

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
December 5, 2016**

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on December 5, 2016 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; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Timothy D. Sheffey and Corey Lamoureux, office of the Township Solicitor; Aaron Hanley, Union Hose Fire Company; Larry and Millie Kish; Maple Street; Dean Wolfe, West Main Street; Karen Feather, Woodside Court; Jonathan Johnson, Destination Annville; Michael Schroeder, Lebanon Pipeline Awareness; Shawn Curtin, Amy Lintz and Donald Santostefano, Lebanon Valley College; Timothy J. Horstmann, McNees Wallace & Nurick LLC; and Timothy Przybylowski, Century Engineering, Inc.

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.

**SPECIAL ORDER OF BUSINESS:**

**Ordinance No. 652 – Repealing and Comprehensively Revising the Zoning Ordinance:** Mr. Yingst presented proposed Ordinance No. 652, repealing Chapter 27 (Zoning) of the Township Code of Ordinances and comprehensively revising same. He informed the Board that the ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Scott, second by Mr. Embich to adopt Ordinance No. 652, repealing and comprehensively revising the zoning ordinance, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

President Moore provided an opportunity for public comment and the following comments were noted from those in attendance:

**Destination Annville New Year's Eve Celebration:** Noting that Jonathan Johnson was listed on the agenda, President Moore asked him to share his comments with the Board. Mr. Johnson indicated he was representing Destination Annville and that organization wished to use the Annville Center downtown parking lot and fountain area for a New Year's Eve event open to the public. **MOTION** by Mr. Scott, second by Mr. Lively to (1) authorize the use of the Annville Center parking lot and fountain area, including a prohibition of parking on the lot, for the Destination Annville New Year's Eve Celebration from 9:00 PM on December 31, 2016 until 12:30 AM on January 1, 2017; (2) authorize the closure of East Lebanon Street from North White Oak Street to North Manheim Street from 9:00 PM on December 31, 2016 until 12:30 AM on January 1, 2017 for the Destination Annville New Year's Celebration; (3) grant a special waiver to the Township noise ordinance specific to the Destination Annville New Year's Eve Celebration at the Annville Center parking lot and fountain area from 9:00 PM on December 31, 2016 until 12:30 AM on January 1, 2017; and (4) authorize the Township Public Works Department and Police Department to provide assistance for the Destination Annville New Year's Celebration, as necessary. President Moore then inquired as to what measures would be taken concerning the residents in adjacent buildings who park in that lot, as well as the impact



the event might have for patrons of Subway who also park on that lot. Mr. Johnson indicated representatives from Destination Annville would be reaching out to those in the adjacent properties, including Subway, to inform them in advance of the event. Mr. Santostefano asked if East Lebanon Street would be available for emergency access to those college properties adjacent to it, if necessary, and Police Chief Dugan indicated that would not be a problem. With no further discussion noted the motion was voted upon and carried unanimously.

**Resolution No. 20161205-001 – Township Authority Acting as Conduit for Tax-Exempt Financing:** Noting that Timothy J. Horstmann was listed on the agenda, President Moore asked him to share his comments with the Board. Mr. Horstmann noted he was serving as bond counsel for Lebanon Valley College and the college had approached the Annville Township Authority requesting that the latter serve as a conduit for tax-exempt financing for the former pertaining to the Jeanne and Edward H. Arnold Health Professions Pavilion. Mr. Horstman indicated the Township Authority was amenable to this and he presented a proposed resolution that would need to be approved by the Board of Commissioners if the Township Authority was to act as a conduit for tax-exempt financing for the college. He then explained additional steps that would be necessary as part of this process. Mr. Sheffey indicated that he and Mr. Lamoureux had reviewed the necessary documents in detail and, as their various recommendations throughout the process were incorporated into the final documents, they were comfortable that this action would not create any liability for either the Township or the Township Authority. **MOTION** by Mr. Lively, second by Mr. Scott to adopt Resolution 20161205-001 as presented, granting authorization for (1) the Authority to act as a conduit for tax-exempt financing for Lebanon Valley College and (2) the appropriate Township officials to act on behalf of the Board in this matter, where necessary. At the request of Mr. Embich, Mr. Horstmann answered a number of questions pertaining to details of the financing. Ms. Zimmerman asked what types of entities were eligible for tax-exempt financing through the Township Authority and Mr. Sheffey summarized the requirements, noting in particular that the financing laws required the recipient to be nonprofit, nondenominational, and nonsectarian. Ms. Zimmerman expressed her belief that the college was affiliated with the United Methodist Church, to which several representatives from the college stated that affiliation was no longer formal. Mr. Sheffey indicated the documents received from Mr. Horstmann indicated that the college met the nonprofit, nondenominational, and nonsectarian requirements. Ms. Zimmerman reflected that this was different than what had been communicated to her previously and noted she would be reaching out to the United Methodist Church for its perspective on this. With no further discussion the motion was voted on and carried unanimously, all five Commissioners voting aye, and a copy of this resolution is attached hereto and made a part of these minutes.

**Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College:** Noting that they were listed on the agenda, President Moore asked Don Santostefano of Lebanon Valley College and Tim Przybylowski of Century Engineering, Inc. to share their comments with the Board. Mr. Przybylowski provided an update on the status of the proposed Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College, noting that the Township Planning Commission had recommended approval of the preliminary/final land development plan, and that the majority of review comments have been satisfactorily addressed. He then asked the Commissioners if they had any comments they would like him to address specific to the proposed project. Per his review of plan, Mr. Embich asked if any structures were



RESOLUTION NO. 20161205-001

BOARD OF COMMISSIONERS  
TOWNSHIP OF ANNVILLE  
Lebanon County, Pennsylvania

Adopted: December 5, 2016

APPROVING THE FINANCING BY THE ANNVILLE TOWNSHIP AUTHORITY (THE "AUTHORITY") OF A CERTAIN PROJECT FOR THE BENEFIT OF LEBANON VALLEY COLLEGE, A PENNSYLVANIA NONPROFIT, NONSECTARIAN, NONDENOMINATIONAL INSTITUTION OF HIGHER EDUCATION SERVING THE PUBLIC IN THE TOWNSHIP OF ANNVILLE (THE "COLLEGE"); DECLARING THAT IT IS DESIRABLE FOR THE HEALTH, SAFETY AND WELFARE OF THE PEOPLE IN THE AREA SERVED BY THE COLLEGE TO HAVE THE PROJECT FINANCED THROUGH THE AUTHORITY; DESIGNATING THE PRESIDENT OF THE BOARD OF COMMISSIONERS OR, IN HIS ABSENCE, ANY OTHER MEMBER OF THE BOARD OF COMMISSIONERS AS THE PERSON TO ACT ON BEHALF OF THE BOARD OF COMMISSIONERS AS THE "APPLICABLE ELECTED REPRESENTATIVE" WITHIN THE MEANING OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AUTHORIZING SUCH PRESIDENT OR ANY SUCH MEMBER OF THE BOARD OF COMMISSIONERS TO TAKE CERTAIN ACTIONS ON BEHALF OF THE BOARD OF COMMISSIONERS AS SUCH "APPLICABLE ELECTED REPRESENTATIVE"; AND AUTHORIZING OTHER NECESSARY AND APPROPRIATE ACTION.

