

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

May 2, 2016

The May Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on May 2, 2016 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; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Karen Gerhart; Assistant Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, office of the Township Solicitor; Aaron Hanley, Union Hose Fire Company; Andrea Richardson, *Lebanon Daily News*; James and Laurie Gill, East Main Street; Larry and Millie Kish, Maple Street; Dean Wolfe, West Main Street; and Kyle Munro, Kyle Zimnik, Jalen Cliatt, Jacob Whitfield, Chris Rossi, Phil Berry, and Priscilla Organtini, students at Lebanon Valley College (LVC).

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. Lively to approve the minutes of the Regular Meeting held April 4, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for April 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. Ms. Zimmerman inquired about the timeline for repairing potholes within the Township, including the Maple Street depression. Mr. Yingst referred to Item 5 on the report and explained the process of how the Township Office notifies the Public Works Department about potholes when a complaint is received, and he indicated he would follow up with the Public Works Superintendent regarding Maple Street. The commissioners discussed the difficulty to make repairs until the temperature rises due to a further distance to acquire materials and keep it warm. The following items were then addressed:

Disposition of Old Street Sweeper: There was a discussion about the possibility of selling the old street sweeper or using it in trade of another purchase in the future. Noting that a new street sweeper was purchased from North Lebanon Township, **MOTION** by Mr. Scott, second by Ms. Zimmerman to authorize Mr. Powell to act as he sees fit regarding the disposition of the 1985 Elgin street sweeper. Motion carried unanimously.

Swatara Creek Watershed Association (SCWA) Request for Equipment Use: It was noted that a request was received by the SCWA for use of the Public Works chipper at its park in East Hanover Township for a day. Mr. Embich discussed in detail the need for the chipper. He will inquire if East Hanover Township has a chipper that the SCWA could use at the park and report back to the board with his findings. If East Hanover does not have the equipment, Mr. Embich will make a request for use of the Public Works chipper at a subsequent meeting.

WORK DONE FOR APRIL 2016

- (1) **BOLLARD REPAIRS** 2 repairs this month.
- (2) **D/T LIGHTS** Repaired 4 lights
- (3) **SWEEPING** Spent 6 hrs sweeping in Annaville, and 8.5 hrs. In Cleona.
- (4) **TIRES** We took 48 tires down to Lebanon county expo Center for disposal.
- (5) **POTHoles** We will be working on potholes with in the next Month we have to run To Prescott for material since the Annaville plant will not open this year.
- (6) **NEW SWEEPER** We received new sweeper from N Lebanon Twp.



- (7) **SCWSA** The Swatara Creek Water Shed Assc would like To use the chipper for a day.

(8) **OLD SWEEPER**

I am not sure how you would like to get rid of old Sweeper, put it on Municipal Bid or put it out for sealed bids or do you want to hang on to it I think we should at least get between \$3,000 and \$6,000 for it.



(9) **HOOK TRUCK**

The new hook truck is just about finished it just has to have the leaf box fitted to it



Respectfully submitted
Les Powell

Maintenance Services for Generator Set: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Scott to authorize Premium Power Services, LLC to perform maintenance on the generator set at the WWTP at a cost of \$1,300.50 per the proposal presented at the April Regular Meeting of the Township Authority. Motion carried unanimously.

Hiring of Part Time Public Works Employee: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Scott to hire Dustin Miller as a part time Public Works employee at a rate of \$10.00 an hour, effective May 9, 2016. Motion carried unanimously.

Ron Dowey, West Queen Street, arrived at the Regular Meeting at 7:35 PM.

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

Certification of List of Eligibles: The Civil Service Commission (CSC) minutes from its May 2, 2016 meeting were acknowledged as being received by the Board and are attached hereto and made a part of these minutes. Ms. Zimmerman asked Chief Dugan for details on the hiring process for this position. Chief Dugan explained that he followed the guidelines set by the CSC regulations which included an interview with himself, citizens of the Township, and an officer from another department (in this specific case, Strasburg). The interviewees are scored on their answers—for which the questions are identical for each interviewee—in addition to their background check, polygraph, and physical exam. Ms. Zimmerman noted that this was not the process that was used in the past and she would feel more comfortable with second and third interviews. President Moore and Ms. Zimmerman then briefly discussed current practices in light of past practices. Chief Dugan explained that in order to change the current process there would need to be a change in the CSC regulations. After a lengthy discussion on this matter by Ms. Zimmerman and Chief Dugan, the former indicated she does not like the current process. After Mr. Lively expressed his faith in Chief Dugan's judgment of hiring officers, Mr. Scott encouraged Ms. Zimmerman to research the CSC regulations if she was concerned that they were not being adhered to and she agreed to do so. With no further discussion on this matter noted and based on the recommendation of the CSC, **MOTION** by Mr. Scott, second by Mr. Embich to certify the list of eligible applicants for consideration for appointment as part time police officers for Annville Township in the order authorized by the CSC. Motion carried unanimously.

