

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS**

December 7, 2015

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on December 7, 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; Timothy D. Sheffey, Township Solicitor; Corey Lamoureux, office of the Township Solicitor; Michael Schroeder, East High Street; Larry and Millie Kish, Maple Street; Joann Zimmerman, North Railroad Street; Dean Wolfe, West Main Street; Karen Feather, Woodside Court; and several individuals who did not sign in prior to the meeting or identify themselves during the meeting.

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:

Request for Use of Fountain Area: Noting that Michael Schroeder of Lebanon Pipeline Awareness was listed on the agenda and was in attendance, President Moore asked him to share his comments with the Board. Based on Mr. Schroeder's comments and a request regarding same that he had submitted to the Township Office, **MOTION** by Mr. Scott, second by Mr. Lively to grant permission to Lebanon Pipeline Awareness (LPA) to hold a peaceful public rally at the fountain area of Annville Center from approximately 12:00 Noon to 1:00 PM on December 19, 2015, the purpose of the rally being to express LPA's opposition to several proposed pipeline projects in Lebanon County. The motion was then opened for discussion. Mr. Embich expressed his concern that, in their zeal, members of LPA might attempt to distribute literature on the state highways adjacent to Annville Center, and he noted that doing so would also require the approval of the Pennsylvania Department of Transportation. Mr. Schroeder indicated that he would do what he could to restrain any LPA activity that might exceed permission granted by the Township. Solicitor Sheffey suggested that the motion could be amended to authorize the Chief of Police and the Township Administrator to work with Mr. Schroeder to ensure that public safety is preserved. Mr. Scott agreed to amend his motion accordingly and Mr. Lively agreed to do the same for his second of the motion. With no further discussion noted, a vote was called for on the amended motion and was carried unanimously.

Resolution No. 20151207-001 - Recognition of Allen R. Yingst's Service as a Township Commissioner: President Moore noted that this is the final meeting in which Allen R. Yingst will be serving as a Township Commissioner. He thanked him for his service to Annville Township and, on behalf of the Board of Commissioners, presented him with a framed original of Resolution No. 20151207-001, recognizing his twenty years of service on the Board of Commissioners, and a plaque from the Pennsylvania State Association of Township Commissioners noting same. **MOTION** by Mr. Scott, second by Mr. Lively to adopt Resolution No. 20151207-001, expressing appreciation to Allen R. Yingst for his twenty years of service to Annville Township on the Board of Commissioners. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes. Mr. Yingst then shared a few comments reflecting on his years of service and his good wishes for the Township's future.

RESOLUTION NO. 20151207-001

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

WHEREAS, Allen R. Yingst, being first elected to the office of Township Commissioner by the citizens of Annville Township in November 1983, served in that public office from 1984 through 1999, and later from 2012 through the present; and

WHEREAS, Mr. Yingst, having served 20 years in the office of Township Commissioner, holds the distinction of being the third longest serving Township Commissioner of the last century; and

WHEREAS, Mr. Yingst was elected by his colleagues President of the Annville Township Board of Commissioners in 1988, serving in that position from that point through 1997; and

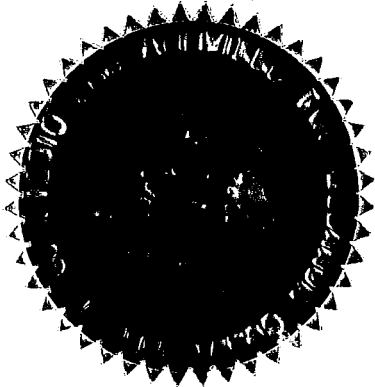
WHEREAS, Mr. Yingst has served the citizens of Annville Township with integrity, diligence, conscientiousness, prudence, and fairness; and


WHEREAS, Mr. Yingst has been honored by the Pennsylvania State Association of Township Commissioners for his 20 years of service to Annville Township; and

WHEREAS, Mr. Yingst has chosen not to run for reelection as a Township Commissioner and this is his final meeting as a member of the Annville Township Board of Commissioners.

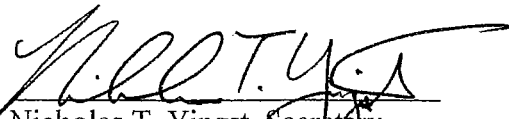
NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Allen R. Yingst be recognized and appreciated for his positive and lasting impact upon the Annville community.

ADOPTED this seventh day of December, 2015.




Rex A. Moore, President

Attest:


Nicholas T. Yingst, Secretary

APPROVAL OF MINUTES:

November 2, 2015 Public Hearing: **MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Public Hearing held November 2, 2015 as presented. Motion carried unanimously.

November 2, 2015 Regular Meeting: **MOTION** by Mr. Lively, second by Mr. Embich to approve the minutes of the Regular Meeting held November 2, 2015 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Approval of Purchase for Ferrous Sulfate: One bid was received for the purchase of ferrous sulfate for the wastewater treatment plant for 2016. The Township Authority recommended the Board of Commissioners approve the purchase from this bidder, Evoqua Water Technologies, LLC of Sarasota, FL, at a cost of \$0.747 per gallon, contingent upon Evoqua Water Technologies satisfying all required terms and bid specifications. Administrator Yingst reported that Evoqua Water Technologies has been notified of the minor issues that need addressed and the Township Office is waiting on its response. **MOTION** by Mr. Embich, second by Mr. Yingst to approve the purchase of ferrous sulfate from Evoqua Water Technologies, LLC at a cost of \$0.747 per gallon, contingent upon Evoqua Water Technologies, LLC satisfying all required terms and bid specifications. Motion carried unanimously.

Approval of Purchase for Methanol: One bid was received for the purchase of methanol for the wastewater treatment plant for 2016. The Township Authority recommended the Board of Commissioners approve the purchase from this bidder, Univar USA, Inc. of Middletown, PA, at a cost of \$1.16 per gallon, contingent upon Univar USA satisfying all required terms and bid specifications. Administrator Yingst reported that Univar USA was notified of the minor issues that needed addressed and submitted additional information to the Township Office. Solicitor Sheffey indicated he has reviewed this information and wished to review with Administrator Yingst further. **MOTION** by Mr. Lively, second by Mr. Scott to approve the purchase of methanol from Univar USA, Inc. at a cost of \$1.16 per gallon, contingent upon Univar USA, Inc. satisfying all required terms and bid specifications. Motion carried unanimously.

