

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
MAY 5, 2020 REGULAR MONTHLY MEETING AGENDA**

HELD REMOTELY VIA ZOOM WEB CONFERENCE PLATFORM DUE TO COVID-19 EMERGENCY

Announced Visitors: None

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Welcome and Instructions
- IV. Recognition of Visitors and Opportunity for Public Comment
- V. Approval of Minutes
- VI. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annville Activities
- VII. 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
- VIII. Old Business
 - A. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
 - B. Jones and Maple Streets Stormwater
 - C. Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map
 - D. Welcome Sign
- IX. New Business
 - A. Cancellation of the April Physical Meeting of HARB and Rescheduling of Same Remotely and Cancellation of the April Meeting of the Township Authority due to COVID-19 Emergency
 - B. Cancellation of the May Physical Meeting of the Board of Commissioners and Rescheduling of Same Remotely due to COVID-19 Emergency
 - C. Rescheduling of the June Meeting of the Board of Commissioners
 - D. Annville Township Police Officers Association (ATPOA) Grievance
- X. Correspondence
- XI. Pay Bills
- XII. Opportunity for Public Comment
- XIII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
May 5, 2020**

The May Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on May 5, 2020 via the Zoom web-based audio and video conference platform due to the COVID-19 emergency with the following members present remotely: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Karen Gerhart, Assistant Township Administrator; Bernard Dugan, Chief of Police; and Corey Lamoureux, Esq., Township Solicitor.

President Moore called the meeting to order and led those in attendance 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 no comments were noted.

APPROVAL OF MINUTES: MOTION by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Regular Meeting held April 7, 2020 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for April 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Public Safety: The Police Statistical Report for April 2020 was reviewed, which included a listing of calls responded to in South Annville Township over the past month.

Property: MOTION by Mr. Lively, second by Mr. Perrotto to take from the table the motion to award the Town Hall window replacement project to Creek View LLC for an estimated cost of \$14,775.15. Motion carried unanimously and the aforementioned motion was opened for discussion. Noting this did not account for the window treatment portion of the project, Mr. Embich asked when that would be considered. Mr. Yingst indicated he was planning to obtain a quote for window treatments after the window replacement had begun, similarly to how this was done for the first phase of this project in 2019. With no further comments or questions noted, the motion to award the Town Hall window replacement project to Creek View LLC for an estimated cost of \$14,775.15 was voted on and carried by a vote of four to one with President Moore, Mr. Lively, Mr. Embich, and Mr. Hoover voting in favor of the motion and Mr. Perrotto voting against the motion.

Parks & Recreation: President Moore asked if there were any updates on the use of Quittie Creek Nature Park by mountainbikers. Mr. Yingst indicated there was no updates since the Police Department told the bikers to stop altering the park until they could discuss at another meeting with the Quittie Park Committee.

Finance: Mr. Embich reviewed the Financial Report for April 2020, highlighting the total income and expenses through the fourth month of 2020. A copy of the report is attached hereto and made a part of these minutes. He thanked Mr. Yingst for the analysis he provided for several revenue streams that might be impacted by the COVID-19 pandemic emergency, noting little variation

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR APRIL 2020

- (1) **SWEEPING** No street sweeping this month.
- (2) **D/T LIGHTS** Repaired 5 downtown pole lights.
- (3) **ARLE GRANT** On the 15th and 16th Pro Cuts was here to core drill the location for some of the pedestrian crosswalk lights. We had them scheduled to core 10 holes; however, once we did the PA One Call we found out that a main power line runs in the side walk up N White Oak St on the east side and the line was around 18" deep. Since we have to keep the lights at those locations because that is where the State approved them, we had to increase the size of the holes drilled (24") to hold more concrete. We also asked him, since he had to come back to drill the over sized holes, what would it cost to core the remaining holes in the brick. He said since we are going to keep his workers busy for 2 days he will not charge travel time. The original price was for \$5,200 for 10 holes and they cut the remaining 10 holes for a total price of \$7,930 (\$2,730 more). I gave them the ok to go ahead and do the work.
- (4) **FOUNTAIN** The fountain is running.
- (5) **DUMPSTERS** The people are using good judgement and keeping 6 ft. apart and most are wearing face protectors.

