

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
October 5, 2015**

The October Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on October 5, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Allen R. Yingst; and Henri Lively. Also in attendance were Nicholas T. Yingst, Township Administrator and Board Secretary; Timothy D. Sheffey, Township Solicitor; Corey Lamoureux, office of the Township Solicitor; Marylouise Sholly, *The Lebanon Daily News*; Ian Mont and Michael Schroeder, East High Street; Larry and Millie Kish, Maple Street; Mike and Melanie Semrau, South Lancaster Street; Dean Wolfe, West Main Street; and Karen Feather, Woodside Court.

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:

Stop Signs at Intersection of East High Street and Elm Street: Ian Mont of East High Street asked to address the Board regarding the intersection of East High Street and Elm Street. He indicated there are no stop signs at this three-way intersection and that this causes confusion among motorists. Mr. Mont stated that he has witnessed a number of near collisions at this intersection since moving to the neighborhood. Michael Schroeder of East High Street also asked to address the Board regarding this matter and noted his concurrence with Mr. Mont, stating that while most motorists proceed through the intersection with appropriate caution, some speed right through. Mr. Scott asked if there were any specific locations at the intersection they would prefer one or more stop signs to be erected. Mr. Mont suggested that a single stop sign for southbound traffic on Elm Street may suffice and noted this would be the most economical solution. Noting that Elm Street is on a hill and East High Street is level, President Moore inquired if it might make sense to instead place two stop signs at the intersection for eastbound and westbound traffic on East High Street. The Commissioners briefly discussed this and there was concurrence the matter should be directed to the Chief of Police for his review and recommendation, further noting that stop signs could be erected prior to adoption of an ordinance making their placement official.

Properties Located Within Annville Township Historic District: Dean Wolfe of West Main Street asked to address the Board and inquired about the Historic District ordinance. Jim Scott briefly explained the historical context that led to the establishment of the Annville Township Historic District and the adoption of the ordinance that governs it. Mr. Wolfe referred to a *Lebanon Daily News* article from the previous month and inquired about its reportage of the possibility of an ordinance requiring a certificate to be issued before a property could be transferred in the Township. Mr. Lively noted the reason for such a certificate would be to ensure that prospective property owners know whether the property is in the Historic District and the regulations that govern certain types of alterations to that property. Mr. Scott briefly described the role of the Historic Architectural Review Board (HARB), noting its review of applications for alterations within the Historic District and stressing that the members of HARB provide free advice to applicants that ultimately improve the appearance and value of their properties. Mr. Wolfe and

Mr. Scott then discussed how the HARB review process would effect any renovations to the former's property, as well as the rationale for the boundaries of the Historic District. Mr. Scott noted that, while some may view the ordinance as a nuisance, he believed it to be essential to preserving the unique and historic character of Annville. Mr. Wolfe stated that the *Lebanon Daily News* article he previously referred to would effect the entire Township. Mr. Scott replied that only properties within the Historic District are regulated by the Historic District ordinance. Mr. Yingst noted, however, that the certificate discussed at the previous month's Regular Meeting would be required of all property transfers within the Township. President Moore added that no action had been taken on this proposed certificate and that it was simply being discussed as a possible solution regarding prospective property owners who may be unaware of the regulations governing the Historic District. Mr. Scott shared that he had hoped for a solution to this problem that would not affect all residents but that this was the best option available for ensuring that prospective property owners were provided this information prior to a property settlement. Mr. Wolfe stated he wished to go on record in opposition to a certificate being required, and added that requiring historic improvements within the Historic District could be a financial hardship for residents. Mr. Embich noted that Friends of Old Annville provided grants to residents to assist with just these types of situations. Mr. Scott noted that the cheapest solution was not always the best solution, and commended Mr. Wolfe for his work restoring the wall on his West Main Street property. He also stated he was happy for Mr. Wolfe's laundromat, noting that it is often busy and provides an important service to many of the Township's residents.

Making South Lancaster Street a One-Way Street and Stop Signs at its Intersection with West Cumberland Street: Mike and Melanie Semrau of South Lancaster Street asked to address the Board regarding the possibility of making South Lancaster Street a one-way. Noting they were contacted by Mr. Scott about this proposal, Ms. Semrau indicated they were in favor of this change, at least from West Main Street to West Queen Street, the primary reason being safety concerns. She further noted this would be beneficial when the town Christmas tree is erected at the corner of West Main Street and South Lancaster Street. Ms. Semrau stated that during the winter South Lancaster Street effectively becomes an "ice shoot", making it difficult to travel north and uphill on the street or to maneuver around approaching traffic in either direction. She expressed her opinion that making the street a one-way would not be a hardship to residents. Ms. Semrau also stated that she would be in favor of installing stop signs for eastbound and westbound traffic on West Cumberland Street where it intersects South Lancaster Street. Mr. Embich thanked the Semraus for their input, although he noted his concern that making South Lancaster Street a one-way may require a left turn onto often-congested South White Oak Street for those West Queen Street motorists traveling eastbound who wish to access Main Street.

