

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
DECEMBER 7, 2021 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. November 3, 2021 Public Hearing
 - B. November 3, 2021 Regular Meeting
- VI. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - Authorizing Advertisement for the Civil Service Commission Reorganizational Meeting
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Anncville Activities
 - Downtown Christmas Tree Lighting
 - 2022 Historic Old Anncville Day – Designation of Date and Application for Street Closure
- VII. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - Financial Security for the Anncville Free Library Preliminary/Final Subdivision and Land Development Plan
 - Reduction of Financial Security for the Moore Preliminary/Final Land Development Plan
 - C. Historic Architectural Review Board (HARB)
 - D. Wage & Salary
 - Non-Uniformed Employee Benefits for 2022
 - Wage and Salary Adjustments for 2022
 - Revision to Employee Handbook Pertaining to Sharing of Insurance Premium Costs by Employees
 - 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)
 - Payment of Change Order for the West Church Street Curb Upgrade Project
 - Authorization of Cooperation Agreement with the Redevelopment Authority of the County of Lebanon for the West Church Street Milling and Overlay Project
 - B. Cable Franchise Renewal
 - C. Welcome Sign

- D. Lebanon Valley College Financial Contribution Agreement
- E. Jones and East Maple Streets Stormwater Evaluation
- F. Road Safety Audit
- G. Proposed Ordinance – 2022 Tax Levy and Appropriations

IX. New Business

- A. Hiring of Full-Time Administrative Assistant
- B. Appointment of Assistant Township Secretary and Deputy Right-To-Know Officer
- C. Authorization to Change Official Signatory for Bank Accounts and Safe Deposit Box
- D. 2021 Year-End Interfund Transfers
- E. Renewal of Union Hose Company Workers' Compensation Policy
- F. Renewal of Township Commercial Property, General Liability, Commercial Auto, Law Enforcement Liability, Inland Marine, Crime and Fidelity, Public Officials, and Umbrella Insurance Coverage
- G. Authorization for Township Office Employees' Bond
- H. Christmas Tree Collection Dates
- I. Revised 2022 Minimum Municipal Obligation (MMO) Certifications for Pension Plans
- J. Traffic Signals Preventative and Response Maintenance Agreement

X. Correspondence

XI. Pay Bills

XII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
December 7, 2021**

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on December 7, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Armin Rudd, East Maple Street; Dean Wolfe, West Main Street; and Douglas Hartman, Cleona Borough Council.

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 President Moore 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:

Jones and East Maple Streets Stormwater Evaluation: Mr. Rudd was recognized for comment and he noted that the prior day he had been forwarded the email from the Township Engineer pertaining to the latter's cost estimate for repairs to the existing stormsewer system along Weaber Street and in that vicinity. The Commissioners confirmed that Mr. Rudd's response email from the prior day had also been forwarded to them as he had requested, and Mr. Rudd then reviewed same. Per a question from Mr. Rudd, Mr. Yingst indicated a formal report on the evaluation would be issued by the Township Engineer that would provide additional details not included in the prior day's email, which was primarily intended to provide a cost estimate for repairs to the Weaber Street stormsewer system. Per a question from President Moore, Mr. Perrotto indicated the Township Engineer had estimated the cost for these repairs as being between \$3.5 and \$4 million. Mr. Rudd shared his impression this was likely a high estimate for materials, as well as his rationale for same. Mr. Yingst indicated he spoke to the Township Engineer earlier in the day and the latter actually said the costs could be higher than estimated if such repairs were required to be based upon a 20-year storm event instead of a ten-year storm event. Mr. Rudd suggested there may be funding opportunities to finance such a project and further suggested the Township Engineer may be able to weigh in on same. Mr. Perrotto requested that the Township Engineer be invited to a future Commissioners meeting to discuss his report once it has been issued, and Mr. Yingst indicated he would reach out to him about this. Mr. Rudd asked if the Township would consider adding funding to the 2022 budget to allow for further work on this. President Moore and Mr. Hoover both noted they had not had a chance to review the Township Engineer's email and were not prepared to discuss it. There was also consensus to not add such additional funding to the proposed 2022 budget.

Mr. Rudd left the meeting at 7:08 PM.

APPROVAL OF MINUTES:

November 3, 2021 Public Hearing: MOTION by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Public Hearing held November 3, 2021 as presented. Motion carried unanimously.

November 3, 2021 Regular Meeting: MOTION by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Regular Meeting held November 3, 2021 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Public Safety: The Police Statistical Report for November 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 items were then addressed:

Authorizing Advertisement for the Civil Service Commission (CSC) Reorganizational Meeting: MOTION by President Moore, second by Mr. Perrotto to authorize advertising for the CSC Reorganizational Meeting on January 3, 2022 at 10:00 PM, which will also provide an opportunity to discuss any other business that may come before the CSC. Motion carried unanimously.

Police Regionalization Study: Mr. Perrotto inquired if there was any update on the police regionalization study that Cleona Borough had asked the Township to participate in. President Moore reported that Cleona Borough Council did not approve participating in the study at its meeting the prior evening and, as such, the study would not be moving forward at present. Mr. Perrotto expressed his disappointment at this news.

Property: The following item was addressed:

Town Hall Improvements: Noting that funding had been incorporated into the proposed 2022 budget for improvements to Town Hall, Mr. Hoover shared a concept he sketched for same. Specifically, he noted this concept created a larger office for the Township Administrator, moved the Township Office lobby, added a combined conference and break room, and reconfigured the bathrooms. After reviewing the sketch, the Commissioners asked Mr. Yingst to seek out an estimate for such work.

Parks & Recreation: Mr. Perrotto provide a brief verbal report on his meeting earlier in the week with the Quittie Park Committee. In particular, he noted there was discussion on mulching the park trail with some support provided by the Public Works Department, as well as possible ideas for fundraising.

Finance: Mr. Embich reviewed the Finance Report for November 2021, highlighting the total income and expenses through the eleventh month of the year. A copy of the report is attached hereto and made a part of these minutes, and he also shared a 2022 financial outlook synopsis.

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR NOVEMBER 2021

- (1) **DOWNTOWN LIGHTS** We repaired 1 street light.
- (2) **DUMPSTERS** Wed and Sat dumpsters are done for the year.
- (3) **LEAF COLLECTION** We spent the following time leaf collecting:
- S Annaville was 12 hrs. and 12 tons
 - Cleona was 32 hrs. and 15 tons
 - Annaville was 62 hrs. and 23.5 tons
- We will stop collecting leaves December 17, weather permitting.
- (4) **FOUNTAIN** Fountain has been drained for the year.

Respectfully submitted,
Les Powell



**ANNVILLE TOWNSHIP
POLICE
MONTHLY REPORT
NOVEMBER 2021**



• CALLS FOR SERVICE	246
• ANNVILLE	189
• SOUTH ANNVILLE	67

• ORDINANCE VIOLATIONS	
1. ABANDONED VEHICLE	1
2. DOG	1
3. HUNTING	2
4. NOISE	2
5. PARKING	8
6. SKATEBOARDING	1
7. TRAILER	2

• CRIMINAL ARRESTS	01
○ ADULT	01
○ JUVENILE	00

• ASSEMBLY/DEMONSTRATION	2
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• TOTAL TRAFFIC CITATIONS	14
• TOTAL TRAFFIC WARNINGS	38
• TOTAL NON-TRAFFIC CITATIONS	03
• TOTAL VEHICLE ACCIDENTS	16
○ REPORTABLE	7
○ NON-REPORTABLE	7
○ HIT & RUN	2

• PARKING TICKETS ISSUED	8
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Annville Accidents

100 BLOCK WEST MAIN STREET
341 EAST MAIN STREET
EAST MAIN STREET & COLLEGE AVENUE
SR 934 & HEISEY ROAD
1400 EAST MAIN STREET
1ST BLOCK SOUTH CONCORD STREET
300 BLOCK WEST MAIN STREET
205 SOUTH WHITE OAK STREET
802 EAST MAIN STREET

South Annville Accidents

783 HORSESHOE PIKE
1067 HORSESHOE PIKE
1701 HORSESHOE PIKE
900 BLOCK MOUNT WILSON ROAD
1ST BLOCK SOUTH MOUNT PLEASANT ROAD
744 WEST MAIN STREET
500 BLOCK MOUNT WILSON ROAD

