

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
MINUTES FOR DECEMBER 3, 2020  
MUNICIPAL BUILDING  
7:00 PM**

Chairman Aaron Manifold called the December 3, 2020 Board of Supervisors meeting to order at 7:00 p.m. Also in attendance were Supervisors David Wisnom and John O'Neill, Solicitor Andrew Miller and Secretary/Treasurer Katie Berry.

Chairman Manifold asked if anyone in the audience was recording the meeting. No one was recording the meeting. Chairman Manifold stated the Board held executive session prior to the meeting to discuss pending litigation.

**Approval of Minutes:**

Supervisor O'Neill motioned to approve the November 5, 2020 Board of Supervisors Meeting minutes. Supervisor Wisnom seconded the motion. Motion carried.

**Treasurer's Report/Invoices:**

Supervisor Wisnom motioned to approve the November 30, 2020 Treasurer's Report and invoices. Chairman Manifold seconded the motion. Motion carried. Chairman Manifold motioned to continue the 2021 Treasurer's Bond in the amount of \$2,500,000.00. Supervisor O'Neill seconded the motion. Motion carried.

**Other Business:**

York County SPCA Presentation – Steven Martinez, Executive Director and Otto Cruz, SPCS Police Officer, were present to review the SPCA programs and provide Township Statistics. The Board was provided a report with all key program information and statistics. Supervisor O'Neill stated the information and statistics were helpful, and would very helpful each year when the Board reviews the annual contact.

York County SPCA 2021 Membership Contract – Supervisor O'Neill motioned to approve the 2021 York County SPCA Annual Membership Contract. Supervisor Wisnom seconded the motion. Motion carried.

**Roads Report:**

Winter Maintenance - The Road Crew has the majority of the winter maintenance equipment ready. They will continue prepping Kilgore Road and tree trimming as weather permits.

**SALDO**

20-03- Bridgeview 4400 – John Huenke was present to review his plan for a two-home subdivision. After review of the plan the Board agreed to table any approval until the Solicitor can review paper work received that day from Huenkes attorney regarding easements and other outstanding items.

20-06- Mayberry Final Phase II – Supervisor O’Neill motioned to conditionally approve the 20-06- Mayberry Final Phase II plan based on the following conditions:

1. The applicant shall include in the plan the statement of ownership, which must be signed, dated and notarized in accordance with SALDO §22-405.3.U.
2. The applicant shall include in the plan the certifications by the Township Engineer, Township Sewage Enforcement Officer, and/or a sanitarian of the Department of Environmental Protection required by §22-403 in accordance with SALDO §22-405.4.C.
3. The applicant will be required to guarantee the completion of all public improvements prior to the release of an approved Final Plan in accordance with SALDO §22-405.4.D. and §22-612. Our office is prepared to review an engineer’s construction cost estimate in an effort to determine an appropriate dollar amount for said security.
4. The applicant must complete the UPI chart prior to recording in accordance with SALDO §22-405.4.J.
5. The applicant must provide a signed owner’s storm water management acknowledgement.

Chairman Manifold seconded the motion. Motion carried.

**Solicitor’s Report:**

Resolution 10-2020: The tax rate is not changing for the coming year. Chairman Manifold motioned to approve the Resolution. Supervisor O’Neill seconded the motion. Motion carried.

Subdivision Escrow Deposits: Supervisor O’Neill motioned to adopt the amendment to Subdivision Escrow Deposits. Supervisor Wisnom seconded the motion. Motion carried. See Exhibit A.

Amendment to SALDO Subdivision Recreation Fees: A proposed Ordinance was drafted to increase the Recreation Fees for new developments. The Ordinance will need to be submitted to the Planning Commissions, advertised twice and a hearing will be public with the Board. Chairman Manifold motioned to authorized Solicitor Miller to submit the proposal of amendment for review to the Planning Commissions and schedule a date for the Public Hearing Supervisor O’Neill seconded the motion. Motion carried. The Board would like to have the Pubic Hearing to be at the Monday, January 4<sup>th</sup>, 2021 Board meeting.

Bridgeview- Surety Reduction Request: Zach Juffe (Developer) was present. Juffe met with the Township Engineer a few months ago. The Township engineer inspected the property and recommended to the Township Board of Supervisors that \$126,522.05 of the total surety amount be released. The balance of the surety required now stands at **\$310,777.12**. Supervisor Wisnom motioned to reduce the surety as stated. Supervisor O’Neill seconded the motion. Motion carried. Chairman Manifold thanked Juffe for seeing that signs were installed since homes are now occupied. Chairman Manifold also requested that the gate get taken care of at the emergency exit. Juffe said he would work to see it gets taken care of.

Mayberry- Surety Reduction Request: The Township engineer inspected the property and recommended to the Township Board of Supervisors that \$1,076,524.53 of the total surety amount be released. The balance of the surety required now stands at **\$412,490.53**. Supervisor O’Neill motioned to reduce the surety as stated. Supervisor Wisnom seconded the motion. Motion carried.

Burchett- Haugh Road Lot 4: Solicitor Miller will present a Stormwater Agreement for Lot 4 Haugh Road at the January meeting. Supervisor Wisnom motioned for Solicitor Miller proceed with preparing the Agreement and for Chairman Manifold to sign the agreement once prepared. Supervisor O’Neill motioned to reduce the surety as stated. Supervisor Wisnom seconded the motion.

