

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
July 5, 2022**

The July Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on July 5, 2022 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance were Kelly Shoff-Kulp, Assistant Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; additional visitors noted on the attendance sheet, a copy of which is attached hereto and made a part of these minutes.

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

ELECTION OF PRESIDENT PRO-TEMPORE: Due to the absence of both the President and Vice-President of the Annville Township Board of Commissioners, an election was held and nominations were taken for the election of president pro-tempore. **MOTION** by Mr. Hoover, second by Mr. Embich to nominate Mr. Perrotto as president pro-tempore for the July Annville Township Board of Commissioners' meeting. Motion carried unanimously. Election was closed following the motion.

APPROVAL OF AGENDA: **MOTION** by Mr. Hoover, second by Mr. Embich to approve the agenda as the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: President pro-tempore Perrotto provided an opportunity for public comment and the following comments were noted from those in attendance:

Mr. Dowey spoke regarding the potential change of access hours at the bulk/green waste dumpsters at the Public Works facility. He noted that the specified hours on Wednesday and Saturday were originally created to support those who needed assistance with unloading refuse at the facility, and not for those who could function independently. Further, he commented that reducing the hours of availability to the Wednesday/Saturday published hours would disadvantage those with children, and those with certain work schedules.

Les Powell, Annville Public Works Director, responded by indicating that there have been concerns of illegal dumping at the facility as well as safety concerns with regard to having the dumping facility remain open and unchecked. Mr. Powell also noted that possible solutions are being discussed to control safety and utilization of the Public Works facility and no final decision or change with regard to the dumpster use or schedule is likely to be made during the 2022 season.

Town center weeds and curb trees were noted as needing additional attention for aesthetic reasons. Mr. Powell noted that the Public Works team is doing their best to keep the weeds down, however, in the summer the weeds rebound quickly despite treatment on a regular basis. As time allows, the buckled bricks that are at the base of the curb trees in town are pulled up, the ground regraded, and the bricks are then replaced where possible to accommodate the growth of tree roots

APPROVAL OF MINUTES:

June 7, 2022 Regular Meeting: MOTION by Mr. Embich, second by Hoover to approve the minutes of the Regular Meeting held June 7, 2022 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for June 2022 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Proposal for Regulated Storage Tanks In-Service Inspection: At the recommendation of the Township Authority, MOTION by Mr. Embich, second by Mr. Hoover to approve the proposal with Weaver Consultants Group, LLC as presented. Motion carried unanimously.

Parking Signage: We discussed at a prior meeting the desire to replace the signage in our municipal parking lots and streets that limit student parking. We received three quotes from vendors with US Municipal Supply being the lowest. MOTION by Mr. Hoover, second by Mr. Embich to approve the purchase of signs from US Municipal at a cost not to exceed \$1,600.00 Motion carried unanimously.

Public Safety: The Police Statistical Report for June 2022 was reviewed, which included information on calls responded to in South Annville Township over the past month. A copy is attached hereto and made a part of these minutes. The following items were then addressed:

Ratifying Advertisement of Civil Service Commission Meeting: MOTION by Mr. Perrotto, second by Mr. Embich to ratify the advertisement of the Civil Service Commission Meeting on June 16, 2022 at 12:30 PM to review applicants for an eligibility list and to consider any other business that may come before the Commission. Motion carried unanimously.

Annville Township Police Officers' Association Grievance (ATPOA) Appeal: MOTION by Mr. Hoover, second by Mr. Perrotto to deny the grievance appeal from the ATPOA dated June 20, 2022 and pertaining to the termination of Heart and Lung Act benefits for a police officer. Motion carried unanimously.

Property: Nothing to report this month/The following item was addressed:

Town Hall Improvements Project: Mr. Hoover reported that a second contractor owes us an estimate on the work to be performed at Town Hall. A third contractor has been delayed in his review of the project and a possible fourth contractor is being considered to bid the job.

Parks & Recreation: Mr. Perrotto reported the following updates:

- The Tinkergarten class that was scheduled has been cancelled.
- Les Powell's team will treat for Tree of Heaven and the bridge area for undesirable vegetation.
- The Public Works team removed a tree from the Richter trail.

Finance: Mr. Embich reviewed the Finance Report for June 2022, highlighting the total income and expenses through the sixth month of the year. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for June 2022 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: Mr. Perrotto reported that the Annville Free Library ground breaking ceremony was held on June 18th and several Annville Board members/Administrators were in attendance to support the occasion.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: Mr. Perrotto reported an Executive Session was held immediately prior to the evening's meeting to discuss personnel matters pertaining to a grievance.

Planning Commission: Mr. Perrotto reported the Planning Commission meeting on June 13th had been cancelled due to a lack of business.

Historic Architectural Review Board (HARB): Mr. Embich reported the HARB meeting on June 20th had been cancelled due to a lack of applications for the month. There will be applications for review at the next HARB meeting slated for July 18, 2022.

Wage & Salary: Mr. Perrotto reported the Wage & Salary Committee would be meeting later in the month of July to review annual employee performance reviews.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for June 2022, a copy of which is attached hereto and made a part of these minutes.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for June 2022, a copy of which is attached hereto and made a part of these minutes.

Fire Department: Mr. Raudensky reviewed the June 2022 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). The following item(s) were then provided:

- Union Hose Company's Audited Financial Statements for the 2020 and 2021
- Cleona Fire Company's Combined Financial Statements for 2021

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

OLD BUSINESS:

Cable Franchise Renewal: Nothing to report this month.

Welcome Sign: It was noted this item has been tabled for the time being.

Revisions to Wireless Facilities Regulations: Nothing to report this month.

Landline Telephone System Hardware and Software Obsolescence: Nothing to report this month.

Residential Refuse and Recycling Collection Contract: Ms. Shoff-Kulp reported that one bid was received for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township. It was reported the low bid was received from Waste Industries of Pennsylvania d/b/a GFL Environmental, Inc. at the following prices: year one \$309,060, year two \$318,332, year three \$327,882 and with a fourth year option of \$337,718 and a fifth year option of \$347,850. It was also noted that Mr. Lamoureux reviewed the bidding documents submitted by GFL Environmental, Inc. and he found them to be satisfactory. **MOTION** by Mr. Perrotto, second by Mr. Hoover to award the contract as presented to Waste Industries of Pennsylvania d/b/a GFL Environmental, Inc., the lowest bidder, for the collection, removal, and disposal of municipal solid waste and recyclable materials accumulated in Annville Township, with said contract commencing on September 1, 2022. Motion carried unanimously.

North Ulrich Street Storm Sewer System: Nothing to report this month.

Ownership of Woodside Court: Nothing to report this month.

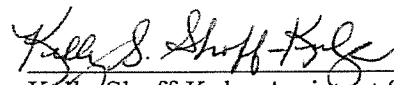
NEW BUSINESS:

Annville Free Library Donation: Ms. Shoff-Kulp informed the Board that 2022 donation to the library was made in accordance with the approved budget.

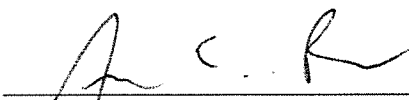
CORRESPONDENCE: Nothing to report this month.

PAY BILLS: **MOTION** by Mr. Hoover, second by Mr. Embich to ratify the actions of the Township Administrator regarding payment of debts shown on the Finance Report (Cash Disbursement Journals of the various funds). Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Perrotto, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:15 PM.



Kelly Shoff-Kulp, Assistant Secretary



Anthony C. Perrotto, President Pro-Tempore