

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
JULY 7, 2020 REGULAR MONTHLY MEETING AGENDA**

**HELD AT THE ANNVILLE TOWNSHIP PUBLIC WORKS FACILITY GARAGE
675 WEST MAIN STREET, ANNVILLE, PA 17003**

Announced Visitors: None

- I. Call to Order – 7:00 PM
- II. Pledge of Allegiance
- III. Recognition of Visitors and Opportunity for Public Comment
- IV. Approval of Minutes
- V. Reports of Standing Committees
 - A. Public Works
 - B. Public Safety
 - C. Property
 - D. Parks & Recreation
 - E. Finance
 - F. Permits
 - G. Annville Activities
- VI. Reports of Special Committees
 - A. Executive Sessions
 - B. Planning Commission
 - C. Historic Architectural Review Board (HARB)
 - D. Wage & Salary
 - E. Municipal Separate Storm Sewer System (MS4)
 - F. Greater Lebanon Refuse Authority (GLRA)
 - G. Fire Department
- VII. Old Business
 - A. Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements
 - B. Proposed Resolution No. 20200707-1 – Community Development Block Grant (CDBG) Funding Request for Street Improvements
- VIII. New Business
 - A. 2021 Budget Adoption Schedule
 - B. Establishment of Fire Escrow Account
 - C. Application for County Liquid Fuels Funds
 - D. Annville Township Police Officers Association (ATPOA) Grievance
 - E. 2020 Omnibus Ordinance
- IX. Correspondence
- X. Pay Bills
- XI. Adjournment

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
July 7, 2020**

The July Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on July 7, 2020 at the Annville Public Works Facility, 675 West Main Street, Annville, PA due to the COVID-19 pandemic emergency with the following members present: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; and Nevin R. Hoover. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Guy Robinson, Annville Township Police Department; and Dean Wolfe, West Main 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:

President Moore provided an opportunity for public comment and the following comments were noted:

Police Officer Letter of Reprimand: Officer Robinson was recognized for comment and he discussed a police call he responded to in which he did not wear a mask or turn on his body camera per Police Department policy and for which he received a letter of reprimand. He explained the reasons why he believed the reprimand was inappropriate and he asked the Board that the letter of reprimand be deleted.

Various and Sundry: Mr. Wolfe was recognized for comment and asked if the Township had requested any reimbursement for costs related to COVID-19. Mr. Yingst indicated the Township had not reached the necessary cost thresholds and, as such, had not yet made such a submission. Reflecting on the recent public assemblies at the square and the additional police officers who were present, Mr. Wolfe asked who funded such costs. Chief Dugan indicated the Township paid for the shifts of its own police officers while the police officers from other municipalities who were present for the public assembly earlier in the week were paid for by those municipalities.

APPROVAL OF MINUTES: **MOTION** by Mr. Embich, second by Mr. Hoover to approve the minutes of the Regular Meeting held June 9, 2020 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Proposal for National Pollutant Discharge Elimination System (NPDES) Permit Renewal: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the proposal for the renewal of the NPDES permit for the wastewater treatment plant (WWTP) by Gannett Fleming as presented for an estimated amount of \$6,700. The motion was then opened for discussion, with Mr. Embich asking about the proposed cost in light of the budget. Mr. Yingst noted the proposed cost was similar to the costs incurred the last time the WWTP renewed its NPDES permit. He further noted the Township had budgeted for a portion of these renewal costs in 2020 and would also budget for a portion of these costs in 2021, and the proposed

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR JUNE 2020

- (1) **D/T LIGHTS** Repaired 4 downtown lights
- (2) **D/T AREA** Sprayed for weeds around downtown area
- (3) **SWEEPER** Spent 14 hrs. in Annville
- (4) **PAVING** Waiting on proposals from Pennsy and Martin's
- (5) **POTHOLE** Repaired 52 potholes around town; we are going
to repair Todd Court week of July 7, weather permitting
- (6) **ARLE GRANT** Once the Todd Court blacktopping is done, we
will shift all our time to getting holes dug out and concreted and then install
flashing ped lights

cost was in line with these current and anticipated future budget figures. With no further comments or questions noted the motion was voted upon and carried unanimously.

