

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
FEBRUARY 4, 2020 REGULAR MONTHLY MEETING AGENDA

Announced Visitors: Martin Brandt and Carolyn Scott, Annville Free Library Board of Directors

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Committee Assignments
- IV. Recognition of Visitors and Opportunity for Public Comment
 - A. Keystone Library Grant – Mr. Brandt and Ms. Scott
- V. Approval of Minutes
- VI. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annville Activities
- VII. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - C. Historic Architectural Review Board (HARB)
 - D. Wage & Salary
 - E. Municipal Separate Storm Sewer System (MS4)
 - F. Greater Lebanon Refuse Authority (GLRA)
 - G. Fire Department
- VIII. Old Business
 - A. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
 - B. Jones and Maple Streets Stormwater
 - C. Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map
- IX. New Business
 - A. Residential Solid Waste and Recycling Collection Contract Extension
 - B. Ratification of Removal and Addition of Bonds
 - C. Appointment of Zoning Hearing Board Solicitor
- X. Correspondence
- XI. Pay Bills
- XII. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
February 4, 2020**

The February Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on February 4, 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; Dean Wolfe, West Main Street; Martin Brandt and Carolyn Scott, Annville Free Library (AFL) Board of Directors; and Karen Feather and Michael Schroeder, Friends of Old Annville.

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.

COMMITTEE ASSIGNMENTS: President Moore noted the Commissioners were provided with a listing of suggested committee assignments for 2020 and asked if there were any comments or questions pertaining to same. With no comments or questions noted, President Moore officially appointed the Commissioners to the committee assignments per the listing and a copy of the listing is attached hereto and made a part of these minutes.

Eugene Martin, Stone Hill Village, arrived at the meeting at 7:01 PM.

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:

Keystone Library Grant: It was noted that Mr. Brandt and Ms. Scott of the AFL Board of Directors were listed on the agenda and they were asked they to share their comments with the Board. Mr. Brandt and Ms. Scott provided an update on the proposed expansion of the AFL property and building and the Keystone Recreation, Park, and Conservation Fund Library Grant application that was intended to help fund this project. As this grant operates through municipalities and the AFL is a separate entity from the Township, Ms. Scott noted the grant application required additional actions by the Township the AFL Board was requesting it take and which she described. Mr. Brandt then presented and explained a number of drawings of the proposed building expansion. In particular he noted the facades of the building at 226-228 East Main Street would not change, while the current library structure would be connected to a rear expansion of the building at 226-228 East Main Street. He also noted there was a desire to incorporate other elements of Annville's streetscape, including possibly a stone wall and light fixtures, to communicate the library is an intergral part of the Annville community. In response to Mr. Embich's question about parking, Mr. Brandt indicated this would not be an issue from a zoning standpoint since the library had shared parking agreements in place with St. Mark Lutheran Church and the American Legion. In response to a question from Mr. Hoover, Mr. Brandt shared information on the additional square footage the project would provide. He then shared and explained a proposed floor plan of the project. Mr. Lively asked if the AFL owned the properties at 226-228 East Main Street and Mr. Brandt indicated the library owned one of the properties with the other under contract and due to close in the next few weeks. In response to Mr. Embich's question about considering space in the future for an elevator to access the second floor of the

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
COMMITTEE ASSIGNMENTS
2020**

STANDING COMMITTEES:

Public Works – Rex Moore
Public Safety – Rex Moore
Property – Nevin Hoover
Parks & Recreation – Nevin Hoover
Finance – Thomas Embich
Permits – NO APPOINTMENT*
Annville Activities – Anthony Perrotto

SPECIAL COMMITTEES:

Executive Sessions – NO APPOINTMENT*
Planning Commission – Anthony Perrotto
Historic Architectural Review Board – Thomas Embich
Wage & Salary – Henri Lively and Rex Moore
Municipal Separate Storm Sewer System (MS4) – Thomas Embich
Greater Lebanon Refuse Authority (GLRA) – Thomas Embich
Fire Department – Henri Lively

* = This will continue to be discussed at each monthly meeting, but there will be no commissioner specifically designated to this responsibility.

existing structure 226-228 East Main Street, Mr. Brandt indicated that thus far the AFL was not sure it made financial sense to have an elevator access the roughly 1,000 square feet of space on its second floor. In response to President Moore's question about security, Mr. Brandt explained the current security system for the library and how this would be applied to its expansion. In response to a question from Mr. Perrotto, Mr. Brandt explained the original canopy idea for the rear of the expanded structure and its subsequent revision. Ms. Scott noted that library staff was involved in the design of the project to ensure it was functional. Mr. Brandt concluded by noting the library was planning a soft roll-out of information on this project to the public which would then be followed by a capital campaign in the months ahead.

