

**South Annville Township, Lebanon County**  
**Board of Supervisors Meeting**  
**1036 Horseshoe Pike**  
**Lebanon, PA 17042**

**Minutes 11/08/2023**

Dale Hoover, Chairman

Jeanette Henning, Twp. Manager

John Harrell, Vice Chairman

Ben Sutcliffe, Police Department

Garry Rhine, Supervisor

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The meeting was called to order by Supervisor Hoover at 7:00 P.M. Present were Dale Hoover, John Harrell, Garry Rhine, Jeanette Henning, Chief Sutcliffe, Allison Garner of Rettew Engineering, Ed Kreider, Ed Fogelsanger, SAT GLRA Representative, Stephanie Butler of South Annville Planning Commission. And others.

The meeting opened with the Pledge of Allegiance and a moment of silence along with Supervisor Hoover giving a heartfelt memorialization for the Board and SAT Staff in recognition of Donald H. Umberger's years of service and dedication to South Annville Township

**Minutes of October 11, 2023**- Motion to approve the minutes of the Board of Supervisors Meeting for October was made by Supervisor Harrell; second by Supervisor Rhine. Motion passed 3-0.

**Treasurer's Report**-Twp. Manger presented the financial reports for acceptance which included the following: Invoices paid and pending, Revenues received Treasury report fund totals /financial report. Motion to accept the Treasurer's Report was made by Supervisor Rhine; second by Supervisor Hoover. Motion passed 3-0.

**Citizens/Public Comments**- No Public Comments. However, Ms. Klatcho was on the agenda to discuss a Sight Easement request from Landmark Builder's concerning a portion of her property located in SAT along South Spruce Street.

**Engineer's Report**- Allison Garner of Rettew Engineering informed Supervisors of the following activities for the month: A review of the Final Plan for Wynfield Phase 1B was conducted. Also, a BMP Fallout Inspection was conducted for the Township's MS-4 requirements. Ms. Garner will reach out to Manager Henning with her finding. The final payment application submitted by Pennsy Supply for the 2023 Road Project was found to be satisfactory. DHL will be submitting an As Built Plan for the Killinger Road Project along with the 18<sup>th</sup> month maintenance guarantee for the road work within the right of way. DHL submitted modified plans for the landscaping agreement. An approval for the general permit from DEP for the Brandt Road Project has been received. The next step in the process would be to purchase the pipe and proceed with the bidding process.

**Manager's Report-** Township Manager, Jeanette Henning informed Supervisors of the following: The 2024 budget is ready for approval of advertising. A request from West Cornwall Township to defer review of the Final Land Development Plans for the Eastern Enterprises Rail Trail Lot #2 was received. The reason for the request is that the plan is because only a small portion of the undisturbed land is located within SAT. The Final Minor Subdivision Plan for the Rohrer Property along with the Preliminary/Final Subdivision & Land Development Plan for Royal Road have both been reviewed and recommended approval by the SAT Planning Commission. The agreements for the Carmany Place Preliminary/Final Subdivision & Land Development Plan are ready for execution. The rate for the Shared Services Agreement between Annville Township and SAT for 2024 will be \$44,000.00. A request from the Doc Fritchey Chapter Trout Unlimited to have a letter confirming that the project meets the provisions of the township's zoning ordinance for the Killinger Creek – Huber and Burkholder Properties Stream and Floodplain Restoration Project. Thank you, letters, from Annville/Cleona, Campbelltown, Lawn and Mount Gretna Fire Companies have been received for the township's yearly donations. A call was placed to the Lebanon PennDOT office to report for a second time a tree branch hanging on wires located around the Lebanon Valley Bible Church. The Organizational Meeting for 2024 will be held, Tuesday, January 2, 2024, because Monday, January 1, 2024, is a legal holiday.

### **ACTION ITEMS**

Motion by Supervisor Hoover to dedicate the Township's Community Building to the memory and the 50+ years of service and dedication of Donald H. Umberger.; seconded by Supervisor Harrell. Motion passed 3-0.

Motion by Supervisor Harrell to Accept DHL's Modified Landscaping changes; seconded by Supervisor Hoover. Motion passed 3-0.

