

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
November 7, 2016**

The November Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on November 7, 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 Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Timothy D. Sheffey and Corey Lamoureux, office of the Township Solicitor; Aaron Hanley, Union Hose Fire Company; Andrea Richardson, *The Lebanon Daily News*; Millie Kish and Lauren Lezon; Maple Street; Anthony Deaven, Church Street; Angela Mohl, North Lebanon Township; Kristina Sweitzer, North Londonderry Township; Meghan Winslow, South Annville Township; and an unidentified male and an unidentified female.

President Moore called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

President Moore provided an opportunity for public comment and the following comments were noted from those in attendance:

Development of 25-35 Rear East Main Street Property: Lauren Lezon asked to address the Board and presented a proposal for the development of the former Fink Bakery property at 25-35 Rear East Main Street. She shared her vision for the property as providing housing for women in need while training them to work at various other retail businesses that would be located onsite. Ms. Lezon asked for the support of the Township for this endeavor, indicating she would be present at the auction of the property on November 30, 2016, and while she noted she did not currently have any investors, should she obtain the necessary capital to submit the winning bid for the auction she wanted the Township to know her plans for the property.

APPROVAL OF MINUTES:

October 3, 2016 Regular Meeting: MOTION by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held October 3, 2016 as presented. Motion carried unanimously.

October 11, 2016 Public Hearing: MOTION by Mr. Lively, second by Mr. Scott to approve the minutes of the Public Hearing held October 11, 2016 as presented. Motion carried unanimously.

October 12, 2016 Special Meeting: MOTION by Mr. Scott, second by Mr. Lively to approve the minutes of the Special Meeting held October 12, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR OCTOBER 2016

- (1) **DOWNTOWN FOUNTAIN** We will be draining the fountain in the next couple of weeks.
- (2) **DOWNTOWN LIGHTS** We have 2 street lights that will be repaired as well as 4 downtown corner lights.
- (3) **STORM DRAINS** We are going to have to look at replacing the storm drains along Ulrich Street; the lid and interior walls are falling apart and I will be looking into prices to get this done for next year.
- (4) **CHRISTMAS TREE** The tree will be put up Nov. 17 sometime in the morning, weather permitting.
- (5) **LEAF PICKING** We spent the following time leaf picking:
S. Annville: 5 hrs. and 4.25 tons
Cleona: 17 hrs. and 4 tons
Annville: 25 hrs. and 5.6 tons

Respectfully Submitted
Les Powell

Sewage Planning Exemption for the Jeanne and Edward H. Arnold Health Professions Pavilion: At the recommendation of the Township Authority, **MOTION** by Mr. Scott, second by Mr. Lively to approve the Exemption to Sewage Planning for the Jeanne and Edward H. Arnold Health Professions Pavilion and to authorize its execution and submission by the appropriate Township officials. Motion carried unanimously.

Modification Of PENNVEST Loan Documents Regarding Nutrient Trading: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Ms. Zimmerman to approve the Modification Of Note And Other Loan Documents with PENNVEST and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Appointment of Full-Time Laborer: At the recommendation of the Public Works Superintendent, **MOTION** by Mr. Lively, second by Mr. Scott to approve the hiring of Gary Kosh as a full-time Laborer in the Public Works Department at a rate of \$11.00 per hour, effective December 5, 2016, pending the satisfactory completion of routine background checks. Motion carried unanimously.

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

Temporary One-Way on South Lancaster Street: **MOTION** by Mr. Scott, second by Mr. Lively to authorize making a temporary one-way on South Lancaster Street from West Main Street south to West Queen Street from November 17, 2016 through the remainder of the holiday season. Motion carried unanimously.

Resolution No. 20161107-001 – Disposition of Police Department Records: In accordance with the Pennsylvania Municipal Records Manual and Township Resolution No. 20090302-004, **MOTION** by Mr. Scott, second by Mr. Embich to adopt Resolution No. 20161107-001 pertaining to the disposition of Police Department records. Ms. Zimmerman inquired about the method of disposition and Police Chief Dugan indicated an incinerator would be used. Ms. Zimmerman also noted the dates of the documents on the resolution varied and Police Chief Dugan indicated this was because State regulations set different timeframes for the disposition of documents based upon their type. With no further discussion noted the motion was voted upon and carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Proposed Amendment to Motor Vehicles and Traffic Chapter of Township Code of Ordinances: Police Chief Dugan briefly described why the State Vehicle Code considered privately owned streets such as North White Oak Street Extension and East Summit Street to be highways and, consequently, that placement of one-way signs and enforcement of this regulation was a municipal responsibility. Due to safety concerns he had regarding traffic on these private streets as they intersected public streets, he recommended the Township Code of Ordinances be amended to regulate one-way traffic on these streets. He also noted that new street signs would be installed pertaining to no-parking times for streetsweeping and recommended the Township Code of Ordinances be amended to accurately reflect the information on the new signs. Finally,