Agreement Delegating Responsibility for Public Library Service in the Township to the AFL: Mr. Yingst presented an agreement delegating responsibility for public library service in the Township to the AFL, noting that he, the Township Solicitor, members of the AFL Board, and the AFL's legal counsel reviewed it and found it to be satisfactory. **MOTION** by Mr. Lively, second by Mr. Embich to adopt the agreement delegating responsibility for public library service in the Township to the AFL as presented. Motion carried unanimously.

Resolution No. 20200204-1 – Authorization for Filing of a Keystone Recreation, Park, and Conservation Fund Library Grant Application: Mr. Yingst presented proposed Resolution No. 20200204-1, authorizing the filing of an application for the Keystone Recreation, Park, and Conservation Fund Library Grant for \$750,000 and any related actions for the aforementioned project. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20200204-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Mr. Brandt, Ms. Feather, Mr. Schroeder, and Ms. Scott left the meeting at 7:15 PM.

APPROVAL OF MINUTES: **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the minutes of the Regular Meeting held January 6, 2020 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Ratification of Upper Gear Drive Reducer/Motor: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Perrotto to ratify approval for purchasing a gear drive reducer/motor at an estimated cost of \$6,575. Motion carried unanimously.

Appointment to the Township Authority: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Lively to appoint Karen Mailen to the Township Authority for a term expiring on December 31, 2022. Motion carried unanimously.

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

RESOLUTION NO. 20200204-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
AUTHORIZING THE FILING OF A KEYSTONE RECREATION, PARK, AND
CONSERVATION FUND LIBRARY GRANT AND ANY RELATED ACTIONS**

WHEREAS, the Annville Township Board of Commissioners has formally delegated responsibility for public library service in Annville Township to the Annville Free Library Board of Directors; and

WHEREAS, the Annville Free Library Board of Directors desires an application be submitted for the Keystone Recreation, Park, and Conservation Fund Library Grant in the amount of \$750,000 for a new addition to the Annville Free Library that will expand the existing building along with the repurposing of an adjacent house, in order to improve library access with new entry and restrooms to meet current ADA compliance standards and to provide for a new dedicated young adult area and increased programming spaces for all ages; and

WHEREAS, the Annville Township Board of Commissioners wishes to apply for this grant on behalf of the Annville Free Library Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Annville Township, Lebanon County, Pennsylvania hereby requests a Keystone Recreation, Park, and Conservation Fund Library Grant of \$750,000 from the Pennsylvania Department of Education to be used for the Annville Free Library's project as described above, and authorizes the filing of an application for same, including all understandings and assurances contained therein.

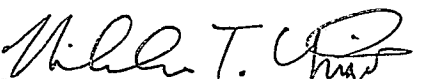
BE IT FURTHER RESOLVED by the Annville Township Board of Commissioners that it directs and authorizes the Township Secretary, Nicholas T. Yingst, or in his absence the Assistant Township Secretary, Karen A. Gerhart, to serve as the official representative(s) of the applicant to act in connection with the application and to provide such additional information as may be required.

ADOPTED this fourth day of February, 2020.

ATTEST:

BOARD OF COMMISSIONERS
ANNVILLE TOWNSHIP
LEBANON COUNTY, PENNSYLVANIA

By:


Nicholas T. Yingst, Secretary

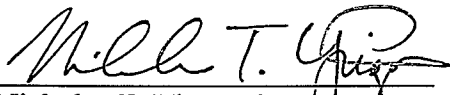
By:


Rex Moore, President

I, Nicholas T. Yingst, duly qualified Secretary of Annville Township, Lebanon County, Pennsylvania, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Commissioners at a regular meeting held February 4, 2020 and said Resolution has been recorded in the Minutes of Annville Township and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Annville Township, this fourth day of February, 2020.



