

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
MINUTES FOR DECEMBER 2, 2021  
HOPEWELL TOWNSHIP MEETING ROOM & ZOOM  
7:00 PM**

Chairman Aaron Manifold called the December 2, 2021 Board of Supervisors meeting to order at 7:00 p.m. Also in attendance were Supervisors David Wisnom and John O'Neill (via Zoom), Attorney, Andy Miller and Secretary/Treasurer, Katie Berry.

Chairman Manifold stated the Board held executive session prior to the meeting to discuss personnel.

Chairman Manifold asked if anyone in the audience was recording the meeting. No one was recording the meeting.

Chairman Manifold also announced that Supervisor O'Neill was present via Zoom.

**Approval of Minutes**

Supervisor Wisnom motioned to approve the November 4, 2021 Regular Board of Supervisors Meeting minutes. Supervisor O'Neill seconded the motion. Motion carried.

**Treasurer's Report/Invoices**

Supervisor Wisnom motioned to approve the November 30, 2021 Treasurer's Report and invoices. Chairman Manifold seconded the motion. Motion carried.

Chairman Manifold tabled the agenda item listed to establish the 2022 Treasurers Bond until the January 3, 2022 reorganization meeting.

**Roads Report**

Tree trimming – The Road Crew began tree trimming along Shaw Road and Rosewood Dr.

Catch Basin Repairs – Four repairs completed on East Scarborough Fare, 2 on Ballast Lane, one on Feedwater Court, Runningboard Road, Cool Spring Lane, Renaissance Drive, Wolfe Road, Stewartstown Road and Grovemill Road.

2022 Road Projects – See Exhibit A. Chairman Manifold motioned to approve the 2022 State Road Projects. Supervisor O'Neill seconded the motion. Motion carried. Chairman Manifold mentioned a 20% increase for materials was added in due to rising costs.

**SALDO**

21-07 Final Subdivision- Stone – Josh Myers from Shaw Surveying was present to discuss revisions to the 21-07 Final Subdivision-Stone. Myers explained the owners are proposing decided to keep a smaller lot, all else remains the same since the Board issued their Conditional Approval in November. Myers did mention that DEP is however requested new water testing due to the original testing being over a year old. Myers will be working with DEP on this situation and may have to re-test. Solicitor Miller suggested coming back when everything approved.

21-02 Piccone – Chairman Manifold motioned to release the remaining escrow deposit of \$2,433.50. Chairman Manifold seconded the motion. Motion carried.

21-05 Black/Chenowith – Supervisor O’Neill motioned to release the remaining escrow deposit of \$2,646.00. Supervisor Wisnom seconded the motion. Motion carried.

20-05 – Supervisor Wisnom motioned to release the remaining escrow deposit of \$576.00. Supervisor O’Neill seconded the motion. Motion carried.

**Solicitor’s Report**

Manager Ordinance 2-2021 – Solicitor Miller stated that Ordinance 2-2021, Re-instating the Township Manager, was advertised to be considered for adoption at the December meeting. Supervisor O’Neill motioned to adopt Ordinance 2-2021, Re-instating Township Manager. Supervisor Wisnom seconded the motion. Motion carried.

Resolution 10-2021 Township Manager Appointment – Supervisor Wisnom motioned to adopt Resolution 10-2021 and appoint Katie Berry, Township Manager at the Annual Salary of \$65,000.00, effective Monday December 6, 2021. Supervisor O’Neill seconded the motion. Motion carried.

Resolution 9-2021 Supervisor Inclusion in Insurance – Supervisor Wisnom motioned to adopt Resolution 9-2021. Supervisor O’Neill seconded the motion. Motion carried. Chairman Manifold announced he abstained from voting. Chairman Manifold stated he has submitted a written request to be included in Health and Dental insurance beginning January 2022 at the time of his Re-Appointment.

Solar Ordinance – Solicitor reviewed the draft of the Ordinance. The Overlay district has been established and suggested moving the Ordinance forward to the York County Planning Commission. The Township Planning Commission was comfortable with the Ordinance moving forward. The County must receive the Ordinance for a 30 day review prior to holding a public hearing. Chairman Manifold motioned to authorize the Solicitor to advertise for a public hearing at the January



3, 2022 Board Meeting for Ordinance 2022-2. Chairman Wisnom seconded the motion. Motion carried.

Hopewell Fish and Game – Solicitor Miller stated his office has been working with the Association on the Agreement to co-permit a project. They are working to move this forward for the project.

