

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
AUGUST 3, 2021 REGULAR MONTHLY MEETING AGENDA**

Announced Visitors: Dr. Krista Antonis, Annville-Cleona School District (ACSD)

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors and Opportunity for Public Comment
  - A. School Resource Officer Intergovernmental Agreement and Proposed Resolution Authorizing Intergovernmental Agreement for Same – Dr. Antonis
- V. Approval of Minutes from July 6, 2021 Regular Meeting
- VI. Reports of Standing Committees
  - A. Public Works
    - Trimming and Removing Downtown Street Trees
    - 2022 Wage and Equipment Rate Schedule
    - Paving at the Wastewater Treatment Plant (WWTP) and Expanding the Driveway to the Dewatering Facility
    - Painting the WWTP Thickener Building Roof
    - Online Payment Options
  - B. Public Safety
    - Proposed Resolution – Amending Police Civil Service Regulations
  - C. Property
  - D. Parks & Recreation
  - E. Finance
  - F. Permits
  - G. Anville Activities
    - Proposed Resolution – Designating Intent to Erect a Banner Across U.S. Route 422 for St. Paul's Bazaar
- VII. Reports of Special Committees
  - A. Executive Sessions
  - B. Planning Commission
    - Stone Hill Village Phase 3B-1 Land Development Plan Reapproval
    - Synergy Health Development Subdivision and Land Development Plan Financial Security and Operations & Maintenance Agreement
  - C. Historic Architectural Review Board (HARB)
  - D. Wage & Salary
  - E. Municipal Separate Storm Sewer System (MS4)
  - F. Greater Lebanon Refuse Authority (GLRA)
  - G. Fire Department
    - Release of First Half of 2021 Annual Donation to Fire Department
- VIII. Old Business
  - A. Community Development Block Grant (CDBG)
  - B. Cable Franchise Renewal
  - C. Welcome Sign
  - D. Lebanon Valley College Properties on Tax Rolls

- E. Sale of Property on South Spruce Street
- F. Annville-Cleona Recreation Association Court Upgrade
- G. Hazard Mitigation Grant Program (HMGP) Property Leases
- H. North Ulrich Street Storm Sewer System

IX. New Business

- A. Proposal for 2021 Audit Services
- B. 2021 Omnibus Ordinance
- C. Ownership of Woodside Court
- D. Proposed Resolution – Consenting to the Use of Electronic Signatures for the Keystone Library Grant

X. Correspondence

- A. Thanks from the AFL

XI. Pay Bills

XII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
August 3, 2021**

The August Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on August 3, 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; Corey Lamoureux, Esq., Township Solicitor; Carissa Eby and Dustin Ferrillo, South King Street; Dean Wolfe, West Main Street; Bobbie Ginder, West Water Street; and Dr. Krista Antonis, Annville-Cleona School District (ACSD) Superintendent.

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.

**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:

**School Resource Officer (SRO) Intergovernmental Agreement:** It was noted that Dr. Antonis was listed on the agenda and she was asked to share her comments with the Board. Dr. Antonis indicated ACSD had recently reached out to the Township about entering into an agreement regarding SRO services at Annville Elementary School. She expressed her appreciation to the Commissioners for their consideration of this and wished to make herself available should they have any questions pertaining to same.

**Weed Compliance Letter:** Mr. Wolfe was recognized for comment and he asked who reported his property for high weeds. Mr. Yingst indicated the concern was raised anonymously and pertained generally to properties along West Main Street. Per a follow-up question from Mr. Wolfe, Mr. Yingst noted that letters were also sent to other properties along West Main Street that were out of compliance with the weed height requirements.

**Resolution No. 20210803-1 – Authorizing an SRO Intergovernmental Agreement:** The Board then returned to the issue of the proposed SRO intergovernmental agreement. Mr. Yingst presented proposed Resolution No. 20210803-1, authorizing the Township to enter into the SRO intergovernmental agreement which comprises Exhibit "A" of said resolution. **MOTION** by President Moore, second by Mr. Perrotto to (1) adopt Resolution No. 20210803-1 as presented, which authorizes entering into an intergovernmental agreement with South Annville Township and Cleona Borough to provide for an SRO to ACSD, (2) approve said intergovernmental agreement, and (3) authorize the execution of the resolution and agreement by the appropriate Township officials. The motion was then opened for discussion. Mr. Embich noted the agreement would be terminated immediately if adequate insurance coverage was not provided and Mr. Lamoureux confirmed this. Per a question from Mr. Hoover, Dr. Antonis indicated the term of the agreement was two years. Per a question from Mr. Wolfe, Mr. Embich noted ACSD was responsible for paying the costs of the SRO, and Dr. Antonis further noted the grant that previously funded this position was no longer available. With no further comments or questions noted, the motion was voted on and carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

RESOLUTION NO. 20210803-1

**A RESOLUTION OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA AUTHORIZING THE BOROUGH OF CLEONA, THE TOWNSHIP OF ANNVILLE AND THE TOWNSHIP OF SOUTH ANNVILLE PURSUANT TO THE PROVISIONS OF THE BOROUGH, THE FIRST CLASS AND SECOND CLASS TOWNSHIP CODES, AND THE INTERGOVERNMENTAL COOPERATION ACT, TO ENTER INTO AN AGREEMENT FOR THE BOROUGH OF CLEONA TO PROVIDE A SCHOOL RESOURCE OFFICER TO THE ANNVILLE-CLEONA SCHOOL DISTRICT.**

WHEREAS, the First Class Township Code, 53 Pa. C.S.A. 55101, et seq. ("First Class Township Code), Second Class Township Code, 53 Pa. C.S.A. §66507, et. seq. ("Second Class Township Code") and the Borough Code, 8 Pa. C.S.A. § 101 et seq., ("Borough Code"), as well as the provisions of the Pennsylvania Intergovernmental Cooperation Act, Act 177 of 1996 (53 Pa. C.S.A. §2301 et seq.) ("Pennsylvania Intergovernmental Cooperation Act") as amended, provide for intergovernmental cooperation between and among municipalities of Pennsylvania in the exercise or performance of their respective governmental functions, powers and responsibilities and authorize the adoption of joint agreements as may be deemed appropriate for such purposes; and

WHEREAS, as a First Class Township, the Township of Annville ("Annville") is governed by the First Class Township Code of Pennsylvania; and

WHEREAS, as a Borough, the Borough of Cleona ("Cleona") is governed by the Borough Code of Pennsylvania; and

WHEREAS, as a Second Class Township, the Township of South Annville ("South Annville") is governed by the Second Class Township Code of Pennsylvania; and

WHEREAS, Cleona, has a police department comprised of paid police officers; and

WHEREAS, the Annville-Cleona School District, as a public school organized under 24 P.S. § 1-101 et seq., ("School District") desires to contract for a School Resource Officer at the Annville Elementary School located at 205 S. White Oak Street, Annville, Pennsylvania, 17003, the Middle/Senior High School located at 500 South White Oak Street, Annville, Pennsylvania 17003, and the Cleona Elementary School located at 50 East Walnut Street, Cleona, Pennsylvania 17042, (collectively "ACSD Campuses"); and

WHEREAS, Cleona desires to provide a School Resource Officer to the ACSD Campuses; and

WHEREAS, Annville desires to permit Cleona to provide a School Resource Officer to the Annville Elementary School Campus that is within its boundaries; and

WHEREAS, South Annville desires to permit Cleona to provide a School Resource Officer to the Middle/Senior High School Campus that is within its boundaries; and

WHEREAS, the Borough Council of Cleona, the Commissioners of the Township of Annville and the Township Supervisors of South Annville desire to have a School Resource Officer for the ACSD Campuses be carried out by officers employed by Cleona; and

WHEREAS, to provide a School Resource Officer at the ACSD Campuses by Cleona pursuant to the Borough Code and the Intergovernmental Cooperation Act of Pennsylvania, Cleona, Annville and South Annville must enter into an Intergovernmental Cooperation Agreement stating their intent to authorize Cleona's police to act as a School Resource Officer to provide services to the Annville Elementary School and the Middle/Senior High School Campus; and

WHEREAS, in accordance with the Borough Code, the First Class Township Code and the Second Class Township Code and the Intergovernmental Cooperation Act of Pennsylvania, Cleona, Annville and South Annville are required to adopt a Resolution authorizing their entry into an Intergovernmental Cooperation Agreement with each other for Cleona to provide a School Resource Officer on the Annville Elementary School Campus located in Annville and Middle/Senior High School Campus located in South Annville.

BE IT ENACTED and RESOLVED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania and it is hereby enacted and resolved by the authority of the same as follows:

#### SECTION 1. AUTHORIZATION AND AGREEMENT

##### **A. Grant of Power.**

This Resolution is enacted pursuant to authority granted in the Pennsylvania Intergovernmental Cooperation Act, the First Class Township Code, the Second Class Township Code, and the Borough Code.

##### **B. Agreement.**

By enactment hereof, the Borough Council of the Borough of Cleona, the Board of Commissioners of Annville Township and the Board of Supervisors of the Township of South Annville hereby approve entering into an Intergovernmental Cooperation Agreement for a School Resource Officer for the Annville Elementary School Campus located in Annville, Annville-Cleona School District Middle/Senior High School Campus located in the Township of South Annville and the Cleona Elementary School in Cleona by the Borough of Cleona and authorize and direct the President of the Borough Council of the Borough of

Cleona, President of the Board of Commissioners of Annville Township and the Chairman of the Board of Supervisors of the Township of South Annville to execute the Intergovernmental Cooperation Agreement ("Agreement"), attached hereto as Exhibit "A," and the Secretary of each body to attest such Agreement.

**C. Duration of Agreement.**

The initial term of the Agreement shall commence immediately upon execution by all parties and shall be effective until terminated by any party upon ninety (90) days written notice or as otherwise provided.

**D. Purpose and Objectives.**

The School District and Cleona have negotiated an Agreement whereby and whereunder Cleona shall provide a School Resource Officer at the Annville Elementary School Campus located in Annville, the Annville-Cleona School District Middle/Senior High School Campus located in the Township of South Annville and the Cleona Elementary School in Cleona.

**E. Organizational Structure.**

Cleona, Annville and South Annville shall remain separate entities. The Chain of Command and responsibilities for the Cleona Borough Police Department shall remain with Cleona. The School Resource Officer providing services under the School Resource Officer Agreement shall remain an employee of Cleona and be under Cleona's direction and control.

