

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
OCTOBER 5, 2021 AMENDED AGENDA**

REGULAR MONTHLY BOARD OF COMMISSIONERS MEETING – 7:00 PM

Announced Visitors: None

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors and Opportunity for Public Comment
- V. Approval of Minutes
 - A. September 7, 2021 Public Hearing
 - B. September 7, 2021 Regular Meeting
- VI. Reports of Standing Committees
 - A. Public Works
 - Replacement of Portable Pump
 - Biosolids Permit Renewal Consulting and Advocacy Services
 - B. Public Safety
 - Painting Curbs to Indicate “No Parking”***
 - C. Property
 - Purchase of Generator Set for Town Hall
 - Generator Set Electrical Costs
 - 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)
 - Certificate of Appropriateness for Properties at 216, 226, and 228 East Main Street
 - Certificate of Appropriateness for Property at 35 West Main Street
 - Certificate of Appropriateness for Property at 317 West Main Street
 - D. Wage & Salary
 - Change to Term Life Insurance and Accidental Death and Dismemberment Coverage Carrier
 - Full-Time Administrative Assistant Job Description
 - 2021 Wage Increases
 - E. Municipal Separate Storm Sewer System (MS4)
 - F. Greater Lebanon Refuse Authority (GLRA)
 - G. Fire Department
- VIII. Old Business
 - A. Community Development Block Grant (CDBG)
 - B. Cable Franchise Renewal
 - C. Welcome Sign

- D. Lebanon Valley College Financial Contribution Agreement
- E. Connected Together Annville
- F. Road Safety Audit
- G. Proposed Resolution – Approving Intermunicipal Liquor License Transfer
- H. Change of Commissioner Assignments

IX. New Business

- A. Disbursement of Fire Escrow Account for Property at 202 West Main Street
- B. Disbursement of Fire Escrow Account for Property at 305 South White Oak Street
- C. Resignation of Assistant Township Administrator
- D. Advertisement of Administrative Assistant Job Opening
- E. Holiday Breakfast for Township Employees and Elected/Appointed Officials

X. Correspondence

XI. Pay Bills

XII. Adjournment

*** = Added to the agenda by majority vote of the Board of Commissioners on October 5, 2021.

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
October 5, 2021**

The October Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on October 5, 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; 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; Bernard Dugan, Chief of Police; William Stickler, Police Sergeant; Corey Lamoureux, Esq., Township Solicitor; Armin Rudd, East Maple Street; Carissa Eby and Dustin Ferrillo, South King Street; Becky Gacono, Tom Harlan, and Dean Wolfe, West Main Street; Bobbie Ginder, West Water Street; Martin Brandt, President of the Annville Free Library (AFL) Board of Directors; and Philip Snavelly, Chief of the Union Hose Company (UHC).

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. Lively, second by Mr. Hoover to approve the agenda as presented. Motion carried unanimously.

Vito Mannino and Heather Monk, Woodside Court, 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:

Jones and East Maple Streets Stormwater Evaluation: Mr. Rudd was recognized for comment and it was noted that, per his request, the email he sent to Mr. Yingst earlier in the day had been provided to the Commissioners. Mr. Rudd then read his email aloud, noting that as the timeframe for preparing the 2022 budget was approaching and the Township Engineer's report on the potential for rerouting the Jones and East Maple Streets stormwater system had not been received, he requested the Township budget some amount for beginning construction drawings for this in 2022. Per a question from the Commissioners, Mr. Yingst indicated that while the Township Engineer had targeted this meeting for having a preliminary report available, he had not guaranteed it would be ready. President Moore noted he was uncomfortable budgeting anything until the Township Engineer's report was in hand. Mr. Perrotto expressed his frustration the report had not yet been received, and Mr. Embich surmised the Township Engineer's need to review several subdivision and land development plans was likely contributing to this.

Request for Parking Lines to be Painted on South Lancaster Street: Ms. Gacono was recognized for comment and she requested that parking lines be painted on South Lancaster Street between West Main Street and West Cumberland Street. She indicated the increased activity from businesses in that area has stretched the existing parking options and painting such lines on South Lancaster Street could maximize the spaces for onstreet parking in that vicinity. Mr. Lively also noted a letter had been received from Tucker Hull, who operates a business in that area, supporting Ms. Gacono's request. The Commissioners then discussed with her similar parking lines on the first block of North Lancaster Street north of West Main Street, how many parking lines would likely be necessary on South Lancaster Street, and existing offstreet parking in the immediate

vicinity. President Moore asked Mr. Yingst to follow-up with the Public Works Superintendent to see if he thought this was doable and to then report back to the Board at its next meeting.

Ms. Gacono, Mr. Harlan, and Mr. Rudd let the meeting at 7:18 PM.

APPROVAL OF MINUTES:

September 7, 2021 Public Hearing: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Public Hearing held September 7, 2021 as presented. Motion carried unanimously.

September 7, 2021 Regular Meeting: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Regular Meeting held September 7, 2021 as presented. Motion carried unanimously.

With the consent of his colleagues, President Moore deviated from the order of the agenda to address the following agenda items:

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for September 2021, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Certificate of Appropriateness for Property at 35 West Main Street: At the recommendation of HARB, MOTION by Mr. Embich, second by Mr. Perrotto to issue a Certificate of Appropriateness for a new awning replacement with applied signage provided such signage meets necessary zoning requirements, new rear storefront window replacement, and seasonally planted window boxes at 35 West Main Street as proposed. Motion carried unanimously.

Certificate of Appropriateness for Properties at 216, 226, and 228 East Main Street: At the recommendation of HARB, MOTION by President Moore, second by Mr. Perrotto to issue a Certificate of Appropriateness for the AFL additions, renovations, and existing rear garage demolitions at 216, 226, and 228 East Main Street as proposed. Motion carried unanimously.

Certificate of Appropriateness for Property at 317 West Main Street: At the recommendation of HARB, MOTION by Mr. Embich, second by President Moore to issue a Certificate of Appropriateness for a porch replacement at 317 West Main Street as proposed. Motion carried unanimously.

Resolution No. 20211005-1 – Approving Intermunicipal Liquor License Transfer: MOTION by Mr. Perrotto, second by President Moore to adopt Resolution No. 20211005-1, approving the transfer of Eating Place Liquor License No. E5128 by Mannino's A&M, LLC into Annville Township from Palmyra Borough for use at the property at 35 West Main Street, Annville. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

REPORTS OF STANDING COMMITTEES:

T. Embich reports: 10-05-2021 BOC

Thomas Embich

Agenda Items: VII – C, E, F

Date: September 30, 2021 report for October 05, 2021 Meeting

Item VII- C: HISTORIC ARCHITECTURAL REVIEW BOARD

1. The September meeting reviewed three applications; All recommended for approval:
 - A. 216, 226/228 East Main Street; Annville Free Library: Change to center roof structure to accommodate air conditioning and partially hide roof from view, new entrance design to front and rear of the addition, demolish two one car garages to rear of 226 & 228, proposed signage. Plans must pass Planning Commission review, etc.
 - B. 35 West Main; Mannino's Eatery: Re-establish windows to the rear with window boxes, new awning similar to current LVC with restaurant name.
 - C. 317 West Main; John Wentling: replacement of front porch.

Next meeting of HARB is scheduled for October 18.

ACTION: Issue Certificates for three properties reviewed.

Item VII –E: Stormwater management

1. A combination Zoom and onsite meeting at North Lebanon Board Room was held for the September 21 meeting of the LCS Consortium; Embich and Yingst attended for Annville Township. Bills approved for payment totaled \$34,432.72 for project work by SESI and legal fees to reimburse North Lebanon. Fulton Bank MS4 fund balance is \$3,549,609.24.
2. An interim committee meeting to examine a reinvestment proposal with Stifel/Ziegler resulted in determining that the Consortium does not have legal status to do such investments. Therefore, the proposal was dropped; the investment policy previously passed was rescinded. Several members were tasked with examining alternatives via other MS4 groups in the Central PA area. Also, the potential of the members holding funds until needed by the Consortium projects require them will be researched to allow investment growth via the member municipalities. This course may require amendment of the "incorporation" agreement.
3. The LCSC heard from SESI and Land Studies regarding the proposed project near 22nd Street, Lebanon. The scope of this project and its load reduction will likely satisfy all municipalities of the LCSC through the end of the permit period (2023+) and is expected to commence in 2022.
4. Next LCSC meeting is scheduled for October 18, 10:00 AM; the next LCCWA meeting is scheduled for October 26, 2021, 10 to 11:30 AM at North Lebanon Town Hall/Zoom/call-in.
5. Annville Township experienced an MS4 inspection in two phases on and about September 1. The "paper" audit reviewed compliance of the Minimum Control Measures and Best Management Practices via phone

T. Embich reports: 10-05-2021 BOC

interview, followed by a field inspection of “projects” that serve to reduce our stream load from stormwater. All aspects were in compliance for our current permit.

ITEM VII- F: GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> . Next meeting: October 05, 2021, 7PM at GLRA or by Zoom, if preferred; Joe Viozzi to attend.
2. Key points of the September 08 meeting: The Heilmandale Expansion is underway; an additional buffer property is being reviewed for purchase at the edge of Heilmandale. The move of the electronics recycling facility is underway to clear access to the Heilmandale expansion and enhance the electronics recycling facility.

