

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

**January 4, 2016**

The January Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on January 4, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore; James W. Scott; Thomas R. Embich; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Bernard Dugan, Chief of Police; Timothy D. Sheffey, Township Solicitor; Corey Lamoureux, office of the Township Solicitor; Ron Dowey, Union Hose Fire Company; Marylouise Sholly, *The Lebanon Daily News*; Michael Schroeder, East High Street; Larry and Millie Kish, Maple Street; Dean Wolfe, West Main Street; and Karen Feather, Woodside Court..

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

**ELECTION OF OFFICERS:** Mr. Yingst noted that President Judge of the Lebanon County Court of Common Pleas John C. Tylwalk administered the oath of office to Mr. Moore, Mr. Lively, and Ms. Zimmerman earlier in the evening. The meeting then commenced with the election of officers of the Board of Commissioners for 2016 and 2017.

Election of President: Mr. Yingst asked for nominations for the office of President. **MOTION** by Mr. Scott, second by Mr. Lively to nominate Rex A. Moore for the office of President. Mr. Yingst asked if there were any other nominations for President; hearing none, **MOTION** by Mr. Scott, second by Mr. Lively to close the nominations for the office of President and to instruct Mr. Yingst to cast a unanimous ballot for Rex A. Moore for the office of President of the Board of Commissioners for 2016 and 2017. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for Rex A. Moore for the office of President.

Election of Vice President: Mr. Yingst asked for nominations for the office of Vice President. **MOTION** by Mr. Moore, second by Ms. Zimmerman to nominate James W. Scott for the office of Vice President. Mr. Yingst asked if there were any other nominations for Vice President; hearing none, **MOTION** by Mr. Lively, second by Mr. Embich to close the nominations for the office of Vice President and to instruct Mr. Yingst to cast a unanimous ballot for James W. Scott for the office of Vice President of the Board of Commissioners for 2016 and 2017. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for James W. Scott for the office of Vice President before yielding the chair of the meeting to President Moore.

**COMMITTEE ASSIGNMENTS:** President Moore noted that the Commissioners were provided with a listing of suggested committee assignments for 2016 and asked if there were any comments or questions pertaining to same. Referring to the Historic Architectural Review Board (HARB) meeting he attended the prior month, Mr. Embich indicated he would like to begin attending these meetings and after some discussion he agreed to be appointed to that previously-vacant assignment. Noting that the Planning Commission assignment was also vacant, Mr. Lively requested to be appointed to that assignment. With no further comments or questions noted, President Moore officially appointed the Commissioners to the committee assignments per the listing, including the addition of the abovementioned assignments for Mr. Embich and Mr. Lively, and a copy of the listing is attached hereto and made a part of these minutes.

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
COMMITTEE ASSIGNMENTS  
2016**

**STANDING COMMITTEES:**

Public Works – Rex Moore  
Township Authority – Henri Lively  
Public Safety – Rex Moore  
Property – Joann Zimmerman  
Parks & Recreation/HMGP – Jim Scott  
Finance – Tom Embich  
Permits – NO APPOINTMENT\*  
Annville Activities – Jim Scott

**SPECIAL COMMITTEES:**

Planning – Henri Lively  
Economic Development – Rex Moore  
HARB – Tom Embich  
Wage and Salary – Henri Lively and Rex Moore  
Information Technology – Jim Scott  
Fire Department – Joann Zimmerman  
Spruce Street Bridge – Tom Embich  
Stormwater Management – Tom Embich  
Zoning Ordinance Revision – Jim Scott

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

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

President Moore provided an opportunity for public comment and no comments were noted from those in attendance.

**APPROVAL OF MINUTES: MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held December 7, 2015 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for December 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. Mr. Embich inquired where the revenues from septage haulers were reported and Mr. Yingst indicated these revenues are reported under the Treatment Fees account on the Sewer Fund financial report.

**Public Safety:** The December 2015 Police Statistical Report and 2015 Annual Police Statistical Report were reviewed, copies of which are attached hereto and made a part of these minutes. The following item was then discussed in detail:

**Proposal to Make South Lancaster Street a One-Way Street:** Mr. Scott discussed the temporary one-way posting of South Lancaster Street from West Main Street south to West Queen Street and the feedback received for determining if this should become permanent as some individuals have requested. Ron Dowey asked to comment and was recognized by President Moore. Mr. Dowey, who resides on West Queen Street in the vicinity of the south terminus of the temporary South Lancaster Street one-way, indicated his initial concern with having the one-way extend to West Queen Street was that it would result in speeding along the latter street as the four-way stop at the intersection of South Lancaster and West Queen Streets would no longer be in place. He noted that this initial concern has not seemed to be as significant as he had supposed, although he did indicate it has become more difficult to access the garage in the rear of his property from West Cumberland Street via South Lancaster Street. He further noted that making South Lancaster Street a one-way south would reduce the avenues for egress onto Route 422 for westbound traffic leaving the southwest quadrant of the Township that wished to avoid the traffic light at the square. Mr. Embich inquired if some of these issues would be solved by ending the one-way at West Cumberland Street, and Mr. Dowey agreed this would make it easier to access his garage, but it was noted this would not address the matter of egress. Mr. Scott suggested that perhaps the Board should keep this as an open agenda item for the present and see if additional feedback is received for consideration at the February Regular Meeting, while keeping the temporary one-way in place through the next month, and the other Commissioners seemed to concur with that suggestion.

