

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

October 3, 2016

The October Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on October 3, 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; Kent Morey, Township Engineer; Aaron Hanley, Union Hose Fire Company; Andrea Richardson, *The Lebanon Daily News*; Larry and Millie Kish; Maple Street; Conrad "Mike" Liles, North Railroad Street; Anthony Deaven, West Church Street; Dean Wolfe, West Main Street; and Glenn and Stephan Van Der Ploog, Candoris Technologies.

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. He then recognized those visitors listed on the agenda.

Resolution No. 20161003-001 – Extending Recognition and Appreciation to Candoris Technologies for its Volunteer Efforts in Downtown Annville: President Moore reported that on August 8, 2016, as part of its Service Project Day, the staff of Candoris Technologies volunteered its time and energies to improve Downtown Annville through the painting of bollards, streetlight poles, curbs, trashcans, and other activities. Noting that Stephan Van Der Ploog of Candoris was in attendance at the evening's meeting, **MOTION** by Ms. Zimmerman, second by Mr. Scott to adopt Resolution No. 20161003-001, extending recognition and appreciation to Candoris Technologies for its volunteer efforts in Downtown Annville on August 8, 2016. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes. The Van Der Ploogs then left the Regular Meeting at 7:33 PM.

Chesapeake Bay Pollutant Reduction Plan (CBPRP) and MS4 Permit Renewal: Noting that Kent Morey, Township Engineer, was listed on the agenda, President Moore asked him to share his comments with the Board. Mr. Morey shared a brief overview of the MS4 permit renewal requirements and he described the Township's likely next steps regarding satisfying both the timely filing for the permit and the requirements of the renewed permit. Noting the Township's current MS4 permit expired in March 2018, he indicated the Township must file a Notice of Intent (NOI) to renew the permit six months in advance of that deadline, or by September 2017, and along with the NOI the Township must also complete and submit its CBPRP. After further sharing the advertising requirements for the CBPRP, he indicated his goal for completing the plan was July 2017. Mr. Morey indicated that much of the groundwork for the CBPRP had already been laid by previous engineering work and the work of the Center for Watershed Protection that was coordinated by the Lebanon County Clean Water Alliance, meaning the majority of the remaining work on the CBPRP would concern how the Township would meet the 10% reduction in pollutant loading over the timeframe covered by the renewed permit. He noted this was among the reasons why Annville was in a better position to address the MS4 requirements than some of his other municipal clients and this should keep engineering costs

RESOLUTION NO. 20161003-001

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO
CANDORIS TECHNOLOGIES
FOR ITS VOLUNTEER EFFORTS IMPROVING DOWNTOWN ANNVILLE**

WHEREAS, the primary office of Candoris Technologies is located in downtown Annville; and

WHEREAS, one of the core values of Candoris Technologies is "intentionally impacting others through profits and servanthood"; and

WHEREAS, on August 8, 2016 the staff of Candoris Technologies held a companywide Service Project Day in which more than 40 employees participated; and

WHEREAS, this Service Project Day involved volunteer efforts such as the painting of bollards, streetlight poles, curbs, trashcans, and other activities in the downtown area of Annville; and,

WHEREAS, this work was accomplished with enthusiasm, energy, and diligence; and

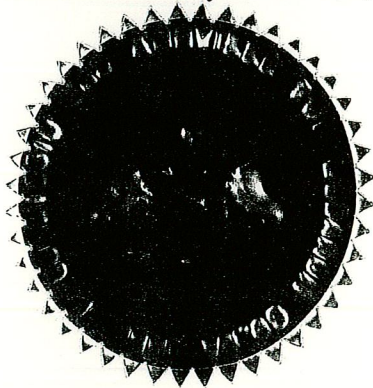
WHEREAS, this work resulted in the improved appearance of downtown Annville; and


WHEREAS, this project provides an example for others to follow of civic involvement and accomplishment for the common good; and,

WHEREAS, this public service was provided at no cost to Annville Township.

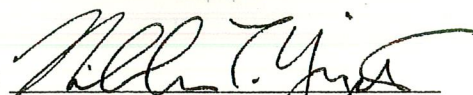
NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that Candoris Technologies and its staff be recognized and appreciated for its volunteer efforts improving the downtown area of Annville during its Service Project Day.