Mr. Mont left the Regular Meeting at approximately this point.

**APPROVAL OF MINUTES:** MOTION by Mr. Scott, second by Mr. Yingst to approve the minutes of the Regular Meeting held September 8, 2015 as presented. Motion carried unanimously.

Rich Raiders of the Economic Development Authority arrived at approximately this point of the Regular Meeting.

**REPORTS OF STANDING COMMITTEES:**

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

Conservation Plan for Biosolids Application at the Greater Lebanon Refuse Authority (GLRA) West Farm: At the recommendation of the Township Public Works director, **MOTION** by Mr. Lively, second by Mr. Scott to authorize the expenditure of no more than \$1,000 to Material Matters, Inc. for the preparation of a conservation plan as part of the submittal package for the permitting of the GLRA West Farm for the application of biosolids. Motion carried unanimously.

Milling and Paving of East Lebanon Street: Administrator Yingst reported the Township Public Works Director was contacted by Lebanon Valley College (LVC) requesting the milling and paving of portions of East Lebanon Street and its intersection with North Manheim Street, with the cost to be shared equally between the Township and LVC. A proposal for this work totaling \$5,000 was received from French's LLC. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the milling and paving of the East Lebanon Street and North Manheim Street intersection totaling 264 square feet and a portion of Lebanon Street totaling 490 square feet, with Annville Township's portion of the cost of the work not to exceed \$2,500, upon the execution of a corresponding Memorandum of Understanding between the Township and LVC. Motion carried unanimously.

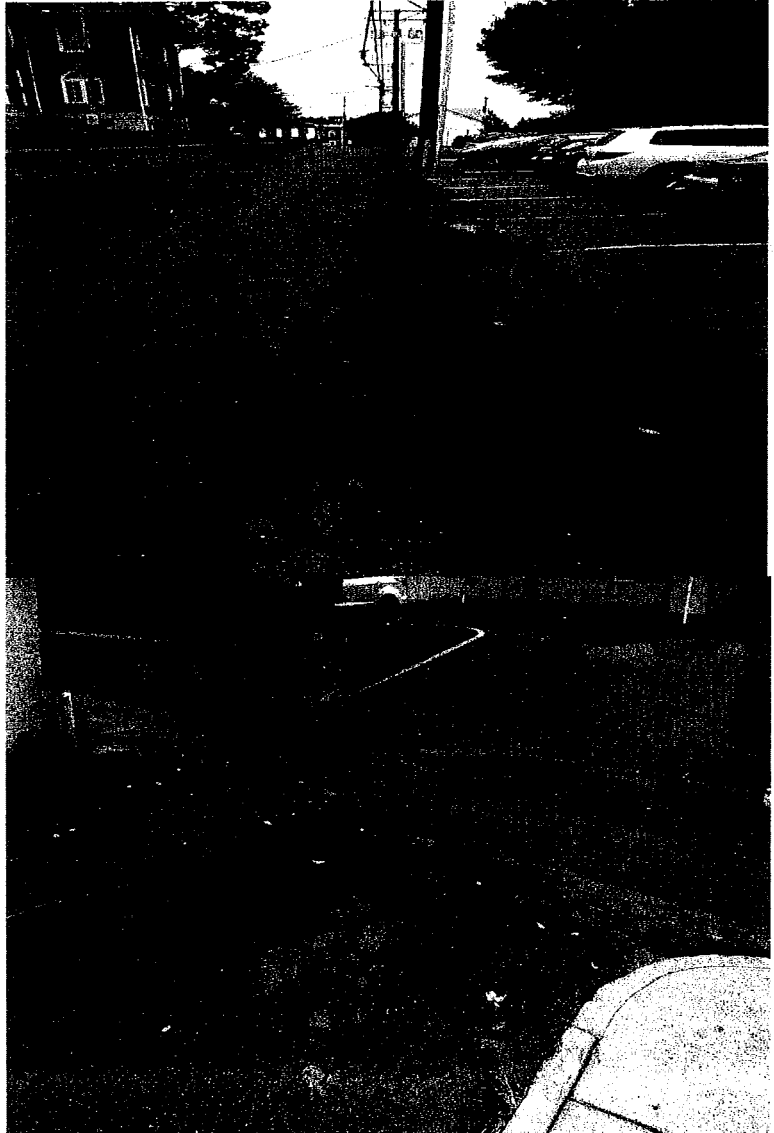
Authorization of Department of Environmental Protection (DEP) Recycling Grant Purchases: Noting that the fully executed agreement for the Act 101, Section 902 Municipal Recycling Program Grant has been received from DEP and in accordance with that agreement, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the purchase of the following items covered by the Act 101, Section 902 Municipal Recycling Program Grant at an estimated cost of \$273,831: truck with roll-off components and leaf waste collection components, two roll-off recycling containers, and seven roll-off non-recycling containers. Motion carried unanimously.

