

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
April 6, 2015**

The April Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on April 6, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Allen R. Yingst; and Henri B. Lively. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Bernard Dugan, Chief of Police; Linda Bechtel, Township Police Department; Timothy D. Sheffey, Township Solicitor; Corey Lamoureux, office of the Township Solicitor; Karen Feather, Lebanon Valley College (LVC); Matt Baczewski, *The Lebanon Daily News*; Michael Schroeder, East High Street; Larry and Millie Kish, Maple Street; Conrad "Mike" Liles, North Railroad Street; Eugene Martin, Stone Hill Village; Colin Albright, Cassidy Delosmo, Michael Gang, Michael Harnish, Ryan Maraldo, Cody Pessig, C.J. Sayers, Ryan Swigart, and Rebecca Whalen, students at LVC; and Bob Bechtel, North Cornwall Township.

President Moore called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and no comments were noted from those in attendance.

APPROVAL OF MINUTES: MOTION by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held March 2, 2015 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for March 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

First Stage Blower Valve Control Boards: At the recommendation of the Township Authority, MOTION by Mr. Scott, second by Mr. Lively to authorize the replacement and installation of control boards for the first stage blowers at the Wastewater Treatment Plant (WWTP) by North East Technical Sales, Inc. at a cost not to exceed \$2,710. Motion carried unanimously.

Laboratory Accreditation: At the recommendation of the Township Authority, MOTION by Mr. Embich, second by Mr. Yingst to authorize payment to the Commonwealth of Pennsylvania in the amount of \$1,250 for a laboratory accreditation license. Motion carried unanimously.

Rich Raiders, East Main Street, arrived at the meeting at 7:31 PM.

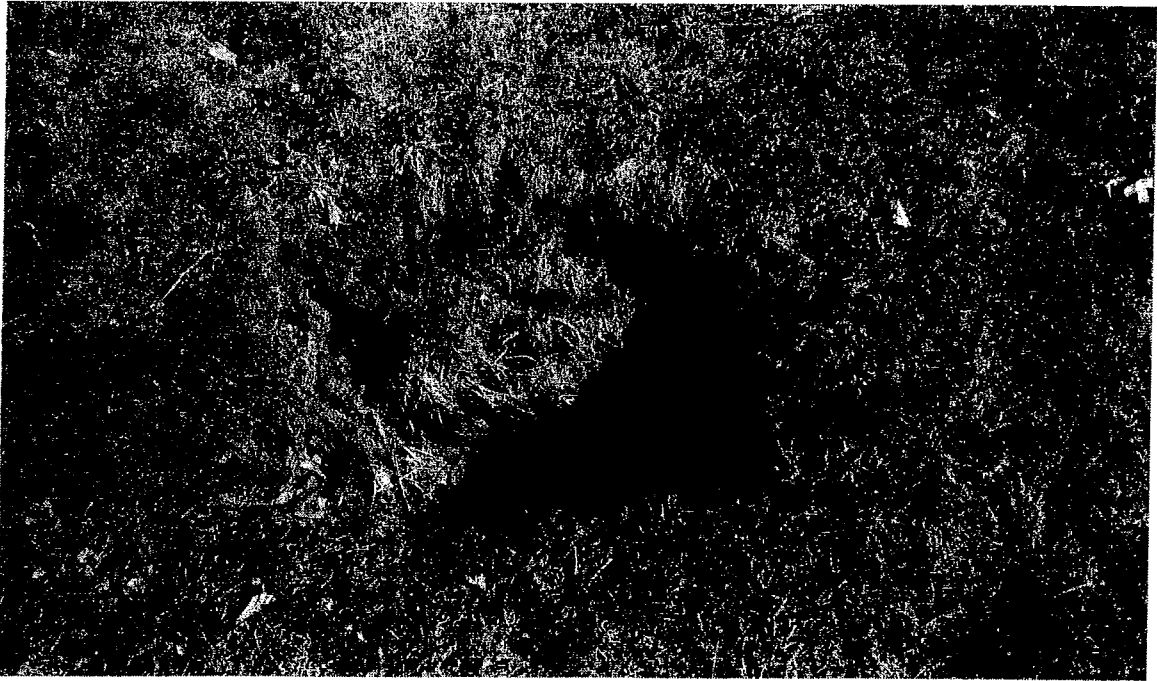
Public Safety: The Police Statistical Report for March 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed in detail:

Police Department Accreditation: Police Chief Dugan presented a framed certificate indicating the Annville Police Department has achieved accreditation status from the Pennsylvania Chiefs of Police Association. He noted that the Annville Police Department is the first department in

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR MARCH 2015

- (1) **BOLLARD REPAIRS** 7 repairs this month.
- (2) **D/T LIGHTS** Replaced 2 light bulbs
- (3) **SWEEPING** Spent 24 hrs. sweeping
- (4) **STORM DRAINS** We are walking the stream checking storm outlets for debris blocking outlets, we are also going to be sampling them again since weather is getting warmer.
- (5) **DUMPSTER** Opened on April 1st.
- (6) **POTHOLES** We will be fixing potholes around town as soon as plant opens up.
- (7) **SINK HOLE** There is a small sink hole in the north west corner of Saint Paul's field. We are going to TV sewer line that is close by and we are also going to put some dirt on top of it to see if it settles. The church has been notified about the problem.



