

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

January 3, 2017

The January Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on January 3, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; and Henri B. Lively. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, office of the Township Solicitor; Aaron Hanley, Union Hose Fire Company; Fredric Richter, Locust Street; Martin Brandt and Larry and Millie Kish; Maple Street; and Erik Josephson, Josephson Nature Care.

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:

Resolution No. 20170103-1 – Extending Recognition and Appreciation to the Members of the Zoning Ordinance Revision Committee: Proposed Resolution No. 20170103-1, extending recognition and appreciation to the members of the Zoning Ordinance Revision Committee (ZORC) for their efforts researching, developing, and writing the Township zoning ordinance adopted on December 5, 2016, was presented and read by Mr. Scott. Noting that three non-elected members of ZORC—Martin Brandt, Millie Kish, and Fredric Richter—were in attendance at the evening's meeting, **MOTION** by Mr. Scott, second by Mr. Embich to adopt Resolution No. 20170103-1 as presented. Motion carried unanimously. A signed and sealed original of the resolution was provided to each member of ZORC and a copy of this resolution is attached hereto and made a part of these minutes.

Volunteer Street Tree Pruning: Noting that Erik Josephson of Josephson Nature Care was listed on the agenda, President Moore asked him to share his comments with the Board. Mr. Josephson presented the Board with details on a volunteer street tree pruning program he was developing and suggested it might be a good fit for Annville Township. He began by sharing his background, noting his passion for proper tree care and that he had served as City Arborist for Harrisburg for the past two years. Mr. Josephson indicated his belief that the trees in Downtown Annville are of an age and relatively small size where they can be pruned by trained volunteers, as opposed to certified arborists, which means this work could be done at a significant cost savings to the Township. To that end, he shared his vision for a volunteer street tree program in Annville that he envisioned as having three parts: (1) a one day training course he would teach to volunteers on the proper planting and pruning of trees, (2) a one day work session in which volunteers would prune street trees in the downtown area for which the Township is responsible, and (3) a one day tree planting session. Mr. Josephson then asked the Commissioners if they had any questions for him. President Moore asked if he had overseen any similar volunteer projects in the past and Mr. Josephson indicated he had not, while sharing those reasons why Harrisburg City Council was not comfortable with volunteer pruning in that municipality and why he did not believe those concerns were pertinent for Annville. He also shared a sample "Volunteer Waiver of Liability" form that he suggested would need to be completed by any volunteers who participate in order to protect the Township. Mr. Embich suggested that the Lebanon County Retired Seniors Volunteer Program

RESOLUTION NO. 20170103-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO
THE MEMBERS OF THE ZONING ORDINANCE REVISION COMMITTEE
FOR THEIR EFFORTS RESEARCHING, DEVELOPING, AND WRITING
THE TOWNSHIP ZONING ORDINANCE ADOPTED ON DECEMBER 5, 2016**

WHEREAS, the Annville Township Board of Commissioners determined in 2013 that the Township's zoning regulations in place at that time, originally adopted in 1983 and amended over the years, were in need of a comprehensive revision; and

WHEREAS, the Annville Township Zoning Ordinance Revision Committee (ZORC) was established by the Board of Commissioners as a Special Committee on November 4, 2013 with the purpose of comprehensively revising the Township's zoning regulations; and

WHEREAS, the goal of ZORC was to draft a zoning ordinance that would represent the current composition and needs of the Township while simultaneously incorporating a future perspective; and

WHEREAS, ZORC first met on January 9, 2014 and would meet another seventy-four times in work sessions lasting several hours each until its work was completed; and

WHEREAS, the members of ZORC spent countless hours outside of work sessions in study and research in preparation for these work sessions; and

WHEREAS, ZORC proactively solicited comments from those in the community in order to draft a zoning ordinance that best addressed the needs of stakeholders within the Township, including participating in public meetings; and

WHEREAS, ZORC reviewed dozens of other municipal zoning ordinances in order to consider numerous perspectives on zoning and to develop the Township's zoning ordinance in light of this; and

WHEREAS, the comprehensive zoning revision drafted and proposed by ZORC was unanimously adopted by the Board of Commissioners on December 5, 2016; and

WHEREAS, this comprehensive zoning revision represents a significant improvement over the previous ordinance and will positively impact the Township for many years to come; and


WHEREAS, ZORC conducted its efforts with enthusiasm, energy, focus, perseverance, and diligence; and

WHEREAS, the work of ZORC provides an example for others to follow of civic involvement and accomplishment for the common good; and

WHEREAS, its work being completed, ZORC was dismissed with the thanks of the Board of Commissioners.