Annville Township Police Department

MONTHLY REPORT NOVEMBER 2021

Total Calls by Call Type From: 11/01/2021 - 11/30/2021

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	54
TRAFFIC ENFORCEMENT - WARNING	38
ASSIST OTHER POLICE	27
TRAFFIC ENFORCEMENT - CITATION	14
BACKGROUND INVESTIGATION	9
ALARMS	8
CHECK ON WELL BEING	8
PARKING COMPLAINT	8
PARKING ENFORCEMENT	8
ACCIDENT, NON-REPORTABLE	7
ACCIDENT, REPORTABLE	7
DOMESTIC DISPUTE	6
DRIVING COMPLAINT	6
LOST & FOUND	6
ANIMAL COMPLAINT	5
HARASSMENT	5
POLICE INFORMATION	5
ASSIST MOTORIST	4
FOOT PATROL - POLICE	4
SUSPICIOUS ACTIVITY	4
DISABLED VEHICLE	3
FRAUD	3
IDENTITY THEFT	3
LOST OR MISSING ITEM	3
NEIGHBORHOOD DISPUTE	3
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	3
TRESPASS	3
WIRES DOWN	3
ACCIDENT, HIT & RUN	2
ASSEMBLY/DEMONSTRATION	2
BURGLARY	2
CIVIL MATTER	2
CRIMINAL MISCHIEF	2
DOG - MISSING / LOST	2
FIRE CALL	2
HUNTING COMPLAINT	2
MISCELLANEOUS	2
PARKING- GENERAL INFO	2
PARKING TRAILER, ETC.	2
THEFT - UNLAWFUL TAKING	2
ABANDONED VEHICLE	1
ACCESS DEVICE FRAUD	1
ASSIST OTHER AGENCY	1

BAD CHECKS	1
CHILD ABUSE	1
CHILD CUSTODY	1
DISORDERLY CONDUCT	1
DOG COMPLAINT	1
HOUSE CHECK REQUEST	1
LOST & FOUND (BICYCLE)	1
MEGAN'S LAW NOTIFICATION	1
MENTAL HEALTH	1
NOISE COMPLAINT	1
NOISE ORDINANCE	1
PFA ORDER	1
SKATEBOARDING - ORDINANCE	1
THEFT - MOTOR VEHICLE	1
TRESPASS LETTERS	1
WARRANT	1

Total Calls: 303



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT – SOUTH ANNVILLE
NOVEMBER 2021



CALLS FOR SERVICE - 67

Call type	
ACCIDENTS	7
AMBULANCE CALL	25
ANIMAL COMPLAINT	2
ASSIST OTHER POLICE	3
CHECK ON WELL BEING	2
CIVIL MATTER	1
DISABLED VEHICLE	1
DOMESTIC DISPUTE	2
DRIVING COMPLAINT	1
FIRE CALL	1
FRAUD	2
HARASSMENT	1
HUNTING COMPLAINT	2
LOST & FOUND	2
NEIGHBORHOOD DISPUTE	1
PFA ORDER	1
POLICE INFORMATION	2
SUSPICIOUS ACTIVITY	2
TRAFFIC ENFORCEMENT	6
TRESPASS	1
WIRES DOWN	2
	67

Criminal Arrest – 0

Non Traffic Citations - 0

Traffic Citations – 2

ACCIDENT LOCATIONS

783 HORSESHOE PIKE
1067 HORSESHOE PIKE
1701 HORSESHOE PIKE
900 BLOCK MOUNT WILSON ROAD
1 ST BLOCK SOUTH MOUNT
PLEASANT ROAD
744 WEST MAIN STREET
500 BLOCK MOUNT WILSON ROAD

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Eleven Months Ending November 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	\$ 5,667.36	\$ 902,583.40	95.67	40,868.60
01/301/400	R/E TAXES - DELINQUENT	26,000.00	0.00	21,491.79	82.66	4,508.21
	Subtotal	969,452.00	5,667.36	924,075.19	95.32	45,376.81
01/310/100	REALTY TRANSFER TAX	53,000.00	9,485.81	86,504.93	163.22	(33,504.93)
01/310/210	EARNED INCOME TAX - CURRE	383,000.00	65,734.50	416,113.62	108.65	(33,113.62)
01/310/220	EARNED INCOME TAX - PRIOR	450.00	151.34	151.34	33.63	298.66
01/310/300	LOCAL SERVICES TAX	102,000.00	21,456.86	98,157.13	96.23	3,842.87
	Total Taxes	1,507,902.00	102,495.87	1,525,002.21	101.13	(17,100.21)
<u>Licenses & Permits</u>						
01/320/320	LICENSE - REFUSE COLLECTIO	0.00	15.00	15.00	0.00	(15.00)
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	100.00	100.00	0.00
01/320/700	LICENSE - RESIDENTIAL RENTA	8,700.00	3,780.00	7,355.00	84.54	1,345.00
01/320/800	LICENSE - CABLE TV FRANCHIS	37,000.00	9,398.38	37,030.82	100.08	(30.82)
01/320/810	LICENSE - CURB/SIDEWALK	150.00	0.00	25.00	16.67	125.00
01/320/820	LICENSE - STREET ENCROACH	8,000.00	0.00	3,600.00	45.00	4,400.00
01/320/900	LICENSE - PLUMBING/EXCAVA	1,000.00	0.00	625.00	62.50	375.00
	Subtotal	54,975.00	13,193.38	48,750.82	88.68	6,224.18
<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	947.85	9,790.72	48.95	10,209.28
01/330/130	FINES - TWP. ORD. (PARKING)	4,000.00	315.00	2,245.00	56.13	1,755.00
01/330/150	FINES - CO. CLERK OF CRTS/PR	8,000.00	865.73	8,406.46	105.08	(406.46)
	Subtotal	34,000.00	2,128.58	21,216.13	62.40	12,783.87
<u>Interest & Rent</u>						
01/340/000	INTEREST	3,300.00	180.52	1,467.74	44.48	1,832.26
	Subtotal	3,300.00	180.52	1,467.74	44.48	1,832.26
<u>Intergovernmental Revenues (Grants)</u>						
01/350/000	INTERGOV'T. REVENUES (GRA	132,219.00	0.00	131,371.18	99.36	847.82
	Subtotal	132,219.00	0.00	131,371.18	99.36	847.82
<u>Subdivision / Land Development Fees</u>						
01/361/000	SUBDIVISION/LAND DEVELOP.	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	41,932.31	334,612.54	83.86	64,387.46
	Subtotal	399,000.00	41,932.31	334,612.54	83.86	64,387.46
<u>Miscellaneous Income</u>						
01/380/000	ADMINISTRATIVE FEES	5,500.00	230.00	3,434.75	62.45	2,065.25
01/381/500	DONATIONS	34,300.00	0.00	40,300.00	117.49	(6,000.00)
01/383/000	SALE OF ASSETS	0.00	0.00	6,600.00	0.00	(6,600.00)
01/384/000	CONTRACTED SERVICES INCO	62,000.00	15,105.92	62,562.20	100.91	(562.20)
01/391/000	REFUND PRIOR YR EXPEND	27,000.00	25,359.92	72,082.71	266.97	(45,082.71)

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Eleven Months Ending November 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>
		128,800.00	40,695.84	184,979.66	143.62	(56,179.66)
<u>Transfers from Other Funds</u>						
	Subtotal	0.00	0.00	0.00	0.00	0.00
	Total Revenues	\$ 2,260,496.00	\$ 200,626.50	\$ 2,248,185.28	99.46	12,310.72

EXPENDITURES

General Government

Administration

01/400/110	SALARIES - COMMISSIONERS	\$ 9,375.00	\$ 2,343.75	\$ 9,375.00	100.00	0.00
01/400/120	SALARIES & WAGES - TWP. OFF	70,908.00	4,151.94	60,309.98	85.05	10,598.02
01/400/200	MATERIALS & SUPPLIES	5,600.00	224.40	4,046.60	72.26	1,553.40
01/400/210	RENTAL LICENSE EXPENSES	2,700.00	0.00	260.59	9.65	2,439.41
01/400/300	MISCELLANEOUS EXPENSE	5,700.00	800.63	4,514.11	79.19	1,185.89
01/400/310	LEGAL/AUDIT SERVICES	49,500.00	828.00	32,938.18	66.54	16,561.82
01/400/320	TELEPHONE	3,610.00	136.49	3,092.09	85.65	517.91
01/400/340	ADVERTISING & PRINTING	6,650.00	1,331.92	4,094.30	61.57	2,555.70
01/400/343	CODIFICATION	1,500.00	0.00	350.00	23.33	1,150.00
	Subtotal	155,543.00	9,817.13	118,980.85	76.49	36,562.15

Treasurer / Tax Collector

01/402/200	MATERIALS & SUPPLIES	1,200.00	685.85	1,253.35	104.45	(53.35)
01/402/350	BOND PREMIUM	1,050.00	0.00	468.00	44.57	582.00
	Subtotal	2,250.00	685.85	1,721.35	76.50	528.65

Municipal Building

01/409/145	CONTRACTED CUSTODIAL SER	5,970.00	495.00	5,445.00	91.21	525.00
01/409/200	MATERIALS & SUPPLIES	600.00	0.00	442.34	73.72	157.66
01/409/360	FUEL, LIGHT, WATER & SEWER	12,700.00	717.55	6,622.88	52.15	6,077.12
01/409/370	REPAIRS & MAINTENANCE - BL	2,300.00	180.49	1,318.22	57.31	981.78
01/409/740	CAPITAL EXPEND	10,000.00	0.00	2,067.36	20.67	7,932.64
	Subtotal	31,570.00	1,393.04	15,895.80	50.35	15,674.20
	Total General Government	189,363.00	11,896.02	136,598.00	72.14	52,765.00