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

Proposal to Make South Lancaster Street a One-Way Street: It was noted that South Lancaster Street is temporarily posted as a one-way going south from West Main Street to West Queen Street for the holiday season and that this will be helpful in determining if this should become permanent as some individuals have requested. Mr. Scott inquired if any feedback had been

WORK DONE FOR NOVEMBER 2015

- (1) **BOLLARD REPAIRS** 8 repairs this month .
- (2) **D/T LIGHTS** We repaired 4 st lights.
- (3) **CHRISTMAS TREE** Christmas tree has been installed and decorated, we will also be putting the lights on the up lights in square, and I will have guys volunteering their time sat Dec 5 for the tree lighting ceremony.
- (4) **INTERN** The intern will be finishing up in December we might have another one that will start in January we have to see how many apply for the work that needs done.
- (5) **DUMPSTERS** We are done with the dumpsters for the year we will have them onsite but we will not be open on a wed and sat till next April.
- (6) **LEAF PICKING** Leaf picking is going well we will stop around mid-December weather permitting we spent 10 hrs. In S Annville 21.5 hrs. In Cleona and 59 hrs. In Annville
- (7) **FOUNTAIN** Fountain has been drained for the year
- (8) **POTHOLES** Weather permitting we will be filling some potholes this month.

Respectfully Submitted
Les Powell

ANNVILLE TOWNSHIP POLICE

NOVEMBER 1 - NOVEMBER 30, 2015

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	72
TRAFFIC ENFORCEMENT - WARNING	50
BACKGROUND INVESTIGATION	20
TRAFFIC ENFORCEMENT - CITATION	15
ASSIST OTHER POLICE	10
DOMESTIC DISPUTE	10
AMBULANCE CALL	9
ARSON	8
SUSPICIOUS ACTIVITY	8
ACCIDENT, HIT & RUN	6
ACCIDENT, NON-REPORTABLE	6
CHECK ON WELL BEING	6
POLICE INFORMATION	6
NOISE COMPLAINT	5
PARKING COMPLAINT	5
ALARMS	4
ASSIST MOTORIST	4
MENTAL HEALTH	4
ACCIDENT, REPORTABLE	3
CIVIL MATTER	3
DRIVING COMPLAINT	3
DRUG VIOLATION	3
DUMPSTER	3
LOST & FOUND	3
PUBLIC DRUNKENNESS	3
SUSPICIOUS VEHICLE	3
COMMUNITY RELATIONS	2
DOG COMPLAINT	2
FOOT PATROL - POLICE	2
THEFT - UNLAWFUL TAKING	2
TRESPASS LETTERS	2
UNDERAGE DRINKING	2

ACCESS DEVICE FRAUD	1
ANIMAL COMPLAINT	1
ASSIST OTHER AGENCY	1
BACKGROUND CHECK - VENDOR	1
BAD CHECKS	1
BURGLARY	1
CHILD ABUSE	1
CHILD CUSTODY	1
CODE ENFORCEMENT	1
DISABLED VEHICLE	1
FLEEING & ELUDING POLICE	1
HARASSMENT	1
HOUSE CHECK REQUEST	1
JUVENILE COMPLAINT	1
MISSING PERSON	1
NOISE ORDINANCE	1
OPEN CONTAINER - ORDINANCE	1
ORDINANCE - OTHER VIOLATIONS	1
PHONE SCAM	1
REQUEST FOR AID	1
SKATEBOARDING - ORDINANCE	1
SUSPICIOUS PERSON	1
THEFT - FROM MOTOR VEHICLE	1
THEFT - MOTOR VEHICLE	1
TRAFFIC COMPLAINT	1
TRAFFIC CONTROL - OTHER	1
WIRES DOWN	1

Total Calls: 311

received since the temporary one-way was established and Administrator Yingst reported that Ronald Dowey of West Queen Street had expressed concerns about the one-way being extended to West Queen Street.

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 November 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Installation of Vehicle Barrier at the Quittie Creek Nature Park East Trailhead: Noting the recent occurrence of an unauthorized vehicle accessing the east trailhead to Quittie Creek Nature Park, **MOTION** by President Moore, second by Mr. Lively to authorize the Public Works Department to install a barrier to prevent unauthorized vehicular access to the Quittie Creek Nature Park east trailhead on South Spruce Street. The motion was then opened for discussion. Mr. Embich asked what type of a barrier was to be installed and Mr. Scott indicated a chain serving as a gate, similar to the setup for the west trailhead. Mr. Embich suggested that a removable bollard be installed instead. President Moore asked how much this would cost, and Mr. Embich indicated he would also like to know this. The Commissioners then discussed this in detail, weighing the alternatives based upon considerations such as ease of use for hikers and accessibility for sewer vehicles. As the cost for installing a single bollard was not available, the Commissioners seemed to concur that the motion reflected the use of a chain, at least temporarily. With no further discussion noted, a vote was called for on the motion and was carried unanimously.

Pedestrian Crosswalk on South Spruce Street: Noting the current lack thereof, **MOTION** by Mr. Scott, second by Mr. Embich to authorize the Public Works Department to establish a pedestrian crosswalk connecting the east and west trailheads to Quittie Creek Nature Park on South Spruce Street with appropriate pavement striping and signage. The motion was then opened for discussion. The Commissioners briefly addressed the timing of this in light of the nearby bridge replacement project which is also planned to include the installation of a crosswalk and signage at this point of South Spruce Street. Both Mr. Scott and Mr. Embich expressed their support for the motion, indicating that the actual construction for the bridge replacement project was several years away and that the crosswalk would likely have faded and be in need of repainting by that time. With no further discussion noted, a vote was called for on the motion and was carried unanimously.

Finance: Mr. Embich reviewed the Financial Report for November, highlighting the total income and expenses for the eleventh month of 2015. In particular, he noted that total revenues were at 96% of its annual budget and that total expenditures were at 87% of its annual budget. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for November 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes.