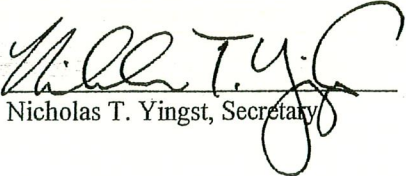
NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the members of ZORC—Martin Brandt, Mildred Kish, Fredric Richter, James Scott, and Nicholas Yingst—be recognized and appreciated for their efforts researching, developing, and writing the Township zoning ordinance adopted on December 5, 2016.

ADOPTED this third day of January, 2017.

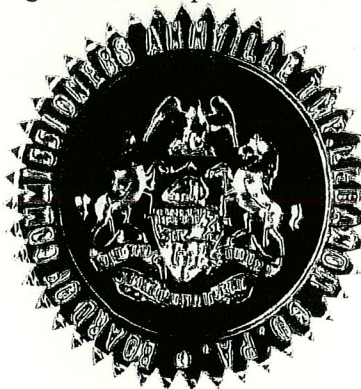


Rex A. Moore, President

Attest:



Nicholas T. Yingst, Secretary



(RSVP) has liability coverage in place that can be utilized by volunteer organizations that affiliate with it and may be a good resource for that as well as for volunteers. Mr. Scott inquired as to how many volunteers would be needed for a project of this nature and Mr. Josephson indicated a target of ten to 15, although more volunteers would always be of benefit. Mr. Scott asked who would provide the necessary equipment and Mr. Josephson indicated he would, including all safety gear, as well as coffee and lunch for the pruning session. He also shared that he would supervise the pruning and would perform all tree climbing and operation of chain saws. Mr. Scott asked when this work would take place and Mr. Josephson indicated it was best to plant in the spring, while pruning was best in either the dead of winter or middle of summer. Mr. Yingst asked what the cost would be to the Township and Mr. Josephson indicated it would be \$1,500 total for the three sessions on training, pruning, and planting. The Commissioners then discussed a likely timeframe for this project to take place and there was concurrence that a pruning in July should provide enough time to review the potential liability issues and to get out the word to targeted volunteer groups. Mr. Lively suggested that churches might be a group to seek out for this and President Moore noted it would also make sense for one or two Public Works employees to participate. With no further comments noted and concurrence that this program seemed sensible for caring for those trees planted as part of the downtown streetscape project and for which the Township is responsible, the Board thanked Mr. Josephson for his presentation and Mr. Yingst indicated he would be in touch with him.

COMMITTEE ASSIGNMENTS: President Moore noted the Commissioners were provided with a listing of suggested committee assignments for 2017 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.

Mr. Brandt and Mr. Richter left the Regular Meeting at 7:52 PM.

APPROVAL OF MINUTES:

December 5, 2016 Public Hearing: MOTION by Mr. Scott, second by Mr. Lively to approve the minutes of the Public Hearing held December 5, 2016 as presented. Motion carried unanimously.

December 5, 2016 Regular Meeting: MOTION by Mr. Embich, second by Mr. Scott to approve the minutes of the Regular Meeting held December 5, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Investment of Sewer Capital Fund Monies: At the recommendation of the Township Authority, MOTION by President Moore, second by Mr. Lively to authorize the transfer of up to \$800,000 of Sewer Capital Fund monies, as funds are available, to one-year investment options and/or a

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
COMMITTEE ASSIGNMENTS
2017

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 Commission – Henri Lively
Economic Development – Rex Moore
Historic Architectural Review Board – Tom Embich
Wage & Salary – Henri Lively and Rex Moore
Information Technology – Jim Scott
Spruce Street Bridge – Tom Embich
Stormwater Management – Tom Embich
Fire Department – Joann Zimmerman

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

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR DECEMBER 2016

- | | | |
|-----|---|---|
| (1) | <u>BOLLARD REPAIRS</u> East Main Street | Repaired the 6 bollards on College Avenue and |
| (2) | <u>D/T LIGHTS</u> | Repaired 3 downtown street lights |
| (3) | <u>CHRISTMAS TREE</u> week of Jan 9th | We will be taking the Christmas tree down the |
| (4) | <u>LEAF PICKING</u> | Leaf picking is over for the year |

Respectfully submitted,
Les Powell

Pennsylvania Local Government Investment Trust (PLGIT) Plus account. Motion carried unanimously.