Monthly Statistics From: 2/27/2015 To: 3/31/2015

Total Part I Crimes: 2

Murder: 0

Rapes: 0

Robbery: 0

Assault: 1

Burglary: 0

Larceny: 1

Motor Vehicle Theft: 0

Arson: 0

Total Part II Crimes: 14

Forgery: 0

Fraud: 3

Embezzlement: 0

Stolen Property: 0

Vandalism: 0

Weapons: 0

Prostitution: 0

Sex Offenses: 0

Drugs: 1

Gambling: 0

Family Offenses: 0

DUI: 4

Liquor: 0

Drunkenness: 1

Disorderly: 2

Vagrancy: 0

All Other: 2

Total Calls for Service: 293

Total Cases: 32

Total Arrestees: 8

Total Suspects: 4

Total Victims: 18

DUI Arrests: 2

Traffic Citations: 49

Non Traffic Citations: 2

Total Warnings: 8

This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

ANNVILLE TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT SUPPLEMENT
April 2015

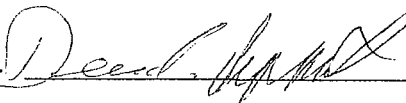
Fines received from parking tickets ----- \$310

Miles on police cars;

| | |
|---------------------|------|
| 2003 Ford ----- | 4 |
| 2012 Dodge ----- | 1789 |
| 2012 Explorer ----- | 852 |
| TOTAL ----- | 2645 |

Fines received from District Court:

| <u>Month of:</u> | <u>Monthly Total, All Citations</u> | <u>Year-to-date</u> |
|------------------|-------------------------------------|---------------------|
| DEC, 2014 | \$2362.39 | \$2362.39 |
| JAN, 2015 | 1744.84 | 4107.23 |
| FEB, 2015 | 2054.06 | 6161.29 |
| MAR, 2015 | | |
| APR, 2015 | | |
| MAY, 2015 | | |
| JUN, 2015 | | |
| JUL, 2015 | | |
| AUG, 2015 | | |
| SEP, 2015 | | |
| OCT, 2015 | | |
| NOV, 2015 | | |
| DEC, 2015 | | |

sig. 

Lebanon County to achieve this accreditation and extended particular appreciation to Linda Bechtel, Police Department Administrative Assistant, for her efforts in bringing about this accomplishment.

Property: Nothing to report this month.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for March 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

HMGP Extension Request: Mr. Scott noted that, due to contractor delays in completing the demolition work at 315 South Lancaster Street and the need for proof of adequate grass coverage at several sites, the Pennsylvania Emergency Management Agency (PEMA) recommended that the Township ask for a six month extension for its HMGP grants. He reported that Administrator Yingst did so via letter to PEMA on March 19, 2015. **MOTION** by Mr. Yingst, second by Mr. Embich to ratify the issuance of a letter to PEMA requesting a six month extension to the HMGP grants. Motion carried unanimously.

HMGP Property Lease Applications: Mr. Scott noted that applications were received from several interested individuals to lease the HMGP properties at 401 South Spruce Street, 143 Water Street, 106 South Weaver Street, and 1054 Willow Drive. It was noted that the proposed uses for these properties must be approved by PEMA before leases may be entered into with these interested persons and Administrator Yingst indicated that he submitted letters to PEMA requesting approval of same. He reported that PEMA subsequently informed him that no uses would be approved until the HMGP project was closed out for the entire Township. Mr. Scott also noted that one of the individuals interested in leasing a HMGP property raised questions about the insurance coverage required per the lease agreement and Administrator Yingst indicated that the Township was still working with its insurance agent and the Township Solicitor to determine if these insurance requirements should be reconsidered. This led to a lengthy discussion regarding whether the applications received should be approved contingent upon PEMA approval or if Township action on the applications should be deferred until after formal PEMA approval is granted. The Board seemed to concur on waiting to take action on the applications until PEMA approval is received and Administrator Yingst agreed to notify the applicants accordingly.

Finance: Mr. Embich reviewed the Financial Report for March, highlighting the total income and expenses for the third month of 2015. A copy of the report is attached hereto and made a part of these minutes. He indicated that, due to the discount period for property taxes ending on April 30 and the usual lag time of several days before those receipts are turned over to the Township from the County Treasurer's Office, the May financial statement should provide a better budget-to-actual analysis of revenues than the March financial statement. It was also noted that the County mailed the property tax bills two weeks later than usual, which could effect any comparison of 2015 revenues to those of prior years. Mr. Embich then reviewed budget-to-actual expenditures, noting that the overall number was less than what would be expected through three months of activity. The following item was then discussed in detail:

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS

STANDING COMMITTEE: PARKS AND RECREATION / HMGP (J. Scott)

April 6, 2015

QUITTIE CREEK NATURE PARK

The Friends of Old Annaville's park committee met on Sunday, March 22. Items on the agenda included:

