

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
June 4, 2019**

The June Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on June 4, 2019 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; Joann F. Zimmerman; and Nevin R. Hoover. Also in attendance were Karen Gerhart, Assistant Township Administrator and Assistant Secretary to the Board of Commissioners; Corey Lamoureux, Esq., Township Solicitor; Brian and Dean Wolfe, West Main Street; Scott Akens, Akens Engineering; and Eugene Martin, Tyler Martin and Josh Martin, Stone Hill Village.

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 noted that Mr. Akens and Mr. Martin were present to answer any questions the Board might have pertaining to the proposed land development plan for Phase 3B of Stone Hill Village that would be considered later in the meeting. It was also noted that Becky Gacono of the Annville Activities Committee and Destination Annville was on the agenda, but not present. President Moore welcomed those on the agenda and provided an opportunity for public comment from Mr. Akens and Mr. Martin.

Mr. Akens greeted the board and explained that they are seeking approval tonight for the newest phase of Stone Hill Village, having been through the Planning Commission (PC) several times and made changes based upon the Township Engineer's comments. He described the layout of Phase 3B as a 94 unit development of townhomes with 4 or 6 homes contained per building. Mr. Hoover noted the fire department issued a letter indicating the plan was acceptable to which Mr. Akens concurred. President Moore questioned how long they anticipate for this phase to be complete. Mr. Martin and Mr. Akens both indicated that it would depend upon the demand for the units in addition to any delays with construction, however, in a perfect scenario possibly five years but it would more likely be about 10 years until completion. Mr. Embich asked if this phase would complete the build out of Stone Hill Village. Mr. Akens explained that there are still about six acres of land in the northwest corner that could be developed in a future phase, but they have not determined what any development of that area would look like. There was some discussion among board members and Mr. Martin with concerns to school children that would reside in these units. Mr. Martin explained that the school district will continue to use the current bus stops that they have in place, but he felt that might change once the phase is built and they can see that buses could travel the roads since parking will not be permitted on these roads. President Moore questioned what the approximate size of the homes would be to which Mr. Martin responded that they range from 1,100-1,500 square feet with about 30 of those homes having first floor master bedrooms. Based upon an inquiry by Mr. Lively, it was discussed that the feasibility study noted an average monthly rent of \$1,350 for these units.

President Moore asked for any additional public comment and acknowledged Mr. Dean Wolfe's request. Mr. Wolfe inquired why the roads were now twenty-four feet versus the thirty feet that he recalled from previous discussions. Mr. Martin responded that the thirty foot measurement included right-of-ways, the road width had not changed. Mr. Wolfe wanted to know if this phase was going to have any Section 8 Housing. Mr. Martin responded that he was not familiar with

Section 8 Housing. With additional prompting from Mr. Wolfe on the topic, and confirmation from the board that Mr. Martin did not need to entertain the posed question, Mr. Martin declined to answer.

Stone Hill Village Phase 3B Preliminary Land Development Plan: Upon no further questions or comments from the Commissioners and at the recommendation of the Planning Commission, **MOTION** by President Moore, second by Mr. Hoover to approve the preliminary land development plan submitted for Phase 3B of Stone Hill Village contingent upon all items in the Township Engineer's review letter being satisfactorily addressed, including the inclusion of a note on the plan pertaining to the extent (vertically and horizontally) of the temporary stone access and evidence North Annville Township waives its right to review the plan. Motion carried unanimously.

Stone Hill Village Phase 3B Land Development Sewage Facilities Planning Module Resolution: Noting the PC and the Lebanon County Planning Department (LCPD) had completed their portions of the sewage facilities planning module, **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the Township Administrator to execute and submit the aforementioned sewage facilities planning module to the LCPD and to approve Resolution No. 20190604-1, Plan Revision for New Land Development for Stone Hill Village Phase 3B, as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. Akens, Eugene Martin, Tyler Martin and Josh Martin left the meeting at 7:23 PM.

**APPROVAL OF MINUTES:** **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held May 7, 2019 as presented. Motion carried unanimously.

### **REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for May 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Ratification of Additional Cost for Public Works Truck Bed Replacement: Noting the cost for the bed replacement of the Public Works Ford F350 truck exceeded its quote by \$820 and the Public Works Director believed this overage was warranted due to additional work that was necessary, **MOTION** by Mr. Embich, second by Ms. Zimmerman to ratify the payment of the additional cost noted above from the Liquid Fuels Fund. Motion carried unanimously.

Dewatering Building and Platform – Application and Certificate for Payment No. 3: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Hoover to authorize payment for Application and Certificate for Payment No. 3 to BlueScope Construction in the amount of \$119,117.70. Motion carried unanimously.

