

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**MARCH 1, 2022 AMENDED AGENDA**

**REGULAR MONTHLY BOARD OF COMMISSIONERS MEETING – 7:00 PM**

Announced Visitors: Martin Brandt and Carolyn Scott, Annville Free Library (AFL) Board of Directors  
Philip Snavelly, Chief of the Union Hose Company of Annville (UHC)

- 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. Mr. Brandt and Ms. Scott: AFL Request for Lebanon County Gaming Local Share Assessment Grant Funds
  - B. Chief Snavelly: UHC Request for Lebanon County Gaming Local Share Assessment Grant Funds
- V. Approval of Minutes
  - A. February 1, 2022 Regular Meeting
- VI. Reports of Standing Committees
  - A. Public Works
    - Increased Cost for Tire Machine
  - B. Public Safety
    - Termination of Part-Time Police Officer
    - Sale of Police Vest
    - Ratifying Advertisement of Civil Service Commission Meeting
    - Hiring of Part-Time Police Officer
  - C. Property
    - Town Hall Improvements Project
  - D. Parks & Recreation
    - Tinkergarten Classes
  - E. Finance
  - F. Permits
  - G. Annville Activities
- VII. Reports of Special Committees
  - A. Executive Sessions
  - B. Planning Commission
    - Stone Hill Village Phase 3B-1 Land Development Plan Reapproval
    - Stormwater Management Operations and Maintenance Agreement and Declaration of Easement for the Lebanon Valley College (LVC) School of Nursing Building Preliminary/Final Land Development Plan
    - Agreement to Provide Financial Security to Guarantee Completion of Improvements for the LVC School of Nursing Building Preliminary/Final Land Development Plan
  - C. Historic Architectural Review Board (HARB)
    - Certificate of Appropriateness for Exterior Changes for Property at 35 West Main Street
    - Certificate of Appropriateness for Repair and Replacement of Porch Roof, Posts, and Gingerbread and Repair of Cornices for Property at 38 West Main Street
  - D. Wage & Salary
  - E. Municipal Separate Storm Sewer System (MS4)
  - F. Greater Lebanon Refuse Authority (GLRA)

G. Fire Department

VIII. Old Business

- A. Community Development Block Grant (CDBG)
- B. Cable Franchise Renewal
- C. Welcome Sign
- D. Road Safety Audit
- E. Revisions to Wireless Facilities Regulations
- F. Landline Telephone System Hardware and Software Obsolescence

IX. New Business

- A. Proposed Resolution – Requesting a Local Share Assessment Grant for the AFL
- B. Agreement with the AFL Pertaining to the Local Share Assessment Grant
- C. Proposed Resolution – Requesting a Local Share Assessment Grant for the UHC
- D. Agreement with the UHC Pertaining to the Local Share Assessment Grant
- E. Swatara Sojourn Proclamation
- F. Removal of 60-Day Waiting Period Requirement for Employees to be Eligible to Receive Insurance Coverage
- G. Authorizing Advertisement of Special Meeting
- H. Residential Refuse and Recycling Collection Contract
- I. American Rescue Plan Act (ARPA) Reporting

X. Correspondence

XI. Pay Bills

XII. Proposed Resolution – Extending Recognition and Appreciation to Nicholas T. Yingst for his Service to Annville Township\*\*\*

XIII. Adjournment

\*\*\* = Added to the agenda by majority vote of the Board of Commissioners on March 1, 2022.

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
March 1, 2022**

The March Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on March 1, 2022 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; Kelly Shoff-Kulp, Assistant Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Dean Wolfe, West Main Street; Gino Frattaroli, West Queen Street; Martin Brandt and Carolyn Scott, Annville Free Library (AFL) Board of Directors; Philip Snavelly, Chief of the Union Hose Company of Annville (UHC), Jennifer Boyer, West New Street; and Douglas Hartman, Cleona Borough.

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 President Moore, second by Mr. Lively 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:

**AFL Request for Lebanon County Gaming Local Share Assessment Grant Funds:** Mr. Brandt and Ms. Scott were recognized for public comment and provided information on the Lebanon County Gaming Local Share Assessment Grant Program. Mr. Brandt indicated this is a new grant opportunity that is being funded from slot machine and table game revenue at Hollywood Casino in Grantville and the AFL wished to apply for \$86,500 to be used for construction improvements and renovations within the library building that are not part of the improvements for which an application has already been made via the Keystone Library Grant. After describing these improvements and renovations in more detail he noted that, also similar to the Keystone Library Grant, the grant application would require a municipality to serve as the applicant for the grant, as well as to be the pass-through entity for any funds awarded, and the AFL was asking the Township to act on its behalf for this funding, which would require the Township to adopt a resolution to this effect.

**UHC Request for Lebanon County Gaming Local Share Assessment Grant Funds:** Chief Snavelly was recognized for public comment and indicated the UHC also wished to apply for funding from the Lebanon County Gaming Local Share Assessment Grant Program in the amount of \$25,000 to purchase updated rescue equipment. It was noted this would also require the Township to apply on behalf of the fire company, including adopting a resolution to this effect.

**Boundaries of South Birch Street:** Mr. Frattaroli was recognized for public comment and he revisited his question regarding clarification on the boundaries of South Birch Street to the west of his property. Mr. Lamoureux noted that he reviewed the documents Mr. Frattaroli was providing to him and the Township was not interested in taking action on this.

With no further public comments noted, the Commissioners consented to move the proposed resolutions and agreements pertaining to the Local Share Assessment Grant to this point in the meeting for the convenience of those making these requests.

**Proposed Resolution No. 20220301-1 – Requesting a Local Share Assessment Grant for the AFL:** At the request of the AFL Board of Directors, Mr. Yingst presented proposed Resolution No. 20220301-1, requesting a Local Share Assessment Grant in the amount of \$86,500 to be used for construction improvements and renovations within the AFL. **MOTION** by Mr. Embich, second by Mr. Hoover to adopt Resolution No. 20220301-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Agreement with the AFL Pertaining to the Local Share Assessment Grant:** **MOTION** by Mr. Perrotto, second by Mr. Lively to (1) approve an agreement with the AFL Board of Directors stating the library is solely responsible, financially and otherwise, for any and all matters as it relates to acquiring the grant, bidding process, maintenance of records, nondiscrimination, prevailing wage, and all other matters as it relates to the proposed project for which Local Share Assessment Grant funds will be used; the library will hold the Township harmless for any matters that may arise pertaining to the grant or project; and the library will indemnify the Township; and (2) authorize the execution of the agreement by the appropriate Township officials. Motion carried unanimously.

**Proposed Resolution No. 20220301-2 – Requesting a Local Share Assessment Grant for the UHC:** At the request of the UHC, Mr. Yingst presented proposed Resolution No. 20220301-02, requesting a Local Share Assessment Grant in the amount of \$25,000 to be used to purchase updated rescue equipment for the UHC. **MOTION** by Mr. Lively, second by Mr. Embich to adopt Resolution No. 20220301-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Agreement with the UHC Pertaining to the Local Share Assessment Grant:** **MOTION** by Mr. Hoover, second by Mr. Perrotto to (1) approve an agreement with the UHC stating the fire company is solely responsible, financially and otherwise, for any and all matters as it relates to acquiring the grant, bidding process, maintenance of records, nondiscrimination, prevailing wage, and all other matters as it relates to the proposed project for which Local Share Assessment Grant funds will be used; the fire company will hold the Township harmless for any matters that may arise pertaining to the grant or project; and the fire company will indemnify the Township; and (2) authorize the execution of the agreement by the appropriate Township officials. Motion carried unanimously.

Mr. Brandt, Mr. Frattaroli, and Ms. Scott left the meeting at approximately 7:08 PM.

#### **APPROVAL OF MINUTES:**

**February 1, 2022 Regular Meeting:** **MOTION** by Mr. Moore, second by Mr. Embich to approve the minutes of the Regular Meeting held February 1, 2022 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for February 2022 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Increased Cost for Tire Machine:** Noting that, while \$2,000 was budgeted for the purchase of a machine that removes tires from rims (the cost to be divided equally between the General Fund and the Sewer Fund), the cost for same is now slightly overbudget. At the recommendation of the Township Authority, **MOTION** by Mr Perrotto, second by Mr Embich to authorize the purchase of a tire machine at a cost not to exceed \$2,240, the cost to be divided equally between the General Fund and the Sewer Fund. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for February 2022 was reviewed, which included information on calls responded to in South Annville Township over the past month. The Civil Service Commission meeting minutes from its February 23, 2022 meeting were also acknowledged as having been received by the Board. Copies of both of these documents are attached hereto and made a part of these minutes. The following items were then addressed:

**Termination of Part-Time Police Officer:** Noting a letter of resignation was received from Rantz Martin, **MOTION** by President Moore, second by Mr. Hoover to accept the resignation of Rantz Martin, thus terminating his employment as a part-time Civil Service police officer effective March 3, 2022. Motion carried unanimously.

