

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

**June 5, 2017**

The June Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on June 5, 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 Joann F. Zimmerman. Also in attendance were Karen Gerhart, Assistant Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., office of the Township Solicitor; Ron Dowe, Union Hose Fire Company; Anthony Deaven, Church 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:**

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

**APPROVAL OF MINUTES: MOTION** by Mr. Scott, second by Mr. Embich to approve the minutes of the Regular Meeting held May 1, 2017 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for May 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Downtown Mulch:** Mr. Scott inquired about the abbreviation of D/T mulch that was noted on the report. Ms. Gerhart provided clarification that the Public Works department mulched the beds in the downtown area which included the areas around the fountain and parking lot adjacent to the town square. Mr. Moore commented that we may want to look into placing stone in those areas in the future.

**Overstreet Banners:** Mr. Scott discussed the progress that has been made in the planning stages for an overstreet banner system. The poles would be installed in the vicinity of Tents and Events and Annville Auto Center properties at an estimated cost to the Township of \$1,200.

Henri B. Lively, Township Commissioner, arrived at the Regular Meeting at 7:32 PM.

**Public Safety:** The Police Statistical Report for May 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Portable Radios:** Chief Dugan reported the police department has been operating with a shortage of portable radios that has affected day to day operations. Another department replaced their radios and has offered the radios for sale at a very reasonable cost. Chief Dugan explained that a brand new radio would cost in excess of \$3,000 each and purchasing these used radios would be a huge cost savings for the Township. **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the purchase of three portable radios from Northern York County Regional Police and installation

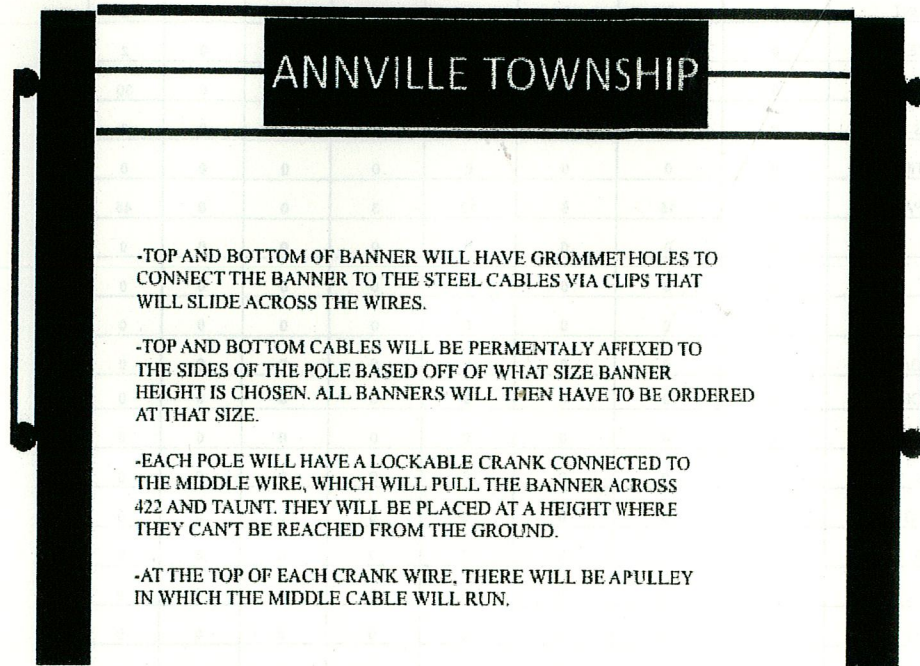


WORK DONE FOR MAY 2017

(1) **BANNER**

Talked with Brian Arnold from Rileigh's Outdoor Décor. They do not have kits for banners. He explained to me how they install banners. We just added a pulley system instead of using a rope. The following designs are what we came up with to install the banner on Main St.

- WE HAVE CONTACTED FRENCH'S EXCAVATING REGARDING INSTALLATION.
- WE WILL ALSO HAVE TO GET IN CONTACT WITH THE UTILITY COMPANIES IN REGARDS TO THE DISTANCE WE MUST MAINTAIN FROM THEIR WIRES/POLES.
- WE MUST GET IN CONTACT WITH THE PROPERTY OWNERS TO ALLOW US TO ERECT THIS SYSTEM ON THEIR PROPERTIES.



(2) **SWEEPING**

Spent 8 hrs. sweeping in Annville and 11 hrs. in Cleona.

(3) **POTHOLES**

We have filled all potholes. We have some areas that we will saw cut and dig out and replace with asphalt. We are also getting prices to black top some areas in the Twp. from various contractors.

