

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR FEBRUARY 2, 2023
HOPEWELL TOWNSHIP MEETING ROOM & ZOOM
7:00 PM**

Chairman Manifold 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 pending and 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. In attendance were Supervisors David Wisnom and John O'Neill and Attorney Doug Myers.

Minutes

Supervisor O'Neill motioned to approve the January 3, 2023, Board of Supervisors Reorganization/Regular meeting minutes, Supervisor Wisnom seconded. Motion carried.

Treasurer's Report/Invoices

Supervisor Wisnom motioned to approve the January 31, 2023, Treasurer's report, and invoices. Supervisor O'Neill seconded; Motion carried.

Roads Report

Tree Trimming- Minimal winter maintenance has been done with no snow or ice events to be concerned about. Tree trimming is being done on Stewartstown Rd. The crew has also been doing research and gathering information for the salt shed and storage building that will hopefully be constructed in 2023.

Salt Shed & Storage Building- Chairman Manifold called for a motion to have the solicitor draft an advertisement to receive bids for the construction of both buildings. Supervisor O'Neill motioned for solicitor to draft this; Supervisor Wisnom seconded. Motion carried. Manifold also asked if anyone is interested in the truss structure or garage doors on the existing storage building. He then motioned to authorize the solicitor to advertise for bids for the removal of the existing truss and roof structure as well as the garage doors. O'Neill seconded the motion. Motion carried.

Subdivision/Land development Plans

Trout Lane- Josh Myers of Shaw Surveying was present to represent and discuss a sketch plan for 26 Trout Lane. It was suggested for a bond to be put in place and it was agreed that it would make sense for their engineer to come up with an amount for the entire project. Josh/Stoltzfus Family will talk with the engineers and come back to the board once that is done.

Baer/Wolfe Road- Josh Myers was also representing this sketch plan and wanted to discuss with the board before moving forward. They are looking to make one of the lots bigger to approximately 1.82 acres. The board is ok with this.

Flinchbaugh- North Barrens/Vineyard Road- Josh Myers wanted to also bring this to the board's attention. The new owner would like to cut off one of the existing three dwellings to 1.1 acres. Josh stated that an Ag review will be done as well as other items to be taken care of but wanted to also run this by the board.

Solicitor's Report

Act 172- EMS Tax Relief- a draft ordinance was tabled from last month, was to include volunteer members who exist outside the township but provide service for inside the township. Chairman Manifold stated he would like to move forward with this, and Supervisor O'Neill motioned to include all mutual aid companies within the Commonwealth. Supervisor Wisnom seconded. Motion carried.

International Property Maintenance Code- The Board decided to table this until next month to have more time to read through.

Hopkins Zoning Appeal- Chairman Manifold called for a motion to ratify the engagement letter and retain Summers and Nagy Law offices regarding the Hopkins Land Zoning appeal. Wisnom motioned and Manifold seconded. Mr. Hopkins of 19188 Gemmill Rd, who was on the agenda later under public comment, asked to speak before they motioned. Manifold then tabled the motion while Mr. Hopkins then spoke. Joe Prosser of 18895 Gemmill Rd, asked how much money Hopewell Township has spent on the Hopkins case and the Board stated that they will get Mr. Prosser the numbers. Carol and Scott Ayan of 19161 Gemmill Rd. asked why the Board approved the Bridgeview homes and it was explained to them. Chairman Manifold then stated that there was a motion and a second on the table. Motion carried.

Amendment to Zoning- An Ordinance was drafted to allow for small schools. Chairman Manifold motioned to issue the proposed amendment change to the Planning Commissions for the County and the Township and proceed forward. Supervisor O'Neill seconded. Motion carried.

Non-Building lots- Attorney Myers stated that there has been discussion on how to track on subdivisions appropriately. One thing is to make sure the confirmatory deed sets forth a clear restriction on building and all notes should be clearly noted on the subdivision plan that it's a non-buildable parcel. Policy and procedures could be in place for office staff making sure records are well kept. Doug will put something together regarding this and bring it back to the Board.

Zoning Office Report

Kevin Hertzog, Building Inspector from South Penn Code Consultants was present to introduce himself and gave an update on process updates etc. He asked for the Boards approval to move forward with civil action on two properties that are still not in compliance. 1104 Plank Rd- Storage of trash, rubbish, and junk. 15252 N Barrens Rd. - Chickens, goats and ducks roaming free on a residential lot. Supervisor Wisnom motioned to send both properties violation notices as needed. Supervisor O'Neill seconded. Motion carried. 201 High St has been sent a notice for roosters and their recent permit application will not be approved/issued until the roosters are removed and verified. Kevin stated that notices also went to three properties that have in home businesses.