Purchase of Laboratory Equipment: At the recommendation of the Township Authority and noting that these items were budgeted for in 2015, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the purchase of a spectrometer from Hach at an estimated cost of \$4,200 and the purchase of a balance from Precision Instruments at an estimated cost of \$1,800. Motion carried unanimously.

Advertising for Bids for Ferrous Sulfate and Methanol: At the recommendation of the Township Authority, **MOTION** by Mr. Yingst, second by Mr. Lively to authorize the advertising for bids for ferrous sulfate and methanol for the wastewater treatment plant for 2016. Motion carried unanimously and Mr. Embich and Administrator Yingst then briefly discussed the levels of ferrous sulfate and methanol being used at the plant.

**WORK DONE FOR SEPTEMBER 2015**

- (1) **BOLLARD REPAIRS**      2 repairs this month and 1 bollard missing we are going to have to make a new one up
- (2) **D/T LIGHTS**      We repaired 1 light on top of bank
- (3) **GLRA FARM**      We just found out that the GLRA farm we are Permitting needs a conservation plan. For us to proceed it will cost no more than a Thousand dollars for one to be made up.
- (4) **BLACK TOP**      LVC would like to Blacktop the Intersection of N Manheim and Lebanon St. and parts of Lebanon St. The total price is \$5,000 They would like to know if we would split the cost with them , the road needs work and I would recommend we do it ( see pics)



(5) **HOOK TRUCK**

The hook truck and leaf picker have been ordered

Chassis is \$112,790

Leaf picker \$61,978

Hook loader and containers should be around \$110,000 we are waiting on final price till we get a build date on chassis

The cost right now is \$280,000 the total price can be changed by the number of containers we get.

(6) **LEAF PICKING**

Leaf picking has started, we are doing Cleona and S. Annville this year again.

(7) **INTERN**

We have an intern from LVC working with us for 15 weeks. She is working on some MS4 items, she is going over the whole town and marking the drains with numbers, putting stickers on them and documenting any observations she can make. I am also going to work with her and the county to have some of the items she documented put in the GIS system.

Respectfully Submitted  
Les Powell

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

Making South Lancaster Street a One-Way Street: Mr. Scott revisited the request to make South Lancaster Street one-way going south from West Main Street to West Queen Street or Marshall Avenue. He reported he had surveyed the residents along the portion of South Lancaster Street who would be effected and shared those results with the Commissioners, noting that those who responded were roughly split on whether they favored or opposed such a change. Mr. Scott then asked the Commissioners for their thoughts on this request. President Moore asked who initially made the request. Mr. Scott indicated he had been approached by the Gaconos and then described the reasons behind their request, some of which had also been discussed by the Semraus during the Public Comment portion of the meeting. President Moore asked if Soprano's Pizza had been reached for comment, as making South Lancaster Street a one-way may effect the building's residential tenants and the collection of trash and deliveries for the restaurant. Mr. Scott indicated he had not contacted Soprano's Pizza but would do so and the Board agreed to revisit this matter at a future meeting.

Stop Signs at Intersection of East High Street and Elm Street and Intersection of West Cumberland Street and South Lancaster Street: The Board revisited the requests for the installation of stop signs at the intersection of East High Street and Elm Street and at the intersection of West Cumberland Street and South Lancaster Street, discussing both requests in detail. Regarding the latter request, it was observed that the Township has not typically placed stop signs at intersections of a street and what is, in effect, an alley. Mr. Scott noted an intersection with stop signs currently exists on West Cumberland Street just to the west of its intersection with South Lancaster Street; he further noted the Chief of Police had informed him that the placement of stop signs at all intersections involving alleys would be expensive. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the placement of stop signs for eastbound and westbound traffic on East High Street at its intersection with Elm Street and the placement of stop signs for eastbound and westbound traffic on West Cumberland Street at its intersection with South Lancaster Street, contingent upon the location of these signs being determined to be satisfactory by the Chief of Police and, if necessary, the Township Engineer. The motion was then opened for discussion. Mr. Embich expressed his frustration that many motorists were not aware of the State Vehicle Code requirement that traffic on lesser roadways must stop when approaching a larger roadway, regardless of whether stop signs had been placed there. He noted that the rather sporadic nature of the street grid in Annville Township did not help the matter and he was unsure that additional signage would solve the problem of uneducated motorists. With no further comments or questions noted, President Moore asked for a vote on the motion, which was then voted upon and carried by a vote of four to zero, with President Moore, Mr. Scott, Mr. Yingst, and Mr. Lively voting in favor of the motion and Mr. Embich abstaining.

