

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
July 6, 2015**

The July Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on July 6, 2015 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 Allen R. Yingst. 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; Jonathan Johnson and Adam Kirkessner, Destination Annville; Matt Baczewski, *The Lebanon Daily News*; Larry and Millie Kish, Maple Street; and Conrad "Mike" Liles, North Railroad Street.

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:

"Sip and Stroll" at Quittie Creek Nature Park: Noting that representatives of Destination Annville were listed on the agenda and were in attendance, President Moore asked them to share their comments with the Board. Adam Kirkessner informed the Commissioners of a "Sip and Stroll" event being planned at Quittie Creek Nature Park on Sunday, September 27, 2015 from approximately 1 PM to 4 PM by Destination Annville. He indicated that the event would host wineries and breweries, as well as food trucks, and a jazz band would be onsite providing entertainment. Regarding the sampling of alcoholic beverages, he noted that any individuals interested in participating would be required to show proper identification, at which point they would receive a wristband identifying them as being 21 years of age or older. As Quittie Creek Nature Park is a Township park, Mr. Kirkessner then asked for the Board's approval for this event at this location. The Commissioners then discussed Mr. Kirkessner's request in detail. Mr. Yingst inquired if the event was to be solely for Annville businesses and Mr. Kirkessner noted it would be open to the public. Mr. Yingst then asked if the wine and beer would be sold at the event and Mr. Kirkessner indicated that would be up to the individual vendors if their Pennsylvania Liquor Control Board (PLCB) license allows it; he further noted that any vendors offering alcohol would be located at a specific place within the park. Mr. Embich shared his impression that PLCB licenses were site specific and Mr. Kirkessner noted that a winery or brewery would have to apply to the PLCB to participate at this event offsite from their normal premises. He further noted that the wineries and breweries who have indicated interest in the event have not taken this step yet because Destination Annville thought it appropriate to appear before the Board of Commissioners before proceeding further. **MOTION** by Mr. Scott, second by Mr. Yingst to suspend Section 16-101.M of the Annville Township Code of Ordinances, prohibiting alcoholic beverages in public parks, on September 27, 2015 from 1 PM to 4 PM to accommodate Destination Annville's "Sip and Stroll" event in Quittie Creek Nature Park. The motion was then opened for discussion. Mr. Embich indicated that Township Commissioner Henri Lively, who was unable to attend the evening's meeting, had communicated some concerns regarding the event with the other Commissioners and Mr. Embich noted that he shared some of these concerns. Namely, Mr. Embich indicated his concerns that historically the Board has not allowed alcohol in a Township park, that the event was being scheduled for a Sunday, and that alcohol would be served at an event where there would be a mixture of ages where some individuals could legally drink alcohol and others could not legally do so. Especially regarding

this last concern, Mr. Embich noted that he did not think a public entity like the Township should be promoting this sort of a situation and indicated this belief that there are other locations where this event could be held, especially since there is a Township ordinance specifically prohibiting the consumption of alcohol at Township parks. Mr. Yingst inquired if Destination Annville had researched any alternate locations and Mr. Kirkessner indicated it had not as they first wanted to present this to the Board of Commissioners to determine if Quittie Creek Nature Park was a viable option. Mr. Yingst asked how many people were anticipated to attend and Mr. Kirkessner replied that they were hoping to attract a large number of individuals to Annville as a result of this event. Jonathan Johnson also noted that a total of ten wineries or breweries were expected to participate. Mr. Yingst asked if Destination Annville had looked into addressing potential security issues and Mr. Kirkessner indicated that had not yet been discussed, further noting his belief that it would not be an issue as the alcohol at the event would be on a small sample basis and thus not result in public drunkenness. President Moore stated that he liked the idea of the event, but was not sure about its location, noting possible concerns with parking, an adequate number of portable toilets, and its proximity to South Annville Township. Mr. Johnson noted that there were no parking issues for Destination Annville's Winterfest event held earlier in the year at the park, and President Moore suggested that the "Sip and Stroll" would likely attract more people than had Winterfest. Mr. Kirkessner further noted that the band would be performing on the pedestrian bridge and thus prevent attendees from crossing it into South Annville Township. Mr. Scott discussed his research on open container laws and the ability of municipalities to allow for alcohol at specific public events. He shared his concern about setting a precedent and how the Board should consider similar requests in the future and on what bases an exception should be granted to the alcohol prohibition in parks. Mr. Scott suggested that allowing not-for-profits to hold such events may be a good place to start. President Moore asked if Destination Annville needed a decision from the Board that evening and Mr. Johnson indicated that would be helpful due to the large amount of planning necessary for the event. President Moore then asked the Chief of Police for his thoughts on Destination Annville's request. Chief Dugan noted that he believed the "Sip" aspect of the event to be fine while noting that the "Stroll" aspect could be problematic. He indicated his belief that it would technically violate the open container ordinance and that the issue was not the event itself, but the location of the event. Mr. Kirkessner inquired if this concern would be mitigated if any patrons sampling alcohol would be required to consume it at the booth, and noted that Destination Annville was not envisioning the "Stroll" aspect of the event to include individuals walking around the park while drinking alcohol. Chief Dugan indicated this would assist with enforcement, further noting that ultimately the Board faced a philosophical question regarding whether they desired this type of activity in the park. Mr. Yingst then asked the Township Solicitor for his thoughts on Destination Annville's request. Solicitor Sheffey indicated his belief that it was a matter for the Board's discretion and that it had the ability to approve the request by waiving temporarily the alcohol prohibition or rejecting the request altogether. He further noted that the Township should not bear any increased liability exposure due to this event. Mr. Embich shared his concern that allowing alcohol at the park could jeopardize future grant funding. He noted that significant grant funds have been received over the years from the Pennsylvania Department of Conservation and Natural Resources (DCNR) and the Pennsylvania Fish and Boat Commission (PFBC) for work done in the park and that these entities typically have restrictions related to the consumption of alcohol. He further noted that the Swatara Creek Watershed Association Park has not allowed its facilities to be used for events with alcohol so as to not potentially jeopardize