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

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for December 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

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**WORK DONE FOR DECEMBER 2015**

- (1) **BOLLARD REPAIRS**      Three repairs this month .
- (2) **D/T LIGHTS**      Replaced sensor on NE corner
- (3) **CHRISTMAS TREE**      We will be taking Christmas tree down week of  
Jan 11th
- (4) **MS4**      The intern from LVC has finished and has done  
a good job we are trying to get another one for spring.
- (5) **LEAF PICKING**      Leaf picking is over for the year
- (6) **POTHOLES**      We patched some potholes in the township  
before plant shutdown for the year.

Respectfully Submitted  
Les Powell



ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
DECEMBER 2015



- CALL FOR SERVICE 222
- ORDINANCE VIOLATIONS
  - ANIMALS 4
  - DISCHARGE FIREARMS 1
  - DUMPING 1
  - NOISE 2
  - PARKS 1
  - SOLICITING 1
- CRIMINAL ARRESTS 8
  - ADULT 8
  - JUVENILE 0

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- TOTAL TRAFFIC CITATIONS 16
- TOTAL WARNINGS 23
- TOTAL NON TRAFFIC CITATIONS 7
- TOTAL VEHICLE ACCIDENTS 11
  - REPORTABLE 0
  - NON REPORTABLE 6
  - HIT & RUN 5
- PARKING TICKETS ISSUED 14
- VEHILCLE MILES PATROLLED 2481

**Accident Locations**

3@ 934/422 (bollards)  
2@ 934/Sheridan Ave  
2@ 422/Saylor  
1@422/King St  
(pedestrian sign)  
1@ 1245 E Main St  
1@1<sup>st</sup> Blk S Mill St  
1@ 200 S White Oak St

**ANNVILLE TOWNSHIP POLICE**  
**MONTHLY REPORT**  
**DECEMBER 2015**

<b>Call Type</b>	<b>Total Calls</b>
TRAFFIC ENFORCEMENT - WARNING	23
BACKGROUND INVESTIGATION	21
PARKING ENFORCEMENT	12
TRAFFIC ENFORCEMENT - CITATION	11
ASSIST OTHER POLICE	10
AMBULANCE CALL	9
ACCIDENT, NON-REPORTABLE	6
PARKING COMPLAINT	6
SUSPICIOUS ACTIVITY	6
TRAFFIC DETAIL	6
ACCIDENT, HIT & RUN	5
ALARMS	5
ASSIST MOTORIST	5
COMMUNITY RELATIONS	5
FOOT PATROL - POLICE	5
LOST & FOUND	5
CHECK ON WELL BEING	4
DOG COMPLAINT	4
DOMESTIC DISPUTE	4
SUSPICIOUS PERSON	4
ARSON	3
CRIMINAL MISCHIEF	3
DRIVING COMPLAINT	3
POLICE INFORMATION	3
PUBLIC DRUNKENNESS	3
TRAFFIC CONTROL - OTHER	3
ADMINISTRATIVE FINGERPRINTING	2
BURGLARY	2
DISABLED VEHICLE	2
FRAUD	2
JUVENILE COMPLAINT	2
MENTAL HEALTH	2

MISCELLANEOUS	2
NOISE COMPLAINT	2
THEFT - FROM MOTOR VEHICLE	2
TRAFFIC COMPLAINT	2
WARRANT	2
ASSAULT, SIMPLE	1
ASSIST OTHER AGENCY	1
BURNING - COMPLAINT	1
CHILD ABUSE	1
DISORDERLY CONDUCT	1
DUMPING COMPLAINT	1
FIRE CALL	1
FIREARMS, DISCHARGING - ORDINANCE	1
GENERAL INVESTIGATION	1
HARASSMENT	1
IDENTITY THEFT	1
LANDLORD/TENANT ISSUE	1
MEGAN'S LAW NOTIFICATION	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
OPEN DOOR OR WINDOW	1
ORDINANCE - OTHER VIOLATIONS	1
RECEIVING STOLEN PROPERTY	1
RECON. ACCIDENT TEAM ASSISTANCE	1
REPOSESSION	1
REQUEST FOR AID	1
SOLICITING - ORDINANCE	1
SUICIDE	1
SUSPICIOUS VEHICLE	1
THEFT- BICYCLE	1
VEHICLE VIN VERIFICATION	1

<b>Total Calls:</b>	<b>222</b>
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ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
ANNUAL REPORT 2015



