

**North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 3, 2022**

Call to Order:

The January 3, 2022 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:00pm with the Pledge of Allegiance to the Flag.

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

Others in attendance per the attached sign-in sheet.

REORGANIZATION PORTION FOR YEAR 2022:

Temporary Appointments:

Mr. Abram made a motion to appoint Thomas J. Long, Sr. temporary recording secretary. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion nominating Mr. Abram as Chairman for 2022. Mr. Wahmann seconded the motion. All voted in favor.

Board Organization:

Meeting was turned over to the newly elected Chairman, Samuel Abram, Jr.

Mr. Abram made a motion nominating Mr. Wahmann to serve as the Vice-Chairman for the year 2022. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion to appoint Mr. Sell as the Treasurer and will recommend no compensation be set by the Township Board of Auditors. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Abram made a motion to appoint Ron Sell as the Board of Supervisors representative on the North Cornwall Agricultural Security Board. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Abram made a motion to appoint Supervisor Mike Wahmann, and Thomas J. Long as North Cornwall Township Delegates at the PA State Supervisors' Association Convention to be held April 24 – 27, 2022. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Abram made a motion to pay Supervisors \$2,500.00 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. All voted in favor.

Appointments:

Mr. Sell made a motion to appoint all current full-time, weekly part-time, and seasonal part-time employees at the established hourly rates as approved in the 2022 budget. Mr. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Wahmann made a motion 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 2022 IRS standard mileage rate of \$.58.5 cents per mile. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion 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 2022-01. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2022-01. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion to have member contributions set at a rate of 4.5% for the Police Pension Plan by Resolution #2022-02. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2022-02. Mr. Abram seconded the motion. All voted in favor.

Mr. Sell made a motion for the appointment of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2021 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$13,100.00 by Resolution 2022-03. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2022-03. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Sell made a motion 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. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion to name Peoples Security Bank & Trust, 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. All voted in favor.

Mr. Wahmann made a 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. All voted in favor.

Mr. Wahmann made a motion to appoint the firm of Eckert Seamans Cherin & Mellott, LLC, and Henry & Beaver Law Firm for special counsel labor issues and sanitary sewer legal agreements on a per need basis, based on a fee rate schedule provided at time of service. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Wahmann made a motion 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 rate schedule provided at time of service. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Steckbeck Engineering as the Township Consulting and Stormwater Engineer on a per need basis, based on a fee rate schedule provided at time of service. Mr. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion to appoint Chrisland Engineering, Rettew Associates, 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. All voted in favor.

Mr. Wahmann made a motion to appoint Dewberry Goodkind, Wilson Consulting Group, and Steckbeck Engineering as the Bridge Engineers, for services required by the Township on a per need basis, based on a fee rate schedule provided at time of service. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Act One & Associates as the Township Sanitary Sewer Engineer on a per need basis, based on a fee rate schedule provided at time of service. Mr. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion to appoint Steckbeck Engineering and Rettew Associates as the Township's Zoning Consultants and appoint the Building & Zoning Permit Office Administrator, Township Manager and Assistant Township Manager as Zoning Officers for North Cornwall Township. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint the Township's Public Works Director as the Township's Property Maintenance and Code Enforcement Officers and appoint 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. All voted in favor.

Mr. Sell made a motion to appoint Commonwealth Code Inspection Service, 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 rate schedule provided at time of service. Mr. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion 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. All voted in favor.

Mr. Wahmann made a motion to appoint William Yeagley as the Township's PEMA Certified Emergency Management Coordinator. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Earl Meyer to the North Cornwall Township Zoning Hearing Board for the appointed term of three (3) years from January 2022 to December 2024. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Bob Gearhart to the North Cornwall Township Planning Commission for the appointed term of five (5) years from January 2022 to December 2026. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion to appoint Thomas J. Long and Sam Abram to the North Cornwall Township Authority for the appointed term of five (5) years from January 2022 to December 2026. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Brian Deiderick to the North Cornwall Township Recreation Board for the appointed term of five (5) years, from January 2022 to December 2026. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion 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. All voted in favor.

Mr. Abram made a motion 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. Wahmann seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Keystone Municipal Collections the duties of billing and collecting the Stormwater PRP fees. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion 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. All voted in favor.

Mr. Wahmann made a motion for the Board of Supervisors to meet at the North Cornwall Township Building on the first (1st) Tuesday of each month during 2022 with a prevailing time of 7:00pm, except for the month of July. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion for the Board of Supervisors to meet for mid-month meeting at the North Cornwall Township building on the third (3rd) Tuesday of each month during 2022 with a prevailing time of 6:00pm. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to accept the North Cornwall Township Planning Commission schedule to meet on the last Wednesday of each month in 2022, 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. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to accept the North Cornwall Township Elected Auditor's schedule to meet Tuesday, January 4, 2022. The meeting will be held at the North Cornwall Township Building and will commence at 6:00pm. Mr. Abram seconded the motion. All voted in favor.