Public Safety

Police

01/410/130	SALARIES - POLICE	563,384.00	35,888.72	467,410.25	82.96	95,973.75
01/410/145	CONTRACTED CROSSING GUAR	10,796.00	2,499.90	6,763.61	62.65	4,032.39
01/410/200	MATERIALS & SUPPLIES	7,000.00	328.93	7,671.17	109.59	(671.17)
01/410/202	UNIFORM SUPPLIES & REPLAC	9,000.00	131.06	8,219.43	91.33	780.57
01/410/300	DUES, MEMBERSHIPS, MISC.	12,845.00	350.00	12,509.23	97.39	335.77
01/410/301	CONFERENCES, MTGS & MILEA	3,000.00	0.00	3,329.00	110.97	(329.00)
01/410/310	POLICE LEGAL	18,000.00	594.50	8,518.14	47.32	9,481.86
01/410/320	TELEPHONE, RADIO & PAGER	9,285.00	669.20	7,566.33	81.49	1,718.67
01/410/330	VEHICLE FUEL	7,200.00	551.19	4,771.93	66.28	2,428.07
01/410/331	VEHICLE REPAIR & MAINTENA	5,400.00	842.62	3,346.62	61.97	2,053.38
01/410/452	IT SUPPORT	17,795.00	107.87	12,210.04	68.62	5,584.96
01/410/460	TRAFFIC SIGNALS	600.00	48.01	529.93	88.32	70.07
01/410/740	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00
	Subtotal	679,305.00	42,012.00	542,845.68	79.91	136,459.32

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Eleven Months Ending November 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>
<u>Fire</u>						
01/411/460	FIRE HYDRANT SERVICE	17,500.00	1,314.13	16,638.27	95.08	861.73
01/411/500	DONATION - VOLUNTEER FIRE	78,000.00	0.00	73,000.00	93.59	5,000.00
01/411/510	DONATION - FIREMEN'S RELIEF	22,000.00	0.00	20,299.48	92.27	1,700.52
	Subtotal	117,500.00	1,314.13	109,937.75	93.56	7,562.25
<u>Ambulance</u>						
01/412/000	EMERGENCY MEDICAL SERVIC	20,000.00	0.00	15,000.00	75.00	5,000.00
	Subtotal	20,000.00	0.00	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	0.00	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	0.00	160.44	4.11	3,739.56
01/415/000	EMERGENCY MANAGEMENT A	3,400.00	0.00	3,336.90	98.14	63.10
01/416/000	CODE ENFORCEMENT OFFICER	3,000.00	200.00	1,330.87	44.36	1,669.13
	Total Public Safety	827,105.00	43,526.13	672,611.64	81.32	154,493.36
<u>Health & Sanitation</u>						
01/427/300	MISCELLANEOUS EXPENSE	43,000.00	2,963.34	33,957.73	78.97	9,042.27
01/427/450	REFUSE COLLECTION CONTRA	74,640.00	6,360.00	61,920.00	82.96	12,720.00
01/427/451	RECYCLING COLLECTION CON	77,640.00	6,360.00	64,453.19	83.02	13,186.81
01/427/460	REFUSE DISPOSAL EXPENSE	75,000.00	4,592.22	57,730.98	76.97	17,269.02
	Total Health & Sanitation	270,280.00	20,275.56	218,061.90	80.68	52,218.10
<u>Highway</u>						
01/430/100	SALARIES & WAGES - HIGHWA	93,710.00	8,273.42	86,741.49	92.56	6,968.51
01/430/200	MATERIALS & SUPPLIES	2,800.00	173.70	1,445.25	51.62	1,354.75
01/430/300	MISCELLANEOUS EXPENSE	2,800.00	27.74	6,605.57	235.91	(3,805.57)
01/430/310	ENGINEERING SERVICES	50,000.00	7,144.89	30,070.89	60.14	19,929.11
01/430/320	TELEPHONE, RADIO & PAGER	900.00	58.68	652.15	72.46	247.85
01/430/330	VEHICLE OPERATING EXP. - FU	7,500.00	941.01	5,220.63	69.61	2,279.37
01/430/331	VEHICLE - OPERATING EXPENS	2,000.00	150.03	1,266.59	63.33	733.41
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	199.38	6,533.61	83.76	1,266.39
01/438/000	REP. & MAINT. - STREETS	1,500.00	0.00	240.24	16.02	1,259.76
	Total Highway	175,010.00	16,968.85	142,849.92	81.62	32,160.08
<u>Miscellaneous</u>						
01/454/000	PARKS & RECREATION	1,600.00	151.85	1,841.16	115.07	(241.16)
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	195.82	2,109.93	38.36	3,390.07
01/471/350	LEASE RENTAL-PRINCIPAL	36,000.00	18,000.00	36,000.00	100.00	0.00
01/472/350	LEASE RENTAL-INTEREST	30,870.00	6,556.14	13,298.60	43.08	17,571.40
01/480/000	EMPL. BENEFITS & PAYROLL T	503,414.00	24,212.79	469,520.58	93.27	33,893.42
01/486/000	INSURANCE	116,442.00	8,012.94	102,876.05	88.35	13,565.95
01/490/000	TRANSFER TO OTHER FUND	76,412.00	0.00	0.00	0.00	76,412.00

UNAUDITED

ANNVILLE TOWNSHIP
GENERAL FUND
Income Statement
For the Eleven Months Ending November 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>
	Total Miscellaneous	<u>798,738.00</u>	<u>57,129.54</u>	<u>648,418.71</u>	81.18	<u>150,319.29</u>
	Total Expenditures	\$ <u>2,260,496.00</u>	\$ <u>149,796.10</u>	\$ <u>1,818,540.17</u>	80.45	<u>441,955.83</u>
	Net Income/<Deficit>	\$ <u>0.00</u>	\$ <u>50,830.40</u>	\$ <u>429,645.11</u>	0.00	<u>(429,645.11)</u>

UNAUDITED

GENERAL FUND
Balance Sheet
November 30, 2021
ASSETS

Current Assets		
CASH - JBT CHECKING	\$	850,078.20
CASH - RECREATION DEPOSIT		8,134.34
CASH - PLGIT PRIME		199,047.70
PETTY CASH - OFFICE		100.00
PETTY CASH - POLICE		100.00
INVESTMENT IN COMMON STOCK		5,010.61
ACCOUNTS RECEIVABLE		50,132.70
ALLOWANCE FOR DOUBTFUL ACCTS		(8,500.00)
		<hr/>
Total Current Assets		1,104,103.55
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>1,104,103.55</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	5.00
GRANT - DISTRICT ATTY		478.59
RECREATION DEPOSIT HELD		8,134.34
		<hr/>
Total Current Liabilities		8,617.93
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		8,617.93
Capital		
FUND BALANCE		665,840.51
Net Income		429,645.11
		<hr/>
Total Capital		1,095,485.62
		<hr/>
Total Liabilities & Capital	\$	<u><u>1,104,103.55</u></u>

SEWER FUND
Income Statement
For the Eleven Months Ending November 30, 2021
ANNVILLE TOWNSHIP