Other Business-

Resolution 5-2023- Chairman Manifold motioned to adopt Resolution 5-2023 to assign the TWP Secretary as the Pension Administrator, Supervisor O'Neill seconded. Motion carried.

Real Estate Taxes- Supervisor Wisnom motioned to approve the return of uncollected Real Estate taxes. \$668.06 is the total. Supervisor O'Neill seconded. Motion carried.

Mr. Hopkins- Questions for the Board. Mr. Hopkins spoke earlier in the meeting.

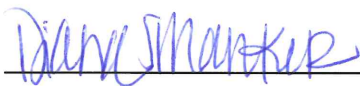
Stewartstown Station HOA- Mary Glass via Zoom spoke about the concerned increase of township solicitation. She asked if the Board would be willing to look into requiring solicitors to apply for a permit as well as figuring out how to regulate this. Attorney Myers is going to get some examples together of what other townships are doing and bring it back to the Board.

Jason Cole- Presented a power point recap of the 5K in 2022 and would like approval for another 5K this year. The proposed date for this year's 5K is September 16. Jason has double checked that there is nothing else going on that date and is working on other approvals needed and will bring it back to the Board. Chairman Manifold motioned to for Jason to proceed forward. Supervisor O'Neill seconded. Motion carried.

Personnel- None

Public Comment- None

Chairman Manifold adjourned the meeting at 9:09 pm.



Diana Manker, Recording Secretary

Hopewell Township Balance Sheet Prev Year Comparison As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Chan...
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
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	477,616.45	400,386.98	77,229.47	19.3%
Total 100.00 · General Fund Checking	569,406.45	492,176.98	77,229.47	15.7%
101.00 · Cell Tower MMA	111,756.85	67,774.38	43,982.47	64.9%
102.00 · Traffic Light MMA	3,042.64	6,151.11	-3,108.47	-50.5%
103.00 · Facilities Fund MMA	2,159,906.50	2,145,960.58	13,945.92	0.7%
104.00 · Equipment Fund MMA	327,220.07	245,405.00	81,815.07	33.3%
107 · ARPA	551,914.93	280,554.02	271,360.91	96.7%
Total 100. · Checking/Savings	3,723,247.44	3,238,022.07	485,225.37	15.0%
105.00 · Payroll Checking	30,462.93	25,633.87	4,829.06	18.8%
106.00 · State Fund Checking	12,467.59	94,837.98	-82,370.39	-86.9%
Total Checking/Savings	3,766,177.96	3,358,493.92	407,684.04	12.1%
Total Current Assets	3,766,177.96	3,358,493.92	407,684.04	12.1%
TOTAL ASSETS	3,766,177.96	3,358,493.92	407,684.04	12.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.01 · Federal Taxes Withheld	-2,966.00	-1,849.00	-1,117.00	-60.4%
210.02 · FICA Taxes Withheld	-1,854.35	-1,067.64	-786.71	-73.7%
210.03 · Medicare Taxes Withheld	-433.68	-249.71	-183.97	-73.7%
210.04 · PA UC Taxes Withheld	19.19	51.56	-32.37	-62.8%
210.05 · State Income Taxes Withheld	-918.20	0.00	-918.20	-100.0%
210.06 · Local Income Taxes Withheld	319.98	261.14	58.84	22.5%
210.07 · Local Services Tax Withheld	28.00	26.00	2.00	7.7%
210.14 · FICA Company Paid	-1,854.35	-887.84	-966.51	-108.9%
210.15 · Medicare Taxes Company Paid	-433.69	-207.64	-226.05	-108.9%
210.00 · Payroll Liabilities - Other	0.00	-35.88	35.88	100.0%
Total 210.00 · Payroll Liabilities	-8,093.10	-3,959.01	-4,134.09	-104.4%
2110 · Direct Deposit Liabilities	-11,055.19	0.00	-11,055.19	-100.0%
Total Other Current Liabilities	-19,148.29	-3,959.01	-15,189.28	-383.7%
Total Current Liabilities	-19,148.29	-3,959.01	-15,189.28	-383.7%
Total Liabilities	-19,148.29	-3,959.01	-15,189.28	-383.7%
Equity				
275.00 · Fund Balance	3,810,441.96	3,364,935.36	445,506.60	13.2%
Net Income	-25,115.71	-2,482.43	-22,633.28	-911.7%
Total Equity	3,785,326.25	3,362,452.93	422,873.32	12.6%
TOTAL LIABILITIES & EQUITY	3,766,177.96	3,358,493.92	407,684.04	12.1%