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
OCTOBER 2016



- CALL FOR SERVICE 339
- ORDINANCE VIOLATIONS
 - ABANDONED VEHICLE 1
 - ANIMAL 1
 - PARKING 5
 - PARKING - TRAILER 1
 - NOISE 2
 - DOG 2
 - SKATEBOARDING 2
- CRIMINAL ARRESTS 16
 - ADULT 15
 - JUVENILE 1

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Accident Locations

- | | | |
|-------------------------------|----|---------------------------------------------|
| • TOTAL TRAFFIC CITATIONS | 14 | - 1 ST Block South Saylor Street |
| • TOTAL TRAFFIC WARNINGS | 23 | - 2 East Main Street |
| • TOTAL NON TRAFFIC CITATIONS | 12 | - 200 Block East Maple Street |
| • TOTAL VEHICLE ACCIDENTS | 11 | - 700 Block East Main Street |
| ○ REPORTABLE | 0 | - 750 East Main Street |
| ○ NON REPORTABLE | 8 | - 934 & 422 (2) |
| ○ HIT & RUN | 2 | - 1 st Avenue & Main Street |
| • PARKING TICKETS ISSUED | 92 | - East Lebanon & North Birch Sts. |
| | | - 934 & Heisey Road. |

**ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT OCTOBER 2016
09/29/16 - 10/31/16**

Total Calls by Call Type From: 9/29/2016 To: 10/31/2016

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	92
AMBULANCE CALL	32
BACKGROUND INVESTIGATION	24
TRAFFIC ENFORCEMENT - WARNING	23
TRAFFIC ENFORCEMENT - CITATION	14
ASSIST OTHER POLICE	12
SUSPICIOUS ACTIVITY	12
ACCIDENT, NON-REPORTABLE	9
FIRE CALL	9
ALARMS	6
LOST & FOUND	6
POLICE INFORMATION	6
UNDERAGE DRINKING	6
PARKING COMPLAINT	5
SUSPICIOUS VEHICLE	5
ASSIST MOTORIST	4
ASSIST OTHER AGENCY	4
DOMESTIC DISPUTE	4
DRIVING COMPLAINT	4
THEFT - FROM MOTOR VEHICLE	4
CIVIL MATTER	3
HARASSMENT	3
PUBLIC DRUNKENNESS	3
WIRES DOWN	3
ACCIDENT, HIT & RUN	2
DISORDERLY CONDUCT	2
DOG COMPLAINT	2
DRUG VIOLATION	2
DUI ACCIDENT	2
NEIGHBORHOOD DISPUTE	2
NOISE COMPLAINT	2
PFA ORDER	2
SKATEBOARDING - ORDINANCE	2
SUSPICIOUS PERSON	2
TRAFFIC COMPLAINT	2
TRESPASS LETTERS	2
ABANDONED VEHICLE	1
ADMINISTRATIVE FINGERPRINTING	1
ANIMAL - MISSING	1
ANIMAL COMPLAINT	1
BACKGROUND INVESTIGATION - RECORD RELEASED	1

BURNING PERMIT	1
CHECK ON WELL BEING	1
CRIMINAL MISCHIEF	1
FRAUD	1
LOST OR MISSING ITEM	1
MENTAL HEALTH	1
MISCELLANEOUS	1
PARKING TRAILER, ETC.	1
RECON. ACCIDENT TEAM ASSISTANCE	1
RENTAL PROPERTY REGISTRATION	1
REPOSSESSION	1
SEXTING	1
TERRORISTIC THREATS	1
THEFT - MOTOR VEHICLE	1
THEFT - UNLAWFUL TAKING	1
TRAFFIC CONTROL - OTHER	1
WARRANT	1

