

# Welcome To *North Cornwall Township*



Dear Resident,

On behalf of everyone here, we would like to congratulate you on the purchase of your new home! Inside of this packet is a multitude of Township information. Our hope is that the pieces of information are helpful to you and provide you with a starting point for the many services and programs that are offered here at North Cornwall.

If at any point in time you have any questions or concerns, please do not hesitate to contact our office. Someone will always be happy to assist you!

We continually strive to provide our residents and businesses with a better community in which to live and work. We certainly look forward to working with you to achieve our goals!

Sincerely,

The North Cornwall Township Board of Supervisors & Staff

# General Information

**Hours of Operation:** Monday through Friday 7:00 AM to 4:00 PM

**Holidays (office closed):**

New Year's day

President's day

Good Friday

Primary Election day

Memorial day

Independence day

Labor day

General Election day

Thanksgiving day + day after

Christmas Eve

Christmas day

New Year's Eve

## Meetings

Supervisors (Regular): 1<sup>st</sup> Tuesday of each month (except January-1<sup>st</sup> Monday) at 7:00PM  
(Mid Month): 3<sup>rd</sup> Tuesday of each month at 6:00PM

Planning Commission: last Wednesday of each month (Call prior to confirm)

Recreation Board: 3<sup>rd</sup> Monday of each month at 8:00PM

\* Meetings are held at the Township Office & begin at 7:00PM, except otherwise noted

## Mailing Address:

320 South 18<sup>th</sup> Street  
Lebanon, PA 17042

## Phone Numbers:

Township 717-273-9200  
Police Dept. 717-274-0464

**FOR UP TO DATE HAPPENINGS, NEWS, AND ACCESS TO OUR  
CALENDAR VISIT OUR WEBSITE! → [www.nctown.org](http://www.nctown.org)**

# Who's Who at North Cornwall ??

## Meet our staff...

- ✓ Board of Supervisors, each serving a 6 year term
  - Sam Abram, Jr.
  - Mike Wahmann
  - Ron Sell
  
- ✓ Township Manager/Public Works Director: Thomas J. Long, Sr.
- ✓ Public Works Assistant: Justin Thompson
  
- ✓ Police Department
  - Chief John Leahy
  - Sgt. Harry Ward
  - Cpl. Paul Savini
  - Patrolmen:
    - Officer Althouse
    - Officer Brandt
    - Officer Fischer
    - Officer Groff
    - Officer Hain
    - Officer Houser
    - Officer Mohring
  
- ✓ Road Department
  - Rich Royer
  - Roy Oxenreider
  - Skip Binner
  - Mike Gruber
  
- ✓ Zoning Officer: Contact the Township Office 717-273-9200
  
- ✓ Office Personnel:
  - Administrative Assistants: Cory Marshall and Jen Tobias
  - Office Administrator/Recycling Coordinator: Jean Long
  - Financial Administrator: Jen Powers
  - Police Clerk: Pat Royer

# Frequently Requested



# Phone Numbers

~ALL ARE 717 AREA CODE~

North Cornwall Township Office: 273-9200

North Cornwall Police Dept: 274-0464

County of Lebanon Treasurers Office 228-4420

Keystone Municipal Collections: 272-3770

City of Lebanon Courthouse: 274-2801

Assessment Office: Ext. 2250

City of Lebanon Water Authority: 675-2181

Lebanon Water Maintenance Dept: 273-2506

Area Agency on Aging: 273-9262

Comcast Cable Company: 273-8511

Cornwall Lebanon School District: 272-2031

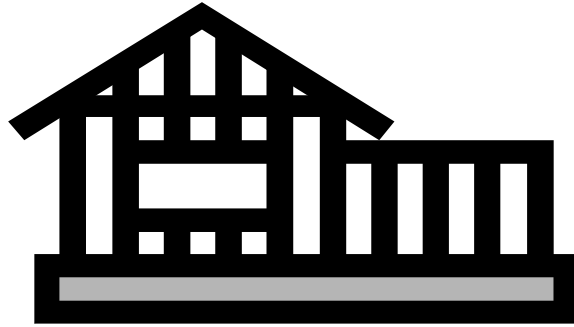
Greater Lebanon Refuse Authority: 867-5790