Membership in the Capital Region Council of Governments (CapCOG): At the recommendation of the Township Authority, **MOTION** by Mr. Scott, second by Mr. Embich to authorize (1) membership in the CapCOG if the Township Administrator determines the way to be clear and (2) the expenditure of the annual membership of \$1,500. Motion carried unanimously.

Public Safety: The December 2016 Police Statistical Report was reviewed, a copy of which is attached hereto and made a part of these minutes.

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 2016, a copy of which is attached hereto and made a part of these minutes.

Finance: Mr. Embich reviewed the Financial Report for December, highlighting the total income and expenses for the twelfth month of 2016. 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 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. Mr. Embich asked about the condition of the approaches to the Norfolk Southern Railroad Tracks on North Weaver Street and Mr. Yingst indicated it was in relation to work being done by Norfolk Southern in conjunction with the Public Utilities Commission to improve the signals at that crossing.

Annville Activities: Mr. Scott reported that the Destination Annville New Year's Eve Celebration had been cancelled.

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 Sessions: Mr. Yingst reported that no Executive Sessions were held since the adjournment of the December 5, 2016 Regular Meeting. An Executive Session was requested to be held following the adjournment of the January Regular Meeting to discuss real estate matters.

Planning Commission: Mr. Yingst reported the Planning Commission did not meet in December and was not expected to meet in January. The following items were then addressed:

Stormwater Management Operations and Management Agreement for the Lebanon Valley College Route 934 Walkway Connector: At the recommendation of the Township Solicitor and Township Engineer, **MOTION** by Mr. Scott, second by Mr. Lively to approve the Stormwater Management



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
DECEMBER 2016



- CALL FOR SERVICE 223
- ORDINANCE VIOLATIONS
 - PARKING 3
 - NOISE 5
 - DOG 3
 - Soliciting 1
- CRIMINAL ARRESTS 12
 - ADULT 12
 - JUVENILE 0

Accident Locations

- TOTAL TRAFFIC CITATIONS 12
 - TOTAL TRAFFIC WARNINGS 7
 - TOTAL NON-TRAFFIC CITATIONS 7
 - TOTAL VEHICLE ACCIDENTS 7
 - REPORTABLE 1
 - NON-REPORTABLE 4
 - HIT & RUN 2
 - PARKING TICKETS ISSUED 27
- 125 West Main Street
 - 934 & 422
 - 1st Block South King St.
 - Beaver and Cumberland Sts.
 - Saylor and Queen Sts.
 - King & Church Sts.
 - 750 East Main St.

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT DECEMBER 2016
11/28/2016 To: 12/28/2016

Total Calls by Call Type From: 11/28/2016 - 21/28/2016

| <u>Call Type</u> | <u>Total Calls</u> |
|---------------------------------|--------------------|
| BACKGROUND INVESTIGATION | 36 |
| PARKING ENFORCEMENT | 27 |
| AMBULANCE CALL | 22 |
| TRAFFIC ENFORCEMENT - CITATION | 12 |
| ALARMS | 7 |
| ASSIST OTHER POLICE | 7 |
| TRAFFIC ENFORCEMENT - WARNING | 7 |
| ROAD CLOSURE | 6 |
| FIRE CALL | 5 |
| NOISE COMPLAINT | 5 |
| SUSPICIOUS ACTIVITY | 5 |
| ACCIDENT, NON-REPORTABLE | 4 |
| CHECK ON WELL BEING | 4 |
| CIVIL MATTER | 4 |
| LOST & FOUND | 4 |
| THEFT - UNLAWFUL TAKING | 4 |
| ADMINISTRATIVE FINGERPRINTING | 3 |
| DOG COMPLAINT | 3 |
| DOMESTIC DISPUTE | 3 |
| PARKING COMPLAINT | 3 |
| POLICE INFORMATION | 3 |
| REQUEST FOR AID | 3 |
| ACCIDENT, HIT & RUN | 2 |
| ASSAULT, SIMPLE | 2 |
| ASSIST MOTORIST | 2 |
| ASSIST OTHER AGENCY | 2 |
| CHILD CUSTODY | 2 |
| COMMUNITY EVENT | 2 |
| DISORDERLY CONDUCT | 2 |
| LANDLORD/TENANT ISSUE | 2 |
| NEIGHBORHOOD DISPUTE | 2 |
| PUBLIC DRUNKENNESS | 2 |
| RECON. ACCIDENT TEAM ASSISTANCE | 2 |
| SUSPICIOUS PERSON | 2 |
| SUSPICIOUS VEHICLE | 2 |
| 911 HANGUP | 1 |
| ACCIDENT, REPORTABLE | 1 |
| DISABLED VEHICLE | 1 |
| DRIVING COMPLAINT | 1 |
| DRUG VIOLATION | 1 |
| DUI | 1 |