York County Solid Waste Authority – Solicitor Miller provided the Board some information, such as current tipping fees if the Landfill were to get activated again. At this point the Landfill does not have a current DEP permit in place.

Agricultural Property Security Request – The Township received a request for several parcels submitted by John Marsteller to be added to the Agricultural Security area. Solicitor Miller explained what the Township has traditionally done with these applications in the past are table them. The reason for this is, is if you do not take action within 180 days they are automatically deemed approved. This is done rather than going through the advertising expense to the Township. After 180 days (June 2022 Board Meeting) a Resolution will be passed approving to add the parcels. Chairman Manifold motioned to table the Marsteller application for 180 days. Supervisor Wisnom seconded the motion. Motion carried.

**Other Business** –

Request for Transfer Tax Reimbursement – Mr. & Mrs. Jones of 201 High Street have requested the reimbursement of the property transfer tax's paid at the time they settled on the purchase of their home in June 2021. The home was sold to the Jones' by a relative, therefore allowing the transfer taxes to be waived. The Attorney who conducted the settlement contacted the Township requesting that % paid to the Township be reimbursed. The Township Secretary was told she would be getting proof of the state reimbursing their portion so the Board could decide how they feel. At the time of the meeting the Secretary had not received anything yet. Supervisor O'Neill motioned to table the decision of a reimbursement until the Secretary receives proof the State refunded their portion. Chairman Manifold seconded the motion. Motion carried.

Enos Stolfus of Trout Lane – The Board of Supervisors was expecting to see the plan Enos Stolfus was requested to have ready to present at the December meeting in regard to moving forward with the land improvements. The Agricultural Building that was built in early 2021 has not received a Use & Occupancy as of this date. The Board was made aware however at the November meeting by Mr. Stolfus that the building is being used for farming and occupied. Several Conversations:

- Josh Myers of Shaw Surveying was present to discuss the lane to the proposed home.
- Supervisor Manifold explained to Myers this meeting should be focused on Agricultural Building this being occupied without a Use and Occupancy Certificate. Manifold explained the building needs to be brought into

compliance or emptied. Manifold stated any future proposal of building is not of concern at this time. The Ag. building is the main concern.

- Mr. Stolzfus stated Myers is working on the full plan
- Chairman Manifold stated the Plan was to be submitted at this meeting.
- Storm water has been required since day one.
- Myers stated what will be needed for storm water will be involved and that is not something he has prepared for the Board. Myers stated he was under the impression Mr. Stolzfus had already worked with an Engineer well before the building was built.
- Myers stated the plan he is working on is simply a sketch. Additional surveying needs completed, and he was also made aware the well location had moved. The plan is not ready for any type of submission.
- There were also additional discussions on the private drive that is currently shared with the neighbor, the recorded subdivision plan regarding improvements.
- There are additional items, including a Resolution that are needed to be resubmitted to DEP for the Module that was denied. Josh to re-submit.

Supervisor Wisnom motioned to approve Resolution 11-2021 – Resolution for plan revision for new land development. Chairman O’Neill seconded the motion. Motion carried.

- Mr. Stifler of 20 Trout Lane was present to discuss his concerns with the planning of improvements of the driveway. He is inquiring how the previous subdivision can be changed/updated. Solicitor Miller explained the residual lot that Mr. Stolzfus owns would not comply with the road frontage requirements if the plan was approved.
- Josh Myers hopes to have a plan in place for the next month, however no guarantees on timeline. There will more than likely be delays.

2022 Hopewell Township Budget – Chairman Manifold motioned to adopt the 2022 Budget as presented. Supervisor Wisnom seconded the motion. Motion carried.

2022 Holidays – Supervisor O’Neill motioned to approve the 2022 observed holidays as presented. Supervisor Wisnom seconded the motion. Motion carried.

Act 537 – Of the 309 residents in District 4, 30 are non-complaint currently. Supervisor Wisnom motioned for the Solicitor to send the non-complaint residents warning letters. Supervisor O’Neill seconded the motion. Motion carried.

2022 Meeting Dates – Chairman Manifold motioned to approve the Secretary to advertise for the 2022 Township meeting dates. Supervisor Wisnom seconded the motion. Motion carried.


2022 Tax Collector Sitting times – Supervisor Wisnom motioned to approve the 2022 Tax Collector sitting dates as presented. Supervisor O’Neill seconded the motion. Motion carried.



