

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
September 8, 2015**

The September Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on September 8, 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*; Kris Gacono and Dan Stoddard, Salute 2 Service 5K Run & 1 Mile Walk; Michael Schroeder, East High Street; Millie Kish, Maple Street; and Joann Zimmerman, North Railroad Street.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Salute 2 Service 5K Run & 1 Mile Walk: Noting that organizers of the Salute 2 Service 5K Run & 1 Mile Walk were listed on the agenda and were in attendance, President Moore asked them to share their comments with the Board. Kris Gacono informed the Commissioners that this event was being planned for the Saturday prior to Veterans Day, November 7, 2015, and he distributed to them a map of the proposed route. He then explained the route in detail, noting that it would begin at the parking lot of the Annville-Cleona Community Pool and proceed west along Maple Street, before turning around using North Railroad Street, East Sheridan Avenue, and College Avenue and returning to the starting point via Maple Street. He also noted that portions of the route would include travel on North Moyer Street, the Annville Youth League Field via North Long Street, and the Liberty Station development via North Saylor Street and North Ziegler Street in order to have a race five kilometers in length. Mr. Yingst and Mr. Embich asked for information on times for the event. Mr. Gacono indicated that registration for the event would start at 7:30 AM with the run and walk beginning at 9:00 AM and the route likely being clear of participants by 10:30 AM. He also indicated that he and event volunteers would be doing setup for the route around 6 AM and that cleanup should be completed by 12 noon. Mr. Gacono further noted he has obtained permission to use the parking lots at the Annville-Cleona Community Pool and Hoss's Steak & Sea House for event parking. He indicated it was anticipated that a total of 300 runners and walkers would be participating in 2015 and he expressed his hope the event would be held annually and grow in the years to come. When asked about the cost to participate in the event, Mr. Gacono informed the Board that the cost to register was \$25 per adult, \$20 if a veteran, and \$10 for children ages ten and under, with the proceeds benefiting the Annville Memorial Day Parade and the Pennsylvania Wounded Warriors organization. Mr. Yingst then inquired if Mr. Gacono was asking the Board to authorize the closure of affected streets and parking restrictions and Mr. Gacono indicated he was, believing this would best provide for the safety of the runners and walkers. Mr. Gacono also noted that the Chief of Police had expressed concerns about the closure of North Weaber Street and that event volunteers would be working to open that roadway as soon as all the runners and walkers had crossed it. Mr. Embich asked how this would effect Liberty Station and Mr. Gacono indicated that one of the event organizers, Todd Hearsey, was a resident at Liberty Station and would be reaching out to coordinate with that neighborhood's developer as Liberty Station is still being developed and its streets have not yet been deeded to the Township. Mr.

Gacono also indicated he and other volunteers would be able to post the parking restriction signs the Wednesday prior to the event. With no further comments noted on this matter, **MOTION** by Mr. Yingst, second by Mr. Scott to approve the closure of the portions of the streets noted above, and the placement of "No Parking" signs along the portions of these closed streets, for the Salute 2 Service 5K Run & 1 Mile Walk on November 7, 2015 from 9 AM to 10:30 AM. Motion carried unanimously and Mr. Gacono expressed his thanks to the Board.

No further comments were noted from the public and Mr. Gacono and Mr. Stoddard left the Regular Meeting at 7:42 PM.

APPROVAL OF MINUTES: **MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held August 3, 2015 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for August 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:

2016 Wage and Equipment Rate Schedule: Noting that the current Public Works Department Wage and Equipment Rate Schedule had been provided to the Commissioners for their review at the August Regular Meeting, Administrator Yingst asked if there were any suggestions for changes to items or rates to be made effective for 2016. After a brief period of discussion, **MOTION** by Mr. Embich, second by Mr. Lively to adopt the Public Works Wage and Equipment Rate Schedule for 2016 as presented. Motion carried unanimously and a copy of this rate schedule is attached hereto and made a part of these minutes.

Advertisement of Vehicles for Sale: At the recommendation of the Public Works Director and the Township Authority, **MOTION** by Mr. Lively, second by Mr. Yingst to authorize the advertisement for bids for the sale of the 1980 Chevrolet pickup truck and the 2002 Ford Crown Victoria. Motion carried unanimously.

Permitting for Biosolids Application at Additional Greater Lebanon Refuse Authority (GLRA) Property: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the expenditure of \$2,600 to Material Matters, Inc. for the preparation of a submittal package for the permitting of the 40 acres of land adjacent to the GLRA West Farm for the application of biosolids. Motion carried unanimously.

Public Safety: The Police Statistical Report for August 2015 was reviewed, a copy of which is attached hereto and made a part of these minutes, and Mr. Scott spoke favorably regarding its new format. The following item was then addressed:

Trick-or-Treat: Administrator Yingst reported he received word from Chief of Police Bernard Dugan that the Lebanon County Chiefs of Police have set countywide trick-or-treating from 6 PM to 8 PM on October 29, 2015 and that Chief Dugan is recommending Annville Township do

WORK DONE FOR AUGUST 2015

- (1) **BOLLARD REPAIRS** Repaired 3 bollards this month.
- (2) **D/T LIGHTS** Repaired 3 St lights, flag pole and 3 in fountain
- (3) **LINE PAINTING** Line painting is done for the year
- (4) **POTHoles** We repaired N Ulrich St and S Bachman Rd
- (5) **GIS SYSTEM** Talked with Steckbeck Engineers they will be giving us a price for storm drain mapping. Also I will be talking with county about their program and how we can make it work for us.
- (6) **SPRUCE BRIDGE** We have to put marking pins in bridge sides so the measurements are taken at the same place.
- (7) **CRACK SEALER** We were given a crack sealer by Hoffer Paving. The tar inside got too hot and caught on fire. We had to have the fire Co here to put it out. We should still be able to use it but I have to get new tires on it. We had one employee that got a sunburn from the heat on his face. The ambulance crew checked him out and he refused treatment.