| | |
|---------------------------------|---|
| HOUSE CHECK REQUEST | 1 |
| JUVENILE COMPLAINT | 1 |
| MENTAL HEALTH | 1 |
| OPEN DOOR OR WINDOW | 1 |
| RAPE | 1 |
| SOLICITING - ORDINANCE | 1 |
| THEFT - DECEPTION | 1 |
| THEFT - FROM MOTOR VEHICLE | 1 |
| THEFT - SERVICES | 1 |
| TRAFFIC CONTROL - FUNERAL | 1 |
| TRAFFIC CONTROL - OTHER | 1 |
| TRAFFIC ENFORCEMENT - CROSSWALK | 1 |
| TRESPASS, CRIMINAL | 1 |
| WARRANT | 1 |

Total Calls: 223

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

January 3, 2017

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville will meet again at the end of this month. There are no further developments to report since last month.

HAZARD MITIGATION GRANT PROGRAM

Reacting to the nearly six-month silence on the part of PEMA/FEMA following the submission of our final report, Township Administrator Yingst contacted PEMA toward the end of November to check on the status of their review. They promised a response toward the end of the year. On Friday, December 23, Administrator Yingst received a list of additional items they wished to receive. When the Township Office reopened on Tuesday, December 27, Administrator Yingst submitted all of the requested documents with explanations before noon. PEMA subsequently indicated they would review these documents and explanations and respond by the end of this month, or soon thereafter.

Permits Report

Month of December 2016

| | | |
|------------------------------|----------|-----------------|
| Plumbing Permits issued | <u>1</u> | <u>\$ 25.00</u> |
| Plumbing Licenses issued | <u>2</u> | <u>\$ 50.00</u> |
| Excavator Licenses issued | <u>1</u> | <u>\$ 25.00</u> |
| Total Tapping Fees Collected | | <u></u> |

Tapping Fees

Building Permits

Curb/Sidewalk Permits

| | | |
|-----------|------------------------|-------------------------|
| #2016-010 | Lebanon Valley College | Replace curb & sidewalk |
| #2016-011 | Lebanon Valley College | Replace curb & sidewalk |

Street-Cut Permits

Burn Permit

Operations and Maintenance Agreement and Declaration of Easement submitted for the Lebanon Valley College Route 934 Walkway Connector and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Reduction of Letter of Credit for Phase 3A of Stone Hill Village: At the recommendation of the Township Engineer, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the reduction of the letter of credit for Phase 3A of Stone Hill Village from \$88,633.96 to \$35,338.96. Motion carried unanimously.

Economic Development: It was noted the draft minutes from the December 20, 2016 meeting of the Economic Development Authority had been distributed to the Board of Commissioners.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for December 2016, a copy of which is attached hereto and made a part of these minutes, and he noted that the tentatively scheduled HARB meeting for January 9, 2017 had been cancelled due to a lack of business to conduct.

Wage & Salary: Nothing to report this month.

Information Technology: Nothing to report this month.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for December 2016, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Time Extension Request (Part 1 – Preliminary Engineering): Mr. Embich presented a letter signed by President Moore granting a time extension to Wilson Consulting Group, PC until March 31, 2017 for the preliminary engineering tasks. He noted this was requested by the bridge engineer and that it would not delay the timeframe for construction or final design, which may run concurrently with this revised timeframe. **MOTION** by Mr. Scott, second by Mr. Embich to ratify the letter granting a time extension request for Part 1, Preliminary Engineering, to Agreement No. 08A223 as presented and its execution by the appropriate Township officials. Motion carried unanimously.

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

Fire Department: The Board noted the receipt of the December 2016 Monthly Statistical Report and the 2016 Annual 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.

T. Embich reports: 01-03-2017

Thomas Embich

Agenda Items: VII – D, G, H & I

Date: December 28, 2016 report for January 03, 2017 Meeting

Item VII- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. No business in December.
2. Next meeting is scheduled for January 9, 2017, if there is business.