**Personnel** – Chairman Manifold announced Diana Manker has been hired full time as the Office Administrator at an hourly rate of \$19.00. Manker has a 90-day probationary period.

**Public Comment** –  
None

Chairman Manifold adjourned the meeting at 8:49 p.m.

  
Katie Berry, Recording Secretary

# 2022 road projects

- Shaw road 25mm - 3,175 FT – 1300 ton - \$92,196 (what is left in dirt road)
- Ridge Meadow RD 25mm – 6,124 FT – 2441 ton - \$173,115 (intersection at five forks rd to intersection at Stewartstown rd)
- Ridge Meadow Rd 12.5mm – 6124 FT – 1628 ton - \$131,379 (intersection at five forks rd to intersection at Stewartstown rd)
- Cutler Ct 12.5 mm – 834 FT – 400 ton - \$32,280
- Total - \$428,970 – Budget based on a 20% increase from 2021 asphalt pricing



**Hopewell Township**  
**2022 Budget Overview**  
 January through December 2022

	<b>Jan - Dec 22</b>
<b>Income</b>	
301.00 · Real Estate Taxes	159,992.00
310.10 · Real Estate Transfer Taxes	181,000.00
310.20 · Earned Income Tax	916,000.00
310.50 · Local Services Tax	60,000.00
320.00 · Licenses and Permits	30,000.00
330.00 · Fines and Forfeits	
330.01 · Mowing Violation	300.00
330.00 · Fines and Forfeits - Other	3,000.00
<b>Total 330.00 · Fines and Forfeits</b>	<b>3,300.00</b>
341.00 · Interest Earnings	
341.01 · Interest - Bank Accounts	6,000.00
<b>Total 341.00 · Interest Earnings</b>	<b>6,000.00</b>
354.03 · Highways and Streets	8,789.00
354.12 · State Capital/Operating Grants	190,000.00
355.01 · Public Utility Realty Tax	1,350.00
355.02 · Liquid Fuels Tax	295,000.00
355.04 · Alcoholic Beverage Licenses	600.00
355.05 · Pension System State Aid	34,374.00
355.07 · Foreign Fire Insurance Tax	36,000.00
361.00 · General Government	
361.01 · Preliminary/Final Subdiv/LDP	15,000.00
361.02 · ZHB/UCC Hearing Fees	1,600.00
<b>Total 361.00 · General Government</b>	<b>16,600.00</b>
362.00 · Public Safety	
362.01 · Building/Zoning Fees	174,000.00
362.02 · Sewage Enforcement Fees	8,016.00
<b>Total 362.00 · Public Safety</b>	<b>182,016.00</b>
364.00 · Sanitation Services	
364.03 · Sale of Recycle Bins	80.00
<b>Total 364.00 · Sanitation Services</b>	<b>80.00</b>
367.00 · Culture and Recreation	
367.01 · Cell Tower Rental Fees	40,800.00
367.02 · Recreation Fees Collected	0.00
<b>Total 367.00 · Culture and Recreation</b>	<b>40,800.00</b>
391.00 · Fixed Asset Dispositions	
391.01 · Sale of Assets	0.00
<b>Total 391.00 · Fixed Asset Dispositions</b>	<b>0.00</b>
<b>Total Income</b>	<b>2,161,901.00</b>
<b>Gross Profit</b>	<b>2,161,901.00</b>
<b>Expense</b>	
400.00 · Legislative (Governing) Body	
400.02 · Salary of Elected Supervisors	7,500.00
400.04 · Advertising	3,204.00