**Sale of Police Vest:** **MOTION** by Mr. Perrotto, second by Mr. Lively to authorize the sale of the bulletproof police vest used by Rantz Martin to Cleona Borough for \$900. Motion carried unanimously.

**Ratifying Advertisement of Civil Service Commission Meeting:** **MOTION** by Mr Lively, second by Mr. Hoover to ratify the advertisement of the Civil Service Commission Meeting on February 23, 2022 at 11:00 AM to review applicants for an eligibility list and to consider any other business that may come before the Commission. Motion carried unanimously.

**Hiring of Part-Time Police Officer:** At the recommendation of the Civil Service Commission, **MOTION** by Mr. Embich, second by Mr. Lively to appoint Benjamin Sutcliffe as a part-time police officer as a provisional/emergency hire under the Civil Service regulations effective immediately. Motion carried unanimously.

**Property:** The following item was addressed:

**Town Hall Improvements Project:** At present we are waiting on HVAC estimates.

**Parks & Recreation:** The following items were addressed:

**Tinkergarten Classes:** Following review by the Nature Park Committee (NPC) and at its recommendation, **MOTION** by President Moore, second by Mr. Lively to allow Tinkergarten to

conduct classes at Quittie Creek Nature Park in 2022 and to ask that 5% to 10% of the classes' proceeds be donated to the NPC. Motion carried unanimously.

Mr Perrotto indicated that March 5 will be a work day for mulching of the park grounds. Additionally, the park area will be treated for poison hemlock.

**Finance:** Mr. Embich reviewed the Finance Report for February 2022, highlighting the total income and expenses through the second month of the year. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for February 2022 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** Mr. Hoover reported on the most recent meeting of the Historic Old Annville Day Committee. It is estimated that 40-50 vendor slots have been reserved for the event. It also appears that there will be a hot air balloon ride feature, which is a new offering for this year's event.

**MOTION** by Mr. Lively, 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 an Executive Session was held immediately prior to the evening's meeting to discuss personnel matters pertaining to hiring and to consult with counsel about potential litigation in the form of a property complaint.

**Planning Commission:** The following items were addressed:

**Stone Hill Village Phase 3B-1 Land Development Plan Reapproval:** **MOTION** by Mr Perrotto, second by Mr Lively 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.

**Stormwater Management Operations and Maintenance Agreement and Declaration of Easement for the Lebanon Valley College (LVC) School of Nursing Building Preliminary/Final Land Development Plan:** At the recommendation of the Township Solicitor, **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement for the LVC School or Nursing Building Preliminary/Final Land Development Plan and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

**Agreement to Provide Financial Security to Guarantee Completion of Improvements for the LVC School of Nursing Building Preliminary/Final Land Development Plan:** At the recommendation of the Township Solicitor, **MOTION** by Mr. Perrotto, second by Mr. Hoover to approve the

Agreement to Provide Financial Security to Guarantee Completion of Improvements for the LVC School or Nursing Building Preliminary/Final 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 February 2022, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Certificate of Appropriateness for Exterior Changes for Property at 35 West Main Street:** At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Perrotto to issue a Certificate of Appropriateness for additional building mounted signage at the rear of the property, applied door signage, and relocation of HVAC units to a roof top position for the property at 35 West Main Street as proposed, provided such signage meets necessary zoning requirements. Motion carried unanimously.

**Certificate of Appropriateness for Repair and Replacement of Porch Roof, Posts, and Gingerbread and Repair of Cornices for Property at 38 West Main Street:** At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness for repair and restoration of an existing front porch roof, porch posts, roof cornices, and gable roof box returns for the property at 38 West Main Street as proposed. Motion carried unanimously.

**Wage & Salary:** Nothing to report this month.

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for February 2022, 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 February 2022, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** Chief Snavelly reported the fire department has reached an agreement with Cleona Borough and the necessary merger documents have been filed with the courts. He noted he hoped the UHC and Cleona Fire Company would be fully merged within two months.

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

#### **OLD BUSINESS:**

**Community Development Block Grant (CDBG):** Mr. Yingst reported that letters were sent to the property owners along West Church Street from North Cherry Street to North King Street informing them of the paving to be done along that street later in the year and the need to complete any projects that would necessitate cutting the street before that point.

**Cable Franchise Renewal:** Mr. Yingst reported that Comcast had responded to the Township's recommended franchise agreement with a few recommended edits of its own that he discussed

with Attorney Winston of the Cohen Law Group in order to formulate an appropriate response. This item is considered to be in on-going negotiation at this time.

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

**Road Safety Audit:** Mr. Yingst reported the State Route 934 Road Safety Audit had been received and distributed to the Commissioners for review.

**Revisions to Wireless Facilities Regulations:** Mr. Yingst reported he received suggestions from the Cohen Law Group that provided for hierarchies of placement for wireless facilities by zoning districts and even within districts, the latter of which could be very beneficial in the downtown area and the Historic District Overlay.

**Landline Telephone System Hardware and Software Obsolescence:** Mr Yingst reported that a monthly renewal schedule is now in place. The treatment plant doesn't currently have a Comcast line; they are utilizing a hot spot connection. VOIP would require a Comcast line, and the cost of such will need to be considered in scope.

**NEW BUSINESS:**

**Swatara Sojourn Proclamation:** In light of the 32<sup>nd</sup> annual Swatara Sojourn, which will be using a theme of "50 Years of the Clean Water Act", a proclamation was presented declaring May 1, 2022, as Swatara Creek Sojourn Day, noting how the Township benefits from the Sojourn and the purpose of the Swatara Watershed Association that sponsors the event. **MOTION** by Mr. Lively, second by Mr. Perrotto to proclaim May 1, 2022, as Swatara Creek Sojourn Day and to instruct the appropriate Township officials to execute and submit this proclamation to the Swatara Watershed Association. Motion carried unanimously and a copy of this proclamation is attached hereto and made a part of these minutes.

**Removal of 60-Day Waiting Period Requirement for Employees to be Eligible to Receive Insurance Coverage:** **MOTION** by President Moore, second by Mr. Hoover to (1) remove the 60-day waiting period requirement for new employees to receive insurance coverage through the Township and the execution of any necessary documents by the Township Administrator to do so and (2) authorize the revision of the Township handbook accordingly. Motion carried unanimously.

**Authorizing Advertisement of Special Meeting:** **MOTION** by Mr. Embich, second by Mr. Hoover to authorize the advertisement of a Special Meeting on March 4, 2022 at 6:00 PM to review and take action on personnel matters and to consider any other business that might come before the Board. Motion carried unanimously.

**Residential Refuse and Recycling Collection Contract:** Mr. Yingst noted the current residential refuse and recycling collection contract expires on August 31, 2022. To that end, he noted he and Mr. Lamoureux would begin reviewing and preparing the contract specifications for the Commissioners' consideration and approval at an upcoming meeting and asked the Commissioners



to share any questions or suggested changes they might have regarding this over the next few weeks.

**American Rescue Plan Act (ARPA) Reporting:** Mr. Yingst provided information on a one-time standard lost revenue allowance election up to \$10 million that may be made for the required ARPA reporting and he indicated the Township was planning to opt for this election on the upcoming ARPA report.

**CORRESPONDENCE:** The Board was informed of the following items of correspondence received since its February 2022 Regular Meeting:

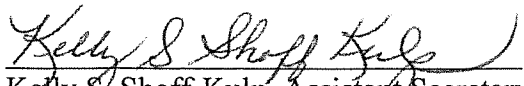
**2022 Liquid Fuels Tax Payment:** Mr. Yingst reported the Township received notification from the Pennsylvania Department of Transportation that the Township's annual Liquid Fuels Tax payment for 2022 is \$119,017.30. Based on previous years' annual payments, \$118,500 was budgeted for this revenue source in 2022, so the actual 2021 payment amount is slightly more than \$500 above the budgeted amount.


**Woodside Court Homeowners Association (HOA):** Mr. Yingst shared correspondence from the President of the Woodside Court HOA that pertained to ownership of the street and infrastructure responsibilities. Mr. Yingst will follow up.

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

**Proposed Resolution No. 20220301-3 – Extending Recognition and Appreciation to Nicholas T. Yingst for his Service to Annville Township:** **MOTION** by Mr. Perrotto, second by Mr. Embich to add to the agenda a proposed resolution drafted by Mr. Lively extending recognition and appreciation to Nicholas T. Yingst for his service to Annville Township. Motion carried unanimously and, noting this would be Mr. Yingst's final regular meeting as Annville Township Administrator due to taking a position elsewhere, Mr. Lively read aloud said proposed resolution. **MOTION** by Mr. Perrotto, second by Mr. Embich to adopt Resolution No. 20220301-3 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes and Mr. Yingst thanked the Commissioners for their kind words and the opportunity to have served with them over the years.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Perrotto to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:10 PM.

