

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
January 5, 2021**

The January Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on January 5, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members in attendance: Rex A. Moore, President (via telephone); Henri B. Lively, Vice President (via telephone); 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; Corey Lamoureux, Esq., Township Solicitor; and Dean Wolfe, West Main Street.

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

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

COMMITTEE ASSIGNMENTS: Mr. Yingst noted the Commissioners were provided with a listing of suggested committee assignments for 2021 and he asked if there were any comments or questions pertaining to same. He also indicated the suggested assignments were the same as those for 2020. With no comments or questions noted, President Moore officially appointed the Commissioners to the committee assignments per the listing and a copy of the listing is attached hereto and made a part of these minutes.

APPROVAL OF MINUTES: MOTION by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Regular Meeting held December 1, 2020 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for December 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

2021 Drop-Off Facility Schedule: At the recommendation of the Public Works Supervisor, **MOTION** by Mr. Hoover, second by Mr. Embich to have the drop-off facility available from 12 Noon to 6 PM on Wednesdays and from 6 AM to 12 Noon on Saturdays during Daylight Savings Time in 2021, weather permitting, with closures on April 3 for Easter weekend, May 29 for Memorial Day weekend, June 12 for Historic Old Annville Day, July 3 for Independence Day weekend, and September 4 for Labor Day weekend. Motion carried unanimously and it was also noted the white office paper recycling dumpster would be removed due to minimal use in 2020.

Public Safety: The Police Statistical Report for December 2020 and the 2020 Annual Report were reviewed, which included information on calls responded to in South Annville Township over the past month. Copies are attached hereto and made a part of these minutes.

Property: It was reported that the window treatments were installed the prior month, thus completing the Town Hall window replacement project.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Financial Report for December 2020, highlighting the total income and expenses through the twelfth month of 2020. A copy of the report is attached hereto and made a part of these minutes.

Permits: The Permits Report for December 2020 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Annville Activities: Mr. Perrotto reported that Mr. Yingst had reached out to the coordinator of the Annville Community Activities Committee for road closure information pertaining to the 2021 Memorial Day Parade and that would be communicated to the Board for action upon receiving said information from her.

MOTION by Mr. Embich, second by Mr. Perrotto 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 December 2020 Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss personnel matters pertaining to the COVID-19 pandemic emergency.

Planning Commission (PC): Mr. Perrotto reported the PC meeting for January 11, 2021 had been cancelled due to a lack of business but that it was anticipating meeting on February 8, 2021 to interview candidates interested in filling the current vacancy on the PC.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the following:

Signage at 40 East Main Street and 320 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Perrotto to (1) issue a Certificate of Appropriateness for vinyl applied window signage and a two-sided bracket hung sign as proposed for Health Check Juice Bar at 40 East Main Street provided such signage meets necessary zoning requirements and (2) issue a Certificate of Appropriateness for a bracket mounted, wall hung sign as proposed for Thrivent at 320 East Main Street provided such signage meets necessary zoning requirements. Motion carried unanimously.

Wage & Salary: Nothing to report this month.

Municipal Separate Storm Sewer System (MS4): The following item was addressed:

Stormwater Regulations and Subdivision and Land Development Ordinance (SALDO) Revisions: Mr. Embich reviewed a proposal received from the Township Engineer, SSM Group, for bringing the Township's stormwater regulations into conformity with the State Department of Environmental Protection's model stormwater ordinance (which must be accomplished by 2022) and updating the SALDO accordingly for an estimated cost of \$2,500. **MOTION** by Mr. Embich,

second by Mr. Hoover to approve the proposal as presented and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich provided a brief verbal update of GLRA matters before reviewing the following item:

GLRA Meeting Attendance Remuneration: A letter from the GLRA noting the new rates it would remunerate municipal representatives for their attendance at GLRA meetings in 2021, and requesting municipalities approve these rates, was presented to the Board for its review. It was noted the GLRA would remunerate representatives \$50 for committee meetings not associated with a board meeting, \$60 for each board meeting for members and \$75 for the chairperson, and \$25 for committee meetings held before or after a regular board meeting. The Commissioners then discussed this in detail, specifically reviewing the rates charged in 2020, the number of municipal representatives, the type and frequency of meetings, and noting that the Township did not pay the GLRA directly for remuneration of representatives. **MOTION** by Mr. Embich, second by Mr. Perrotto to approve the new GLRA meeting attendance rates of remuneration as presented. Motion carried unanimously.

Fire Department: It was noted the December 2020 Fire Chief's Report and Monthly Statistical Report had been received from the Union Hose Company (UHC) and Mr. Lively discussed and coordinated the swearing-in of UHC officers later in the week with the other Commissioners.

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

OLD BUSINESS:

Community Development Block Grant (CDBG): Nothing to report this month.

Cable Franchise Renewal: Mr. Yingst reported he had a phone conversation with Joel Winston of the Cohen Law Group the prior month to discuss strategy and expectations for the cable franchise fee audit and renewal negotiations.

Connected Together Initiative: Mr. Perrotto shared the steps he took over the past few weeks to communicate with those in the community he thought may be interested in participating in the Connected Together Initiative per Fitzroy Lewis's presentation at the December 2020 meeting. There was also discussion about recent correspondence from the Lebanon County Coalition to End Homelessness and if its goals overlapped with those of the Connected Together Initiative.

