

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MINUTES FOR NOVEMBER 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. He asked that all in attendance sign in and anyone who may be recording the meeting provide their name and address for the record. In attendance, Supervisors David Wisnom, Attorney Andy Miller, Zoning Officer Cliff Tinsley, and Township Manager Katie Berry. Supervisor O'Neill was unable to attend due to a family event.

The Board held an executive session prior to the meeting to discuss potential litigation.

**Minutes**

Supervisor Wisnom motioned to approve the October 5, 2023, Board of Supervisors Regular meeting minutes and Chairman Manifold seconded. Motion carried.

**Treasurer's Report/Invoices**

Chairman Manifold motioned to approve the October 31, 2023, Treasurer's Report and previously reviewed invoices listed in this report. Supervisor Wisnom seconded. Motion carried.

**Roads Report:**

Paving- has been completed at the lower parking lot in front of our new salt and storage buildings.

Tree trimming- The crew has been continuing to work on this throughout the township.

Equipment and trucks servicing- they have been prepping and doing winter maintenance for the upcoming season.

Waltemyer School Road- There was a follow up discussion on road repairs for the train track crossings at the Stewartstown Railroad. At the recommendation of the Roadmaster and the Board, a permanent fix would be to have new tracks, new stone base, and new rails installed. The Railroad has informed us that they have no money to contribute. The township will mill approximately 2 inches of tar and chip asphalt with a 2-inch overlay. Our crew will work on this during the winter season.

Tree in township- in addition to tree trimming, there is a tree that is half on the township right of way and half off the right of way. It is in danger of falling into the roadway. There were three bids for the tree to be taken down for safety. Chairman Manifold motioned to authorize the Manager to sign the contract to have the tree taken down as long as it does not exceed \$3000. Supervisor Wisnom seconded. Someone asked where the tree is

located, Manifold stated that it is on Gemmill Rd just off Ridge Meadow Rd. Motion carried.

**Subdivision/Land Development Plans:**

23-02– Terra Nova at Magnolia Groves, LLC – Preliminary Subdivision and Land Development. Consider approval. Grant Anderson was present to discuss and respectfully request approval of the 5 waivers and approval of the preliminary plan on the condition that the outstanding comments be addressed. Chairman Manifold explained that this is just a preliminary approval and will still have to be back in front of the Board at a later date.

1. s.22-607.3- Waiver of requirement that streetlights be dedicated to the municipality. The streetlights will be private, and owner maintained. Supervisor Wisnom motioned to approve the waiver for streetlights, and Chairman Manifold seconded. Motion carried.

2. s.22-606- Waiver of requirement to plant trees no more than 50 feet apart. Street trees are proposed for planting in some instances less than the maximum required 50 feet spacing. Chairman Manifold motioned to grant the waiver for spacing of street trees. Supervisor Wisnom and seconded. Joe Zbozien of 93 Laurel Dr asked how many trees would be taken down and Mr. Anderson explained that 50% of the trees will remain in place. Dennis Rill of 3674 Stewartstown Rd asked about storm drains and Mr. Anderson also explained and then showed him the storm drains on the plans. Duain Houck of 4189 Willow St asked about an environmental booklet and Attorney MacNeal explained the DEP has the booklet. They are currently under review, and they will have to comply with the DEP. Motion carried.

3. s.22-604.1.A- Sidewalks are required on both sides of proposed streets. Sidewalks are waived on Valley Road and Forest Road. Due to topographic constraints and a question of necessity, some sidewalk locations on the western side of the private street are waived. Development provides sidewalks on only one side of the proposed street network. Chairman Manifold motioned to approve, and Supervisor Wisnom seconded. A few residents asked Mr. Anderson to explain and show the sidewalks on the map/plan. Manifold then amended his motion to include the sidewalk waiver requesting portions of the interior of the development on the west side of the main entrance. Wisnom still seconds the motion. Motion carried.

4. s.22-405.3- At the final plan stage, the required plan scale is either 1" = 50' or 1" = 100'. This plan is technically a preliminary plan at this time. Scales utilized are 1" = 30' and 1" = 60'. Mr. Anderson explained. Supervisor Wisnom motioned to approve the scale sizing and Chairman Manifold seconded. Motion carried.