**F. Real and/or Personal Property.**

No transfer of ownership of personal or real property or real estate is authorized. Any personal property acquired by the Cleona Borough Police Department shall remain the property of Cleona, unless otherwise provided.

**G. Employees.**

No new entity has been created by the Agreement that would require employees. The police officers involved in the Agreement shall remain the employees of Cleona at all times.

DULY RESOLVED and ENACTED, this 3rd day of August, 2021.

ANNVILLE TOWNSHIP  
Lebanon County, Pennsylvania

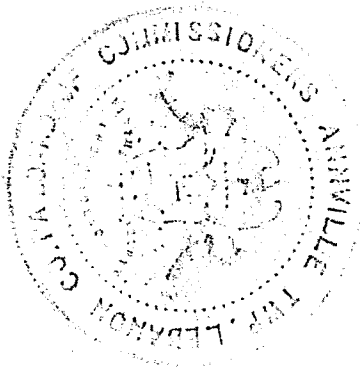
By: \_\_\_\_\_

Rex Moore, President  
Annville Township  
Board of Commissioners

Attest: \_\_\_\_\_

Nicholas T. Yingst  
Township Secretary

APPROVED, this 3rd day of August,  
2021.



**APPROVAL OF AGENDA:** Mr. Yingst shared information on recent changes to the State Sunshine Act pertaining to posting agendas for public meetings and how he and Mr. Lamoureux were recommending the Township comply with same. **MOTION** by Mr. Hoover, second by Mr. Lively to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES:** **MOTION** by Mr. Hoover, second by Mr. Perrotto to approve the minutes of the Regular Meeting held July 6, 2021 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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

**Trimming and Removing Downtown Street Trees:** The Public Works Superintendent sought bids from three firms for trimming street trees in the downtown area and removing two street trees on the north side of West Main Street between North Lancaster Street and North Birch Street. Two of the three firms responded with quotes, with Bartlett Tree Service submitting a quote of \$8,280 and Lincoln Samuelson submitting the low quote of \$2,000. Mr. Yingst reported he was working with an arborist with the intent of replacing the two removed trees with a different species of tree at a future date that would be better suited to the space in which they are planted. Per a question from Mr. Perrotto, Mr. Yingst indicated he did not yet have a quote for the cost of the new trees but anticipated that would be a part of the 2022 General Fund budget, with planting likely to take place in Spring 2022. At the recommendation of the Public Works Superintendent and noting that \$2,500 had been budgeted for this, **MOTION** by Mr. Lively, second by Mr. Embich to authorize Lincoln Samuelson to trim and remove the street trees as described above at a cost of \$2,000. Motion carried unanimously.

**2022 Wage and Equipment Rate Schedule:** Mr. Yingst noted a proposed 2022 Public Works Wage and Equipment Rate Schedule had been provided to the Commissioners for their review and consideration. **MOTION** by Mr. Lively, second by Mr. Embich to adopt the 2022 Public Works Wage and Equipment Rate Schedule as presented. Motion carried unanimously and a copy of this rate schedule is attached hereto and made a part of these minutes.

**Paving at the Wastewater Treatment Plant (WWTP) and Expanding the Driveway to the Dewatering Facility:** Mr. Yingst reported that quotes were sought from four firms for paving certain areas at the WWTP and expanding the driveway to the dewatering facility, that Hoffer Paving's quote of \$11,000 was the only quote received, and that \$15,000 had been budgeted for this in the 2021 Sewer Capital Fund budget. At the recommendation of the Township Authority, **MOTION** by Mr. Perrotto, second by Mr. Lively to award the contract to Hoffer Paving for paving certain areas at the WWTP and expanding the driveway to the dewatering facility at a cost of \$11,000. The motion was then opened for discussion. Per a question from Mr. Hoover, Mr. Yingst indicated he believed there would be adequate base for the paving but that he would confirm this with the Public Works Superintendent. With no further comments or questions noted, the motion was voted on and carried unanimously.



**ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.**

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**WORK DONE FOR JULY 2021**

- |     |                               |   |
|-----|-------------------------------|---|
| (1) | <b><u>DOWNTOWN LIGHTS</u></b> | One light was reported out and replaced two bulbs in downtown area.   |
| (2) | <b><u>CROSSWALKS</u></b>      | We will start painting crosswalks along side streets in August.   |
| (3) | <b><u>SWEEPING</u></b>        | Spent 18 hrs. street sweeping in Annville and 10 hrs. in Cleona.  |
| (4) | <b><u>A-C POOL</u></b>        | Spent three hrs. working on cleaning up pool basketball court to get blacktopped.   |
| (5) | <b><u>DOWNTOWN TREES</u></b>  | <p>Contacted three tree trimmers for prices to trim all the trees in the downtown area and to remove the two trees on the north side of Route 422 between N. Birch and N. Lancaster Streets.</p> <ol style="list-style-type: none"><li>1. Bartlett Tree Service: \$7,245 just to trim trees and \$8,280 to trim and remove the two trees.</li><li>2. Lincoln Samuelson: \$1,000 to trim all trees and \$1,000 to remove the two trees.</li><li>3. Long's Tree Service: Never got back to me with price.</li></ol> |

Respectfully submitted,  
Les Powell

# ANNVILLE TOWNSHIP PUBLIC WORKS WAGE AND EQUIPMENT RATE SCHEDULE 2022

<u>ITEM</u>	<u>RATE/HOUR</u>
• <u>Small Pick-Up Truck</u>	<u>\$100 per hour</u>
• <u>1-Ton Truck (salting, leaf disposal, etc.)</u>	<u>\$100 per hour + Material</u>
• <u>5-Ton Truck (salting, leaf disposal, etc.)</u>	<u>\$100 per hour + Material</u>
• <u>Street Sweeping</u>	<u>\$125 per hour</u>
<u>Street Sweeping Debris</u>	<u>Landfill rates per ton</u>
• <u>Roll-Off Truck</u>	<u>\$150 per container + Landfill rates</u>
• <u>Leaf Collection</u>	<u>\$150 per hour</u>
<u>Pot-Hole Repair</u>	<u>\$100 per hour + Material + Labor</u>
<u>Sign Repair and Installation</u>	<u>\$85 per hour + Material + Labor</u>
<u>Paint Sprayer</u>	<u>\$55 per hour + Material + Labor</u>
• <u>Backhoe</u>	<u>\$125 per hour</u>
• <u>Weed Spraying</u>	<u>\$100 per hour + Material</u>
• <u>Camera Truck</u>	<u>\$175 per hour</u>
<u>Sewer Flusher</u>	<u>\$100 per hour + Labor</u>
• <u>Tank Truck</u>	<u>\$125 per hour</u>
<u>Portable Pumps</u>	<u>\$55 per hour</u>
• <u>Skid Steer Loader</u>	<u>\$125 per hour</u>
<u>Chipper</u>	<u>\$75 per hour + Labor</u>
• <u>Lawn Tractor</u>	<u>\$100 per hour</u>
<u>Weed Whacker</u>	<u>\$10 per hour + Labor</u>
<u>Gas Cutting Torch</u>	<u>\$10 per day + Gas used</u>
<u>Laborers</u>	<u>\$60 per hour</u>
<u>Supervisors</u>	<u>\$90 per hour</u>

- Includes one operator

Painting the WWTP Thickener Building Roof: Noting that \$6,000 had been budgeted for WWTP painting projects in the 2021 Sewer Capital Fund budget and at the recommendation of the Township Authority, **MOTION** by Mr. Hoover, second by President Moore to authorize JP Smith Contractors, Inc. to paint the WWTP thickener building roof at a cost of \$7,700. The motion was then opened for discussion, which concerned the location to be painted and if the existing paint was original. Upon completion of this discussion, the motion was voted on carried unanimously.

Online Payment Options: At the recommendation of the Township Authority, **MOTION** by Mr. Perrotto, second by Mr. Embich to authorize entering into an agreement for providing online payment options for municipal fees with Certified Payments. Motion carried unanimously.

Public Safety: The Police Statistical Report for July 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:

Resolution No. 20210803-2 – Amending and Restating Police Civil Service Regulations: The Civil Service Commission (CSC) minutes from its July 14, 2021 meeting were acknowledged as having been received by the Board and are attached hereto and made a part of these minutes. It was noted the CSC approved Rantz Martin as eligible for appointment as a part-time police officer and that he began employment on July 14, 2021. It was also noted the Board would need to adopt a resolution regarding the CSC's recommended changes to the Police Civil Service Rules and Regulations if it is in agreement with them. Proposed Resolution No. 20210803-2, amending and restating the Police Civil Service Rules and Regulations in order to amend Regulation 4.1 in accordance with the CSC recommendations, was then presented to the Board for its consideration. **MOTION** by Mr. Lively, second by Mr. Perrotto to adopt Resolution No. 20210803-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Property: The following item was addressed:

Town Hall Furnace Replacement Project: Mr. Yingst reported the new furnace was scheduled to be installed at Town Hall the following week.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Finance Report for July 2021, highlighting the total income and expenses through the seventh month of the year. A copy of the report is attached hereto and made a part of these minutes. Per a question from Mr. Perrotto, Mr. Yingst indicated Sewer Fund expense account 08/429/240 (Lime & Polymer) was overbudget due to polymer being necessary for operating the centrifuge at the WWTP. He further noted Sewer Fund revenue account 08/383/000 (Treatment Fees) was also significantly overbudget, as the centrifuge was processing more sludge than had been expected from waste haulers and the revenues were outpacing the corresponding expenses. Per a question from Mr. Embich, Mr. Yingst reported that the cake byproduct from the centrifuge was land applied on two farms in North Annville Township.



