

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
September 5, 2017**

The September Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:30 PM on September 5, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; James W. Scott, Vice President; Thomas R. Embich, Treasurer; Henri B. Lively; and Joann F. Zimmerman. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Anthony Deaven, Church Street; John McNamara, East Main Street; and Dean Wolfe, West Main 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:**

President Moore provided an opportunity for public comment and no comments were noted.

**APPROVAL OF MINUTES:** **MOTION** by Mr. Scott, second by Mr. Lively to approve the minutes of the Regular Meeting held August 7, 2017 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for August 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Listing of Vehicles for Auction with Municibid: At the recommendation of the Public Works Supervisor, **MOTION** by Mr. Lively, second by Mr. Scott to authorize listing the 1991 Ford F-350 utility truck and the 1994 Chevrolet K3500 dump truck on the Municibid auction site. Motion carried unanimously.

**Public Safety:** The Police Statistical Report for August 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Authorization of Handicapped Parking Spaces on North Manheim Street and West Queen Street: Noting requests for handicapped parking spaces were received from two residents, **MOTION** by Mr. Scott, second by Mr. Lively to (1) authorize the painting of and installation of appropriate signage for a handicapped parking space on North Manheim Street near its intersection with East Main Street as well as the relocation of a handicapped parking space on the 400 block of West Queen Street near its intersection with South Mill Street upon review by the Public Works Department and (2) instruct the Township Administrator to memorialize this action in the next omnibus ordinance. Motion carried unanimously.

Trick-or-Treat: Police Chief Dugan reported on the date and times 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 Ms. Zimmerman, second by Mr. Embich to authorize trick-or-treating in Annville Township on October 31, 2017 from 6:00 PM to 8:00 PM with a rain date of November 1, 2017 from 6:00 PM to 8:00 PM. Motion carried unanimously.

## **ANNVILLE TOWNSHIP PUBLIC WORKS DEPT.**

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### **WORK DONE FOR AUGUST 2017**

- (1) **BANNER POLE**                      The banner system is complete and ready to be used.
- (2) **DOWNTOWN LIGHTS**              Repaired two street lights.
- (3) **LINE PAINTING**                      Line painting along school route is complete; we will be painting yellow center lines in September.
- (4) **VEHICLES**                              I would like to put two vehicles up for sale on Municibid:
  1. 1991 Ford F-350 utility truck
  2. 1994 Chevy K3500 dump
- (5) **SPRUCE ST. BRIDGE**              We will be putting crack sealer on again before winter.
- (6) **SOOFA BENCH**                      The Soofa bench has been installed at the downtown center with the concurrence of the EDA.
- (7) **SIGNS**                                  We are still working on replacing signs in the northwest corner of town.
- (8) **LEAVES**                                We will be getting leaf equipment serviced so we can start leaf collection by the end of September.
- (9) **SWEEPING**                              We stopped sweeping along Route 422 due to paving; we will start as soon as the project is complete. We have been trying to sweep Railroad, College, and Ulrich Streets at least once, if not twice, a week.

Respectfully submitted,  
Les Powell



# Annville Township Police Department

## MONTHLY REPORT AUGUST 2017

Total Calls by Call Type From: 4.7/27/2017 - 8/31/2017

<u>Call Type</u>	<u>Total Calls</u>
TRAFFIC ENFORCEMENT - CITATION	27
TRAFFIC ENFORCEMENT - WARNING	19
AMBULANCE CALL	13
ASSIST OTHER POLICE	12
BACKGROUND INVESTIGATION	11
DOMESTIC DISPUTE	9
PARKING ENFORCEMENT	9
SUSPICIOUS ACTIVITY	7
ACCIDENT, NON-REPORTABLE	6
POLICE INFORMATION	6
HARASSMENT	5
TREE DOWN	5
ANIMAL COMPLAINT	4
CIVIL MATTER	4
SUSPICIOUS PERSON	4
VEHICLE COMPLAINT	4
ALARMS	3
DOG - MISSING / LOST	3
DOG COMPLAINT	3
DRIVING COMPLAINT	3
DUI	3
PARKING- GENERAL INFO	3
TRAFFIC HAZARD	3
ACCIDENT, HIT & RUN	2
CHECK ON WELL BEING	2
FRAUD	2
JUVENILE COMPLAINT	2
LOST & FOUND	2
MEGAN'S LAW NOTIFICATION	2
ORDINANCE - OTHER VIOLATIONS	2
PARKING COMPLAINT	2
REPOSESSION	2
ROAD CLOSURE / DETOUR / CONSTRUCTION	2
THEFT - FROM MOTOR VEHICLE	2
THEFT- BICYCLE	2
ACCIDENT, REPORTABLE	1
ADMINISTRATIVE FINGERPRINTING	1
ASSIST OTHER AGENCY	1
BURGLARY	1
BURNING - COMPLAINT	1
CHILD CUSTODY	1
COMMUNITY RELATIONS	1

[illegible]

