

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
DECEMBER 1, 2020 REGULAR MONTHLY MEETING AGENDA**

Announced Visitor:     Fitzroy Lewis, Sexual Assault Resource and Counseling Center (SARCC)

- I.        Call to Order – 7:00 PM
- II.       Pledge of Allegiance
- III.      Recognition of Visitors and Opportunity for Public Comment
  - A.   Mr. Lewis – Connected Together Initiative
- IV.      Approval of Minutes
  - A.   November 4, 2020 Public Hearing
  - B.   November 4, 2020 Regular Meeting
- V.       Reports of Standing Committees
  - A.   Public Works
  - B.   Public Safety
  - C.   Property
  - D.   Parks & Recreation
  - E.   Finance
  - F.   Permits
  - G.   Annville Activities
- VI.      Reports of Special Committees
  - A.   Executive Sessions
  - B.   Planning Commission
  - C.   Historic Architectural Review Board (HARB)
  - D.   Wage & Salary
  - E.   Municipal Separate Storm Sewer System (MS4)
  - F.   Greater Lebanon Refuse Authority (GLRA)
  - G.   Fire Department
- VII.     Old Business
  - A.   Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
  - B.   Community Development Block Grant (CDBG)
  - C.   Cable Franchise Renewal
  - D.   Proposed Ordinance No. 677 – 2021 Tax Levy and Appropriations
- VIII.    New Business
  - A.   2020 Year-End Interfund Transfers
  - B.   Establish 2021 Meeting Dates and Times
  - C.   Workers' Compensation – Union Hose Company
  - D.   Christmas Tree Collection Dates
  - E.   Cancellation of Adjourned Meeting
- IX.      Correspondence
- X.       Pay Bills
- XI.      Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
December 1, 2020**

The December Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on December 1, 2020 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Philip Snavelly, Chief of the Union Hose Company (UHC); Henry Martin, Church Street; Carolyn Eisenhauer, North Chestnut Street; Dean Wolfe, West Main Street; and Fitzroy Lewis, Sexual Assault Resource and Counseling Center (SARCC).

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

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

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

**Connected Together Initiative:** Mr. Lewis was recognized for public comment and he shared information on the Connected Together Initiative which the Board issued a letter of support for in 2019, and which he was presently coordinating in the community. He described the purpose of the initiative as seeking to prevent violence by identifying areas of risk within local communities, and he elaborated on why Annville was one of four locales in Lebanon County that was selected for it. Mr. Lewis also distributed a handout explaining the initiative, sharing the progress that had been made thus far and its future phases. Noting it sought to engage the community on a grassroots level to first identify risks and then develop solutions tailored for it, Mr. Lewis asked the Commissioners to feel free to communicate to him any suggestions of those in the community they believed might be a good fit for serving in this capacity. Mr. Embich asked if the initiative had already made contact with some of the organizations in the Township that provide psychological services and Mr. Lewis indicated it had. Per a follow-up question from Mr. Embich, Mr. Lewis also reported he had contacted Lebanon Valley College (LVC) seeking its involvement in this initiative. The Commissioners thanked Mr. Lewis for his presentation and ongoing efforts and he left the meeting at 7:21 PM.

**APPROVAL OF MINUTES:**

**November 4, 2020 Public Hearing:** MOTION by Mr. Embich, second by Mr. Perrotto to approve the minutes of the Public Hearing held November 4, 2020 as presented. Motion carried unanimously.

**November 4, 2020 Regular Meeting:** MOTION by Mr. Embich, second by Mr. Hoover to approve the minutes of the Regular Meeting held November 4, 2020 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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

**Prohibition of Parking on West Side of a Portion of South Chestnut Street:** The Commissioners discussed with Mr. Yingst and Chief Dugan a request from the Public Works Superintendent for prohibiting parking on a portion of South Chestnut Street due to its narrowness. At the recommendation of the Public Works Superintendent, **MOTION** by Mr. Lively, second by President Moore to (1) prohibit parking on the west side of South Chestnut Street from West Queen Street to Marshall Street, (2) authorize the placement of appropriate signage indicating same, and (3) instruct the Township Administrator to memorialize this action in an upcoming omnibus ordinance. Motion carried unanimously.

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

**Authorization of Handicapped Parking Spaces on North King Street and West Sheridan Avenue:** At the recommendation of Chief Dugan, who noted the following requests were made by residents and determined by the Police Department to be valid, **MOTION** by Mr. Hoover, second by Mr. Lively to (1) authorize the painting of and installation of appropriate signage for a handicapped parking space in the vicinity of 47 North King Street, (2) authorize the painting of and installation of appropriate signage for a handicapped parking space in the vicinity of 53 West Sheridan Avenue, and (3) instruct the Township Administrator to memorialize these actions in an upcoming omnibus ordinance. Motion carried unanimously.

**Temporary Signage:** Per a question from Mr. Embich, Chief Dugan provided information on the placement of temporary signage by the Township at certain locations on LVC's campus to assist with students moving in or out of on-campus housing at the beginning or end of a semester.

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

**Town Hall Window Replacement Project:** It was reported the window treatments were expected to be installed later in the month.

**Parks & Recreation:** Nothing to report this month.

**Finance:** Mr. Embich reviewed the Financial Report for November 2020, highlighting the total income and expenses through the eleventh month of 2020. A copy of the report is attached hereto and made a part of these minutes. Mr. Embich and Mr. Yingst also addressed Mr. Hoover's inquiries regarding the reason for the high costs incurred by the Sewer Fund for polymer in 2020 and the payment of principal and interest by the General Fund for the Annville Center project financing.

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

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

### **WORK DONE FOR NOVEMBER 2020**

- (1) **D/T LIGHTS** We repaired 3 streetlights.
- (2) **DUMPSTERS** Wed and Sat dumpsters are done for the year.
- (3) **LEAF PICKING** We spent the following time leaf picking  
S Annaville 13.5 hrs. and 14 ton  
Cleona was 41hrs. and 20 ton  
Annaville 56 hrs. and 32 ton  
We will stop picking leaves around mid-December weather permitting.
- (4) **FOUNTAIN** Fountain has been drained for the year.
- (5) **BLACKTOP** All roads are finished; Hoffer Paving did a good job.
- (6) **S CHESTNUT ST** I would like to request we make S. Chestnut St. from W. Queen St. to Marshall St. no parking on west side of road; it is very hard to get through the road when vehicles park on both sides (see picture) and in the past there has been no one parking there.



Respectfully submitted,  
Les Powell

## TOTAL MAN HRS FOR NOVEMBER 2020

[illegible]



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
November 2020



- CALLS FOR SERVICE 158
- ORDINANCE VIOLATIONS

1. DOG 3
2. NOISE 5
3. PARKING 9
4. FIREWORKS 1
5. OPEN CONTAINER 0
6. DUMPING 0

- CRIMINAL ARRESTS 05
  - ADULT 05
  - JUVENILE 00

- ASSEMBLY/DEMONSTRATION 2

- COVID 19 2

- TOTAL TRAFFIC CITATIONS 14
- TOTAL TRAFFIC WARNINGS 9
- TOTAL NON-TRAFFIC CITATIONS 2
- TOTAL VEHICLE ACCIDENTS 10
  - REPORTABLE 6
  - NON-REPORTABLE 2
  - HIT & RUN 2

- PARKING TICKETS ISSUED 4

ANNVILLE ACCIDENT LOCATIONS

- 207 North Railroad
- 1<sup>st</sup> Block West Main
- Church & North Lancaster

SOUTH ANNVILLE LOCATIONS

- 1300 Mount Pleasant
- Rt. 422 / Mount Pleasant
- 1700 BLK Horseshoe Pike
- 700 Block Mt. Wilson
- Rt. 322 / Rt. 934
- 700 BLK Wes Main
- 800 BLK Louser Road

