

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**APRIL 7, 2020 REGULAR MONTHLY MEETING AGENDA**

**HELD REMOTELY VIA ZOOM WEB CONFERENCE PLATFORM DUE TO NOVEL COVID-19 EMERGENCY**

Announced Visitors:     Annville Community Activities Committee

- I.        Call to Order – 7:00 PM
- II.       Pledge of Allegiance
- III.      Welcome and Instructions
- IV.      Recognition of Visitors and Opportunity for Public Comment
  - A.    30<sup>th</sup> Annual Memorial Day Parade – Annville Community Activities Committee
- V.        Approval of Minutes
- VI.      Reports of Standing Committees
  - A.    Public Works
  - B.    Public Safety
  - C.    Property
  - D.    Parks & Recreation
  - E.    Finance
  - F.    Permits
  - G.    Annville Activities
- VII.     Reports of Special Committees
  - A.    Executive Sessions
  - B.    Planning Commission
  - C.    Historic Architectural Review Board (HARB)
  - D.    Wage & Salary
  - E.    Municipal Separate Storm Sewer System (MS4)
  - F.    Greater Lebanon Refuse Authority (GLRA)
  - G.    Fire Department
- VIII.    Old Business
  - A.    Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
  - B.    Jones and Maple Streets Stormwater
  - C.    Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map
  - D.    Welcome Sign
  - E.    Road Safety Audit
  - F.    Request by GFL Environmental for Sharing of Recycling Processing Costs
- IX.      New Business
  - A.    Declaration of Disaster Emergency
  - B.    Cancellation of April Physical Meeting of the Board of Commissioners and Rescheduling of Same Remotely due to Novel COVID-19 Emergency
  - C.    Annville Township Police Officers Association Grievances
  - D.    Property Tax Deadline Extensions
- X.       Correspondence
- XI.      Pay Bills
- XII.     Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
April 7, 2020**

The April Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on April 7, 2020 via the Zoom web-based audio and video conference platform due to the novel COVID-19 pandemic emergency with the following members present remotely: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance remotely were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Karen Gerhart, Assistant Township Administrator; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Armin Rudd, Maple Street; and Eugene 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.

**WELCOME AND INSTRUCTIONS:** Mr. Yingst began the meeting by welcoming those participating remotely due to the COVID-19 emergency and provided instructions on how the meeting would be conducted on the Zoom platform and how public comment could be shared. With no questions or comments from the Commissioners, they concurred on the instructions as suggested.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:** President Moore provided an opportunity for public comment and no comments were noted.

**APPROVAL OF MINUTES:** **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the minutes of the Regular Meeting held March 3, 2020 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for March 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Cancellation of March Regular Meeting of the Township Authority:** **MOTION** by Mr. Hoover, second by Mr. Lively to ratify (1) cancelling the March 24, 2020 Township Authority Regular Meeting due to the COVID-19 emergency and (2) authorizing the Township Administrator to advertise same. Motion carried unanimously.

**Appointment to the Township Authority:** At the recommendation of the members of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Hoover to appoint Dustin Sider to the Township Authority for a term expiring on December 31, 2023. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for March 2020 was reviewed, which included a listing of calls responded to in South Annville Township over the past month. A copy is attached hereto and made a part of these minutes. The following items were then addressed:

**Appointment of Benjamin Sutcliffe:** **MOTION** by Mr. Perrotto, second by Mr. Hoover to ratify the appointment of Benjamin Sutcliffe as a part-time police officer as an emergency hire under the Civil Service regulations. Motion carried unanimously.

## ***ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.***

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### **WORK DONE FOR MARCH 2020**

- |     |                               |   |
|-----|-------------------------------|---|
| (1) | <b><u>ARLE GRANT</u></b>      | Spent 67 hrs. on crosswalks at Lancaster St. and Manheim St. which are now operational. |
| (2) | <b><u>STREET SWEEPING</u></b> | Spent 7 hrs. in Annville street sweeping.   |
| (3) | <b><u>POLICE</u></b>          | Spent 15 hrs. on house fire on Maple St.  |
| (4) | <b><u>PARK</u></b>            | Spent 15 hrs. for park cleanup from winter.   |
| (5) | <b><u>TOWN HALL</u></b>       | Spent 12 hrs. removing radio tower from Town Hall.                                      |