Hiring of Part Time Police Officer: Based on the applicants approved as eligible for consideration for appointment as part time police officers by the Civil Service Commission and the recommendation of the Chief of Police, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the hiring of Corey Shoemaker as a part time police officer, effective May 2, 2016. Motion carried by a vote of four to one with President Moore, Mr. Scott, Mr. Embich, and Mr. Lively voting in favor of the motion and Ms. Zimmerman voting against the motion.

Property: Ms. Zimmerman noted that there is a vacancy in Apartment B at 25 East Main Street and the "For Rent" sign has been posted in the window of the unit.



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
April 2016



- CALL FOR SERVICE 302
- ORDINANCE VIOLATIONS
 - ANIMALS 4
 - FIREARMS DISCHARGE 1
 - NOISE COMPLAINT 2
 - NUISANCE 1
 - OPEN CONTAINER 1
 - PUBLIC DRUNKENNESS 1
 - SOLICITING 2
- CRIMINAL ARRESTS 12
 - ADULT 12
 - JUVENILE 0

- TOTAL TRAFFIC CITATIONS 28
- TOTAL WARNINGS 30
- TOTAL NON TRAFFIC CITATIONS 2
- TOTAL VEHICLE ACCIDENTS 10
 - REPORTABLE 4
 - NON REPORTABLE 3
 - HIT & RUN 3
- PARKING TICKETS ISSUED 33

Accident Locations

1 @ 802 E Main St
1@ 142 N Moyer St
1@ 300 Blk N White Oak St
1@ 1000 Blk E Main St
1@ 519 W Main St
1@ W Main & S White Oak St
1@ 1st Blk E Main St
1@ 934 & Sheridan
1@ Main & Grant
1@ 934 & 422

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT APRIL 2016
03/31/2016 -04/27/2016

Call Type	Total Calls
BACKGROUND INVESTIGATION	36
PARKING ENFORCEMENT	32
TRAFFIC ENFORCEMENT - WARNING	30
TRAFFIC ENFORCEMENT - CITATION	24
AMBULANCE CALL	17
ASSIST OTHER POLICE	11
PARKING TRAILER, ETC.	11
CRIMINAL MISCHIEF	10
SUSPICIOUS ACTIVITY	9
LOST & FOUND	6
THEFT - UNLAWFUL TAKING	6
FIRE CALL	5
POLICE INFORMATION	5
TRAFFIC DEVICE COMPLAINT	5
ACCIDENT, REPORTABLE	4
SUSPICIOUS PERSON	4
TRESPASS LETTERS	4
ACCIDENT, HIT & RUN	3
ACCIDENT, NON-REPORTABLE	3
ALARMS	3
DOG - MISSING / LOST	3
DOG COMPLAINT	3
DOMESTIC DISPUTE	3
MISCELLANEOUS	3
PARKING COMPLAINT	3
PHONE SCAM	3
ADMINISTRATIVE FINGERPRINTING	2
CIVIL MATTER	2
DRIVING COMPLAINT	2
DRUG VIOLATION	2
HARASSMENT	2
MENTAL HEALTH	2
NEIGHBORHOOD DISPUTE	2
NOISE COMPLAINT	2
RECOVERED PROPERTY	2
SEX OFFENSES	2
SOLICITING - ORDINANCE	2
SUSPICIOUS VEHICLE	2
ANIMAL COMPLAINT	1
CHECK ON WELL BEING	1
CHILD ABUSE	1
CRIMINAL INVESTIGATION	1
DAMAGES/NON CRIMINAL	1
DISABLED VEHICLE	1
DISORDERLY CONDUCT	1

