

North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 4, 2021

Call to Order:

The January 4, 2021 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, Ronald Sell, Co-Chairman, Michael Wahmann, 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 2021:

Temporary Appointments:

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

Mr. Abram made motion to nominate Mr. Wahmann Chairman for 2021. Mr. Sell seconded the motion. Vote was unanimous.

Board Organization:

Meeting was turned over to the newly elected Chairman.

Mr. Wahmann nominated Mr. Sell to serve as the Vice-Chairman for the year 2021. 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. 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 April 18 – 21, 2021. Mr. Sell 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. 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. Abram seconded the motion. Vote was unanimous.

Appointments:

Mr. Wahmann moved to appoint all current full-time, weekly part-time, and seasonal part-time employees at the established hourly rates as approved in the 2021 budget. Mr. Abram 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. Abram 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 2021 IRS standard mileage rate of \$.56 per mile. Mr. Abram 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 2021-1. 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 #2021-2. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann motioned to pass Resolution 2021-2. Mr. Sell 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 2020 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$12,850.00 by Resolution 2021-3. 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 #2021-3. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann 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. Wahmann moved to name Fulton Bank, Jonestown Bank and Trust, Stifel/Battistelli 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. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann made motion to appoint the firm of Henry & Beaver Law Firm 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. Wahmann 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. Abram 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. Abram seconded the motion. Vote was unanimous.

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

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

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

Mr. Wahmann moved to appoint the Township's Public Works Director as the Township's Property Maintenance and Code Enforcement Officers and appoint Light-Heigel & Associates, Inc., and Associated Building Inspections LLC, as the Township's 3rd party 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 Code Inspection Service, Inc., Light-Heigel & Associates, Inc., and Associated Building Inspections LLC, registered with the PA Department of Labor & Industry, as the Township's Building Code Officials and 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. Wahmann 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. Abram seconded the motion. Vote was unanimous.

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

Mr. Wahmann moved to appoint William Yeagley to the North Cornwall Township Zoning Hearing Board to the appointed term of three (3) years from January 2021 to December 2023. Mr. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann 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. Sell 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. Wahmann 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. Wahmann moved to appoint the City of Lebanon Authority the duties of billing and collecting the Sanitary Sewer Collection and Conveyance fees. Mr. Abram 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 2021 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. Wahmann 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 2021 with a prevailing time of 6:00PM. Mr. Sell seconded the motion. Vote was unanimous.

Mr. Wahmann moved to accept the North Cornwall Township Planning Commission schedule to meet on the last Wednesday of each month in 2021, 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. Abram seconded the motion. Vote was unanimous.

Mr. Wahmann moved to accept the North Cornwall Township Elected Auditor's schedule to meet Tuesday, January 5, 2021. 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. Wahmann moved to accept the North Cornwall Township Authority schedule to meet Tuesday, October 19, 2021. 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. Wahmann moved to accept the North Cornwall Township Recreation Board schedule to meet on the third (3rd) Monday of the month in 2021. All meetings will be held at the North Cornwall Township Building and will commence at 12:00Noon. Mr. Sell 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. Wahmann moved for the Township Administrative and Police Office hours to be 7:00AM to 4:00PM Monday through Friday. Mr. Abram 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. Sell seconded the motion. Vote was unanimous.

Adjournment:

Mr. Wahmann moved to adjourn. Mr. Sell seconded the motion. Vote was unanimous. Reorganization closed at 7:15PM.

REGULAR MEETING

Call to Order:

The January 4, 2021 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:16 pm.

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

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

Executive Session: None

Public Comment: None

Plan Briefing: None

Township Engineer Report: None

PUBLIC SAFETY

Chief of Police: None

Fire Chief/Representative: None

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 27, 2021 at 7:00PM at the North Cornwall Township building.

PUBLIC WORKS

Recreation Board:

Meetings cancelled until further notice.

Highway/Recycling: None

Sanitary Sewer/MS4 Stormwater:

Dairy Road Pump Station updates: Mr. Long reported he has met with the Cleona representatives and Act One & Associates regarding the new pump station and has hopes to stay on schedule for the final design.

Also, he is waiting on an estimate for repair for pump number One at the Dairy Road pump station. The pump is 17 years old and is functioning, but badly in need of new bearings. He believes the Township will need to install a temporary bypass pump while pump number One is repaired.

ADMINISTRATION

Approval of Minutes:

Mr. Abram motioned to approve the minutes from the December 15, 2020 regular meeting as written. Mr. Sell seconded the motion. 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. Sell seconded. All voted in favor.

Manager's Report:

Mr. Long shared the following administrative items:

- Snow Emergency Declaration of December 16, 2020. ACTION: Mr. Abram moved to approve the Snow Emergency Declaration. Mr. Sell seconded the motion. All voted in favor.

- Nolt's Equipment Sales: The Township looks to address the sale of large equipment by the Nolt's on a location that is not zoned for such sales. Mr. Long will consult with Rettew before sending a letter of violation.
- Bank Account Changes: Mr. Abram noted he is comfortable with the monthly fee of \$70.00 to safeguard the bank accounts and recommends the Township accept the security coverage. ACTION: Mr. Abram motioned to accept the Fulton Bank charge of \$70.00 per month based on the recommendation of Jen Powers. Mr. Sell seconded the motion. Mr. Wahmann opposed.
- Mr. Long presented the letter from the Elections and Voter Registration office. It is the Official Notice asking the Township to certify the positions to be filled in the 2021 Primary Election.

New Business:

Discussion/Action: Mr. Long presented the new Township fee schedule for approval. Changes are due to the Solicitation and other new Ordinances and Resolutions of 2020. ACTION: Mr. Sell moved to approve the fee schedule Resolution 2021-04. Mr. Abram seconded.

Discussion/Action: Mr. Long presented a Handicap Parking Application from Debra Patsches of 2001 Walnut Street for approval. ACTION: Mr. Sell motioned to approve the Handicap Parking Application for 2001 Walnut Street. Mr. Abrams seconded the motion. All voted in favor.

Old Business:

Mr. Abram requested an Executive Session after the Board of Supervisors meeting this evening.

Solicitor's Report: None

Supervisor's Report: Mr. Wahmann requested Justin to assess the dumping of tree branches on the Gingrich property.

Additional Public Comment: None

The Board of Supervisors broke for an Executive Session at 7:49pm.

Adjournment:

Motion to adjourn meeting was made by Mr. Abram at 8:55pm and was seconded by Mr. Sell. All voted in favor.

Submitted,
 Thomas J. Long, Sr.
 Township Manager
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