- CALL FOR SERVICE 3666
- ORDINANCE VIOLATIONS
  - ANIMALS 58
  - BURNING 2
  - CODE ENFORCEMENT 2
  - CURFEW 4
  - DUMPING 4
  - FIREARMS DISCHARGE 2
  - NOISE 46
  - OPEN CONTAINER 7
  - SIDEWALK/SNOW 24
  - SKATEBOARD 3
  - SOLICITING 6
  - OTHER 20
- CRIMINAL ARRESTS 148
  - ADULT 130
  - JUVENILE 18

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- TOTAL TRAFFIC CITATIONS 602
- TOTAL WARNINGS 613
- TOTAL NON TRAFFIC CITATIONS 67
- TOTAL VEHICLE ACCIDENTS 132
  - REPORTABLE 26
  - NON REPORTABLE 54
  - HIT & RUN 48
- PARKING TICKETS ISSUED 860
- VEHICLE MILES PATROLLED 50285



**ANNVILLE TOWNSHIP POLICE  
ANNUAL REPORT 2015**

<b>Call Type</b>	<b>Total Calls</b>
TRAFFIC ENFORCEMENT - WARNING	613
TRAFFIC ENFORCEMENT - CITATION	495
PARKING ENFORCEMENT	396
BACKGROUND INVESTIGATION	240
ASSIST OTHER POLICE	124
SUSPICIOUS ACTIVITY	93
FOOT PATROL - POLICE	84
DRIVING COMPLAINT	78
PARKING COMPLAINT	69
POLICE INFORMATION	63
DOMESTIC DISPUTE	58
ACCIDENT, NON-REPORTABLE	54
AMBULANCE CALL	52
DOG COMPLAINT	49
LOST & FOUND	49
ACCIDENT, HIT & RUN	48
ASSIST MOTORIST	44
NOISE COMPLAINT	44
ALARMS	41
HARASSMENT	36
CRIMINAL MISCHIEF	35
CHECK ON WELL BEING	34
DRUG VIOLATION	33
CIVIL MATTER	27
ACCIDENT, REPORTABLE	26
ARSON	26
SUSPICIOUS VEHICLE	25
SIDEWALK/SNOW-ORDINANCE	24
THEFT - UNLAWFUL TAKING	24
SUSPICIOUS PERSON	22
TRAFFIC COMPLAINT	22
PUBLIC DRUNKENNESS	21
ORDINANCE - OTHER VIOLATIONS	20
ABANDONED VEHICLE	19

DISORDERLY CONDUCT	19
MENTAL HEALTH	18
PHONE SCAM	18
TRAFFIC DETAIL	17
DUI	16
MISCELLANEOUS	16
COMMUNITY RELATIONS	15
FIRE CALL	15
JUVENILE COMPLAINT	15
PARKING- GENERAL INFO	15
REQUEST FOR AID	15
ADMINISTRATIVE FINGERPRINTING	14
TRESPASS, CRIMINAL	14
WARRANT	14
TRAFFIC CONTROL - OTHER	13
BURGLARY	12
EXTRA PATROL REQUEST	12
TRAFFIC HAZARD	12
DISABLED VEHICLE	11
HOUSE CHECK REQUEST	11
THEFT - FROM MOTOR VEHICLE	11
BAD CHECKS	10
FRAUD	10
NEIGHBORHOOD DISPUTE	10
ANIMAL COMPLAINT	9
ASSIST OTHER AGENCY	9
CHILD CUSTODY	9
TRESPASS LETTERS	9
WIRES DOWN	9
PARK & WALK - SCHOOLS	8
ROAD CLOSURE	8
ASSAULT, SIMPLE	7
DUMPSTER	7
GENERAL INVESTIGATION	7
OPEN CONTAINER - ORDINANCE	7
PFA ORDER	7
IDENTITY THEFT	6
LANDLORD/TENANT ISSUE	6
UNDERAGE DRINKING	6
CHILD ABUSE	5
OPEN DOOR OR WINDOW	5
911 HANGUP	4

BURNING - COMPLAINT	4
BURNING PERMIT	4
CRIMINAL MISCHIEF - FIRE	4
CURFEW - ORDINANCE	4
DUMPING COMPLAINT	4
MEGAN'S LAW NOTIFICATION	4
MISSING PERSON	4
PFA DISMISSED	4
RENTAL LICENSE ENFORCEMENT	4
REPOSESSION	4
SOLICITING - ORDINANCE	4
BACKGROUND CHECK - VENDOR	3
FIGHTING	3
FORGERY	3
RECON. ACCIDENT TEAM ASSISTANCE	3
SKATEBOARDING - ORDINANCE	3
THEFT - MOTOR VEHICLE	3
VEHICLE COMPLAINT	3
ACCESS DEVICE FRAUD	2
BURNING - ORDINANCE	2
CODE ENFORCEMENT	2
FIREARMS, DISCHARGING - ORDINANCE	2
NOISE ORDINANCE	2
OPEN LEWDNESS	2
PEDDLER'S PERMIT	2
PFA ORDER VIOLATION	2
RECEIVING STOLEN PROPERTY	2
SEX OFFENSES	2
THEFT - DECEPTION	2
THEFT - RETAIL	2
BIKE PATROL - POLICE	1
BURN BAN	1
CREDIT CARDS	1
CRIMINAL INVESTIGATION	1
DAMAGES/NON CRIMINAL	1
DRIVING WITH SUSPENDED LICENSE	1
DUI ACCIDENT	1
FALSE BURGLAR ALARM	1
FALSE FIRE ALARM	1
FALSE ID INVESTIGATIONS	1
FLEEING & ELUDING POLICE	1
HEALTH/MENTAL CONDITION	1