December 7, 2015

QUITTIE CREEK NATURE PARK

The Quittie Creek Nature Park Committee of Friends of Old Annaville met on Sunday, November 22. The members reported that someone had driven a vehicle onto the meadow in Quittie Park East and spun the tires to create "donuts" in the grass. They suggested that a chain across the access ramp similar to the one protecting the other entrance from South Spruce Street could prevent such vandalism in the future. Long term the Committee would like to see all chains replaced by removable bollards.

They also requested that a crosswalk be installed across South Spruce Street linking the two sections of the trail with appropriate striping and signage.

MOTION: Authorize the Public Works Department to install a barrier to prevent unauthorized vehicular access to the Quittie Park East trailhead on South Spruce Street.

MOTION: Request that the Public Works Department establish a pedestrian cross walk connecting the east and west trailheads on South Spruce Street with appropriate pavement striping and signage.

HMGP PROPERTIES

Following a month of no action by Streamline Builders, Inc. to complete site preparation and reseeding of the South White Oak Street and South Lancaster Street sites, and that in spite of repeated call for such action by the Township Administrator, the owner finally requested to be released from the contract.

Township Administrator Yingst informed the company that this was not an option given the FEMA/PEMA deadline for final audit of the project. Township engineers and officials have scheduled a meeting with Streamline for Monday, December 7, in an attempt to resolve the issue.

Permits Report

Month of November 2015

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u> </u>	<u> </u>
Excavator Licenses issued	<u> </u>	<u> </u>
Total Tapping Fees Collected		<u>\$4,210.00</u>

Tapping Fees

North Annville Township	Clear Spring-Country Lane	\$4,210.00
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Building Permits

#33-15	19 S. Lancaster St.	Charles Fox III	replace a structure
#34-15	201 W. Main St.	Angelo & Mona Mini	replace a structure
#35-15	44 E. Main St.	David Yeagley	demo
#36-15	28 N. Railroad St.	Jaun & Georgina Quiles	demo

Curb/Sidewalk Permits

Street-Cut Permits

#15-19	100 N. King St. (3 cuts)	UGI Utilities, Inc.
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Burn Permit

Annville Activities: Mr. Scott reviewed the Annville Activities Report for November 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

New Year's Eve Celebration – Bonfire Burn Permit: Noting the request from Destination Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Lively to authorize a burn permit for the bonfire for the Destination Annville New Year's Eve celebration at the Annville Youth League field for the evening hours of December 31, 2015 until the early-morning hours of January 1, 2016. Motion carried unanimously.

New Year's Eve Celebration – Suspension of Noise Ordinance: Noting the request from Destination Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Lively to grant a special waiver to the Township noise ordinance specific to the Destination Annville New Year's Eve celebration at the Annville Youth League field from 10:00 PM on December 31, 2015 until 1:00 AM on January 1, 2016. Motion carried unanimously.

2016 Historic Old Annville Day – Designation of Date: Noting the request from the Friends of Old Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Lively to designate Saturday, June 11, 2016 as Historic Old Annville Day. Motion carried unanimously.

2016 Historic Old Annville Day – Street Closure: Noting the request from the Friends of Old Annville regarding same, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Police Department to apply to the Pennsylvania Department of Transportation (PennDOT) for the necessary street closure permit for Route 422 between Chestnut Street and Route 934 beginning at 6:00 AM and ending at 4:00 PM on June 11, 2016 for Historic Old Annville Day. Motion carried unanimously.

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 prior to the adjournment of the November 2, 2015 Regular Meeting to discuss potential litigation. An Executive Session was also requested to be held prior to the adjournment of the December Regular Meeting to discuss personnel matters.

Planning Commission: Administrator Yingst reported that the Planning Commission did not meet in November and that it is not expected to meet in December.

Economic Development: Administrator Yingst reported that the next quarterly meeting of the Economic Development Authority is scheduled for December 22, 2015.

Historic Architectural Review Board (HARB): Administrator Yingst reported that HARB met in November to review additional information pertaining to an application for a sign at Salsa's Mexican Grill at 344 East Main Street. At the recommendation of HARB, **MOTION** by Mr.

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
December 7, 2015**

5 K Veterans' Day Run, Saturday, 7 November, A-C Pool, 9:00 AM.

The event went off successfully with no incidents reported.

Small Business Saturday, November 28, Downtown, 10:00 AM -- 4:00 PM

Destination Annvile promoted this event with the cooperation of some downtown merchants. They had set up a hospitality center in the Town Hall and gave anyone showing a receipt for a purchase made that day a chance to win one of the sixteen raffle baskets on display. Sponsors provided hot chocolate, coffee, cookies, snacks and had a craft table set up by SPLAT Studio for children to make a holiday craft. Destination Annvile also invited anyone making handmade items to set up a table and sell their products, an offer that one individual took advantage of.

The hospitality center enjoyed steady traffic; sponsors were pleased with the nice turnout. The only snag came when the combined draw of the two hot drink urns popped a breaker shutting down all the outlets in the meeting room. Officer Heisey happened to be on duty and was able to restore the power.

The following businesses participated: Allwein Carpet One Floor & Home, Batdorf Restaurant, Corvette Grille, Head to Toe Boutique, Stewart's Gift Peddler, The Fife and Drum on Main, Annvile Free Library, The Annvile Grille, Prudential Gacono Real Estate, SPLAT Studio, Big Mike's Beer N Cigars, Quittie Glen, The Wellness Point, Bright Beginnings Preschool, Inc., Annvile Fitness Center, The Flower Garden, Annvile Natural Market, Horning's Furniture, Rock-A-Bye Baby Furniture, Butcher Block Antiques, Klick Lewis Family of Dealerships and Nornhold & Associates.

Christmas Holiday Season: Saturday, December 5, 9:00 AM and 5:45 PM

Pete and Barb Gamber donated the beautifully shaped tree which the Public Works Department cut, Frenchy & Sons transported and placed on November 18, Public Works secured, and the Annvile-Cleona Fire District decorated.

The Washington Band played at 8:45 on Saturday, December 5 to welcome Santa's arrival by fire truck at the Allen at 9 AM.

The tree lighting began at 5:45 that evening with another concert by the Washington Band, carol singing, a Christmas message by Chaplain Doug Etter, the lighting ceremony and Santa's return.