Account #	Description	Budget	Current Month	Y-T-D Actual	% Budget	Remaining Budget
REVENUES						
08/340/000	INTEREST EARNED	\$ 4,000.00	\$ 187.04	\$ 1,400.51	35.01	2,599.49
08/350/000	GRANT INCOME	0.00	0.00	741.00	0.00	(741.00)
08/360/000	SEWER RENTALS	1,596,000.00	184,810.82	1,378,598.23	86.38	217,401.77
08/361/000	SEWER RENTALS - EXTERNAL	20,800.00	914.54	20,046.74	96.38	753.26
08/370/000	TAPPING FEES	0.00	0.00	4,200.00	0.00	(4,200.00)
08/380/000	ADMINISTRATIVE FEES	0.00	16,282.00	16,500.65	0.00	(16,500.65)
08/381/000	MANAGEMENT FEES - EXTERNA	925.00	19.27	904.49	97.78	20.51
08/383/000	TREATMENT FEES	231,000.00	38,277.58	430,088.83	186.19	(199,088.83)
08/384/000	CAPACITY RESERVE FEES	20,820.00	0.00	15,614.64	75.00	5,205.36
08/385/000	MAINTENANCE CONTRACT FEE	32,000.00	8,080.00	24,300.00	75.94	7,700.00
08/395/000	REFUND OF PRIOR YEAR EXPEN	18,000.00	16,906.62	38,828.78	215.72	(20,828.78)
Total Revenues		1,923,545.00	265,477.87	1,931,223.87	100.40	(7,678.87)
EXPENDITURES						
<u>Administration</u>						
08/400/100	WAGES & SALARIES-ADMIN	72,441.00	4,355.91	61,651.41	85.11	10,789.59
08/400/200	MATERIALS & SUPPLIES	7,450.00	124.85	5,503.79	73.88	1,946.21
08/400/300	MISCELLANEOUS	10,100.00	840.60	8,669.44	85.84	1,430.56
08/400/310	LEGAL SERVICES	7,000.00	324.00	4,509.00	64.41	2,491.00
08/400/311	AUDIT SERVICES	5,500.00	0.00	5,500.00	100.00	0.00
Total Administration		102,491.00	5,645.36	85,833.64	83.75	16,657.36
<u>Sewage Treatment</u>						
08/429/100	WAGES & SALARIES-OPERATIO	245,608.00	18,685.82	205,247.36	83.57	40,360.64
08/429/200	MATERIALS & SUPPLIES	6,000.00	177.57	2,772.51	46.21	3,227.49
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	0.00	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 & EQUI	10,000.00	622.31	7,345.71	73.46	2,654.29
08/429/240	LIME & POLYMER	40,550.00	0.00	62,994.71	155.35	(22,444.71)
08/429/300	MISCELLANEOUS	6,400.00	250.00	3,762.91	58.80	2,637.09
08/429/301	TRAINING, CONFERENCES AND	2,000.00	776.00	1,491.00	74.55	509.00
08/429/310	ENGINEERING SERVICES	15,500.00	1,448.75	6,724.51	43.38	8,775.49
08/429/311	LABORATORY TESTING SERVIC	13,000.00	515.00	10,003.00	76.95	2,997.00
08/429/320	TELEPHONE, RADIO & PAGER	4,500.00	545.71	4,260.19	94.67	239.81
08/429/330	VEHICLE - FUEL	8,000.00	236.24	4,701.11	58.76	3,298.89
08/429/331	VEHICLE - OPERATING EXPENSE	7,500.00	0.00	15,489.99	206.53	(7,989.99)
08/429/350	HEATING OIL	1,000.00	0.00	0.00	0.00	1,000.00
08/429/360	ELECTRICAL POWER, GAS & WA	113,600.00	7,964.20	99,315.77	87.43	14,284.23
08/429/370	PLANT - REPAIR & MAINTENAN	92,500.00	6,363.83	93,340.01	100.91	(840.01)
08/429/450	SEWERS - REPAIR & MAINTENA	15,000.00	2,183.59	7,703.26	51.36	7,296.74
Total Sewage Treatment		618,158.00	39,769.02	550,972.75	89.13	67,185.25
<u>Debt Service</u>						
08/471/000	DEBT SERVICE PRINCIPAL	640,437.00	67,107.45	589,239.32	92.01	51,197.68
08/472/000	DEBT SERVICE - INTEREST	203,047.00	25,373.54	188,406.83	92.79	14,640.17
Total Debt Service		843,484.00	92,480.99	777,646.15	92.19	65,837.85
<u>Miscellaneous</u>						
08/480/000	EMPL. BENEFITS & PAYROLL TA	306,433.00	18,099.07	274,863.38	89.70	31,569.62
08/486/000	INSURANCE	47,728.00	5,181.96	40,599.84	85.07	7,128.16
Total Miscellaneous		354,161.00	23,281.03	315,463.22	89.07	38,697.78
<u>Transfers to Other Funds</u>						
Total Transfers		0.00	0.00	0.00	0.00	0.00
Total Expenditures		1,918,294.00	161,176.40	1,729,915.76	90.18	188,378.24
Net Income/<Deficit>		\$ 5,251.00	\$ 104,301.47	\$ 201,308.11	3,833.71	(196,057.11)

UNAUDITED

SEWER FUND
Balance Sheet
November 30, 2021

ASSETS

Current Assets

CASH - JBT CHECKING	\$ 1,140,944.09
CASH - PLGIT PRIME	89,953.86
BLAIRCO / MARTY'S MUSIC ESCROW	12,689.05
PETTY CASH - OFFICE	75.00
PETTY CASH - WWTP	50.00
ACCOUNTS RECEIVABLE	24,741.83
	<hr/>

Total Current Assets	1,268,453.83
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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)
	<hr/>

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
	<hr/>

Total Assets	\$ <u>14,006,289.76</u>
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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	\$ 12,689.05
NET PENSION LIABILITY	34,242.00
DEFERRED INFLOWS OF RESOURCES	74,016.00
	<hr/>

Total Liabilities	120,947.05
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Retained Earnings

FUND BALANCE	(206,976.69)
RETAINED EARNINGS	13,891,011.29
Net Income	201,308.11
	<hr/>

Total Retained Earnings	13,885,342.71
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Total Liabilities & Retained Earnings	\$ <u>14,006,289.76</u>
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CAPITAL RESERVE FUND -NEW

Income Statement

For the Eleven Months Ending November 30, 2021

[illegible]

UNAUDITED

CAPITAL RESERVE FUND -NEW
Balance Sheet
November 30, 2021

ASSETS

Current Assets

NORTHWEST SAVINGS BANK	\$	<u>1,009,205.50</u>	
Total Current Assets			1,009,205.50

Other Assets

Total Other Assets			<u>0.00</u>
Total Assets	\$	<u>1,009,205.50</u>	

LIABILITIES AND FUND BALANCE

Current Liabilities

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

Fund Balance

FUND BALANCE	\$	701,067.40	
Net Income		<u>308,138.10</u>	
Total Fund Balance			<u>1,009,205.50</u>
Total Liabilities & Fund Balance	\$	<u>1,009,205.50</u>	

MOTOR LICENSE FUND
Income Statement
For the Eleven Months Ending November 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	\$ 4.74	\$ 50.24	5.02	949.76
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		119,000.00	4.74	122,683.85	103.10	(3,683.85)
EXPENDITURES						
<u>Maintenance</u>						
35/430/200	MATERIALS & SUPPLIES	0.00	0.00	12.54	0.00	(12.54)
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	3,313.51	73.63	1,186.49
35/434/000	STREET LIGHTING	60,000.00	0.00	40,183.25	66.97	19,816.75
35/437/000	REPAIRS & MAINT. - EQUIPMENT	7,500.00	0.00	4,622.86	61.64	2,877.14
35/438/000	REPAIRS & MAINT. - STREETS	22,000.00	0.00	20,617.79	93.72	1,382.21
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		123,000.00	0.00	73,635.22	59.87	49,364.78
<u>Construction</u>						
35/439/000	HWY. CONSTRUCTION & REBUILDING	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		0.00	0.00	0.00	0.00	0.00
Total Expenditures		123,000.00	0.00	73,635.22	59.87	49,364.78
Net Income/<Deficit>		\$ (4,000.00)	\$ 4.74	\$ 49,048.63	(1,226.22)	(53,048.63)

UNAUDITED

MOTOR LICENSE FUND
Balance Sheet
November 30, 2021

ASSETS

Current Assets

CASH - PLGIT	\$	98,717.69
CASH - PLGIT PRIME		<u>96,992.58</u>

Total Current Assets		195,710.27
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Total Assets	\$	<u><u>195,710.27</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>49,048.63</u>

Total Fund Balance		<u>195,710.27</u>
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Total Liabilities & Fund Balance	\$	<u><u>195,710.27</u></u>
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SEWER CAPITAL FUND
Income Statement
For the Eleven Months Ending November 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	\$ (547.33)	\$ 1,807.54	25.82	5,192.46
30/391/000	TRANSFERS FROM SEWER FUND	0.00	0.00	0.00	0.00	0.00
30/395/000	TRANSFER FROM CAP RESERVE	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>(547.33)</u>	<u>1,807.54</u>	25.82	<u>5,192.46</u>
EXPENDITURES						
30/429/700	MISC	6,000.00	0.00	7,700.00	128.33	(1,700.00)
30/429/720	EQUIPMENT	0.00	0.00	36,150.00	0.00	(36,150.00)
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>0.00</u>	<u>43,850.00</u>	208.81	<u>(22,850.00)</u>
	Net Income/<Deficit>	<u>\$ (14,000.00)</u>	<u>\$ (547.33)</u>	<u>\$ (42,042.46)</u>	300.30	<u>28,042.46</u>

UNAUDITED

SEWER CAPITAL FUND
Balance Sheet
November 30, 2021

ASSETS

Current Assets

CASH - PLGIT PRIME	\$	262,841.37	
INVESTMENTS - EDWARD JONES		539,309.70	
Total Current Assets			802,151.07

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

Total Other Assets			0.00
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Total Assets	\$	802,151.07	
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LIABILITIES AND CAPITAL

Current Liabilities

Total Current Liabilities			0.00
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Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			0.00
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Capital

FUND BALANCE	\$	844,193.53	
Net Income		(42,042.46)	
Total Capital			802,151.07

Total Liabilities & Capital	\$	802,151.07	
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MS4 FUND
INCOME STATEMENT
FOR THE ELEVEN MONTHS ENDING NOVEMBER 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	\$ 28.73	203.29	20.33	796.71
40/350/000	MS4 FEES	110,000.00	14,309.56	103,537.31	94.12	6,462.69
40/399/000	TRANSFER FROM OTHER FUN	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUES	<u>111,000.00</u>	<u>14,338.29</u>	<u>103,740.60</u>	93.46	<u>7,259.40</u>
EXPENDITURES						
40/460/200	ADMINISTRATION	500.00	0.00	463.08	92.62	36.92
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. COSTS	0.00	0.00	0.00	0.00	0.00
40/460/312	ENGINEERING	5,000.00	0.00	554.75	11.10	4,445.25
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>98,321.59</u>	93.64	<u>6,678.41</u>
	NET INCOME	<u>\$ 6,000.00</u>	<u>\$ 14,338.29</u>	<u>5,419.01</u>	90.32	<u>580.99</u>

