

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
February 7th, 2023**

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on February 7<sup>th</sup>, 2023 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 Michael Gossert, Acting Township Administrator and Secretary to the Board of Commissioners; Bernard Dugan, Chief of Police; Corey Lamoureux, Esq., Township Solicitor;

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. Hoover, second by Mr. Embich to approve the agenda with the addition of the Public Works Directors list of approvals:

Motion carried unanimously.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

President Moore provided an opportunity for public comment and *the following comments/no comments* were noted *from those in attendance*:

Raghda Saad was present with her 2 children to discuss issues with her neighbor. While the Commissioners sympathize with the resident it was communicated that her issue is more of a civil matter and not under the purview or responsibility of the township.

Representatives from the Pennsylvania Municipal Retirement System were in attendance to provide information regarding Annville Township potentially allowing PMRS to advise and manage the townships Uniformed and Nonuniformed pension plans.

Tommy Long who is the Athletic Director for Annville Cleona School District spoke with the Commissioner's regarding the Dutchman Educational Foundation and the funding of several projects within the District. Mr. Long mentioned that the foundation had raised approximately \$40,000 of a \$100,000 goal for these initiatives and that he was reaching out to municipalities within the district to see if there was interest in contributing.

**APPROVAL OF MINUTES:**

**January 2nd, 2023, Regular Meeting:** MOTION by Mr. Perrotto, second by Mr. Embich to approve the minutes of the Regular Meeting held January 2, 2023, as presented. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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**Public Works:** The Public Works Report for January 2023 was reviewed, a copy of which is attached hereto and made a part of these minutes. The following items were discussed:

Due to a complaint about parked cars and sight distance at 3<sup>rd</sup> Ave and Queen Street Les requested we add this to our ordinance and he paint the curbs per out typical standards.

Last year the BOC requested Les increase by 2 weeks on the front end of the season and back end of the season for allowing residents to dispose of waste. Les recommends moving the times back to using daylight savings time as the time frame. Les advised that there just wasn't the use that justified the expense.

Les also requested that if residents requested wood chips to be delivered to their homes that we charge the residents a \$40.00 delivery fee.

**Public Safety:** The Police Statistical Report for January 2023 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:

A motion to approve the MOU with the County regarding the License Plate Reader was made by Mr. Lively and Seconded by Mr. Perrotto, Motion Passed unanimously.

The Chief of Police requested approval of Resolution 20230207-1 regarding the annual request for disposition of certain records.

A motion to approve by Mr. Lively and seconded by Mr. Hoover, Motion passed unanimously.

**Property:** The following item(s) *was/were* addressed:

Town Hall Improvements Project:

Nothing to report

**Parks & Recreation:**

Mr. Perrotto noted that the Parks and Recreation Board met in January and several items were discussed. Most notably the authorization to spend up to \$200 for the purchase of stone and the authorization to spend \$250 on railroad ties.

**Finance:** Mr. Embich reviewed the Finance Report for January 2023, 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.

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**Permits:** The Permits Report for January 2023 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annville Activities:** The following item(s) *was/were* addressed:

There was nothing to discuss.

**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. Moore noted that there was an executive session prior to the meeting to discuss personnel.

**Planning Commission:** Mr. Perrotto reported the January 9th, 2023, Planning Commission meeting had been cancelled due to a lack of business.

Commissioner Perrotto announced that there will be a February 13<sup>th</sup>, 2023 meeting of the Annville Township Planning Commission to discuss and make a recommendation to the Board of Commissioners regarding a Proposed Text Amendment is being sought to Modify Chapter 27, 403.2, of the Annville Township Zoning Ordinance.

Mr. Perrotto motioned and Mr. Embich seconded to authorize the solicitor to advertise the text amendment to the Zoning Ordinance and to schedule a public hearing for prior to the March 7<sup>th</sup>, 2023 Board of Commissioners meeting, Motion carried unanimously.