WHEREAS, Annville Township Authority (the "Authority") is a municipality authority organized and existing under the Pennsylvania Municipality Authorities Act, 53 Pa. Cons. Stat. §§5601-5623, as amended (the "Act") by the Township of Annville, Lebanon County, Pennsylvania (the "Township"); and

WHEREAS, the Act vests the Authority, *inter alia*, with power of acquiring, holding, constructing, financing, improving, maintaining and operating, owning, leasing, either in the capacity of lessor or lessee, buildings and facilities for private, nonprofit, nonsectarian, nondenominational colleges and universities, state-related universities and community colleges, which it determines to be "eligible educational institutions" under the Act, provided that such buildings and facilities are approved by the governing body of the organizing municipality or municipalities; and



WHEREAS, the Authority has previously determined Lebanon Valley College, a Pennsylvania nonprofit, nonsectarian, nondenominational corporation (the "College"), to be an "eligible educational institution" under the Act and confirms such determination; and

WHEREAS, the Authority, at the request of the College, proposes to undertake a project (the "Project") consisting of the financing of (A) the design, construction, furnishing and equipping of an approximately 55,000 square foot facility, to be known as the Jeanne and Edward H. Arnold Health Professions Pavilion; and (B) the payment of costs and expenses relating to the issuance of the Authority Bonds hereinafter defined; and

WHEREAS, the Authority proposes to issue its Annville Township Authority College Revenue Bond (Lebanon Valley College Project), Series A of 2016, in the maximum principal amount of \$15,000,000 (the "2016A Authority Bond"), and its College Revenue Bond (Lebanon Valley College Project), Series B of 2016, in the maximum principal amount of \$7,000,000 (the "2016B Authority Bond", and together with the 2016A Authority Bond, the "Authority Bonds"), estimated to be sufficient, when combined with other funds of the College, to pay the costs, including financing expenses, of the Project; and

WHEREAS, the Act provides that none of the powers granted thereby shall be exercised in the construction, financing, improvement, maintenance, extension or operation of any project or projects which in whole or in part shall duplicate or compete with existing enterprises serving substantially the same purposes; and

WHEREAS, the Act further provides that the foregoing limitation shall not apply to school building projects and facilities to be leased, or financed with loans to, private, nonprofit, nonsectarian, nondenominational colleges and universities, state-related universities and community colleges, if each municipality organizing the Authority declares that it is desirable for the health, safety and welfare of the people in the area served by such facilities to have such facilities provided by, or financed through, an authority; and

WHEREAS, pursuant to the Internal Revenue Code of 1986, as amended (the "Code"), all bonds or notes issued by the Authority, such as the Authority Bonds, must be approved by the "applicable elected representative" of the governmental unit on behalf of which the Authority issues such bonds or notes, and of the governmental unit(s) in which the project is located, after a public hearing following reasonable public notice; and

WHEREAS, the Authority Bonds will be issued by the Authority on behalf of the Township, and the Project is entirely located in the Township; and

WHEREAS, the Board of Commissioners of the Township (the "Board") desires to authorize and direct its President, or in his absence, any other member of the Board to act on its behalf as such "applicable elected representative";

NOW, THEREFORE, BE IT RESOLVED by the Board, as follows:

Section 1. The Authority's undertaking of the Project is hereby approved, it being understood that such approval shall not, directly or indirectly, obligate the taxing power of the Township or otherwise obligate the Township in any way whatsoever, and is given for



the sole purpose of complying with the provisions of the Act relating to the undertaking of the financing of the Project by the Authority.

Section 2. It is hereby declared that it is desirable for the health, safety and welfare of the people in the area served by the College to have the Project financed through the Authority and the Authority is hereby requested to undertake the financing of the Project for the benefit of the College.

Section 3. The Board hereby empowers, authorizes and directs its President, or in his absence, any of its members, to execute and deliver an approval of "applicable elected representative" in the form attached hereto as Exhibit A; *provided*, that, such approval shall be delivered only following a public hearing, to be held by the Township or its representative appointed for such purpose, which follows reasonable public notice, with respect to the Project (described on such approval). The Board intends that this resolution and the subsequent execution and delivery of the approval of "applicable elected representative" by any Commissioner of the Township shall constitute the governmental unit approval required by Section 147(f) of the Code. Such approval shall be limited in effect and operation to the extent, and only to the extent, required by Section 147(f) of the Code.

Section 4. Under this arrangement there exists no liability whatsoever, financially or otherwise, on the part of the Township in passing this Resolution.

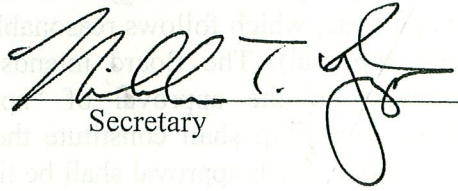
Section 5. All resolutions or parts of resolutions inconsistent herewith are hereby rescinded, canceled and annulled.



## SECRETARY'S CERTIFICATE

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly adopted by the affirmative vote of a majority of the members of the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania (the "Township"), at a public meeting held the 5th day of December, 2016; that proper notice of such meeting was duly given as required by law; and that said Resolution has been duly entered upon the Minutes of the Board of Commissioners, showing how each member voted thereon.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Township this 5<sup>th</sup> day of December, 2016.