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
MARCH 2020



• CALLS FOR SERVICE	232
• ORDINANCE VIOLATIONS	
1. ABANDONED VEHICLE	2
2. BURNING	1
3. DOG	7
4. NOISE	9
5. PARKING	2
6. SOLICITING	1
• CRIMINAL ARRESTS	03
○ ADULT	03
○ JUVENILE	00

ANNVILLE ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	07	- 35 East Main Street
• TOTAL TRAFFIC WARNINGS	16	- 343 West Main Street
• TOTAL NON-TRAFFIC CITATIONS	00	- 700 Block East Main Street
• TOTAL VEHICLE ACCIDENTS	05	
○ REPORTABLE	03	
○ NON-REPORTABLE	00	
○ HIT & RUN	02	
• PARKING TICKETS ISSUED	3	

# **Annville Township Police Department**

## **MONTHLY REPORT MARCH 2020**

**Total Calls by Call Type From: 02/29/2020 - 04/01/2020**

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	42
ASSIST OTHER POLICE	18
TRAFFIC ENFORCEMENT - WARNING	16
ALARMS	14
NOISE COMPLAINT	9
POLICE INFORMATION	8
DOG COMPLAINT	7
SUSPICIOUS VEHICLE	7
TRAFFIC ENFORCEMENT - CITATION	7
CHECK ON WELL BEING	6
SUSPICIOUS ACTIVITY	6
DOMESTIC DISPUTE	5
FIRE CALL	5
BACKGROUND INVESTIGATION	4
DRIVING COMPLAINT	4
TRAFFIC HAZARD	4
ACCIDENT, REPORTABLE	3
CIVIL MATTER	3
CRIMINAL MISCHIEF	3
HARASSMENT	3
MISCELLANEOUS	3
ORDINANCE - OTHER VIOLATIONS	3
PARKING ENFORCEMENT	3
911 HANGUP	2
ABANDONED VEHICLE	2
ACCIDENT, HIT & RUN	2
ANIMAL COMPLAINT	2
JUVENILE COMPLAINT	2
PARKING COMPLAINT	2
TRAFFIC DEVICE COMPLAINT	2
ARSON	1
ASSIST MOTORIST	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1
BURNING - COMPLAINT	1
CHILD WELFARE INVESTIGATION	1
CODE ENFORCEMENT	1
COMMUNITY RELATIONS	1
DISORDERLY CONDUCT	1
DOG - MISSING / LOST	1
DRUG BOX - PRESCRIPTION	1
DRUG VIOLATION	1
FIGHTING	1
FOOT PATROL - POLICE	1

FRAUD	1
GAME LAW	1
LANDLORD/TENANT ISSUE	1
LOST & FOUND (BICYCLE)	1
LOST & FOUND	1
LOST OR MISSING ITEM	1
MENTAL HEALTH	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
OPEN DOOR OR WINDOW	1
PFA ORDER VIOLATION	1
PFA ORDER	1
PHONE SCAM	1
PUBLIC DRUNKENNESS	1
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	1
SOLICITING - ORDINANCE	1
SUSPICIOUS PERSON	1
THEFT - UNLAWFUL TAKING	1
TRESPASS LETTERS	1
TRESPASS, CRIMINAL	1
TRESPASS, MOTOR VEHICLE	1
UNDERAGE DRINKING	1

**Total Calls: 232**



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT - SOUTH ANNVILLE  
MAR 2020



CALLS FOR SERVICE - 30

Call type	
AMBULANCE CALL	7
ALARMS	5
ACCIDENT, REPORTABLE	2
ASSIST OTHER POLICE	1
SUSPICIOUS VEHICLE	2
HARASSMENT	1
JUVENILE COMPLAINT	1
LOST & FOUND	1
SUSPICIOUS PERSON	1
SUSPICIOUS VEHICLE	1
NOISE COMPLAINT	1
LOST OR MISSING ITEM	1
FIRE CALL	1
POLICE INFORMATION	1
TRESPASS, MOTOR VEHICLE	1
CHECK ON WELL BEING	1
CIVIL MATTER	1
SOLICITING	1
TOTAL CALLS	30

Criminal Arrest - 0

Non Traffic Citations - 0

Traffic Citations - 0

ACCIDENT LOCATIONS

- 800 Block West Main St.
- 1200 Block East Main St.

Appointment of Kirk Aldrich: **MOTION** by Mr. Lively, second by President Moore to ratify the appointment of Kirk Aldrich as a part-time police officer as an emergency hire under the Civil Service regulations effective March 30, 2020. Motion carried unanimously.