Total Calls: 339

Resolution 20161107-001

Resolved by the Board of Commissioners of Annville Township, Lebanon County,
Pennsylvania, that

WHEREAS, by virtue of Resolution No. 20090302-04, adopted March 2, 2009, Annville Township declared its intent to follow schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and

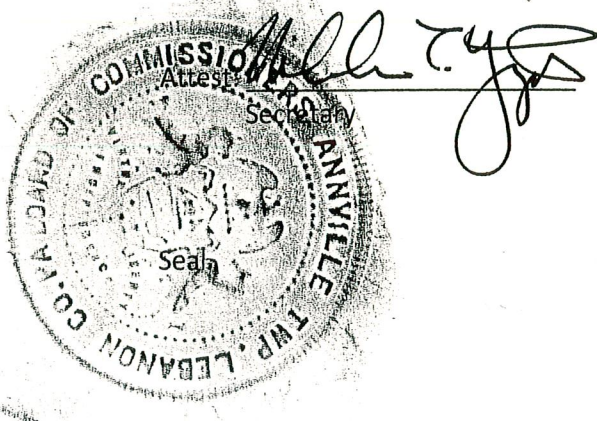
WHEREAS, in accordance with Act 428 of 1968, each individual act of
Disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED That the Board of Commissioners of
Annville Township, Lebanon County, Pennsylvania, in accordance with the above
Cited Municipal Records Manual, hereby authorizes the disposition of the following

Records:

Office:

<u>Record title,</u>	<u>dates,</u>	<u>cubic feet</u>
Juvenile Case Files	1998-2010	3.64
Adult Case Files	1993-1996	.52
Daily Logs	2010-2012	2.08
Accident Reports	2009- 2010	2.08
Background Checks	2011	1.04
Summary Case Reports	1991-1995	1.04
Traffic Citations	2010	.52
Non Traffic Citations	2012	.52
Parking Tickets	2013-2014	1.56
Cash Receipt Books	2005-2012	1.04
Payroll	2001-2009	2.08
Summary Case Files	2009-2010	1.04
Press Releases	2010-2011	1.04
Contaminated Property Records	1990-2011	2.08
Miscellaneous Paperwork	2012-2014	1.04





President, Board of Commissioners

he recalled there had been previous conversations about extending the student parking regulations on West Sheridan Avenue from North King Street to North Chestnut Street and while signage had been installed regarding this, no formal ordinance authorizing this had been adopted. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the preparation and advertisement of an ordinance amending the sections of the Motor Vehicles and Traffic chapter of the Township Code of Ordinances concerning the enforcement of (1) one-way traffic regulations on North White Oak Street Extension and East Summit Street, (2) no-parking regulations for streetsweeping from 2 AM until 6 AM on Fridays from April through November, and (3) prohibited student vehicle parking on West Sheridan Avenue from North King Street to North Chestnut Street. Motion carried unanimously.

Property: Ms. Zimmerman provided a reminder that the property at 25-35 Rear East Main Street would be auctioned on November 30, 2016 at 5:00 PM.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for October 2016, a copy of which is attached hereto and made a part of these minutes. Mr. Embich suggested that, if there was a need at Quittie Creek Nature Park for volunteers to assist with cleanup and maintenance, the local chapter of the Retired Senior Volunteer Program (RSVP) might be an option, and Mr. Scott indicated he would share this with the committee that oversees the park property.

Finance: Mr. Embich reviewed the Financial Report for October, highlighting the total income and expenses for the tenth month of 2016. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for October 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 October 2016, a copy of which is attached hereto and made a part of these minutes.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Mr. Yingst reported that an Executive Session was held following the adjournment of the October 11, 2016 Public Hearing to discuss personnel matters. He further noted that while a quorum of Commissioners was present for the Lebanon County Township Officials Conference on October 6, 2016, no official Township business was discussed or acted upon. An Executive Session was requested to be held prior to the adjournment of the November Regular Meeting to discuss a personnel matter.

Planning Commission: Mr. Yingst reported the Planning Commission met on October 17, 2016, and the minutes from that meeting were provided to the Board of Commissioners. The following items were then addressed:

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

November 7, 2016

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, October 23, in the Annaville Train Station to coordinate final preparations for Pumpkin Walk and admire the reconstructed sign at the entrance to the park.