Dewatering Loan Closeout: Mr. Yingst shared information on the various closeout scenarios for the dewatering loan now that the project was completed, and in particular described the closeout scenario recommended by the Township Authority that would pay the loan off early and result in the greatest amount of savings for rate payers over the original term of the loan. At the inquiry of Mr. Embich, Mr. Yingst also described the investment options available to the Township. At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by President Moore to authorize the necessary actions to closeout the dewatering loan, with the undrawn loan balance to be applied to the backend of the payment schedule. Motion carried unanimously.

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

Civil Service Commission (CSC) Meeting: At the recommendation of Chief Dugan, **MOTION** by Mr. Lively, second by President Moore to approve the advertisement of a CSC meeting on July 14, 2020. Motion carried unanimously.

Property: It was reported the contractor for the Town Hall window replacement project was targeting late-July for the project's start date.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Financial Report for June 2020, highlighting the total income and expenses through the sixth month of 2020 and referencing the analysis provided by Mr. Yingst of balance sheet and income statement items that might be impacted by the COVID-19 pandemic emergency. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for June 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes. There was also discussion of work being done at Kettering Corner.

Annville Activities: Nothing to report this month.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Yingst reported that an Executive Session was held prior to the evening's meeting to discuss personnel matters pertaining to grievances received from the Annville Township Police Officers Association (ATPOA).

Planning Commission: The following items were addressed:

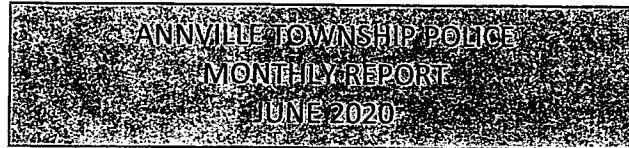
Annville Township Police Department

MONTHLY REPORT JUNE 2020

Total Calls by Call Type From: 06/01/2020 - 06/30/2020

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	28
AMBULANCE CALL	27
SUSPICIOUS ACTIVITY	15
TRAFFIC ENFORCEMENT - CITATION	11
ASSIST OTHER POLICE	9
BACKGROUND INVESTIGATION	9
ANIMAL COMPLAINT	8
DRIVING COMPLAINT	8
ALARMS	7
FIREWORKS COMPLAINT	7
CHECK ON WELL BEING	6
MENTAL HEALTH	6
DOG - MISSING / LOST	5
DOMESTIC DISPUTE	4
TRAFFIC ENFORCEMENT - WARNING	4
ASSIST MOTORIST	3
CRIMINAL MISCHIEF	3
MISCELLANEOUS	3
NOISE COMPLAINT	3
POLICE INFORMATION	3
911 HANGUP	2
ACCIDENT, HIT & RUN	2
ACCIDENT, NON-REPORTABLE	2
ASSEMBLY/DEMONSTRATION	2
CHILD WELFARE INVESTIGATION	2
CIVIL MATTER	2
DRUG INFORMATION	2
FIRE CALL	2
GENERAL INVESTIGATION	2
HARASSMENT	2
PFA ORDER VIOLATION	2
RECON. ACCIDENT TEAM ASSISTANCE	2
SUSPICIOUS PERSON	2
THEFT - FROM MOTOR VEHICLE	2
TREE DOWN	2
ACCIDENT, REPORTABLE	1
BURNING - COMPLAINT	1
CHILD ABUSE	1
DAMAGES/NON CRIMINAL	1
DISORDERLY CONDUCT	1
DOG COMPLAINT	1
DRUG VIOLATION	1
DUI	1
JUVENILE COMPLAINT	1

MEGAN'S LAW NOTIFICATION	1
MISSING PERSON	1
NEIGHBORHOOD DISPUTE	1
ORDINANCE - OTHER VIOLATIONS	1
PARKING COMPLAINT	1
PERMIT ISSUANCE	1
SUSPICIOUS VEHICLE	1
THEFT- EXTORTION	1
TRAFFIC COMPLAINT	1
TRAFFIC CONTROL - OTHER	1
TRAFFIC DEVICE COMPLAINT	1
TRAFFIC HAZARD	1
TRESPASS, CRIMINAL	1
Total Calls:	221