  
Kelly S. Shoff-Kulp, Assistant Secretary

  
Rex A. Moore, President

RESOLUTION NO. 20220301-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
REQUESTING A STATEWIDE LOCAL SHARE ASSESSMENT FUND GRANT OF  
THE COMMONWEALTH FINANCING AUTHORITY AND ANY RELATED ACTIONS**

**BE IT RESOLVED** by the Annville Township Board of Commissioners that Annville Township, Lebanon County, Pennsylvania hereby requests a Statewide Local Share Assessment grant of \$86,500 from the Commonwealth Financing Authority to be used for construction improvements and renovations within the Annville Free Library, and authorizes the filing of an application for same, including all understandings and assurances contained therein.

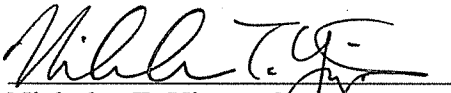
**BE IT FURTHER RESOLVED** by the Annville Township Board of Commissioners that it directs and authorizes the President of the Board of Commissioners, Rex A. Moore or his successor, and the Township Secretary, Nicholas T. Yingst or his successor, to serve as the official(s) to execute all documents and agreements between Annville Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

**ADOPTED** this first day of March, 2022.


ATTEST:

BOARD OF COMMISSIONERS  
ANNVILLE TOWNSHIP  
LEBANON COUNTY, PENNSYLVANIA

By:

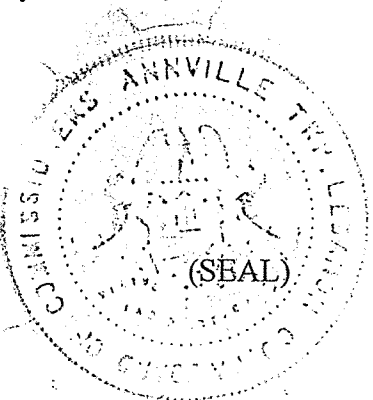
  
Nicholas T. Yingst, Secretary


By:

  
Rex Moore, President

I, Nicholas T. Yingst, duly qualified Secretary of Annville Township, Lebanon County, Pennsylvania, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Commissioners at a regular meeting held March 1, 2022 and said Resolution has been recorded in the Minutes of Annville Township and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of Annville Township, this first day of March, 2022.



  
Nicholas T. Yingst, Secretary

**RESOLUTION NO. 20220301-2**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
REQUESTING A STATEWIDE LOCAL SHARE ASSESSMENT FUND GRANT OF  
THE COMMONWEALTH FINANCING AUTHORITY AND ANY RELATED ACTIONS**

**BE IT RESOLVED** by the Annville Township Board of Commissioners that Annville Township, Lebanon County, Pennsylvania hereby requests a Statewide Local Share Assessment grant of \$25,000 from the Commonwealth Financing Authority to be used to purchase updated rescue equipment for the Union Hose Company of Annville, and authorizes the filing of an application for same, including all understandings and assurances contained therein.

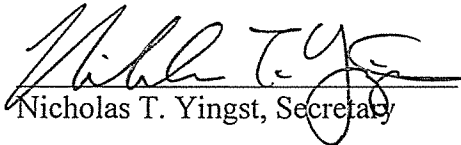
**BE IT FURTHER RESOLVED** by the Annville Township Board of Commissioners that it directs and authorizes the President of the Board of Commissioners, Rex A. Moore or his successor, and the Township Secretary, Nicholas T. Yingst or his successor, to serve as the official(s) to execute all documents and agreements between Annville Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

**ADOPTED** this first day of March, 2022.


ATTEST:

BOARD OF COMMISSIONERS  
ANNVILLE TOWNSHIP  
LEBANON COUNTY, PENNSYLVANIA

By:

  
Nicholas T. Yingst, Secretary

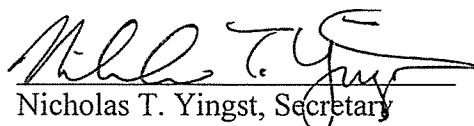
By:

  
Rex Moore, President

I, Nicholas T. Yingst, duly qualified Secretary of Annville Township, Lebanon County, Pennsylvania, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Commissioners at a regular meeting held March 1, 2022 and said Resolution has been recorded in the Minutes of Annville Township and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of Annville Township, this first day of March, 2022.



  
Nicholas T. Yingst, Secretary

**ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.**

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**WORK DONE FOR FEBRUARY 2022**

- (1) **SALTING** Spent 3 hrs. salting in Annville.
- (2) **DOWNTOWN LIGHTS** We replaced 4 lights in downtown area.
- (3) **STORM DRAIN** Storm sewer inspections should start in March.
- (4) **DUMPSTERS** Dumpsters will open on Wednesday, March 16.
- (5) **TIRE MACHINE** We put in the budget to get a tire machine and we budgeted \$1,000 from both the General Fund and Sewer Fund (\$2,000 total). Since then, the price went up by \$229 dollars so I would like to request if I could have an additional \$120 from the General Fund and an additional \$120 from the Sewer Fund so we can purchase the tire machine, so we don't have to keep changing them by hand or paying someone else to do it.



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**ANNVILLE TOWNSHIP  
POLICE  
MONTHLY REPORT  
February 2022**



• CALLS FOR SERVICE	262
• ORDINANCE VIOLATIONS	
1. DOG	3
2. DUMPING	1
3. NOISE	4
4. PARKING	6
• CRIMINAL ARRESTS	04
○ ADULT	04
○ JUVENILE	00
• ASSEMBLY/DEMONSTRATION	2
• TOTAL TRAFFIC CITATIONS	29
• TOTAL TRAFFIC WARNINGS	22
• TOTAL NON-TRAFFIC CITATIONS	06
• TOTAL VEHICLE ACCIDENTS	13
○ REPORTABLE	2
○ NON-REPORTABLE	8
○ HIT & RUN	3
• PARKING TICKETS ISSUED	9

**Annaville Accidents**

44 WEST SHERIDAN AVE.

1<sup>ST</sup> BLOCK SOUTH KING STREET

21 EAST QUEEN STREET

N. WHITE OAK & EAST LEBANON STREETS

36 NORTH LANCASTER STREET

204 WEST MAIN STREET

120 HEISEY ROAD

1464 EAST QUEEN STREET

**South Annville Accidents**

242 HINKLE ROAD

SR 934 & LOUSER ROAD

800 WEST MAIN STREET

SPRUCE STREET & BRICKER LANE

1671 LOUSER ROAD

# Annville Township Police Department

## MONTHLY REPORT FEBRUARY 2022

Total Calls by Call Type From: 1/28/2022 - 2/24/2022

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	39
TRAFFIC ENFORCEMENT - CITATION	29
TRAFFIC ENFORCEMENT - WARNING	22
ASSIST OTHER POLICE	19
PARKING ENFORCEMENT	9
ACCIDENT, NON-REPORTABLE	8
HARASSMENT	8
BACKGROUND INVESTIGATION	6
CHECK ON WELL BEING	6
CIVIL MATTER	6
FIRE CALL	6
PARKING COMPLAINT	6
DRIVING COMPLAINT	5
POLICE INFORMATION	5
ALARMS	4
CRIMINAL MISCHIEF	4
MENTAL HEALTH	4
NOISE COMPLAINT	4
SUSPICIOUS ACTIVITY	4
SUSPICIOUS VEHICLE	4
ACCIDENT, HIT & RUN	3
DOG COMPLAINT	3
DOMESTIC DISPUTE	3
SUSPICIOUS PERSON	3
WARRANT	3
ACCIDENT, REPORTABLE	2
AMBULANCE CALL - DOA	2
ANIMAL COMPLAINT	2
ASSEMBLY/DEMONSTRATION	2
DUI ACCIDENT	2
DUI	2
FRAUD	2
LANDLORD/TENANT ISSUE	2
OPEN CONTAINER - ORDINANCE	2
PARKING- GENERAL INFO	2
RENTAL LICENSE ENFORCEMENT	2
THEFT - FROM MOTOR VEHICLE	2
THEFT - UNLAWFUL TAKING	2
TREE DOWN	2
911 HANGUP	1
ACCESS DEVICE FRAUD	1
ASSIST OTHER AGENCY	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1

DISABLED VEHICLE	1
DISORDERLY CONDUCT	1
DRUG BOX - PRESCRIPTION	1
DRUG OVERDOSE	1
DUMPING COMPLAINT	1
FLEEING & ELUDING POLICE	1
GENERAL INVESTIGATION	1
JUVENILE COMPLAINT	1
LOST & FOUND	1
LOST OR MISSING ITEM	1
MISCELLANEOUS	1
MISSING PERSON	1
PFA ORDER	1
RECON. ACCIDENT TEAM ASSISTANCE	1
RUNAWAY	1
TRESPASS LETTERS	1
WIRES DOWN	1

**Total: 262**

**ANNVILLE TOWNSHIP  
CIVIL SERVICE COMMISSION**

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

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

February 23, 2022

A meeting of the Civil Service Commission was called to order on February 23, 2022 at 11:00 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 were approved on a motion by Mr. Shott, second by Mr. Miller; motion passed.