Property: Mr. Yingst reported that bids were sought from three contractors and received from one for the replacement of the Town Hall windows on the north and east sides of the building. The low bid was received from Creek View LLC for an estimated cost of \$14,775.15. Mr. Perrotto asked if the Township should hold off on moving forward on this project due to the financial uncertainties of the COVID-19 pandemic. President Moore concurred. Mr. Hoover noted the good workmanship from Creek View for the windows that were replaced in 2019. **MOTION** by Mr. Hoover, second by Mr. Embich to award the Town Hall window replacement project to Creek View LLC for an estimated cost of \$14,775.15. The motion was then opened for discussion and Mr. Lively revisited the suggestion the Township consider pausing on moving forward with this project due to COVID-19. Mr. Lamoureux asked if the proposal had an expiration date. Mr. Yingst noted the proposal was for thirty days. President Moore suggested the Township ask if the amount of the proposal could be extended to the following month's meeting. Mr. Hoover recollected there were several months lead time when Creek View replaced the windows on the south and west sides of Town Hall. **MOTION** by Mr. Lively, second by Mr. Perrotto to table the motion to award the Town Hall window replacement project to Creek View LLC until the next meeting. Motion carried unanimously and Mr. Yingst agreed to contact Creek View to see if the expiration date for the proposal could be extended.

Parks & Recreation: Nothing to report this month.

Finance: The Financial Report for March 2020 was reported as received with no comments or questions noted. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for March 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: The following items were addressed:

Upcoming Community Events: Mr. Perrotto reported he reached out to Becky Gacono of the Annville Community Activities Committee (ACAC) regarding its plans for the Memorial Day Parade in light of the COVID-19 emergency. He noted Ms. Gacono indicated ACAC would be reviewing this in the coming weeks. He also reported he reached out to the coordinators of Historic Old Annville Day, who noted they were having discussions about delaying or cancelling their June event and at present were watching to see how the Memorial Day Parade was addressed since that event was scheduled several weeks prior to theirs.

Resolution No. 20200407-1– Designating Intent to Erect a Banner Across U.S. Route 422 for St. Paul's Summer Bazaar: Noting an application was received from St. Paul the Apostle Catholic Church to erect a banner across U.S. Route 422 from May 26, 2020 through June 22, 2020 advertising St. Paul's Summer Bazaar, Mr. Yingst presented a resolution for same that required approval by the Board as well as submission to and approval by the Pennsylvania Department of Transportation (PennDOT) before the banner could be erected. **MOTION** by Mr. Perrotto, second



## Permits Report

Month of March 2020

Plumbing Permits issued	<u>2</u>	<u>\$50.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$25.00</u>
Excavator Licenses issued	<u></u>	<u></u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$25.00</u>
Total Street Cut Permit Fees Collected		<u>\$800.00</u>
Total Tapping Fees Collected		<u></u>

### Tapping Fees

#### Building Permits

#6-20	Arthur and Kathryn Miller	Erect a New Structure
#7-20	Finks Properties LLC	Change of Use
#8-20	Bowers Maintenance LLC	Change of Use; Erect / Replace a Sign
#9-20	Lebanon Valley College	Change of Use; Add to a Structure

#### Curb/Sidewalk Permits

#2020-001	801 E. Main Street	Replace Sidewalk
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#### Street-Cut Permits

#2020-17	138 N. Railroad Street	UGI	Replace gas service
#2020-18	150 W. Sheridan Avenue (3 cuts)	UGI	Install gas service

#### Burn Permit

by Mr. Hoover to adopt Resolution No. 20200407-1 as presented and to authorize its submission to PennDOT. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes. In response to a question from one of the Commissioners, Mr. Yingst noted that paid overstreet banner application fees would be refunded to the applicable organization if said banner was not suspended due to a cancellation of an event, and if the event were delayed the application fee would be assigned to a banner for that later date.

**MOTION** by Mr. Lively, second by Mr. Perrotto 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 on March 31, 2020 to discuss several personnel matters, including those pertaining to grievances received from the Annville Township Police Officers Association, and consulting with counsel about potential litigation pertaining to condemned property and active litigation pertaining to Lebanon County Court of Common Pleas Action No. 2020-00078 in the matter of Kristofer H. Gacono and Christine R. Gacono v. Michael R. and Melanie Semrau and Annville Township.