Item VII -G SPRUCE STREET BRIDGE

1. The time line for the project is close to the original estimates. Project "start" is focused on early 2018, with possibly 2 years to complete due to seasonal timing and trout stocking imposed restrictions.
2. Wilson Consulting made a request on Dec. 14 to extend the preliminary engineering process to March 31, 2017 (current extension lapsed Dec. 31, 2016). A letter of authorization was issued on Dec. 14, 2016 extending Agreement 08A223|| MPMS Number 20392 to March 31, 2017.

Item VII -H Stormwater management

1. There was no further action or progress reported on the Pollution Reduction Plan by SSM nor any subsequent action via the LCCWA during December.

ITEM VII- I GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. All minutes and reports are available at
<http://www.goglra.org/DocumentCenter/Home/View/> .
Officers elected at the December meeting are:

Chairperson: Roberta DeSantis, Vice Chairperson: Heidi Neiswender,
Secretary: Gerald Boughter, Assistant Secr.: LuAnn Horn,
Treasurer: Cliff Berger, Assistant Secretary: Bonnie Grumbine

2. The next meeting is January 4 at 7 PM.

OLD BUSINESS:

Ordinance No. 654 – Amendment to Motor Vehicles and Traffic Chapter of Township Code of Ordinances: Mr. Yingst presented proposed Ordinance No. 654, amending Section 15-207 (One-Way Roadways Established), Section 15-403 (Parking Prohibited in Certain Locations, Certain Days and Hours), Section 15-410 (Parking Prohibited on Portions of Certain Highways During Street Sweeping Hours), and Section 15-412 (Prohibited Student Vehicle Parking) of Chapter 15, Motor Vehicles and Traffic, of the Township Code of Ordinances. It was noted that the proposed ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Lively, second by Mr. Scott to adopt Ordinance No. 654, amending Sections 15-207, 15-403, 15-410, and 15-412 of Chapter 15, Motor Vehicles and Traffic, of the Township Code of Ordinances, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

NEW BUSINESS:

Appointments: It was noted the Commissioners were provided with a listing of suggested appointments and President Moore asked if there were any comments or questions pertaining to same. With no comments or questions noted, **MOTION** by Mr. Scott, second by Mr. Lively to make the appointments per the listing as presented. Motion carried unanimously and the listing of appointments is attached hereto and made a part of these minutes.

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

Signature from three of the following five officers: President, Vice President, Treasurer, Secretary, or Assistant Secretary.

Motion carried unanimously.

Annual Memberships: **MOTION** by Mr. Embich, second by Mr. Lively to approve the following memberships for 2017, totaling \$1,565.97:

| | |
|--|------------|
| Pennsylvania State Association of Boroughs – 2017 dues | \$225.00 |
| Pennsylvania State Association of Township Commissioners – 2017 dues | \$1,340.97 |

Motion carried unanimously.

Renewal of Treasurer's Bond: **MOTION** by Mr. Lively, second by Mr. Scott 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. Motion carried unanimously.

Traffic Signals Preventative and Response Maintenance Agreement: Mr. Yingst presented a preventative and response maintenance agreement with C.M. High, Inc. of Myerstown for the traffic signals at the intersection of U.S. Route 422 and State Route 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. **MOTION** by Mr. Embich, second by Mr. Scott to

ORDINANCE NO. 654

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING §15-207 ("ONE-WAY ROADWAYS ESTABLISHED"), §15-403 ("PARKING PROHIBITED IN CERTAIN LOCATIONS, CERTAIN DAYS AND HOURS"), §15-410 ("PARKING PROHIBITED ON PORTIONS OF CERTAIN HIGHWAYS DURING STREET SWEEPING HOURS"), AND §15-412 ("PROHIBITED STUDENT VEHICLE PARKING"), OF CHAPTER 15, MOTOR VEHICLES AND TRAFFIC, OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP.