future grant funding from these entities. With this in mind, Mr. Embich suggested that Destination Annville consider other locations for this event. Mr. Kirkessner responded that Destination Annville believed Quittie Creek Nature Park to be the best location for the "Sip and Stroll" and noted that Lititz recently closed down an entire street for a similar type of event. He also indicated he was open to suggestions for other locations. President Moore recommended St. Paul's Catholic Church as a possible location. Referring to Mr. Embich's concern about jeopardizing grant funding, Mr. Scott indicated he did not believe that DCNR or PFBC would deny funding should alcohol be allowed at the park for a single event. He also iterated his primary concern regarding the determination of which type of entities such a waiver should be granted to in the future. Mr. Yingst indicated that he did not think the Township was establishing a policy based on its consideration of Destination Annville's request and, if the event caused any problems, the Township could simply choose to not allow alcohol for any event at the park in the future. President Moore asked the Township Solicitor what type of insurance should be required for the event and Solicitor Sheffey indicated that the Township should be listed as an additional insured on the general liability insurance of the event's sponsor. **MOTION** by Mr. Scott, second by Mr. Yingst to amend the motion being considered for discussion by requiring the organization sponsoring the "Sip and Stroll" to provide the Township with a certificate of insurance listing Annville Township as an additional insured. President Moore asked the Chief of Police if he had any final comments. Chief Dugan stressed that any area where alcohol was to be consumed needed to be well defined and he requested that Destination Annville provide coordination with the Police Department in advance of the event. Mr. Embich inquired as to who would address cleaning up trash and Mr. Kirkessner indicated Destination Annville would be responsible for this, with Mr. Scott noting that the Township Public Works Department might also be able to be of assistance. With no further discussion noted, the amended motion to suspend Section 16-101.M of the Annville Township Code of Ordinances, prohibiting alcoholic beverages in public parks, on September 27, 2015 from 1 PM to 4 PM to accommodate Destination Annville's "Sip and Stroll" event in Quittie Creek Nature Park and requiring that the Township be provided with a certificate of insurance by the event's sponsor listing Annville Township as an additional insured was voted on and carried by a vote of three to one, with President Moore, Mr. Scott, and Mr. Yingst voting in favor of the amended motion and Mr. Embich voting against the amended motion. Mr. Johnson and Mr. Kirkessner thanked the Board for its time and consideration before providing a brief summary of other events being planned by Destination Annville.

John McNamara, East Main Street, joined the meeting at 7:56 PM and Mr. Johnson and Mr. Kirkessner left the meeting at 8:05 PM. No further comments were noted from the the public.

APPROVAL OF MINUTES: **MOTION** by Mr. Scott, second by Mr. Yingst to approve the minutes of the Regular Meeting held June 1, 2015 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for June 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JUNE 2015

- (1) **BOLLARD REPAIRS** 3 repairs this month
- (2) **D/T LIGHTS** Repaired 1 light in Woodside, reported 1 light out on E. Main St.
- (3) **CROSSWALKS** We are planning on painting crosswalks on Main St. and White Oak St. this month
- (4) **WEEDS** We sprayed the Town curb lines with weed killer
- (5) **D/T AREA** Sprayed for weeds
- (6) **H.O.A.D.** HOAD went well 4 guys volunteered 32 hrs.
- (7) **SPRUCE BRIDGE** Checked bridge looks good. Will be sealing it again before winter
- (8) **BOGERS** I would like to have permission to tell Bogers that they can put a curb line up N. Railroad and N. Ulrich to try to keep material from their business from running down street
- (9) **HANDICAP** Painted Handicap space on S. Killinger and E. Main St. The spot is 30 ft. S. of West Main to beginning of space it is 22 ft. long and 159 ft. from end of space to Cumberland St.