HUNTING COMPLAINT	1
INDECENT EXPOSURE	1
KIDNAPPING	1
MAIL SCAM	1
PERMIT ISSUANCE	1
REPORT REQUEST	1
STALKING	1
SUICIDE	1
TERRORISTIC THREATS	1
THEFT - SERVICES	1
THEFT- BICYCLE	1
TRAFFIC DEVICE COMPLAINT	1
TREE DOWN	1
TRESPASS, MOTOR VEHICLE	1
VEHICLE VIN VERIFICATION	1
WEAPONS OFFENSES	1

**Total Calls: 3,666**

January 4, 2016

### **QUITTIE CREEK NATURE PARK**

The Quittie Creek Nature Park Committee of Friends of Old Annaville did not meet during December. The recent rains have filled the quarry pond, which has reeds above the waterline only in some small areas. The nature trail has held up well with only two spots where existing French drains are not quite up to the task of draining the spring-fed wetlands north of the trail. The culvert taking the outflow from the St. Paul's parking lot appears to be functioning without problems. Leaves wash through without blocking the opening.

Public Works--operating a man short and having to deal with the leaf tsunami in three communities--has understandably not been able to install the security chain across the highway ramp entrance to the eastern park extension.

The cross walk also awaits installation. Because of the angle the crosswalk will need to follow to connect the two ends of the trail, the "piano keys" orientation of the main crosswalk stripes depicted in the Wilson Consulting plan for the bridge should be used. This pattern keeps the broad "stepping stones" parallel to the sides of the roadway to create the highest visibility for automobile traffic.

The temporary patch in the east wall of the portable toilet needs a fix. The duct tape is still holding the cut-out panel in place, but it is coming loose on the bottom. The owner should either replace the side of the unit or make a more permanent repair. Public Works has offered to reinforce the existing patch with pop rivets. Since the owner has made no repairs so far, that might be the most efficient response to the problem--at least in the short run.

### **HMGP PROPERTIES**

On Monday, December 7, Township Administrator Yingst, SSM engineer Kent Morey and Commissioner Scott met with Brad Bingaman of Streamline Builders, Inc. to review the South Lancaster Street and South White Oak Street sites and discuss the work remaining to be done there. Engineer Morey thought the main effort should concentrate on the South Lancaster Street property with minimal spot patching on South White Oak Street. Commissioner Scott pointed out the poor quality of the "topsoil" and poor grading of the South White Oak Street property and argued for more extensive work there. Mr. Bingaman responded that his estimate resulted from his understanding that South Lancaster Street was to be the principal focus. Administrator Yingst recalled that HMGP monies in excess of those necessary to complete the immediate project remain available. Mr. Morey persisted, rather determinedly, in his opinion that the South White Oak Street property needed only a touch up. Commissioner Scott reluctantly threw in the towel. Administrator Yingst presented Mr. Bingaman with a contract for the agreed upon amount to complete the South Lancaster Street project and make minor adjustments to White Oak Street site. Mr. Bingaman signed the agreement on the spot.

The very next morning, Tuesday, December 8, Administrator Yingst and Commissioner Scott observed Streamline equipment on site on South Lancaster Street. Commissioner Scott returned later in the day and in conversation with Mr. Bingaman learned that this site was not going to need as much topsoil as originally estimated and that, in consequence, more would be available for the South White Oak Street property. Commissioner Scott pulled his towel back out. He inquired what it would take to make a really proper job of the South White Oak Street property, as this would be the Township's one opportunity to have the work done. Mr. Bingaman replied that he would need additional topsoil and time. After consultation with Administrator Yingst, Commissioner Scott informed Mr. Bingaman that he should prepare a change order for the extra labor and materials to do the South White Oak Street property right.

The results are very satisfying. The portion of the South Lancaster Street property in question was regraded and now slopes gently down to the flood plain for easier maintenance. The hardscaping, concrete and large rocks are gone. Fresh topsoil, winter mix grass seed and straw have replaced the plastic erosion control mat. Streamline also completely regraded the South White Oak Street property and spread new topsoil over almost the entire lot before seeding and covering it. The subsequent mild weather and

frequent gentle rains have resulted in a green haze already beginning to emerge. At this point it may be said that Annville Township has completed work on the twelve properties acquired through the FEMA/PEMA administered Hazard Mitigation Grant Program. We look forward to the final audit of this project after which time we will be able to consider the management of these properties going forward.