(4) **BULK TRASH/GREEN WASTE**

We had 7 pickups this month.

(5) **D/T LIGHTS**

We replaced photo cell on SW corner lights.  
Reported 2 street lights out.

(6) **MULCH**

We will be mulching D/T area and D/T park with mulch from Landfill.

Respectfully submitted: Les Powell

# Annville Township Police Department

## MONTHLY REPORT MAY 2017

4/28/2017 - 5/25/2017

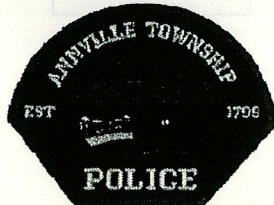
Total Calls by Call Type From: 4/28/2017 - 5/25/2017

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	37
TRAFFIC ENFORCEMENT - WARNING	34
TRAFFIC ENFORCEMENT - CITATION	31
BACKGROUND INVESTIGATION	21
AMBULANCE CALL	20
ASSIST OTHER POLICE	18
SUSPICIOUS ACTIVITY	10
ALARMS	8
DRIVING COMPLAINT	7
NOISE COMPLAINT	6
ACCIDENT, HIT & RUN	5
ORDINANCE - OTHER VIOLATIONS	5
DOMESTIC DISPUTE	4
POLICE INFORMATION	4
ACCIDENT, NON-REPORTABLE	3
ACCIDENT, REPORTABLE	3
ADMINISTRATIVE FINGERPRINTING	3
DISORDERLY CONDUCT	3
PARKING COMPLAINT	3
BACKGROUND INVESTIGATION - RECORD RELEASED	2
CRIMINAL MISCHIEF	2
DUI	2
FOOT PATROL - POLICE	2
HOUSE CHECK REQUEST	2
MENTAL HEALTH	2
MISCELLANEOUS	2
PARKING- GENERAL INFO	2
PUBLIC DRUNKENNESS	2
UNDERAGE DRINKING	2
ABANDONED VEHICLE	1
ASSAULT, SIMPLE	1
ASSIST MOTORIST	1
ASSIST OTHER AGENCY	1
COMMUNITY RELATIONS	1
DOG - MISSING / LOST	1
DOG COMPLAINT	1
DRUG BOX - PRESCRIPTION	1
DRUG VIOLATION	1

FALSE FIRE ALARM	1
FIRE CALL	1
FRAUD	1
HIGHWAY DEPARTMENT CALLOUT	1
JUVENILE COMPLAINT	1
LOST & FOUND (BICYCLE)	1
LOST & FOUND	1
MEGAN'S LAW NOTIFICATION	1
OPEN CONTAINER - ORDINANCE	1
PFA ORDER VIOLATION	1
PFA ORDER	1
PHONE SCAM	1
ROAD CLOSURE	1
SOLICITING - ORDINANCE	1
THEFT - DECEPTION	1
THEFT - MOTOR VEHICLE	1
THEFT - UNLAWFUL TAKING	1
TRAFFIC DEVICE COMPLAINT	1
TRAFFIC HAZARD	1
WARRANT	1
WIRES DOWN	1

Total Calls: 275





ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
MAY 2017



- CALL FOR SERVICE 275
- ORDINANCE VIOLATIONS
  - 1. PARKING 3
  - 2. NOISE 6
  - 3. DOG 1
  - 4. ORDINANCE – OTHER 5
  - 5. DRUG VIOLATION 1
  - 6. ABANDONED VEHICLE 1
  - 7. OPEN CONTAINER 1
  - 8. SOLICITING 1
- CRIMINAL ARRESTS 16
  - ADULT 12
  - JUVENILE 4

.....  
Accident Locations

- |                               |    |  |
|-------------------------------|----|--|
| • TOTAL TRAFFIC CITATIONS     | 31 |  |
| • TOTAL TRAFFIC WARNINGS      | 34 | - 1300 East Main Street                          |
| • TOTAL NON-TRAFFIC CITATIONS | 15 | - 100 Block North White Oak St.                  |
| • TOTAL VEHICLE ACCIDENTS     | 11 | - 1 <sup>ST</sup> Block N. Chestnut Street       |
| ○ REPORTABLE                  | 3  | - 200 Block East Lebanon Street                  |
| ○ NON-REPORTABLE              | 3  | - 2 <sup>nd</sup> Block North White Oak St.      |
| ○ HIT & RUN                   | 5  | - SR 934 & SR 422 (2)                            |
|                               |    | - Main & Cherry Streets                          |
| • PARKING TICKETS ISSUED      | 37 | - Sr 934 & Lebanon Street                        |
| • DUI                         | 2  | - Main & Spruce Streets                          |
|                               |    | - 2 <sup>nd</sup> Block South King Street (Rear) |

of necessary software at a total cost of approximately \$427.50 per radio. Motion carried unanimously.