  
Secretary





**EXHIBIT A**  
**CHIEF ELECTED OFFICIAL'S CERTIFICATE RELATIVE TO**  
**THE APPROVAL OF THE ISSUANCE OF THE**  
**COLLEGE REVENUE BOND (LEBANON VALLEY COLLEGE PROJECT),**  
**SERIES A OF 2016**  
**COLLEGE REVENUE BOND (LEBANON VALLEY COLLEGE PROJECT),**  
**SERIES B OF 2016**  
**OF THE ANNVILLE TOWNSHIP AUTHORITY**

(attached)



**CHIEF ELECTED OFFICIAL'S CERTIFICATE OF APPROVAL  
RELATIVE TO THE APPROVAL OF THE ISSUANCE OF THE  
COLLEGE REVENUE BOND (LEBANON VALLEY COLLEGE PROJECT),  
SERIES A OF 2016  
COLLEGE REVENUE BOND (LEBANON VALLEY COLLEGE PROJECT),  
SERIES B OF 2016  
BY THE ANNVILLE TOWNSHIP AUTHORITY**

The undersigned, as President of the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania (the "Township"), having been designated and empowered to approve the issuance of the above described bonds to finance the costs of a certain project more fully described below, pursuant to a resolution of the Board of Commissioners dated December 5, 2016, hereby represents that: (1) a summary of a Public Hearing held by the Annville Township Authority (the "Authority") pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), has been submitted to the undersigned; (2) the Authority has represented to the undersigned that it has approved the above described bonds (collectively, the "Bonds") at a meeting held in accordance with the provisions of the laws of the Commonwealth of Pennsylvania; and (3) the undersigned is the elected representative designated by law to execute this approval.

NOW BE IT KNOWN TO ALL PERSONS that as the applicable elected representative of the Township of Annville (Commonwealth of Pennsylvania), on behalf of which the 2016 Bonds are issued through the Authority, the undersigned hereby approves pursuant to Section 147(f) of the Code the tax-exempt Bonds proposed by the Authority as follows:

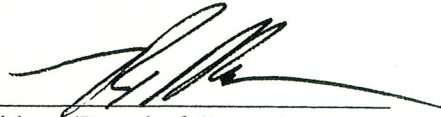
- A. **Description of the Facilities to be Financed and Refinanced:** The proceeds of the Bonds will be loaned to the College and applied (i) to finance the design, construction, furnishing and equipping of an approximately 55,000 square foot facility, to be known as the Jeanne and Edward H. Arnold Health Professions Pavilion, for the benefit of the College; and (ii) to pay all or a portion of the costs of issuing the Bonds.
- B. **Maximum Amount of Bonds:** \$22,000,000.
- C. **Initial Owner:** Lebanon Valley College, a Pennsylvania non-profit corporation.
- D. **Location of Facilities:** The project facilities described in Paragraph A above being financed with the proceeds of the Bonds are located entirely on the campus of the College situate in the Township of Annville, Lebanon County, Pennsylvania and having a mailing address of 101 College Avenue, Annville, PA 17003.



The approval hereby granted is limited in operation and effect to the extent, and only to the extent, required by Section 147(f) of the Code and the regulations promulgated with respect thereto, and shall not create any liability or obligation on the part of the Township.

Date: December 5, 2016

By: \_\_\_\_\_

  
President, Board of Commissioners  
Township of Annville,  
Lebanon County,  
Pennsylvania



to be demolished and Mr. Przybylowski indicated a small garage would be. There was a question as to whether a demolition permit would be necessary and Mr. Yingst noted that would be a question best directed to the zoning officer. Mr. Embich also expressed concerns about the slope and how this might contribute to erosion and Mr. Przybylowski shared how the plans intended to appropriately address this. Mr. Embich asked if there were any sanitary sewer system sampling locations available should the uses at the facility change or expand over the years and Mr. Santostefano noted the location of such an access point on the plans. No further questions or comments were raised.

Jeanne and Edward H. Arnold Health Professions Pavilion Preliminary/Final Land Development Plan: At the recommendation of the Township Planning Commission, **MOTION** by Mr. Lively, second by Mr. Embich to approve the Preliminary/Final Land Development Plan for the Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College contingent upon all comments by the Township Engineer and Township Solicitor being satisfactorily addressed. Motion carried unanimously.

Jeanne and Edward H. Arnold Health Professions Pavilion Stormwater Operations and Management Agreement: At the recommendation of the Township Solicitor, **MOTION** by Mr. Lively, second by Mr. Embich to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement submitted for the Jeanne and Edward H. Arnold Health Professions Pavilion at Lebanon Valley College and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Mr. Przybylowski left the Regular Meeting at 7:55 PM.

**Public Demonstration and Protest:** Noting that Michael Schroeder was listed on the agenda and was in attendance, President Moore asked him to share his comments with the Board. Mr. Schroeder indicated he was representing Lebanon Pipeline Awareness and was requesting the use of the downtown fountain area to hold a public demonstration and protest on December 30, 2016 from 11:30 AM to 1:30 PM involving the burning of the environmental impact statement pertaining to the proposed Atlantic Sunrise natural gas pipeline. He then referenced an email he had sent to the Township Office the prior week regarding the safeguards he would be using to ensure the protest was a safe one. **MOTION** by Mr. Scott, second by Mr. Lively to allow this activity at the aforementioned date and time. Motion carried unanimously. Mr. Scott noted that as the site of the demonstration was a public place Mr. Schroeder did not have to formally make this request to the Township, but the Township appreciated being informed of this activity in advance.

Mr. Johnson left the Regular Meeting at 7:57 PM.

#### **APPROVAL OF MINUTES:**

**November 7, 2016 Regular Meeting:** **MOTION** by Mr. Scott, second by Mr. Embich to approve the minutes of the Regular Meeting held November 7, 2016 as presented. Motion carried unanimously.



**November 9, 2016 Special Meeting:** **MOTION** by Mr. Scott, second by President Moore to approve the minutes of the Special Meeting held November 9, 2016 as presented. Motion carried unanimously.

Mr. Curtin, Mr. Horstmann, and Mr. Santostefano left the Regular Meeting at 7:59 PM.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for November 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Approval of Purchase for Ferrous Sulfate:** Mr. Yingst reported that one bid was received for the purchase of ferrous sulfate for the wastewater treatment plant for 2017. 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 \$0.753 per gallon, contingent upon Evoqua Water Technologies, LLC satisfying all required terms and bid specifications per review of the Township Solicitor. **MOTION** by Mr. Embich, second by Mr. Lively to approve the purchase of ferrous sulfate from Evoqua Water Technologies, LLC at a cost of \$0.753 per gallon, contingent upon Evoqua Water Technologies, LLC satisfying all required terms and bid specifications. Motion carried unanimously.