5. s.22-402.2.s- Illustration of all streets within 400 feet of the project boundaries with applicable names, cartway and right-of-way widths. These streets are illustrated as part of the plan's location map, but without the required width information. Chairman Manifold motioned to approve, and Supervisor Wisnom seconded and asked for any further discussion. Motion carried. Atty MacNeal and Mr. Anderson then took a few minutes to get every up to speed on the plan. Kathleen Davis of 19072 Valley Rd asked about the umbrella magnolias down where the creek is and who will monitor when the very large old oak trees are being cut down. Mr. Anderson stated that no one will be permitted in that area. Dennis Rill Asked where the pumping station will be pumped to. Mr. Anderson



showed on the map where the pumping station is located and stated that Stewartstown authority approved the flows. Cydnie Shindledecker of 3500 Autumn Lane asked if retaining walls will be built to which Mr. Anderson confirmed there will be and they also asked about a traffic study and both Mr. Anderson and Atty MacNeal explained that a traffic study has already been done. Hopewell Fish and Game stated that they stand against this until they see how this will affect the stream and they feel this affects the trout population. Mr. Anderson and Chairman Manifold stated that all of this is being highly monitored by the DEP. Manifold commented that you can't stop development, but you can help to control it. Alex Steele of 18 Locust St asked about the retaining wall and wanted to know how close it will be to the back of her property. Mr. Anderson stated they are 20 feet off the property line. David McClure of 13474 Center RD asked about the dump that used to be there. Ms. MacNeal explained that testing and boring was done at the area where the dumping occurred.

23-09– Flinchbaugh/Miller – Final Subdivision Plan- Ready to be signed by the Board and recorded. Supervisor Wisnom motioned to approve, and Chairman Manifold seconded. Motion carried.

#### **Solicitor's Report:**

Comcast Cable Franchise - Chairman Manifold motioned to authorize the solicitor to begin working on a franchise agreement with Comcast for Hopewell Township and Supervisor Wisnom seconded. Motion carried.

Chicken Ordinance- This is still in discussion after going to the Planning Committee meeting last month. It was mentioned that the public did not realize that this was still a problem and Manifold stated that this has been a continuing problem since 2015. Attorney Miller would like more time to continue working on this and asked that it be tabled. Chairman Manifold motioned to table until next month and Supervisor Wisnom seconded. Motion carried.

Volunteer Tax Credit – Attorney Miller has nothing new to report on this but would like to keep it on the agenda for his report.

#### **Other Business:**

Solicitor Engagement Letter – MPL rate will be increasing for 2024. Chairman Manifold stated that he is pleased with their service and motioned for the manager to sign the engagement letter for 2024 at \$200 per hour and Supervisor Wisnom seconded. Motion carried.

Animal Control Agreement – Manager Berry explained that Klugh Animal Control Services is the only service in York County. Their rate went up \$2 per hour. Supervisor Wisnom

motioned to continue with this service and accept their new fees for 2024 and Chairman Manifold seconded. Motion carried for 2024.

Generator Maintenance Agreement – Annual agreement for 2024 with Winter Engine-Generator Service of \$550 to perform the annual inspection on the generator and a load test for \$690. Supervisor Wisnom motioned to pay the \$550 for the inspection but not the load test and Chairman Manifold seconded. Motion carried.

2024 Budget – Chairman Manifold motioned for the manager to advertise a December 7, 2023, budget meeting for 2024 as required by law and Supervisor Wisnom seconded. Motion carried.

Permit Management Program – Manager Berry explained the program and stated that we found the need internally for a better tracking system for deadlines, inspections, documents, permits, violations etc. and then we would always have access to our files. There would be one fee to start and then an annual fee would be paid as well. It would cost \$16K to get it started and then \$1850 per year after that. To build our own program it would be double the cost of this. Chairman Manifold motioned to permit the Manger to enter into an agreement with CS Davidson Inc for their Permit Manager Program for year one at \$8925 and year two at \$8925 and then yearly at \$1850. Supervisor Wisnom seconded. Joe Shanabrough asked how many seats we will have. Katie stated that we should be able to have as many as we choose but would rather not have many at this time so we would like the max to be 3-4. It can always be adjusted. Motion carried.

York Co. Second Class Township 104<sup>th</sup> Convention – The Township Supervisors and staff attended this convention in October. Supervisor Wisnom was acknowledged for 28 years of service to Hopewell Township and Roadmaster Donnie McCauslin was also recognized for 28 years! Susan Herbert, who is on our board of auditors, was recognized for 27 years of service. Chairman Manifold thanked all three for a job well done!

**Personnel:** Performance review for Diana Manker, Administrative Assistant. She has been with the Township for 2 years and has done a very good job. Chairman then motioned to recommend a \$3 an hour raise as she was not included in the cost of living increase recently. Supervisor Wisnom seconded. Motion carried.

**Public Comment:** None

Chairman Manifold adjourned the meeting at 9:00 pm.