RESOLUTION NO. 20211005-1

A RESOLUTION OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA APPROVING THE TRANSFER OF EATING PLACE LIQUOR LICENSE NO. E5128 INTO ANNVILLE TOWNSHIP FROM PALMYRA BOROUGH, LEBANON COUNTY, PA

BACKGROUND

WHEREAS, Act 141 of 2000 ("the Act") authorizes the Pennsylvania Liquor Control Board to approve, in certain instances, the transfer of eating place liquor licenses across municipal boundaries within the same county regardless of the quota limitations provided for in Section 461 of the Liquor Code if, as in Annville Township, sales of liquor and malt or brewed beverages are legal in the municipality receiving the license; and

WHEREAS, the Act requires the applicant to obtain from the receiving municipality a resolution approving the inter-municipal transfer of the liquor license prior to an applicant's submission of an application to the Pennsylvania Liquor Control Board; and

WHEREAS, the Liquor Code requires that, prior to adoption of a resolution by the receiving municipality, at least one hearing be held for the purpose of permitting individuals residing within the municipality to make public comments and recommendations regarding applicant's intent to transfer a liquor license into a receiving municipality; and

WHEREAS, an application for transfer filed under the Act must contain a copy of the resolution adopted by the municipality approving the transfer of a liquor license into the municipality.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Commissioners of Annville Township, Lebanon County, Pennsylvania, that Mannino's A&M, LLC currently of 757 West Main Street, Palmyra, Pennsylvania 17078 has requested the approval from the Board of Commissioners for Annville Township for the proposed transfer of Pennsylvania Eating Place Liquor License No. E5128 to a site within Annville Township located at 35 West Main Street, Annville, Pennsylvania 17003, with the understanding that the transfer must be approved at a later date by the Pennsylvania Liquor Control Board; and

BE IT FURTHER RESOLVED, that the Board of Commissioners has held a properly advertised public hearing pursuant to the notice provisions of Section 102 of the Liquor Code to receive comments on the proposed liquor license transfer; and

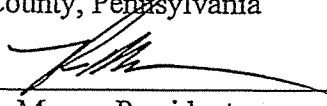
BE IT FURTHER RESOLVED, that the Board of Commissioners approved, by adoption of this Resolution, the proposed intermunicipal transfer of Eating Place Liquor License No. E5128 into Annville Township by Mannino's A&M, LLC; and

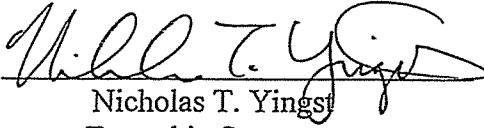
BE IT FURTHER RESOLVED, that transfers, designations and assignments of licenses hereunder are subject to approval by the Pennsylvania Liquor Control Board.

RESOLVED, by the Board of Commissioners of Annville Township, in lawful session,
duly assembled, the 5th day of October, 2021.

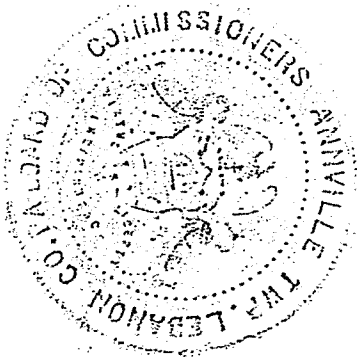
ANNVILLE TOWNSHIP

Lebanon County, Pennsylvania

By: 
Rex Moore, President
Annville Township
Board of Commissioners

Attest: 
Nicholas T. Yingst
Township Secretary

APPROVED, this 5th day of October,
2021.



Public Works: The Public Works Report for September 2021 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Replacement of Portable Pump: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the purchase of a 2021 six-inch Gorman Rupp pump for \$36,150 plus freight from the Sewer Capital Fund. Motion carried unanimously.

Mr. Brandt, Mr. Mannino, and Ms. Monk left the meeting at approximately 7:35 PM.

Biosolids Permit Renewal Consulting and Advocacy Services: At the recommendation of the Township Authority, **MOTION** by Mr. Hoover, second by Mr. Embich to authorize payment of \$1,500 to Material Matters, Inc., regarding consulting services in connection with biosolids general permit renewal support and advocacy. Motion carried unanimously. Mr. Yingst and Mr. Embich then briefly discussed what functions the biosolids permit renewal could potentially impact.

Public Safety: The Police Statistical Report for September 2021 was reviewed, which included information on calls responded to in South Annville Township over the past month. A copy is attached hereto and made a part of these minutes. The following item was then addressed:

Painting Curbs to Indicate “No Parking”: At the recommendation of Chief Dugan, and noting the request for same was received following the posting of the agenda, **MOTION** by President Moore, second by Mr. Perrotto to add to the agenda the request the curbs on the south side of West Queen Street by the intersection with South Birch Street be painted yellow to indicate “no parking”. Motion carried unanimously. Chief Dugan then described a request received from a resident in that area, who indicated that vehicles on the south side of West Queen Street are parking too close to South Birch Street, creating safety concerns and maneuverability challenges. Chief Dugan reported that per his review of the situation he believes the request has merit, and per the Pennsylvania Motor Vehicle Code parking is prohibited within 20 feet of such an intersection. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the Public Works Department to paint the curbs yellow on the south side of West Queen Street for 20 feet east and west of South Birch Street to indicate “no parking”. Motion carried unanimously.

Property: The following items were addressed:

Purchase of Generator Set for Town Hall: At the recommendation of the Public Works Director, who obtained quotes from three providers of generators, **MOTION** by Mr. Perrotto, second by Mr. Lively to authorize the purchase of a Generac 7209 generator set with pad for \$4,986.74, the lowest quote received, from the Capital Reserve Fund. Motion carried unanimously.

Generator Set Electrical Costs: At the recommendation of the Public Works Director, who sought quotes from four electricians and received quotes from two, and upon clarification from Mr. Yingst, who noted the low quote had been revised to \$15,000 to allow for work that would require shutting off electricity to Town Hall to be done on a weekend to minimize the disruption of Township services, **MOTION** by Mr. Perrotto, second by Mr. Embich to authorize Dourte Electric to provide the necessary electrical work for the generator, including a new service line from Met-Ed to a new meter base, new wiring to the breaker box, a new breaker panel, some additional

wiring work in the basement panel, and the installation of the unit for a cost not to exceed \$15,000, the lowest quote received, from the Capital Reserve Fund. Motion carried unanimously.

Fire Department: With the consent of his colleagues, President Moore deviated from the order of the agenda to hear from Chief Snively. The latter reported the merger of the UHC and Cleona Fire Company was going to happen and he anticipated it would be completed by the end of 2021 or beginning of 2022. He also noted the merger had been approved by the State and the process was now largely in the hands of the attorneys who were assisting the fire departments with matters such as developing and executing any necessary agreements. On other matters, Chief Snively reported the used vehicle the UHC purchased in 2020 was now in service. He also shared the encouraging news that seven members were recently added to the fire department due to an online membership drive. While these new members still needed training and to have equipment purchased for them, he noted these were good problems to have and that the UHC was working with Lebanon Valley College (LVC) and Destination Annville to continue to spread the news about the need for more volunteers. In light of the Township's 2022 budget preparations, he concluded by requesting that the amount the Township budget for its 2022 donation to the fire department be kept at a similar amount as its 2021 donation.

Chief Snively left the meeting at 7:37 PM.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Finance Report for September 2021, highlighting the total income and expenses through the ninth month of the year. A copy of the report is attached hereto and made a part of these minutes. Mr. Embich then reviewed the process for disbursing fire escrow funds and shared an update on the discussion the Lebanon County Stormwater Consortium (LCSC) was having regarding the question of municipalities holding onto its annual contribution longer in order to earn higher rates of return on same. President Moore asked Mr. Embich about the length of the Township's commitment to the LCSC and suggested the Board should revisit whether it wished to continue to be a part of the Consortium when this period had expired. There was then discussion about the various projects the LCSC had completed and was currently planning, with Mr. Embich highlighting the sizable streambank restoration project near the 22nd Street bridge in North Cornwall Township that was in the planning phase.

Permits: The Permits Report for September 2021 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: Mr. Perrotto reminded those present that trick-or-treating was scheduled for October 28, 2021 and the Pumpkin Walk was scheduled for October 29, 2021.

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

REPORTS OF SPECIAL COMMITTEES:

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR SEPTEMBER 2021

- (1) **DOWNTOWN LIGHTS** No lights repaired this month.
- (2) **LEAF COLLECTION** We spent the following time on leaf collection:
 - Cleona- 6 hrs and 1 ton
 - Annaville- 7 hrs and .75 ton
- (3) **BLACKTOPPING** All blacktopping will be completed by October 25 for the year.
- (4) **GENERATOR** We have been looking into prices for a stand-by generator for Townhall, pricing below:
 - Cummins \$5,656
 - Koehler \$4,997
 - Generac \$4,986- This is a COSTARS price, and our electrician is a certified technician for Generac
- (5) **GEN-SET ELECTRICAL** The following prices are to have a new service line from Met-Ed to new meter base, new wire going to breaker box, new breaker panel, and to clean up some of the wire in the basement panel. For the electrical work to be done, we are looking at a minor inconvenience of 1 day, possibly 2 if they encounter any issues, of no electric to the building. Some amenities may be run from a portable generator during this time, if needed. Upon receiving the generator (2022), there will be a small fee for connection to the service line, start-up testing, and gas hook up to the unit.
 - **Dourte Electric**- \$14,000; he has inflated his price because he does not know where the prices might go with everything that has been going on (supply chain issues, etc). With discussion with Dourte, if we get this approved at the October meeting, we shouldn't see the final price coming in this high.
 - **Stoner Electric**- They did not give us a price as of September 30, but they said they will not be able to do any work this year and they are not certified in any of the gen sets we got prices on.
 - **C.M.High**- Job is too small for them to be able to get done this year, and they want to supply the gen set.
 - **Premium Power**- \$22,500; this is the company that does the WWTP gen set service They are certified in Koehler and Cummins but not Generac. The price provided includes a Cummins or Koehler generator as quoted above, plus electrical work.