New Year's Eve Celebration: December 31, 9:00 PM -- Midnight, Youth League Field

Again this year Destination Annvile plans to ring in the new year with a bonfire party at the Youth League field at Long and Maple Streets and a ceremonial lowering of Annvile's Heart into Hands. Public Works built the display last year and will assist with the mechanics. This year's party will feature a DJ in place of the band, whose fingers failed to perform for long in the cold.

MOTION: Authorize a burn permit for the New Year's bonfire on the Youth League field for the night of December 31, 2015 into January 1, 2016.

MOTION: Suspend the noise ordinance between the hours of 10:00 PM on December 31, 2015 and 1:00 AM on January 1, 2016.

Historic Old Annville Day: Saturday, June 11, 2016

Plans are underway by the Friends of Old Annville for the 28th annual celebration of Historic Old Annville Day.

MOTION: Approve Saturday, June 11, 2016 as the date for Historic Old Annville Day.

MOTION: Authorize the Department of Police to request permission from PennDOT to close US 422 (Main Street) between Chestnut and PA 934 (White Oak) to traffic beginning at 6:00 AM and ending at 4:00 PM on Saturday, June 11, 2016.

Meet the Commissioner

Continues to be under development.

Scott, second by Mr. Lively to issue a Certificate of Appropriateness for replacement of a sign at Salsa's Mexican Grill at 344 East Main Street. Motion carried unanimously.

Wage & Salary: The Wage & Salary Committee minutes from its October 27, 2015 meeting were reviewed by the Commissioners and the following Committee recommendations on 2016 budget matters were then addressed:

Retirement of Dennis Reppert: **MOTION** by Mr. Yingst, second by Mr. Scott to approve the retirement of Dennis Reppert as a part time Records Clerk in the Police Department effective December 31, 2015 and to express the Board's appreciation for his many years of service to the Township. Motion carried unanimously.

Reclassification of Linda Bechtel as Part Time Administrative Assistant and Accreditation Manager: It was noted that Linda Bechtel has informed the Township that she will be retiring from full time employment effective December 31, 2015. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Embich, second by Mr. Scott to authorize the reclassification of Linda Bechtel from a full time Administrative Assistant to a part time Administrative Assistant and Accreditation Manager in the Police Department effective January 1, 2016. Motion carried unanimously.

Hiring of James Grumbine as Full Time Administrative Assistant: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Embich, second by Mr. Lively to hire James Grumbine as a full time Administrative Assistant in the Police Department effective January 1, 2016. Motion carried unanimously.

Wage and Salary Adjustments for 2016: It was noted that the Wage & Salary Committee recommended that all non-uniformed employees be given a 1.5% across-the-board wage and salary increase effective January 1, 2016. A list of salaries and wages for Township employees for 2016 is as follows:

<u>Employee</u>	<u>Annually</u>	<u>Hourly</u>
Bernard Dugan	\$78,812	
Nicholas T. Yingst	\$61,917	
Leslie J. Powell	\$59,319	
Carol Stewart		\$22.22
Keith Heck		\$22.21
Christopher Koehler		\$19.14
James Grumbine		\$16.41
Linda Bechtel		\$16.41
Jason Shaak		\$15.44
Cheryl Fischer		\$14.03
Joseph Viozzi		\$11.15
Edwin Miller		\$11.14
Part-time Crossing Guards		\$10.72
Full-time Police Officers	Set by collective bargaining agreement	
Part-time Police Officers	Set by collective bargaining agreement	

Per the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Embich, second by Mr. Scott to approve the salaries and wages listed above effective January 1, 2016. Motion carried unanimously.

Non-Uniformed Employee Benefits for 2016: It was noted that the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2016. Per the recommendation of the Wage and Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the listing of benefits for non-uniformed employees as presented. Motion carried unanimously and the listing of 2016 benefits is attached hereto and made a part of these minutes.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for November 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Restoration of Website: **MOTION** by Mr. Scott, second by Mr. Embich to authorize payment of \$800.00 to Isaac S. Preston, Custom Web Development, for restoration of the Township website. Motion carried unanimously.

Cloud Business Hosting: **MOTION** by Mr. Lively, second by Mr. Scott to authorize payment of \$395.19 for Cloud Business Hosting of the Township website by BlueHost for 36 months (November 20, 2015 through November 20, 2018). Motion carried unanimously.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for November 2015, a copy of which is attached hereto and made a part of these minutes. The following item was then discussed in detail:

Safety Review Committee Submissions: Mr. Embich indicated that several items were submitted to the Township requesting approval by Wilson Consulting Group, PC before the latter submits these items to the PennDOT Safety Review Committee. **MOTION** by Mr. Embich, second by Mr. Yingst to approve the Safety Review With Design Criteria, Preliminary Traffic Control Plan, and Preliminary Signing and Pavement Marking Plan for the Spruce Street Bridge as submitted to the Township on November 20, 2015 and to authorize correspondence from the Township Administrator to Wilson Consulting Group, PC regarding same. Motion carried unanimously.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for November 2015, a copy of which is attached hereto and made a part of these minutes. At Mr. Embich's request, Karen Feather spoke briefly about a stormwater seminar hosted by Land Studies, Inc. that she attended on December 4, 2015. The following item was then discussed in detail:

Ordinance Revision Proposal: Mr. Embich presented a proposal from SSM Group, Inc. to revise the current stormwater management ordinance to bring it into compliance with new Pennsylvania Department of Environmental Protection (DEP) stormwater regulations. **MOTION** by Mr. Embich, second by Mr. Scott to authorize SSM Group, Inc. to revise the Township's stormwater management ordinance in accordance with its proposal at an estimated cost of \$2,500.00 and to

ANNVILLE TOWNSHIP

NON-UNIFORMED EMPLOYEE BENEFITS

2016

- I. **Vehicle Reimbursement** - Reimbursement for use of employee's personal vehicle for official Township business shall be at the then current rate as established by the federal Internal Revenue Service.
- II. **Holidays** - Employees shall receive ten (10) paid holidays:
 1. New Year's Day
 2. Good Friday
 3. Primary Election Day*
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. General Election Day*
 8. Thanksgiving Day
 9. Christmas Day
 10. Employee's Birthday

* Public Works Department and Police clerical employees may substitute Personal Days for these two holidays.
- III. **Sick Leave** - Employees shall be entitled to twelve (12) days sick leave per year, and may accumulate a maximum total of one hundred forty (140) days.

