

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
AGENDA FOR JANUARY 6, 2020**

**SWEARING-IN OF TOWNSHIP COMMISSIONERS
REX A. MOORE, HENRI B. LIVELY, AND ANTHONY C. PERROTTO
BY MAGISTERIAL DISTRICT JUDGE JOHN W. DITZLER – 6:45 PM**

REGULAR MONTHLY MEETING – 7:00 PM

Announced Visitors: None

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Election of Officers
- IV. Committee Assignments
- V. Recognition of Visitors and Opportunity for Public Comment
- VI. Approval of Minutes
- VII. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annaville Activities
- VIII. 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
- IX. Old Business
 - A. Emergency Medical Services (EMS)
 - B. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
 - C. Keystone Library Grant
 - D. Jones and Maple Streets Stormwater

- X. New Business
 - A. Appointments
 - B. Signatories for Township Funds
 - C. Annual Memberships
 - D. Errors and Omissions Insurance
 - E. Proposed Resolution No. 20200106-1 – Police Pension Plan Contributions
 - F. Proposed Resolution No. 20200106-2 – 2020 Drop-Off Facility Permit Fee for South Annville Township Residences
 - G. Proposed Resolution No. 20200106-3 – Appointments to the Lebanon County Code Appeals Board
 - H. Renewal of Treasurer’s Bond
- XI. Correspondence
- XII. Pay Bills
- XIII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
January 6, 2020**

The January Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on January 6, 2020 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, Henri B. Lively, Thomas R. Embich, Nevin R. Hoover, and Anthony C. Perrotto. 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; Jill Reed, East Main Street; Armin Rudd, Maple Street; Conrad "Mike" Liles, North Railroad Street; William Seifert, Sr. and Dean Wolfe, West Main Street; and Eugene Martin, Stone Hill Village.

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

ELECTION OF OFFICERS: Mr. Yingst noted that Magisterial District Judge John W. Ditzler administered the oath of office to Mr. Moore, Mr. Lively, and Mr. Perrotto earlier in the evening. The meeting then commenced with the election of officers of the Board of Commissioners for 2020 through 2021.

Election of President: Mr. Yingst asked for nominations for the office of President. **MOTION** by Mr. Hoover, second by Mr. Embich to nominate Rex A. Moore for the office of President for 2020 through 2021. Mr. Yingst asked if there were any other nominations for President; hearing none, **MOTION** by Mr. Perrotto, second by Mr. Lively to close the nominations for the office of President and to instruct Mr. Yingst to cast a unanimous ballot for Rex A. Moore for the office of President of the Board of Commissioners for 2020 through 2021. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for Rex A. Moore for the office of President.

Election of Vice President: Mr. Yingst asked for nominations for the office of Vice President. **MOTION** by Mr. Moore, second by Mr. Perrotto to nominate Henri B. Lively for the office of Vice President for 2020 through 2021. Mr. Yingst asked if there were any other nominations for Vice President. **MOTION** by Mr. Embich, second by Mr. Lively to nominate Nevin R. Hoover for the office of Vice President for 2020 through 2021. Mr. Yingst asked if there were any other nominations for Vice President; hearing none, he closed the nominations for the office of Vice President and called for a vote on the two aforementioned motions. The motion nominating Henri B. Lively for the office of Vice President for 2020 through 2021 was voted on and carried by a vote of four to one with Mr. Moore, Mr. Lively, Mr. Hoover, and Mr. Perrotto voting in favor of the motion and Mr. Embich voting against the motion. The motion nominating Nevin R. Hoover for the office of Vice President for 2020 through 2021 was voted on and failed with Mr. Lively and Mr. Embich voting in favor of the motion and Mr. Moore, Mr. Hoover, and Mr. Perrotto abstaining. Mr. Yingst congratulated the winning nominees and then yielded the chair of the meeting to President Moore.

COMMITTEE ASSIGNMENTS: It was noted that over the next month the Commissioners would be provided with a listing of suggested committee assignments for 2020 for review and comment. President Moore anticipated making the 2020 appointments official at the February 4, 2020 meeting, and noted in the meantime any assignments from 2019 would carryover into 2020.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and the following comments were noted:

Authorization of Handicapped Parking Space on West Main Street: Mr. Seifert was recognized for comment and requested that a handicapped parking space be placed in proximity to his residence at 140 West Main Street. He explained the reasons why he believed he needed a handicapped parking space and that he had recently made this request to the Police Department. Chief Dugan indicated he had received the request and was supportive of it. **MOTION** by Mr. Lively, second by Mr. Hoover to (1) authorize the painting of and installation of appropriate signage for a handicapped parking space at 140 West Main Street and (2) instruct the Township Administrator to memorialize this action in an upcoming omnibus ordinance. Motion carried unanimously.

APPROVAL OF MINUTES:

December 3, 2019 Regular Meeting: **MOTION** by Mr. Lively, second by Mr. Perrotto to approve the minutes of the Regular Meeting held December 3, 2019 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

2020 Drop-Off Facility Schedule: At the recommendation of the Public Works Supervisor, **MOTION** by Mr. Lively, second by Mr. Perrotto to have the drop-off facility available from 12 Noon to 6 PM on Wednesdays and from 6 AM to 12 Noon on Saturdays during Daylight Savings Time in 2020, weather permitting, with closures on April 11 for Easter weekend, May 23 for Memorial Day weekend, June 13 for Historic Old Annville Day, July 4 for Independence Day, and September 5 for Labor Day weekend. Motion carried unanimously and it was also noted the cardboard dumpster would be removed from the drop-off facility until the Township was again paid for disposing of same since curbside cardboard recycling was now available to residents.

