# HOPEWELL TOWNSHIP YORK COUNTY PA BOARD OF SUPERVISORS AGENDA FOR REGULAR MEETING MUNICIPAL BUILDING & ZOOM:

#### Link:

https://us02web.zoom.us/j/88673026310?pwd=dUZPdFhSSmRCUk5hTHJVRDVVb0tEZz09

MEETING ID: 886 7302 6310 PASSCODE: 517111 THURSDAY, OCTOBER 6, 2022 @ 7 PM

Call meeting to order, pledge to the flag.

<u>Approval of Minutes:</u> Consider approval of the September 1, 2022, Regular meeting minutes as distributed.

Consider approval of the September 19, 2022, Budget Workshop meeting minutes as distributed.

<u>Treasurer's Report/Invoices:</u> Consider approval of the September 30, 2022, Treasurer's Report and previously reviewed invoices listed in this report.

#### Roads:

Tree trimming

<u>Salt Shed and Storage building</u> – Consider motion to approve expenditure for the engineered stamped drawings for a new salt shed and storage building. Piedmont Road – Weather permitting- repairs along the edge of the road

#### **Subdivision/Land Development Plans:**

22-02- Ray & Jean Manifold – Consider approval of final Subdivision add-on plan

#### Solicitor's Report:

Municipal Waste Contract

Act 57 of 2022 – Consider a motion authorizing the Manager or MPL to prepare the resolution for adoption at the November meeting.

Act 57 of 2022 - Review draft ordinance. Motion to advertise public hearing at the December meeting (the 30 days will run past the November meeting)

Zoning Hearing 3-2022 Plishka – Board to consider whether they want MPL to appear Royal Farms- HOP Permit for traffic signal – Board to consider signing off, review the traffic signal maintenance agreement

#### Other Business:

MMO – to be ratified by motion to be considered by the Board 2023 Animal Control Agreement – Consider Approval

#### **Public Comment**

# HOPEWELL TOWNSHIP YORK COUNTY PA BOARD OF SUPERVISORS REGULAR MEETING MINUTES FOR OCTOBER 6, 2022 HOPEWELL TOWNSHIP MEETING ROOM & ZOOM 7:00 PM

Chairman John O'Neill called the meeting to order at 7:00pm and opened the meeting with the Pledge of Allegiance. Executive Session was held prior to the meeting to discuss potential litigation. He asked that all in attendance sign in and anyone who may be recording the meeting to give their name and address for the record. Supervisor Manifold was not present. Also in attendance, Supervisor David Wisnom, Attorney Doug Myers, and Township Manager, Katie Berry.

#### **Approval of Minutes**

Chairman O'Neill asked for a motion to approve the September 1, 2022, Board of Supervisors regular meeting minutes. Supervisor Wisnom motioned, and Chairman O'Neill seconded. Motion carried.

#### Treasurer's Report/Invoices

Chairman O'Neill asked for a motion to approve the September 30, 2022, Treasurer's report, and invoices. Supervisor Wisnom motioned, and O'Neill seconded. Motion carried.

Chairman O'Neill motioned to approve the September 20, 2022, Special Meeting minutes. Supervisor Wisnom seconded. Motion carried.

#### **Roads Report**

<u>Tree Trimming</u>- Roads Crew continues to trim trees along the right of ways.

<u>Salt Shed and Storage Building</u>- Motion to approve expenditure for the engineered stamped drawings for a new salt shed and storage building. Wisnom motioned to approve the stamped engineered drawings for both, and O'Neill seconded. Motion carried.

<u>Piedmont Rd</u>- Repairs to be done along the edge of the road, weather permitting.

<u>SALDO</u>- Josh Myers of Shaw Surveying was present for the Manifold Family to ask the Board to consider approval of the final Subdivision add-on plan. 15 acres were added to meet the ordinance of 100 acres per parcel. There are 2 waivers- plan scale and contours. Supervisor Wisnom motioned to approve both waivers and Chairman O'Neill seconded. Motion carried. O'Neill also motioned to conditionally approve the plan considering all fees are paid, plans are signed, and the confirmatory deed is filed. Wisnom seconded. O'Neill asked for public comment. Susan Klair of 14030 Stony Run Rd asked if they are subdividing the property or just adding on. Josh explained that it is just a land swap/transfer to meet the ordinance, no development. Parcels are in Ag Security. Motion carried.