- A Breakfast in the Park begin planned as a fund raiser for a date in June, possibly the 20th. The group will sell a limited number of tickets, and then conduct guided tours of the park with breakfast to follow.
- Exploration of the idea to develop a handicapped-accessible fishing site in the new section of the park. Dave Hand will contact Trout Unlimited for suggestions.
- A report on the progress of the stream bank stabilization project—now on hold till the summer. Officials from DEP and the contractor will review the work done so far on Thursday, April 2.
- A request for the Township's Department of Public Works to remove a large tree from the creek at the east end of the park and treat emerging poisonous hemlock. The Township Administrator passed this request on and the work has been done.
- A decision to cancel the planned clean-up of the park for this year which had been planned to coincide with the Day of Caring on April 18. Several of the committee members will be out of town on that day and the newly seeded areas in the stabilization project need time to establish themselves.
- Discussion of the best way to complete the stone trail base in the new section of the park.

On Thursday, April 2, Rocky Powell of Clear Creeks Consulting met Karl Lutz, Pa. Fish and Boat Commission Section Chief for Stream Habitat Improvement, Ned Gible, Lebanon Valley Conservancy, Project Supervisors representing contractor Lee Erwin of Aquatic Resource Restoration Company, members of the Quittapahilla Watershed Association, and Commissioner Scott to review progress on the stream bank project, now on hold until the trout season concludes in the summer. Mr Powell supplied a punch list for work yet to be completed, mainly involving site clean-up, overseeding, planting, and mulching of the trail. A copy of the list is attached to this report.

HMGP PROPERTIES

- Umbriac Trucking as agent for Penn Earthworks has submitted evidence that automobile and workman's compensation insurances are now in place. We are waiting to receive notification that the other required insurance (umbrella policy) is in force before permitting demolition and site restoration to begin at 315 South Lancaster Street.
- PEMA/FEMA has denied the Township's proposal, made in response to the adjoining property owner's request, to preserve a section of sidewalk and a drain at the northeast corner of the property.
- PEMA/FEMA approved the Township's request to retain the well on the South Spruce Street property. The casing is now exposed and should have some sort of protective and removable cap placed on it as a precautionary measure.

- The Township office in conversation with PEMA discussed the most recent developments with Penn Earthworks. PEMA officials suggested that the Township apply for a six month extension on the deadline for the final report and our Township Administrator has done so.

MOTION: Ratify the Township's request to PEMA/FEMA for a six-month extension on the deadline for completing the final reporting phase of the Hazard Mitigation Grant Program.

- As winter ended work last December, PEMA officials approved the Willow Drive, Weaber Street, South Spruce Street and Water Street properties. In March the Township office responded to adjacent property owners of regarding their interest in leasing and maintaining the lots and several have now returned completed forms. In the case of South Spruce Street, a former resident of the property has applied to lease and maintain that lot. In the discussions regarding these leases, the question arose about the requirement in the lease for the lessee to

"...hold harmless, defend and indemnify Township and its officers, agents and employees from and against any and all claims that may arise during, from or related to Tenant's possession of the property. . ." (Condition xiii).

In addition, the lessee must provide the Township with a certificate of insurance covering

"General Liability . . . in an amount not less than \$100,000 per occurrence combined single limit Bodily Injury and Property Damage; \$200,000 general aggregate limit" (Condition xiv).

We expected that lessees could obtain these additional coverages at nominal cost. One potential lessee asserted that such insurance would cost substantially in excess of \$100. Unclear was whether these costs stemmed from the need to indemnify the Township (Condition xiii) or the required liability insurance (Condition xiv).

REQUEST DISCUSSION AND THE ADVICE OF COUNSEL: What is the relative importance and potential associated costs of each of these two conditions?

MOTION (if appropriate): Authorize the Township Administrator to sign lease agreements for the Willow Drive, South Spruce Street and Water Street properties.

- The lots on King, Queen, and South White Oak and South Lancaster Streets lacked the required uniform vegetative cover in December. The contractor returned to reseed them as winter set in. We are waiting for the coming month to see whether they will be ready to offer for lease. The Department of Public Works will continue to maintain the entire South Lancaster Street site in any case pending further developments.

2014 Financial Statements and Audit Report: Mr. Embich reported that the 2014 financial statements and audit report have been received by the Township Office, with no findings or reportable conditions noted. He reviewed some of the recommendations made by the auditor, noting in particular the recommendation that the Township Office not accept cash receipts. The Commissioners discussed this recommendation briefly and seemed to concur that following it would be impractical due to residents who may not have a checking account. They also commended the Township Office for its integrity and attention to detail that resulted in a clean audit report.

Permits: The Permits Report for March 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. Administrator Yingst noted that the report reflected payment for a street cut for water service that the Commissioners had expressed concern about at the previous month's Regular Meeting.

Annville Activities: Mr. Scott reviewed the Annville Activities Report for March 2015, a copy of which is attached hereto and made a part of these minutes. The Commissioners briefly discussed the difficulties of finding a suitable location for hanging an overstreet banner and Mr. Embich suggested a banner could be hung on the fence of the WWTP just to the west of town. President Moore also suggested that perhaps business owners along Route 422 at the western entrance to town could be contacted to see if they would be willing to provide this space.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Administrator Yingst reported that an Executive Session was held following the adjournment of the March Regular Meeting to discuss potential litigation. He also requested that an Executive Session be held prior to the adjournment of the April Regular Meeting to discuss potential litigation and personnel matters.