Up to five (5) days of an employee's sick leave entitlement may be used each year where an illness in the immediate family requires the employee's absence from work to care for that family member.
- IV. **Vacation** - Employees shall receive five (5) working days vacation after the first year of service; ten (10) working days vacation after the second year of service; and one (1) additional working day vacation for each year of service in excess of two (2) years to a total of twenty (20) days up to twenty (20) years of service, effective the employment anniversary date. After twenty (20) years of service the employee earns twenty-five (25) vacation days. Employees may carry a maximum of fifteen (15) unused vacation days over to the following year.
- V. **Bereavement Leave**
 - A. Employees shall receive four (4) working days paid leave for the death of the following:
 1. Spouse
 2. Child
 3. Parent
 4. Sibling
 5. Father-in-law or Mother-in-law

B. Employees shall receive three (3) working days paid leave for the death of the following:

1. Grandparent
2. Grandchild

VI. **Personal Day** - Employee shall be entitled to one (1) working day off with pay each year for personal use.

VII. **Pension Plan** - Defined Benefit Plan (2.0% per year of service)

VIII. **Insurance**

A. **Hospitalization**

1. Capital Blue Cross
2. Major Medical
3. Includes immediate family
4. No premium cost to employee
5. Deductibles - Single: \$500; Family: \$1,000

B. **Eye/Dental** -

1. Davis Vision
2. United Concordia Dental

C. **Life Insurance**

1. \$20,000 group term life insurance

IX. **COLA Increase 2016** - 1.5% pay increase effective January 1, 2016.

December 7, 2015

Website

Friday the 13th or the Great Website Disaster

It all started with a minor hack. In early November Township staff noted that the Public Works page displayed four links to various Acer printer drivers in place of the image of a dumpster. Some experimentation suggested that the image itself had been compromised somewhere between the backend (dumpster.jpg) and the frontend (Acer links). The ultimate solution was to delete the corrupted image and replace it with an entirely different one. Immediate problem solved.

Online investigation into the hack pointed toward our webserver as the point of entry for the exploitation of a weakness common to all jpeg images. Jpeg images offer a highly efficient graphics format and our website is full of them. Seeking to forestall future hacks of a similar nature, we contacted our webhosting service, Bluehost. Their technicians recommended a security add-on product SiteLock, which is available for purchase and installation through the Bluehost control panel. This product exists in three flavors: find (\$2.50/month), fix (\$7.50/month), and prevent (\$41.67/month). Bluehost recommended the "fix" option (daily malware detection scan, automatic elimination of malware, installation of a basic firewall) as sufficient for our needs. As the price was relatively modest, we agreed to terms and conditions and initiated online installation of this product on Friday, November 13.

The automatic installation failed to complete. We were offered a telephone number to seek technical support. The support technician facilitated the installation and suggested, in light of our past difficulties with hacks, that we invest in the highest grade of firewall protection that SiteLock offers (\$79.99/month) for a quarter at least, following which we could select the most appropriate level for ongoing protection of our site. This highest level firewall, TrueShield: Enterprise, would scan the entire site, eliminate malware, prevent intrusions and identify the sources of attempted hacks. We agreed to this plan and authorized the additional expenditure. The technician installed the software; the entire website--frontend and backend--immediately vanished.

All attempts by the rightly chagrined SiteLock technician to get the site back up failed. He ultimately advised us to contact Bluehost to rectify the situation. A Bluehost technician spent over an hour on the phone trying various methods of restoring the site, all of which failed. He finally concluded it would be necessary for us to engage a JOOMLA! developer to investigate the problem and repair the site. By Friday afternoon Administrator Yingst had a referral from Virtual October for an individual who agreed to work on the site on an hourly rate.

Over the weekend and throughout the following week, the developer attempted to peel back the layers of the mystery of the disappearing website. Ultimately, it seems that the relatively innocent-appearing hack had, in fact, seriously compromised some basic JOOMLA! code, to the point that the SiteLock malware SWAT team took out the entire website's ability to communicate to the server. At this writing, efforts to rebuild the site continue.

Assuming that the developer succeeds in restoring the site, we need to give some thought to the appropriate way forward. The website is an important service we offer our residents and the wider community. Up to this point, we have invested very little in creating and maintaining it. The cost of the domain, secured through GoDaddy, is minimal. LVC digital communications students developed the site for free as their senior project.

ANNVILLE TOWNSHIP INFORMATION TECHNOLOGY

Subsequent hosting of the site costs \$11.00/month. At this level of hosting, we share a server and an IP address with thousands of other websites. The single address offers malicious web crawlers a wide target for exploitation. Bluehost suggested we could measurably improve our security by moving to a more exclusive, business account on a faster server where we would have a designated IP address (\$ 15.00/month). We have already made this change. Bluehost also suggested we subscribe to a malware scanning and removal firewall, SiteLock Prevent, as an add-on at a cost of 41.67/month. A less robust protection plan which scans and removes malware but lacks the firewall is available for \$7.50/month.

With some help from an associate, the developer we engaged has our site up and functioning again with some limitations. One very large plus: the new template performs much better on mobile devices. Our site has effectively entered the smart phone era. Some work remains to be completed as not all features of the old site are present in the new one. Efforts to completely restore the site are ongoing.

We have received an invoice for the work performed thus far--an unbudgeted expense.

MOTION: Authorize payment of \$800.00 to Isaac S. Preston, Custom Web Development for restoration of the Township website annvilletwp.com.

MOTION: Authorize payment of \$395.19 to Bluehost for Cloud Business Hosting of our website for 36 months (11/20/2015 -- 11/20/2018).