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**ANNVILLE TOWNSHIP  
POLICE  
MONTHLY REPORT  
JULY 2021**

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• CALLS FOR SERVICE 258

• ORDINANCE VIOLATIONS

1. FIREWORKS	2
2. ORDINANCE OTHER	1
3. PARKING	5
4. SOLICITING	1

• CRIMINAL ARRESTS	04
○ ADULT	04
○ JUVENILE	00

• ASSEMBLY/DEMONSTRATION 5

• IDENTITY THEFT (UC FRAUD) 23

ANNVILLE ACCIDENT LOCATIONS

1. 222 East Maple Street
2. 245 West Main Street
3. East Main St. & Bachman Road
4. 200 Block West Church Street
5. 700 Block East Main Street
6. 600 Block East Main Street

SOUTH ANNVILLE LOCATIONS

• TOTAL TRAFFIC CITATIONS	18
• TOTAL TRAFFIC WARNINGS	14
• TOTAL NON-TRAFFIC CITATIONS	04
• TOTAL VEHICLE ACCIDENTS	10
○ REPORTABLE	04
○ NON-REPORTABLE	04
○ HIT & RUN	02

• PARKING TICKETS ISSUED 10

1. 1600 Block South White Oak Street
2. Mt. Wilson & Old Mt. Gretna Road
3. 830 Mt. Wilson Road
4. 4010 Oak Street

# Annville Township Police Department

## MONTHLY REPORT JULY 2021

Total Calls by Call Type From: 07/01/2021 - 07/31/2021

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	37
IDENTITY THEFT	23
TRAFFIC ENFORCEMENT - CITATION	18
TRAFFIC ENFORCEMENT - WARNING	14
PARKING ENFORCEMENT	10
ALARMS	9
ASSIST OTHER POLICE	9
DRIVING COMPLAINT	9
BACKGROUND INVESTIGATION	7
CHECK ON WELL BEING	7
FIRE CALL	7
ASSEMBLY/DEMONSTRATION	5
MENTAL HEALTH	5
PARKING COMPLAINT	5
ACCIDENT, NON-REPORTABLE	4
ACCIDENT, REPORTABLE	4
ASSIST MOTORIST	4
CIVIL MATTER	4
DOMESTIC DISPUTE	4
SUSPICIOUS ACTIVITY	4
ANIMAL COMPLAINT	3
ASSIST OTHER AGENCY	3
JUVENILE COMPLAINT	3
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	3
SUSPICIOUS VEHICLE	3
911 HANGUP	2
ACCIDENT, HIT & RUN	2
CHILD ABUSE	2
COMMUNITY RELATIONS	2
CRIMINAL MISCHIEF	2
DISABLED VEHICLE	2
FIREWORKS COMPLAINT	2
HARASSMENT	2
HOUSE CHECK REQUEST	2
MEGAN'S LAW NOTIFICATION	2
SUSPICIOUS PERSON	2
THEFT - UNLAWFUL TAKING	2
TREE DOWN	2
ASSAULT, AGGRAVATED	1
ASSAULT, SIMPLE	1
CHILD CUSTODY	1
CHILD SEXUAL ABUSE	1
DOG COMPLAINT	1
DOG LAW	1
EXTRA PATROL REQUEST	1

FIGHTING	1
FOOT PATROL - POLICE	1
FRAUD	1
HEALTH/MENTAL CONDITION	1
LOST & FOUND	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
ORDINANCE - OTHER VIOLATIONS	1
PFA ORDER	1
POLICE INFORMATION	1
PUBLIC DRUNKENNESS	1
RECEIVING STOLEN PROPERTY	1
SCAM - PHONE - MAIL ETC	1
SEXTING	1
SOLICITING - ORDINANCE	1
THEFT - MOTOR VEHICLE	1
TRAFFIC COMPLAINT	1
TRAFFIC HAZARD	1
TRESPASS	1
VEHICLE COMPLAINT	1
WIRES DOWN	1

**Total Calls: 258**

**ANNVILLE TOWNSHIP  
CIVIL SERVICE COMMISSION**

**P.O. Box 178 • Annville, PA • 17003-0178**

**(717) 867-4476 • FAX (717) 867-0916**

July 14, 2021

A meeting of the Civil Service Commission was called to order on July 14, 2021 at 10:30 AM in the Commissioners' Meeting Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA 17003.

In attendance were Civil Service Commission members Chairman Allen Yingst, Vice Chairman Thomas Shott, and Secretary Michael Miller, as well as Chief of Police Bernard Dugan.

The Civil Service Commission reviewed the following items presented:

The minutes of the previous meeting from July 14, 2020 were approved on a motion by Mr. Shott, second by Mr. Miller; motion passed.

The Civil Service Commission went into Executive Session to discuss matters pertaining to employment at 10:32 AM and came out of Executive Session at 10:34 AM.

Following the Executive Session, motion by Mr. Shott, second by Mr. Miller to remove Denis Connelly from consideration for appointment as a part-time police officer because he withdrew and to remove Ethan Kell from consideration for appointment as a part-time police officer based on the background check; motion passed.

Motion by Mr. Shott, second by Mr. Miller to certify the following list of eligible applicants for consideration for appointment as part-time police officers for Annville Township in the following order:

- 1) Rantz Martin

Motion passed.

Motion by Mr. Miller, second by Mr. Shott to modify Civil Service Regulation 4.1 as attached, with struck through language being deleted from the Regulation and underlined language being added to the Regulation. Motion passed.

There being no further action to be considered by the Civil Service Commission, motion by Mr. Shott, second by Mr. Miller to adjourn the meeting. Motion passed and the meeting was adjourned at 10:44 AM.

Submitted by Michael Miller, Secretary

July 14, 2021

## SECTION 4. EXAMINATION AND GRADING PROCEDURE

### 4.1 General Examination Requirements for the Position of Police Officer.

The examination for police officer will consist of a written and an oral examination that will be graded on a 100-point scale with the written examination representing 50 percent of the final score and the oral examination representing 50 percent of the final score. In addition, each Applicant will undergo a physical fitness test. Applicants who pass all examinations up through and including the oral examination shall be subject to a background investigation. Other than the oral examination and the written examination, the agility tests and background investigation will be graded on a pass/fail basis for each Applicant. Applicants who pass the background investigation will be placed on an eligibility list. After an Applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the Applicant passing a physical examination including a drug screen, psychological examination, and polygraph examination.

The actual order of the testing, Written Test, Physical Agility, Background Investigation, Polygraph, may be at the determination of the Chief of Police or Civil Service Commission. (7/14/2021). Regardless of the order of testing, applicants will be listed on an eligibility list as provided in these regulations

### 4.2 General Examination Requirements for Promotion

Promotions shall be based on merits to be ascertained by examinations to be prescribed by the Commission. All questions, relative to promotions shall be practical in character and that fairly test the merit and fitness of persons seeking promotion.

The Township Commissioners shall notify the Commission of a vacancy on the police force which is to be filled by promotion and shall request the certification of an eligibility list. The Commission shall certify for each vacancy the names of the three persons on the eligibility list who have received the highest average in the last promotion examination held within a period of two years preceding the date of the request for the eligibility list. If three names are not available, the Commission shall certify the names remaining on the eligibility list. The Township Commissioners shall make an appointment from the names certified based solely on the merits and fitness of the candidate unless the Township Commissioners make objections to the Commission regarding any person on the eligibility list for any reason provided under 53 P.S. § 55637 and Section 3.8 of these Rules.



RESOLUTION  
NO. 20210803-2

SECTION 7. RESOLUTION FOR ADOPTION

The foregoing Rules and Regulations, which are in accordance with powers granted by the Civil Service section of the First Class Township Code, sections 625-650, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the Township Commissioners of Annville Township, Pennsylvania, are hereby adopted by the Civil Service Commission of Annville Township, Pennsylvania on this \_\_\_\_14<sup>th</sup>\_\_\_\_ day of \_\_\_\_July\_\_\_\_, 2021.

Allen R. Yungert  
Chairperson

Thomas F. Shott  
Vice Chairperson

Michael P. Miller  
Secretary

Approved by the Township Commissioners of Annville Township, Pennsylvania on:

August 3, 2021.

ATTEST:

Michelle T. Yungert  
Township Secretary

SIGNED:

[Signature]  
President, Township Commissioners

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Seven Months Ending July 31, 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>
<b>REVENUES</b>						
<u>Real Estate Taxes</u>						
01/301/100	R/E TAXES - CURRENT YEAR	\$ 943,452.00	\$ 16,281.98	\$ 878,499.49	93.12	64,952.51
01/301/400	R/E TAXES - DELINQUENT	26,000.00	2,210.68	18,685.00	71.87	7,315.00
	Subtotal	969,452.00	18,492.66	897,184.49	92.55	72,267.51
01/310/100	REALTY TRANSFER TAX	53,000.00	10,568.66	41,919.45	79.09	11,080.55
01/310/210	EARNED INCOME TAX - CURREN	383,000.00	24,407.81	247,129.98	64.52	135,870.02
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	1,300.00	49,402.76	48.43	52,597.24
	Total Taxes	1,507,902.00	54,769.13	1,235,636.68	81.94	272,265.32
<u>Licenses &amp; 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	235.00	3,455.00	39.71	5,245.00
01/320/800	LICENSE - CABLE TV FRANCHISE	37,000.00	0.00	18,250.01	49.32	18,749.99
01/320/810	LICENSE - CURB/SIDEWALK	150.00	0.00	0.00	0.00	150.00
01/320/820	LICENSE - STREET ENCROACHME	8,000.00	400.00	2,600.00	32.50	5,400.00
01/320/900	LICENSE - PLUMBING/EXCAVATO	1,000.00	100.00	625.00	62.50	375.00
	Subtotal	54,975.00	735.00	24,980.01	45.44	29,994.99
<u>Fines &amp; 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	577.44	5,718.56	28.59	14,281.44
01/330/130	FINES - TWP. ORD. (PARKING)	4,000.00	60.00	1,055.00	26.38	2,945.00
01/330/150	FINES - CO. CLERK OF CRTS/PROB	8,000.00	1,132.52	5,171.75	64.65	2,828.25
	Subtotal	34,000.00	1,769.96	12,719.26	37.41	21,280.74
<u>Interest &amp; Rent</u>						
01/340/000	INTEREST	3,300.00	185.26	697.28	21.13	2,602.72
	Subtotal	3,300.00	185.26	697.28	21.13	2,602.72
<u>Intergovernmental Revenues (Grants)</u>						
01/350/000	INTERGOV'T. REVENUES (GRANT)	132,219.00	0.00	6,172.00	4.67	126,047.00
	Subtotal	132,219.00	0.00	6,172.00	4.67	126,047.00
<u>Subdivision / Land Development Fees</u>						
01/361/000	SUBDIVISION/LAND DEVELOP. FE	300.00	175.00	785.00	261.67	(485.00)
	Subtotal	300.00	175.00	785.00	261.67	(485.00)
<u>Trash Collection Fees</u>						
01/364/000	TRASH COLLECTION FEES	399,000.00	28,540.08	191,438.17	47.98	207,561.83
	Subtotal	399,000.00	28,540.08	191,438.17	47.98	207,561.83
<u>Miscellaneous Income</u>						
01/380/000	ADMINISTRATIVE FEES	5,500.00	60.00	1,230.00	22.36	4,270.00
01/381/500	DONATIONS	34,300.00	0.00	15,000.00	43.73	19,300.00
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	12,118.32	43,585.32	70.30	18,414.68