On Saturday, October 15, FOOA President and Master Mason Mike Schroeder convened a work group to begin rebuilding the vandalized entrance sign. The Public Works Department had straightened the bent metal brackets and transported a pallet of building stone to the site the day before. Members of the work crew included Theo Umble, Karen Feather, Owen Connor, Joe Connor, Dave Hand, Owen Moe, Peter Kontra and Liz Lingle, who had herself received some training in the art of stone masonry from M. Pascal at a castle reconstruction project in the south of France. The work proceeded slowly and painstakingly with considerable discussion, trial and error (not to say trowel and error) well into the afternoon. But it is impossible not to be impressed with the result. The repainted sign (Mike Schroeder's handiwork again) is now on a very solid footing and again welcomes visitors to the park.



On the matter of the ADA fishing site, the committee has decided to take the Public Works Department up on its offer to facilitate construction of a stone ramp and parking area as the first step in the project. They are now looking toward the spring and would like to know a possible schedule for the work. They also wanted to know what sort of permitting requirements would need to be met.

The Park Committee is planning another fundraiser in connection with Hoss's restaurant for Friday, November 18. Hoss's will donate a percentage of sales to participating patrons to the organization. Tickets authorizing such participation are available from Park Committee members and through the FOOA Facebook page and website.

Commissioner Scott met Mr. Warren Sellers in the park and in conversation urged him to accept the Park Committee's invitation to attend its monthly meeting. The picnic table he supplied with his own money, while lightweight, appears to be weather resistant (resin construction) and offers some design advantages (benches can be entered from the side). The current siting in the middle of the green by the main parking area is not optimal, but was chosen because a small tree offers an anchor point for a security cable. Mr. Sellers indicated that he would like to receive information regarding the next Park Committee meeting.

Permits Report

Month of October 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 N/C

Building Permits

#36-16	Kandy & Scott Zdep	Install a fence
#37-16	Trustees, UCC	Demolition
#38-16	Allison & Cory Page	Add to a structure
#39-16	Matthew & Hannah Wentling	Install pool/patio
#40-16	Jeff Creamer-Etal	Erect a new structure
#41-16	Stone Hill Village, Inc.	Erect a new structure
#42-16	Chester Emerich	Erect a new structure
#43-16	Jerome Hoffsmith	Replace a structure
#44-16	John & Patricia Gebhard	Replace a structure
#45-16	Jubilee Ministries	Erect/Replace a sign

Curb/Sidewalk Permits

#2016-008 Terry Kiebach Replace curb & sidewalk

Street-Cut Permits

16-20 34 N. King Street UGI Utilities Inc. Install service

Burn Permit

10/15/16 N. Long St. - Youth League Field Mike Hughes

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
November 7, 2016

ANNVILLE COMMUNITY NIGHT OUT

The full report is not yet available.

DESTINATION ANNVILLE

The 3rd Annual Crock pot Cook-Off (October 22) attracted a large crowd despite chilly weather. Three businesses tied for first place: Heather Kelley Photography (Honey Bourbon Chicken), 1st Floor Attic (Monkey Bread with Cheese Cake Filling) and The Whirling Dervish (Pumpkin Cobbler).

The group is currently working on Shop Small Saturday, November 26 from 9:00 AM to 1:00 PM. Shoppers are invited to bring receipts from downtown businesses to the Legion for drinks and snacks and the chance to win one of several prizes.

The group is also promoting the Salute 2 Service 5 K run and 1 mile walk on Saturday, November 12. Proceeds go to the Annaville Memorial Day Parade and PA Wounded Warriors. Information appears on the Destination Annaville Facebook page and the Township website.

LEBANON VALLEY COLLEGE: Pumpkin Walk:

Friday, October 28 dawned cool but dry. Public Works had delivered the refrigerator boxes full of luminaries, the tombstones, the coffin and the pumpkins for the pumpkin gate. The College supplied 13 tables, chairs and 2 ten-foot ladders. Ann Lasky arrived at 3:30 to begin the set-up. Owen Moe delivered 8 pizzas for the 5:00 arrival of student co-ordinators and participating student clubs. By 6:30 all was in readiness. At 6:45 a group of lamp lighters fanned out to fire the luminaries and at 7:00 PM a guide took the first group down the trail. Coordinators felt the crowd this year was not as large as previously. By 9:00 everyone had gone. Tear-down was complete by 10:30. Public Works retrieved the luminaries on Saturday morning. A walk-through on Sunday turned up only two spider legs and a single Snickers Mini as evidence that the event had taken place. This was the final Pumpkin Walk for student coordinators Vidia Lala and Elisabeth O'Connor, both graduating seniors. They were able to introduce their replacements, both sophomores, who plan to continue the event next year.