Respectfully submitted,
Les Powell

TOTAL MAN HRS FOR SEPTEMBER 2021

WORK PROJECTS	LP	CK	JS	JV	GK	KH	
ASPHALT	0	3	3	3	3	0	
BOLLARDS	0	0	0	0	0	0	
BULK P/U	0	0	0	0	0	0	
CHIPPING/BRANCHP/U	0	0	0	0	0	0	
CHRISTMAS TREE	0	0	0	0	0	0	
D/T WORK	0	0	0	0	0	0	
DUMPSTERS	8	21	42	16	8.5	0	
EQUIP. MAINT	0	0	0	0	0	0	
GARBAGE	0	0	0	0	0	0	
GRASS CUTTING	0	12	13	3	8	0	
LEAVES	0	0	0	7	0	0	
LINE PAINTING	0	2	2	0	0	0	
MEM.DAY PAR.	0	0	0	0	0	0	
MISC	3	3	0	3	0	0	
MS4	0	0	0	0	0	0	
NNO	0	0	0	0	0	0	
OLD ANN DAY	0	0	0	0	0	0	
PAPER WORK	0	0	0	0	0	0	
PARK	0	6	6	1	1	0	
PARTS	0	0	0	0	0	0	
PLOWING	0	0	0	0	0	0	
POLICE	7	0	0	7	0	0	
S. METAL	0	0	0	0	0	0	
SALTING	0	0	0	0	0	0	
SIDEWALKS (SNOW)	0	0	0	0	0	0	
SIGN WORK	0	0	0	0	0	0	
ST. REPAIRS	0	0	0	0	0	0	
STORM DRAINS	2	14	14	2	0	0	
SWEEPING	0	0	0	0	0	0	
TOWN HALL	0	1	0	1	0	0	
WEEDS	0	0	0	0	0	0	
ARLE	0	0	0	0	0	0	
							TOTAL HRS FOR SEPT
TOTAL MAN HRS	20	62	80	43	20.5	0	225.5
	295	411.5	603.5	376	223.5	0	1909.5
							TOTAL HRS FOR YEAR



**ANNVILLE TOWNSHIP
POLICE
MONTHLY REPORT
SEPTEMBER 2021**



• CALLS FOR SERVICE	292
• ANNVILLE	237
• SOUTH ANNVILLE	55

• ORDINANCE VIOLATIONS	
1. BURNING	1
2. DOG	1
3. FIREWORKS	1
4. NOISE	5
1. PARKING	7

• CRIMINAL ARRESTS	03
○ ADULT	03
○ JUVENILE	00

• ASSEMBLY/DEMONSTRATION	5
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• TOTAL TRAFFIC CITATIONS	11
• TOTAL TRAFFIC WARNINGS	27
• TOTAL NON-TRAFFIC CITATIONS	01
• TOTAL VEHICLE ACCIDENTS	15
○ REPORTABLE	6
○ NON-REPORTABLE	4
○ HIT & RUN	5

• PARKING TICKETS ISSUED	20
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Annville Accidents

300 BLOCK WEST MAIN STREET
103 WEST MAIN STREET
35 WEST MAIN STREET
1 ST BLOCK EAST MAIN STREET (2)
934/422
NORTH RAILROAD & LEBANON STREETS
33 EAST MAIN STREET
EAST MAIN STREET & COLLEGE AVENUE
934 & LEBANON STREET
SOUTH MANHEIM & LOCUST STREETS
934 & SHERIDAN AVENUE

South Annville Accidents

1251 LOUSER ROAD
500 BLOCK HORSESHOE PIKE
600 BLOCK MOUNT WILSON ROAD

Annville Township Police Department

MONTHLY REPORT SEPTEMBER 2021

Total Calls by Call Type From: 09/01/2021 - 09/30/2021

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	53
TRAFFIC ENFORCEMENT - WARNING	27
PARKING ENFORCEMENT	20
ASSIST OTHER POLICE	11
TRAFFIC ENFORCEMENT - CITATION	11
DRIVING COMPLAINT	10
ALARMS	8
BACKGROUND INVESTIGATION	7
HARASSMENT	7
PARKING COMPLAINT	7
ACCIDENT, REPORTABLE	6
ANIMAL COMPLAINT	6
DOMESTIC DISPUTE	6
POLICE INFORMATION	6
TRAFFIC HAZARD	6
ACCIDENT, HIT & RUN	5
ASSEMBLY/DEMONSTRATION	5
CHECK ON WELL BEING	5
NOISE COMPLAINT	5
SUSPICIOUS PERSON	5
SUSPICIOUS VEHICLE	5
ACCIDENT, NON-REPORTABLE	4
FOOT PATROL - POLICE	4
MENTAL HEALTH	4
SUSPICIOUS ACTIVITY	4
CIVIL MATTER	3
MISCELLANEOUS	3
NEIGHBORHOOD DISPUTE	3
PFA ORDER	3
BURGLARY	2
DISABLED VEHICLE	2
DOG - MISSING / LOST	2
FRAUD	2
IDENTITY THEFT	2
LOST & FOUND	2
LOST OR MISSING ITEM	2
THEFT - UNLAWFUL TAKING	2
WARRANT	2
WIRES DOWN	2
911 HANGUP	1
ASSIST MOTORIST	1
ASSIST OTHER AGENCY	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1

BURNING - COMPLAINT	1
COMMUNITY EVENT	1
DISORDERLY CONDUCT	1
DOG COMPLAINT	1
DRUG BOX - PRESCRIPTION	1
DRUG OVERDOSE	1
DRUG VIOLATION	1
DUMPSTER	1
FIRE CALL	1
FIREWORKS COMPLAINT	1
MEGAN'S LAW NOTIFICATION	1
PFA INFORMATION	1
RECKLESSLY ENDANGERING ANOTHER	1
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	1
SCAM - PHONE - MAIL ETC	1
SCHOOL CROSSING	1
THEFT - RETAIL	1
TRAFFIC ENFORCEMENT - CROSSWALK	1
TRESPASS LETTERS	1

Total Calls: 292

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
<u>Real Estate Taxes</u>						
01/301/100	R/E TAXES - CURRENT YEAR	\$ 943,452.00	\$ 8,095.28	\$ 895,180.18	94.88	48,271.82
01/301/400	R/E TAXES - DELINQUENT	26,000.00	2,224.00	21,491.79	82.66	4,508.21
	Subtotal	969,452.00	10,319.28	916,671.97	94.56	52,780.03
01/310/100	REALTY TRANSFER TAX	53,000.00	20,805.15	73,187.32	138.09	(20,187.32)
01/310/210	EARNED INCOME TAX - CURREN	383,000.00	26,499.26	329,490.99	86.03	53,509.01
01/310/220	EARNED INCOME TAX - PRIOR YR	450.00	0.00	0.00	0.00	450.00
01/310/300	LOCAL SERVICES TAX	102,000.00	5,497.51	75,190.41	73.72	26,809.59
	Total Taxes	1,507,902.00	63,121.20	1,394,540.69	92.48	113,361.31
<u>Licenses & Permits</u>						
01/320/350	LICENSE - JUNK YARD	25.00	0.00	0.00	0.00	25.00
01/320/610	LICENSE - TRANSIENT RETAIL	100.00	0.00	50.00	50.00	50.00
01/320/700	LICENSE - RESIDENTIAL RENTAL	8,700.00	0.00	3,545.00	40.75	5,155.00
01/320/800	LICENSE - CABLE TV FRANCHISE	37,000.00	0.00	27,632.44	74.68	9,367.56
01/320/810	LICENSE - CURB/SIDEWALK	150.00	25.00	25.00	16.67	125.00
01/320/820	LICENSE - STREET ENCROACHME	8,000.00	400.00	3,400.00	42.50	4,600.00
01/320/900	LICENSE - PLUMBING/EXCAVATO	1,000.00	0.00	625.00	62.50	375.00
	Subtotal	54,975.00	425.00	35,277.44	64.17	19,697.56
<u>Fines & Costs</u>						
01/330/110	FINES - VEHICLE CODE (PSP)	2,000.00	0.00	773.95	38.70	1,226.05
01/330/120	FINES - TWP. ORD. (DISTR MAG)	20,000.00	874.27	7,878.07	39.39	12,121.93
01/330/130	FINES - TWP. ORD. (PARKING)	4,000.00	305.00	1,615.00	40.38	2,385.00
01/330/150	FINES - CO. CLERK OF CRTS/PROB	8,000.00	1,267.23	7,087.64	88.60	912.36
	Subtotal	34,000.00	2,446.50	17,354.66	51.04	16,645.34
<u>Interest & Rent</u>						
01/340/000	INTEREST	3,300.00	177.27	1,060.63	32.14	2,239.37
	Subtotal	3,300.00	177.27	1,060.63	32.14	2,239.37
<u>Intergovernmental Revenues (Grants)</u>						
01/350/000	INTERGOV'T. REVENUES (GRANT	132,219.00	121,012.13	127,334.13	96.31	4,884.87
	Subtotal	132,219.00	121,012.13	127,334.13	96.31	4,884.87
<u>Subdivision / Land Development Fees</u>						
01/361/000	SUBDIVISION/LAND DEVELOP. FE	300.00	0.00	785.00	261.67	(485.00)
	Subtotal	300.00	0.00	785.00	261.67	(485.00)
<u>Trash Collection Fees</u>						
01/364/000	TRASH COLLECTION FEES	399,000.00	28,251.07	263,058.66	65.93	135,941.34
	Subtotal	399,000.00	28,251.07	263,058.66	65.93	135,941.34
<u>Miscellaneous Income</u>						
01/380/000	ADMINISTRATIVE FEES	5,500.00	184.25	1,944.25	35.35	3,555.75
01/381/500	DONATIONS	34,300.00	300.00	15,300.00	44.61	19,000.00
01/383/000	SALE OF ASSETS	0.00	0.00	6,600.00	0.00	(6,600.00)
01/384/000	CONTRACTED SERVICES INCOME	62,000.00	0.00	45,300.60	73.07	16,699.40

