

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
OCTOBER 13, 2021 AMENDED AGENDA**

BOARD OF COMMISSIONERS SPECIAL MEETING – 6:00 PM

Announced Visitors: None

- I. Call to Order - 6:00 PM
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors and Opportunity for Public Comment
- V. Review of Draft Budgets (including labor costs)
 - A. Sewer Fund
 - B. Sewer Capital Fund
 - C. Municipal Separate Storm Sewer System (MS4) Fund
 - D. General Fund
 - E. Capital Reserve Fund
 - F. Liquid Fuels (Motor License) Fund
 - G. Police Pension Plan
 - H. Non-Uniformed Employees' Pension Plan
- VI. 2022 Salary Increase***
- VII. 2021 Annville Free Library Capital Campaign Contribution***
- VIII. Possible Budget Actions (if the Board thinks appropriate)
 - A. Authorize Second Budget Meeting
 - B. Tentative Adoption of Budget
 - C. Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates
 - D. Authorize Tax Levy and Appropriations Ordinance
 - E. Authorize Budget Hearing
- IX. Other Business
 - A. Stone Hill Village Phase 3B-1 Land Development Plan Reapproval
 - B. Request for Parking Lines to be Painted on South Lancaster Street
- X. Adjournment

*** = Added to the agenda by majority vote of the Board of Commissioners on October 13, 2021.

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
October 13, 2021**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 13, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Henri B. Lively, Vice President (via telephone); Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance was Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners and Armin Rudd, East Maple Street.

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

APPROVAL OF AGENDA: MOTION by Mr. Hoover, second by Mr. Perrotto to approve the agenda as presented. Motion carried unanimously.

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:

Jones and East Maple Streets Stormwater Evaluation: Mr. Rudd was recognized for comment and he reiterated his request that, as the report on the Jones and East Maple Streets stormwater evaluation had not yet been received from the Township Engineer, the Township allocate money in the 2022 budget for drawings that Mr. Rudd believed would be the next logical step following the issuance of the report. He suggested the Commissioners allocate \$18,000 in the 2022 budget for this purpose, which was the approximate amount of the Township Engineer's proposal for the present evaluation, and that he believed these funds had not yet been spent. Mr. Yingst clarified the Township had already incurred costs for the evaluation and he expected the total amount as per the proposal would likely be incurred. Noting that Mr. Rudd had referenced communications he had with the Township Engineer regarding the evaluation, Mr. Embich asked about the feedback Mr. Rudd had received from him. Mr. Rudd indicated the Township Engineer informed him the survey work was delayed until March 2021 due to snow and COVID-19 pandemic challenges and, after not hearing anything further after that point, he again reached out to him during the Summer. Mr. Yingst reported he had spoken to the Township Engineer after the previous week's Board of Commissioners meeting and the latter had indicated he needed to do additional surveying and analysis on the Weaber Street stormwater system that a theoretical connection from Jones and East Maple Street would eventually discharge into, and this would likely push back the issuance of the report to the end of November 2021. The Township Engineer noted this additional work was necessary because of the existing challenges concerning the Weaber Street stormwater system and the impacts and feasibility of adding more stormwater to it. Mr. Embich and Mr. Rudd then discussed the Weaber Street stormwater system's challenges. Per a question from Mr. Perrotto, Mr. Yingst indicated the Township Engineer did not provide an estimate for the cost of this additional work. Per a follow-up question from Mr. Perrotto, Mr. Yingst indicated he could ask the Township Engineer for an estimate, but he anticipated these costs would be incurred in 2021. Mr. Rudd stated the amount he was requesting be included in the 2022 budget was for drawings and not an evaluation. Mr. Perrotto asked Mr. Rudd if, in his opinion, should the cost for drawings exceed any amount budgeted, that would mean the work would not proceed. Mr. Rudd disagreed and suggested that drawings could be done incrementally over time.

President Moore restated his concerns about making budget estimates prior to having the evaluation report in hand. Mr. Rudd then thanked the Board and left the meeting at 6:24 PM.