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Hopewell Township Expenses by Vendor Detail January 2023

Date	Num	Account	Original ...	Paid Amount	Balance
AERO ENERGY					
01/19/2023	575.700 GAL PRO...	409.02 · Heating Fuel/P...	931.94	931.94	931.94
01/19/2023	622.700 GALLONS	438.04 · Vehicle Fuel - ...	2,139.47	2,139.47	3,071.41
01/20/2023	353.500 GALLONS	438.04 · Vehicle Fuel - ...	1,277.83	1,277.83	4,349.24
Total AERO ENERGY				4,349.24	4,349.24
AIRGAS USA, LLC					
01/03/2023	Renewal	437.01 · Parts for Repairs	810.00	810.00	810.00
Total AIRGAS USA, LLC				810.00	810.00
ARMSTRONG					
01/27/2023	1/26-2/25/23 Svcs.	409.03 · Telephone/Inte...	272.50	272.50	272.50
Total ARMSTRONG				272.50	272.50
AT&T					
01/27/2023	1/16-2/15/23 Cell	409.03 · Telephone/Inte...	190.34	190.34	190.34
Total AT&T				190.34	190.34
BEARS PORTABLE TOILETS					
01/27/2023	1/13/23 - 2/9/23	452.02 · Hopewell Area ...	127.50	127.50	127.50
Total BEARS PORTABLE TOILETS				127.50	127.50
BENILDA SAGASTUME					
01/27/2023		409.01 · Building Supplies	150.00	150.00	150.00
Total BENILDA SAGASTUME				150.00	150.00
CARDMEMBER SERVICE					
01/03/2023	11//22/22- 12/21/22	438.03 · Vehicle Fuel - ...	47.55	47.55	47.55
01/03/2023	11//22/22- 12/21/22	400.08 · Dues/Subscript...	58.29	58.29	105.84
01/03/2023	11//22/22- 12/21/22	406.03 · Office Supplies	18.01	18.01	123.85
01/03/2023	11//22/22- 12/21/22	409.01 · Building Supplies	11.00	11.00	134.85
Total CARDMEMBER SERVICE				134.85	134.85
CINTAS CORPORATION					
01/06/2023	Refill Medical	406.04 · Other Services ...	54.33	54.33	54.33
Total CINTAS CORPORATION				54.33	54.33
COMMONWEALTH OF PA, DEP					
01/19/2023	A3-67930-237-2	414.04 · Other Services ...	30.00	30.00	30.00
Total COMMONWEALTH OF PA, DEP				30.00	30.00
COMPASS MINERALS AMERICA INC					
01/03/2023	92.36 tons	432.02 · Supplies	7,347.24	7,347.24	7,347.24
01/19/2023	66.38 tons	432.02 · Supplies	5,280.53	5,280.53	12,627.77
Total COMPASS MINERALS AMERICA INC				12,627.77	12,627.77
EUREKA CONSOLIDATED					
01/20/2023	2023 Q1 Qrt EMS	412.00 · Ambulance/Re...	10,000.00	10,000.00	10,000.00
Total EUREKA CONSOLIDATED				10,000.00	10,000.00
GENERAL CODE					
01/19/2023	Annual Maintenance	400.11 · Other Services ...	1,195.00	1,195.00	1,195.00
Total GENERAL CODE				1,195.00	1,195.00
GROFF TRACTOR & EQUIPMENT, LLC					
01/27/2023	BK-1	437.01 · Parts for Repairs	324.35	324.35	324.35
01/27/2023	BK1	437.01 · Parts for Repairs	125.26	125.26	449.61
Total GROFF TRACTOR & EQUIPMENT, LLC				449.61	449.61

