

**North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 3, 2023**

Call to Order:

The January 3, 2023 meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Abram at 7:00pm with the Pledge of Allegiance to the Flag.

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

Others in attendance per the attached sign-in sheet.

REORGANIZATION PORTION FOR YEAR 2023:

Temporary Appointments:

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

Mr. Abram made a motion to appoint Mr. Wahmann as Chairman for 2023. Mr. Sell seconded the motion. All voted in favor.

Board Organization:

Meeting was turned over to the newly elected Chairman, Michael Wahmann.

Mr. Wahmann made a motion to appoint Mr. Abram as the Vice-Chairman for the year 2023. Mr. Sell seconded the motion. All voted in favor.

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

Mr. Wahmann made a motion to appoint Thomas J. Long, Sr. the Secretary and will recommend no compensation be set by the Township Board of Auditors. Mr. Abram seconded the motion. All voted in favor.

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

Mr. Abram made a motion to appoint Supervisor Mr. Wahmann, and Thomas J. Long as North Cornwall Township Delegates at the PA State Supervisors' Association Convention to be held April 23 – 26, 2023. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Thomas J. Long, Sr. as the North Cornwall Township Voting Delegate at the PA State Supervisors' Association Convention. Mr. Sell seconded the motion. All voted in favor.

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

Appointments:

Mr. Wahmann 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 2023 budget. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann 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 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 established 2023 IRS mileage rate set by the North Cornwall Township Board of Auditors. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Justin Thompson, Assistant Manager, as Acting Pension Trustee and Jennifer Powers, Financial Administrator, as Pension Administrator Officer of the Township's Pension Plans by Resolution 2023-01. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2023-01. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to have member contributions set at a rate of 4.5% for the Police Pension Plan by Resolution #2023-02. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2023-02. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion for the appointment of Stanilla, Siegel and Maser LLC, as the qualified CPA firm to perform the 2022 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$13,400.00 by Resolution 2023-03. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2023-03. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann 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. Wahmann made a motion to set the Real Estate General Purposes Tax at 1.500 Mills; the Fire Protection Special Purpose 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. Wahmann 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. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint the firm Nikolaus & Hohenadel, LLP and Henry & Beaver Law Firm for special counsel services on 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. 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. Wahmann made a motion to appoint Steckbeck Engineering as the Township's Consulting and Stormwater Engineer 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. Wahmann 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 rate schedule provided at time of service. Mr. Abram 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. Wahmann 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. Wahmann 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, and the Public Safety Officer 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 rate schedule provided at time of service. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Commonwealth Code Inspection Service, Inc., and Associated Building Inspections LLC, registered with the PA Department of Labor & Industry and 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. Wahmann made a motion to appoint William Yeagley as the Township's Emergency Services Specialist Consultant on a per need basis, based on the fee schedule provided at time of service. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann 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. Sell 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. Abram seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Frank Stewart to the North Cornwall Township Zoning Hearing Board for the appointed term of three (3) years from January 2023 to January 2026. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Brian Deiderick (alternate) to the North Cornwall Township Zoning Hearing Board for the appointed term of three (3) years from January 2023 to January 2026 by Resolution 2023-04. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to pass Resolution 2023-04. Mr. Sell 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. Abram seconded the motion. All voted in favor.

Mr. Wahmann 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. Abram 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. Wahmann made a motion to appoint the City of Lebanon Authority the duties of billing and collecting the Sanitary Sewer Collection and Conveyance fees. Mr. Sell 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 2023 with a prevailing time of 7:00pm, except for the months of July and November. Mr. Abram seconded the motion. All voted in favor.

Mr. Wahmann 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 2023 with a prevailing time of 6:00pm except for the month of May. 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 2023, 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. All voted in favor.

Mr. Wahmann made a motion to accept the North Cornwall Township Elected Auditor's Meeting schedule to meet Wednesday, January 4, 2023. The meeting will be held at the North Cornwall Township Building and will commence at 6:00pm. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to accept the North Cornwall Township Authority schedule to meet Tuesday, October 17, 2023. The meeting will be held at the North Cornwall Township Building and will commence at 5:30pm. Mr. Abram 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 2023. 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. Wahmann 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 Dept. Office hours to be 7:00am to 4:00pm, Monday through Friday. Mr. Sell 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. Abram made a motion to adjourn at 7:17pm. Mr. Sell seconded the motion. All voted in favor.