Lebanon County Humane Society: 273-3300

Representative Frank Ryan: 838-3823

U.S. Post Office: 274-2594

# Building and Zoning Permits



North Cornwall issues all building and zoning permits for home projects, housing developments, signs and commercial projects within the Township. To determine which Permit you need for your project, please read the information below:

- **Zoning Permits** - are designed for small projects that do not require PA code inspections, which include sheds, fences, cement slabs, patios, decks (less than 30 inches in height), hardscaping walls (under 4 feet in height), attached carports, accessory structures under 1,000 square feet, greenhouses, and agricultural buildings.

When submitting, be sure to have a completed Zoning permit application, construction drawings and/or specifications of the project, and a detailed site plan of your property. This site plan must give detailed information of every permanent structure on your property with each dimension listed, the location of the proposed project (plus dimensions) and how many proposed feet for placement from the property lines. An example is attached.

- **Building Permits** - projects that require code inspections, specifically projects that will have electric &/or plumbing installed (including a shed, deck, patio), decks over 30 inches in height, hardscaping over 4 feet in height, generators, canopies or awnings attached to structures, additions, new homes, in-ground pools, basement finishing. These are just a few examples. Please contact us if you are unsure.

When submitting, be sure to have a completed Building permit application (either residential or commercial), the non-refundable permit application fee (either \$100.00 for residential permits or \$250.00 for commercial permits), 3 sets of construction drawings/plans, and a detailed site plan of your property. This site plan must give detailed information of every permanent structure on your property with each dimension listed, the location of the proposed project (plus dimensions) and how many proposed feet for placement from the property lines. An example is attached. Lastly, be sure to indicate which inspection company you prefer to work with (information and options can be found below).

For more information on the Pennsylvania Uniform Construction Code, visit the Pennsylvania Department of Labor and Industry's website: [www.dli.state.pa.us](http://www.dli.state.pa.us) then select *Building Codes* from the Quick Links section on the right margin.

## **INSPECTION COMPANIES**

Since the inception of the state wide uniform construction code, we have three well qualified companies retained for all required inspections. When applying for any building, sign, demolition or other type of permit that requires inspections, applicants must choose either Associated Building Inspections (ABI), Commonwealth Code Inspection Services (CCIS), or Light-Heigel and Associates (L-H). Please visit their websites for additional information:

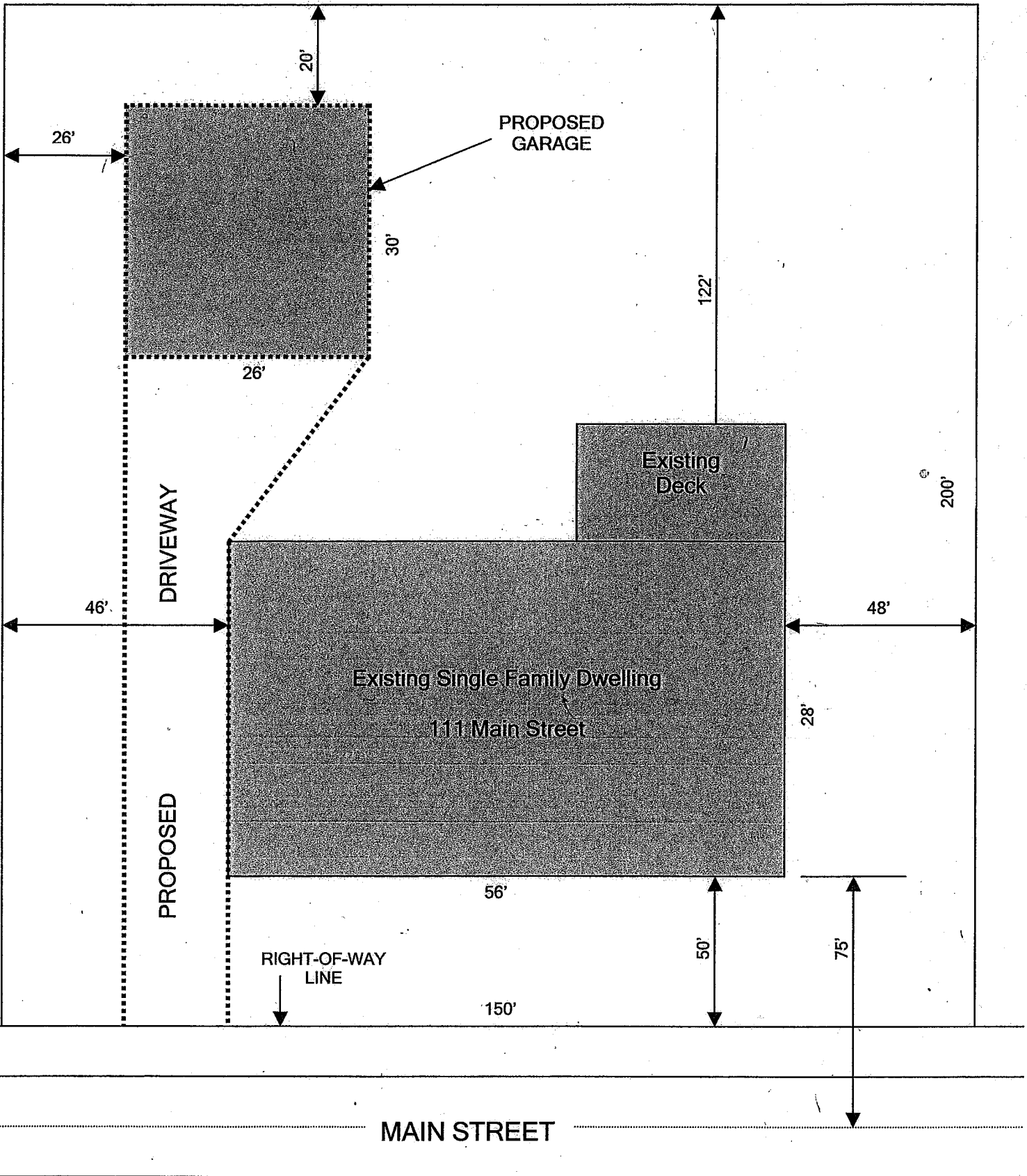
**ABI: [www.weknowcodes.com](http://www.weknowcodes.com)**

**CCIS: [www.codeservices.net](http://www.codeservices.net)**

**L-H: [www.light-heigel.com](http://www.light-heigel.com)**

If you are considering a project to either the interior or exterior of your home, please go to our website ([www.nctown.org](http://www.nctown.org)) or stop in our office for a permit packet.

If you have any questions, please feel free to contact our offices.



**EXAMPLE OF DETAILED SITE PLAN**

*"I have a complaint!"*



The Township has an official "Citizen Complaint Form" that needs to be completed when filing a complaint. You can either stop in the Township office to fill out a form or you can download one from our website ([www.nctown.org](http://www.nctown.org)).

Upon completing the form, please either hand it to one of the employees in the front office or mail it to the Township office to the attention of the Township Manager. The Manager will review the issue and refer the complaint to the proper department.

We will not accept anonymous complaints. In order for the Township to investigate any complaint or concern, you must complete the official form with your contact information.





# Copies

Please be aware that if you come into the Township office and request a copy of Township material you must follow these steps:

1. Fill out a “Right To Know” form.
2. The form must be approved by a Supervisor or the Manager.
3. Pay \$0.25 per page for the copies.

\*\*Please note that a page with information on both sides would cost \$0.50, and a page that must have some information redacted will incur an extra cost.



## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ (Attn: AORO)

Date of Request: \_\_\_\_\_ Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

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**DO YOU WANT COPIES?**  Yes, electronic copies preferred if available  
 Yes, printed copies preferred  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies?  Yes (*may be subject to additional costs*)  No  
*RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.*

**Please notify me if fees associated with this request will be more than**  \$100 (or)  \$\_\_\_\_\_.

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

*NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>*

Form updated Nov. 27, 2018

# PARKS &



# RECREATION

Here is a listing of Township playground/recreation sites in North Cornwall Township:

1. **Gloninger Woods Park**, located on 22<sup>nd</sup> Street, between Chestnut and Walnut Streets.
2. **Snitz Creek Park**, located along Oak Street adjacent to Snitz Creek.
3. **Dairy Road Baseball / Soccer Field** located on Dairy Road.

North Cornwall has a Recreation Board comprised of five members throughout our Township. This board meets at the Township office every 3<sup>rd</sup> Monday at Noon to review Township recreational needs, including summer programs. They act as an advisory committee to the Board of Supervisors. Members are appointed by the Supervisors for a five year term. Meetings are open to the public!

For questions regarding baseball sign-ups, baseball leagues, soccer leagues or other questions, please check the Township's website ([www.nctown.org](http://www.nctown.org)) for all Parks and Recreation information.

# Police Department



Our police force consists of nine full time officers, including the Chief of Police. Our officers make every effort to provide the highest level of service to our citizens and our community. They consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and confidence in their police services, to all members of the community.

They are committed to prevent crime, promote order, and to protect the rights, lives and property of the citizens of North Cornwall Township in a professional and caring manner.

Check our website ([www.nctown.org](http://www.nctown.org)) for more information on our Police department and a comprehensive list of all of the services that they offer to you.



# RECYCLING RECYCLING



Recycling is a mandatory program within North Cornwall. Residents can choose any Lebanon County licensed hauler for their garbage & recycling services. Recycling containers can be obtained through the Township office at no charge.

Because of the recycling program, burning is now prohibited throughout the Township. This is a regulation that comes directly from the State whenever any Township becomes mandated to recycle. The only exception is for farmers of normal farming operations with 25 acres or more, who must apply for a burning permit in the Township office. These farmers would only be able to burn yard materials that are wholly generated on their farms (e.g. branches, yard wastes, etc).

The Township does offer a free curbside collection for yard wastes twice a year, which is intended for normal spring/fall yard maintenance. The road crew is not a landscaping service. We offer a leaf waste curbside collection seasonally. In addition, we have a year-round recycling drop-off site for certain paper materials and yard waste materials (no sod, edging or grass clippings). Please call us for details!

We have various pieces of recycling education circulating throughout the entire Township each year. However, if at any point you have comments, concerns or questions, please do not hesitate to call.

For more information on the recycling program, please check our website ([www.nctown.org](http://www.nctown.org)) where we have a comprehensive list of all program information. There you will find out materials that you are required to recycle, how to prepare the material, hauler information, leaf & yard waste collection dates and MORE! In addition, we include updates on new recycling programs and how to properly dispose of unwanted items, such as prescription medication.



Thank you for responsibly recycling materials that would otherwise take up valuable landfill space!

Presently, the North Cornwall Township Recycling Drop-Off Site offers several receptacles for your recycling needs. The front portion of the site has three containers available to recycle paper items. One container is for recycling corrugated cardboard (edge view has a wavy center) and brown paper bags. The second container is for newspapers (& Lebanon Valley Merchandisers), inserts included! The third container is for mixed papers, which includes magazines, phone books, office paper, junk mail & even cereal box type material (very thin cardboard). No check-in necessary. Simply read the posted signs, find the appropriate container, and recycle! PAY CLOSE ATTENTION TO THE "STOP" SIGNS. These signs have items that are strictly prohibited in that particular container.