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
<b>REVENUES</b>						
<u>Real Estate Taxes</u>						
01/301/100	R/E TAXES - CURRENT YEAR	\$ 898,049.00	\$ 7,577.48	\$ 904,757.69	100.75	(6,708.69)
01/301/400	R/E TAXES - DELINQUENT	26,000.00	547.03	15,769.02	60.65	10,230.98
	Subtotal	924,049.00	8,124.51	920,526.71	99.62	3,522.29
01/310/100	REALTY TRANSFER TAX	59,000.00	9,262.47	53,564.67	90.79	5,435.33
01/310/210	EARNED INCOME TAX - CURRE	407,000.00	54,972.69	373,504.54	91.77	33,495.46
01/310/220	EARNED INCOME TAX - PRIOR	450.00	455.08	455.08	101.13	(5.08)
01/310/300	LOCAL SERVICES TAX	107,000.00	17,587.77	98,893.70	92.42	8,106.30
	Total Taxes	1,497,499.00	90,402.52	1,446,944.70	96.62	50,554.30
<u>Licenses &amp; Permits</u>						
01/320/350	LICENSE - JUNK YARD	25.00	0.00	0.00	0.00	25.00
01/320/610	LICENSE - TRANSIENT RETAIL	100.00	0.00	0.00	0.00	100.00
01/320/700	LICENSE - RESIDENTIAL RENTA	8,700.00	3,435.00	7,265.00	83.51	1,435.00
01/320/800	LICENSE - CABLE TV FRANCHIS	38,000.00	9,050.34	37,052.38	97.51	947.62
01/320/810	LICENSE - CURB/SIDEWALK	150.00	0.00	125.00	83.33	25.00
01/320/820	LICENSE - STREET ENCROACH	8,000.00	0.00	11,800.00	147.50	(3,800.00)
01/320/900	LICENSE - PLUMBING/EXCAVA	1,000.00	0.00	800.00	80.00	200.00
	Subtotal	55,975.00	12,485.34	57,042.38	101.91	(1,067.38)
<u>Fines &amp; Costs</u>						
01/330/110	FINES - VEHICLE CODE (PSP)	2,000.00	0.00	946.55	47.33	1,053.45
01/330/120	FINES - TWP. ORD. (DISTR MAG)	20,000.00	1,316.36	13,852.93	69.26	6,147.07
01/330/130	FINES - TWP. ORD. (PARKING)	8,000.00	190.00	3,700.00	46.25	4,300.00
01/330/150	FINES - CO. CLERK OF CRTS/PR	8,000.00	168.35	7,774.15	97.18	225.85
	Subtotal	38,000.00	1,674.71	26,273.63	69.14	11,726.37
<u>Interest &amp; Rent</u>						
01/340/000	INTEREST	10,300.00	105.38	2,844.42	27.62	7,455.58
	Subtotal	10,300.00	105.38	2,844.42	27.62	7,455.58
<u>Intergovernmental Revenues (Grants)</u>						
01/350/000	INTERGOV'T. REVENUES (GRA	135,227.00	0.00	133,135.91	98.45	2,091.09
	Subtotal	135,227.00	0.00	133,135.91	98.45	2,091.09
<u>Subdivision / Land Development Fees</u>						
01/361/000	SUBDIVISION/LAND DEVELOP.	300.00	0.00	345.00	115.00	(45.00)
	Subtotal	300.00	0.00	345.00	115.00	(45.00)
<u>Trash Collection Fees</u>						
01/364/000	TRASH COLLECTION FEES	399,000.00	42,171.05	323,098.55	80.98	75,901.45
	Subtotal	399,000.00	42,171.05	323,098.55	80.98	75,901.45
<u>Miscellaneous Income</u>						
01/380/000	ADMINISTRATIVE FEES	6,700.00	5,090.00	8,805.13	131.42	(2,105.13)
01/381/500	DONATIONS	30,300.00	0.00	28,000.00	92.41	2,300.00
01/384/000	CONTRACTED SERVICES INCO	61,000.00	5,490.00	50,431.96	82.68	10,568.04
01/391/000	REFUND PRIOR YR EXPEND	21,000.00	10,700.59	29,339.34	139.71	(8,339.34)

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
01/391/000		119,000.00	21,280.59	116,576.43	97.96	2,423.57
<u>Transfers from Other Funds</u>						
	Subtotal	0.00	0.00	0.00	0.00	0.00
	Total Revenues	\$ 2,255,301.00	\$ 168,119.59	\$ 2,106,261.02	93.39	149,039.98

EXPENDITURES

**General Government**

Administration

01/400/110	SALARIES - COMMISSIONERS	\$ 9,375.00	\$ 2,343.75	\$ 9,375.00	100.00	0.00
01/400/120	SALARIES & WAGES - TWP. OFF	69,515.00	5,327.34	63,309.57	91.07	6,205.43
01/400/200	MATERIALS & SUPPLIES	5,600.00	256.03	3,854.57	68.83	1,745.43
01/400/210	RENTAL LICENSE EXPENSES	2,700.00	8.81	638.35	23.64	2,061.65
01/400/300	MISCELLANEOUS EXPENSE	5,700.00	712.46	4,299.34	75.43	1,400.66
01/400/310	LEGAL/AUDIT SERVICES	51,000.00	1,314.00	24,957.85	48.94	26,042.15
01/400/320	TELEPHONE	3,550.00	268.99	3,100.14	87.33	449.86
01/400/340	ADVERTISING & PRINTING	6,500.00	259.92	4,173.75	64.21	2,326.25
01/400/343	CODIFICATION	1,500.00	0.00	350.00	23.33	1,150.00
	Subtotal	155,440.00	10,491.30	114,058.57	73.38	41,381.43

Treasurer / Tax Collector

01/402/200	MATERIALS & SUPPLIES	1,200.00	0.00	1,244.74	103.73	(44.74)
01/402/350	BOND PREMIUM	1,050.00	0.00	468.00	44.57	582.00
	Subtotal	2,250.00	0.00	1,712.74	76.12	537.26

Municipal Building

01/409/120	SALARY - JANITOR	5,200.00	0.00	738.77	14.21	4,461.23
01/409/145	CONTRACTED CUSTODIAL SER	0.00	495.00	951.96	0.00	(951.96)
01/409/200	MATERIALS & SUPPLIES	600.00	(60.52)	580.59	96.77	19.41
01/409/360	FUEL, LIGHT, WATER & SEWER	12,900.00	536.00	7,932.35	61.49	4,967.65
01/409/370	REPAIRS & MAINTENANCE - BL	2,300.00	142.94	2,440.63	106.11	(140.63)
01/409/740	CAPITAL EXPEND	10,000.00	0.00	5,831.73	58.32	4,168.27
	Subtotal	31,000.00	1,113.42	18,476.03	59.60	12,523.97

Total General Government	188,690.00	11,604.72	134,247.34	71.15	54,442.66
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**Public Safety**

Police

01/410/130	SALARIES - POLICE	553,679.00	38,250.88	445,059.12	80.38	108,619.88
01/410/140	WAGES - CROSSING GUARD	0.00	0.00	(1,557.60)	0.00	1,557.60
01/410/145	CONTRACTED CROSSING GUAR	10,796.00	2,219.26	8,022.32	74.31	2,773.68
01/410/200	MATERIALS & SUPPLIES	7,000.00	689.40	8,715.58	124.51	(1,715.58)
01/410/202	UNIFORM SUPPLIES & REPLAC	7,500.00	236.99	5,792.77	77.24	1,707.23
01/410/300	DUES, MEMBERSHIPS, MISC.	9,145.00	1,054.35	9,138.52	99.93	6.48
01/410/301	CONFERENCES, MTGS & MILEA	2,000.00	0.00	236.60	11.83	1,763.40
01/410/310	POLICE LEGAL	6,000.00	1,282.46	26,227.25	437.12	(20,227.25)
01/410/320	TELEPHONE, RADIO & PAGER	8,025.00	486.73	6,610.47	82.37	1,414.53
01/410/330	VEHICLE FUEL	7,200.00	325.79	3,632.38	50.45	3,567.62
01/410/331	VEHICLE REPAIR & MAINTENA	6,300.00	49.99	3,652.79	57.98	2,647.21
01/410/452	IT SUPPORT	17,462.00	107.87	13,715.10	78.54	3,746.90
01/410/460	TRAFFIC SIGNALS	600.00	48.60	545.33	90.89	54.67
01/410/740	CAPITAL OUTLAY	13,000.00	0.00	0.00	0.00	13,000.00
	Subtotal	648,707.00	44,752.32	529,790.63	81.67	118,916.37