Civil Service Eligibility List: **MOTION** by Mr. Scott, second by Mr. Embich to authorize the Annville-Palmyra Civil Service Consortium to advertise and accept applications for the creation of an Eligibility List for the Annville Township Police Department. Motion carried unanimously.

**Property:** The following item was addressed:

Roof Replacement Bid Package: **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the creation of a bid package for the Town Hall roof replacement. Motion carried unanimously.

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for May 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Fishing Regulations Signs: **MOTION** by Mr. Scott, second by Mr. Embich to authorize Public Works to assist with the installation of 6 signs describing fishing regulations along the creek. Motion carried unanimously.

Quittie Creek Nature Park Mulch: **MOTION** by Mr. Scott, second by Mr. Lively to authorize Public Works to deliver two dumpster loads of mulch to the bottom of the entrance ramp at the Quittie Park East trailhead on South Spruce Street. Motion carried unanimously.

Tree City USA Designation: **MOTION** by Mr. Scott, second by Mr. Lively to explore the feasibility of achieving Tree City USA designation for Annville Township both for the current year and long term. Motion carried unanimously.

WellSpan Good Samaritan Hospital (GSH) Community Walk: **MOTION** by Mr. Scott, second by Mr. Embich to authorize the use of Quittie Creek Nature Park for a community walk and diabetes discussion sponsored by WellSpan GSH from 5:30 PM until approximately 6:15 PM on September 21, 2017 with a rain date of September 28, 2017 for those same times. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for May, highlighting the total income and expenses for the fifth month of 2017. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for May 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for May 2017, a copy of which is attached hereto and made a part of these minutes.



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

June 5, 2017

**QUITTIE CREEK NATURE PARK**

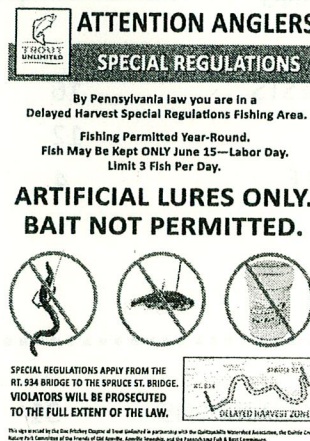
The Quittie Park Committee of Friends of Old Annaville met on Sunday, June 4, in the Annaville Train Station.

The Committee continued work on the plan to acquire more land for the park and reviewed draft agreements for land purchase and an easement for access.

Chad Smith of Steckbeck Engineering has learned that PaDEP will require granting of a Small Projects Joint Permit before work can begin on the ADA fishing site. Mr. Smith has promised to deliver a detailed description of the various steps involved in the application with a cost estimate for each.

The Park Committee has collaborated with the Doc Fritchey Chapter of Trout Unlimited to design a permanent sign to explain the restrictions imposed by the delayed harvest designation (see below). Plans call for the placement of six signs: Spruce Street, Swingholm bridge, entrance kiosk, top of the stairs at Bachman Road, East High Street trail head and the 934 bridge. They would like the Township's help to install these signs.

**MOTION: to authorize Public Works to assist with the installation of 6 signs describing fishing regulations along the creek.**



The Committee would like to connect the entrance ramp with the existing trail in the Park East extension with a mulch trail across the meadow so that park users would see immediately that the trail continues further upstream. They have requested two dumpsters of mulch to be offloaded at the bottom of the ramp.

**MOTION: to authorize Public Works to deliver two dumpster loads of mulch to the bottom of the entrance ramp at the Quittie Park East trailhead on South Spruce Street.**

**ANNVILLE CHURCH OF THE BRETHREN FIELD**

Grass is growing on the new field. A front loader from Boger was able to remove the small amount of stone turned up during the grading and site preparation

**HAZARD MITIGATION GRANT PROGRAM**

The Township has received word that PEMA/FEMA has concluded its audit of the first of our two HMGP projects (7 properties) and remitted a check in the amount of \$20,093.32 to settle that account. The money, currently in the General Fund, will eventually return to the Capital Reserve Fund. PEMA/FEMA has received all the materials needed to complete the review of the second project (5 properties). We expect to have this entire matter wrapped up soon.

