

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

The October Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on October 5, 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; William Stickler, Police Sergeant; Corey Lamoureux, Esq., Township Solicitor; Armin Rudd, East Maple Street; Carissa Eby and Dustin Ferrillo, South King Street; Becky Gacono, Tom Harlan, and Dean Wolfe, West Main Street; Bobbie Ginder, West Water Street; Martin Brandt, President of the Annville Free Library (AFL) Board of Directors; and Philip Snavely, Chief of the Union Hose Company (UHC).

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. Lively, second by Mr. Hoover to approve the agenda as presented. Motion carried unanimously.

Vito Mannino and Heather Monk, Woodside Court, arrived at the meeting at 7:01 PM.

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:

Jones and East Maple Streets Stormwater Evaluation: Mr. Rudd was recognized for comment and it was noted that, per his request, the email he sent to Mr. Yingst earlier in the day had been provided to the Commissioners. Mr. Rudd then read his email aloud, noting that as the timeframe for preparing the 2022 budget was approaching and the Township Engineer's report on the potential for rerouting the Jones and East Maple Streets stormwater system had not been received, he requested the Township budget some amount for beginning construction drawings for this in 2022. Per a question from the Commissioners, Mr. Yingst indicated that while the Township Engineer had targeted this meeting for having a preliminary report available, he had not guaranteed it would be ready. President Moore noted he was uncomfortable budgeting anything until the Township Engineer's report was in hand. Mr. Perrotto expressed his frustration the report had not yet been received, and Mr. Embich surmised the Township Engineer's need to review several subdivision and land development plans was likely contributing to this.

Request for Parking Lines to be Painted on South Lancaster Street: Ms. Gacono was recognized for comment and she requested that parking lines be painted on South Lancaster Street between West Main Street and West Cumberland Street. She indicated the increased activity from businesses in that area has stretched the existing parking options and painting such lines on South Lancaster Street could maximize the spaces for onstreet parking in that vicinity. Mr. Lively also noted a letter had been received from Tucker Hull, who operates a business in that area, supporting Ms. Gacono's request. The Commissioners then discussed with her similar parking lines on the first block of North Lancaster Street north of West Main Street, how many parking lines would likely be necessary on South Lancaster Street, and existing offstreet parking in the immediate

vicinity. President Moore asked Mr. Yingst to follow-up with the Public Works Superintendent to see if he thought this was doable and to then report back to the Board at its next meeting.

Ms. Gacono, Mr. Harlan, and Mr. Rudd let the meeting at 7:18 PM.

APPROVAL OF MINUTES:

September 7, 2021 Public Hearing: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Public Hearing held September 7, 2021 as presented. Motion carried unanimously.

September 7, 2021 Regular Meeting: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Regular Meeting held September 7, 2021 as presented. Motion carried unanimously.

With the consent of his colleagues, President Moore deviated from the order of the agenda to address the following agenda items:

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for September 2021, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Certificate of Appropriateness for Property at 35 West Main Street: At the recommendation of HARB, MOTION by Mr. Embich, second by Mr. Perrotto to issue a Certificate of Appropriateness for a new awning replacement with applied signage provided such signage meets necessary zoning requirements, new rear storefront window replacement, and seasonally planted window boxes at 35 West Main Street as proposed. Motion carried unanimously.

Certificate of Appropriateness for Properties at 216, 226, and 228 East Main Street: At the recommendation of HARB, MOTION by President Moore, second by Mr. Perrotto to issue a Certificate of Appropriateness for the AFL additions, renovations, and existing rear garage demolitions at 216, 226, and 228 East Main Street as proposed. Motion carried unanimously.

Certificate of Appropriateness for Property at 317 West Main Street: At the recommendation of HARB, MOTION by Mr. Embich, second by President Moore to issue a Certificate of Appropriateness for a porch replacement at 317 West Main Street as proposed. Motion carried unanimously.

