

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
September 6, 2016**

The September Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on September 6, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Thomas R. Embich, Treasurer; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Timothy D. Sheffey and Corey Lamoureux, office of the Township Solicitor; Aaron Hanley, Chief of the Union Hose Fire Company; Andrea Richardson, *The Lebanon Daily News*; Millie Kish, Maple Street; Conrad "Mike" Liles, North Railroad Street; Steven O'Day and Don Santostefano, Lebanon Valley College (LVC); Kris Gacono and Todd Hearsey, Salute 2 Service 5K Run & 1 Mile Walk; and Benjamin Bow, North Annville Township.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

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

Salute 2 Service 5K Run & 1 Mile Walk: Noting that Kris Gacono and Todd Hearsey were listed on the agenda, President Moore asked them to share their comments with the Board. Mr. Gacono informed the Board that the second annual Salute 2 Service 5K Run & 1 Mile Walk was being planned for November 12, 2016, with proceeds benefiting the Pennsylvania Wounded Warriors Project and the Annville Memorial Day Parade. He then distributed a course map to the Commissioners and Mr. Hearsey shared details on the event's route and times and asked that certain streets be closed and posted for "No Parking" to ensure the safety of the participants. In particular, Mr. Hearsey indicated the course would begin in the parking lot of the Annville-Cleona Community Pool and proceed westward on Maple Street before doing a loop at the Youth League Field via North Long Street; participants would then resume the route westward on Maple Street before passing through the Liberty Station neighborhood via North Saylor Street, Union Crest Drive, Parkview Drive, Station Corner Drive, Northview Drive, Union Crest Drive, and Ziegler Street and then return to Maple Street and continue westward to the LVC campus. He then described how the course would wind through the college grounds before continuing eastward on East Sheridan Avenue, southward to Maple Street via North Railroad Street, North Grant Street, or North Ulrich Street (depending upon the input of the Chief of Police), and returning eastward to the starting point via Maple Street. Mr. Gacono also asked that one side of Maple Street be posted "No Parking" to allow for a wider and safer course for participants and he indicated he would assist with any necessary postings and outreach to affected residents. **MOTION** by Ms. Zimmerman, second by Mr. Lively to authorize the closure of the streets indicated above and the posting of "No Parking" signs along one side of Maple Street from 9:00 AM to 10:30 AM on November 12, 2016 for the second annual Salute 2 Service 5K Run & 1 Mile Walk. Motion carried unanimously. Mr. Gacono and Mr. Hearsey thanked the Board for its time and left the Regular Meeting at 7:39 PM.

Stormwater Concerns from LVC Development: Noting that Benjamin Bow was listed on the agenda, President Moore asked him to share his comments with the Board. Mr. Bow indicated

he was the owner of approximately an acre of land in the Township located to the west of State Route 934 across from the LVC property on which the tennis court and sidewalk projects were underway. He indicated the property immediately to the north of his, which is also owned by LVC, recently received a discharge of stormwater after a significant rain event from an existing standpipe on the LVC property east of the highway via an existing culvert that is beneath the highway; while this discharge did not reach his property, he noted it was close to doing so. Mr. Embich indicated he had viewed the area in question and asked who owned the property to the west of the access road to Mr. Bow's property. Mr. Bow stated his belief it was owned by Pennsy Supply. Mr. Embich then shared his belief that, due to the contour of the area in question, it appeared that any stormwater runoff would flow onto that property and not onto Mr. Bow's. Mr. Bow reiterated his concerns and asked Mr. Sheffey for his advice. Mr. Sheffey responded that the Township had scheduled its Engineer to review the site based upon the stormwater plans that have been submitted by LVC and he noted that he thought this was an appropriate process to determine if there was a problem. Mr. Bow indicated he would be present at the October Regular Meeting to discuss this further and left the meeting at 7:49 PM.

LVC Campus Master Plan: Noting that representatives from LVC were listed on the agenda, President Moore asked them to share their comments with the Board. Mr. O'Day thanked the Commissioners for their time and presented them with the LVC "One Campus" master plan while providing them with an overview of its contents. He shared that LVC's goal is for a unified campus knitting together the areas north and south of the Norfolk Southern railroad tracks, while stressing that the master plan was simply a roadmap forward and was not set in stone. Mr. O'Day noted the master plan had three phases: Phase One intended to connect the north and south areas of campus by improving the existing pedestrian bridge over the railroad tracks, Phase Two sought to improve the use of existing areas around the perimeter of campus, and Phase Three consisted of long-term initiatives to utilize undeveloped pockets within the center of campus. He asked the Commissioners to review the master plan and share any questions they may have with the college. Mr. Santostefano indicated the college previously sought input from the community for a master plan it began work on in 2006 and he noted that those efforts served as a jumping off point for the "One Campus" master plan. Ms. Zimmerman asked if LVC's administration recognized the impact further development of the college had on the community as a whole and on residents in particular, and Mr. Santostefano indicated that it did. She then expressed concerns about parking by students in residential areas of the Township and Mr. Santostefano noted that the college's ultimate desire was to have all students residing on campus with ample parking there. When Ms. Zimmerman asked for the college's timeframe regarding this, he indicated it was as soon as possible. Mr. O'Day then noted the master plan envisioned 393 additional parking spaces on campus, while further noting the college would need to undergo a change of culture in regards to parking. In particular, he discussed ways in which LVC hoped to do this, including encouraging increased bicycle use, better enforcement, and possibly restricting cars for first year students. Ms. Zimmerman shared her concern that students and faculty would still find places to park in the community that were more convenient than on-campus parking lots. Mr. O'Day indicated the college wished to involve the community in these conversations going forward and suggested that Ms. Zimmerman serve in this role, which she agreed to do. She then expressed her frustration with enforcement of student parking on Township streets and, pursuant to a question from President Moore, noted she was supportive of residence halls and additional parking areas north of the railroad tracks. Mr. Embich then

noted an error on one of the drawings in the master plan regarding where the campus bordered the municipal parking lot. He also noted the plan suggested the construction of a building where the East Gate parking lot was located and the inclusion of the current Fulton Bank building as part of the campus. Mr. O'Day indicated the plan represented a number of possibilities the college would be open to considering in the years ahead. Noting that these properties were on Main Street, Mr. Embich expressed his concern that increased college presence on Main Street would place a greater strain on public parking in that area of town, and he also shared concerns he had about the impact increased stormwater flow would have on the existing stormwater system on North Ulrich Street that would be generated from additional development north of the railroad tracks. He concluded by thanking the college for sharing this information with the Township in advance. With no further questions or comments noted, Mr. O'Day and Mr. Santostefano thanked the Board for its time and left the Regular Meeting at 8:15 PM.