ADOPTED this third day of October, 2016.




Rex A. Moore, President

Attest:


Nicholas T. Yingst, Secretary

lower than for some other municipalities. Mr. Morey also indicated he would need to work with the Township to determine which Best Management Practices (BMPs) should be incorporated over the next five years to meet the CBPRP and permit based upon their cost effectiveness and ability to reduce sediment loading, and he shared that installation of rain gardens, certain types of street sweeping, and streambank restoration projects might be possibilities.

President Moore asked if the Township would be the enforcement agent once the permit was renewed and Mr. Morey indicated it would be. Noting information shared by Mr. Embich at previous meetings, Ms. Zimmerman asked how Boger Concrete could be in compliance with the regulations based upon its current pollutant loading. Mr. Morey indicated that may be able to be looked into under the new permit, but Mr. Embich noted Boger Concrete is currently covered by a separate National Pollutant Discharge Elimination System (NPDES) permit. Mr. Embich also noted recent streambank restoration was likely not included in the baseline number from which the Township would be calculating its required 10% reduction, and although that project was completed and could not be counted toward the Township's reduction under the renewed permit, this would further reduce the baseline number and thus lower the Township's 10% requirement. Mr. Sheffey asked if there were any funding sources available to the Township for this work and Mr. Morey indicated there were very few. Mr. Lively asked how often the Township was required to renew its MS4 permit and Mr. Morey shared it was every five years, noting that an additional 10% reduction would likely be required for future permit periods, as well. Mr. Embich reflected on the pollutant loading requirements that have been in place for many years for wastewater treatment plants (WWTPs) and compared the increased reduction requirements for WWTPs with what likely would be required of MS4 permittees going forward. Mr. Lively inquired as to the amount of square footage that would need to be converted from impervious surface to pervious surface to meet the permit requirements. Mr. Morey indicated he did not know that answer off the top of his head, but he thought it was probably similar to the square footage converted to impervious surface as part of the Township's recent Hazard Mitigation Grant Program project. Returning to the matter of Boger Concrete, Ms. Zimmerman shared that some of its trucks carrying sand were not appropriately covered and Mr. Morey suggested these instances be documented. He also noted municipalities are allowed to "parse" out from the baseline upon which its 10% reduction is to be calculated those entities with a separate NPDES permit. Ms. Zimmerman expressed her opposition to separating out Boger Concrete from the Township's required amount, noting the goal was reduction of pollutants within the Township and Boger's significant contribution to pollutant loading. Mr. Embich and Mr. Scott spoke in favor of parsing, noting this would lower the amount of pollutant reduction specific to the municipal permit, thus lowering the costs ultimately passed on to Township property owners. With no further comments or questions noted, Mr. Morey thanked the Board for its time and left the Regular Meeting at 8:01 PM.

APPROVAL OF MINUTES: MOTION by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held September 6, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Bids for Ferrous Sulfate and Methanol for the WWTP: At the recommendation of the Township Authority, **MOTION** by Mr. Embich, second by Mr. Lively to authorize the advertisement for bids for ferrous sulfate and methanol for the WWTP for 2017. Motion carried unanimously.

Revision to Septage Treatment Rates: Noting the Public Works Superintendent's incremental efforts to ensure that long standing septic haulers are charged the same treatment rates as new haulers and at the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Ms. Zimmerman to authorize the increase of the septage treatment rates charged to Charlie's Septic, Collins Trucking, Litzenberger's Septic, and Walters Environmental Services from \$32 to \$34 per 1,000 gallons treated. Motion carried unanimously.

Appreciation to Public Works Department: Ms. Kish asked to address the Board and expressed her appreciation to the Township Office and the Public Works Department for ensuring the removal of a Pennsylvania Department of Transportation (PennDOT) cone that had been sitting for many weeks at the intersection of Maple and North Saylor Streets. She also noted the recent tidiness of the bulk trash and greenwaste drop-off area at the Public Works facility.