Sludge Feed Pump Control Modifications: At the recommendation of the Township Authority and noting that additional programming and modifications pertaining to the sludge feed pump control were necessary to connect it to the control panel for the dewatering equipment via an ethernet cable, **MOTION** by Mr. Perrotto, second by Mr. Embich to authorize Gannett Fleming to oversee the additional programming and modifications to the sludge feed pump control programming in an estimated amount of \$7,500. The motion was then opened for discussion. Mr. Hoover raised a concern about the cost and if there were other potential options to solve this problem. Mr. Yingst and Mr. Embich indicated the Township Authority asked the same at its meeting and the Gannett Fleming engineer believed running an ethernet cable to connect the two control panels was the best solution from both a cost standpoint and a long term maintenance standpoint. Mr. Perrotto, who previously served on the Township Authority, noted the involvement of the Public Works Department in this project resulted in significant savings elsewhere in comparison to the initial

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR DECEMBER 2019

- (1) **SALTING** Salted 1 time this month

- (2) **CHRISTMAS TREE** We will be planting Christmas tree week of Jan
6th

- (3) **LEAF PICKING** We spent the following time leaf picking
S Annville 5 hrs. and 2.5 ton
Cleona 7 hrs. and 4.5 ton
Annville 17 hrs. and 4 ton
Leaf picking is done for the year

- (4) **TREE PICKUP** We will be staring to pickup Christmas trees

Respectfully submitted,
Les Powell

total project cost estimate. With no further questions or comments noted the motion was voted on and carried unanimously.

Public Safety: The Police Statistical Report for December 2019 and the 2019 Annual Report were reviewed, copies of which are attached hereto and made a part of these minutes, as well as a report of calls responded to in South Annville Township over the past month. The following items were then addressed:

Civil Service Commission (CSC) Meeting: Chief Dugan noted the CSC met earlier in the day for its organizational meeting for 2020 through 2021 and to address several matters. He reported that some of these matters—namely, recommended revisions to the Police Civil Service Rules and Regulations—would be addressed at a future Board of Commissioners meeting once the CSC minutes were circulated, and other matters pertaining to a recommended hire from the CSC's list of eligibles were requested for consideration tonight. **MOTION** by Mr. Lively, second by Mr. Embich to ratify the advertisement of the CSC meeting held on January 6, 2020. Motion carried unanimously.

Hiring of Part-Time Police Officer: Based on the applicants approved as eligible for consideration for appointment as part-time police officers by the CSC and at the recommendation of Chief Dugan, **MOTION** by Mr. Hoover, second by Mr. Embich to hire John Maldonado as a part-time Civil Service police officer without provisional status. Motion carried unanimously.

Civil Service Eligibility List: Following Chief Dugan's explanation as to why the CSC believes there are no remaining candidates who would be eligible for hiring by the Annville Township Police Department and at its recommendation, **MOTION** by Mr. Perrotto, second by Mr. Lively to authorize the Annville-Palmyra Civil Service Consortium to advertise and accept applications for the creation of an eligibility list for the Annville Township Police Department. Motion carried unanimously.

Police Department Copier/Printer/Scanner/Fax Machine Lease: Chief Dugan presented a proposal for a copier/printer/scanner/fax machine lease for the Police Department, noting the current machine is owned by the Township but, due to its age and the obsolescence of its parts, the maintenance agreement costs make leasing a new copier a better option. At the recommendation of Chief Dugan, **MOTION** by Mr. Embich, second by Mr. Lively to approve a five-year lease agreement with Canon Solutions America for a Canon iRADV C3525i copier/printer/scanner/fax machine for the Police Department per the proposal for \$297 per quarter and the execution of the necessary documents by Chief Dugan. The motion was then opened for discussion. Mr. Embich asked if there was an escalator clause in the lease agreement and Chief Dugan and Mr. Yingst indicated they did not note such a clause in the fine print. Per a question from Mr. Perrotto, Mr. Yingst noted the company that provided a lease in 2019 for the machine in the Township Office also provided a quote for the Police Department. With no further questions or comments noted the motion was voted on and carried unanimously.