APPROVAL OF MINUTES: **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the minutes of the Regular Meeting held August 1, 2016 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Milling and Overlay of Township Streets: In accordance with the state bidding requirements, the Public Works Director sought bids from four firms for milling and overlay of several Township streets. Two of the firms responded with quotes, with B.R. Kreider submitting a bid of \$33,136 and Hoffer Paving submitting the low bid of \$19,350. **MOTION** by Mr. Lively, second by Ms. Zimmerman to award a contract to Hoffer Paving for milling and overlay of North Birch Street from West Sheridan Avenue to Church Street, West Lebanon Street from North King Street to North Concord Street, Laurel Street from Locust Street to East High Street, and the intersection of East Lebanon Street and Streicher Street at a cost not to exceed \$19,350 and to authorize the use of Liquid Fuels funds for this project. Motion carried unanimously.

Public Works Sign: At the recommendation of the Township Authority, **MOTION** by Ms. Zimmerman, second by Mr. Embich to authorize the design and installation of a sign at the entrance to the Public Works facility by Horst Signs at an estimated cost of \$5,000 including the costs for obtaining a sign permit. Motion carried unanimously.

PENNVEST Nutrient Credit Request Letter: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by President Moore to approve the PENNVEST nutrient credit letter as prepared by Gannett Fleming and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Additional Software License for Billing System: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Embich to authorize (1) the purchase of an additional software license for the sewer and trash billing system at a cost of \$1,250 and the additional costs associated with adding a second license to the annual maintenance and support

WORK DONE FOR AUGUST 2016

- (1) **BOLLARD REPAIRS** Repaired 3 bollards this month
- (2) **D/T LIGHTS** Repaired 2 st. lights, 1 up light and 4 in fountain
- (3) **LINE PAINTING** Line painting is done for the year
- (4) **BLACK TOPPING** Contacted 4 companies for prices on Blacktopping; Martin's - too busy and would not give a price; Pennsy - also too busy; B R Kreider - \$33,136; and Hoffer - \$19,350. The streets are Laurel, Lebanon between N King and N Concord, Birch from Church to W Sheridan, and part of Streicher off of Lebanon.
- (5) **STORM DRAIN** Carl French will be repairing a storm drain on E Walnut and Jackson for a price of \$2,800; we are also looking at repairing the one at mill on W Queen St but did not get a price yet.
- (6) **SPRUCE BRIDGE** We will be putting crack sealer on again before winter
- (7) **CRACK SEALER** We are going to try and finish up crack sealing on the N.W. quadrant of town for this year.
- (8) **LEAF PICKING** We will be starting leaf picking this month

Respectfully Submitted
Les Powell

contract and (2) execution of this proposal by the appropriate Township officials. Motion carried unanimously.

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

Trick-or-Treat: Police Chief Dugan reported on the date and times that the Lebanon County Chiefs of Police set for countywide trick-or-treating, as well as a rain date, and he recommended Annville Township do the same. **MOTION** by President Moore, second by Mr. Lively to authorize trick-or-treating in Annville Township on October 31, 2016 from 6:00 PM to 8:00 PM with a rain date of November 1, 2016 from 6:00 PM to 8:00 PM. Motion carried unanimously.

Property: Ms. Zimmerman reported that the potential buyer for the former Fink Bakery property terminated the agreement for sale prior to the 90 day period coming to a close and his deposit was returned to him.

Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project: The Parks & Recreation and HMGP Report for August 2016 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Request for Use of 401 South Spruce Street Property for Wedding Parking: **MOTION** by President Moore, second by Ms. Zimmerman to grant the use of the HMGP property at 401 South Spruce Street for parking to those individuals attending a wedding at the property to the south on October 1, 2016, weather permitting. Motion carried unanimously.

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

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

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

Fireball Run Assistance: **MOTION** by Ms. Zimmerman, second by President Moore to authorize the Police Department to escort Fireball Run participants to the interstate and assist LVC Public Safety officers with traffic control as needed on Wednesday, September 28, 2016. Motion carried unanimously. Ms. Zimmerman also noted her frustration that Lebanon City Mayor Sherry Capello would be bringing down the green flag for the event that day, as it would be held within Annville Township, and expressed her opinion that the President of the Board of Commissioners should be doing so. While President Moore indicated he was happy with Mayor Capello performing those duties, he suggested that perhaps they could do it together if someone from the Township should be involved.



ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT
AUGUST 2016



- CALL FOR SERVICE 293
- ORDINANCE VIOLATIONS
 - ABANDONED VEHICLE 1
 - ANIMALS 4
 - OPEN CONTAINER 1
 - SOLICITING 1
 - BURNING 3
 - PARKING 4
 - SKATEBORADING 2
 - NOISE 2
 - DUMPING 1
- CRIMINAL ARRESTS 15
 - ADULT 13
 - JUVENILE 2

Accident Locations

- | | | |
|-------------------------------|----|----------------------------------|
| • TOTAL TRAFFIC CITATIONS | 21 | - 1 East Main Street |
| • TOTAL WARNINGS | 26 | - 100 Block Summit Street |
| • TOTAL NON TRAFFIC CITATIONS | 3 | - 143 West Main Street |
| • TOTAL VEHICLE ACCIDENTS | 15 | - 1st Block East Main Street (2) |
| ○ REPORTABLE | 2 | - 2 West Main Street (2) |
| ○ NON REPORTABLE | 10 | - 245 West Main Street |
| ○ HIT & RUN | 3 | - 305 West Main Street |
| • PARKING TICKETS ISSUED | 4 | - 36 East Main Street |
| | | - 934 & Heisey Road |
| | | - 934 & High Street |
| | | - 934 & Marshall Street |
| | | - South Railroad & East |
| | | Cumberland Sts. |
| | | - 934 & Liberty Alley |

ANNVILLE TOWNSHIP POLICE
MONTHLY REPORT AUGUST 2016
7/28/16-8/31/16

<u>Call Type</u>	<u>Total Calls</u>
BACKGROUND INVESTIGATION	41
TRAFFIC ENFORCEMENT - WARNING	26
AMBULANCE CALL	22
TRAFFIC ENFORCEMENT - CITATION	21
ASSIST OTHER POLICE	17
ALARMS	11
ACCIDENT, NON-REPORTABLE	10
FIRE CALL	8
LOST & FOUND	8
CHECK ON WELL BEING	7
SUSPICIOUS ACTIVITY	7
DOMESTIC DISPUTE	5
SUSPICIOUS VEHICLE	5
TRAFFIC COMPLAINT	5
ACCIDENT, HIT & RUN	4
CIVIL MATTER	4
DOG COMPLAINT	4
DRUG VIOLATION	4
PARKING COMPLAINT	4
PARKING ENFORCEMENT	4
ADMINISTRATIVE FINGERPRINTING	3
ASSIST MOTORIST	3
BURNING - COMPLAINT	3
CRIMINAL MISCHIEF	3
DRIVING COMPLAINT	3
FOOT PATROL - POLICE	3
HARASSMENT	3
JUVENILE COMPLAINT	3
POLICE INFORMATION	3
TRAFFIC DEVICE COMPLAINT	3
WARRANT	3
ACCIDENT, REPORTABLE	2
BURGLARY	2
CHILD ABUSE	2
DISABLED VEHICLE	2
MENTAL HEALTH	2
NOISE COMPLAINT	2
SKATEBOARDING - ORDINANCE	2
THEFT - UNLAWFUL TAKING	2
ABANDONED VEHICLE ORDINANCE	1
ABANDONED VEHICLE	1

ARSON	1
BURN BAN	1
CHILD CUSTODY	1
COMMUNITY RELATIONS	1
DISORDERLY CONDUCT	1
DOG - MISSING / LOST	1
DUI	1
DUMPING COMPLAINT	1
FRAUD	1
GENERAL INVESTIGATION	1
HOUSE CHECK REQUEST	1
MAIL SCAM	1
MEGAN'S LAW NOTIFICATION	1
MISCELLANEOUS	1
OPEN CONTAINER - ORDINANCE	1
PHONE SCAM	1
RECOVERED PROPERTY	1
REPOSESSION	1
ROAD CLOSURE	1
SOLICITING - ORDINANCE	1
SUSPICIOUS PERSON	1
THEFT - FROM MOTOR VEHICLE	1
THEFT - SERVICES	1
THEFT- BICYCLE	1
TRAFFIC ENFORCEMENT - CROSSWALK	1

Total Calls: 293

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

September 6, 2016

QUITTIE CREEK NATURE PARK

The Quittie Park Committee of Friends of Old Annaville met on Sunday, August 28, in the Annaville Train Station. The members debated how best to proceed with development of the ADA fishing area. They considered two basic approaches: 1) seek a grant to fund the entire project; 2) self-finance through donations and local resources. In seeking to determine the feasibility of option 2, Commissioner Scott was asked to discuss the project with Public Works Supervisor Powell to determine how much of the work the Public Works crew could accomplish and the likely availability of donations from local suppliers of construction materials. This conversation has yet to take place.

In the matter of the damaged sign at the entrance to the park, Commissioner Scott was asked to see whether Public Works would be able to repair the bent brackets and support struts and store the sign until the stonework could be repaired. In the meantime since the meeting, the committee has located a source of building stone, authorized a budget for the repair and gathered information on a local mason to complete the work. They have purchased one pallet of stone and would like Public Works to transport it to the building site. They have asked Commissioner Scott to take this request to Public Works Supervisor Powell.

Mr. Warren Sellers has emerged as something of a guardian of the park. He regularly walks the trail picking up trash. He has repaired and repainted picnic tables and recently built and installed a new picnic table just to the west of the sign along the creek at his own expense and for which he seeks no reimbursement. He believes the sign fell down of its own accord as the result of poor construction and offered to contact professionals for estimates on the repair. The committee plans to have a conversation with Mr. Sellers to discuss his involvement.

Someone has painted a four-letter expletive on a tree by the stairs leading to the eastern extension of the park trail. As this land belongs to Paul Graham, the committee did not think it appropriate for them to take direct action to remove the lettering. Commissioner Scott was asked to discuss the matter with Mr. Graham and determine how best to proceed.

The committee discussed the impact of the Spruce Street bridge reconstruction project, but make no recommendations at this time as the project is still in the middle distant future.

They inquired about the status of the crosswalk painting and learned from Commissioner Scott that Supervisor Powell has it on the list to be completed when the other crosswalks are finished.

HMGP PROPERTIES

Lloyd Longenecker and Susan Malanowski plan to wed and have asked permission to allow guests to park on the South Spruce Street property formerly the home of Kyle Smith--weather permitting.

MOTION: Allow wedding parking on the South Spruce Street HMGP property on October 1, 2016.

