

**North Cornwall Township  
General Meeting Minutes  
September 7, 2021**

**Call to Order:**

The September 7, 2021, 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, Ron Sell, Vice-Chairman, Samuel Abram, Jr., Treasurer, Thomas J. Long, Sr., Township Manager, Justin Thompson, Public Works Director, 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:**

An Executive Session was held on August 17, 2021, to discuss Legal matters. No Action was taken.

**Public Comment:** None

**Plan Briefing/ Presentation Request(s):**

Discussion – RFP First Citizens Community Bank. Mr. Long stated he met with and was not impressed with CCB and their services.

Discussion/ACTION - RFP Peoples Security Bank & Trust: Mr. Eric Long of Peoples Security Bank & Trust noted he is here to answer any questions and gave a review of the depositing services and rates to the Board. The Township recently utilized Peoples Security Bank & Trust for lending. ACTION: Mr. Abram motioned to move all the Township banking to Peoples Security Bank & Trust. Mr. Sell seconded the motion. All voted in favor.

Discussion/ACTION - 1519 Miller Street Parcel, Building Permit Request: Mr. Sherk reported the owner of the parcel wishes to construct a home. The builder, Gerald Musser needs to submit a Stormwater Management Plan as the design exceeds the exemption threshold. Mr. Long noted Mr. Musser has built in the Township previously and should be aware of the need of a Stormwater Management Plan. As per Jean Taylor, the realtor, the owner is under a tight timeline for the construction of the home and asks the Township to defer the Stormwater Management Plan and allow the building to commence. The Board discussed the matter. Ms. Leonard requested some form of financial security of the builder to ensure the SWMP will be completed. ACTION: Mr. Wahmann moved for the approval of a building permit for the parcel at 1519 Miller Street, dependent upon the financial security for Stormwater Management, which will be approved via a separate Stormwater Plan. Mr. Abram seconded the motion. All voted in favor.

**Township Engineer Report:**

Discussion/ACTION– Minor Subdivision Plan - Fessler 1734-1736 Center Street: Mr. Sherk reported the parcel is a Pleasant Hill duplex with two parcels and only one deed. Mr. Fessler wishes to subdivide to match the tax parcel. The Plan has been reviewed by the Township Zoning Officer as well as Matthew and Hockley. ACTION: Mr. Wahmann moved for the

approval of the subdivision Plan for Mr. Fessler at 1734 / 1736 Center Street. Mr. Abram seconded the motion. All voted in favor.

Discussion – DEP MS4 Compliance: Mr. Long stated the MS4 inspection with Leah Staley went well. She inspected the facility and found nothing out of compliance.

Discussion/ACTION – 22nd Street Bridge Project, Subdivision Plan, LVMC Correspondence: Mr. Long stated the Motorcycle Club is amenable to the subdivision tax assessment change and suggests the Board authorize Steve Sherk to go forward. ACTION: Mr. Abram motioned to authorize Mr. Sherk to move forward with the Subdivision Plan to address the outstanding issues at the 22<sup>nd</sup> Street bridge project with the Lebanon Valley Motorcycle Club. Mr. Sell seconded the motion. All voted in favor. Mr. Abram asked Mr. Sherk if the grant is coming from one or two different offices? Mr. Sherk explained the Rail Trail funding is separate, but the Rail Trail funding sets in motion the PennDOT funds. Mr. Wahmann noted this topic was discussed before the Covid-19 shutdown and PennDOT has earmarked these funds.

Mr. Sherk noted the Township building site plans are about 90% complete and a site work cost estimate should be forthcoming to Mr. Long soon. Chad Smith met with Robin Getz of Lebanon City, and as a part of the new building parcel is located within the City, she feels it is appropriate the Township submit a land development plan, as well as an O & M Agreement for the stormwater. Mr. Sherk is agreeable and will provide the requested information to Ms. Getz.

Lastly, Mr. Sherk and Mr. Thompson attended a pre-con meeting for Meadow Lane Farms, Phase 1. He has been told they expect to break ground around Sept. 14<sup>th</sup> and have their financial security in place. Mr. Long stated checks regarding MLF, PH 1 arrived in the mail today at the office. Ms. Leonard is concerned she has not received any Letter of Credit. Mr. Sherk believes all will be in place for the groundbreaking. He wants to address the blasting that will take place during construction as it could affect the Township's infrastructure. Mr. Long wants to video the sewer lines prior to blasting. Mr. Sherk noted the AES Ironwood line runs parallel to Walnut Street and he will reach out to Meadow Lane Farms and Maine Drilling & Blasting to make them aware.

## **PUBLIC SAFETY**

### **Police Dept.:**

ACTION – Muncibid Sale, 2012 Dodge Police Car: The Muncibid auction for the police car realized \$4,800. ACTION: Mr. Wahmann accepted the bid from Sam Mesidor of Brady Trucking, LLC for the 2012 Dodge charger in the amount of \$4,800. Mr. Sell seconded the motion. All voted in favor.

ACTION: Mr. Long requested permission to advertise the Chief of Police position. ACTION: Mr. Wahmann moved to approve the advertising of the Chief of Police position. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram asked if Mr. Long is prepared to advertise the police officer position, to which Mr. Wahmann noted there is no need to advertise if the Township hires from within. Mr. Abram suggested an executive session to discuss. Meanwhile, Mr. Long gave the Board a packet with the Administrative Assistant position description as a draft for review and future discussion.