**Property:** Mr. Yingst reported he has had been in communication with Administrator Yingst regarding 2016 budget considerations for Town Hall such as allocations for replacing the roof and the furnace.

ANNVILLE TOWNSHIP POLICE		
SEPTEMBER 1 - SEPTEMBER 30		2015
Call Type	Total Calls	
PARKING ENFORCEMENT	38	
TRAFFIC ENFORCEMENT - WARNING	25	
TRAFFIC ENFORCEMENT - CITATION	19	
BACKGROUND INVESTIGATION	15	
ASSIST OTHER POLICE	12	
TRAFFIC DETAIL	10	
DRIVING COMPLAINT	9	
HARASSMENT	9	
POLICE INFORMATION	8	
SUSPICIOUS ACTIVITY	7	
PARKING COMPLAINT	6	
CRIMINAL MISCHIEF	5	
NOISE COMPLAINT	5	
PARK & WALK - SCHOOLS	5	
ACCIDENT, HIT & RUN	4	
ACCIDENT, NON-REPORTABLE	4	
AMBULANCE CALL	4	
ABANDONED VEHICLE	3	
ACCIDENT, REPORTABLE	3	
ADMINISTRATIVE FINGERPRINTING	3	
ALARMS	3	
BURGLARY	3	
CIVIL MATTER	3	
DOG COMPLAINT	3	
DOMESTIC DISPUTE	3	
LOST & FOUND	3	
CHECK ON WELL BEING	2	
CHILD CUSTODY	2	
DRUG VIOLATION	2	
EXTRA PATROL REQUEST	2	
FIRE CALL	2	

MENTAL HEALTH	2	
NEIGHBORHOOD DISPUTE	2	
PHONE SCAM	2	
THEFT - UNLAWFUL TAKING	2	
TRAFFIC COMPLAINT	2	
TRESPASS, CRIMINAL	2	
ASSIST MOTORIST	1	
BAD CHECKS	1	
BURNING - COMPLAINT	1	
BURNING PERMIT	1	
CHILD ABUSE	1	
CODE ENFORCEMENT	1	
DISORDERLY CONDUCT	1	
DUI	1	
DUMPING COMPLAINT	1	
FOOT PATROL - POLICE	1	
FRAUD	1	
GENERAL INVESTIGATION	1	
JUVENILE COMPLAINT	1	
LANDLORD/TENANT ISSUE	1	
MISCELLANEOUS	1	
OPEN DOOR OR WINDOW	1	
ORDINANCE - OTHER VIOLATIONS	1	
PARKING- GENERAL INFO	1	
PFA ORDER VIOLATION	1	
PFA ORDER	1	
PUBLIC DRUNKENNESS	1	
REPOSESSION	1	
REQUEST FOR AID	1	
ROAD CLOSURE	1	
SUSPICIOUS PERSON	1	
SUSPICIOUS VEHICLE	1	
THEFT - DECEPTION	1	
THEFT - FROM MOTOR VEHICLE	1	
TRAFFIC CONTROL - OTHER	1	
TRAFFIC HAZARD	1	
<b>TOTAL CALLS</b>	<b>265</b>	



**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for September 2015, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed by the Board:

**Pumpkin Walk at Quittie Creek Nature Park:** **MOTION** by Mr. Scott, second by Mr. Lively to authorize that the date for the Pumpkin Walk at Quittie Creek Nature Park be moved from Friday, October 30, 2015 to Saturday, October 24, 2015 from 6:00 PM to 9:00 PM. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for September, highlighting the total income and expenses for the ninth month of 2015. A copy of the report is attached hereto and made a part of these minutes. He also provided a reminder that the first 2016 budget hearing is scheduled for October 13, 2015 at 6:00 PM.

**Permits:** The Permits Report for September 2015 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 September 2015, a copy of which is attached hereto and made a part of these minutes. It was noted that the Cyclone Centennial Walking Tour was being held on October 11, 2015 starting at 2:00 PM at the Annville Elementary School parking lot.

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

### **REPORTS OF SPECIAL COMMITTEES:**

**Executive Session:** Administrator Yingst reported that no Executive Sessions were held following the adjournment of the September Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the October Regular Meeting to discuss potential litigation.

**Planning Commission:** Administrator Yingst reported that the Planning Commission did not meet in September and that it is not expected to meet in October. The following item was then addressed by the Board:

**Approval for Jocham Warehouse Land Development Plan:** Noting that more than ninety days had passed since the land development plan for the Jocham warehouse had received conditional approval from the Board of Commissioners, the plan was considered for reapproval by the Board. It was noted that, with the exception of the Stormwater Management Operations and Maintenance Agreement and Declaration of Easement (which requires a plan approval date), all required documentation had been received from the Jochams and their engineer and that the Township Solicitor and Township Engineer were comfortable with the plans being approved. **MOTION** by Mr. Yingst, second by Mr. Scott to approve the final land development plan for

October 5, 2015

### QUITTIE CREEK NATURE PARK

Public Works took advantage of the dry weather to mow the quarry floor. Subsequent weed control is also on the agenda.