Replacement of Damaged Portable Sampler: Ms. Gerhart mentioned that a Public Works vehicle was involved in an accident in April. In this accident, which was not the fault of the Township, a portable sampler was damaged. President Moore expressed disappointment at the Township's cost for replacement and Ms. Gerhart reported that the insurance company did provide \$3,000 toward

the replacement cost, the difference in those amounts being a deduction for depreciation on the sampler since the unit is 10 years old. At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize purchasing a new portable sampler for an estimated cost of \$3,900. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for May 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**“Jake Brake” Prohibition Request:** It was reported the Pennsylvania Department of Transportation (PennDOT) granted approval for the Township to restrict the use of Jake brakes in the Township along Main Street from just east of the Quittapahilla Creek in the west to just west of Third Avenue in the east, and along White Oak Street from just south of Heisey Road in the north to just north of the Quittapahilla Creek in the south. It was also reported the Township would bear the responsibility for purchasing and placing the necessary signage and language noting the area of the restriction and the exemption from it for emergency vehicles would be included in the annual omnibus ordinance. Mr. Embich inquired if we had an estimate for the cost of the necessary signage. Ms. Gerhart reported that we did not currently have an estimate on the cost of the signage and that the “Jake Brake” prohibition would take effect once that required signage was in place. **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the Township to purchase and erect the required signage for the “Jake Brake” prohibition. Motion carried unanimously.

**Contracted Police Coverage for South Annville Township:** It was reported a draft agreement for contracted police coverage to South Annville Township by the Annville Township Police Department had been reviewed and agreed to in principle by representatives of both municipalities. It was noted that such an agreement would need to be adopted by ordinance. **MOTION** by President Moore, second by Mr. Embich to authorize the preparation and advertisement of an ordinance authorizing intergovernmental cooperation between Annville Township and South Annville Township to adopt an agreement whereby the former would provide police coverage to the latter. Motion carried unanimously.

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

**Town Hall Window Replacement Project:** Ms. Zimmerman reported that bids were sought from four contractors and received from three for the replacement of the Town Hall windows on the west and south sides of the building. It was also reported the low bid was received from Creek View LLC for an estimated cost of \$19,111. **MOTION** by Ms. Zimmerman, second by Mr. Hoover to award the Town Hall window replacement project to Creek View LLC for an estimated cost of \$19,111. Motion carried unanimously.

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

**Wedding Ceremony Request:** **MOTION** by President Moore, second by Mr. Embich to authorize the use of the grassy area in Quittie Creek Nature Park to the west of Bachman Road for the wedding ceremony of David Emery and Tessa Opperman on June 22, 2019 from 2 PM to 4 PM contingent upon the wedding party assuming responsibility for setting up and tearing down the

ceremony area within that timeframe and providing a \$250 refundable security deposit should the area not be adequately restored. Motion carried unanimously.

**Grant Funding for Streambank Repairs:** It was reported the prior week the Township was contacted by the United States Department of Agriculture Natural Resources Conservation Service (USDA-NRCS) and the Pennsylvania Department of Environmental Protection (DEP) that \$60,977 in Emergency Watershed Protection (EWP) Program grant funding had been awarded to it to stabilize the northside of the streambank in Quittie Creek Nature Park where the deterioration of the streambank was placing the nearby sewer line in jeopardy. It was further noted that these grant funds would cover the construction of the project, and USDA-NRCS and DEP had already completed the design of the repairs, would secure the necessary environmental permits, would oversee construction, and would sign off on the project. The Township's responsibility would be bidding and awarding the construction contract, paying the contractor, and seeking reimbursement from USDA-NRCS and DEP for these costs. However, it was also noted that the timeframe to complete the project was by early-September. Mr. Lamoureux discussed his concerns with the grant, specifically, the possible turnaround time to receive the actual agreement, bid completion timeline, the Township's desire for an extension with no guarantee of one being granted and potential exposure to risk for the Township if there is no extension and the project isn't complete by the deadline. **MOTION** by Mr. Hoover, second by Mr. Embich to (1) approve the necessary grant agreements and associated documents with USDA-NRCS and DEP for the EWP grant funding noted above and their signing by the appropriate Township officials, (2) authorize Nicholas Yingst to act on behalf of the Township for the purposes of this project, and (3) authorize the development and advertisement of a construction bidding package for this project, all contingent upon the satisfactory review of the necessary documents by the Township Administrator and Township Solicitor and a reasonable project completion timeframe extension being agreed to by USDA-NRCS. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for May, highlighting the total income and expenses for the fifth month of 2019. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for May 2019 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** President Moore noted that the Memorial Day Parade took place on May 25, 2019 and Old Annville Days will be held this coming weekend on June 8, 2019.

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

#### **REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** President Moore reported that no Executive Sessions were held since the May Regular Meeting.