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
01/391/000	REFUND PRIOR YR EXPEND	27,000.00	5,282.52	46,722.79	173.05	(19,722.79)
		128,800.00	5,766.77	115,867.64	89.96	12,932.36
<u>Transfers from Other Funds</u>						
	Subtotal	0.00	0.00	0.00	0.00	0.00
	Total Revenues	\$ 2,260,496.00	\$ 221,199.94	\$ 1,955,278.85	86.50	305,217.15

EXPENDITURES

General Government

Administration

01/400/110	SALARIES - COMMISSIONERS	\$ 9,375.00	\$ 0.00	\$ 7,031.25	75.00	2,343.75
01/400/120	SALARIES & WAGES - TWP. OFFIC	70,908.00	5,434.48	50,687.56	71.48	20,220.44
01/400/200	MATERIALS & SUPPLIES	5,600.00	101.54	2,773.24	49.52	2,826.76
01/400/210	RENTAL LICENSE EXPENSES	2,700.00	0.00	247.60	9.17	2,452.40
01/400/300	MISCELLANEOUS EXPENSE	5,700.00	0.00	3,277.98	57.51	2,422.02
01/400/310	LEGAL/AUDIT SERVICES	49,500.00	2,916.00	30,303.22	61.22	19,196.78
01/400/320	TELEPHONE	3,610.00	275.90	2,711.08	75.10	898.92
01/400/340	ADVERTISING & PRINTING	6,650.00	100.00	2,221.26	33.40	4,428.74
01/400/343	CODIFICATION	1,500.00	0.00	0.00	0.00	1,500.00
	Subtotal	155,543.00	8,827.92	99,253.19	63.81	56,289.81

Treasurer / Tax Collector

01/402/200	MATERIALS & SUPPLIES	1,200.00	0.00	567.50	47.29	632.50
01/402/350	BOND PREMIUM	1,050.00	0.00	468.00	44.57	582.00
	Subtotal	2,250.00	0.00	1,035.50	46.02	1,214.50

Municipal Building

01/409/145	CONTRACTED CUSTODIAL SERVI	5,970.00	495.00	4,455.00	74.62	1,515.00
01/409/200	MATERIALS & SUPPLIES	600.00	115.96	442.34	73.72	157.66
01/409/360	FUEL, LIGHT, WATER & SEWER	12,700.00	586.38	5,298.47	41.72	7,401.53
01/409/370	REPAIRS & MAINTENANCE - BLD	2,300.00	80.70	1,049.47	45.63	1,250.53
01/409/740	CAPITAL EXPEND	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal	31,570.00	1,278.04	11,245.28	35.62	20,324.72

Total General Government	189,363.00	10,105.96	111,533.97	58.90	77,829.03
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Public Safety

Police

01/410/130	SALARIES - POLICE	563,384.00	41,416.05	392,508.10	69.67	170,875.90
01/410/145	CONTRACTED CROSSING GUARD	10,796.00	1,625.40	3,409.81	31.58	7,386.19
01/410/200	MATERIALS & SUPPLIES	7,000.00	744.37	7,186.95	102.67	(186.95)
01/410/202	UNIFORM SUPPLIES & REPLACE	9,000.00	1,858.79	8,047.57	89.42	952.43
01/410/300	DUES, MEMBERSHIPS, MISC.	12,845.00	323.75	12,159.23	94.66	685.77
01/410/301	CONFERENCES, MTGS & MILEAG	3,000.00	375.00	3,109.00	103.63	(109.00)
01/410/310	POLICE LEGAL	18,000.00	471.50	7,636.64	42.43	10,363.36
01/410/320	TELEPHONE, RADIO & PAGER	9,285.00	490.66	5,254.18	56.59	4,030.82
01/410/330	VEHICLE FUEL	7,200.00	682.93	3,616.48	50.23	3,583.52
01/410/331	VEHICLE REPAIR & MAINTENAN	5,400.00	181.28	2,115.70	39.18	3,284.30
01/410/452	IT SUPPORT	17,795.00	3,414.95	11,994.30	67.40	5,800.70
01/410/460	TRAFFIC SIGNALS	600.00	50.14	434.85	72.48	165.15
01/410/740	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
Subtotal		679,305.00	51,634.82	457,472.81	67.34	221,832.19
<u>Fire</u>						
01/411/460	FIRE HYDRANT SERVICE	17,500.00	3,694.13	14,010.01	80.06	3,489.99
01/411/500	DONATION - VOLUNTEER FIRE C	78,000.00	0.00	73,000.00	93.59	5,000.00
01/411/510	DONATION - FIREMEN'S RELIEF	22,000.00	20,299.48	20,299.48	92.27	1,700.52
Subtotal		117,500.00	23,993.61	107,309.49	91.33	10,190.51
<u>Ambulance</u>						
01/412/000	EMERGENCY MEDICAL SERVICES	20,000.00	5,000.00	15,000.00	75.00	5,000.00
Subtotal		20,000.00	5,000.00	15,000.00	75.00	5,000.00
<u>Zoning</u>						
01/414/000	ZONING HEARING BOARD	1,400.00	0.00	100.00	7.14	1,300.00
01/414/100	H A R B EXPENSES	1,300.00	18.74	60.44	4.65	1,239.56
01/414/200	PLANNING COMMISSION	1,200.00	0.00	0.00	0.00	1,200.00
Subtotal		3,900.00	18.74	160.44	4.11	3,739.56
01/415/000	EMERGENCY MANAGEMENT AGE	3,400.00	3,336.90	3,336.90	98.14	63.10
01/416/000	CODE ENFORCEMENT OFFICER	3,000.00	150.00	1,130.87	37.70	1,869.13
Total Public Safety		827,105.00	84,134.07	584,410.51	70.66	242,694.49
<u>Health & Sanitation</u>						
01/427/300	MISCELLANEOUS EXPENSE	43,000.00	3,478.62	27,675.86	64.36	15,324.14
01/427/450	REFUSE COLLECTION CONTRACT	74,640.00	6,150.00	49,200.00	65.92	25,440.00
01/427/451	RECYCLING COLLECTION CONTR	77,640.00	6,150.00	49,200.00	63.37	28,440.00
01/427/460	REFUSE DISPOSAL EXPENSE	75,000.00	7,814.88	47,510.52	63.35	27,489.48
Total Health & Sanitation		270,280.00	23,593.50	173,586.38	64.22	96,693.62
<u>Highway</u>						
01/430/100	SALARIES & WAGES - HIGHWAY	93,710.00	7,395.41	70,596.78	75.34	23,113.22
01/430/200	MATERIALS & SUPPLIES	2,800.00	122.43	618.90	22.10	2,181.10
01/430/300	MISCELLANEOUS EXPENSE	2,800.00	18.25	6,350.82	226.82	(3,550.82)
01/430/310	ENGINEERING SERVICES	50,000.00	2,376.85	19,970.75	39.94	30,029.25
01/430/320	TELEPHONE, RADIO & PAGER	900.00	59.26	534.23	59.36	365.77
01/430/330	VEHICLE OPERATING EXP. - FUEL	7,500.00	535.95	3,866.84	51.56	3,633.16
01/430/331	VEHICLE - OPERATING EXPENSE	2,000.00	0.00	1,116.56	55.83	883.44
01/430/740	CAPITAL OUTLAY	4,000.00	0.00	3,886.00	97.15	114.00
01/434/000	STREETLIGHTING	2,000.00	0.00	187.50	9.38	1,812.50
01/437/000	REP. & MAINT. - EQUIPMENT	7,800.00	29.83	6,154.24	78.90	1,645.76
01/438/000	REP. & MAINT. - STREETS	1,500.00	221.24	461.48	30.77	1,038.52
Total Highway		175,010.00	10,759.22	113,744.10	64.99	61,265.90
<u>Miscellaneous</u>						
01/454/000	PARKS & RECREATION	1,600.00	0.00	1,569.32	98.08	30.68
01/455/000	COMMUNITY ACTIVITIES	6,000.00	0.00	272.39	4.54	5,727.61
01/456/500	LIBRARY - DONATION	22,500.00	0.00	22,500.00	100.00	0.00
01/466/000	DOWNTOWN AREA	5,500.00	194.46	1,730.79	31.47	3,769.21
01/471/350	LEASE RENTAL-PRINCIPAL	36,000.00	0.00	18,000.00	50.00	18,000.00
01/472/350	LEASE RENTAL-INTEREST	30,870.00	0.00	6,742.46	21.84	24,127.54
01/480/000	EMPL. BENEFITS & PAYROLL TA	503,414.00	28,004.52	260,466.63	51.74	242,947.37