The Civil Service Commission meeting went into recess to go into Executive Session at 11:02 AM to discuss personnel matters pertaining to hiring; the meeting resumed at 11:07 AM.

Motion by Mr. Miller, second by Mr. Shott to remove Michael Fischer from consideration based on the background investigation. Motion passed.

Motion by Mr. Shott, second by Mr. Miller to remove David McDermott from consideration based on the background investigation. Motion passed.

Motion by Mr. Shott, second by Mr. Miller to authorize a non-competitive provisional/emergency appointment for Benjamin Sutcliffe as a part-time police officer based on interview. Motion carried.

There being no further action to be considered by the Civil Service Commission, the meeting was then adjourned at 11:12 AM by a unanimous vote following a motion by Mr. Miller and a second by Mr. Shott.

Submitted by Michael Miller, Secretary

February 23, 2022



ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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	\$ 896,124.00	\$ 92.54	\$ 92.54	0.01	896,031.46
01/301/400	R/E TAXES - DELINQUENT	26,000.00	1,660.90	1,710.41	6.58	24,289.59
	Subtotal	922,124.00	1,753.44	1,802.95	0.20	920,321.05
01/310/100	REALTY TRANSFER TAX	61,000.00	8,130.08	8,130.08	13.33	52,869.92
01/310/210	EARNED INCOME TAX - CURRE	420,000.00	69,097.04	84,197.04	20.05	335,802.96
01/310/220	EARNED INCOME TAX - PRIOR	450.00	0.00	0.00	0.00	450.00
01/310/300	LOCAL SERVICES TAX	102,000.00	22,774.01	23,974.01	23.50	78,025.99
	Total Taxes	1,505,574.00	101,754.57	118,104.08	7.84	1,387,469.92
<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	0.00	0.00	100.00
01/320/700	LICENSE - RESIDENTIAL RENTA	9,000.00	615.00	1,965.00	21.83	7,035.00
01/320/800	LICENSE - CABLE TV FRANCHIS	36,000.00	9,251.05	9,251.05	25.70	26,748.95
01/320/810	LICENSE - CURB/SIDEWALK	150.00	0.00	0.00	0.00	150.00
01/320/820	LICENSE - STREET ENCROACH	8,000.00	0.00	0.00	0.00	8,000.00
01/320/900	LICENSE - PLUMBING/EXCAVA	1,200.00	125.00	900.00	75.00	300.00
	Subtotal	54,475.00	9,991.05	12,116.05	22.24	42,358.95
<u>Fines &amp; Costs</u>						
01/330/110	FINES - VEHICLE CODE (PSP)	2,000.00	0.00	0.00	0.00	2,000.00
01/330/120	FINES - TWP. ORD. (DISTR MAG)	18,000.00	941.13	1,545.54	8.59	16,454.46
01/330/130	FINES - TWP. ORD. (PARKING)	4,000.00	110.00	135.00	3.38	3,865.00
01/330/150	FINES - CO. CLERK OF CRTS/PR	8,000.00	250.28	945.47	11.82	7,054.53
	Subtotal	32,000.00	1,301.41	2,626.01	8.21	29,373.99
<u>Interest &amp; Rent</u>						
01/340/000	INTEREST	3,250.00	106.27	250.81	7.72	2,999.19
	Subtotal	3,250.00	106.27	250.81	7.72	2,999.19
<u>Intergovernmental Revenues (Grants)</u>						
01/350/000	INTERGOV'T. REVENUES (GRA	127,813.00	1,025.00	1,025.00	0.80	126,788.00
	Subtotal	127,813.00	1,025.00	1,025.00	0.80	126,788.00
<u>Subdivision / Land Development Fees</u>						
01/361/000	SUBDIVISION/LAND DEVELOP.	300.00	0.00	0.00	0.00	300.00
	Subtotal	300.00	0.00	0.00	0.00	300.00
<u>Trash Collection Fees</u>						
01/364/000	TRASH COLLECTION FEES	401,000.00	42,101.54	68,868.73	17.17	332,131.27
	Subtotal	401,000.00	42,101.54	68,868.73	17.17	332,131.27
<u>Miscellaneous Income</u>						
01/380/000	ADMINISTRATIVE FEES	5,200.00	1,335.00	2,385.00	45.87	2,815.00
01/381/500	DONATIONS	29,300.00	25,000.00	25,000.00	85.32	4,300.00
01/384/000	CONTRACTED SERVICES INCO	71,250.00	2,080.10	15,580.10	21.87	55,669.90
01/387/000	FINANCIAL CONTRIBUTION AG	46,500.00	0.00	0.00	0.00	46,500.00
01/391/000	REFUND PRIOR YR EXPEND	6,000.00	0.00	0.00	0.00	6,000.00

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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>
		158,250.00	28,415.10	42,965.10	27.15	115,284.90
<u>Transfers from Other Funds</u>						
	Subtotal	0.00	0.00	0.00	0.00	0.00
	Total Revenues	\$ 2,282,662.00	\$ 184,694.94	\$ 245,955.78	10.77	2,036,706.22

EXPENDITURES

**General Government**

**Administration**

01/400/110	SALARIES - COMMISSIONERS	\$ 9,375.00	\$ 2,343.75	\$ 2,343.75	25.00	7,031.25
01/400/120	SALARIES & WAGES - TWP. OFF	81,502.00	6,201.38	11,898.75	14.60	69,603.25
01/400/200	MATERIALS & SUPPLIES	5,000.00	727.14	1,006.96	20.14	3,993.04
01/400/210	RENTAL LICENSE EXPENSES	2,700.00	104.80	104.80	3.88	2,595.20
01/400/300	MISCELLANEOUS EXPENSE	5,700.00	73.54	2,280.94	40.02	3,419.06
01/400/310	LEGAL/AUDIT SERVICES	51,638.00	1,422.00	2,322.00	4.50	49,316.00
01/400/320	TELEPHONE	3,730.00	237.61	474.12	12.71	3,255.88
01/400/340	ADVERTISING & PRINTING	5,700.00	1,510.20	2,267.88	39.79	3,432.12
01/400/343	CODIFICATION	1,500.00	240.00	240.00	16.00	1,260.00
	Subtotal	166,845.00	12,860.42	22,939.20	13.75	143,905.80

**Treasurer / Tax Collector**

01/402/200	MATERIALS & SUPPLIES	1,300.00	0.00	0.00	0.00	1,300.00
01/402/350	BOND PREMIUM	1,050.00	0.00	465.00	44.29	585.00
	Subtotal	2,350.00	0.00	465.00	19.79	1,885.00

**Municipal Building**

01/409/145	CONTRACTED CUSTODIAL SER	6,090.00	495.00	990.00	16.26	5,100.00
01/409/200	MATERIALS & SUPPLIES	600.00	89.36	89.36	14.89	510.64
01/409/360	FUEL, LIGHT, WATER & SEWER	12,700.00	930.39	1,522.07	11.98	11,177.93
01/409/370	REPAIRS & MAINTENANCE - BL	2,300.00	0.00	84.92	3.69	2,215.08
01/409/740	CAPITAL EXPEND	12,500.00	0.00	0.00	0.00	12,500.00
	Subtotal	34,190.00	1,514.75	2,686.35	7.86	31,503.65

Total General Government	203,385.00	14,375.17	26,090.55	12.83	177,294.45
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**Public Safety**

**Police**

01/410/130	SALARIES - POLICE	579,309.00	40,600.52	83,520.98	14.42	495,788.02
01/410/145	CONTRACTED CROSSING GUAR	11,538.00	2,307.60	4,615.20	40.00	6,922.80
01/410/200	MATERIALS & SUPPLIES	7,400.00	500.95	643.33	8.69	6,756.67
01/410/202	UNIFORM SUPPLIES & REPLAC	8,900.00	2,800.00	3,634.74	40.84	5,265.26
01/410/300	DUES, MEMBERSHIPS, MISC.	12,800.00	2,940.00	8,283.00	64.71	4,517.00
01/410/301	CONFERENCES, MTGS & MILEA	3,500.00	0.00	0.00	0.00	3,500.00
01/410/310	POLICE LEGAL	18,000.00	559.50	1,010.50	5.61	16,989.50
01/410/320	TELEPHONE, RADIO & PAGER	9,285.00	452.14	1,148.29	12.37	8,136.71
01/410/330	VEHICLE FUEL	7,200.00	825.58	1,553.96	21.58	5,646.04
01/410/331	VEHICLE REPAIR & MAINTENA	6,300.00	878.84	2,009.01	31.89	4,290.99
01/410/452	IT SUPPORT	18,090.00	2,247.08	4,300.95	23.78	13,789.05
01/410/460	TRAFFIC SIGNALS	600.00	564.63	613.86	102.31	(13.86)
01/410/740	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00
	Subtotal	697,922.00	54,676.84	111,333.82	15.95	586,588.18