#### Solicitor's Report

<u>Royal Farms</u> — Stacey MacNeal of Barley Snyder was present via Zoom for the HOP Permit for traffic signal. Attorney Myers was authorized by the Board to work with Attorney MacNeal's office to finalize an agreement for Royal Farms to pay the township \$20K to hold in escrow. Chairman O'Neill motioned for the township manager to be able to sign on behalf of the township and approve any matter that should arise for our obligation of the traffic signal for Royal Farms. Supervisor Wisnom seconded. Motion carried.

<u>Municipal Waste Contract</u>- The bid from Penn Waste was approved and they have signed the contract and the township manager has the performance bond.

Act 57 of 2022 – a change has been made to the local tax collection law, when there has been a property transfer and someone has moved in and they don't receive the tax notice due to timing etc., the township can authorize the tax collector to permit a waiver of penalties and cost during the first year. Supervisor Wisnom motioned for MPL and the township manager to prepare a resolution for adoption to implement and abide by rules of this Act at the November meeting. Chairman O'Neill seconded. Motion carried.

<u>Act 172 of 2017-</u> permits the township to pass an ordinance that gives tax relief to volunteer fire fighters and volunteer EMS workers. MPL has prepared a draft ordinance and a follow up resolution that sets forth a schedule of what's required in order to get the tax relief. It will be advertised so it can be approved at the December meeting to take place for the following tax year. Wisnom motioned to advertise and move forward. O'Neill seconded. Motion carried.

Zoning hearing 3-2022 Plishka- There is an appeal from Edie Circle regarding a fence that is going to the Zoning Board. Attorney Myers asked if the Board would like MPL to appear at the hearing. O'Neill and Wisnom do not think it is necessary.

#### **Other Business-**

<u>MMO</u> – Motion to ratify our inclusion in the pension plan for our employees. The total minimum municipal obligation is \$35,270 which is a calculation of estimated 2022 W-2 wages. Wisnom motioned to ratify. O'Neill seconded. Moton carried.

<u>2023 Animal Control Agreement</u> – this agreement allows enforcement of animal concerns and issues. There is a slight increase this year. Wisnom motioned to approve the agreement. O'Neill seconded. Motion carried.

<u>Public Comment-</u> Susan Klair of 14030 Stony Run Rd said she and her husband Jeff were glad to be at our monthly meeting and plans to attend more meetings to hear about what is going on in the Township. Chairman O'Neill told them the township appreciates them coming out and welcomed them to more meetings!