DUI	1
EMERGENCY MESSAGES	1
FIREARMS, DISCHARGING - ORDINANCE	1
FOOT PATROL - POLICE	1
HIGHWAY DEPARTMENT CALLOUT	1
HOUSE CHECK REQUEST	1
IDENTITY THEFT	1
JUVENILE COMPLAINT	1
LOST OR MISSING ITEM	1
MEGAN'S LAW NOTIFICATION	1
NUISANCE - ORDINANCE	1
OPEN CONTAINER - ORDINANCE	1
ORDINANCE - OTHER VIOLATIONS	1
PARKING- GENERAL INFO	1
PUBLIC DRUNKENNESS	1
REPOSESSION	1
ROBBERY	1
TERRORISTIC THREATS	1
THEFT - FROM MOTOR VEHICLE	1
TRAFFIC COMPLAINT	1
TRAFFIC DETAIL	1
TRAFFIC HAZARD	1
UNATTENDED DEATH	1
VEHICLE COMPLAINT	1
WARRANT	1

**ANNVILLE TOWNSHIP
CIVIL SERVICE COMMISSION**

P.O. Box 178 • Annville, PA • 17003-0178

(717) 867-4476 • FAX (717) 867-0916

May 2, 2016

A meeting of the Civil Service Commission was called to order by Chairman Thomas Shott on May 2, 2016 at 3:00 PM in the Annville Township Commissioners' Meeting Room, 36 North Lancaster Street, Annville, PA 17003.

In attendance were Civil Service Commission Members Thomas Shott, Carl Gacono, and Al Yingst.

The Civil Service Committee reviewed the following items presented:

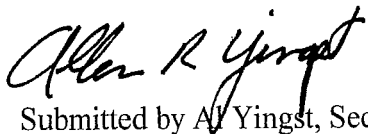
On a motion by Mr. Gacono and a second by Mr. Yingst, the Commission unanimously struck the names from the eligibility list approved on March 2, 2016 of the following applicants for consideration for appointment as part time police officers for Annville Township due to accepting employment with other police departments:

- 1) Shaun McGuire – 97.60% (Veteran)
- 3) Addison Gingrich – 88.10%

On a motion by Mr. Gacono and a second by Mr. Yingst, the Commission unanimously approved the following revised list of eligible applicants for consideration for appointment as part time police officers for Annville Township in the following order:

- 1) Hugh Clinton – 89.65%
- 2) Corey Shoemaker – 85.55%
- 3) Cory Allwein – 83.30%

There being no further action to be considered by the Commission the meeting was then adjourned at 3:10 PM.



Submitted by Al Yingst, Secretary

May 2, 2016

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for April 2016, a copy of which is attached hereto and made a part of these minutes. Mr. Scott asked for input on the proposal of the Quittie Park Committee of Friends of Old Annville to develop the grassy area of Quittie Creek Nature Park (QCNP) to the east of South Spruce Street as a wildflower meadow and the Commissioners indicated their support. The following items were then addressed:

BOOK IT! Run: **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Annville Free Library's BOOK IT! run through QCNP to be held on June 11, 2016. Motion carried unanimously.

Rubber Ducky Race: **MOTION** by Mr. Scott, second by Mr. Lively to authorize the Annville-Cleona Football Booster Club to hold a Rubber Ducky Race in the Quittapahilla Creek from the Spruce Street bridge to the footbridge at Bachman Road during the morning of September 30, 2016. Motion carried unanimously.

Engagement Photo Shoot: **MOTION** by Ms. Zimmerman, second by President Moore to allow Anita Shanaman to erect a tent-like structure as a background for an engagement photo shoot in QCNP. Motion carried unanimously.

Finance: Mr. Embich reviewed the Financial Report for April, highlighting the total income and expenses for the fourth month of 2016. A copy of the report is attached hereto and made a part of these minutes. He also reported that the 2015 financial statements and audit report have been received by the Township Office, with no findings or reportable conditions noted.

Permits: The Permits Report for April 2016 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 April 2016, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Memorial Day Parade: Discussion was held concerning who would represent the Board of Commissions in the Memorial Day Parade. As Mr. Embich is unavailable, Ms. Zimmerman volunteered to be the Board representative in the parade.

Fireball Run: Lengthy discussion was held concerning the Fireball Run breakfast. It is not clear at this time if the Township is expected to do this or if it will incur any costs related to this activity.