Thomas Embich

Agenda Items: VI - G & H

Date: December 3, 2015 report for December 7, 2015 Meeting

Item VI -G SPRUCE STREET BRIDGE

1. **Wilson Consulting (Mr. Bill Wilson) sent a full scope of project for submittal to McCormick-Taylor as the Penn DoT project review agent. The 243-page document has a few pages that are South Spruce Street Bridge specific, but the bulk is standard Penn DoT project requirements. If all Board members are comfortable with moving forward on the basis of Wilson's proposal, the Wilson Consulting is asking for a "letter to proceed".**

ACTION ITEM:

1. **Authorize issuance of a "letter to proceed" to Wilson Consulting Group, based on the drafted "design scoping documents" of November, 20, 2015.**

ITEM VI - H STORMWATER MANAGEMENT

1. The LCCWA has not met since authorizing the Center for Watershed Protection to file for a grant to develop a compliance program for all communities with MS4 permits along the Quittapahilla. The current status of the grant application is that award announcement is to be made in mid-December, 2015.
2. Land Studies, Inc. announced that they have the first MS4 Certified Specialist in PA. They also conducted a seminar in Lancaster on Friday, Dec. 4. No Annville staff, nor I were able to attend.
3. Observation of stormwater during the past couple of larger storms revealed that we have a good amount of grass, and leaf debris reaching our storm drains, as well as cement/sand discolored water flowing on Ulrich Street from Sheridan Avenue.
4. In a review with SSM, Inc, Engineer, Kent Morey, the above issues were mentioned. Mr. Morey's opinion is that any discharges that are deemed in compliance with an NPDES permit (i.e. Boger's operation) would make our subsequent discharge via stormsewer to the Quittapahilla still in compliance. Other debris and discharges to the stormsewer system, not covered by an NPDES permit, would be our responsibility for compliance under the MS4. The primary purpose of our review with Mr. Morey was to highlight some of the potential changes to be required to our Stormwater Management Ordinance [per Act 167 requirement] to comply with PA DEP recommended coverage. Mr. Morey is developing a "checklist" of the issues for subsequent development of a draft ordinance amendment package which will be reviewed and then submitted to Township Solicitor for draft Ordinance revision.

ACTION:

"Develop, implement, and maintain" documents required to provide partial compliance:

1. Update our ordinance(s) for enforcement of the MS4 program as details of those requirements become available. This item is in process and revised ordinance should be available in early 2016.

authorize the execution of this proposal by the appropriate Township officials. Motion carried unanimously.

Zoning Ordinance Revision: Mr. Scott reported that the revised zoning ordinance remains available for public review and the Zoning Ordinance Revision Committee (ZORC) is trying to set up an interview with local media to discuss the ordinance in the hopes of spreading the word about it. He also noted ZORC is working on proposed revisions to the Township's outdated ordinances on animals which, among other improvements, will provide language on the keeping of bees and chickens. Mr. Schroeder inquired as to the timeframe for adoption of the revised zoning ordinance and Mr. Scott indicated the formal comment period would begin sometime shortly after the extensive informal comment period that is currently underway is closed.

Fire Department: The Board noted the receipt of the November 2015 Monthly Statistical Report for the Union Hose Fire Company.

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

OLD BUSINESS:

Main Street and First Avenue Crosswalk: Nothing to report this month.

Ordinance No. 645 – Amendment to Refuse Collection Fee: Administrator Yingst presented proposed Ordinance No. 645, which would amend the refuse collection fee to \$60 per quarter. He informed the Board that the ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Scott, second by Mr. Lively to adopt Ordinance No. 645, amending Chapter 20, Solid Waste, Part 2, Refuse Collection Fee, §20-203, Entities Billed, of the Annville Township Code of Ordinances, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Ordinance No. 646 – 2016 Tax Levy and Appropriations: Administrator Yingst presented proposed Ordinance No. 646, fixing the 2016 real estate tax rate for general purposes at three and nine one-hundredths (3.09) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2016. He informed the Board that the ordinance was properly advertised and could be considered for adoption, and noted that adopting this ordinance would officially adopt the 2016 budget. **MOTION** by Mr. Embich, second by Mr. Scott to adopt Ordinance No. 646, fixing the tax rate for the year 2016 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2016, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

NEW BUSINESS:

Authorization of Loan Draw Request No. 49/Requisition No. 49 (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. 49 from the Sewer

ORDINANCE NO. 645

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING THE REFUSE COLLECTION FEE EFFECTIVE JANUARY 1, 2016.

BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania, and it is hereby ordained and enacted as follows:

SECTION 1. The provisions of Chapter 20, Solid Waste, Part 2, Refuse Collection Fee, Section 20-203, Entities Billed, of the Code of Ordinances of Annville Township, are amended and revised as follows:

1. Except as otherwise provided in this Part, the refuse collection fee for any dwelling unit and/or improved property, shall be \$20 per month, or \$60 per quarter-annum. For service periods of less or more than one quarter-annum, the refuse collection fee shall be proportionately adjusted. All owners of improved property not covered by this Part shall arrange with the licensed refuse collector for the removal of refuse in accordance with the requirements of Part 1 and shall pay a fee directly to the licensed refuse collector of this Township in accordance with a fee schedule approved by the Township and posted with the Township semi-annually on September 1 and March 1 of each year.

SECTION 2. EFFECTIVE DATE. The effective date for the fee changes identified in SECTION 1 above shall be January 1, 2016.

SECTION 3. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 4. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective December 7, 2015.

ORDAINED AND ENACTED this 7th day of December, 2015.

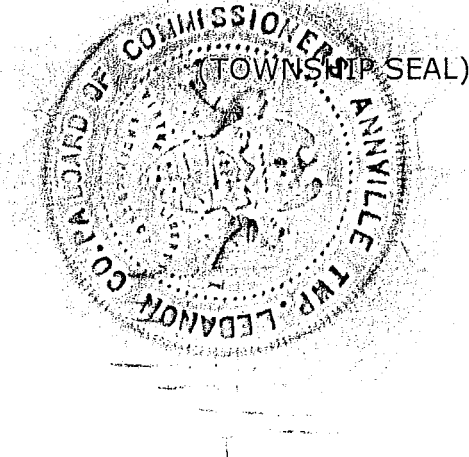
BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: _____

Rex A. Moore, President

ATTEST:

Nicholas T. Yingst
Nicholas T. Yingst, Secretary



2016 TAX LEVY AND
APPROPRIATION ORDINANCE
ANNVILLE TOWNSHIP

ORDINANCE NO. 646

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2016 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2016.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Board of Commissioners of the Township of Annaville, Lebanon County, Pennsylvania:

SECTION 1. That a tax be and the same is hereby levied on all real property within the Township subject to taxation for the fiscal year 2016:

Tax rate for general purposes, the sum of three and nine one-hundredths (3.09) mills on each dollar of assessed valuation, or the sum of thirty and nine-tenths cents (\$0.309) on each one hundred dollars of assessed valuation. A ten per cent (10%) penalty will be applied to any taxes that remain unpaid for a period of four (4) months after the date of the tax notice.