**Approval of Purchase for Methanol:** Mr. Yingst reported that one bid was received for the purchase of methanol for the wastewater treatment plant for 2017. The Township Authority recommended the Board of Commissioners approve the purchase from this bidder, Univar USA, Inc. of Middletown, PA, at a cost of \$1.09 per gallon, contingent upon Univar USA, Inc. satisfying all required terms and bid specifications per review of the Township Solicitor. **MOTION** by Mr. Scott, second by Mr. Embich to approve the purchase of methanol from Univar USA, Inc. at a cost of \$1.09 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 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Recognition of Officer Robinson:** Police Chief Dugan reported that earlier in the evening he was in attendance at the Cleona Borough meeting where Township Police Officer Guy Robinson was recognized along with Cleona officers who had cooperated in a vehicle rescue the previous month in North Annville Township, for which the Cleona Police Department has responsibility. The Chief of Police noted this cooperative effort may have saved the lives of those in the vehicle.

**Property:**

**Sale of 25-33 and 35 Rear East Main Street:** Ms. Zimmerman noted that this property sold at auction on November 30, 2016 to Gavin Witmeyer and Ed Hoover for \$175,000 and closing was scheduled for sometime no later than the end of January 2017.



# **ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.**

## **WORK DONE FOR NOVEMBER 2016**

- (1) **BOLLARDS** We should have the bollards at College Ave. and Main St. repaired by mid-December weather permitting.
- (2) **D/T LIGHTS** We repaired 2 st light and 4 up lights
- (3) **ST SIGNS** We will be starting to work on replacing the signs in the NE corner of town along with new sweeper signs along Main St.
- (4) **DUMPSTERS** We are done with the dumpsters for the year. We have them onsite but we will not be open on a Wed. and Sat. until next April.
- (5) **LEAF PICKING** We spent the following time leaf picking:  
S. Annville 19 hrs. and 19 ton  
Cleona 46 hrs. and 23 ton  
Annville 75 hrs. and 37.5 ton  
We will stop picking leaves up mid December weather permitting.
- (6) **FOUNTAIN** Fountain has been drained for the year

Respectfully Submitted  
Les Powell



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
NOVEMBER 2016



- CALL FOR SERVICE 277
- ORDINANCE VIOLATIONS
  - ABANDONED VEHICLE 2
  - ANIMAL 1
  - PARKING 5
  - NOISE 2
  - DOG 2
  - SKATEBOARDING 3
  - Curfew 1
  - Soliciting 1
- CRIMINAL ARRESTS 49
  - ADULT 45
  - JUVENILE 4

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Accident Locations

- |                               |    |                                |
|-------------------------------|----|--------------------------------|
| • TOTAL TRAFFIC CITATIONS     | 11 | - 21East Main Street           |
| • TOTAL TRAFFIC WARNINGS      | 20 | - 934 & 422                    |
| • TOTAL NON TRAFFIC CITATIONS | 17 | - Church & Chestnut Sts.       |
| • TOTAL VEHICLE ACCIDENTS     | 11 | - N Railroad & E Liberty Sts.  |
| ○ REPORTABLE                  | 1  | - E Sheridan & 934             |
| ○ NON REPORTABLE              | 3  | - King & Water Sts.            |
| ○ HIT & RUN                   | 3  | - W Liberty & N Lancaster Sts. |
| • PARKING TICKETS ISSUED      | 46 |                                |



**ANNVILLE TOWNSHIP POLICE**  
**MONTHLY REPORT NOVEMBER 2016**  
**10/28/2016 To: 11/27/2016**

**Total Calls by Call Type From: 10/28/2016 - 11/27/2016**

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	46
BACKGROUND INVESTIGATION	31
AMBULANCE CALL	26
TRAFFIC ENFORCEMENT - WARNING	20
TRAFFIC ENFORCEMENT - CITATION	11
ALARMS	8
ASSIST OTHER POLICE	8
CIVIL MATTER	8
SUSPICIOUS ACTIVITY	6
SUSPICIOUS VEHICLE	6
UNDERAGE DRINKING	6
LOST & FOUND	5
PARKING COMPLAINT	5
ACCIDENT, HIT & RUN	4
FIRE CALL	4
REQUEST FOR AID	4
SUSPICIOUS PERSON	4
ACCIDENT, NON-REPORTABLE	3
ADMINISTRATIVE FINGERPRINTING	3
ASSIST MOTORIST	3
ASSIST OTHER AGENCY	3
DOMESTIC DISPUTE	3
DRIVING COMPLAINT	3
POLICE INFORMATION	3
SKATEBOARDING - ORDINANCE	3
CHECK ON WELL BEING	2
DISABLED VEHICLE	2
DOG COMPLAINT	2
DUI ACCIDENT	2
DUI	2
HARASSMENT	2
LOST OR MISSING ITEM	2
MISCELLANEOUS	2
NEIGHBORHOOD DISPUTE	2
NOISE COMPLAINT	2
PUBLIC DRUNKENNESS	2
RECON. ACCIDENT TEAM ASSISTANCE	2
TRAFFIC CONTROL - OTHER	2
ABANDONED VEHICLE ORDINANCE	1
ABANDONED VEHICLE	1
ACCIDENT, REPORTABLE	1

ANIMAL COMPLAINT	1
BAD CHECKS	1
BURNING PERMIT	1
CHILD CUSTODY	1
CRIMINAL MISCHIEF	1
CURFEW - ORDINANCE	1
DISORDERLY CONDUCT	1
DRUG VIOLATION	1
FALSE FIRE ALARM	1
HOUSE CHECK REQUEST	1
LANDLORD/TENANT ISSUE	1
LOST & FOUND (BICYCLE)	1
MISSING PERSON	1
OPEN DOOR OR WINDOW	1
PHONE SCAM	1
RECEIVING STOLEN PROPERTY	1
RUNAWAY	1
SEX OFFENSES	1
SOLICITING - ORDINANCE	1
TERRORISTIC THREATS -	1
THEFT - MOTOR VEHICLE	1
TRAFFIC HAZARD	1

**Total Calls: 277**



Purchase of Chairs for Commissioners' Meeting Room: At the recommendation of Mr. Yingst, **MOTION** by Ms. Zimmerman, second by Mr. Scott to purchase 60 gray metal folding chairs with burgundy padded fabric seats from The Restaurant Store at an estimated cost of \$1,400 including shipping. Motion carried unanimously.