Approval for Curbing: Seeing it as a way to mitigate the spread of materials from the property of Boger Concrete Company to other properties and to Township streets, in his Report Public Works Director Les Powell requested that authorization be granted to Boger Concrete Company to install a curb along its properties adjacent to North Railroad Street and North Ulrich Street. Mr. Embich inquired if there were curb specifications that Boger Concrete Company would have to follow and Administrator Yingst indicated there were, although he was not sure if the specifications allowed for the rolling curb that Mr. Embich had mentioned. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the installation of curbing by Boger Concrete Company along North Railroad Street and North Ulrich Street. Motion carried unanimously.

Alarm System Program Upgrade: It was noted that the alarm system for the main pump station at the wastewater treatment plant (WWTP) currently runs off of a 2G network and this network will no longer be available as of December 31, 2016. At the recommendation of the Township Authority, **MOTION** by Mr. Yingst, second by Mr. Scott to approve the purchase of a program that will enable Township employees to upgrade the Omni site alarm system at the main pump station of the WWTP once the 2G network is no longer available at an estimated cost of \$225. The motion was then opened for discussion. Mr. Embich inquired if an upgrade to a 4G network was considered and Administrator Yingst indicated that the only proposal put before the Authority was specific to a 3G network. With no further discussion noted, a vote was called for on the motion and was carried unanimously.

Proposed Revision to Capacity Reservation Fee: Administrator Yingst reported that during the preparation of the proposed ordinance that would revise the tapping fee and equivalent dwelling unit (EDU) it was noted that a change to the EDU figure would also impact the calculation for the capacity reservation fee, as this fee is based upon the number of EDUs a developer wishes to reserve for a future project. This was discussed at the June 23, 2015 meeting of the Township Authority where the Authority Engineer suggested that it might be an appropriate time to revise the capacity reservation fee while the EDU figure is being revised. It was noted that the current capacity reservation fee is set at \$36 per EDU per quarter, although legally it could be raised to a maximum amount of 60% of the average quarterly user fee. At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Scott to authorize the Township Solicitor to revise the ordinance being prepared for consideration amending Chapter 18, Sewers and Sewage Disposal, of the Annville Township Code of Ordinances by also including sufficient language authorizing the capacity reservation fee to be set at the maximum rate permitted by law. Motion carried unanimously.

Public Safety: The Police Statistical Report for June 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Street Closure for Car Show: Administrator Yingst informed the Board that Mike Beare of the Corvette Grille requested that South King Street be closed from West Main Street to West Cumberland Street on July 11, 2015 from 12 Noon to 6 PM for its annual car show. He also requested that eight parking spaces on the south side of West Main Street—four to the east of South King Street and four to the west of South King Street—be posted as “No Parking” for the same date and times. **MOTION** by Mr. Scott, second by Mr. Embich to approve the closure of

ORI: PA0380100
Population: 15000

Annville Township Police Department

Annville, PA 17003
717-867-2711

Monthly Statistics From: 5/29/2015 To: 6/30/2015

Total Part I Crimes: 8

Murder:	0
Rapes:	0
Robbery:	0
Assault:	3
Burglary:	0
Larceny:	5
Motor Vehicle Theft:	0
Arson:	0

Total Part II Crimes: 33

Forgery:	0
Fraud:	4
Embezzlement:	0
Stolen Property:	0
Vandalism:	5
Weapons:	0
Prostitution:	0
Sex Offenses:	0
Drugs:	3
Gambling:	0
Family Offenses:	0
DUI:	2
Liquor:	0
Drunkenness:	1
Disorderly:	5
Vagrancy:	0
All Other:	11

Total Calls for Service: 381

Total Cases: 52

Total Arrestees: 32

Total Suspects: 2

Total Victims: 43

DUI Arrests: 1

Traffic Citations: 84

Non Traffic Citations: 4

Total Warnings: 1

This report summarizes all crime in the period selected and should not be mistaken for a UCR submission

ANNVILLE TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT SUPPLEMENT
June 2015

Fines received from parking tickets ----- \$210.00

Miles on police cars;

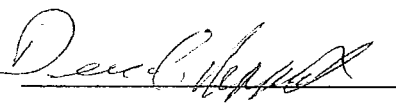
2012 Dodge -----	1699
2012 Explorer -----	915
2015 Explorer -----	45

TOTAL ----- 2659

Fines received from District Court:

<u>Month of:</u>	<u>Monthly Total, All Citations</u>	<u>Year-to-date</u>
DEC, 2014	\$2362.39	\$2362.39
JAN, 2015	1744.84	4107.23
FEB, 2015	2054.06	6161.29
MAR, 2015	1584.95	7746.24
APR, 2015	1492.77	9239.01
MAY, 2015	733.32	9972.33
JUN, 2015		
JUL, 2015		
AUG, 2015		
SEP, 2015		
OCT, 2015		
NOV, 2015		
DEC, 2015		

sig. _____



South King Street from West Main Street to West Cumberland Street and the posting of "No Parking" of eight parking spaces as identified above for the Corvette Grille Car Show on July 11, 2015 from 12 Noon to 6 PM. Motion carried unanimously.