Tractor Trailer Parking Restrictions on Township Streets: Chief Dugan shared correspondence received from former Township Commissioner Joann Zimmerman requesting the Board consider adopting an ordinance restricting the parking of tractor trailers on Township streets. Noting that



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
DECEMBER 2019



• CALLS FOR SERVICE	280
• ORDINANCE VIOLATIONS	
1. PARKING	4
2. DOG	6
3. NOISE	7
4. ANIMAL	5
5. DUMPING	1
6. DRIVING	8
7. FIREWORKS	1

• CRIMINAL ARRESTS	03
○ ADULT	03
○ JUVENILE	00
• TOTAL TRAFFIC CITATIONS	21
• TOTAL TRAFFIC WARNINGS	24
• TOTAL NON-TRAFFIC CITATIONS	06
• TOTAL VEHICLE ACCIDENTS	25
○ REPORTABLE	07
○ NON-REPORTABLE	12
○ HIT & RUN	05

ANNVILLE ACCIDENT LOCATIONS

- Railroad & Maple Streets
- 112 West Main Street
- 456 East Main Street
- Lebanon St. & College Ave.
- 2 West Main Street
- 1st Clock East Sheridan Ave.
- 15 East Main Street
- 1st Block East Main Street
- Main & Railroad Streets (2)
- 1324 East Main Street
- 301 East Main Street
- Main & Chestnut Streets
- 100 Block West Main Street

• PARKING TICKETS ISSUED	15
--------------------------	----

Annville Township Police Department

MONTHLY REPORT DECEMBER 2019

Total Calls by Call Type From: 11/29/2019 - 12/31/2019

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	38
TRAFFIC ENFORCEMENT - WARNING	24
TRAFFIC ENFORCEMENT - CITATION	21
PARKING ENFORCEMENT	15
ACCIDENT, NON-REPORTABLE	12
ASSIST OTHER POLICE	9
ACCIDENT, REPORTABLE	8
DRIVING COMPLAINT	8
ALARMS	7
FIRE CALL	7
NOISE COMPLAINT	7
CHECK ON WELL BEING	6
DOG COMPLAINT	6
HARASSMENT	6
ACCIDENT, HIT & RUN	5
ANIMAL COMPLAINT	5
BACKGROUND INVESTIGATION	5
CRIMINAL MISCHIEF	5
THEFT - UNLAWFUL TAKING	5
DOG - MISSING / LOST	4
DOMESTIC DISPUTE	4
LOST & FOUND	4
MISCELLANEOUS	4
PARKING COMPLAINT	4
POLICE INFORMATION	4
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	4
SUSPICIOUS VEHICLE	4
REPOSSESSION	3
SUSPICIOUS ACTIVITY	3
ASSIST MOTORIST	2
CHILD CUSTODY	2
CIVIL MATTER	2
DISABLED VEHICLE	2
DUI	2
MENTAL HEALTH	2
RECON. ACCIDENT TEAM ASSISTANCE	2
911 HANGUP	1
ADMINISTRATIVE FINGERPRINTING	1
ASSIST OTHER AGENCY	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1
CHILD ABUSE	1
COMMUNITY EVENT	1
DRUG BOX - PRESCRIPTION	1
DRUG INFORMATION	1

DUMPING COMPLAINT	1
DUMPSTER	1
FIREWORKS COMPLAINT	1
FOOT PATROL - POLICE	1
FRAUD	1
GENERAL INVESTIGATION	1
HEALTH/MENTAL CONDITION	1
HOUSE CHECK REQUEST	1
LOST OR MISSING ITEM	1
MEGAN'S LAW NOTIFICATION	1
NEIGHBORHOOD DISPUTE	1
PARKING- GENERAL INFO	1
PFA ORDER VIOLATION	1
PHONE SCAM	1
RECEIVING STOLEN PROPERTY	1
RUNAWAY	1
SUSPICIOUS PERSON	1
THEFT - DECEPTION	1
TRAFFIC CONTROL - OTHER	1
VEHICLE COMPLAINT	1
WARRANT	1

TOTAL - 280

TOTAL CALLS 2019

TRAFFIC ENFORCEMENT - CITATION	577
PARKING ENFORCEMENT	477
TRAFFIC ENFORCEMENT - WARNING	466
AMBULANCE CALL	405
ASSIST OTHER POLICE	116
BACKGROUND INVESTIGATION	105
ALARMS	86
DRIVING COMPLAINT	70
PARKING COMPLAINT	64
SUSPICIOUS ACTIVITY	63
ACCIDENT, NON-REPORTABLE	59
DOMESTIC DISPUTE	59
POLICE INFORMATION	55
ASSIST OTHER AGENCY	52
FIRE CALL	52
DOG COMPLAINT	50
MISCELLANEOUS	48
ACCIDENT, REPORTABLE	46
CHECK ON WELL BEING	45
LOST & FOUND	45
NOISE COMPLAINT	43
ADMINISTRATIVE FINGERPRINTING	37
CRIMINAL MISCHIEF	37
HARASSMENT	36
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	35
CIVIL MATTER	33
SUSPICIOUS PERSON	33
ASSIST MOTORIST	32
SUSPICIOUS VEHICLE	32
ACCIDENT, HIT & RUN	27
ANIMAL COMPLAINT	26
THEFT - UNLAWFUL TAKING	23
MENTAL HEALTH	22
TRAFFIC HAZARD	22
PHONE SCAM	18
THEFT - LEASED PROPERTY	18
DISABLED VEHICLE	17
FRAUD	17
TRAFFIC COMPLAINT	17
ABANDONED VEHICLE	16
BIKE PATROL - POLICE	16
DOG - MISSING / LOST	16
DUI	16
UNDERAGE DRINKING	16
NEIGHBORHOOD DISPUTE	15
PARKING- GENERAL INFO	15
FIREWORKS COMPLAINT	14
REPOSSESSION	14
FOOT PATROL - POLICE	13
SIDEWALK/SNOW-ORDINANCE	13