**Planning Commission:** Ms. Zimmerman reported the PC met on May 22, 2019 to continue its review of the preliminary land development plan submitted for Phase 3B of Stone Hill Village and it was noted the draft minutes from that meeting were previously distributed to the Township Commissioners. She also noted the PC would not be meeting on June 10, 2019, although it was trying to schedule a meeting sometime during the Summer to interview those residents, Ralph Munz and Matthew Reedy, who submitted letters of interest for appointment to fill the vacancy on the PC. The following items were then addressed:

**Reduction of Letter of Credit for Jocham Warehouse:** At the recommendation of the Township Engineer, **MOTION** by Ms. Zimmerman, second by Mr. Embich to authorize the reduction of the letter of credit pertaining to the Jocham (Eagle Graphics) warehouse to a remaining balance of \$17,252.19. Motion carried unanimously.

**Release of Security Bond for the BlueScope Stormwater Plan:** At the recommendation of the Township Engineer, **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the release for the security bond for the BlueScope Stormwater Plan. Motion carried unanimously.

**Economic Development:** Nothing to report this month.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for May 2019, a copy of which is attached hereto and made a part of these minutes.

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

**Spruce Street Bridge:** Mr. Embich reviewed the Spruce Street Bridge Report for May 2019, a copy of which is attached hereto and made a part of these minutes. Specifically, he reported that the final inspection was done on May 22, 2019 for the bridge and it was open to traffic. He commented that Susquehanna Valley Construction did a nice job and he was pleased it was completed much sooner than the original anticipated completion date. President Moore agreed that the bridge looks great and noted that the Spruce Street Bridge can be removed as a report at the monthly meetings going forward.

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for May 2019, 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 May 2019, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** The Board noted the receipt of the May 2019 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company. Mr. Lively reported that he attended, along with President Moore, a meeting on May 23, 2019 between the core leadership of the Cleona Fire Department and the Union Hose Company. It was a brief, but important meeting in identifying some of the issues that are causing delays in the potential merger process.

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

**OLD BUSINESS:**

**Emergency Medical Services (EMS):** Ms. Gerhart reported that Chief Dugan, Police Sergeant William Stickler, and Township Administrator Nicholas Yingst met in May with representatives of Life Lion EMS to review a proposal for providing EMS in the Township and it was noted that proposal had been provided to the Commissioners for their review. It was also noted that Lebanon City Mayor Sherry Capello was trying to schedule a meeting among municipal representatives as a follow-up to the small group discussions held by First Aid and Safety Patrol EMS several months prior. Mr. Lamoureux mentioned that several northern municipalities were choosing to enter into an agreement with Life Lion. He also mentioned that there are still ongoing EMS discussions among other municipalities. Mr. Embich inquired whether anyone had any knowledge about Central Medical's EMS services. Mr. Lamoureux reported that Central Medical has provided good service to Cleona Borough and they are continuing their agreement for EMS service.

**Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements:** It was reported that easement agreements had been signed and received from the Annville-Cleona School District and Christ Church pertaining to curb cuts and signage for the proposed relocated crosswalk on South White Oak Street by the elementary school. It was further reported that the Township was still waiting on the easement agreements from the owners of the Yake and Hess properties at 246 South White Oak Street and 250 South White Oak Street, respectively.

**NEW BUSINESS:**

**Donation to the Quittapahilla Watershed Association (QWA):** At the request of the QWA, **MOTION** by Mr. Hoover, second by Mr. Lively to release the Township's 2019 donation of \$150 to the QWA. Motion carried unanimously.

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

**Streetlight Request due to Vandalism:** Ms. Gerhart reported a letter had been received from Jonathan Fake, who owns a property at the corner of North Concord and West New Streets that he rents out as garage space. She further reported that, due to Mr. Fake's concerns about recent instances of vandalism at this property, he was requesting a streetlight be placed there. Noting she had contacted the Police Department and there were no reported instances of vandalism at that location, Ms. Gerhart asked the Commissioners how they would like to address this request. Mr. Lively stated his opinion that it would be problematic if we started putting up streetlights wherever someone requested one. President Moore discussed the cost to the Township to request the streetlight in addition to the electric cost going forward. Ms. Gerhart agreed that there would be a cost to install a streetlight, although we do not have an estimate, if that was the recommendation of the Board. Ms. Zimmerman suggested that a motion sensing light might be appropriate and an inexpensive way to provide additional lighting. At the recommendation of the Board, the

Township office will reach out to Mr. Fake to suggest alternative lighting possibilities and encourage reporting any future instances of vandalism to the Annville Township Police.

**Friends of Old Annville (FOOA) Book:** Ms. Gerhart reported that FOOA had provided the Township with a complimentary copy of its recent book *Preserving History, Building Community: A Documentary History of the Historic District in Annville, Pennsylvania, 1979-2019* in celebration of the fortieth anniversaries of both the Historic District and FOOA.

**PAY BILLS: MOTION** by President Moore, second by Mr. Embich to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Embich, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:03 PM.

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Rex A. Moore, President

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Karen A. Gerhart, Assistant Secretary