SECTION 2. That for the expenditures and expenses of the fiscal year 2016 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2016 for the specific purposes set forth on the following pages.

GENERAL FUND

Beginning Cash Balance		\$ 195,000
Estimated Revenues		
Taxes	\$ 1,179,033	
Licenses	51,875	
Fines	44,600	
Interest and Rents	18,300	
Intergovernmental Revenue and Grants	134,284	
Fees	356,758	
Miscellaneous	<u>58,050</u>	
Total Estimated Revenues		<u>1,842,900</u>
Total Available for Appropriation		<u>\$ 2,037,900</u>
Estimated Expenditures		
General Government	\$ 191,923	
Public Safety	667,060	
Health and Sanitation	235,000	
Highways	119,045	
Parks and Community	47,200	
Debt Service	66,716	
Employee Benefits, Insurance and Capital Transfers	<u>515,956</u>	
Total Appropriated Expenditures		\$ 1,842,900
Unappropriated Ending Cash Balance		195,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,037,900</u>

CAPITAL RESERVE FUND

Beginning Cash Balance		\$ 304,000
Estimated Revenues		
Interest	\$ 300	
Non-Local Share Bridge Engineering	190,000	
Transfers from Other Township Funds	<u>281,432</u>	
Total Estimated Revenues		<u>471,732</u>
Total Available for Appropriation		<u>\$ 775,732</u>

Estimated Expenditures		
Municipal Building	\$ 139,000	
Public Works	275,500	
Bridge Engineering	<u>200,000</u>	
Total Appropriated Expenditures		\$ 614,500
Unappropriated Ending Cash Balance		<u>161,232</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 775,732</u>

LIQUID FUELS FUND

Beginning Cash Balance		\$ 129,000
Estimated Revenues		
Interest	\$ 50	
Liquid Fuels Tax Allocation	<u>114,000</u>	
Total Estimated Revenues		<u>114,050</u>
Total Available for Appropriation		<u>\$ 243,050</u>
Estimated Expenditures		
Equipment Purchases	\$ 27,000	
Highway Operating Expenses	65,500	
Repairs and Maintenance - Equipment, Streets, Storm Sewers	34,000	
Construction and Rebuilding - Bridges	<u>10,000</u>	
Total Appropriated Expenditures		\$ 136,500
Unappropriated Ending Cash Balance		<u>106,550</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 243,050</u>

SEWER FUND

Beginning Cash Balance		\$ 280,000
Estimated Revenues		
Interest	\$ 25	
Sewer Rentals	1,590,000	
Fees	229,100	
Other	<u>2,600</u>	
Total Estimated Revenues		<u>1,821,725</u>
Total Available for Appropriation		<u>\$ 2,101,725</u>
Estimated Expenditures		
Administration	\$ 83,033	
Operations	549,462	
Debt Service	828,560	
Employee Benefits and Insurance	322,571	
Capital Expenditures and Transfers	<u>38,099</u>	
Total Appropriated Expenditures		\$ 1,821,725
Unappropriated Ending Cash Balance		<u>280,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,101,725</u>

SEWER CAPITAL FUND

Beginning Cash Balance		\$ 698,000
Estimated Revenues		
Interest	\$ 125	
Transfers from Sewer Fund	<u>38,099</u>	
Total Estimated Revenues		<u>38,224</u>
Total Available for Appropriation		<u>\$ 736,224</u>
Estimated Expenditures		
Vehicles	\$ 20,000	
Transfers to Other Funds	<u>245,253</u>	
Total Appropriated Expenditures		\$ 265,253
Unappropriated Ending Cash Balance		<u>470,971</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 736,224</u>

ECONOMIC DEVELOPMENT AUTHORITY

Beginning Cash Balance		\$ 7,000
Estimated Revenues		
Township Contribution	\$ 9,600	
Total Estimated Revenues		<u>9,600</u>
Total Available for Appropriation		<u>\$ 16,600</u>
Estimated Expenditures		
Administration and Insurance	\$ 1,100	
Professional Services	6,600	
Property Expenses	<u>1,900</u>	
Total Appropriated Expenditures		\$ 9,600
Unappropriated Ending Cash Balance		<u>7,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 16,600</u>

POLICE PENSION FUND

Beginning Cash Balance		\$ 726,000
Estimated Revenues		
Investment Earnings	\$ 29,040	
Transfer from General Fund	<u>97,367</u>	
Total Estimated Revenues		<u>126,407</u>
Total Available for Appropriation		<u>\$ 852,407</u>
Estimated Expenditures		
Retirement Benefits	\$ 64,580	
Administrative Fees	<u>16,932</u>	
Total Appropriated Expenditures		\$ 81,512
Unappropriated Ending Cash Balance		<u>770,895</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 852,407</u>

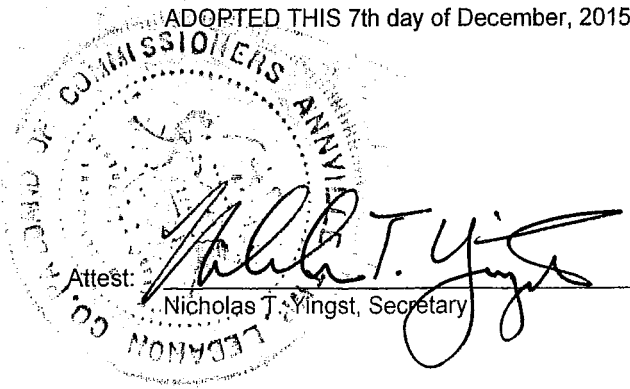
NON-UNIFORMED EMPLOYEES PENSION FUND


Beginning Cash Balance		\$ 1,272,000
Estimated Revenues		
Investment Earnings	\$ 76,320	
Transfers from General and Sewer Funds	<u>106,171</u>	
Total Estimated Revenues		<u>182,491</u>
Total Available for Appropriation		<u>\$ 1,454,491</u>
Estimated Expenditures		
Retirement Benefits	\$ 93,372	
Administrative Fees	<u>16,908</u>	
Total Appropriated Expenditures		\$ 110,280
Unappropriated Ending Cash Balance		<u>1,344,211</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,454,491</u>

SECTION 3. An estimate of the specific items making up the amounts appropriated to the respective departments is on file in the office of the Township of Annville, Lebanon County, Pennsylvania.