- (8) **LEAF PICKING** We will be starting leaf picking this month
- (9) **N.N.O.** 4 people volunteered 16 hrs. to help with NNO.

Respectfully Submitted
Les Powell

ANNVILLE TOWNSHIP

Wage & Equipment Rate Schedule

(2016)

<u>ITEM</u>	<u>RATE/HOUR</u>
Snow Plowing	
• Small pick-up	\$65.00 per hr
• One Ton truck	\$75.00 per hr
• Five Ton Truck	\$85.00 per hr
Street Sweeper & Disposal	\$105 per hr
Leaf Collection & Disposal	\$105 per hr
Pot-Hole Repair	\$105 per hr plus material
Sign Repair & Installation	\$80 per hr plus material
paint sprayer	\$55 per hr
Backhoe	\$85 per hr plus material
Weed spraying	\$85 per hr plus material
Camera Truck	\$165.00 per hour
Sewer Flusher	\$90.00 per hour
Tank Truck	\$90.00 per hour
Portable Pumps	\$55.00 per hour
Auto Crane	\$55.00 per hour
Skid Steer Loader	\$55.00 per hour
Chipper	\$75.00 per hour
Lawn Tractor	\$50.00 per hour
Weed Wacker	\$10.00 per hour
Laborers	\$55.00 per hour
Supervisors – (L. Powell)	\$75.00 per hour

ANNVILLE TOWNSHIP POLICE				
JULY 31 - AUGUST 31 2015				
Call Type		Total Calls		
TRAFFIC ENFORCEMENT - WARNING		54		
TRAFFIC ENFORCEMENT - CITATION		53		
FOOT PATROL - POLICE		21		
PARKING ENFORCEMENT		12		
BACKGROUND INVESTIGATION		11		
DRIVING COMPLAINT		9		
SUSPICIOUS ACTIVITY		9		
ASSIST OTHER POLICE		8		
LOST & FOUND		7		
DOMESTIC DISPUTE		6		
HARASSMENT		6		
POLICE INFORMATION		6		
ACCIDENT, NON-REPORTABLE		5		
ORDINANCE - OTHER VIOLATIONS		5		
PUBLIC DRUNKENNESS		5		
SUSPICIOUS PERSON		5		
CRIMINAL MISCHIEF		4		
DOG COMPLAINT		4		
DRUG VIOLATION		4		
PARKING COMPLAINT		4		
REQUEST FOR AID		4		
AMBULANCE CALL		3		
MISCELLANEOUS		3		
NOISE COMPLAINT		3		
ACCIDENT, REPORTABLE		2		
ALARMS		2		
ASSIST MOTORIST		2		
ASSIST OTHER AGENCY		2		
CHILD CUSTODY		2		
EXTRA PATROL REQUEST		2		

[illegible]

ANNVILLE TOWNSHIP POLICE DEPARTMENT
MONTHLY REPORT SUPPLEMENT
August 2015

Fines received from parking tickets ----- \$160.00

Miles on police cars;

2012 Dodge -----	544
2012 Explorer -----	525
2015 Explorer -----	2020
TOTAL -----	3089

Fines received from District Court:

<u>Month of:</u>	<u>Monthly Total, All Citations</u>	<u>Year-to-date</u>
DEC, 2014	\$2362.39	\$2362.39
JAN, 2015	1744.84	4107.23
FEB, 2015	2054.06	6161.29
MAR, 2015	1584.95	7746.24
APR, 2015	1492.77	9239.01
MAY, 2015	733.32	9972.33
JUN, 2015	1522.07	11494.40
JUL, 2015	2038.74	13533.14
AUG, 2015		
SEP, 2015		
OCT, 2015		
NOV, 2015		
DEC, 2015		

sig. 

the same. **MOTION** by Mr. Scott, second by Mr. Yingst to authorize trick-or-treating in Annville Township from 6 PM to 8 PM on October 29, 2015. Motion carried unanimously.

Property: Nothing to report this month.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: Mr. Scott reviewed the Parks & Recreation and HMGP Report for August 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Resolution No. 20150908-001 - Extending Appreciation to the 2015 Warrant Officer Training Class: **MOTION** by Mr. Scott, second by Mr. Lively to adopt Resolution No. 20150908-001, extending recognition and appreciation to the Pennsylvania Army National Guard 2015 Warrant Officer Training Class for its planting of saplings in Quittie Creek Nature Park. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Declaration of Contractor Default: Noting the inability of the contractor to complete the HMGP demolition project in a timely and satisfactory manner, **MOTION** by Mr. Scott, second by Mr. Embich to declare Penn Earthworks, Inc. to be in default, to ratify the issuance of the letter from the Township Solicitor to the bonding company and the contractor informing them of this, and to authorize Township officials to take the necessary steps to work with the bonding company to ensure that the HMGP project is completed in a timely and satisfactory manner. Motion carried unanimously.