Chairman O'Neill adjourned the meeting at 7:36pm

Recording Secretary- Diana Manker

10:06 AM 10/04/22 Cash Basis

### **Hopewell Township** Balance Sheet Prev Year Comparison As of September 30, 2022

	Sep 30, 22	Sep 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings 100.00 · General Fund Checking				
100.00 · General Fund Checking 100.01 · Johnson Controls	91,790.00	91,790.00	0.00	0.0%
100.00 · General Fund Checking - Other	585,509.93	421,694.46	163,815.47	38.9%
AND AND ADDRESS OF THE PARTY OF	and the second			
Total 100.00 · General Fund Checking	677,299.93	513,484.46	163,815.47	31.9%
101.00 · Cell Tower MMA	98,180.51	55,651.23	42,529.28	76.4%
102.00 · Traffic Light MMA	3,303.52	6,149.05	-2,845.53	-46.3%
103.00 · Facilities Fund MMA	2,148,317.49	2,144,832.27	3,485.22	0.2%
104.00 · Equipment Fund MMA 107 · ARPA	325,670.75 556,667.60	245,303.66 280,506.61	80,367.09 276,160.99	32.8% 98.5%
100. · Checking/Savings - Other	-53.95	0.00	-53.95	-100.0%
20 A STATE OF THE				
Total 100. · Checking/Savings	3,809,385.85	3,245,927.28	563,458.57	17.4%
105.00 · Payroll Checking	18,250.44	12,263.65	5,986.79	48.8%
106.00 · State Fund Checking	12,440.45	189,830.36	-177,389.91	-93.5%
Total Checking/Savings	3,840,076.74	3,448,021.29	392,055.45	11.4%
Total Current Assets	3,840,076.74	3,448,021.29	392,055.45	11.4%
TOTAL ASSETS	3,840,076.74	3,448,021.29	392,055.45	11.4%
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities 210.00 · Payroll Liabilities				
210.02 · FICA Taxes Withheld	-12.40	-89.90	77.50	86.2%
210.03 · Medicare Taxes Withheld	-2.92	-21.04	18.12	86.1%
210.04 · PA UC Taxes Withheld	104.88	83.33	21.55	25.9%
210.05 · State Income Taxes Withheld	38.38	0.00	38.38	100.0%
210.06 · Local Income Taxes Withheld	1,149.78	790.76	359.02	45.4%
210.07 · Local Services Tax Withheld	102.00	74.00	28.00	37.8%
210.11 · Retirement Contributions	1,064.10	0.00	1,064.10	100.0%
210.14 · FICA Company Paid 210.15 · Medicare Taxes Company Paid	167.40 39.15	89.90 21.03	77.50 18.12	86.2% 86.2%
210.00 · Payroll Liabilities - Other	-33.67	-35.88	2.21	6.2%
Total 210.00 · Payroll Liabilities	2,616.70	912.20	1,704.50	186.9%
Total Other Current Liabilities	2,616.70	912.20	1,704.50	186.9%
Total Current Liabilities	2,616.70	912.20	1,704.50	186.9%
Total Liabilities	2,616.70	912.20	1,704.50	186.9%
Equity 275.00 · Fund Balance Net Income	3,364,935.36 472,524.68	3,141,568.39 305,540.70	223,366.97 166,983.98	7.1% 54.7%
Total Equity	3,837,460.04	3,447,109.09	390,350.95	11.3%
TOTAL LIABILITIES & EQUITY	3,840,076.74	3,448,021.29	392,055.45	11.4%

## Hopewell Township Expenses by Vendor Detail September 2022

Date	Num	Account	Original	Paid Am	Balance
AERO ENERGY 09/28/2022 09/28/2022	189.500 GALLONS	438.04 · Vehicle Fuel	796.53	796.53	796.53
	221.800 GALLONS	438.04 · Vehicle Fuel	932.29	932.29	1,728.82
Total AERO ENERGY				1,728.82	1,728.82
ARMSTRONG 09/01/2022 09/28/2022	8/26-9/25/22 Svcs. 9/26-10/25/22 Svcs.	409.03 · Telephone/Inte 409.03 · Telephone/Inte	272.50 272.50	272.50 272.50	272.50 545.00
Total ARMSTRONG				545.00	545.00
AT&T 09/01/2022 09/28/2022	8/16-9/15/22 Cell 9/16-10/15/22 Cell	409.03 · Telephone/Inte 409.03 · Telephone/Inte	188.29 188.29	188.29 188.29	188.29 376.58
Total AT&T				376.58	376.58
AUTO UPHOLSTERY ( 09/01/2022	OF YORK  Bucket seat cusions	438.02 · Supplies	295.95	295.95	295.95
Total AUTO UPHOLST	ERY OF YORK			295.95	295.95
BEARS PORTABLE TO 09/01/2022	OILETS 8/26-9/22/22 Rental	452.02 · Hopewell Area	227.50	227.50	227.50
Total BEARS PORTAB	LE TOILETS			227.50	227.50
BERKS NEW HOMES 09/01/2022	LLC	362.01 · Building/Zoning	4,000.00	4,000.00	4,000.00
09/01/2022 09/01/2022		362.01 · Building/Zoning 362.01 · Building/Zoning	4,000.00 4,000.00	4,000.00 4,000.00	8,000.00 12,000.00
09/01/2022		362.01 · Building/Zoning	4,000.00	4,000.00	16,000.00
09/01/2022 09/01/2022		362.01 · Building/Zoning 362.01 · Building/Zoning	4,000.00 4,000.00	4,000.00 4,000.00	20,000.00 24,000.00
09/01/2022		362.01 · Building/Zoning	4,000.00	4,000.00	28,000.00
09/01/2022	MEGILO	362.01 · Building/Zoning	4,000.00	4,000.00	32,000.00
Total BERKS NEW HO				32,000.00	32,000.00
09/01/2022		361.01 · Preliminary/Fin	3,418.00	3,418.00	3,418.00
Total BURKENTINE BU				3,418.00	3,418.00
CARDMEMBER SERVI 09/01/2022	CE 7/21-8/20/2022	438.03 · Vehicle Fuel	49.00	47.09	47.09
09/01/2022	7/21-8/20/2022	400.08 Dues/Subscript	58.29	56.02	103.11
09/01/2022	7/21-8/20/2022	413.01 · Codes Enforce	166.50	160.02	263.13
09/01/2022 09/01/2022	7/21-8/20/2022 7/21-8/20/2022	409.01 · Building Supplies 438.02 · Supplies	110.98 158.99	106.66 152.81	369.79 522.60
09/01/2022	7/21-8/20/2022	406.03 · Office Supplies	58.70	56.42	579.02
09/01/2022	7/21-8/20/2022	406.05 · Postage	24.00	23.07	602.09
Total CARDMEMBER S	ERVICE			602.09	602.09
CGA LAW FIRM, PC 09/15/2022	General Business	404.00 · Attorney Fees	951.00	951.00	951.00
Total CGA LAW FIRM, I	PC			951.00	951.00
CINTAS CORPORATIO 09/15/2022	<b>N</b> Refill Medical	406.04 · Other Services	263.22	263.22	263.22
Total CINTAS CORPOR	RATION			263.22	263.22
CLARK SALES AND SE 09/15/2022	ERVICE, INC. Hydraulic Hoses	437.01 · Parts for Repairs	718.58	718.58	718.58
Total CLARK SALES AN	ND SERVICE, INC.			718.58	718.58