UNAUDITED



ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
<b><u>Fire</u></b>						
01/411/460	FIRE HYDRANT SERVICE	17,500.00	1,246.11	16,207.21	92.61	1,292.79
01/411/500	DONATION - VOLUNTEER FIRE	78,000.00	0.00	73,000.00	93.59	5,000.00
01/411/510	DONATION - FIREMEN'S RELIEF	22,000.00	0.00	22,802.79	103.65	(802.79)
	Subtotal	117,500.00	1,246.11	112,010.00	95.33	5,490.00
<b><u>Ambulance</u></b>						
01/412/000	EMERGENCY MANAGEMENT S	20,000.00	5,000.00	15,000.00	75.00	5,000.00
	Subtotal	20,000.00	5,000.00	15,000.00	75.00	5,000.00
<b><u>Zoning</u></b>						
01/414/000	ZONING HEARING BOARD	1,200.00	0.00	175.00	14.58	1,025.00
01/414/100	H A R B EXPENSES	1,500.00	11.60	125.55	8.37	1,374.45
01/414/200	PLANNING COMMISSION	1,200.00	0.00	0.00	0.00	1,200.00
	Subtotal	3,900.00	11.60	300.55	7.71	3,599.45
01/415/000	EMERGENCY MANAGEMENT A	3,400.00	0.00	3,336.90	98.14	63.10
01/416/000	CODE ENFORCEMENT OFFICER	4,000.00	108.64	1,415.88	35.40	2,584.12
	Total Public Safety	797,507.00	51,118.67	661,853.96	82.99	135,653.04
<b><u>Health &amp; Sanitation</u></b>						
01/427/300	MISCELLANEOUS EXPENSE	41,000.00	3,921.55	36,008.15	87.82	4,991.85
01/427/450	REFUSE COLLECTION CONTRA	72,180.00	6,352.50	59,880.00	82.96	12,300.00
01/427/451	RECYCLING COLLECTION CON	72,180.00	6,352.50	63,473.00	87.94	8,707.00
01/427/460	REFUSE DISPOSAL EXPENSE	71,000.00	3,559.20	60,859.92	85.72	10,140.08
	Total Health & Sanitation	256,360.00	20,185.75	220,221.07	85.90	36,138.93
<b><u>Highway</u></b>						
01/430/100	SALARIES & WAGES - HIGHWA	91,822.00	7,506.48	88,128.13	95.98	3,693.87
01/430/200	MATERIALS & SUPPLIES	3,000.00	45.98	895.29	29.84	2,104.71
01/430/300	MISCELLANEOUS EXPENSE	2,800.00	47.60	1,848.89	66.03	951.11
01/430/310	ENGINEERING SERVICES	69,000.00	4,485.50	22,324.00	32.35	46,676.00
01/430/320	TELEPHONE, RADIO & PAGER	900.00	58.92	571.71	63.52	328.29
01/430/330	VEHICLE OPERATING EXP. - FU	7,500.00	600.06	3,142.94	41.91	4,357.06
01/430/331	VEHICLE - OPERATING EXPENS	2,000.00	257.93	1,750.00	87.50	250.00
01/430/740	CAPITAL OUTLAY	6,000.00	0.00	5,050.15	84.17	949.85
01/434/000	STREETLIGHTING	2,000.00	71.88	1,664.53	83.23	335.47
01/437/000	REP. & MAINT. - EQUIPMENT	7,000.00	0.00	6,067.59	86.68	932.41
01/438/000	REP. & MAINT. - STREETS	2,000.00	0.00	0.00	0.00	2,000.00
	Total Highway	194,022.00	13,074.35	131,443.23	67.75	62,578.77
<b><u>Miscellaneous</u></b>						
01/454/000	PARKS & RECREATION	1,600.00	0.00	660.00	41.25	940.00
01/455/000	COMMUNITY ACTIVITIES	6,000.00	0.00	0.00	0.00	6,000.00
01/456/500	LIBRARY - DONATION	20,000.00	0.00	20,000.00	100.00	0.00
01/465/000	ECONOMIC DEVELOPMENT	6,000.00	154.50	2,439.76	40.66	3,560.24
01/471/350	LEASE RENTAL-PRINCIPAL	34,000.00	17,000.00	34,000.00	100.00	0.00
01/472/350	LEASE RENTAL-INTEREST	32,561.00	6,925.01	16,213.15	49.79	16,347.85
01/480/000	EMPL. BENEFITS & PAYROLL T	500,552.00	26,814.49	470,914.51	94.08	29,637.49
01/486/000	INSURANCE	105,730.00	6,456.40	98,549.64	93.21	7,180.36
01/490/000	TRANSFER TO OTHER FUND	112,279.00	0.00	0.00	0.00	112,279.00

UNAUDITED

ANNVILLE TOWNSHIP  
GENERAL FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
01/491/000	REFUND PRIOR YEAR REVENUE	<u>0.00</u>	<u>0.00</u>	<u>520.83</u>	<u>0.00</u>	<u>(520.83)</u>
	Total Miscellaneous	<u>818,722.00</u>	<u>57,350.40</u>	<u>643,297.89</u>	<u>78.57</u>	<u>175,424.11</u>
	Total Expenditures	<u>\$ 2,255,301.00</u>	<u>\$ 153,333.89</u>	<u>\$ 1,791,063.49</u>	<u>79.42</u>	<u>464,237.51</u>
	Net Income/(<Deficit>)	<u>\$ 0.00</u>	<u>\$ 14,785.70</u>	<u>\$ 315,197.53</u>	<u>0.00</u>	<u>(315,197.53)</u>

GENERAL FUND  
Balance Sheet  
November 30, 2020  
ASSETS

Current Assets		
CASH - CHECKING/SAVINGS	\$	457,267.99
CASH - RECREATION DEPOSIT		14,606.47
CASH - PLGIT PRIME		398,892.28
DAEWOO & YEAGER FIRE ESCROW		67,194.76
AURAND FIRE ESCROW		21,159.20
PETTY CASH - OFFICE		100.00
PETTY CASH - POLICE		100.00
INVESTMENT IN COMMON STOCK		5,519.65
ACCOUNTS RECEIVABLE		11,177.30
ALLOWANCE FOR DOUBTFUL ACCTS		(1,000.00)
		<hr/>
Total Current Assets		975,017.65
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>975,017.65</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
GRANT - DISTRICT ATTY	\$	478.59
DEPOSITS - BRICKS		12.98
RECREATION DEPOSIT HELD		14,606.47
DAEWOO AND YEAGER FIRE ESCROW		67,194.76
AURAND FIRE ESCROW		21,159.20
		<hr/>
Total Current Liabilities		103,452.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		103,452.00
Capital		
FUND BALANCE		556,368.12
Net Income		315,197.53
		<hr/>
Total Capital		871,565.65
		<hr/>
Total Liabilities & Capital	\$	<u><u>975,017.65</u></u>

UNAUDITED

SEWER FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020  
ANNVILLE TOWNSHIP

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% Budget</u>	<u>Remaining Budget</u>
	Net Income/<Deficit>	\$ 0.00	\$ 29,758.34	\$ 1,274.21	0.00	(1,274.21)

SEWER FUND  
Balance Sheet  
November 30, 2020

**ASSETS**

**Current Assets**

CASH - CHECKING /SAVINGS	\$ 479,978.25	
CASH - PLGIT PRJME	442,322.89	
BLAIRCO / MARTY'S MUSIC ESCROW	12,687.60	
PETTY CASH - OFFICE	75.00	
PETTY CASH - WWTP	50.00	
ACCOUNTS RECEIVABLE	30,663.63	
Total Current Assets		965,777.37

**Property and Equipment**

LAND	263,036.60	
BUILDINGS	16,214,865.76	
BUILDINGS - ACCUM DEPRECIATION	(4,081,837.17)	
SEWER LINES	1,678,838.79	
SEWER LINES - ACCUM. DEPREC.	(1,672,552.45)	
MACHINERY & EQUIPMENT	707,266.39	
MACH. & EQUIP. - ACCUM. DEPREC	(594,355.33)	
CONSTRUCTION IN PROGRESS	586,426.76	
Total Property and Equipment		13,101,689.35