Ash Tree Treatments at South White Oak Street Property: Mr. Scott asked the Commissioners to authorize every-other-year insecticide treatments to the ash tree on the Township's HMGP property at South White Oak Street to protect it from the emerald ash borer beetle. He noted that the cost for this treatment would be \$650, which would amount to \$325 annually or an estimated annual average cost of \$0.25 to Township property owners. **MOTION** by Mr. Scott, second by Mr. Embich to authorize the injection of emamectin benzoate for the Township's ash tree on its South White Oak Street property at a cost not to exceed \$650. The motion was then opened for discussion and the Commissioners shared their differing opinions on the uniqueness of the tree and whether the cost for protecting the tree from the emerald ash borer beetle was justified. Pertaining to the matter of uniqueness and the potential cost for preserving all ash trees on property owned by the Township, Mr. Embich asked if there were any ash trees in Quittie Creek Nature Park. Mr. Scott indicated that the type of trees in the park were of a different variety than the ash tree on South White Oak Street, while further noting his belief that the tree on the South White Oak Street property is very old and unique, even in comparison to other ash trees. Mr. Yingst stated he did not think this was a good investment of taxpayers' dollars and President Moore expressed his concern about committing to an expenditure that would be required for the life of the tree. Joann Zimmerman asked to comment and suggested that perhaps a group like the Boy Scouts or Girl Scouts could be contacted to raise the funds necessary to treat the tree. Mr. Scott indicated he thought this was a good long term strategy, but noted that in the meantime the Township would need to be proactive to keep the beetle from infesting and killing the tree. Ms. Zimmerman asked how much damage the beetle has done to the tree thus far and Mr. Scott reported that to date there has been no apparent damage, although he stressed that while the

September 6, 2015

QUITTIE CREEK NATURE PARK

On Saturday, August 15 the Warrant Officer training class from Indiantown Gap arrived with picks and shovels. FOOA co-president Mike Schroeder was on hand with two machetes to direct the work and assist the candidates. In the course of an afternoon some 130 saplings received a permanent home along the restored portions of the stream bank.

MOTION: To adopt a resolution recognizing the community service provided to Annville Township by the Warrant Officer class of 2015 for their work toward the reforestation of the Quittie Creek Nature Park.

Public Works Superintendent Les Powell has taken steps to acquire and install the sign recognizing the contribution of the Pennsylvania Department of Conservation and Natural Resources toward the acquisition of additional park land to the east of Spruce Street as requested last month.

The Quittie Park Committee of FOOA was able to secure a donation of an additional 30 ton of 2A(modified) limestone to complete a trail base in the eastern expansion of the trail. Lee Allwine used his Bobcat—with some danger to his dentition because of the bouncy ride—to spread most of the stone on the path. A use for the remaining stone remains to be determined.

On September 2 Les Powell arranged for the delivery 26 scoops of wood chips to the footbridge parking area at a cost of \$200.00 to be paid by the Quittie Park Committee. On September 3 Commissioner Scott, noting that two large maple trees were being taken down in the neighborhood, following consultation with supervisor Powell asked Philip Eberly of Eberley's Tree Pruning Service to dump his chips in Paul Graham's chip bunker for use in the East High Street end of the park. The Quittie Park Committee has scheduled a work day for Saturday, September 12 to dress the trail.

The question regarding the provisions of the existing easement over Paul Graham's property between Bachman Road and East High Street remains under investigation at this point.

HMGP PROPERTIES

On August 5 Township Administrator Yingst informed Mr. Gary Case of the ACSTAR bonding company of the engineer's report stating that the work at 315 South Lancaster Street had not reached substantial completion within the terms of the contract and that the Board had voted to assess liquidated damages for this property. Mr. Case agreed to contact Mr. Umbriac with this concern. Mr. Umbriac did eventually respond to Mr. Case with a statement that made it clear he did not understand the scope of work awaiting completion or the gravity of the situation with the Township facing a November deadline for completing the project. In a protracted series of e-mails over the following weeks, Administrator Yingst worked with the Township Solicitor, Township engineers and PEMA/FEMA authorities to determine what the Township needed to do to declare Penn Earthworks in default of its contract and have the work completed by another contractor under the terms of the performance bond. Administrator Yingst asked Township engineers to provide a record of the various financial transactions and obligations incurred thus far with Penn Earthworks. By August 28, Administrator Yingst had located a local contractor, Long's Excavating, able and willing to complete the work under the terms of the existing contract. On August 28, Solicitor Sheffey informed the bonding company, ACSTAR, of our decision. The Township subsequently received a response form from ACSTAR which Township Administrator Yingst is in the process of completing with cooperation from Township counsel and Township engineers.

MOTION: Ratify the decision (arrived through e-mail correspondence) to declare Penn Earthworks in default of its contract and direct the Township Administrator to inform the performance bonding agent of the need to secure the services of another contractor to complete the work.

On August 14 Commissioner Scott received an e-mail from Kristin Kyler of Greening the Lower Susquehanna stating that she had been in contact with Ryan Miller of the Pennsylvania Game Commission regarding the properties available for reforestation. She expressed the wish to postpone the project for another year in order to have time to complete a satisfactory design and secure the appropriate plant material. Commissioner Scott responded positively to this wish with the hope that the extra time might also see final completion of the work of the entire demolition and site restoration project.

Further investigation of the situation with regard to ash trees and the emerald ash borer (EAB) revealed the need for immediate action with an injectable pesticide, emamectin benzoate, followed by prophylactic injections biennially for ten years to be followed then by much less expensive applications of a root flare drench. Houser's Plant Health Care of Mount Gretna has given a price of \$650.00 to treat both trunks of the 100-foot ash on the South White Oak Street property. The same company estimated the cost of removing such a large tree to be in the neighborhood of \$1500.00. According to a recent article in the New York Times (Tuesday, September 1, page D2), research on stopping the spread of this insect is now focused on developing treatments that mobilize a tree's immune system to fend off the invasive pest. Unfortunately, such research is only in the beginning stage.

The life of a hundred-year-old tree such as ours is but three and four years following initial infestation. (The insect typically attacks a tree from the top, progresses downward in succeeding years and moves on to the next tree when that host dies.) The present health of the tree, the availability of effective, short-term protection and the promise of less expensive long-term care in the future argue for immediate stewardship action.