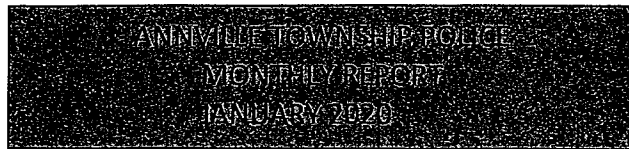

Nicholas T. Yingst, Secretary

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JANUARY 2020

- (1) **LIGHTS** We repaired 5 downtown lights this month.
- (2) **PARK BRIDGE** We have not been cleaning the park walking bridge in wintertime but with the amount of people that have been using the park we will be cleaning bridge of any snow or ice in winter months.
- (3) **TREES** We collected 189 Christmas trees; we will chip them in next couple of weeks.
- (4) **VEHICLE MAINT** Started to service equipment.
- (5) **MS4** We will be starting the annual inspection of the storm sewer system in the next couple of weeks.
- (6) **SALTING/PLOWING** Used 31 tons of salt in Annville for 33 hrs. of salting and spent 36 hrs. plowing. Used 18 tons of salt in Cleona for 11 hrs. of salting.
- (7) **POTHOLES** Repaired 15 potholes in Annville and 22 in Cleona.
- (8) **CROSSWALKS** Last year you gave approval to have DriveKore drill holes in the sidewalks for crosswalk sign bases. After getting the parts together and looking at the j bolts that hold the pole in the ground I would like to drill the holes a little wider so we can put more concrete in to make them more stable. The price before was \$3600 and they gave me an updated price of \$5500 to go to the next diameter.

Respectfully submitted,
Les Powell



• CALLS FOR SERVICE	239
• ORDINANCE VIOLATIONS	
1. PARKING	9
2. DOG	3
3. NOISE	6
4. DRIVING	12
5. FIREWORKS	2

• CRIMINAL ARRESTS	04
○ ADULT	04
○ JUVENILE	00
• TOTAL TRAFFIC CITATIONS	14
• TOTAL TRAFFIC WARNINGS	18
• TOTAL NON-TRAFFIC CITATIONS	03
• TOTAL VEHICLE ACCIDENTS	12
○ REPORTABLE	03
○ NON-REPORTABLE	08
○ HIT & RUN	01

• PARKING TICKETS ISSUED	03
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ANNVILLE ACCIDENT LOCATIONS

- 300 Block South Lancaster Street
- 1st Block North Chestnut Street
- 1st Block South White Oak Street
- 450 East Main Street
- 934 & 422 (2)
- S. Chestnut & E. Cumberland Streets
- S. Long & E. Walnut Streets
- 1st Block West Lebanon Street
- 351 West Queen Street

Annville Township Police Department
MONTHLY REPORT JANUARY 2020

Total Calls by Call Type From: 12/30/2019 - 01/30/2020

<u>Call Type</u>	<u>Total Calls</u>
AMBULANCE CALL	35
TRAFFIC ENFORCEMENT - WARNING	18
TRAFFIC ENFORCEMENT - CITATION	14
DRIVING COMPLAINT	12
FIRE CALL	9
HARASSMENT	9
PARKING COMPLAINT	9
ACCIDENT, NON-REPORTABLE	8
ASSIST OTHER POLICE	8
ALARMS	7
BACKGROUND INVESTIGATION	7
SUSPICIOUS ACTIVITY	7
LOST & FOUND	6
NOISE COMPLAINT	6
SUSPICIOUS VEHICLE	6
POLICE INFORMATION	5
PFA ORDER	4
TRAFFIC HAZARD	4
ACCIDENT, REPORTABLE	3
ASSIST MOTORIST	3
DOG COMPLAINT	3
MISCELLANEOUS	3
PARKING ENFORCEMENT	3
UNDERAGE DRINKING	3
911 HANGUP	2
CHECK ON WELL BEING	2
CIVIL MATTER	2
DISABLED VEHICLE	2
DOMESTIC DISPUTE	2
DRUG VIOLATION	2
FIREWORKS COMPLAINT	2
JUVENILE COMPLAINT	2
LANDLORD/TENANT ISSUE	2
REPOSSESSION	2
SUSPICIOUS PERSON	2
WARRANT	2
ABANDONED VEHICLE	1
ACCIDENT, HIT & RUN	1
ADMINISTRATIVE FINGERPRINTING	1
ASSIST OTHER AGENCY	1
CHILD CUSTODY	1
CHILD WELFARE INVESTIGATION	1
CRIMINAL MISCHIEF	1
DRUG BOX - PRESCRIPTION	1
DRUG OVERDOSE	1