**Total Calls: 214**





ANNVILLE TOWNSHIP POLICE  
MONTHLY REPORT  
AUGUST 2017



• CALL FOR SERVICE 214

• ORDINANCE VIOLATIONS

1. PARKING 3

2. NOISE 1

3. DOG 3

4. SOLICITING 1

5. ORDINANCE OTHER 2

6. ANIMAL 4

7. BURNING 1

• CRIMINAL ARRESTS 7

○ ADULT 6

○ JUVENILE 1

• TOTAL TRAFFIC CITATIONS 27

• TOTAL TRAFFIC WARNINGS 19

• TOTAL NON-TRAFFIC CITATIONS 3

• TOTAL VEHICLE ACCIDENTS 7

○ REPORTABLE 0

○ NON-REPORTABLE 5

○ HIT & RUN 2

• PARKING TICKETS ISSUED 9

Accident Locations

- 16 West Summit Street
- 200 Block East Main Street (2)
- 225 West Main Street
- 30 North Lancaster Street
- 700 Block East Main Street
- 934 & Queen Street

**Property:** The following items were addressed:

**Town Hall Basement Door Replacement:** Ms. Zimmerman reported the doors and frame for the new door are painted and ready to be installed as soon as the panic device is received by the contractor, so completion of this project is anticipated sometime in the next few weeks.

**Town Hall Roof Replacement:** Ms. Zimmerman reported the project manager has been in contact with the contractor, Gable & Son Construction, Inc., and the latter is in the process of obtaining the necessary bonds and insurance.

**Town Hall Dusk-to-Dawn Lights:** Ms. Zimmerman reported dusk-to-dawn lights have been installed on the exterior wall of Town Hall that faces the parking lot to improve nighttime visibility.

**Parks & Recreation and Hazard Mitigation Grant Program (HMGP) Project:** Mr. Scott reviewed the Parks & Recreation and HMGP Report for August 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

**Pumpkin Walk:** **MOTION** by Mr. Scott, second by Mr. Embich to (1) approve the use of Quittie Creek Nature Park on Friday, October 27, 2017 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 27, 2017 and retrieve and store the same on the following day. Motion carried unanimously.

**Mosquitoes at Quarry Pond:** Mr. Embich noted the heavy rains of the past few months have led to standing water in the quarry pond and an increase in mosquitoes. Mr. Scott also discussed the high grass and weeds in the pond with Mr. Embich.

**Use of Quittie Creek Nature Park by Cross-County Team:** **MOTION** by Mr. Scott, second by Mr. Embich to ratify the action of the Township Administrator authorizing the use of Quittie Creek Nature Park by the Annville-Cleona cross-country team as part of its course for meets on August 24, 2017 and September 12, 2017. Motion carried unanimously.

**Finance:** Mr. Embich reviewed the Financial Report for August, highlighting the total income and expenses for the eighth month of 2017. A copy of the report is attached hereto and made a part of these minutes.

**Permits:** The Permits Report for August 2017 was reviewed, a copy of which is attached hereto and made a part of these minutes. Mr. Embich inquired about utility markings he recently observed in the vicinity of St. Paul the Apostle Catholic Church and Mr. Yingst indicated he did not believe a permit was necessary as it appeared the work would not result in the street being cut.

**Annville Activities:** Mr. Scott reviewed the Annville Activities Report for August 2017, a copy of which is attached hereto and made a part of these minutes.



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

September 5, 2017

**QUITTIE CREEK NATURE PARK**

The Quittie Park Committee of Friends of Old Annnville met on Sunday, August 27 in the Annnville Train Station. The appeal for funds to purchase the Graham property succeeded in raising in excess of \$30,000 so far--a more than sufficient amount to meet expected expenses of acquiring the land. The surveying firm of Matthew and Hockley has been engaged to prepare a subdivision plan which will, in due course, come before the Township's Planning Commission for review.

The Committee has received the bronze marker commemorating the location of Bachman's Grist Mill on the Quittie. They have requested the assistance of Public Works to locate and install this marker.

**REQUEST: Annnville Pubic Works Director Powell or his representative to meet with members of FOOA's Quittie Park Committee at 10:00 AM on a Tuesday or Thursday at the footbridge on Bachman Road to discuss installing the marker.**

Lee Allwein distributed the mulch over the trail bed established by his mowing and ATPW's spraying of a path across the meadow to connect the main trail with the eastern extension. The Committee noted that erosion on the east berm of South Spruce Street has created a gully between the street and the parking area for Quittie Creek Nature Park East.

**REQUEST: Annnville Public Works to fill the gully with stone so a vehicle could enter and leave the parking area without damage to its undercarriage.**

Summer rains and use have variously displaced and thinned the mulch on the main trail. The Committee would like to spread 400 cubic yards of mulch on the trail during September.