MOTION: to authorize the Township Administrator to support injection of emamectin benzoate for the Township's ash tree on its South White Oak Street property at a cost not to exceed \$650.00.

RESOLUTION NO. 20150908-001

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
ANNVILLE TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA,
EXTENDING RECOGNITION AND APPRECIATION TO THE
PENNSYLVANIA ARMY NATIONAL GUARD
2015 WARRANT OFFICER TRAINING CLASS
FOR THE PLANTING OF SAPLINGS IN QUITTIE CREEK NATURE PARK**

WHEREAS, on August 15, 2015 members of the Pennsylvania Army National Guard 2015 Warrant Officer Training Class planted approximately 130 saplings along the restored portions of the Quittapahilla Creek stream bank in Quittie Creek Nature Park; and

WHEREAS, the saplings will in time add to the natural aesthetic of Quittie Creek Nature Park; and,

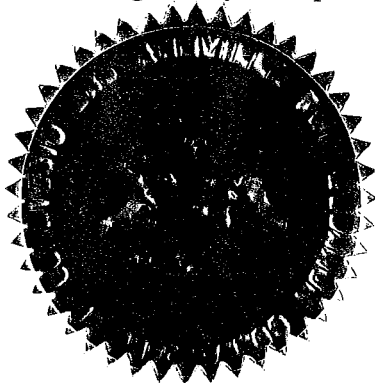
WHEREAS, the saplings will assist with the preservation of the restored stream bank and add to the riparian buffer along the Quittapahilla Creek, thereby reducing the flow of stormwater into the creek; and,


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

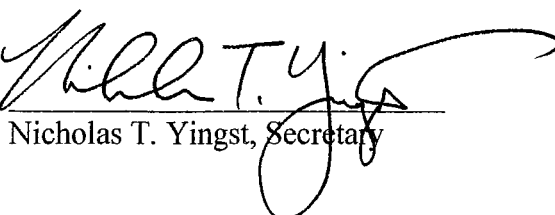
WHEREAS, this public service was provided at no cost to Annville Township.

NOW, THEREFORE, BE IT RESOLVED by the Annville Township Board of Commissioners that the members of the Pennsylvania Army National Guard 2015 Warrant Officer Training Class be recognized and appreciated for its work planting saplings in Quittie Creek Nature Park.

ADOPTED this eighth day of September, 2015.




Rex A. Moore, President

Attest: 
Nicholas T. Yingst, Secretary

treatments are effective once the beetle attacks the tree, it is preferable to be ahead of any infestation and an untreated tree can be expected to die within three to four years. President Moore asked how effective the treatments are and Mr. Scott indicated they have a 100% success rate when applied timely. With no further comments noted, the motion to authorize the injection of emamectin benzoate for the Township's ash tree on its South White Oak Street property at a cost not to exceed \$650 was voted upon and carried by a vote of three to two, with Mr. Scott, Mr. Embich, and Mr. Lively voting in favor of the motion and President Moore and Mr. Yingst voting against the motion.

Paul Longenecker, Union Hose Fire Company Chief, joined the Regular Meeting at 7:55 PM.

Finance: Mr. Embich reviewed the Financial Report for August, highlighting the total income and expenses for the eighth month of 2015. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for August 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 August 2015, a copy of which is attached hereto and made a part of these minutes. Upon reviewing the anticipated vendor participation for Destination Annville's Sip and Stroll event, Mr. Embich suggested the group may want to reach out to Derry Township for ideas, as that municipality is also holding a similar event later in autumn and Mr. Scott indicated he would pass this information along to Destination Annville.

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 an Executive Session was held prior to the adjournment of the August Regular Meeting to discuss potential litigation and real estate matters. He also noted that while Commissioners Moore, Scott, and Embich were in attendance at the annual Lebanon Valley College kickoff breakfast on August 26, no official Township actions were taken or discussed.

Planning Commission: Administrator Yingst reported that the Planning Commission did not meet in August and that it is not expected to meet in September.

Economic Development: Administrator Yingst reported that the next quarterly meeting of the Economic Development Authority (EDA) is scheduled for September 22, 2015.

Historic Architectural Review Board (HARB): Administrator Yingst noted that while HARB met in August, it tabled the only application it reviewed; as such, no action was recommended of the Board of Commissioners by HARB.

Permits Report

Month of August 2015

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Tapping Fees Collected		<u>\$8,400.00</u>

Tapping Fees

Stone Hill Village	1 Millard Drive	\$1,400.00
Stone Hill Village	102 Clay Court	\$1,400.00
Stone Hill Village	103 Clay Court	\$1,400.00
Stone Hill Village	106 Clay Court	\$1,400.00
Stone Hill Village	107 Clay Court	\$1,400.00
Stone Hill Village	213 Millard Drive	\$1,400.00

Building Permits

#18-15	440 E. Maple St.	Douglas & Rosalind Nyce	erect new structure
#19-15	110 S. Manheim St.	Charles & Lorie Gonzalez	erect new structure
#20-15	1251 E. Main St.	Annville PH LP	change of use

Curb/Sidewalk Permits

Street-Cut Permits

#15-14	120 S. Lancaster St.	PA American Water
#15-15	122 S. Lancaster St.	PA American Water

Burn Permit

8/29/15 & 9/12/15	200 S. Lincoln Drive	Brad Lough
-------------------	----------------------	------------

ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)
September 6, 2015

National Night Out Against Crime, Tuesday, August 4, 5:00 PM to 8:30 PM.

