00 PM on that date. Motion carried unanimously.

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:

Permits Report

Month of October 2019

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Curb/Sidewalk Permit Fees Collected		<u>\$ 25.00</u>
Total Street Cut Permit Fees Collected		<u>\$9,200.00</u>
Total Tapping Fees Collected		_____

Tapping Fees

Building Permits

#29-19	Khiet Pham	Erect / Replace a Sign
#32-19	Stone Hill Village LLC	Erect a New Structure
#33-19	Justin D. & Linda C. Sheddy	Other
#34-19	Brian Terrill	Other
#35-19	Ted's Annville Real Estate	Erect / Replace a Sign

Curb/Sidewalk Permits

#2019-004	303 S. White Oak Street	Replace Sidewalk
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Street-Cut Permits

#19-18	202 W. Church St. (cuts on W. Church & N. King St.)	UGI	Replace gas service
#19-19	29 W. Church St. (2 cuts)	UGI	Replace gas service
#19-20	19 W. Church St. (2 cuts)	UGI	Replace gas service
#19-21	315 W. Church St.	UGI	Replace gas service
#19-22	324 W. Church St.	UGI	Replace gas service
#19-23	331 W. Church St.	UGI	Replace gas service
#19-24	229 N. Lancaster St.	UGI	Replace gas service
#19-25	233 N. Lancaster St.	UGI	Replace gas service
#19-26	237 N. Lancaster St.	UGI	Replace gas service
#19-27	239 N. Lancaster St.	UGI	Replace gas service
#19-28	243 N. Lancaster St.	UGI	Replace gas service
#19-29	245 N. Lancaster St.	UGI	Replace gas service
#19-30	130 W. Sheridan Ave.	UGI	Replace gas service

#19-31	50 N. Concord St. (2 cuts)	UGI	Replace gas service
#19-32	47 N. King St. (2 cuts)	UGI	Replace/cutoff gas service
#19-33	37 N. Chestnut St.	UGI	Replace gas service
#19-34	30 N. Chestnut St.	UGI	Replace gas service
#19-35	49 N. Chestnut St.	UGI	Replace gas service
#19-36	31 N. King St. (3 cuts)	UGI	Replace/cutoff gas service
#19-37	56 N. King St.	UGI	Replace gas service
#19-38	216, 217, 229, 235, 248 W. Sheridan Ave. (4 cuts)	UGI	Replace gas service
#19-39	21 & 23 N. Chestnut St.	UGI	Replace gas service
#19-40	24 Quittapahilla Drive	UGI	Replace gas service
#19-41	28 Quittapahilla Drive	UGI	Replace gas service
#19-42	84 Quittapahilla Drive	UGI	Replace gas service
#19-43	23 Marshall Drive (3 cuts)	UGI	Renew gas service
#19-44	31 S. Lancaster St.	UGI	Renew gas service
#19-45	223 and 234 N. Lancaster St. (3 cuts)	UGI	Renew gas service
#19-46	104 Locust St.	UGI	Replace gas service
#19-47	116 Locust St.	UGI	Replace gas service
#19-48	211 Locust St.	UGI	Replace gas service

Burn Permit

Executive Sessions: Mr. Yingst reported that Executive Sessions were held on October 15, 2019 and October 30, 2019. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters and potential litigation.

Planning Commission: Ms. Zimmerman reported the Planning Commission (PC) met on October 14, 2019 and the draft minutes from that meeting were previously distributed to the Township Commissioners. It was further reported that the PC was planning to meet on November 11, 2019 to review the final plan submitted for Phase 3B-1 of Stone Hill Village. The following item was then addressed:

Stormwater Management Plan and Operations and Maintenance Agreement for 126-128 South Cherry Street: At the recommendation of the Township Engineer and Township Solicitor, **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve the stormwater management plan and stormwater management operations and maintenance agreement submitted for the property at 126-128 South Cherry Street and the execution of the latter by the appropriate Township officials. Motion carried unanimously.

Economic Development: Mr. Yingst reported that a Certificate of Withdrawal was granted to the Annville Economic Development Authority (AEDA) and he would proceed with trying to complete the wind down of the AEDA before the end of the year. **MOTION** by Mr. Hoover, second by Mr. Lively to authorize the transfer of the balance of AEDA funds to the Capital Reserve Fund and to close out the AEDA bank account. Motion carried unanimously and there was concurrence with removing the Economic Development report from future meetings.

Historic Architectural Review Board (HARB): The following items were addressed:

Demolition of Existing Accessory Structure at 137 West Main Street, Replacement of Windows at 245 West Main Street, and Removal and Replacement of Siding and Infilling of East and West Wall Windows at 333 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue Certificates of Appropriateness for (1) the demolition of an existing accessory structure at 137 West Main Street, (2) the replacement of windows at 245 West Main Street, and (3) the removal and replacement of siding and infilling of east and west wall windows at 333 West Main Street. Motion carried unanimously.

Appointment to HARB: At the recommendation of HARB, **MOTION** by Mr. Lively, second by Mr. Hoover to appoint Melissa Barlow to HARB for a term expiring on December 31, 2020. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee met on October 22, 2019 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The Commissioners agreed to defer the Committee's recommendations on 2020 budget matters until the next Regular Meeting.