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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><u>Fire</u></b>						
01/411/460	FIRE HYDRANT SERVICE	18,280.00	1,314.13	2,628.26	14.38	15,651.74
01/411/500	DONATION - VOLUNTEER FIRE	78,000.00	36,500.00	36,500.00	46.79	41,500.00
01/411/510	DONATION - FIREMEN'S RELIEF	21,000.00	0.00	0.00	0.00	21,000.00
	Subtotal	117,280.00	37,814.13	39,128.26	33.36	78,151.74
<b><u>Ambulance</u></b>						
01/412/000	EMERGENCY MEDICAL SERVIC	20,000.00	0.00	5,000.00	25.00	15,000.00
	Subtotal	20,000.00	0.00	5,000.00	25.00	15,000.00
<b><u>Zoning</u></b>						
01/414/000	ZONING HEARING BOARD	1,400.00	0.00	0.00	0.00	1,400.00
01/414/100	H A R B EXPENSES	1,300.00	0.00	0.00	0.00	1,300.00
01/414/200	PLANNING COMMISSION	1,200.00	0.00	0.00	0.00	1,200.00
	Subtotal	3,900.00	0.00	0.00	0.00	3,900.00
01/415/000	EMERGENCY MANAGEMENT A	3,400.00	0.00	0.00	0.00	3,400.00
01/416/000	CODE ENFORCEMENT OFFICER	3,000.00	58.10	166.74	5.56	2,833.26
	Total Public Safety	845,502.00	92,549.07	155,628.82	18.41	689,873.18
<b><u>Health &amp; Sanitation</u></b>						
01/427/300	MISCELLANEOUS EXPENSE	44,000.00	1,863.55	3,487.72	7.93	40,512.28
01/427/450	REFUSE COLLECTION CONTRA	83,952.00	6,360.00	12,720.00	15.15	71,232.00
01/427/451	RECYCLING COLLECTION CON	83,952.00	6,360.00	12,720.00	15.15	71,232.00
01/427/460	REFUSE DISPOSAL EXPENSE	75,000.00	3,543.84	9,700.56	12.93	65,299.44
	Total Health & Sanitation	286,904.00	18,127.39	38,628.28	13.46	248,275.72
<b><u>Highway</u></b>						
01/430/100	SALARIES & WAGES - HIGHWA	97,822.00	6,881.91	15,284.38	15.62	82,537.62
01/430/200	MATERIALS & SUPPLIES	2,500.00	313.90	313.90	12.56	2,186.10
01/430/300	MISCELLANEOUS EXPENSE	2,300.00	124.54	130.38	5.67	2,169.62
01/430/310	ENGINEERING SERVICES	28,000.00	1,925.57	6,021.57	21.51	21,978.43
01/430/320	TELEPHONE, RADIO & PAGER	900.00	76.16	136.85	15.21	763.15
01/430/330	VEHICLE OPERATING EXP. - FU	8,500.00	543.17	2,083.35	24.51	6,416.65
01/430/331	VEHICLE - OPERATING EXPENS	4,000.00	1,102.41	1,102.41	27.56	2,897.59
01/430/740	CAPITAL OUTLAY	7,750.00	0.00	399.50	5.15	7,350.50
01/434/000	STREETLIGHTING	2,000.00	0.00	0.00	0.00	2,000.00
01/437/000	REP. & MAINT. - EQUIPMENT	7,800.00	0.00	0.00	0.00	7,800.00
01/438/000	REP. & MAINT. - STREETS	1,500.00	0.00	132.80	8.85	1,367.20
	Total Highway	163,072.00	10,967.66	25,605.14	15.70	137,466.86
<b><u>Miscellaneous</u></b>						
01/454/000	PARKS & RECREATION	1,600.00	0.00	44.33	2.77	1,555.67
01/455/000	COMMUNITY ACTIVITIES	6,000.00	0.00	0.00	0.00	6,000.00
01/456/500	LIBRARY - DONATION	23,500.00	0.00	0.00	0.00	23,500.00
01/466/000	DOWNTOWN AREA	5,500.00	80.14	2,173.76	39.52	3,326.24
01/471/350	LEASE RENTAL-PRINCIPAL	37,000.00	0.00	0.00	0.00	37,000.00
01/472/350	LEASE RENTAL-INTEREST	29,106.00	0.00	0.00	0.00	29,106.00
01/480/000	EMPL. BENEFITS & PAYROLL T	519,945.00	28,646.45	57,652.30	11.09	462,292.70
01/486/000	INSURANCE	85,095.00	8,903.95	46,248.95	54.35	38,846.05
01/490/000	TRANSFER TO OTHER FUND	76,053.00	0.00	0.00	0.00	76,053.00

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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>783,799.00</u>	<u>37,630.54</u>	<u>106,119.34</u>	13.54	<u>677,679.66</u>
	Total Expenditures	\$ <u>2,282,662.00</u>	\$ <u>173,649.83</u>	\$ <u>352,072.13</u>	15.42	<u>1,930,589.87</u>
	Net Income/<Deficit>	\$ <u>0.00</u>	\$ <u>11,045.11</u>	\$ <u>(106,116.35)</u>	0.00	<u>106,116.35</u>

GENERAL FUND  
Balance Sheet  
February 28, 2022  
ASSETS

Current Assets		
CASH - JBT CHECKING	\$	543,350.73
CASH - RECREATION DEPOSIT		8,134.54
CASH - PLGIT PRIME		199,068.04
CASH - AFL LDP ESCROW FUND		29,986.00
PETTY CASH - OFFICE		100.00
PETTY CASH - POLICE		100.00
INVESTMENT IN COMMON STOCK		5,010.61
ACCOUNTS RECEIVABLE		24,378.28
ALLOWANCE FOR DOUBTFUL ACCTS		(8,500.00)
		<hr/>
Total Current Assets		801,628.20
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>801,628.20</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	5.00
ANT - DISTRICT ATTY		478.59
RECREATION DEPOSIT HELD		8,134.54
AFL LDP ESCROW FUND		29,986.00
		<hr/>
Total Current Liabilities		38,604.13
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		38,604.13
Capital		
FUND BALANCE		869,140.42
Net Income		(106,116.35)
		<hr/>
Total Capital		763,024.07
		<hr/>
Total Liabilities & Capital	\$	<u><u>801,628.20</u></u>