Permits Report

Month of August 2016

Plumbing Permits issued _____

Plumbing Licenses issued _____

Excavator Licenses issued _____

Total Tapping Fees Collected _____

Tapping Fees

Building Permits

#22-16	625 E. Walnut Street	Michael & Diane Miller	Add to a structure
#23-16	31 S. Mill Street	Dustin & Kathy Stover	Erect a new structure
#24-16	400 E. Main Street	Richard Meininger	Change of Use
#25-16	101 N. College Ave	Lebanon Valley College	Erect a new structure
#26-16	625 E. Queen Street	Paula Cali	Erect a new structure
#27-16	38 Stone Hill Park	Stone Hill Village, LLC	Erect a new structure
#28-16	718 E. Maple Street	Julia DyReyes	Erect a new structure
#29-16	1355 Cedar Street	Michael & Torrie Mastellar	Add to a structure
#30-16	29 Union Crest Dr./Lot #3	Narrows Glen, Inc.	Erect a new structure
#31-16	28 South 1 st Avenue	Mary & Vincent Bartell	Erect a new structure
#32-16	889 E. Queen Street	Ernest & Phyllis Watts	Other

Curb/Sidewalk Permits

#2016-006	559-561 E. Maple St.	Larry & Millie Kish	Replace curb/sidewalk
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Street-Cut Permits

#16-19	30 W. High St.	(2cuts)	UGI Utilities, Inc.
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Burn Permit

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)**
September 6, 2016

ANNVILLE COMMUNITY NIGHT OUT

Grounds of St. Paul's Catholic Church, Tuesday, August 2, 5:00--8:30.

Linda Bechtel celebrated her last year as coordinator of this event with a display of complete mastery of organization and staging. She also carefully documented every step of the way and has agreed to advise the person who will take over for her next year. Set-up and tear-down were each a matter of several hours. The weather could not have been better, given the time of year. The crowd was perhaps not quite as large as previously, but folks stayed around longer and appeared to enjoy the opportunity to socialize and visit the vendor booths as well as to partake of the free food. It was in all regards a family night and the children especially enjoyed the inflatables, the kittens, and the search-and-rescue dogs. The Quittapahilla Highlanders marched on to conclude the evening with a half-hour performance. The website has a selection of photos. A full report should be available for our meeting next month.

DESTINATION ANNVILLE

The group met on Wednesday, August 24 to finalize plans for Sip and Stroll in Quittie Park on Sunday, September 25 from 1:00 PM to 4:00 PM. Annville businesses have been invited to set up tables to promote their shops. The deadline to respond is September 10 to have a booth location noted on the map attendees will receive. All those who plan to sample alcoholic beverages will need to provide proof of eligibility and display a wristband provided to indicate that they are of age.

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

VISIT LEBANON VALLEY:

Fireball Run, Tuesday & Wednesday, September 27 & 28.

LVC Marketing Director Marty Parkes hosted a meeting on Wednesday, August 17, for everyone involved in Annville's role in the coming event, including representatives of the ATPD and BOC. The individuals variously responsible for providing food, technical support, traffic control and entertainment outlined the arrangements they have made. A major concern regarding Summit Street resulted in a call to the Fireball Coordinator and an agreement to keep the street open for commuting students as well as race participants. Current plan is for all vehicles arriving on Wednesday morning to enter campus through the western gate off of 934. Race participants will line up on Easts Sheridan Avenue facing east until there is no more room. Overflow vehicles, as well as commuting students arriving for class, will use Summit Street. Race vehicles will circle behind the residence halls, drop down on Railroad Street and line up on Sheridan Avenue East facing west from College Avenue. The Annville group requested a detailed timeline from Fireball. This has arrived, but lacked much of the sought-after detail. As things now stand, at 9:00 AM on Wednesday, September 28, Lebanon Mayor Capello will bring down the green flag, Valley President Thayne will fire the pistol, and the 10th Anniversary Fireball Run will depart Annville under joint escort from the Lebanon Department of Police and the ATWP for Poughkeepsie.

MOTION: Authorize the Annville Township Police Department to escort Fireball Run participants to the Interstate and assist LVC Public Safety officers with traffic control as needed on Wednesday, September 28.

LEBANON VALLEY COLLEGE: Pumpkin Walk:

LVC Students currently plan Pumpkin Walk for Friday, October 28.

MOTION: Approve the use of Quittie Park Nature Park on Friday, October 28 as the site of Pumpkin Walk 2016 beginning at 12:00 PM until 9:00 PM.

REQUEST: ATPW staff to deliver stored Pumpkin Walk materials (luminaries and some Pumpkin Gate elements) to the Swingholm Bridge parking area by 12:00 PM on Friday, October 28 and retrieve and store the same on the following day.

Pumpkin Walk: **MOTION** by Mr. Lively, second by Ms. Zimmerman to (1) approve the use of Quittie Creek Nature Park on Friday, October 28, 2016 as the site of the Pumpkin Walk from 12 Noon to 9:00 PM and (2) authorize Public Works staff to deliver stored Pumpkin Walk materials (luminaries and some Pumpkin Gate elements) to the Swingholm Bridge parking area by 12 Noon on Friday, October 28, 2016 and retrieve and store the same on the following day. Motion carried unanimously.

Community Night Out (CNO): Ms. Zimmerman noted that several people had expressed their disappointment that the Washington Band was not performing at CNO. Millie Kish indicated the band has not played at the event for several years. When Ms. Zimmerman asked for the reason, Ms. Kish noted there were some bad feelings in the past that led to this. President Moore indicated the Township would reach out to a member of the Washington Band to see if it would be willing to perform next year.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Session: Mr. Yingst reported that no Executive Sessions have been held since the adjournment of the August 1, 2016 Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the September Regular Meeting to discuss potential litigation and real estate matters.