• CALLS FOR SERVICE	221
• ORDINANCE VIOLATIONS	
1. DOG	1
2. NOISE	3
3. PARKING	1
4. ANIMAL	8
5. BURNING	1
6. FIREWORKS	7
• CRIMINAL ARRESTS	07
○ ADULT	07
○ JUVENILE	00

ANNVILLE ACCIDENT LOCATIONS

• TOTAL TRAFFIC CITATIONS	11	- 1 st Block East Main Street
• TOTAL TRAFFIC WARNINGS	04	- 552 Maple Street
• TOTAL NON-TRAFFIC CITATIONS	01	
• TOTAL VEHICLE ACCIDENTS	05	

SOUTH ANNVILLE LOCATIONS

○ REPORTABLE	01	
○ NON-REPORTABLE	02	- 1941 Horseshoe Pike
○ HIT & RUN	02	- 758 MT. Pleasant Road
		- 710 East Main Street
• PARKING TICKETS ISSUED	28	

Permits Report

Month of June 2020

Plumbing Permits issued	<u>2</u>	<u>\$50.00</u>
Plumbing Licenses issued	<u>1</u>	<u>\$25.00</u>
Excavator Licenses issued	<u>1</u>	<u>\$25.00</u>
Total Curb/Sidewalk Permit Fees Collected		<u>\$25.00</u>
Total Street Cut Permit Fees Collected		<u>\$400.00</u>
Total Tapping Fees Collected		<u></u>

Tapping Fees

Building Permits

#18-20	Wesley P. Hummel & Tara E. Krames- Hummel	Other/Fence
#19-20	Linda Ebright & Jeremy Kline	Other/Fence

Curb/Sidewalk Permits

#2020-002	305 W. Sheridan Avenue	Replace Sidewalk
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Street-Cut Permits

#2020-24	130 N. College Avenue	PA American Water Co.	Install new service
#2020-25	132 N. College Avenue	PA American Water Co.	Install new service

Burn Permit

Release of Letter of Credit for Liberty Station: At the recommendation of the Township Engineer, **MOTION** by Mr. Hoover, second by Mr. Embich to authorize the full release of the letter of credit pertaining to the Liberty Station development by \$235,595.67, or from \$235,595.67 to \$0.00. Motion carried unanimously.

Deed of Dedication for Liberty Station Streets: Mr. Lamoureux reported that a deed of dedication to the Township of the streets in the Liberty Station development was submitted to him and per his review he found it to be satisfactory and recommended its approval by the Board. Mr. Lively asked if all outstanding items had been satisfied and Mr. Yingst indicated they were. Per a question from Mr. Hoover, Mr. Yingst then explained that the owner of the property at 11 Union Crest Drive was responsible for the retention basin. **MOTION** by Mr. Lively, second by President Moore to approve the deed of dedication of streets in the Liberty Station development as presented and to authorize its execution by appropriate Township officials and its recording. Motion carried unanimously.

Maintenance Security for Liberty Station: The Township Engineer noted that in accordance with the Municipalities Planning Code, the developer must post maintenance security that will remain in effect for a period of 18 months beyond the date of dedication in an amount representing 15% of the actual cost to construct the dedicated improvements. At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Lively to set the amount of maintenance security for Liberty Station at \$141,000 for 18 months. Motion carried unanimously.

Historic Architectural Review Board (HARB): The following items were addressed:

Approval of Replacement of Side and Rear Windows, Sills, and Headers, and Denial of Replacement of Front Windows at 219 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to (1) issue a Certificate of Appropriateness for the replacement of windows, sills and headers as proposed for the sides and rear of the property at 219 West Main Street and (2) concur with HARB's decision to deny a Certificate of Appropriateness for the replacement of windows as proposed for the front of the property at 219 West Main Street. Motion carried unanimously.

