

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
October 16, 2018**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on October 16, 2018 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; Joann F. Zimmerman; and Nevin R. Hoover. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Corey Lamoureux, Esq., Township Solicitor; and Philip Snavelly, Chief of the Union Hose Company.

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.

**RESOLUTION NO. 20181016-1 – APPROVING THE BORROWING BY THE UNION HOSE COMPANY FOR THE PURCHASE OF A NEW RESCUE TRUCK:** Noting that the required Public Hearing for the purchase of a new rescue truck by the Union Hose Company (UHC) had taken place at 5:45 PM earlier in the day, proposed Resolution No. 20181016-1, approving this borrowing in an amount up to \$500,000 by the UHC, was presented to the Board for its consideration. **MOTION** by Ms. Zimmerman, second by Mr. Hoover to approve Resolution No. 20181016-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. Lamoureux and Chief Snavelly left the meeting at 6:01 PM.

**REVIEW OF DRAFT BUDGETS**

Mr. Yingst presented the following draft budgets for review and comment by the Board of Commissioners: Economic Development Authority (EDA), Liquid Fuels (Motor License), Police Pension Plan, Non-Uniformed Employees' Pension Plan, Municipal Separate Storm Sewer System (MS4) Fund, Sewer Fund, Sewer Capital Fund, General Fund, and Capital Reserve Fund. Mr. Yingst noted that both the Sewer Fund and General Fund draft budgets were balanced and that no tax sewer rate increases were being recommended, although a \$6 per quarter trash rate increase was being recommended due to the increase in the residential trash collection contract over the past three years and the anticipated increase in disposal costs due to fewer items being considered recyclable. He also presented a labor costs spreadsheet that anticipated a continuation in 2019 of the 2.25% annual increase to police salaries and wages per the current collective bargaining agreement (CBA) with the police union set to expire at the end of 2018 and a 2% cost of living increase for all Township employees not covered by a CBA. Mr. Yingst noted that non-uniformed employees receiving health insurance benefits would see their contribution to the premium increase from 2% to 3% in 2019. He further noted this assumption was used for calculating health insurance costs for full-time police officers, while stressing this was also liable to change based upon the final CBA. The Board reviewed each budget and the labor costs spreadsheet in detail, and the only changes made to the information presented were as follows:

- Setting the drop-off facility permit fee for South Annville Township residences at \$90 for 2019, a \$10 increase from the original draft figure;
- Setting the 2019 budget figure for General Fund account 01/411/500 at \$69,000, a \$2,500 increase from the original draft figure, comprised of a \$64,000 fire company donation and \$5,000 for costs associated with the Annville-Cleona Fire District joinder process;

- Setting the 2019 budget figure for General Fund account 01/490/000 at \$32,140, a \$2,500 decrease from the original draft figure;
- Setting the 2019 budget figure for Capital Reserve Fund account 31/392/300 at \$45,140, a \$2,500 decrease from the original draft figure, comprised of a \$32,140 year-end transfer of excess General Fund monies and \$13,000 for a multi-year contribution for a police vehicle; and
- Setting the 2019 budget figure for to-be-established Capital Reserve Fund account 31/409/745 (Town Hall Improvements) at \$69,000, comprised of \$40,000 for the purchase of a natural gas furnace for Town Hall and \$9,000 for the purchase of a generator for Town Hall (both items and amounts being removed from their original location in account 31/429/750, reducing that account's 2019 budget from the original draft figure of \$49,000 to \$0), as well as \$20,000 for replacement of windows at Town Hall.

At the conclusion of reviewing all draft budgets, the Commissioners agreed that another Special Meeting to discuss budget matters, which had been tentatively scheduled for October 30, 2018, would not be necessary.

### **BUDGET ACTIONS**

**Adoption of Budget:** MOTION by Mr. Hoover, second by President Moore to tentatively adopt the 2019 budget as amended and to authorize advertisement of a public notice that the proposed budget is available for public inspection. Motion carried unanimously.

**Establish Earned Income Tax, Local Services Tax, and Realty Transfer Tax Rates:** MOTION by Mr. Lively, second by Ms. Zimmerman to establish the Earned Income Tax rate at 0.5% for 2019, the Local Services Tax rate at \$52 annually for 2019, and the Realty Transfer Tax rate at 0.5% for 2019 and to authorize advertisement of a public notice indicating same. Motion carried unanimously.

**Authorize Advertisement for Trash Ordinance:** MOTION by Ms. Zimmerman, second by Mr. Lively to authorize the Township Administrator and the Township Solicitor to prepare and advertise an ordinance increasing the quarterly trash collection rate to \$66.00 to become effective January 1, 2019. Motion carried unanimously.

**Authorize Tax Levy and Appropriations Ordinance:** MOTION by Mr. Hoover, second by Mr. Lively to authorize the Township Administrator to prepare and advertise an ordinance establishing the Real Estate Tax rate for the year 2019 at 3.09 mills and appropriating specific sums estimated to be required for the specific purposes of the municipal government. Motion carried unanimously.

**Authorize Budget Hearing:** MOTION by Ms. Zimmerman, second by Mr. Lively to authorize the advertisement of a Budget Hearing for November 7, 2018 at 6:45 PM. Motion carried unanimously.

### **OTHER BUSINESS**

**Assignment Agreement for the Annville Center Project:** Mr. Yingst shared information on what steps needed to be taken if the Township was to formally assume responsibility for the Annville Center project loan instead of the EDA, as the latter wished to dissolve. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the preparation and advertisement of an assignment agreement and authorizing ordinance for the Annville Center project loan transferring responsibility from the EDA to the Township. Motion carried unanimously.

**ADJOURNMENT**

There being no further business to come before the Board, **MOTION** by President Moore, second by Mr. Lively to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 8:07 PM.

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Rex A. Moore, President

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Nicholas T. Yingst, Secretary