**Planning Commission:** Mr. Perrotto reported the Planning Commission met on March 9, 2020 and the draft minutes from that meeting were previously distributed to the Township Commissioners. The following item was then addressed:

**Stone Hill Village Phase 3B-1:** Mr. Perrotto reported communication was received from Mr. Martin requesting that, due to the challenges of securing a letter of credit for Stone Hill Village Phase 3B-1 because of the COVID-19 emergency, he be permitted to record the final land development plan for this phase prior to providing financial security to the Township. It was further noted this communication had been provided to the Commissioners. President Moore expressed his discomfort for allowing a plan to be recorded prior to receiving a letter of credit and suggested the Board could simply reapprove the plan at a later date, as it had done the month prior. Mr. Perrotto indicated he thought this was a prudent strategy and the Commissioners discussed this. **MOTION** by Mr. Perrotto, second by Mr. Embich 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. The motion was then opened for discussion and, noting Mr. Martin was participating in the meeting, the Commissioners asked him to share his thoughts with them. Mr. Martin described how the COVID-19 emergency had affected financial institutions in a way that made it unclear as to when he could secure financial security for this project and, as such, he was uncertain when he could proceed with Phase 3B-1. President Moore indicated the Board wished to continue to work with Mr. Martin and as long as the plan did not change from what was already contingently approved he believed it would continue to reapprove the plan. He also restated his position that receiving a letter of credit before allowing the plan to be recorded was proper and was according to the Township's past practices. Mr. Embich concurred. Mr. Martin indicated he was comfortable with that as long as the Board was willing to keep on reapproving the plan. Several Commissioners expressed their support for prior phases of

**RESOLUTION NO. 20200407-1**

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that Resolution No. 20200407-1 designating the Township's intent to erect a banner across U.S. Route 422 specifying conditions set by the Pennsylvania Department of Transportation, and permitting the organization listed below to suspend a banner under the following conditions is hereby approved:

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

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

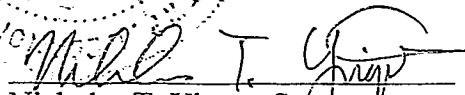
**Message and Event:** St. Paul's Summer Bazaar (see attached for banner message)

**Suspension Dates:** May 26, 2020 through June 22, 2020

**ADOPTED** this 7<sup>th</sup> day of April, 2020.



Attest:

  
Nicholas T. Yingst, Secretary



Rex A. Moore, President

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

# St. Paul's Summer Bazaar

SAT. 6/20/20 7 pm—10:15 pm "THE ORIGINAL MUDDFLAPS" SUN. 6/21/20 7 pm—10:30 pm "THE JOSH SQUARED BAND"

Sat. & Sun.  
Father's Day  
Weekend!



Stone Hill Village and with no further comments noted the motion was voted on and approved unanimously.

**Historic Architectural Review Board (HARB):** Nothing to report this month.

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

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reported the March 2020 meeting of the Lebanon County Stormwater Consortium was cancelled.

**Greater Lebanon Refuse Authority (GLRA):** Nothing to report this month.

**Fire Department:** The Board noted the receipt of the March 2020 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company.

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

**OLD BUSINESS:**

**Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements:** Mr. Yingst reported on a meeting he participated in the prior month with Public Works Superintendent Les Powell, Chief Dugan, and former Township Commissioner James Scott. The purpose of the meeting was to identify street trees that needed to be removed or trimmed due to obscuring the visibility of the flashing pedestrian signs and develop a strategy for replacing any removed trees. Mr. Perrotto indicated he thought this was prudent, as the signs needed to be visible in order to achieve their intended purpose. **MOTION** by Mr. Hoover, second by Mr. Embich to (1) authorize the removal and/or trimming of the following trees along Main Street: removal of tree at northeast corner of Concord Street, removal of tree at southeast corner of Concord Street, removal of tree at northeast corner of Lancaster Street, removal of tree at northwest corner of Lancaster Street, removal of tree at southwest corner of Lancaster Street, trimming of two trees at southwest corner of Birch Street, removal of tree at northwest corner of Birch Street, removal of tree at southeast corner of Poplar Street, removal of one tree and trimming of another tree at northeast corner of Poplar Street, removal of tree at northwest corner of Manheim Street, removal of tree at southwest corner of College Avenue, and removal of tree at northwest corner of College Avenue; (2) confirming the removal of a tree should result in the planting of a tree elsewhere; and (3) authorizing coordinating with Josephson Nature Care to see if there are any existing locations in the "bricked in" area of the downtown where any replacement trees could be planted. Motion carried unanimously. Per a question from Mr. Perrotto, Mr. Yingst indicated he believed any removal or trimming of trees would be done by the Public Works Department.