Post Mounted Sign at 513 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Hoover to issue a Certificate of Appropriateness for the unlit post mounted sign as proposed for House of Hair at 513 West Main Street and the withdrawal of previously approved vinyl applied window signage. Motion carried unanimously.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee would be meeting later in the month to review employee annual performance reviews.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reported the Lebanon County Stormwater Consortium (LCSC) has been conducting its monthly meetings by Zoom and the LCSC's engineer was working on revisions to the Consortium's Pollutant Reduction Plan (PRP) in light of additional stormwater improvements not originally included on the PRP but subsequently completed within the boundaries of the LCSC's members.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich shared that Joseph Viozzi of the Public Works Department was participating in that evening's meeting of the GLRA. He also reported there was a link on the GLRA website to its draft waste management plan for the next ten years. Per a question from Mr. Embich, Mr. Yingst shared that the Township's current disposal contract for dewatered cake was with Amerigreen and he believed it was effective through year-end.

Fire Department: The Board noted the receipt of the June 2020 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC) and Mr. Lively reviewed same, in particular noting the continued good working relationship between the UHC and Life Lion Emergency Medical Services.

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

OLD BUSINESS:

Automated Red Light Enforcement (ARLE) Grant Pedestrian Improvements: In addition to the status update on the ARLE project included in the Public Works Report, Mr. Yingst reported that he and the Public Works Superintendent met earlier in the day with Erik Josephson of Josephson Nature Care to evaluate possible locations for replacing the previously identified trees that will be removed as part of this project.

Resolution No. 20200707-1 – Community Development Block Grant (CDBG) Funding Request for Street Improvements: Mr. Yingst presented proposed Resolution No. 20200707-1, approving submission of a CDBG funding request to the County of Lebanon in the amount of \$92,600 for milling, base repair, wearing course, and traffic control pertaining to street improvements for Church Street. **MOTION** by Mr. Lively, second by President Moore to approve Resolution No. 20200707-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Lebanon Valley College (LVC) Arnold Fitness Center Locker Room Expansion Land Development Plan: Per a question from Mr. Hoover, Mr. Yingst reported that the land development plan for the LVC Arnold Fitness Center locker room expansion was anticipated to be presented to the Board for its review and possible action at the August meeting, noting the delay was due to the incorporation of a rain garden in the plan per the recommendation of the Township Engineer.

NEW BUSINESS:

2021 Budget Adoption Schedule: Mr. Yingst presented the 2021 budget adoption schedule for review and comment, noting that it could be amended as needed. **MOTION** by Mr. Embich, second by Mr. Lively to approve the 2021 budget adoption schedule as presented. Motion carried unanimously and a copy of this schedule is attached hereto and made a part of these minutes.

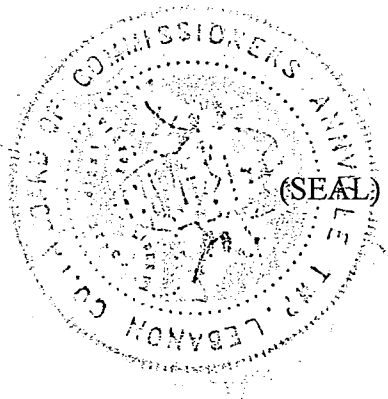
RESOLUTION NO. 20200707-1


**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
APPROVING SUBMISSION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING REQUEST TO THE COUNTY OF LEBANON**

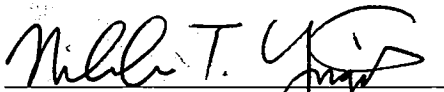
WHEREAS, Church Street in Annaville Township from North Cherry Street in the west to North King Street in the east is in need of milling and repaving.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved and enacted as follows by the Annaville Township Board of Commissioners that, having met this seventh day of July, 2020, in public session, Annaville Township has approved a funding request to the County of Lebanon in the amount of \$92,600 for CDBG funds for street improvements to Church Street in Annaville Township from North Cherry Street in the west to North King Street in the east and it authorizes the Redevelopment Authority of the County of Lebanon to submit the application for funding on its behalf.

ADOPTED by the Annaville Township Board of Commissioners this seventh day of July, 2020.




