

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
May 3, 2022**

The May Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on May 3, 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 Karen A. Gerhart, Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor; Dean Wolfe, West Main Street; and Jen Boyer, West New Street and Doug Hartman, Cleona Borough.

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.

**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. Lively, second by Mr. Perrotto to approve the minutes of the Regular Meeting held April 5, 2022 as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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

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

**Letter of Intent – Police Regionalization Study:** At the recommendation of Chief Dugan, MOTION by Mr. Perrotto, second by Mr. Hoover to ratify the submission of the letter of intent for a regional police consolidation study to the Pennsylvania Department of Community and Economic Development. Motion carried unanimously.

**Property:** The following items were addressed:

**Town Hall Improvements Project:** Mr. Hoover reported the receipt of a quote for various renovations for Town Hall that was segmented into five phases: manager's office, front desk/lobby, police department doors, bathrooms, and conference room.

**Downtown Municipal Parking Lots:** Mr. Hoover brought to the Board his observations concerning the municipal parking lot behind Town Hall. In the early mornings, he has observed approximately 30-35 of the 62 parking spaces are occupied and inquired if the lot is being used as intended. There are multiple signs posted on this lot in particular. Chief Dugan discussed the various signs that are

posted and how they can lead to confusion by motorists to the actual restrictions in place on the municipal lot. He explained that tenants paying rent to Annville property owners, Annville Township residents, employees and patrons of business are all allowed to park in the lot and college students living on campus are prohibited from using that lot. Chief Dugan would like to change the language of the sign to make it clearer and he informed the Board this would require the replacement of seventy signs throughout the Township at an approximate cost of \$1,300. It was suggested that we discuss this with Lebanon Valley College staff, explaining the new signs are just a changed of text on the sign and there has been no change to college student parking regulations. **MOTION** by Mr. Hoover, second by Mr. Lively to authorize township personnel to proceed with updating the municipal parking lot sign language and replacement.

**Parks & Recreation:** Mr. Perrotto passed along a thank you from the Quittie Park Committee for the delivery of mulch and spreading of stone by the Township Public Works department. The park committee held a volunteer work day in the park to spread the mulch on trails and other areas of the park. There will be an additional work day scheduled in the upcoming months.

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

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

**Annville Activities:** Nothing to report this month.

**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:** Ms. Gerhart reported that an Executive Session was held immediately prior to of the evening's meeting to discuss personnel, professional services and contract negotiations.

**Planning Commission:** Mr. Perrotto noted that the groundbreaking for the Lebanon Valley College Nursing Facility will take place on May 6, 2022. He also reported the Planning Commission was planning to meet on May 9, 2022 to review a sketch plan submitted by Stephan Van Der Ploog for 475 North Weaber Street.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for April 2022, a copy of which is attached hereto and made a part of these minutes. The review board will be meeting on May 16, 2022.

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

**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for April 2022, 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 April 2022, a copy of which is attached hereto and made a part of these minutes.

**Fire Department:** Mr. Lively reviewed the April 2022 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). Mr. Lively noted that Doug Hartman was mentioned in the Fire Chief's report for member excellence. Mr. Lamoureux read an excerpt from the report that described a recent training that Mr. Hartman planned and coordinated. The Board thanked Mr. Hartman for his role in training department members over the past few years.

Mr. Lamoureux provided drafts for the Board to review of an intergovernmental agreement and sharing of workers's compensation and insurance with Cleona Borough pertaining to newly merged fire department entity. Ms. Gerhart will provide required information pertaining to fire department apparatus and insurance deductibles to Mr. Lamoureux who expects to present final drafts of these agreements for consideration at the next meeting.

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

**OLD BUSINESS:**

**Community Development Block Grant (CDBG):** Ms. Gerhart reported that this project may be delayed until 2023 due to recent communications with Pennsylvania American Water. The water company was planning to replace a portion of thier water main on W. Church Street in advance of our paving project. Ms. Gerhart was recently informed the water main replacement will not be completed this summer. Noting that we would prefer the water main done in advance of our project, Ms. Gerhart is seeking additional information regarding the availability of CDBG funding availability in 2023.