DUI	1
MEGAN'S LAW NOTIFICATION	1
MENTAL HEALTH	1
NEIGHBORHOOD DISPUTE	1
PARKING- GENERAL INFO	1
PHONE SCAM	1
PUBLIC DRUNKENNESS	1
RECEIVING STOLEN PROPERTY	1
RECON. ACCIDENT TEAM ASSISTANCE	1
ROAD CLOSURE / DETOUR / SIDEWALK /CONSTRUCTION	1
THEFT - LEASED PROPERTY	1
TRAFFIC COMPLAINT	1
TRESPASS, MOTOR VEHICLE	1
UNAUTHORIZED USE OF MOTOR VEHICLE	1

Total Calls: 239



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT - SOUTH ANNVILLE
JAN 2020



CALLS FOR SERVICE - 49

Call type	
911 HANGUP	1
ACCIDENTS	2
ALARMS	3
AMBULANCE CALL	9
ASSIST MOTORIST	1
ASSIST OTHER POLICE	1
CHECK ON WELL BEING	1
CHILD WELFARE INVESTIGATION	1
CIVIL MATTER	1
DISABLED VEHICLE	2
DOG COMPLAINT	1
DRIVING COMPLAINT	5
FIRE CALL	2
HARASSMENT	4
LOST & FOUND	2
MENTAL HEALTH	1
MISCELLANEOUS	2
PFA ORDER	1
POLICE INFORMATION	4
SUSPICIOUS VEHICLE	2
TRAFFIC ENFORCEMENT - WARNING	1
TRAFFIC HAZARD	1
UNAUTHORIZED USE OF MOTOR VEHICLE	1
TOTAL CALLS	49

Criminal Arrest - 1

Non Traffic Citations - 0

Traffic Citations - 0

ACCIDENT LOCATIONS

- 500 Block Horseshoe Pike
- 798 West Main Street

Resolution No. 20200204-2 – Restating and Amending Police Civil Service Rules and Regulations: The Civil Service Commission (CSC) minutes from its January 6, 2020 meeting were acknowledged as having been received by the Board and are attached hereto and made a part of these minutes. Police Chief Dugan indicated the Board would need to adopt a resolution regarding some of the recommendations of the CSC if it is in agreement with them. Proposed Resolution No. 20200204-2, restating and amending the Police Civil Service Rules and Regulations in accordance with the CSC recommendations, was then presented to the Board for its consideration. **MOTION** by Mr. Lively, second by Mr. Perrotto to adopt Resolution No. 20200204-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Property: Mr. Yingst briefly reported on his conversations over the past month with Dave Ludwig of Creek View Windows and Doors regarding the Town Hall window replacement project.

Parks & Recreation: The following item was addressed:

AFL 2020 BOOK IT! Run: At the request of the AFL, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the library's BOOK IT! run through Quittie Creek Nature Park to be held on June 13, 2020 at 8 AM. Motion carried unanimously.

Finance: Mr. Embich reviewed the Financial Report for January 2020, highlighting the total income and expenses through the first month of 2020. A copy of the report is attached hereto and made a part of these minutes.

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

Annville Activities: Nothing to report this month.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the January Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters pertaining to a request received from the Annville Township Police Officers Association, the sale of property, and consulting with counsel about active litigation pertaining to Lebanon County Court of Common Pleas Action No. 2020-00078 in the matter of Kristofer H. Gacono and Christine R. Gacono v. Michael R. and Melanie Semrau and Annville Township.