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

REPORTS OF SPECIAL COMMITTEES:

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

May 2, 2016

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, May 1. They considered the following proposals:

- Create a roofed, concrete-floored picnic pavilion opposite the Bachman Road parking area. Reaction was mixed, but tended toward the negative. "Keep it natural."
- Develop the grassy area east of Spruce Street as a wildflower meadow. The group reacted positively to this notion. They would like to see the two existing trailheads extended to the access ramp and envision the low-maintenance wildflower meadow between them.
- The Annaville Free Library's *BOOK IT!* run through the park as an early morning HOAD event (June 11). Enthusiastic support. **MOTION to approve this event.**
- Request by Cid Myers, Chair of the A-C Football Booster Club, to hold a *Rubber Duckey Race* on the Quittie from the Spruce Street bridge to the footbridge at Bachman Road. The Committee had no problem with this. **MOTION to approve this event.**
- Request by Mrs. Shanaman to erect a tent-like structure as a background for an engagement photo shoot. **MOTION to approve this event.**

The work day on Saturday, April 23 brought out a large crew of committee members and community volunteers (see the attached list). Sixteen members of the Palmyra High School National Honor Society and their advisor, Pauline Habegger, were part of this group. Public Works provided several forks and wheelbarrows to supplement tools the volunteers had brought. Eight wheelbarrows and kept loaders and spreaders busy from 9:00 AM till noon, by which time the entire trail in Park-East had been mulched to a depth of six inches. The remaining volunteers were able to pull the invasive garlic mustard by the bag full from Park-West. Ann Lasky distributed bare root starts of wild ginger, a native ground cover she had obtained from the Lebanon Valley Conservancy, which volunteers planted to replace the garlic mustard. Public Works had provided a truck and a crew returned shortly before noon to collect the tools and dispose of the green waste.

On Saturday, April 30, Paul Graham and Jeff Gains used the spreader and front loader to add additional layers to the Park-East trails and restored mulch on the Park-West trail as far as the large staircase. About 30 cubic yards of mulch remains at the eastern end of the Park-East trail and about 9 cubic yards remains at its western end. All mulch at the Bachman Road end of the trail was spread.

Since last month Public Works has sprayed several large infestations of poison hemlock. These plants were already dead. Unfortunately, this noxious intruder has emerged in other locations along the trail in the meantime. Public Works is aware that they will need to go over the various areas again.

The "Ray Swingholm Bridge" sign from the south end of the bridge has not yet returned.

HMGP PROPERTIES

Township Administrator Yingst has completed the project audit checklist and, aided by Carol Stewart's excellent record keeping, shipped the voluminous binders off to PEMA/FEMA for review. His reward was a follow-up request, in addition to the items on the checklist, for an equally involved spreadsheet summarizing the submission.

The spotty success of the reseeding of the South Lancaster Street and South White Oak Street sites remains a concern. The contractor, Brad Bingham of Streamline Builders, is aware of the situation and also not satisfied with the look of these properties. One difficulty has been the extremely dry spring so far. We all hope the current rains will encourage new growth, but it appears that some areas will need overseeding.

Permits Report

Month of April 2016

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> </u>

Tapping Fees

Landmark Builders	150 Station Corner Dr. – Liberty Station	N/C
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Building Permits

#4-16	513 W. Main St.	Frederick/Debra Hess	change of use
#5-16	103 Clay Court	Stone Hill Village, LLC	erect new structure
#6-16	107 Clay Court	Stone Hill Village, Inc.	erect new structure
#7-16	351 W. Water St.	Colette Lingle-Heist	erect new structure
#8-16	330 W. Church St.	Mark Kaylor	erect new structure

Curb/Sidewalk Permits

Street-Cut Permits

#16-15	1484 E. Walnut St.	UGI Utilities, Inc.
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Burn Permit

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
May 2, 2016**

DESTINATION ANNVILLE

The group has not met. Their website and Facebook page provide poster advertising for events sponsored by other organizations. An LVC May Day celebration was Sunday, May 1 at 3:00 PM on the Social Quad.

ANNVILLE COMMUNITY ACTIVITIES COMMITTEE

27th Annual Memorial Day Parade: Saturday, May 28, 9:00 AM.

The parade committee cancelled the planned fundraiser at the Allen because the short time frame had not allowed sufficient time to advertise the event.