Respectfully submitted,
Les Powell



• CALLS FOR SERVICE	155
• ORDINANCE VIOLATIONS	
1. DOG	6
2. NOISE	1
3. PARKING	2
• CRIMINAL ARRESTS	02
○ ADULT	02
○ JUVENILE	00

ANNVILLE ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	01	- 307 West Church Street
• TOTAL TRAFFIC WARNINGS	02	- 1400 East Main Street
• TOTAL NON-TRAFFIC CITATIONS	00	- S. King & W. Queen Streets
• TOTAL VEHICLE ACCIDENTS	07	- W. Queen & S. Beaver Streets
○ REPORTABLE	03	- 400 East Main Street
○ NON-REPORTABLE	04	- 750 East Main Street
○ HIT & RUN	00	
• PARKING TICKETS ISSUED	0	

Annville Township Police Department

MONTHLY REPORT APRIL 2020

Total Calls by Call Type From: 04/02/2020 - 04/29/2020

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	34
MISCELLANEOUS	9
ALARMS	8
DOG COMPLAINT	6
DOMESTIC DISPUTE	6
HARASSMENT	6
ACCIDENT, NON-REPORTABLE	5
CHECK ON WELL BEING	5
CIVIL MATTER	5
ASSIST OTHER POLICE	4
BUSINESS-ESSENTIAL-COVID19	4
ACCIDENT, REPORTABLE	3
CRIMINAL MISCHIEF	3
DRIVING COMPLAINT	3
JUVENILE COMPLAINT	3
MENTAL HEALTH	3
POLICE INFORMATION	3
SUSPICIOUS ACTIVITY	3
TRAFFIC DEVICE COMPLAINT	3
ANIMAL COMPLAINT	2
BACKGROUND INVESTIGATION	2
FIRE CALL	2
LOST & FOUND	2
PARKING COMPLAINT	2
TRAFFIC ENFORCEMENT - WARNING	2
WARRANT	2
WIRES DOWN	2
911 HANGUP	1
ASSAULT, SIMPLE	1
ASSIST MOTORIST	1
BACKGROUND CHECK - VENDOR	1
CHILD SEXUAL ABUSE	1
COMMUNITY EVENT	1
CRIMINAL INVESTIGATION	1
DAMAGES/NON CRIMINAL	1
DRUG VIOLATION	1
FRAUD	1
IDENTITY THEFT	1
NOISE COMPLAINT	1
PARKING- GENERAL INFO	1
PHONE SCAM	1
SUSPICIOUS PERSON	1
SUSPICIOUS VEHICLE	1

THEFT - UNLAWFUL TAKING	1
TRAFFIC COMPLAINT	1
TRAFFIC ENFORCEMENT - CITATION	1
TRAFFIC HAZARD	1
TRASH/RUBBISH/GRASS ON ROADWAY	1
TRESPASS, CRIMINAL	1
ZONING-ORDINANCE	<u>1</u>
Total Calls	155



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT – SOUTH ANNVILLE
APR 2020



CALLS FOR SERVICE - 26

Call type	
ALARMS	1
AMBULANCE CALL	4
ANIMAL COMPLAINT	1
CHECK ON WELL BEING	1
CIVIL MATTER	1
CRIMINAL MISCHIEF	2
DOMESTIC DISPUTE	3
DRUG VIOLATION	2
HARASSMENT	2
JUVENILE COMPLAINT	1
MENTAL HEALTH	2
NOISE COMPLAINT	1
PHONE SCAM	1
SUSPICIOUS ACTIVITY	2
TRAFFIC HAZARD	1
TRESPASS, CRIMINAL	1
26	

Criminal Arrest – 0

Non Traffic Citations - 1

Traffic Citations – 0

ACCIDENT OCATIONS

None

from routine expectations through four months, while further noting it was still too early to truly make any assertions with confidence and that this would need to continue to be monitored.

Permits: The Permits Report for April 2020 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 Proclamation: Noting the 30th annual Memorial Day Parade had been cancelled due to the COVID-19 emergency and in keeping with a request from the Annville Community Activities Committee, Mr. Perrotto presented a proposed proclamation of a time of solemn remembrance for Memorial Day to the Board for its consideration. **MOTION** by Mr. Perrotto, second by Mr. Embich to issue the proclamation as presented, asking the citizens of Annville to solemnly commemorate Memorial Day at 9 AM on May 23, 2020, which would typically be the start of the annual Memorial Day Parade, by flying the flag of the United States, observing a moment of silence remembering the sacrifice of those who gave their lives in military service, talking to children and grandchildren about the meaning of Memorial Day, and asking those who live along the usual parade route of East Main Street, North College Avenue, and East Maple Street to consider moving their cars from these roadways, if possible, as if the parade was being conducted. Motion carried unanimously and a copy of this proclamation is attached hereto and made a part of these minutes.