Planning Commission: Mr. Perrotto reported the Planning Commission meeting for January was cancelled due to a lack of business. The following items were then addressed:

ANNVILLE TOWNSHIP
CIVIL SERVICE COMMISSION

P.O. Box 178 • Annville, PA • 17003-0178

(717) 867-4476 • FAX (717) 867-0916

January 6, 2020

A meeting of the Civil Service Commission was called to order on January 6, 2020 at 10:00 AM in the Commissioners' Meeting Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA 17003.

In attendance were Civil Service Commission members Allen Yingst, Thomas Shott, and Michael Miller, as well as Chief of Police Bernard Dugan.

The Civil Service Commission reviewed the following items presented:

Election of officers for 2020 through 2021 was held and Allen Yingst was elected as Chairman, Thomas Shott was elected as Vice Chairman, and Michael Miller was elected as Secretary.

The minutes of the previous meeting were approved on a motion by Mr. Shott, second by Mr. Miller; motion passed.

The Civil Service Commission accepted the resignation of James Scott, who was an Alternate on the Commission, on a motion by Mr. Shott, second by Mr. Miller; motion passed and there was discussion by current members to seek a replacement for Mr. Scott.

Motion by Mr. Shott, second by Mr. Miller to accept the amendments to the Civil Service rules as listed on the agenda sheet and sign the resolution adopting the entire Civil Service regulations with the approved changes included. Motion was voted on and passed. The Civil Service Commission also signed the resolution appointing the Pennsylvania Chiefs of Police as the administrator for physical agility testing and designating Lebanon Family Health and Annville Family Practice the providers for physical examinations.

The Civil Service Commission went into Executive Session at 10:21 AM and came out of Executive Session at 10:40 AM.

Following the Executive Session, motion by Mr. Miller, second by Mr. Shott to disqualify the following applicants based on the background investigation: Devon Almodovar, Jake Waltz, Ryan Perry, and Michael Fischer; motion passed, and it was noted the remaining ten applicants withdrew at various points during the process or reported they accepted employment with other departments.

Motion by Mr. Shott, second by Mr. Miller to certify the following list of eligible applicants for consideration for appointment as part-time police officers for Annville Township in the following order:

- 1) John Maldonado

Motion passed.

Motion by Mr. Miller, second by Mr. Yingst to authorize the Chief of Police to request opening a new eligibility list at the Township Commissioners' meeting; motion passed.

There being no further action to be considered by the Civil Service Commission the meeting was then adjourned at 10:55 AM by a unanimous vote.

Submitted by Michael Miller, Secretary

January 6, 2020

RESOLUTION NO. 20200204-2

SECTION 7. RESOLUTION FOR ADOPTION

The foregoing Rules and Regulations, which are in accordance with powers granted by the Civil Service section of the First Class Township Code, sections 625-650, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the Township Commissioners of Annville Township, Pennsylvania, are hereby adopted by the Civil Service Commission of Annville Township, Pennsylvania on this 6th day of January, 2020.

Allen R. Yinger
Chairperson

Thomas F. Stott
Chairperson

Michael P. Miller
Secretary

Approved by the Township Commissioners of Annville Township, Pennsylvania on:

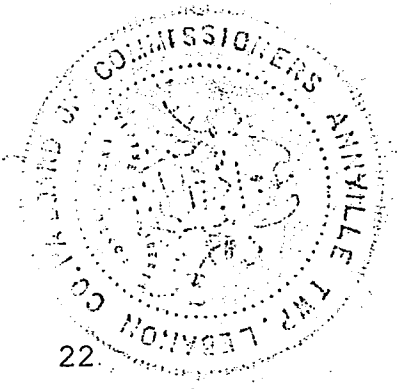
February 4, 2020.

ATTEST:

Michael T. Yinger
Township Secretary

SIGNED:

[Signature]
President, Township Commissioners



Permits Report

Month of January 2020

Plumbing Permits issued	<u>1</u>	<u>\$25.00</u>
Plumbing Licenses issued	<u>5</u>	<u>\$125.00</u>
Excavator Licenses issued	<u>5</u>	<u>\$125.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u></u>
Total Street Cut Permit Fees Collected		<u>\$5,800.00</u>
Total Tapping Fees Collected		<u></u>