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
01/486/000	INSURANCE	116,442.00	553.00	94,088.11	80.80	22,353.89
01/490/000	TRANSFER TO OTHER FUND	76,412.00	0.00	0.00	0.00	76,412.00
	Total Miscellaneous	<u>798,738.00</u>	<u>28,751.98</u>	<u>405,369.70</u>	50.75	<u>393,368.30</u>
	Total Expenditures	\$ <u>2,260,496.00</u>	\$ <u>157,344.73</u>	\$ <u>1,388,644.66</u>	61.43	<u>871,851.34</u>
	Net Income/<Deficit>	\$ <u>0.00</u>	\$ <u>63,855.21</u>	\$ <u>566,634.19</u>	0.00	<u>(566,634.19)</u>

UNAUDITED

GENERAL FUND
Balance Sheet
September 30, 2021
ASSETS

Current Assets		
CASH - JBT CHECKING	\$	993,614.50
CASH - RECREATION DEPOSIT		8,134.10
CASH - PLGIT PRIME		199,033.98
PETTY CASH - OFFICE		100.00
PETTY CASH - POLICE		100.00
INVESTMENT IN COMMON STOCK		5,010.61
ACCOUNTS RECEIVABLE		43,589.08
ALLOWANCE FOR DOUBTFUL ACCTS		(8,500.00)
		<hr/>
Total Current Assets		1,241,082.27
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
Total Assets	\$	<hr/> <u>1,241,082.27</u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	(5.12)
GRANT - DISTRICT ATTY		478.59
RECREATION DEPOSIT HELD		8,134.10
		<hr/>
Total Current Liabilities		8,607.57
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		<hr/> 8,607.57
Capital		
FUND BALANCE		665,840.51
Net Income		566,634.19
		<hr/>
Total Capital		1,232,474.70
Total Liabilities & Capital	\$	<hr/> <u>1,241,082.27</u>

SEWER FUND
Income Statement
For the Nine Months Ending September 30, 2021
ANNVILLE TOWNSHIP

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% Budget</u>	<u>Remaining Budget</u>
REVENUES						
08/340/000	INTEREST EARNED	\$ 4,000.00	\$ 175.48	\$ 1,033.24	25.83	2,966.76
08/350/000	GRANT INCOME	0.00	741.00	741.00	0.00	(741.00)
08/360/000	SEWER RENTALS	1,596,000.00	109,095.41	1,080,601.29	67.71	515,398.71
08/361/000	SEWER RENTALS - EXTERNAL	20,800.00	1,120.56	18,033.63	86.70	2,766.37
08/370/000	TAPPING FEES	0.00	0.00	4,200.00	0.00	(4,200.00)
08/380/000	ADMINISTRATIVE FEES	0.00	60.00	248.65	0.00	(248.65)
08/381/000	MANAGEMENT FEES - EXTERNAL	925.00	56.03	830.28	89.76	94.72
08/383/000	TREATMENT FEES	231,000.00	50,023.33	355,416.54	153.86	(124,416.54)
08/384/000	CAPACITY RESERVE FEES	20,820.00	5,204.88	15,614.64	75.00	5,205.36
08/385/000	MAINTENANCE CONTRACT FEES	32,000.00	0.00	16,220.00	50.69	15,780.00
08/395/000	REFUND OF PRIOR YEAR EXPENDI	18,000.00	3,514.31	21,922.16	121.79	(3,922.16)
Total Revenues		1,923,545.00	169,991.00	1,514,861.43	78.75	408,683.57
EXPENDITURES						
<u>Administration</u>						
08/400/100	WAGES & SALARIES-ADMIN	72,441.00	5,542.44	51,669.06	71.33	20,771.94
08/400/200	MATERIALS & SUPPLIES	7,450.00	235.48	4,110.72	55.18	3,339.28
08/400/300	MISCELLANEOUS	10,100.00	4,399.24	7,828.84	77.51	2,271.16
08/400/310	LEGAL SERVICES	7,000.00	396.00	4,126.00	58.94	2,874.00
08/400/311	AUDIT SERVICES	5,500.00	0.00	5,500.00	100.00	0.00
Total Administration		102,491.00	10,573.16	73,234.62	71.45	29,256.38
<u>Sewage Treatment</u>						
08/429/100	WAGES & SALARIES-OPERATIONS	245,608.00	19,699.50	167,131.84	68.05	78,476.16
08/429/200	MATERIALS & SUPPLIES	6,000.00	590.00	1,878.40	31.31	4,121.60
08/429/210	CHEMICALS - CHLORINE	2,000.00	0.00	1,500.00	75.00	500.00
08/429/220	CHEMICALS-FERROUS SULFATE	20,000.00	3,670.68	11,020.71	55.10	8,979.29
08/429/221	CHEMICALS	15,000.00	0.00	13,300.00	88.67	1,700.00
08/429/230	LABORATORY SUPPLIES & EQUIP	10,000.00	1,725.20	5,988.84	59.89	4,011.16
08/429/240	LIME & POLYMER	40,550.00	273.71	52,989.71	130.68	(12,439.71)
08/429/300	MISCELLANEOUS	6,400.00	0.00	3,309.53	51.71	3,090.47
08/429/301	TRAINING, CONFERENCES AND D	2,000.00	0.00	555.00	27.75	1,445.00
08/429/310	ENGINEERING SERVICES	15,500.00	0.00	3,775.76	24.36	11,724.24
08/429/311	LABORATORY TESTING SERVICES	13,000.00	1,260.00	8,518.00	65.52	4,482.00
08/429/320	TELEPHONE, RADIO & PAGER	4,500.00	374.61	3,373.86	74.97	1,126.14
08/429/330	VEHICLE - FUEL	8,000.00	890.40	4,236.98	52.96	3,763.02
08/429/331	VEHICLE - OPERATING EXPENSE	7,500.00	478.87	15,460.99	206.15	(7,960.99)
08/429/350	HEATING OIL	1,000.00	0.00	0.00	0.00	1,000.00
08/429/360	ELECTRICAL POWER, GAS & WAT	113,600.00	8,816.25	84,565.91	74.44	29,034.09
08/429/370	PLANT - REPAIR & MAINTENANCE	92,500.00	8,849.70	79,781.22	86.25	12,718.78
08/429/450	SEWERS - REPAIR & MAINTENAN	15,000.00	470.08	4,509.50	30.06	10,490.50
Total Sewage Treatment		618,158.00	47,099.00	461,896.25	74.72	156,261.75
<u>Debt Service</u>						
08/471/000	DEBT SERVICE PRINCIPAL	640,437.00	50,926.92	471,114.77	73.56	169,322.23
08/472/000	DEBT SERVICE - INTEREST	203,047.00	14,893.85	148,229.62	73.00	54,817.38
Total Debt Service		843,484.00	65,820.77	619,344.39	73.43	224,139.61
<u>Miscellaneous</u>						
08/480/000	EMPL. BENEFITS & PAYROLL TAX	306,433.00	21,331.72	192,079.30	62.68	114,353.70
08/486/000	INSURANCE	47,728.00	0.00	35,417.88	74.21	12,310.12
Total Miscellaneous		354,161.00	21,331.72	227,497.18	64.24	126,663.82
<u>Transfers to Other Funds</u>						
Total Transfers		0.00	0.00	0.00	0.00	0.00
Total Expenditures		1,918,294.00	144,824.65	1,381,972.44	72.04	536,321.56

UNAUDITED

SEWER FUND
Income Statement
For the Nine Months Ending September 30, 2021
ANNVILLE TOWNSHIP

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% Budget</u>	<u>Remaining Budget</u>
08/486/000	Net Income/<Deficit>	\$ 5,251.00	\$ 25,166.35	\$ 132,888.99	2,530.74	(127,637.99)

SEWER FUND
Balance Sheet
September 30, 2021

ASSETS

Current Assets

CASH - JBT CHECKING	\$ 1,064,763.90
CASH - PLGIT PRIME	89,947.65
BLAIRCO / MARTY'S MUSIC ESCROW	12,688.81
PETTY CASH - OFFICE	75.00
PETTY CASH - WWTP	50.00
ACCOUNTS RECEIVABLE	32,509.11

Total Current Assets		1,200,034.47
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Property and Equipment

LAND	263,036.60
BUILDINGS	16,821,371.86
BUILDINGS - ACCUM DEPRECIATION	(4,447,771.81)
SEWER LINES	1,678,838.79
SEWER LINES - ACCUM. DEPREC.	(1,673,614.00)
MACHINERY & EQUIPMENT	716,758.11
MACH. & EQUIP. - ACCUM. DEPREC	(625,561.62)

Total Property and Equipment		12,733,057.93
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Other Assets

OTHER ASSET - GENERAL PERMIT	11,244.94
GENERAL PERMIT- ACCUM AMORT	(11,244.94)
DEFERRED OUTFLOWS OF RESOURCES	4,778.00

Total Assets	\$	13,937,870.40
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LIABILITIES AND RETAINED EARNINGS

Current Liabilities

Total Current Liabilities		0.00
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Long Term Liability

BLAIRCO / MARTY'S MUSIC ESCROW	\$ 12,688.81
NET PENSION LIABILITY	34,242.00
DEFERRED INFLOWS OF RESOURCES	74,016.00

Total Liabilities		120,946.81
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Retained Earnings

FUND BALANCE	(206,976.69)
RETAINED EARNINGS	13,891,011.29
Net Income	132,888.99

Total Retained Earnings		13,816,923.59
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Total Liabilities & Retained Earnings	\$	13,937,870.40
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UNAUDITED