**Hopewell Township**  
**2022 Budget Overview**  
 January through December 2022

	<b>Jan - Dec 22</b>
400.05 · Property Insurance	19,999.92
400.06 · Liability Insurance	8,292.00
400.07 · Workers Compensation Insurance	14,000.00
400.08 · Dues/Subscriptions/Memberships	3,000.00
400.09 · Meetings and Conferences	300.00
400.11 · Other Services and Charges	9,150.80
<b>Total 400.00 · Legislative (Governing) Body</b>	<b>65,446.72</b>
<b>402.00 · Auditing Svcs / Financial Admin</b>	
402.01 · Salary / Wages Elected Auditors	985.00
402.02 · Other Services & Charges	0.00
<b>Total 402.00 · Auditing Svcs / Financial Admin</b>	<b>985.00</b>
<b>403.00 · Tax Collection</b>	
403.01 · Tax Collector Commission	10,500.00
403.02 · Tax Collector Supplies	40.00
403.03 · Other Services and Charges	644.90
<b>Total 403.00 · Tax Collection</b>	<b>11,184.90</b>
<b>404.00 · Attorney Fees</b>	
404.01 · JCI	112.00
404.02 · Attorney Fees Reimbursable	0.00
404.00 · Attorney Fees - Other	69,996.00
<b>Total 404.00 · Attorney Fees</b>	<b>70,108.00</b>
<b>405.00 · Secretary/Clerk</b>	
405.01 · Township Manager	65,000.00
405.02 · Office Staff	39,520.00
<b>Total 405.00 · Secretary/Clerk</b>	<b>104,520.00</b>
<b>406.00 · Other Gen Govt Administration</b>	
406.02 · Insurance and Bonding	90,000.00
406.03 · Office Supplies	3,880.06
406.04 · Other Services and Charges	5,603.63
406.05 · Postage	904.50
406.06 · Meetings and Conferences	175.91
406.07 · Capital Purchases	30,000.00
406.08 · Scanning of Documents	3,000.00
406.09 · Office Equipment Lease	6,192.00
<b>Total 406.00 · Other Gen Govt Administration</b>	<b>139,756.10</b>
<b>408.00 · Engineering Services</b>	
408.01 · Engineering Reimbursable	0.00
408.00 · Engineering Services - Other	3,000.00
<b>Total 408.00 · Engineering Services</b>	<b>3,000.00</b>
<b>409.00 · Gen Govt Buildings and Plant</b>	
409.01 · Building Supplies	5,969.12
409.02 · Heating Fuel/Propane	6,792.00
409.03 · Telephone/Internet	4,500.00
409.04 · Electric	4,964.98



**Hopewell Township**  
**2022 Budget Overview**  
January through December 2022

	Jan - Dec 22
409.05 · Repairs and Maintenance	5,004.00
409.06 · Capital Construction	0.00
409.07 · Other Services and Charges	2,488.69
<b>Total 409.00 · Gen Govt Buildings and Plant</b>	<b>29,718.79</b>
<b>411.00 · Fire</b>	
411.01 · Hydrant Service	9,301.67
411.02 · Contributions & Grants	76,309.57
411.03 · Workers Comp for Firefighters	144,000.00
411.04 · Foreign Fire Insurance Tax	38,575.18
<b>Total 411.00 · Fire</b>	<b>268,186.42</b>
<b>412.00 · Ambulance/Rescue</b>	
412.01 · ALS	100,000.00
412.00 · Ambulance/Rescue - Other	53,250.00
<b>Total 412.00 · Ambulance/Rescue</b>	<b>153,250.00</b>
<b>413.00 · UCC and Code Enforcement</b>	
413.01 · Codes Enforcement/Zoning Officer	115,000.00
413.02 · Sewage Enforcement Officer	15,000.00
413.00 · UCC and Code Enforcement - Other	0.00
<b>Total 413.00 · UCC and Code Enforcement</b>	<b>130,000.00</b>
<b>414.00 · Planning and Zoning</b>	
414.01 · Postage	18.53
414.04 · Other Services and Charges	400.00
414.05 · ZHB & Planning Commission	1,650.00
414.06 · Engineering Reimbursed	0.00
414.00 · Planning and Zoning - Other	0.00
<b>Total 414.00 · Planning and Zoning</b>	<b>2,068.53</b>
<b>419.00 · Other Public Safety</b>	
419.01 · Animal Control Expenses	3,290.04
419.02 · Reimbursable Permit Fees	0.00
<b>Total 419.00 · Other Public Safety</b>	<b>3,290.04</b>
<b>429.00 · Wastewater / Sewage Treatment</b>	
429.00 · Wastewater / Sewage Treatment - Other	0.00
<b>Total 429.00 · Wastewater / Sewage Treatment</b>	<b>0.00</b>
<b>430.00 · General Svcs - Administration</b>	
430.01 · Lawn Care	2,625.00
<b>Total 430.00 · General Svcs - Administration</b>	<b>2,625.00</b>
<b>432.00 · Winter Maintenance/Snow Removal</b>	
432.02 · Supplies	49,992.00
<b>Total 432.00 · Winter Maintenance/Snow Removal</b>	<b>49,992.00</b>
<b>433.00 · Traffic Control Devices</b>	
433.01 · Supplies	6,099.43
<b>Total 433.00 · Traffic Control Devices</b>	<b>6,099.43</b>
<b>437.00 · Repairs of Tools and Machinery</b>	
437.01 · Parts for Repairs	40,000.00