Planning Commission: The following items were then addressed:

Reduction of Letter of Credit for the Lebanon Valley Advanced Care Center: Mr. Yingst reported the Township Engineer is waiting on the "as built" plans from the contractor before conducting the inspection that is necessary before the letter of credit is reduced. To that end, he noted that no action was recommended at present by the Township Engineer.

Jeanne and Edward H. Arnold Health Professions Pavilion Land Development Plan: Mr. Yingst reported that LVC's submission to the Planning Commission of the preliminary land development plan for the Jeanne and Edward H. Arnold Health Professions Pavilion has been pushed back by one month to its October 17, 2016 meeting.

Economic Development: It was noted that the next meeting of the Economic Development Authority would be held on September 27, 2016.

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

Wage & Salary: Mr. Yingst reported that the Wage & Salary Committee met on August 23, 2016 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. These minutes were reviewed by the Board and it was noted that the Committee approved the satisfactory employee performance reviews for Nicholas T. Yingst,

Thomas Embich

Agenda Items: VI – D, G, H & J

Date: September 1, 2016 report for September 6, 2016 Meeting

Item VI- D HISTORIC ARCHITECTURAL REVIEW BOARD

1. No Meeting in August; next meeting September 12, 2016.
2. Anticipated item(s) for next meeting: Façade improvement for 343 West Main (porch change with width expansion; Possible review of 221 East Main St. (porch renovation/restoration).

Item VI -G SPRUCE STREET BRIDGE

1. Schedule revisions have been a recent topic: The current Penn DoT “anticipated” construction dates are “Let date: - 5/01/2018; “Notice to proceed” – 7/02/2018; “Project completion date” – 6/28/2019. Wilson is hopeful that these dates could be moved up to Spring of 2017 for contractor set-up with completion by October (2018 or sooner).
2. The issue of closing the access to both sides of Quittie Park, as relates to the access from Willow Drive may need to be re-examined. As will the access from the south to the trout fishing zone within Quittie Park.
3. Supplement no. 1: No cost transfer of funds for remainder of preliminary engineering costs, and Time extension Request (Part I- Preliminary Engineering.
ACTION REQUIRED.

ITEMVI -H STORMWATER MANAGEMENT

1. The LCCW and CWP conducted a webinar to review final steps in the preparation of “Pollution Reduction Plan” that could serve for the municipal Plans required for along the Quittapahilla Creek. The last meeting on the PRP project is September 27, 10 to 11:30 AM, at the Lebanon Agricultural Center on Cornwall Road. An additional agenda item will be “what are the next steps for LCCWA?”
2. The LCCWA will likely be a co-sponsor for an event being called the “Annual International Coastal Cleanup in the city of Lebanon”. The event aims to prevent debris that might become ocean floating debris from becoming such. The event is scheduled for September 17, 9:30AM to 12:30PM from the Lebanon YMCA parking lot; Mike Schroeder is coordinator.

3. A MS4 education display presented for the National Night Out, 08/02, went very well and the informational banner used for a table skirt has been displayed at the Waste Water Facility since the day after. A supplemental report on the detail of the education display was issued and is available in our MS4 Log Book of MS4 related doings.

ITEM VI- J GLRA (GREATER LEBANON REFUSE AUTHORITY)

1. Next meeting was tonight 6:00 PM with the Annual Hot Dogs, etc event. October meeting is October 4 at 7PM.
2. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .

Annville Community Night Out

(Formerly National Night Out)

August 2, 2016

MS4 Education Booth Report

The MS4 Education Booth was setup in the middle of the array of booths and experienced many passers-by and about 40 youth and adults interested in the demonstration of watershed management and pollution possibilities and possible solutions using best management practices using the PA DEP Enviroscope Watershed Model.

The booth was highlighted with one of the Lebanon County Clean Water Alliance banners as a table skirt. The banner was then posted at the Public Works facility at the west end of Annville for the balance of August.

Handouts that were available to the public at the booth included PA DEP MS4 fact sheets, a watershed workbook developed by Centre County (Spring Creek Watershed), rain gardens & rain barrels fact sheet, "Drop-by-Drop" fact sheet, Bay-Friendly Lawn Care fact sheet, "Green Roofs" fact sheet (least interest), and website notations for US EPA and "the Homeowners Guide to Stormwater" booklet.

The "Enviroscope" simulated watershed was of most interest to both youth and adults. Simulations of water pollution from sediment were done using a water slurry of cocoa and dripped at key locations on the model and flushed with rain from a spray bottle to show how soil from farms, construction sites, oil from parking lots, and general road dirt causes water contamination during rain events.

Tom Embich
Commissioner

Cheryl L. Fischer, and Karen Gerhart of the Township Office and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Edwin Miller of the Public Works Department; recommended an employee status change; and recommended that merit increases be approved for several of these employees. **MOTION** by Ms. Zimmerman, second by Mr. Embich to (1) concur with the Wage & Salary Committee's satisfactory employee performance reviews for the above mentioned employees; (2) approve the change in employment status of Karen Gerhart from probationary to permanent, effective August 28, 2016; (3) approve a \$0.50 per hour pay increase, effective August 28, 2016, and an additional \$0.50 per hour pay increase, effective January 1, 2017, for Karen Gerhart; (4) approve a \$1.00 per hour pay increase, effective August 28, 2016, an additional \$1.00 per hour pay increase, effective January 1, 2017, and an additional \$0.50 per hour pay increase for the first pay period following CDL licensure, for Joseph Viozzi; and (5) approve a 1% merit increase, effective January 1, 2017, for Keith Heck. Motion carried unanimously.

Information Technology: The Information Technology (IT) Report for August 2016 was reviewed, 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 2016, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Reimbursement Agreement Supplement No. 1 – No Cost Supplement to Shift Funds: Mr. Embich presented Supplement No. 1 to the Spruce Street Bridge agreement, as signed by President Moore. He noted this was requested by the bridge engineer and that it would reallocate unused funds between specific cost centers of the agreement without changing the total cost. **MOTION** by Mr. Embich, second by Mr. Lively to ratify Supplement No. 1, No Cost Supplement to Shift Funds, to Agreement No. 08A223 as presented and its execution by the appropriate Township officials. Motion carried unanimously.