TRAFFIC CONTROL - OTHER	11
911 HANGUP	10
JUVENILE COMPLAINT	10
DRUG VIOLATION	9
GENERAL INVESTIGATION	9
PFA ORDER	9
TRAFFIC DEVICE COMPLAINT	9
CHILD CUSTODY	8
DISORDERLY CONDUCT	8
EXTRA PATROL REQUEST	8
PUBLIC DRUNKENNESS	8
DUMPSTER	7
LOST OR MISSING ITEM	7
ORDINANCE - OTHER VIOLATIONS	7
VEHICLE COMPLAINT	7
WARRANT	7
BURNING - COMPLAINT	6
DRUG BOX - PRESCRIPTION	6
MEGAN'S LAW NOTIFICATION	6
MISSING PERSON	6
THEFT - DECEPTION	6
TRAFFIC DETAIL	6
TRESPASS LETTERS	6
WIRES DOWN	6
COMMUNITY EVENT	5
DRUG INFORMATION	5
DUI ACCIDENT	5
ABANDONED VEHICLE ORDINANCE	4
BACKGROUND INVESTIGATION - RECORD RELEASED	4
BURGLARY	4
CHILD ABUSE	4
DUMPING COMPLAINT	4
FIGHTING	4
HOUSE CHECK REQUEST	4
LANDLORD/TENANT ISSUE	4
NOISE WARNING ISSUED	4
PARKING WARNING	4
RECON. ACCIDENT TEAM ASSISTANCE	4
ASSEMBLY/DEMONSTRATION	3
COMMUNITY RELATIONS	3
DOG LAW	3
NOISE ORDINANCE	3
OPEN CONTAINER - ORDINANCE	3
TREE DOWN	3
TRESPASS, CRIMINAL	3
UNAUTHORIZED USE OF MOTOR VEHICLE	3
ACCESS DEVICE FRAUD	2
ANIMAL - MISSING	2
ASSAULT, SIMPLE	2
BURNING - ORDINANCE	2
CHILD SEXUAL ABUSE	2

CHILD WELFARE INVESTIGATION	2
FALSE BURGLAR ALARM	2
FALSE FIRE ALARM	2
HEALTH/MENTAL CONDITION	2
IDENTITY THEFT	2
LOST & FOUND (BICYCLE)	2
OPEN DOOR OR WINDOW	2
RECOVERED PROPERTY	2
RENTAL LICENSE ENFORCEMENT	2
REQUEST FOR AID	2
SEX OFFENSES	2
SKATEBOARDING - ORDINANCE	2
SOLICITING - ORDINANCE	2
SUICIDE	2
TERRORISTIC THREATS	2
THEFT - FROM MOTOR VEHICLE	2
THEFT - MOTOR VEHICLE	2
UNATTENDED DEATH	2
AMBULANCE CALL - DOA	1
BURNING PERMIT	1
CODE ENFORCEMENT	1
CREDIT CARDS	1
CRIMINAL INVESTIGATION	1
CURFEW - ORDINANCE	1
DAMAGES/NON CRIMINAL	1
ESCAPE	1
FALSE ID INVESTIGATIONS	1
FALSE REPORTS TO LAW ENFORCEMENT	1
FLEEING & ELUDING POLICE	1
FORGERY	1
GAME LAW	1
KIDNAPPING	1
MEGAN'S LAW VIOLATION	1
PARKING TRAILER, ETC.	1
PEDDLER'S PERMIT	1
PEDDLING - ORDINANCE	1
PEDESTRIAN VIOLATION	1
PFA ORDER VIOLATION	1
PROBATION/PAROLE	1
RECEIVING STOLEN PROPERTY	1
REPORT REQUEST	1
RUNAWAY	1
SCHOOL CROSSING	1
THEFT - RETAIL	1
THEFT- BICYCLE	1
THEFT- EXTORTION	1
TRAFFIC CONTROL - FUNERAL	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
TRESPASS, MOTOR VEHICLE	1
VEHICLE VIN VERIFICATION	1
WEAPONS OFFENSES	1

TOTAL CALLS

3973

the Pennsylvania Motor Vehicle Code did not address this, he indicated an ordinance would be necessary if the Township wished to restrict such parking and asked if the Commissioners would like him to research this further. Mr. Embich asked if the existing trailer ordinance addressed this issue and Chief Dugan indicated it did not. Mr. Embich also asked if such an ordinance would impact bus parking. Chief Dugan indicated it potentially could, but that would be something he would need to research if the Commissioners wished him to look into this further. Mr. Embich indicated he was concerned such an ordinance might restrict trade and, while he recognized there were some narrow streets where tractor trailer parking might be a problem, there were other streets in the Township where this was not necessarily a problem. Chief Dugan indicated he believed such a restriction could be made specific to those streets the Township desired to regulate in this way. Mr. Lamoureux referenced a section of the Motor Vehicle Code restricting vehicle parking that interfered with the passing of "street cars" and Chief Dugan indicated he did not believe this pertained to issues of limited parking caused by tractor trailers. Per a question from President Moore, Chief Dugan indicated he did not believe the tractor trailer that raised this specific concern had been parking in that neighborhood recently. As such, the Commissioners indicated they did not believe Chief Dugan needed to research this matter further unless additional concerns were raised.

