

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
February 2, 2021**

The February Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on February 2, 2021 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; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; 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 from those in attendance.

**APPROVAL OF MINUTES: MOTION** by Mr. Perrotto, second by Mr. Embich to approve the minutes of the Regular Meeting held January 5, 2021 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for January 2021 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Public Safety:** The Police Statistical Report for January 2021 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 item was then addressed:

**Listing of Vehicle for Auction on Municibid:** **MOTION** by Mr. Embich, second by Mr. Hoover to ratify authorization for listing the 2012 Dodge Charger sedan for auction on the Municibid online auction site. Motion carried unanimously.

**Property:** Nothing to report this month.

**Parks & Recreation:** Nothing to report this month.

**Finance:** Mr. Embich reviewed the Financial Report for January 2021, highlighting the total income and expenses through the first month of the year. A copy of the report is attached hereto and made a part of these minutes. Mr. Yingst provided information on General Fund check nos. 17268 and 17274 per a question from Mr. Hoover, and President Moore shared where the Township goes for state vehicle inspections.

**Permits:** The Permits Report for January 2021 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** The following items were addressed:

2021 Memorial Day Parade – Designation of Date and Application for Street Closure: **MOTION** by Mr. Perrotto, second by Mr. Embich to (1) designate Saturday, May 29, 2021 as the date for the 2021 Memorial Day Parade and (2) authorize the Police Department to apply to the Pennsylvania Department of Transportation (PennDOT) for the necessary street closure permit for U.S. Route 422 between Mill Street in Cleona and State Route 934 beginning at 8 AM on that date. Motion carried unanimously.

2021 Historic Old Annville Day (HOAD) – Designation of Date and Application for Street Closure: Noting the HOAD Committee desired to move back the date of its event due to continued concerns regarding the COVID-19 pandemic, **MOTION** by President Moore, second by Mr. Hoover to (1) redesignate Saturday, August 14, 2021 as Historic Old Annville Day and (2) authorize the Police Department to apply to PennDOT for the necessary street closure permit for U.S. Route 422 between Cherry Street and State Route 934 beginning at 7:00 AM and ending at 3:00 PM on that date. Motion carried unanimously.

**MOTION** by Mr. Embich, 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 January Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to consult with counsel about potential litigation pertaining to the Americans with Disabilities Act and personnel matters pertaining to the police department.

**Planning Commission:** Mr. Perrotto reported the Planning Commission was planning to meet on February 8, 2021 to review a sketch plan submitted for the Lebanon Valley College (LVC) School of Nursing Building. The following items were then addressed:

Stone Hill Village Phase 3B-1 Land Development Plan Reapproval: Noting a request for same had been received from Eugene Martin of Stone Hill Village, **MOTION** by Mr. Perrotto, second by Mr. Embich to extend approval for the final land development plan for Phase 3B-1 of Stone Hill Village by an additional 90 days by reapproving said plan contingent upon all items in the Township Engineer's review letter being satisfactorily addressed and obtaining the necessary signatures. Motion carried unanimously.

LVC Locker Room Additions Land Development Plan Reapproval: Noting a request for same had been received from LVC's consultant for this project, **MOTION** by Mr. Perrotto, second by Mr. Hoover to extend approval for the preliminary/final land development plan for the LVC Locker Room Additions by an additional 90 days by reapproving said plan contingent upon all items in the Township Engineer's review letter being satisfactorily addressed and obtaining the necessary signatures. Motion carried by a vote of four to one with President Moore, Mr. Embich, Mr. Hoover, and Mr. Perrotto voting in favor of the motion and Mr. Lively voting against the motion.

Financial Security for Moore Land Development Plan: At the recommendation of the Township Engineer, **MOTION** by Mr. Perrotto, second by Mr. Lively to set the amount of financial security for the Moore preliminary/final land development plan at \$36,685. Motion carried by a vote of four to zero with Mr. Lively, Mr. Embich, Mr. Hoover, and Mr. Perrotto voting in favor of the motion and President Moore recusing himself from the vote, his explanation for doing so being attached and made a part of these minutes.