Event at The Batdorf Restaurant: Chief Dugan informed the Board that The Batdorf Restaurant provided the Police Department with information regarding an event titled "The Great RBC Brewer Search" that it is hosting in collaboration with Rotunda Brewing Company on July 25, 2015 from 10 AM to 5 PM. Chief Dugan noted that this event would require approval by the PLCB and the only formal approval that would be required of the Township would concern a request for the closure of streets. Chief Dugan further noted that the correspondence received from The Batdorf Restaurant was not entirely clear if it was requesting streets to be closed and that he would be contacting it to clarify this. **MOTION** by Mr. Yingst, second by Mr. Scott to approve the closure of North Chestnut Street from West Main Street to West Lebanon Street and the closure of West Lebanon Street from North Chestnut Street to North Meyer Street for "The Great RBC Brewer Search" on July 25, 2015 from 10 AM to 5 PM provided that the closure of such streets is deemed necessary and approval for the event is granted by the PLCB. Motion carried unanimously.

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 June 2015, a copy of which is attached hereto and made a part of these minutes. He reported that he observed grass growing at the HMGP site at 315 South Lancaster Street and also noted that a Township resident has been voluntarily mowing the grass at several HMGP properties. Regarding this, Mr. Scott asked if the Township should consider offering this resident gas money for his efforts. President Moore indicated this resident has run afoul of the Township in the past due to trespassing issues and illegal dumping at the drop-off facility located at the WWTP. Consequently, the Board did not take any action regarding providing gas money to this resident.

Finance: Mr. Embich reviewed the Financial Report for June, highlighting the total income and expenses for the sixth month of 2015. In particular, he noted that total revenues were at 60% of its annual budget and that total expenditures were at 40% of its annual budget. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for June 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes. Per a question from Mr. Yingst, it was noted that Boger Concrete Company would be required to apply for a permit and pay the required permit fee for the installation of the curbs approved earlier in the Regular Meeting.

Annville Activities: Mr. Scott reviewed the Annville Activities Report for June 2015, a copy of which is attached hereto and made a part of these minutes.

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

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

July 6, 2015

QUITTIE CREEK NATURE PARK

The Park Committee of Friends of Old Annaville held a very successful "Breakfast in the Park" on Saturday, June 20. Advance registration was required and 21 individuals signed up. Participants received a guided tour of the entire park—including the newly acquired eastern extension—and a hearty breakfast of donated items. FOOA Co-President Owen Moe summed up the morning's activity as follows: "Our little event seems to have worked very well. People just lingered at the breakfast tables and didn't seem to want to leave. Excellent food! We couldn't have asked for a better breakfast. . . . We made a profit of \$250 for the park and had a very good time doing it. I posted photos on the FOOA Facebook page."

The Annaville Township Public Works Department had cleared the trails and installed drainage to eliminate a chronically muddy section in advance of the day—a consideration much appreciated by the organizers.

The FOOA Park Committee has also secured a donation of an additional 30 tons of 2A modified limestone (value \$464.00) from Pennsy Supply to be delivered on Tuesday, July 7 at 3:30 PM. Owen Moe will be on site to take delivery and direct the truck. The Park Committee estimated that this should be enough to finish creating a base for the new trail.

HMGP PROPERTIES

With the deadline just one day away, a Penn Earthworks (a.k.a. Umbriac Trucking) work crew appeared and demolished 315 South Lancaster Street. The following week brought a sewer cap, backfilling, some grading and seeding. The Township engineers have yet to inspect this work and review the progress toward final completion of the King, Queen, and South White Oak sites. The Township administrator has kept the Penn Earthworks bonding company, Township engineers and the Township solicitor apprised of the progress so far and of the remaining issues needing resolution. At this point it appears that Penn Earthworks has avoided default of contract, but questions surrounding final completion of the above mentioned sites, the assessing of liquidated damages (amounting to \$77,800.00 at this point), and the return of \$5,236.28 in retainage remain as of this writing.

Permits Report

Month of June 2015

Plumbing Permits issued	<u>1</u>	<u>\$ 25.00</u>
Plumbing Licenses issued	<u></u>	<u></u>
Excavator Licenses issued	<u></u>	<u></u>
Total Tapping Fees Collected		<u>\$1,400.00</u>

Tapping Fees

Stone Hill Village	209 Millard Drive	\$1,400.00
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Building Permits

#12-15	111 Clay Ct., Lot #86	Stone Hill Village, LLC	erect new structure
#13-15	129 Station Corner Dr. -Lot #33	Narrows Glen, Inc.	erect new structure

Curb/Sidewalk Permits

Street-Cut Permits

Burn Permit

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
July 6, 2015

Historic Old Annnville Day, Saturday, June 13.