### Hopewell Township Expenses by Vendor Detail

September 2022

Date	Num	Account	Original	Paid Am	Balance
COUNTY OF YORK 09/01/2022	Postage & Tax Svs	403.03 · Other Services	651.31	651.31	651.31
Total COUNTY OF YO	-			651.31	651.31
DANIEL B. KRIEG, INC					331.31
09/01/2022	Stock piles	439.02 · Supplies	39.00	39.00	39.00
Total DANIEL B. KRIE	G, INC.			39.00	39.00
DONNIES 10 POINT L	AWN CARE				
09/01/2022	Mowing	430.01 · Lawn Care	75.00	75.00	75.00
09/01/2022	Mowing	430.01 · Lawn Care	75.00	75.00	150.00
09/01/2022	Mowing	430.01 · Lawn Care	75.00	75.00	225.00
09/28/2022	Mowing	430.01 · Lawn Care	75.00	75.00	300.00
09/28/2022	Mowing	430.01 · Lawn Care	75.00	75.00	375.00
09/28/2022	Mowing	430.01 · Lawn Care	75.00	75.00	450.00
09/28/2022	Mowing	430.01 · Lawn Care	75.00	75.00	525.00
09/28/2022 09/28/2022	Mowing	430.01 · Lawn Care	75.00	75.00	600.00
	Mowing	430.01 · Lawn Care	75.00	75.00	675.00
Total DONNIES 10 PO	INT LAWN CARE			675.00	675.00
JOHN DEERE FINANC 09/28/2022	CIAL Switch	427.04 Davida fan Davida	252.24	252.24	250.24
		437.01 · Parts for Repairs	352.34	352.34	352.34
Total JOHN DEERE FI				352.34	352.34
LANCASTER TRUCK E 09/15/2022	BODIES Repairs	437.01 · Parts for Repairs	8,875.00	8,875.00	8,875.00
Total LANCASTER TRU		Torror Tarto for Ropallo	0,010.00	8,875.00	
				6,675.00	8,875.00
MARTIN & MARTIN IN 09/01/2022	Consulting	409 00 Engineering Co	54.00	54.00	E4 00
09/01/2022	145.183-22D	408.00 Engineering Se 408.01 Engineering Re			54.00
09/01/2022	145.163-22D 145.209A- 22F	408.01 · Engineering Re	680.00	680.00	734.00 6,234.12
09/01/2022	Stoltzfus-Stifler	408.00 Engineering Se	5,500.12 287.10	5,500.12 287.10	6,521.22
09/01/2022	Consulting	408.00 Engineering Se	563.50	563.50	7,084.72
Total MARTIN & MART	·		000.00	7,084.72	7,084.72
MEDIA ONE PA	IIV IIVO.			7,004.72	7,004.72
09/28/2022	Zoning Hearing	400.04 · Advertising	251.00	251.00	251.00
Total MEDIA ONE PA				251.00	251.00
MET ED					
09/01/2022	Ridge Meadow	409.04 · Electric	21.48	21.48	21.48
09/01/2022	E Forrest Ave	433.01 · Supplies	74.95	74.95	96.43
09/15/2022	7/29-8/29/22 Lee St	438.07 Other Services	47.88	47.88	144.31
09/28/2022	E Forrest Ave	433.01 · Supplies	86.29	86.29	230.60
09/28/2022	Ridge Meadow	409.04 Electric	20.29	20.29	250.89
Total MET ED				250.89	250.89
MPL LAW FIRM					
09/01/2022	Royal Farms	404.00 · Attorney Fees	640.00	640.00	640.00
09/01/2022	YCSWA Landfill	404.00 · Attorney Fees	3,152.00	3,152.00	3,792.00
09/01/2022	Hopkins ZHB Hrg	404.00 · Attorney Fees	272.00	272.00	4,064.00
09/01/2022	Stoltzfus/Trout Ln	404.02 · Attorney Fees	48.00	48.00	4,112.00
09/01/2022	Tolna Rd - Solar	404.02 · Attorney Fees	256.00	256.00	4,368.00