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Seven Months Ending July 31, 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	0.00	41,440.27	153.48	(14,440.27)
		128,800.00	12,178.32	107,855.59	83.74	20,944.41
<u>Transfers from Other Funds</u>						
	Subtotal	0.00	0.00	0.00	0.00	0.00
	Total Revenues	\$ 2,260,496.00	\$ 98,352.75	\$ 1,580,283.99	69.91	680,212.01

EXPENDITURES

**General Government**

**Administration**

01/400/110	SALARIES - COMMISSIONERS	\$ 9,375.00	\$ 0.00	\$ 4,687.50	50.00	4,687.50
01/400/120	SALARIES & WAGES - TWP. OFFIC	70,908.00	8,161.63	39,818.60	56.16	31,089.40
01/400/200	MATERIALS & SUPPLIES	5,600.00	544.20	2,479.21	44.27	3,120.79
01/400/210	RENTAL LICENSE EXPENSES	2,700.00	11.80	241.70	8.95	2,458.30
01/400/300	MISCELLANEOUS EXPENSE	5,700.00	138.27	3,277.98	57.51	2,422.02
01/400/310	LEGAL/AUDIT SERVICES	49,500.00	1,692.00	24,741.22	49.98	24,758.78
01/400/320	TELEPHONE	3,610.00	274.71	2,163.79	59.94	1,446.21
01/400/340	ADVERTISING & PRINTING	6,650.00	72.24	2,121.26	31.90	4,528.74
01/400/343	CODIFICATION	1,500.00	0.00	0.00	0.00	1,500.00
	Subtotal	155,543.00	10,894.85	79,531.26	51.13	76,011.74

**Treasurer / Tax Collector**

01/402/200	MATERIALS & SUPPLIES	1,200.00	567.50	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	567.50	1,035.50	46.02	1,214.50

**Municipal Building**

01/409/145	CONTRACTED CUSTODIAL SERVI	5,970.00	495.00	3,465.00	58.04	2,505.00
01/409/200	MATERIALS & SUPPLIES	600.00	32.21	326.38	54.40	273.62
01/409/360	FUEL, LIGHT, WATER & SEWER	12,700.00	462.25	3,980.75	31.34	8,719.25
01/409/370	REPAIRS & MAINTENANCE - BLD	2,300.00	0.00	809.26	35.19	1,490.74
01/409/740	CAPITAL EXPEND	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal	31,570.00	989.46	8,581.39	27.18	22,988.61
	Total General Government	189,363.00	12,451.81	89,148.15	47.08	100,214.85

**Public Safety**

**Police**

01/410/130	SALARIES - POLICE	563,384.00	62,669.45	310,260.05	55.07	253,123.95
01/410/145	CONTRACTED CROSSING GUARD	10,796.00	0.00	4,513.50	41.81	6,282.50
01/410/200	MATERIALS & SUPPLIES	7,000.00	449.99	5,262.55	75.18	1,737.45
01/410/202	UNIFORM SUPPLIES & REPLACE	9,000.00	595.44	3,223.87	35.82	5,776.13
01/410/300	DUES, MEMBERSHIPS, MISC.	12,845.00	455.20	11,665.48	90.82	1,179.52
01/410/301	CONFERENCES, MTGS & MILEAG	3,000.00	0.00	2,464.00	82.13	536.00
01/410/310	POLICE LEGAL	18,000.00	437.96	6,342.64	35.24	11,657.36
01/410/320	TELEPHONE, RADIO & PAGER	9,285.00	486.32	4,275.16	46.04	5,009.84
01/410/330	VEHICLE FUEL	7,200.00	484.39	2,487.98	34.56	4,712.02
01/410/331	VEHICLE REPAIR & MAINTENAN	5,400.00	15.00	1,417.91	26.26	3,982.09
01/410/452	IT SUPPORT	17,795.00	128.39	7,425.12	41.73	10,369.88
01/410/460	TRAFFIC SIGNALS	600.00	49.50	337.91	56.32	262.09
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 Seven Months Ending July 31, 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	65,771.64	359,676.17	52.95	319,628.83
<b><u>Fire</u></b>						
01/411/460	FIRE HYDRANT SERVICE	17,500.00	1,314.13	9,001.75	51.44	8,498.25
01/411/500	DONATION - VOLUNTEER FIRE C	78,000.00	0.00	0.00	0.00	78,000.00
01/411/510	DONATION - FIREMEN'S RELIEF	22,000.00	0.00	0.00	0.00	22,000.00
Subtotal		117,500.00	1,314.13	9,001.75	7.66	108,498.25
<b><u>Ambulance</u></b>						
01/412/000	EMERGENCY MEDICAL SERVICES	20,000.00	0.00	10,000.00	50.00	10,000.00
Subtotal		20,000.00	0.00	10,000.00	50.00	10,000.00
<b><u>Zoning</u></b>						
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	5.90	11.80	0.91	1,288.20
01/414/200	PLANNING COMMISSION	1,200.00	0.00	0.00	0.00	1,200.00
Subtotal		3,900.00	5.90	111.80	2.87	3,788.20
01/415/000	EMERGENCY MANAGEMENT AGE	3,400.00	0.00	0.00	0.00	3,400.00
01/416/000	CODE ENFORCEMENT OFFICER	3,000.00	150.00	980.87	32.70	2,019.13
Total Public Safety		827,105.00	67,241.67	379,770.59	45.92	447,334.41
<b><u>Health &amp; Sanitation</u></b>						
01/427/300	MISCELLANEOUS EXPENSE	43,000.00	4,646.34	20,966.80	48.76	22,033.20
01/427/450	REFUSE COLLECTION CONTRACT	74,640.00	6,150.00	36,900.00	49.44	37,740.00
01/427/451	RECYCLING COLLECTION CONTR	77,640.00	6,150.00	36,900.00	47.53	40,740.00
01/427/460	REFUSE DISPOSAL EXPENSE	75,000.00	7,817.04	36,119.94	48.16	38,880.06
Total Health & Sanitation		270,280.00	24,763.38	130,886.74	48.43	139,393.26
<b><u>Highway</u></b>						
01/430/100	SALARIES & WAGES - HIGHWAY	93,710.00	11,620.61	53,505.96	57.10	40,204.04
01/430/200	MATERIALS & SUPPLIES	2,800.00	115.00	313.15	11.18	2,486.85
01/430/300	MISCELLANEOUS EXPENSE	2,800.00	155.79	6,290.83	224.67	(3,490.83)
01/430/310	ENGINEERING SERVICES	50,000.00	385.00	16,424.15	32.85	33,575.85
01/430/320	TELEPHONE, RADIO & PAGER	900.00	59.55	415.73	46.19	484.27
01/430/330	VEHICLE OPERATING EXP. - FUEL	7,500.00	585.31	2,950.83	39.34	4,549.17
01/430/331	VEHICLE - OPERATING EXPENSE	2,000.00	67.17	479.81	23.99	1,520.19
01/430/740	CAPITAL OUTLAY	4,000.00	0.00	3,886.00	97.15	114.00
01/434/000	STREETLIGHTING	2,000.00	187.50	187.50	9.38	1,812.50
01/437/000	REP. & MAINT. - EQUIPMENT	7,800.00	1,235.05	1,235.05	15.83	6,564.95
01/438/000	REP. & MAINT. - STREETS	1,500.00	240.24	240.24	16.02	1,259.76
Total Highway		175,010.00	14,651.22	85,929.25	49.10	89,080.75
<b><u>Miscellaneous</u></b>						
01/454/000	PARKS & RECREATION	1,600.00	7,125.00	8,044.32	502.77	(6,444.32)
01/455/000	COMMUNITY ACTIVITIES	6,000.00	0.00	0.00	0.00	6,000.00
01/456/500	LIBRARY - DONATION	22,500.00	22,500.00	22,500.00	100.00	0.00
01/466/000	DOWNTOWN AREA	5,500.00	156.53	860.45	15.64	4,639.55
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	29,451.16	203,973.11	40.52	299,440.89

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Seven Months Ending July 31, 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	775.00	85,166.17	73.14	31,275.83
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>60,007.69</u>	<u>345,286.51</u>	43.23	<u>453,451.49</u>
	Total Expenditures	\$ <u>2,260,496.00</u>	\$ <u>179,115.77</u>	\$ <u>1,031,021.24</u>	45.61	<u>1,229,474.76</u>
	Net Income/<Deficit>	\$ <u>0.00</u>	\$ <u>(80,763.02)</u>	\$ <u>549,262.75</u>	0.00	<u>(549,262.75)</u>

UNAUDITED

GENERAL FUND  
Balance Sheet  
July 31, 2021  
ASSETS

Current Assets		
CASH - JBT CHECKING	\$	998,001.77
CASH - RECREATION DEPOSIT		8,134.10
CASH - PLGIT PRIME		199,020.26
DAEWOO & YEAGER FIRE ESCROW		67,206.99
MILLER FIRE ESCROW		930.06
PETTY CASH - OFFICE		100.00
PETTY CASH - POLICE		100.00
INVESTMENT IN COMMON STOCK		5,010.61
ACCOUNTS RECEIVABLE		28,329.21
ALLOWANCE FOR DOUBTFUL ACCTS		(8,500.00)
		<hr/>
Total Current Assets		1,298,333.00
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>1,298,333.00</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	5.00
GRANT - DISTRICT ATTY		478.59
RECREATION DEPOSIT HELD		14,609.10
DAEWOO AND YEAGER FIRE ESCROW		67,206.99
MILLER FIRE ESCROW		930.06
		<hr/>
Total Current Liabilities		83,229.74
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		83,229.74
Capital		
FUND BALANCE		665,840.51
Net Income		549,262.75
		<hr/>
Total Capital		1,215,103.26
		<hr/>
Total Liabilities & Capital	\$	<u><u>1,298,333.00</u></u>