The deadline to register for the annual golf tournament fundraiser was April 30. The tournament will be played on Friday, May 6.

The 8 divisions are shaping up and planning for the program at the reviewing stand it all but complete.

Some members of the parade committee plan to attend the upcoming Public Safety Meeting on May 18, 10:00 AM in the Town Hall to review the arrangements for traffic control at the event.

FRIENDS OF OLD ANNVILLE, HOAD COMMITTEE

Historic Old Annnville Day: Saturday, June 11, 2016

The HOAD committee of FOOA met on Thursday, March 31. Everything for the event is falling into place. Mike Schroeder will arrange with the Police Department & coordinate volunteers for posting NO PARKING signs from 9:00 AM on Thursday, June 9.

VISIT LEBANON VALLEY:

Fireball Run, Tuesday, September 27.

On April 16 Laura Putt, president of Visit Lebanon Valley, sent an outline of the event. Annnville is still slated to be the start of the next leg of the rally on Wednesday morning, September 28. The outline contained the following information:

STARTING LINE / WEDNESDAY SEPTEMBER 28TH

ANNVILLE - Exact location TBD

Requirements:

2-3 hours livestreamed time

Street Closures, permits as needed

PA System + tech, music, 10' x 15" red carpet, starting line banner

Wired or Wireless Internet. 10 MB upload speed internet for live streaming

Police Escort to Main Highway

Breakfast to include a hot buffet style meal including eggs, meat, fruit, oatmeal, coffee, juice and milk for 150.

Menu requires approval.

Set up must be complete by 7am

She has requested that we name a Committee of Interest to assist with the planning and implementation. Suggestions welcome.

Executive Session: Mr. Yingst reported that no Executive Sessions have been held since the adjournment of the April 4, 2016 Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the May Regular Meeting to discuss real estate matters and potential litigation.

Planning Commission: Mr. Yingst reported that the Planning Commission met in April with members of the Zoning Ordinance Revision Committee to discuss the proposed comprehensive revisions to the zoning ordinance and that the draft minutes from that meeting were provided to the Board. He also noted the Planning Commission would be meeting in May to further review and discuss the proposed ordinance, as well as to likely make a recommendation to the Board concerning the proposed ordinance. Mr. Scott noted that the Planning Commission's comments are in the process of being edited into the draft ordinance.

Economic Development: Nothing to report this month.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for April 2016, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Demolition and Construction of Accessory Structure at 320 East Main Street: Mr. Gill discussed some minor changes to the plan based on more information that he received about setbacks and adjacent streets to his property. At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for the demolition and construction of an accessory structure at 320 East Main Street. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for April 2016, a copy of which is attached hereto and made a part of these minutes.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for April 2016, a copy of which is attached hereto and made a part of these minutes.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for April 2016, a copy of which is attached hereto and made a part of these minutes. As an update to this report he provided the date for the next scheduled meeting of the Lebanon County Clean Water Alliance. The following item was then discussed in detail:

Proposed Revisions to the Stormwater Management Ordinance: Mr. Embich presented a proposed ordinance drafted by the Township Solicitor based upon recommendations made by the Township Engineer intended to bring the Township's existing stormwater regulations into compliance with those of the Pennsylvania Department of Environmental Protection. Mr. Embich suggested a spelling correction to the ordinance with which Mr. Lamoureux concurred and also inquired about two of the ordinance's definitions, which Mr. Lamoureux explained. **MOTION** by Mr. Embich, second by Mr. Lively to authorize for advertisement the proposed ordinance revising stormwater management regulations as presented, with the spelling change

Thomas Embich

Agenda Items: VI – D, G, H & J

Date: April 28, 2016 report for May 02, 2016 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. April 11: Recommendation for approval of (1) Demolition of existing garage on Cumberland (Alley) Street behind 320 East Main Street. (2) Construction of new garage (specifications available on request) to be set-back 20ft from cart way; center bay door 12x12ft, widest dimension 36 ft x front to back total of 22.5 ft with offset wings on either side of narrower part at 24ft wide. Siding of Dutch lap design w/6 panel windows to match house style; doors to emulate carriage house of the period of the original house. Approval pending upon approval of Zoning and Construction details by Lebanon County Planning Dept.
2. HARB also tabled action on the request to demolish the small barn along King Street, directly behind 146 W. Main Street building pending additional details to properly act upon that element of the submission.
3. Since the April 11 meeting a supplemental issue regarding the house adjacent to the Annville Union Hose Fire Co. station has been raised and subsequent discussion between HARB and the Board of Commissioners will occur on May 9 during the scheduled HARB meeting.