Jeanne and Edward H. Arnold Health Professions Pavilion Land Development Plan: Mr. Yingst reported the Planning Commission met on October 17 to review the preliminary land development plan submitted by Lebanon Valley College (LVC) for the Jeanne and Edward H. Arnold Health Professions Pavilion. He noted that, based upon its review of the preliminary plan, the Planning Commission believed a single submission for a preliminary/final plan would be appropriate due to the plan being developed under the proposed comprehensive revision to the zoning ordinance and map. It was anticipated that this submission would be made in time for the Planning Commission's review when it next meets on November 21, 2016.

Arnold Health Professions Pavilion - Waiver of Plan Size: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Mr. Scott to approve the request that Sections 22-402.1 and 22-403.1 of the Subdivision and Land Development Ordinance regarding plan size be waived for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Arnold Health Professions Pavilion - Waiver of Boundary Surveying: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Mr. Scott to approve the request that Section 22-402.2.E of the Subdivision and Land Development Ordinance regarding surveying the property boundary and showing the overall campus tract boundary with bearings and distances including location and size of existing structures on campus and within 25 feet of the boundary be waived for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Arnold Health Professions Pavilion - Waiver of Showing Neighboring Property Owners' Title Information: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the request that Section 22-402.2.F of the Subdivision and Land Development Ordinance regarding showing the property owners, including title information, surrounding the campus be waived for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Arnold Health Professions Pavilion - Waiver of Showing Monuments and Lot Markers: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Mr. Embich to approve the request that Section 22-402.2.S of the Subdivision and Land Development Ordinance regarding showing all monuments and lot markers for the campus be waived for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Arnold Health Professions Pavilion - Waiver of Location Map Scale: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Mr. Scott to approve the request that Section 22-402.2.D of the Subdivision and Land Development Ordinance be waived to allow for the Location Map to be drawn at a scale of 1"=250' for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Arnold Health Professions Pavilion - Waiver of Submission of Separate Preliminary and Final Plans: Noting that the Planning Commission had done likewise, **MOTION** by Mr. Lively, second by Mr. Embich to approve the request that Sections 22-305 and 22-306 of the

Subdivision and Land Development Ordinance regarding the submission of separate preliminary and final plans be waived for the Arnold Health Professions Pavilion Land Development Plan. Motion carried unanimously.

Stormwater Operations and Management Agreement for the LVC Shankroff Tennis Center: At the recommendation of the Township Solicitor, **MOTION** by Ms. Zimmerman, second by Mr. Scott to approve the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement submitted for the LVC Shankroff Tennis Center and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Financial Security for the LVC Route 934 Walkway Connector: At the recommendation of the Township Engineer and based upon his site visit, **MOTION** by Mr. Lively, second by Mr. Scott to accept the financial security amount of \$13,684 for the remaining improvements for the LVC Route 934 Walkway Connector. Motion carried unanimously.

Reduction of Letter of Credit for the Lebanon Valley Advanced Care Center: At the recommendation of the Township Engineer, **MOTION** by Mr. Embich, second by Mr. Scott to authorize the reduction of the letter of credit pertaining to required improvements, but not pertaining to traffic signal warrant analyses and installation of a traffic signal, for the Lebanon Valley Advanced Care Center (LVACC) from \$906,442.35 to \$0.00. Mr. Lively asked if the requested measures on the LVACC property to provide for bicycle traffic had been adequately incorporated and Mr. Scott affirmed this. With no further discussion noted the motion was voted upon and carried unanimously.

Economic Development: It was noted that the next meeting of the Economic Development Authority would be held on December 20, 2016.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for October 2016, a copy of which is attached hereto and made a part of these minutes.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee would be meeting during the month to consider several matters related to the 2017 budget.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for October 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 October 2016, a copy of which is attached hereto and made a part of these minutes. He also provided a brief update to the report indicating that the additional environmental clearances noted therein may not be necessary.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for October 2016, a copy of which is attached hereto and made a part of these minutes. He also spoke in detail about the possibility of the Township working with other stakeholders in the Lebanon County Clean Water Alliance to achieve countywide compliance for its MS4 permit requirements.