Time Extension Request (Part 1 – Preliminary Engineering): Mr. Embich presented a letter signed by President Moore granting a time extension to Wilson Consulting Group, PC until December 31, 2016 for the preliminary engineering tasks. He noted this was requested by the bridge engineer and that it would not delay the timeframe for construction. **MOTION** by Mr. Embich, second by Mr. Lively to ratify the letter granting a time extension request to Part 1, Preliminary Engineering, to Agreement No. 08A223 as presented and its execution by the appropriate Township officials. Motion carried unanimously.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for August 2016, a copy of which is attached hereto and made a part of these minutes. He also noted the Lebanon County Clean Water Alliance, of which Annville Township is a member, would be a sponsor of the Ocean Conservancy's International Coastal Cleanup Day 2016 in the City of Lebanon on September 17, 2016. This is a volunteer trash collection event educating participants, with a specific focus on students, about how litter impacts bodies of water further downstream.

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

VI. - F

September 6, 2016

Website

A major upgrade of JOOMLA! software, the content management program for the website, came through and was successfully installed. In the process of the upgrade, a number of individuals were discovered to have registered uninvited as users of the website. Although such registrants are not able to edit the site, their presence was troubling. In the past such registrations have resulted in e-mailed announcements filling the Township inbox. In the present case, the Township received no such e-mail flood--or any e-mails at all from these individuals. The unauthorized registrants have been removed and there have been no further intrusions of this kind.

Information Technology

Nothing to report.

**MINUTES OF THE ANNVILLE TOWNSHIP
WAGE & SALARY COMMITTEE
August 23, 2016**

A meeting of the Annville Township Wage & Salary Committee was held on August 23, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex Moore, Henri Lively, Hugh Rooney, and Barry Ludwig. Also in attendance was Nicholas T. Yingst, Annville Township Administrator. Mr. Moore called the meeting to order at 6:20 PM.

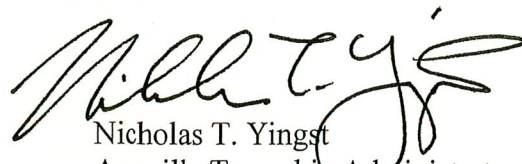
EMPLOYEE EVALUATIONS: Nine satisfactory employee performance reviews were submitted to the Committee to review for the following employees:

- Nicholas T. Yingst, Township Office – Township Administrator
- Cheryl L. Fischer, Township Office – Billing Clerk
- Karen Gerhart, Township Office – Administrative Assistant
- Leslie J. Powell, Public Works Department – Superintendent
- Christopher Koehler, Public Works Department – Operator
- Keith Heck – Public Works Department – Lab Supervisor
- Jason Shaak, Public Works Department – Laborer
- Joseph Viozzi, Public Works Department – Laborer
- Edwin Miller, Public Works Department – Laborer

Upon review by the Committee, **MOTION** by Mr. Lively, second by Mr. Ludwig to (1) approve the satisfactory annual employee performance reviews for Nicholas T. Yingst, Cheryl L. Fischer, and Karen Gerhart of the Township Office and Leslie J. Powell, Christopher Koehler, Keith Heck, Jason Shaak, Joseph Viozzi, and Edwin Miller of the Public Works Department and recommend that the Board of Commissioners do the same; (2) recommend that the employment status of Karen Gerhart be changed from probationary to permanent, effective August 28, 2016; (3) recommend to the Board of Commissioners that Karen Gerhart receive a \$0.50 per hour pay increase, effective August 28, 2016, and an additional \$0.50 per hour pay increase, effective January 1, 2017; (4) recommend to the Board of Commissioners that Joseph Viozzi receive a \$1.00 per hour pay increase, effective August 28, 2016, an additional \$1.00 per hour pay increase, effective January 1, 2017, and an additional \$0.50 per hour pay increase for the first pay period following CDL licensure; and (5) recommend to the Board of Commissioners that Keith Heck receive a 1% merit increase, effective January 1, 2017. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Ludwig, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:40 PM.

Respectfully submitted,


Nicholas T. Yingst
Annville Township Administrator
and Secretary

Zoning Ordinance Revision: Mr. Yingst reported the Zoning Ordinance Revision Committee had completed its review of the proposed comprehensive revision to the zoning ordinance with the Lebanon County Planning Department (LCPD). He indicated that a letter from the LCPD recommending approval of the edited document is anticipated shortly and the document will be presented to the Planning Commission for its review and comment on September 19, 2016.

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

Fire Department: The Board noted the receipt of the August 2016 Monthly Statistical Report for the Union Hose Fire Company. Ms. Zimmerman then reviewed the reports from the August 4, 2016 and September 1, 2016 meetings of the Fire Department, copies of which are attached hereto and made a part of these minutes. The following items were then addressed:

Billing for Fire Calls: Referring to Ms. Zimmerman's reports, President Moore asked if billings for fire calls would be issued to property owners or directly to the insurance companies, and Chief Hanley indicated the latter. Mr. Embich wondered if this would be acceptable under the fire loss insurance proceeds escrow requirements and Chief Hanley shared a lengthy list of other fire departments who use PA Fire Recovery Service for this billing, which is the entity the Union Hose is considering, and it was noted the municipalities in which these fire departments were located would also be bound by the escrow requirement.

Audited Financial Statements: Mr. Yingst reported that the Township Office has received the audited financial statements for the Union Hose Fire Company for the years 2014 and 2015.