**Hopewell Township**  
**2022 Budget Overview**  
 January through December 2022

	<b>Jan - Dec 22</b>
437.02 · Capital Purchases	633.88
<b>Total 437.00 · Repairs of Tools and Machinery</b>	<b>40,633.88</b>
<b>438.00 · Roads and Bridges</b>	
438.01 · Labor	270,468.00
438.02 · Supplies	200,006.00
438.03 · Vehicle Fuel - Gasoline	420.00
438.04 · Vehicle Fuel - Diesel	15,000.00
438.05 · Equipment Rental	0.00
438.06 · Capital Purchases	0.00
438.07 · Other Services and Charges	4,350.86
<b>Total 438.00 · Roads and Bridges</b>	<b>490,244.86</b>
<b>439.00 · Highways, Roads, and Streets</b>	
439.02 · Supplies	199,992.00
<b>Total 439.00 · Highways, Roads, and Streets</b>	<b>199,992.00</b>
<b>452.00 · Participant Recreation</b>	
452.01 · Annual Recreation Contribution	47,900.60
452.02 · Hopewell Area Rec Complex	2,400.00
<b>Total 452.00 · Participant Recreation</b>	<b>50,300.60</b>
<b>456.00 · Library Contributions</b>	10,800.00
<b>458.00 · Senior Citizen Center</b>	6,000.00
<b>459.00 · Other Culture and Recreation</b>	
459.01 · H.O.P.E. Contribution	2,500.00
459.05 · Historical Society	1,500.00
<b>Total 459.00 · Other Culture and Recreation</b>	<b>4,000.00</b>
<b>481.00 · Employer Paid Payroll Taxes</b>	
481.01 · FICA & Medicare Employer Match	21,625.97
481.00 · Employer Paid Payroll Taxes - Other	10,276.56
<b>Total 481.00 · Employer Paid Payroll Taxes</b>	<b>31,902.53</b>
<b>483.00 · Pension / Retirement Fund</b>	37,761.00
<b>66000 · Payroll Expenses</b>	267.98
<b>Total Expense</b>	<b>1,912,133.78</b>
<b>Net Income</b>	<b>249,767.22</b>



HOPEWELL TOWNSHIP  
YORK COUNTY, PENNSYLVANIA

ORDINANCE NO. 2-2021

AN ORDINANCE REINSTATING THE OFFICE OF  
TOWNSHIP MANAGER BY ADOPTING HOPEWELL  
TOWNSHIP CODE CHAPTER 1, PART 4 [TOWNSHIP  
MANAGER]

WHEREAS, Hopewell Township ("Township"), a second class township, is a local municipality, regulated by the Second Class Township Code, 53 P.S. § 65101 et seq.

WHEREAS, the Township had previously repealed Township Code Chapter 1, Part 4 [Township Manager], also known as Township Code §§ 1-401 through 1-408; and

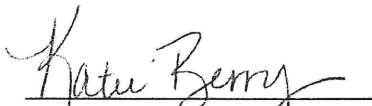
WHEREAS, the Township desires to reinstate the office of Township Manager within the Township pursuant to § 1301 of the Second Class Township Code (53 P.S. § 66301):

It is hereby **ORDAINED AND ENACTED** that Township Code Chapter 1, Part 4 [Township Manager], is hereby adopted as set forth in the attached Exhibit A.

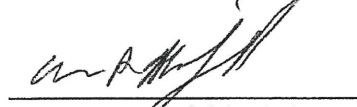
This Ordinance shall be effective five (5) days after its enactment.


ORDAINED AND ENACTED the 2<sup>nd</sup> day of December, 2021.

ATTEST:

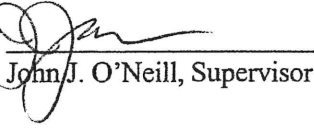
  
Katie Berry, Secretary

HOPEWELL TOWNSHIP  
BOARD OF SUPERVISORS

  
Aaron R. Manifold, Chairman

  
David T. Wisnom, Supervisor

(SEAL)

  
John J. O'Neill, Supervisor

**EXHIBIT A**  
**Chapter 1**  
**Administration**  
**Part 4**  
**Township Manager**

**§ 1-401 Creation.**

Pursuant to § 1301 of the Second Class Township Code, 53 P.S. § 66301, the office of Township Manager of Hopewell Township is hereby created.