The day got off to a running start with the Annnville Free Library's "Book It" 5K race through the A-C secondary school property, Bachman Road and the Quittie Creek Nature Park. Some 85 runners and walkers competed in a variety of age classes for handsome medals and the attendant glory. Everyone enjoyed the excellent snacks—local soft pretzels and watermelon. Mike Miller, event organizer and library board member, expressed great satisfaction with the enthusiastic participation of so many; the library looks to offer the run again next year.

On Main Street, the Friends of Old Annnville continued to build on the success of past years. The weather cooperated—only one brief shower. Professional traffic control by Flagger Force diverted trucks and kept motorists moving on Queen and Church. Every vendor space was spoken for. Food was varied and abundant. The musical program used two stages and featured a greater variety of groups and performers. One highlight was the first joint performance by Annnville's two bands: the Washington Band and the Quittapahilla Highlanders joined forces to present *Highland Cathedral*. The hand-stitched *Tree of Life* quilt raffle provoked unusually high ticket sales and netted the organization a handsome profit.

The Annnville Township Police Department and the Department of Public Works deserve recognition for their above and beyond service in facilitating, preparing and cleaning up from this event.

Independence Day Concert by the HSO: Thursday, July 2, 8:00 PM.

The evening was cloudy and cool, but dry. The audience filled the Academic Quad. The symphony was in fine form and played selections from the patriotic and pops repertoire, including an enthusiastic rendering of *Lets Do The Time Warp Again*, and concluded with Louis Prima's *Sing, Sing, Sing*, and Sousa's *Stars and Stripes Forever* as an encore. As darkness fell, the resident fireflies put on their annual spectacular display.

Coming Events:

Christmas in July, Saturday, July 25, 10:00 AM to 1:00 PM.

Destination Annnville encourages shoppers to get a jump on the season by visiting participating businesses on a special "Christmas List". These businesses will be running special sales on some items. Shoppers who visit all the stores will be able to visit Santa and pick up a complementary ornament.

Community Picnic, Sunday, August 2, 6:00 PM to 9:00 PM.

Destination Annnville is sponsoring a community picnic at the A-C Pool pavilions. Attendees are invited to bring a picnic dish to share or purchase food from the pool concession stand. The Washington Band will entertain from 6:00 to 7:00 and a DJ will fill out the remainder of the evening.

National Night Out Against Crime, Tuesday, August 4, 5:00 PM to 8:30 PM.

Linda Bechtel of the Police Department has this event well organized, as usual. Donors and local restaurants will provide free food and drink on the grounds of St. Paul's. Civic organizations will have information booths and members of the Police Department will distribute event T-shirts bearing the names of sponsors. Musical groups and a DJ will provide entertainment.

Sip and Stroll in Quittie Park, Sunday, September 27.

Destination Annville would like to sponsor this as a harvest event. They envision food trucks parked along the road in Quittie Creek Park and local wineries and craft brewers offering samples of their products from booths along the trail. Planning cannot go forward, however, until the Board of Commissioners grants a temporary waiver of Section 16-101, M of the Township Code of Ordinances which prohibits alcoholic beverages in all public parks. The organization will be responsible for any permitting required by the Pennsylvania Liquor Control Board and provide age confirmation and braceletting of participants. Representatives of the organization plan to attend the July meeting of the Board to explain their proposal and answer questions.

MOTION: Suspend the Annville Township Code of Ordinances, section 16-101, M prohibiting alcoholic beverages in public parks for one day to accommodate Destination Annville's *Sip and Stroll* event in the Quittie Creek Nature Park.

Meet the Commissioner

Destination Annville would like to move forward with this opportunity for conversation and has asked that the Township provide them with a brief description of the various duties and responsibilities, rights and privileges attending the position of Township Commissioner.

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Administrator Yingst reported that no Executive Sessions have been held since the adjournment of the June Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the July Regular Meeting to discuss potential litigation.

Planning Commission: Administrator Yingst reported that the Planning Commission did not meet in June and that it is not expected to meet in July.

Economic Development: It was noted that the draft minutes from the June 23, 2015 meeting of the Economic Development Authority (EDA) had been distributed to the Board of Commissioners. The following item was then addressed:

Appointment to the EDA: At the recommendation of the EDA, **MOTION** by Mr. Scott, second by Mr. Embich to appoint Richard Raiders to the Economic Development Authority for the balance of the term left vacant by the resignation of Kathleen Moe. Motion carried unanimously.

Historic Architectural Review Board (HARB): Administrator Yingst reported that HARB met earlier in the month to review an application for replacement of a garage at 133 West Main Street. He noted that HARB recommended that the Board of Commissioners issue a Certificate of Appropriateness for this application. **MOTION** by Mr. Scott, second by Mr. Yingst to issue a Certificate of Appropriateness for replacement of a garage at 133 West Main Street. Motion carried unanimously.