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

OLD BUSINESS:

Downtown Bollards: Mr. Yingst indicated he has heard back from a representative from the Pennsylvania Department of Transportation (PennDOT) regarding whether the Township may remove the cylindrical bollards at the square, either replacing them with "bell" bollards or not replacing them at all. He reported that the PennDOT representative did not think that the square was a suitable location for the installation of bell bollards, and he further noted that it was the Township's decision whether it wished to keep or remove the existing cylindrical bollards. Mr. Embich asked if the bollards protected anything and President Moore indicated they were installed at the request of former Commissioner Richard Charles with the intention of making pedestrians feel safer. Ms. Zimmerman shared her belief that it was fortunate no pedestrians have been hit by bollards struck by vehicles. With no further discussion noted, **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the removal of the bollards at the intersection of U.S. Route 422 and State Route 934 and the necessary repairs to the sidewalks affected by this removal. Motion carried by a vote of three to one with President Moore, Mr. Embich, and Ms. Zimmerman voting in favor of the motion and Mr. Lively voting against the motion.

Parking Restriction Signs: Ms. Zimmerman noted there were faded parking restriction signs throughout town. Pursuant to a question from President Moore, she specifically noted faded signs were located along Maple Street, North College Street, and North Railroad Street. It was noted this information would be passed along to the Public Works Superintendent.

Weed Violations: Pursuant to a question from Ms. Zimmerman, Mr. Yingst reported that he had numerous telephone calls and one onsite meeting with the owner of the FSM property at the corner of North Ulrich Street and East Sheridan Avenue regarding his efforts at bringing high weeds on the property into compliance. Mike Liles reported that the property owned by Jesse and Laura Horst at the corner of South Cherry Street and Water Street had high weeds and Mr. Yingst indicated his office would look into it and respond accordingly.

NEW BUSINESS:

Proposal for 2016 Audit Services: Mr. Yingst presented the Board with a proposal from Garcia Garman & Shea, PC for providing audit and financial preparation services for 2016. He noted that this cost would be shared by the General Fund, the Sewer Fund, and the Economic Development Authority Fund. **MOTION** by Mr. Embich, second by Mr. Lively to accept the proposal from Garcia Garman & Shea, PC to provide audit and financial statement services for the Township for the year ending December 31, 2016 at a cost of \$11,700 if a single audit is determined to not be required. Motion carried unanimously.

2017 Minimum Municipal Obligation (MMO) Certifications for Pension Plans: The Board reviewed the MMO calculations and certifications for the two Township pension plans for 2017 in accordance with Act 205 requirements. **MOTION** by Mr. Lively, second by Ms. Zimmerman to approve the MMO certifications for the police pension plan and the non-uniformed employees' pension plan as presented. Motion carried unanimously and copies of the MMO certifications are attached hereto and made a part of these minutes.

Approval to Advertise for Omnibus Ordinance: Mr. Yingst noted that a number of recent Township actions pertaining to the placement of stop signs and a recommendation for an additional handicapped parking space require an authorizing ordinance in order to be enforceable by law, as well as a revision to the Police Pension Plan to ensure that it is current with Federal regulations. He then presented a proposed omnibus ordinance addressing these items. **MOTION** by Mr. Lively, second by Mr. Embich to authorize for advertisement the proposed omnibus ordinance as presented for possible adoption at a future Regular Meeting. Motion carried unanimously.

2017 Residential Rental License Fee: Based on the Township Office's review of the costs associated with administering residential rental licenses, Mr. Yingst recommended that the residential rental license fee remain at \$15 per unit for 2017. **MOTION** by President Moore, second by Mr. Embich to set the residential rental license fee at \$15 per rental unit for 2017. Motion carried unanimously.

Curb and Sidewalk Project on West Queen Street: Mr. Yingst reported the Redevelopment Authority of the County of Lebanon notified him that the low bidder of the four bids received for

Fire Department Report
August 4, 2016

- * 49 calls in July
- * Income for the month--\$12,182.
- * Expenses for the month--\$34,978.
- * 43 calls for fire police
- * Meeting was held with Cleona on 7/28/2016 to discuss whether or not to continue with a merger. Waterworks and Cleona want to continue towards merger. Cleona wants a consolidated company, not an "umbrella". They want a new organization.
- * A motion and second was made at Union Hose to continue towards consolidation with Cleona.
Vote was to continue talks toward merger.
- * Roof leaking on rental property--\$2,500 to repair.
- * Problem with getting people to repair front porch of rental property. One person gave an estimate of \$32,200, which was accepted by the fire company. Company will pursue grants from HARB to help with costs.
- * September 7--"blitz" to get new members at LVC.
- * September 11--presentation to A-C Ice Hockey Club
- * Firefighters responding to fire calls are to use "I Am Responding" program on computer, so people know who is going to be helping on the call.

Fire Department Merger Talks

- * Meeting scheduled for August 16, 2016 was cancelled due to only a few able to attend.

Fire Department Report
September 1, 2016

- * September 12, Beth Greenawalt and contractor for porch at the rental property on Main Street will be meeting with HARB to get approval for the porch and a possible grant to help with the cost.
- * LCB held inspection of the Social Club.
- * Union Hose will be painting the exterior of the station. The cost was approved at no more than \$8,000.
- * A change in the bylaws was proposed for the position of fire chief. The change is recommended in order to allow more members to pursue this position.
- * Union Hose is looking into billing for fire calls. PA Fire Recovery Services will present information to the members. If billing is approved by the members of the fire department, Union Hose will need approval by the Annville Township Board of Commissioners.
- * Palmyra Fire Department is writing a regional grant, which will include Union Hose and other companies. Union Hose wants to replace 23 air packs. Companies will share the expense of hiring a professional grant writer. Old air packs will be used as a trade in.
- * Communication antennae was removed from the top of the flag pole and lighting was fixed, making flag presentation compliant with rules for proper display of the American flag.
- * September 7--Union Hose will have a recruitment presentation for LVC students.
- * September 11--Union Hose will meet with the A-C Ice Hockey Team at 4:15. Morning of September 11, Cleona UM Church will be holding a 9/11 Memorial Service that members of Union Hose are invited to attend. Fire trucks will be on display at the church.

