

**North Cornwall Township**  
**Supervisors Reorganizational/General Meeting**  
**Minutes for January 2, 2018**

**Call to Order:**

The January 2, 2018 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:00 PM with the Pledge of Allegiance to the Flag.

In attendance were Supervisors Michael Wahmann, Chairman, Samuel Abram, Jr., Treasurer, Thomas Long, Sr., Township Manager, North Cornwall Township Police Chief John Leahy, and Amy Leonard, of Henry and Beaver. Mr. Deitzler was not in attendance.

Others in attendance per the attached sign-in sheet.

**REORGANIZATION PORTION FOR YEAR 2018:**

**Temporary Appointments:**

Mr. Wahmann motioned to appoint Thomas J. Long, Sr. temporary recording secretary. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram made motion to nominate Mr. Wahmann Chairman for 2018. Mr. Wahmann seconded the motion. Vote was unanimous.

**Board Organization:**

Meeting was turned over to the newly elected Chairman.

Mr. Wahmann nominated Mr. Deitzler to serve as the Vice-chairman for the year 2018. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Mr. Abram as the Treasurer and will recommend no compensation be set at by the Township Board of Auditors. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Thomas J. Long, Sr. as the Secretary and will recommend no compensation be set by the Township Board of Auditors. Mr. Wahmann seconded the motion. Vote was unanimous.

**Appointments:**

Mr. Abram moved to appoint all current full-time employees at hourly rates as included in the approved 2018 budget. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to compensate all township non-uniform employees and agents to attend approved seminars, workshops, etc. at their normal hourly rate, and if a personal vehicle is used for traveling, mileage will be paid at the rate set by the North Cornwall Township Board of Auditors, and to recommend the 2018 IRS standard mileage rate of \$.54.5 per mile. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to accept that the Road Master position will not be held by an elected official, but by the hourly employee, the Township's Highway Foreman, and recommend to the North Cornwall Township Board of Auditors, that any Supervisor working in an emergency capacity, such as snow removal, would be paid at the same hourly rate of the Township's Highway Foreman. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Thomas J. Long Sr., Manager, as Acting Pension Trustee and Jennifer Powers, Financial Administrator as Pension Administrator Officer of the Township's Pension Plans by Resolution 2018-1. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann motioned to pass Resolution 2018-1. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to have member contributions set at a rate of 4.5% for the Police Pension Plan by Resolution #2018-2. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Abram motioned to pass Resolution 2018-2. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Mike Deitzler as the Board of Supervisors representative on the North Cornwall Agricultural Security Board. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to recommend to the North Cornwall Township Board of Auditors that the Treasurer's Bond limit be set in the amount of \$1,000,000.00. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann made motion to appoint the firm of Henry & Beaver as Solicitor of North Cornwall Township at a rate of between \$190.00 and \$200.00 per hour. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint the firm of Eckert Seamans Cherin & Mellott, LLC, and Henry & Beaver Law Firm for labor issue services required by the Township on a per needed basis, based on a fee schedule provided at time of service. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint the firm Nikolaus & Hohenadel, LLP as solicitor, for special counsel services for planning, zoning, and land use issues, required by the Township on a per needed basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint the firm of Long & Brightbill as Solicitor for the North Cornwall Zoning Hearing Board for services required by the Township on a per needed basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann made motion to appoint Steckbeck Engineering as the Township Consulting and Stormwater Engineer, and Chrisland Engineering, Rettew, and the ELA Group as Consulting, Zoning, and Stormwater Engineers, or any other services required by the Township on a per needed basis, based on a fee schedule provided at time of service. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Dewberry Goodkind, Rettew, and Steckbeck Engineering as the Bridge Engineers, for services required by the Township on a per needed basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Act One & Associates as the Township Sewer Engineer on a per needed basis, based on a fee schedule provided at time of service. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Rettew as the Township's Zoning Consulting Officer, and appoint the Township Manager and Office Administrator as alternate Zoning Officers for North Cornwall Township. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint the Township Manager as the Township Code Enforcement Officer, and appoint Associated Building Inspections and Commonwealth of PA as the Township's Building Code Officials and Property Maintenance Code Enforcement Officer on a per needed basis, based on a fee schedule provided at time of service. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Associated Building Inspections and Commonwealth of PA as the Township's 3<sup>rd</sup> party building inspectors, on a per needed basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Lebanon County Planning Department as the on-lot Sewer Administrator and Lebanon County's Sewer Enforcement Officer for North Cornwall Township. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint William Yeagley as the Township Emergency Services Specialist Consultant, on a per need basis, based on the fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved for the appointment of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2017 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$11,900 by Resolution 2018-3. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann motioned to accept Resolution 2018-3. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to name Fulton Bank, Jonestown Bank and Trust, Stifel/Battiselli Holland Wealth Management Group, and Pennsylvania Local Government Investment Trust as temporary depositories for Township Funds, and further any secured investment options to maximize earnings. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint William Yeagley to the North Cornwall Township Zoning Hearing Board to the appointed three (3) years from January 2018 to December 2020. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint the Lebanon County Treasurer's Office to the duties of billing and collecting Local and Lebanon County Real Estate Taxes, at a rate of \$0.50 per tax bill, and one-half (1/2) of the postage and printing costs, and as the collector of all delinquencies of those taxes. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Keystone Municipal Collections to the duties of billing and collecting the Local Services Tax and Earned Income Tax, and as the collector of all delinquencies of those taxes. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Supervisors Sam Abram, Mike Wahmann, Mike Deitzler and Thomas J. Long as North Cornwall Township Delegates at the PA State Supervisors' Association Convention to be held April 22-25, 2018. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Thomas J. Long, Sr. as the North Cornwall Township Voting Delegate at the PA State Supervisors' Association Convention. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to pay Supervisors \$2500.00 as set by the Code to be paid quarterly with check being cut not later than the last pay of each quarter, with the exemption to the Supervisors who request reallocation of their annual stipend as defined in an approved Resolution. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved for the Board of Supervisors to meet on the first (1<sup>st</sup>) Tuesday of each month during 2018 with a prevailing time of 7:00PM, with the exception of the months of July and November, when the meetings will be held on the second Tuesday in those months. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved for the Board of Supervisors to meet for mid-month work sessions at the North Cornwall Township building on the third (3<sup>rd</sup>) Tuesday of each month during 2018 with a prevailing time of 6:00PM, with the exception of the month of May, which will be held on the fourth Tuesday of that month. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to accept the North Cornwall Township Planning Commission schedule to meet the last Wednesday of the month with a prevailing time of 7:00PM in 2018, at the North Cornwall Township Building, except for the month of December, which will be held on the second Wednesday of that month. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to accept the North Cornwall Township Authority schedule to meet on the first Wednesday of March in 2018. All meetings will be held at the North Cornwall Township Building and will commence at 7:00PM. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to accept the North Cornwall Township Recreation Board schedule to meet on the third (3<sup>rd</sup>) Monday of the month in 2018. All meetings will be held at the North Cornwall Township Building and will commence at 8:00PM. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved to set the Real Estate General Purposes Tax at 1.300 Mills; the Fire Protection Purposes Tax at 0.200; the Local Services Tax (LST) at \$52; the Earned Income Tax at ½% for the Township and ½% for the School District; the Realty Transfer Tax at ½% for the Township and ½% for the School District. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved for the Township Office to be closed on New Years, Presidents Day, Good Friday, Primary Election, Memorial Day, Independence Day, Labor Day, General Election, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Abram moved for the Township Administrative and Police Office hours to be 7:00AM to 4:00PM Monday through Friday. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved for the Township Road Department hours to be 7:00AM to 3:30PM as winter hours (Sept. through May) and 6:00AM to 2:30PM (June through August) as summer hours. Mr. Abram seconded the motion. Vote was unanimous.