## **ARBOR DAY CELEBRATION**

Following last month's decision by the Board, the Township proclaimed Wednesday, May 24 to be the official Arbor Day for 2017 (see below) and celebrated this event with the planting of a Black Gum, *nyssa sylvatica*, "Wildfire" on the lawn in front of the Town Hall. Their children enthusiastically assisted volunteers and Erik Josephson of Josephson Nature Care with the excavation and planting. With this we have fulfilled one of the four criteria needed for designation as a Tree City USA. In addition we would need to establish 1) a tree board or department, 2) a tree care ordinance, 3) an annual budget of \$2.00 per per capita toward the planting, care and removal of Township trees—and the planning efforts to make those things happen. An application to the Arbor Day Foundation is due by December 31, 2017.

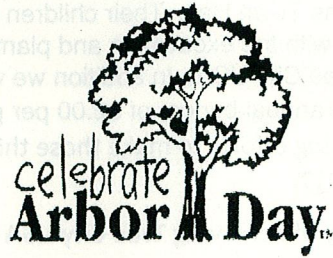
**MOTION: to explore the feasibility of achieving Tree City USA designation for Annville Township both for the current year and long term**

## **WELLSPAN GSH HEALTH WALK**

WellSpan GSH has asked to use Quittie Park for a community health walk and discussion on diabetes on September 21 with a rain date of September 28.

**MOTION: to authorize WellSpan GSH to use Quittie Creek Nature Park for their community health event on September 21 with a rain date of September 28.**





*Whereas* J. Sterling Morton proposed to the Nebraska Board of Agriculture in 1872 that a special day be set aside for the planting of trees, and

*Whereas* this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska, and

*Whereas* trees reduce the erosion of precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas* Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

*Whereas* trees in our Township increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas* trees, wherever they are planted, are a source of joy and spiritual renewal,

*Now, Therefore, I, James W. Scott, Vice President of the Board of Commissioners of Annville Township and with the unanimous approval of this Board, do hereby proclaim May 24, 2017 as*



# Arbor Day

in Annville Township, and I urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* twenty-fourth day of May, 2017.

Vice President

## Permits Report

Month of May 2017

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 Curb/Sidewalk Permit Fees Collected		<u>\$ 25.00</u>
Total Street Cut Permit Fees Collected		<u>\$3,600.00</u>
Total Tapping Fees Collected		<u>                    </u>

### Tapping Fees

Landmark Builders	Liberty Station	N/C
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### Building Permits

#### Curb/Sidewalk Permits

#2017-003 206 S. Elm Street	Replace curb & sidewalk
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#### Street-Cut Permits

#17-32	340 W. Church St. (2 cuts)	UGI Utilities, Inc.	Install service
#17-33	540 E. Maple St. (3 cuts)	UGI Utilities, Inc.	Install service
#17-34	1477 E. Queen St.	UGI Utilities, Inc.	Renew service
#17-35	1461 E. Queen St.	UGI Utilities, Inc.	Renew service
#17-36	1472 E. Queen St.	UGI Utilities, Inc.	Renew service
#17-37	1471 E. Queen St.	UGI Utilities, Inc.	Renew service
#17-38	1483 E. Queen St.	UGI Utilities, Inc.	Renew service
#17-39	224-226 W. Main (2 cuts-S. Meyers St.)	UGI Utilities, Inc.	Install ballards at meter
#17-40	518 W. Queen St.	UGI Utilities, Inc.	Renew service
#17-41	345 W. Queen St.	UGI Utilities, Inc.	Renew service
#17-42	W. Queen St. & S. Birch St.	UGI Utilities, Inc.	Renew service
#17-43	204 Elm St. (3 cuts)	UGI Utilities, Inc.	Renew service

### Burn Permit



**ANNVILLE COMMUNITY ACTIVITIES COMMITTEE**

*28<sup>th</sup> Annual Memorial Day Parade: Saturday, May 27, 9:00 AM.*

The parade enjoyed perfect weather, had only one major gap and concluded with a well-received memorial service. Many thanks to the members of the Annsville Community Activities Committee who planned the event and raised the funds to support it: Becky Gacono, Susan Blouch, Susan Smith, Linda Leonard, Sylvia Krall, Adam Kirkessner, and Tracie Kirkessner.

**ANNVILLE FREE LIBRARY**

*BOOK IT! 5K family walk/run: Saturday, June 10, 2017, 8:00 AM.*

The library board is working hard to promote this event as a fitting kick-off to HOAD. Mike Miller walked the parade route on Saturday handing out registration forms and these are still available in the Free Library and online through the Library's website (also via a link from the Township website).

**FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE**

*Historic Old Annsville Day: Saturday, June 10, 2017*

The HOAD committee of FOOA under the direction of its chairman, Doug Nyce, has met for the last time before Saturday's event. Vendors have reserved all but two available spaces and have paid all necessary fees. The Sunoco station at the square has given permission for the Central Pennsylvania Blood Bank bloodmobile to locate on its lot. Fulton Bank has provided its parking lot as a music venue. Each vendor will receive two program booklets with the schedule for the various events and featuring donors with their contact information. The Committee will post the day's events publicly on telephone poles. The opening ceremony will begin at 9:00 AM at the Lancaster Street stage. Public Works will set up the stage and be on duty during the day to manage trash, and provide logistical support. At Chief Dugan's request, Public Works will park dump trucks filled with stone across Main Street to prevent wayward vehicles from entering during the event. The Committee will hold a final meeting on Monday, June 12 to debrief the day and look forward to next year when HOAD will celebrate its 30<sup>th</sup> anniversary.

**SUZANNE H. ARNOLD GALLERY**

*46<sup>th</sup> Annual Juried Art Exhibition: Thursday, June 1-- Sunday, June 18*

The Juried Show, once the highlight of LVC's Arts Festival, continues on its own as a separate event. The show invites submissions by regional artists. Work must be original and have been completed within the past two years. Work submitted in previous Lebanon Valley College Juried exhibitions is not eligible. The exhibition accepts all media, including painting, drawing, printmaking, sculpture, mixed media and photography. Over 200 entries are submitted each year, making this a highly competitive show that demonstrates the range of talent in the region. This year's juror is Alice Anne Schwab, Executive Director of the Susquehanna Art Museum in Harrisburg. The show awards several cash prizes and many of the works themselves are available for purchase.

**GO AND BE ACTIVE THIS SUMMER!**

*Monday, June 5 -- Monday, August 14.*

This program is a collaborative initiative of WellSpan Good Samaritan Hospital and the Lebanon County Library System. Participants need to pick up a playbook from the Annsville Free Library (on any other Lebanon County library). Players then follow clues in the blueprint to locate the 15 hidden activity posts in parks and trails in Lebanon County (hint: one is in our Quittie Creek Nature Park!). Players make a rubbing of the unique etching plate on a post to document their "find". The more activity posts, the better the chance of winning the grand prize.



### **INDEPENDENCE DAY CONCERT ON THE QUAD**

*Friday, June 30. Food Trucks from 5:00 PM; Concert at 8:00 PM.*

Lebanon Valley College again invites the community to enjoy a concert by the Harrisburg Symphony Orchestra under the direction of its charismatic music director Stuart Malina. Food trucks will line Sheridan Avenue giving concert goers an opportunity to arrive early and enjoy dinner or desert before the concert. Street closure for East Sheridan Avenue was approved in March. Rain location is Lutz Music Hall in the Blair Music Center.

### **OVER-STREET BANNER POLES**

Public Works supervisor Powell has looked into the practicality of installing poles to support over-street banner advertisements. He consulted with Rileigh's Decor in Bethlehem and come up with a pulley system to facilitate installation with only one bucket truck. We now have the poles and a plan and an estimated cost for installation (ca. \$1200). It remains to determine the precise location at the preferred site--Tents and Events/Annville Auto--and consultation with MetEd and PennDOT. When site review and any permitting is complete, installation should be a relatively easy job, according to Supervisor Powell.

### **HOMETOWN HERO BANNERS**

We have learned that Met Ed places certain restrictions on the use of its poles and may charge a fee for each banner. This project remains under investigation.

### **INBEV'S BUDWEISER CLYDESDALES COME TO TOWN**

*Tuesday, September 5, 11:00 AM--1:00 PM*

The eight-horse hitch of Superbowl fame will be delivering product to local restaurants. The promoter has asked again whether she could promote the event with a banner over the street. The Township responded by promising a definitive answer by August 1.



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

**REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Ms. Gerhart reported that no Executive Sessions were held since the adjournment of the May 1, 2017 Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the June Regular Meeting to discuss personnel and real estate matters.

**Planning Commission:** Ms. Gerhart reported the Planning Commission did not meet in May and was not expected to meet in June.

**Economic Development:** Nothing to report this month.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for May 2017, a copy of which is attached hereto and made a part of these minutes. He reported that HARB will be meeting on June 12, 2017 for a request to replace windows at the Annville Free Library, 216 East Main Street.

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

**Information Technology:** Mr. Scott reviewed the Information Technology Report for May 2017, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Website Difficulties:** Mr. Scott described the month of May to be a stressful month due to issues encountered with the Township website. He was pleased to report that everything appears to be fixed and working at this time. Mr. Scott explained the difficulty using the Joomla! platform and the inability to reach a tech support department in a timely fashion. He feels that we need to explore converting to a more recent and widely used platform such as WordPress. Mr. Scott described the only negative he sees to this conversion would be labor time for staff training and loading content to a new site. He is hopeful that there would be a way to import a lot of the documents from Joomla! into WordPress. Mr. Embich shared that he is aware of other places having interface issues so this is not an unusual situation and he agreed that it would be a good move to make the change. **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize moving forward with the conversion of the Township website to WordPress. Motion carried unanimously.