Property: Nothing to report this month.

Parks & Recreation: Nothing to report this month.

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

Permits: The Permits Report for December 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 Memorial Day Parade – Designation of Date and Application for Street Closure: **MOTION** by Mr. Perrotto, second by Mr. Lively to (1) designate Saturday, May 23, 2020 as the date for the 2020 Memorial Day Parade and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation for the necessary street closure permit for U.S. Route 422 between Mill Street in Cleona and State Route 934 beginning at 8 AM on that date. Motion carried unanimously.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported an Executive Session was held prior to the evening's meeting to discuss potential litigation and property matters. He also noted a quorum was present

Permits Report

Month of December 2019

Plumbing Permits issued	_____	\$ _____
Plumbing Licenses issued	14 _____	\$350.00 _____
Excavator Licenses issued	4 _____	\$100.00 _____
Total Curb/Sidewalk Permit Fees Collected	_____	_____
Total Street Cut Permit Fees Collected	_____	\$2,200.00 _____
Total Tapping Fees Collected	_____	_____

Tapping Fees

Building Permits

#38-19	Allen and Margaret Scholl	Other
#39-19	John Hinshaw	Add to a Structure
#40-19	William and Heather Pappalardo	Add to a Structure
#41-19	Dale E. & Debra A. Zimmerman	Replace a Structure; Other
#42-19	Cingular Wireless C/O AT&T NREA	Replace a Structure; Other

Curb/Sidewalk Permits

Street-Cut Permits

#19-54	21 S. Lancaster St. (2 cuts)	UGI	Replace gas service
#19-55	23 S. Lancaster St. (2 cuts)	UGI	Replace gas service
#19-56	34 S. Manheim St.	UGI	Replace gas service
#19-57	42, 45 & 49 S. Manheim St (5 cuts)	UGI	Replace gas service
#19-58	108 S. Manheim Street	UGI	Replace gas service

Burn Permit

at the annual holiday breakfast on December 20, 2019, although no Township business was discussed or actions taken.

Planning Commission: Mr. Perrotto reported the Planning Commission meeting for December was cancelled due to a lack of business and the January 13, 2020 meeting had also been cancelled due to a lack of business. The following item was then addressed:

Financial Security for Stone Hill Village Phase 3B-1: Mr. Yingst reported that a financial security tabulation for Stone Hill Village Phase 3B-1 had been prepared by Stone Hill Village's engineer and provided to the Commissioners for their review, as well as a tabulation for same prepared by the Township Engineer. It was noted the former tabulation totaled \$468,463.60 and the latter tabulation totaled \$509,938.00. Noting that a significant portion of the difference between the two tabulations pertained to the Township Engineer's recommended \$26,500 for the construction observation and administration category, Mr. Martin indicated he believed this amount to be unreasonable. He requested a reduction of this category by \$20,000, noting he would not agree to the Township Engineer's tabulation as presented. Mr. Yingst asked if the developer must agree with the financial security as set by the Board of Commissioners and Mr. Lamoureux indicated he did not believe so. The Commissioners then discussed the tabulations in depth, noting the purpose of financial security was to provide needed funding if the developer did not complete the project. Mr. Yingst noted he discussed the amount in question with the Township Engineer and the latter had indicated he believed it was an appropriate amount for the project and the amount suggested by Mr. Martin's engineer was not adequate. Mr. Martin disagreed, noting the work should be completed in roughly three months. He also indicated he had only received the Township Engineer's tabulation that morning and wanted his attorney to look at it first, asking that he be allowed to do so before action was taken if said action would not include his requested reduction. Mr. Lively asked if delaying action on the financial security would impact the project's timeframe. Mr. Yingst indicated that the National Pollutant Discharge Elimination System (NPDES) permit had not yet been issued by the Lebanon County Conservation District and the plan would not be recorded until that permit was received. The Commissioners declined to take any action on the financial security for Stone Hill Village and deferred doing so to a future meeting.

Mr. Martin left the meeting at 7:41 PM.

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

Wage & Salary: Nothing to report this month.

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

Fire Department: The Board noted the receipt of the December 2019 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). Mr. Lively reported he attended

T. Embich reports: 01-02-2020 BOC
Thomas Embich
Agenda Items: VIII – C, E, & F
Date: January 02, 2020 for January 06, 2020

Item VIII-C HISTORIC ARCHITECTURAL REVIEW BOARD

1. No meeting in December.

ACTION: None required.

Item VIII-E MS4 & Stormwater management

1. The December 17, 2019 meeting of the Lebanon County Stormwater Consortium addressed approval of bills for Maher-Dussel (\$3,000 for the audit), SESI for recent work (\$4,623) and LCRA (\$801.25 for Nov.); 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 Project Oak stormwater improvement proposals were discussed and with the required municipal conditions and the County Planning Department tracking, the Consortium agreed to watch the progress of the project. The main impact area will be to the drainage area along the Quittapahilla near the Dairy Queen circa 25th Street.
2. Next LCSC meeting is slated for January 21, 2020 at 1220 Mifflin St, Lebanon at 10AM.
3. On Dec. 16, 2019, Annville Township received notice from PA DEP that our PAG-13 General Permit was approved (MS4 permit). Notice and brief discussion of this was also held at the Annville Township Authority meeting of Dec. 17 and the LCSC of Dec. 17. Several other members of the LCSC also had received their permits.
4. On an issue related to over-all watershed management, the Kittatinny Coalition and PA Audubon Society held a "listening session" on Dec. 10th at the Hawk Mountain Acopian Education Center. This was the first of three (3) sessions to develop the focus of a conservation/management plan for the entire of the Kittatinny Ridge (from New Jersey to Maryland) in Pennsylvania. The Ridge is critical regarding many bird migrations, and watershed protection strategies. Although it does not touch Annville Township, it is the northern border of Lebanon County.