SEWER FUND  
Income Statement  
For the Seven Months Ending July 31, 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>
<b>REVENUES</b>						
08/340/000	INTEREST EARNED	\$ 4,000.00	\$ 162.92	\$ 684.60	17.12	3,315.40
08/360/000	SEWER RENTALS	1,596,000.00	112,622.79	782,542.93	49.03	813,457.07
08/361/000	SEWER RENTALS - EXTERNAL	20,800.00	1,605.81	14,890.49	71.59	5,909.51
08/370/000	TAPPING FEES	0.00	0.00	4,200.00	0.00	(4,200.00)
08/380/000	ADMINISTRATIVE FEES	0.00	70.00	228.65	0.00	(228.65)
08/381/000	MANAGEMENT FEES - EXTERNAL	925.00	80.29	700.19	75.70	224.81
08/383/000	TREATMENT FEES	231,000.00	51,901.60	262,735.97	113.74	(31,735.97)
08/384/000	CAPACITY RESERVE FEES	20,820.00	0.00	10,409.76	50.00	10,410.24
08/385/000	MAINTENANCE CONTRACT FEES	32,000.00	8,150.00	16,220.00	50.69	15,780.00
08/395/000	REFUND OF PRIOR YEAR EXPENDI	18,000.00	0.00	18,407.85	102.27	(407.85)
Total Revenues		1,923,545.00	174,593.41	1,111,020.44	57.76	812,524.56
<b>EXPENDITURES</b>						
<u>Administration</u>						
08/400/100	WAGES & SALARIES-ADMIN	72,441.00	8,323.57	40,584.18	56.02	31,856.82
08/400/200	MATERIALS & SUPPLIES	7,450.00	1,130.48	3,748.56	50.32	3,701.44
08/400/300	MISCELLANEOUS	10,100.00	83.80	3,345.80	33.13	6,754.20
08/400/310	LEGAL SERVICES	7,000.00	679.00	3,262.00	46.60	3,738.00
08/400/311	AUDIT SERVICES	5,500.00	0.00	5,500.00	100.00	0.00
Total Administration		102,491.00	10,216.85	56,440.54	55.07	46,050.46
<u>Sewage Treatment</u>						
08/429/100	WAGES & SALARIES-OPERATIONS	245,608.00	26,979.48	130,365.16	53.08	115,242.84
08/429/200	MATERIALS & SUPPLIES	6,000.00	173.11	1,101.10	18.35	4,898.90
08/429/210	CHEMICALS - CHLORINE	2,000.00	750.00	1,500.00	75.00	500.00
08/429/220	CHEMICALS-FERROUS SULFATE	20,000.00	0.00	7,350.03	36.75	12,649.97
08/429/221	CHEMICALS	15,000.00	13,300.00	13,300.00	88.67	1,700.00
08/429/230	LABORATORY SUPPLIES & EQUIP	10,000.00	429.26	4,071.64	40.72	5,928.36
08/429/240	LIME & POLYMER	40,550.00	20,010.00	52,716.00	130.00	(12,166.00)
08/429/300	MISCELLANEOUS	6,400.00	352.84	3,274.25	51.16	3,125.75
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	990.00	6,788.00	52.22	6,212.00
08/429/320	TELEPHONE, RADIO & PAGER	4,500.00	375.68	2,624.55	58.32	1,875.45
08/429/330	VEHICLE - FUEL	8,000.00	573.28	2,931.20	36.64	5,068.80
08/429/331	VEHICLE - OPERATING EXPENSE	7,500.00	12,254.94	14,368.18	191.58	(6,868.18)
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	9,526.95	69,026.50	60.76	44,573.50
08/429/370	PLANT - REPAIR & MAINTENANCE	92,500.00	13,885.07	60,540.63	65.45	31,959.37
08/429/450	SEWERS - REPAIR & MAINTENAN	15,000.00	184.75	343.85	2.29	14,656.15
Total Sewage Treatment		618,158.00	99,785.36	374,631.85	60.60	243,526.15
<u>Debt Service</u>						
08/471/000	DEBT SERVICE PRINCIPAL	640,437.00	50,747.03	369,350.95	57.67	271,086.05
08/472/000	DEBT SERVICE - INTEREST	203,047.00	15,073.74	118,351.90	58.29	84,695.10
Total Debt Service		843,484.00	65,820.77	487,702.85	57.82	355,781.15
<u>Miscellaneous</u>						
08/480/000	EMPL. BENEFITS & PAYROLL TAX	306,433.00	21,551.41	149,617.23	48.83	156,815.77
08/486/000	INSURANCE	47,728.00	0.00	30,235.92	63.35	17,492.08
Total Miscellaneous		354,161.00	21,551.41	179,853.15	50.78	174,307.85
<u>Transfers to Other Funds</u>						
Total Transfers		0.00	0.00	0.00	0.00	0.00
Total Expenditures		1,918,294.00	197,374.39	1,098,628.39	57.27	819,665.61
Net Income/<Deficit>		\$ 5,251.00	\$ (22,780.98)	\$ 12,392.05	235.99	(7,141.05)

UNAUDITED

SEWER FUND  
Income Statement  
For the Seven Months Ending July 31, 2021  
ANNVILLE TOWNSHIP

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Y-T-D Actual</u>	<u>%</u> <u>Budget</u>	<u>Remaining</u> <u>Budget</u>



SEWER FUND  
Balance Sheet  
July 31, 2021

**ASSETS**

**Current Assets**

CASH - JBT CHECKING	\$ 932,601.65
CASH - PLGIT PRIME	89,941.45
BLAIRCO / MARTY'S MUSIC ESCROW	12,688.57
PETTY CASH - OFFICE	75.00
PETTY CASH - WWTP	50.00
ACCOUNTS RECEIVABLE	44,180.62
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Total Current Assets	1,079,537.29
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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	\$ 13,817,373.22
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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	\$ 12,688.57
NET PENSION LIABILITY	34,242.00
DEFERRED INFLOWS OF RESOURCES	74,016.00
	<hr/>

Total Liabilities	120,946.57
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**Retained Earnings**

FUND BALANCE	(206,976.69)
RETAINED EARNINGS	13,891,011.29
Net Income	12,392.05
	<hr/>

Total Retained Earnings	13,696,426.65
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Total Liabilities & Retained Earnings	\$ 13,817,373.22
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## CAPITAL RESERVE FUND -NEW

## Income Statement

For the Seven Months Ending July 31, 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					
31/341/000	INTEREST EARNED	\$ 2,000.00	\$ 66.01	\$ 356.08	17.80	1,643.92
31/351/000	STATE GRANT REVENUES	0.00	264,603.77	405,219.43	0.00	(405,219.43)
31/392/050	SALE OF TOWNSHIP REAL ESTATE	0.00	13,500.00	15,000.00	0.00	(15,000.00)
31/392/300	TRANSFER FROM GENERAL FUND	91,412.00	0.00	0.00	0.00	91,412.00
	Total Revenues	93,412.00	278,169.78	420,575.51	450.24	(327,163.51)
	EXPENDITURES					
	TOWN HALL IMPROVEMENTS					
31/409/745	POLICE	59,000.00	0.00	2,900.00	4.92	56,100.00
31/410/740		47,355.00	0.00	0.00	0.00	47,355.00
31/445/000	PAVING & SEALING PARKING LOTS	15,000.00	0.00	0.00	0.00	15,000.00
31/457/100	WELCOME SIGN	7,500.00	0.00	0.00	0.00	7,500.00
	Total Expenses	128,855.00	0.00	2,900.00	2.25	125,955.00
	Transfers to Other Funds					
	Total Transfers	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	128,855.00	0.00	2,900.00	2.25	125,955.00
	Net Income/<Deficit>	\$ (35,443.00)	\$ 278,169.78	\$ 417,675.51	(1,178.44)	(453,118.51)

UNAUDITED

CAPITAL RESERVE FUND -NEW  
Balance Sheet  
July 31, 2021

**ASSETS**

**Current Assets**

NORTHWEST SAVINGS BANK	\$	<u>1,118,742.91</u>	
Total Current Assets			1,118,742.91

**Other Assets**

Total Other Assets		<u>0.00</u>	
Total Assets	\$	<u>1,118,742.91</u>	

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

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

**Fund Balance**

FUND BALANCE	\$	701,067.40	
Net Income		<u>417,675.51</u>	
Total Fund Balance			<u>1,118,742.91</u>
Total Liabilities & Fund Balance	\$	<u>1,118,742.91</u>	

MOTOR LICENSE FUND  
Income Statement  
For the Seven Months Ending July 31, 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>
<b>REVENUES</b>						
35/340/000	INTEREST	\$ 1,000.00	\$ 4.49	\$ 31.61	3.16	968.39
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
	<b>Total Revenues</b>	<b>119,000.00</b>	<b>4.49</b>	<b>122,665.22</b>	<b>103.08</b>	<b>(3,665.22)</b>
<b>EXPENDITURES</b>						
<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	3,255.32	4,885.27	61.07	3,114.73
35/433/200	TRAFFIC SIGNS, MARKINGS, ETC	4,500.00	163.35	163.35	3.63	4,336.65
35/434/000	STREET LIGHTING	60,000.00	13,332.68	26,980.39	44.97	33,019.61
35/437/000	REPAIRS & MAINT. - EQUIPMENT	7,500.00	2,015.98	3,539.31	47.19	3,960.69
35/438/000	REPAIRS & MAINT. - STREETS	22,000.00	174.57	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
	<b>Total Maintenance</b>	<b>123,000.00</b>	<b>18,941.90</b>	<b>35,886.11</b>	<b>29.18</b>	<b>87,113.89</b>
<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
	<b>Total Construction</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expenditures</b>	<b>123,000.00</b>	<b>18,941.90</b>	<b>35,886.11</b>	<b>29.18</b>	<b>87,113.89</b>
	<b>Net Income/&lt;Deficit&gt;</b>	<b>\$ (4,000.00)</b>	<b>\$ (18,937.4)</b>	<b>\$ 86,779.11</b>	<b>(2,169.48)</b>	<b>(90,779.11)</b>

UNAUDITED

MOTOR LICENSE FUND  
Balance Sheet  
July 31, 2021

**ASSETS**

**Current Assets**

CASH - PLGIT	\$	136,461.55
CASH - PLGIT PRIME		96,979.20
		<hr/>

Total Current Assets		233,440.75
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Total Assets	\$	<hr/> 233,440.75 <hr/>
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**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Total Current Liabilities		<hr/> 0.00
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Total Liabilities		<hr/> 0.00
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**Fund Balance**

FUND BALANCE	\$	146,661.64
Net Income		86,779.11
		<hr/>

Total Fund Balance		<hr/> 233,440.75
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Total Liabilities & Fund Balance	\$	<hr/> 233,440.75 <hr/>
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SEWER CAPITAL FUND  
Income Statement  
For the Seven Months Ending July 31, 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	\$ 48.72	\$ 1,922.31	27.46	5,077.69
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>48.72</u>	<u>1,922.31</u>	27.46	<u>5,077.69</u>
EXPENDITURES						
30/429/700	MISC	6,000.00	0.00	0.00	0.00	6,000.00
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>0.00</u>	<u>0.00</u>	0.00	<u>21,000.00</u>
	Net Income/<Deficit>	\$ <u>(14,000.00)</u>	\$ <u>48.72</u>	\$ <u>1,922.31</u>	(13.73)	<u>(15,922.31)</u>