**Spruce Street Bridge:** Mr. Embich reviewed the Spruce Street Bridge Report for May 2017, a copy of which is attached hereto and made a part of these minutes. He noted that the estimated timeframe to finish the bid package is 2018 with work to begin in 2019.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for May 2017, a copy of which is attached hereto and made a part of these minutes. Mr. Lamoureux informed the board he hopes to present a formal agreement for adoption at the July meeting. He



T. Embich reports: 06-05-2017 BOC

Thomas Embich

Agenda Items: VI – D, G, H & I

Date: June 01, 2017 report for June 05, 2017 Meeting

## **Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD**

1. The May 08 session was an informal discussion with Jerome Hoffsmith regarding potential uses for the recently purchased "Fink's Bakery" property (25 etc. East Main Street). Mr. Hoffsmith noted that he plans to solicit public input for uses of the property at the "Historic Old Annville Days" event.
2. Next meeting of HARB is scheduled for June 12, if business is submitted for consideration.

ACTION: None

## **Item VI -G SPRUCE STREET BRIDGE**

1. No new information regarding the bridge project.

ACTION: None

## **Item VI -H Stormwater management**

1. Mr. Yingst and Esquire Lamoureux continued to pursue a satisfactory agreement for membership in the MS4 Consortium with scheduled meetings for May 8 and 22.
2. Due to a conflict with a PA DEP session in the Harrisburg area, the next LCCWA meeting is scheduled for June 27, 2017, at 10 AM at North Lebanon Township Offices.

## **ITEM VI- I GLRA (GREATER LEBANON REFUSE AUTHORITY)**

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .
2. Several compliance letters regarding improper waste handling, particularly trash burning incidents, were issued during May.
3. The next meeting is slated for June 06, 2017.



June 5, 2017

### **Website**

The month of May brought a significant Joomla upgrade and an attempted upgrade of the version of PHP installed to run various aspects of the site. Both of these upgrades resulted in difficulties and some disruptions in the availability of some parts of our site.

Joomla recommended that we upgrade our version of PHP (Hypertext Preprocessor) software to 7.x (we are currently running PHP 5.6). As PHP is a server-side scripting language, the upgrade must take place in conjunction with our hosting site, Bluehost. Bluehost currently offers only PHP 7.0, a beta version of the software. In spite of our misgivings about going with an unstable version, Bluehost did assist in the upgrade. The result was unsatisfactory, however, as unwanted text now appeared on every page except the home page of our site. Advice from Bluehost was to reinstall PHP 5.6. In the process of reinstallation and restoration of the site, links to the DOCman component were lost as well as several important functions of the TinyMCE page editor. Our subscription to Joomlatools paid off as their technicians were able to repair the damage and restore the links to documents stored in the DOCman component. The difficulties with the TinyMCE editor persisted, however. Recourse to online forums discussion similar problems other users had experienced eventually led to the conclusion that our older iteration of PHP was not up to managing one of the innovations included in the Joomla upgrade: specifically the ability to automatically rewrite garden variety urls to make them more friendly to search engings, so-called SEF urls. The eventual solution--arrived at after a painful period of trial and error--was to go into the global configuration settings in our website's backend and switch the rewrite function to "OFF". This made all the problems go away and restored our page editor to full functionality.

A call to learn when Bluehost might make the current, stable, version of PHP (7.1.5) available elicited a response that Wordpress, Bluehost's preferred authoring program, operates beautifully with PHP 7.0 and the company feels no urgency to upgrade. The request for a PHP upgrade went to Bluehost software engineers anyway. But, although our site no longer creates search engine friendly urls, a random search for "annville memorial day parade" resulted in an immediate hit on the relevant page in our site, so our complex urls can't be all that unfriendly. Our current website is now pretty much state of the art in terms of design and function, particularly with regard to its performance on mobile devices. The Joomla platform is stable and receives regular upgrades. Our document handling component, DOCman, we have under subscription to receive regular updates and online support from Joomlatools, a separate entity. DOCman is widely preferred as an excellent system for document management. Nevertheless, given the lack of readily available support for the Joomla platform, we should at least consider rebuilding the site using Wordpress, the open source authoring program now achieving industry standard status and the platform Bluehost recommends and supports. One phone call--the cost included as part of our hosting agreement--could then address any difficulties that might arise.