T. Embich reports: 11-07-2016

Thomas Embich

Agenda Items: VI – D, G, H & J

Date: November 03, 2016 report for November 07, 2016 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. Next meeting is scheduled for November 14, 2016, for a proposed sign review at 50 West Main Street.
2. There was no meeting in October.
3. The approvals granted in September and approved at the last Township Board meeting are moving along well. The porch deck at 221/223 East Main St. is near completion; the rail and spindles were salvaged, also. (Note: Porch renovation/restoration next to the Union Hose Building)

Item VI -G SPRUCE STREET BRIDGE

1. A pre-application meeting with NTM Engineering is being scheduled for mid-November to address the PADEP field checklist.
2. Contact from Wilson Group alerted us to the fact that there may be an historic structure/site impact to yet be addressed, but no delay or revised time frame has been provided.

Item VI -H Stormwater management

1. The LCCWA and CWP meeting of Oct. 19, 10 to 11:30 AM at the North Lebanon Township Offices was also attended by SSM, Inc. (our Township Engineer). The "final" report by CWP was reviewed and relatively minor changes for the final document made. As a result of this meeting, SSM will have access to the documentation and pollution loading estimates via the Lebanon County Planning GIS group. These data will be used to develop Chesapeake Bay Pollution Reduction Plan (CBPRP) scenarios for our next round of permit application and plan submittals.
2. The LCCWA has filed for another grant to the NFWF (National Fish & Wildlife Foundation) to fund examination of various options for funding the combined compliance with the CBPRP produced by the last CWP project.
3. A MS4 education advertisement by the Capital COG is in hand as an example of what other municipality groups are doing.
4. The next meeting of the LCCWA is scheduled for Nov. 7 at 1:30PM at the Lebanon County Conservation District offices. A follow-up report will be appended to this report.

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

VI. - F

November 7, 2016

Website

Another major upgrade of JOOMLA! software, the content management program for the website, came through and was successfully installed.

Information Technology

Administrator Yingst reports that recent upgrades to Township servers through the maintenance agreement with Virtual October and the outside backup of Township files in a cloud storage facility have made the continuing agreement with another service provider for off-site file back-up redundant. This service has now been discontinued at a savings of \$300.00 per year.

Zoning Ordinance Revision: Noting the support of the Lebanon County Planning Department and the Township Planning Commission as well as the lack of negative comments received at the Public Hearing held on October 11, 2016, **MOTION** by Mr. Scott, second by Ms. Zimmerman to authorize for advertisement the proposed comprehensive revision to the zoning ordinance and map for possible adoption at the December 5, 2016 Regular Meeting. Motion carried unanimously.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for October 2016, a copy of which is attached hereto and made a part of these minutes.

Fire Department: The Board noted the receipt of the October 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the reports from the October 20, 2016 meeting of the Merger Committee and the November 3, 2016 meeting of the Fire Department, copies of which are attached hereto and made a part of these minutes.

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

OLD BUSINESS:

Decorative Crosswalks at Town Square Intersection: Mr. Scott noted that per his review of the previously discussed decorative crosswalks on U.S. Route 422 in the vicinity of the Hebron Fire Hall, he did not think this sort of design would work at the intersection of U.S. Route 422 and State Route 934 in Annville, as the Hebron crosswalks were stamped and already deteriorating. He suggested that the median work being planned for State Route 934 just north of this intersection might be worth looking into and it was noted that Mr. Yingst reached out to LVC (who is involved in this project) for further information. Ms. Zimmerman was curious if there were towns with older decorative crosswalks that could be reviewed to see if those projects held up well over time. Mr. Scott noted that Annville Township had been at the forefront of an earlier decorative crosswalk project, although that had deteriorated. Mr. Embich expressed concern that any decorative crosswalks at the intersection would not hold up well due to the unique type of traffic traversing it on a regular basis.

Radar Legislation: It was noted that the proposed legislation regarding the use of radar by municipal police was not signed into law at the end of the legislative session. Ms. Zimmerman asked if there are other methods that could be used for traffic control and Police Chief Dugan explained several other methodologies the Police Department has used. Ms. Zimmerman noted the high speed of vehicles on North Railroad Street and appealed to Police Chief Dugan to consider if anything could be done and he shared several suggestions he would be willing to try in order to address this problem.