SECTION 4. That any ordinance or part of an ordinance conflicting with this ordinance be and the same is hereby repealed insofar as the same affects this ordinance.

ADOPTED THIS 7th day of December, 2015.




 Rex A. Moore, President
 Board of Commissioners

Construction Fund in the amount of \$559.37 and to approve Requisition No. 49 authorizing payment to Gannett Fleming for engineering services in the amount of \$559.37. Motion carried unanimously.

2015-2016 Humane Society of Lebanon County Stray Housing Agreement: Administrator Yingst presented the Board with a stray housing agreement from the Humane Society of Lebanon County for its review and comment. The agreement runs from October 1, 2015 through September 30, 2016 and would charge the Township a flat annual fee of \$585. This fee is based upon 13 unclaimed stray animals picked up in Annville Township and deposited at the Humane Society over the previous fiscal year at a rate of \$45 per animal, which represents a decrease of six stray animals from the previous fiscal year. **MOTION** by Mr. Scott, second by Mr. Lively to approve the 2015-2016 stray housing agreement with the Humane Society of Lebanon County as presented and to authorize its execution by the appropriate Township Officials. Motion carried unanimously.

Workers' Compensation – Township Employees: Administrator Yingst presented the renewal proposal for the Township employees' workers' compensation policy through Susquehanna Municipal Trust for 2016. The annual premium for 2016 would be \$54,582, and Mr. Embich and Administrator Yingst discussed the base rates for the various employee classes on which the premium is calculated. **MOTION** by Mr. Lively, second by Mr. Scott to approve the renewal of the Township employees' workers' compensation policy through Susquehanna Municipal Trust for 2016 as presented. Motion carried unanimously.

Workers' Compensation – Volunteer Firefighters: Administrator Yingst presented the renewal proposal for the Union Hose Fire Company volunteer firefighters' workers' compensation policy through the Pennsylvania Department of Labor & Industry State Workers' Insurance Fund (SWIF) for 2016. The annual premium for 2016 would be \$13,252. **MOTION** by Mr. Scott, second by Mr. Lively to approve the renewal of the Union Hose Fire Company volunteer firefighters' workers' compensation policy through SWIF for 2016 as presented. Motion carried unanimously.

Christmas Tree Collection Dates: **MOTION** by Mr. Embich, second by Mr. Yingst to establish the dates for the annual Christmas tree collection as the week of January 11, 2016 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

Cancellation of Adjourned Meeting: Noting that the Adjourned Meeting scheduled for December 28, 2015 may not be necessary due to the 2016 budget having already been adopted, **MOTION** by Mr. Yingst, second by Mr. Embich to cancel the Adjourned Meeting scheduled for December 28, 2015 if the way be clear and to authorize the Township Administrator to advertise same. Motion carried unanimously.

Website Security: Due to the recent issues affecting the security of the Township website, Mr. Scott asked for feedback from the Commissioners regarding an appropriate course of action to address this matter going forward. Specifically, he asked if the Township should be spending more on website security. Referring to the IT Report, President Moore asked if the designated Internet Protocol (IP) address now in place for the Township website would not solve many of

these issues. Mr. Scott indicated that while this was an improvement, the website remains vulnerable in other areas. To that end, he asked if the Commissioners thought that spending additional funds on an improved firewall was reasonable. Mr. Embich indicated he believed this seemed sensible depending on the cost. Mr. Scott noted that such a firewall would likely cost about \$70 per month. A question was raised regarding whether this was budgeted and Administrator Yingst indicated that it was not. The activity on the website was then discussed, along with whether the possible cost of an improved firewall was justified. Based on this conversation, Mr. Scott indicated that he would revisit this issue with the Commissioners at a future date and do more research on the options and costs of website security in the meantime.

CORRESPONDENCE: The Board was informed of the following item of correspondence received since its November Regular Meeting:

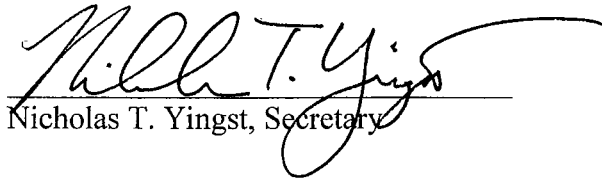
Workers' Compensation Meeting: Administrator Yingst reported that a routine meeting was held the prior week with representatives of Susquehanna Municipal Trust to review the Township's risk control measures pertaining to workers' compensation. He noted that at this meeting the Township was presented with a 2014 safety award for zero loss time days, which he presented to the Board. Administrator Yingst also reported that subsequent to that meeting the Susquehanna Municipal Trust risk control consultant issued a letter informing the Township he was not making new recommendations for the Township, due to the Township's proactive safety measures, and noted the reduction in the frequency and severity of the Township's workers' compensation claims over the past few years.

PAY BILLS: Administrator Yingst noted that check number 13973, payable to the Capital Reserve Fund in the amount of \$95,326.00, is comprised of \$11,326.00 in budgeted multiyear capital contributions for a police vehicle and a generator, \$4,000 for flooring in the Police Department office and additional securing of the police side of the basement, and \$80,000.00 in an unbudgeted contribution resulting from a projected year-end 2015 surplus that was discussed as part of the 2016 budget meetings. **MOTION** by Mr. Scott, 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.


RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:26 PM. The Regular Meeting was reconvened at 8:39 PM with the five Commissioners, Administrator Yingst, Chief of Police Dugan, Solicitor Sheffey, and Mr. Lamoureux present.

2016-2018 Collective Bargaining Agreement with the Annville Township Police Officers' Association: **MOTION** by President Moore, second by Mr. Embich to approve the Collective Bargaining Agreement with the Annville Township Police Officers' Association (ATPOA) for the years 2016, 2017, and 2018 as presented and to authorize its execution by the appropriate Township officials, contingent upon the ATPOA approving and signing same. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Yingst, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:40 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President