

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

**MEETING MINUTES – SEPTEMBER 5, 2023, BOC MEETING**

The Regular Monthly Meeting of the Annville Township Board of Commissioners was held starting at 7:00 PM on September 5, 2023, in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Henri Lively, Vice-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 Rex Moore.

Also, in attendance was Dean Wolfe, Jen Boyer, Matt & Mary Woolson, Barb Dumbauld, Brenda Pence, Melanie & Gene Garber, Rick Knauer, and Nick Santamore.

Vice President Lively 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:** Vice-President Lively provided an opportunity for public comment:

1. Melanie addressed the Commissioner on the newly created Holiday Street Decor Committee. The Committee would like permission to hang holiday wreaths on the light poles in Town. She also added the committee's intent to work on many other activities in Annville, including tree lighting ceremony and Santa's arrival at the Allen Theater.

**APPROVAL OF AGENDA:** **MOTION** by Mr. Perrotto, second by Mr. Embich to amend the agenda to include an action item under Property.

Motion to approve amended agenda carried unanimously.

**APPROVAL OF MINUTES:**

**August 1, 2023, Regular Meeting:** **MOTION** by Mr. Perrotto, second by Mr. Hoover to approve the minutes of the Regular Meeting held on August 1, 2023. Motion carried unanimously.

**REPORTS OF STANDING COMMITTEES:**

**Public Works:** The Public Works Report for August 2023 was reviewed.

**Motion** by Mr. Lively, second by Mr. Hoover to approve the Change Order #1 for the Ulrich Street project for excavation of rock. Motion carried unanimously.

**Motion** by Mr. Lively, second by Mr. Perrotto to approve the Change Order #2 for the Ulrich Street project for repair of curb and sidewalk. Motion carried unanimously.

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**Public Safety:**

**Motion** by Mr. Embich, second by Mr. Hoover to approve the Intermunicipal Agreement with South Annville Township for contracted police services. Motion carried unanimously.

**Motion** by Mr. Perrotto, second by Mr. Embich to approve Resolution 20230905-01 a Intermunicipal agreement with South Annville Township for police services. Motion carried unanimously.

**Property:**

**Motion** by Mr. Hoover, second by Mr. Perrotto to approve the placement of wreaths in town for the Holidays with the assistance of the Public Works Department. Motion carried unanimously.

**Motion** by Mr. Perrotto, second by Mr. Hoover to award Town Hall safety renovations to Holmes Contracting for \$18,788.00. Motion carried unanimously.

**Parks & Recreation:**

Mr. Perrotto reviewed that on August 27<sup>th</sup>, 2023, 35 LVC Students helped with mulching Quitte Creek. Stones from the library project were used in the park. Upcoming events scheduled on Saturday, September 16<sup>th</sup> from 9:00 am till 10:30 am will be a Walk with a Doc and on October 27<sup>th</sup> will be the pumpkin walk.

**Finance:** Mr. Embich reviewed the Finance Report for August 2023, highlighting the total income and expenses throughout the year.

**Permits:** The Permits Report for August 2023 was reviewed.

**Annville Activities:**

**Motion** by Mr. Hoover, second by Mr. Embich to contingently approve Trick-or-Treat date as per the Lebanon County Chief Association. Motion carried unanimously.

**Motion** by Mr. Perrotto, second by Mr. Lively to approve the Standing Committee Reports. Motion carried unanimously.

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**REPORTS OF SPECIAL COMMITTEES:**

**Executive Sessions:** Executive sessions occurred on August 14<sup>th</sup>, 2023 and September 5<sup>th</sup>, 2023, to discuss property and personnel matters.

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

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

Commissioner Hoover asked about the property that is for sale aside of the VFW. Mr. Hoover asked if they would have to appear before HARB to use the rear of the property for additional parking for the VFW if purchased by them. Mr. Hoover was directed to speak to HARB Chair Joseph Connor.

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

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

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

**Fire Company:** Vice President Lively reviewed the report.

**Life Lion Report:** Reviewed the Life Lion EMS Report.

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

**OLD BUSINESS:** Nothing to report this month.

**NEW BUSINESS:**

- 1. Approve and accept the Performance Bond from Waste Industries for trash services.**

**MOTION** by Mr. Perrotto, second by Mr. Embich to approve the performance bond from Waste Industries. Motion carried unanimously.

- 2. Approval to advertise for the Board of Commissioner November scheduled meeting on November 7<sup>th</sup> to November 8<sup>th</sup> due to election day.**

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**MOTION** by Mr. Lively, second by Mr. Hoover to approve the advertisement for new meeting date. Motion carried unanimously.

**3. Approval of the 2024 Budget Preparation and Adoption Schedule.**

**MOTION** by Mr. Hoover, second by Mr. Embich to approve the 2024 Budget Preparation and Adoption Schedule. Motion carried unanimously.

**4. Approval for Garcia Garman and Shea, PC to perform the 2023 Audits.**

**MOTION** by Mr. Perrotto, second by Mr. Hoover to approve Garcia Garman and Shea to perform the 2023 Audits. Motion carried unanimously.

**5. Approval for Steckbeck Engineering to be appointed the Township Stormwater and MS4 Engineers.**

**MOTION** by Mr. Embich, second by Mr. Hoover to approve the appointment of Steckbeck Engineering as the Township Stormwater and MS4 Engineers. Motion carried unanimously.

**CORRESPONDENCE:**

**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. Perrotto, second by Mr. Hoover to adjourn the Regular Meeting. Motion carried unanimously and the meeting was adjourned at 7:54 PM.

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Henri Lively, Vice President

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Candie L. Johnson, Secretary