UNAUDITED

MS4 FUND
Balance Sheet
November 30, 2021

ASSETS

Current Assets		
CASH - JBT CHECKING	\$	170,107.54
CASH - PLGIT PRIME		<u>100,231.19</u>
Total Current Assets		270,338.73
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>270,338.73</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>5,419.01</u>
Total Capital		<u>257,019.05</u>
Total Liabilities & Capital	\$	<u><u>270,338.73</u></u>

GENERAL FUND
Cash Disbursements Journal

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

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
18418	COV001	COVERALL SERVICE CO - HARRISBURG	495.00	495.00
18419	PAW001	PENNSYLVANIA AMERICAN WATER CO	1,314.13 64.42	1,378.55
18420	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	27,172.25	27,172.25
18421	A & H 001	A & H EQUIPMENT	120.88	120.88
18422	ALL004	ALL CITY MANAGEMENT SERVICES, INC.	1,217.90	1,217.90
18423	AMA001	AMAZON CAPITAL SERVICES	151.85 104.97	256.82
18424	ANN001	ANNVILLE TOWNSHIP AUTHORITY	174.00	174.00
18425	ATT001	A T & T MOBILITY	1,351.55	1,351.55
18426	AUT002	AUTOZONE	47.94 157.62 119.92	325.48
18427	CDB001	CAMPBELL DURRANT, P.C.	594.50	594.50
18428	COM008	COMCAST	107.87	107.87
18429	DOU002	BRAD DOUPLE	50.00 50.00 50.00 50.00	200.00
18430	ENT001	MICHELLE ENTERLINE	11.08	11.08
18431	HUM001	HUMANE SOCIETY OF LEB. COUNTY	350.00	350.00
18432	KAP001	KAPP ADVERTISING SERVICE	249.60	249.60
18433	LEB024	LEBANON COUNTY TREASURER	685.85	685.85
18434	LOW001	LOWE'S COMPANIES, INC	21.32 85.17 39.06	145.55
18435	MAG003	MAGUIRE'S FORD OF HERSHEY	637.06	637.06
18436	MED002	MEDIA ONE PA	68.56 64.88	133.44
18437	MET002	MET- ED	376.38 3,899.87	

GENERAL FUND
Cash Disbursements Journal

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

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
			184.74	4,460.99
18438	MEY001	MEYER OIL COMPANY	941.01 551.19	1,492.20
18439	MIL001	MILLER & BIXLER AUTO PARTS	108.74 71.39 25.38 19.25	224.76
18440	PA005	PA MUNICIPAL HEALTH INSURANCE COOPERATI	21,764.56	21,764.56
18441	PAO001	PA ONE CALL SYSTEM INC	27.74	27.74
18442	RAP001	911 RAPID RESPONSE	119.98	119.98
18443	REI001	REILLY WOLFSON ATTORNEYS AT LAW	1,656.00	1,656.00
18444	SPO001	SSM GROUP, INC.	6,448.64 2,351.00 1,150.00 696.25	10,645.89
18445	TEL001	TELESYSTEM	387.82	387.82
18446	YIN001	NICHOLAS T. YINGST	800.63	800.63
18447	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	30,876.80	30,876.80
18448	ALL004	ALL CITY MANAGEMENT SERVICES, INC.	1,282.00	1,282.00
18449	BLU006	BLUE RIDGE CHRISTMAS TREE FARM	125.00	125.00
18450	CAN002	CANON FINANCIAL SERVICES, INC.	297.00	297.00
18451	CRY001	CRYSTAL SPRINGS	43.92	43.92
18452	DEA001	DEARBORN LIFE INSURANCE CO	151.50	151.50
18453	EMC001	EMC INSURANCE COMPANIES	240.00	240.00
18454	GFL001	GFL ENVIRONMENTAL	198.75 12,720.00	12,918.75
18455	GRE001	GREATER LEB. REFUSE AUTHORITY	10,661.34	10,661.34
18456	LOW001	LOWE'S COMPANIES, INC	47.41	47.41
18457	MED002	MEDIA ONE PA	700.00	

GENERAL FUND
Cash Disbursements Journal

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

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
			248.88	
				948.88
18458	MET002	MET- ED	48.01	
			52.91	
			61.57	
			41.12	
			34.57	
			34.81	
			69.98	
			27.41	
			77.81	
			195.82	
				644.01
18459	REA003	READING FOUNDRY & SUPPLY CO	56.26	
				56.26
18460	SUS001	SUSQUEHANNA MUNICIPAL TRUST	7,772.94	
				7,772.94
18461	UGI001	UGI	102.75	
				102.75
18462	WBM001	W.B. MASON CO., INC.	130.06	
				130.06
18463	FIR002	FIRST CITIZENS COMMUNITY BANK	24,556.14	
				24,556.14
18464	AUT002	AUTOZONE	30.11	
				30.11
Total			168,072.82	168,072.82

SEWER FUND**Cash Disbursements Journal**

For the Period From Nov 1, 2021 to Nov 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
14327	MAR003	MARCO	83.80	83.80
14328	PAW002	P A W C	362.43	362.43
14329	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	12,267.54	12,267.54
14330	AMA001	AMAZON CAPITAL SERVICES	50.85 34.44 299.97	385.26
14331	AME005	AMERIGREEN INC.	4,906.98	4,906.98
14332	ANN004	ANNVILLE TWP PENNVEST ACCOUNT	65,820.77	65,820.77
14333	ATT001	AT&T MOBILITY	394.35	394.35
14334	BOM001	BOMBERGER'S STORE	8.94	8.94
14335	HAC001	HACH COMPANY	172.66	172.66
14336	LOW001	LOWE'S COMPANIES, INC.	30.43 182.11	212.54
14337	MEY001	MEYER OIL COMPANY	236.24	236.24
14338	MIN002	MINCO	1,883.62	1,883.62
14339	PAM001	PA MUNICIPAL HEALTH INSURANCE COOP	17,291.72	17,291.72
14340	POW001	LESLIE J. POWELL	60.00	60.00
14341	REI003	REILLY WOLFSON ATTORNEYS AT LAW	468.00	468.00
14342	SUB001	SUBURBAN WATER TESTING LAB INC	95.00 85.00 85.00	265.00
14343	SUS001	SUSQUEHANNA FIRE EQUIP CO	75.00	75.00
14344	TEL002	TELESYSTEM	151.36	

SEWER FUND**Cash Disbursements Journal**
For the Period From Nov 1, 2021 to Nov 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
				151.36
14345	THO001	THOMAS SCIENTIFIC LLC	96.28	96.28
14346	UGI001	UGI UTILITIES, INC.	257.26	257.26
14347	YIN001	NICHOLAS T. YINGST	673.00	673.00
14348	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	11,603.89	11,603.89
14349	CAL001	CAL-TECH SERVICE, INC.	645.00	645.00
14350	DEA002	DEARBORN LIFE INSURANCE CO	60.00	60.00
14351	EAG001	EAGLE RENTAL	182.30	182.30
14352	FIL001	FILSON WATER, LLC	192.00	192.00
14353	LOW001	LOWE'S COMPANIES, INC.	78.56 140.96 18.76	14.24 224.04
14354	MET001	MET-ED	7,344.51	7,344.51
14355	PRW001	PENNA.RURAL WATER ASSO.	280.00 436.00	716.00
14356	SHE003	SHERWOOD-LOGAN & ASSOC., INC.	386.31	386.31
14357	SUB001	SUBURBAN WATER TESTING LAB INC	70.00 95.00 85.00	250.00
14358	SUS002	SUSQUEHANNA MUNICIPAL TRUST	5,181.96	5,181.96
14359	THO001	THOMAS SCIENTIFIC LLC	161.37	161.37
14360	ANN001	ANNVILLE TOWNSHIP GENERAL FUND	41,852.31	41,852.31
14361	ANN007	ANNVILLE TOWNSHIP MS4 FUND	14,309.56	

SEWER FUND

Cash Disbursements Journal

For the Period From Nov 1, 2021 to Nov 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
				14,309.56
14362	FUL001	FULTON BANK	26,660.22	26,660.22
14363	GAN001	GANNETT FLEMING, INC.	1,448.75	1,448.75
14364	HIR001	HIRERIGHT, LLC	250.00	250.00
14365	MAR003	MARCO	83.80	83.80
Total			217,639.01	217,639.01

CAPITAL RESERVE FUND -NEW
Cash Disbursements Journal
For the Period From Nov 1, 2021 to Nov 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
11/8/21	1228	31/200/000	Invoice: S6302656.001	271.43	
		31/200/000	Invoice: S6302656.002	4,715.31	
		31/102/000	SCHAEDLER YESCO DISTRIBUTION		4,986.74
	Total			4,986.74	4,986.74

MOTOR LICENSE FUND
Cash Disbursements Journal

For the Period From Nov 1, 2021 to Nov 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 Nov 1, 2021 to Nov 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.