Wage & Salary: Administrator Yingst reported that the Wage & Salary Committee would likely be meeting sometime in July to review annual employee performance reviews. He also noted that beginning in 2016 all annual employee performance reviews will be due by June 30, as doing so will allow for any Wage & Salary Committee merit increase recommendations to be considered by the Board of Commissioners as part of the budget process for the following year.

Information Technology: Mr. Scott reviewed the Information Technology Report for June 2015, a copy of which is attached hereto and made a part of these minutes. He discussed in detail the six month renewal of the Township's "DOCman" support component of its website's content management system and his uncertainty concerning whether this renewal would be necessary in the future, which he agreed to investigate further.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for June 2015, a copy of which is attached hereto and made a part of these minutes.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for June 2015, a copy of which is attached hereto and made a part of these minutes.

Zoning Ordinance Revision: Mr. Scott reported that over the past month the Zoning Ordinance Revision Committee has completed Article VII (Nonconforming Uses) and Article VIII (Administration and Enforcement). He noted that these draft articles have been submitted to the Lebanon County Planning and Zoning Department for review and comment and have been

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

VI. - F

July 6, 2015

DOCman Subscription.

The Township was informed on June 7 that our subscription to the DOCman component of our website was about to expire. With the deadline looming but pending further investigation, the Township Administrator approved a renewal at a cost of \$69.00 for six months. The subscription provides access to Joomla extensions and support at the Joomla!tools Member Center as well as the ability to download extension updates, and get in contact with the Joomla! team.

There is some question as to whether this is a justifiable expense going forward.

The Township Administrator contacted our IT consultant, Alan Feldman of Virtual October for a recommendation. He replied that he was unfamiliar with DOCman and unable to provide advice.

Thomas Embich

Agenda Items: VI - G & H

Date: July 01, 2015 report for July 06, 2015 Meeting

Item VI -G SPRUCE STREET BRIDGE

1. Wilson Consulting Group, PC is close to providing a preliminary design for the bridge. Wilson Engineering asked for additional information regarding the Quittie Park trail and ADA status; Mr. N. Yingst provided them the information, with input from Friends of Old Annville/ Quittie Park group.
2. Wilson has stated that they do not think the pedestrian underpass is something they can do since there is less than six (6) feet clearance under the bridge. They are looking at improvement of the crossing of S. Spruce for pedestrians crossing the roadway. They are attempting to increase the span length with the shallowest beam depth. They have the roadway geometry and 25 mph criteria pretty much done; the site hydraulics are pretty much done; the right-of-way issues have been "tricky" due to private ownership on three quadrants, particularly on the north side to avoid permanent work outside the r-o-w. (From Mark Wilson, P.E.)

ACTION ITEM:

- NO ACTION REQUIRED CURRENTLY.

ITEM VI - H STORMWATER MANAGEMENT

1. The next meeting of the LCCWA has not been scheduled. Any minutes or relevant information is or will be available for review in the Township Office.
2. The informational banners and advertisement in the Lebanon Daily News can be cited for the MCM compliance by participants of the LCCWA.
3. On June 17, Mr. Powell and I met with Ms. Feather, Director of the Lebanon Valley College Center for Municipal and Corporate Sustainability, regarding the development of the LVC Center and a potential program to assist with MS4 compliance issues. We reviewed the MCMs with Ms. Feather and all concluded that development of some courses might help with general compliance, but that more specific help with record keeping and maintenance are key currently. We will continue to examine outreach potential with the LVC Center.

ACTION:

“Develop, implement, and maintain” documents required to provide partial compliance:

1. Update our ordinance(s) for enforcement of the MS4 program.
2. Preparation and adoption of the “Public Education and Outreach Program” (PEOP) for MCM #1 compliance;
3. Preparation and adoption of the “Public Involvement and Participation Program” (PIPP) for MCM #2 compliance.

posted to the Township website for the same purpose. Mr. Scott concluded by noting that much of the draft ordinance remaining to be reviewed concerns administrative and enforcement aspects of zoning through which the Revision Committee should be able to proceed rapidly.

Fire Department: It was noted that the monthly fire company meeting would be held later in the week. Mr. Yingst reported that the merger committee was planning on visiting a site in Lancaster County where two fire companies successfully merged and noted that one of the North Annville Township fire companies has indicated a growing interest in being part of the proposed merger between the Union Hose and Cleona Fire Companies.

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

OLD BUSINESS:

Proposed Ordinance - Revision to Tapping Fee and Equivalent Dwelling Unit (EDU):

Administrator Yingst reported that the preparation of the proposed ordinance that would revise the tapping fee and EDU has begun and was placed on hold until the Board of Commissioners considered the Township Authority's recommendation regarding a revision to the capacity reservation fee. He noted that he anticipated a draft version of the ordinance would be completed shortly and would likely be advertised in advance of the August Regular Meeting.