**REQUEST: Annnville Public Works to deposit 200 cubic yards of trail mulch at the Spruce Street end of the main trail and an additional 200 cubic yards at the Bachman Road trail head.**

The trail across the Graham property between East High Street and Bachman Road has deteriorated since Mr. Graham has not continued to maintain it. This portion of the trail needs to be widened and have mulch added. The Committee thought it best to postpone work here until the Township owns the land.

The Committee requests permission to hold Pumpkin Walk on Friday, October 27 and for Public Works to deliver the luminaries and other stored items to the Bachman Road parking area by the footbridge by noon of that day and to remove the same on the following Saturday.

**MOTION to (1) approve the use of Quittie Creek Nature Park on Friday, October 27, 2017 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 27, 2017 and retrieve and store the same on the following day.**

**HAZARD MITIGATION GRANT PROGRAM**

Nothing further to report at this writing.

## Permits Report

Month of August 2017

Plumbing Permits issued	_____	_____
Plumbing Licenses issued	_____	_____
Excavator Licenses issued	_____	_____
Total Curb/Sidewalk Permit Fees Collected		<u>\$25.00</u>
Total Street Cut Permit Fees Collected		<u>\$1,200.00</u>
Total Tapping Fees Collected		_____

### Tapping Fees

### Building Permits

#### Curb/Sidewalk Permits

2017-005	813 E. Main Street	Replace curb & sidewalk
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#### Street-Cut Permits

#17-55	36 N. Railroad Street	UGI Utilities, Inc.	Renew gas service
#17-56	38 N. Railroad Street	UGI Utilities, Inc.	Renew gas service
#17-57	100 N. Weaber St. (Replaces #17-02)	PA American Water Co.	Repair curb valve
#17-58	27 S. Cherry St	UGI Utilities, Inc.	Install gas service
#17-59	320 W. Church St	UGI Utilities, Inc.	Cut off gas service
#17-60	318 W. Church St (2 cuts)	UGI Utilities, Inc.	Renew gas service

### Burn Permit



**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS**  
**STANDING COMMITTEE: ANNVILLE ACTIVITIES (J. Scott)**  
September 5, 2017

**V. - G**

**ANNVILLE COMMUNITY ACTIVITIES COMMITTEE**

The Committee has not met since the parade wrap-up on Thursday, June 22, 2017.

**ANNVILLE FREE LIBRARY**

The Free Library hosted well-attended eclipse-related events organized by the Children's Librarian, Cindy Funck: a talk geared to school-age children and an open eclipse party featuring sunfish snack crackers, eclipse cookies and a clear view of the darkening sun disk. An ordinary kitchen colander created the most spectacular effect by projecting a host of sun crescents onto a white background.

**HOMETOWN HERO BANNERS**

This project remains under investigation.

**INBEV'S BUDWEISER CLYDESDALES COME TO TOWN**

*Tuesday, September 5, 11:00 AM--2:00 PM*

Arrangements with the Township Police Department were in place to facilitate this event.

**DESTINATION ANNVILLE**

The group is organizing the 4<sup>th</sup> annual crockpot cook-off for Saturday, October 14, from 11:00 AM to 2:00 PM.

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

**REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Mr. Yingst reported that no Executive Sessions were held since the adjournment of the August Regular Meeting. Mr. Embich noted that he and Commissioners Moore and Scott were in attendance at the annual Lebanon Valley College kickoff breakfast on August 23, 2017, although no official Township actions were taken or discussed. An Executive Session was requested to be held following the adjournment of the evening's meeting to discuss real estate and personnel matters and potential litigation.

**Planning Commission:** Mr. Yingst reported the Planning Commission did not meet in August and was not expected to meet in September.

**Economic Development:** It was noted the draft minutes from the August 11, 2017 meeting of the Economic Development Authority (EDA) had been distributed to the Board of Commissioners. The following items were then addressed:

**Annville Center Parking Lot:** Referring to the draft minutes from the EDA meeting, Mr. Embich inquired about the Authority's consideration of selling the Annville Center parking lot. President Moore reflected the EDA had conversations in past years about metering the lot and, as the reaction to that suggestion was generally unfavorable, the Authority was now having a preliminary discussion concerning whether selling the lot would be something worth considering. It was noted the EDA had authorized an appraisal for the lot, which is legally required before a sale could occur and would also determine if such a sale made financial sense. President Moore noted the proceeds from a sale might help to pay down the outstanding debt owed by the Township on the lot. Several Commissioners expressed their concerns about selling the lot, noting its potential impact upon downtown businesses, and especially those adjacent to the lot. President Moore noted the lot could be purchased by one or more of those entities, although some Commissioners expressed doubts about the likelihood of that happening. It was reiterated the conversation was in a very preliminary stage and should the appraisal of the lot be for a sufficient amount it would be incumbent upon the EDA to have a conversation about the lot's future with appropriate local stakeholders.