Tapping Fees

Building Permits

#43-19	Khiet Pham	Add to a Structure
#1-20	Anthony J. & Angela N. Baptist	Other
#2-20	Robert and Carol Fulk	Other
#3-20	Arthur Jr. and Kathryn Miller	Other

Curb/Sidewalk Permits

Street-Cut Permits

#2020-01	403 E. Maple Street (2 cuts)	UGI	Replace gas service
#2020-02	1447 E. Walnut Street	UGI	Replace gas service
#2020-03	336 E. Sheridan Avenue	UGI	Replace gas service
#2020-04	52 S. White Oak St (cut on E. Queen St.)	PA Amer.	Install Add'l water service
#2020-05	Pershing & N. Chestnut Street	UGI	Repair gas leak
#2020-06	642-649 E. Maple Street (5 cuts)	UGI	Install gas service
#2020-07	124, 132, 150 N. College Ave. (3 cuts)	UGI	Remediate mechanical tee
#2020-08	113 E. Main Street (cut on N. College)	UGI	Remediate mechanical tee
#2020-09	205 Elm Street (2 cuts)	UGI	Replace gas service
#2020-10	134 W. Sheridan Avenue	UGI	Install gas service
#2020-11	34,44,103 & 104 N. College Ave. (2 cuts)	UGI	Remediate mechanical tee
#2020-12	339 E. Maple Street	UGI	Install gas service
#2020-13	120 & 122 N. Railroad Street (3 cuts)	UGI	Replace gas service
#2020-14	28, 30, 31 N. Railroad Street (5 cuts)	UGI	Replace gas service

Burn Permit

Financial Security for Stone Hill Village Phase 3B-1: Mr. Yingst reported a revised financial security tabulation for Stone Hill Village Phase 3B-1 had been prepared by the Township Engineer and provided to the Commissioners. This tabulation totaled \$498,113, a reduction of \$11,825 from the earlier tabulation he provided. Mr. Martin indicated his concurrence with this revised tabulation. At the recommendation of the Township Engineer, **MOTION** by Mr. Perrotto, second by Mr. Hoover to set the amount of financial security for Stone Hill Village Phase 3B-1 at \$498,113. Motion carried unanimously.

Stormwater Operations and Maintenance Agreement and Declaration of Easement for Stone Hill Village Phase 3B-1: At the recommendation of the Township Engineer and Township Solicitor and following brief discussion with Mr. Martin regarding same, **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement submitted for Stone Hill Village Phase 3B-1 contingent upon its satisfactory review by the Township Engineer and Township Solicitor and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Developer's Agreement for Stone Hill Village Phase 3B-1: A Developer's Agreement for Stone Hill Village Phase 3B-1 was presented to the Commissioners for their review and comment and was briefly discussed with Mr. Martin. At the recommendation of the Township Engineer and Township Solicitor, **MOTION** by Mr. Hoover, second by Mr. Embich to approve the Developer's Agreement submitted for Stone Hill Village Phase 3B-1 contingent upon its satisfactory review by the Township Engineer and Township Solicitor and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Mr. Martin left the meeting at 7:26 PM.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for January 2020, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Sign Revision at 245 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness revising the sign for the former Batdorf Restaurant, now Rotunda Restaurant & Brewery, at 245 West Main Street. Motion carried unanimously.

Building-Mounted Sign at 344 East Main Street: After lengthy discussion of the application for the building-mounted sign at Ninh Kieu Restaurant, **MOTION** by Mr. Embich, second by Mr. Hoover to table action on HARB's decision to deny a Certificate of Appropriateness for the building-mounted sign at Ninh Kieu Restaurant at 344 East Main Street until the March Regular Meeting due to the potential for additional information pertaining to zoning requirements and commercial building code inspection standards for same. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

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

T. Embich reports: 01-30-2020 BOC
Thomas Embich
Agenda Items: VII – C, E, & F
Date: January 30, 2020 for February 04, 2020

Item VII-C HISTORIC ARCHITECTURAL REVIEW BOARD

1. Reorganization: Chairman: J. Conner, Vice Chair: Richard Wherley.

2. Two items were reviewed for recommendation to the Board of Commissioners: The Batdorf, 245 West Main, sign change for “round” sign over entry to “Rotunda’s” vs. “Batdorf”; rebranding of the restaurant. The HARB recommended issuance of the “Certificate of Appropriateness”.