**MOTION: Approve the change order to Streamline Builders, Inc. in the amount of \$3,890 for extra topsoil and labor on the South White Oak Street HMGP property.** Note: the Township's portion of this change is not expected to exceed \$117.

HMGP Demolition Change Order: **MOTION** by Mr. Scott, second by Mr. Embich to authorize a change order in the amount of \$3,890.00 for excavating work at the HMGP site on South White Oak Street by Streamline Builders, Inc. as part of the HMGP demolition project. Motion carried unanimously.

Marcellus Shale Grant Fund Project Extension Request: **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Township Administrator to send a letter to the Lebanon County Commissioners requesting a twelve month extension to the Marcellus Shale Grant Fund Project on South Lancaster Street. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for December, highlighting the total income and expenses for the twelfth month of 2015. In particular he reviewed the budget-to-actual figures for the General Fund and Sewer Fund and commented positively on the financial status of the Township at year-end. A copy of the report is attached hereto and made a part of these minutes.

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

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for December 2015, a copy of which is attached hereto and made a part of these minutes. Noting that Destination Annville's New Year's Eve celebration was cancelled due to a lack of volunteers to operate the concession stand, Mr. Scott suggested the Commissioners may wish to consider assisting with this in the future if other volunteers do not come forward.

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

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

**Executive Session:** Mr. Yingst reported that an Executive Session was held prior to the adjournment of the December 7, 2015 Regular Meeting to discuss personnel matters.

**Planning Commission:** Mr. Yingst reported that the Planning Commission did not meet in December and that it is not expected to meet in January. He also noted that the Zoning Hearing Board would be meeting on January 7, 2016 at 7:30 PM at Town Hall to hear requests for variances for two properties.

**Economic Development:** Mr. Yingst reported that the Economic Development Authority (EDA) met in December and the next quarterly meeting of the EDA is scheduled for March 22, 2016.

**Historic Architectural Review Board (HARB):** Mr. Yingst reported that although no applications were reviewed, HARB met in December with several Commissioners to discuss various HARB matters. Although Commissioners Moore, Scott, and Embich were in attendance, the meeting was publicly advertised and no official Township actions were taken. Mr. Embich provided a brief summary of that meeting and inquired about the status of several open points of

## Permits Report

Month of December 2015

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

### Tapping Fees

### Building Permits

### Curb/Sidewalk Permits

### Street-Cut Permits

#15-20

51 W. Sheridan Avenue

UGI Utilities, Inc.

### Burn Permit



**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)**  
**January 4, 2016**

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

Although "The Heart of Annville" made the Channel 27 evening news as one of the many symbols central Pennsylvania drops (or raises) to usher in the new year, Destination Annville cancelled our celebration this year because no one came forward to be the DJ or operate the concession stand.

**PROPOSAL:** The Annville Township Board of Commissioners offers to take over the concession stand for 2017. This would provide the Township with an additional revenue stream at a time of the year when it would be most welcome and, in addition, an opportunity to sell our own proprietary treat: "political sausage"--and with plenty of sauerkraut on the side.

**WINTERFEST**

The next event on the Destination Calendar would be Winterfest, which occurred last year in February. Of course, some winter weather--so far lacking--is a prerequisite. Destination Annville has not had a meeting since December, so any plans they might have are unknown at this time.

**Historic Old Annville Day: Saturday, June 11, 2016**

The HOAD committee of FOOA has not met since last month, so nothing new to report.

discussion. Mr. Yingst reported that he has been in contact with HARB members over the past few weeks and consequently the Township Office has implemented two of their recommendations, namely the sending via certified mail of a letter to properties transferred in the Historic District (previously this had been sent first class mail) and issuing letters to real estate agents of properties listed for sale in the Historic District upon notification of same via the multiple listing service (MLS). Mr. Embich was encouraged by this and further noted the request he made to HARB at that meeting that it create a prioritization list of properties within the Historic District that are more historically valuable than others. He added that the Historic District Ordinance requires the appointment of a Historic District Officer; noting that such an appointment has never been made, he asked for any suggestions as to who might hold this position, further noting that the one who holds it would have to have a level of expertise in this field. Mr. Embich shared his concerns that this may make enforcement of the ordinance difficult and should possibly be removed from the ordinance if such an appointment is unlikely to be made. He then expressed his thoughts on the difficulties of enforcing the ordinance and concluded by sharing his impression that the downtown aesthetic of the Township has been improving over the years. Mr. Scott inquired if the Historic District Officer should also be responsible for enforcement of the ordinance and Mr. Embich indicated he would need to review the ordinance further. Ms. Zimmerman asked who initially raised the issue of window replacement at the 144 West Main Street property from several months prior. Mr. Yingst described the process by which it was brought to his attention by a HARB member and that he issued a letter to the property owner asking for the work to cease and for the property owner to appear before HARB, which the property owner eventually did. Ms. Zimmerman stated that she did not think the property owner should have been required to replace the windows according to HARB's recommendation, and Mr. Scott noted that the owner has not yet done so, although he further noted the owner had agreed to do so. Mr. Dowey asked to comment and expressed concerns about repairing the porch on the residential property adjacent to and owned by the Union Hose Fire Company according to HARB recommendations. He compared the estimated costs for making these repairs with the value of the property itself and noted that these costs had to be weighed against the costs of operating a fire department in accordance with safety regulations. Mr. Embich suggested that perhaps the repairs to the porch could be performed by carpentry students at a lower cost than the quote Mr. Dowey received. Mr. Scott noted that HARB expressed its willingness to work with the fire department on a multiyear plan to address these repairs and he strongly encouraged Mr. Dowey to meet again with the HARB Chairperson to discuss this possibility. Mr. Dowey concluded by expressing that it was not his intent for that property to be demolished.

