

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
August 2, 2022**

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on August 2, 2022 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present in person: Rex A. Moore, President; Henri B. Lively, Vice President; Thomas R. Embich, Treasurer; Nevin R. Hoover; and Anthony C. Perrotto via telephone. 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; and additional visitors noted on the attendance sheet, a copy of which is attached hereto and made a part of these minutes.

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 President Moore to approve the agenda as amended with the following addition: amended by adding "Request for Fire Police Assistance," to the agenda as an item for possible action due to correspondence received following the posting of the agenda. Motion carried unanimously. MOTION by Mr. Hoover, second by Mr. Lively to approve the amenda agenda. Motion carried unanimously.

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:

Rich Raiders, Township Resident: Mr. Raiders informed the Board that he would like to be provided the name of the contractor when we approve the contract for the paving of Grant Street. He also discussed concerns about the vacant parcel for sale at 1324 E. Main Street and noted his desire to be made aware of permits or zoning variances that would pertain to that parcel.

APPROVAL OF MINUTES:

July 5, 2022 Regular Meeting: MOTION by Mr. Lively, second by Mr. Embich to approve the minutes of the Regular Meeting held July 5, 2022 as presented. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

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

Public Safety: The Police Statistical Report for July 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 items were then addressed:

Ratifying Advertisement of Civil Service Commission Meeting: MOTION by President Moore, second by Mr. Lively to ratify the advertisement of the Civil Service Commission Meeting on July 19, 2022 at 9:00 AM to review applicants for an eligibility list and to consider any other business that may come before the Commission. Motion carried unanimously.

Hiring of Full-Time Police Officer: At the recommendation of Chief Dugan, **MOTION** by President Moore, second by Mr. Hoover to ratify the hiring of Anthony Soler as a full-time Police Officer, effective July 18, 2022. Motion carried unanimously.

Request for Fire Police Assistance: Chief Dugan received a request from Palmyra High School for traffic control assistance for their Homecoming Parade. **MOTION** by Mr. Lively, second by Mr. Embich to authorize members from the Annville-Cleona Fire Department to assist the Palmyra Fire Police with traffic control on Friday, September 30, 2022 as requested.

Property: Ms. Gerhart reported that the Township is still awaiting a quote from a contractor for the office improvement project. Mr. Hoover has arranged for another contractor to visit the office next week.

Parks & Recreation: Mr. Perrotto informed those in attendance, that the Quittie Park Committee is holding a work day in collaboration with Lebanon Valley College students on September 27, 2022 from 10am–12pm. They will undertake tasks such as weeding, mulching and collecting trash.

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

Permits: The Permits Report for July 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. Lively 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 earlier this evening at 6:30pm to discuss police contract negotiations and a confidential audit report.

Planning Commission: Mr. Perrotto reported that the Planning Commission meetings on July 11 and August 8, 2022 had been cancelled due to a lack of business.

Historic Architectural Review Board (HARB): Mr. Embich reviewed the HARB Report for July 2022, a copy of which is attached hereto and made a part of these minutes. The following items were then addressed:

Certificate of Appropriateness for Exterior Container Bar at 202 W. Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Perrotto to issue a Certificate of Appropriateness for an exterior container bar at 202 W. Main Street. Motion carried unanimously.

Certificate of Appropriateness for Window and Door Replacement at 329-331 West Main Street: Mr. Embich informed the Board that the applicant was not in attendance at the meeting and that HARB tabled the application. It will be reviewed at the August 15, 2022 meeting.

Certificate of Appropriateness for Roof Replacement at 39-41 East Main Street: At the recommendation of HARB, **MOTION** by Mr. Embich, second by Mr. Hoover to issue a Certificate of Appropriateness for roof replacement at 39-41 East Main Street. Motion carried unanimously.

Wage & Salary: Mr. Lively reported on a possible change from the current vacation, sick and personal time benefits to one category of paid time off, but noted that the committee did not take action at this time. At the recommendation of the committee, **MOTION** by Mr. Lively, second by Mr. Embich to (1) approve the satisfactory annual employee performance evaluations (2) approve the revision to non-uniformed paid holidays as presented, (3) advance vacation days for Ms. Shoff-Kulp, and (4) revising the non-uniformed employee handbook to reflect the necessary changes.

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

Mr. Duvall left the meeting at 7:42 PM.

Fire Department: Mr. Lively stated that there was no report for tonight's meeting from the fire department, but mentioned that he has heard that operations are going well.

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

OLD BUSINESS:

Cable Franchise Renewal and Proposed Resolution No. 20220802-1 Authorizing Execution of Cable Franchise Agreement with Comcast of Florida/Michigan/New Mexico/Pennsylvania/Washington, LLC: Noting that a public hearing was advertised and held at 6:45 PM this evening as required. **MOTION** by President Moore, second by Mr. Hoover to adopt Resolution No. 20220802-1 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

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: Nothing to report this month.

NEW BUSINESS:

Asset Disposal: Mr. Lamoureux explained that the process for the sale or disposal of assets valued in excess of \$2,000 is governed by the First-Class Township Code. Noting that we recently replaced some obsolete items, we anticipate the need to sell or dispose of items in the near future. Ms. Gerhart has drafted a form for review by the Commissioners. **MOTION** by President Moore, second by Mr. Lively to approve the policy as described and requested that Mr. Lamoureux draft a resolution for approval at a future meeting.

International Property Maintenance Code Fees (IPMC): Ms. Gerhart shared the current fee schedule for properties that have IPMC violations. Noting increases in administrative costs, postage and solicitor's fees since its inception in 2013, the Township is no longer recouping their costs incurred with IPMC process. The Board was in agreement and instructed Ms. Gerhart and Mr. Lamoureux to draft an updated resolution and new fee schedule for adoption at a future meeting.

Township Engineer: **MOTION** by President Moore, second by Mr. Lively to remove Spotts, Stevens and McCoy as the designated Township Engineer. Motion carried unanimously.

Township Official Vacancies: Ms. Gerhart announced that there are two (2) vacancies as Zoning Hearing Board – Alternates. Any and all citizens that may be interested are requested to submit a letter of interest to the Township Administrator for consideration.

Food Truck Permit: A sample ordinance was presented regulating the operation and permitting of food trucks. Noting the increasing popularity of food trucks and their desire to limit any liability for the Township, the Board instructed Mr. Lamoureux and Ms. Gerhart to draft an ordinance for their review at a future meeting.

2023 Budget Adoption Schedule: Ms. Gerhart provided the tentative budget adoption schedule to the Board.

Resolution 20220802-2 Disposition of Records: **MOTION** by President Moore, second by Mr. Hoover to adopt Resolution No. 20220802-2 as presented. Motion carried unanimously and a copy of this resolution is attached hereto and made a part of these minutes.

CORRESPONDENCE: The Board was informed of the letter received from the Annville Free Library that was provided in their packets.

PAY BILLS: **MOTION** by Mr. Embich, second by Mr. Lively 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. Hoover, second by Mr. Embich to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:08 PM.

Rex A. Moore, President

Karen A. Gerhart, Secretary

DRAFT