The rear portion of the site is for recycling yard waste materials. Acceptable items include tree branches (up to 5 inches in diameter & 8 feet in length), shrubs, twigs, garden materials, weeds, hedge clippings, flowers, plants, ornamental grass (tall & straw-like), and root systems free of dirt and can easily fit inside your green, recycling container. You may NOT drop off regular grass clippings from your yard, edging pieces from plant beds, sod, thatch, dirt, old mulch, large quantities of dried leaves, pine needles, fruits/vegetables/nuts or similar from trees or plants, and poisonous plants. ONLY small amounts of leaves that have blown under bushes or collected in flower beds during the winter months will be accepted (no more than one Twp recycling container) and are placed in a separate area.

We charge for the yard waste area only. Two options are offered: 1) a \$30.00 annual key card (valid January - December); \$5.00 deposit is required for first issuance of key card (refundable at the end of the calendar year with return of card) or 2) Pay As You Go - \$4.00 per bag or container at the time of each drop-off (maximum size of bag or container = 35 gallons). Bring ID & a check or money order. The Township does not accept cash or credit/debit cards.

Hours of operation are year round and are structured as follows:

- 1. Front of Site (paper materials) - Hours are the same as the bold, highlighted seasons, days & times listed below for the rear of the drop-off site.
2. Rear of Site (yard wastes) - key card accessible:
Spring/Summer hours (April 1st through September 30th)
Monday through Saturday 7:00am to 7:00pm; Sunday 10:00am to 7:00pm
Pay As You Go: Monday through Friday 7:00am to 3:30pm
Fall/Winter hours (October 1st through March 31st)
Monday through Saturday 7:00am to 5:00pm; Sunday 10:00am to 5:00pm
Pay As You Go: Monday through Friday 7:00am to 3:30pm



You MUST hold your key card up to the black reader box each time you bring in yard wastes, even if the gate is open. This ensures proper documentation per property for our annual reporting. Be sure to arrive a few minutes prior to the scheduled closing time; gates are programmed to close promptly at that time. First time users must set up account during normal hours, Mon-Fri 7am-3:30pm.

NORTH CORNWALL TOWNSHIP RECYCLING DROP-OFF SITE APPLICATION

I want to participate in North Cornwall Township's ("Township") Recycling Drop-Off Site program ("Program"). I have reviewed, understand and agree to abide by the regulations of the Program, which are subject to change. Further, I understand that participation in the Program is entirely voluntary. Additionally, I understand that Township personnel may not supervise the site of the Program and that there are certain inherent risks associated with participation in the Program. I voluntarily assume all risks associated with the Program including, but not limited to contact with other persons, injury which may result from strenuous activity and all such other risks being known and unknown by me. Having read this waiver and intending to be legally bound hereby, I release the Township, its Board of Supervisors, employees, agents, assigns, successors and their heirs from any and all claims, demands and/or causes of action which may be made by me or on my behalf in law or equity arising from my participation in the Program and agree to defend and indemnify the same against any action which may be made on my behalf for my participation in the Program.

Name of Property Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Driver's Licence #: \_\_\_\_\_
[ ] Annual Key Card (January - December)
[ ] Pay As You Go option

320 south 18th street lebanon, pennsylvania 17042
p: 717.273.9200 f: 717.274.0466 www.nctown.org

NCT SLT CB



# SCHOOL INFORMATION

## PUBLIC SCHOOL:

The Cornwall-Lebanon School District is the public school district that encompasses North Cornwall Township. If your son or daughter is of school age, be sure to contact the administrative office at 272-2031 or access their website ([www.clsd.k12.pa.us](http://www.clsd.k12.pa.us)) for information on:

- Tours
- Enrollment
- Available services
- Elementary schools within the district
- Locations of elementary, middle and high schools

## PRIVATE SCHOOLS:

If you are interested in private schooling within the Greater Lebanon area, please go to [www.privateschoolreview.com](http://www.privateschoolreview.com) for a complete list. From the homepage, select “Pennsylvania” and then “Lebanon County.”