Item VI -G SPRUCE STREET BRIDGE

1. Wilson Consulting (Mr. Bill Wilson) submitted a diagram/plan for the proposed bridge. This plan is on display in the Township office and will be in the meeting room for reference.

May 2, 2016

Website

- The homepage now has a space to display posters for coming events of general interest to the community.
- Both the JEvents and DocMan components had updates come through. These were installed; both components are now current with the latest versions.
- The Police Department received training for uploading images to its site and is able to maintain its own pages.
- There were at least two incidents over the past month when the website was unavailable for a brief time (white screen with warning message). The problems originated with the server at Bluehost, our hosting company. The difficulty lies with “abusive users” whose poorly written code consumes excessive server capacity, shutting out others sharing the device. Bluehost has procedures in place to deal with these cases. Our site was back up before the explanatory phone call had ended.

ITEM VI -H STORMWATER MANAGEMENT

1. The next meeting of the Lebanon County Clean Water Alliance (LCCWA) has not been announced.
2. SSM Group, Engineering, Kent Morey, recommended that we update several items in our Stormwater Ordinance, Chapter 23, Section 103 C to add supplemental enforcement authority under P.L. 805, The Municipalities Planning Code. Action is requested to authorize publication of these amendments prior to adoption.

Supplemental provided by Nick Yingst:

- 1) In conjunction with Kent Morey, I created a written Illicit Discharge Detection and Elimination (IDD&E) program; it puts into writing what we have been doing in regards to IDD&E for some time now. Per Kent, he found this policy to be satisfactory and he indicated it does not need to be formally adopted by the Board.
- 2) Also in conjunction with Kent Morey, I created a written Public Facilities and Activities Operation and Maintenance program which puts into writing what we have been doing. Kent is currently reviewing this policy and he indicated it also does not need to be formally adopted by the Board.
- 3) The MS4 report indicates we do something regarding LID (Low Impact Development). Upon review of the proposed comprehensive zoning revision and discussion with Kent, one way the new zoning ordinance may address this is by providing for "Parking Areas Held in Reserve" (Zoning Ord. §27-501-11a-h).

ACTION:

1. Authorize publication of the proposed amendments to the Stormwater Ordinance with intent to adopt.

suggested by Mr. Embich, for consideration at a future Regular Meeting. Motion carried unanimously. Mr. Lively then discussed some of the recent regulations related to stormwater management and the effect it has on local municipalities to the LVC students in attendance.

Zoning Ordinance Revision: At the request of Mr. Lively, Mr. Yingst briefly described the possible timeframe for adoption of the new zoning ordinance.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich submitted and reviewed the GLRA Report for April 2016, a copy of which is attached hereto and made a part of these minutes. He reported that its next meeting will take place on May 3, 2016. Mr. Embich discussed in depth the reason for an increase to the disposal charge of \$7.00 per ton at the GLRA and its possible impact on the Township budget.

Fire Department: The Board noted the receipt of the April 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman reported that she attended the April 7, 2016 monthly meeting of the Fire Department, noting that it would be conducting an outreach at the high school on May 12, 2016 to recruit students as volunteers. She also noted that 107 were in attendance at the annual banquet. Ms. Zimmerman indicated that a new Fire Chief and Deputy Fire Chief were recently elected, that the Board was working on a new code of conduct, and also that smoking would no longer be permitted in the Social Hall. Finally, she reported that Tony Deaven resigned as chairperson of the Merger Committee but that there still seems to be interest in pursuing a merger.

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

OLD BUSINESS:

Main Street and First Avenue Crosswalk: Nothing to report.