Planning Commission: It was noted that the draft minutes from the March 16, 2015 meeting of the Planning Commission had been distributed to the Board of Commissioners. The following Planning Commission items were then discussed in detail:

Lebanon Valley Advanced Care Center Land Development Plan: Administrator Yingst reported that the Planning Commission met on March 16 to review the land development plan submitted by Annville PH, LP for the Lebanon Valley Advanced Care Center (LVACC). He also noted that the Planning Commission would be meeting on April 20 to further review a revised plan that was received by the Township on April 2 and to evaluate Annville PH, LP's responses to the Planning Commission's comments from March 16. The draft minutes from the Planning Commission meeting were then briefly reviewed.

LVACC - Waiver of Plan Size: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Scott, second by Mr. Lively to approve the request that Section 22-306A of

Permits Report

Month of March 2015

| | | |
|------------------------------|----------|--------------------|
| Plumbing Permits issued | <u>2</u> | <u>\$ 50.00</u> |
| Plumbing Licenses issued | <u></u> | <u></u> |
| Excavator Licenses issued | <u>1</u> | <u>\$ 25.00</u> |
| Total Tapping Fees Collected | | <u>\$3, 100.00</u> |

Tapping Fees

| | | |
|-------------------|---------------------------|------------|
| Landmark Builders | Lot #26 – Liberty Station | \$3,100.00 |
|-------------------|---------------------------|------------|

Building Permits

| | | | |
|-------|--------------------------------|--------------------|---------------------|
| #4-15 | 409 W. Sheridan Ave. | Paul & Marie Long | erect new structure |
| #5-15 | 58 Union Crest Dr. -Lot #26 | Narrows Glen, Inc. | erect new structure |

Curb/Sidewalk Permits

| | | | |
|-----------|---------------------|------------------|-------------------------|
| #2015-001 | 431 W. Queen Street | Jeffrey Stockton | Replace curb & sidewalk |
| #2015-002 | 433 W. Queen Street | Jeffrey Stockton | Replace curb & sidewalk |

Street-Cut Permits

| | | |
|--------|-------------------|---------------------|
| #15-03 | 351 W. Queen St. | UGI Utilities, Inc. |
| #15-04 | 478 E. Maple St. | UGI Utilities, Inc. |
| #15-05 | 139 E. Locust St. | PA American Water |
| #15-06 | 841 E. Walnut St. | PA American Water |

Burn Permit

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
April 6, 2015

Memorial Day Parade, Saturday, May 23.

- The parade committee met twice during March and plans weekly meetings going forward.
- Individual division chairs are contacting previous participants and receiving requests from additional groups interested in being in the parade.
- Businesses have been reminded that the parade is a memorial event not an opportunity for commercial activity.
- The committee approved the use of parade funds to enable the Police Department to purchase additional NO PARKING signs.

Historic Old Annvile Day, Saturday, June 13.

Plans are well under way and continue. The Department of Police has asked FOOA to contribute toward the cost of street closure signage. The organization has indicated its willingness to do so and requested a firm price quote.

Independence Day Concert on the Quad: Thursday, July 2, 8:00 PM.

Lebanon Valley College plans to sponsor this event on the above date, rain or shine.

National Night Out Against Crime, Tuesday, August 4.

Plans are moving forward.

Meet the Commissioner: no dates have been set

Destination Annvile would like to sponsor informal meet and greet events to offer residents an opportunity to engage individual Township Commissioners in conversation on topics of mutual interest. They would like to know how members of the board would respond to the idea. The meetings would take place on one or another of the participating businesses and include some sort of light refreshment.

Over-street Banner Supports

Township Administrator Yingst, Public Works Supervisor Powell and Commissioner Scott investigated the west end of the Township for possible locations to install banner support poles. The presence of a mass of existing wiring and the need to maintain a certain distance from it rendered sites within the Township unworkable. The one promising location—difficult initially because one pole would need to be in South Annvile Township and the other in North Annvile Township--was ultimately found to be impossible because any banner would hang directly in the sight path of the traffic light expected for the intersection of 422 and Mount Pleasant Road.

The town center was deemed an inappropriate location.

The east end remains open to further investigation.

April 6, 2015

HOSTING AGREEMENT RENEWAL

A midnight, GMT, on March 30, the Township website disappeared from the internet. The cause, as we quickly discovered, was that our hosting agreement with Blue Host had expired! (The box on the Blue Host website requesting prior notification of such an action had not been checked.) We swiftly moved to renew the hosting agreement for two years--total cost \$263.76. Blue Host immediately restored our site upon receipt of payment via credit card.

Note: the appropriate box has now been checked, and this should spare us further awkwardness of this sort in future years.

MOTION: The Board of Commissioners ratifies renewal of the hosting agreement for the Township website with Blue Host until March 30, 2017 at a total cost of \$263.76.

the Subdivision and Land Development Ordinance regarding plan size be waived for the Lebanon Valley Advanced Care Center. Motion carried unanimously.