MS4 FUND
Cash Disbursements Journal
For the Period From Nov 1, 2021 to Nov 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.

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

Annville Activities: The following items were addressed:

Downtown Christmas Tree Lighting: Mr. Perrotto reported he attended the lighting of the Downtown Christmas Tree the prior weekend. He noted the tree was decorated with new ornaments and suggested that the Annville Community Activities Committee, which organizes the event, be contacted a few months in advance of next year's tree lighting to see if it had any needs the Township could assist with.

2022 Historic Old Annville Day – Designation of Date and Application for Street Closure: **MOTION** by President Moore, second by Mr. Embich to (1) designate Saturday, June 11, 2022 as Historic Old Annville Day and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation for the necessary street closure permit for U.S. Route 422 between Cherry Street and State Route 934 beginning at 7:00 AM and ending at 3:00 PM on that date. Motion carried unanimously.

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

REPORTS OF SPECIAL COMMITTEES:

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

Planning Commission: The following items were addressed:

Financial Security for the Annville Free Library (AFL) Preliminary/Final Subdivision and Land Development Plan: Mr. Perrotto reported a financial security tabulation for the AFL plan had been prepared by the Township Engineer in the amount of \$29,986 and provided to the Commissioners. At the recommendation of the Township Engineer, **MOTION** by Mr. Perrotto, second by Mr. Hoover to set the amount of financial security for the AFL preliminary/final subdivision and land Development Plan at \$29,986. Motion carried unanimously.

Reduction of Financial Security for the Moore Preliminary/Final Land Development Plan: Mr. Perrotto reported a financial security reduction tabulation for the Moore plan had been prepared by the Township Engineer and provided to the Commissioners. At the recommendation of the Township Engineer, **MOTION** by Mr. Perrotto, second by Mr. Embich to authorize the reduction of financial security pertaining to the Moore preliminary/final land development plan by \$29,850, or from \$36,685 to \$6,835. Motion carried by a vote of three to zero with Mr. Embich, Mr. Hoover, and Mr. Perrotto voting in favor of the motion and President Moore recusing himself from the vote, his explanation for doing so being attached hereto and made a part of these minutes.

Permits Report

Month of November 2021

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Curb/Sidewalk Permit Fees Collected		_____
Total Street Cut Permit Fees Collected		_____
Total Tapping Fees Collected		_____

Tapping Fees

Zoning Permit

#53-21	Lebanon Valley College	Add to Structure	Locker Room
#54-21	Khrista & Joel Dechert	Other	Fence
#55-21	Michael & Tammy Sema	Other	Fence
#56-21	MJJK, LLC	Change of Use	Homeshare
#57-21	John Wentling	Add to a Structure	Repair/Replace Porch

Curb/Sidewalk Permits

Street-Cut Permits

Burn Permit

**CONFLICT OF INTEREST
ABSTENTION MEMORANDUM**

TO: **Annville Township Secretary**
 Annville Township

FROM: Rex Moore, Annville Township Commissioner

DATE: December 7, 2021

Pursuant to the Pennsylvania Public Official and Employee Ethics Law, I hereby declare that I abstain from voting regarding the following issue/motion:

Reduction of financial security for the Moore land development plan

My reason/conflict for abstaining from voting is as follows:

Vote pertains to my property / I am an officer of R/Moore, LLC



Signature
Commissioner
Annville Township

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for November 2021, a copy of which is attached hereto and made a part of these minutes.

Wage & Salary: The following items were addressed:

Non-Uniformed Employee Benefits for 2022: The Board was provided with a listing of recommended benefits for non-uniformed employees for 2022, and there was discussion of same, particularly the holidays provided to employees. Noting this listing was consistent with the previous recommendations of the Wage & Salary Committee, **MOTION** by President Moore, second by Mr. Perrotto to approve the benefits for non-uniformed employees for 2022 as presented. Motion carried unanimously and the listing of 2022 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

Wage and Salary Adjustments for 2022: The Board was provided with a listing of recommended wages and salaries for non-probationary employees for 2022. Noting this listing was consistent with the previous recommendations of the Wage & Salary Committee, which included a 3% across-the-board wage and salary increase effective January 1, 2022, **MOTION** by Mr. Embich, second by Mr. Hoover to approve the listing of salaries and wages, which includes a 3% across-the-board wage and salary increase for non-probationary employees not covered by a CBA, effective January 1, 2022 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2022 is attached hereto and made a part of these minutes.

Revision to Employee Handbook Pertaining to Sharing of Insurance Premium Costs by Employees: **MOTION** by Mr. Embich, second by Mr. Hoover to revise the employee handbook, effective January 1, 2022, to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 6% of the premium cost as a payroll deduction. Motion carried unanimously.

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

Fire Department: The Board noted the receipt of the November 2021 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC).

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

OLD BUSINESS:

Community Development Block Grant (CDBG):

Payment of Change Order for the West Church Street Curb Ramp Upgrade Project: Mr. Yingst reported the CDBG project for the curb ramp upgrades on West Church Street had been completed

T. Embich reports: 12-07-2021 BOC

Thomas Embich

Agenda Items: VII – C, E, F

Date: December 07, 2021 report for December 07, 2021 Meeting

Item VII- C: HISTORIC ARCHITECTURAL REVIEW BOARD

1. The November meeting consisted of a review of Corvette Bar for a future addition of an outdoor patio bar to the rear of the current facility. It would be a "pod-type" modified shipping container (architecturally done) and patio area within and outside the addition. The samples seemed acceptable to HARB; but a submittal to the Planning Commission would probably be required.

Next meeting of HARB is scheduled for December 20.

ACTION: None.

Item VII –E: Stormwater management

1. A combination Zoom and onsite meeting at North Lebanon Board Room was held for the November 16 meeting of the LCS Consortium; Embich attended for Annville Township. Bills approved for payment totaled \$12,121.18 for project work by SESI. Fulton Bank MS4 fund balance is \$3,438,875.67 as of 10/31/2021. Mr. Russ Collins, Trout Unlimited, et al; made a request for funding for stream bank stabilization on a short stretch of the Quittapahilla adjacent to the Quittie Park. He was informed that any projects must make certain hurdles to contribute to the MS4 permit target for reductions in the current cycle (assuming through 2023). In other business the "annual contribution" request letters were authorized for 2022. Scott Rights lead a discussion of the Saxton & Stump opinion regarding project management and funding thresholds by consortiums after he made the SESI engineers report.
2. Next LCSC meeting is scheduled for January 18, 2022, 10:00 AM. The December 2021 meeting is cancelled.

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: December 07, 2021, 7PM is by Zoom only; Joe Viozzi to attend; meeting is Zoom only due to active COVID-19 among GLRA staff.
Next year: meeting for January 04, 2022.
2. Key points: Reappointments of Joe Viozzi, primary and Thomas Embich alternate to the GLRA Board for five (5) years. Terms end December 31, 2021.

ANNVILLE TOWNSHIP
NON-UNIFORMED EMPLOYEE BENEFITS

2022

- I. **Vehicle Reimbursement** - Reimbursement for use of employee's personal vehicle for official Township business shall be at the then current rate as established by the federal Internal Revenue Service.
- II. **Holidays** - Employees shall receive nine (9) paid holidays:
- | | |
|--------------------------|--------------------------|
| 1. New Year's Day | 6. Labor Day |
| 2. Good Friday | 7. General Election Day* |
| 3. Primary Election Day* | 8. Thanksgiving Day |
| 4. Memorial Day | 9. Christmas Day |
| 5. Independence Day | |
- * This holiday does not apply to any special elections in addition to Primary Election Day and General Election Day; Public Works Department and Police clerical employees may also substitute Personal Days for these two holidays.
- III. **Sick Leave** - Employees shall be entitled to twelve (12) days sick leave per year and may accumulate a maximum total of one hundred forty (140) days.
- Up to five (5) days of an employee's sick leave entitlement may be used each year where an illness in the immediate family requires the employee's absence from work to care for that family member.
- IV. **Vacation** - Employees shall receive five (5) working days vacation after the first year of service; ten (10) working days vacation after the second year of service; and one (1) additional working day vacation for each year of service in excess of two (2) years to a total of twenty (20) days up to twenty (20) years of service, effective the employment anniversary date. After twenty (20) years of service the employee earns twenty-five (25) vacation days. Employees may carry a maximum of fifteen (15) unused vacation days over from one (1) year of employment to the next, any vacation time in excess of fifteen (15) days (not including vacation days earned on the most recent employment anniversary date) being lost if not used by the last day of the month in which the employee's employment anniversary date falls.