One-Way on South Lancaster Street: Mr. Scott indicated he had nothing new to report on this. Mr. Dowey asked to address the Board and was recognized by President Moore. Mr. Dowey indicated that, as South Lancaster Street can no longer be used for egress onto West Main Street, he has been using South Concord Street for same, especially for the purpose of travelling westbound on West Main Street. He noted that while this has not been especially problematic in the morning, it has been extremely difficult in the afternoon due to the speed of motorists on West Main Street in the vicinity of South Concord Street and limited visibility due to the proximity of parking just to the west of that intersection. Mr. Scott then discussed this situation with Mr. Dowey in detail, including the concerns that led to making South Lancaster Street one-way. President Moore asked if this situation would be solved if South Lancaster Street was again made a two-way street, and Mr. Dowey indicated he would be supportive of this, as did Mr. Embich. Mr. Dowey expressed his concern that there is no safe place for traffic desiring to travel west on West Main Street when pulling out from the southwest quadrant of town since South Lancaster Street was made one-way and the Board discussed with him various other possible points of egress onto West Main Street. Mr. Dowey then suggested that the parking line along the southside of West Main Street and just to the west of the intersection with South

ITEM VI- J GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. Next meeting is scheduled for May 3.
2. At the April meeting, authorization was made to increase the 1109 Trust Fund fee to \$7.00 per ton effective with first quarter of 2016. This fund covers the estimated final closure costs required by PA DEP for permitted landfills in Pennsylvania.
3. The current “waste gas” electric generating company, EPP (Energy Power Partners) is negotiating contract terms with their buyers for the next 3 years. GLRA’s contract expires in 2017; EPP’s representative will be at the May meeting. Due to this service being considered as a “Sole Source” contract it is not subject to the Municipal Authorities Act bid requirements.
4. The “door to door” household hazardous waste collection program for the next 4 years will cost \$135 per household collection.

Concord Street be moved further to the west to accommodate improved sightlines. Mr. Lively asked the Chief of Police if this was an option and Chief Dugan indicated that it was something that could be looked into. President Moore suggested this would help to solve this problem but could cause other problems, namely reducing parking. With no further discussion noted, **MOTION** by Mr. Scott, second by Ms. Zimmerman to authorize the Chief of Police and the Public Works Superintendent to adjust the parking line on the southside of West Main Street just to the west of the intersection with South Concord Street to accommodate sightlines for traffic turning left onto the former from the latter. Motion carried unanimously.

Regulating Animals: Mr. Scott reported the Zoning Ordinance Revision Committee, which was working on revising the Township ordinance regulating animals, has completed this work following its review of comments received from various sources. It was noted that a copy of the final draft of this proposed ordinance had been provided to the Commissioners for their review and comment. **MOTION** by Mr. Scott, second by Mr. Zimmerman to authorize for advertisement the proposed ordinance regulating animals as presented for consideration at a future Regular Meeting. Motion carried unanimously.

NEW BUSINESS:

Appointment of Part Time Administrative Assistant: Mr. Yingst introduced Karen Gerhart to the Board of Commissioners, indicating that she began working in the Township Office on April 25, 2016 and will be taking minutes during his absence at the June 6, 2016 Regular Meeting. **MOTION** by Mr. Scott, second by Mr. Lively to ratify the hiring of Karen Gerhart as a part time Administrative Assistant in the Township Office at a rate of \$14.00 per hour, effective April 25, 2016. Motion carried unanimously.

Appointment of Assistant Township Secretary, Assistant Township Treasurer, and Deputy Right-to-Know Officer: At the recommendation of Mr. Yingst, **MOTION** by Mr. Embich, second by Ms. Zimmerman to appoint Karen Gerhart to the positions of Assistant Township Secretary, Assistant Township Treasurer, and Deputy Right-to-Know Officer of Annville Township and to remove Carol Stewart from same. Motion carried unanimously.

Authorization to Change Official Signatory for Bank Accounts: **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize Karen Gerhart to be an official signatory for the Township's bank accounts and to remove Carol Stewart from same. Motion carried unanimously.

Carbon Footprint Analysis: Mr. Scott presented information received from LVC about the possibility of students performing a carbon footprint analysis on municipal operations sometime during the second half of 2016. He noted that this analysis would likely include recommendations on retrofits that could improve energy efficiency and reduce costs. **MOTION** by Mr. Scott, second by Mr. Lively to authorize students from LVC to perform a carbon footprint analysis on municipal operations in Annville Township and prepare a corresponding report based upon their results. Motion carried unanimously.