#### **Adjournment:**

Mr. Abram moved to adjourn. Mr. Wahmann seconded the motion. Vote was unanimous. Reorganization closed at 7:13PM.

#### **REGULAR MEETING**

#### **Call to Order:**

The January 2, 2018 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:15 pm with the Pledge of Allegiance to the Flag.

In attendance were Supervisors Michael Wahmann, Chairman, Samuel Abram, Jr., Treasurer, Thomas Long Sr., Township Manager, North Cornwall Township Police Chief John Leahy, and Amy Leonard, of Henry & Beaver Law Firm. Mr. Deitzler was not in attendance.

Others in attendance are listed on the attached sign-in sheet.

#### **Executive Session: None**

**Public Comment:** Mr. Hilbert questioned how the Stormwater fees will be used. Mr. Wahmann discussed the new equipment and new regulations that must be satisfied for the Stormwater requirements. Mr. Steward asked if the Township was providing educational materials, to which both Mr. Abram and Mr. Wahmann informed him of the available brochures and information on the NCT website. Mr. Valerio wanted the Board to know he appreciates the relaxed and welcoming atmosphere at the Township meetings. He also asked about vehicle parking in relation to snow removal. Mr. Abram reviewed the snow removal rules of the Township.

Public comment session ends at 7:22 pm.

**Plan Briefing:** None

**Township Engineer Report:** None

### **PUBLIC SAFETY**

NOTE – BEGINNING WITH FEBRUARY 2018, THE POLICE AND FIRE CHIEF REPORTS WILL NOW BE PRESENTED AT THE NORTH CORNWALL TOWNSHIP MID-MONTH MEETINGS.