**Painting of Yellow "No Parking" Curbs:** Ms. Zimmerman reported the painting of all yellow "no parking" curbs in the Township, per the agreement to satisfy the deficiency from the November 30, 2016 public auction, was completed the prior month by Edward Hoover and Gavin Witmeyer, and she and Mr. Scott expressed their satisfaction with the work. Several Commissioners also noted there were other curbs that had historically not been painted but which they believed should be painted, and Mr. Yingst agreed to pass along these locations to the Public Works Department.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for August 2017, a copy of which is attached hereto and made a part of these minutes, and he noted the tentatively scheduled HARB meeting for September 11, 2017 had been cancelled due to a lack of business to conduct. The following items were then addressed:



## **Item VI-D HISTORIC ARCHITECTURAL REVIEW BOARD**

1. Three "Certificates of Appropriateness" were recommended; see supplemental report with details of the two applications for 25-33 East Main Street and the application for 430 West Main Street.
2. Two applicants for the "alternate member slot of the HARB" were "interviewed", both, Melissa Barlow, and John Hinshaw, had history related background, which fit a need with the resignation of Paul Fullmer. The HARB recommends that both be listed as "alternate" members.
3. Next meeting of the HARB is September 11.

**ACTIONS: (1) Recommend approval of certificates of appropriateness for 25-33 East Main and 430 West Main. (2) Recommend approval of HARB alternates: Melissa Barlow and John Hinshaw.**

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

1. Administrator Yingst signed and returned the "Notice to Proceed for Utility Relocation". This action follows on previous actions: The Private Status Agreement with Occupancy Permit, and the Reimbursement Agreement for this utility relocation

**ACTION: Ratify the action of Administrator Yingst for the "Notice to Proceed for the utility relocation" near the South Spruce Street Bridge project area.**

## **Item VI-H Stormwater management**

1. The Lebanon County Stormwater Consortium (MS4 Consortium) meeting occurred August 21, and was to be the Public Hearing for the Chesapeake Bay Pollution Reduction Plan (PRP). However, after the meeting we learned that the legal notice by the local paper did not run as required. Therefore, the "Public Hearing" of Aug. 21 was invalid. The required legal ad has now run on Aug. 25 and 27, for the "Public Hearing" of September 18<sup>th</sup>. The official comment period is now August 25 to September 25, with official submission of the NOI and PRP to PA DEP by October 11<sup>th</sup>.
2. At the Aug 21 "Public Hearing", two members of the public, Tom Davis and James Scott, made comments pertinent to the PRP. These comments will be addressed by SESI with the submission of the NOI and the PRP. The essence of the comments related to having Lebanon County versus each municipality responsible for the MS4 compliance issues beyond the scope of the Consortium; and specifically that one of the lower priority projects for stream bank improvement/protection in



Annville (at S. Lancaster Street) be revised to allow use of the stream side area for athletic playing fields (soccer, e.g.)

3. The Lebanon County Clean Water Alliance meeting on August 29 at North Lebanon Township Office covered the ongoing status of the NFWF grant application, various aspects of the Public Education/Outreach Program for local advertising, a stream maintenance brochure, possibly several brochures focused on the elements of the MCMs/BMPs, and possibly new banners to address other aspects of the MS4 compliance not covered in the current banners.
4. Next meeting of the MS4 Consortium is September 18th at 10 AM, 1220 Mifflin St.; and the LCCWA meeting is slated for November 28, 2017, 10 AM at North Lebanon Township Office.
5. To avoid meeting conflicts for 2018 the LCCWA set meetings on a quarterly basis: Dates selected are: February 27, April 24, July 24, and October 23, 2018, all at 10 AM and tentatively at North Lebanon Township Building, Kimmerlings Road.

**ACTION: Move to authorize incidental cost sharing in our 2018 budget for MS4 advertising, banner development, and brochure publication.**

#### **ITEM VI-I GLRA (GREATER LEBANON REFUSE AUTHORITY)**

1. All minutes and reports are available at <http://www.goglra.org/DocumentCenter/Home/View/> .
2. The next GLRA meeting is slated for September 12, 2017, at 6:00 PM with the annual picnic following at 6:15 PM. If attendance at the picnic is planned notify the GLRA by September 6.



## **HARB Report – August 14, 2017**

Three “certificates of appropriateness” were recommended by unanimous vote of the four members present (Joseph Connor, Dave Palanzo, Tanya Richter, Rick Wherley)

1. The portion of the former Fink’s Bakery that was a pizza shop (exact address needed - 25 to 33 East Main) will have major facade restructuring with close to a central entry doors for two retail stores, an ADA ramp on the east side, a new partial wrap-around “porch” roof, two types of second floor window replacements (4 windows on west front in 4 over 1 pattern, double hung; 4 windows on east side front) 4 light mulls, asphalt shingles replaced with standing seam metal roof, 1/2 round gutters, 7” exposure siding like what is on now, particulars for entry door, ramp: see 3/4 page description for more detail, per e-mail of Aug. 11 and attachments.