CAPITAL RESERVE FUND -NEW
Balance Sheet
September 30, 2021

ASSETS

Current Assets

NORTHWEST SAVINGS BANK	\$	<u>1,104,628.73</u>	
Total Current Assets			1,104,628.73

Other Assets

Total Other Assets		<u>0.00</u>	
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Total Assets	\$	<u><u>1,104,628.73</u></u>	
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LIABILITIES AND FUND BALANCE

Current Liabilities

Total Current Liabilities		<u>0.00</u>	
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Total Liabilities		<u>0.00</u>	
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Fund Balance

FUND BALANCE	\$	701,067.40	
Net Income		<u>403,561.33</u>	

Total Fund Balance		<u>1,104,628.73</u>	
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Total Liabilities & Fund Balance	\$	<u><u>1,104,628.73</u></u>	
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MOTOR LICENSE FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
35/340/000	INTEREST	\$ 1,000.00	\$ 4.62	\$ 41.06	4.11	958.94
35/341/000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
35/355/000	LIQUID FUELS TAX ALLOCATION	115,000.00	0.00	120,309.78	104.62	(5,309.78)
35/355/050	LIQUID FUELS TAX ALLOCATION	0.00	0.00	0.00	0.00	0.00
35/360/000	MISC. RECIEPTS	3,000.00	0.00	2,323.83	77.46	676.17
35/391/000	REFUND OF PRIOR YEAR EXPENSES	0.00	0.00	0.00	0.00	0.00
35/392/000	INTERFUND OPERATING TRFS - IN	0.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>119,000.00</u>	<u>4.62</u>	<u>122,674.67</u>	103.09	<u>(3,674.67)</u>
EXPENDITURES						
<u>Maintenance</u>						
35/430/200	MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
35/430/260	MINOR EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
35/430/740	MAJOR EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
35/432/200	SNOW & ICE REMOVAL MATERIALS	8,000.00	0.00	4,885.27	61.07	3,114.73
35/433/200	TRAFFIC SIGNS, MARKINGS, ETC	4,500.00	0.00	163.35	3.63	4,336.65
35/434/000	STREET LIGHTING	60,000.00	0.00	26,980.39	44.97	33,019.61
35/437/000	REPAIRS & MAINT. - EQUIPMENT	7,500.00	0.00	3,539.31	47.19	3,960.69
35/438/000	REPAIRS & MAINT. - STREETS	22,000.00	0.00	317.79	1.44	21,682.21
35/438/200	REPAIRS & MAINT. - BRIDGES	0.00	0.00	0.00	0.00	0.00
35/438/300	REPAIRS & MAINT. - STORM SEWER	21,000.00	0.00	0.00	0.00	21,000.00
	Total Maintenance	<u>123,000.00</u>	<u>0.00</u>	<u>35,886.11</u>	29.18	<u>87,113.89</u>
<u>Construction</u>						
35/439/000	HWY. CONSTRUCTION & REBUILDIN	0.00	0.00	0.00	0.00	0.00
35/439/200	CONST & REBUILD BRIDGES	0.00	0.00	0.00	0.00	0.00
35/439/300	STORM SEWER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	Total Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
	Total Expenditures	<u>123,000.00</u>	<u>0.00</u>	<u>35,886.11</u>	29.18	<u>87,113.89</u>
	Net Income/<Deficit>	<u>\$ (4,000.00)</u>	<u>\$ 4.62</u>	<u>\$ 86,788.56</u>	(2,169.71)	<u>(90,788.56)</u>

UNAUDITED

MOTOR LICENSE FUND
Balance Sheet
September 30, 2021

ASSETS

Current Assets

CASH - PLGIT	\$	136,464.31
CASH - PLGIT PRIME		<u>96,985.89</u>

Total Current Assets		233,450.20
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Total Assets	\$	<u><u>233,450.20</u></u>
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LIABILITIES AND FUND BALANCE

Current Liabilities

Total Current Liabilities		<u>0.00</u>
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Total Liabilities		0.00
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Fund Balance

FUND BALANCE	\$	146,661.64
Net Income		<u>86,788.56</u>

Total Fund Balance		<u>233,450.20</u>
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Total Liabilities & Fund Balance	\$	<u><u>233,450.20</u></u>
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Unaudited

SEWER CAPITAL FUND
Income Statement
For the Nine Months Ending September 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
30/341/000	INTEREST EARNED	\$ 7,000.00	\$ 171.24	\$ 2,198.74	31.41	4,801.26
30/391/000	TRANSFERS FROM SEWER FUND	0.00	0.00	0.00	0.00	0.00
30/395/000	TRANSFER FROM CAP RESERVE FUND	0.00	0.00	0.00	0.00	0.00
30/399/000	TRANSFER FROM ESCROW	0.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>7,000.00</u>	<u>171.24</u>	<u>2,198.74</u>	31.41	<u>4,801.26</u>
EXPENDITURES						
30/429/700	MISC	6,000.00	7,700.00	7,700.00	128.33	(1,700.00)
30/429/720	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
30/429/730	VEHICLES	0.00	0.00	0.00	0.00	0.00
30/429/750	PLANT IMPROVEMENTS	15,000.00	0.00	0.00	0.00	15,000.00
30/490/000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	<u>21,000.00</u>	<u>7,700.00</u>	<u>7,700.00</u>	36.67	<u>13,300.00</u>
	Net Income/<Deficit>	\$ <u>(14,000.00)</u>	\$ <u>(7,528.76)</u>	\$ <u>(5,501.26)</u>	39.29	<u>(8,498.74)</u>

UNAUDITED

SEWER CAPITAL FUND
Balance Sheet
September 30, 2021

ASSETS

Current Assets

CASH - PLGIT PRIME	\$	298,971.34	
INVESTMENTS - EDWARD JONES		539,720.93	
Total Current Assets			838,692.27

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

Total Other Assets			0.00
Total Assets	\$	838,692.27	

LIABILITIES AND CAPITAL

Current Liabilities

Total Current Liabilities			0.00
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Long-Term Liabilities

Total Long-Term Liabilities			0.00
Total Liabilities			0.00

Capital

FUND BALANCE	\$	844,193.53	
Net Income		(5,501.26)	
Total Capital			838,692.27
Total Liabilities & Capital	\$	838,692.27	

Unaudited

MS4 FUND
INCOME STATEMENT
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2021

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
40/341/000	INTEREST EARNED	\$ 1,000.00	\$ 24.96	147.99	14.80	852.01
40/350/000	MS4 FEES	110,000.00	5,738.98	79,597.57	72.36	30,402.43
40/399/000	TRANSFER FROM OTHER F	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUES	<u>111,000.00</u>	<u>5,763.94</u>	<u>79,745.56</u>	71.84	<u>31,254.44</u>
EXPENDITURES						
40/460/200	ADMINISTRATION	500.00	0.00	365.08	73.02	134.92
40/460/300	MISCELLANEOUS	2,500.00	0.00	500.00	20.00	2,000.00
40/460/310	CONSORTIUM PAYMENT	97,000.00	0.00	96,803.76	99.80	196.24
40/460/311	CONSORTIUM ADMIN. CO	0.00	0.00	0.00	0.00	0.00
40/460/312	ENGINEERING	5,000.00	0.00	0.00	0.00	5,000.00
40/490/000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
40/491/000	DISCOUNTS	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	<u>105,000.00</u>	<u>0.00</u>	<u>97,668.84</u>	93.02	<u>7,331.16</u>
	NET INCOME	<u>\$ 6,000.00</u>	<u>\$ 5,763.94</u>	<u>(17,923.28)</u>	(298.72)	<u>23,923.28</u>

UNAUDITED

MS4 FUND
Balance Sheet
September 30, 2021

ASSETS

Current Assets		
CASH - JBT CHECKING	\$	146,772.16
CASH - PLGIT PRIME		<u>100,224.28</u>
Total Current Assets		246,996.44
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>246,996.44</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
MS4 FEES HELD IN ESCROW	\$	<u>13,319.68</u>
Total Current Liabilities		13,319.68
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		13,319.68
Capital		
FUND BALANCE		251,600.04
Net Income		<u>(17,923.28)</u>
Total Capital		<u>233,676.76</u>
Total Liabilities & Capital	\$	<u><u>246,996.44</u></u>

GENERAL FUND
Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amou
18313	ATT001	A T & T MOBILITY	352.79	352.79
18314	CDB001	CAMPBELL DURRANT, P.C.	471.50	471.50
18315	COV001	COVERALL SERVICE CO - HARRIS	495.00	495.00
18316	GAL003	GALLAGHER PRINTING, INC	173.40	173.40
18317	GRE001	GREATER LEB. REFUSE AUTHORI	11,836.89	11,836.89
18318	MET002	MET- ED	3,854.81 182.16 474.57	4,511.54
18319	MEY001	MEYER OIL COMPANY	535.95 682.93	1,218.88
18320	PA005	PA MUNICIPAL HEALTH INSURAN	24,908.51	24,908.51
18321	PAO001	PA ONE CALL SYSTEM INC	18.25	18.25
18322	PAW001	PENNSYLVANIA AMERICAN WAT	59.28 1,314.13	1,373.41
18323	PET002	PETTY CASH- POLICE	55.90	55.90
18324	RAP001	911 RAPID RESPONSE	28.85	28.85
18325	SCH007	SCHWEB DESIGN, LLC	288.00	288.00
18326	SPO001	SSM GROUP, INC.	2,151.81 2,314.60 3,415.81 175.00 62.25	8,119.47
18327	STA005	STATE WORKERS' INSURANCE FU	775.00	775.00
18328	TEL001	TELESYSTEM	473.03	473.03
18329	ANN002	ANNVILLE TOWNSHIP PAYROLL F	28,147.94	28,147.94
18330	AMA001	AMAZON CAPITAL SERVICES	51.99 24.54 115.96	44.65 147.84
18331	CAN002	CANON FINANCIAL SERVICES, IN	24.92	24.92
18332	CEN006	CENTRAL PA TECHNOLOGIES	2,986.02	2,986.02
18333	COM008	COMCAST	107.87	107.87