### **Zoning / Code / Planning Commission Report:**

Planning Commission Report – None

The next meeting is scheduled for September 29, 202, at 7:00 pm.

**Fire Dept:**

Discussion/Action – Neversink Fire Co. Letter of Intent, DCED Evaluation Study: Mr. Thompson stated the letter of intent is the first step in getting an evaluation study, and he requested a Motion from the Board to do so. ACTION: Mr. Abram motioned to authorize the approving the DCED evaluation of our Fire Department for the Township needs. Mr. Sell seconded the motion. All voted in favor.

Ms. Leonard gave an update of the Lease situation between Neversink and the Township for the new fire truck. Neversink’s attorney, Ms. Gallo, contacted Ms. Leonard regarding some minor language changes, such as clarifying the Township owns the factory installed items, as well as provisions for inspecting, repairs, maintenance, and default notifications. Mr. Abram asked Ms. Leonard to alert Ms. Gallo that the sooner the Lease is signed by Neversink, the sooner the Township can clear the way for the additional equipment Neversink requested to be ordered and installed on the new pumper.

**PUBLIC WORKS**

**Park & Recreation:** No meeting held.

**Buildings / Highway / Recycling:**

Discussion/Action – Presentation: NCT Administration Building Design Updates: Carol Hickey presented the Board with sample drawings and the latest building design plan for review. There were minor changes to the design due to ADA requirements. A discussion about design, insulation, outside lettering, windows and their placement ensued. She will bring samples of materials to view at the next Board meeting.

**Sanitary Sewer/MS4 Stormwater:**

Discussion/Action – Dairy Road Pump Station Project Updates: Mr. Long presented the Board with photos of the Beck Creek interceptor. The entire line has been videoed and it shows the areas that need re-lining. The cost estimate for the project is \$150,000 and the repairs will span over the next few years. Mr. Thompson asked Ms. Leonard if the Township could use some of the Covid-19 relief funds towards the project and Ms. Leonard said yes. ACTION: Mr. Abram motioned to authorize Act One and Associates assemble a bid packet to correct the Beck Creek interceptor line. Mr. Sell seconded the motion. All voted in favor.

Mr. Long noted regarding the Dairy Road pump station, he asked Rob Shaffer of Act One & Associates to reach out to clarify some misunderstandings about the Agreement with the Cornwall Borough and Cleona. Mr. Long stated things are moving forward.

**ADMINISTRATION**

**Approval of Minutes:**

Mr. Wahmann asked the Meeting Minutes of August 17, 2021 include his comment regarding the purchase of a new police car. The Minutes will be amended and approved at the September 21, 2021, Board of Supervisors meeting.

**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 a motion to approve the Treasurer’s

report to be filed for annual audit and the payment of the bills presented. Mr. Sell seconded the motion. All voted in favor.

**Manager's Report:**

**Administrative Office - Misc. Activities & Correspondence:**

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

- 2022 General Fund Budget – Draft #4. Mr. Long noted some minor adjustments regarding insurance.
- Leadership LV Day, Sept. 14, 2021, is being spearheaded by Josh Weaber of Chrisland Engineering and will be held at the Township building.
- County Assessment, Remove Two Township Parcels from Tax Assessment Rolls: Mr. Long verified the cell tower parcel on Walnut Street and the 1320 Cornwall Road property have been removed from the tax rolls.
- Meeting Request Letter from Attorney. A letter from the Forney's attorney requesting a meeting regarding property damage from vandals driving through their farm fields.
- Noise Complaint Letter. A letter from a resident on Oak Street complaining about the excessive noise of a neighbor's vehicle.

**New Business:**

Discussion/Action: Revisions to NCT Traffic Ordinance: Mr. Long and Mr. Thompson finished reviewing the Ordinance. Ms. Leonard reviewed it as well and said there are some minor items that need clarified and she will continue to work on it.

**Old Business:**

Discussion/Action: Sunoco Agreement, Letter of Credit and Escrow Funds Release: Mr. Long received a letter requesting a release of the Letter of Credit and funds of the Sunoco Agreement. The Agreement was for Sunoco pipeline work in the area of Zinn's Mill Road and Spangler Road in the Township. The amount authorized to be released is \$1,592.62. ACTION: Mr. Wahmann moved to release the escrow funds for the Sunoco Agreement. Mr. Sell seconded the motion. All voted in favor. ACTION: Mr. Wahmann moved to amend the Action to include the release of the Letter of Credit. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action: Employee Handbook – Township Attorney(s) Review: Mr. Long stated the Employee Handbook has been forwarded to Ms. Leonard and our Labor Attorney for a review.

Discussion/Action: 2022 Meeting Schedule: The Board concluded there will be a Mid-Month, but no Regular Board of Supervisors meeting in July of 2022.

**Solicitor's Report:**

Sign Ordinance: Ms. Leonard noted in reviewing the Sign Ordinance she has identified some issues and inconsistencies. She will work on clarifying the issues.

**Supervisor's Report:** None

**Additional Public Comment:** None

**Executive Session:**

The Board held an executive session at 8:58pm and resumed the regular meeting at 9:10pm. No action was taken.

**Adjournment:**

The Meeting was adjourned by Mr. Abram at 9:11pm.

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