Municipal Separate Storm Sewer System (MS4): Noting there had been several inches of rain a few days prior, President Moore asked Mr. Rudd if he had any water in his basement. Mr. Rudd indicated the sump pumps were running, but no water came in. Mr. Rudd stated his belief that,

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
October 22, 2019**

A meeting of the Annville Township Wage & Salary Committee was held on October 22, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Henri Lively, Rex Moore, and Anthony Perrotto. Also in attendance was Nicholas T. Yingst, Annville Township Administrator and Secretary. The meeting was called to order at 6:20 PM.

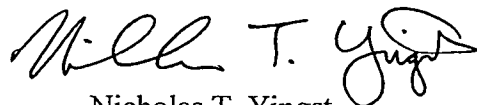
NON-UNIFORMED EMPLOYEE BENEFITS AND COST OF LIVING ADJUSTMENT:

The Committee reviewed and discussed the proposed listing of Annville Township non-uniformed employee benefits for 2020, which included a 2% cost of living adjustment and a requirement that employees who receive medical, dental, and/or vision insurance coverage through the Township will contribute 4% of the corresponding insurance premium, which represents an increase of 1% from the 2019 premium contribution of 3% and is consistent with the premium payment to be made by those uniformed employees in 2020 covered by a collective bargaining agreement. **MOTION** by Mr. Perrotto, second by Mr. Lively to recommend to the Board of Commissioners that the proposed listing of 2020 non-uniformed employee benefits, including a 2% cost of living adjustment, be approved as presented, and any necessary changes to the employee handbook be made. Motion carried unanimously and a copy of this listing of non-uniformed employee benefits is attached hereto and made a part of these minutes.

MERIT INCREASE FOR JOSEPH VIOZZI: At the recommendation of the Township Administrator and noting the pertinent costs had been included in the 2020 budget, **MOTION** by Mr. Lively, second by Mr. Perrotto to recommend to the Board of Commissioners that Joseph Viozzi receive a \$1.50 per hour raise effective January 1, 2020. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Moore, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:27 PM.

Respectfully submitted,



Nicholas T. Yingst
Annville Township Administrator
and Secretary

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.

unlike during the previous Summer, the water table was not currently elevated enough to cause basement flooding.

Greater Lebanon Refuse Authority (GLRA): Nothing to report this month.

Fire Department: The Board noted the receipt of the October 2019 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC) and Mr. Lively reviewed same. In particular, he discussed recent dryer fires at LVC with the college students present, the ladder truck being used for a rescue in North Annville Township, recent public relations events, and a joint open house and fire prevention program conducted by the Annville-Cleona Fire District.

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

OLD BUSINESS:

Emergency Medical Services (EMS): Mr. Yingst reported that First Aid and Safety Patrol (FASP) EMS is continuing to operate out of the UHC station on a month-to-month lease and Life Lion EMS is planning to move into the UHC station in January 2020. He also reported that the Township is awaiting the return of the agreement from Life Lion for execution.

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: It was reported that PennDOT returned the permit application for the crosswalk on State Route 934 by Annville Elementary School with only minor edits noted, and it appeared to allow for flashing pedestrian signs at the crosswalk with no mandates for the recommended, but not required, approach signage. In response to a question from Mr. Wolfe, Mr. Yingst indicated he still had not received a specific date from the Lebanon County Planning Department for the proposed State Route 934 Road Safety Audit.

Draft Ordinance – 2020 Tax Levy and Appropriations: Mr. Yingst reported the proposed 2020 Tax Levy and Appropriations Ordinance was being drafted and would shortly be submitted to the Commissioners for their review. He further reported the ordinance would be advertised sometime in the next month so it could be considered for adoption at the December Regular Meeting.

NEW BUSINESS:

Establish 2020 Meeting Dates and Times: Mr. Yingst noted the Township Office provided the Commissioners with tentative 2020 meeting dates and times for the Board of Commissioners, Township Authority, HARB, and Planning Commission. **MOTION** by President Moore, second by Mr. Hoover to approve the 2020 meeting dates and times as presented and to authorize the Township Administrator to advertise same. Motion carried unanimously.

Workers' Compensation – Township Employees: Mr. Yingst presented the renewal proposal for the Township employees' workers' compensation policy through Susquehanna Municipal Trust (SMT) for 2020 at an annual premium of \$42,878, an increase of more than \$9,000 from the 2019 rate due to an increased experience modification resulting from a high claim. **MOTION** by

Mr. Embich, second by Ms. Zimmerman to approve the renewal of the Township employees' workers' compensation policy through SMT for 2020 as presented. Motion carried unanimously.

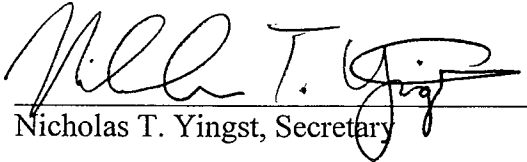
CORRESPONDENCE: Nothing to report this month.

PAY BILLS: MOTION by Mr. Lively, second by Ms. Zimmerman 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 8:00 PM. The Regular Meeting was reconvened at 9:05 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

Securing of 100 North Weaber Street: MOTION by President Moore, second by Mr. Lively to authorize the Township Administrator, Township Solicitor, and Township Property Maintenance Code Officer to issue correspondence instructing the owner of the condemned property at 100 North Weaber Street to secure same. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Embich, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:06 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President