## Lebanon County:

The Lebanon County Treasurer's Office, per North Cornwall Township Resolution 2016-20, fulfills the duties of billing and collecting Local and Lebanon County Real Estate (Property) Taxes. PROPERTY TAXES are mailed from the Treasurer's Office and should arrive by April 1<sup>st</sup>, and is due by December 31<sup>st</sup> of the same year. It is based on the valuation of the assessed land and whatever is built upon the land.

A portion of this tax gets distributed to the Township office (because your property is located within North Cornwall Township) and a portion goes to the County office (because your property is located within Lebanon County). Should you have any questions, you can contact the Treasurer's Office at 228-4420.

## Keystone Municipal Collections:

They distribute and collect SCHOOL TAXES. The school district in which you live is the Cornwall Lebanon School District. Their phone number can be found on the page of "Frequently Requested Phone Numbers." You can also find more information on their website ([www.keystonecollects.com](http://www.keystonecollects.com)) or call them at 272-3770.

Keystone also distributes and collects Local Services Tax, which only effects people who work within the Township and earn \$12,000.00 or more in one year's time.

**For more info: call 272-3770 or visit their website ([www.keystonecollects.com](http://www.keystonecollects.com)).**



# North Cornwall Township Storm Water Management Fee Program

## What is the storm water management fee?

A storm water management fee was established by North Cornwall Township to ensure Township-owned storm water management facilities are well-maintained and to pay for the implementation of programs and facilities designed to reduce storm water pollution. Storm water pollution is a Township-wide issue that must be properly managed to improve the quality of our local waterways. The operation and maintenance of a municipal separate storm sewer system (MS4) is expensive, especially when federal and state regulatory requirements concerning water quality are considered.

## Where do I pay my storm water management fee?

**Every February you will receive a billing from Keystone Collections Group for your storm water management fee.** Please make your check out to Keystone Collections Group and send it to their office. You will find their address and other contact information on the invoice for your storm water management fee.

## I'd like to understand more. Where can I find additional information on the stormwater management fee?

North Cornwall Township is committed to being as transparent as possible and continues to work in the best interest of all Township residents and property owners. The Township is assisting property owners in understanding the storm water management fee by providing a Stormwater Management Fee FAQ document, Credit and Appeal applications, as well as general information in the news section of our website at [www.nctown.org](http://www.nctown.org)

**NO DUMPING into  
STORMWATER INLETS!**



Contaminated Storm Water Runoff  
is Harmful & Deadly to Fish & Wildlife.



**COMMERCIAL BUSINESS SPILLS & DUMPING**



Stormwater Quality Testing



Wetlands, Riparian Buffers, and Rain Gardens are examples of a natural way to help control stormwater flooding, erosion, and water pollution. Pervious Pavement is a porous material used on parking lots and walking paths that allows stormwater drainage through the pavement to underground stone beds.

