

**DRAFT MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
June 1, 2021**

The June Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on June 1, 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 Karen A. Gerhart, Assistant Township Administrator and Assistant Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Matt Woolson, East Maple Street; Dustin Ferrillo and Carissa Eby, South King Street; Larry and Tonya Mayes, South Annville Township; Vincent Krall, Student; Dean Wolfe, West Main Street; Bobbie Ginder, West Water Street; Michael Schroeder, South Annville Township; Hugh Rooney, South Annville Township; Mike Thorley, Chrisland Engineering; and Dr. Tim Brennan, Synergy Health Development, LLC.

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 the following comments were noted from those in attendance:

Synergy Health Development, LLC Preliminary/Final Subdivision and Land Development

Plan: Mr. Thorley was recognized for comment and provided a brief overview of the Synergy Health Development, LLC preliminary/final subdivision and land development plan that was reviewed by the Planning Commission (PC) at its April and May meetings. He briefly described that the 742 and 744 East Main Street lots would be combined for the construction of a medical facility. Mr. Thorley discussed revisions that had been made to the plan based upon input from the PC meetings and Township Engineer and has been submitted for review.

Requests for Relief: At the recommendation of the PC, **MOTION** by Mr. Perrotto, second by Mr. Embich to grant the following waivers from Chapter 22 and Chapter 23 of the Annville Township Code of Ordinances for the Synergy Health Development, LLC preliminary/final subdivision and land development plan:

- (1) Section 22-305, allowing for submission of a preliminary/final plan; and
- (2) Section 23-314.3.C, allowing for 12-inch diameter storm sewer pipes.

Motion carried unanimously.

Mr. Hoover discussed the stormwater that flows behind the property and inquired whether they have addressed this in their plans. Mr. Thorley explained that their stormwater management plan is taking all of the stormwater from the property and adequately handling it with the use of infiltration beds. Due to the size of the parcel, they are limited to few options to address the stormwater. Mr. Perrotto concurred with Mr. Thorley, mentioning this was among the reasons that they returned to the PC with revisions and additional review.

Plan Approval: At the recommendation of the PC, **MOTION** by Mr. Perrotto, second by Mr. Embich to approve the Synergy Health Development, LLC preliminary/final subdivision and land development plan contingent upon the satisfactory addressing of the comments in the Township Authority Engineer's plan review letter dated May 3, 2021 and the Township Engineer's plan

review letter dated May 10, 2021. Motion carried unanimously and Dr. Brennan and Mr. Thorley left the meeting at 7:06 PM.

Annville-Cleona Recreation Association (ACRA) Court Upgrade: Mr. Rooney was recognized for comment and provided an update on the status of funding commitments for the proposed court upgrade on ACRA property. In addition to the funding that was discussed previously by the Board of Commissioners, funding has been pledged for the project by UPMC, the Annville Youth League and Candoris. Mr. Rooney is confident that the rest of the funding will be secured and plans on moving forward with the project. Mr. Embich inquired if any improvements were planned for the adjacent macadam lot. Mr. Rooney explained that improvements to that lot are not within the scope of this project, however, a grant application had been made to AARP. If funding was made available via the AARP grant there might be a possibility to look into such improvements. **MOTION** by President Moore, second by Mr. Hoover to (1) authorize the Township Solicitor to amend the agreement to allow for public access to the court for a term of twenty years and forward it to the ACRA, (2) approve and authorize the execution of such agreement by the appropriate Township officials contingent upon its satisfactory review by the Township Solicitor, and (3) authorize the issuance of \$6,475 to the ACRA for the court upgrade project upon the completion of (1) and (2). Motion carried unanimously and Mr. Rooney left the meeting at 7:13 PM.

APPROVAL OF MINUTES: **MOTION** by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Regular Meeting held May 4, 2021 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Public Safety: The Police Statistical Report for May 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.

Property: The following item was addressed:

Town Hall Furnace Replacement Project: It was reported that the natural gas line is expected to be run to Town Hall within the next week, and the furnace is scheduled to be installed sometime during the summer.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Financial Report for May 2021, highlighting the total income and expenses through the fifth month of the year. A copy of the report is attached hereto and made a part of these minutes.

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

Annville Activities: Mr. Perrotto wanted to publicly acknowledge and thank Destination Annville and the Allen Theater for the movie event that was organized over Memorial Day weekend.

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: It was reported that no Executive Sessions were held since the adjournment of the May Regular Meeting. An Executive Session was requested to be held prior to the adjournment of the evening's meeting to discuss the sale of real estate.

Planning Commission: Mr. Perrotto reported the Planning Commission met on May 10, 2021 and the draft minutes from that meeting were previously distributed to the Township Commissioners. The following items were then addressed:

Location of PC Meetings: At the recommendation of the PC, **MOTION** by Mr. Perrotto, second by Mr. Lively to authorize advertising for the PC meetings to be moved to Town Hall for the remainder of 2021. Motion carried unanimously.

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. Embich, second by Mr. Hoover 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.