---

Diana Manker, Recording Secretary

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

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking				
100.01 · Johnson Controls	0.00	91,790.00	-91,790.00	-100.0%
100.00 · General Fund Checking - Other	800,129.10	487,168.96	312,960.14	64.2%
<b>Total 100.00 · General Fund Checking</b>	<b>800,129.10</b>	<b>578,958.96</b>	221,170.14	38.2%
101.00 · Cell Tower MMA	150,077.80	100,329.06	49,748.74	49.6%
102.00 · Traffic Light MMA	3,097.73	3,303.80	-206.07	-6.2%
103.00 · Facilities Fund MMA	2,522,669.62	2,148,645.91	374,023.71	17.4%
104.00 · Equipment Fund MMA	334,272.05	325,712.21	8,559.84	2.6%
107 · ARPA	0.00	550,354.98	-550,354.98	-100.0%
108.00 · RoFo Traffic Light Agreement	20,000.00	0.00	20,000.00	100.0%
<b>Total 100. · Checking/Savings</b>	<b>3,830,246.30</b>	<b>3,707,304.92</b>	122,941.38	3.3%
105.00 · Payroll Checking	21,289.72	17,537.39	3,752.33	21.4%
106.00 · State Fund Checking	136,260.10	12,444.88	123,815.22	994.9%
<b>Total Checking/Savings</b>	<b>3,987,796.12</b>	<b>3,737,287.19</b>	250,508.93	6.7%
<b>Total Current Assets</b>	<b>3,987,796.12</b>	<b>3,737,287.19</b>	250,508.93	6.7%
<b>TOTAL ASSETS</b>	<b>3,987,796.12</b>	<b>3,737,287.19</b>	<b>250,508.93</b>	<b>6.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.02 · FICA Taxes Withheld	0.00	-89.90	89.90	100.0%
210.03 · Medicare Taxes Withheld	0.00	-21.04	21.04	100.0%
210.04 · PA UC Taxes Withheld	23.85	53.84	-29.99	-55.7%
210.06 · Local Income Taxes Withheld	340.71	299.33	41.38	13.8%
210.07 · Local Services Tax Withheld	30.00	28.00	2.00	7.1%
210.11 · Retirement Contributions	1,183.98	0.00	1,183.98	100.0%
210.14 · FICA Company Paid	0.00	89.90	-89.90	-100.0%
210.15 · Medicare Taxes Company Paid	-0.01	21.03	-21.04	-100.1%
210.00 · Payroll Liabilities - Other	0.00	-33.67	33.67	100.0%
<b>Total 210.00 · Payroll Liabilities</b>	<b>1,578.53</b>	<b>347.49</b>	1,231.04	354.3%
<b>Total Other Current Liabilities</b>	<b>1,578.53</b>	<b>347.49</b>	1,231.04	354.3%
<b>Total Current Liabilities</b>	<b>1,578.53</b>	<b>347.49</b>	1,231.04	354.3%
<b>Total Liabilities</b>	<b>1,578.53</b>	<b>347.49</b>	1,231.04	354.3%
Equity				
275.00 · Fund Balance	3,810,441.96	3,364,935.36	445,506.60	13.2%
30000 · Opening Balance Equity	20,000.00	0.00	20,000.00	100.0%
Net Income	155,775.63	372,004.34	-216,228.71	-58.1%
<b>Total Equity</b>	<b>3,986,217.59</b>	<b>3,736,939.70</b>	249,277.89	6.7%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,987,796.12</b>	<b>3,737,287.19</b>	<b>250,508.93</b>	<b>6.7%</b>