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

Request for Use of Fire Police: In response to a request from the North Londonderry Township Police Department, **MOTION** by Ms. Zimmerman, second by Mr. Scott to authorize the use of Annville Township Fire Police outside of Annville Township for a 5K race sponsored by the Gravel Hill United Methodist Church on November 5, 2016. Motion carried unanimously.

Police Officer Employment Physical and Drug Screening Services Agreement: Noting its satisfactory review by the Township Solicitor and at the recommendation of Chief Dugan, **MOTION** by Mr. Scott, second by Ms. Zimmerman to approve the agreement with Lebanon Family Health Services for police officer employment physicals and drug screenings as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Hiring of Part-Time Crossing Guard: At the recommendation of Chief Dugan, **MOTION** by Mr. Scott, second by Mr. Lively to authorize the hiring of Paul Rabold as a part-time crossing guard at a rate of \$10.72 per hour. Motion carried unanimously.

Hiring of Part-Time Police Officer: At the recommendation of Chief Dugan, **MOTION** by Mr. Lively, second by Mr. Scott to authorize the hiring of John Lerch as a part-time police officer as a provisional appointment pending the satisfactory completion by Mr. Lerch of all required certifications and hiring tests. Motion carried unanimously.

Recent Police Activity: Ms. Zimmerman reported there has been an increase in noise incidents on her street and commented favorably on the Police Department's response to same, noting this

ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.

WORK DONE FOR SEPTEMBER 2016

- (1) **BOLLARD REPAIRS** We have 3 bollards that were hit; we are not going to repair, them just cap them off
- (2) **D/T LIGHTS** We repaired 3 up lights in square, 1 pole light
- (3) **STORM DRAINS** We had storm drain box repaired on Walnut and Jackson; we are also going to repair the one on W Queen St at the Mill
- (4) **BLACK TOP** Blacktopping will be done around Oct 10
- (5) **LEAF PICKING** Leaf picking has started; we are doing Cleona and S Annaville this year again.

Respectfully Submitted
Les Powell



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
SEPTEMBER 2016



- CALL FOR SERVICE 290
- ORDINANCE VIOLATIONS
 - ABANDONED VEHICLE 7
 - OPEN CONTAINER 4
 - SOLICITING 1
 - PARKING 4
 - PARKING - TRAILER 3
 - NOISE 7
 - DUMPING 1
 - CURFEW 1
 - DOG 4
 - OTHER 2
- CRIMINAL ARRESTS 30
 - ADULT 27
 - JUVENILE 3

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Accident Locations

- | | | |
|-------------------------------|----|----------------------------------|
| • TOTAL TRAFFIC CITATIONS | 17 | - 1200 Block East Main Street |
| • TOTAL TRAFFIC WARNINGS | 30 | - 200 Block West Main Street |
| • TOTAL NON TRAFFIC CITATIONS | 24 | - 228 East Main Street |
| • TOTAL VEHICLE ACCIDENTS | 11 | - 471 East Main Street |
| ○ REPORTABLE | 4 | - 647 East Main Street |
| ○ NON REPORTABLE | 4 | - 700 Block East Main Street |
| ○ HIT & RUN | 3 | - 934 & 422 (2) |
| | | - 934 & Kreiderheim Road |
| | | - East Main & Moyer Streets |
| | | - West Sheridan Ave & Stone Hill |
| • PARKING TICKETS ISSUED | 35 | |

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT SEPTEMBER 2016
9/01/16-9/29/16