**§ 1-402 Appointment; removal.**

The office of Township Manager (hereinafter "Manager") shall be appointed for an indefinite term by a majority of the members of the Board of Supervisors (hereinafter "Supervisors"). The Manager shall serve at the pleasure of the Supervisors, and he/she may be removed any time by a majority vote of the Supervisors. The Township Manager shall receive 30 days' written notice before such removal shall become effective, except that the Manager may be removed immediately for malfeasance relating to the affairs of the Township. "Malfeasance" is the commission of an act that is unlawful. It includes any wrongful conduct that affects, interrupts, or interferes with the performance of official duties.

**§ 1-403 Qualifications.**

The Manager shall be chosen solely on the basis of his abilities and experience.

**§ 1-404 Bond required.**

The Manager shall post bond with a corporate surety to the Township in an amount as shall be determined by the Supervisors, conditioned for the faithful performance of his duties. The premium for such bond shall be paid by the Township.

**§ 1-405 Hours; employee handbook; compensation.**

The position of Manager shall be a full-time position requiring a regular work schedule of at least forty (40) hours in a typical week during normal business hours. In addition to serving at the pleasure of the Supervisors, the Manager shall be subject to the relevant provisions of the Township's Employee Handbook. The salary of the Manager shall be fixed from time to time by resolution of the Supervisors.

**§ 1-406 Powers and duties.**

The Manager shall be chief administrative officer of the Township, and he shall be responsible to the Supervisors as a whole for the proper and efficient administration of the affairs of the Township. His powers and duties shall relate to the general management of all Township business not expressly imposed or conferred by statute upon other Township officers. Subject to recall by ordinance, the powers and duties of the Manager shall include, but not be limited to, the following:

- A. Supervise and be responsible for the activities of all municipal departments (including code enforcement, road maintenance, and sewage/septic enforcement), except such departments the supervision of which shall not have been delegated to the Manager by the Supervisors.
- B. Hire and, when necessary, suspending or discharging all employees under his supervision; provided, however, that the Manager shall inform the Supervisors prior to any hiring and disciplinary action.
- C. Prepare and submit to the Supervisors at such time as to assure its timely adoption a budget for the next fiscal year and an explanatory budget message setting forth a summary of projected revenues and

proposed expenditures, together with such supporting data as may be required to enable the Supervisors to decide upon and adopt the necessary taxation and appropriate legislation.

- D. Develop, in conjunction with the preparation of the yearly budget, long-range fiscal plans for the municipality, such plans to be presented annually to the Supervisors for their review and action.
- E. Administer the budget after its adoption by the Supervisors.
- F. Establish and maintain appropriate filing systems and efficient administrative procedures for the conduct of the business of the Township.
- G. Hold such other municipal offices or head one or more of the municipal departments as the Supervisors may from time to time direct.
- H. Execute and enforce the laws of the Commonwealth of Pennsylvania and such ordinances and resolutions of the Township as the Supervisors may prescribe.
- I. Attend all meetings of the Supervisors and their committees with the right to take part in the discussion, and he/she shall receive notice of all special meetings of the Supervisors or their committees.
- J. Prepare the agenda for each meeting of the Supervisors and supply facts pertinent thereto.
- K. Keep the Supervisors informed as to the conduct of Township affairs, submit periodic reports on the condition of Township finances and such other reports as the Supervisors may request, and make such recommendations to the Supervisors as he/she deems necessary.
- L. Submit to the Supervisors, as soon as possible after the close of the fiscal year, a complete report of financial and administrative activities of the Township for the preceding year.
- M. Ensure that the provisions of all franchises, leases, permits, and privileges granted by the Township are observed and enforced.
- N. Ensure that all money owed to the Township is properly paid and the proper proceedings are taken for the security and collection of all claims of the Township.
- O. Employ, by and with the approval of the Supervisors, experts and consultants to perform work and to advise in connection with any of the functions of the Township.
- P. Attend to the letting of contracts and due form of law, and supervise the performance and faithful execution of the same, excepting insofar as such duties are expressly imposed upon some other Township officer by statute.
- Q. Act as the purchasing officer of the Township and purchase, in accordance with the provisions of the Second Class Township Code, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. He/she shall keep an account of all purchases and shall, from time to time or when directed by the Supervisors, make a full written report thereof. He/she shall also issue rules and regulations, subject to the approval of the Supervisors, governing the requisition and purchasing of all municipal supplies and equipment.
- R. Receive all complaints regarding services of personnel of the Township. He/she or an officer designated by him/her shall investigate and dispose of such claims, and he/she shall report thereon to the Supervisors.
- S. Cooperate with the Board at all times and at all manner so that the best interest of the Township and



the general public may be maintained.