LVACC - Conditional Approval of Preliminary Land Development Plan: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Embich, second by Mr. Scott to approve the preliminary land development plan for the Lebanon Valley Advanced Care Center on the condition that all comments by the Township Engineer are satisfactorily addressed by the developer. Motion carried unanimously.

LVACC - Sewage Module: Following review by the Authority Engineer, **MOTION** by Mr. Embich, second by Mr. Yingst to ratify the authorization of the Sewage Facilities Planning Module for the Lebanon Valley Advanced Care Center. Motion carried unanimously.

LVACC - Consistency Analysis: Following review by the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Yingst to ratify the issuance to BL Companies of a Consistency Analysis Letter regarding a Stormwater Management Plan and Floodplain Management Plan for the Lebanon Valley Advanced Care Center. Motion carried unanimously.

Appointment to Planning Commission: Administrator Yingst noted that, due to the resignation of James Ruiz from the Planning Commission effective March 31, a vacancy exists on the Planning Commission that may be filled by appointment of the Board of Commissioners. He reported that he received correspondence from three residents—Justin Curley, Gary Kotsch, and Rich Raiders—expressing interest in being appointed to fill this vacancy and that this information was provided to the Commissioners. The Commissioners briefly discussed the candidates and President Moore noted that Gordon Kirkessner, Chairperson of the Planning Commission, recommended that Gary Kotsch be appointed to fill this vacancy. **MOTION** by Mr. Scott, second by Mr. Lively to appoint Gary Kotsch to the Planning Commission for the balance of the term left vacant by the resignation of James Ruiz. Millie Kish, who is a member of the Planning Commission, asked to speak and was recognized by President Moore. Ms. Kish noted that the Planning Commission did not have an opportunity to review the information submitted by the interested candidates in order to make a recommendation to the Board of Commissioners, although it had done so in the past. Administrator Yingst confirmed this, noting that while the Board of Commissioners has not always asked for such recommendations on appointments from Township Commissions and Authorities, the Municipalities Planning Code would allow for the Planning Commission to do so. After discussing this briefly, **MOTION** by Mr. Embich, second by Mr. Lively to table the vote on making an appointment to fill the vacancy on the Planning Commission until the Planning Commission has had an opportunity to make a recommendation regarding same and to instruct Administrator Yingst to provide information on the three interested candidates to the members of the Planning Commission for consideration at its April 20 meeting. Motion carried unanimously.

Economic Development: It was noted that the draft minutes from the March 24, 2015 meeting of the Economic Development Authority (EDA) had been distributed to the Board of Commissioners. Administrator Yingst reported that the EDA discussed various matters, including the resignation of EDA member Kathleen Moe, effective May 30, 2015. The Commissioners discussed this briefly and instructed Administrator Yingst to post a notice

advertising for this vacancy on the Township website. It was also noted that the EDA discussed the future of the building at 25 East Main Street and recommended that this building be listed for sale with a commercial real estate agent. As the building is owned by the Township, the EDA requested that it be authorized to do so on behalf of the Township. **MOTION** by Mr. Yingst, second by Mr. Scott to authorize the EDA to operate on the Township's behalf for locating a commercial real estate agent to list for sale the building at 25 East Main Street for a six month period. Motion carried unanimously.

Historic Architectural Review Board (HARB): Administrator Yingst noted that the HARB did not meet in March but would be meeting in April to discuss several applications.

Wage & Salary: Administrator Yingst reported that the Wage & Salary Committee met on March 24 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. These minutes were reviewed and it was noted that the Committee approved the satisfactory employee performance reviews for Cheryl Fischer of the Township Office; Linda Bechtel of the Police Department; and Keith Heck, Edwin Miller, and Pierce Caplinger of the Public Works Department. It was also noted that the other items from the minutes would be reviewed during Executive Session at the request of Mr. Scott. **MOTION** by Mr. Lively, second by Mr. Scott to concur with the Wage & Salary Committee's satisfactory employee performance reviews for Cheryl Fischer, Linda Bechtel, Keith Heck, Edwin Miller, and Pierce Caplinger. Motion carried unanimously.

Information Technology: Mr. Scott reviewed the Information Technology Report for March 2015, a copy of which is attached hereto and made a part of these minutes. The following item was then discussed in detail:

Ratification of Webhost: **MOTION** by Mr. Scott, second by Mr. Embich to ratify the renewal of the hosting agreement for the Township website with Bluehost through March 30, 2017 at a total cost of \$263.76. Motion carried unanimously.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for March 2015, a copy of which is attached hereto and made a part of these minutes. Michael Schroeder asked to speak and was recognized by President Moore. Mr. Schroeder asked if a pedestrian walkway would be provided beneath the bridge for hikers using the trail at Quittie Creek Nature Park. Mr. Embich noted that this had been suggested to Wilson Consulting Group, the bridge engineer, and the engineer did not think such a walkway would be possible due to insufficient headroom for pedestrians. Mr. Embich added that the engineer is looking at ways to improve the pedestrian crossing on South Spruce Street just north of the bridge. Mr. Scott asked when drawings of the bridge would be available and Administrator Yingst indicated he planned on addressing this at the next meeting with the engineer.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for March 2015, a copy of which is attached hereto and made a part of these minutes. He noted that the Township was working on both a Public Involvement and Participation Plan and a Public Education and Outreach Program and would likely be presenting these items to the Board for its consideration sometime in the next few months. Mr. Embich commented favorably on a recent

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
March 24, 2015**

A meeting of the Annville Township Wage & Salary Committee was held on March 24, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex Moore, Anthony Perrotto, and Hugh Rooney. Mr. Moore called the meeting to order at 6:10 PM.