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for November 2016, a copy of which is attached hereto and made a part of these minutes. Mr. Schroeder asked about Miller Pipeline's activity in the vicinity of Quittie Creek Nature Park and Mr. Yingst indicated he has been informed it concerns repairs to an existing natural gas line on Bachman Road.

**Finance:** Mr. Embich reviewed the Financial Report for November, highlighting the total income and expenses for the eleventh month of 2016. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for November 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for November 2016, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

2017 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 10, 2017 as Historic Old Annville Day. Motion carried unanimously.

2017 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 U.S. Route 422 between Cherry Street and State Route 934 beginning at 6:00 AM and ending at 4:00 PM on June 10, 2017 for Historic Old Annville Day. Motion carried unanimously.

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

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

**Executive Session:** Mr. Yingst reported that no Executive Sessions have been held since the adjournment of the November 7, 2016 Regular Meeting.

**Planning Commission:** Mr. Yingst reported the Planning Commission met on November 21, 2016, and the minutes from that meeting had been provided to the Board of Commissioners. He noted that all items from the minutes requiring action were addressed earlier in the Regular Meeting and he did not anticipate the Planning Commission would be meeting in December.

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**STANDING COMMITTEE: PARKS AND RECREATION / HMGP (J. Scott)**

December 5, 2016

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**QUITTIE CREEK NATURE PARK**

The Quittie Park Committee of Friends of Old Annaville met on Sunday, December 4, at 7:00 PM in the Annaville Train Station to discuss a recent development. No further details are available since the meeting has yet to take place as of this writing. The Committee has invited Mr. Warren Sellers to attend this meeting and he has accepted the invitation.

A post-Thanksgiving dinner walk through the park provided an opportunity to enjoy the final show of fall color. The trail mulch held up well this year--no major wash-outs. The overflow drains at the Frog Pond that Public Works installed in the spring have done an effective job of keeping the trail dry. No mudholes. As is to be expected, the thick layer of mulch laid down in the spring is now down to a thin covering with tufts of grass beginning to appear in spots.



## Permits Report

Month of November 2016

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

### Tapping Fees

#### Building Permits

#46-16	Larry & Shirlene Leininger	Change of use
#47-16	Narrows Glen, Inc.	Erect new structure
#48-16	Robert & Amy Clemson	Add to structure
#49-16	Mary Ann & Rebecca Gacono	Other
#50-16	Mary Ann & Rebecca Gacono	Erect/Replace a sign

#### Curb/Sidewalk Permits

#2016-009	Annville UCC Church	Replace curb & sidewalk
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#### Street-Cut Permits

16-21	147 S. Cherry St.	UGI Utilities	Install service
16-22	25 W. Queen St	UGI Utilities	Install service

#### Burn Permit

11/19/16	1417 E. Main St. (Rear)	Music's Storage
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**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)**  
December 5, 2016

**ANNVILLE COMMUNITY NIGHT OUT**

The full report is not yet available.

**DESTINATION ANNVILLE and the ANNVILLE ACTIVITIES COMMITTEE**

The group has had a busy month. Following the Salute 2 Service run on November 12 DA finalized plans for a reception in the Annville Legion for shoppers participating in Small Business Saturday, for Santa's arrival at the Allen at 9:00 AM on Saturday, December 3 and the tree-lighting ceremony to follow at 5:45 PM. This event was picked up by the Patriot News and featured along with other localities on the front page of the weekend GO section of Thursday, December 1.

Destination Annville is also planning an event on New Year's Eve and will present their proposal for consideration at the December 5 meeting of the Board of Commissioners.

**WASHINGTON BAND**

Annville's town band will present its annual Christmas concert on Sunday, December 11 at 2:00 PM in the A-C High School auditorium. All are invited to attend and there is no charge for admission.



**Economic Development:** It was noted that the next meeting of the Economic Development Authority would be held on December 20, 2016.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for November 2016, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Signage at 50 West Main Street:** At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for signage at the Whirling Dervish Bakery & Coffee Shop at 50 West Main Street. Motion carried unanimously.

**Wage & Salary:** Mr. Yingst reported that the Wage & Salary Committee met on November 22, 2016 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following committee recommendations on 2017 budget matters were then addressed:

**Wage and Salary Adjustments for 2017:** It was noted that the Wage & Salary Committee recommended that all non-uniformed employees be given a 2% across-the-board wage and salary increase effective January 1, 2017. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Scott to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase, effective January 1, 2017 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2017 is attached hereto and made a part of these minutes.

**Non-Uniformed Employee Benefits for 2017:** It was noted that the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2017. At 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 2017 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

**Revision to Employee Handbook and Annville Township Group Health Plan Pertaining to Sharing of Insurance Premium Costs by Employees:** At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Embich to (1) revise the employee handbook to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 1% of the premium cost as a payroll deduction and (2) approve the documents necessary to incorporate this revision in the Annville Township Group Health Plan and the execution of these documents by the appropriate Township officials, effective January 1, 2017. Motion carried unanimously.

**Information Technology:** Mr. Scott reviewed the Information Technology Report for November 2016, a copy of which is attached hereto and made a part of these minutes.

**Spruce Street Bridge:** Mr. Embich reviewed the Spruce Street Bridge Report for November 2016, a copy of which is attached hereto and made a part of these minutes.



T. Embich reports: 12-05-2016

Thomas Embich

Agenda Items: VII – D, G, H & J

Date: December 01, 2016 report for December 05, 2016 Meeting

## **Item VII- D HISTORIC ARCHITECTURAL REVIEW BOARD**

1. Next meeting is scheduled for December 12, 2016, if there is business.
2. A recommendation was made at the November meeting for the Board of Commissioners to approve two signs at 50 West Main for what is to be an adjunct use of the "Prudential Real Estate" building for the "Whirling Dervish" Bakery & Coffee Shop; pending County Planning Department approvals for such use.

Motion: Move to approve the two signs for the "Whirling Dervish" conditional upon appropriate permits for use as a Bakery & Coffee shop at 50 West Main St.