**Other Assets**

OTHER ASSET - GENERAL PERMIT	11,244.94	
GENERAL PERMIT- ACCUM AMORT	(11,244.94)	
DEFERRED OUTFLOWS OF RESOURCES	10,462.00	
Total Assets	\$ 14,077,928.72	

**LIABILITIES AND RETAINED EARNINGS**

**Current Liabilities**

DUE TO PENNVEST	\$ 3,319.75	
Total Current Liabilities		3,319.75

**Long Term Liabilty**

BLAIRCO / MARTY'S MUSIC ESCROW	12,687.60	
NET PENSION LIABILITY	109,020.00	
DEFERRED INFLOWS OF RESOURCES	51,986.00	
Total Liabilities		177,013.35

**Retained Earnings**

FUND BALANCE	(206,976.69)	
RETAINED EARNINGS	14,106,617.85	
Net Income	1,274.21	
Total Retained Earnings		13,900,915.37
Total Liabilities & Retained Earnings	\$ 14,077,928.72	

## CAPITAL RESERVE FUND -NEW

## Income Statement

For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
31/341/000	INTEREST EARNED	\$ 6,000.00	\$ 111.96	\$ 2,951.40	49.19	3,048.60
31/351/000	STATE GRANT REVENUES	152,125.00	0.00	0.00	0.00	152,125.00
31/351/100	FEDERAL & STATE GRANT REVENUES	30,000.00	0.00	30,305.00	101.02	(305.00)
31/392/250	TRANSFER FROM AEDA	9,000.00	0.00	0.00	0.00	9,000.00
31/392/300	TRANSFER FROM GENERAL FUND	125,279.00	0.00	0.00	0.00	125,279.00
	Total Revenues	322,404.00	111.96	33,256.40	10.32	289,147.60
EXPENDITURES						
Expenses						
31/409/745	TOWN HALL IMPROVEMENTS	20,000.00	2,342.60	17,938.97	89.69	2,061.03
31/416/000	CODE ENFORCEMENT	0.00	0.00	15,960.00	0.00	(15,960.00)
31/429/370	MAJOR REPAIRS	0.00	0.00	1,605.00	0.00	(1,605.00)
31/445/000	PAVING & SEALING PARKING LOTS	20,000.00	0.00	11,200.00	56.00	8,800.00
31/463/545	PEDESTRIAN IMPROVEMENTS	0.00	0.00	29,520.50	0.00	(29,520.50)
	Total Expenses	40,000.00	2,342.60	76,224.47	190.56	(36,224.47)
Transfers to Other Funds						
	Total Transfers	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	40,000.00	2,342.60	76,224.47	190.56	(36,224.47)
	Net Income/<Deficit>	\$ 282,404.00	\$ (2,230.64)	\$ (42,968.07)	(15.22)	325,372.07

UNAUDITED

CAPITAL RESERVE FUND -NEW  
Balance Sheet  
November 30, 2020

**ASSETS**

**Current Assets**

NORTHWEST SAVINGS BANK	\$	532,967.43	
Total Current Assets			532,967.43

**Other Assets**

Total Other Assets			0.00
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Total Assets	\$	532,967.43	
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**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Total Current Liabilities			0.00
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Total Liabilities			0.00
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**Fund Balance**

FUND BALANCE	\$	575,935.50	
Net Income		(42,968.07)	

Total Fund Balance			532,967.43
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Total Liabilities & Fund Balance	\$	532,967.43	
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MOTOR LICENSE FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
<b>REVENUES</b>						
35/340/000	INTEREST	\$ 3,000.00	\$ 12.38	\$ 957.12	31.90	2,042.88
35/341/000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
35/355/000	LIQUID FUELS TAX ALLOCATION	126,000.00	0.00	128,311.48	101.83	(2,311.48)
35/355/050	LIQUID FUELS TAX ALLOCATION	0.00	0.00	0.00	0.00	0.00
35/360/000	MISC. RECIEPTS	3,000.00	0.00	1,440.12	48.00	1,559.88
35/391/000	REFUND OF PRIOR YEAR EXPENSES	0.00	0.00	0.00	0.00	0.00
35/392/000	INTERFUND OPERATING TRFS - IN	0.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>132,000.00</u>	<u>12.38</u>	<u>130,708.72</u>	99.02	<u>1,291.28</u>
<b>EXPENDITURES</b>						
<u>Maintenance</u>						
35/430/200	MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
35/430/260	MINOR EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
35/430/740	MAJOR EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
35/432/200	SNOW & ICE REMOVAL MATERIALS	8,000.00	0.00	3,235.04	40.44	4,764.96
35/433/200	TRAFFIC SIGNS, MARKINGS, ETC	4,000.00	0.00	0.00	0.00	4,000.00
35/434/000	STREET LIGHTING	62,000.00	0.00	41,665.30	67.20	20,334.70
35/437/000	REPAIRS & MAINT. - EQUIPMENT	7,000.00	0.00	3,023.81	43.20	3,976.19
35/438/000	REPAIRS & MAINT. - STREETS	22,000.00	0.00	21,556.18	97.98	443.82
35/438/200	REPAIRS & MAINT. - BRIDGES	0.00	0.00	0.00	0.00	0.00
35/438/300	REPAIRS & MAINT. - STORM SEWER	20,000.00	0.00	0.00	0.00	20,000.00
	Total Maintenance	<u>123,000.00</u>	<u>0.00</u>	<u>69,480.33</u>	56.49	<u>53,519.67</u>
<u>Construction</u>						
35/439/000	HWY. CONSTRUCTION & REBUILDING	0.00	0.00	0.00	0.00	0.00
35/439/200	CONST & REBUILD BRIDGES	0.00	0.00	0.00	0.00	0.00
35/439/300	STORM SEWER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	Total Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>
	Total Expenditures	<u>123,000.00</u>	<u>0.00</u>	<u>69,480.33</u>	56.49	<u>53,519.67</u>
	Net Income/<Deficit>	<u>\$ 9,000.00</u>	<u>\$ 12.38</u>	<u>\$ 61,228.39</u>	680.32	<u>(52,228.39)</u>

UNAUDITED

MOTOR LICENSE FUND  
Balance Sheet  
November 30, 2020

**ASSETS**

**Current Assets**

CASH - PLGIT	\$	67,887.34
CASH - PLGIT PRIME		96,940.36

Total Current Assets		164,827.70
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Total Assets	\$	164,827.70
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**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Total Current Liabilities		0.00
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Total Liabilities		0.00
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**Fund Balance**

FUND BALANCE	\$	103,599.31
Net Income		61,228.39

Total Fund Balance		164,827.70
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Total Liabilities & Fund Balance	\$	164,827.70
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SEWER CAPITAL FUND  
Income Statement  
For the Eleven Months Ending November 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
30/341/000	INTEREST EARNED	\$ 11,000.00	\$ (570.23)	\$ 7,204.28	65.49	3,795.72
30/391/000	TRANSFERS FROM SEWER FUND	52,494.00	0.00	0.00	0.00	52,494.00
30/395/000	TRANSFER FROM CAP RESERVE FUND	0.00	0.00	0.00	0.00	0.00
30/399/000	TRANSFER FROM ESCROW	0.00	0.00	0.00	0.00	0.00
	Total Revenues	<u>63,494.00</u>	<u>(570.23)</u>	<u>7,204.28</u>	11.35	<u>56,289.72</u>
EXPENDITURES						
30/429/700	MISC	7,000.00	0.00	6,880.00	98.29	120.00
30/429/720	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
30/429/730	VEHICLES	0.00	0.00	0.00	0.00	0.00
30/429/750	PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
30/490/000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	<u>7,000.00</u>	<u>0.00</u>	<u>6,880.00</u>	98.29	<u>120.00</u>
	Net Income/<Deficit>	<u>\$ 56,494.00</u>	<u>\$ (570.23)</u>	<u>\$ 324.28</u>	0.57	<u>56,169.72</u>

UNAUDITED

SEWER CAPITAL FUND  
Balance Sheet  
November 30, 2020

**ASSETS**

**Current Assets**

CASH - PLGIT PRIME	\$	254,037.51	
INVESTMENTS - EDWARD JONES		536,872.83	
Total Current Assets			790,910.34

**Property and Equipment**

Total Property and Equipment			0.00
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**Other Assets**

Total Other Assets			0.00
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Total Assets	\$	790,910.34	
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**LIABILITIES AND CAPITAL**

