

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
THURSDAY, APRIL 27, 2023 @ 7 PM  
HOPEWELL TOWNSHIP MEETING ROOM & ZOOM  
7:00 PM**

Chairman Manifold called the meeting to order at 7:00pm. In attendance were Supervisors, David Wisnom and John O'Neill, Attorney Andy Miller, Building Codes Official Kevin Hertzog, and Township Manager, Katie Berry.

Chairman Manifold welcomed everyone to the Special Meeting for April 27, 2023, and started with the Pledge of Allegiance. He then stated there are two agenda items:

**Agenda items:**

The first item has been called by the Board to discuss future adoption of the International Property Maintenance Code and to discuss general Township business. Chairman Manifold turned the meeting over to Kevin Hertzog, Building Codes Official, to get his input on what portions we need or do not need. Kevin suggested that they go down through the index. He then asked if they wanted the property maintenance code to be Internal or external. Manifold suggested exterior and both Wisnom and O'Neill agreed.

1. Consider amending Chapter 5, "Code Enforcement" of the Code of Ordinances to add a new Part 2, "Property Maintenance Code."
2. Consider deleting Chapter 10, "Health and Safety," Part 1, "Weed Control" since this is covered in Section 302.4 of the IPMC. The height of weeds in the "Weed Control" ordinance is 8 inches.

Consider whether to add these exemptions to the IPMC.

**3. Enforcement of IPMC.**

**A.** Sections 106 and 11 of the IMPC provide the following enforcement procedure:

(1) Notice of Violation [NOV] is issued by the code official with deadline to abate the violation. Query: Does the board want to change title to "code enforcement officer"?

(2) Property owners can appeal the NOV to a "board of appeals" that would need to be created by the supervisors.

(3) Property owners can appeal decision of the board of appeals to Court of Common Pleas.

(4) If property owner does not appeal the NOV and does not correct the violation, then the Code Enforcement Official would file a private summary criminal complaint with the District Justice ["DJ"].

**B.** Consider deleting Sections 106 and 111. This procedure eliminates a board of appeals:

- (1) NOV is issued by the code official with deadline to abate the violation.
- (2) If the property owner does not abate the violation by the deadline, then the code official issues a citation to the property owner.
- (3) The code official files citation with the DJ within 5 days of issuance.
- (4) Defendant has 10 days to plead guilty or not guilty.
- (5) If defendant pleads not guilty, has to post as collateral an amount equal to the fine and costs specified in the citation. If fine and costs are not specified, then defendant must post \$50 as collateral.
- (6) Second Class Township Code allows fine up to \$1,000.00 for summary offense. Consider whether the fines are graduated depending on number of offenses or whether to allow the DJ to set the amount of the fine up to \$1,000.00 per violation.
- (7) Some municipalities utilize a procedure where the NOV serves as a “ticket,” and the NOV includes the fine to be paid within a certain time period. If the fine isn’t paid, then the code official issues a citation. This procedure requires that the ordinance specify the amount of the fine to be paid for a violation and whether the fine increases depending on successive violations within a certain time period (i.e., one year). Need to consider how ticket is to be served (i.e., posting, personal service or mail). Most of the time this system is implemented through a “quality of life” ordinance that would allow you to also add a ticketing procedure to other chapters of the code.

4. Knock Box Ordinance. It may be best to include this in the Code of Ordinances, Chapter 7, “Fire Prevention and Fire Protection” by adding a new Part 3 - “Key Lockboxes.”

It was mentioned to amend the Fee Schedule to include Permit Expenses for failure to obtain.

**Public Comment.** Steve Boyer of 14979 Leib School Rd, was present and stated that he would like to read through the IMPC and Manager Katie Berry made him a copy.

### **Adjournment**

Chairman Manifold adjourned the meeting at 8:57pm.

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Diana Manker, Recording Secretary