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

SECTION 1. The provisions of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, are amended and revised as follows:

(a) Section 15-207, "One-Way Roadways Established", is amended by adding the following to Subsection 1:

| <u>Street:</u> | <u>From:</u> | <u>To:</u> | <u>Direction of Travel:</u> |
|------------------------------------|------------------------------------|-----------------------|-----------------------------|
| North White Oak Street (Extension) | East Sheridan Avenue | East Summit Street | Northbound |
| East Summit Street | North White Oak Street (Extension) | North Railroad Street | Eastbound |

(b) Section 15-403, "Parking Prohibited in Certain Locations, Certain Days and Hours", is amended by deleting the following:

| | | | | |
|----------------|--------------|-----------------|---------------------|------------------|
| <u>Street:</u> | <u>Side:</u> | <u>Between:</u> | <u>Days:</u> | <u>Hours:</u> |
| Main Street | Both | Entire extent | Thursday and Friday | 3 a.m. to 6 a.m. |

(c) Section 15-410, "Parking Prohibited on Portions of Certain Highways During Street Sweeping Hours", is amended as follows:

It shall be unlawful for any person to park a vehicle or to allow the same to remain parked, at any time between 2 a.m. and 6 a.m. on any of the following portions of the highways of the Township on the days hereby respectively designated for street sweeping purposes:

| | | |
|----------------|-----------------|-------------|
| <u>Street:</u> | <u>Between:</u> | <u>Day:</u> |
| Main Street | Entire length | Friday |

(d) Section 15-412, "Prohibited Student Vehicle Parking", is amended by adding the following to Subsection 2, "Student Vehicle Prohibited Parking":

| | | |
|----------------------|--------------|--|
| <u>Street:</u> | <u>Side:</u> | <u>Between:</u> |
| West Sheridan Avenue | Both | North King Street to North Chestnut Street |

SECTION 2. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had

such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective January 3, 2017.


ORDAINED AND ENACTED this 3rd day of January, 2017.

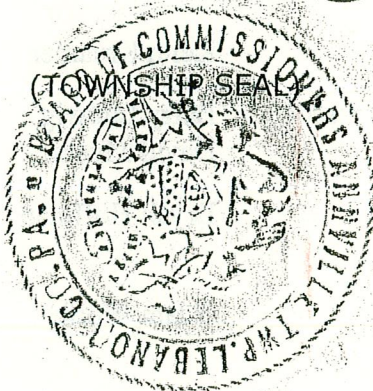
BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: _____

Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary



**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
APPOINTMENTS
2017**

| | |
|---|---|
| Depository for Township Funds | Fulton Bank Northwest Savings Bank Pennsylvania Local Government Investment Trust (PLGIT) |
| Zoning Officer (one-year term ending Dec. 31, 2017) | Lebanon County Planning Department |
| Code Enforcement Officer (one-year term ending Dec. 31, 2017) | BCI Code Compliance |
| Township Authority (five-year term ending Dec. 31, 2021) | Barry Ludwig |
| Zoning Hearing Board (five-year term ending Dec. 31, 2021) | David Casciotti |
| Zoning Hearing Board Alternate (three-year term ending Dec. 31, 2019) | To be determined |
| Historic Architectural Review Board (four-year term ending Dec. 31, 2020) | Joseph Connor Tanya Richter Richard Wherley |
| Planning Commission (four-year term ending Dec. 31, 2020) | Gordon Kirkessner, Jr. Tanya Richter |
| Economic Development Authority (five-year term ending Dec. 31, 2021) | Richard Raiders |
| Property Maintenance Board of Appeals (three-year term ending Dec. 31, 2019) | Luke Leininger |
| Property Maintenance Board of Appeals Alternate (three-year term ending Dec. 31, 2019) | Richard Enigk |
| Vacancy Board (one-year term ending Dec. 31, 2017): | Keith Kreamer |
| Township Authority Representatives to Wage & Salary Committee | Barry Ludwig David Myers |
| EIT/TCC Municipal Representative (one-year term ending Dec. 31, 2017) | Bryan Hoffman |
| EIT/TCC Municipal Representative Alternate (one-year term ending Dec. 31, 2017) | Adam Wolfe |

approve the agreement with C.M. High, Inc. for preventative and response maintenance for the traffic signals at the intersection of U.S. Route 422 and State Route 934 for 2017 as presented. 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 National Assurance Company for 2017. The annual premium for 2017 would be \$5,060, not including a \$95 inspection fee. **MOTION** by Mr. Lively, second by Mr. Embich to approve the renewal of the Township public officials management and employment practices liability insurance with Darwin National Assurance Company for 2017 as presented. Motion carried unanimously.