## **Item VII -G SPRUCE STREET BRIDGE**

1. A pre-application meeting with NTM Engineering was held on Nov. 30 via teleconference. The preliminary application is on track with minor adjustments to be made as the project design nears final application. The environmental review found nothing of major impact; the archeological review found possible structures associated with previous mill activity, but that area is being avoided to preclude impact.
2. The time line for the project is close to the original estimates. Project "start" is focused on early 2018, with possibly 2 years to complete due to seasonal timing and trout stocking imposed restrictions.
3. A packet of information is available for review to anyone interested in the environmental review meeting.

## **Item VII -H Stormwater management**

1. The LCCWA and CWP meeting of Nov. 07 at the Lebanon County Conservation District Office helped to focus the future mandates of the MS4 regulatory program with regard to the Chesapeake Bay PRP. The "final" report by CWP has been released, along with several potential project areas to mitigate/reduce stream sediment load. The 52 page Final report and the 28 page project proposal documents are available for review.
2. The LCCWA has filed for another grant to the NFWF (National Fish & Wildlife Foundation) to fund examination of various options for funding the combined compliance with the CBPRP.



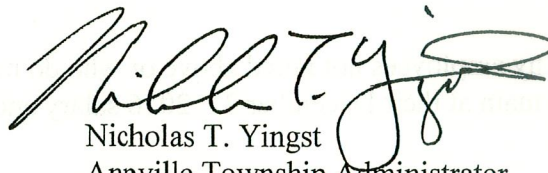
**MINUTES OF THE ANNVILLE TOWNSHIP  
WAGE & SALARY COMMITTEE  
November 22, 2016**

A meeting of the Annville Township Wage & Salary Committee was held on November 22, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Hugh Rooney, Barry Ludwig, and via telephone Rex Moore. Also in attendance was Nicholas T. Yingst, Annville Township Administrator and Secretary. Mr. Moore called the meeting to order at 6:00 PM.

**NON-UNIFORMED EMPLOYEE BENEFITS:** The Committee reviewed the proposed listing of Annville Township non-uniformed employee benefits for 2017, which included a 2.0% cost of living adjustment and a requirement that employees who receive medical, dental, and/or vision insurance coverage through the Township will contribute 1% of the corresponding insurance premium. **MOTION** by Mr. Moore, second by Mr. Rooney to recommend to the Board of Commissioners that the proposed listing of 2017 non-uniformed employee benefits, including a 2.0% cost of living adjustment, be approved as presented, and any necessary changes to the employee handbook be made. Motion carried unanimously and a copy of this listing of non-uniformed employee benefits is attached hereto and made a part of these minutes.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Ludwig, second by Mr. Moore to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:03 PM.

Respectfully submitted,

  
Nicholas T. Yingst  
Annville Township Administrator  
and Secretary

**ANNVILLE TOWNSHIP**  
**LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES**  
**2017**

<u>Employee</u>	<u>Annually</u>	<u>Hourly</u>
Bernard Dugan	\$80,388	
Nicholas T. Yingst	\$63,155	
Leslie J. Powell	\$60,505	
Keith Heck		\$22.88
Christopher Koehler		\$19.52
Linda Bechtel		\$16.74
Cheryl Fischer		\$16.74
James Grumbine		\$16.74
Jason Shaak		\$15.75
Karen Gerhart		\$15.30
Joseph Viozzi		\$13.92
Gary Kosh		\$11.00
Part-time Crossing Guards		\$10.93
Andrew St. Clair		\$10.20
Full-time Police Officers	Set by collective bargaining agreement	
Part-time Police Officers	Set by collective bargaining agreement	

Any employees not noted above or who do not fall within one of the categories noted above are to remain at their December 31, 2016 salary and wage rate on January 1, 2017.



## ANNVILLE TOWNSHIP

### NON-UNIFORMED EMPLOYEE BENEFITS

2017

- 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** - Employees 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. Employee pays 1% of premium cost as a payroll deduction
  5. Deductibles - Single: \$500; Family: \$1,000
- B. **Eye/Dental** -
1. Davis Vision
  2. United Concordia Dental
  3. Employee pays 1% of premium cost as a payroll deduction
- C. **Life Insurance**
1. \$20,000 group term life insurance
- IX. **COLA Increase 2017** - 2.0% pay increase effective January 1, 2017.



**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
SPECIAL COMMITTEE: INFORMATION TECHNOLOGY (J. Scott)**

**VI. - F**

December 5, 2016

**Website**

Periodic checks of the roster of backend users has turned up unknown names in the "registered" category, typically with Eastern European e-mail addresses. These were deleted. The most recent check on Saturday, November 12, revealed one such user: *Dive Shop* with an e-mail address in Poland. This user was deleted and the following change effected in the Global Configuration of the backend: Global Configuration > Users > User Options > "Allow User Registration" changed from "Yes" to "No"; "Send Password" changed from "Yes" to "No". These changes should prevent anyone so inclined from registering themselves as a user of the administrative backend of the website.

**Information Technology**

Nothing to report.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for November 2016, a copy of which is attached hereto and made a part of these minutes.

**Zoning Ordinance Revision:** President Moore thanked the Zoning Ordinance Revision Committee for its labors over the past three years comprehensively revising the zoning ordinance and map; noting the ordinance had been adopted earlier in the Regular Meeting, he dismissed the committee with the appreciation of the Board of Commissioners.

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich reviewed the GLRA Report for November 2016, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** The Board noted the receipt of the November 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the reports from the November 17, 2016 meeting of the Merger Committee and the December 1, 2016 meetings of the Fire Department and the Firemen's Relief Association, copies of which are attached hereto and made a part of these minutes.

Ms. Feather and Mr. Schroeder left the Regular Meeting at approximately 8:35 PM.

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

**OLD BUSINESS:**

**Ordinance No. 653 – 2017 Tax Levy and Appropriations:** Mr. Yingst presented proposed Ordinance No. 653, fixing the 2017 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 2017. 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 2017 budget. **MOTION** by Mr. Embich, second by Mr. Scott to (1) adopt Ordinance No. 653, fixing the real estate tax rate for the year 2017 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2017, as presented, and (2) authorize advertisement of the adoption of the 2017 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**Decorative Crosswalks at Town Square Intersection:** Mr. Scott provided further information on the installation of decorative crosswalks at the intersection of U.S. Route 422 and State Route 934, noting it could be done by PennDOT as part of the 2017 milling and overlay project. He noted that a PennDOT representative estimated the cost for materials and labor for decorative synthetic asphalt crosswalks, which would have to be put out for bid as part of the project, may be \$22 per square yard, based upon similar work done at the intersection of Chocolate and Cocoa Avenues in Derry Township. Mr. Scott recommended the Township enter into a reimbursement agreement with PennDOT for the installation of such crosswalks. **MOTION** by Mr. Scott, second by Ms. Zimmerman to authorize the Township to enter into a reimbursement agreement with PennDOT for the installation of decorative synthetic asphalt crosswalks at the intersection



## ITEM VII- J GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .  
A PA DEP inspection was conducted and the final inspection report received with "no violations".
2. The next meeting is December 6 at 7 PM. Tentative Budget adoption and election of officers is scheduled.