09/01/2022	Municipal Fees	404.00 · Attorney Fees	3,437.25	3,437.25	7,805.25
Total MPL LAW FIRM				7,805.25	7,805.25
PA Chamber Insurance	•				
09/01/2022	October 2022	406.02 · Insurance and	10,464.98	10,464.98	10,464.98
Total PA Chamber Insurance				10,464.98	10,464.98

# Hopewell Township Expenses by Vendor Detail September 2022

		•				
Date	Num		Account	Original	Paid Am	Balance
PA MUNICIPAL RETII 09/01/2022	REMENT SYSTEM Pension 2022	483.00	· Pension / Retir	34,373.00	34,373.00	34,373.00
Total PA MUNICIPAL	RETIREMENT SYSTEM				34,373.00	34,373.00
PA ONE CALL SYSTE 09/15/2022	EM INC Monthly Fee	438.07	· Other Services	40.92	40.92	40.92
Total PA ONE CALL S	YSTEM INC				40.92	40.92
PURCHASE POWER 09/01/2022	Postage	406.05	· Postage	301.50	301.50	301.50
Total PURCHASE PO	WER				301.50	301.50
QUALITY/ KYOCERA	DOCUMENT SOLUTION	NS MID				
09/15/2022 09/15/2022	8/6-9/5/2022 9/1-9/30/22	406.04	Other Services	58.59 501.06	58.59 501.06	58.59 559.65
	ERA DOCUMENT SOL			001.00	559.65	559.65
SHREWSBURY TRUE			na tore.		220.00	555.55
09/01/2022	Supplies	438.02	· Supplies	73.13	73.13	73.13
09/01/2022	Supplies		Supplies	57.89	57.89	131.02
Total SHREWSBURY	TRUE VALUE				131.02	131.02
SLATEFIELD EQUIPN 09/28/2022	IENT LLC TM-2 Repairs	437.01	· Parts for Repairs	212.50	212.50	212.50
Total SLATEFIELD EQ	UIPMENT LLC				212.50	212.50
SMART SOURCE LLC	:					
09/15/2022	OFFICE SUPPLIES	406.03	· Office Supplies	110.54	110.54	110.54
Total SMART SOURCE	ELLC				110.54	110.54
SOUTH PENN CODE	CONSULTANTS LLC					
09/01/2022 09/15/2022	Inspection fee		· Building/Zoning	70.50	70.50	70.50
09/15/2022	Reimbursement Reimbursement		· Building/Zoning · Building/Zoning	305.00 305.00	305.00 305.00	375.50 680.50
09/28/2022	May Zoning 2022		· Codes Enforce	8,445.00	8,445.00	9,125.50
Total SOUTH PENN Co	ODE CONSULTANTS LI	_C			9,125.50	9,125.50
SSP CUSTOM SOUND	LLC					
09/01/2022 09/01/2022	Service call Service call		Building Supplies Building Supplies	557.50 2,898.30	557.50 2.898.30	557.50 3,455.80
Total SSP CUSTOM SO		403.UI.	building Supplies	۷,090.30	3,455.80	3,455.80
					3, <del>4</del> 33.00	3,439.00
09/15/2022	•	406.06	Meetings and	556.50	556.50	556.50
Total STAGE MASTER	S LLC				556.50	556.50
STAPLES ADVANTAG						
09/01/2022	Supplies		Office Supplies	25.00	25.00	25.00
09/01/2022 09/15/2022	Supplies Supplies		Building Supplies Building Supplies	31.29 80.77	31.29 80.77	56.29 137.06
Total STAPLES ADVAN		403.01 ·	Building Supplies	00.77	137.06	
STAR PRINTING COM					137.00	137.06
09/01/2022	FANT	400.04 ·	Advertising	100.50	100.50	100.50
Total STAR PRINTING	COMPANY				100.50	100.50
						N