**Jones and Maple Streets Stormwater:** The Board noted receipt of a proposal from the Township Engineer for evaluating a rerouting and expansion of the Jones and Maple Streets stormsewer system across East Main Street and along unopened East Cumberland Street for connection to an existing stormsewer system at South Spruce Street. Noting Mr. Rudd was participating in the meeting, the Commissioners inquired if he had any comments. Mr. Rudd indicated he did not need

to comment if the Board was in a position to approve the proposal. President Moore suggested the Board hold off for the time being on such expenditures due to the uncertainties of the COVID-19 pandemic. Mr. Perrotto agreed, and noted this was his rationale for holding off on the window project. Mr. Rudd indicated he understood and had no objection to tabling this until the next meeting. With the concurrence of the other Commissioners, President Moore agreed to table further discussion on this proposal to the next meeting.

**Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map (FIRM):** Mr. Yingst reported that at its March 9, 2020 meeting the Planning Commission recommended approval of the proposed revised floodplain regulations and flood zones on the zoning map but the Township Office was evaluating how best to hold the required Public Hearing due to the challenges of the COVID-19 emergency. He further reported a letter was received from FEMA earlier in the week and he contacted the liaison at the Pennsylvania Department of Community and Economic Development (DCED) indicated in the letter for guidance on how to proceed under the circumstances. Mr. Yingst described the challenges for meeting the early-July 2020 adoption deadline due to the need to follow the procedures for amending the zoning map and regulations, which required a Public Hearing that all affected property owners must be notified about at least 30 days in advance and how planning for this amidst the COVID-19 emergency was a significant challenge. After discussing several possibilities for possibly addressing this, it was agreed to wait to hear from DCED to see if it could provide any direction. Mr. Martin requested to see what the latest version of the proposed flood map looked like and Mr. Yingst directed him to the map accessible via the homepage of the Lebanon County website.

**Welcome Sign:** Mr. Yingst reported he reached out to Erik Josephson to update him on the status of an Annville welcome sign as well as his ability to remove the church signs on his property. He also reported he reached out to Horst Signs, the company that provided the signs for Town Hall and the Public Works facility, and Horst Signs had provided a design and quote for a welcome sign that was shared with the Commissioners. Mr. Lively indicated he thought the design looked very good but suggested this matter should be tabled for consideration at a future meeting due to the uncertainties of the COVID-19 pandemic. Mr. Embich noted the quote was for 30 days and with the concurrence of the other Commissioners President Moore asked Mr. Yingst to contact Horst Signs to see if it would extend the quote for an additional 90 days.

**Road Safety Audit:** Mr. Yingst reported the State Route 934 Road Safety Audit previously scheduled for April 30, 2020 was cancelled until further notice due to the COVID-19 emergency.

**Request by GFL Environmental for Sharing of Recycling Processing Costs:** The Commissioners revisited GFL Environmental's request from the previous month's meeting that the Township share in the processing costs for residential recycling. As such costs were not accounted for in the 2020 budget, Mr. Perrotto suggested that any cost sharing should be considered for 2021 at the earliest and evaluated for that year's budget. Mr. Embich agreed and with the concurrence of the other Commissioners President Moore asked Mr. Yingst to communicate this to GFL Environmental.

**NEW BUSINESS:**

**Declaration of Disaster Emergency:** MOTION by Mr. Perrotto, second by Mr. Embich to ratify the Declaration of Disaster Emergency pertaining to the COVID-19 novel coronavirus pandemic enacted on March 17, 2020. Motion carried unanimously and a copy of this declaration is attached hereto and made a part of these minutes.

**Cancellation of April Physical Meeting of the Board of Commissioners and Rescheduling of Same Remotely due to COVID-19 Emergency:** MOTION by Mr. Lively, second by President Moore to ratify (1) the cancellation of the April 7, 2020 physical meeting of the Board of Commissioners and rescheduling of same remotely via the Zoom web-based video conference platform due to the COVID-19 emergency and (2) the advertisement for same. Motion carried unanimously.