Merger Meeting

November 17, 2016

Cleona Fire Dept.

Reviewed committee assignments. First draft from committees due in April.  
No December meeting. Next meeting will be January 17, 2017 at Annville Dept.

Possibility of getting Keith Wagner as lawyer for the consolidation.

Union Hose Fire Dept. Meeting

December 1, 2016

Dept. banquet will be held March 11, at the American Legion. There will be a Boot Drive on Saturday, December 3, with contributions going for the banquet.

Apparatus Committee reported that there had been two meetings. The committee needs direction from the line officers and department in order to know what is needed on a new truck. There is concern about the merger, since they don't want to get the same piece as Cleona is planning on getting. Cleona agreed to attend a meeting of the committee to address what they are planning to buy. It was also mentioned that the apparatus is in "rough shape" with visible body rust.

An estimate has been gotten to repair damage to the ladder truck. The damage does not affect the function of the truck. It was reported that some (from a previous administration) felt that "dents are cool". They would like a change in that thinking. It was approved to have the damage repaired.

Election of officers was held.

It was reported that they are no longer responding to automatic calls from LVC. LVC's security dept. will respond to the calls first and inform the fire dept. if there is a need to respond.

A Christmas party will be held on December 17 at the Annville Grill.

Ron Dowey reported that he, Aaron and Beth attended a BOC meeting to let the commissioners know about funding that will be needed.

County Fire School will be holding a class that will run from February through June 5.



Firemen's Relief Meeting

December 1, 2016

Election of officers held.

Finance report that they received the allotment from Annville Township and South Annville for a total of \$31,570.

15 active fire personnel will continue to be allowed to attend the Annville Fitness Center with \$18 a month fee provided by the company.

**2017 TAX LEVY AND  
APPROPRIATION ORDINANCE  
ANNVILLE TOWNSHIP**

**ORDINANCE NO. 653**

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2017 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2017.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Board of Commissioners of the Township of Anville, 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 2017:

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 2017 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2017 for the specific purposes set forth on the following pages.

**GENERAL FUND**

Beginning Cash Balance		\$ 340,000
Estimated Revenues		
Taxes	\$ 1,222,158	
Licenses	53,575	
Fines	40,500	
Interest and Rents	18,400	
Intergovernmental Revenue and Grants	116,585	
Fees	356,500	
Miscellaneous	64,950	
Total Estimated Revenues		<u>1,872,668</u>
Total Available for Appropriation		<u>\$ 2,212,668</u>
Estimated Expenditures		
General Government	\$ 196,071	
Public Safety	682,247	
Health and Sanitation	222,968	
Highways	118,331	
Parks and Community	26,400	
Debt Service	66,576	
Employee Benefits, Insurance and Capital Transfers	560,075	
Total Appropriated Expenditures		\$ 1,872,668
Unappropriated Ending Cash Balance		340,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,212,668</u>

**CAPITAL RESERVE FUND**

Beginning Cash Balance		\$ 330,000
Estimated Revenues		
Interest	\$ 300	
Non-Local Share Bridge Engineering	114,000	
Transfers from Other Township Funds	51,841	
Total Estimated Revenues		<u>166,141</u>
Total Available for Appropriation		<u>\$ 496,141</u>



Estimated Expenditures		
Municipal Building	\$ 139,000	
Public Safety	4,000	
Bridge Engineering	<u>120,000</u>	
Total Appropriated Expenditures		\$ 263,000
Unappropriated Ending Cash Balance		<u>233,141</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 496,141</u>

#### LIQUID FUELS FUND

Beginning Cash Balance		\$ 130,000
Estimated Revenues		
Interest	\$ 500	
Liquid Fuels Tax Allocation	<u>120,000</u>	
Total Estimated Revenues		<u>120,500</u>
Total Available for Appropriation		<u>\$ 250,500</u>
Estimated Expenditures		
Equipment Purchases	\$ 3,500	
Highway Operating Expenses	70,000	
Repairs and Maintenance - Equipment, Streets, Storm Sewers	34,000	
Construction and Rebuilding - Bridges	<u>6,000</u>	
Total Appropriated Expenditures		\$ 113,500
Unappropriated Ending Cash Balance		<u>137,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 250,500</u>

#### SEWER FUND

Beginning Cash Balance		\$ 390,000
Estimated Revenues		
Interest	\$ 50	
Sewer Rentals	1,589,700	
Fees	231,375	
Other	<u>4,500</u>	
Total Estimated Revenues		<u>1,825,625</u>
Total Available for Appropriation		<u>\$ 2,215,625</u>
Estimated Expenditures		
Administration	\$ 89,090	
Operations	546,538	
Debt Service	789,849	
Employee Benefits and Insurance	338,402	
Capital Expenditures and Transfers	<u>61,746</u>	
Total Appropriated Expenditures		\$ 1,825,625
Unappropriated Ending Cash Balance		<u>390,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,215,625</u>

#### SEWER CAPITAL FUND

Beginning Cash Balance		\$ 840,000
Estimated Revenues		
Interest	\$ 1,500	
Transfers from Sewer Fund	<u>61,746</u>	
Total Estimated Revenues		<u>63,246</u>
Total Available for Appropriation		<u>\$ 903,246</u>
Estimated Expenditures		
Plant Improvements	\$ <u>22,000</u>	
Total Appropriated Expenditures		\$ 22,000
Unappropriated Ending Cash Balance		<u>881,246</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 903,246</u>

# **ECONOMIC DEVELOPMENT AUTHORITY**

Beginning Cash Balance		\$ 6,000
Estimated Revenues		
Township Contribution	\$ 6,000	
Total Estimated Revenues		<u>6,000</u>
Total Available for Appropriation		<u>\$ 12,000</u>
Estimated Expenditures		
Administration and Insurance	\$ 1,100	
Professional Services	3,000	
Property Expenses	<u>1,900</u>	
Total Appropriated Expenditures		\$ 6,000
Unappropriated Ending Cash Balance		<u>6,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 12,000</u>