EMPLOYEE EVALUATIONS: Five satisfactory employee performance reviews were submitted to the Committee to review for the following employees:

- Cheryl L. Fischer, Township Office – Office Assistant
- Linda Bechtel, Police Department – Administrative Assistant
- Keith C. Heck, Public Works Department – Laboratory Technician
- Edwin Miller, Public Works Department – Laborer
- Pierce Caplinger, Public Works Department – Laborer

Upon review by the Committee, **MOTION** by Mr. Rooney, second by Mr. Moore to (1) approve the satisfactory annual employee performance reviews for Cheryl Fischer of the Township Office, Linda Bechtel of the Police Department, and Keith Heck, Edwin Miller, and Pierce Caplinger of the Public Works Department; and (2) recommend that the Board of Commissioners do the same. Motion carried unanimously.

Based on these reviews, **MOTION** by Mr. Rooney, second by Mr. Moore to recommend that the Board of Commissioners approve increases to the hourly rates for the following employees: a 1% increase for Cheryl L. Fischer and a 2% increase for Linda Bechtel. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Moore, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Rex A. Moore, Member
Wage & Salary Committee

Thomas Embich

Agenda Items: VI - G & H

Date: April 01, 2015 report for April 06, 2015 Meeting

Item VI -G SPRUCE STREET BRIDGE

1. **Wilson Consulting Group, PC reported in late March that the surveying is almost done, and preliminary design is moving ahead. An early design for testing under the existing condition model calls for a 42" tall typical concrete barrier wall, which will give the worst hydraulic condition, but best pedestrian safety design.**
2. **URS is working on the environmental assessment.**
3. **Utilities have been notified, most have responded already.**
4. **Penn DoT thinks that a review meeting with Wilson and Annville Township is in order this month (April).**
5. **South Annville Township (Don Umberger) asked about the two tight turns south of the current bridge and what realignment will occur. Our current response is that it is not likely to happen; Wilson Engineering thought that taking the street east of the pumphouse would be cost prohibitive and FEMA's rules currently prohibit taking part of the former Smith property to widen and smooth the curve.**

ACTION ITEM:

- **NONE AT PRESENT**

ITEM VI - H STORMWATER MANAGEMENT

1. The next meeting of the LCCWA is scheduled for April 9th, 2:00 PM at the Lebanon County Conservation District conference room. A draft agenda, draft minutes of the January meeting, and minutes for the Nov. 19th meeting were received. Also, an email with photo of one of the education banners is available, if anyone is interested in seeing how it is being displayed.
2. The Township received (March 19, 2015) our MS4 permit NPDES Permit No. PAG133591. If we want to challenge the issuance of the permit or components thereof, we have until April 18 to do so. Several points of the permit, which is issued under a "general permit" format, deal with compliance issues that refer back to our application of three years ago, and to the TMDL for the Quittapahilla Creek. I have suggested that Nick, Les and I (at minimum) meet with Kent Morey of SSM, Inc. to determine the specific parameters and levels that we will need to meet for compliance purposes, and to determine if any relief is available for contributions to our stormwater flow that comes from outside our control. The permit is noted as commencing on April 1, 2015 and expiring on March 31, 2020, with a requirement to file a NOI (notice of intent) by 180 days prior to the expiration date.

ACTION: Meeting of interested parties with SSM and/or PA DEP prior to April 18.

Adopt the proposed PIPP to comply with a portion of the permit dealing with public participation and education.

article in *The Lebanon Daily News* regarding stormwater and flood mitigation benefits arising from the streamback stabilization project along the Quittapahilla Creek. He also noted the appearance of a sinkhole behind Reed's Locksmith that was noted in the Public Works Report. Mr. Schroeder asked about an unnamed tributary that passes into the stormsewer system at Boger Concrete Company and expressed his concerns about monitoring and enforcement of discharges into that stormsewer inlet. Mr. Embich noted that it is a complicated matter and that the Township has communicated with Boger Concrete about this in the past. He further noted that the issuance of the Multiple Separate Storm Sewer System (MS4) permit would make the Township the enforcement mechanism on these matters and he then discussed the MS4 permit in detail.

Zoning Ordinance Revision: Mr. Scott reported that the Zoning Ordinance Revision Committee is continuing to work though Article V (General Regulations) of the draft ordinance and is considering whether the section on animals should be removed from zoning and addressed as a separate Township ordinance that would be enforceable by the Police Department.