ACTION: None required.

ITEM VIII-F GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/>.

T. Embich reports: 01-02-2020

The GLRA meeting on December 03, 2019 did not have an Annville delegate. Regulatory action was enacted on Dec. 2 regarding co-mingling of recyclables and trash against GLF (current owner of Lebanon Farms Disposal), such that their third quarter rebate will be forfeit (@\$80,000).

2. The new Executive Director Robert Garner, Jr. was inducted. Also, the election of Board officers for 2020 was completed. Mr. Taylor will officially retire in August 2020, with consulting duties to cover a transition period until then.

ACTION: None required.

the prior week's meeting of the UHC and swore in its new officers and spoke positively of newly-elected President Erin Rider's conducting of that meeting.

MOTION by Mr. Embich, 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 Life Lion EMS began operating out of the UHC on January 5, 2020 at 6 AM and Lebanon County Emergency Management Services was kept abreast of the transition to ensure that dispatch was handled properly.

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: Per a question from Mr. Perrotto, Mr. Yingst reported that the removal of the tree at the southeast corner of West Main and South Chestnut Streets in order to provide for better visibility of the proposed flashing pedestrian sign at that location was agreed to by the adjacent property owners.

Keystone Library Grant: Mr. Yingst reported he met with members of the Annville Free Library (AFL) the prior month and the library is planning to make a formal application for Keystone Library Grant funding as per the non-binding letter of interest approved at the prior month's Board of Commissioners meeting. Noting that approval indicated any necessary details were to be worked out prior to the application deadline, the following items were then addressed:

Delegation of Responsibility for Public Library Service: **MOTION** by Mr. Hoover, second by Mr. Perrotto to ratify the past and current delegation of responsibility for public library service in the Township to the AFL Board of Directors. Motion carried unanimously.

Agreement with the AFL Pertaining to the Keystone Library Grant: **MOTION** by Mr. Embich, second by Mr. Hoover to (1) approve an agreement with the AFL Board of Directors stating the library is solely financially responsible for the project that is to be funded by the Keystone Library Grant; the library is solely responsible for all aspects of the project, including advertising, estimates, bid specifications, and bid process, all of which must adhere to pertinent bidding regulations; the library will hold the Township harmless for any matters that may arise pertaining to the grant or project; the library will indemnify the Township; and the Township is not financially responsible for said project; such approval being contingent upon the satisfactory review of the agreement by the Township Administrator and Township Solicitor and (2) authorize the execution of the agreement by the appropriate Township officials. Motion carried unanimously.

Jones and Maple Streets Stormwater: It was noted that correspondence was received the prior month from Mr. Rudd regarding his alternative proposal for rerouting the Jones and Maple Streets stormwater system. He explained this latest proposal to the Commissioners, noting he believed it would benefit both Reed's Locksmith and Hershey Federal Credit Union and provided for an inlet at South Long Street. He then asked that some of the funds budgeted in 2020 for stormsewer evaluations be used to determine the feasibility of this proposal. Per a question from Mr. Perrotto, Mr. Yingst indicated \$34,000 had been budgeted for stormsewer evaluations, about half of which was already allocated to the Ulrich Street evaluation. Mr. Embich expressed his belief that those

areas with the greatest flooding impacts should be prioritized, while recognizing that raised the question of how such a prioritization would be determined. He indicated he heard other areas in the Township, such as those along North Ulrich Street and Weaber Street, are more impacted by flooding, and he believed such areas should be looked at first. Mr. Embich also indicated his concern about the significant construction costs for the Jones and Maple Streets stormsewer proposals estimated by the Township Engineer that were previously discussed. Mr. Rudd indicated that 12 properties were affected by this issue in his neighborhood and expressed his belief the Weaber Street problems had subsided following the installation of an underground stormwater tank at its intersection with East Main Street several years prior. He also discussed his concerns with the drainage pit at the intersection of Jones and Maple Streets. Per a question from Mr. Hoover, Mr. Yingst indicated the Ulrich Street evaluation was currently underway. Per a question from Mr. Perrotto, Mr. Yingst indicated the 2020 budgeted amounts were only for an evaluation of stormsewer systems and not for actual construction. The Commissioners then discussed Mr. Rudd's proposal in depth, with Mr. Perrotto stating he saw the benefits of prioritization and President Moore expressing concern about what impacts the proposed work might generate further down the stormsewer system. **MOTION** by Mr. Hoover, second by Mr. Perrotto to authorize the Township Administrator to seek a cost estimate from the Township Engineer for an evaluation on the proposal submitted by Mr. Rudd. Motion carried unanimously and Mr. Perrotto asked Mr. Yingst to ask the Public Works Department to compile a list of areas of stormwater issues.