- T. Assume such duties as from time to time the Supervisors, by resolution, shall assign him/her, excluding all duties which are by statute or ordinance required to be performed by other officers or officials.
- U. Research and investigate the administrative and governmental functions of the various Townships and make recommendations to the Supervisors of appropriate ordinances affecting the health, safety, welfare, and administration of the Township.

**§ 1-407 Disability or absence.**

In the event of illness or absence of the Manager from the Township, the Supervisors shall designate a qualified person to perform the duties of the Manager during his absence or disability.

**§ 1-408 Word usage.**

The terms herein, specifically "Manager," "he/she," "him/her", and "his" are intended to be gender neutral and are to be interpreted in either the masculine or the feminine as the case may be.

**HOPEWELL TOWNSHIP**

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**RESOLUTION NO. 9-2021**

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**A RESOLUTION AUTHORIZING SUPERVISORS TO BE ELIGIBLE FOR INCLUSION IN INSURANCE PLANS PAID IN WHOLE OR IN PART BY HOPEWELL TOWNSHIP, YORK COUNTY, PENNSYLVANIA**

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**WHEREAS**, Hopewell Township (“Township”) is a second class township duly organized and existing under the Second Class Township Code (the “Code”); and

**WHEREAS**, Section 606(c) of the Code, 53 P.S. § 65606(c), authorizes Township supervisors to participate in Township-paid (in whole or in part) insurance plans, including among others health, hospitalization, and medical service plans; and

**WHEREAS**, the Board of Supervisors desires to authorize the Supervisors to participate in the Township’s medical insurance plan, in whatever form that plan may take from time to time.

**BE IT HEREBY RESOLVED** that the Board of Supervisors of Hopewell Township, York County, Pennsylvania, does hereby adopt a Resolution authorizing Supervisor participation in the Township-paid medical insurance plan as follows:

**SECTION 1:** In addition to the compensation authorized under Section 606 of the Code, 53 P.S. § 65606, Supervisors while in office or while in the employ of the township shall be eligible for inclusion in Township-paid insurance plans, as set forth in this resolution, and as requested by the Supervisor in writing at a public meeting of the Board of Supervisors.

**SECTION 2:** Supervisors, whether or not they are employed by the Township, and their dependents are eligible for inclusion in group life, health, hospitalization, medical service and accident insurance plans paid in whole or in part by the Township. The insurance shall be uniformly applicable to those covered and shall not give eligibility preference to or improperly discriminate in favor of Supervisors. No policy of group life insurance shall contain any provision for a cash surrender value, loan value or any other benefit beyond the face amount of insurance.

**SECTION 2:** The Township may deduct from any compensation payable to a Supervisor such part of any insurance premium or charge which is payable by the Supervisor within the terms of the Township’s insurance plan. In the event no part of any insurance premium or charge is payable by the Supervisor within the terms of the Township’s insurance plan, the Township shall deduct the salary payable by Ordinance to the Supervisor to offset the cost of the insurance plan.


**SECTION 3:** Inclusion of Supervisors in Township-paid insurance plans, as authorized under the Second Class Township Code, Article VI, Section 606(c), shall not be implemented with regard to any Supervisor until the beginning of the next elected term of that Supervisor. Their inclusion in Township-paid insurance plans does not require auditor approval, but does require submission of a letter requesting participation at a regularly scheduled meeting of the Board of Supervisors before commencing participation.

**SECTION 4:** The Township secretary or manager is hereby authorized to execute any and all documents and/or forms required to accomplish the enrollment of the Supervisors in such insurance plans, including renewal forms for subsequent coverage years.

**SECTION 5:** This Resolution shall be effective immediately, subject to the participation limitations set forth above.

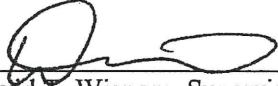
**MADE** this 2nd day of December, 2021.