**Historic Architectural Review Board (HARB):** Mr. Embich reviewed the HARB Report for January 2023, a copy of which is attached hereto and made a part of these minutes. The following item was then addressed:

Mr Embich noted that there was no HARB meeting in January but mentioned that there was a vacancy recently created with the resignation of Amy Gellinger. Mr. Perrotto noted that he had recently had a conversation and a volunteer application form for Elisa Rodriguez who is currently employed as a realtor.

Motion by Mr. Perrotto and seconded by Mr. Embich to appoint Elisa Rodriguez to the HARB, Motion carried unanimously.

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

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**Municipal Separate Storm Sewer System (MS4):** Mr. Embich reviewed the MS4 Report for January 2023, a copy of which is attached hereto and made a part of these minutes. The following item(s) *was/were* then addressed:

**Greater Lebanon Refuse Authority (GLRA):** Mr. Embich reviewed the GLRA Report for January 2023, a copy of which is attached hereto and made a part of these minutes. The following item(s) *was/were* then addressed:

Nothing to report

**Fire Department:** Mr. Lively reviewed the January 2023 Fire Chief's Report and Monthly Statistical Report for the Union Hose Company (UHC). The following item(s) *was/were* then addressed:

Dustin Sider was present to provide the fire company report. Mr. Sider spoke about responses, the merger and LVC students responding to calls. Mr. Sider mentioned that he is available to report at all meetings if necessary. The Board determined that it wasn't necessary for him to attend the BOC meetings unless he needed something specific from the Commissioners.

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

**OLD BUSINESS:**

**Revisions to Wireless Facilities Regulations:** Wireless Facilities Ordinance was presented to the Commissioners and the Solicitor asked for authorization to Advertise the Ordinance.

Nothing to report

**NEW BUSINESS:**

**Designation of June 10<sup>th</sup>, 2023 as Historic Old Annville Day and direct the Police Chief to File and Application to PennDOT for Street Closure:**

**MOTION** by Mr. Perrotto, second by Mr. Lively to approve the designation of June 10<sup>th</sup> as Historic Old Annville Day and direct the Chief of Police to file the Street Closure Application to PennDOT

Motion carried unanimously.

**A proposal for CM High to complete Traffic Signal Maintenance was presented**

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**MOTION** by Mr. Perrotto, second by Mr. Embich to approve the CM High Traffic Signal Maintenance Agreement as presented.

Motion carried unanimously.

**Consideration of hiring a part time Public Works employee Mr. Bill Matusiac:**

**MOTION** by Mr. Moore, second by Mr. Lively to Approve the hiring of a Part Time Public Works Employee Mr. Bill Matusiac. Motion carried unanimously.

**Consideration of approving partial escrow release as recommended by SSM for Stone Hill Village Phase 3B.1:**

**MOTION** by Mr. Perrotto, second by Mr. Embich to Approve the partial escrow release for Stone Hill Village Phase 3B.1 as per the recommendation of SSM.

Motion carried unanimously.

A motion to amend the agenda by Mr. Perrotto and Seconded by Mr. Lively to add award Mr. Conrad "Mike" Liles as the 2022 Carol Stewart Award recipient. Mr. Liles widow will receive a \$100 gift card from Giant and add Mr. Liles's name to the Carol Stewart Award Plaque in the Town Hall Meeting room.

Motion carried unanimously.

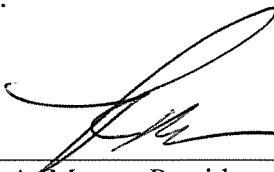
**CORRESPONDENCE:** The Board was informed of the following item(s) of correspondence received since its October 2022 Regular Meeting:

There was no correspondence.

**PAY BILLS:** **MOTION** by Mr. Lively, second by Mr. Hoover to ratify the actions of the Township Administrator regarding payment of debts shown in 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. Lively, second by Mr. Perrotto to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 8:55 PM.

  
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Rex A. Moore, President