Agreement with Lebanon Valley College Regarding Responsibility for Snow, Ice, and Debris Removal from Sidewalk on the Bridge Above the Norfolk Southern Railroad Tracks: An agreement between the Township and Lebanon Valley College was presented concerning the latter's responsibility for snow, ice, and debris removal from the newly constructed sidewalk along the bridge above the Norfolk Southern Railroad Tracks. There was brief discussion concerning why such an agreement was necessary to transfer this responsibility from the Township to Lebanon Valley College and Mr. Yingst noted he and the Township Solicitor reviewed and revised the proposed agreement with the college and were comfortable with its contents. **MOTION** by Mr. Scott, second by Mr. Lively to approve the aforementioned agreement with Lebanon Valley College as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Resolution No. 20170103-2 – 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. Embich, second by Mr. Lively to adopt Resolution No. 20170103-2 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 2017. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20170103-3 – Policy Regarding Use of Annville Township Drop-Off Facility: Mr. Yingst presented proposed Resolution No. 20170103-3, establishing a policy for the use of the dumpsters at the drop-off facility located at the Annville wastewater treatment plant (WWTP) and establishing a fee for Township residents or residential property owners who are compensating another individual for disposing items at said drop-off facility. **MOTION** by Mr. Lively, second by Mr. Scott to adopt Resolution No. 20170103-3 as presented. The motion was then opened for discussion and Mr. Yingst answered a number of questions from Mr. Embich pertaining to enforcement of this policy. With no further comments or questions noted, the motion was voted upon and carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20170103-4 – 2017 Drop-Off Facility Permit Fee for South Annville Township Residences: Mr. Yingst presented proposed Resolution No. 20170103-4, setting the annual permit

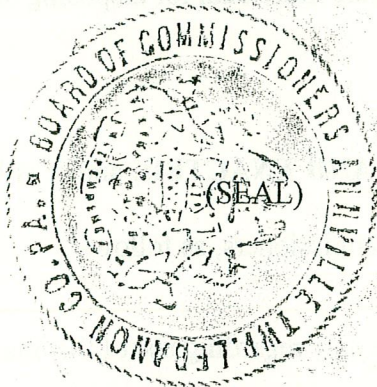
RESOLUTION NO. 20170103-2

**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 2017**

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 2017.

ADOPTED this third day of January, 2017.



President, Annville Township
Board of Commissioners

Attest:

Township Secretary

RESOLUTION NO. 20170103-03

A RESOLUTION OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY FOR THE USE OF THE DUMPSTERS AT THE DROP-OFF FACILITY LOCATED AT THE ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT AND ESTABLISHING A FEE FOR TOWNSHIP RESIDENTS OR RESIDENTIAL PROPERTY OWNERS WHO ARE COMPENSATING ANOTHER INDIVIDUAL FOR DISPOSING ITEMS AT SAID DROP-OFF FACILITY.

WHEREAS, the Board of Commissioners of the Township of Annville wishes to establish a policy regarding the use of the dumpsters at the drop-off facility at the Annville Township Wastewater Treatment Plant and establish a fee for situations in which a Township of Annville resident or residential property owner is compensating a separate individual for disposing of items on his or her behalf at the drop-off facility.

AND NOW, THEREFORE, BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Annville Township Board of Commissioners, as follows:

1. The Township of Annville hereby adopts the policy regarding use of the dumpsters at the drop-off facility located at the Annville Township Wastewater Treatment Plant which is attached hereto, made a part hereof, and marked as Exhibit "A".
2. For situations in which a Township of Annville resident or residential property owner is conducting work on his or her property which results in green waste, bulk trash, or cardboard waste, and is compensating a separate individual to take items to the drop-off facility, that resident or residential property owner of the Township of Annville must abide by the following procedures:

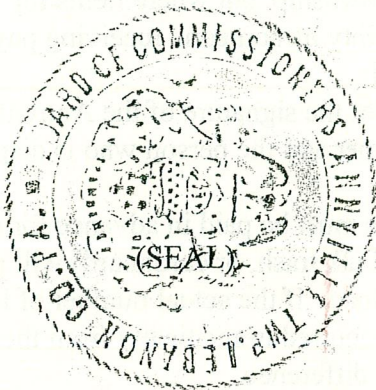
a. A permit form must be completed that requires the signature of the Township of Annville resident or residential property owner and the person who is disposing of the aforementioned waste; and

b. A fee of \$40 must be paid in advance for each load. Different types of items (green waste, bulk trash, or cardboard) will result in separate charges, even if part of the same load. If the actual number of loads is greater than those paid for, payment will be required immediately from the resident or residential property owner for the difference; and

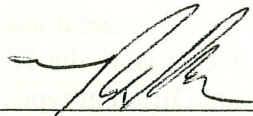
c. Upon satisfactory completion of a permit form and payment of the requisite fees, a permit will be issued by the Township Office; this permit must be presented when disposal is made; and

d. Disposal is prohibited without said permit and payment of said fees.