2. The west facing structures (at least three portions all with different exterior appearances) follow detail with Aug. 11 email; existing photos, and architectural renderings for improvements: building with narrow siding will have replacement 7” reveal siding to closely match building closest to Main Street; lower “window/door” areas currently enclosed with Aspenite will have paneled type shutters as closures, second floor windows will be replaced and blended to the siding or brick as appropriate, sided building will be 2 over 2 to match existing; brick building will have paneled closures for lower level and 6 over 6 lights to match existing treatment. The building with the paneled overhead door will get a steel wood grain insulated door. Roof standing seam will be painted green to match other roofs above the sided area (siding color will be yellow/beige/ivory to blend with brick and other west facing structures). Follow details not listed from Aug. 11 email.

3. Double home at 430 West Main St., owners Dan and Susan Schimmel presented 3 aspects for improving exterior of the home: (1) either a replacement storm-door (single panel glass) or a new panel front door without storm-door; (2) shutters on two front windows, 10” paneled to match front door if that option is chosen; (3) picket fence along property and alley as submitted in application to be filed. A more detailed application will be filed by the owners to be acted on at the Sept. 5 Commissioners meeting.

Discussion of “alternate” member(s) of the HARB: Two applicants were present: Melissa Barlow, 244 East Main St. and John Hinshaw, 1114 East Main St. Both candidates have historic-based background: Ms. Barlow - interior decoration restoration and European antique furniture importation; Dr. Hinshaw is a historian (specialty is business and industrial). The HARB recommends both as alternates on an as needed basis.

Respectfully submitted,

Thomas R. Embich



Restoration and Reconstruction of South-Facing and East-Facing Facade for Storefront and Temporary Restoration and Reconstruction of West-Facing Facade at 25-33 and 35 Rear East Main Street and Door and Window Replacement and Fence Installation at 430 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue Certificates of Appropriateness for (1) the restoration and reconstruction of the south-facing and east-facing façade for the storefront at the eastside of the property at 25-33 and 35 Rear East Main Street as presented, (2) the temporary restoration and reconstruction of the west-facing façade of the property at 25-33 and 35 Rear East Main Street as presented, and (3) the door and window replacement and fence installation for the property at 430 West Main Street as presented. Motion carried unanimously.

Appointment of Melissa Barlow and John Hinshaw to HARB: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Scott to appoint Melissa Barlow and John Hinshaw as alternate members to HARB. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Information Technology: Mr. Scott reviewed the Information Technology Report for August 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Website Migration: Mr. Scott reported that three proposals had been received for the migration of the Township website to a WordPress platform and he was anticipating a proposal from a fourth company associated with bluehost, who currently hosts the Township website. He asked the Commissioners what they envisioned for the future website, noting it could be a portal to any number of things related to Annville but not specific to its governmental workings, or simply a website specific to municipal government and its services. President Moore inquired if advertising could be placed on the website to offset its operating costs and Mr. Lamoureux indicated he believed it could be, although he suggested the parameters governing this be clearly established via a resolution or similar document. Mr. Scott noted he could not locate any municipal websites with advertisements and expressed some hesitation with the idea. Mr. Embich provided an example of a local non-profit organization of which he is a part concerning how its website allows for advertising, although he noted the advertising is for the business of another member of that organization, which helps to limit uncertainty and abuse of where the advertising link directs the user. He expressed his concern about managing such advertising links on the Township website and noted his discomfort with its uncertainty. Mr. Scott also was not sure advertisers would be willing to pay for a link on the website, but President Moore believed a number of businesses might be interested. Returning to the proposals for the website migration, Ms. Zimmerman asked if the services quoted in the proposals were similar to each other, and Mr. Scott indicated he did not believe so based upon the different prices. He also responded to Mr. Lively's question about how businesses were previously featured on the website prior to its crash several years earlier. The Commissioners then discussed what the advertisements might look like—be it a simple website link by a company's name or an actual picture advertisement that could be linked to a company's website—and there was some uncertainty about the preference of the Board. Noting the desire to have the website migration completed by the end of 2017, Mr. Embich suggested the firms who had submitted proposals could be contacted for an alternate quote for facilitating advertising



September 5, 2017

### Website

During August Administrator Yingst contacted several local website design firms for cost estimates for developing the Township's website using the Wordpress content management system. So far *mile 6* of Elizabethtown, *Virtual October* of York and *Triple Strength* of Annaville have replied. Commissioner Scott has also solicited an estimate from *Ripe Concepts*, the design shop associated with Utah-based Blue Host, our current webhosting service. The estimates received so far vary from a low of \$1973.00 (*Virtual October*) to a high of \$8450.00 (*Triple Strength*). *Ripe Concepts* has yet to provide its estimate.

Apart from these considerations, however, is a larger question: what sort of website does Annaville want to have? The current website was conceived as a Township Portal--access to information regarding every aspect of life in Annaville, a sort of one-stop shop for all things Annaville. It is becoming clear, however, that such an ambitious objective may exceed the ability of Township staff to realize given their other administrative responsibilities. The question then arises whether it might not be more prudent to ask for the design of a website limited to the functions of municipal government alone.