Mr. Abram made a motion to accept the North Cornwall Township Authority schedule to meet Tuesday, October 19, 2022. The meeting will be held at the North Cornwall Township Building and will commence at 5:30pm. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Wahmann made a motion to accept the North Cornwall Township Recreation Board schedule to meet on the third (3rd) Monday of the month in 2022. All meetings will be held at the North Cornwall Township Building and will commence at 12:00pm. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion 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. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion for the Township Administrative and Police Office hours to be 7:00am to 4:00pm, Monday through Friday. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion for the Township Road Department hours to be 7:00am to 3:30pm. Mr. Abram seconded the motion. All voted in favor.

Adjournment:

Mr. Wahmann made a motion to adjourn. Mr. Sell seconded the motion. All voted in favor. Reorganization closed at 7:19pm.

REGULAR MEETING

Call to Order:

The January 3, 2022 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Abram at 7:19pm.

In attendance were Supervisors Sam Abram, Chairman, Michael Wahmann, Vice-Chairman, Ronald Sell, Treasurer, Thomas Long Sr., Township Manager, Justin Thompson, Public Works Director, 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

PRESENTATION/REQUESTS: None

PLANNING – ENGINEERING:

Planning – Presentation Request: None

Township Engineer Report:

Discussion/Action – Nolt’s Garden Center – Financial Security Reduction Request #1. Mr. Sherk of Steckbeck Engineering sent a letter listing punch list items to be completed. He recommended releasing financial security in the amount of \$53,000.00, leaving a balance of \$20,000.00. Mr. Wahmann made a motion to reduce financial security in the amount of \$53,000.00. Mr. Sell seconded the motion. All voted in favor.

PUBLIC SAFETY

Chief of Police: None

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 26, 2022, at 7:00pm at the North Cornwall Township building.

Fire Chief/Representative: Mr. Thompson stated that they are still waiting on parts for the front suction on the new engine. Mr. Wahmann asked about the amber light that Neversink requested. If the amber light is a requirement, NCT would pay the invoice. If it is not a requirement, Neversink would be responsible for payment. The City has the amber light, but it is their policy, not a requirement. Mr. Yeagley did some research and was unable to find any regulations to support a requirement for an amber light.

Mr. Thompson stated that the information from the DCED study has been submitted.

PUBLIC WORKS

Park & Recreation:

NCT Recreation Board Meetings – None

The signs are installed at both parks. The sign at Gloninger Woods Park is ready for programming. The sign at Snitz Creek Park is not. The conduit still needs to be run.

There are member openings for the Rec Board (we have two possibilities). Discussion followed regarding the meeting scheduling. Mr. Abram said the meet quarterly, and as needed. Mr. Long stated that the meeting schedule was already approved as monthly meetings.

Buildings/Highway/Recycling:

Discussion/Action – Administration Building Project. Chrisland Engineering is fine-tuning the cost estimate for the building and the land development. The new numbers will be presented at the next meeting.

Woodland Contractors will be doing the snow removal in the Creekside Development.

Sanitary Sewer/MS4 Stormwater:

Discussion/Action - Dairy Road Pump Station Replacement Project updates: Mr. Long spoke with Mr. Cox of Eckert Seaman. He will draft a letter to all three (3) shared users (Cleona Borough, West Cornwall Township Municipal Authority, and Cornwall Borough. Mr. Long will share the draft letter upon receipt.

ADMINISTRATION

Approval of Minutes:

Mr. Sell made a motion to approve the minutes from the December 21, 2021, meeting as written. Mr. Wahmann seconded the motion. All voted in favor.

Treasurer's Report/Fund Balance Report:

Mr. Long stated that the Mid-month meeting will have the true balances for 2021. 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.

Mr. Wahmann said that he read that there is a regulation that only allows 25% of annual revenue in the Reserve Fund. He asked Ms. Leonard if that is total, or any given year? Ms. Leonard stated that the same question was asked of PSATS, but she hadn't had time to watch the video. She will get the answer and report it to Ms. Powers.

Manager's Report: None

NEW/OLD BUSINESS – SOLICITOR & SUPERVISOR REPORTS

New Business: None

Old Business: None

Solicitor's Report: None

Supervisor's Report: None

Public Comment: None

The Board of Supervisors broke for an Executive Session at 7:39pm.

Adjournment:

Motion to adjourn meeting was made at 8:21pm.

Submitted,
Thomas J. Long, Sr.
Township Manager
cm