REVIEW OF DRAFT BUDGETS: Mr. Yingst presented the following 2022 draft budgets for review and discussion by the Board of Commissioners: Sewer Fund, Sewer Capital Fund, Municipal Separate Storm Sewer System (MS4) Fund, General Fund, Capital Reserve Fund, Liquid Fuels (Motor License) Fund, Police Pension Plan, and Non-Uniformed Employees' Pension Plan. Mr. Yingst also presented for review and discussion a labor costs spreadsheet that reflected a 2.5% annual increase to police officer salaries and wages per the current collective bargaining agreement (CBA) with the police union and a 3% cost of living increase for all Township employees not covered by the CBA. He noted that, per the CBA, police officers receiving health insurance benefits would see their contribution to the premium increase from 5% in 2021 to 6% in 2022 and the draft budgets also assumed this increase for those employees not covered by the CBA. The Commissioners began by reviewing the Sewer Fund, Sewer Capital Fund, and MS4 Fund draft budgets, with Mr. Yingst noting these draft budgets had been reviewed by the Annville Township Authority at its meeting the prior month, and further noting the Sewer Fund draft budget was balanced with no sewer rate increase recommended for the seventh straight year. He also shared the specific changes made to these draft budgets over the past few weeks. The Commissioners then continued to a review of the remaining draft budgets, with Mr. Yingst sharing the specific changes made to them over the past few weeks. It was noted the General Fund draft budget was balanced with no property tax increase or trash fee increase being recommended. In particular, the Commissioners indicated their support for increasing the South Annville Township drop-off facility permit fee by \$50 to \$150 in 2022. They also discussed personnel costs, police officer staffing, increased costs for polymer at the wastewater treatment plant, "big ticket" and capital expense requests by the Public Works Department, the financial contribution agreement being negotiated with Lebanon Valley College, drop-off facility costs, the expiration of the residential refuse and recycling collection contract in 2022, streetlighting, the Annville Free Library's capital campaign and its request for a one-time donation for same, possible renovations to Town Hall, street paving, and stormsewer projects. Regarding Mr. Rudd's comments from earlier in the meeting, the Commissioners expressed their disinclination to budget for the drawings he requested before the stormwater evaluation report was received. They further noted such report would likely be received too late in the 2022 budget process to give adequate time for consideration of it.

2022 SALARY INCREASE: Due to information recently gathered regarding competitive rates of pay, **MOTION** by President Moore, second by Mr. Lively to add to the agenda consideration of a 2022 salary increase for the Township Administrator. Motion carried unanimously. Following discussion of same, **MOTION** by Mr. Perrotto, second by President Moore to authorize a \$10,000 salary increase for Nicholas Yingst effective for 2022, exclusive of the cost of living adjustment. Motion carried unanimously.

2021 ANNVILLE FREE LIBRARY CAPITAL CAMPAIGN CONTRIBUTION: Based on information Mr. Embich just received regarding a time-sensitive dollar-for-dollar match up to \$50,000 for the Annville Free Library capital campaign, **MOTION** by Mr. Hoover, second by Mr. Embich to add to the agenda consideration of a capital campaign contribution to the Annville Free Library in 2021. Motion carried unanimously. Following discussion of same in light of the capital

campaign contribution request received from the library, **MOTION** by Mr. Hoover, second by Mr. Embich to authorize \$50,000 in American Rescue Plan Act (ARPA) funds to be distributed to the Annville Free Library for its capital campaign from the Capital Reserve Fund in 2021. Motion carried unanimously.

Mr. Lively joined the meeting in person at 8:29 PM.

REVIEW OF DRAFT BUDGETS (CONTINUED): The Commissioners then returned to their review of the 2022 draft budgets and, upon completing same, amended the revenues and expenditures of the 2022 draft budgets as follows:

- 01/400/120 (Salaries and Wages – Township Office): \$6,000 increase due to salary increase.
- 01/430/331 (Vehicle – Operating Expenses): \$300 decrease due to moving General Fund share of vehicle disinfectant to the Capital Reserve Fund budget as an ARPA-eligible expense.
- 01/456/500 (Library – Donation): \$30,000 decrease due to making a \$50,000 capital campaign donation to the library in 2021 as an ARPA-eligible expense.
- 01/480/000 (Employee Benefits and Payroll Taxes): \$1,032 increase due to benefits and payroll taxes increasing because of salary increase.
- 01/486/000 (Insurance): \$23 increase due to workers compensation insurance increasing because of salary increase.
- 01/490/000 (Transfer to Other Funds): \$23,245 increase due to changes to 01/400/120, 01/430/331, 01/456/500, 01/480/000, and 01/486/000.
- 08/400/100 (Wages and Salaries – Administration): \$4,000 increase due to salary increase.
- 08/429/331 (Vehicle – Operating Expenses): \$300 decrease due to moving Sewer Fund share of vehicle disinfectant to the Capital Reserve Fund budget as an ARPA-eligible expense.
- 08/480/000 (Employee Benefits and Payroll Taxes): \$688 increase due to benefits and payroll taxes increasing because of salary increase.
- 08/486/000 (Insurance): \$16 increase due to workers compensation insurance increasing because of salary increase.
- 08/490/000 (Transfer to Sewer Capital Fund): \$4,404 decrease due to changes to 08/400/100, 08/429/331, 08/480/000, and 08/486/000.
- 30/391/000 (Transfer from Sewer Fund): \$4,404 decrease due to changes to 08/490/000.
- 31/392/300 (Transfer from General Fund): \$23,245 increase due to changes to 01/490/000.
- 31/409/745 (Town Hall Improvements and Repairs): \$38,000 increase due to expanding scope of possible Town Hall renovations.
- 31/430/120 (Public Works – ARPA-Eligible): \$600 increase due to changes to 01/430/331 and 08/429/331.
- 31/457/100 (Welcome Sign): \$2,500 decrease to bring into line with 2021 budget figure.

BUDGET ACTIONS: The Commissioners agreed that another Special Meeting to discuss budget matters, which had been tentatively scheduled for October 27, 2021, would not be necessary, and it took the following actions pertaining to the 2022 budget:

Tentative Adoption of Budget: MOTION by Mr. Hoover, second by Mr. Perrotto to tentatively adopt the 2022 budget as amended and to authorize advertisement of a public notice that the proposed budget is available for public inspection. Motion carried unanimously.

Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates: MOTION by Mr. Lively, second by President Moore to establish the Earned Income Tax rate at 0.5% for 2022, the Local Services Tax rate at \$52 annually for 2022, and the Realty Transfer Tax rate at 0.5% for 2022 and to authorize advertisement of a public notice indicating same. Motion carried unanimously.

Authorize Tax Levy and Appropriations Ordinance: MOTION by President Moore, second by Mr. Perrotto to authorize the Township Administrator to prepare and advertise an ordinance establishing the Real Estate Tax rate for the year 2022 at 3.84 mills and appropriating specific sums estimated to be required for the specific purposes of the municipal government. Motion carried unanimously.

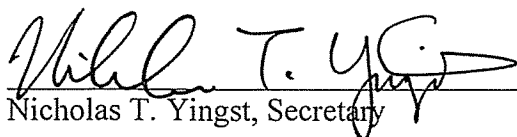
Authorize Budget Hearing: MOTION by Mr. Lively, second by Mr. Perrotto to authorize the advertisement of a Budget Hearing for November 3, 2021 at 6:30 PM. Motion carried unanimously.


OTHER BUSINESS:

Stone Hill Village Phase 3B-1 Land Development Plan Reapproval: Noting a request for same had been received from Eugene Martin of Stone Hill Village, MOTION by Mr. Perrotto, second by Mr. Hoover to extend approval for the final land development plan for Phase 3B-1 of Stone Hill Village by an additional 90 days by reapproving said plan contingent upon all items in the Township Engineer's review letter being satisfactorily addressed and obtaining the necessary signatures. Motion carried unanimously.

Request for Parking Lines to be Painted on South Lancaster Street: Mr. Yingst reported that he and the Public Works Superintendent discussed the request that parking lines be painted on South Lancaster Street between West Main Street and West Cumberland Street. Noting the latter was comfortable with this request, MOTION by Mr. Perrotto, second by Mr. Embich to authorize the Public Works Department to paint parking lines on South Lancaster Street between West Main Street and West Cumberland Street. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, MOTION by Mr. Perrotto, second by Mr. Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:52 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President