NEW BUSINESS:

Appointments: It was noted the Commissioners were provided with a listing of suggested appointments and President Moore asked if there were any comments or questions pertaining to same. Following a brief discussion of the listing, **MOTION** by Mr. Lively, second by Mr. Embich to make the appointments per the listing as presented. Motion carried unanimously and the listing of appointments is attached hereto and made a part of these minutes.

Signatories for Township Funds: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the authorized signatories for all Township funds as follows:

Signature from three of the following five officers: President, Vice President, Treasurer, Secretary, or Assistant Secretary.

Motion carried unanimously.

Ms. Reed left the meeting at 8:23 PM.

Annual Memberships: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the following memberships for 2020, totaling \$3,240.65:

Pennsylvania State Association of Boroughs – 2020 dues	\$225.00
Pennsylvania State Association of Township Commissioners – 2020 dues	\$1,515.65
Capital Region Council of Governments - 2020 dues (paid by Sewer Fund)	\$1,500.00

Motion carried unanimously.

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
APPOINTMENTS
2020**

Depository for Township Funds	Fulton Bank Northwest Savings Bank Pennsylvania Local Government Investment Trust (PLGIT) Edward Jones
-------------------------------	---

Township Secretary (two-year term ending Dec. 31, 2021)	Nicholas Yingst
Assistant Township Secretary (two-year term ending Dec. 31, 2021)	Karen Gerhart
Township Treasurer (two-year term ending Dec. 31, 2021)	Thomas Embich
Township Solicitor (two-year term ending Dec. 31, 2021)	Reilly Wolfson Attorneys at Law
Township Engineer (two-year term ending Dec. 31, 2021)	SSM Group, Inc.
Plumbing Inspector (two-year term ending Dec. 31, 2021)	Leslie Powell
Zoning Officer (one-year term ending Dec. 31, 2020)	Lebanon County Planning Department
Code Enforcement Officer (one-year term ending Dec. 31, 2020)	BCI Code Compliance
Township Authority (five-year term ending Dec. 31, 2024)	Anthony Deaven
Zoning Hearing Board (five-year term ending Dec. 31, 2024)	James Scott
Zoning Hearing Board Alternate (three-year term ending Dec. 31, 2022)	Jill Palanzo
Planning Commission (four-year term ending Dec. 31, 2023)	Karen Mailen Matthew Reedy
Civil Service Commission (six-year term ending Dec. 31, 2025)	Thomas Shott
Property Maintenance Code Board of Appeals Alternate (three-year term ending Dec. 31, 2022)	Rick Enigk
Vacancy Board (one-year term ending Dec. 31, 2020):	Keith Kreamer
EIT/TCC Municipal Representative (one-year term ending Dec. 31, 2020)	Bryan Hoffman
EIT/TCC Municipal Representative Alternate (one-year term ending Dec. 31, 2020)	Adam Wolfe
Township Authority Representatives to Wage & Salary Committee	Hugh Rooney Barry Ludwig

Errors and Omissions Insurance: Mr. Yingst presented the proposal for the Township public officials management and employment practices liability insurance, commonly referred to as errors and omissions insurance, as bound through Strickler Insurance Agency with Greenwich Insurance Company for 2020. The annual premium for 2020 is \$5,484, not including a \$95 carrier policy fee. He also noted this increase was the first for this insurance since 2016. **MOTION** by Mr. Embich, second by Mr. Lively to ratify approval for the Township public officials management and employment practices liability insurance with Greenwich Insurance Company for 2020 as presented. Motion carried unanimously.

Resolution No. 20200106-1 – Police Pension Plan Contributions: Mr. Yingst informed the Board that Pennsylvania Act 30 of 2002, concerning police pension plans, requires municipalities to take formal action annually if police officers are not required to contribute to the pension plan. **MOTION** by Mr. Perrotto, second by Mr. Lively to adopt Resolution No. 20200106-1, stating that the members of the Annville Township Police Department are not required to contribute to the Annville Township Police Pension Plan for the year 2020. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20200106-2 – 2020 Drop-Off Facility Permit Fee for South Annville Township Residences: Mr. Yingst presented proposed Resolution No. 20200106-2, setting the annual permit fee for South Annville Township residences at \$95 for 2020 for use of the drop-off facility located at the Annville wastewater treatment plant for disposal of green waste and bulk trash. **MOTION** by Mr. Hoover, second by Mr. Lively to adopt Resolution No. 20200106-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20200106-3 – Appointments to the Lebanon County Code Appeals Board: Mr. Yingst presented proposed Resolution No. 20200106-3, appointing John Poff, William Smeltzer, and Patrick Brewer as regular members and Rick Horst as an alternate member to the Lebanon County Code Appeals Board. He noted these appointments are being recommended by the Lebanon County Planning Department and is required because Mr. Horst is proposed to be added to the Board to fill a vacancy and this joint Board hears any appeals pertaining to the Pennsylvania Uniform Construction Code, which Annville Township has adopted. **MOTION** by Mr. Embich, second by Mr. Perrotto to adopt Resolution No. 20200106-3 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Renewal of Treasurer's Bond: **MOTION** by Mr. Lively, second by Mr. Hoover to approve the renewal of the Treasurer's bond in the amount of \$250,000 with Travelers through Strickler Insurance Agency and payment of \$468 for this renewal. Motion carried unanimously.

