

**North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 2, 2024**

Call to Order:

The January 2, 2024 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, William Yeagley, 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 2024:

Temporary Appointments:

Mr. Wahmann appointed Thomas J. Long, Sr. as temporary recording secretary.

Mr. Sell made a motion to appoint Mr. Wahmann as Chairman for 2024. Mr. Yeagley 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. Yeagley as the Vice-Chairman for the year 2024. 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. Yeagley seconded the motion. All voted in favor.

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

Mr. Wahmann made a motion to appoint Supervisors Mr. Wahmann, Mr. Sell, and Mr. Yeagley, as well as Justin Thompson as North Cornwall Township Voting Delegates at the PA State Supervisors' Association Convention to be held April 14 – 17, 2024. 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. Sell 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 2024 budget. Mr. Sell 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. Sell 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 2024 IRS mileage rate set by the North Cornwall Township Board of Auditors. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell 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 2024-01. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2024-01. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to have member contributions set at a rate of 4.5% for the Police Pension Plan by Resolution #2024-02. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2024-02. Mr. Sell 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 2023 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$13,850.00 by Resolution 2024-03. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2024-03. Mr. Sell seconded the motion. All voted in favor.

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

Mr. Sell 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. Wahmann seconded the motion and stated that there was not increase for 2024. All voted in favor.

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

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

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

Mr. Yeagley 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. Sell seconded the motion. All voted in favor.

Mr. Yeagley made a motion to appoint Andrew J. Morrow of the firm of Spitler, Kilgore and Enck, PC 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. Wahmann seconded the motion. All voted in favor.

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

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

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

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

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

Mr. Yeagley made a motion to appoint the Township's Manager 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. Wahmann seconded the motion. All voted in favor.

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

Mr. Wahmann made a motion to appoint William Yeagley as the Township's Emergency Services Specialist Consultant. Mr. Sell seconded the motion. All voted in favor. Mr. Yeagley abstained.

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. Sell seconded the motion. All voted in favor. Mr. Yeagley abstained.

Mr. Wahmann made a motion to appoint Samuel Abram, Jr. and William Christman III (alternates) to the North Cornwall Township Zoning Hearing Board for the appointed term of three (3) years from January 2024 to December 2026 by Resolution 2024-04. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2024-04. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint James Brandt and Ed Copenhaver to the North Cornwall Township Planning commission for the appointed term of five (5) years from January 2024 to December 2028. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to appoint Robert Rakow and Steve Sherk to the North Cornwall Township Authority for the appointed term of five (5) years from January 2024 to December 2028. 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. Sell 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. Sell 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 2024 with a prevailing time of 7:00pm, except for the months of July and November. Mr. Sell 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 2024 with a prevailing time of 6:00pm. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to accept the North Cornwall Township Planning Commission schedule to meet on the last Wednesday of each month in 2024, 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 third Wednesday. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to accept the North Cornwall Township Elected Auditor's Meeting schedule to meet Wednesday, January 3, 2024. The meeting will be held at the North Cornwall Township Building and will commence at 6:00pm. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Sell made a motion to accept the North Cornwall Township Authority schedule to meet Tuesday, October 15, 2024. The meeting will be held at the North Cornwall Township Building and will commence at 5:30pm. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to accept the North Cornwall Township Recreation Board schedule to meet on the third (3rd) Monday of the month in 2024, except for February and December. All meetings will be held at the North Cornwall Township Building and will commence at 12:00pm. Mr. Yeagley 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, Memorial Day, Flag Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Mr. Yeagley seconded the motion. All voted in favor.

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

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

Adjournment:

Mr. Yeagley made a motion to adjourn at 7:16pm. Mr. Sell seconded the motion. All voted in favor.

REGULAR MEETING

Call to Order:

The January 2, 2024, meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:16pm.

Executive Session:

An executive session was held this evening prior to the Board of Supervisors Meeting. There was a recommendation made regarding personnel matters which will be handled by management.

Public Comment: None

PUBLIC SAFETY:

Fire Department/Emergency Services: None

Police Department:

The next Steering Committee Meeting will be held January 25, 2024, at 3:00pm at the North Cornwall Township building.

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 31, 2024, at 7:00pm.

PLANNING – ENGINEERING:

Planning – Presentation Request: None

Township Engineer Report: None

PUBLIC WORKS:

Park & Recreation:

The next Recreation Board meeting will be held January 15, 2024, at 12:00pm at the North Cornwall Township building.

Buildings/Highway/Recycling:

Discussion/Action – New Administration Building – Vision Mechanical, Pay request #10 in the amount of \$445.50. Mr. Sell made a motion to approve Pay Request #10 to Vision Mechanical in the amount of \$445.50. Mr. Wahmann seconded the motion. All voted in favor.

Discussion/Action - New Administration Building – Vision Mechanical, Pay request #11, retention in the amount of \$1,298.49.

Mr. Sell made a motion to approve Pay Request #11 to Vision Mechanical in the amount of \$1,298.49. Mr. Wahmann seconded the motion. All voted in favor.

Discussion/Action - New Administration Building – Shannon A. Smith Electric, Pay Request #14. This is the final payment in the amount of \$27,113.97. Mr. Sell made a motion to approve Pay Request #14 to Shannon A. Smith in the amount of \$27,113.97. Mr. Yeagley seconded the motion. All voted in favor. Mr. Thompson stated that this project was under budget by \$5,082.00.

Sanitary Sewer/MS4 Stormwater: None

ADMINISTRATION:

Approval of Minutes:

Mr. Sell made a motion to approve the minutes from the December 19, 2023, meeting. Mr. Wahmann 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. Wahmann made a motion to approve the Treasurer’s report to be filed for annual audit and the payment of the bills as presented. Mr. Yeagley seconded the motion. All voted in favor.

Manager’s Report:

Administrative - Misc. Correspondence, Items to Report. None

BUSINESS/REPORTS:

New Business:

Discussion/Action - Resolution 2024-05, EIT-TCC Voting Delegate Representative. Mr. Sell made a motion to approve Resolution 2024-05. Mr. Yeagley seconded the motion. All voted in favor.

Discussion/Action - Resolution 2024-06, Destruction of Police Department Records. Mr. Sell made a motion to approve Resolution 2024-06. Mr. Yeagley seconded the motion. All voted in favor.

Discussion/Action – Resolution 2024-07, Destruction of Administrative Records. Mr. Sell made a motion to approve Resolution 2024-07. Mr. Yeagley seconded the motion. All voted in favor.

Old Business: None

Solicitor’s Report:

Discussion – SQ6 Project. Currently trying to solidify how to move forward with the design phase. They only have money for the design phase. They do not have funding for the construction phase. There is a proposed meeting with Steckbeck Engineering scheduled for next Monday.

Discussion – Mr. Wahmann asked where we are with the City Fire Services Agreement. Mr. Thompson stated that we had received a red-line version from City representatives which was reviewed and returned to them. Ms. Leonard said that our end is clean. The agreement should be ready for the Mid-month BOS Meeting in January. There is a resolution that goes with the agreement so Ms. Leonard will have that prepared for the mid-month meeting as well.

Discussion – Mr. Wahmann requested an update on the section of Wilhelm Avenue that the contractor didn’t complete. The estimate was approximately \$50,000.00. The cost is being split between the Township and Lebanon School District. Right now the roadway is rough but it will be worked on again in spring.

Supervisor’s Report: None

Public Comment: None

Adjournment:

Mr. Sell made a motion to adjourn the meeting at 7:27pm. Mr. Wahmann seconded the motion. All voted in favor.

Submitted,
Thomas J. Long, Sr.
Township Manager
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