Rex A. Moore, President

Attest: 
Nicholas T. Yingst, Secretary

2021 BUDGET PREPARATION AND ADOPTION SCHEDULE

(DATES SUBJECT TO CHANGE)

07/07/2020	Approve Budget Schedule
07/08/2020- 09/30/2020	Request Information from Department Heads and prepare Draft Budgets
09/22/2020	Review Draft Sewer, Sewer Capital, and MS4 Budgets – Township Authority
09/30/2020	Publish Budget Meeting Notice
10/14/2020	Budget Meeting/Tentative Budget Adoption – Board of Commissioners
10/20/2020	Publish Second Budget Meeting Notice (if necessary)
10/27/2020	Review Draft Sewer, Sewer Capital, and MS4 Budgets – Township Authority
10/28/2020	Second Budget Meeting (if necessary)/Tentative Budget Adoption – Board of Commissioners
11/03/2020	Publish Budget Inspection Notice, Budget Hearing Notice, and Act 511 Tax Notice
11/10/2020	Publish Act 511 Tax Notice
11/11/2020	Budget Hearing – Board of Commissioners
11/17/2020	Publish Act 511 Tax Notice
11/20/2020	Publish Tax and Appropriations Ordinance and (if necessary) Sewer Rate and/or Trash Rate Ordinance
12/01/2020	Adopt Final Budget, Tax and Appropriations Ordinance, and (if necessary) Sewer Rate and/or Trash Rate Ordinance – Board of Commissioners
12/11/2020	Publish Budget Adoption Notice

Establishment of Fire Escrow Account: Mr. Yingst reported a fire loss insurance proceeds escrow check had been received pertaining to the fire at the property at 708 Maple Street. It was noted that, in accordance with the Annville Township Code of Ordinances and applicable state laws, the Township Treasurer had notified the property owner the check was received and a bank account would be established at Fulton Bank for these escrow funds until the restoration work on the property has been completed. It was also noted the check included reimbursement to the Township for costs it incurred to secure the property as well delinquent sewer, trash, and MS4 fees, all of which would be drawn from the account and paid to the Township upon the deposit of the check. **MOTION** by President Moore, second by Mr. Lively to authorize (1) the establishment of a fire escrow account pertaining to the property at 708 Maple Street, (2) the Township Treasurer and either the Township Secretary or Assistant Township Secretary as signatories for that account, (3) the distribution to the Township of the portion of the check reimbursing it for outstanding municipal fees and costs incurred to secure the structure, and (4) any partial releases of funds as directed by the Code Enforcement Officer. Motion carried unanimously.

Application for County Liquid Fuels Funds: Mr. Yingst reported the Township was notified it could apply for \$4,767 in Lebanon County Liquid Fuels funds and suggested it submit such an application in that amount for general maintenance of roads and equipment. **MOTION** by Mr. Embich, second by Mr. Hoover to authorize the submission of an application for Lebanon County Liquid Fuels funds in the amount of \$4,767 for general maintenance of roads and equipment. Motion carried unanimously.

ATPOA Grievance: **MOTION** by President Moore, second by Mr. Hoover to deny the grievance appeal from the ATPOA dated June 24, 2020 and pertaining to a letter of reprimand. Motion carried unanimously.

2020 Omnibus Ordinance: Mr. Yingst reported he has been gathering information for the annual omnibus ordinance and he shared the items such ordinance might include, with the Commissioners concurring with the inclusion of those items. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the advertising of the 2020 omnibus ordinance as discussed for possible adoption at a future meeting. Motion carried unanimously.

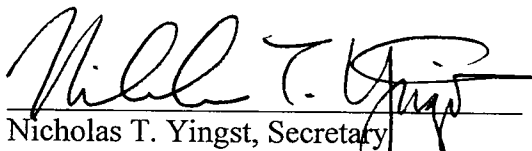
CORRESPONDENCE: The Board was informed of the following items of correspondence received since its June 2020 Regular Meeting:

Jones and Maple Streets Stormwater: The Commissioners reviewed an email received from Armin Rudd of Maple Street asking the Board to set a date when the financial impacts of the COVID-19 pandemic emergency will be understood and the proposal for the stormwater concerns at Jones and Maple Streets will be revisited. The Board agreed to revisit this during the 2021 budget season.


Children at Play Signage: The Commissioners reviewed a letter received from John Norton of East High Street requesting that warning signs be installed by the Township on East High, Elm, and Locust Streets alerting motorists to children riding bicycles and playing in the street. Noting this is an issue throughout the Township and not unique to this specific neighborhood, the Board chose not to act on this request.

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. Lively, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:05 PM.



Nicholas T. Yingst, Secretary



Rex A. Moore, President