**Historic Architectural Review Board (HARB)**: The following item was addressed:

Roof Replacement at 309 West Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Lively to issue a Certificate of Appropriateness for a roof replacement at 309 West Main Street as proposed. Motion carried unanimously. Mr. Wolfe also inquired about the work being done at the Corvette Grille and Bar.

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

**Municipal Separate Storm Sewer System (MS4)**: Mr. Embich provided a brief verbal report on MS4 matters for the past month, specifically noting personnel changes at the engineering firm used by the Lebanon County Stormwater Consortium.

**Greater Lebanon Refuse Authority (GLRA)**: Mr. Embich provided a brief verbal report on GLRA matters for the past month, specifically noting the GLRA was granted permit approval for its proposed site expansion.

**Fire Department**: Mr. Lively reviewed the 2020 Annual Fire Chief's Report and 2020 Annual Statistical Report for the Union Hose Company (UHC), and he also reported on some recent leadership changes for the Cleona Fire Company. Noting that the municipality with the second highest call volume for the UHC in 2020 was South Annville Township, the Commissioners discussed their understanding of South Annville Township's contributions to its surrounding fire companies.

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

**OLD BUSINESS**:

**Community Development Block Grant (CDBG)**: Mr. Yingst reported the Township Engineer believed the CDBG Church Street curb ramp upgrade project was on target for being put out for bid sometime the following month.

**Cable Franchise Renewal**: Nothing to report this month.

**Welcome Sign**: The Commissioners revisited the possible locations, costs, zoning variance requirements, maintenance responsibilities, and necessary agreements for placing a Township welcome sign on North State Route 934. In light of the possibility of lost tax revenues, there was

consensus to hold off on taking any action on such a sign at present and to ask Mr. Yingst to reach out to the sign company for an updated quote.

**NEW BUSINESS:**

**Municipal Assistance Program (MAP) Floodplain Management Reimbursement:** Mr. Yingst reported that 50% of eligible floodplain management costs from the prior year may be submitted to the State MAP for reimbursement. Noting the Township incurred \$2,811 in eligible costs in 2020 due to needing to update its floodplain regulations and flood zones on its zoning map, he asked for ratification of an application for reimbursement of 50% these costs, or \$1,405, from MAP funding. **MOTION** by Mr. Lively, second by Mr. Embich to ratify authorizing the Township Administrator's issuance of an application for \$1,405 to the State MAP for reimbursement of 2020 eligible floodplain management costs. Motion carried unanimously.

**Letter to LVC Regarding Properties Remaining on Tax Rolls:** Following review of same, **MOTION** by Mr. Perrotto, second by Mr. Embich to ratify President Moore's issuance of a letter to LVC President James M. MacLaren respectfully urging the college to return the Jeanne and Edward H. Arnold Health Professions Pavilion property to the tax rolls and to continue the college's past practice of allowing future property purchases and development on those properties to remain taxable. Motion carried unanimously.

**Dislodged Water Line Cap** Mr. Embich shared information about a water line cap on South Long Street that is periodically dislodged by snow plows. He noted he believed the problem was the type of cap used by the water company.

**Valentine's Day Run:** Chief Dugan shared information with the Commissioners received from a Township resident who would be running 60 kilometers on Valentine's Day in the northwest quadrant of the Township to raise money for the Children's Resource Center in honor of Max Schollenberger.

**CORRESPONDENCE:** The Board was informed of the following item of correspondence received since its January 2021 Regular Meeting:

**Caring Cupboard Donation:** Mr. Yingst shared a thank you note received from the Caring Cupboard expressing its appreciation to the Township for its donation in 2020.

**PAY BILLS:** Following a question from Mr. Perrotto regarding General Fund check no. 17279 that was answered by Chief Dugan, **MOTION** by Mr. Lively, second by Mr. Perrotto 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 7:44 PM. The Regular Meeting was reconvened at 8:51 PM with the five Commissioners, Mr. Yingst, Chief Dugan, and Mr. Lamoureux present.

**ADJOURNMENT:** There being no further business to come before the Board, **MOTION** by Mr. Perrotto, second by Mr. Embich to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:52 PM.

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Rex A. Moore, President

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Nicholas T. Yingst, Secretary