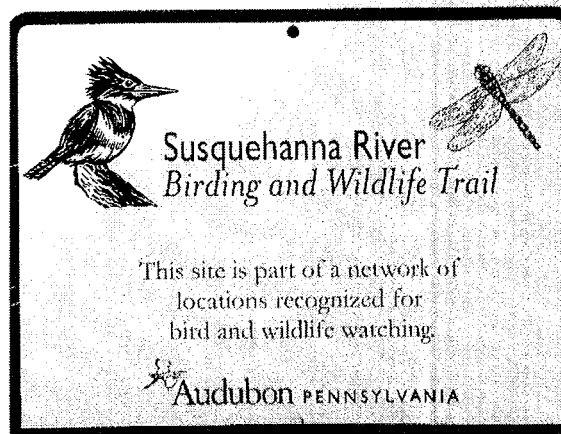
Someone again vandalized the portable toilet. This time, however, the Police Department in cooperation with Public Works was able to identify and apprehend the individual responsible--he turned out to be an employee of a rival supplier of sanitary facilities. Really.

Saturday, September 12, dawned cloudy and rainy. A work crew consisting of Stumpy Graham, Jeff Gaines, Dave Hand, Mike Schroeder, Dave Arnold, Sr., and Jim Scott was on site with two front loaders and an antique manure spreader to address the mulch pile. An immediate concern was a flat tire on the tractor designated to pull the spreader. While one group departed to attempt repair of the tire, the remaining workers set about switching out the remaining tractor to alternately load and spread the mulch. By noon seven spreader loads had given the entire trail one layer. The morning's drizzle built to a steady rain. The spreader drag chain broke just as it reached the end of the trail. The park committee cancelled the remainder of the scheduled workday.

As dawn broke on the following Saturday, Stumpy Graham, Jeff and Lincoln Gaines, and Jim Scott returned with two tractors and the spreader to finish the job. By early afternoon a total of twenty-six spreader loads gave the main trail a six-inch thick covering of mulch four feet wide. Public Works had transferred two dump truck loads of the mulch to Quittie Park East. This was sufficient for one layer of mulch over the gravel bed on the entire length of the trail there. On the way home, the John Deere's front tire gave out again.

Destination Annsville's Sip and Stroll event attracted about 200 visitors to the park on Sunday, September 28. For not a few it proved to be their introduction to the park itself.

Ann Lasky informed us that Audubon Pennsylvania has recognized the Quittie Creek Nature Park as an Important Bird Area, has included a map and description of the park in its recently published catalog of *Susquehanna River Birding and Wildlife Trails* (p. 55), and has furnished us with a sign for the trail head.



**Request that Public Works install the Audubon Trail sign at an appropriate location.**

### **PUMPKIN WALK, Saturday, October 24, 6:00 PM--9:00 PM in Quittie Park**

At the request of the Lebanon Valley College student coordinators for this event, the Quittie Park Committee of the Friends of Old Annsville changed the date from the previously approved Friday, October 30, to Saturday, October 24.

**MOTION: Approve the changed date of Pumpkin Walk to Saturday, October 24.**

### **HMGP PROPERTIES**

The Township Administrator and Township Solicitor have moved forward to implement the Board's decision to declare Penn Earthworks in default of contract by working with Mr. Gary Case of the performance bonding company (ACSTAR) to reach an agreement and have the work completed. On September 17, Administrator Yingst asked PEMA/FEMA State Mitigation Officer Thomas Hughes for a further six-month extension of the

deadline to complete the project. This request was granted giving us until May 2016. By late September, Messrs. Yingst, Sheffey and Case had developed a proposal whereby the Township would waive all claims against Penn Earthworks and ACSTAR who would, in turn, waive all potential claims against Annville Township. The Township would then hire a contractor to finish the work. This scenario would involve no further payments to Penn Earthworks. The bonding company has presented this offer to Penn Earthworks and the Township is waiting for their response. Administrator Yingst has asked for an agreement by October 5. As this date coincides with our monthly meeting, we may hope for the final word in this matter in the course of the evening.

## Permits Report

Month of September 2015

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Tapping Fees Collected		_____

### Tapping Fees

### Building Permits

#21-15	1455 E. Main St.	Lee & Susan Allwein	replace a structure
#22-15	34 N. Railroad St.	Edward Kosmela Trustee/ Kosmela Family Trust	erect new structure
#23-15	1412 Cedar St.	Dennis & Celeste Copenhaver	erect new structure

### Curb/Sidewalk Permits

### Street-Cut Permits

#15-16	W. Queen & S. Lancaster Sts.	PA American Water
#15-17	208 W. Sheridan Ave. (2cuts)	UGI Utilities, Inc.