A second signage issue for the “Ninh Kieu” restaurant, 344 East Main was reviewed. A “string” light sign across part of the roof over the entryway to the restaurant has been installed; the application asked approval of that sign. Discussion centered on the nature of the sign and whether it complied with the new zoning direction. The final action was to recommend against the sign, unless Mr. Pham received a favorable review from the Lebanon County Planning Dept. This was to be done by Mr. Pham prior to the Commissioner’s meeting to provide direction for our action.

ACTION: Move to grant Certificate of Appropriateness for 245 West Main; and with favorable guidance from Lebanon County Planning, also for the Ninh Kieu sign.

3. Non action item: The Library Board and architect made an informational presentation regarding the potential Library Annex. The HARB received it favorably and indicated that they are in favor of issuing a support letter for the Library Board’s pursuit of grant/funding. The newest proposal uses the front of the two adjacent homes much as they are, with extensive interior modification and an addition of exterior enclosed causeway/ramp, and external ramp for ADA compliance entry. The front entries of the “homes” would be exclusive as emergency exits.

Item VII-E MS4 & Stormwater management

1. LCSC meeting slated for January 21, 2020 at 1220 Mifflin St, Lebanon at 10AM was cancelled. Next meeting is scheduled for February 18.
2. An issue related to enforcement of the Chesapeake Bay TMDLs and resistance to compliance by two Franklin County communities is being watched. Current US EPA policy asserts that the TMDLs are guidance, but enforceable as water quality improvement under the Clean Water Act. Letter from US EPA Region III Administrator to US Senator Chris Van Hollen lays out the legal basis for US EPA enforcement (copy on file for reference).

ACTION: None required.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for January 2020, a copy of which is attached hereto and made a part of these minutes.

Fire Department: Mr. Lively reviewed the January 2020 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company, as well as the 2019 Annual Fire Chief's Report and 2019 Annual Statistical Report. He briefly discussed the status of the joinder process and noted the good operational cooperation and positive dialogue between the Annville and Cleona Fire Departments, in particular among their Fire Chiefs and Company Presidents.

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

OLD BUSINESS:

Automated Red Light Enforcement Grant Pedestrian Improvements: Mr. Yingst reported the Pennsylvania Department of Transportation (PennDOT) finally issued the permit for the relocation of the crosswalk along South White Oak Street by Annville Elementary School with the flashing pedestrian signs. He further reported an application has now been submitted to PennDOT for the highway occupancy permit for this portion of the project and the Township was awaiting approval for same. Also, and at the recommendation of the Public Works Director, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize DriveKore to perform core drilling of ten holes that have a larger diameter than the previously approved 16-inch diameter holes for the eventual placement of flashing pedestrian sign poles at certain locations for a revised estimated overall cost of \$5,500. Motion carried unanimously.

Jones and Maple Streets Stormwater: Mr. Yingst reported he requested a proposal for this evaluation from the Township Engineer.

Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Map (FIRM): Mr. Yingst reported a letter was received from FEMA on January 13, 2020 indicating that no appeals were received pertaining to the preliminary FIRM and the map will become effective on July 8, 2020. He also reported the Township is required to update its floodplain management regulations to bring them into compliance with the latest National Flood Insurance Program (NFIP) standards by that date if properties in the Township are to remain eligible for that program. Mr. Yingst indicated a draft ordinance prepared specifically for the Township by the Pennsylvania Department of Community and Economic Development that would satisfy NFIP standards had been provided to the Commissioners and the Township Emergency Management Coordinator for review. He further noted the Lebanon County Planning Department, who is coordinating this process for the County's municipalities, was anticipating the necessary flood zone revisions to the zoning map should be ready in late-spring. He then discussed with the Commissioners FEMA's process for determining the revised flood zones and the Township's efforts to communicate this information to the public. **MOTION** by Mr. Embich, second by Mr. Perrotto to authorize the advertising of an ordinance revising the section of the Township's zoning regulations pertaining to floodplain management and the appropriate flood zone revisions to the zoning map. Motion carried unanimously.