AM  
 DSM



10:03 AM  
 11/02/23  
 Cash Basis

## Hopewell Township Expenses by Vendor Detail October 2023

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>BARLEY SNYDER</b>					
10/05/2023		310.10 · Real Estat...	1,835.00	1,835.00	1,835.00
Total BARLEY SNYDER				1,835.00	1,835.00
<b>BENILDA SAGASTUME</b>					
10/05/2023	Oct 23 Cleani...	409.09 · Bldg. & Off...	150.00	150.00	150.00
Total BENILDA SAGASTUME				150.00	150.00
<b>C H REED INC</b>					
10/20/2023	Ck/Pump	409.05 · Repairs an...	644.63	644.63	644.63
Total C H REED INC				644.63	644.63
<b>CGA LAW FIRM, PC</b>					
10/05/2023	General Busi...	404.00 · Attorney F...	2,142.00	2,142.00	2,142.00
Total CGA LAW FIRM, PC				2,142.00	2,142.00
<b>CULLIGAN WATER</b>					
10/05/2023	Cooler rental	409.01 · Building S...	20.00	20.00	20.00
10/05/2023	Water	409.01 · Building S...	30.75	30.75	50.75
Total CULLIGAN WATER				50.75	50.75
<b>GRACE ELECTRIC &amp; SERVICES, LLC</b>					
10/18/2023	Generator	409.04 · Electric	462.26	462.26	462.26
10/18/2023	Salt Shed	409.04 · Electric	2,222.37	2,222.37	2,684.63
Total GRACE ELECTRIC & SERVICES, LLC				2,684.63	2,684.63
<b>HAKES FARM &amp; SEED</b>					
10/20/2023	Grass Seed	438.02 · Supplies	280.00	280.00	280.00
Total HAKES FARM & SEED				280.00	280.00
<b>HOPEWELL HEATING &amp; AIR</b>					
10/05/2023	Service	409.05 · Repairs an...	119.95	119.95	119.95
Total HOPEWELL HEATING & AIR				119.95	119.95
<b>KIMBALL MIDWEST</b>					
10/18/2023	Shop Supplies	409.01 · Building S...	423.97	423.97	423.97
Total KIMBALL MIDWEST				423.97	423.97
<b>KLUGH ANIMAL CONTROL SERVICES</b>					
10/05/2023	Billable Servi...	419.01 · Animal Co...	36.30	36.30	36.30
Total KLUGH ANIMAL CONTROL SERVICES				36.30	36.30
<b>LARRY SCOTT BAUMGARNER</b>					
10/05/2023	Escrow Reim...	414.07 · Reimbursa...	2,080.00	2,080.00	2,080.00
Total LARRY SCOTT BAUMGARNER				2,080.00	2,080.00
<b>LYDIA AND PAUL BLANK</b>					
10/05/2023	Escrow Reim...	414.07 · Reimbursa...	3,620.30	3,620.30	3,620.30
Total LYDIA AND PAUL BLANK				3,620.30	3,620.30
<b>MARTIN &amp; MARTIN INC.</b>					
10/05/2023	Municipal En...	408.00 · Engineerin...	770.00	770.00	770.00
10/05/2023	Mayberry-Ins...	408.01 · Engineerin...	2,901.80	2,901.80	3,671.80
10/05/2023	Stoltzfus-Stifler	408.00 · Engineerin...	992.00	992.00	4,663.80
10/05/2023	Forest Rd	408.00 · Engineerin...	275.00	275.00	4,938.80
10/05/2023	Clifford Baer	408.00 · Engineerin...	225.00	225.00	5,163.80
10/05/2023	Flinchbaugh/...	408.00 · Engineerin...	287.00	287.00	5,450.80
Total MARTIN & MARTIN INC.				5,450.80	5,450.80