### Burn Permit

9/29/15 to 10/9/15	519 W. Main St.	Stone Hill Village
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**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS  
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)  
October 5, 2015**

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

The afternoon was seasonally warm and sunny--thankfully, the forecast rains did not materialize. For a first of its kind, the event went very well. About 150 armbands identified the over 21 crowd; grey hair was no proof of age and some without ID were disappointed. All told about 200 individuals attended, sipped samples from the Batdorf, the Mount Gretna Craft Brewery and Snitz Creek Brewery, and snacked on chili and tacos from the Annville Grille and the Batdorf. A Tom Reese on flute, his brother, Kurt on keyboard and nephew, Hayden, on drums provided appropriately sylvan entertainment. Information booths from Annville Activities Committee, Destination Annville and Quittie Creek Nature Park handed out news of coming events. Organizers collected the trash, the borrowed tables and the Township's generator. By 4:30 the only a few piles of melting ice remained as evidence that something had taken place.

There was one problem, however, and it resulted from an unfortunate misunderstanding: Destination Annville had not obtained a license from the LCB because they did not think they needed one. This was later proven to be true. However, the winery believed Destination Annville should have had a permit and was unwilling to set up a stand without seeing one. In the end, the winery departed before the event began. Attendees hoping to sample wines had to be disappointed. A call on the following Monday to the LCB confirmed the belief that no permit was needed since the event was open to the public with no ticket purchase. Free samples are also possible without a permit. The permit is only required if a winery intends to sell its product. The winery received this information on Monday, September 28.

**Pumpkin Walk, Saturday, October 24 (new Date!)**

Students requested a change of date. For the first time Pumpkin Walk will be on a Saturday. Public Works assists with this event and is aware of the change.

**MOTION: Ratify the decision to hold Pumpkin Walk in Quittie Creek Nature Park on Saturday, October 24 from 6:00 PM to 9:00 PM.**

**5 K Veterans' Day Run, Saturday, 7 November.**

Plans for the race move forward following the Board's vote last month to close portions several streets in the northeast quadrant of town. The Annville Activities Committee had a booth at the Sip and Stroll to sign up would be runners.

**Second Annual Crock-Pot Cook-Off, Saturday, November 22, 11:00 am – 2:00 pm.**

Destination Annville hopes to build on last year's success with the second sampling of the myriad delights able to come out of a slow cooker.

**Meet the Commissioner**

Continues to be under development.

the warehouse submitted by Edward D., Andrew J., and Mark Jocham. Motion carried unanimously.

**Economic Development:** Administrator Yingst reported that the minutes from the September 22, 2015 meeting of the Economic Development Authority (EDA) had been distributed to the Commissioners. Regarding where these minutes addressed signage concerns at the Annville Center parking lot, Mr. Scott presented the Commissioners with possible revised signage for consideration. The Board discussed the issues at the parking lot and the suggestions made by Mr. Scott in detail. Mr. Embich lamented that he has observed the one-way on East Lebanon Street at the parking lot exit being ignored and questioned whether new signs would be beneficial. Mr. Lively asked what the signs were intending to address and Mr. Scott indicated they would clarify who may use the parking lot. Mr. Schroeder asked to address the Board and shared his opinion that the signs at the municipal parking lot adjacent to Town Hall were unsatisfactory and should be replaced because they were unwelcoming. He also suggested that better signs be placed on Main Street directing visitors to the location of the parking lots and Mr. Scott replied that he has been working on that. Rich Raiders of the EDA asked if its members could be provided with a copy of Mr. Scott's proposal. Administrator Yingst indicated he would do so and one of the Commissioners provided Mr. Raiders with his hardcopy of the proposal.

**Historic Architectural Review Board (HARB):** Administrator Yingst noted that HARB did not meet in September.

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

**Information Technology:** Mr. Scott reviewed the Information Technology Report for September 2015, 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 September 2015, a copy of which is attached hereto and made a part of these minutes.

**Stormwater Management:** Mr. Embich reviewed the Stormwater Management Report for September 2015, a copy of which is attached hereto and made a part of these minutes. He also reported that he has been in communication with Karen Feather regarding the Township's possible use of ESRI stormwater management mapping resources and briefly described ESRI's desire to provide these resources to Lebanon County municipalities as part of what it conceives of as a "living laboratory".

**Zoning Ordinance Revision:** Mr. Scott reported that the prior week the Zoning Ordinance Revision Committee (ZORC) completed its final draft of the proposed zoning ordinance and he presented a copy of this final draft to each Commissioner. He encouraged the Commissioners to review the draft ordinance and provide feedback to ZORC, further noting that the committee would next be meeting on October 15, 2015 to plan for informal public meetings that will solicit comments and questions on the proposed ordinance from the community.