UNAUDITED

SEWER CAPITAL FUND  
Balance Sheet  
July 31, 2021

**ASSETS**

**Current Assets**

CASH - PLGIT PRIME	\$	306,650.20	
INVESTMENTS - EDWARD JONES		539,465.64	
Total Current Assets			846,115.84

**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		\$	846,115.84
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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		1,922.31	
Total Capital			846,115.84

Total Liabilities & Capital		\$	846,115.84
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MS4 FUND  
INCOME STATEMENT  
FOR THE SEVEN MONTHS ENDING JULY 31, 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	\$ 21.63	99.49	9.95	900.51
40/350/000	MS4 FEES	110,000.00	9,713.56	59,062.62	53.69	50,937.38
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>9,735.19</u>	<u>59,162.11</u>	53.30	<u>51,837.89</u>
EXPENDITURES						
40/460/200	ADMINISTRATION	500.00	127.00	365.08	73.02	134.92
40/460/300	MISCELLANEOUS	2,500.00	500.00	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>627.00</u>	<u>97,668.84</u>	93.02	<u>7,331.16</u>
	NET INCOME	<u>\$ 6,000.00</u>	<u>\$ 9,108.19</u>	<u>(38,506.73)</u>	(641.78)	<u>44,506.73</u>

UNAUDITED



MS4 FUND  
Balance Sheet  
July 31, 2021

ASSETS

Current Assets		
CASH - JBT CHECKING	\$	126,195.62
CASH - PLGIT PRIME		100,217.37
		<hr/>
Total Current Assets		226,412.99
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>226,412.99</u>

LIABILITIES AND CAPITAL

Current Liabilities		
MS4 FEES HELD IN ESCROW	\$	13,319.68
		<hr/>
Total Current Liabilities		13,319.68
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		13,319.68
Capital		
FUND BALANCE		251,600.04
Net Income		(38,506.73)
		<hr/>
Total Capital		213,093.31
		<hr/>
Total Liabilities & Capital	\$	<u>226,412.99</u>

GENERAL FUND  
Cash Disbursements Journal  
For the Period From Jul 1, 2021 to Jul 31, 2021

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

Check #	Vendor ID	Name	Debit Amount	Credit Amou
18214	ANN002	ANNVILLE TOWNSHIP PAYROLL F	27,668.10	27,668.10
18215	ATT001	A T & T MOBILITY	353.49	353.49
18216	COV001	COVERALL SERVICE CO - HARRIS	495.00	495.00
18217	HOU003	HOUSER'S PLANT HEALTH CARE	650.00	650.00
18218	ANN002	ANNVILLE TOWNSHIP PAYROLL F	29,897.12	29,897.12
18219	AMA001	AMAZON CAPITAL SERVICES	115.00 319.98	434.98
18220	ANN003	ANNVILLE FREE LIBRARY	22,500.00	22,500.00
18221	CDB001	CAMPBELL DURRANT, P.C.	437.96	437.96
18222	CLE002	JASON CLECK	146.56	146.56
18223	COM008	COMCAST	107.87	107.87
18224	DEA001	DEARBORN LIFE INSURANCE CO	156.50	156.50
18225	EAG001	EAGLE RENTAL	150.00	150.00
18226	GAN001	GANNETT FLEMING, INC.	434.63 724.38	1,159.01
18227	GFL001	GFL ENVIRONMENTAL	12,300.00 185.75	12,485.75
18228	GRE001	GREATER LEB. REFUSE AUTHORI	12,872.94	12,872.94
18229	LES001	LESHER MACK SALES & SERVICE	75.68	75.68
18230	MET002	MET- ED	3,874.42 183.15 389.64	4,447.21
18231	MEY001	MEYER OIL COMPANY	585.31 484.39	1,069.70
18232	PA005	PA MUNICIPAL HEALTH INSURAN	24,908.51	24,908.51
18233	PAO001	PA ONE CALL SYSTEM INC	5.79	5.79
18234	PAW001	PENNSYLVANIA AMERICAN WAT	1,314.13 47.65	1,361.78
18235	PEN014	PENNSY SUPPLY, INC.	538.14	538.14

GENERAL FUND  
Cash Disbursements Journal

For the Period From Jul 1, 2021 to Jul 31, 2021

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

Check #	Vendor ID	Name	Debit Amount	Credit Amou
18236	PET001	PETTY CASH - GENERAL FUND	64.60	64.60
18237	RAP001	911 RAPID RESPONSE	22.95	22.95
18238	REI001	REILLY WOLFSON ATTORNEYS A	1,724.16	1,724.16
18239	SCH007	SCHWEB DESIGN, LLC	20.52	20.52
18240	SPO001	SSM GROUP, INC.	315.00 105.00 3,231.25 140.00	3,791.25
18241	STA005	STATE WORKERS' INSURANCE FU	775.00	775.00
18242	TEL001	TELESYSTEM	467.09	467.09
18243	UGI001	UGI	24.96	24.96
18244	USP001	UNITED STATES POSTMASTER	640.00	640.00
18245	A & H 001	A & H EQUIPMENT	885.63	885.63
18246	AMA001	AMAZON CAPITAL SERVICES	5.89 349.42	355.31
18247	CRY001	CRYSTAL SPRINGS	50.91	50.91
18248	DOU002	BRAD DOUPLE	50.00 50.00 50.00	150.00
18249	HIG001	C.M.HIGH, INC.	187.50	187.50
18250	LEB024	LEBANON COUNTY TREASURER	567.50	567.50
18251	LOO001	RONALD LOOKENBILL	48.15	48.15
18252	LOW001	LOWE'S COMPANIES, INC	32.21	32.21
18253	MED002	MEDIA ONE PA	72.24	72.24
18254	MET002	MET- ED	49.50 66.50 53.24 156.53 31.21 36.60 58.98 48.38 28.40 30.67	560.01
18255	MID001	MID-ATLANTIC TRUTH CONSULT	300.00	

GENERAL FUND  
Cash Disbursements Journal  
For the Period From Jul 1, 2021 to Jul 31, 2021

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

Check #	Vendor ID	Name	Debit Amount	Credit Amou
				300.00
18256	RAP001	911 RAPID RESPONSE	23.99 126.94 275.00	425.93
18257	REE001	REED'S LOCK & ACCESS, INC.	15.00	15.00
18258	UMB001	UMBERGER'S OF FONTANA, INC.	19.02	19.02
18259	WBM001	W.B. MASON CO., INC.	35.09	35.09
18260	WEL001	WELLSPAN HEALTH	155.20	155.20
18261	YIN001	NICHOLAS T. YINGST	138.27	138.27
18262	ANN002	ANNVILLE TOWNSHIP PAYROLL F	29,393.77	29,393.77
Total			182,844.36	182,844.36

## SEWER FUND

## Cash Disbursements Journal

For the Period From Jul 1, 2021 to Jul 31, 2021

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
14166	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	12,566.98	12,566.98
14167	ATT001	AT&T MOBILITY	188.66	188.66
14168	LES001	LESHER MACK SALES & SERVICE	11,944.04 29.80	11,973.84
14169	MTE001	MTEK, INC	1,606.83	1,606.83
14170	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	11,712.56	11,712.56
14171	AMA001	AMAZON CAPITAL SERVICES	91.92 1,482.00 69.98	1,482.00 161.90
14172	AME005	AMERIGREEN INC.	7,940.92	7,940.92
14173	ANN004	ANNVILLE TWP PENNVEST ACCOUNT	65,820.77	65,820.77
14174	BAT002	K. D. BATZ	150.00	150.00
14175	DEA002	DEARBORN LIFE INSURANCE CO	65.00	65.00
14176	DOU001	DOURTE ELECTRIC, INC.	288.77	288.77
14177	HEC001	KEITH C. HECK	27.15	27.15
14178	LEV001	LEVCO	184.75	184.75
14179	MEY001	MEYER OIL COMPANY	265.23	265.23
14180	PAM001	PA MUNICIPAL HEALTH INSURANCE COOP	20,435.67	20,435.67
14181	PAW002	P A W C	221.48	221.48
14182	PEN002	PENNSYLVANIA STATE UNIVERSITY	405.00	405.00
14183	PIT001	PIT'S TRUCK REPAIR, LLC	105.50	105.50
14184	POL001	POLLU-TECH, INC.	6,670.00	6,670.00
14185	PRE003	PREMIUM POWER SERVICES LLC	1,436.00	1,436.00
14186	REI003	REILLY WOLFSON ATTORNEYS AT LAW	679.00	679.00
14187	SUB001	SUBURBAN WATER TESTING LAB INC	85.00 40.00 70.00 55.00 85.00 80.00	

**SEWER FUND**  
**Cash Disbursements Journal**  
**For the Period From Jul 1, 2021 to Jul 31, 2021**

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				415.00
14188	TEL002	TELESYSTEM	187.02	187.02
14189	THO001	THOMAS SCIENTIFIC LLC	337.34	337.34
14190	UGI001	UGI UTILITIES, INC.	27.62	27.62
14191	USP001	U.S. POSTMASTER	834.00	834.00
14192	AMA001	AMAZON CAPITAL SERVICES	27.52 237.40 1,482.00	1,746.92
14193	ANN001	ANNVILLE TOWNSHIP GENERAL FUND	28,420.08	28,420.08
14194	ANN007	ANNVILLE TOWNSHIP MS4 FUND	9,713.56	9,713.56
14195	AZC001	AUTOZONE	99.92	99.92
14196	COM001	COMMONWEALTH OF PA	100.00	100.00
14197	COR003	CPE	603.75 1,072.00	1,675.75
14198	LAW001	LAWSON PRODUCTS, INC.	168.52	168.52
14199	LES001	LESHER MACK SALES & SERVICE	75.68	75.68
14200	LIG002	LIGHT'S WELDING, INC.	69.00	69.00
14201	LOW001	LOWE'S COMPANIES, INC.	15.44 19.64 36.06	71.14
14202	MAR003	MARCO	83.80	83.80
14203	MET001	MET-ED	9,277.85	9,277.85
14204	MEY001	MEYER OIL COMPANY	308.05	308.05
14205	PAW001	AMERICAN WATER	81.15	81.15
14206	POL001	POLLU-TECH, INC.	13,340.00	13,340.00
14207	SUB001	SUBURBAN WATER TESTING LAB INC	85.00 85.00	170.00
14208	UNI002	UNIVAR USA INC	750.00 13,300.00	14,050.00
14209	WAL001	WALMART	103.13	

SEWER FUND

Cash Disbursements Journal

For the Period From Jul 1, 2021 to Jul 31, 2021

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				103.13
14210	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	12,195.41	12,195.41
Total			237,938.95	237,938.95

CAPITAL RESERVE FUND -NEW  
Cash Disbursements Journal  
For the Period From Jul 1, 2021 to Jul 31, 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 Jul 1, 2021 to Jul 31, 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
7/16/21	235	35/200/000	Invoice: APRIL 2021	8,172.27	
		35/200/000	Invoice: MAY 2021	5,130.50	
		35/200/000	Invoice: JUNE 2021	5,639.13	
		35/108/000	ANNVILLE TOWNSHIP GENERAL FUND		18,941.90
	Total			<u>18,941.90</u>	<u>18,941.90</u>

**SEWER CAPITAL FUND**  
**Cash Disbursements Journal**  
**For the Period From Jul 1, 2021 to Jul 31, 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.