### **Information Technology**

Nothing to report.



noted that Steckbeck Engineering is moving ahead with the process even though the agreement has not yet been signed.

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich reviewed the GLRA Report for May 2017, a copy of which is attached hereto and made a part of these minutes. He noted the GLRA would be meeting on June 6, 2017 at which time a new office manager would be hired. They are also sending compliance letters out to several commercial operators that have been burning within their dumpsters.

**Fire Department:** The Board noted the receipt of the May 2017 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the report from the June 1, 2017 meeting of the Fire Department, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**New Truck Purchase:** Ms. Zimmerman noted the Fire Department is in the planning stages to purchase a new truck. The department is leaning toward a new rescue truck because Cleona is purchasing a new engine. President Moore questioned if the Cleona Fire Department was getting rid of a piece of equipment. Mr. Dowey clarified that Cleona is replacing their engine which is the reason their department is looking to replace their rescue truck. Mr. Dowey feels with the purchase of a new engine and rescue truck between the departments their equipment needs would be good for a long time.

**Reporting Software:** President Moore inquired about the software the Fire Department is currently using. He asked Mr. Dowey if the state provided software that would allow for better statistical reporting and also suggested it would be beneficial to see what municipalities the fire calls are from. Mr. Dowey will look into what other detailed reports they are capable of printing and what other software might be able to provide. Mr. Dowey also mentioned that all of their information has been provided to their auditor and they anticipated that process should be done in a few weeks.

**Donation to Fire Department:** Noting that the Union Hose Company had provided its 2016 Federal Form 990 to the Township the prior month, **MOTION** by Ms. Zimmerman, second by Mr. Scott to release \$32,000, which is half of the Township's 2017 donation, to the Fire Department. Motion carried unanimously.

**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 on Public Assemblies:** Ms. Gerhart noted that the proposed ordinance on public assemblies had received some minor language edits at the request of Mr. Scott. Mr. Scott mentioned the edits were in section seven and pertained to the cost recovery of such assemblies. There was some discussion about the types of events that would require an application for a permit under the guidelines of this proposed ordinance. Chief Dugan explained that the ordinance provides some mechanism to allow the police department to be aware of a planned public display. A spontaneous event is not applicable to the ordinance because it was not preplanned. With no



## Union Hose Fire Department Meeting

June 1, 2017

May Report—45 calls, 97 manhours

Fire Police—40 calls, 12.8 manhour

### Apparatus Committee Report

—June 5, Rescue Truck Demonstration at 6:30. More demos being planned for the end of June, or beginning of July. Committee needs a financial projection from the fire dept and to know when a new truck can be ordered. Committee is leaning towards a new Rescue Truck, because Cleona is purchasing a new fire truck. Ron Dowey responded that they may not be able to purchase a new truck until their current engine is paid off. Rescue truck is being run more frequently, and they are relying more on Cleona for their engine. New Rescue truck would take between 9 months to a year to build.

### Maintenance Committee

--Reported on needed repairs to the 21-year old engine. Dept. voted to have leaking valves repaired by MJR, which is where they have gotten repairs done before. Amount will be \$1,896.

### Membership Committee

One new member to the Fire Department

13 new members to the Social Club

June 22, Fire Apparatus will be attending an event at Pinnacle Health in Annville to celebrate Pinnacle's one year of business.

Company will be manning a booth at Old Annville Days.

Company will be manning a booth for recruiting new members at National Night Out.



further comments noted, **MOTION** by Mr. Scott, second by Mr. Embich to authorize the advertisement of the proposed ordinance on public assemblies as presented for possible adoption at a future Regular Meeting. Motion carried unanimously.

**Proposed Ordinance on Pawn Shops and Secondhand Shops:** Mr. Lamoureux reminded the Board that the public notice advertising the proposed ordinance on pawn shops and secondhand shops would be published in conjunction with the public notice advertising the proposed ordinance on public assemblies in an effort to minimize cost to the Township.

**Award of Sale of 1985 Elgin Pelican Street Sweeper:** Ms. Gerhart reported that numerous bids were received through the Municibid online auction service for the purchase of the 1985 Elgin Pelican street sweeper. **MOTION** by Mr. Lively, second by Mr. Scott to award the sale of the 1985 Elgin Pelican street sweeper to Ivan Martin for \$2,510.03, the high bidder for that vehicle. Motion carried unanimously.

**Banners Honoring Veterans:** President Moore shared that the American Legion would be happy to help with advertising this program. Ms. Gerhart provided an update that the Township office has contacted Met-Ed and a possible vendor for the banners since the last Commissioners' meeting. The process with Met-Ed is more detailed than had been anticipated and includes an application fee, yearly fee per pole, and a formal agreement. Ms. Zimmerman noted that the cost of the fees would have to be rolled into the cost paid by the sponsor. Ms. Gerhart noted that the Public Works Department would be measuring some of the Met-Ed poles that line East and West Main Streets to determine if the Township is able to meet the clearance requirements stipulated in the Met-Ed agreement.