### **DISCUSSION: Concept for a redesigned website.**

In a related matter, Chief Dugan would like to enter an agreement with Crimewatch to use the software package they have developed specifically for police departments. The switch would facilitate the integration of the website with various social media, which are increasingly the most effective way to communicate with community residents. It would also enable the Department of share information with other departments on the system. He has built the cost of this (\$900.00/year) into his budget request for 2018.

### **MOTION: To authorize the Police Department to adopt the Crimewatch app as the Township's web presence for public safety related messaging.**

The Township's site would continue to have a menu item for police, but this would simply link to the Crimewatch site. This is currently the situation with regard to the Fire Department.

### **Information Technology**

Nothing to report.



possibilities through the website at a future date if the Township wished to pursue this, which could then be appended to the current proposals and thus not delaying the migration, and the other Commissioners indicated their support for this suggestion.

Crimewatch Web Presence: At the recommendation of the Chief of Police, **MOTION** by President Moore, second by Ms. Zimmerman to authorize the Police Department to adopt the crimewatch app as the Township's web presence for public safety-related messaging. Motion carried unanimously.

Spruce Street Bridge: Mr. Embich reviewed the Spruce Street Bridge Report for August 2017, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Notice to Proceed for Utility Relocation: Noting the Reimbursement Agreement and Occupancy Permit had been fully executed and issued for the utility relocation associated with the Spruce Street Bridge replacement project, **MOTION** by Mr. Embich, second by Mr. Lively to ratify the issuance of the Notice to Proceed to First Energy Company for the aforementioned utility relocation. Motion carried unanimously.

Stormwater Management: Mr. Embich reviewed the Stormwater Management Report for August 2017, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Advertisement of Pollutant Reduction Plan (PRP): Mr. Embich noted that, due to an error in which the public notice for the PRP was not advertised timely, the public hearing for the PRP had been rescheduled to September 18, 2017 at 10:00 AM at 1220 Mifflin Street, Lebanon, PA 17046 and the public comment period for same was from August 25, 2017 through September 25, 2017. He also noted this revised public notice had been posted at Town Hall and on the Township website.

Municipal Separate Storm Sewer System (MS4) Advertising Costs: **MOTION** by Mr. Embich, second by Mr. Lively to authorize budgeting \$300 in 2018 for MS4-related advertising, banner development, and brochure publication costs. Motion carried unanimously.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for August 2017, a copy of which is attached hereto and made a part of these minutes.

Fire Department: Nothing to report this month.

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

#### **OLD BUSINESS:**

Ordinance No. 658 – 2017 Omnibus: Mr. Yingst presented proposed Ordinance No. 658, amending Section 2-400 (Chickens), Section 15-411 (Handicapped Parking), Section 18-125(C) (Sewage and Industrial Waste Surcharges), Section 21-401 (Prohibition of Placing or Displaying



Any Banners, Signs or like items Across any Street Within Annville Township), and Section 21-403 (Exception) of the Township Code of Ordinances. It was noted the proposed ordinance was properly advertised and could be considered for adoption. **MOTION** by Ms. Zimmerman, second by Mr. Lively to adopt Ordinance No. 658, the 2017 omnibus ordinance, as presented. Motion carried unanimously and a copy of this ordinance is attached hereto and made a part of these minutes.

**Proposed Ordinance Regulating Dropping or Depositing Materials on Streets:** Mr. Yingst presented a draft of a proposed ordinance regulating dropping or depositing materials on streets to the Board for its review and comment, noting it had been drafted based upon several other similar municipal ordinances. Mr. Embich expressed his concern with the broadness of some of the draft ordinance's language, suggesting a negligible amount of grass clippings being transported to the greenwaste facility and blowing out of a vehicle would technically be in violation of it. Ms. Zimmerman thought that common sense enforcement would be applied to distinguish between negligible amounts of dropped materials and excessive or abusive amounts of same and the Commissioners discussed what practical enforcement under such an ordinance would look like. Mr. Lamoureux suggested the word "unreasonably" be inserted into Sections 21-701 and 21-702 to address Mr. Embich's concern and the Commissioners concurred with this recommendation. Mr. Scott asked if this would make it difficult for contractors going to and from a construction site, and Mr. Yingst recounted that several residents had raised concerns about materials dropped on streets from construction vehicles when the Lebanon Valley Advanced Care Center was being built and they had suggested an ordinance to address this. Ms. Zimmerman reflected that a similar ordinance prohibiting this was in place when she resided in Jackson Township and Mr. Embich noted the Pennsylvania Motor Vehicle Code prohibited this on state highways. With no further discussion noted, **MOTION** by Mr. Lively, second by Mr. Embich to authorize the advertisement of the proposed ordinance regulating dropping or depositing materials on streets as revised for possible adoption at a future Regular Meeting. Motion carried unanimously.