Total Calls by Call Type From: 9/1/2016 To: 9/29/2016

<u>Call Type</u>	<u>Total Calls</u>
PARKING ENFORCEMENT	35
TRAFFIC ENFORCEMENT - WARNING	30
AMBULANCE CALL	22
BACKGROUND INVESTIGATION	20
TRAFFIC ENFORCEMENT - CITATION	17
ASSIST OTHER POLICE	11
SUSPICIOUS ACTIVITY	8
ABANDONED VEHICLE	7
TRAFFIC COMPLAINT	7
ADMINISTRATIVE FINGERPRINTING	5
SUSPICIOUS VEHICLE	5
ACCIDENT, NON-REPORTABLE	4
ACCIDENT, REPORTABLE	4
CHECK ON WELL BEING	4
CIVIL MATTER	4
DOG COMPLAINT	4
HARASSMENT	4
MENTAL HEALTH	4
OPEN CONTAINER - ORDINANCE	4
PARKING COMPLAINT	4
RENTAL PROPERTY REGISTRATION	4
THEFT - UNLAWFUL TAKING	4
VEHICLE COMPLAINT	4
ACCIDENT, HIT & RUN	3
DISABLED VEHICLE	3
DUI	3
DUMPSTER	3
HOUSE CHECK REQUEST	3
LOST & FOUND	3
NOISE COMPLAINT	3
NOISE WARNING ISSUED	3
PARKING TRAILER, ETC.	3
SUSPICIOUS PERSON	3
TRAFFIC HAZARD	3
UNDERAGE DRINKING	3
ALARMS	2
DOG - MISSING / LOST	2
DOMESTIC DISPUTE	2
DRIVING COMPLAINT	2
DRUG VIOLATION	2
FALSE FIRE ALARM	2

FIRE CALL	2
ORDINANCE - OTHER VIOLATIONS	2
PHONE SCAM	2
TRAFFIC DEVICE COMPLAINT	2
BACKGROUND CHECK - VENDOR	1
COMMUNITY RELATIONS	1
CRIMINAL MISCHIEF	1
CURFEW - ORDINANCE	1
DUMPING COMPLAINT	1
EXTRA PATROL REQUEST	1
FIGHTING	1
FRAUD	1
JUVENILE COMPLAINT	1
NEIGHBORHOOD DISPUTE	1
NOISE ORDINANCE	1
PUBLIC DRUNKENNESS	1
REQUEST FOR AID	1
SOLICITING - ORDINANCE	1
THEFT - FROM MOTOR VEHICLE	1
TRAFFIC DETAIL	1
TRAFFIC WARNING NOTICE VERIFICATION	1
TRESPASS LETTERS	1
WARRANT	1

Total Calls: 290

has addressed the problem. Chief Dugan indicated his department has been issuing citations instead of simply warnings for these incidents. Referring to the Statistical Report, Ms. Zimmerman also noted 35 parking tickets were issued by the police in September.

Property: Ms. Zimmerman requested an Executive Session be held prior to the adjournment of the Regular Meeting to discuss real estate matters.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for September 2016, a copy of which is attached hereto and made a part of these minutes. Ms. Zimmerman noted the report's reference to a gentleman who wished to be recognized for his significant volunteer contributions to Quittie Creek Nature Park. Mr. Scott indicated the Park Committee had directed this individual to speak to Mr. Yingst, although Mr. Yingst indicated he has not yet been approached about this. Ms. Zimmerman suggested this individual receive recognition from the Township and Mr. Scott shared his present hesitation of doing so due to what he described as the evolving relationship between this individual and the Park Committee.

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

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

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

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Mr. Yingst reported that no Executive Sessions have been held since the adjournment of the September 6, 2016 Regular Meeting.

Planning Commission: Mr. Yingst reported the Planning Commission met on September 19, 2016, and the minutes from that meeting were provided to the Board of Commissioners. The following items were then addressed:

Comprehensive Revision to Zoning Ordinance: Mr. Yingst reported the Planning Commission recommended the adoption of the comprehensive revision to the zoning ordinance and concurred with the Board's action from the prior month that a Public Hearing on the proposed ordinance be held on October 11, 2016 at 6:00 PM. Mr. Lamoureux confirmed that the notice for this Public Hearing has been advertised and Mr. Yingst reported the notice has been posted at 31 different locations throughout the Township.

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

October 3, 2016

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annvile met on Sunday, September 25 in the Train Station.

Commissioner Scott reported on his conversation with Public Works Supervisor Les Powell who believes that much of the work needed to develop the ADA fishing site could be done by Township staff. He suggested the construction of the stone ramp and parking area as outlined by the Parks Committee might be the best place to start. The Park Committee agreed with this approach leaving it now up to Public Works to determine the best way to achieve the necessary site stabilization, grading, matting and stoning of the parking area.