SEWER FUND  
Income Statement  
For the Two Months Ending February 28, 2022  
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	\$ 2,500.00	\$ 168.06	\$ 350.27	14.01	2,149.73
08/360/000	SEWER RENTALS	1,625,000.00	196,166.58	304,617.28	18.75	1,320,382.72
08/361/000	SEWER RENTALS - EXTERNAL	21,000.00	2,360.83	4,622.27	22.01	16,377.73
08/380/000	ADMINISTRATIVE FEES	0.00	30.00	(30.00)	0.00	30.00
08/381/000	MANAGEMENT FEES - EXTERNA	950.00	91.25	152.00	16.00	798.00
08/383/000	TREATMENT FEES	370,000.00	38,251.67	95,956.04	25.93	274,043.96
08/384/000	CAPACITY RESERVE FEES	20,820.00	0.00	0.00	0.00	20,820.00
08/385/000	MAINTENANCE CONTRACT FEE	32,000.00	0.00	7,880.00	24.63	24,120.00
08/395/000	REFUND OF PRIOR YEAR EXPEN	4,000.00	0.00	0.00	0.00	4,000.00
Total Revenues		2,076,270.00	237,068.39	413,547.86	19.92	1,662,722.14
<b>EXPENDITURES</b>						
<u>Administration</u>						
08/400/100	WAGES & SALARIES-ADMIN	82,380.00	6,257.72	12,115.53	14.71	70,264.47
08/400/200	MATERIALS & SUPPLIES	6,350.00	842.66	1,261.94	19.87	5,088.06
08/400/300	MISCELLANEOUS	10,400.00	0.00	1,700.00	16.35	8,700.00
08/400/310	LEGAL SERVICES	7,000.00	396.00	558.00	7.97	6,442.00
08/400/311	AUDIT SERVICES	5,638.00	0.00	0.00	0.00	5,638.00
Total Administration		111,768.00	7,496.38	15,635.47	13.99	96,132.53
<u>Sewage Treatment</u>						
08/429/100	WAGES & SALARIES-OPERATIO	270,671.00	20,207.14	38,685.93	14.29	231,985.07
08/429/200	MATERIALS & SUPPLIES	5,500.00	811.49	1,429.01	25.98	4,070.99
08/429/210	CHEMICALS - CHLORINE	2,000.00	0.00	0.00	0.00	2,000.00
08/429/220	CHEMICALS-FERROUS SULFATE	18,000.00	0.00	1,772.91	9.85	16,227.09
08/429/221	CHEMICALS	18,000.00	311.36	311.36	1.73	17,688.64
08/429/230	LABORATORY SUPPLIES & EQUI	9,000.00	1,550.05	2,300.22	25.56	6,699.78
08/429/240	LIME & POLYMER	98,000.00	0.00	10,557.00	10.77	87,443.00
08/429/300	MISCELLANEOUS	4,300.00	110.00	110.00	2.56	4,190.00
08/429/301	TRAINING, CONFERENCES AND	2,000.00	0.00	1,040.00	52.00	960.00
08/429/310	ENGINEERING SERVICES	12,500.00	0.00	0.00	0.00	12,500.00
08/429/311	LABORATORY TESTING SERVIC	14,000.00	965.00	2,350.00	16.79	11,650.00
08/429/320	TELEPHONE, RADIO & PAGER	4,800.00	381.89	761.07	15.86	4,038.93
08/429/330	VEHICLE - FUEL	7,500.00	614.14	1,750.77	23.34	5,749.23
08/429/331	VEHICLE - OPERATING EXPENSE	21,950.00	1,598.90	2,226.80	10.14	19,723.20
08/429/350	HEATING OIL	500.00	0.00	1,000.62	200.12	(500.62)
08/429/360	ELECTRICAL POWER, GAS & WA	118,600.00	11,646.99	22,809.13	19.23	95,790.87
08/429/370	PLANT - REPAIR & MAINTENAN	115,500.00	13,727.52	21,100.12	18.27	94,399.88
08/429/450	SEWERS - REPAIR & MAINTENA	10,000.00	433.12	475.43	4.75	9,524.57
Total Sewage Treatment		732,821.00	52,357.60	108,680.37	14.83	624,140.63
<u>Debt Service</u>						
08/471/000	DEBT SERVICE PRINCIPAL	655,493.00	51,379.44	102,668.05	15.66	552,824.95
08/472/000	DEBT SERVICE - INTEREST	188,756.00	14,441.33	28,973.49	15.35	159,782.51
Total Debt Service		844,249.00	65,820.77	131,641.54	15.59	712,607.46
<u>Miscellaneous</u>						
08/480/000	EMPL. BENEFITS & PAYROLL TA	315,252.00	22,190.85	43,008.57	13.64	272,243.43
08/486/000	INSURANCE	43,064.00	5,395.30	25,832.30	59.99	17,231.70
Total Miscellaneous		358,316.00	27,586.15	68,840.87	19.21	289,475.13
<u>Transfers to Other Funds</u>						
08/490/000	Transfer to Sewer Capital Fund	29,116.00	0.00	0.00	0.00	29,116.00
Total Transfers		29,116.00	0.00	0.00	0.00	29,116.00
Total Expenditures		2,076,270.00	153,260.90	324,798.25	15.64	1,751,471.75
Net Income/<Deficit>		\$ 0.00	\$ 83,807.49	\$ 88,749.61	0.00	(88,749.61)

UNAUDITED

SEWER FUND  
Balance Sheet  
February 28, 2022

**ASSETS**

**Current Assets**

CASH - JBT CHECKING	\$ 1,021,960.04
CASH - PLGIT PRIME	89,963.05
BLAIRCO / MARTY'S MUSIC ESCROW	12,689.50
PETTY CASH - OFFICE	75.00
PETTY CASH - WWTP	50.00
ACCOUNTS RECEIVABLE	57,056.22
	<hr/>

Total Current Assets	1,181,793.81
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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	\$ 13,919,629.74
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**LIABILITIES AND RETAINED EARNINGS**

**Current Liabilities**

DUE TO OTHER FUNDS	\$ (138.60)
DUE TO MS4 FUND	(21.00)
	<hr/>

Total Current Liabilities	(159.60)
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**Long Term Liability**

BLAIRCO / MARTY'S MUSIC ESCROW	12,689.50
NET PENSION LIABILITY	34,242.00
DEFERRED INFLOWS OF RESOURCES	74,016.00
	<hr/>

Total Liabilities	120,787.90
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**Retained Earnings**

FUND BALANCE	(206,976.69)
RETAINED EARNINGS	13,917,068.92
Net Income	88,749.61
	<hr/>

Total Retained Earnings	13,798,841.84
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Total Liabilities & Retained Earnings	\$ 13,919,629.74
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## CAPITAL RESERVE FUND -NEW

## Balance Sheet

February 28, 2022

ASSETSCurrent Assets

NORTHWEST SAVINGS BANK	\$	<u>1,158,138.43</u>	
Total Current Assets			1,158,138.43

Other Assets

Total Other Assets			<u>0.00</u>
Total Assets	\$	<u>1,158,138.43</u>	

LIABILITIES AND FUND BALANCECurrent Liabilities

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

Fund Balance

FUND BALANCE	\$	1,171,209.16	
Net Income		<u>(13,070.73)</u>	
Total Fund Balance			<u>1,158,138.43</u>
Total Liabilities & Fund Balance	\$	<u>1,158,138.43</u>	

MOTOR LICENSE FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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	\$ 100.00	\$ 4.04	\$ 8.48	8.48	91.52
35/341/000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
35/355/000	LIQUID FUELS TAX ALLOCATION	118,500.00	0.00	0.00	0.00	118,500.00
35/355/050	LIQUID FUELS TAX ALLOCATION	0.00	0.00	0.00	0.00	0.00
35/360/000	MISC. RECIEPTS	2,500.00	0.00	0.00	0.00	2,500.00
35/391/000	REFUND OF PRIOR YEAR EXPENSES	0.00	0.00	0.00	0.00	0.00
35/392/000	INTERFUND OPERATING TRFS - IN	0.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>121,100.00</u>	<u>4.04</u>	<u>8.48</u>	0.01	<u>121,091.52</u>
<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	0.00	0.00	0.00	8,000.00
35/433/200	TRAFFIC SIGNS, MARKINGS, ETC	3,000.00	0.00	0.00	0.00	3,000.00
35/434/000	STREET LIGHTING	58,000.00	0.00	0.00	0.00	58,000.00
35/437/000	REPAIRS & MAINT. - EQUIPMENT	8,000.00	0.00	0.00	0.00	8,000.00
35/438/000	REPAIRS & MAINT. - STREETS	1,000.00	0.00	0.00	0.00	1,000.00
35/438/200	REPAIRS & MAINT. - BRIDGES	0.00	0.00	0.00	0.00	0.00
35/438/300	REPAIRS & MAINT. - STORM SEWER	31,000.00	0.00	0.00	0.00	31,000.00
	Total Maintenance	<u>109,000.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>109,000.00</u>
<u>Construction</u>						
35/439/000	HWY. CONSTRUCTION & REBUILDING	22,000.00	0.00	0.00	0.00	22,000.00
35/439/200	CONST & REBUILD BRIDGES	0.00	0.00	0.00	0.00	0.00
35/439/300	STORM SEWER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	Total Construction	<u>22,000.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>22,000.00</u>
	Total Expenditures	<u>131,000.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>131,000.00</u>
	Net Income/<Deficit>	\$ <u>(9,900.00)</u>	\$ <u>4.04</u>	\$ <u>8.48</u>	(0.09)	<u>(9,908.48)</u>

UNAUDITED

## MOTOR LICENSE FUND

## Balance Sheet

February 28, 2022

ASSETSCurrent Assets

CASH - PLGIT	\$	66,313.90	
CASH - PLGIT PRIME		97,002.49	
Total Current Assets			163,316.39

Total Assets	\$	163,316.39
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LIABILITIES AND FUND BALANCECurrent Liabilities

Total Current Liabilities		0.00
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Total Liabilities		0.00
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Fund Balance

FUND BALANCE	\$	163,307.91	
Net Income		8.48	

Total Fund Balance			163,316.39
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Total Liabilities & Fund Balance	\$	163,316.39
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Unaudited

SEWER CAPITAL FUND  
Income Statement  
For the Two Months Ending February 28, 2022

<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	\$ 5,000.00	\$ (937.45)	\$ (472.82)	(9.46)	5,472.82
30/391/000	TRANSFERS FROM SEWER FUND	29,116.00	0.00	0.00	0.00	29,116.00
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>34,116.00</u>	<u>(937.45)</u>	<u>(472.82)</u>	(1.39)	<u>34,588.82</u>
EXPENDITURES						
30/429/700	MISC	0.00	0.00	0.00	0.00	0.00
30/429/720	EQUIPMENT	0.00	0.00	975.00	0.00	(975.00)
30/429/730	VEHICLES	5,000.00	0.00	0.00	0.00	5,000.00
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>20,000.00</u>	<u>0.00</u>	<u>975.00</u>	4.88	<u>19,025.00</u>
	Net Income/<Deficit>	<u>\$ 14,116.00</u>	<u>\$ (937.45)</u>	<u>\$ (1,447.82)</u>	(10.26)	<u>15,563.82</u>

UNAUDITED

## SEWER CAPITAL FUND

## Balance Sheet

February 28, 2022

ASSETSCurrent Assets

CASH - PLGIT	\$	0.01	
CASH - PLGIT PRIME		447,904.45	
INVESTMENTS - EDWARD JONES		538,105.41	
Total Current Assets			986,009.87