Resolution No. 20211005-1 – Approving Intermunicipal Liquor License Transfer: MOTION by Mr. Perrotto, second by President Moore to adopt Resolution No. 20211005-1, approving the transfer of Eating Place Liquor License No. E5128 by Mannino’s A&M, LLC into Annville Township from Palmyra Borough for use at the property at 35 West Main Street, Annville. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for September 2021 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Replacement of Portable Pump: At the recommendation of the Township Authority, **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the purchase of a 2021 six-inch Gorman Rupp pump for \$36,150 plus freight from the Sewer Capital Fund. Motion carried unanimously.

Mr. Brandt, Mr. Mannino, and Ms. Monk left the meeting at approximately 7:35 PM.

Biosolids Permit Renewal Consulting and Advocacy Services: At the recommendation of the Township Authority, **MOTION** by Mr. Hoover, second by Mr. Embich to authorize payment of \$1,500 to Material Matters, Inc., regarding consulting services in connection with biosolids general permit renewal support and advocacy. Motion carried unanimously. Mr. Yingst and Mr. Embich then briefly discussed what functions the biosolids permit renewal could potentially impact.

Public Safety: The Police Statistical Report for September 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:

Painting Curbs to Indicate “No Parking”: At the recommendation of Chief Dugan, and noting the request for same was received following the posting of the agenda, **MOTION** by President Moore, second by Mr. Perrotto to add to the agenda the request the curbs on the south side of West Queen Street by the intersection with South Birch Street be painted yellow to indicate “no parking”. Motion carried unanimously. Chief Dugan then described a request received from a resident in that area, who indicated that vehicles on the south side of West Queen Street are parking too close to South Birch Street, creating safety concerns and maneuverability challenges. Chief Dugan reported that per his review of the situation he believes the request has merit, and per the Pennsylvania Motor Vehicle Code parking is prohibited within 20 feet of such an intersection. **MOTION** by Mr. Lively, second by Mr. Hoover to authorize the Public Works Department to paint the curbs yellow on the south side of West Queen Street for 20 feet east and west of South Birch Street to indicate “no parking”. Motion carried unanimously.

Property: The following items were addressed:

Purchase of Generator Set for Town Hall: At the recommendation of the Public Works Director, who obtained quotes from three providers of generators, **MOTION** by Mr. Perrotto, second by Mr. Lively to authorize the purchase of a Generac 7209 generator set with pad for \$4,986.74, the lowest quote received, from the Capital Reserve Fund. Motion carried unanimously.

Generator Set Electrical Costs: At the recommendation of the Public Works Director, who sought quotes from four electricians and received quotes from two, and upon clarification from Mr. Yingst, who noted the low quote had been revised to \$15,000 to allow for work that would require shutting off electricity to Town Hall to be done on a weekend to minimize the disruption of Township services, **MOTION** by Mr. Perrotto, second by Mr. Embich to authorize Dourte Electric to provide the necessary electrical work for the generator, including a new service line from Met-Ed to a new meter base, new wiring to the breaker box, a new breaker panel, some additional

wiring work in the basement panel, and the installation of the unit for a cost not to exceed \$15,000, the lowest quote received, from the Capital Reserve Fund. Motion carried unanimously.

Fire Department: With the consent of his colleagues, President Moore deviated from the order of the agenda to hear from Chief Snavelly. The latter reported the merger of the UHC and Cleona Fire Company was going to happen and he anticipated it would be completed by the end of 2021 or beginning of 2022. He also noted the merger had been approved by the State and the process was now largely in the hands of the attorneys who were assisting the fire departments with matters such as developing and executing any necessary agreements. On other matters, Chief Snavelly reported the used vehicle the UHC purchased in 2020 was now in service. He also shared the encouraging news that seven members were recently added to the fire department due to an online membership drive. While these new members still needed training and to have equipment purchased for them, he noted these were good problems to have and that the UHC was working with Lebanon Valley College (LVC) and Destination Annville to continue to spread the news about the need for more volunteers. In light of the Township's 2022 budget preparations, he concluded by requesting that the amount the Township budget for its 2022 donation to the fire department be kept at a similar amount as its 2021 donation.