Fire Department: The Board noted the receipt of the February 2015 and March 2015 Monthly Statistical Reports for the Union Hose Fire Company. Mr. Yingst noted his attendance at the March merger committee meeting and he reported that joint operations between the Union Hose and Cleona Fire Departments continues to run smoothly, although bringing about an administrative merger continues to pose a challenge. He also noted that the next merger committee meeting will be in May and the goal is for the committee to be finished by the end of the year.

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

OLD BUSINESS:

Intermunicipal Agreement with Cleona Borough: Mr. Lamoureux provided an update on the status of the proposed revised intermunicipal agreement that would add Cleona Borough to the existing agreement between Annville and South Annville Townships. He reported that Cleona Borough advertised that the ordinance authorizing this revised intermunicipal agreement be considered at its April 6 meeting. If Cleona Borough Council chooses to adopt this ordinance Mr. Lamoureux recommended that, in accordance with the terms of Ordinance No. 637, Annville Township consider adopting a resolution authorizing this revised intermunicipal agreement at its May 4 Regular Meeting. He noted that a draft of this revised agreement and resolution had previously been provided to the Commissioners for their review and input.

NEW BUSINESS:

Authorization of Loan Draw Request No. 41/Requisition No. 41 (Wastewater Treatment Plant Improvements Project): At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Yingst to authorize Loan Draw Request No. 41 from the Sewer Construction Fund in the amount of \$556.93 and to approve Requisition No. 41 authorizing

payment to Gannett Fleming for engineering services in the amount of \$556.93. Motion carried unanimously.

Property Maintenance: Administrator Yingst updated the Board on the following item related to the International Property Maintenance Code (IPMC):

Property Maintenance Code Update Meeting: Administrator Yingst reported that he and President Moore met with the Township's Property Maintenance Code Enforcement Officer, BCI Code Compliance, on March 12, 2015. He briefly discussed the details of the meeting, noting that BCI provided some updates on potential legislation that could affect code enforcement. Administrator Yingst also reported that the next update to the IPMC will be issued in 2015 and that BCI will review this update and make a recommendation concerning whether the Township needs to adopt it in 2016. He concluded by noting that the Code Enforcement Officer must be formally appointed and sworn in by the Township on an annual basis and that this has not yet been done for 2015. **MOTION** by Mr. Scott, second by Mr. Lively to appoint BCI Code Compliance as the Township's Property Maintenance Code Enforcement Officer for the year ended December 31, 2015. Motion carried unanimously.

Resolution No. 20150406-001 – 2015 Drop-Off Facility Permit Fee for South Annville Township Residences: Administrator Yingst presented proposed Resolution No. 20150406-001, setting the annual permit fee for South Annville Township residences at \$60 for 2015 for use of the drop-off facility located at the Annville WWTP for disposal of cardboard, green waste, and bulk trash. Mr. Yingst inquired if Annville was making a profit on providing these services to South Annville residences. Administrator Yingst indicated that while the expense for renting dumpsters and the associated tipping fees have increased since this service has been provided to South Annville residences, it was difficult to determine how much of this increase is directly attributable to South Annville or to Annville. It was noted that approximately 30 to 40 of these permits were issued to South Annville residences in 2015. **MOTION** by Mr. Yingst, second by Mr. Scott to adopt Resolution No. 20150406-001 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Safety Manual Updates: Administrator Yingst reported on a recent meeting he had with a risk management consultant who represents the Susquehanna Municipal Trust, which is the organization that provides workers' compensation coverage for the Township. At this meeting the consultant recommended that the Township update its safety manual by incorporating policies pertaining to Hearing and Sight Conservation and Pre-Operational Process Reviews. Administrator Yingst presented these revised policies to the Board for its review and comment, noting that the policy language was reviewed with Chief Dugan, Public Works Superintendent Les Powell, and Mr. Lamoureux. **MOTION** by Mr. Scott, second by Mr. Yingst to adopt the policies pertaining to Hearing and Sight Conservation and Pre-Operational Process Reviews as presented and to authorize their incorporation into the Township safety manual. Motion carried unanimously.

South White Oak Street Sidewalk: Mr. Scott noted that \$7,500 was earmarked, but not spent, as part of the 2014 Capital Reserve Fund budget for purposes of repairing a portion of sidewalk on South White Oak Street that leads to the bridge over the Quittapahilla Creek. He reported that

RESOLUTION NO. 20150406-001

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
SETTING THE ANNUAL PERMIT FEE FOR THE DROP-OFF FACILITY
FOR SOUTH ANNVILLE TOWNSHIP RESIDENCES FOR 2015**

WHEREAS, the municipalities of Annville Township and South Annville Township are parties to an intermunicipal agreement in which Annville Township allows residences of South Annville Township to obtain an annual permit for the use of the drop-off facility located at the Annville Wastewater Treatment Plant for disposal of cardboard, green waste, and bulk trash; and

WHEREAS, this intermunicipal agreement states that the fee amount for this permit shall be set by Annville Township through a resolution.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the annual permit fee for use of the drop-off facility by a residence in South Annville Township shall be \$60.00 in 2015.

ADOPTED this sixth day of April, 2015.