The Parks Committee has purchased building stone to repair the sign at the entrance to the park. Public Works picked up the stone and is storing it until construction is to begin. That date is currently Saturday, October 15 from 9 AM to 4 PM, weather permitting. Public Works will take care of welding and restoring the metal brackets. The stone base is to be built higher in the hopes of discouraging further vandalism.

Mr. Warren Sellers has now purchased and installed two picnic tables just to the west of the sign along the creek at his own expense and for which he seeks no reimbursement. He reported to the Park Committee that he would appreciate some official recognition by the Township for this contribution. He has also undertaken to repair the hand rail at the large staircase and replaced several of the stair treads, painting everything his signature red. The committee has had several conversations with Mr. Sellers to discuss his involvement.

The Park Committee noted with approval the crosswalk striping that now connects the two sections of the main creek trail--this thanks to Supervisor Powell and the Public Works staff.

The Park Committee in conjunction with The Allen Theater will screen the WITF production *Our Town Annvile* on Sunday, October 23, at 5:30 PM. A discussion led by Paul Fullmer will follow the screening. The program will end by 7:00 PM and is free and open to the public.

HMGP PROPERTIES

Nothing to report.

ANNVILLE FREE LIBRARY

Oh, the Places We've Been! Sunday, October 9 (Oct. 16 rain date)

The Annvile Free Library will conduct a walking tour of the various places the library has been in its more than half-century of existence. David Wallace, the first librarian, will be in the library. There will be a guided tour and refreshments. Tickets are available in the Library and cost \$5.00. Ticket holders will receive a copy of the booklet the Library Board has prepared to commemorate the event.

Permits Report

Month of September 2016

Plumbing Permits issued _____

Plumbing Licenses issued _____

Excavator Licenses issued _____

Total Tapping Fees Collected _____

Tapping Fees

Building Permits

#33-16	46 Union Crest Drive	Susan Achenbach	Erect a new structure
#34-16	321 W. New Street	Albert Shawnee/Lynn O'Rawe	Erect a new structure
#35-16	29 Union Crest Dr.-Lot #3	Narrows Glen, Inc.	Erect a new structure

Curb/Sidewalk Permits

#2016-7	531 East Maple Street	Tom Hoffsmith	Replace sidewalk
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Street-Cut Permits

Burn Permit

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
October 3, 2016

ANNVILLE COMMUNITY NIGHT OUT

The full report is not yet available.

DESTINATION ANNVILLE

Sip and Stroll enjoyed perfect weather, good jazz, a Vietnamese food truck, several local vendors, Batdorf brews and Prudential wine pours.

The third annual Crock-Pot Cook Off is scheduled for Saturday, October 22 from 11:00 AM to 2:00 PM.

VISIT LEBANON VALLEY:

The Fireball Run started successfully on Wednesday, September 28 from Sheridan Avenue. Township police joined Lebanon City police to provide traffic control and an escort. Public Works provided barriers. An enormous debt of gratitude is owed to LVC Marketing Director Marty Parkes, who shouldered responsibility for the organization of Annville's part in this event. Thanks to his efforts, the many and varied logistical requirements were met and exceeded. LVC Chaplain Paul Fullmer also worked very effectively to involve the A-C School District. A large and enthusiastic crowd turned out to provide the appropriate background. The producers should have been pleased. Let's hope the major investment of time and resources the Lebanon Valley has made will help attract visitors to the county.

LEBANON VALLEY COLLEGE: Pumpkin Walk:

LVC Students currently plan Pumpkin Walk for Friday, October 28. Park coordinators have contacted the organizers who will begin meeting soon.

Jeanne and Edward H. Arnold Health Professions Pavilion Land Development Plan: Mr. Yingst reported the Planning Commission would be reviewing the preliminary land development plan for the Lebanon Valley College (LVC) Jeanne and Edward H. Arnold Health Professions Pavilion at its October 17, 2016 meeting.

Stormwater Plan for LVC Shankroff Tennis Center: Mr. Yingst reported a Stormwater Management Plan and Post-Construction Stormwater Management Report was received from Steckbeck Engineering and Surveying, Inc. for the tennis courts project at LVC. After review by the Township Engineer, he recommended the Township approve the plans contingent upon all remaining items in his letter dated September 27, 2016 being satisfactorily addressed. **MOTION** by Mr. Lively, second by Mr. Scott to approve the Stormwater Management Plan submitted for the LVC Shankroff Tennis Center contingent upon the satisfactory addressing of all remaining items in the Township Engineer's letter dated September 27, 2016. Motion carried unanimously.