GENERAL FUND
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amou
18334	CRY001	CRYSTAL SPRINGS	62.90	62.90
18335	DEA001	DEARBORN LIFE INSURANCE CO	156.50	156.50
18336	DOU002	BRAD DOUPLE	50.00 50.00 50.00	150.00
18337	GFL001	GFL ENVIRONMENTAL	12,300.00 185.75	12,485.75
18338	LEB023	LEBANON CO CONSERVATION DI	100.00	100.00
18339	MET002	MET- ED	194.46 50.14 52.11 57.59 33.45 26.69 73.38 39.77 67.49 33.13	628.21
18340	MIL001	MILLER & BIXLER AUTO PARTS	81.28	81.28
18341	PEN010	PENNSYLVANIA CHIEFS OF	50.00	50.00
18342	POS002	POSITIVE CONCEPTS	62.06	62.06
18343	RAG001	RagnaSoft, Inc.	273.75	273.75
18344	RAP001	911 RAPID RESPONSE	22.95	22.95
18345	REI001	REILLY WOLFSON ATTORNEYS A	2,916.00	2,916.00
18346	UGI001	UGI	25.27	25.27
18347	UNI002	UNION HOSE OF ANNVILLE	20,299.48	20,299.48
18348	WBM001	W.B. MASON CO., INC.	50.53	50.53
18349	WIL001	WILLIAMSON LAW BOOK CO.	291.12	291.12
18350	WIT001	WITMER PUBLIC SAFETY GROUP,	1,755.00	1,755.00
18351	ZIM001	ZIMMEY'S AUTOMOTIVE	100.00	100.00
18352	ANN002	ANNVILLE TOWNSHIP PAYROLL F	29,117.28	29,117.28
18353	ADV001	ADVANCE AUTO PARTS	74.48	74.48

GENERAL FUND
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amou
18354	ALL004	ALL CITY MANAGEMENT SERVIC	599.80 1,025.60	1,625.40
18355	AXO001	AXON ENTERPRISE, INC.	375.00	375.00
18356	BOM001	BOMBERGER'S ANNVILLE	9.99	9.99
18357	CIT002	CITY OF LEBANON AUTHORITY	2,380.00	2,380.00
18358	KRI001	DANIEL B. KRIEG, INC.	35.95	35.95
18359	LEB002	LEBANON COUNTY D.E.S	3,336.90	3,336.90
18360	LOO001	RONALD LOOKENBILL	29.00 104.00	133.00
18361	LOW001	LOWE'S COMPANIES, INC	11.84 191.29	203.13
18362	PEN014	PENNSY SUPPLY, INC.	221.24	221.24
18363	PEN019	PENN STATE HEALTH	5,000.00	5,000.00
18364	PET001	PETTY CASH - GENERAL FUND	39.64	39.64
18365	SCH007	SCHWEB DESIGN, LLC	33.06	33.06
18366	UGI001	UGI	27.26	27.26
Total			168,682.79	168,682.79

SEWER FUND

Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
14242	ANN004	ANNVILLE TWP PENNVEST ACCOUNT	65,820.77	65,820.77
14243	ATT001	AT&T MOBILITY	188.32	188.32
14244	HEC001	KEITH C. HECK	27.15	27.15
14245	MEY001	MEYER OIL COMPANY	323.24 567.16	890.40
14246	PAM001	PA MUNICIPAL HEALTH INSURANCE COOP	20,435.67	20,435.67
14247	PAW001	AMERICAN WATER	81.41	81.41
14248	PAW002	P A W C	226.10	226.10
14249	TEL002	TELESYSTEM	186.29	186.29
14250	THO001	THOMAS SCIENTIFIC LLC	71.28 139.35	210.63
14251	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	13,632.43	13,632.43
14252	AMA001	AMAZON CAPITAL SERVICES	110.78 60.83 34.23	205.84
14253	AME005	AMERIGREEN INC.	4,632.42	4,632.42
14254	AZC001	AUTOZONE	120.69 266.08	386.77
14255	BEA001	BEARINGS, BELTS & CHAIN, INC.	120.13	120.13
14256	CAR001	CARMEUSE AMERICAS	273.71	273.71
14257	CCP001	CCP INDUSTRIES INC	254.50 187.09	441.59
14258	DEA001	ANTHONY DEAVEN	150.00	150.00
14259	DEA002	DEARBORN LIFE INSURANCE CO	65.00	65.00
14260	EAG002	EAGLE GRAPHICS INC.	579.15	579.15
14261	HAC001	HACH COMPANY	105.73	105.73
14262	LUD001	BARRY LUDWIG	150.00	150.00
14263	MAI001	KAREN MAILEN	150.00	150.00
14264	MET001	MET-ED	8,555.37	

SEWER FUND

Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				8,555.37
14265	MIL002	MILLER & BIXLER AUTO PARTS	28.58	28.58
14266	PEN002	PENNSYLVANIA STATE UNIVERSITY	405.00	405.00
14267	PPC001	PPC LUBRICANTS CENTRAL	146.45	146.45
14268	PRE001	PRECISION INSTRUMENT SERVICE	200.00	200.00
14269	REI003	REILLY WOLFSON ATTORNEYS AT LAW	630.00	630.00
14270	ROO001	HUGH P ROONEY JR	150.00	150.00
14271	SCH002	SCHAEDLER YESCO DISTRIBUTION	13.68	13.68
14272	SID001	DUSTIN SIDER	150.00	150.00
14273	SUB001	SUBURBAN WATER TESTING LAB INC	85.00 40.00 100.00 700.00 100.00 85.00 80.00 70.00	1,260.00
14274	UGI001	UGI UTILITIES, INC.	34.78	34.78
14275	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	12,520.33	12,520.33
14276	AMA001	AMAZON CAPITAL SERVICES	889.18 111.95	7.89 993.24
14277	ANN001	ANNVILLE TOWNSHIP GENERAL FUND	27,971.07	27,971.07
14278	ANN007	ANNVILLE TOWNSHIP MS4 FUND	5,738.98	5,738.98
14279	COR003	CPE	2,654.00	2,654.00
14280	HAR002	HARRIS COMPUTER SYSTEMS	3,565.44	3,565.44
14281	KEM001	KEMIRA WATER SOLUTIONS, INC.	3,670.68	3,670.68
14282	LOW001	LOWE'S COMPANIES, INC.	374.53 19.53 140.51 88.09 61.89 29.09 22.25 29.56 194.11 26.33	29.56

SEWER FUND

Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				10.99
				945.34
14282a		VOID		
14283	MAR003	MARCO	83.80	
				83.80
14284	MIL002	MILLER & BIXLER AUTO PARTS	43.99	
				43.99
14285	WBM0001	W.B. MASON CO., INC.	1.31	
				1.31
Total			178,769.99	178,769.99

CAPITAL RESERVE FUND -NEW

Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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This report contains no data.

MOTOR LICENSE FUND
Cash Disbursements Journal

For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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This report contains no data.

SEWER CAPITAL FUND
Cash Disbursements Journal
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Descriptio	Debit Amou	Credit Amou
9/22/2	117	30/200/000	Invoice: 6250	7,700.00	
		30/108/000	J.P. SMITH CONTRACTOR S, INC.		7,700.00
Total				<u>7,700.00</u>	<u>7,700.00</u>

MS4 FUND**Cash Disbursements Journal****For the Period From Sep 1, 2021 to Sep 30, 2021**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Descriptio	Debit Amou	Credit Amou
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This report contains no data.

Permits Report

Month of September 2021

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>\$400.00</u>
Total Tapping Fees Collected		_____

Tapping Fees

Zoning Permits

#40-21	Christopher M. & Sheri L. Fuhrman	Replace a Structure	Replace Deck
#41-21	Michael and Theresa Battle	Other	Solar Panels
#42-21	Collette Lingle	Add to a Structure	Bdrm/Lvngrm Addtion
#43-21	Valarie Strouse	Other	Fence
#44-21	Brian and Erica Pluck	Other	Fence

Curb/Sidewalk Permits

#2021-001	244 N. Lancaster St.	Replace sidewalk
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Street-Cut Permits

#2021-14	UGI Utilities Inc.	456 E. Maple Street	Renew Gas Service
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Burn Permit

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the September Regular Meeting. An Executive Session was requested to be held following the adjournment of the evening's meeting to discuss personnel matters.

Planning Commission (PC): Mr. Perrotto reported the PC would be meeting on October 11, 2021 to review revised plans submitted for the LVC School of Nursing Building and the AFL.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee met on September 28, 2021 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Change to Term Life Insurance and Accidental Death and Dismemberment Coverage Carrier: At the recommendation of the Wage & Salary Committee, **MOTION** by President Moore, second by Mr. Hoover to approve term life insurance and accidental death and dismemberment coverage for police and non-uniformed employees at the levels currently established by the employee handbook and collective bargaining agreement, where applicable, with Renaissance and terminate same with Dearborn. Motion carried unanimously.

Full-Time Administrative Assistant Job Description: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the job description for the Full-Time Administrative Assistant as presented. Motion carried unanimously.