**Annville Township Police Officers Association (ATPOA) Grievances:** MOTION by Mr. Lively, second by Mr. Hoover to deny the two grievance appeals from the ATPOA dated March 25, 2020 and pertaining to 12-hour shifts worked by a part-time officer, said shifts beginning on (1) March 15, 2020 and (2) March 19, 2020. Motion carried unanimously.

**Property Tax Deadline Extensions:** Noting that due to the COVID-19 emergency the Lebanon County Board of Commissioners would likely be extending the deadlines for submitting property tax payments for the discount period and the regular period from April 30, 2020 to June 30, 2020 and from June 30, 2020 to October 31, 2020, respectively, with the penalty period to begin November 1, 2020, MOTION by President Moore, second by Mr. Perrotto to authorize the revision of the 2020 municipal property tax deadlines for those taxes collected by the Lebanon County Treasurer's Office to conform with the deadlines as revised by the Lebanon County Board of Commissioners. Motion carried unanimously.

**Greenwaste Collection:** With the dumpsters at the Public Works facility closed to the public in light of the Governor's "Stay at Home" order due to the COVID-19 emergency, and referencing the collection efforts of other municipalities, Mr. Perrotto asked if the Public Works Department should collect items from residential properties that would otherwise be disposed of in the dumpsters. Per a question from Mr. Embich, Mr. Yingst described the typical process by which these items could be collected curbside for a fee when the dumpsters were available, although such collections were currently suspended. Mr. Perrotto asked if the Township should post a collection date for residents. President Moore indicated he thought this was an interesting idea but he was concerned about the amount of items that would be put out for collection and if the Public Works Department could handle this increased workload. He then suggested perhaps this could be facilitated by residents calling in to the Township Office to schedule such a pick up at no charge. Mr. Perrotto suggested a limit could be placed on the amount to be collected, and Mr. Yingst suggested a limit on the amounts of collections per residential property might also be prudent. Mr. Lively asked if greenwaste only should be collected and Mr. Perrotto agreed. President Moore suggested this could be tried through the end of the month. Mr. Lively asked Mr. Yingst if he had any concerns and the latter noted it would be difficult to gauge until it was underway, although he had concerns about the Public Works Department being able to handle the additional workload due to the staffing modifications that were in place due to the COVID-19 emergency. With the concurrence of the other Commissioners, Mr. Perrotto asked Mr. Yingst to seek out the Public Works Superintendent's opinion on the above and, if he concurred it was doable, to provide for a

**ANNVILLE TOWNSHIP  
DECLARATION OF DISASTER EMERGENCY**

WHEREAS, on or about March 13, 2020 the COVID-19 novel coronavirus disaster ("disaster") has caused or threatens to cause injury, damage, and suffering to the persons and property of Annaville Township; and

WHEREAS, the disaster has endangered the health, safety and welfare of a substantial number of persons residing in Annaville Township, and threatens to create problems greater in scope than Annaville Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in Annaville Township:


NOW, THEREFORE, as President of the Annaville Township Board of Commissioners and on its behalf, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, i do hereby proclaim the existence of a disaster emergency in Annaville Township.

FURTHER, I direct the Annaville Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

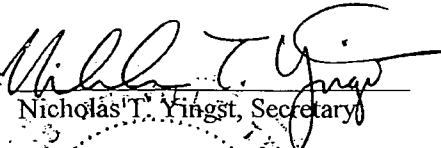
STILL FURTHER, I authorize officials of Annaville Township to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

Enacted this 17<sup>th</sup> day of March, 2020.

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

ATTEST:

  
Nicholas T. Yingst, Secretary





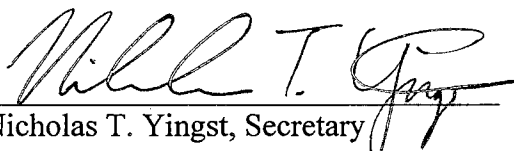
one-time free collection of a four foot by four foot pile of greenwaste from residential properties in Annville Township through the end of the month upon the request of the resident and as the Public Works Department is able.


**CORRESPONDENCE:** Nothing to report this month.

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

**OPPORTUNITY FOR PUBLIC COMMENT:** As described in the instructions at the beginning of the meeting, President Moore provided a final opportunity for public comment and no comments were noted.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Hoover to adjourn the Regular Meeting with appreciation expressed for the efforts of the Township Office staff to provide for a remote meeting. Motion carried unanimously and the meeting was adjourned at 8:19 PM.

  
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Nicholas T. Yingst, Secretary

  
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Rex A. Moore, President