

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
November 1, 2022**

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on November 1, 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 Michael Gossert, Acting Township Administrator, and Secretary to the Board of Commissioners Former Township Administrator Karen Gerhart; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor;

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. Perrotto, second by Mr. Lively to approve the agenda:

Motion carried unanimously.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

President Moore provided an opportunity for public comment and *the following comments/no comments* were noted *from those in attendance*:

Discussion ensued regarding no parking on portions of N Cherry Street. Residents were requesting that the street parking be permitted as it is an inconvenience having to park at the VFW. This was posted as no parking for safety reasons regarding traffic backing up and school buses having difficulty making turns.

Stifel-Battistelli Holland Wealth Management introduced their team and a presentation regarding their wealth management and pension capabilities. Presentation centered around Cash Management Plans, 457 plans, Marketable Cd's, and pension plan administration.

The Board of Commissioners instructed the Township Administrator to work with Stifel and provide requested information.

**APPROVAL OF MINUTES:**

**October 4, 2022, Regular Meeting:** MOTION by Mr. Hoover, second by Mr. Lively to approve the minutes of the Regular Meeting held October 4, 2022, as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for October 2022 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were discussed:  
Leave collection, PA American Water project on Maple and engineering company proposals.

**Public Safety:** The Police Statistical Report for October 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:  
Basketball Hoop extending out over the cartway on North Sheridan.

A motion to approve the Palmyra/Annville Township Mutual Aid Police Agreement was made by Mr. Hoover and Seconded by Mr. Perrotto, Motion Passed unanimously.

More handicap parking spaces were requested at 436 Cherry Street. @ handicap parking spaces are needed. Motion by Mr. Lively and seconded by Mr. Hoover, there was no discussion motioned passed unanimously.

**Property:** The following item(s) *was/were* addressed:

**Town Hall Improvements Project:** The Commissioners reviewed proposals for the installation of new A/C units for the Town Hall. The lowest bid was from Precision LLC in the amount of \$21,039.66. Motion by Mr. Hoover and seconded by Mr. Lively, there was no discussion and the motion passed unanimously.

**Parks & Recreation:** Mr. Perrotto Discussed replacing deteriorated railroad ties. Stairs were installed by volunteers. Suggested to get volunteers together and work out a cost estimate for materials to provide to the Board.

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

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

**Annville Activities:** The following item(s) *was/were* addressed:

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

**REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Mr. Gossert reported an Executive Session was immediately prior to the evening's meeting to discuss personnel and professional contract services.

**Planning Commission:** Mr. Perrotto reported the October 10, 2022, Planning Commission meeting had been cancelled due to a lack of business.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for October 2022, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

**Wage & Salary:** Nothing to report this month.

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for October 2022, a copy of which is attached hereto and made a part of these minutes. The following item(s) *was/were* then addressed:

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich reviewed the GLRA Report for October 2022, a copy of which is attached hereto and made a part of these minutes. The following item(s) *was/were* then addressed:

Mr. Embich mentioned his attendance to the dedication of the new e-cycling center. Noted that 40 pounds of batteries were collected in the 1<sup>st</sup> month.

**Fire Department:** Mr. Lively reviewed the October 2022 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). The following item(s) *was/were* then addressed:

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

**OLD BUSINESS:**

**Revisions to Wireless Facilities Regulations:** Wireless Facilities Ordinance was presented to the Commissioners and the Solicitor asked for authorization to Advertise the Ordinance.

Authorize Advertisement of the Wireless Facilities Ordinance upon review by the solicitor:

**MOTION** by Mr. Perrotto, second by Mr. Embich to authorize advertisement of the Wireless Facilities Ordinance. Motion carried unanimously.

**Draft Ordinance – 2023 Tax Levy and Appropriations:** Mr. Gossert reported the proposed 2023 Tax Levy and Appropriations Ordinance had been drafted and submitted to the Commissioners for their review. He further reported the ordinance would be advertised sometime in the next month so it could be considered for adoption at the December Regular Meeting.

**MOTION** by Mr. Lively, second by Mr. Perrotto to authorize advertisement of the 2023 Tax Levy and Appropriations Ordinance. Motion carried unanimously.

**NEW BUSINESS:**

**Consideration of the proposed Ordinance 682- 2022 Omnibus Ordinance:**

**MOTION** by Mr. Lively, second by Mr. Hoover to approve Ordinance 682 – 2022 Motion carried unanimously.

**Consideration to approve the 2022-2023 Humane Society of Lebanon County Stray Housing Agreement:**

**MOTION** by Mr. Lively, second by Mr. Hoover to approve 2022-2023 Humane Society of Lebanon County Stray Housing Agreement Motion carried unanimously.

**Consideration of appointing Mike Gossert as the Acting Township Secretary:**

**MOTION** by Mr. Lively, second by Hoover to Appoint Michael Gossert Acting Township Secretary Motion carried unanimously.

**Consideration of appointing Mike Gossert as the Acting Township Right to Know Officer:**

**MOTION** by Hoover, second by Mr. Perrotto to Appoint Michael Gossert Acting Right to Know Officer Motion carried unanimously.

Motion by Mr. Hoover and seconded by Mr. Perrotto to Approve the Walnut Street Project for SESI to handle the contractor bidding of the project. There was no discussion and the motion passed unanimously.

**Engineering Discussion:** Discussion ensued around requesting Rettew be invited to bid.

The Board asked Mr. Gossert to reach out to Rettew and request a proposal.

**CORRESPONDENCE:** The Board was informed of the following item(s) of correspondence received since its October 2022 Regular Meeting:

There was no correspondence.

**PAY BILLS:** **MOTION** by Mr. Lively, second by Mr. Embich to ratify the actions of the Township Administrator regarding payment of debts shown in 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. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:00 PM.

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Rex A. Moore, President

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Michael Gossert, Secretary