**MS4 FUND**  
**Cash Disbursements Journal**  
**For the Period From Jul 1, 2021 to Jul 31, 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
7/16/2	2001	40/200/000	Invoice: 1208565	500.00	
		40/101/000	COMMONWEAL TH OF PENNSYLVANI A		500.00
7/16/2	2002	40/200/000	Invoice: 07/16/21	127.00	
		40/101/000	INVOICE U.S. POSTMASTER		127.00
Total				<u>627.00</u>	<u>627.00</u>

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

**Annville Activities:** The following items were addressed:

**Historic Old Annville Day (HOAD):** Mr. Perrotto reminded those in attendance that HOAD was scheduled for August 14, 2021 from 9 AM until 2 PM.

**Resolution No. 20210803-3– Designating Intent to Erect a Banner Across U.S. Route 422 for St. Paul’s Fall Festival:** Noting an application was received from St. Paul the Apostle Catholic Church to erect a banner across U.S. Route 422 from September 1, 2021 through September 28, 2021 advertising St. Paul’s Fall Festival, Mr. Yingst presented a resolution for same that required approval by the Board as well as submission to and approval by the Pennsylvania Department of Transportation (PennDOT) before the banner could be erected. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20210803-3 as presented and to authorize its submission to PennDOT. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**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 July Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening’s meeting to consult with counsel regarding potential litigation pertaining to real estate, active litigation pertaining to Lebanon County Court of Common Pleas Action No. 2020-00078 in the matter of Kristofer H. Gacono and Christine R. Gacono v. Michael R. Semrau and Melanie Semrau and Annville Township, and personnel matters pertaining to discipline.

**Planning Commission (PC):** Mr. Perrotto reported the PC was planning to meet on August 9, 2021 to review a subdivision and land development plan submitted for the Annville Free Library and a revised land development plan submitted for the Lebanon Valley College (LVC) School of Nursing Building. The following items were then addressed:

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

**Financial Security for the Synergy Health Development, LLC Preliminary/Final Subdivision and Land Development Plan:** Mr. Yingst reported a financial security tabulation for the Synergy Health Development, LLC project had been prepared by the Township Engineer in the amount of

## Permits Report

Month of July 2021

Plumbing Permits issued	<u>2</u>	<u>\$ 50.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$ 25.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u></u>
Total Street Cut Permit Fees Collected		<u>\$400.00</u>
Total Tapping Fees Collected		<u></u>

### Tapping Fees

### Zoning Permits

#26-21	Donald & Martha Jo Coffman	Erect a New Structure	Shed
#27-21	Richard H Weaber Post #8023 VFW	Add to a Structure	Restroom addition
#28-21	Joel & Melissa Shenk	Other	3 <sup>rd</sup> fl. Apt. use
#29-21	Jodi L. Moyer	Other	Fence
#30-21	Hess Realty, LLC c/o Speedway, LLC	Erect/Replace a Sign	Freestanding & Canopy Signs
#31-21	Duvall and Duvall	Change of Use	Reptile Pet Shop
#32-21	Ernest L. & Phyllis A. Watts	Other	Fence
#33-21	Joseph & Dana Ramos	Erect a New Structure	Shed
#34-21	Walker Stout	Add to a Structure	Detached Garage
#35-21	Annaville PH LP	Erect/Replace a Sign	Wall Signs

### Curb/Sidewalk Permits

### Street-Cut Permits

#2021-10	UGI Utilities	36 N. Lancaster Street	Install gas service
#2021-11	UGI Utilities	29 N. Lancaster Street	Remediate Mechanical Tee

### Burn Permit

**RESOLUTION NO. 20210803-3**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
DESIGNATING ITS INTENT TO ERECT A BANNER ACROSS U.S. ROUTE 422**

**WHEREAS**, one banner will be suspended on cables across U.S. Route 422 approximately 190 feet west of the intersection with Weaber Street at a height no lower than 17 feet, 6 inches above the highway and these cables are connected to poles flanking the highway; and

**WHEREAS**, Annville Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any persons or property arising from any act of omission associated with the banner; and

**WHEREAS**, banners with more than 20% of the message relating to naming or advertising a commercial product, enterprise, business, or company and events that are not related to a national, state, regional, or local function or a charitable affair will not be permitted; and

**WHEREAS**, traffic control will be performed in accordance with the most current Publication 213.

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that Resolution No. 20210803-3 designating the Township's intent to erect a banner across U.S. Route 422 specifying conditions set by the Pennsylvania Department of Transportation, and permitting the organization listed below to suspend a banner under the following conditions is hereby approved:

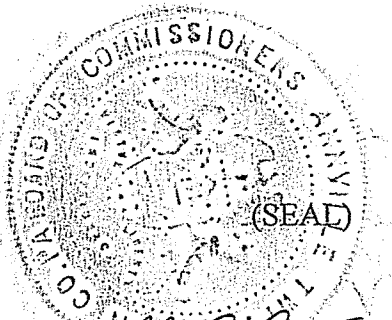
**Organization:** St. Paul the Apostle Catholic Church

**Banner Size:** 28 feet by 2 feet

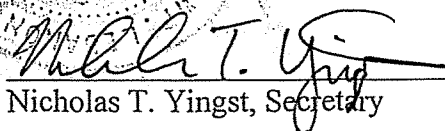
**Message and Event:** St. Paul's Fall Festival (see attached for banner message)


**Suspension Dates:** September 1, 2021 through September 28, 2021

**ADOPTED** this 3<sup>rd</sup> day of August, 2021.



Attest:

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President

**Bands:**

Large Flowerheads

Sat: 6:30-15pm

The New Individuals

Sun: 5:30-8:30pm

**ST. PAUL'S FISH & CHIPS**

**SEPTEMBER 25TH & 26TH**

**BOOK**

**Food,  
Entertainment,  
Games,  
for  
all Ages!**

\$152,416 and provided to the Commissioners. At the recommendation of the Township Engineer, **MOTION** by Mr. Perrotto, second by Mr. Embich to set the amount of financial security for the Synergy Health Development, LLC Preliminary/Final Subdivision and Land Development Plan at \$152,416. Motion carried unanimously.

Stormwater Management Operations and Maintenance Agreement and Declaration of Easement for the Synergy Health Development, LLC Preliminary/Final Subdivision and Land Development Plan: At the recommendation of the Township Solicitor, **MOTION** by Mr. Hoover, second by Mr. Lively to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement for the Synergy Health Development, LLC Preliminary/Final Subdivision and Land Development Plan and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

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

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee would be meeting later in the month to review annual employee performance reviews.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for July 2021, a copy of which is attached hereto and made a part of these minutes. Per a question from President Moore, Mr. Embich indicated that the engineer costs incurred by the Lebanon County Stormwater Consortium (LCSC) over the past month were higher than usual due to specific stormwater projects being planned and designed. President Moore asked if there was a chance some of these projects would not reach the construction phase. Mr. Embich indicated the projects currently being planned were ones the LCSC had placed a high priority on and as such he believed they would be constructed, while noting that approval by the State could always be a hurdle. Mr. Perrotto asked if the LCSC was concerned about the anticipated timeline to complete these projects in light of the MS4 permit timeframe if the State was moving slowly in its review process, and Mr. Embich indicated there really was no other option but the course the Consortium was following. Per a question from Mr. Wolfe, Mr. Embich and Mr. Yingst shared an approximate amount the Township had contributed to the LCSC since its inception. There was then a lengthy discussion among the Commissioners, Mr. Yingst, and Mr. Wolfe regarding the Township's responsibilities under its MS4 permit, the consequences if it did not meet those responsibilities, the cost benefits of being part of the Consortium, and how the Township developed its MS4 fee.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for July 2021, a copy of which is attached hereto and made a part of these minutes.

Fire Department: The following item was addressed by Mr. Lively:

Release of the 2021 Annual Budgeted Donation to Fire Department: Noting the Union Hose Company (UHC) had provided its 2020 Federal Form 990 and audited 2020 financial statements to the Township the prior week, and had responded to Mr. Yingst's questions pertaining to his review of same, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the release of the Township's 2021 annual budgeted donation of \$73,000 to the UHC. Motion carried unanimously.



T. Embich reports: 08-03-2021 BOC

Thomas Embich

Agenda Items: VII – C, E, F

Date: July 30, 2021 report for August 03, 2021 Meeting

## **Item VII- C: HISTORIC ARCHITECTURAL REVIEW BOARD**

1. The July meeting was a presentation by Annville Free Library Board and Architect to update the changes proposed for the library expansion. The changes were (1) change to 12" water main to meet required pressure for sprinkler system to top floor; (2) relocation of power pole at rear and underground service from rear of structure; (3) change to center roof structure to accommodate air conditioning and partially hide roof from view. Plans must pass Planning Commission review, etc. and return to HARB for final recommendations. Straw poll seems to have HARB's blessing at this stage.
2. Next meeting of HARB is scheduled for August 16.