Chief Snavelly left the meeting at 7:37 PM.

Parks & Recreation: Nothing to report this month.

Finance: Mr. Embich reviewed the Finance Report for September 2021, 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. Mr. Embich then reviewed the process for disbursing fire escrow funds and shared an update on the discussion the Lebanon County Stormwater Consortium (LCSC) was having regarding the question of municipalities holding onto its annual contribution longer in order to earn higher rates of return on same. President Moore asked Mr. Embich about the length of the Township's commitment to the LCSC and suggested the Board should revisit whether it wished to continue to be a part of the Consortium when this period had expired. There was then discussion about the various projects the LCSC had completed and was currently planning, with Mr. Embich highlighting the sizable streambank restoration project near the 22nd Street bridge in North Cornwall Township that was in the planning phase.

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

Annville Activities: Mr. Perrotto reminded those present that trick-or-treating was scheduled for October 28, 2021 and the Pumpkin Walk was scheduled for October 29, 2021.

MOTION by Mr. Lively, 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 September Regular Meeting. An Executive Session was requested to be held following the adjournment of the evening's meeting to discuss personnel matters.

Planning Commission (PC): Mr. Perrotto reported the PC would be meeting on October 11, 2021 to review revised plans submitted for the LVC School of Nursing Building and the AFL.

Wage & Salary: Mr. Yingst reported the Wage & Salary Committee met on September 28, 2021 and the minutes from that meeting were presented, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Change to Term Life Insurance and Accidental Death and Dismemberment Coverage Carrier: At the recommendation of the Wage & Salary Committee, **MOTION** by President Moore, second by Mr. Hoover to approve term life insurance and accidental death and dismemberment coverage for police and non-uniformed employees at the levels currently established by the employee handbook and collective bargaining agreement, where applicable, with Renaissance and terminate same with Dearborn. Motion carried unanimously.

Full-Time Administrative Assistant Job Description: At the recommendation of the Wage & Salary Committee, **MOTION** by Mr. Perrotto, second by Mr. Lively to approve the job description for the Full-Time Administrative Assistant as presented. Motion carried unanimously.

2021 Wage Increases: At the recommendation of the Wage & Salary Committee: **MOTION** by President Moore, second by Mr. Perrotto to authorize the following wage increases for the following employees, effective the pay period beginning October 3, 2021:

- \$0.50 per hour increase for Michelle Enterline, bringing her rate of pay to \$16.69 per hour;
- \$1.50 per hour increase for Cheryl Fischer, bringing her rate of pay to \$19.62 per hour;
- \$0.87 per hour increase for Christopher Koehler, bringing his rate of pay to \$22.00 per hour;
- \$3.10 per hour increase for Gary Kosh, bringing his rate of pay to \$15.00 per hour;
- \$0.95 per hour increase for Jason Shaak, bringing his rate of pay to \$18.00 per hour; and
- \$1.00 per hour increase for Joseph Viozzi, bringing his rate of pay to \$21.30 per hour.

Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for September 2021, a copy of which is attached hereto and made a part of these minutes.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report for September 2021, a copy of which is attached hereto and made a part of these minutes.

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

OLD BUSINESS:

Community Development Block Grant (CDBG): Mr. Yingst reported that the West Church Street curb ramp upgrade project began the following week.

Cable Franchise Renewal: Nothing to report this month.

Welcome Sign: Mr. Hoover shared his belief that an ideal spot for a welcome sign along the northern approach to the Township would be in the vicinity of Kauffman Road. He also noted his frustration about the likely limitations for placing such a sign along the southern approach to the Township on one of the South White Oak Street parcels it owned due to open space restrictions and indicated he may try to contact local State representatives to see if they might be able to advocate on behalf of the Township to facilitate this.

LVC Financial Contribution Agreement: Mr. Yingst reported that he, President Moore, and Mr. Perrotto met with LVC President James MacLaren and LVC Vice President of Finance and Administration Shawn Curtin the prior month. He further reported that the LVC officials remained supportive of a financial contribution agreement, although they were uncomfortable having such an agreement provide automatic annual increases should the student fee per semester be set at \$30.