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:

Executive Sessions: Mr. Yingst reported an Executive Session was held on April 29, 2020 to discuss personnel matters pertaining to a grievance received from the Annville Township Police Officers Association (ATPOA) and public safety issues pertaining to the COVID-19 emergency.

Planning Commission: Mr. Perrotto reported the Planning Commission meeting for April 13, 2020 was cancelled due to a lack of business.

Historic Architectural Review Board (HARB): The following item was addressed:

Fire Damaged Restoration at 202 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Hoover to issue a Certificate of Appropriateness for fire damaged restoration, namely restoring and replacing damaged windows, entry doors, roof structure, shingles, siding, access stairs and ramp, and exterior lighting, at 202 West Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reported the Lebanon County Stormwater Consortium meeting for April 2020 was cancelled.

Permits Report

Month of April 2020

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

Tapping Fees

Building Permits

Curb/Sidewalk Permits

Street-Cut Permits

#2020-19	131 N. College Avenue (2 cuts)	UGI	Install gas service
#2020-20	472 E. Maple Street	UGI	Cut off/ retire gas service
#2020-21	205 S. Lancaster Street	UGI	Replace gas service
#2020-22	232 N. Lancaster Street	UGI	Replace gas service

Burn Permit

2020 MEMORIAL DAY PROCLAMATION

A PROCLAMATION OF THE BOARD OF COMMISSIONERS OF ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA, PROCLAIMING A TIME OF SOLEMN REMEMBRANCE FOR MEMORIAL DAY

WHEREAS, the citizens of Annaville Township have had a long history of military service to the United States, and those who have died in service to the country deserve the deepest respect and remembrance; and

WHEREAS, the annual Annaville Memorial Day Parade, which would be in its 30th year in 2020, has provided its citizens and those from other communities with an opportunity for celebrating and remembering those who have served and died in service to the country; and

WHEREAS, the Annaville Memorial Day Parade grew to become the largest parade of its kind in Pennsylvania; and

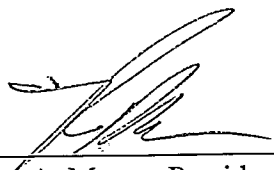
WHEREAS, the 30th annual Annaville Memorial Day Parade was cancelled due to the COVID-19 novel coronavirus emergency in the State of Pennsylvania and the United States.

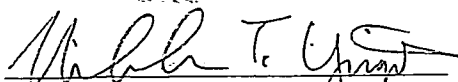
NOW, THEREFORE, BE IT PROCLAIMED by the Annaville Township Board of Commissioners that it is asking its citizens to solemnly commemorate Memorial Day in the following manner at 9 AM on May 23, 2020, which would typically be the start of the annual Annaville Memorial Day Parade:

- 1) To fly the flag of the United States; and
- 2) To observe a moment of silence remembering the sacrifice of those who gave their lives in military service; and
- 3) To talk to children and grandchildren about the meaning of Memorial Day; and
- 4) To ask those who live along the usual parade route of East Main Street, North College Avenue, and East Maple Street to consider moving their cars from these roadways, if possible, as if the parade was being conducted.

PROCLAIMED AND SIGNED this fifth day of May, 2020.




Rex A. Moore, President

Attest: 
Nicholas T. Yingst, Secretary

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reported the GLRA meeting for April 2020 was cancelled.

Fire Department: The Board noted the receipt of the April 2020 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC) and Mr. Lively briefly reviewed same. Mr. Lamoureux reported a Public Hearing was scheduled for May 21, 2020 regarding up to \$200,000 in borrowing the UHC was seeking from the State to reduce the cost on the existing loan with Fulton Bank for the recent purchase of the rescue truck. He shared information on the UHC's anticipated savings from this and that a resolution would be presented to the Board for its consideration at the June Regular Meeting.

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

OLD BUSINESS:

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: MOTION by Mr. Lively, second by Mr. Hoover to ratify authorization for ProCut to perform core drilling of twenty holes of varying diameters for the eventual placement of flashing pedestrian sign poles at certain locations for a revised overall cost of \$7,930, instead of the previously approved cost of \$5,500 for this service for ten holes. Motion carried unanimously.