#### **NEW BUSINESS:**

**Proposed Change of Meeting Date and Time for 2018 Board of Commissioners' Meetings:** President Moore suggested the meeting date for the Board of Commissioners' meetings be moved from the first Monday of each month to the first Tuesday of each month beginning in 2018. He noted this would allow Commissioners to attend meetings of other nearby municipalities without any scheduling conflicts. He also asked if there was interest in moving the meeting time from 7:30 PM to 7:00 PM for 2018. The Commissioners indicated their support for both suggestions, while it was noted alternate dates should be chosen for the Tuesdays on which Community Night Out and the General Election occurred, as well as the legal requirement the first meeting of an even-numbered year occur on the first Monday of that year. Mr. Embich also noted Tuesday meetings for the Board would conflict with some of the monthly meetings of the GLRA and another Township representative—possibly from the Public Works Department—may need to be considered for this role in future years.

**2018 Minimum Municipal Obligation (MMO) Certifications for Pension Plans:** The Board reviewed the MMO calculations and certifications for the two Township pension plans for 2018 in accordance with Act 205 requirements. **MOTION** by Mr. Lively, second by Ms. Zimmerman



ORDINANCE NO. 658

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, AMENDING § 2-400 ("CHICKENS") OF PART 4, CHICKENS, OF CHAPTER 2, ANIMALS; § 15-411 ("HANDICAPPED PARKING") OF PART 4, GENERAL PARKING REGULATIONS, OF CHAPTER 15, MOTOR VEHICLES AND TRAFFIC; § 18-125(C) ("SEWAGE AND INDUSTRIAL WASTE SURCHARGES") OF PART 1, SEWER RULES, REGULATIONS, RATES AND CHARGES, OF CHAPTER 18, SEWERS AND SEWAGE DISPOSAL; AND § 21-401 ("PROHIBITION OF PLACING OR DISPLAYING ANY BANNERS, SIGNS OR LIKE ITEMS ACROSS ANY STREET WITHIN ANNVILLE TOWNSHIP") AND § 21-403 ("EXCEPTION") OF PART 4, STREET BANNERS, OF CHAPTER 21, STREETS AND SIDEWALKS OF THE CODE OF ORDINANCES OF ANNVILLE TOWNSHIP.

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 Section 2-400 ("Chickens") of Part 4, Chickens, of Chapter 2, Animals, of the Code of Ordinances of Annville Township, are amended as follows:

- (a) The title of Section 2-400 shall read: Regulations Governing Chickens
- (b) The text of Section 2-400 shall read: Residents may keep chickens (*Gallus gallus domesticus*) under the conditions set forth in this Part. However, an appeal to waive specific conditions of this Part may be made to the Board of



Commissioners and may be waived by the Board of Commissioners on a case-by-case basis.

SECTION 2. The provisions of Section 15-411 ("Handicapped Parking") of Part 4, General Parking Regulations, of Chapter 15, Motor Vehicles and Traffic, of the Code of Ordinances of Annville Township, are amended to include the following:

Street:

Number of Parking Spaces:

North Mill Street, west side of the street from a point 94 feet north of West Main Street to a point 116 feet north of West Main Street

One

SECTION 3. The provisions of Subsection C ("Sampling Charge") of Section 18-125 ("Sewage and Industrial Waste Surcharges") of Part 1, Sewer Rules, Regulations, Rates and Charges, of Chapter 18, Sewers and Sewage Disposal, of the Code of Ordinances of Annville Township, are amended to read: *Sampling Charge*. Should any user exceed the acceptable levels established by the Township of Annville set forth in any Section or subsection of this Chapter, that user will be charged \$250 for the use of manpower, equipment and lab testing. However, if the total surcharge for exceeding the aforementioned acceptable levels is less than \$25 for two consecutive testing periods, the \$250 charge for the use of manpower, equipment and lab testing will be waived. Continued

waiving of the fee is dependent on continued total surcharges not exceeding \$25 with each consecutive testing period. The aforementioned sampling charge of \$250 can be amended by resolution by the Annville Township Board of Commissioners.

SECTION 4. The provisions of Part 4, Street Banners, of Chapter 21, Streets and Sidewalks, of the Code of Ordinances of Annville Township, are amended as follows:

(a) Section 21-401 ("Prohibition of Placing or Displaying Any Banners, Signs or like items Across any Street Within Annville Township") is amended as follows:

a. The title of Section 21-401 shall read:

Requirements for Placing or Displaying Any Banners, Signs or like Items Across Any Street Within Annville Township.

b. The text of Section 21-401 shall read: It is

hereby prohibited to place or display any banners, signs or like items across any street within the Township of Annville unless prior approval has been granted by the Township of Annville and any other required governmental entities.



(b) Section 21-403 ("Exception") shall be deleted.

SECTION 5. All other provisions of Part 4 of Chapter 2 (Animals), Section 15-411 of Part 4 of Chapter 15 (Motor Vehicles and Traffic), Section 18-125 of Part 1 of Chapter 18 (Sewers and Sewage Disposal), and Part 4 of Chapter 21 (Streets and Sidewalks) of the Code of Ordinances of Annville Township remain in full force and effect.