**Current Liabilities**

Total Current Liabilities			0.00
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**Long-Term Liabilities**

Total Long-Term Liabilities			0.00
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Total Liabilities			0.00
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**Capital**

FUND BALANCE	\$	790,586.06	
Net Income		324.28	
Total Capital			790,910.34
Total Liabilities & Capital	\$	790,910.34	

MS4 FUND  
INCOME STATEMENT  
FOR THE ELEVEN MONTHS ENDING NOVEMBER 30, 2020

<u>Account #</u>	<u>Description</u>	<u>Budget</u>	<u>Current Month</u>	<u>Y-T-D Actual</u>	<u>% of Budget</u>	<u>Remaining Budget</u>
REVENUES						
40/341/000	INTEREST EARNED	\$ 2,000.00	\$ 23.22	763.59	38.18	1,236.41
40/350/000	MS4 FEES	110,000.00	15,334.26	97,949.09	89.04	12,050.91
40/399/000	TRANSFER FROM OTHER	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUES	<u>112,000.00</u>	<u>15,357.48</u>	<u>98,712.68</u>	88.14	<u>13,287.32</u>
EXPENDITURES						
40/460/200	ADMINISTRATION	500.00	0.00	360.00	72.00	140.00
40/460/300	MISCELLANEOUS	2,500.00	0.00	0.00	0.00	2,500.00
40/460/310	CONSORTIUM PAYMENT	97,000.00	0.00	96,803.76	99.80	196.24
40/460/311	CONSORTIUM ADMIN. CO	0.00	0.00	0.00	0.00	0.00
40/460/312	ENGINEERING	12,000.00	0.00	34.00	0.28	11,966.00
40/490/000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
40/491/000	DISCOUNTS	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	<u>112,000.00</u>	<u>0.00</u>	<u>97,197.76</u>	86.78	<u>14,802.24</u>
	NET INCOME	<u>\$ 0.00</u>	<u>\$ 15,357.48</u>	<u>1,514.92</u>	0.00	<u>(1,514.92)</u>

UNAUDITED

MS4 FUND  
Balance Sheet  
November 30, 2020

ASSETS

Current Assets		
CASH - FULTON	\$	110,918.09
CASH - PLGIT PRIME		<u>135,168.79</u>
Total Current Assets		246,086.88
Property and Equipment		<u>                    </u>
Total Property and Equipment		0.00
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>246,086.88</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
MS4 FEES HELD IN ESCROW	\$	<u>13,319.68</u>
Total Current Liabilities		13,319.68
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		13,319.68
Capital		
FUND BALANCE		231,252.28
Net Income		<u>1,514.92</u>
Total Capital		<u>232,767.20</u>
Total Liabilities & Capital	\$	<u><u>246,086.88</u></u>

GENERAL FUND  
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
17114	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	26,266.05	26,266.05
17115	ANN001	ANNVILLE TOWNSHIP AUTHORITY	174.00	174.00
17116	ATT001	A T & T MOBILITY	351.91	351.91
17117	CDB001	CAMPBELL DURRANT, P.C.	1,282.46	1,282.46
17118	COM002	COMMONWEALTH OF PENNSYLVANIA	35.00	35.00
17119	COM008	COMCAST	107.87	107.87
17120	COV001	COVERALL SERVICE CO - HARRISBURG	495.00	495.00
17121	CSU001	CSU PRODUCER RESOURCES, INC.	25.00	25.00
17122	FIV001	FIVE STAR INTERNATIONAL, LLC	161.73	161.73
17123	LEV003	WESLEY J. LEVAN II	900.00	900.00
17124	MET002	MET- ED	309.39 3,969.57 188.00	4,466.96
17125	MEY001	MEYER OIL COMPANY	600.06 325.79	925.85
17126	PAO001	PA ONE CALL SYSTEM INC	12.60	12.60
17127	PAW001	PENNSYLVANIA AMERICAN WATER CO	52.61	52.61
17128	PET001	PETTY CASH - GENERAL FUND	69.60	69.60
17129	RAP001	911 RAPID RESPONSE	87.99	87.99
17130	REE001	REED'S LOCK & ACCESS, INC.	226.60	226.60
17131	REI001	REILLY WOLFSON ATTORNEYS AT LAW	1,804.65	1,804.65
17132	SCH006	SCHAEDLER YESCO DISTRIBUTION	71.88	71.88
17133	SPO001	SSM GROUP, INC.	204.00 4,485.50	4,689.50
17134	SUS001	SUSQUEHANNA MUNICIPAL TRUST	6,431.40	6,431.40
17135	TEL001	TELESYSTEM	462.73	462.73

GENERAL FUND  
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
17136	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	30,355.57	30,355.57
17137	ALL004	ALL CITY MANAGEMENT SERVICES, INC	1,079.64 1,139.62	2,219.26
17138	AMA001	AMAZON CAPITAL SERVICES	25.97 42.09	25.97 42.09
17139	AUT002	AUTOZONE	50.00 49.99	99.99
17140	AXO001	AXON ENTERPRISE, INC.	154.35	154.35
17141	CAN002	CANON FINANCIAL SERVICES, INC.	332.48	332.48
17142	DEA001	DEARBORN GROUP	160.00	160.00
17143	DOU002	BRAD DOUPLE	54.32 54.32	108.64
17144	FIR002	FIRST CITIZENS COMMUNITY BANK	23,925.01	23,925.01
17145	GFL001	GFL ENVIRONMENTAL	12,705.00 168.25	12,873.25
17146	GRE001	GREATER LEB. REFUSE AUTHORITY	10,662.96	10,662.96
17147	LEB023	LEBANON CO CONSERVATION DIST	27.00	27.00
17148	MED002	MEDIA ONE PA	259.92	259.92
17149	MET002	MET- ED	70.24 154.50 77.12 64.07 48.60 35.98 74.34 60.08 35.27 35.28	655.48
17150	MIL001	MILLER & BIXLER AUTO PARTS	48.22 47.98	96.20
17151	PA005	PA MUNICIPAL HEALTH INSURANCE CO	23,540.69	23,540.69
17152	PAW001	PENNSYLVANIA AMERICAN WATER CO	1,246.11	1,246.11
17153	PFN010	PFNN STATE HEALTH	5,000.00	



GENERAL FUND  
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
				5,000.00
17154	RAP001	911 RAPID RESPONSE	149.00	149.00
17155	REE001	REED'S LOCK & ACCESS, INC.	40.50	40.50
17156	UMB001	UMBERGER'S OF FONTANA, INC.	45.98	45.98
17157	WBM001	W.B. MASON CO., INC.	16.15 8.81 19.48 36.28 47.96 49.98 5.58	184.24
17158	YIN001	NICHOLAS T. YINGST	726.80	726.80
Total			162,032.88	162,032.88

**SEWER FUND****Cash Disbursements Journal****For the Period From Nov 1, 2020 to Nov 30, 2020**

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
13043	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	11,612.62	11,612.62
13044	ALS001	ALS GROUP USA, CORP.	160.00 113.00 113.00 80.00	466.00
13045	ANN004	ANNVILLE TWP PENNVEST ACCOUNT	65,820.77	65,820.77
13046	ATT001	AT&T MOBILITY	189.07	189.07
13047	ELE001	ELEMECH INC.	1,600.00	1,600.00
13048	FIV001	FIVE STAR INTERNATIONAL	48.96 161.74	210.70
13049	HEC001	KEITH C. HECK	27.15	27.15
13050	LAW001	LAWSON PRODUCTS, INC.	63.90	63.90
13051	MEY001	MEYER OIL COMPANY	162.18	162.18
13052	PAW002	P A W C	251.96	251.96
13053	REI003	REILLY WOLFSON ATTORNEYS AT LAW	162.00	162.00
13054	SUS001	SUSQUEHANNA FIRE EQUIP CO	75.00	75.00
13055	SUS002	SUSQUEHANNA MUNICIPAL TRUST	4,287.60	4,287.60
13056	TEL002	TELESYSTEM	184.06	184.06
13057	THO001	THOMAS SCIENTIFIC	38.34	38.34
13058	UNI004	UNIQUE DESIGNS CUSTOM DIGITIZING	393.00	393.00
13059	FIL001	FILSON WATER, LLC	189.00	189.00
13060	UGI001	UGI UTILITIES, INC.	390.94	390.94

