

**North Cornwall Township
Supervisors Reorganizational/General Meeting
Minutes for January 6, 2025**

Call to Order:

The January 6, 2025, 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, Justin Thompson, Township Manager, Chief Timothy Knight, Lebanon County Regional Police Dept., and Amy Leonard, of Henry and Beaver Law Firm.

Others in attendance per the attached sign-in sheet.

REORGANIZATION PORTION FOR YEAR 2025:

Temporary Appointments:

Mr. Wahmann appointed Justin Thompson as temporary recording secretary.

Mr. Sell made a motion to appoint Mr. Wahmann as Chairman for 2025. Mr. Yeagley seconded the motion. All voted in favor.

Board Organization:

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

Mr. Wahmann made a motion to appoint Mr. Yeagley as the Vice-Chairman for the year 2025. 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 the Secretary 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 Mr. Sell as the Board of Supervisors representative on the North Cornwall Agricultural Security Board. Mr. Yeagley 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 May 4 - 7, 2025. 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 exception 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 2025 budget. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to accept that the Road Master position will not be held by an elected official, but by an 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. Yeagley 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 2025 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, Township Manager, as Acting Pension Trustee and Jennifer Powers, Financial Administrator, as Pension Administrator Officer of the Township's Pension Plans by Resolution 2025-01. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2025-01. 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 2024 year-end audits as required by Section 904 of the Second-Class Township Code for compensation not to exceed \$14,200.00 by Resolution 2025-02. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2025-02. 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. Yeagley seconded the motion. 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. Yeagley seconded the motion. All voted in favor.

Mr. Yeagley 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. Yeagley 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. 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. 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. 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. Wahmann made a motion to appoint Act One & Associates and Steckbeck Engineering as the Township Sanitary Sewer 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. Sell 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 Office Manager as Zoning Officers for North Cornwall Township. Mr. Yeagley seconded the motion. All voted in favor.

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

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

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

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

Mr. Sell made a motion to appoint William Christman III to the North Cornwall Township Zoning Hearing Board for the appointed term of three (3) years from January 2025 to December 2027 by Resolution 2025-03. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Wahmann made a motion to adopt Resolution 2025-03. Mr. Sell seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Ken Funk and Paul Weidman to the North Cornwall Township Planning Commission for the appointed term of five (5) years from January 2025 to December 2029. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Doug Leiby to the North Cornwall Township Authority for the appointed term of five (5) years from January 2025 to December 2029. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Jean Long as the Township Representative on the Greater Lebanon Refuse Authority Board for the appointed term of five (5) years from January 2025 to December 2029. Mr. Yeagley seconded the motion. All voted in favor.

Mr. Sell made a motion to appoint Sam Abram Jr. to the North Cornwall Township Vacancy Board for the term of one (1) year from January 2025 to December 2025. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Sell 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 \$1.00 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. Yeagley seconded the motion. All voted in favor.

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

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

Mr. Yeagley 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 2025 with a prevailing time of 7:00pm, except for the month of November which will be held on the second Tuesday and the month of July. Mr. Sell seconded the motion. All voted in favor.

Mr. Yeagley made a motion for the Board of Supervisors to meet for the mid-month meeting at the North Cornwall Township building on the third (3rd) Tuesday of each month during 2025 with a prevailing time of 6:00pm except for the month of May which will be held on the second Tuesday. Mr. Wahmann seconded the motion. All voted in favor.

Mr. Yeagley made a motion to accept the North Cornwall Township Planning Commission schedule to meet on the last Wednesday of each month in 2025, at the North Cornwall Township Building, with a prevailing time of 6:30pm, except for November and December, which will be held on the third Wednesday. Mr. Sell seconded the motion. All voted in favor.

Mr. Yeagley made a motion to accept the North Cornwall Township Elected Auditor's Meeting schedule to meet Wednesday, January 7, 2025. 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. Yeagley made a motion to accept the North Cornwall Township Authority scheduled for Tuesday, October 21, 2025. The meeting will be held at the North Cornwall Township Building and will commence at 5:30pm. Mr. Sell seconded the motion. All voted in favor.