**Chief of Police:** Chief Leahy gave his report of the department activities for the month of December, as well as the year end totals for police activity.

**Fire Chief/Representative:** Chief Shank gave his December monthly report of the activities in the form of an email to Mr. Long, as well as the year end totals for fire activity.

**Zoning / Code / Planning Commission Report:** Mr. Abram says nothing for December, but the PC will be working on SALDO in January. The next Planning Commission meeting will be held January 31, 2018 at 7:00PM at the North Cornwall Township building.

### **PUBLIC WORKS**

**Recreation Board:** None

**Highway/Recycling:** None

**Sanitary Sewer/MS4 Storm water:** Mr. Long asked for a motion to approve and support the ICA Amendments from the Consortium Meeting in October 2017. ACTION: Mr. Abram motioned to accept the ICA Amendments. Mr. Wahmann seconded the motion, and all voted in favor.

The General Meeting temporarily broke for the 7:30PM Public Meeting for comments on the proposed Stormwater Collection Fee Ordinance 300.

#### **Public Meeting: Ordinance #300 – Establishing a User Fee for Stormwater Collection and Management**

Mr. Wahmann called the meeting to order. Mr. Abram wanted to know should there, in future, be the need to make a change to Ordinance, how would that occur? Ms. Leonard answered, stating it is possible to amend the Ordinance by a Resolution, but there could be no amending the ERU because it is based on the rate study. Ms. Leonard also stated Ordinance 300 has been properly advertised, and has been available for public view since December 22, 2017. Mr. Wahmann reviewed the rate study and clarified the definition of an ERU for the audience. Mr. Davis asked how the fee would be implemented for new construction in the Township. Mr. Abram responded the fee would most likely not be in place until construction is completed. No other comments were offered by the audience, therefore Mr. Wahmann adjourned the meeting.

The General Meeting resumed at 7:45PM.

ACTION: Mr. Wahmann motioned for the adoption of Ordinance 300. Mr. Abram seconded the motion, and all voted in favor.

### **ADMINISTRATION**

**Approval of Minutes:** Mr. Wahmann motioned to approve the minutes from the December 19, 2017 regular meeting as written. Mr. Abram seconded. All voted in favor.

**Treasurer's Report/Fund Balance Report:** Mr. Abram presented the Treasurer's report. The Board reviewed receipts, expenditures, and fund balances as listed on the agenda. Mr. Wahmann made motion to approve the Treasurer's report. Mr. Abram seconded. All voted in favor.

**Manager's Report:** Mr. Long presented a PSATS letter asking the Township to pass a resolution to oppose House Bill 1620, Wireless Infrastructure Deployment Bill. HB1620 would allow for wireless companies to install DAS antennas without having to pay any fees to the municipalities. ACTION: Mr. Wahmann moved to adopt Resolution 2018-4 as not being in the best interest of the Board of Supervisors, and the residents of Pennsylvania as well. Mr. Abram seconded the motion, and all voted in favor. Mr. Long reported he gathered three quotes to replace one of the Township trucks. The CoStar price will be \$39,234 for the truck, with an additional \$9,320 for E. M. Kutz to accessorize for plows. ACTION: Mr. Abram motioned to approve the purchase of a 2018 F350 truck for a total of \$48,554. Mr. Wahmann seconded the motion, and all voted in favor.

**New Business:** None.

**Old Business:** Mr. Wahmann gave the annual pension report from Stifel. As of December 8, 2017, the police pension had a return of 9.14 %, which is over the 7% projected. Non-uniform pension had an 8.99% return. The Sewer fund had a .59% overall performance, which does not seem as significant, but the fund is a more restricted type of investment, as most are in bond market.

**Solicitor's Report:** Ms. Leonard reported the listing of the Police Expedition on Municibid will be duly advertised in the Lebanon Daily News, and run for auction beginning January 13, 2018. She is also working with the Fire Department regarding Knox boxes, and other items. Lastly, Ms. Leonard stated she has a Stormwater Operation and Maintenance Agreement for Springwood Phase 1 and Phase 1A from their Counselor, asking for a few tweaks in the agreement. They did not include Exhibit B, and she asks for a motion to accept the Agreement contingent on the return of Exhibit B. ACTION: Mr. Abram motioned to accept the Springwood O & M Agreement contingent on Ms. Leonard receiving Exhibit B. Mr. Wahmann seconded the motion, and all voted in favor. Mr. Wahmann asked if we have any more information regarding the removal of the trees near Wengert's Dairy. Mr. Long stated we do not.

**Supervisor's Report:** None

**Additional Public Comment:** None

**Adjournment:** Motion to adjourn meeting was made by Mr. Abram at 8:25pm and was seconded by Mr. Wahmann. All voted in favor.

Submitted,  
Thomas J. Long, Sr.  
Township Manager  
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