

**MINUTES OF THE ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS
July 5, 2023**

MEETING MINUTES – July 5, 2023, BOC MEETING

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on July 5, 2023, in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Rex A. Moore, President; Thomas R. Embich, Treasurer; Nevin Hoover and Anthony C. Perrotto. Also in attendance were Candie L. Johnson, Township Administrator and Secretary to the Board of Commissioners; Corey Lamoureux, Esq., Township Solicitor. Unable to attend was Henri Lively, Vice President.

Also, in attendance was Mike Rotunda, Dean Wolfe, Jen Boyer, and Nick Santomere.

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/no comments* were noted *from those in attendance*:

1. Mike Rotunda addressed the Commissioners on the traffic pulling out and making a left hand turn at his restaurant on East Main Street. The Commission suggested that we try placing orange cones in the parking spaces in front of the restaurant, closest to the cross walk, and review the situation. President Moore also suggested we look at doing a study thru LTAP.

APPROVAL OF AGENDA: MOTION by Mr. Moore, second by Mr. Hoover. to amend the agenda to include action item under New Business.

Motion to approve amended agenda carried unanimously.

APPROVAL OF MINUTES:

June 6, 2023, Regular Meeting: MOTION by Mr. Hoover, second by Mr. Embich to approve the minutes of the Regular Meeting held June 6, 2023. Motion carried unanimously.

REPORTS OF STANDING COMMITTEES:

Public Works: The Public Works Report for June 2023 was reviewed, a copy of which is attached hereto and made a part of these minutes.

Public Safety: The Police report was reviewed. Also reviewed was a report from the Life Lion EMS for the Township.

Property: Nothing to report this month.

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Parks & Recreation:

Mr. Perrotto attended a meeting on June 25th, 2023, for Quitte Park. He noted that sign quotes are being requested for the kilns. The volunteers from Milton Hershey School did not come due to the air quality.

Finance: Mr. Embich reviewed the Finance Report for June 2023, highlighting the total income and expenses throughout the year. A copy of the report is attached hereto and made a part of these minutes.

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

Annvile Activities: The following item were addressed:

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

REPORTS OF SPECIAL COMMITTEES:

Executive Sessions: An executive session occurred on July 5, 2023, to discuss personnel matters.

Planning Commission: Nothing to report this month.

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

Wage & Salary:

1. **Motion** by Mr. Hoover, second by Mr. Embich, to approve Public Works Director Les Powell to become a salaried employee and assign him to four (4) ten-hour days. Motion carried unanimously.
2. **Motion** by Mr. Embich, second by Mr. Hoover to approve Joe Viozzi to become a salaried employee. Motion carried unanimously.
3. **Motion** By Mr. Embich, second by Mr. Perrotto to approve the adjustment to Candie Johnson's sick and personal time. She will receive twelve sick days and two personal days. Motion carried unanimously.
4. **Motion** by Mr. Embich, second by Mr. Hoover to approve the hiring of Brayden Allen for a full-time public works employee. Motion carried unanimously.
5. **Motion** by Mr. Embich, second by Mr. Perrotto to approve the hiring of Olivia Rodrigues as a full-time Administrative Assistant. Motion carried Unanimously.
6. **Motion** by Mr. Embich, second by Mr. Perrotto to approve the modification of the vacation schedule to 5 days' vacation after the probation period to one year of service and then 2 weeks after one year of service. Motion carried unanimously.

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7. **Motion** by Mr. Hoover, second by Mr. Embich to approve Kelly Kulp 5 days of vacation retroactively for her first year of employment. Motion carried unanimously.

Municipal Separate Storm Sewer System (MS4): Mr. Embich reviewed the MS4 Report for June 2023.

Greater Lebanon Refuse Authority (GLRA): Mr. Embich reviewed the GLRA Report. Mr. Viozzi is attending the meetings now.

Fire Company: Report was reviewed.

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

OLD BUSINESS:

1. **Short term Rental Ordinance** – There was a brief discussion on creating a short-term rental ordinance, which would define the uses and standards for the uses. Ms. Johnson will continue to put the information together for the ordinance.

NEW BUSINESS:

1. **Approval for All City Management to provide Crossing Guard Services for 2023-2024 fiscal year.**

MOTION by Mr. Perrotto, second by Mr. Hoover to approve All City Management to provide crossing guard services for 2023-2024 fiscal year. Motion carried unanimously.

2. **Approval to release \$53,287.00 of escrow funds for the LVC – Health Care Pavilion.**

MOTION by Mr. Embich, second by Mr. Perrotto to approve the full release of the remaining escrow balance for the LVC – Health Care Pavilion for \$53,287.00. Motion carried unanimously.

3. **Approval to allow the Quitte Water Shed group to use the Township meeting room on the third Tuesday of each month starting at 7:00p.m.**

MOTION by Mr. Moore, second by Mr. Hoover, to approve the Quitte Water shed to use the Township meeting room on the third Tuesday of each month starting at 7:00 p.m. Motion carried unanimously.

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4. Approval to execute the 902 Round 61 Recycling Grant.

MOTION by Mr. Moore, second by Mr. Perrotto to approve the execution of the 902 Round 61 Recycling Grant for the Leaf, Yard Waste and Recycling Drop-off Center for the sum of \$237,870.00. Motion carried unanimously.


CORRESPONDENCE:

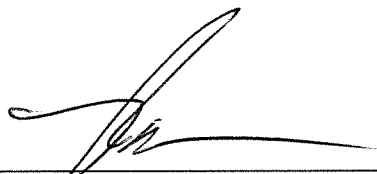
Commissioner Perrotto reported the Melissa Fettrow contacted him about a group that is forming to work on downtown holiday lighting.

PAY BILLS: **MOTION** by Mr. Hoover, second by Mr. Embich 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. Perrotto, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:52 PM.


Candie L. Johnson, Secretary



Rex A. Moore, President