

North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 6, 2020

Call to Order:

The January 6, 2020 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, Ronald Sell, Co-Chairman, Samuel Abram, Jr., Treasurer, Thomas Long, Sr., Township Manager, and Amy Leonard, of Henry and Beaver.

Others in attendance per the attached sign-in sheet.

REORGANIZATION PORTION FOR YEAR 2020:

Temporary Appointments:

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

Mr. Wahmann made motion to nominate Mr. Abram Chairman for 2020. Mr. Sell seconded the motion. Vote was unanimous.

Board Organization:

Meeting was turned over to the newly elected Chairman.

Mr. Abram nominated Mr. Sell to serve as the Vice-chairman for the year 2020. Mr. Wahmann seconded the motion. Vote was unanimous.

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

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

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

Mr. Wahmann moved to appoint Supervisors Sam Abram, Mike Wahmann, Ron Sell, and Thomas J. Long as North Cornwall Township Delegates at the PA State Supervisors' Association Convention to be held May 3-6, 2020. Mr. Sell seconded the motion. Vote was unanimous.

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

Mr. Wahmann moved to pay Supervisors \$2500.00 as set by the Code, payable on the first payroll of April, with the exemption to the Supervisors who request reallocation of their annual stipend as defined in an approved Resolution. Mr. Sell seconded the motion. Vote was unanimous.

Appointments:

Mr. Abram moved to appoint all current full-time, weekly part-time, and seasonal part-time employees at the established hourly rates as approved in the 2020 budget. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann 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 would be paid at the same hourly rate of the Township's Highway Foreman. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Abram 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 2020 IRS standard mileage rate of \$.57.5 per mile. 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 2020-1. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann motioned to pass Resolution 2020-1. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to have member contributions set at a rate of 4.5% for the Police Pension Plan by Resolution #2020-2. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann motioned to pass Resolution 2020-2. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Abram moved for the appointment of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2019 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$12,200.00 by Resolution 2020-3. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Stanilla, Siegel and Maser LLC as the qualified CPA firm to perform the North Cornwall Township 2019 year-end audits by Resolution #2020-3. Mr. Sell 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. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to set the Real Estate General Purposes Tax at 1.400 Mills; the Fire/Emergency Protection Purposes Tax at 0.300; the Ambulance/Emergency Protection Special Purpose Tax at 0.100; 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. Sell 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 made motion to appoint the firm of Henry & Beaver as Solicitor of North Cornwall Township, on a per need basis, based on a fee rates schedule provided at time of service. Mr. Sell 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 special counsel labor issues, for services required by the Township on a per need basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

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

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

Mr. Sell made motion to appoint Steckbeck Engineering as the Township Consulting and Stormwater Engineer on a per need basis, based on a fee schedule provided at time of service. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Chrisland Engineering, Rettew, Act One Associates, and the ELA Group for any special engineering services required by the Township on a per need basis, based on a fee schedule provided at time of service. Mr. Sell seconded the motion, and all voted in favor.

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

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

Mr. Wahmann moved to appoint Rettew and Light-Heigel & Associates as the Township's Zoning Consultants and appoint the Township Manager and Office Administrator as Zoning Officers for North Cornwall Township. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint the Township Manager and Public Works Assistant as the Township's Property Maintenance and Code Enforcement Officers. Appoint Light-Heigel & Associates, Inc. as the Township's Building Code Official (BCO) and Property Maintenance Code Enforcement Officers on a per need basis, based on a fee schedule provided at time of service. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Commonwealth of PA, Light-Heigel & Associates, Inc., and Associated Building Inspections (ABI) as the Township's 3rd party building inspectors, on a per need basis, based on a fee schedule provided at time of service. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Sell moved to appoint Lebanon County Planning Department as the Township's On-lot Sewer Administrator, and Lebanon County's Sewer Enforcement Officer as the On-lot Sewer Enforcement Officer for North Cornwall Township. Mr. Wahmann 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 to appoint Paul Weidman and Ken Funk to the North Cornwall Township Planning Commission to the appointed five (5) years from January 2020 to December 2024. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Sell moved to appoint Frank Stewart (Board Member) and Brian Deiderick (Alternate) to the North Cornwall Township Zoning Hearing Board to the appointed term of three (3) years from January 2020 to December 2022. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Doug Leiby to the North Cornwall Township Authority to the appointed five (5) years from January 2020 to December 2024. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to appoint Deb Glover to the North Cornwall Township Recreation Board to the appointed term of five (5) years from January 2020 to December 2024. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Sell 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. Sell seconded the motion. Vote was unanimous.