Mr. Yeagley made a motion to accept the North Cornwall Township Recreation Board schedule to meet on the third (3rd) Monday of the month in 2025, except for February and December. 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. Yeagley 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. Sell seconded the motion. All voted in favor.

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

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

Adjournment:

Mr. Yeagley made a motion to adjourn at 7:15pm. Mr. Sell seconded the motion. All voted in favor.

REGULAR MEETING

Call to Order:

The January 6, 2025, meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 7:16pm.

Executive Session: None

Public Comment: None

PUBLIC SAFETY:

Fire Department/Emergency Services: None

Police Department:

Chief Knight reported that things are going well. The comments received have been positive. The officers are settling in. The early car was put on the schedule, and it has already paid off. The three graduates from the Academy are in the FTO Program. Mr. Wahmann verified that they are running 2-man cars. Mr. Thompson asked how the guys like the 12-hour shift. Chief Knight stated that there have been no complaints.

The next Regional Police Commission Meeting will be held January 14, 2025, at 6:30pm at the North Lebanon Township Municipal Building.

Zoning / Code / Planning Commission Report:

The next Planning Commission meeting will be held January 29, 2025, at 6:30pm. 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 on January 20, 2025.

Buildings/Highway/Recycling: None

Sanitary Sewer/MS4 Stormwater:

Discussion – Dairy Road Pump Station Project. Mr. Thompson stated that the clearing and grubbing was supposed to start today but was pushed back to later this week due to the snow. Also, the bond closed on December 30, and the bond proceeds have been received.

ADMINISTRATION:

Approval of Minutes:

Mr. Sell made a motion to approve the minutes of the December 17, 2024, meeting as written. Mr. Yeagley 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.

Mr. Yeagley abstained from signing the following checks. General Fund check #40459, Sewer Fund check #4831, and Stormwater Fund check #1690.

Manager's Report:

Administrative - Misc. Correspondence, Items to Report. None

BUSINESS/REPORTS:

New Business:

Discussion/Action - Resolution 2025-04, EIT-TCC Voting Delegate Representative. Mr. Sell made a motion to approve Resolution 2025-04. Mr. Yeagley seconded the motion. All voted in favor.

Discussion/Action – Resolution 2025-05, Destruction of Administrative Records. Mr. Sell made a motion to approve Resolution 2025-05. Mr. Yeagley seconded the motion. All voted in favor.

Old Business: None

Solicitor's Report:

Discussion/Action – Approval to File On-Lot Sewer Complaint – Authorize Township Manager to Sign and Verify Complaint. Ms. Leonard briefly outlined the process stating that this is a State mandated program. There are 3 non-compliant properties. Mr. Wahmann made a motion authorizing Ms. Leonard to proceed with filing the Notice and Complaints and Mr. Thompson to sign any documents necessary. Mr. Sell seconded the motion. All voted in favor.

Discussion/Action – 2040 Quentin Road, Letter of Credit Cancellation – Restricted Escrow Account. Mr. Wahmann made a motion to approve the cancellation of the Letter of Credit for the 2040 Quentin Road project and replacing it with a Restricted Escrow Account. Mr. Sell seconded the motion. All voted in favor.

Supervisor's Report:

Mr. Wahmann commended Chief Knight on the massive amount of work invested in the startup of the Regional PD.

Mr. Wahmann mentioned that there is a salary increase for elected Township Supervisors. Ms. Leonard stated that legislation has been passed to increase the stipend paid to Supervisors. The maximum rate is determined based on township population and can be paid as a flat rate lump sum or per meeting. The increase requires an ordinance. The new rate would be effective on the new term of service. Ms. Leonard will work on a sample ordinance.

Public Comment:

Thomas Long stated that he is aware that snow is to be removed from the sidewalk 24 hours after the snowfall ends. Will the Public Safety Officer be checking or waiting until a complaint is received. Mr. Thompson stated that he will be checking.

Adjournment:

Mr. Wahmann made a motion to adjourn the meeting at 7:35pm. Mr. Sell seconded the motion. All voted in favor.

Submitted,
Justin M. Thompson
Township Manager
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