**ANNVILLE TOWNSHIP
POLICE RETIREMENT PLAN
WORKSHEET FOR 2017 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2016)	\$ 355,186
2. TOTAL NORMAL COST PERCENTAGE	15.92%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 56,546
4. TOTAL AMORTIZATION REQUIREMENT	\$ 38,038
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 100,459
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 100,459
10. REDUCTION OF AMORTIZATION CONTRIBUTION (Maximum is 25% of Item 4)	\$ 0
11. RE-CALCULATED MINIMUM MUNICIPAL OBLIGATION (Item 9 - Item 10)	\$ 100,459



Signature of Chief Administrative Officer

August 19, 2016

Date Certified to Governing Body

Note: The 2017 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2015.

**ANNVILLE TOWNSHIP
NON-UNIFORMED EMPLOYEES PENSION PLAN
WORKSHEET FOR 2017 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2016)	\$ 400,892
2. TOTAL NORMAL COST PERCENTAGE	7.98%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 31,991
4. TOTAL AMORTIZATION REQUIREMENT	\$ 68,797
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 106,663
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 106,663
10. REDUCTION OF AMORTIZATION CONTRIBUTION (Maximum is 25% of Item 4)	\$ 0
11. RE-CALCULATED MINIMUM MUNICIPAL OBLIGATION (Item 9 - Item 10)	\$ 106,663



Signature of Chief Administrative Officer

August 19, 2016

Date Certified to Governing Body

Note: The 2017 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2015.

the West Queen Street curb and sidewalk project was Kresge Excavating at a price of \$57,189. He also noted that the engineer for this project was comfortable with the bid being awarded to this firm. **MOTION** by Mr. Embich, second by Mr. Lively to (1) ratify awarding the project for the West Queen Street curb and sidewalk project between South Cherry Street and South Fir Street to Kresge Excavating of Cornwall, PA at a price of \$57,189 and (2) ratify the Cooperation Agreement with the County of Lebanon and the Redevelopment Authority of the County of Lebanon pertaining to this project and its execution by the appropriate Township officials. Motion carried unanimously.

Law Enforcement Errors and Omissions Liability Insurance: Mr. Yingst presented the renewal proposal for the Township's law enforcement errors and omissions liability insurance at an annual cost of \$11,642.35. **MOTION** by Mr. Lively, second by Mr. Embich to approve the renewal of the Township's law enforcement errors and omissions liability insurance with Cincinnati Specialty Underwriters Insurance Company for September 15, 2016 through September 15, 2017 as presented. Motion carried unanimously.

Decorative Crosswalks on Main Street: The following items pertaining to decorative crosswalks were discussed:

Milling and Overlay of Existing Decorative Crosswalks: **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize PennDOT to mill and overlay the decorative crosswalks on Main Street near the intersections with Manheim Street and Lancaster Street as part of its 2017 milling and overlay project on U.S. Route 422. Motion carried unanimously.

Decorative Crosswalks at Town Square Intersection: Mr. Yingst reported that Commissioner James Scott asked for discussion on this item to be deferred until the October Regular Meeting when he is present.

Support for Local Law Enforcement: Ms. Zimmerman indicated she had seen signs in businesses in Palmyra Borough expressing support for local law enforcement and suggested that Annville Township consider doing the same. She also noted that Mr. Yingst contacted Palmyra Borough about these signs and learned that it was a grassroots community effort done at no cost to the municipality. To that end, Ms. Zimmerman suggested this matter be taken up by a local business association and it was agreed to defer further discussion on it until the October Regular Meeting when Mr. Scott was present.

U.S. Route 422 Multimodal Corridor Evaluation: A proposal requested by the Lebanon Valley Bicycle Coalition (LVBC) to evaluate U.S. Route 422 for future bicycle improvements was submitted to the Board. It was noted that the LVBC is asking for the support of municipalities along this highway for this evaluation. After some discussion centering around a concern that the Township would not have funds to financially support projects that may be proposed by the evaluation upon its completion, **MOTION** by Ms. Zimmerman, second by Mr. Embich to express the moral support of the Township for LVBC pursuing the evaluation as presented while noting that Township funds would likely not be available for any improvements proposed by the evaluation. Motion carried unanimously.

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

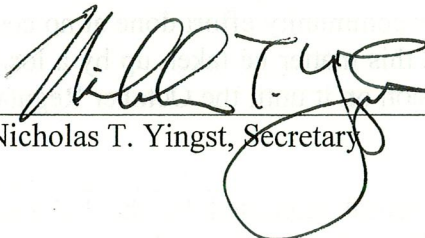
Lebanon County Agricultural Land Preservation Board (LCALPB) Appeal for 2017: Mr. Yingst reported that an appeal letter was received from the LCALPB for 2017. **MOTION** by Mr. Lively, second by President Moore to pledge \$100 to the LCALPB in 2017 and to direct the Township Office to return the pledge card to the LCALPB notifying them of this. Motion carried unanimously.

PAY BILLS: **MOTION** by Ms. Zimmerman, 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.


RECESS FOR EXECUTIVE SESSION: President Moore called a recess for an Executive Session and the room was cleared of the public at 9:08 PM. The Regular Meeting was reconvened at 9:41 PM with the four Commissioners, Mr. Yingst, Mr. Sheffey, and Mr. Lamoureux present.

Public Hearing on the Proposed Comprehensive Revision to the Zoning Ordinance: **MOTION** by Mr. Embich, second by Ms. Zimmerman to authorize the holding of a Public Hearing on the proposed comprehensive revision to the zoning ordinance on October 11, 2016 at 6:00 PM, and the advertisement of a public notice for this public hearing, conditioned upon the concurrence of the Planning Commission. Motion carried unanimously.

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



Nicholas T. Yingst, Secretary



Rex A. Moore, President