Lebanon Valley College (LVC) School of Nursing Building Land Development Plan Review and Approval Extension: Noting a letter was received from LVC's consultant, on behalf of LVC, granting an extension to the Township's review and approval for the School of Nursing Building land development plan it submitted, **MOTION** by Mr. Hoover, second by Mr. Lively to accept and approve the extension for the review and approval period for the land development plan submitted for the LVC School of Nursing Building by 90 days, granting the Board of Commissioners until its October 5, 2021 meeting to make a decision on the plan. Motion carried unanimously.

Historic Architectural Review Board (HARB): Nothing to report this month.

Wage & Salary: Nothing to report this month.

Municipal Separate Storm Sewer System (MS4): Mr. Embich shared a verbal report on May 11 meeting of the Lebanon County Lebanon County Stormwater Consortium (LCSC), in particular providing information on projects that are budgeted within the LCSC. He provided information on the SQ-1 project, planned for 2022 between the end of the channelized Quittapahilla area and through 22nd Street near the Dairy Queen area. In review of the Lebanon County Clean Water Alliance meeting of May 25, Mr. Embich noted training for MS4 via the Lancaster County

Stormwater Committee proposed for later in June and Tier II funding for the WIP III program in progress.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich shared a verbal GLRA Report for May 2021, specifically describing their expansion onto the recently acquired property.

Fire Department: Mr. Lively noted the May 2021 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC) had not yet been received. He anticipated that it would be submitted soon and reviewed upon receipt.

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

OLD BUSINESS:

Community Development Block Grant (CDBG): It was noted that two bids were received for the West Church Street curb ramp upgrade project; the low bidder was Doug Lamb Construction, Inc., at a price of \$109,970, and the Township Engineer was comfortable with the project being awarded to this firm. It was also noted that, while the amount of the CDBG application for this project was less than that amount, the Redevelopment Authority of Lebanon County indicated it had adequate funding to cover the difference. **MOTION** by Mr. Perrotto, second by Mr. Embich to (1) award the project for the West Church Street curb ramp upgrade project to Doug Lamb Construction, Inc., at a price of \$109,970 and (2) authorize any necessary documents pertaining to same and their execution by the appropriate Township officials. Motion carried unanimously.

Cable Franchise Renewal: Nothing to report this month.

Welcome Sign: Nothing to report this month.

LVC Properties on Tax Rolls: It was reported that President Moore, Mr. Perrotto, Mr. Yingst, LVC President James MacLaren, and LVC Vice President of Finance and Administration Shawn Curtin would be holding their quarterly meeting the following week and would be discussing a proposal for the college to charge students a municipal services fee that would then be passed along to the Township.

Sale of Property on South Spruce Street: It was reported that four sealed bids had been received for the sale of the property on South Spruce Street. The sealed bids were then opened, with the bidders and amounts announced. It was noted that the Board would take action on the bids following an Executive Session later in the meeting. Mr. Woolson questioned why the Township didn't contact the Quittie Park Committee or give the property to the park instead of putting it up for sale. President Moore shared his understanding that the Park Committee was approached some time ago and there wasn't any interest in the parcel by the Park Committee. A lengthy discussion ensued detailing some history about the parcel, its ineligibility as part of a Hazard Mitigation Grant Program (HMGP), the Township's requirements to purchase the parcel and the Board's various reasons for offering the parcel for sale. Mr. Schroeder was also disappointed the Park Committee wasn't given the parcel, but voiced his support of Larry and Tonya Mayes owning the property as

they desired to keep the parcel open to public access and plant a riparian buffer and vegetation that would assist with flooding.

HMGP Property Leases: Ms. Gerhart discussed with the Commissioners that the Township Office is currently working on gathering information and hopes to have an update at the next meeting. Ms. Ginder commented that she believes the parcel at 143 West Water Street should remain under Township's maintenance and should not be leased out due to issues with neighbors concerning the use of the property.

Ownership of West Water Street: Mr. Lively noted a letter was received from the attorney for Kenneth and Bobbie Ginder.

North Ulrich Street Storm Sewer System: Right of entry and temporary construction easement agreements pertaining to repairs and improvements of the North Ulrich storm sewer system, as well as permanent easement agreements pertaining to maintenance of same, were presented to the Commissioners for their review. **MOTION** by Mr. Lively, second by Mr. Embich to (1) approve the right of entry and temporary construction easement agreements and the permanent easement agreements as presented for the properties at 345 East Maple Street, 403 East Maple Street, 410 East Maple Street, and 403 East Main Street and (2) authorize their execution by the appropriate Township officials. Motion carried unanimously.

NEW BUSINESS: None.

CORRESPONDENCE: Nothing to report this month.

PAY BILLS: **MOTION** by Mr. Lively, 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 7:59 PM. The Regular Meeting was reconvened at 8:22 PM with the five Commissioners, Ms. Gerhart, Chief Dugan, Mr. Lamoureux, Mr. and Ms. Mayes, Mr. Woolson, and Mr. Schroeder present.

Sale of Property on South Spruce Street: **MOTION** by Mr. Lively, second by Mr. Perrotto to authorize the sale of the property on South Spruce Street to Larry and Tonya Mayes at a price of \$15,000. Motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by Mr. Lively, second by Mr. Perrotto to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:24 PM.

Rex A. Moore, President

Karen A. Gerhart, Assistant Secretary