**RAIN GARDENS**



**WETLANDS**

**PERVIOUS PAVEMENT**



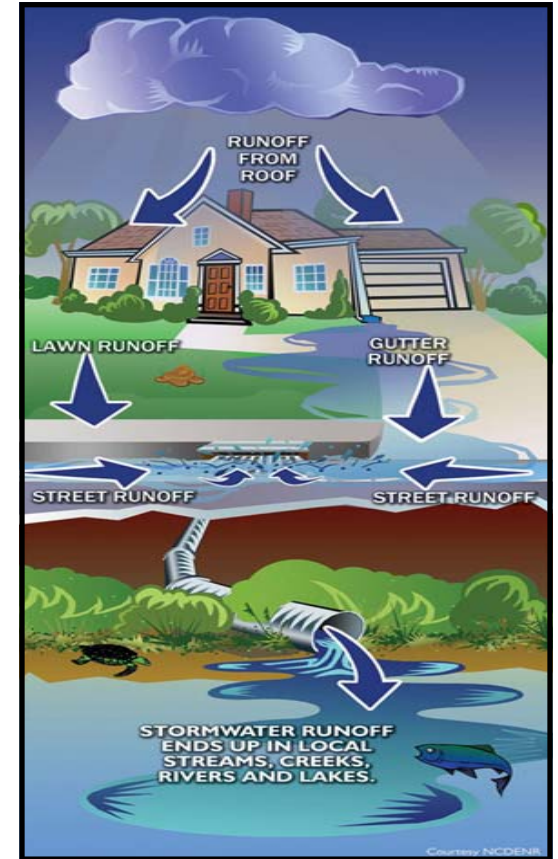
**RIPARIAN BUFFERS**

**WETLANDS**

**North Cornwall Township**  
320 S. 18th Street  
Lebanon, Pa. 17042  
717.273.9200

[www.nctown.org](http://www.nctown.org)

Look for More Stormwater Information Coming Soon



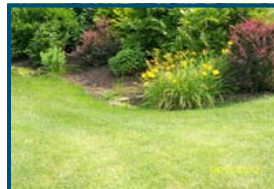
# North Cornwall Township STORMWATER MANAGEMENT

**SERIES INTRODUCTION  
Educational Information on  
Stormwater Control and  
Reduced Contamination**

### Stormwater Facilities & Roadside Swales

Swales and Ditches are designed to collect street and property stormwater, which empty into inlets, pipes, and basins.

Property owners shall not alter, block, or fill-in swales and drainage ditches and must maintain vegetation in and around swales and Inlets.



Above photos show rock pile, overgrown weeds, and flower bed blocking roadside swale inlets.

Surface Grate Inlet boxes collect stormwater in streets or grass swales and are part of a system of pipes that convey water to outlet locations. Outlets are the open pipes which empty the stormwater into the retention basins, open channels, or the streams and rivers.

Keep all inlets and outlets open and clear of debris. DO NOT blow grass or leaves onto the streets, which can block the grates. Do not dispose of any materials into the inlets.

### Stormwater Facilities Inlets, Pipes, & Outlets



Grass clippings, leaves, and other vegetation placed in the streets is washed into storm inlet grates, which can block pipes, and causes an increase in the nitrate levels in the Chesapeake Bay.

### Stormwater Facilities & Retention Basins



Retention Basins are designed to retain the stormwater runoff and reduce flooding. Property owners with stormwater retention basins and infrastructures on their deeded property must maintain these facilities.

Maintenance includes mowing, weed control, debris cleanup, sinkhole repairs, and inlet and outlet structure repairs. All the retention basin structures must be clear of any debris and vegetation.



### Stormwater Solutions Property Runoff

Stormwater runoff from properties should be directed away from their homes foundations but not toward neighboring properties. Downspouts should direct the water onto the grass or underground seepage beds to perk back into the ground.

Rain Barrels are ideal to collect water for reuse, and rain garden basins help filter contaminants naturally and reduce stormwater runoff.



### Contamination & Flooding Prevention



Wash vehicles with environmentally friendly cleaners.



De-chlorinate Pool water & drain onto lawns and planters.



Riparian Buffers : Natural vegetation between farm fields and waterways help filter and reduce the surface runoff of dirt, fertilizers, and herbicides from entering the adjacent streams.



Stream Maintenance: Property owners of waterways must maintain the woody vegetation and debris along the stream to reduce damming of downstream bridges and flooding. Please keep the streams clear of fallen trees and other debris.

# SUPPORT OUR LOCAL FIRE COMPANY!



Neversink is the only fire company in North Cornwall Township and consists **entirely of volunteers**. Located at the corner of 19<sup>th</sup> & Walnut Streets, our fire company provides year round service in emergency situations.



The crew at the Neversink Fire Station has several fund raising events throughout the year. Some of the events from the past have been:

Flower Sale (usually around Easter)

Address Signs (for mailboxes & homes) → available year round

Annual Fund Drive (usually in October)

Visit their website for up to date information. **[www.neversinkfire.org](http://www.neversinkfire.org)**

They would greatly appreciate your support in any way that you can!