**SEWER FUND****Cash Disbursements Journal****For the Period From Nov 1, 2020 to Nov 30, 2020**

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
13061	ANN002	ANNVILLE TOWNSHIP PAYROLL FUND	10,781.99	10,781.99
13062	ALS001	ALS GROUP USA, CORP.	113.00 640.00 113.00 40.00 113.00	1,019.00
13063	AMA001	AMAZON CAPITAL SERVICES	116.19  100.93	74.96  142.16
13064	AME005	AMERIGREEN INC.	5,328.70	5,328.70
13065	ANN001	ANNVILLE TOWNSHIP GENERAL FUND	42,171.05	42,171.05
13066	ANN007	ANNVILLE TOWNSHIP MS4 FUND	15,334.26	15,334.26
13067	CAL001	CAL-TECH SERVICE, INC.	645.00	645.00
13068	DEA002	DEARBORN GROUP	65.00	65.00
13069	DOU001	DOURTE ELECTRIC, INC.	4,222.59	4,222.59
13070	EAG001	EAGLE RENTAL	252.15	252.15
13071	EAS001	E.P.W.P.C.O.A., INC.	160.00	160.00
13072	FUL001	FULTON BANK	27,294.50	27,294.50
13073	KEM001	KEMIRA WATER SOLUTIONS, INC.	3,590.36	3,590.36
13074	LIG002	LIGHT'S WELDING, INC.	4,390.20	4,390.20
13075	LOW001	LOWE'S COMPANIES, INC.	59.02 52.69 42.07 525.92	679.70
13076	MET001	MET-ED	7,610.65	7,610.65

**SEWER FUND****Cash Disbursements Journal****For the Period From Nov 1, 2020 to Nov 30, 2020**

Filter Criteria includes: Report order is by Check Number. Report is printed in Detail Format.

Check #	Vendor ID	Name	Debit Amount	Credit Amount
13077	MEY001	MEYER OIL COMPANY	339.89 362.49	702.38
13078	PAM001	PA MUNICIPAL HEALTH INSURANCE COOP	19,312.41	19,312.41
13079	PAW001	AMERICAN WATER	78.12	78.12
13080	PEN002	PENNSYLVANIA STATE UNIVERSITY	405.00	405.00
13081	POL001	POLLU-TECH, INC.	3,174.00	3,174.00
13082	PRW001	PENNA. RURAL WATER ASSO.	252.00	252.00
13083	UMB001	UMBERGERS OF FONTANA, INC.	45.98	45.98
13084	UNI002	UNIVAR USA INC	9,373.30	9,373.30
13085	WAL001	WALMART	62.20	62.20
13086	YIN001	NICHOLAS T. YINGST	673.00	673.00
<b>Total</b>			<b>243,964.95</b>	<b>243,964.95</b>

## CAPITAL RESERVE FUND -NEW

## Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
11/6/20	1221	31/200/000	Invoice: 11/4/20	2,342.60	
			BALANCE		
		31/102/000	CREEK VIEW LLC		2,342.60
	Total			2,342.60	2,342.60

MOTOR LICENSE FUND  
Cash Disbursements Journal

For the Period From Nov 1, 2020 to Nov 30, 2020

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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This report contains no data.

**SEWER CAPITAL FUND**  
**Cash Disbursements Journal**

**For the Period From Nov 1, 2020 to Nov 30, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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This report contains no data.

**MS4 FUND**  
**Cash Disbursements Journal**  
**For the Period From Nov 1, 2020 to Nov 30, 2020**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
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This report contains no data.



## Permits Report

Month of November 2020

Plumbing Permits issued	<u>0</u>	<u>\$ 0</u>
Plumbing Licenses issued	<u>0</u>	<u>\$ 0</u>
Excavator Licenses issued	<u>0</u>	<u>\$ 0</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$ 0</u>
Total Street Cut Permit Fees Collected		<u>\$ 0</u>
Total Tapping Fees Collected		<u>\$ 0</u>

### Tapping Fees

#### Building Permits

#40-20 Benjamin Wenger

Add to a Structure/Other

Solar panels

#### Curb/Sidewalk Permits

#### Street-Cut Permits

#### Burn Permit

**Annville Activities:** The following item was addressed:

2021 Historic Old Annville Day – Designation of Date and Application for Street Closure: **MOTION** by Mr. Perrotto, second by Mr. Embich to (1) designate Saturday, June 12, 2021 as Historic Old Annville Day and (2) 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 7:00 AM and ending at 3:00 PM on that date. Motion carried unanimously.

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

**REPORTS OF SPECIAL COMMITTEES:**

**Fire Department:** Chief Snavelly provided a brief verbal report on the UHC, noting the November 2020 Fire Chief's Report and Monthly Statistical Report for the Fire Department would be forthcoming. In particular, he noted the recently purchased used fire truck should be arriving shortly, that joinder discussions with the Cleona Fire Company were continuing with the assistance of President Moore and Mr. Lively, and the need for volunteers to assist with all areas of the UHC's operations and administration. Chief Snavelly also reported that the UHC continues to have a very good working relationship with Life Lion Emergency Medical Services (EMS) and commended the Board for designating Life Lion as the primary provider of EMS in the Township. Per a question from Mr. Lively, Chief Snavelly noted the UHC's fundraising and social club revenues took a big hit due to the COVID-19 pandemic, but it was able to make up for these losses due to grants, and that applying for these various grants was a true team effort. The Commissioners thanked Chief Snavelly for the UHC's continued endeavors and he left the meeting at 7:39 PM.

**Executive Sessions:** It was reported that no Executive Sessions were held since the adjournment of the November Regular Meeting.

**Planning Commission:** Nothing to report this month.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for November 2020, a copy of which is attached hereto and made a part of these minutes.

**Wage & Salary:** The Wage & Salary Committee minutes from its October 27, 2020 meeting were reviewed by the Commissioners and the following Committee recommendations on 2021 budget matters were then addressed:

**Non-Uniformed Employee Benefits for 2021:** It was noted the Wage & Salary Committee presented the Board with a recommended listing of benefits for non-uniformed employees for 2021. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Perrotto, second by Mr. Embich to approve the benefits for non-uniformed employees for 2021 as presented. Motion carried unanimously and the listing of 2021 benefits for non-uniformed employees is attached hereto and made a part of these minutes.

T. Embich reports: 12-01-2020 BOC  
Thomas Embich  
Agenda Items: VI – C, E, F  
Date: November 24, 2020 report for December 01, 2020 Meeting

## **Item VI- C: HISTORIC ARCHITECTURAL REVIEW BOARD**

1. The November 16 session was cancelled for lack of submissions.
2. Next meeting of HARB is scheduled for December 21, if business is submitted for consideration.  
**ACTION: None.**

## **Item VI –E: Stormwater management**

1. A combination Zoom and onsite meeting at North Lebanon Board Room was held on November 17; Mr. Yingst attended for Annville Township.

Notes for this meeting were provided by Mr. Yingst, and can be viewed on request; Annual contributions are due 2/28/2021; Dan C. presented the Engineer's report for 3 basin retrofits less than 1 acre (LCCD will review these not PA DEP); other basin plan/projects > 1 acre are being developed; Rick Bolt (County Engineer) is reviewing Project Oak for modeling purposes; with Dan C. leaving SESI, Steve Sherk and Scott Rights will cover the LVSC engineering coordination for the near future.  
MEETING INFO: December meeting is cancelled; The 2021 edited Meeting list is: the third Tuesday, except for April & May: 01/19, 02/16, 03/16, 04/13, 05/11, 06/15, 07/20, 08/17 –annual mtg., 09/21, 10/19, 11/16, 12/21.

2. The LCCWA: The October 27, 2020 meeting was cancelled.  
Proposed meetings for 2021 are: 2/23, 5/26, 7/27, 10/26. The Feb. 23 meeting is currently proposed to be a virtual meeting.