10:07 AM 10/04/22 Cash Basis

### Hopewell Township Expenses by Vendor Detail September 2022

Date	Num		Account	Original	Paid Am	Balance
TRUCK SPECIALTIE: 09/01/2022 09/01/2022	S INC DT3 DT4- Inspection		· Parts for Repairs · Parts for Repairs	397.17 96.99	397.17 96.99	397.17 494.16
Total TRUCK SPECIA	LTIES INC				494.16	494.16
U.S. MUNICIPAL SUF 09/28/2022	PPLY INC Signs	433.01	· Supplies	174.05	174.05	174.05
Total U.S. MUNICIPAL	L SUPPLY INC				174.05	174.05
UNITED CONCORDIA 09/01/2022 09/28/2022	September 2022 October 2022		· Insurance and · Insurance and	418.85 418.85	418.85 418.85	418.85 837.70
Total UNITED CONCO	ORDIA				837.70	837.70
WELLS FARGO VENI 09/01/2022	DOR FINANCIAL SVS. I Copier Lease		· Office Equipme	117.25	117.25	117.25
Total WELLS FARGO	VENDOR FINANCIAL S	SVS. LLC			117.25	117.25
YOE PARTS & EQUIP 09/01/2022 09/15/2022 09/15/2022	PMENT CO. Parts Supplies Parts	437.01	Parts for Repairs Parts for Repairs Parts for Repairs	62.25 145.20 47.76	62.25 145.20 47.76	62.25 207.45 255.21
Total YOE PARTS & E	EQUIPMENT CO.				255.21	255.21
YORK BUILDING PRO 09/01/2022 09/01/2022 09/01/2022	DDUCTS CO. INC. Topsoil-Sifted Topsoil-Sifted Topsoil-Sifted	438.02	Supplies Supplies Supplies	439.53 878.26 90.96	439.53 878.26 90.96	439.53 1,317.79 1,408.75
Total YORK BUILDING	PRODUCTS CO. INC.				1,408.75	1,408.75
YORK COUNTY S P C 09/01/2022	2023 Agreement	419.01	Animal Control	2,799.54	2,799.54	2,799.54
Total YORK COUNTY	SPCA				2,799.54	2,799.54
YORK MATERIALS G 09/15/2022	ROUP 2022 Blanket Order	438.02	Supplies	660.96	660.96	660.96
Total YORK MATERIA	LS GROUP				660.96	660.96
YORK WATER COMP. 09/15/2022	<b>ANY</b> 7/29-8/29/2022	411.01	Hydrant Service	461.40	461.40	461.40
Total YORK WATER C	OMPANY				461.40	461.40
TOTAL					133889.74	133,889.74