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	\$		986,009.87
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LIABILITIES AND CAPITALCurrent 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	\$	987,457.69	
Net Income		(1,447.82)	
Total Capital			986,009.87
Total Liabilities & Capital	\$		986,009.87

Unaudited

MS4 FUND  
INCOME STATEMENT  
FOR THE TWO MONTHS ENDING FEBRUARY 28, 2022

<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	\$ 500.00	\$ 24.40	56.86	11.37	443.14
40/350/000	MS4 FEES	112,500.00	13,447.34	21,198.78	18.84	91,301.22
40/399/000	TRANSFER FROM OTHER FUN	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUES	<u>113,000.00</u>	<u>13,471.74</u>	<u>21,255.64</u>	18.81	<u>91,744.36</u>
EXPENDITURES						
40/460/200	ADMINISTRATION	500.00	98.00	98.00	19.60	402.00
40/460/300	MISCELLANEOUS	2,500.00	0.00	0.00	0.00	2,500.00
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	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>98.00</u>	<u>96,901.76</u>	92.29	<u>8,098.24</u>
	NET INCOME	\$ <u>8,000.00</u>	\$ <u>13,373.74</u>	<u>(75,646.12)</u>	(945.58)	<u>83,646.12</u>

UNAUDITED

MS4 FUND  
Balance Sheet  
February 28, 2022

ASSETS

Current Assets		
CASH - JBT CHECKING	\$	102,584.43
CASH - PLGIT PRIME		<u>100,241.43</u>
Total Current Assets		202,825.86
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>202,825.86</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		265,152.30
Net Income		<u>(75,646.12)</u>
Total Capital		<u>189,506.18</u>
Total Liabilities & Capital	\$	<u><u>202,825.86</u></u>

GENERAL FUND  
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
18596	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	28,271.42	28,271.42
18597	AJS001	A.J.'S TRUCK AND TRAILER CENTER, IN	56.89	56.89
18598	ALL004	ALL CITY MANAGEMENT SERVICES, INC	1,282.00	1,282.00
18599	AMA001	AMAZON CAPITAL SERVICES	89.36	89.36
18600	ANN001	ANNVILLE TOWNSHIP AUTHORITY	174.00	174.00
18601	ATT001	A T & T MOBILITY	368.35	368.35
18602	AUT002	AUTOZONE	30.39	30.39
18603	CEN006	CENTRAL PA TECHNOLOGIES	770.00	770.00
18604	COD001	CODE PUBLISHING INC.	240.00	240.00
18605	COM008	COMCAST	107.87	107.87
18606	COV001	COVERALL SERVICE CO - HARRISBURG	495.00	495.00
18607	HIG001	C.M.HIGH, INC.	187.50	187.50
18608	MET002	MET- ED	180.12 231.00 3,818.92	4,230.04
18609	MEY001	MEYER OIL COMPANY	543.17 825.58	1,368.75
18610	MOY003	B MOYER RADIO COMMUNICATIONS, LL	623.00 412.95	1,035.95
18611	PAO001	PA ONE CALL SYSTEM INC	11.22	11.22
18612	PAW001	PENNSYLVANIA AMERICAN WATER CO	58.86 1,314.13	1,372.99
18613	REI001	REILLY WOLFSON ATTORNEYS AT LAW	1,422.00	1,422.00
18614	SPO001	SSM GROUP, INC.	808.07 1,117.50	1,925.57
18615	SUS001	SUSQUEHANNA MUNICIPAL TRUST	8,092.95	8,092.95
18616	TEL001	TELESYSTEM	397.56	397.56



GENERAL FUND  
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
18617	UNI001	UNION HOSE FIRE CO.	36,500.00	36,500.00
18618	WBM001	W.B. MASON CO., INC.	223.63 109.98	333.61
18619	YIN001	NICHOLAS T. YINGST	160.06	160.06
18620	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	31,022.07	31,022.07
18621	CRY001	CRYSTAL SPRINGS	55.91	55.91
18622	GFL001	GFL ENVIRONMENTAL	198.75 12,720.00	12,918.75
18623	PA005	PA MUNICIPAL HEALTH INSURANCE CO	25,321.70	25,321.70
18624	STA005	STATE WORKERS' INSURANCE FUND	811.00	811.00
18625	COL002	COLORTECH INC.	343.20	343.20
18626	UGI001	UGI	466.53	466.53
18625V	COL002	COLORTECH INC.	343.20	343.20
18627	USP002	POSTMASTER	343.20	343.20
18628	ALL004	ALL CITY MANAGEMENT SERVICES, INC	1,025.60	1,025.60
18629	CAN002	CANON FINANCIAL SERVICES, INC.	297.00	297.00
18630	CDB001	CAMPBELL DURRANT, P.C.	559.50	559.50
18631	COL002	COLORTECH INC.	343.20 1,167.00	1,510.20
18632	DOU002	BRAD DOUPLE	58.10	58.10
18633	GRE001	GREATER LEB. REFUSE AUTHORITY	7,644.27	7,644.27
18634	HIG001	C.M.HIGH, INC.	521.00	521.00
18635	INS001	IN-SYNCH SYSTEMS, LLC	2,940.00	2,940.00
18636	LIG001	LIGHT'S WELDING, INC.	113.32	113.32
18637	MET002	MET- ED	30.83 43.63 48.78	

GENERAL FUND  
Cash Disbursements Journal

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
			54.83	
			73.51	
			30.66	
			29.99	
			23.58	
			64.98	
			80.14	
				480.93
18638	POW003	POWER DMS, INC.	1,369.21	
				1,369.21
18639	PPC001	PPC LUBRICANTS	313.90	
				313.90
18640	RAP001	911 RAPID RESPONSE	1,025.00	
			1,500.00	
			275.00	
				2,800.00
18641	REN002	RENAISSANCE LIFE AND HEALTH INSUR	142.89	
				142.89
18642	STE003	STEPHENSON EQUIPMENT, INC.	1,102.41	
				1,102.41
18643	USP001	UNITED STATES POSTMASTER	624.00	
				624.00
18644	WBM001	W.B. MASON CO., INC.	11.78	
				11.78
18631V	COL002	COLORTECH INC.		343.20
				1,167.00
			1,510.20	
18645	COL002	COLORTECH INC.	1,167.00	
				1,167.00
Total			184,740.35	184,740.35

**SEWER FUND****Cash Disbursements Journal****For the Period From Feb 1, 2022 to Feb 28, 2022**

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
14453	ANN002	ANNVILLE TOWNSHIP PAYROLL FU	13,415.04	13,415.04
14454	AMA001	AMAZON CAPITAL SERVICES	208.74	32.99
			14.50	
			24.99	
			131.61	
			88.92	
			118.58	554.35
14455	ANN004	ANNVILLE TWP PENNVEST ACCOU	65,820.77	65,820.77
14456	ATT001	AT&T MOBILITY	230.06	230.06
14457	AZC001	AUTOZONE	64.53	64.53
14458	BEA001	BEARINGS, BELTS & CHAIN, INC.	89.18	89.18
14459	COR003	CPE	3,141.70	3,141.70
14460	DOU001	DOURTE ELECTRIC, INC.	498.59	498.59
14461	FIS001	FISHER SCIENTIFIC	466.79	466.79
14462	LAW001	LAWSON PRODUCTS, INC.	182.14	182.14
14463	LOO001	RONALD LOOKENBILL	42.40	42.40
14464	LOW001	LOWE'S COMPANIES, INC.	40.84	40.84
14465	MEY001	MEYER OIL COMPANY	614.14	614.14
14466	MIL002	MILLER & BIXLER AUTO PARTS	6.09	6.09
14467	PAW001	AMERICAN WATER	81.79	81.79
14468	PAW002	P A W C	291.75	291.75
14469	PEN002	PENNSYLVANIA STATE UNIVERSIT	405.00	405.00

**SEWER FUND****Cash Disbursements Journal****For the Period From Feb 1, 2022 to Feb 28, 2022**

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
14470	REI003	REILLY WOLFSON ATTORNEYS AT	396.00	396.00
14471	SUB001	SUBURBAN WATER TESTING LAB I	85.00 100.00 85.00	270.00
14472	SUS002	SUSQUEHANNA MUNICIPAL TRUST	5,395.30	5,395.30
14473	TEL002	TELESYSTEM	151.83	151.83
14474	USA001	USABlueBook	294.46	294.46
14475	ANN002	ANNVILLE TOWNSHIP PAYROLL FU	14,523.48	14,523.48
14476	AME005	AMERIGREEN INC.	6,829.03	6,829.03
14477	FIL001	FILSON WATER, LLC	192.00	192.00
14478	LOW001	LOWE'S COMPANIES, INC.	285.75 103.27 151.05 11.37	551.44
14479	PAM001	PA MUNICIPAL HEALTH INSURANC	20,749.30	20,749.30
14480	SCO002	SCOTT'S TRANSMISSION CENTER IN	171.45	171.45
14481	SUB001	SUBURBAN WATER TESTING LAB I	70.00 135.00	205.00
14482	WEL001	WELLSPAN OCCUPATIONAL HEALT	110.00	110.00
14483	UGI001	UGI UTILITIES, INC.	2,731.26	2,731.26
14484	AMA001	AMAZON CAPITAL SERVICES	79.07 149.51 199.98	428.56
14485	ANN001	ANNVILLE TOWNSHIP GENERAL FU	42,101.54	42,101.54
14486	ANN007	ANNVILLE TOWNSHIP MS4 FUND	13,447.34	

