

**North Cornwall Township
General Meeting Minutes
October 6, 2020**

Call to Order:

The October 6, 2020 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Abram at 7:00 pm with the Pledge of Allegiance to the Flag.

In attendance were Supervisors, Samuel Abram, Jr., Chairman, Ron Sell, Vice-Chairman, Michael Wahmann, Treasurer, Thomas J. Long, Sr., Township Manager, Steve Sherk of Steckbeck Engineering, Inc., and Amy Leonard of Henry & Beaver Law Office.

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

Executive Session:

Executive Session was held on September 15, 2020 to discuss Legal matters.

Executive Session was held on October 6, 2020 to discuss Legal matters.

No Action was taken at either Executive Session.

Public Comment: None

Plan Briefing/ Presentation Request(s):

Discussion/Action – 1701 Cornwall Road, Request for Signage Square Footage Exemption. North Cornwall Health Center will be replacing the sign facing Isabel Drive and would like to add a sign on the front of the building for Orthopedic Urgent Care. This would exceed their allowance by 70.25 sq. ft. Mr. Abram made a motion to approve the square footage waiver. Mr. Wahmann seconded the motion. All voted in favor.

Discussion/Action – Bible Fellowship Church Land Development Plan. Josh Weaber of Chrisland Engineering and Kevin Hostetter of Bible Fellowship Church were both in attendance. Mr. Wahmann made a motion to approve the waiver for a Preliminary Plan Application. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to approve the waiver for the Traffic Evaluation Study. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion to approve the plan contingent upon receipt of the financial security. Mr. Sell seconded the motion. All voted in favor.

Township Engineer Report:

Discussion/Action – NCC Lot #2 – Land Development Plan Determination Request. Mr. Swank of Byler Holdings, LLC sent an email that included a PDF of the anticipated building and site layout as well as the site plan for the original approved layout.

Mr. Sell made a motion to require a revised LDP for NCC Lot #2. Mr. Wahmann seconded the motion. All voted in favor.

Discussion/Action - 440 Mill Street LDP Review Letter.

Since all required work is complete and the as-built information was provided, Steve Sherk of Steckbeck Engineering & Surveying, Inc. is recommending the Township release the remaining \$3,200.00 and terminate the letter of credit. Mr. Wahmann made a motion to release the financial security for the Brooke Kreider Subdivision Plan in the amount of \$3,200.00. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action - 1501 Quentin Road LDP Review Letter.

Mr. Sherk performed a site inspection to determine the status of completed improvements for the land development project and recommends a reduction of the financial security. Mr. Wahmann made a motion to release \$342,098.85 financial security leaving a balance of \$6,050.00. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action - Marcellus Shale Grant Award. The grant was approved for the maximum amount of \$25,000.00 toward the Snitz Creek Project. Additional grants will be applied for next year. Once the project is started, the bills get submitted to County Planning for reimbursement. Mr. Wahmann made a motion to execute the agreement for the Marcellus Shale Grant. Mr. Sell seconded the motion. All voted in favor.

Discussion - Bridge Permits. Mr. Sherk stated that they are working on the permits and anticipate submitting them by the end of 2020. Some have wetlands which require Bog Turtle screenings. Data sheets get submitted to U.S. Fish & Wildlife. All surveying is completed.

Discussion – 72/Cornwall Road Project. Mr. Sherk spoke with the Construction Manager regarding the status of the punch list items. Mr. Weaver of the Conservation District did a walkthrough. His main concern was the seeding/re-seeding. Mr. Sherk was more concerned with the lack of mowing. Mr. Abram asked if NCT could tar and chip the corner. Mr. Long suggested we contact the local PennDOT office since this is a state road.

Other topics that were briefly discussed:

22nd Street Subdivision. Working on reconstructing the line for the Subdivision.

Fieldcrest Road. Everything looks great. You can see clearly.

Meadowlane Farms. Shoulder width improvements.

PUBLIC SAFETY

Police Dept.: None

Trick or Treat is scheduled for October 29, 2020.

Zoning / Code / Planning Commission Report:

The next meeting is scheduled for October 28, 2020 at 7:00 pm.

Fire Dept: None

PUBLIC WORKS

Park & Recreation:

Meetings cancelled until further notice.

Highway/Recycling: None

Sanitary Sewer/MS4 Stormwater:

Mr. Long discussed the current percentages of responsibility for the joint users (Cleona Borough, Cornwall Borough, and West Cornwall Township). The draft agreement letter was sent to Cleona Borough. After we receive comments, a meeting will be scheduled. Ms. Leonard stated that the Shared Cost Agreement is not specific to Dairy Road. It applies to all shared facilities.

ADMINISTRATION

Approval of Minutes:

Mr. Abram made a motion to approve the minutes from the September 15, 2020 meeting as written. Mr. Sell seconded the motion. 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 a motion to approve the Treasurer's report. Mr. Sell seconded the motion. All voted in favor.

Draft #3 of the 2021 Budget was discussed. This will be reviewed again at next meeting.

Also discussed was the funded percentage of the police pension account.

Manager's Report:

Administrative Office - Misc. Activities & Correspondence:

Mr. Long presented the following Correspondence for the Board to review:

Lebanon County Planning/Lebanon Valley Rail Trail Phase 6 A/B Grant Submission and Status Report. The Township received a letter from Mr. Fitzkee of Lebanon County Planning Dept. to make us aware that they will be submitting the DCED MTF grant application.

Springwood Development's Phase 3 PennDOT Highway Occupancy Permit Approval

City of Lebanon Authority Rates for 2021. Mr. Beers of the City of Lebanon Authority submitted 2021 Sewage Treatment and Water Rates for budget purposes.

Springwood Development Partners, LP – Reimbursement Payment Due. According to the Settlement Agreement (April 20, 2010) between NCT and Springwood Development Partners, an Infrastructure Contribution installment in the amount of \$41,667.00 was due on September 30, 2020.

Mr. Swank is requesting a meeting regarding Phase 2. Mr. Abram stated that they need to meet with the Planning Commission first.

2021 Meeting Schedule Draft for Review. This will be discussed again at the next meeting.

New Business:

Discussion/Action – Township Auditor's 2020 – 2022 Proposal and 2020 Engagement Letter from Stanilla Siegel & Maser. 2020 - \$12,850, 2021 - \$13,100, and 2022 - \$13,400. Mr. Abram made a motion to accept the engagement letter from Stanilla, Siegel & Maser. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action – Township Employee Handbook Amendment. Section 3, Medical Insurance, Page 16.

Mr. Wahmann made a motion for the adoption of the proposed amendment to the Employee Handbook, Section 3, Medical Insurance, Page 16. Mr. Sell seconded the motion. All voted in favor.

Old Business:

Mr. Wahmann requested an update on the mailbox issue on Creekside Drive. Mr. Long stated that this issue has been resolved. A section of the lower portion below the mailbox was cut for water flow. Mr. Sherk reviewed and approved.

Solicitor's Report:

Ms. Leonard and Mr. Long are in the process of updating several ordinances including the Solicitation Ordinance and Fireworks Ordinance. Mr. Wahmann added the Traffic and Parking Ordinance.

Ms. Leonard also updated the Board on the 2020 Stormwater Management Fee Collections. We are at the point of filing the liens.

Supervisor's Report: None

Additional Public Comment: None.

Adjournment:

Mr. Wahmann motioned to adjourn the meeting. Mr. Sell seconded the motion. All voted in favor. The Meeting was adjourned at 8:16 pm.

Respectfully Submitted,
Thomas J. Long, Sr.
Township Manager
TJL/cm