Hopewell Township Expenses by Vendor Detail January 2023

Date	Num	Account	Original ...	Paid Amount	Balance
H.O.P.E.					
01/06/2023	2023 Contribution	459.01 · H.O.P.E. Contri...	2,500.00	2,500.00	2,500.00
Total H.O.P.E.				2,500.00	2,500.00
HOPEWELL AREA REC & PARK BOARD					
01/06/2023	1ST QTR 2023	452.01 · Annual Recreat...	11,975.15	11,975.15	11,975.15
Total HOPEWELL AREA REC & PARK BOARD				11,975.15	11,975.15
HOPEWELL PETTY CASH					
01/03/2023	Replenish	409.01 · Building Supplies	200.00	200.00	200.00
Total HOPEWELL PETTY CASH				200.00	200.00
LEPPO CARPETS					
01/20/2023	Carpet Shampoo	406.04 · Other Services ...	315.00	315.00	315.00
Total LEPPO CARPETS				315.00	315.00
MARTIN & MARTIN INC.					
01/03/2023	Municipal Engineer	408.00 · Engineering Se...	54.00	54.00	54.00
01/03/2023	145.197 Kurtz Sch...	408.01 · Engineering Re...	222.50	222.50	276.50
01/03/2023	Mayberry-Inspectio...	408.01 · Engineering Re...	18,572.90	18,572.90	18,849.40
01/03/2023	Consulting	408.00 · Engineering Se...	280.00	280.00	19,129.40
Total MARTIN & MARTIN INC.				19,129.40	19,129.40
MASON-DIXON PUBLIC LIBRARY					
01/06/2023	2023 Contribution	456.00 · Library Contrib...	10,800.00	10,800.00	10,800.00
Total MASON-DIXON PUBLIC LIBRARY				10,800.00	10,800.00
MEDIA ONE PA					
01/19/2023	Hearing notices	400.04 · Advertising	272.00	272.00	272.00
Total MEDIA ONE PA				272.00	272.00
MET ED					
01/03/2023	11/26-12/27 Lee St	438.07 · Other Services ...	48.19	48.19	48.19
01/20/2023	Ridge Meadow	409.04 · Electric	27.11	27.11	75.30
01/20/2023	E Forrest Ave	433.01 · Supplies	103.17	103.17	178.47
Total MET ED				178.47	178.47
MILLER & SONS, INC.					
01/19/2023	Pumped Septic	429.00 · Wastewater / S...	250.00	250.00	250.00
Total MILLER & SONS, INC.				250.00	250.00
PA Chamber Insurance					
01/06/2023	Feb 2023	406.02 · Insurance and ...	13,201.49	13,201.49	13,201.49
Total PA Chamber Insurance				13,201.49	13,201.49
PA ONE CALL SYSTEM INC					
01/19/2023	Monthly Fee	438.07 · Other Services ...	20.46	20.46	20.46
Total PA ONE CALL SYSTEM INC				20.46	20.46
PA TWPS. HEALTH INS. COOP. TRUST					
01/19/2023	2023 Disability Ins.	406.02 · Insurance and ...	2,757.96	2,757.96	2,757.96
Total PA TWPS. HEALTH INS. COOP. TRUST				2,757.96	2,757.96
QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID					
01/19/2023	12/6/22-1/5/2023	406.04 · Other Services ...	61.85	61.85	61.85
01/20/2023	1/1-1/31/23	406.04 · Other Services ...	673.66	673.66	735.51
Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID				735.51	735.51

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Hopewell Township Expenses by Vendor Detail January 2023