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

**Information Technology:** Mr. Scott reviewed the Information Technology Report for December 2015, a copy of which is attached hereto and made a part of these minutes. Pertaining to the Township website, Mr. Scott inquired if it made sense to list local businesses directly on the website or to have a link to the Destination Annville website that would effectively achieve the same purpose. Mr. Lively thought the latter suggestion made more sense and both Mr. Embich and Mr. Scott agreed. Mr. Scott also presented a list of items generally recommended for inclusion on municipal websites and reflected favorably on the fact that most of these items could be found on the Annville Township website. He noted that one of these items, however—

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

**VI. - F**

December 7, 2015

**Website**

The work of restoration continued through the month of December. We encountered significant issues with the DocMan component which were resolved with additional help from Robert Peterson. The TinyMCE editor required additional plug-ins for optimum functionality. We added a search function. We added a calendar component. Caching on the Bluehost end was restored. For this work we have received an invoice from Isaac Preston in the amount of

**MOTION: Authorize payment of \$296.25 to Isaac S. Preston, Custom Web Development for consulting and updates to the the Township website annvilletwp.com.**

There are still a few remaining issues with the website which will require a developer's skills.

The question regarding the need for firewall protection at the server site also remains unanswered at this writing.

The previous website had a special component for displaying businesses operating in the Township. This component was not installed on the new site. Destination Anncville's website does have a map and listing of downtown businesses, though it is not complete and also not without its problems.

**Question for discussion: Should the Township site add a section for businesses under the Community menu choice or simply link to the Destination Anncville site?**

contact information of elected officials—was not currently listed on the website. After some discussion, it was agreed that the home addresses, phone numbers, and email addresses of the Commissioners should be listed on the Township website. The following item was then addressed:

Website Development Expenses: Mr. Scott described the necessity of recently performed website development and consulting efforts to restore the functionality of the website after its crash in 2015. **MOTION** by Mr. Scott, second by Mr. Lively to authorize payment of \$296.25 to Isaac S. Preston, Custom Web Development, for consulting and updates to the Township website. Motion carried unanimously.

**Spruce Street Bridge:** Nothing to report this month.

**Stormwater Management:** Nothing to report this month.

**Zoning Ordinance Revision:** Mr. Scott thanked Ms. Zimmerman for her extensive and ongoing review of the draft zoning ordinance. Dean Wolfe asked to comment and was recognized by President Moore. Mr. Wolfe inquired as to the reason for the proposed Village District Overlay (VDO) along West Queen Street. Mr. Scott explained that as the oldest section of the Township it traditionally has been mixed use, although subsequent zoning ordinances have made that area residential by right only, leading to a number of non-conforming structures. The VDO would recognize that historic mixed use nature by allowing property owners to request approval for changing uses in the overlay from the Board of Commissioners without needing to seek a variance from the Zoning Hearing Board (ZHB). He noted this process would provide more latitude for granting such requests and is intended to make the process more public, all the while providing creative ways to increase the Township's tax base and potentially rejuvenate a section of town. Mr. Wolfe asked if properties in the VDO would be part of the HARB review process and Mr. Scott indicated they would not be. Mr. Wolfe expressed his concerns about the VDO proposal changing West Queen Street in a very significant way, with residential properties being converted to large-scale non-residential uses. Mr. Embich explained the tax base of a municipality is usually supported primarily by non-residential properties, although he noted that some non-residential uses would not be compatible in such a mixed use overlay and shared some examples of what he thought would be appropriate. Mr. Wolfe asked why the ordinance would not simply zone that portion of town as Light Industrial and further questioned why new businesses would not rather locate in previously undeveloped areas in nearby municipalities. Mr. Embich described how granting industrial uses by right could significantly change that portion of town in a manner that would not be consistent with the mixed use history of that neighborhood, and also noted how some businesses prefer to locate in developed areas as opposed to developing greenfields. Mr. Scott then provided a number of examples of non-conforming uses in that portion of the Township and how, if those uses were changed under the present zoning ordinance, those uses would lose their non-conforming designation and would have to revert to residential uses even if the property had not historically functioned as such.

**Fire Department:** The Board noted the receipt of the December 2015 Monthly Statistical Report and the Annual 2015 Statistical Report for the Union Hose Fire Company.