## **POLICE PENSION FUND**

Beginning Cash Balance		\$ 822,000
Estimated Revenues		
Investment Earnings	\$ 32,880	
Transfer from General Fund	<u>100,459</u>	
Total Estimated Revenues		<u>133,339</u>
Total Available for Appropriation		<u>\$ 955,339</u>
Estimated Expenditures		
Retirement Benefits	\$ 36,864	
Disability Benefits and Insurance	27,660	
Administrative Fees	<u>16,932</u>	
Total Appropriated Expenditures		\$ 81,456
Unappropriated Ending Cash Balance		<u>873,883</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 955,339</u>

## **NON-UNIFORMED EMPLOYEES PENSION FUND**

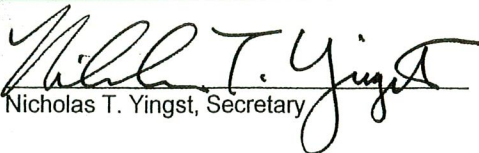
Beginning Cash Balance		\$ 1,415,000
Estimated Revenues		
Investment Earnings	\$ 84,900	
Transfers from General and Sewer Funds	<u>106,663</u>	
Total Estimated Revenues		<u>191,563</u>
Total Available for Appropriation		<u>\$ 1,606,563</u>
Estimated Expenditures		
Retirement Benefits	\$ 77,976	
Administrative Fees	<u>16,860</u>	
Total Appropriated Expenditures		\$ 94,836
Unappropriated Ending Cash Balance		<u>1,511,727</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,606,563</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 5th day of December, 2016.

Attest:

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President  
Board of Commissioners



of U.S. Route 422 and State Route 934 as part of the 2017 milling and overlay project and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

**Proposed Amendment to Motor Vehicles and Traffic Chapter of Township Code of Ordinances:** It was noted the language for this proposed ordinance is currently being worked on.

**Sinking on East Sheridan Avenue:** Ms. Zimmerman indicated that portions of East Sheridan Avenue from North College Avenue to North Ulrich Street appear to be sinking and it was noted this information would be passed along to the Public Works Department.

**NEW BUSINESS:**

**Christmas Tree Collection Dates:** MOTION by Mr. Lively, second by Mr. Embich to establish the dates for the annual Christmas tree collection as the week of January 9, 2017 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

**Workers' Compensation – Township Employees:** Mr. Yingst presented the renewal proposal for the Township employees' workers' compensation policy through Susquehanna Municipal Trust for 2017. The annual premium for 2017 would be \$52,065. MOTION by Mr. Lively, second by Mr. Scott to approve the renewal of the Township employees' workers' compensation policy through Susquehanna Municipal Trust for 2017 as presented. Motion carried unanimously.

**Workers' Compensation – Volunteer Firefighters:** Mr. 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 2017. The annual premium for 2017 would be \$14,309. MOTION by Ms. Zimmerman, second by President Moore to approve the renewal of the Union Hose Fire Company volunteer firefighters' workers' compensation policy through SWIF for 2017 as presented. Motion carried unanimously.

**Authorized Signers for Safe Deposit Boxes:** MOTION by Mr. Scott, second by Mr. Lively to authorize (1) Nicholas T. Yingst as Secretary, Thomas Embich as Treasurer, and Karen Gerhart as Assistant Secretary to be authorized signers for the Township's safe deposit boxes and (2) the execution of the necessary paperwork with the bank by the appropriate Township officials. Motion carried unanimously.

Ms. Lintz left the Regular Meeting at 8:44 PM.

**Policy Regarding Use of Annville Township Drop-Off Facility:** Mr. Yingst shared a draft policy regarding use of the dumpsters at the drop-off facility at the Annville Township wastewater treatment plant and asked the Commissioners if they had any questions or comments regarding same. He indicated he believed a formal policy would be useful in order to address allegations of improper disposal at the site by non-residents and, if the Board concurred, he would work with Mr. Lamoureux to formalize this policy by a resolution to be adopted at a future Regular Meeting. Several Commissioners discussed some of the proposed wording with



Mr. Yingst, as well as the intended purpose of the policy, and there appeared to be concurrence on the creation of a resolution pertaining to this proposed policy for adoption at a future Regular Meeting.

**Distribution of Projected 2016 Year-End Surplus:** Noting that a year-end surplus was projected for the General Fund and the Sewer Fund and at the recommendation of Mr. Yingst, **MOTION** by Mr. Lively, second by Mr. Scott to authorize (1) the transfer of \$30,000 from the General Fund to the Capital Reserve Fund, (2) the transfer of \$160,000 from the Sewer Fund to the Sewer Capital Fund, (3) a check from the General Fund in the amount of \$40,000 to be deposited into the Police Pension Fund, and (4) a check from the Sewer Fund in the amount of \$40,000 to be deposited into the Non-Uniformed Employees' Pension Fund. Motion carried unanimously.

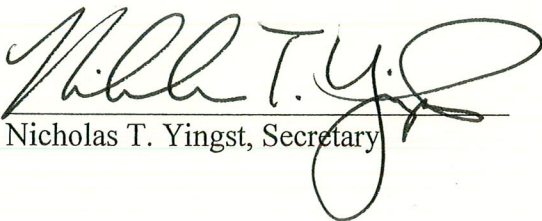
**Cancellation of Adjourned Meeting:** Noting that the Adjourned Meeting scheduled for December 27, 2016 may not be necessary due to the 2017 budget having already been adopted, **MOTION** by Mr. Embich, second by Mr. Scott to cancel the Adjourned Meeting scheduled for December 27, 2016 if the way be clear and to authorize the Township Administrator to advertise same. Motion carried unanimously.


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

**Urban Forestry Maintenance and Education:** The Commissioners briefly discussed a letter received from Erik Josephson of Josephson Nature Care regarding education and training of those in the community for the pruning of street trees. Several Commissioners indicated this is something they would be interested in learning more about and Mr. Yingst agreed to reach out to Mr. Josephson to coordinate his appearance before the Board at a future Regular Meeting.

**PAY BILLS:** **MOTION** by President Moore, 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.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by President Moore, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:48 PM.

  
Nicholas T. Yingst, Secretary

  
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Rex A. Moore, President