Main Street and First Avenue Crosswalk: Mr. Scott provided overhead pictures of the site conditions of a crosswalk at Route 422 near the Walmart in North Londonderry Township and the intersection of Main Street and First Avenue in Annville Township where a crosswalk does not currently exist. Referring to the former as the "crosswalk to nowhere" and the latter as the "no crosswalk to somewhere" he iterated his belief that a crosswalk should be painted across Main Street at its intersection with First Avenue. President Moore reported on a conversation he had with Dr. Bruce Keck of Annville-Cleona Veterinary Associates regarding the possibility of such a crosswalk at Main Street continuing across Dr. Keck's property as a path for pedestrians and bicyclists. President Moore noted that Dr. Keck indicated he is interested in assisting but would like to see a drawing of what the Township is proposing that he could then evaluate based on issues such as potential liability. Administrator Yingst reported that, as such a path would ultimately lead to the parking lot proposed for the Lebanon Valley Advanced Care Center (LVACC), he contacted the engineer for the LVACC to discuss this with him. Specifically, he shared that the engineer informed him that the four foot widening of the driveway around the southern perimeter of the LVACC parking lot did not extend along its boundary with Dr. Keck's property and the engineer thought that changing the plans to do so would be difficult. Administrator Yingst noted the engineer suggested he contact the developer of the LVACC to discuss this further and that he did so, although he had yet to hear back from him. President Moore and Mr. Scott then discussed the possible locations for a path on Dr. Keck's property, especially a location to the east of the veterinary office. The Commissioners also discussed different types of materials that could be used for such a path, with President Moore noting that an asphalt or concrete path that is intended for public use would require clearing of snow and ice in the winter. Mr. Scott returned to the issue of painting crosswalks, which he noted would be addressed shortly throughout the Township by the Public Works Department, and he suggested

that a detour be put in place so that traffic would not be stopped for painting during daytime hours. Mr. Embich noted that stopping traffic had the inadvertent benefit of informing motorists where crosswalks were located. Mr. Yingst and President Moore also discussed why crosswalk painting was being performed during daytime hours instead of overnight. Ultimately, no action was taken on Mr. Scott's detour suggestion. The Board then returned to the issue of a crosswalk at Main Street and First Avenue, with Mr. Scott asking the Township Solicitor if the Township was liable for negligence for not painting a crosswalk at that location should an accident occur. Solicitor Sheffey indicated that the Township was not liable at present for not having a crosswalk at that location and the Township's potential for liability would arise once it painted a crosswalk, in effect directing people to cross at that location. Chief Dugan asked if this would be considered a mid-block crosswalk that would need approval from the Pennsylvania Department of Transportation (PennDOT). Administrator Yingst indicated he discussed this proposal with PennDOT and it did not believe it to be a mid-block crosswalk. **MOTION** by Mr. Scott, second by Mr. Embich to approve the placement of a crosswalk at Main Street adjacent to the intersection with First Avenue and to authorize the Public Works Department to paint the lines for the crosswalk and install the necessary signage. Motion carried unanimously.

Properties Located Within Annville Township Historic District: Administrator Yingst reported that Solicitor's Sheffey memo regarding various possible measures for informing prospective property owners that a property is located within the Annville Historic District prior to its sale has been forwarded to HARB for review and comment at its next meeting.

NEW BUSINESS:

Authorization of Loan Draw Request No. 44/Requisition No. 44 (Wastewater Treatment Plant Improvements Project): At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Scott to authorize Loan Draw Request No. 44 from the Sewer Construction Fund in the amount of \$2,531.20 and to approve Requisition No. 44 authorizing payment to Gannett Fleming for engineering services in the amount of \$2,531.20. Motion carried unanimously.

Financial Security for Lebanon Valley Advanced Care Center (LVACC) Traffic Signal: The Board reviewed correspondence from the Township Engineer indicating his recommendation that financial security for traffic signal warrant analyses and installation of a traffic signal for the LVACC be set in the amount of \$224,400.00. **MOTION** by Mr. Embich, second by Mr. Scott to approve financial security in the amount of \$224,400.00 as recommended by the Township Engineer for traffic signal warrant analyses and installation of a traffic signal for the Lebanon Valley Advanced Care Center. Motion carried unanimously.

Approval to Advertise for Omnibus Ordinance: Administrator Yingst noted that a number of recent or in-process Township actions require an authorizing ordinance in order to be enforceable by law. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the Township Solicitor to prepare and advertise an ordinance to be considered for adoption at a future Regular Meeting authorizing the following Township actions: amending the pension plan document for non-uniformed retirees, making a two-way street a one-way street, erecting stop signs, adding an onstreet handicapped parking designation, and removing an onstreet handicapped parking

designation. The motion was then opened for discussion. Mr. Embich noted that a number of requests for handicapped spaces were reviewed by the Police Department and were not recommended for approval. He asked if these particular handicapped space requests (for South Lancaster Street and North Railroad Street) would be omitted from the proposed ordinance and Chief Dugan indicated that to be the case and that these individuals had been notified of this. Mr. Scott noted his frustration that there was no procedure in place for proactively monitoring whether an authorized handicapped space was still necessary. There was then a discussion concerning the renewal period for handicapped placards as required by PennDOT. With no further discussion noted, a vote was called for on the motion and was carried unanimously.