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

**Welcome Sign:** It was noted this item has been tabled for the time being.

**Revisions to Wireless Facilities Regulations:** Nothing to report this month.

**Landline Telephone System Hardware and Software Obsolescence:** Ms. Gerhart reported that Comcast is expected to schedule an onsite visit to the wastewater treatment plant to determine the cost of installing internet access to that location. Originally Comcast performed a quote based on a virtual calculation that included running lines underground. After additional communication with Comcast and describing the nature of underground sewer lines in this area, Comcast agreed that an on site visit would be more appropriate. Ms. Gerhart will provide additional information as it is received.

**Residential Refuse and Recycling Collection Contract Bids:** At the request of Ms. Gerhart, **MOTION** by President Moore, second by Mr. Hoover to authorize the preparation of and advertisement for bids for a new refuse and recycling collection contract for a three-year term with

two additional one-year extension options and to approve the contract specifications for same. Motion carried unanimously.

**North Ulrich Street Storm Sewer System:** Nothing to report this month.

**Ownership of Woodside Court:** Nothing to report this month.

**NEW BUSINESS:**

**Resolution No. 20220503-1– Approving the Request of Rotunda Restaurant and Brewery to sell Alcohol to Patrons Seated on the Exterior of their Property:** Noting that the board voted to authorize Mr. Lamoureux to draft this redolution at a prior meeting, **MOTION** by Mr. Lively, second by Mr. Hoover to adopt Resolution No. 20220503-1 as presented. Motion carried by a vote of four to one with President Moore, Mr. Lively, Mr. Hoover and Mr. Perrotto voting in favor of the motion and Mr. Embich voting against it. A copy of this resolution is attached hereto and made a part of these minutes.

**Resolution No. 20220503-2– Adopting Amendments Recently Made to the Commonwealth of Pennsylvania Workers’ Compensation Law:** At the recommendation of Mr. Lamoureux, **MOTION** by Mr. Lively, second by President Moore to adopt Resolution No. 20220503-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Resolution No. 20220503-3– Designating Intent to Erect a Banner Across U.S. Route 422 for St. Paul’s Summer Bazaar:** Noting an application was received from St. Paul the Apostle Catholic Church to erect a banner across U.S. Route 422 from May 27, 2022 through June 19, 2022 advertising St. Paul’s Fall Festival, Ms. Gerhart presented a resolution for same that required approval by the Board as well as submission to and approval by the Pennsylvania Department of Transportation (PennDOT) before the banner could be erected. **MOTION** by Mr. Moore, second by Mr. Hoover to adopt Resolution No. 20220503-3 as presented and to authorize its submission to PennDOT. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

**Request for Special Waiver from Noise Regulations:** Ms. Gerhart reported correspondence was received from Jeffrey Herb of 626 East Main Street requesting a waiver from the Township’s noise regulations on Saturday, July 9, 2022, to allow musical groups to perform outdoors at his property until 11:00 PM. A brief discussion occurred regarding complaints from township residents and incidents that involved the police department due to this event the prior year. There was consensus among the board members that this backyard gathering has grown exponentially over the past few years and larger venue would be appropriate. **MOTION** by Mr. Embich, second by Mr. Lively to deny a special waiver from the noise regulations in Part 8 of Chapter 6 of the Township Code of Ordinances specific to this event from 10:00 PM to 11:00 PM on July 9, 2022. Motion carried unanimously.

**CORRESPONDENCE:** The Board was informed of the following items of correspondence received since its April 2022 Regular Meeting:

Corvette Bar and Grille: Ms. Gerhart informed the Board of a car show event on June 4, 2022 requesting the closure of South King Street from W. Main Street to Cumberland Street. Chief Dugan has granted permission for the one block closure and will work with the Public Works department for cones or barricades.

Notice of Public Hearing: Ms. Gerhart informed the Board that a notice of public hearing was received from the North Annville Township. The petitioner, Pennsy Supply, is seeking a variance to allow for the operation of an AirBnB on their property. Ms. Gerhart confirmed that the sewer service agreement with North Annville Township would not be impacted if this variance would be granted.

**PAY BILLS: MOTION** by Mr. Lively, second by Mr. Moore 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 Mr. Moore, second by Mr. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:51 PM.

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Rex A. Moore, President

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Karen A. Gerhart, Secretary