V. **Bereavement Leave**

A. Employees shall receive four (4) working days paid leave for the death of the following:

1. Spouse
2. Child
3. Parent
4. Sibling
5. Father-in-law or Mother-in-law

B. Employees shall receive three (3) working days paid leave for the death of the following:

1. Grandparent
2. Grandchild

VI. **Personal Day** - Employees shall be entitled to two (2) working days off with pay each year for personal use.

VII. **Pension Plan** - Defined Benefit Plan (2.0% per year of service).

VIII. **Insurance**

A. **Hospitalization**

1. Capital Blue Cross
2. Major Medical
3. Includes immediate family
4. Employee pays 6% of premium cost as a payroll deduction
5. Deductibles - Single: \$500; Family: \$1,000

B. **Eye/Dental**

1. Davis Vision
2. United Concordia Dental
3. Employee pays 6% of premium cost as a payroll deduction

C. **Life Insurance**

1. \$20,000 group term life insurance

IX. **COLA Increase 2022** – 3.0% pay increase effective January 1, 2022.

**ANNVILLE TOWNSHIP
LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES
2022**

<u>Employee</u>	<u>Biweekly</u>	<u>Hourly</u>
Bernard Dugan	\$3,447.12	
Nicholas T. Yingst	\$3,092.75	
Leslie J. Powell	\$2,594.51	
Keith Heck		\$25.52
Christopher Koehler		\$22.66
Joseph Viozzi		\$21.94
Cheryl Fischer		\$20.21
James Grumbine		\$18.66
Jason Shaak		\$18.54
Michelle Enterline		\$17.19
Gary Kosh		\$15.45
Full-time Police Officers	Set by collective bargaining agreement	
Part-time Police Officers	Set by collective bargaining agreement	

Any employees not noted above or who do not fall within one of the categories noted above are to remain at their December 31, 2021 salary and wage rate on January 1, 2022.

the prior month and were determined to be satisfactory by the Township Engineer. He also presented a change order pertaining to additional work done to private property that was impacted by the project and for which payment to the contractor was being recommended. **MOTION** by President Moore, second by Mr. Hoover to authorize payment of Change Order No. 1 as described above to Doug Lamb Construction, Inc. in the amount of \$1,074 (representing the \$1,080 amount of the change order less \$6 to be paid from available CDBG funds) from the Capital Reserve Fund. Motion carried unanimously.

Authorization of Cooperation Agreement with the Redevelopment Authority of the County of Lebanon (RACL) for the West Church Street Milling and Overlay Project: Mr. Yingst reported the Township's 2020 CDBG application for funding to mill and overlay West Church Street was approved and he presented a cooperation agreement with the RACL for same. **MOTION** by Mr. Perrotto, second by Mr. Embich to (1) approve the cooperation agreement with the RACL for milling and overlaying West Church Street from North Cherry Street to North King Street, (2) authorize its execution by the appropriate Township officials, and (3) authorize the Township Engineer to begin the necessary design and consulting work on the project. Motion carried unanimously.

Cable Franchise Renewal: Nothing to report this month.

Welcome Sign: It was noted this item has been tabled for the time being.

Lebanon Valley College (LVC) Financial Contribution Agreement: Mr. Yingst reported the financial contribution agreement with LVC had been fully executed.

Jones and East Maple Streets Stormwater Evaluation: It was noted this was discussed earlier in the meeting.

Road Safety Audit (RSA): Mr. Yingst reported the second meeting for the State Route 934 RSA had been held the prior month, and several individuals were present who participated in that meeting. He also reported the RSA report was anticipated to be issued sometime in early-2022.

Ordinance No. 679 – 2022 Tax Levy and Appropriations: Mr. Yingst presented proposed Ordinance No. 679, fixing the 2022 real estate tax rate for general purposes at three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2022. He informed the Board the ordinance was properly advertised and could be considered for adoption, and noted that adopting this ordinance would officially adopt the 2022 budget. **MOTION** by Mr. Hoover, second by President Moore to (1) adopt Ordinance No. 679, fixing the real estate tax rate for the year 2022 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2022, as presented, and (2) authorize advertisement of the adoption of the 2022 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

NEW BUSINESS:

2022 TAX LEVY AND APPROPRIATIONS ORDINANCE
ANNVILLE TOWNSHIP

ORDINANCE NO. 679

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2022 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2022.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Board of Commissioners of the Township of Anville, Lebanon County, Pennsylvania:

SECTION 1. That a tax be and the same is hereby levied on all real property within the Township subject to taxation for the fiscal year 2022:

Tax rate for general purposes, the sum of three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation, or the sum of thirty-eight and four-tenths cents (\$0.384) on each one hundred dollars of assessed valuation. A ten per cent (10%) penalty will be applied to any taxes that remain unpaid for a period of four (4) months after the date of the tax notice.

SECTION 2. That for the expenditures and expenses of the fiscal year 2022 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2022 for the specific purposes set forth on the following pages.

GENERAL FUND

Beginning Cash Balance		\$ 740,000
Estimated Revenues		
Taxes	\$ 1,505,574	
Licenses	54,475	
Fines	32,000	
Interest and Rents	3,250	
Intergovernmental Revenue and Grants	127,813	
Fees	401,300	
Miscellaneous	<u>158,250</u>	
Total Estimated Revenues		<u>2,282,662</u>
Total Available for Appropriation		<u>\$ 3,022,662</u>
Estimated Expenditures		
General Government	\$ 203,385	
Public Safety	845,502	
Sanitation	286,904	
Highways and Engineering	163,072	
Parks and Community	36,600	
Debt Service	66,106	
Employee Benefits, Insurance and Transfers to Other Township Funds	<u>681,093</u>	
Total Appropriated Expenditures		\$ 2,282,662
Unappropriated Ending Cash Balance		740,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 3,022,662</u>

CAPITAL RESERVE FUND

Beginning Cash Balance		\$ 1,150,000
Estimated Revenues		
Interest	\$ 1,000	
Grants	264,604	
Transfers from Other Township Funds	<u>91,053</u>	
Total Estimated Revenues		<u>356,657</u>
Total Available for Appropriation		<u>\$ 1,506,657</u>
Estimated Expenditures		
Municipal Building and Parking Lots	\$ 50,000	
Public Works	600	
Other	<u>7,500</u>	
Total Appropriated Expenditures		\$ 58,100
Unappropriated Ending Cash Balance		1,448,557
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,506,657</u>

LIQUID FUELS FUND

Beginning Cash Balance		\$ 150,000
Estimated Revenues		
Interest	\$ 100	
State Liquid Fuels Tax Allocation	118,500	
Sale of Material and Equipment	<u>2,500</u>	
Total Estimated Revenues		121,100
Total Available for Appropriation		<u>\$ 271,100</u>
Estimated Expenditures		
Highway Operating Expenses - Road Salt, Signs, Line Painting, Street Lights	\$ 69,000	
Repairs and Maintenance - Equipment, Streets, Storm Sewers	40,000	
Construction (Street Paving)	<u>22,000</u>	
Total Appropriated Expenditures		\$ 131,000
Unappropriated Ending Cash Balance		140,100
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 271,100</u>

SEWER FUND

Beginning Cash Balance		\$ 970,000
Estimated Revenues		
Interest	\$ 2,500	
Sewer Fees	1,646,000	
Other Fees	423,770	
Miscellaneous	<u>4,000</u>	
Total Estimated Revenues		2,076,270
Total Available for Appropriation		<u>\$ 3,046,270</u>
Estimated Expenditures		
Administration	\$ 111,768	
Operations	732,821	
Debt Service	844,249	
Employee Benefits and Insurance	358,316	
Transfers to Other Township Funds	<u>29,116</u>	
Total Appropriated Expenditures		\$ 2,076,270
Unappropriated Ending Cash Balance		970,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 3,046,270</u>

SEWER CAPITAL FUND

Beginning Cash Balance		\$ 980,000
Estimated Revenues		
Interest	\$ 5,000	
Transfers from Other Township Funds	<u>29,116</u>	
Total Estimated Revenues		34,116
Total Available for Appropriation		<u>\$ 1,014,116</u>
Estimated Expenditures		
Plant Improvements	\$ 15,000	
Vehicles and Equipment	<u>5,000</u>	
Total Appropriated Expenditures		\$ 20,000
Unappropriated Ending Cash Balance		994,116
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,014,116</u>

MS4 FUND

Beginning Cash Balance		\$ 270,000
Estimated Revenues		
Interest	\$ 500	
MS4 Fees	<u>112,500</u>	
Total Estimated Revenues		113,000
Total Available for Appropriation		<u>\$ 383,000</u>
Estimated Expenditures		
Consortium Costs	\$ 97,000	
Administration and Engineering	<u>8,000</u>	
Total Appropriated Expenditures		\$ 105,000
Unappropriated Ending Cash Balance		278,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 383,000</u>

POLICE PENSION FUND

Beginning Cash Balance		\$ 1,400,000
Estimated Revenues		
Investment Earnings	\$ 84,000	
Transfer from General Fund (Minimum Municipal Obligation)	124,382	
Total Estimated Revenues		<u>208,382</u>
Total Available for Appropriation		<u>\$ 1,608,382</u>
Estimated Expenditures		
Retirement Benefits	\$ 61,312	
Disability Insurance	3,204	
Administrative Fees	18,000	
Total Appropriated Expenditures		\$ 82,516
Unappropriated Ending Cash Balance		<u>1,525,866</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,608,382</u>

NON-UNIFORMED EMPLOYEES PENSION FUND

Beginning Cash Balance		\$ 2,170,000
Estimated Revenues		
Investment Earnings	\$ 130,200	
Transfers from General and Sewer Funds (Minimum Municipal Obligation)	77,418	
Total Estimated Revenues		<u>207,618</u>
Total Available for Appropriation		<u>\$ 2,377,618</u>
Estimated Expenditures		
Retirement Benefits	\$ 105,971	
Administrative Fees	17,000	
Total Appropriated Expenditures		\$ 122,971
Unappropriated Ending Cash Balance		<u>2,254,647</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,377,618</u>

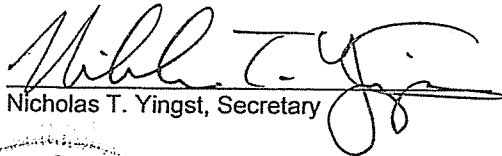
SECTION 3. An estimate of the specific items making up the amounts appropriated to the respective departments is on file in the office of the Township of Annville, Lebanon County, Pennsylvania.