Connected Together Annville: Nothing to report this month.

Road Safety Audit (RSA): Mr. Yingst reported that the State Route 934 RSA, which had been postponed for more than a year due to the COVID-19 pandemic, was now scheduled for October 19, 2021, and it was being determined if the participants preferred to hold the meeting in person or remotely. Per a question from President Moore, Mr. Yingst confirmed that he passed this information along to Jerry Wolfe of Christ Church, as previously he had indicated his desire to participate in this. There was also discussion about potential items to be reviewed during the RSA, including the possibility of a left turn arrow at the square for traffic intending to turn from State Route 934 onto Main Street, as well as concerns Mr. Hoover noted regarding traffic exiting LVC sporting events from Heisey Road where a lack of traffic control personnel were present.

Change of Commissioner Assignments: The Board revisited the request from the prior month's meeting that Mr. Hoover and Mr. Perrotto swap assignments for Parks & Recreation and Annville Activities. Both Commissioners were amenable to this and President Moore officially appointed Mr. Perrotto as the Commissioners for Parks & Recreation and Mr. Hoover as the Commissioner for Annville Activities.

NEW BUSINESS:

Disbursement of Fire Escrow Account for Property at 202 West Main Street: Mr. Yingst reported the property at 202 West Main Street that was damaged by fire in Summer 2019 has been repaired and inspected by the Property Maintenance Code Enforcement Officer, who determined it to be in compliance. As such, the insurance proceeds being held in escrow by the Township were released to the property owner and the bank account at Fulton Bank that held these escrow funds has been closed. **MOTION** by Mr. Embich, second by Mr. Lively to ratify the closure of the fire escrow account pertaining to 202 West Main Street. Motion carried unanimously.

Disbursement of Fire Escrow Account for Property at 305 South White Oak Street: Mr. Yingst reported the property at 305 South White Oak Street that was damaged by fire in Spring 2021 has been repaired and inspected by the Property Maintenance Code Enforcement Officer, who determined it to be in compliance. As such, the insurance proceeds being held in escrow by the Township were released to the property owner and the bank account at Jonestown Bank & Trust that held these escrow funds has been closed. **MOTION** by Mr. Hoover, second by Mr. Embich to ratify the closure of the fire escrow account pertaining to 305 South White Oak Street. Motion carried unanimously.

Resignation of Assistant Township Administrator: Mr. Yingst reported that Karen Gerhart, Assistant Township Administrator, submitted a letter of resignation effective October 18, 2021. **MOTION** by Mr. Hoover, second by Mr. Perrotto to accept the resignation of Karen Gerhart, thus terminating her employment as Assistant Township Administrator effective October 18, 2021. Motion carried unanimously.

Advertisement of Administrative Assistant Job Opening: **MOTION** by Mr. Lively, second by President Moore to ratify the advertising for the Administrative Assistant job opening in *The Lebanon Daily News*, *The Merchandiser*, *LebTown*, and other media formats as deemed necessary. Motion carried unanimously.

Holiday Breakfast for Township Employees and Elected/Appointed Officials: The Commissioners discussed whether they should cancel the annual Holiday Breakfast for employees and officials due to lingering COVID-19 concerns and, if so, instead make donations to local charities as the Township did in 2020. Mr. Yingst and Chief Dugan surveyed Township employees on this and upon their report that employees had mixed opinions on whether or not they were comfortable attending the Holiday Breakfast in 2021, **MOTION** by President Moore, second by Mr. Lively to donate \$200 each to the Lebanon Rescue Mission and the Caring Cupboard in lieu of holding the annual Holiday Breakfast in 2021. Motion carried unanimously.

CORRESPONDENCE: Nothing to report this month.

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.

ADJOURNMENT: There being no further business to come before the Board, **MOTION** by President Moore, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:07 PM.

Rex A. Moore, President

Nicholas T. Yingst, Secretary