#### **NEW BUSINESS:**

**Ratification of Revised Traffic Signal Permit Pertaining to U.S. Route 422 and State Route 934:** Noting the Pennsylvania Department of Transportation (PennDOT) was requiring a revision to the traffic signal permit for the intersection of U.S. Route 422 and State Route 934 pertaining to the installation of decorative crosswalks as part of the U.S. Route 422 milling and overlay project, **MOTION** by Mr. Scott, second by Mr. Lively to ratify the signing of the revised traffic signal permit by the Township Administrator pertaining to same. Motion carried unanimously.

**Sheriff's Sale Payments on Municipal Liens:** Mr. Lamoureux shared some recent difficulties with the Sheriff's Office not recognizing the priority of municipal liens for properties sold at Sheriff's Sales. He noted the Township has a municipal lien in place for a property scheduled for an upcoming Sheriff's Sale. Mr. Lamoureux stated that his office feels strongly that the priority of the municipal lien is required by the First Class Township Code and would like authorization to file a challenge with the Lebanon County Court of Common Pleas in the event the sheriff does not make the municipal lien a priority for payment. Mr. Embich inquired if we are aware of any other municipalities having a similar problem with collection of liens. Mr. Lamoureux stated that he was unaware if this was a common situation but suggested that we could ask other local municipalities. Mr. Lively asked what the cost and process was for filing a challenge with the Lebanon County Court of Common Pleas. Mr. Lamoureux explained that there would be a filing cost, most likely time in court to argue their position, and then the judge would make a decision.



Mr. Embich suggested the Township might be able to reduce the cost of such a filing by joining efforts with other affected municipalities. Mr. Lamoureux agreed to report back on this at the July Regular Meeting.

**Lebanon Transit Bus Shelters:** An agreement with Lebanon Transit was presented for the installation of a bus shelter in the brick portion along U.S. Route 422 adjacent to the property at 55 West Main Street and in the parking lot of the Lebanon Valley Advanced Care Center. It was noted that although these structures were not on Township property and would be installed and maintained by Lebanon Transit at no cost to the Township, an agreement between Lebanon Transit and the Township was necessary. It was also noted that this agreement had been reviewed by the Township Solicitor and the Township Administrator, both of whom found it to be satisfactory. Ms. Zimmerman questioned if there is a bus stop on the eastbound side of the road and why they aren't placing the shelter near the Gacono property. There was then a brief discussion about where bus stops are located within the Township. Mr. Scott mentioned he was upset by the removal of the decorative bricks in the process of the bus shelter installation. Mr. Lively pointed out that they agreed to preserve as many bricks as possible. **MOTION** by Mr. Embich, second by Mr. Moore to approve the agreement with Lebanon Transit as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

**Application for County Liquid Fuels Funds:** Ms. Gerhart presented an application requesting \$4,767 in Lebanon County Liquid Fuels funds. **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize the signing of an application for Lebanon County Liquid Fuels funds in the amount of \$4,767 for minor equipment for road maintenance (asphalt tools such as shovels, rakes, and brooms); repair parts for the street sweeper (brooms and lights); repair parts for road maintenance vehicles (loader bushing and tire chains); street name signs and traffic directing signs; crack sealant for patching; and lane and crosswalk painting and marking. Motion carried unanimously.

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

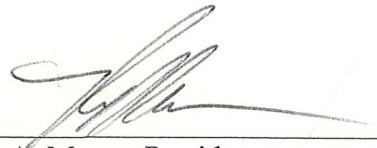
**Donation to the Annville Free Library (AFL):** Ms. Gerhart reported a letter was received from the AFL thanking the Township for its 2016 donation and requesting its annual donation for 2017. **MOTION** by Mr. Scott, second by Mr. Lively to release the Township's 2017 donation of \$12,500 to the Annville Free Library. Motion carried unanimously.

**PAY BILLS:** **MOTION** by Mr. Embich, second by Mr. Scott 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.

**RECESS FOR EXECUTIVE SESSION:** President Moore called a recess for an Executive Session and the room was cleared of the public at 8:41 PM. The Regular Meeting was reconvened at 9:12 PM with the five Commissioners, Ms. Gerhart, and Mr. Lamoureux present.

**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 9:12 PM.

  
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Karen Gerhart, Assistant Secretary

  
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Rex A. Moore, President