**SEWER FUND****Cash Disbursements Journal**

For the Period From Feb 1, 2022 to Feb 28, 2022

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

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				13,447.34
14487	CAL001	CAL-TECH SERVICE, INC.	645.00	645.00
14488	ENV001	ENVIREP, INC	1,755.10	1,755.10
14489	ENV002	ENVIRONMENTAL RESOURCE ASSO	615.88	615.88
14490	HAC001	HACH COMPANY	311.36	311.36
14491	LOW001	LOWE'S COMPANIES, INC.	25.03 32.20	57.23
14492	MET001	MET-ED	8,623.98	8,623.98
14493	PAW001	AMERICAN WATER	80.90	80.90
14494	PPC001	PPC LUBRICANTS CENTRAL	220.02	220.02
14495	REA001	READING FOUNDRY & SUPPLY CO.,	48.57	48.57
14496	REN002	RENAISSANCE LIFE AND HEALTH IN	51.96	51.96
14497	SEI001	STEPHENSON EQUIPMENT, INC.	1,102.41	1,102.41
14498	SUB001	SUBURBAN WATER TESTING LAB I	85.00	85.00
14499	ULI001	ULINE	75.40	75.40
14500	UMB001	UMBERGERS OF FONTANA, INC.	47.92	47.92
14501	USP001	U.S. POSTMASTER	554.00	554.00
<b>Total</b>			<b>208,800.87</b>	<b>208,800.87</b>

CAPITAL RESERVE FUND -NEW  
Cash Disbursements Journal  
For the Period From Feb 1, 2022 to Feb 28, 2022

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 Feb 1, 2022 to Feb 28, 2022

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 Feb 1, 2022 to Feb 28, 2022**

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 Feb 1, 2022 to Feb 28, 2022**

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

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/24/22	2007	40/200/000	Invoice: 02/18/22	98.00	
			INVOICE		
		40/101/000	U.S. POSTMASTER		98.00
	Total			98.00	98.00

## Permits Report

Month of February 2022

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

### Tapping Fees

### Zoning Permits

#2-22	Joel & Melissa Shenk	Change of Use	Homesharing
#3-22	Annaville Outparcel c/o Red Bell Partners	Change of Use	Marijuana Dispensary
#4-22	Lebanon Valley College	Replace a Structure	Remove/replace antennas, cables, and cabinetry

### Curb/Sidewalk Permits

### Street-Cut Permits

### Burn Permits

T. Embich reports: 03-01-2022 BOC

Thomas Embich

Agenda Items: VII – C, E, F

Date: February 24, 2022 report for March 01, 2022 Meeting

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

**Election of officers for 2022: Chairman: J. Connor; Vice Chair: R. Wherley.**

1. HARB meeting of February 21 2022: Three items were addressed
  1. 35 W. Main (Room 101 The Med Restaurant/ Mannino) – Exterior AC units being moved to the roof; façade sign in the rear similar to the canopy sign in the front. - Recommended for Certificate of Appropriateness (COA)
  2. 38 W. Main (Healing Circle; H.M. Traglia) – Entry porch, columns, upper roof corner of cornice replacement; small "flat" porch roof; built-up felt being replaced with rubber laminate; columns to be white cedar; appropriate wood to repair or replace "ginger-bread" filigree. – Recommended COA.
  3. 559 E. Main (Good's) – existing garage to be demolished (30x20 feet) and replaced with "barn-type" garage (44x48ft.) "L" shaped. Because of several unanswered questions on details of façade appearance, structure of support columns, window configuration, etc. the applicants agreed to have the application tabled until 03/21.

HARB is next slated for March 21.

**ACTION: Issue two Certificates of Appropriateness as noted above.**

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

1. A combination Zoom and onsite meeting at North Lebanon Board Room was held for the February 15 meeting of the LCS Consortium; Embich and Yingst attended in person for Annville Township. Minutes for the January meeting were accepted. Bills approved for payment totaled \$ 11,522.75 for project work by SESI.
2. The Engineer's report reviewed the status of on-going projects, particularly the lack of several agreements that allow work to proceed. For specific properties where ownership is confused or not accessible, a limited "eminent domain" action was deemed appropriate via the municipality. Supplemental discussion also required a "pre-bid" qualification process to confirm that bidders on proposed projects are adequately qualified.
3. The proposed project guidelines were adopted to screen projects proposed by non-LCSC members for addition to the existing projects list.

Next LCSC meeting is scheduled for February 15, 2022, 10:00 AM.

**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: March 08, 2022, 7PM; Joe Viozzi to attend;
2. Key points: Tonnage received was down in January. Recycling outlets are taking less, also. Revenue for recycling in January 2022 was only \$1728.
3. Job reviews, however, are still giving COLA, and bonuses based on the CPI based on rated performance. Top performers are getting 6.4% including performance bonus and COLA.

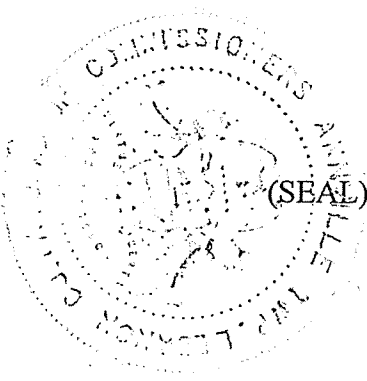
## PROCLAMATION OF THE 32<sup>ND</sup> ANNIVERSARY OF THE SWATARA SOJOURN


The Township of Annville, Lebanon County, Pennsylvania, proclaims May 1, 2022, as "Swatara Creek Sojourn Day". This year's event, with a theme of "50 Years of the Clean Water Act", marks the thirty-second (32<sup>nd</sup>) anniversary of the Swatara Sojourn.

The Swatara Watershed Association, created in 1970, has endeavored to provide the citizens of the Swatara Creek Watershed with a continuously improved resource for drinking, boating, fishing, and general water-related recreation by conducting an annual sojourn to collect trash, enjoy the stream, and learn of the resource that is the Swatara Creek.

Annville Township benefits directly from the efforts of the sojourn by the improvement in water quality of the stream, which is the primary source for three (3) water companies that supply water to the region. Two of these companies provide water to Annville Township, and our wastewater collection and treatment system returns that water via the Quittapahilla Creek to the Swatara Creek. Therefore, we are all part of the global "hydrologic system" that continuously recycles water.

Proclaimed and signed this first day of March, 2022.



  
\_\_\_\_\_  
(Vice) President of the  
Board of Commissioners

  
\_\_\_\_\_  
Attested to by the Secretary to the  
Board of Commissioners

RESOLUTION NO. 20220301-3

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
EXTENDING RECOGNITION AND APPRECIATION TO NICHOLAS T. YINGST  
FOR HIS SERVICE TO ANNVILLE TOWNSHIP**

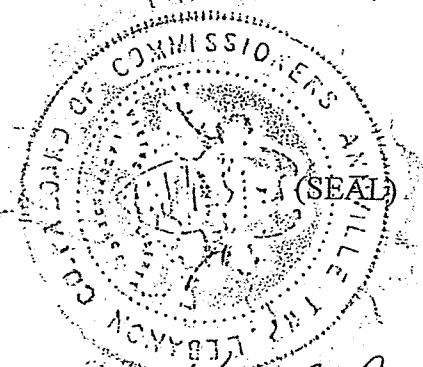
**WHEREAS**, Nicholas T. Yingst has served as Township Administrator since February 25, 2013, during which time he provided professional leadership, support, and fiscal guidance to Annville Township; and

**WHEREAS**, Mr. Yingst has submitted his resignation to continue his professional career of public service; and

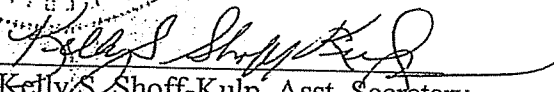
**WHEREAS**, Mr. Yingst's years of service to Annville Township included many contributions to its success which will not soon be forgotten, and which will be long remembered beyond his tenure.


**NOW, THEREFORE**, we the Commissioners of Annville Township do hereby extend our most sincere thanks and appreciation to Nicholas T. Yingst, as we wish him well in his future endeavors, for he has served our community faithfully and admirably.

**ADOPTED** this first day of March, 2022.



Attest:

  
Kelly S. Shoff-Kulp, Asst. Secretary

  
Rex A. Moore, President