Motion by Supervisor Rhine to Approve Advertising the 2024 Township Budget.; seconded by Supervisor Harrell. Motion passed 3-0.

Motion by Supervisor Hoover to Defer and Approve the Subdivision Plans for Eastern Enterprises, Inc., Lot #2 prepared by Saxinger & Associates, Inc. to West Cornwall Township and Authorize the Township Secretary to inform Saxinger & Associates and the Lebanon County Planning Department and West Cornwall Township to be the municipal review and approval agents for the project.; seconded by Supervisor Harrell. Motion passed 3-0.

Motion by Supervisor Rhine to Approve the Final Minor Subdivision Plan for the Rohrer Property.; seconded by Supervisor Harrell. Motion passed 3-0.

**ACTION ITEMS continued**

Motion by Supervisor Harrell to Approve the Preliminary/Final Subdivision & Land Development Plan for Royal Road.; seconded by Supervisor Rhine. Motion passed 3-0.

Motion by Supervisor Hoover to Approve the Appropriate Officers of the Township be Authorized to Execute the following documents relating to the Preliminary/Final Subdivision & Land Development Plan for Carmany Place Apartments when they are in a form acceptable to the Township Solicitor, all blanks have been completed, and they have been executed on behalf of the record owner Aconite Group, LLC, and developer Carmany PL, LLC:

1. Storm Water Management Agreement and Declaration of Easement among Aconite Group, LLC and Carmany PL, LLC and the Township.
2. Land Development Agreement among Aconite Group, LLC and Carmany PL, LLC and the Township.
3. Roadway Improvements Agreement among Aconite Group, LLC and Carmany PL, LLC, and the Township.
4. Agreement Providing for Grant of Non-Motorized Path Easement among Aconite Group, LLC and Carmany PL, LLC and the Township.
5. Deferred Improvements Agreement among Aconite Group, LLC and Carmany PL, LLC, and the Township.; seconded by Supervisor Rhine. Motion passed 3-0.

Motion by Supervisor Hoover to authorize the appropriate officers of the Township to execute and release for recording the Preliminary/Final Subdivision & Land Development Plan for Carmany Place Apartments when (1) the Storm Water Management Agreement and Declaration of Easement, Land Development Agreement, Roadway Improvements Agreement, Agreement Providing for Grant of Non-Motorized Path Easement and Deferred Improvements Agreement, all of which are among Aconite Group, LLC and Carmany PL, LLC and the Township are in a form acceptable to the Township Solicitor and have been fully executed and have been recorded; (2) Sight Triangle Easements from Aconite Group, LLC to the Township and from J. Scott Marshall and Corine B. Marshall to the Township are in a form acceptable to the Township Solicitor and have been executed and recorded; (3) Carmany PL, LLC has paid the per lot contribution for all residential lots proposed by the Plan or posted a letter of credit to secure payment of the contribution in the form provided in the Roadway Improvement Agreement; (4) South Annville Township, Lebanon County, Authority has notified the Township that Carmany PL, LLC has met all of the Authority's requirements relating to the Plan; (5) all outstanding engineering and attorneys' fees have been paid to the Township; (6) the Township has received confirmation from the Lebanon County Planning Department that Carmany PL, LLC has posted all required financial security, and (7) all comments in the Township Engineer's review letter have been addressed.; seconded by Supervisor Harrell. Motion passed 3-0.

**ACTION ITEMS continued**

Motion by Supervisor Hoover to Authorize Manager Henning to send a letter to the Doc Fritchey Chapter Trout Unlimited, stating that the Killinger Creek Project meets the township's zoning ordinance.; seconded by Supervisor Rhine. Motion passed 3-0.

**Police Department- Chief Sutcliffe**

Police report for October 2023.

**Adjournment**

Noting the conclusion of current business, Supervisor Harrell moved; seconded by Supervisor Hoover a motion to pay bills and adjourn. Motion passed 3-0.

Respectfully Submitted:

Jeanette Henning, Township Manager  
Secretary/Treasurer, South Annville Township

Dale Hoover, Chairperson  
Board of Supervisors