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

**OLD BUSINESS:**

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

**NEW BUSINESS:**

**Authorization of Payment for Final Engineering Invoice for the Wastewater Treatment Plant Improvements Project:** Mr. Yingst reported that the final invoice for the wastewater treatment plant (WWTP) improvements project has been received from the engineer. He noted that, as the final request for reimbursement from Pennvest has already been submitted due to where the Township is in the project closeout process, this invoice is not able to be paid out of the Pennvest financing and instead must be paid out of the Sewer Fund. At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Lively to authorize payment to Gannett Fleming for engineering services pertaining to the WWTP improvements project in the amount of \$898.99. Motion carried unanimously.

**Appointments:** **MOTION** by Mr. Scott, second by Mr. Lively to make the following appointments:

Depository for Township funds - Fulton Bank

Jonestown Bank and Trust Company

Northwest Savings Bank

Pennsylvania Local Government Investment Trust (PLGIT)

Township Secretary (two year term ending December 31, 2017) – Nicholas T. Yingst

Assistant Township Secretary (two year term ending December 31, 2017) – Carol L. Stewart

Township Treasurer (two year term ending December 31, 2017) – Thomas R. Embich

Township Solicitor (two year term ending December 31, 2017) – Reilly Wolfson  
Attorneys at Law

Township Engineer (two year term ending December 31, 2017) – SSM Group, Inc.

Fire Marshal – Paul Longenecker

Plumbing Inspector (two year term ending December 31, 2017) – Leslie J. Powell

Vacancy Board (one year term ending December 31, 2016) – Keith G. Kreamer

Zoning Officer (one year term ending December 31, 2016) – Lebanon County Planning Dept.

Code Enforcement Officer (one year term ending December 31, 2016) – BCI Code  
Compliance

Township Authority (five year term ending December 31, 2020) – Hugh Rooney

Zoning Hearing Board (five year term ending December 31, 2020) – Vicki Gingrich

Zoning Hearing Board Alternate (three year term ending December 31, 2018) – Robert Yorty  
Planning Commission (four year term ending December 31, 2019) – Karen Mailen and  
Millie Kish

Economic Development Authority (five year term ending December 31, 2020) – Rex A.  
Moore

Civil Service Commission (six year term ending December 31, 2021) – Allen R. Yingst  
Township Authority Representatives to Wage & Salary Committee – Hugh Rooney and  
Barry Ludwig

Greater Lebanon Refuse Authority (GLRA) Representative – Thomas R. Embich

Pension Board of Trustees – Henri Lively and Joann Zimmerman

EIT/TCC Municipal Representative (one year term ending December 31, 2016) – Adam  
Wolfe

Motion carried unanimously.

**Signatories for Township Funds:** MOTION by Mr. Embich, second by Mr. Scott to approve the authorized signatories for all Township funds as follows:

Signature from one of the following two officers: President (or his facsimile signature) or Vice President; and

Signatures from two of the following three officers: Secretary, Assistant Secretary, or Treasurer.

Motion carried unanimously.

**Annual Memberships:** MOTION by Mr. Lively, second by Mr. Scott to approve the following memberships for 2016, totaling \$1,560.74:

Pennsylvania State Association of Boroughs – 2016 dues	\$225.00
Pennsylvania State Association of Township Commissioners – 2016 dues	\$1,335.74

Motion carried unanimously.

**Renewal of Treasurer's Bond:** MOTION by Mr. Scott, second by Mr. Lively to approve the renewal of the Treasurer's bond in the amount of \$250,000 through Strickler Insurance Agency and to ratify the payment of \$468 for this renewal. The motion was then opened for discussion, and Mr. Embich and Mr. Yingst conversed about the need for and amount of the bond now that the office of Treasurer is appointed rather than elected. With no further discussion noted, a vote was called for on the motion and was carried unanimously.

**Removal of Handicapped Parking Designation at 50 North King Street:** At the request of the new owner of the adjacent property, MOTION by Mr. Scott, second by Mr. Embich to authorize the Public Works Department to remove the handicapped parking designation in front of 50

North King Street and to instruct the Township Administrator to include this action in the next omnibus ordinance. Motion carried unanimously.

**Traffic Signals Preventative Maintenance Contract:** Mr. Yingst presented a preventative maintenance contract with C.M. High, Inc. of Myerstown for the traffic signals at the intersection of Routes 422 and 934. He indicated that this cost is eligible for reimbursement by Lebanon County as part of its commitment to funding the Congested Corridor Improvement Program along Route 422 and, as such, there would be no cost to the Township for approving this contract. Mr. Embich asked if the labor rates listed on the contract were in addition to the base fees and Mr. Yingst indicated they were, although the labor rates were also reimbursable. **MOTION** by Mr. Scott, second by Mr. Lively to approve the contract with C.M. High, Inc. for preventative maintenance for the traffic signals at the intersection of Routes 422 and 934 for 2016 in the amount of \$375. Motion carried unanimously.