Jones and Maple Streets Stormwater: The Board revisited the proposal from the Township Engineer for evaluating a rerouting and expansion of the Jones and Maple Streets stormwater system that it tabled at the previous month's meeting. Mr. Perrotto suggested that any possible action on this should be deferred since the financial impacts of the COVID-19 pandemic emergency were not yet known and the other Commissioners concurred.

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM): Mr. Yingst reported the required Public Hearing to amend the floodplain regulations and flood zones per the Township's zoning ordinance and map to bring them into accordance with the latest FEMA requirements and FIRM was scheduled for June 4, 2020 at 6 PM. He further reported the required notices were sent to property owners the prior week and it was anticipated the proposed ordinance and map revisions would be presented to the Board of Commissioners for possible action at the June Regular Meeting.

Welcome Sign: Mr. Yingst reported that Horst Signs had agreed to extend its quote for the Annville welcome sign proposal it submitted by an additional 90 days and the Commissioners indicated they were fine with holding off on any action on this for the time being. In response to questions from Mr. Hoover and Mr. Embich, Mr. Yingst and Mr. Lamoureux indicated a recorded agreement with the owner of the property where such a sign would be placed would be necessary to establish ownership of the sign and an easement for the Township to access the sign. Mr. Yingst also noted such a sign would need to go before the North Annville Township Zoning Hearing Board should it be placed at the Josephson premises along State Route 934 due to it being classified as an off-premises sign, which is not permitted by right.

Condemned Property at 100 North Weaber Street: In response to a question from Mr. Lively, Mr. Yingst reported there were no updates on the condemned property at 100 North Weaber Street.

NEW BUSINESS:

Cancellation of the April Physical Meeting of HARB and Rescheduling of Same Remotely and Cancellation of the April Meeting of the Township Authority due to COVID-19 Emergency: MOTION by Mr. Lively, second by Mr. Perrotto to ratify (1) the cancellation of the April 20, 2020 physical meeting of HARB and rescheduling of same remotely via the Zoom web-based audio and video conference platform due to the COVID-19 emergency, (2) the cancellation of the April 21, 2020 meeting of the Township Authority due to the COVID-19 emergency, and (3) the advertisement for same. Motion carried unanimously.

Cancellation of the May Physical Meeting of the Board of Commissioners and Rescheduling of Same Remotely due to COVID-19 Emergency: MOTION by Mr. Perrotto, second by Mr. Hoover to ratify (1) the cancellation of the May 5, 2020 physical meeting of the Board of Commissioners and rescheduling of same remotely via the Zoom web-based audio and video conference platform due to the COVID-19 emergency and (2) the advertisement for same. Motion carried unanimously.

Rescheduling of the June Meeting of the Board of Commissioners: Noting that the date of the primary election has been moved to June 2, 2020, which was the date of the June Regular Meeting of the Board of Commissioners, and since the Town Hall meeting room serves as a polling place, MOTION by Mr. Embich, second by Mr. Lively to (1) reschedule the June Regular Meeting of the Board of Commissioners to June 9, 2020 at 7 PM and (2) authorize advertising for same, including the possibility of holding the meeting remotely due to the COVID-19 emergency. Motion carried unanimously.

ATPOA Grievance: MOTION by Mr. Lively, second by Mr. Perrotto to deny the grievance appeal from the ATPOA dated April 14, 2020 and pertaining to the emergency hire of a part-time police officer. Motion carried unanimously.

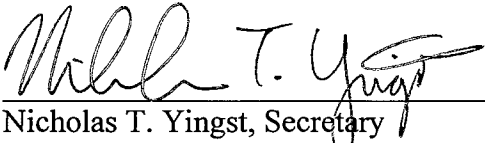
Civil Service Examinations: In response to questions from Mr. Hoover and Mr. Embich, Chief Dugan reported that part-time police officers Benjamin Sutcliffe and Charles Beard had declined to participate in the Civil Service examinations and, as such, could not continue as police officers with Annville Township.

CORRESPONDENCE: Nothing to report this month.


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

OPPORTUNITY FOR PUBLIC COMMENT: President Moore provided a final opportunity for public comment and no comments were noted.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Perrotto, second by Mr. Embich to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:31 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President