AM

ISM

10:03 AM  
 11/02/23  
 Cash Basis

## Hopewell Township Expenses by Vendor Detail October 2023

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>MC MUNICIPALSERVICES, LLC</b>					
10/05/2023	Aug 2023	413.01 · Codes Enf...	10,073.00	10,073.00	10,073.00
Total MC MUNICIPALSERVICES, LLC				10,073.00	10,073.00
<b>MEDIA ONE PA</b>					
10/18/2023	Hearing notic...	400.04 · Advertising	885.99	885.99	885.99
Total MEDIA ONE PA				885.99	885.99
<b>MET ED</b>					
10/05/2023	8/26-9/27/23 ...	438.07 · Other Serv...	53.10	53.10	53.10
10/18/2023	E Forrest Ave	433.01 · Supplies	96.55	96.55	149.65
Total MET ED				149.65	149.65
<b>MPL LAW FIRM</b>					
10/05/2023	Baumgardner	404.00 · Attorney F...	180.00	180.00	180.00
10/05/2023	Blank/Bower...	404.00 · Attorney F...	144.00	144.00	324.00
10/05/2023	Clifford Baer	404.00 · Attorney F...	360.00	360.00	684.00
10/05/2023	Dwelling Rights	404.00 · Attorney F...	918.00	918.00	1,602.00
10/05/2023	Flinchbaugh/...	404.00 · Attorney F...	216.00	216.00	1,818.00
10/05/2023	Mayberry ZHB	404.02 · Attorney F...	2,322.00	2,322.00	4,140.00
10/05/2023	Municipal Fees	404.00 · Attorney F...	765.00	765.00	4,905.00
10/05/2023	Stoltzfus/Tro...	404.02 · Attorney F...	162.00	162.00	5,067.00
Total MPL LAW FIRM				5,067.00	5,067.00
<b>ORWICK FARMS LLC</b>					
10/18/2023	Straw	438.02 · Supplies	25.00	25.00	25.00
Total ORWICK FARMS LLC				25.00	25.00
<b>PA Chamber Insurance</b>					
10/05/2023	Nov 2023	406.02 · Insurance ...	12,765.04	12,765.04	12,765.04
Total PA Chamber Insurance				12,765.04	12,765.04
<b>PA ONE CALL SYSTEM INC</b>					
10/23/2023	Monthly Fee	438.07 · Other Serv...	41.44	41.44	41.44
Total PA ONE CALL SYSTEM INC				41.44	41.44
<b>QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID</b>					
10/18/2023	9/6/23-10/5/2...	406.04 · Other Serv...	82.51	82.51	82.51
10/18/2023	10/1-10/31/23	406.04 · Other Serv...	622.60	622.60	705.11
Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID				705.11	705.11
<b>SOUTH PENN CODE CONSULTANTS LLC</b>					
10/05/2023	Aug SEO 2023	413.01 · Codes Enf...	1,995.00	1,995.00	1,995.00
10/18/2023	Sept Zoning ...	413.01 · Codes Enf...	1,519.41	1,519.41	3,514.41
Total SOUTH PENN CODE CONSULTANTS LLC				3,514.41	3,514.41
<b>STAPLES ADVANTAGE</b>					
10/05/2023	Bldg Supplies	409.01 · Building S...	28.39	28.39	28.39
10/05/2023	Bldg Supplies	409.01 · Building S...	11.77	11.77	40.16
10/05/2023	Bldg Supplies	409.01 · Building S...	11.62	11.62	51.78
10/05/2023	Bldg Supplies	409.01 · Building S...	32.88	32.88	84.66
10/18/2023	Supplies	406.03 · Office Sup...	27.37	27.37	112.03
10/18/2023	Supplies	409.01 · Building S...	35.29	35.29	147.32
Total STAPLES ADVANTAGE				147.32	147.32
<b>STEWARTSTOWN BOROUGH</b>					
10/05/2023	6/25/23-9/25/...	411.01 · Hydrant Se...	1,234.20	1,234.20	1,234.20
Total STEWARTSTOWN BOROUGH				1,234.20	1,234.20

*AM ISM*  
 Page 2

10:03 AM  
 11/02/23  
 Cash Basis

## Hopewell Township Expenses by Vendor Detail October 2023

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>TRUCK SPECIALTIES INC</b>					
10/20/2023	Inspection DT6	437.01 · Parts for R...	272.78	272.78	272.78
10/20/2023	Inspection DT2	437.01 · Parts for R...	1,805.81	1,805.81	2,078.59
10/20/2023	Inspection DT3	437.01 · Parts for R...	1,369.63	1,369.63	3,448.22
Total TRUCK SPECIALTIES INC				3,448.22	3,448.22
<b>U.S. MUNICIPAL SUPPLY INC</b>					
10/05/2023	Road Signs	433.01 · Supplies	397.35	397.35	397.35
10/18/2023	Road Signs	433.01 · Supplies	109.31	109.31	506.66
Total U.S. MUNICIPAL SUPPLY INC				506.66	506.66
<b>UNITED CONCORDIA</b>					
10/18/2023	Noc 2023	406.02 · Insurance ...	459.02	459.02	459.02
Total UNITED CONCORDIA				459.02	459.02
<b>WELLS FARGO VENDOR FINANCIAL SVS. LLC</b>					
10/05/2023	Copier Lease	406.09 · Office Equi...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
<b>WOLF FARMS INC</b>					
10/05/2023	Escrow Reim...	414.07 · Reimbursa...	3,323.00	3,323.00	3,323.00
Total WOLF FARMS INC				3,323.00	3,323.00
<b>YOE PARTS &amp; EQUIPMENT CO.</b>					
10/18/2023	Parts	438.02 · Supplies	934.10	934.10	934.10
Total YOE PARTS & EQUIPMENT CO.				934.10	934.10
<b>YORK MATERIALS GROUP</b>					
10/20/2023	2023 Blanket...	439.02 · Supplies	35,820.83	35,820.83	35,820.83
Total YORK MATERIALS GROUP				35,820.83	35,820.83
<b>YORK WATER COMPANY</b>					
10/23/2023	8/31/23-9/29/...	411.01 · Hydrant Se...	545.40	545.40	545.40
Total YORK WATER COMPANY				545.40	545.40
<b>TOTAL</b>				<b>99,280.97</b>	<b>99,280.97</b>

*AM* *ISM*  
 Page 3