

**ANNVILLE TOWNSHIP BOARD OF COMMISSIONERS
MARCH 4, 2022 AGENDA**

SPECIAL BOARD OF COMMISSIONERS MEETING – 6:00 PM

Announced Visitors: None

- I. Call to Order – 6:00 PM
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors and Opportunity for Public Comment
- V. Personnel Matters
 - A. Accept Resignation of Current Township Administrator
 - B. Hiring of New Township Administrator
 - C. Revising Appointments in Accordance with the Resignation and Hiring
 - D. Authorizing Bonding
- VI. Other Business
 - A. Traffic Signal Pole Leveling***
- VII. Adjournment

*** = Added to the agenda by majority vote of the Board of Commissioners on March 4, 2022.

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
March 4, 2022**

A Special Meeting of the Annville Township Board of Commissioners was held starting at 6:00 PM on March 4, 2022 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto. Also in attendance were Nicholas T. Yingst, Township Administrator and Secretary to the Board of Commissioners; Karen A. Gerhart and Michael Gerhart, West Cornwall Township; and Cooper B. Yingst, North Londonderry 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.

APPROVAL OF AGENDA: MOTION by Mr. Hoover, second by Mr. Lively to approve the agenda as amended by adding "Traffic Signal Pole Leveling" to the agenda under "Other Business" as an item for possible action due to a proposal for same having been received following the posting of the agenda. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: President Moore provided an opportunity for public comment and no comments were noted from those in attendance.

PERSONNEL MATTERS: Mr. Yingst reported the Special Meeting was properly advertised and its purpose was to review and take action on personnel matters and to consider any other business that might come before the Board.

Accept Resignation of Current Township Administrator: Mr. Yingst noted he submitted his letter of resignation as Township Administrator on March 2, 2022. He read the letter aloud, noting his last day in the office would be March 18, 2022 and his last day on payroll was anticipated to be April 8, 2022. He expressed his appreciation to the Commissioners, appointed officials, staff, and the citizens of Annville for the opportunity to serve with and for them, and wished the Township and his successor the very best. MOTION by Mr. Perrotto, second by Mr. Embich to accept the resignation of Nicholas T. Yingst, thus terminating his employment as Township Administrator in accordance with his resignation letter. Motion carried unanimously and the Commissioners thanked Mr. Yingst for his service and wished him well in his new position.

Hiring of New Township Administrator: MOTION by President Moore, second by Mr. Hoover to authorize the hiring of Karen A. Gerhart as Township Administrator at an annual salary of \$80,000 in accordance with the terms of the offer letter for same, effective March 17, 2022. Motion carried unanimously and the Commissioners expressed their appreciation to Ms. Gerhart for taking the position and their enthusiasm for working with her.

Revising Appointments in Accordance with the Resignation and Hiring: MOTION by Mr. Perrotto, second by Mr. Lively to remove Nicholas T. Yingst from the following appointments and to appoint Karen A. Gerhart to same, effective March 17, 2022, and the execution of any necessary documents by the appropriate Township officials to carry out same, copies of which are attached hereto and made a part of these minutes when pertinent:

- Township Secretary

- Township Authority and Planning Commission Clerk
- Right-To-Know Officer
- Chief Administrative Officer of the Police Pension Plan and the Non-Uniformed Employees' Pension Plan
- Official signatory for the Township's bank accounts and safe deposit box, with all other signatories previously approved to remain in place
- Alternate Township Representative to the Lebanon County Stormwater Consortium
- Alternate Township Delegate to the Capital Region Council of Governments
- Various online reporting functions and access authorizations including but not limited to the Department of Community and Economic Development (DCED), Liquid Fuels, Public Utility Realty Tax Act (PURTA), American Rescue Plan Act (ARPA), Pennsylvania Department of Labor & Industry, The Principal, Pennsylvania Municipal League, Benecon, Inservco, Paytime, Pennsylvania American Water Company, Pennvest, Code Publishing, and Certified Payments.
- Any other roles or positions not specified above held by Nicholas T. Yingst at the date of this meeting.

Motion carried unanimously.

Authorizing Bonding: MOTION by Mr. Hoover, second by Mr. Lively to authorize bonding for Karen A. Gerhart in place of Nicholas T. Yingst for \$50,000 effective March 17, 2022. Motion carried unanimously.


OTHER BUSINESS:

Traffic Signal Pole Leveling: Mr. Yingst shared a proposal from C.M. High, Inc. in the amount of \$2,000 for leveling the traffic signal pole at the northwest corner of the town square that was recently damaged by a tractor trailer. Mr. Yingst noted he made contact with a representative of the trucking company in order to invoice them for all costs associated with this accident. MOTION by President Moore, second by Mr. Lively to approve the proposal for traffic signal pole leveling by C.M. High as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Executive Session: An Executive Session was requested following the adjournment of the meeting to discuss potential litigation in the form of a property complaint.

ADJOURNMENT: There being no further business to come before the Board, MOTION by Mr. Perrotto, second by Mr. Hoover to adjourn the Special Meeting. Motion carried unanimously and the meeting was adjourned at 6:11 PM.


Nicholas T. Yingst, Secretary


Rex A. Moore, President