Municipal Liens: Mr. Sheffey provided an update on the status of the following municipal liens:

BSW Holdings: Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings for unpaid sewer and trash fees, Mr. Sheffey reported

ITEM VI- J GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. Two meetings have occurred since our last Annville Board meeting: October 4, and November 2.

The October meeting reviewed and refined the 2017 Budget: the proposed budget was \$8,839,678 and it was trimmed to \$8,198,958 for tentative adoption at the November meeting.

Staff additions were approved and an additional machine operator will likely be hired. Bids were approved for stone, fuel, and a Ventrac mower adapted for the steeper slopes and bush areas. The Cedar Run borrow area access project bid was awarded to Ebersole Excavating for \$664,730, which was about \$300,000 below the next closest bidder, however a change order of \$88,000 was approved at the November meeting due to an oversight in the original bid scope. No rebid was required based on staff and solicitor review. Personnel reviews, salary bonus authorizations, and COLA increase for 2017 were also approved (COLA is 1.1%). Salary for Operations Manager was raised to \$86,000.

For the November meeting, in addition to the items noted already, the meeting schedule for 2017 was approved, professional service providers list was approved, and a Temple Univ. theater group Master Thesis project at the compost area was approved with supply of appropriate insurance coverage. The Russell Road bridge replacement end date was extended to Nov. 30, 2016. Nominations for the election of officers were closed.

2. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .
A PA DEP inspection was conducted and the final inspection report received with "no violations".
3. The next meeting is December 6 at 7 PM. Tentative Budget adoption and election of officers is scheduled.

Merger Meeting Minutes: 10-20-16

Members present: Mike Hughes- Cleona Fire Dept.
Robert Moyer – Cleona Fire Dept.
Robert Snavelly - Union Water Works Fire Co.
Ron Dowey - Union Hose Co., Annville Inc
Michael Borrell - Union Hose Co., Annville Inc
Joann Zimmerman – Annville Twp.

Mike Hughes opened the meeting recapping what was discussed at our prior meeting. He advised that he would be back to using the set agenda from before.

We went over the 4 different committees and who was on each. They are as follows:

By-Laws – Robert Moyer, Ron Dowey and Jim Hoffman Sr.

Governance – Ron Dowey, Mike Hughes, Jim Hoffman Sr. Joann Zimmerman, Ellen Burke, S. Annville TWP rep and N. Annville TWP rep.

Finance – Tom Rohland, Greg Clements, Mike Borrell

Operations – Robert Snavelly, Aaron Hanley, Matt Clements, Jason Weikel, Glenn Raudensky

It was discussed as what would be progress for this committee and what would be progress that the general membership of each organization would like to be seeing from this group. It was decided that a timeline goal was to be established. In 6 months, by April 2017 each of the 4 committees will have a first draft of their part in the new organization. All members present agreed.

Under Old Business, Robert Moyer brought up that each organization could supply their share of the proposed \$30,000 to fund the consolidation efforts, such as legal fees, etc. This money could be placed into an escrow account. It was decided that this would be tabled until next month with no other action taken. Ron Dowey suggested that we ask the municipalities to help fund, whether all or part of that sum. Mike Hughes said there might be state grants out there to help fund such consolidations. This will be investigated by contacting local legislators.

With no other business to discuss the meeting was adjourned and our next meeting will be Nov. 17th @ 7PM, to be held at the Cleona station.

Respectfully submitted,

Michael Borrell

Fire Department Meeting

November 3, 2016

- 1. Report given by Ron Dowey concerning the Merger Committee Meeting.*
- 2. Banquet committee should be done with planning in January.*
- 3. The Nominating Committee presented names for the next election of officers.*
- 4. Porch project progress was discussed. HARB members stopped by to check on the progress. Luke Leininger questioned the amount of money being spent on the porch. He feels that HARB is an advisory committee that means nothing. Ron Dowey reported on attending the Board of Commissioners meeting to ask for an increase in funding from the BOC and telling the BOC what the expenses are for the fire department. Aaron Hanley commented that the amount of money spent on the porch would have paid for all of the air packs.*
- 5. \$500 allotted for new lighting in the front of the fire department building.*
- 6. \$3200 allotted for cleaning, prepping and painting the roof of the old fire department. The roof is leaking. Pat Brewer will be doing the work.*
- 7. The Christmas Party will be held on December 17.*
- 8. There will be a boot drive on December 3.*
- 9. Santa Claus and tree lighting will be on December 3.*

Fire Relief Meeting

- 1. Names were presented for the election of officers.*
- 2. \$700 allotted to replace headsets in the back of the rescue truck, since they are not working.*

payment was received in full for the principal and interest components of the lien and that only the attorney's fees component of the lien remained.