CORRESPONDENCE: The Board was informed of the following item of correspondence received since its December 2019 Regular Meeting:

Trout Unlimited 2020 Annual Conservation Fundraising Banquet: Mr. Yingst reported that communication was received from Joseph Connor of the Doc Fritchey Chapter of Trout Unlimited inviting the Commissioners to its 2020 annual conservation fundraising banquet. He noted the

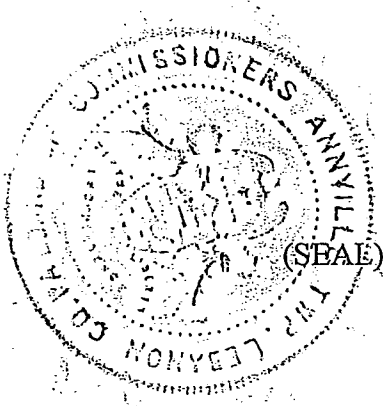
RESOLUTION NO. 20200106-1

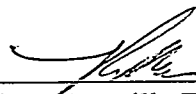
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
NOT REQUIRING CONTRIBUTIONS
TO THE ANNVILLE TOWNSHIP POLICE PENSION PLAN
FROM THE MEMBERS OF THE ANNVILLE TOWNSHIP POLICE DEPARTMENT
FOR THE YEAR 2020**

WHEREAS, the latest actuarial valuation of the Annville Township Police Pension Plan (the "Plan") indicated that the Plan was adequately funded.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the members of the Annville Township Police Department are not required to contribute to the Annville Township Police Pension Plan for the year 2020.

ADOPTED this sixth day of January, 2020.





President, Annville Township
Board of Commissioners

Attest: 
Township Secretary

RESOLUTION NO. 20200106-2

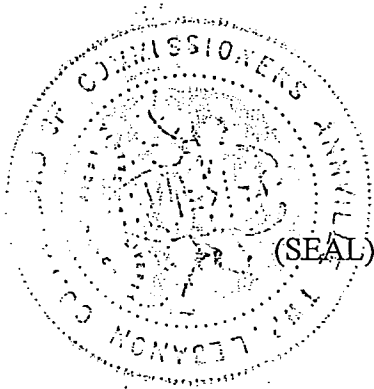
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
SETTING THE ANNUAL PERMIT FEE FOR THE DROP-OFF FACILITY
FOR SOUTH ANNVILLE TOWNSHIP RESIDENCES FOR 2020**

WHEREAS, the municipalities of Annville Township and South Annville Township are parties to an intermunicipal agreement in which Annville Township allows residences of South Annville Township to obtain an annual permit for the use of the drop-off facility located at the Annville Wastewater Treatment Plant for disposal of green waste and bulk trash; and

WHEREAS, this intermunicipal agreement states that the fee amount for this permit shall be set by Annville Township through a resolution.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the annual permit fee for use of the drop-off facility by a residence in South Annville Township shall be \$95.00 in 2020.

ADOPTED this sixth day of January, 2020.





President, Annville Township
Board of Commissioners

Attest: 
Township Secretary

Annville Township
Lebanon County, Pennsylvania

RESOLUTION NO. 20200106-3

A RESOLUTION OF the Board of Commissioners of Annville Township, LEBANON COUNTY, PENNSYLVANIA TO APPOINT MEMBERS TO THE LEBANON COUNTY CODE APPEALS BOARD.

WHEREAS, Annville Township
has adopted an Ordinance to implement the Pennsylvania Uniform Construction Code;
and

WHEREAS, Annville Township
Has adopted an Enabling Ordinance for Intermunicipal Agreement and executed an Intermunicipal Agreement, as provided therein, to authorize appointment of members to a joint appeals board known as the Lebanon County Code Appeals Board.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners
of Annville Township that the
following individuals are hereby appointed to the Lebanon County Code Appeals Board:

REGULAR MEMBERS

John Poff

William Smeltzer

Patrick Brewer

ALTERNATE MEMBER

Rick Horst

RESOLVED AND ENACTED this sixth
day of January, 2020,

[Signature]
President, Board of Commissioners

ATTEST:

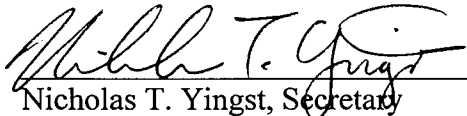
[Signature]
Township Secretary




banquet is scheduled for 5 PM on March 14, 2020 at the Holiday Inn of Grantville and tickets may be purchased for \$35 per person. Mr. Yingst noted the Township sponsored a full inside page advertisement in the banquet program from 2015 through 2019 and \$100 was budgeted for this again in 2020. **MOTION** by Mr. Embich, second by President Moore to authorize the sponsorship of a full inside page advertisement in the program for the 2020 annual conservation fundraising banquet of the Doc Fritchey Chapter of Trout Unlimited at a cost of \$100. Motion carried unanimously.

PAY BILLS: **MOTION** by President Moore, second by Mr. Hoover 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.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by President Moore, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:28 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President