Perfect weather with volunteers and donors providing information, food, and entertainment attracted a large crowd to St. Paul's Catholic Church pavilion grounds. Funding for the event included support from local businesses, T-shirt ad sponsors and donations by attendees. These totaled \$5,868.52. Expenses were \$5,849.17. With a net surplus of \$19.35 the Township essentially broke even, though at this writing, one T-shirt sponsorship of \$150.00 remains outstanding. Everyone involved in the planning, support, and production of this event, chiefly Police Department Assistant Linda Bechtel, deserves a well-earned "Thank you!"

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

Destination Anncville anticipates a small and very locally supported participation in the inaugural event. As it turned out, most breweries and wineries that could ordinarily be expected to show an interest were already fully committed elsewhere on this date. Most schedule such events in January for the coming year, a fact that Destination Anncville has duly noted. Nevertheless, several local establishments have agreed to provide samples and food. A jazz combo will entertain.

Pumpkin Walk, Friday, October 30.

Students are back in town and the Quittie Park Committee of Friends of Old Anncville is assisting them in planning for the event.

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

Todd Hearsey will present a proposal for this event at this meeting. No further details are available as this report is written.

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

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

Meet the Commissioner

Still under development.

Wage & Salary: Nothing to report this month.

Information Technology: Mr. Scott reviewed the Information Technology (IT) Report for August 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 August 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 August 2015, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Ordinance Updates: Referring to the report, Mr. Scott inquired as to whether the zoning ordinance would need to be updated to comply with the MS4 requirements. Mr. Embich indicated the necessary updates would primarily effect the stormwater ordinance, although any ordinances dealing with stormwater runoff could be effected. Solicitor Sheffey advised that such changes should avoid the zoning ordinance, if possible, as the process for amending the zoning ordinance is more involved and complicated than the process for amending other ordinances.

Adoption of MS4 Public Education and Outreach Plan (PEOP) and Public Involvement and Participation Plan (PIPP): Mr. Embich presented the Board with a draft PEOP and PIPP for its review and consideration, noting that these plans were required to be adopted within the first year of the Township's MS4 permit. **MOTION** by Mr. Embich, second by Mr. Lively to adopt the MS4 Public Education and Outreach Plan as required by Minimum Control Measure No. 1 and the MS4 Public Involvement and Participation Plan as required by Minimum Control Measure No. 2 as presented. Motion carried unanimously and a copy of these plans are attached hereto and made a part of these minutes. Mr. Scott then noted that the PEOP indicates a page should be established on the Township website specific to informing the public of stormwater impacts and suggested a link to this page be made available on the website's homepage. Administrator Yingst concurred, noting that this designated page already exists and previously did have a link on the homepage before space issues necessitated the removal of this link. Mr. Scott indicated he believed there was now adequate space on the homepage and agreed to work with the Township Office to incorporate this website change.

Zoning Ordinance Revision: Mr. Scott reported that over the past month the Zoning Ordinance Revision Committee has been making final edits to the proposed zoning ordinance and map and anticipates it will be ready to hold informal public information meetings on these documents before the end of the year. He further noted that in the past 24 hours a final draft of the proposed ordinance has been fully formatted and at an estimated 200 pages, down from a previous draft of approximately 250 pages, it is ready for review by the public.

Fire Department: The Board noted the receipt of the August 2015 Monthly Statistical Report for the Union Hose Fire Company. The following items were then addressed:

Audited Financial Statements: Administrator Yingst reported that the Township Office has received the audited financial statements for the Union Hose Fire Company for the years 2013

September 6, 2015

DOCman Update Difficulty.

Assistance by the Joomla! tools technicians helped resolve the difficulties experienced following the DOCman upgrade. The upgrade required the backend of the website to create a hidden menu for documents inserted into individual articles. Township staff (Cheryl Fischer) is up to speed with the changes necessary to make the upgraded component of the website perform as desired.

Things That Go Bump in the Night.

On Thursday, August 27, Township staff became aware that files they thought saved were no longer available. A day and a half work on some twenty files had been lost. A call to Township IT support provider Virtual October resulted in the arrival of a technician, Daryl Long, who quickly determined that the problem resulted from an absence of power to a network attached storage device located in the Police Department office. Apparently the connection had gotten bumped at some point causing the device to cease functioning.

After he had restored power to this piece of hardware, Mr. Long set about recovering the files and since Township staff was able to supply him with the names of the corrupted files, he was able to find the automatically created back-up copies. By 5:00 pm on Friday all the corrupted files had been restored. The power cord has since found a more secure location, which should prevent a recurrence of this particular drama.

T. Embich reports: 09-08-2015

Thomas Embich

Agenda Items: VI - G & H

Date: September 03, 2015 report for September 08, 2015 Meeting

Item VI -G SPRUCE STREET BRIDGE

1. No further progress on the item.

ACTION ITEM:

- **ADD REFERENCE PINS TO BRIDGE BASE WHEN POSSIBLE; MR. L. POWELL HAS THIS ON FUTURE WORK LIST.**

ITEM VI - H STORMWATER MANAGEMENT

1. The LCCWA is tentatively to meet in September. A confernece call with representatives of The Center for Watershed Protection, Ellicott City, MD, was held on August 12 to develop a scope of work to create a means for multiple municipalities to comply with the MS4 regulations within the LCCWA. The framework for the scope of work is the findings report generated by Rocky Powell for the LCCWA/ Quittapahilla Creek basin a couple of years ago. The CfWP will file for a small grant to do the work when the scope of work is approved by the LCCWA.
2. Mr. L. Powell is continuing to update our base map for the stormsewer system, and make repairs as needed on the outlets and "catchbasins" within the Public Works Dept. capabilities.
3. Items #2 & #3 of the previous month "ACTION" list have been completed for review, adoption or publication; they are the PEOP, and the PIPP for compliance with MCM 1 & 2 of the MS4 compliance scope.