Welcome Sign: In response to a question from Mr. Hoover, Mr. Yingst indicated he planned to revisit the Township welcome sign with the Board in the next month or two.

NEW BUSINESS:

Appointments: It was noted the Commissioners were provided with a listing of suggested appointments. With no comments or questions pertaining to same noted, **MOTION** by Mr.

Hoover, second by Mr. Lively to make the appointments per the listing as presented. Motion carried unanimously and the listing of appointments is attached hereto and made a part of these minutes.

Signatories for Township Funds: MOTION by Mr. Lively, second by Mr. Perrotto to approve the authorized signatories for all Township funds as follows:

Signature from three of the following five officers: President, Vice President, Treasurer, Secretary, or Assistant Secretary.

Motion carried unanimously.

Annual Memberships: MOTION by Mr. Perrotto second by Mr. Embich to approve the following memberships for 2021, totaling \$3,335.04:

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|--|------------|
| Pennsylvania State Association of Boroughs – 2021 dues | \$225.00 |
| Pennsylvania State Association of Township Commissioners – 2021 dues | \$1,510.04 |
| Capital Region Council of Governments - 2021 dues (paid by Sewer Fund) | \$1,600.00 |

Motion carried unanimously.

Release of the 2021 Budgeted Donations to the Quittapahilla Watershed Association, the Doc Fritchey Chapter of Trout Unlimited, and the Lebanon Valley Conservancy: MOTION by Mr. Lively, second by Mr. Embich to release the 2021 budgeted donations to the following organizations, totaling \$350.00:

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| Quittapahilla Watershed Association | \$150.00 |
| Doc Fritchey Chapter of Trout Unlimited | \$100.00 |
| Lebanon Valley Conservancy | \$100.00 |

Motion carried unanimously.

Traffic Signals Preventative and Response Maintenance Agreement: Mr. Yingst presented a preventative and response maintenance agreement with C.M. High, Inc. of Myerstown for the traffic signals at the intersection of U.S. Route 422 and State Route 934. He indicated the \$375 annual cost for this agreement is eligible for reimbursement by Lebanon County as part of its commitment to funding the Congested Corridor Improvement Program along Route 422 and, as such, there would be no cost to the Township for approving this contract. MOTION by Mr. Perrotto, second by Mr. Embich to approve the agreement with C.M. High, Inc. for preventative and response maintenance for the traffic signals at the intersection of U.S. Route 422 and State Route 934 for 2021 as presented and to ratify its execution by the appropriate Township officials. Motion carried unanimously.

Resolution No. 20210105-1 – Police Pension Plan Contributions: Mr. Yingst informed the Board that Pennsylvania Act 30 of 2002, concerning police pension plans, requires municipalities to take formal action annually if police officers are not required to contribute to the pension plan. MOTION by Mr. Hoover, second by Mr. Perrotto to adopt Resolution No. 20210105-1, stating that the members of the Annville Township Police Department are not required to contribute to

the Annville Township Police Pension Plan for the year 2021. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Resolution No. 20210105-2 – 2021 Drop-Off Facility Permit Fee for South Annville Township

Residences: Mr. Yingst presented proposed Resolution No. 20210105-2, setting the annual permit fee for South Annville Township residences at \$100 for 2021 for use of the drop-off facility located at the Annville wastewater treatment plant for disposal of green waste and bulk trash. **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20210105-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

Renewal of Treasurer’s Bond: **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the renewal of the Treasurer’s bond in the amount of \$250,000 with Travelers through Strickler Insurance Agency and payment of \$468 for this renewal. Motion carried unanimously.

2020-2021 Humane Society of Lebanon County Stray Housing Agreement: Mr. Yingst reported a stray housing agreement had been received from the Humane Society of Lebanon County. The agreement runs from October 1, 2020 through September 30, 2021 and would charge the Township a flat annual fee of \$450. This fee is based upon the number of unclaimed stray animals picked up in Annville Township and deposited at the Humane Society over the previous fiscal year. **MOTION** by Mr. Perrotto, second by Mr. Hoover to approve the 2020-2021 stray housing agreement with the Humane Society of Lebanon County and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

CORRESPONDENCE: The Board was informed of the following items of correspondence received since its December 2020 Regular Meeting:

Community Coat Drive: Mr. Yingst shared a thank you note received from Christ Church expressing its appreciation for allowing the lobby at Town Hall to be used as a drop-off location for its recent community coat drive.

Lebanon Rescue Mission Donation: Mr. Yingst shared a thank you note received from the Lebanon Rescue Mission expressing its appreciation to the Township for its donation in 2020.

Certification of Township Offices to Appear on the 2021 Primary Ballot: Mr. Yingst shared the official certification of Township offices that would be appearing on the 2021 ballot he submitted to the County Elections Office the prior week.

PAY BILLS: **MOTION** by Mr. Perrotto, 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 7:42 PM. The Regular Meeting was reconvened at 7:53 PM with the five Commissioners, Mr. Yingst, and Mr. Lamoureux in attendance.

Families First Coronavirus Response Act (FFCRA) Paid Leave: **MOTION** by Mr. Hoover, second by Mr. Perrotto to extend any unused FFCRA paid leave time to qualified non-uniformed employees until June 30, 2021. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Embich, second by Mr. Perrotto to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:54 PM.

Rex A. Moore, President

Nicholas T. Yingst, Secretary