Mr. Abram moved to appoint Keystone Municipal Collections the duties of billing and collecting the Stormwater PRP fees. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Sell moved to appoint the City of Lebanon Authority the duties of billing and collecting the Sanitary Sewer Collection and Conveyance fees. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved for the Board of Supervisors to meet at the North Cornwall Township Building on the first (1st) Tuesday of each month during 2020 with a prevailing time of 7:00PM, except of the month of November, which will be held on the second Tuesday of the month. Mr. Sell 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 (3rd) Tuesday of each month during 2020 with a prevailing time of 6:00PM. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Sell moved to accept the North Cornwall Township Planning Commission schedule to meet on the last Wednesday of each month in 2020, at the North Cornwall Township Building, with a prevailing time of 7:00PM, except for November, which will be held on the third Wednesday, and for December, which will be held on the second Wednesday. Mr. Wahmann seconded the motion. Vote was unanimous.

Mr. Wahmann moved to accept the North Cornwall Township Elected Auditor's schedule to meet Tuesday, January 7, 2020. The meeting will be held at the North Cornwall Township Building and will commence at 6:00PM. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Abram moved to accept the North Cornwall Township Authority schedule to meet Tuesday, October 20, 2020. The meeting will be held at the North Cornwall Township Building and will commence at 5:30PM. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Sell moved to accept the North Cornwall Township Recreation Board schedule to meet on the third (3rd) Monday of the month in 2020. All meetings will be held at the North Cornwall Township Building and will commence at 12:00Noon. Mr. Wahmann seconded the motion. Vote was unanimous.

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

Mr. Sell 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. Wahmann seconded the motion. Vote was unanimous.

Adjournment:

Mr. Wahmann moved to adjourn. Mr. Sell seconded the motion. Vote was unanimous. Reorganization closed at 7:17PM.

REGULAR MEETING

Call to Order:

The January 7, 2020 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Abram at 7:18 pm with the Pledge of Allegiance to the Flag.

In attendance were Supervisors Samuel Abram, Jr., Chairman, Ronald Sell, Vice-Chairman, Michael Wahmann, Treasurer, Thomas Long Sr., Township Manager, Dan Cannistraci of Steckbeck Engineering, and Amy Leonard of Henry & Beaver Law Firm.

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

Executive Session: None

Public Comment: Mr. Clarence Forney asked if the new Ordinance #313 would affect his farm. Mr. Abram said it would not.

Plan Briefing: None

Township Engineer Report:

Discussion: Mr. Sherk was not in attendance. Mr. Cannistraci briefed the Board with an overview of the PA DEP required changes to the old Stormwater Ordinance. Ordinance #313 will update and bring the Township into compliance. ACTION: Mr. Wahmann moved for the adoption of the Stormwater Management Ordinance #313. Mr. Sell seconded the motion, and all voted in favor.

PUBLIC SAFETY

Chief of Police: None

Fire Chief/Representative: None

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 29, 2020 at 7:00PM at the North Cornwall Township building.

PUBLIC WORKS

Recreation Board:

Mr. Long noted the plaque honoring Mr. Gloninger to be installed at the Gloninger Woods Park Day in May is estimated to cost \$3,000. The next meeting is January 20, 2020.

Highway/Recycling:

Mr. Wahmann questioned Mr. Long about the Loader. Mr. Long stated he is investigating and will have a better idea by mid-year.

Sanitary Sewer/MS4 Stormwater: None.

ADMINISTRATION

Approval of Minutes:

Mr. Wahmann motioned to approve the minutes from the December 17, 2019 regular meeting as written. Mr. Sell seconded. All voted in favor.

Treasurer's Report/Fund Balance Report:

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

Manager's Report:

Mr. Long shared the following administrative items, none of which required Action this evening:

- The LCCD extended an invitation to participate in a program offering tree tape as a Spotted Lantern Fly deterrent.
- The Neversink Fire Company Retention Program.
- The results of the Wellspan Go Lebanon activity program at Gloninger Woods Park over the Summer of 2019. The Supervisors granted permission for Wellspan Go Lebanon to use Snitz Creek Park for this coming summer.
- A meeting with Steve Sherk of Steckbeck Engineering, Tom Long and the bridge inspectors will take place on January 19, 2020. PennDOT has given the Township permission to do specific work on multiple bridges. Mr. Long expect to formulate a game plan at the meeting.
- The PA Fish and Boat Commission has denied the Township's request for grant money to fund the Snitz Creek Restoration Project.

New Business: None.

Old Business:

Discussion: Adoption of Ordinance #314, the Spangler Road Large Vehicle Restrictions. ACTION: Mr. Wahmann moved to adopt Ordinance #314. Mr. Sell seconded the motion. All voted in favor.

Solicitor's Report:

Ms. Leonard reported the she has had no response from American Tower.

Supervisor's Report: None

Additional Public Comment: None

Adjournment:

Motion to adjourn meeting was made by Mr. Wahmann at 8:00pm and was seconded by Mr. Sell. All voted in favor.

Submitted,
Thomas J. Long, Sr.
Township Manager
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