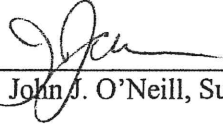
ATTEST:

  
Katie Berry, Secretary

HOPEWELL TOWNSHIP  
BOARD OF SUPERVISORS

By: Abstained  
Aaron R. Manifold, Chairman

By:   
David Y. Wisnom, Supervisor

By:   
John J. O'Neill, Supervisor

(SEAL)

**HOPEWELL TOWNSHIP**

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**RESOLUTION NO. 10-2021**

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**A RESOLUTION APPOINTING TOWNSHIP  
MANAGER FOR HOPEWELL TOWNSHIP, YORK  
COUNTY**

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**WHEREAS**, Hopewell Township (“Township”) is a second class township duly organized and existing under the Second Class Township Code; and

**WHEREAS**, pursuant to § 1301 of the Second Class Township Code (53 P.S. § 66301), the Township has adopted Ordinance No. 2-2021, re-instating the office of Manager in the Township under Hopewell Township Code Chapter 1, Part 4 [Township Manager]; and

**WHEREAS**, the Township Board of Supervisors believes it to be in the best interest of the Township to appoint a Manager.

**NOW, THEREFORE, BE IT RESOLVED** and it is hereby resolved as follows:

**SECTION 1.** The Township hereby appoints Katie Berry to the office of Township Manager, having determined she is qualified to perform the duties of Manager. The duties of Township Manager shall be those as set forth in § 1301 of the Second Class Township Code; Chapter 1, Part 4 of the Hopewell Township Code; and as assigned from time to time by the Board of Supervisors.

**SECTION 2.** The salary for the office of Manager shall be \$ 65,000.00 per year, based upon a regular forty (40) hour work week. The office of Manager shall be “salaried, exempt” for the purposes of the Fair Labor Standards Act. Paid time off (“PTO”) and other benefits for the Manager shall conform to the PTO and benefits provisions of the Township Employee Handbook.

**SECTION 3.** Per the requirements of § 1301 of the Second Class Township Code and § 1-404 of the Hopewell Township Code, the office of Manager shall be bonded in the amount of \$2,500,000.00. The premium of the bond shall be paid by the Township.


**SECTION 4.** This Resolution shall be effective five days after its enactment.

**RESOLVED** this 2nd day of December, 2021.

[signatures to follow on next page]





ATTEST:

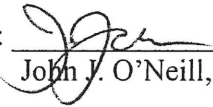
  
\_\_\_\_\_  
Andrew J. Miller, Solicitor

(SEAL)

HOPEWELLTOWNSHIP  
BOARD OF SUPERVISORS

By:   
\_\_\_\_\_  
Aaron R. Manifold, Chairman

By:   
\_\_\_\_\_  
David T. Wisnom, Supervisor

By:   
\_\_\_\_\_  
John J. O'Neill, Supervisor

## **2022 HOLIDAYS**

Municipal Primary Election- Tuesday, May 17, 2022

Memorial Day- Monday, May 30, 2022

Independence Day - Monday, July 4, 2022

Labor Day- Monday, September 5, 2022

Municipal Election- Tuesday, November 8, 2022

Thanksgiving Day- Thursday, November 24, 2022

Day after Thanksgiving- Friday, November 25, 2022

Christmas Eve – Friday, December 23, 2022 (Observed)

Christmas Day – Monday, December 26, 2022 (Observed)

New Year's Day – Friday December 30, 2022 (Observed)

2022 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**

Monday, April 4, 2022 3:00 - 4:00 P.M.	Tuesday, April 5, 2022 10:00 - 11:00 A.M.
Friday, April 8, 2022 2:00 - 3:00 P.M.	Monday, April 11, 2022 8:00 - 9:00 A.M.
Wed, April 13, 2022 11:00 A.M. - 12 Noon	Thursday, April 14, 2022 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, 2022 must be by bank check or money order.**  
These late payments must be mailed on or before 12/31/2022; envelopes post-marked after that date will be returned.

# HOPEWELL TOWNSHIP MEETINGS

2022

Jan 2022						
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30	31					

Feb 2022						
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Mar 2022						
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Apr 2022						
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May 2022						
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Jun 2022						
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Jul 2022						
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31						

Aug 2022						
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Sep 2022						
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Oct 2022						
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30	31					

Nov 2022						
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Dec 2022						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Board of Supervisor Meetings

Held the first Thursday of every month, besides January

## Planning Commission Meetings

Held the third Tuesday of each month if there is an agenda

## Zoning Hearing Meetings

Held the third Thursday of each month if there is an agenda