

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
June 6, 2023**

**MEETING MINUTES – June 6, 2023, BOC MEETING**

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on June 6, 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 Lively, Vice President Thomas R. Embich, Treasurer; 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 and Bernie Dugan, Chief of Police. Unable to attend was Nevin Hoover.

Also, in attendance was Dean Wolfe, Jen Boyer, Dustin Sider (ACFD), Ginny Houser, Kyle Brown, and Mel Brown.

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. Kyle Brown addressed the Commissioners on the Airbnb and Short-Term Rental Ordinances for Annville Township. He volunteered to help with revising the Ordinance for the Township and offered suggested edits to the current Township Ordinance.

2. Ginny Houser – 17 E. Main Street addressed the Commissioners on the parking lot behind the Subway. She explained that the parking spot that have be designated for the residential rental properties continue to be used by the members of the neighboring gym. She also asked if the camera in the parking lot is working correctly.

**APPROVAL OF AGENDA:** MOTION by Mr. Lively, second by Mr. Moore. to amend the agenda to include action item under Wage and Salary.

Motion to approve amended agenda carried unanimously.

**APPROVAL OF MINUTES:**

**May 2, 2023, Regular Meeting:** MOTION by Mr. Perrotto, second by Mr. Lively to approve the minutes of the Regular Meeting held May 2, 2023, with a correction to minutes under Park and Recreation to say that Field Day as part of 78<sup>th</sup> Annual (Northeast Fish & Wildlife Conference on April 30<sup>th</sup> – May 2, 2023. Motion carried unanimously.

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**REPORTS OF STANDING COMMITTEES:**

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

1. **MOTION** by Mr. Lively, second by Mr. Moore to approve to proceed with no parking on both sides of North Mill Street from the Township Line to the Township Line. Motion carried unanimously.
2. **MOTION** by Mr. Perrotto, second by Mr. Lively to approve to proceed with no parking on both sides of North Weaver Street from Rt 422 to Township Line. Following discussion, Motion carried unanimously.

**Public Safety:** The Police report was reviewed.

**Property:** Nothing to report this month.

**Parks & Recreation:**

Mr. Perrotto attended a meeting on June 4<sup>th</sup> for Quitte Park. He noted that the signs put up by public works were reviewed and historical signs for kilns will be put up. On June 8<sup>th</sup> volunteers from Milton Hershey School will be working at the park.

**Finance:** Mr. Embich reviewed the Finance Report for May 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 May 2023 was reviewed, a copy of which is attached hereto and made a part of these minutes.

**Annvile Activities:** The following item were addressed:

Old Annville Days will be held on June 10<sup>th</sup>, 2023, from 9:00 am till 2:00 pm.

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

**REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** An executive session occurred on June 6, 2023, to discuss personnel matters.

**Planning Commission:** Nothing to report this month.

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

**Wage & Salary:**

1. **Motion** by Mr. Perrotto, second by Mr. Embich, following a market analysis to approve salary increases for Leslie Powell at an hourly salary rate of \$38.00 per hour for 45 hours per week and a salary increase for Joseph Viozzi at an hourly salary rate of \$27.60 an hour for 45 hours per week. Motion carried unanimously.
2. **Motion** by Mr. Perrotto, second by Mr. Embich, following a market analysis to approve salary increases to Cheryl Fischer at an hourly rate of \$25.82 an hour and a salary increase for Kelly Shoff-Kulp at an hourly rate of \$24.57 an hour. Motion carried unanimously.

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

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

**Fire Company:** Report was given by Dustin Siders. Mr. Lively also reported on a resolution from the Lebanon County Commissioners that a burn ban for the County has been issued.

1. **MOTION** by Mr. Lively, seconded by Mr. Moore to accept the 2022 Audit from the Fire Department and to release their contribution for 2023. Motion carried unanimously.

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

**NEW BUSINESS:**

1. **Approval the hiring of Chris Magni as a part-time public works employee.**

**MOTION** by Mr. Moore, second by Mr. Lively to approve the hiring of Chris Magni as a part-time public works employee with the ability of the Township to make Mr. Magni a full-time employee if deemed necessary in the future. Motion carried unanimously.

2. **Approval to place a reserved parking sign in the parking lot for the resident at 17 E Main Street Apartment.**

**MOTION** by Mr. Lively, second by Mr. Perrotto to approve a reserved parking space for the apartment at 17 E. Main Street. Motion carried unanimously.

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- 3. Approval to refund the Woodside Homeowners Association \$316.89 for taxes paid on property that was not to be taxed.**

**MOTION** by Mr. Lively, second by Mr. Embich, following review of a letter from the Lebanon County Tax Assessment Office, to approve the refund of \$316.89 to Woodside Homeowners Association for taxes paid on property that was not to be taxed. Motion carried unanimously.

- 4. Approval to accept the light plan for the Annville Free Library which was approved and will be shown on the final as-builts.**

**MOTION** by Mr. Embich, second by Mr. Lively to approve the light plan for the Annville Free Library which will be shown on the final as-builts. Motion carried unanimously.

- 5. Approval for barricades to close off Cumberland Street on Saturday, July 8<sup>th</sup> from 11:00 a.m. to 9:00 p.m. for a neighborhood block party.**

**MOTION** by Mr. Lively, second by Mr. Perrotto to approve the barricades to close off Cumberland Street on Saturday, July 8 from 11:00 a.m. to 9:00 p.m. for a neighborhood block party. Motion pass 3 to 1, with Mr. Embich voting no.

- 6. Approval to use County Liquid Fuels Funds of \$4,759.00 for line painting, stop signs post kits, broom, side broom and crack sealing.**


**MOTION** by Mr. Lively, second by Mr. Embich to approve the County Liquid fuels funds of \$4,759.00 for line painting, stop signs, post kits, broom, side broom and crack sealing. Motion carried unanimously.

**CORRESPONDENCE:**


**PAY BILLS:** **MOTION** by Mr. Lively, 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. Lively to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:41 PM.



Candie L. Johnson, Secretary



Rex A. Moore, President