

**North Cornwall Township
Mid-Month Meeting Minutes
April 16, 2024**

Call to Order:

The April 16, 2024, meeting of the North Cornwall Township Board of Supervisors was called to order by Mr. Wahmann at 6:00 pm 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, Steve Sherk of Steckbeck Engineering and Surveying, Inc., Amy Leonard of Henry and Beaver Law Offices, and Chief Harry Ward of North Cornwall Township Police Department.

Others in attendance are listed on the attached sign-in sheet.

Executive Session: None

Public Comment: None

PUBLIC SAFETY

Fire Department / Emergency Services:

Discussion – Neversink Fire Company Monthly Reports. Chief Shank summarized the reports for March including the Chief Engineer’s Report. Mr. Wahmann questioned the increase in mileage on Utility 14. Chief Shank stated that Utility 14 was used to deliver used tools near Erie. He also reported that the generator has sold.

Discussion - Mr. Sell stated that it has been about two (2) years since the DCED Study with the fire department. The Township has taken some steps in working with the Retention Program and taking over the equipment purchasing, and the contract with the City to ease the daytime costs for failed responses. Where is the Fire Company at in implementing the recommendations from the DCED Study. Ms. Scheib oversees that committee. The first item is the building. Last year a committee was formed, and a plan was put together. The committee has since been reformed. The new committee will be getting together this month to review the previous committee’s plan and make any changes or additions. The DCED Study was working a 5 – 10-year plan. As soon as they have a plan, they will present it to the Township Supervisor’s in hopes of moving forward with this joint venture.

Discussion - Ms. Sheib reported on the financials for the month of March.

Discussion – 2024 ISO Report. Chief Shank reported that compared to three years ago, we’ve improved to Class 5 – 5X. We are 4 points away from being Class 4.

Discussion/Action – Knox Box Request Letter. Mr. Thompson stated that the Township received a letter from Chief Shank of Neversink Fire Co. requesting an amendment. Fire Chief AJ Sweitzer of Lebanon City Fire Department is requesting a third Neversink Knox Box key for Car 1. The cost to purchase a Knox Key Defender unit is \$869.00. Any additional costs for mounting, bracket, hardware will be the responsibility of Lebanon City Fire Department. Mr. Yeagley made a motion to purchase the Knox Key Defender unit for \$869.00. Mr. Sell seconded the motion. All voted in favor.

Police Department:

Discussion – Chief Ward presented the report on department activities for the month of March.

All three Supervisor’s thanked Chief Ward for his 25 years of service to the Township and everything he has done.

Zoning/Code/Planning Commission Report:

The next Planning Commission meeting is scheduled for April 24, 2024, at 7:00pm.

PLANNING – ENGINEERING

Plan Briefing/ Presentation Request(s):

Discussion/Action – Lebanon Quittie Park, Land Development Plan. Mr. Thompson introduced Mr. and Mrs. Shreve. Mr. Shreve stated that they submitted signed documents, the Developer’s Agreement, the Stormwater O & M Agreement, the Agreement for Public Sidewalk or Trail Purposes last Friday. There are some nuances with the Letter of Credit, but it should be finalized by this Friday. Ms. Leonard stated that there are no changes to be made. She has no objection to conditional plan approval. Mr. Sherk stated that there is a portion of the project that is in the flood way so that portion cannot be started until the Floodway Encroachment Permit is received. Mr. Sherk also has no objection to conditional plan approval.

Mr. Wahmann made a motion to approve conditionally of the Lebanon Quittie Park Plan conditional upon the receipt of the final paperwork including the Letter of Credit. Mr. Sell seconded the motion. All voted in favor. Mr. Wahmann made a motion to approve the Developer’s Agreement for the Lebanon Quittie Park. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to approve the Stormwater Management Best Management Practices Operation and Maintenance (O&M) Agreement. Mr. Sell seconded the motion. All voted in favor.

Mr. Wahmann made a motion to approve the Agreement for Public Sidewalk or Trail Purposes. Mr. Sell seconded the motion. All voted in favor.

Township Engineer Report: None

PUBLIC WORKS

Parks & Recreation: Mr. Thompson reported that the April Meeting was cancelled.

Buildings/Highway/Recycling:

Discussion/Action – Approval to Hire Highway Maintenance Applicant. Mr. Thompson provided the Supervisor’s with Mr. Brian Shutter’s job application and is requesting approval to hire. Mr. Sell made a motion to approve the hiring of Brian Shutter for the Highway Maintenance position. Mr. Yeagley seconded the motion. All voted in favor.

Sanitary Sewer/MS4 Stormwater:

Discussion - Mr. Thompson stated that the meeting packet for the Lebanon County Stormwater Consortium is provided for review. The meeting was held last Tuesday due to the PSATS Convention. The main topic of discussion was the SQ-6 project.

Discussion/Action – Dairy Road Pump Station Project-Generator Quote. Mr. Thompson reminded the Supervisor’s that the plan is to order some of the equipment through CoStars and stockpile it. One of the longest wait time items is the generator. The wait is approximately 32 – 34 weeks. Mr. Thompson is requesting approval to submit the purchase order to Winter Engine – Generator, Inc. for \$117,000.00. The Township did receive three (3) quotes. Winter Engine was the best deal. Mr. Yeagley made a motion to approve the purchase of the generator from Winter Engines for \$117,000.00. Mr. Sell seconded the motion. All voted in favor.

ADMINISTRATION:

Approval of Minutes:

Discussion/Action – April 2, 2024, Meeting Minutes. Mr. Sell made a motion to approve the minutes of the April 2, 2024, meeting as written. Mr. Yeagley seconded the motion. All voted in favor.

Manager’s Report:

Administrative Office - Misc. Activities & Correspondence

Mr. Thompson thanked Chief Ward for his years of dedication to the Township.

BUSINESS/REPORTS

New Business:

Discussion/Action – North Cornwall Commons, Lot 20 Apartments LDP – Time Extension Letter. Mr. Thompson stated that North Cornwall Commons Apartments North, LLC submitted a letter to the Township granting a 90-day time extension, until July 23, 2024, in which to act on the Lot 20 Revised Final Land

Development Plan. Mr. Yeagley made a motion granting the 90-day extension to July 23, 2024. Mr. Sell seconded the motion. All voted in favor.

Old Business: None

Solicitor's Report:

Discussion – Ms. Leonard wanted to make the Township aware that under the Verizon Cell Tower Lease agreement, Verizon must begin paying rent as of May 1, 2024, if construction has not started. Construction has not started so we should begin receiving the rent payments in May.

Discussion – Meadow Lane Farms is ready to dedicate sewer lines in Phase 1 so we should be receiving the plans for that with the Deeds of Dedication within the next month.

Mr. Thompson mentioned that Springwood is also working on dedicating sewer lines.

Supervisor's Report: None

Additional Public Comment: None

Executive Session:

The Supervisors retired to Executive Session at 6:26pm. and returned at 7:18pm.

Adjournment:

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

Respectfully Submitted,
Justin M. Thompson
Township Manager