**Fire Department:** The Board noted the receipt of the September 2015 Monthly Statistical Report for the Union Hose Fire Company. Mr. Yingst reported that the joint operations of the

October 5, 2015

### Website Update

Following up on last month's Commissioners' meeting, Cheryl Fischer and Commissioner Scott created a new main menu item entitled **Stormwater** on the Township's website. The menu button is centrally placed after *Fire* and before *INFORMATION*. The main page offers a brief explanation of the increasingly stringent requirements for water quality, the Township's response to date and the new expectations for urban runoff. Additional links on the page provide access to various water quality related brochures, posters and articles. A further resource, simply called *Links*, offers a number of related websites with brief catalog descriptions of each. While now fairly substantial, the page still has plenty of room for expansion. Suggestions for additional content or related items are welcome.

Thomas Embich

Agenda Items: VI - G & H

Date: October 01, 2015 report for October 05, 2015 Meeting

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

1. Contact to Wilson Consulting by Mr. N. Yingst, indicated that a pedestrian crossing proposal is close to completion and the bridge design work is still moving forward. Our liaison person with PADOt on the project has moved on, but we have not met the new coordinator on the project, as yet.

**ACTION ITEM: NO BOARD ACTION REQUIRED PRESENTLY.**



## **ITEM VI -H STORMWATER MANAGEMENT**

- 1. The LCCWA was tentatively to meet in September, this did not occur.**
- 2. Mr. L. Powell is continuing to update our base map for the stormsewer system.**
- 3. Dr. Scott has, with assistance of Mrs. Fischer, developed a website page to introduce the stormwater (MS4) management program. An initial version is up and available, and will continue to present aspects of the MS4 program in the future.**

### **ACTION:**

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

- 1. Update our ordinance(s) for enforcement of the MS4 program as details of those requirements become available.**

Union Hose and Cleona Fire Companies as the Annville-Cleona Fire District continue to run well, although he noted numerous steps remain on the administrative side of things before a merger may become official. While he noted that this aspect of the merger is moving slowly, he did indicate that it continues to move ahead and the next merger meeting would be held the following week at the Water Works Fire Company, which has expressed interest in being part of a possible 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 this month.

**Properties Located Within Annville Township Historic District:** Mr. Scott reported that he discussed with Administrator Yingst the procedures currently in place to notify new property owners in the Historic District of the applicable regulations. He noted that, while these procedures rely on the accuracy and timeliness of information received from the County Court House after a property transfer takes place, Administrator Yingst believes that the current system of the Township Office using this information to notify new property owners directly is operating well and represents a significant improvement over the lack of communication in the past. Mr. Yingst indicated his preference for a resolution to the Historic District issue that would avoid additional regulations and Mr. Embich concurred. The Commissioners seemed to agree that they were comfortable the procedures currently in place were sufficiently addressing this problem and that further consideration of requiring a certificate prior to the transfer of properties in Annville Township was not necessary at present.

**NEW BUSINESS:**

**Authorization of Loan Draw Request No. 47/Requisition No. 47 (Wastewater Treatment Plant Improvements Project):** At the recommendation of the Township Authority, **MOTION** by Mr. Yingst, second by Mr. Embich to authorize Loan Draw Request No. 47 from the Sewer Construction Fund in the amount of \$1,900.76 and to approve Requisition No. 47 authorizing payment to Gannett Fleming for engineering services in the amount of \$1,900.76. Motion carried unanimously.

**Proposal for 2015 Audit Services:** Administrator Yingst presented the Board with a proposal from Garcia Garman & Shea, PC for providing audit services for 2015. He noted that this cost would be shared by the General Fund, the Sewer Fund, and the Economic Development Authority Fund. **MOTION** by Mr. Lively, second by Mr. Yingst to accept the proposal from Garcia Garman & Shea, PC to provide audit and financial statement services for the Township for the year ending December 31, 2015 at a cost of \$13,500. Motion carried unanimously.

**2016 Minimum Municipal Obligation (MMO) Certifications for Pension Plans:** The Board noted receipt on September 21, 2015 of the MMO calculations and certifications for the two Township pension plans for 2016 in accordance with Act 205 requirements. **MOTION** by Mr.

Scott, second by Mr. Yingst to ratify the receipt and approval of the MMO certifications for the police pension plan and the non-uniformed employees' pension plan as presented. Motion carried unanimously and copies of the MMO certifications are attached hereto and made a part of these minutes.

Mr. Yingst excused himself temporarily from the Regular Meeting at 8:43 PM.

**Award of Sale of 1980 Chevrolet Pickup Truck:** Administrator Yingst reported that seven bids were received for the purchase of the 1980 Chevrolet pickup truck. **MOTION** by Mr. Embich, second by Mr. Scott to authorize the sale of the 1980 Chevrolet pickup truck for \$1,097 to KMR Trucking, Inc., the high bidder for that vehicle. Motion carried by a vote of four to zero.