ACTION:

"Develop, implement, and maintain" documents required to provide partial compliance:

1. Update our ordinance(s) for enforcement of the MS4 program.

**Annville Township
MS4 Public Education and Outreach Plan
Adopted 2015**

Minimum Control Measure #1 – Public Education and Outreach on Stormwater Impacts:

1. Establish a page on the Annville Township website specific to informing the public of stormwater impacts.
2. Add Environmental Protection Agency (EPA) website link on the Annville Township website for information regarding polluted runoff and review the link annually.
3. Add Department of Environmental Protection (DEP) stormwater link on Annville Township website and review the link annually.
4. Add Chesapeake Bay Program link to Annville Township website for information on how to assist with Chesapeake Bay restoration efforts and review the link annually.
5. Rotate stormwater impact awareness posters at the Annville Township building and on the Annville Township website quarterly.
6. Include at least one (1) stormwater article in the annual Annville Township newsletter.
7. Provide the public with various free brochures pertaining to stormwater information.
8. Encourage Lebanon County Planning Department and Lebanon County Conservation District to provide handouts to developers as part of the building permit process.
9. Have Annville Township Public Works Department personnel install storm drain designations.
10. Designate a portion of each monthly meeting of the Annville Township Board of Commissioners to discuss stormwater matters.
11. Discuss stormwater issues with Annville Township Public Works employees on at least an annual basis and as other opportunities arise.
12. Discuss stormwater issues with other stakeholders across Lebanon County to share ideas and resources for implementing the MS4 program.
13. Review the target audience annually.

Annville Township
MS4 Public Involvement and Participation Plan
Adopted 2015

Minimum Control Measure #2 – Public Involvement and Participation:

1. Encourage the Lebanon County Conservation District to work with and assist watershed associations and others with clean water initiatives.
2. Encourage Annville Township Public Works employees to participate in the MS4 program and educate them as to the MS4 program's objectives.
3. Encourage citizens to report stormwater discharge violations to the Township Office.
4. Conduct public meetings, where feedback is solicited from the public, to discuss implementation of the MS4 program in Annville Township.
5. Have the monthly Stormwater Management reports made available to the public in both the Annville Township Office and on the Annville Township website.

and 2014. Referring to the financial statements, Mr. Embich inquired as to the reason for the decrease in rental income and Fire Chief Longenecker indicated that this was due to remodeling of the rental units.

Release of Second Half of 2015 Donation: Administrator Yingst informed the Board that the Fire Department was requesting the remaining 50% of the annual budgeted Township donation. **MOTION** by President Moore, second by Mr. Yingst to authorize the release of \$31,000, which is the remaining half of the Township's budgeted 2015 donation, to the Union Hose Fire Company. Motion carried unanimously.

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

OLD BUSINESS:

Proposed Ordinance No. 644 - 2015 Omnibus: Administrator Yingst presented proposed Ordinance No. 644, which would amend §15-207 ("One-Way Roadways Established"), §15-213 ("Stop Intersections Established"), and §15-411 ("Handicapped Parking") of Chapter 15 ("Motor Vehicles and Traffic") of the Annville Township Code of Ordinances and would amend Section 6.01 ("When Benefits Start") of Article VI of the Annville Township Non-Uniformed Employees Pension Plan. He noted that the ordinance was properly advertised and could be considered for adoption. **MOTION** by Mr. Scott, second by Mr. Embich to adopt Ordinance No. 644, amending §15-207, §15-213, and §15-411 of Chapter 15 ("Motor Vehicles and Traffic") of the Annville Township Code of Ordinances and amending Section 6.01 ("When Benefits Start") of Article VI of the Annville Township Non-Uniformed Employees Pension Plan, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

Main Street and First Avenue Crosswalk: Mr. Scott reported that he has observed the crosswalk being used by pedestrians.

Properties Located Within Annville Township Historic District: Administrator Yingst reported that at its meeting in August HARB discussed Solicitor's Sheffey memo regarding various possible measures for informing prospective property owners that a property is located within the Annville Historic District. Based on a conversation with the HARB Chairperson, Administrator Yingst informed the Board that HARB would prefer the adoption of an ordinance requiring both a certificate to be issued to a buyer when ownership of a property is transferred and a reference in the deed that the property is located within the Historic District. Of these two options, HARB would prefer the issuance of a certificate if only one of these options were to be pursued. Administrator Yingst also reported that he communicated with the Township Zoning Officer about this, who indicated he also recommended the issuance of a certificate and that he did not believe the necessary communication between the Township Office and the Zoning Officer would unduly delay settlement for the sale of a property. The Commissioners then discussed this in detail. Noting that the reason for requiring a certificate is primarily because of issues noted by HARB, Mr. Yingst inquired if there was any way the certificate could be issued solely for property transfers within the Historic District. Solicitor Sheffey indicated that would

ORDINANCE NO. 644

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING § 15-207 ("ONE-WAY ROADWAYS ESTABLISHED"), § 15-213 ("STOP INTERSECTIONS ESTABLISHED"), AND § 15-411 ("HANDICAPPED PARKING") OF CHAPTER 15, MOTOR VEHICLES AND TRAFFIC, OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP AND AMENDING SECTION 6.01 ("WHEN BENEFITS START") OF ARTICLE VI OF THE ANNVILLE TOWNSHIP NON-UNIFORMED EMPLOYEES PENSION PLAN.