Date	Num	Account	Original ...	Paid Amount	Balance
SHREWSBURY TRUE VALUE					
01/03/2023	Supplies	437.01 · Parts for Repairs	323.16	323.16	323.16
Total SHREWSBURY TRUE VALUE				323.16	323.16
SOUTH PENN CODE CONSULTANTS LLC					
01/06/2023	Reimbursement	413.04 · CC Payments f...	80.00	80.00	80.00
01/27/2023	Nov 22 SEO	413.02 · Sewage Enforc...	900.00	900.00	980.00
Total SOUTH PENN CODE CONSULTANTS LLC				980.00	980.00
STAPLES ADVANTAGE					
01/03/2023	Supplies	406.03 · Office Supplies	22.99	22.99	22.99
01/03/2023	Supplies	409.01 · Building Supplies	30.66	30.66	53.65
01/03/2023	Supplies	409.01 · Building Supplies	28.39	28.39	82.04
01/03/2023	Supplies	409.01 · Building Supplies	31.29	31.29	113.33
01/19/2023	Bldg Supplies	409.01 · Building Supplies	37.13	37.13	150.46
01/27/2023	Supplies	406.03 · Office Supplies	1.78	1.78	152.24
01/27/2023	Supplies	409.01 · Building Supplies	26.12	26.12	178.36
01/27/2023	Supplies	409.01 · Building Supplies	31.02	31.02	209.38
01/27/2023	Supplies	406.03 · Office Supplies	11.13	11.13	220.51
01/27/2023	Supplies	409.01 · Building Supplies	14.48	14.48	234.99
Total STAPLES ADVANTAGE				234.99	234.99
STEWARTSTOWN AREA SENIOR CENTER					
01/06/2023	2023 Contribution	458.00 · Senior Citizen ...	6,000.00	6,000.00	6,000.00
Total STEWARTSTOWN AREA SENIOR CENTER				6,000.00	6,000.00
STEWARTSTOWN BOROUGH					
01/03/2023	9/25/21-12/25/22	411.01 · Hydrant Service	1,238.74	1,238.74	1,238.74
Total STEWARTSTOWN BOROUGH				1,238.74	1,238.74
THE HOME DEPOT					
01/19/2023	Supplies	409.01 · Building Supplies	338.00	338.00	338.00
Total THE HOME DEPOT				338.00	338.00
TODD SHAULL					
01/27/2023	Boot Reimb 2023	438.07 · Other Services ...	234.99	234.99	234.99
Total TODD SHAULL				234.99	234.99
TRI-BORO CONSTRUCTION SUPPLIES, INC.					
01/19/2023	Silt Soxx	438.02 · Supplies	69.54	69.54	69.54
Total TRI-BORO CONSTRUCTION SUPPLIES, INC.				69.54	69.54
UNITED CONCORDIA					
01/19/2023	February 2023	406.02 · Insurance and ...	459.02	459.02	459.02
Total UNITED CONCORDIA				459.02	459.02
W. W. GEMMILL, INC.					
01/27/2023	Water leak	409.05 · Repairs and M...	615.00	615.00	615.00
Total W. W. GEMMILL, INC.				615.00	615.00
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
01/03/2023	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
01/27/2023	Copier Lease	406.09 · Office Equipme...	117.25	117.25	234.50
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				234.50	234.50
YOE PARTS & EQUIPMENT CO.					
01/27/2023	Supplies	438.02 · Supplies	145.39	145.39	145.39
Total YOE PARTS & EQUIPMENT CO.				145.39	145.39

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02/01/23
Cash Basis

Hopewell Township Expenses by Vendor Detail January 2023

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Original ...</u>	<u>Paid Amount</u>	<u>Balance</u>
YORK WATER COMPANY					
01/19/2023	11/28-12/30/2022	411.01 - Hydrant Service	461.40	461.40	461.40
Total YORK WATER COMPANY				461.40	461.40
TOTAL				104,061.31	104061.31

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**HOPEWELL TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 5-2023

**A RESOLUTION APPOINTING THE TOWNSHIP SECRETARY
AS PLAN ADMINISTRATOR FOR THE HOPEWELL
TOWNSHIP EMPLOYEE PENSION PLAN**

WHEREAS, Hopewell Township is a Second Class Township organized under the Pennsylvania Second Class Township Code, 53 P.S. 65101 *et seq.*; and

WHEREAS, Hopewell Township enacted the Hopewell Township Employee Pension Plan Ordinance on September 6, 1990, as amended by Ordinance dated January 6, 1991; and

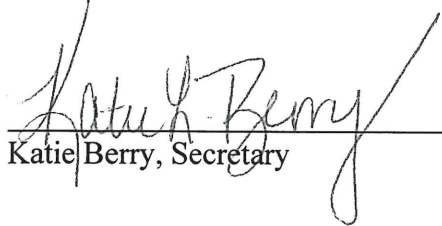
WHEREAS, Section V of that Ordinance authorized the Secretary of the Board of Supervisors of Hopewell Township to execute any and all documents necessary for the implementation of that plan; and

WHEREAS, the Board of Supervisors of Hopewell Township desire to appoint the Township Secretary as the Plan Administrator:

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, that the Township Secretary, Katie Berry, is appointed the Plan Administrator for the Hopewell Township Employee Pension Plan, and is vested with all the rights and duties thereof, effective immediately.


RESOLVED this 2nd day of February, 2023.


ATTEST:


Katie Berry, Secretary

HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS

By: 
Aaron R. Manifold, Chairman

By: 
David T. Wisnom, Supervisor

By: 
John J. O'Neill, Supervisor