ITEM VII-F GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/>.
The Executive Committee was reorganized, slightly:
Chairperson: Roberta DeSantis, Mill Creek Township
Vice Chair: Heidi Neiswender, North Londonderry
Secretary: John Poff, South Lebanon
Asst. Sec: Larry Herr, Union Township
Treasurer: Clifford Berger, Bethel Township
Asst. Treas.: Charles "Doug" Olt, South Londonderry

ACTION: None required.

NEW BUSINESS:

Residential Solid Waste and Recycling Collection Contract Extension: Mr. Yingst reported that per the agreement for residential solid waste and recycling collection the Township must notify the contractor of its intent to extend the contract for one or both of its two one-year extensions by March 31, 2020. Noting this would represent an annual increase of \$4,860 for the first extension (3rd year option) and \$5,040 in addition to that for the second extension (4th year option), **MOTION** by Mr. Embich, second by Mr. Hoover to exercise both the 3rd year option and 4th year option on the contract for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in the Township of Annville with GFL Environmental, covering the period of September 1, 2020 through August 31, 2021 at a cost of \$147,600 and the period of September 1, 2021 through August 31, 2022 at a cost of \$152,640, respectively. Motion carried unanimously.

Ratification of Removal and Addition of Bonds: At the recommendation of the Township Administrator, **MOTION** by President Moore, second by Mr. Perrotto to ratify the removal and addition of bonds for Township officials and employees in accordance with the recommendation of the Township insurance agent. Motion carried unanimously.

Appointment of Zoning Hearing Board Solicitor: **MOTION** by Mr. Hoover, second by Mr. Embich to appoint Andrew Morrow of Spitler, Kilgore, & Enck as the Zoning Hearing Board Solicitor, or one of his associates from that firm if Mr. Morrow has a conflict of interest or is unable to participate in a Zoning Hearing Board meeting, for 2020. Motion carried unanimously.

Welcome Sign: Mr. Hoover shared a conversation he recently had with Erik Josephson, who lives on the other side of the municipal line in North Annville Township along State Route 934. Mr. Josephson noted there is an existing fence-like structure on his property as one approaches Annville Township on which several signs of Annville churches are mounted. Indicating this structure could use a facelift, Mr. Josephson asked the Township if it would be interested in this, as well as considering a "Welcome to Annville" sign, and that he would be willing to do the landscaping associated with such projects. Mr. Hoover indicated he thought this was an interesting idea and noted that Mr. Yingst had shared with him there have been informal discussions over the years about placing a welcome sign on the Township-owned property to the east of State Route 934 when one approaches Annville from the south. With this in mind, he asked the Commissioners what their thoughts were. Mr. Lively indicated he thought the Council of Churches would likely be supportive of improvements to the signage approaching the Township, and recollected similar signage at the entrance to the Township from the west on Main Street. Noting that Mr. Josephson's property was in North Annville Township, both Mr. Embich and Mr. Perrotto suggested its zoning officer should be contacted to ensure conformity with any pertinent North Annville zoning regulations. Mr. Embich also suggested an agreement with Mr. Josephson would need to be drafted regarding any signage changes. With the Commissioners supportive of gathering more information on this proposal, Mr. Hoover agreed to contact Mr. Josephson to see if he would be interested in drawing up a plan and Mr. Yingst indicated he would contact the Council of Churches.

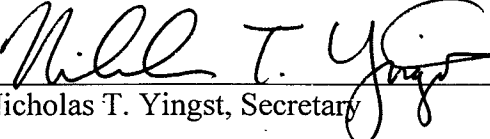
CORRESPONDENCE: Nothing to report this month.

PAY BILLS: **MOTION** by President Moore, second by Mr. Lively to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). The motion was then opened for discussion and Mr. Yingst responded to a question from Mr. Perrotto pertaining to General Fund Check No. 16647. With no further questions or comments noted the motion was then voted on and carried unanimously.

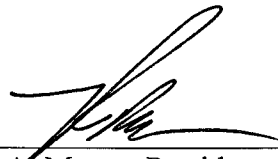
RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:16 PM. The Regular Meeting was reconvened at 9:30 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux present.

Town Hall Custodian: Mr. Yingst provided an update to the Commissioners on the process for hiring a custodian for Town Hall.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Perrotto to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:45 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President