RESOLUTION NO. 20160502-001

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA,
ESTABLISHING THE POSITION OF DEPUTY FIRE MARSHAL.**

WHEREAS, the Board of Commissioners of the Township of Annville desires to create the position of Deputy Fire Marshal; and

WHEREAS, the Deputy Fire Marshal shall serve at the pleasure of the Board of Commissioners of the Township of Annville; and

WHEREAS, the Township of Annville is granted the authority to create any office, position or department which may be deemed necessary for the good government and interests of the Township by the First Class Township Code; and

WHEREAS, the Township of Annville is granted the authority to make regulations within the Township, as may be deemed proper, relative to the cause and management of fires and the prevention thereof; and to ordain rules and regulations for the government of such fire companies and their officers by the First Class Township Code; and

WHEREAS, the Board of Commissioners of the Township of Annville desires to have the ability to appoint an individual to the position of Deputy Fire Marshal; and

WHEREAS, the Board of Commissioners of the Township of Annville desires to have the ability to remove the individual serving the position of Deputy Fire Marshal; and

WHEREAS, the Board of Commissioners of the Township of Annville desires to set forth the duties and responsibilities of the Deputy Fire Marshal.

BE IT RESOLVED AND ENACTED and it is hereby resolved and enacted as follows:

1. The Annville Township Board of Commissioners hereby creates the position of Deputy Fire Marshal for the Township of Annville.
2. The Annville Township Board of Commissioners hereby has the authority to appoint an individual to the position of Deputy Fire Marshal.
3. The Annville Township Board of Commissioners hereby has the authority to remove the individual serving the position of Deputy Fire Marshal.
4. The individual appointed to serve the position of Deputy Fire Marshal shall remain in that position until removed by the Board of Commissioners, or by resigning.
5. The Deputy Fire Marshal shall have the following duties and responsibilities: assisting the Fire Marshal of the Township of Annville in performing the duties and responsibilities of this position; acting as Fire Marshal in the event the Fire Marshal is absent or unable to perform these duties and/or responsibilities.

RESOLVED AND ENACTED this 2ND day of MAY, 2016.

ANNVILLE TOWNSHIP

By: _____

Rex Moore, President
Annville Township Board of Commissioners



Nicholas T. Yingst
Nicholas T. Yingst
Township Secretary

Telephone Service Contract: Noting that quotes had been sought from several vendors and at the recommendation of Mr. Yingst, **MOTION** by Mr. Embich, second by Mr. Scott to approve a three year contract with Line Systems, Inc. for telephone service and to authorize the execution of this contract by the appropriate Township officials. Motion carried unanimously.

CORRESPONDENCE: Nothing to report.

PAY BILLS: **MOTION** by Mr. Lively, second by Ms. Zimmerman 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 8:46 PM. The Regular Meeting was reconvened at 9:40 PM with the five Commissioners, Mr. Yingst, Ms. Gerhart, and Mr. Lamoureux present.

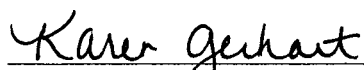
Removal of Fire Marshal: **MOTION** by Ms. Zimmerman, second by Mr. Lively to remove Paul Longenecker from the position of Fire Marshal and to extend appreciation to him for his many years of dedicated service to the Fire Department. Motion carried unanimously.

Resolution No. 20160502-001 – Establishing Position of Deputy Fire Marshal: Noting that such a position does not currently exist but may be of practical benefit to the Township, Mr. Lamoureux presented a proposed resolution that would establish the position of Deputy Fire Marshal. **MOTION** by Mr. Scott, second by Ms. Zimmerman to adopt Resolution No. 20160502-001, establishing the position of Deputy Fire Marshal, as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.


Appointment of Deputy Fire Marshal: Noting his recent election as Chief of the Union Hose Fire Company, **MOTION** by Ms. Zimmerman, second by Mr. Lively to appoint Aaron Hanley as Deputy Fire Marshal. Motion carried unanimously.

Donation to Fire Department: Noting that the Fire Department had requested that 50% of the Township's annual donation be released to it, **MOTION** by Ms. Zimmerman, second by Mr. Scott to release \$32,000, which is half of the Township's 2016 donation, to the Fire Department. Motion carried unanimously. Ms. Zimmerman requested that Mr. Yingst provide information detailing the donations made by the Township to the Fire Department for the years 2000 to 2007.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Ms. Zimmerman to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:46 PM.



(Assistant) Township Secretary



Rex A. Moore, President