Stormwater Plan for LVC Route 934 Walkway Connector: Mr. Yingst reported a Stormwater Management Plan and Post-Construction Stormwater Management Report was received from Gannett Fleming for the Route 934 walkway project at LVC. After review by the Township Engineer, he recommended the Township approve the plans contingent upon all remaining items in his letter dated September 27, 2016 being satisfactorily addressed. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the Stormwater Management Plan submitted for the LVC Route 934 Walkway Connector contingent upon the satisfactory addressing of all remaining items in the Township Engineer's letter dated September 27, 2016. Motion carried unanimously.

Letter of Credit for the Lebanon Valley Advanced Care Center (LVACC): Mr. Yingst reported the Township Engineer has not received all items he has requested from the engineer for the LVACC project and, as such, is not recommending a reduction of the letter of credit at this time.

Economic Development: It was noted the draft minutes from the September 27, 2016 meeting of the Economic Development Authority had been distributed to the Board of Commissioners.

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

Reconstruction and Extension of Front Porch and Façade with Replacement of Windows and Front Door at 343 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for the reconstruction and extension of a front porch and façade with replacement of windows and a front door at 343 West Main Street. Motion carried unanimously.

Reconstruction and Restoration of Front Porch at 221/223 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to issue a Certificate of Appropriateness for the reconstruction and restoration of a front porch at 221/223 East Main Street. Motion carried unanimously.

T. Embich reports: 10-03-2016

Thomas Embich

Agenda Items: VI – D, G, H & J

Date: September 29, 2016 report for October 03, 2016 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. Next meeting scheduled for October 10, 2016, if there is an application for review.
2. At the September 12 meeting a Façade improvement for 343 West Main (porch change with width expansion was recommended for approval (specifics are in a "notes" report if details are desired).
3. Also, another review of 221/223 East Main St. (porch renovation/restoration next to the Union Hose Building) was done; Recommendation for approval to proceed was made pending some detail regarding the process for restoring salvage of spindles and railing, and some of the materials to be used.

Item VI -G SPRUCE STREET BRIDGE

1. Schedule revisions have been a recent topic: The current previously reported "anticipated" construction dates are still 2018 or later, with project completion forecast for late 2019.
2. Continuing Engineering expense approval as part of "bills payable" are the only **ACTION REQUIRED.**

ITEM VI - H STORMWATER MANAGEMENT

1. The LCCWA planned to meet on September 27, but has been delayed until Oct. 19, 10 to 11:30 AM at the North Lebanon Township Offices.
2. The LCCWA will likely file for another grant to pursue additional educational components of the MS4 compliance for member organizations.
3. A MS4 education display of one of the educational banners has been extended to the end of September, instead of the end of August. Any educational items are being documented and added to the MS4 log manual for regulatory agency inspection.
4. Mr. Morey, P.E., SSM, will be making a presentation to the Board at the Commissioners meeting regarding compliance with the MS4 program regarding the Chesapeake Bay Pollution Reduction Plan and the renewal process for Annville Township's permit for 2017-18

Wage & Salary: Nothing to report this month.

Information Technology: Nothing to report this month.

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

Zoning Ordinance Revision: Nothing to report this month.

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

Fire Department: The Board noted the receipt of the September 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the report from the September 20, 2016 meeting of the Fire Department Merger Committee, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Release of Second Half of 2016 Donation: **MOTION** by Ms. Zimmerman, second by Mr. Embich to authorize the release of \$32,000, which is the remaining half of the Township's budgeted 2016 donation, to the Union Hose Fire Company. Motion carried unanimously.