**ACTION: None.**

## **Item VII –E: Stormwater management**

1. A combination Zoom and onsite meeting at North Lebanon Board Room was held for July 20 for the LCS Consortium; Mr. Embich attended for Annville Township. Bills approved for payment totaled \$17,158.42 for project work by SESI and the April-June period for Redevelopment Authority; Fulton Bank account balance is \$3,566,582.25, which is to be reviewed for partial reinvestment via Stifel/Ziegler.
2. Next meeting (August 17) will include action on the reinvestment proposal with Stifel/Ziegler; some 2022 budget adjustments for project timing.
3. The Lebanon County Clean Water Alliance (LCCWA) met on July 27 (N.L. Town Hall or Zoom/call-in). Kara Kalupson (Rettew) recapped recent stormwater management workshops, a tree planting demo/project, and a possible Fall 2021 Webinar. Julie Cheyney reported on new banners, showed one of the 6 footers, and noted cost is paid. Other items reviewed: possible social media type ad on LebTown (\$50 one-time); possible LCCD November Forum on municipal stormwater management at Elizabethtown College; likely budget assessment of \$200 for next cycle.
4. Next LCCWA meeting is scheduled for October 26, 2021, 10 to 11:30 AM at North Lebanon Town Hall/Zoom/call-in.

## **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: August 04, 2021, 7PM at GLRA or by Zoom, if preferred.

2. Key points of the July 27 meeting: Authorized Staff to implement a credit card service fee of 3.5% on transactions at the site; pre-qualified First National Bank Investment Advisors (FNBIA) for investment alternatives. The documents shredding event is expected to be a success. {Post event note: greater number turned out than previous event – great success!} The Engineering and Operations groups reported that 10 to 15% more excavated waste from the site of the Heilmandale Expansion was redisposed, but it can be satisfactorily handled in the existing site.

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

**OLD BUSINESS:**

**Community Development Block Grant (CDBG):** Mr. Yingst reported on the pre-construction meeting held the prior week for the West Church Street curb ramp upgrade project. He noted the project was anticipated to begin in mid-September and in the upcoming month the Township Office would be sending letters to the properties adjacent to the curb ramps informing them of this timeline.

**Cable Franchise Renewal:** Nothing to report this month.

**Welcome Sign:** Mr. Hoover suggested the Township revisit the possibility of placing a Township welcome sign along North State Route 934 near the northern municipal boundary line, and he indicated he was happy to assist with bringing this about. There was then discussion about the possible locations for such a sign as well as the approximate location of the Township's northern boundary. Mr. Perrotto indicated he was supportive of the Township moving forward on this and the other Commissioners expressed their general support, as well.

**LVC Financial Contribution Agreement:** The Commissioners reviewed the draft financial contribution agreement between the Township and LVC that was prepared by Mr. Lamoureux and Mr. Yingst and expressed their support for submitting this to LVC for its review and comment.

**Sale of Property on South Spruce Street:** Mr. Yingst reported that settlement for the sale of the property on South Spruce Street took place the prior month and was now owned by Larry and Tonya Mayes.

**Annville-Cleona Recreation Association (ACRA) Court Upgrade:** Mr. Yingst reported the agreement with the ACRA allowing for public access to the upgraded court on East Maple Street for a term of twenty years was signed by the ACRA and the Township. With this agreement in place, it was further reported that \$6,475 in Township recreation funds had been disbursed to the ACRA for assistance with this project and the Public Works Department assisted with clearing brush the prior month in preparation for the court being repaved.

**Hazard Mitigation Grant Program (HMGP) Property Leases:** Mr. Yingst reported that lease applications had been received for several HMGP properties and he anticipated bringing them before the Commissioners for consideration at the following month's meeting.

**North Ulrich Street Storm Sewer System:** Nothing to report this month.

**NEW BUSINESS:**

**Proposal for 2021 Audit Services:** Mr. Yingst reported a proposal was received from Garcia Garman & Shea, PC for providing audit and financial statement services for 2021. He noted this cost would be shared by the General Fund and the Sewer Fund and represented a 2.5% increase

from the cost paid for these services for 2020. **MOTION** by Mr. Lively, second by Mr. Perrotto to (1) approve the proposal from Garcia Garman & Shea, PC to provide audit and financial statement services for the year ending December 31, 2021 at a cost not to exceed \$11,275 and (2) authorize the execution of the engagement letter for same by the appropriate Township officials. Motion carried unanimously.

**2021 Omnibus Ordinance:** Mr. Yingst shared the draft 2021 omnibus ordinance with the Commissioners, describing the items it included and those items previously considered by the Board that were not included in it. **MOTION** by Mr. Hoover, second by President Moore to authorize the advertising of the 2021 omnibus ordinance as presented for possible adoption at a future meeting. Motion carried unanimously.

**Ownership of Woodside Court:** Mr. Yingst reported that, while doing research on the 2021 omnibus ordinance, he learned there was no deed of dedication for Woodside Court and subsequent research by Mr. Lamoureux's office determined the roadway was still owned by Annville Corporation, the developer for that neighborhood, despite the plan for same indicating it was to be dedicated to the Township. Mr. Lamoureux noted his office is still looking into this matter and how best to proceed. Mr. Embich recalled that at the time the Township may have had concerns regarding the width of the roadway and Mr. Yingst indicated he would discuss this with the Public Works Superintendent.

**Resolution No. 20210803-4 – Consenting to the Use of Electronic Signatures for the Keystone Library Grant:** At the request of the Annville Free Library (AFL) Board of Directors, **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20210803-4 as presented, consenting to the use of electronic signatures by Nicholas T. Yingst for submission of documentation pertaining to the AFL's Keystone Library Grant, and to authorize its submission to the appropriate entities. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Intermunicipal Liquor License Transfer:** Mr. Lamoureux reported he was contacted earlier in the day by Attorney Marc Hess, who was representing Mannino's A&M, LLC and which was requesting an intermunicipal liquor license transfer from A&M Pizza in Palmyra to the property at 35 West Main Street in Annville Township. Mr. Lamoureux and the Commissioners then discussed the intermunicipal liquor license transfer process. In particular, Mr. Lamoureux shared that a Public Hearing was required, he anticipated scheduling this a half hour or so prior to the start of the September Regular Meeting, and the Board could then take action to approve or deny the transfer request during the Regular Meeting. He also noted that the Board had 60 days to make such a decision and any costs incurred by the Township for this process would be paid by the applicant.

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

**Thanks from the AFL:** Mr. Yingst reported a letter of thanks was received from the AFL expressing its appreciation for the Township's 2021 annual budgeted donation.

## RESOLUTION

20210803-4

BE IT RESOLVED, by authority of the Board of Commissioners  
of the Township of Annville

and it is hereby resolved by authority of the same, that **Nicholas T. Yingst**  
who is the **Chief Executive Officer** of the above named body is authorized and directed to  
sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred  
to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the  
above named individual and that no handwritten signature from the above named individual  
shall be required in order for any contract with the Department to be legally enforceable and that  
by affixing his/her electronic signature to an electronic file of the contract via the Department's e-  
grants system, the above designated authorized individual shall have effectively executed and  
delivered the contract, binding the **Board of Commissioners**  
to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract  
valid and legally binding, provided that the Department and all other necessary Commonwealth  
approvers affix their signatures electronically and an electronically-printed copy of the Contract  
is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution,  
delivery, validity or enforceability of the electronic Contract under the provisions of a statute of  
frauds or any other applicable law. The Contract, if introduced as evidence on paper in any  
judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the  
parties to the same extent and under the same conditions as other business records originated  
and maintained in documentary form and the admissibility thereof shall not be contested under  
either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of  
Management Services promptly in the event that the above named individual is no longer  
authorized to execute agreements on behalf of the body electronically and that the Department  
shall be entitled to rely upon the above named officer's authority to execute agreements  
electronically on behalf of the body until such notice is received by the Department's Office of  
Chief Counsel.

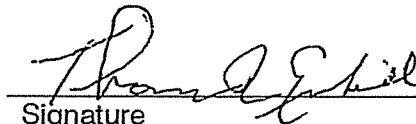
### ATTEST

*(individual receiving signatory authority may not attest on behalf of himself/herself)*



Signature

**Rex Moore**  
**President/Chair**



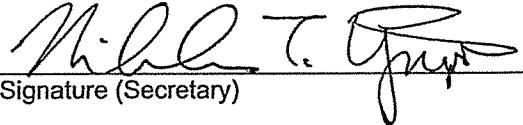
Signature

**Thomas R. Embich**  
**Treasurer**

**TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:**

I, Nicholas T. Yingst, Secretary, of Board of Commissioners  
do certify that the foregoing is a true and correct copy of the Resolution adopted at a  
regular meeting of the Board of Commissioners of Annville Township  
held the 3rd ☒ day of August ☒, 2021.

Dated: 08/03/2021

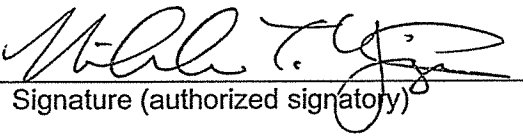
  
\_\_\_\_\_  
Signature (Secretary)

Nicholas T. Yingst

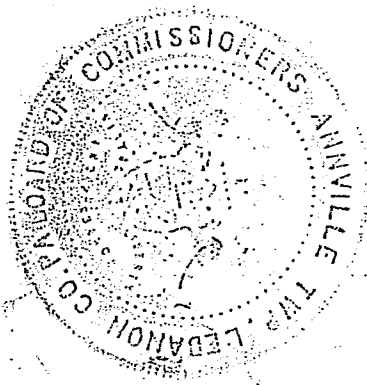
**TO BE EXECUTED BY AUTHORIZED SIGNATORY:**

As the person authorized to sign on behalf of the above named body, I agree that I shall  
not provide any other person with my e-grants password or otherwise authorize any  
other individual to affix my electronic signature to any agreement with the Department.

Dated: 08/03/2021

  
\_\_\_\_\_  
Signature (authorized signatory)

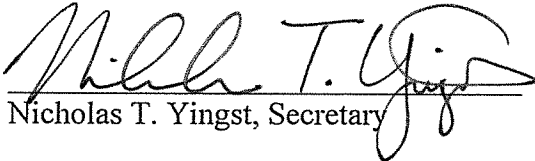
Nicholas T. Yingst




**PAY BILLS:** **MOTION** by Mr. Lively, 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.

**RECESS FOR EXECUTIVE SESSION:** President Moore called a recess for an Executive Session and the room was cleared of the public at 8:12 PM. The Regular Meeting was reconvened at 9:18 PM with the five Commissioners, Mr. Yingst, Chief Dugan, and Mr. Lamoureux present.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Hoover, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:19 PM.

  
Nicholas T. Yingst, Secretary

  
\_\_\_\_\_  
Rex A. Moore, President