Budget Adoption Schedule: Administrator Yingst presented the 2016 budget adoption schedule for review and comment. **MOTION** by Mr. Embich, second by Mr. Yingst to approve the 2016 budget adoption schedule as presented, noting that the budget meetings for October 13, 2015 and November 10, 2015 should begin at 6 PM. Motion carried unanimously and a copy of this schedule is attached hereto and made a part of these minutes.

CORRESPONDENCE: The Board was informed of the following items of correspondence received since its June Regular Meeting:

Lebanon County Agricultural Land Preservation Program: Solicitor Sheffey presented a certificate from the Lebanon County Agricultural Land Preservation Board recognizing Annville Township for its 2015 pledge of \$100.00 to the farmland preservation program.

Donation to the Annville Free Library (AFL): Administrator Yingst reported that a letter was received from the AFL requesting its annual donation from the Township. Mr. Scott suggested that the Township consider increasing its contribution to the AFL in 2016 and encouraged Administrator Yingst to reach out to the library to ascertain its financial needs in advance of the first 2016 budget meeting. **MOTION** by Mr. Scott, second by Mr. Yingst to release the Township's 2015 donation of \$7,500.00 to the Annville Free Library. Motion carried unanimously.

Transportation Improvement Program (TIP): Administrator Yingst reported that a letter was received from the Lebanon County Metropolitan Planning Organization (MPO) indicating that it is beginning the process of updating its TIP for 2017-2020 and asking that any municipal requests for inclusion of new projects as part of the TIP be submitted to them by September 1, 2015. After consulting with the Commissioners and Township staff, he presented a letter requesting funding for a left turn arrow study at the intersection of Routes 422 and 934 and funding for several drainage and stormwater improvements along Routes 422 and 934. **MOTION** by Mr. Scott, second by Mr. Embich to approve the TIP request letter as presented and to authorize its issuance to the Lebanon County MPO. Motion carried unanimously.

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.

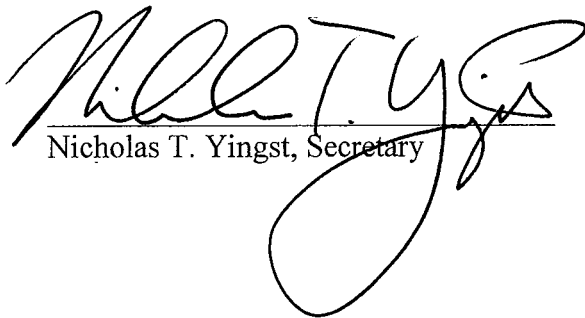
BUDGET ADOPTION SCHEDULE – 2016

07/06/2015	Approve Budget Schedule
07/07/2015- 10/09/2015	Request Information from Department Heads and prepare Draft Budget
09/22/2015	Review Tentative Economic Development Authority Budget – AEDA
09/22/2015	Review Tentative Sewer Budget - Township Authority
10/06/2015	Publish Budget Meeting Notice
10/13/2015	Budget Meeting – Board of Commissioners (6 PM)
10/27/2015	Review Tentative Sewer Budget - Township Authority
11/10/2015	Budget Meeting/Tentative Budget Adoption – Board of Commissioners (6 PM)
11/13/2015	Publish Budget Inspection Notice, Budget Hearing Notice, and Act 511 Tax Notice
11/20/2015	Publish Act 511 Tax Notice and (if necessary) Tax and Appropriations Ordinance and/or Sewer Rate Ordinance
11/27/2015	Publish Act 511 Tax Notice
12/07/2015	Budget Hearing – Board of Commissioners
12/28/2015	Adopt Final Budget, and (if necessary) Tax and Appropriations Ordinance and/or Sewer Rate Ordinance - Board of Commissioners
12/29/2015	Publish Budget Adoption Notice

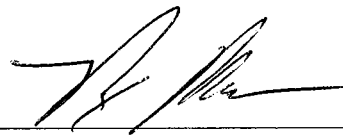
RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 9:09 PM. The Regular Meeting was reconvened at 10:11 PM with the four Commissioners, Administrator Yingst, Solicitor Sheffey, and Mr. Lamoureux present.

Awarding of Refuse and Recycling Collection Contract: Four bids were received for a two year contract with a third year option for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township. It was noted that the low bid was received from Sattazahn Refuse Removal, Inc. at a price per year of \$124,899.49 for years one and two with a third year option of \$128,474.49. **MOTION** by Mr. Embich, second by Mr. Scott to award a two year contract at an annual price of \$124,899.49 with a third year option of \$128,474.49 to Sattazahn Refuse Removal, Inc., the lowest responsible bidder, for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township, with said contract commencing on September 1, 2015. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Yingst, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 10:12 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President