## **ITEM VI- F: GLRA (GREATER LEBANON REFUSE AUTHORITY)**

1. All minutes and reports are available at  
<http://www.goglra.org/DocumentCenter/Home/View/> . Next meeting: 12/02/20
2. The plan developed and coordinated by former Exec. Director Taylor is printed and was submitted on November 11, 2020 to PA DEP for approval as "Lebanon County Solid Waste Management Plan, Non-substantial Revision 2020-2030."
3. On November 18, 2020, PA DEP delivered the "completed environmental assessment review" of the Greater Lebanon Refuse Authority application for both a lateral and vertical expansion of the GLRA landfill. With this notice the PA DEP begins the "Technical Review" of the expansion proposal.  
At present, there is no target for completion of the "Technical Review", which leads to the new permit issuance.

4. **ACTION:** Due to continuing conflicts between the Annville Board of Commissioners meetings and the GLRA meetings, I (Thomas Embich) am requesting that Mr. Joe Viozzi, if he is amenable, be assigned as the Annville delegate to GLRA in lieu of me. Mr. Viozzi has capably served as alternate, which resulted in him attending most of the meetings, and is capable of representing Annville Township well. I will, should the Annville Board of Commissioners choose, serve as the alternate to Mr. Viozzi. Providing all issues related to this change are resolved within December, I move that this change be effective, January 1, 2021.

**ANNVILLE TOWNSHIP**  
**NON-UNIFORMED EMPLOYEE BENEFITS**

**2021**

- 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        | 6. Labor Day             |
| 2. Good Friday           | 7. General Election Day* |
| 3. Primary Election Day* | 8. Thanksgiving Day      |
| 4. Memorial Day          | 9. Christmas Day         |
| 5. Independence Day      | 10. Employee's Birthday  |

\* This holiday does not apply to any special elections in addition to Primary Election Day and General Election Day; Public Works Department and Police clerical employees may also 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 5% 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 5% of premium cost as a payroll deduction

C. Life Insurance

1. \$20,000 group term life insurance

IX. COLA Increase 2021 – 2.0% pay increase effective January 1, 2021.

Wage and Salary Adjustments for 2021: It was noted the Wage & Salary Committee recommended all employees not covered by a collective bargaining agreement (CBA) be given a 2% across-the-board wage and salary increase effective January 1, 2021. At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Lively, second by Mr. Hoover to approve the listing of salaries and wages, which includes a 2% across-the-board wage and salary increase for employees not covered by a CBA, effective January 1, 2021 as presented. Motion carried unanimously and the listing of salaries and wages effective January 1, 2021 is attached hereto and made a part of these minutes.

Revision to Employee Handbook Pertaining to Sharing of Insurance Premium Costs by Employees: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Perrotto, second by Mr. Lively to revise the employee handbook, effective January 1, 2021, to require those employees receiving medical, dental, and/or vision insurance coverage through the Township to pay 5% of the premium cost as a payroll deduction. Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for November 2020, a copy of which is attached hereto and made a part of these minutes.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for November 2020, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Appointment of Representative and Alternate for 2021: Noting that the monthly meetings of the Board of Commissioners and the GLRA frequently are scheduled on the same date and time, which makes it difficult for Mr. Embich to attend the latter meetings as the Township's representative, **MOTION** by Mr. Embich, second by Mr. Perrotto to appoint Joseph R. Viozzi as the Township representative and Thomas R. Embich as the Township alternate to the GLRA effective January 1, 2021. Motion carried unanimously and President Moore thanked Mr. Embich for his service.

Ms. Eisenhower and Mr. Martin left the meeting at 7:51 PM.

Municipal Solid Waste Processing/Disposal and Tipping Fee Rebate Agreement: Noting the current municipal solid waste processing/disposal and tipping fee rebate agreement with the GLRA was set to expire at the end of 2020, a new agreement was presented to the Board for its consideration. It was noted the only significant change from the current agreement was the term. **MOTION** by Mr. Embich, second by Mr. Lively to approve the municipal solid waste processing/disposal and tipping fee rebate agreement as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

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

#### **OLD BUSINESS:**

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: At the suggestion of Mr. Perrotto and noting the only item that remained for this project was submitting

**ANNVILLE TOWNSHIP  
LIST OF SALARIES AND WAGES FOR TOWNSHIP EMPLOYEES  
2021**

<u>Employee</u>	<u>Biweekly</u>	<u>Hourly</u>
Bernard Dugan	\$3,346.72	
Nicholas T. Yingst	\$2,629.26	
Leslie J. Powell	\$2,518.94	
Keith Heck		\$24.78
Christopher Koehler		\$21.13
Joseph Viozzi		\$20.30
Cheryl Fischer		\$18.12
James Grumbine		\$18.12
Karen Gerhart		\$17.62
Jason Shaak		\$17.05
Michelle Enterline		\$16.19
Gary Kosh		\$11.90
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, 2020 salary and wage rate on January 1, 2021.



the reimbursement request to PennDOT, there was concurrence to remove this as an item of Old Business going forward.

**Community Development Block Grant (CDBG):** Mr. Yingst reported that the prior month he notified by letter those residents whose properties were adjacent to curb ramps scheduled to be improved in 2021 from CDBG program funds.

**Cable Franchise Renewal:** A proposal from Cohen Law Group to perform cable franchise renewal services to the Township as well as a franchise fee audit of Comcast was presented to the Board for its consideration. Mr. Lamoureux and Mr. Yingst briefly explained the proposal and its components, and then discussed both at length with the Commissioners. **MOTION** by President Moore, second by Mr. Lively to authorize the proposal from Cohen Law Group to perform cable franchise renewal services and a franchise fee audit of Comcast in the amount of \$11,520. Motion carried unanimously.

**Ordinance No. 677 – 2021 Tax Levy and Appropriations:** Mr. Yingst presented proposed Ordinance No. 677, fixing the 2021 real estate tax rate for general purposes at three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2021. He informed the Board the ordinance was properly advertised and could be considered for adoption, and noted that adopting this ordinance would officially adopt the 2021 budget. **MOTION** by Mr. Perrotto, second by Mr. Hoover to (1) adopt Ordinance No. 677, fixing the real estate tax rate for the year 2021 and appropriating specific sums estimated to be required for the specific purposes of the municipal government during 2021, as presented, and (2) authorize advertisement of the adoption of the 2021 budget. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**Lebanon County Relief Block Grant CARES Municipal Funding:** Mr. Yingst reported the Township received the full \$2,000.13 in Lebanon County Relief Block Grant CARES funds for reimbursement of eligible COVID-19 related expenses it incurred and had applied for earlier in the year.

#### **NEW BUSINESS:**

**2020 Year-End Interfund Transfers:** Noting that the following interfund transfers were discussed during the budget preparation process and at the recommendation of Mr. Yingst, **MOTION** by President Moore, second by Mr. Hoover to authorize (1) the transfer of \$150,000 from General Fund account 01/490/000 (Transfer to Other Funds) to the Capital Reserve Fund, (2) the transfer of \$5,000 in unused funds from General Fund account 01/409/740 (Municipal Building – Capital Expenditures) to the Capital Reserve Fund as an encumbrance for future Town Hall improvements, (3) the budgeted transfer of \$13,000 from General Fund account 01/410/740 (Police – Capital Outlay) to the Capital Reserve Fund as an encumbrance for a future police vehicle, and (4) the budgeted transfer of \$52,494 from Sewer Fund account 08/490/000 (Transfer to Sewer Capital Fund) to the Sewer Capital Fund. Motion carried unanimously.

**2021 TAX LEVY AND APPROPRIATIONS ORDINANCE**  
**ANNVILLE TOWNSHIP**

**ORDINANCE NO. 677**

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA FIXING THE TAX RATE FOR THE YEAR 2021 AND APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING 2021.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Board of Commissioners of the Township of Annnville, 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 2021:

Tax rate for general purposes, the sum of three and eighty-four one-hundredths (3.84) mills on each dollar of assessed valuation, or the sum of thirty-eight and four-tenths cents (\$0.384) 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 2021 the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2021 for the specific purposes set forth on the following pages.