2021 Wage Increases: At the recommendation of the Wage & Salary Committee: **MOTION** by President Moore, second by Mr. Perrotto to authorize the following wage increases for the following employees, effective the pay period beginning October 3, 2021:

- \$0.50 per hour increase for Michelle Enterline, bringing her rate of pay to \$16.69 per hour;
- \$1.50 per hour increase for Cheryl Fischer, bringing her rate of pay to \$19.62 per hour;
- \$0.87 per hour increase for Christopher Koehler, bringing his rate of pay to \$22.00 per hour;
- \$3.10 per hour increase for Gary Kosh, bringing his rate of pay to \$15.00 per hour;
- \$0.95 per hour increase for Jason Shaak, bringing his rate of pay to \$18.00 per hour; and
- \$1.00 per hour increase for Joseph Viozzi, bringing his rate of pay to \$21.30 per hour.

Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for September 2021, 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 September 2021, a copy of which is attached hereto and made a part of these minutes.

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

OLD BUSINESS:

Community Development Block Grant (CDBG): Mr. Yingst reported that the West Church Street curb ramp upgrade project began the following week.

Cable Franchise Renewal: Nothing to report this month.

Welcome Sign: Mr. Hoover shared his belief that an ideal spot for a welcome sign along the northern approach to the Township would be in the vicinity of Kauffman Road. He also noted his frustration about the likely limitations for placing such a sign along the southern approach to the Township on one of the South White Oak Street parcels it owned due to open space restrictions and indicated he may try to contact local State representatives to see if they might be able to advocate on behalf of the Township to facilitate this.

LVC Financial Contribution Agreement: Mr. Yingst reported that he, President Moore, and Mr. Perrotto met with LVC President James MacLaren and LVC Vice President of Finance and Administration Shawn Curtin the prior month. He further reported that the LVC officials remained supportive of a financial contribution agreement, although they were uncomfortable having such an agreement provide automatic annual increases should the student fee per semester be set at \$30.

Connected Together Annville: Nothing to report this month.

Road Safety Audit (RSA): Mr. Yingst reported that the State Route 934 RSA, which had been postponed for more than a year due to the COVID-19 pandemic, was now scheduled for October 19, 2021, and it was being determined if the participants preferred to hold the meeting in person or remotely. Per a question from President Moore, Mr. Yingst confirmed that he passed this information along to Jerry Wolfe of Christ Church, as previously he had indicated his desire to participate in this. There was also discussion about potential items to be reviewed during the RSA, including the possibility of a left turn arrow at the square for traffic intending to turn from State Route 934 onto Main Street, as well as concerns Mr. Hoover noted regarding traffic exiting LVC sporting events from Heisey Road where a lack of traffic control personnel were present.

Change of Commissioner Assignments: The Board revisited the request from the prior month's meeting that Mr. Hoover and Mr. Perrotto swap assignments for Parks & Recreation and Annville Activities. Both Commissioners were amenable to this and President Moore officially appointed Mr. Perrotto as the Commissioners for Parks & Recreation and Mr. Hoover as the Commissioner for Annville Activities.

NEW BUSINESS:

Disbursement of Fire Escrow Account for Property at 202 West Main Street: Mr. Yingst reported the property at 202 West Main Street that was damaged by fire in Summer 2019 has been repaired and inspected by the Property Maintenance Code Enforcement Officer, who determined it to be in compliance. As such, the insurance proceeds being held in escrow by the Township were released to the property owner and the bank account at Fulton Bank that held these escrow funds has been closed. **MOTION** by Mr. Embich, second by Mr. Lively to ratify the closure of the fire escrow account pertaining to 202 West Main Street. Motion carried unanimously.

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
September 28, 2021**

A meeting of the Annville Township Wage & Salary Committee was held on September 28, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Henri Lively, Barry Ludwig, Rex Moore and, via telephone, Anthony Deaven. Also in attendance was Nicholas T. Yingst, Annville Township Administrator; Bernard Dugan, Chief of Police; and William Stickler, Police Sergeant. The meeting was called to order at 6:20 PM.

TERM LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE: At the recommendation of Mr. Yingst, **MOTION** by Mr. Moore, second by Mr. Lively to recommend to the Board of Commissioners that it approve term life insurance and accidental death and dismemberment coverage for police and non-uniformed employees at the levels currently established by the employee handbook and collective bargaining agreement, where applicable, with Renaissance and terminate same with Dearborn. Motion carried unanimously.

FULL-TIME ADMINISTRATIVE ASSISTANT JOB DESCRIPTION: Mr. Yingst provided a draft job description for the full-time administrative assistant position for the Committee's review and comment. **MOTION** by Mr. Lively, second by Mr. Moore to recommend to the Board of Commissioners that it approve the job description for the full-time administrative assistant as presented. Motion carried unanimously.

REVIEW OF NON-UNIFORMED EMPLOYEES' PAY RATES: The Committee reviewed and discussed analysis provided by Mr. Yingst on the pay rates for employees not covered by a collective bargaining agreement.

Chief Dugan and Sergeant Stickler left the meeting at 6:49 PM.

Merit Raises for Obtaining a Commercial Driver's License (CDL) and Wastewater Operator Certification: **MOTION** by Mr. Moore, second by Mr. Ludwig to recommend that, going forward, Public Works employees who obtain (1) a CDL be awarded a \$2.00 per hour merit raise and (2) certification as a wastewater operator be awarded a \$2.50 per hour merit raise. Motion carried unanimously.

2021 Wage Increases: **MOTION** by Mr. Lively, second by Mr. Moore to recommend to the Board of Commissioners that it authorize wage increases in 2021 for the following employees:

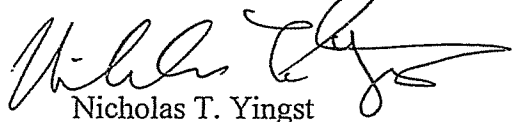
- \$0.50 per hour increase for Michelle Enterline, bringing her rate of pay to \$16.69 per hour;
- \$1.50 per hour increase for Cheryl Fischer, bringing her rate of pay to \$19.62 per hour;
- \$0.87 per hour increase for Christopher Koehler, bringing his rate of pay to \$22.00 per hour;
- \$3.10 per hour increase for Gary Kosh, bringing his rate of pay to \$15.00 per hour;
- \$0.95 per hour increase for Jason Shaak, bringing his rate of pay to \$18.00 per hour; and
- \$1.00 per hour increase for Joseph Viozzi, bringing his rate of pay to \$21.30 per hour.

Motion carried unanimously.

Mr. Yingst left the meeting at 7:20 PM.

ADJOURNMENT: There being no further business to come before the Committee, **MOTION** by Mr. Moore, second by Mr. Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 7:30 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nicholas T. Yingst', with a long horizontal flourish extending to the right.

Nicholas T. Yingst
Annville Township Administrator
and Secretary

Disbursement of Fire Escrow Account for Property at 305 South White Oak Street: Mr. Yingst reported the property at 305 South White Oak Street that was damaged by fire in Spring 2021 has been repaired and inspected by the Property Maintenance Code Enforcement Officer, who determined it to be in compliance. As such, the insurance proceeds being held in escrow by the Township were released to the property owner and the bank account at Jonestown Bank & Trust that held these escrow funds has been closed. **MOTION** by Mr. Hoover, second by Mr. Embich to ratify the closure of the fire escrow account pertaining to 305 South White Oak Street. Motion carried unanimously.

Resignation of Assistant Township Administrator: Mr. Yingst reported that Karen Gerhart, Assistant Township Administrator, submitted a letter of resignation effective October 18, 2021. **MOTION** by Mr. Hoover, second by Mr. Perrotto to accept the resignation of Karen Gerhart, thus terminating her employment as Assistant Township Administrator effective October 18, 2021. Motion carried unanimously.

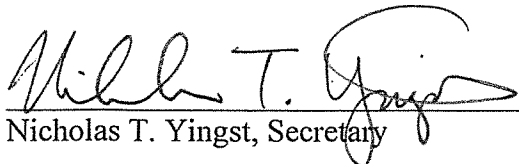
Advertisement of Administrative Assistant Job Opening: **MOTION** by Mr. Lively, second by President Moore to ratify the advertising for the Administrative Assistant job opening in *The Lebanon Daily News*, *The Merchandiser*, *LebTown*, and other media formats as deemed necessary. Motion carried unanimously.

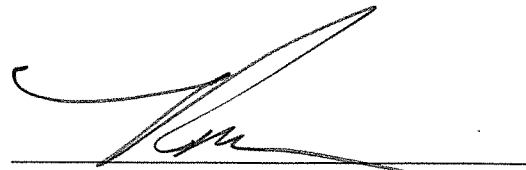
Holiday Breakfast for Township Employees and Elected/Appointed Officials: The Commissioners discussed whether they should cancel the annual Holiday Breakfast for employees and officials due to lingering COVID-19 concerns and, if so, instead make donations to local charities as the Township did in 2020. Mr. Yingst and Chief Dugan surveyed Township employees on this and upon their report that employees had mixed opinions on whether or not they were comfortable attending the Holiday Breakfast in 2021, **MOTION** by President Moore, second by Mr. Lively to donate \$200 each to the Lebanon Rescue Mission and the Caring Cupboard in lieu of holding the annual Holiday Breakfast in 2021. Motion carried unanimously.

CORRESPONDENCE: Nothing to report this month.

PAY BILLS: **MOTION** by Mr. Perrotto, second by Mr. Embich 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 8:07 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President