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 and revised as follows:

(a) Section 15-207, "One-Way Roadways Established", is amended to include the following:

<u>Street:</u>	<u>From:</u>	<u>To:</u>	<u>Direction of Travel:</u>
Hower Street	West Main Street	West Queen Street	Southbound

(b) Section 15-213, "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 Queen Street	South Saylor Street	Westbound
South Saylor Street	East Queen Street	Southbound

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

<u>Street:</u>	<u>Number of Parking Spaces:</u>
South Killinger Street, west side of the street from a point 30 feet south of East Main Street to a point 52 feet south of East Main Street	One Space

(d) Section 15-411, "Handicapped Parking", is amended to remove the following:

<u>Street:</u>	<u>Number of Parking Spaces:</u>
North King Street, in front of 50 North King Street	One Space
West Church Street (331A), from a point 94 feet east of North Cherry Street to a point 117 feet east of North Cherry Street	One Space

SECTION 2. The provisions of Section 6.01, "When Benefits Start", of Article VI of the Annville Township Non-Uniformed Employees Pension Plan (hereinafter "Plan") are amended and revised by Plan Amendment No. 2, which is attached hereto, made a part hereof, and marked as Exhibit "A", and is hereby adopted. The provisions of Section 6.01 as amended above have an effective date January 1, 2014.

SECTION 3. All other provisions of Section 15-207, Section 15-213, and Section 15-411 of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, and Article VI of the

Annville Township Non-Uniformed Employees Pension Plan, remain in full force and effect.

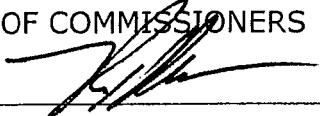
SECTION 4. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts 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.

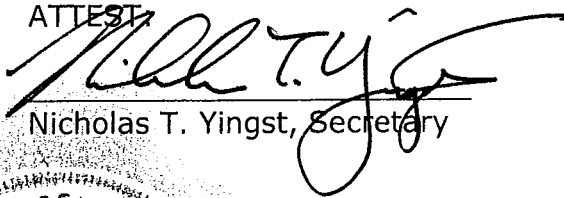
SECTION 6. EFFECTIVE DATE. This Ordinance shall become
effective September 8, 2015.

ORDAINED AND ENACTED this 8th day of September, 2015.

BY ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST


Nicholas T. Yingst, Secretary

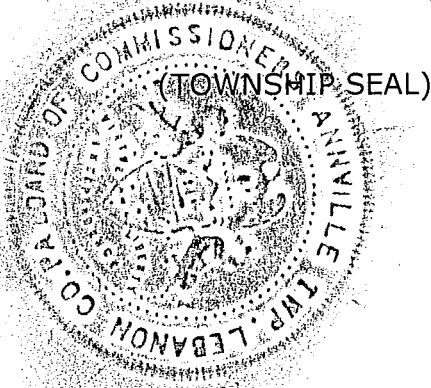


EXHIBIT "A"
AMENDMENT NO. 2

**ANNVILLE TOWNSHIP NON-UNIFORMED
EMPLOYEES PENSION PLAN**

The Plan named above gives the Employer the right to amend it at any time. According to that right, the Plan is amended effective January 1, 2014 as follows:

By striking SECTION 6.01 -- WHEN BENEFITS START from Article VI and substituting the following:

SECTION 6.01 -- WHEN BENEFITS START.

Benefits shall begin as provided in the Plan. For example, the Participant's Retirement Date or Required Beginning Date, as defined in the DEFINITIONS SECTION of Article VII.

This amendment is made an integral part of the aforesaid Plan and is controlling over the terms of said Plan with respect to the particular items addressed expressly herein. All other provisions of the Plan remain unchanged and controlling.

Unless otherwise stated on any page of this amendment, eligibility for benefits and the amount of any benefits payable to or on behalf of an individual who is an Inactive Participant on the effective date(s) stated above, shall be determined according to the provisions of the aforesaid Plan as in effect on the day before he became an Inactive Participant.

Signed this 1ST day of December, 2014.

ANNVILLE TOWNSHIP

By:

Jan W. Scott

(Vice) President, Board of Commissioners
Title

not be possible, as a certificate would have to be required of all property transfers in the Township. He further noted that, at its core, he believed the matter before the Commissioners was how much information they thought was necessary to provide to potential property owners before a sale is finalized, reflecting that residential rental information could also be considered for inclusion on such a certificate. President Moore and Mr. Yingst noted that few people actually review the myriad of documents at settlement, to which point Mr. Scott countered that requiring such a certificate would eliminate the excuse of some owners in the Historic District that they had never been informed of the HARB review process before beginning work on a property. Administrator Yingst then reviewed the current process used by the Township Office to notify new property owners in the Historic District of the HARB requirements, noting that this is based upon the listing of property transfers that is received from the Lebanon County Tax Assessment Office. Ms. Zimmerman asked to comment and inquired if the Township could work with realtors to ensure this information is passed along to potential buyers. Administrator Yingst noted that while this might work in some cases, it assumed that all realtors would comply and shared the motivations of the Township; Mr. Embich added that this might be difficult to coordinate with foreclosure situations. Mr. Yingst shared that he did not believe the problem was significant enough to adopt an ordinance that would effect the entire Township, and Mr. Scott disagreed. Mr. Lively suggested that the Commissioners continue to reflect on the matter further and that a draft certificate be prepared for their review at a future meeting.

NEW BUSINESS:

Wastewater Treatment Plant (WWTP) Improvements Project: The following WWTP improvement project matters were addressed by the Board:

Authorization of Loan Draw Request No. 46/Requisition No. 46: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize Loan Draw Request No. 46 from the Sewer Construction Fund in the amount of \$603.58 and to approve Requisition No. 46 authorizing payment to Gannett Fleming for engineering services in the amount of \$603.58. Motion carried unanimously.