**Award of Sale of 2002 Ford Crown Victoria Sedan:** Administrator Yingst reported that three bids were received for the purchase of the 2002 Ford Crown Victoria sedan. **MOTION** by Mr. Embich, second by Mr. Scott to authorize the sale of the 2002 Ford Crown Victoria sedan for \$899 to KMR Trucking, Inc., the high bidder for that vehicle. Motion carried by a vote of four to zero.

Mr. Yingst rejoined the Regular Meeting at 8:46 PM.

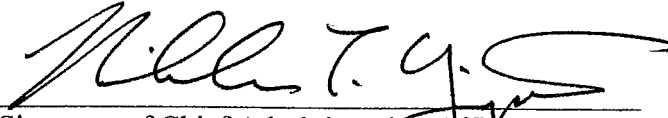
**"Jake Brake" Ordinance Enforcement:** Mr. Scott requested that steps be taken to enforce the Township's "jake brake" ordinance. It was noted that the ordinance has been in the Township Code of Ordinances since 2014 and Mr. Scott suggested that installing appropriate signage would bring this regulation to the attention of truck drivers. Mr. Embich indicated he believed such signs already existed within the Township, although Mr. Scott noted that no signs were currently in place on South White Oak Street. Mr. Embich questioned why a sign was necessary for enforcement if the regulation was in place. Mr. Scott asked Mr. Embich if he was in favor of having the Police Department informed that the ordinance should be enforced and Mr. Embich indicated he was. President Moore noted that much of the problem involved truck drivers using jake brakes when entering Annville from South Annville Township. Mr. Scott asked Administrator Yingst to contact South Annville Township to see if they would be interested in the placement of a sign on the South Annville side of the municipal boundary notifying truck drivers entering Annville of the jake brake regulation.

**Crosswalk Painting:** Mr. Scott asked if it would be possible for the Public Works Department to paint crosswalks twice a year instead of annually. While he noted that the current schedule of painting crosswalks in the summer has ensured they were well marked for the start of the school year, he further noted that pedestrian traffic is also high during the spring when the paint from the previous summer's application has faded. President Moore noted that the timing of painting was dependent upon temperature. Mr. Scott suggested the Township could time its painting to correspond to the schedule used by the Pennsylvania Department of Transportation (PennDOT). President Moore recommended that this matter be referred to the Township Public Works Director for his review and input.

**CORRESPONDENCE:** Administrator Yingst reported a letter was received from PennDOT stating that its monitoring review of the Township's Liquid Fuels Tax Fund for 2014 indicated

**ANNVILLE TOWNSHIP  
POLICE RETIREMENT PLAN  
WORKSHEET FOR 2016 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2015)	\$ 335,769
2. TOTAL NORMAL COST PERCENTAGE	15.92%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 53,454
4. TOTAL AMORTIZATION REQUIREMENT	\$ 38,038
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 97,367
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 97,367

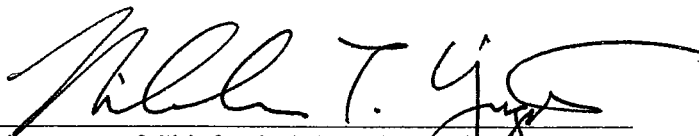
  
\_\_\_\_\_  
Signature of Chief Administrative Officer

September 21, 2015  
\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2016 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2015.**

**ANNVILLE TOWNSHIP  
NON-UNIFORMED EMPLOYEES PENSION PLAN  
WORKSHEET FOR 2016 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2015)	\$ 394,729
2. TOTAL NORMAL COST PERCENTAGE	7.98%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 31,499
4. TOTAL AMORTIZATION REQUIREMENT	\$ 68,797
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 106,171
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 106,171

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

September 21, 2015  
\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2016 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2015.**

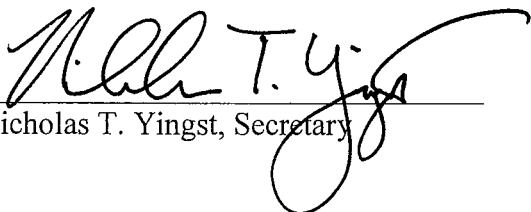
the Township is in compliance with the necessary Liquid Fuels regulations and that its financial information for the fund has been reported correctly.


**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 8:54 PM. The Regular Meeting was reconvened at 9:20 PM with the five Commissioners, Administrator Yingst, Solicitor Sheffey, and Mr. Lamoureux present.

**Property Maintenance Violations: MOTION** by Mr. Lively, second by Mr. Embich to authorize the Township Solicitor to take appropriate legal action to collect upon the outstanding balance pertaining to International Property Maintenance Code inspections for the property at 502 West Queen Street if payment is not received by October 12, 2015. Motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Yingst, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 9:21 PM.

  
\_\_\_\_\_  
Nicholas T. Yingst, Secretary

  
\_\_\_\_\_  
Rex A. Moore, President