

**MINUTES OF THE ANNVILLE TOWNSHIP  
BOARD OF COMMISSIONERS  
May 2, 2023**

MEETING MINUTES – May 2, 2023, BOC MEETING

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on May 2, 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 R. 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 B. Lively, Vice President.

Also, in attendance was Dean Wolfe, Jen Boyer, Kathleen Werling, Gino Frattaroli, Dustin Sider (ACFD) and Jason Cora.

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. Perrotto to amend the agenda to include: Ordinance 684, Synergy Health escrow release, advertising for a part-time receptionist, Township funds moved to PLGIT and the removal of three trees.

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*:

1. Kathleen Werling addressed the Commissioners on the Airbnb at 37 N Long Street, neighboring her property. Her concerns were if the Airbnb is following the Township Ordinance and if the property is properly licensed with the Township. Mrs. Werling was concerned about the Airbnb being in this neighborhood. Administrator Johnson told Mrs. Werling that her and the Township Solicitor would investigate this and call Mrs. Werling.

2. Mike Rotunda addressed the Commissioner on having his stand for Old Annville Days. **MOTION** by Mr. Moore, second by Mr. Perrotto to allow Mr. Rotunda to have his stand for the Old Annville Days and submit the correct paperwork to the Chief of Police. The vote was 3 to 1 with Mr. Embich voting no.

3. Gino Frattaroli addressed the Commissioners about the tree stump in the alley near his home. Solicitor Lamoureux asked if this was the same issue Mr. Frattaroli raised in the past to which Mr. Frattaroli confirmed that it was. Solicitor Lamoureux indicated that he would work with the Public Works Department of the Township to determine if the tree stump is on private property, or a public right-of-way owned by the Township.

4. Jason Cora from 131 N Railroad Street, addressed the Commissioners about the Boger Concrete Plant and the dirt, dust, concrete on cars and the banging of tailgates. Ms. Johnson will address the issues with a meeting planned with representative from Boger Concrete and she will give Mr. Cora an update.

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**APPROVAL OF MINUTES:**

**April 4, 2023, Regular Meeting:** MOTION by Mr. Perrotto, second by Mr. Embich to approve the minutes of the Regular Meeting held April 4, 2023. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

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

**Public Safety:** Chief Dugan was not in attendance to provide his report on Public Safety. But has two request that need approved.

1. MOTION by Mr. Moore, second by Mr. Perrotto to approve a handicap parking spot for 427 West Sheridan Avenue. Motion carried unanimously.
2. MOTION by Mr. Moore, second by Mr. Hoover to approve an Autistic Child Sign around 329 East Maple Street. Motion carried unanimously.

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

**Town Hall Improvements Project:**

Ms. Johnson reported that she has met with three Architects to review the project and she will have quotes for their services at June's meeting.

**Parks & Recreation:**

Mr. Perrotto noted that mulch was placed on April 22<sup>nd</sup>, 2023, and April 30<sup>th</sup>, 2023, and Field day as part of the 78<sup>th</sup> Annual Northeast Fish & Wildlife Conference was on April 30<sup>th</sup> – May 2, 2023.

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

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

Mr. Hoover reported that he attended a meeting for Old Annville Days.

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**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:** An executive session occurred on May 2<sup>nd</sup>, 2023, to discuss personnel and litigation issues.

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

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

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

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

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

**Fire Company:** Dustin Sider addressed the Commissioners on the activities of the Annville-Cleona Fire Department.

1. The transition review committee is finishing the details.
2. Discuss staffing for the Fire Company.
3. Burning training.
4. They will be applying for a LSA Grant through Cleona Borough this year.
5. QRS donations went out.

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

**OLD BUSINESS:**

1. **MOTION** by Mr. Moore, second by Mr. Perrotto to ratify the passage of Ordinance 684 Zoning Amendments. Motion carried unanimously.
2. **MOTION** by Mr. Moore, second by Mr. Embich to approve the release of \$131,060.00 of Escrow funds for Synergy Health, with a remaining balance of \$21,356.00 for outstanding items per the letter from SSM dated May 2, 2023. Motion carried unanimously.

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**NEW BUSINESS:**

**1. Agreement with Barley Snyder Attorneys of Law for the Township.**

**MOTION** by Mr. Hoover, second by Mr. Perrotto to approve agreement of services with Barley Snyder Attorneys of Law. Motion carried unanimously.

**2. Approval to place four signs in the parking lot for the residences in the Apartments.**

**MOTION** by Mr. Embich, second by Mr. Perrotto to approve the placement of a sign for each apartment unit to ensure that they have parking spots. Motion carried unanimously.

**3. Approval to appoint Stephine Kish as an alternative on the Zoning Hearing Board.**

**MOTION** by Mr. Perrotto, second by Mr. Hoover to appoint Stephine Kish as an alternative on the Zoning Hearing Board. Motion carried unanimously.

**4. Approval to appoint Candie Johnson the Right to Know Officer and for Kelly Kulp to be the alternate.**

**MOTION** by Mr. Embich, second by Mr. Hoover to appoint Candie Johnson as the Right to Know Officer and Kelly Kulp the alternate. Motion carried unanimously.

**5. Approval for Candie Johnson to be added as a signer on the JBT and PLGIT Accounts.**

**MOTION** by Mr. Perrotto, second by Mr. Hoover to approve Candie Johnson as a signer on the JBT and PLGIT accounts. Motion carried unanimously.

**6. Approval to go out for bid for the Ulrich Street Stormwater Project.**

**MOTION** by Mr. Embich, second by Mr. Perrotto to approve the bidding process for the stormwater improvements to Ulrich Street. Motion carried unanimously.

**7. Approval to advertise for a part-time receptionist for the Township Office.**

**MOTION** by Mr. Embich and second by Mr. Hoover to advertise for a part-time receptionist for the Township Office. Motion carried unanimously.

**8. Approval to move Township Funds from Northwest Bank to PLGIT for a better interest rate.**

**MOTION** by Mr. Perrotto, second by Mr. Embich to approve the Township funds to be transferred for better interest rates. Motion carried unanimously.

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**9. Approval to have three trees removed and repairs to the sidewalks.**

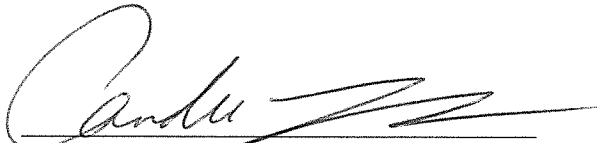
**MOTION** by Mr. Embich, second by Mr. Perrotto to approve the removal of three trees and repairs to the sidewalks. Motion carried unanimously.

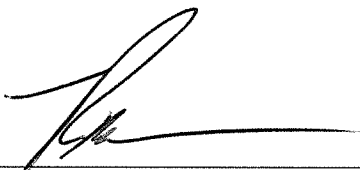
**CORRESPONDENCE:** An invitation was presented to the Commissioner to attend the First Look Construction Tour for the Annville Free Library on May 6, 2023, from 10 a.m. to 12:00 Noon.

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

  
Candie L. Johnson, Secretary

  
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Rex A. Moore, President