REGULAR MEETING

Call to Order:

The January 3, 2023, meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:17pm.

Executive Session: None

Public Comment:

Mr. Tomco asked if the property tax of 1.5 mills is the same as the previous year. Mr. Wahmann stated that it is up .1 mills.

PUBLIC SAFETY:

Fire Department/Emergency Services: None

Police Department: None

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 25, 2023, at 7:00pm at the North Cornwall Township building.

PLANNING – ENGINEERING:

Planning – Presentation Request: None

Township Engineer Report: None

PUBLIC WORKS:

Park & Recreation:

The next Recreation Board meeting will be held January 16, 2023, at 12:00pm at the North Cornwall Township building.

Buildings/Highway/Recycling:

Discussion/Action – New Administration Building - Shannon A. Smith Electric Pay Request #5. Mr. Abram made a motion to approve Pay Request #5 to Shannon A. Smith Electric in the amount of \$109,269.00. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action - New Administration Building - LA Builders Change Order(s) 1007, 1008, and 1009.

Mr. Abram made a motion to approve Change Order 1007 in the amount of \$2,511.60. Mr. Sell seconded the motion. All voted in favor.

Mr. Abram made a motion to approve Change Order 1008 (Deleting Change Order 1007) in the amount of (\$2,511.60).

Mr. Wahmann seconded the motion. All voted in favor.

Mr. Abram made a motion to approve Change Order 1009 in the amount of \$6,757.40. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action - New Administration Building - LA Builders Pay Request #7. Mr. Sell made a motion to approve Pay Request #7 in the amount of \$217,794.56. Mr. Abram seconded the motion. All voted in favor.

Discussion/Action - New Administration Building - Construction Update. Mr. Thompson stated that the first load of block is scheduled to be delivered this Friday, January 6, 2023. Also, the rough drywalling inside the building is complete. There is a job meeting scheduled for tomorrow at 10:00am. A revised schedule will be presented. Windows cannot be ordered until the block is installed.

Sanitary Sewer/MS4 Stormwater:

Discussion/Action - Dairy Road Pump Station Replacement Project updates: Mr. Long stated that we are waiting for the Engineering report from Ms. Henry of Cornwall Borough.

ADMINISTRATION:

Approval of Minutes:

Mr. Abram made a motion to approve the minutes from the December 19, 2022, meeting as written. Mr. Sell seconded the motion. All voted in favor.

Treasurer's Report/Fund Balance Report:

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

Manager's Report:

Administrative - Misc. Correspondence, Items to Report.

Discussion - Lebanon County Commissioners Letter, Explanation of Public Safety Fee Increase. Mr. Long stated that for the first time in 25 years the Public Safety Fee is being increased from \$.70 per capita to \$1.20 per capita.

BUSINESS/REPORTS:

New Business:

Discussion/Action - Resolution 2023-05, EIT-TCC Voting Delegate Representative. Mr. Abram made a motion to approve Resolution 2023-05. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action - Resolution 2023-06, PennDOT Traffic Signal Maintenance Agreement. Mr. Sell made a motion to approve Resolution 2023-06. Mr. Abram seconded the motion. All voted in favor.

Old Business: None

Solicitor's Report: None

Supervisor's Report: None

Public Comment:

Mr. Tomco asked what prompted the tax increase. Mr. Wahmann responded that there are several reasons:

1. An increase in operating costs.
2. There is a greater demand for services including more fire services; we are hiring a Public Safety Officer to do zoning enforcement and/or fire management issues.
3. The hiring of additional police officers.

Mr. Tomco believes that the Township should increase the Building/Zoning Permit Fees. Ms. Leonard stated that the Township would have to raise building permit fees for everyone, and that could be challenged in court.

Adjournment:

Mr. Abram made a motion to adjourn the meeting at 7:31pm. Mr. Sell seconded the motion. All voted in favor.

Submitted,
Thomas J. Long, Sr.
Township Manager
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