SECTION 6. 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 7. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective September 5, 2017.

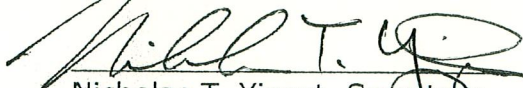


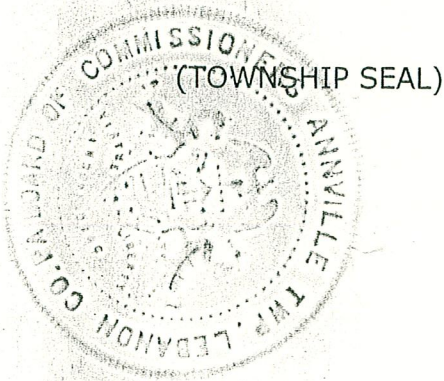
ORDAINED AND ENACTED this 5<sup>th</sup> day of September,  
2017.

BY ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS

By:   
Rex A. Moore, President

ATTEST:

  
Nicholas T. Yingst, Secretary





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.

**2018 Residential Rental License Fee:** Based on the Township Office's review of the costs associated with administering residential rental licenses, Mr. Yingst recommended the residential rental license fee remain at \$15 per unit for 2018. **MOTION** by Mr. Scott, second by Mr. Lively to set the residential rental license fee at \$15 per rental unit for 2018. Motion carried unanimously.

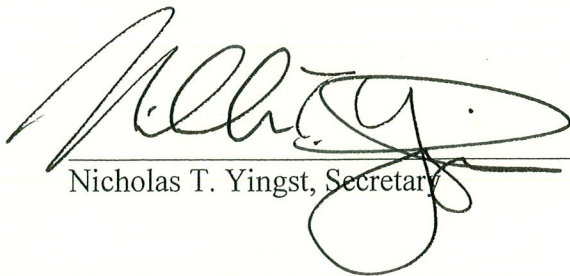
**Renewal of Law Enforcement Errors and Omissions Liability Insurance:** Mr. Yingst presented the renewal proposal for the Township's law enforcement errors and omissions liability insurance at an annual cost of \$11,982.40. **MOTION** by Mr. Embich, second by Mr. Lively to approve the renewal of the Township's law enforcement errors and omissions liability insurance with Cincinnati Specialty Underwriters Insurance Company for September 15, 2017 through September 15, 2018 as presented. 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 2018:** Mr. Yingst reported that an appeal letter was received from the LCALPB for 2018. **MOTION** by President Moore, second by Mr. Scott to pledge \$100 to the LCALPB in 2018 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 President Moore, second by Mr. Lively to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Scott, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:40 PM.



Nicholas T. Yingst, Secretary




Rex A. Moore, President



**ANNVILLE TOWNSHIP  
POLICE RETIREMENT PLAN  
WORKSHEET FOR 2018 MMO**

- |  |            |
|--|------------|
| 1. TOTAL ANNUAL PAYROLL<br>(W-2 payroll for 2017)                          | \$ 351,938 |
| 2. TOTAL NORMAL COST PERCENTAGE  | 16.09%     |
| 3. TOTAL NORMAL COST<br>(Item 1 x Item 2)                                  | \$ 56,627  |
| 4. TOTAL AMORTIZATION REQUIREMENT  | \$ 41,559  |
| 5. TOTAL ADMINISTRATIVE EXPENSES<br>(Estimated based on recent experience) | \$ 5,875   |
| 6. TOTAL FINANCIAL REQUIREMENTS<br>(Item 3 + Item 4 + Item 5)              | \$ 104,061 |
| 7. TOTAL MEMBER CONTRIBUTIONS<br>(Member Contribution Rate x Item 1)       | \$ 0       |
| 8. FUNDING ADJUSTMENT  | \$ 0       |
| 9. MINIMUM MUNICIPAL OBLIGATION<br>(Item 6 - Item 7 - Item 8)              | \$ 104,061 |

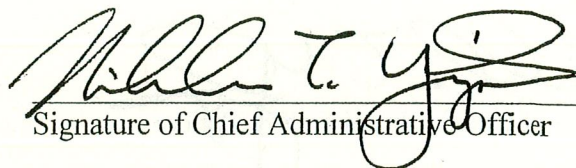
  
\_\_\_\_\_  
Signature of Chief Administrative Officer

August 19, 2017  
\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2018 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2017.**

**ANNVILLE TOWNSHIP  
NON-UNIFORMED EMPLOYEES PENSION PLAN  
WORKSHEET FOR 2018 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2017)	\$ 436,435
2. TOTAL NORMAL COST PERCENTAGE	10.32%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 45,040
4. TOTAL AMORTIZATION REQUIREMENT	\$ 58,365
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 109,280
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)	\$ 109,280

  
Signature of Chief Administrative Officer

August 19, 2017  
Date Certified to Governing Body

**Note: The 2018 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2017.**