SECTION 4. That any ordinance or part of an ordinance conflicting with this ordinance be and the same is hereby repealed insofar as the same affects this ordinance.

SECTION 5. This ordinance shall become effective January 1, 2022.

ADOPTED THIS 7TH day of December, 2021.

Attest:


Nicholas T. Yingst, Secretary


Rex A. Moore, President
Board of Commissioners



Hiring of Full-Time Administrative Assistant: At the recommendation of Mr. Yingst, **MOTION** by Mr. Perrotto, second by Mr. Embich to ratify the hiring of Kelly Kulp as a full-time Administrative Assistant in the Township Office at a rate of \$19.00 per hour, effective December 6, 2021. Motion carried unanimously.

Appointment of Assistant Township Secretary and Deputy Right-To-Know Officer: At the recommendation of Mr. Yingst, **MOTION** by Mr. Perrotto, second by Mr. Hoover to appoint Kelly Kulp to the positions of Assistant Township Secretary and Deputy Right-To-Know Officer of Annville Township and to remove Karen Gerhart from same. Motion carried unanimously.

Authorization to Change Official Signatory for Bank Accounts and Safe Deposit Box: **MOTION** by Mr. Embich, second by Mr. Perrotto to authorize (1) Kelly Kulp to be an official signatory for the Township's bank accounts and safe deposit box and to remove Karen Gerhart from same, with all other signatories previously approved to remain in place and (2) the execution of any necessary documents by the appropriate Township officials to carry out same including but not limited to account agreements; resolutions of lodge, association or other similar organization; and resolutions of authority; copies of which are attached hereto and made a part of these minutes when pertinent. Motion carried unanimously.

2021 Year-End Interfund Transfers: Noting the following interfund transfers were discussed during the budget preparation process and at the recommendation of Mr. Yingst, **MOTION** by Mr. Hoover, second by Mr. Perrotto to authorize (1) the transfer of \$150,000 from General Fund account 01/490/000 (Transfer to Other Funds) to the Capital Reserve Fund, (2) the transfer of \$5,000 in unused funds from General Fund account 01/409/740 (Municipal Building – Capital Expenditures) to the Capital Reserve Fund as an encumbrance for future Town Hall improvements, (3) the transfer of \$21,600 from General Fund account 01/410/740 (Police – Capital Outlay) to the Capital Reserve Fund for the purchase of the new police vehicle in 2021 and as an encumbrance for a future police vehicle, this amount consisting of the annual budgeted allocation of \$15,000 and the sale of the old police vehicle for \$6,600, and (4) the transfer of \$200,000 from Sewer Fund account 08/490/000 (Transfer to Sewer Capital Fund) to the Sewer Capital Fund. Motion carried unanimously.

Renewal of UHC Workers' Compensation Policy: Mr. Yingst presented the renewal proposal for the UHC workers' compensation policy through the Pennsylvania Department of Labor & Industry State Workers' Insurance Fund (SWIF) for 2022 at an estimated annual premium and assessment of \$11,601. He noted this was a decrease of approximately 2% from the 2021 rate and was less than what had been budgeted for this specific coverage in 2022. **MOTION** by Mr. Perrotto, second by President Moore to approve the renewal of the UHC workers' compensation policy through SWIF for 2022 as presented. Motion carried unanimously.

Renewal of Township Commercial Property, General Liability, Commercial Auto, Law Enforcement Liability, Inland Marine, Crime and Fidelity, Public Officials, and Umbrella Insurance Coverage: At the recommendation of Mr. Yingst, **MOTION** by Mr. Embich, second by President Moore to approve the renewal of the Township commercial property, general liability, commercial auto, law enforcement liability, inland marine, crime and fidelity, public officials, and umbrella insurance coverage for 2022 with EMC through Bowman's Insurance Group at a

premium of \$56,971. Motion carried unanimously and Mr. Yingst noted he is working with Bowman's on a quote for cyber coverage he anticipates bringing to the Board at its next meeting.

Authorization for Township Office Employees' Bond: Mr. Yingst reported the employees' dishonesty bond for the Township Secretary, Assistant Township Secretary, and Billing Clerk positions expired January 1, 2022 and was not being renewed by Cincinnati Insurance Company. He noted he received a quote for such a bond through Bowman's Insurance Group for the same amount of coverage as had previously been carried. **MOTION** by Mr. Embich, second by Mr. Hoover to authorize the Township Administrator to secure an employees' dishonesty bond for the Township Secretary, Assistant Township Secretary, and Billing Clerk for \$50,000 coverage for each position through Bowman's Insurance Group at an estimated cost of \$525. Motion carried unanimously.

Christmas Tree Collection Dates: **MOTION** by President Moore, second by Mr. Perrotto to establish the dates for the annual curbside Christmas tree collection from January 3 through January 7, 2022 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

Revised 2022 Minimum Municipal Obligation (MMO) Certifications for Pension Plans: The Board reviewed the revised MMO certifications for the two Township pension plans for 2022 in accordance with Act 205 requirements, and Mr. Yingst explained the rationale for revising each MMO. **MOTION** by President Moore, second by Mr. Embich to approve the revised MMO certifications for the police pension plan and the non-uniformed employees pension plan as presented. Motion carried unanimously and copies of the MMO certifications are attached hereto and made a part of these minutes.

Traffic Signals Preventative and Response Maintenance Agreement: Mr. Yingst presented a preventative and response maintenance agreement with C.M. High, Inc. of Myerstown for the traffic signals at the intersection of U.S. Route 422 and State Route 934. He indicated the \$375 annual cost for this agreement is eligible for reimbursement by Lebanon County as part of its commitment to funding the Congested Corridor Improvement Program along Route 422 and, as such, there would be no cost to the Township for approving this contract. **MOTION** by Mr. Hoover, second by Mr. Embich to (1) approve the agreement with C.M. High, Inc. for preventative and response maintenance for the traffic signals at the intersection of U.S. Route 422 and State Route 934 for 2022 as presented and (2) to authorize its execution by the appropriate Township officials. Motion carried unanimously.

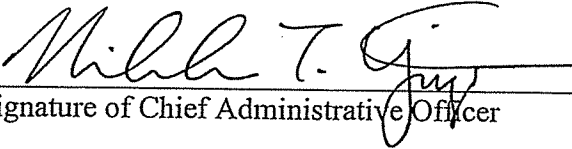
CORRESPONDENCE: The Board was informed of the following item of correspondence received since its November 2021 Regular Meeting:

Caring Cupboard Donation: Mr. Yingst shared a thank you note received from the Caring Cupboard expressing its appreciation to the Township for its donation in 2021.

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.

**ANNVILLE TOWNSHIP
POLICE RETIREMENT PLAN
WORKSHEET FOR 2022 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2021)	\$411,375
2. TOTAL NORMAL COST PERCENTAGE	16.98%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$69,851
4. TOTAL AMORTIZATION REQUIREMENT	\$48,171
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$9,075
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$127,097
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$0
8. FUNDING ADJUSTMENT	\$0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$127,097



Signature of Chief Administrative Officer

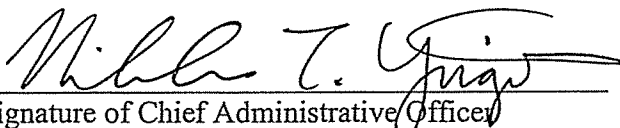
November 23, 2021

Date Certified to Governing Body

Note: The 2022 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2021.

**ANNVILLE TOWNSHIP
NON-UNIFORMED EMPLOYEES PENSION PLAN
WORKSHEET FOR 2022 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2021)	\$532,842
2. TOTAL NORMAL COST PERCENTAGE	9.50%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$50,620
4. TOTAL AMORTIZATION REQUIREMENT	\$28,545
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$85,040
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$0
8. FUNDING ADJUSTMENT	\$0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$85,040



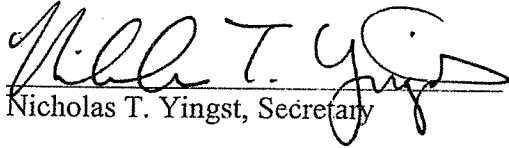
Signature of Chief Administrative Officer

November 23, 2021


Date Certified to Governing Body

Note: The 2022 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2021.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Perrotto, second by President Moore to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:59 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President