**Errors and Omissions Insurance:** Mr. Yingst presented the renewal proposal for the Township public officials management and employment practices liability insurance, commonly referred to as errors and omissions insurance, as bound through Strickler Insurance Agency with Darwin Select Insurance Company for 2016. The annual premium for 2016 would be \$4,851, not including a \$95 inspection fee. **MOTION** by Mr. Embich, second by Mr. Scott to approve the renewal of the Township public officials management and employment practices liability insurance with Darwin Select Insurance Company for 2016 as presented. Motion carried unanimously.

**Resolution No. 20160104-001 – Police Pension Plan Contributions:** Mr. Yingst informed the Board that Pennsylvania Act 30 of 2002, concerning police pension plans, requires municipalities to take formal action annually if police officers are not required to contribute to the pension plan. **MOTION** by Mr. Scott, second by Mr. Embich to adopt Resolution No. 20160104-001 stating that the members of the Annville Township Police Department are not required to contribute to the Annville Township Police Pension Plan for the year 2016. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Resolution No. 20160104-002 – 2016 Drop-Off Facility Permit Fee for South Annville Township Residences:** Mr. Yingst presented proposed Resolution No. 20160104-002, setting the annual permit fee for South Annville Township residences at \$65 for 2016 for use of the drop-off facility located at the Annville WWTP for disposal of cardboard, green waste, and bulk trash. **MOTION** by Mr. Embich, second by Mr. Scott to adopt Resolution No. 20160104-002 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Depression on East Maple Street:** Ms. Zimmerman reported on the recurrence of a depression in the middle of East Maple Street that has received repairs over the years and Mr. Yingst indicated he would inform the Public Works Department about it.

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

**RESOLUTION NO. 20160104-001**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
NOT REQUIRING CONTRIBUTIONS  
TO THE ANNVILLE TOWNSHIP POLICE PENSION PLAN  
FROM THE MEMBERS OF THE ANNVILLE TOWNSHIP POLICE DEPARTMENT  
FOR THE YEAR 2016**

**WHEREAS**, the latest actuarial valuation of the Annville Township Police Pension Plan (the "Plan") indicated that the Plan was adequately funded.

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that the members of the Annville Township Police Department are not required to contribute to the Annville Township Police Pension Plan for the year 2016.

**ADOPTED** this fourth day of January, 2016.



\_\_\_\_\_  
President, Annville Township  
Board of Commissioners

Attest:

\_\_\_\_\_  
Township Secretary



**RESOLUTION NO. 20160104-002**

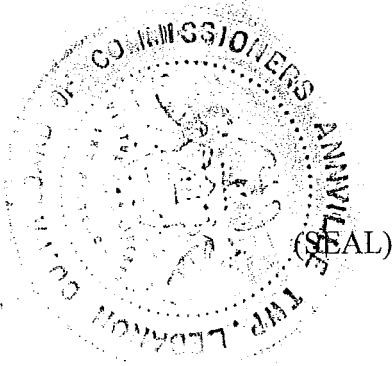
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,  
SETTING THE ANNUAL PERMIT FEE FOR THE DROP-OFF FACILITY  
FOR SOUTH ANNVILLE TOWNSHIP RESIDENCES FOR 2016**


**WHEREAS**, the municipalities of Annville Township and South Annville Township are parties to an intermunicipal agreement in which Annville Township allows residences of South Annville Township to obtain an annual permit for the use of the drop-off facility located at the Annville Wastewater Treatment Plant for disposal of cardboard, green waste, and bulk trash; and

**WHEREAS**, this intermunicipal agreement states that the fee amount for this permit shall be set by Annville Township through a resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Annville Township Board of Commissioners that the annual permit fee for use of the drop-off facility by a residence in South Annville Township shall be \$65.00 in 2016.

**ADOPTED** this fourth day of January, 2016.



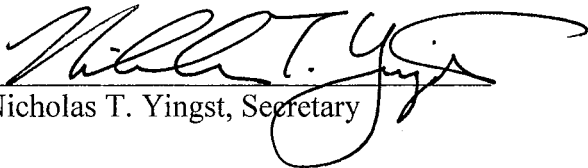
  
\_\_\_\_\_  
President, Annville Township  
Board of Commissioners

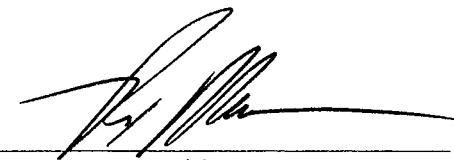
Attest:   
\_\_\_\_\_  
Township Secretary

**LCCWA Stormwater Grant:** Mr. Embich reported that the Lebanon County Clean Water Alliance (LCCWA) received notice from the National Fish and Wildlife Foundation that it has been awarded a grant in the amount of \$49,994.03 for the Lebanon County Cooperative Restoration Strategy project.

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

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:45 PM.

  
Nicholas T. Yingst, Secretary

  
Rex A. Moore, President