Rex A. Moore, President

Attest:

Nicholas T. Yingst, Secretary

it is in a state of disrepair and is the Township's responsibility as the property adjacent to it was purchased by the Township with HMGP funds. Mr. Scott requested that the necessary steps be taken to contract with a firm to make these repairs and, based upon the estimated cost for the project, Solicitor Sheffey recommended that the Public Works Director, Les Powell, seek three bids by telephone before the project is awarded. The Commissioners seemed to concur with this course of action and asked Administrator Yingst to contact Mr. Powell to do so.

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

PSATS Webinar Request: **MOTION** by Mr. Lively, second by Mr. Scott to authorize Administrator Yingst to attend the "20 Things Your Township Can Do Today to Save Money Tomorrow" webinar being sponsored by the Pennsylvania State Association of Township Supervisors (PSATS) on May 13, 2015 at a cost of \$40. Motion carried unanimously.

South Central Assembly Regional Summit Request: Administrator Yingst reported that a brochure was received from the South Central Assembly regarding its local government regional summit on April 15, 2015 in Camp Hill and was provided to the Commissioners for their consideration. **MOTION** by Mr. Lively, second by Mr. Yingst to authorize Jim Scott to attend the South Central Assembly Regional Summit on April 15 at a cost of \$50. Motion carried unanimously.

DEP Act 101, Section 902 Recycling Grant: Administrator Yingst reported that a letter and proposed grant agreement was received from the Pennsylvania Department of Environmental Protection (DEP) indicating the Township has been awarded an Act 101, Section 902 Recycling Development and Implementation Grant in the amount of \$245,253, or 90% of total anticipated expenses for the purchase of a combination roll-off and leaf waste vacuum truck and roll-off containers. He noted that the grant agreement is currently under legal review and he anticipates it will be brought before the Board for its consideration at the May Regular Meeting, further noting that the agreement requires the Township appoint a Project Officer to serve as a liaison with DEP for this grant and to submit this information to DEP within ten business days of receiving the agreement. Administrator Yingst also indicated that this grant is on a reimbursement basis, so the cost for these items must be incurred by the Township before grant funds are received from DEP. With this in mind, he reported that he approached the Township Authority to see if it would be willing to loan these funds to the Township from WWTP improvements project escrow funds and the Authority agreed to do so and not charge interest on the loan. **MOTION** by Mr. Yingst, second by Mr. Lively to appoint Nicholas T. Yingst as the Project Officer for the Act 101, Section 902 Recycling Grant and to ratify the issuance of a letter to DEP informing it of this on April 1, 2015. Motion carried unanimously.

FEMA Risk Mapping, Assessment, and Planning (Risk MAP) Program: Administrator Yingst reported that a letter was received from the Federal Emergency Management Agency (FEMA) pertaining to its Risk MAP Program seeking information on the Township's flood history and informing community leaders of upcoming meetings to discuss flooding concerns. He indicated he completed and submitted this survey to FEMA and informed Mr. Embich, the Township's Emergency Management Coordinator and Deputy Coordinator, and the Lebanon

County Planning Department of the dates and times of these meetings, and representatives from the Planning Department indicated they will be in attendance at one of these meetings.

Memorial Day Parade Golf Tournament Fund Raiser: Administrator Yingst reported that information was received from the Annville Activities Committee regarding the 17th annual golf tournament fund raiser for the Annville Memorial Day Parade. He noted that the date of the tournament is May 1, 2015 and the deadline to register is April 24, with any questions to be directed to Becky Gacono.

Request to Begin Negotiations for Collective Bargaining Agreement: Administrator Yingst reported that a letter was received from the President of the Annville Township Police Officers Association requesting to begin negotiations for a collective bargaining agreement.

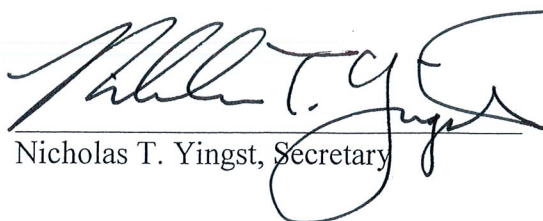
Correspondence from Williams Partners: Mr. Schroeder asked if any correspondence had been received recently from Williams Partners regarding the proposed Atlantic Sunrise natural gas pipeline. Administrator Yingst responded he was recently notified of a recent filing to the Federal Energy Regulatory Commission (FERC) made by Williams Partners, but he indicated that he did not recall if the correspondence was received from FERC or directly from Williams Partners.

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


RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:39 PM. The Regular Meeting was reconvened at 9:04 PM with the five Commissioners, Administrator Yingst, Police Chief Dugan, Solicitor Sheffey, and Mr. Lamoureux present.

Merit Increase: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Scott, second by Mr. Lively to approve a 2% merit increase for Linda Bechtel and a 1% merit increase for Cheryl Fischer, effective for the pay period beginning April 12, 2015. Motion carried by a vote of four to one, with President Moore, Mr. Scott, Mr. Embich, and Mr. Lively voting in favor of the motion and Mr. Yingst voting against the motion.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:05 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President