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

OLD BUSINESS:

Ordinance No. 651 – 2016 Omnibus: Mr. Yingst presented proposed Ordinance No. 651, amending Section 15-213(1) (Stop Intersections Established) and Section 15-411 (Handicapped Parking) of the Township Code of Ordinances and repealing previous police pension ordinances and adopting a pension plan document. It was noted the proposed ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Embich, second by Ms. Zimmerman to adopt Ordinance No. 651, amending Sections 15-213(1) and 15-411 of Chapter 15, Motor Vehicles and Traffic, of the Township Code of Ordinances and repealing previous police pension ordinances and adopting a pension plan document, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Support for Local Law Enforcement: Ms. Zimmerman revisited her suggestion from the prior month's Regular Meeting that Annville Township consider expressing support for local law enforcement, noting signs to this effect she saw in businesses in Palmyra Borough. She suggested that, as had been done in Palmyra, perhaps this cause might be taken up by a local business association, and Mr. Scott agreed to share this with Destination Annville. Chief Dugan expressed his appreciation for this idea while suggesting the signs recognize all first responders,

ITEM VI- J GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. The past meeting was 6:00 PM with the Annual Hot Dogs, etc event on September 6. The brief meeting of the GLRA covered mostly routine items, with the exception of adopting a new "Emergency Administrative Services" organization – Ms. Natalie Owens of Sequoia Consulting Group began on August 30; and the new Staff Engineer, Kathleen Bertoldi began on August 8.
2. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/>.
3. The next meeting is October 4: Budget review for Grounds & Maintenance Committee at 6:30 PM, and full GLRA meeting at 7 PM.

Merger Meeting Minutes: 9-20-16

Members present: Ellen Burke- Cleona Borough
Robert Moyer – Cleona Fire Dept.
James Hoffman Sr. – Union Water Works Fire Co.
Robert Snively - Union Water Works Fire Co.
Ron Dowey - Union Hose Co., Annville Inc
Michael Borrell - Union Hose Co., Annville Inc

Meeting began with members setting the next 3 meeting dates. It was decided to change back to the 3rd Thursday of each month, beginning at 7PM and to continue rotating the meeting location between the 3 stations. Robert Snively was creating a list of each member of the committee and contact info, whether email or telephone number. Not every member was included on the current email list.

It was expressed that the members of the 3 stations want to see progress from this committee and see a plan presented with how the new organization will work. The representatives from each station stated that their respective membership believe consolidation is the way to go. From this point forth, this committee will formulate a plan to establish a new organization. In conjunction with this, the Union Hose Co., Annville Inc will remain for the purposes of the social club. This will allow for the social club to continue and will provide funds for the new consolidated organization. The Cleona Fire Dept and Union Water Works Fire Co will no longer remain as organizations. There was no decisions on how assets from each organization will be dispersed/kept/or transferred at this time as it is too early for that discussion.

It was discussed that the sum of \$30,000 should be set aside (split evenly 3 ways) for the purposes of funding the consolidation. Rob Brady provided this money figure at a previous meeting. These funds will be used for legal fees, drafting of legal documents. Robert Moyer also added that this figure was to include items such as re-lettering/number apparatus and the such. While the committee feels they will probably not need all \$30,000, they should still have the commitment from each organization that they would supply their share of the full amount. Committee members will take this back to their organizations for their next scheduled meeting.

Ellen Burke raised a concern that North Annville Twp had no representation in this process (committee meeting). James Hoffman Sr. advised that the North Annville Twp Supervisors want to see a plan presented to them and would then go through their normal process of present publicly and vote a month later. There was discussion about what if North Annville would not allow the UWWFC to continue in the consolidation efforts. James believes that will not be an issue, since the liability of the social club will not be included in the new consolidated organization. He will have an informal talk with the North Annville Twp Supervisors to let them know where we are at in the process and that they will see a plan in the near future.

The committee agrees that we are at the process to finish up the bylaws and decide how we want to see the new consolidated organization to look. For our next meeting, Robert Moyer will get the bylaws that were written up/created by Anthony Deaven and the committee will read and modify. This will be done at our next scheduled meeting, Thursday Oct. 20th @ 7PM, to be held at the Union Water Works Fire Co.

Respectfully submitted,

Michael Borrell

ORDINANCE NO. 651

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING § 15-213(1) ("STOP INTERSECTIONS ESTABLISHED") AND § 15-411 ("HANDICAPPED PARKING") OF CHAPTER 15, MOTOR VEHICLES AND TRAFFIC, OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP AND REPEALING PREVIOUS POLICE PENSION ORDINANCES AND ADOPTING A PENSION PLAN DOCUMENT.

BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania, and it is hereby ordained and enacted as follows:

SECTION 1. The provisions of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, are amended as follows:

(a) Section 15-213(1) ("Stop Intersections Established") is amended to include the following:

<u>Stop Street:</u>	<u>Intersecting or Through Street:</u>	<u>Direction of Travel:</u>
East High Street	South Elm Street	Eastbound and Westbound
West Cumberland Street	South Lancaster Street	Eastbound and Westbound

(b) Section 15-411 ("Handicapped Parking") is amended to include the following:

<u>Street:</u>	<u>Number of Parking Spaces:</u>
41 West Sheridan Avenue	One

SECTION 2. All other provisions of Sections 15-213(1) and 15-411 of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, remain in full force and effect.

SECTION 3. This Ordinance establishes a retirement plan for the Police employees of Annville Township through the adoption of the Police Document effective January 1, 2013, which is attached hereto, made a part hereof, and marked as Exhibit "A".

SECTION 4. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Annville Township Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 5. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed, including all other ordinances or parts of ordinances establishing provision for the Police Pension Plan including but not limited to Ordinance No. 572, and replacing the retirement plan for the Police employees of Annville


"A" TIRIYV

Township through the adoption of the Annville Township Police Pension Plan.

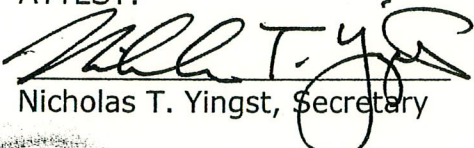
SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective October 3, 2016.

ORDAINED AND ENACTED this 3RD day of October, 2016.

BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary

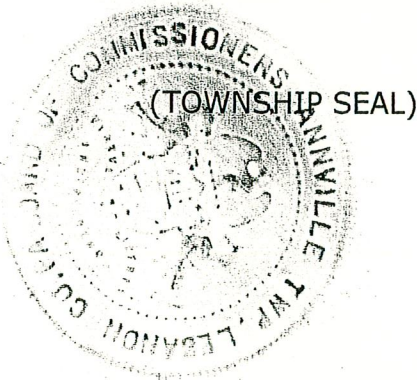


EXHIBIT "A"

ANNVILLE TOWNSHIP POLICE RETIREMENT PLAN

RESTATED JANUARY 1, 2013

noting the involvement of firefighters and emergency medical services in addition to police officers at recent incidents across the nation.

Lebanon County Agricultural Land Preservation Program: Mr. Sheffey presented a certificate from the Lebanon County Agricultural Land Preservation Board recognizing Annville Township for its 2017 pledge of \$100 to the farmland preservation program.

NEW BUSINESS:

Decorative Crosswalks at Town Square Intersection: Mr. Scott suggested decorative crosswalks similar to those found in the vicinity of the Hebron Fire Hall in Lebanon could be installed at the intersection of Routes 422 and 934 by PennDOT as part of the 2017 milling and overlay project. He asked to defer discussion on this until the November Regular Meeting while he did additional research on the potential costs of such a project.

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

Lebanon Valley Conservancy Appeal for 2016: Mr. Yingst reported a letter was received from the Lebanon Valley Conservancy, Inc. making an appeal to the Township for an annual donation, and he noted the Township donated \$100 to the Conservancy in 2015 and budgeted the same amount for 2016. **MOTION** by Mr. Scott, second by Mr. Lively to donate \$100 to the Lebanon Valley Conservancy, Inc. for calendar year 2016. Motion carried unanimously.

PAY BILLS: **MOTION** by Ms. Zimmerman, 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 8:44 PM with the five Commissioners, Mr. Yingst, Mr. Sheffey, and Mr. Lamoureux present.

Public Auction of 25-33 East Main Street: **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the Township Administrator and Solicitor to enter into a contract on behalf of the Township with Fortna Auctioneers & Marketing Group for the public auction of the Township property at 25-33 East Main Street with a reserve price. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Scott to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:45 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President