44 East Main Street: Regarding the lien against the property at 44 East Main Street for costs incurred by the Township the prior year for emergency repairs associated with a collapsed accessory building, Mr. Sheffey indicated the lien was paid in full. He noted the amount of payment was in excess of \$15,800.

NEW BUSINESS:

Award of Contract of Sale for 25-35 Rear East Main Street: Noting the upcoming public auction being held for the sale of the property at 25-35 Rear East Main Street, **MOTION** by President Moore, second by Mr. Scott to announce and authorize the award of contract of sale upon the conclusion of the public auction sale on November 30, 2016 of the property owned by the Township at 25-35 Rear East Main Street, provided sufficient bids have been received. Motion carried unanimously.

Appointment of Part-Time Custodian: **MOTION** by Ms. Zimmerman, second by Mr. Scott to ratify the hiring of Andrew St. Clair as a part-time Custodian in the Township Office at a rate of \$10.00 per hour, effective October 24, 2016. Motion carried unanimously.

Establish 2017 Meeting Dates: Mr. Yingst noted that the Township Office provided the Board with tentative 2017 meeting dates for the Board of Commissioners, Township Authority, HARB, and Planning Commission. **MOTION** by Mr. Embich, second by Mr. Scott to approve the 2017 meeting dates as presented and to authorize the Township Administrator to advertise same. Motion carried unanimously.

2016-2017 Humane Society of Lebanon County Stray Housing Agreement: Mr. Yingst presented the Board with a stray housing agreement from the Humane Society of Lebanon County for its review and comment. The agreement runs from October 1, 2016 through September 30, 2017 and would charge the Township a flat annual fee of \$495. This fee is based upon 11 unclaimed stray animals picked up in Annville Township and deposited at the Humane Society over the previous fiscal year at a rate of \$45 per animal, which represents a decrease of two stray animals from the fiscal year prior to that. **MOTION** by Mr. Scott, second by Mr. Lively to approve the 2016-2017 stray housing agreement with the Humane Society of Lebanon County as presented and to authorize its execution by the appropriate Township officials. Ms. Zimmerman asked if the Township could see the proposed 2017 budget for the Humane Society and Mr. Yingst indicated he would reach out to the Humane Society with that request. With no further discussion noted the motion was voted upon and carried unanimously.

Workers' Compensation Meeting: Mr. Yingst reported a routine meeting was held two weeks prior with representatives of the Susquehanna Municipal Trust to review the Township's risk control measures pertaining to workers' compensation. He noted the Trust was encouraged by the Township's continued measures to reduce the frequency and severity of claims and that at this meeting the Township was presented with a safety award for zero loss time days in 2015, which he presented to the Board.

Annville Township Group Health Plan Change Pertaining to Enrollment Waiting Period:

At the recommendation of Mr. Yingst and in order that the Annville Township Group Health Plan be consistent with the employee handbook, **MOTION** by Mr. Lively, second by Mr. Scott to approve the documents necessary to change the waiting period for enrollment in the Annville Township Group Health Plan to 60 days effective December 1, 2016 and the execution of these documents by the appropriate Township officials. Motion carried unanimously.

Lebanon County Township Officials Conference: Mr. Embich provided a brief report on the Lebanon County Township Officials Conference held on October 6, 2016.

CORRESPONDENCE: Nothing to report.


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

RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 8:31 PM. The Regular Meeting was reconvened at 8:43 PM with the five Commissioners, Mr. Yingst, Police Chief Dugan, Mr. Sheffey, and Mr. Lamoureux present.

Ballistic Support: Police Chief Dugan briefly described additional ballistic support he will be pursuing from funds encumbered for his department in the Capital Reserve Fund as part of the 2017 budget.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:46 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President