RESOLVED AND ENACTED this 3rd day of January, 2017.



ANNVILLE TOWNSHIP

By: 
Rex Moore, President
Annville Township Board of Commissioners

Attest:

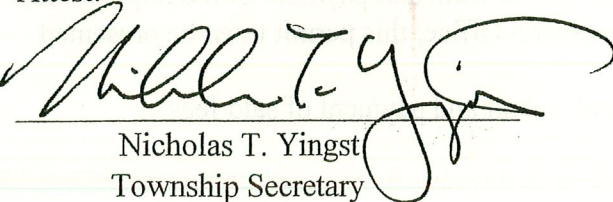

Nicholas T. Yingst
Township Secretary

EXHIBIT "A"

POLICY REGARDING USE OF THE DUMPSTERS AT THE DROP-OFF FACILITY AT THE ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

1. The drop-off facility will be available from the beginning of April through the end of November, weather permitting, at the following dates and times:
 - a. Wednesdays from 12 Noon to 6 PM
 - b. Saturdays from 6 AM to 12 Noon
 - c. The drop-off facility may be closed on designated Wednesdays and Saturdays as deemed necessary by the Township
2. The drop-off facility may only be used by the following:
 - a. Annville Township residents and residential property owners paying a quarterly trash fee to the Township
 - b. South Annville residents who have obtained an annual permit for this purpose
3. The following items only may be disposed of at the drop-off facility:
 - a. Residential green waste cut or trimmed by the resident or property owner from a residential property within Annville Township (or South Annville Township, if a valid annual permit has been obtained)
 - b. Residential bulk trash collected by the resident or property owner from the residential property within Annville Township (or South Annville Township, if a valid annual permit has been obtained)
 - c. Residential cardboard collected by the resident or property owner from the residential property within Annville Township (or South Annville Township, if a valid annual permit has been obtained)
4. Contractors are prohibited from using the dumpsters for work done inside or outside of Annville Township. Residential green waste, bulk trash, or cardboard may not be disposed of at the drop-off facility if the work is performed by a contractor. For situations in which the work was done entirely by a resident or property owner of Annville Township for a property within Annville Township, but where items for disposal from this work are taken to the drop-off facility by someone receiving pay for doing so, the following procedures must be followed:
 - a. A permit form must be completed that requires the signature of the Annville Township resident or residential property owner and the person who is disposing of the aforementioned waste
 - b. A fee equal to the Township's pick-up charge must be paid in advance for each load. Different types of items (green waste, bulk trash, or cardboard) will result in separate charges, even if part of the same load. If the actual number of loads is greater than those paid for, payment will be required immediately from the resident or residential property owner for the difference
 - c. Upon satisfactory completion of a permit form and payment of the requisite fees, a permit will be issued by the Township Office; this permit must be presented when disposal is made
 - d. Disposal is prohibited without said permit and payment of said fees

RESOLUTION NO. 20170103-4

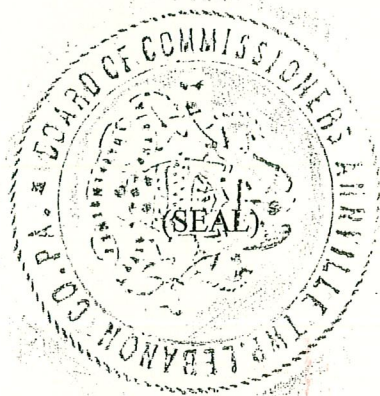
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
SETTING THE ANNUAL PERMIT FEE FOR THE DROP-OFF FACILITY
FOR SOUTH ANNVILLE TOWNSHIP RESIDENCES FOR 2017**

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 \$70.00 in 2017.

ADOPTED this third day of January, 2017.



President, Annville Township
Board of Commissioners

Attest:

Township Secretary


fee for South Annville Township residences at \$70 for 2017 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. Lively to adopt Resolution No. 20170103-4 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

CORRESPONDENCE: Nothing to report.

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

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:19 PM.



Nicholas T. Yingst, Secretary

Rex A. Moore, President