**GENERAL FUND**

Beginning Cash Balance		\$ 550,000
Estimated Revenues		
Taxes	\$ 1,507,902	
Licenses	54,975	
Fines	34,000	
Interest and Rents	3,300	
Intergovernmental Revenue and Grants	132,219	
Fees	399,300	
Miscellaneous	128,800	
Total Estimated Revenues		2,260,496
Total Available for Appropriation		<u>\$ 2,810,496</u>
Estimated Expenditures		
General Government	\$ 189,363	
Public Safety	827,105	
Sanitation	270,280	
Highways and Engineering	175,010	
Parks and Community	35,600	
Debt Service	66,870	
Employee Benefits, Insurance and Transfers to Other Township Funds	696,268	
Total Appropriated Expenditures		\$ 2,260,496
Unappropriated Ending Cash Balance		550,000
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,810,496</u>

**CAPITAL RESERVE FUND**

Beginning Cash Balance		\$ 830,000
Estimated Revenues		
Interest	\$ 2,000	
Transfers from Other Township Funds	91,412	
Total Estimated Revenues		93,412
Total Available for Appropriation		<u>\$ 923,412</u>
Estimated Expenditures		
Municipal Building and Parking Lots	\$ 74,000	
Public Safety	47,355	
Other	7,500	
Total Appropriated Expenditures		\$ 128,855
Unappropriated Ending Cash Balance		794,557
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 923,412</u>

**LIQUID FUELS FUND**

Beginning Cash Balance		\$ 140,000
Estimated Revenues		
Interest	\$ 1,000	
State Liquid Fuels Tax Allocation	115,000	
Sale of Material and Equipment	<u>3,000</u>	
Total Estimated Revenues		<u>119,000</u>
Total Available for Appropriation		<u>\$ 259,000</u>
Estimated Expenditures		
Highway Operating Expenses - Road Salt, Signs, Line Painting, Street Lights	\$ 72,500	
Repairs and Maintenance - Equipment, Streets, Storm Sewers	<u>50,500</u>	
Total Appropriated Expenditures		\$ 123,000
Unappropriated Ending Cash Balance		<u>136,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 259,000</u>

**SEWER FUND**

Beginning Cash Balance		\$ 730,000
Estimated Revenues		
Interest	\$ 4,000	
Sewer Fees	1,616,800	
Other Fees	284,745	
Miscellaneous	<u>18,000</u>	
Total Estimated Revenues		<u>1,923,545</u>
Total Available for Appropriation		<u>\$ 2,653,545</u>
Estimated Expenditures		
Administration	\$ 102,491	
Operations	618,158	
Debt Service	843,484	
Employee Benefits and Insurance	354,161	
Transfers to Other Township Funds	<u>0</u>	
Total Appropriated Expenditures		\$ 1,918,294
Unappropriated Ending Cash Balance		<u>735,251</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,653,545</u>

**SEWER CAPITAL FUND**

Beginning Cash Balance		\$ 840,000
Estimated Revenues		
Interest	\$ 7,000	
Transfers from Other Township Funds	<u>0</u>	
Total Estimated Revenues		<u>7,000</u>
Total Available for Appropriation		<u>\$ 847,000</u>
Estimated Expenditures		
Plant Improvements	<u>\$ 21,000</u>	
Total Appropriated Expenditures		\$ 21,000
Unappropriated Ending Cash Balance		<u>826,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 847,000</u>

**MS4 FUND**

Beginning Cash Balance		\$ 240,000
Estimated Revenues		
Interest	\$ 1,000	
MS4 Fees	<u>110,000</u>	
Total Estimated Revenues		<u>111,000</u>
Total Available for Appropriation		<u>\$ 351,000</u>
Estimated Expenditures		
Consortium Costs	\$ 97,000	
Administration and Engineering	<u>8,000</u>	
Total Appropriated Expenditures		\$ 105,000
Unappropriated Ending Cash Balance		<u>246,000</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 351,000</u>

# POLICE PENSION FUND

Beginning Cash Balance		\$ 1,185,000
Estimated Revenues		
Investment Earnings	\$ 71,100	
Transfer from General Fund (Minimum Municipal Obligation)	120,156	
Total Estimated Revenues		<u>191,256</u>
Total Available for Appropriation		<u>\$ 1,376,256</u>
Estimated Expenditures		
Retirement Benefits	\$ 61,312	
Disability Insurance	3,204	
Administrative Fees	18,000	
Total Appropriated Expenditures		\$ 82,516
Unappropriated Ending Cash Balance		<u>1,293,740</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 1,376,256</u>

# NON-UNIFORMED EMPLOYEES PENSION FUND


Beginning Cash Balance		\$ 1,910,000
Estimated Revenues		
Investment Earnings	\$ 114,600	
Transfers from General and Sewer Funds (Minimum Municipal Obligation)	79,301	
Total Estimated Revenues		<u>193,901</u>
Total Available for Appropriation		<u>\$ 2,103,901</u>
Estimated Expenditures		
Retirement Benefits	\$ 105,971	
Administrative Fees	17,000	
Total Appropriated Expenditures		\$ 122,971
Unappropriated Ending Cash Balance		<u>1,980,930</u>
Total Appropriated Expenditures and Ending Cash Balance		<u>\$ 2,103,901</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.

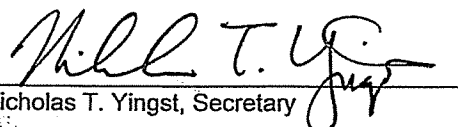
SECTION 5. This ordinance shall become effective January 1, 2021.

ADOPTED THIS 1<sup>ST</sup> day of December, 2020.



Rex A. Moore, President  
Board of Commissioners

Attest:

  
Nicholas T. Yingst, Secretary



**Establish 2021 Meeting Dates and Times:** Mr. Yingst noted the Township Office provided the Commissioners with tentative 2021 meeting dates and times for the Board of Commissioners, Township Authority, HARB, and Planning Commission. **MOTION** by Mr. Embich, second by Mr. Lively to approve the 2021 meeting dates and times as presented and to authorize the Township Administrator to advertise same. Motion carried unanimously.

**Workers' Compensation – UHC:** Mr. Yingst presented the renewal proposal for the UHC workers' compensation policy through the Pennsylvania Department of Labor & Industry State Workers' Insurance Fund (SWIF) for 2021 at an estimated annual premium and assessment of \$13,026. He noted this was an increase of less than 1% from the 2020 rate and was less than what had been budgeted for this specific coverage in 2021. **MOTION** by Mr. Hoover, second by Mr. Perrotto to approve the renewal of the UHC workers' compensation policy through SWIF for 2021 as presented. Motion carried unanimously.

**Christmas Tree Collection Dates:** **MOTION** by Mr. Lively, second by Mr. Embich to establish the dates for the annual curbside Christmas tree collection from January 4 through January 8, 2021 and to authorize the Township Administrator to advertise same. Motion carried unanimously.

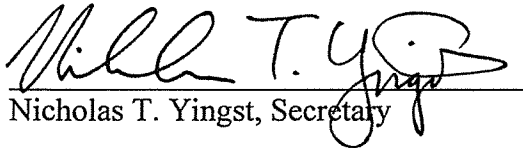
**Cancellation of Adjourned Meeting:** Noting the Adjourned Meeting scheduled for December 28, 2020 may not be necessary due to the 2021 budget having already been adopted, **MOTION** by Mr. Embich, second by President Moore to cancel the Adjourned Meeting scheduled for December 28, 2020 if the way be 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 2020 Regular Meeting:

**Temporary Memorial at Downtown Fountain Area:** Mr. Yingst reported correspondence was received from the #JusticeForMaxwell Legal Committee requesting it be permitted to commemorate the late Maxwell Schollenberger's birthday on December 8, 2020 by placing balloons and a banner at the downtown fountain area. The Commissioners then discussed this request in detail. While noting his general support for the committee's efforts, Mr. Lively asked if granting this request would set a precedent. Mr. Lamoureux indicated it would, and also explained the difference between people assembling on public property versus placing items on public property. A concern about potential liability exposure was also raised. Chief Dugan noted that in the past signage in that area was required to be removed. Mr. Perrotto indicated the committee's goals seemed in line with those of the Connected Together Initiative and at his suggestion Mr. Yingst agreed to notify the committee of the initiative should it wish to be involved. The Commissioners also asked Mr. Yingst to communicate to the committee the reasons why they were not comfortable with granting the request for such a memorial to be placed on public property, while affirming their support for honoring Maxwell's life as well as appropriate legislation to prevent others from incurring similar suffering.

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

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Lively, second by President Moore to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:23 PM.

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President