Bridgeview- Lot 107: Bridgeview requesting to be approved as a non-buildable lot. Public sewer is not run under 851. Bridgeview is looking to reduce their bond with the Authority. This is holding up the ability to reduce the bond. Juffe explained they really aren’t looking to make it a non-buildable lot, they are looking for a solution to remove the property from the bond. Chairman Manifold explained that he had raised the concern of this property and the sewer in the past. The Board suggested that Bridgeview have the sewer run to keep it as buildable. It is up to how Bridgeview decides to move forward.

**Other Business:**

2021 Budget: The budget was advertised. Supervisor O’Neill motioned to adopt the budget as presented. Supervisor Wisnom seconded the motion. Motion carried.

2021 Paid Holidays: Chairman Manifold motioned to approve the proposed list of paid holidays (Exhibit B). Supervisor Wisnom seconded the motion. Motion carried.

2021 Tax Collector Sitting time: Chairman Manifold motioned to approve the proposed list of Tax Collector sitting time (Exhibit C). Supervisor Wisnom seconded the motion. Motion carried.

**Public Comment:** None

Chairman Manifold adjourned the meeting at 8:16 p.m.

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Katie Berry, Recording Secretary

# EXHIBIT A

## 2021 FEES

SUBDIVISION/LAND DEVELOPMENT	\$300 OR \$25/ACRE BEING SUBDIVIDED. THE GREATER OF THE TWO  Escrow deposit 3% of the estimated costs of secured improvements or \$5,000, whichever is greater for all subdivisions (escrow shall not to fall below 1% of the estimated costs of secured improvements or \$2,500.00, whichever is greater)
ZONING OR SALDO BOOK	\$15.00
CONSTRUCTION SPECS MANUAL	\$12.00
COMPREHENSIVE PLAN BOOK	\$40.00
AG REVIEW COMMITTEE	\$100.00 (\$25 each member)
ZONING HEARING BOARD HEARING	\$800.00
REZONING REQUEST	\$1,000.00
REVIEW OF PLAN BY BOS OR PC	\$25.00
REC FEE	\$3,200.00 per lot or building unit
ENGINEER FEES	Principal - \$103 Professional - \$93 Designer - \$85 Technical - \$70 Subprofessional - \$63
RECORDING FEES	Subdivision/Land Development Plan - \$50 Agreement - \$50 Both - \$75
FLOODPLAIN FEES	The land use permit fee shall be calculated as one-half the fee for a zoning permit as calculated according to the Township's approved fee

schedule. This fee shall include one inspection. Each additional inspection thereafter shall be \$50 per inspection. Fees for any additional inspection or review required by the zoning officer, Township Engineer or Township Solicitor shall be at the approved hourly rates for each.

SEWAGE ENFORCEMENT OFFICER

[2021/2021 SEO fees.pdf](#)  
(also see attached)

TAX COLLECTOR

Tax Certifications - \$25  
Speedy Tax Certifications - \$30 (within 24 hrs)  
Research Fee - \$10/item  
Duplicate real estate tax bill - \$10; tax receipt -\$1  
Returned checks - \$50

SOLICITOR

\$145/hour  
\$115/hour for paralegal services

SOUTH PENN CODE CONSULTANT

[2021/2021 SPCC Zoning Fees.pdf](#)  
(also see attached)

COMMONWEALTH CODE INSPECTION  
SERVICE, INC.

[2021/2021 CCIS fees.pdf](#)  
(also see attached)

RIGHT-TO-KNOW

[2021/2021 RTK fees.pdf](#)  
(also see attached)

YORK COUNTY PLANNING COMMISSION

[2021/2021 YCPC fees.pdf](#)  
(also see attached)

2021 COUNTY/TOWNSHIP REAL ESTATE TAXES

Hopewell Township Tax Collector  
Darlene Parker  
P.o. Box 444  
Stewartstown, PA 17363

Telephone: 717-746-4440  
taxes @ hopewelltownship.com  
Monday - Friday 10:00 AM - 4:00 PM

**Make All Checks Payable to: Darlene Parker, Tax Collector**

**In person Collection dates @ Hopewell Township Building 3336 Bridgeview Road**

Friday, April 2, 2021 3:00 - 4:00 P.M.	Tuesday, April 6, 2021 10:00 - 11:00 A.M.
Wednesday, April 7, 2021 1:00 - 2:00 P.M.	Friday, April 9, 2021 2:00 - 3:00 P.M.
Monday, April 12, 2021 8:00 - 9:00 A.M.	Monday, April 12, 2021 3:00 - 4:00 P.M.

- \* If you have a mortgage with escrow, send bill to your mortgage company.
- \* If paying by mail and you need a receipt please include a self-addressed stamped envelope.
- \* Fee of \$50.00 will be charged for checks returned for non-sufficient funds.
- \* **Payments made after December 15, 2021 must be by bank check or money order.**  
These late payments must be mailed on or before 12/31/2021; envelopes post-marked after that date will be returned.

## 2021 HOLIDAYS

New Year's Day- Friday, January 1, 2021

Municipal Primary Election- Tuesday, May 18, 2021

Memorial Day- Monday, May 31, 2021

Independence Day (Observed)- Monday, July 5, 2021

Labor Day- Monday, September 6, 2021

Municipal Election- Tuesday, November 2, 2021

Thanksgiving Day- Thursday, November 25, 2021

Day after Thanksgiving- Friday, November 26, 2021

Christmas Eve- Friday, December 24, 2021

Christmas Day (Observed) - Monday, December 27, 2021

New Year's Day (Observed) - Friday, December 31, 2021