Construction Certification Form: At the recommendation of the Township Authority Engineer, **MOTION** by Mr. Yingst, second by Mr. Embich to authorize the signing of the Sewage and Industrial Wastewater Facilities Construction Certification for the WWTP improvements project by the appropriate Township officials. Motion carried unanimously.

Resignation of Pierce Caplinger: Administrator Yingst reported that Pierce Caplinger, laborer in the Public Works Department, resigned from employment with Annville Township, effective August 21, 2015. **MOTION** by Mr. Embich, second by Mr. Yingst to accept the resignation of Pierce Caplinger from employment with Annville Township, effective August 21, 2015. Motion carried unanimously.

Susquehanna Municipal Trust Safety Grant Application: Administrator Yingst presented a safety grant application he submitted to the Susquehanna Municipal Trust, the Township's workers compensation consortium, for the purchase of ice cleats. The estimated total cost of the cleats with shipping was not expected to exceed \$400, and the application requested that the

Trust reimburse the Township for 50% of this cost. **MOTION** by Mr. Embich, second by Mr. Lively to ratify the submission of a safety grant application to the Susquehanna Municipal Trust requesting it reimburse the Township for 50%, or \$200, of the cost for the purchase of ice cleats. Motion carried unanimously.

2016 Residential Rental License Fee: Based on the Township Office's review of the costs associated with administering residential rental licenses, Administrator Yingst recommended that the residential rental license fee remain at \$15 per unit for 2016. **MOTION** by Mr. Scott, second by Mr. Embich to set the residential rental license fee at \$15 per rental unit for 2016. Motion carried unanimously.

Law Enforcement Errors and Omissions Liability Insurance: Administrator Yingst presented the renewal proposal for the Township's law enforcement errors and omissions liability insurance at an annual cost of \$11,309. **MOTION** by Mr. Embich, second by Mr. Lively to approve the renewal of the Township's law enforcement errors and omissions liability insurance with Cincinnati Specialty Underwriters Insurance Company for September 15, 2015 through September 15, 2016 as presented. Motion carried unanimously.

Denial of Police Officer Grievance: **MOTION** by Mr. Scott, second by Mr. Lively to ratify the denial of the police officer grievance pertaining to the following: (1) that vacation, personal, and sick time should have accrued when an officer was not working while receiving Heart and Lung Act benefits, (2) that this information should have been provided to said officer, and (3) that said officer should have the option of receiving a payout for that time. Motion carried unanimously.

Traffic Signal Repairs: Administrator Yingst reported that, as part of its routine preventative maintenance inspection, he received an estimate from C.M. High, Inc. to conduct repairs on the northbound and southbound preemption receivers for the traffic signal at the intersection of Routes 422 and 934 at an estimated cost of \$1,279.80. He indicated that this cost is eligible for reimbursement by Lebanon County as part of its commitment to funding the Congested Corridor Improvement Program along Route 422. As such, there would be no cost to the Township for having this service provided. **MOTION** by Mr. Lively, second by Mr. Scott to authorize repairs to the northbound and southbound preemption receivers for the traffic signal at the intersection of Routes 422 and 934 by C.M. High, Inc. as presented. Motion carried unanimously.

Annville Free Library Budget Letter: Mr. Embich commented on the budget request letter recently received from the Annville Free Library and reflected on the changing nature of services provided by public libraries in general and the difficulties they are now facing retaining volunteers. He indicated that any consideration of a funding increase to the library would need to take into account projected long-term costs before noting that the Board would be discussing this request further as part of the 2016 budget hearings. Mr. Lively noted his appreciation for the library and stated that he did not want to see it close due to funding problems. Fire Chief Longenecker asked to comment and inquired if the library also received funding from North Annville Township, South Annville Township, and Cleona Borough and Administrator Yingst indicated it did.

CORRESPONDENCE: The Board was informed of the following items of correspondence received since its August Regular Meeting:

Lebanon County Agricultural Land Preservation Board (LCALPB) Appeal for 2016: Administrator Yingst reported that an appeal letter was received from the LCALPB for 2016. **MOTION** by Mr. Lively, second by Mr. Scott to pledge \$100 to the LCALPB in 2016 and to direct the Township Office to return the pledge card to the LCALPB notifying them of this. Motion carried unanimously.

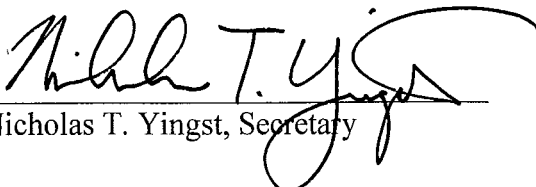
Lebanon Valley Conservancy Appeal for 2015: Administrator Yingst reported that a letter was received from the Lebanon Valley Conservancy, Inc. making an appeal to the Township for an annual donation, and he noted that the Township donated \$100 to the Conservancy in 2014 and budgeted the same amount for 2015. **MOTION** by Mr. Scott, second by Mr. Lively to donate \$100 to the Lebanon Valley Conservancy, Inc. for calendar year 2015. Motion carried unanimously.


Community Development Block Grant (CDBG): Administrator Yingst reported that an application was received from the Lebanon County Redevelopment Authority pertaining to CDBG funding. He indicated he has had preliminary discussions with some of the Commissioners, as well as the Redevelopment Authority, regarding this application, noting that it is becoming increasingly difficult to find projects that qualify for CDBG funds. He concluded by encouraging the Commissioners to feel free to discuss further with him if they wished.

Department of Environmental Protection (DEP) Recycling Grant: Administrator Yingst reported that the fully executed agreement for the Act 101, Section 902 Municipal Recycling Program Grant has been received from DEP and he is coordinating with Public Works Director Les Powell to begin the purchase of the items covered by the grant.

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

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 8:44 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President