

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MINUTES FOR SEPTEMBER 5, 2024  
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 and John O'Neill, and Attorney Eric Holey.

Executive Session was held prior to the meeting with the solicitor to discuss potential litigation. Anyone online that would like to comment can use the raise hand icon.

**Minutes**

Supervisor O'Neill motioned to approve the August 28, 2024, Board of Supervisors Special meeting minutes, a meeting to exercise the extension of the current Municipal Waste Contract with Penn Waste. Supervisor Wisnom seconded. Motion carried.

**Treasurer's Report/Invoices**

Chairman Manifold motioned to table the August 31, 2024, Treasurer's Report and previously reviewed invoices listed in this report. Supervisor O'Neill seconded. Motion carried.

**Roads Report:**

Mowing – Our Roads Crew completed the second round of mowing for the year and will be doing more after the paving project is completed.

Johnson Road – The State fund overlay project is now complete and should be good for along time.

Shaw and Jims Roads – the Crew is now moving onto another State funded project to overlay Shaw and Jims Rd.

**Subdivision/Land Development Plans:**

None

**Solicitor's Report:**

Employee Handbook Revision – Attorney Eric Holey was present to give the revisions that were made to the existing employee handbook to update the townships comp time

policy. Supervisor Wisnom motioned to adopt Resolution 12-2024 and Chairman Manifold seconded. Motion carried.

Code Updates- Supervisor O'Neil motioned for the solicitor to proceed with setting the proposed changes to the planning commission for their review. Supervisor Wisnom seconded. Motion carried.

### **Other Business:**

2024 JCI Tif- Supervisor O'Neill motioned to release the tax amount of \$8137.48 and Supervisor Wisnom seconded. Motion carried.

Township Building Updates – Supervisor O'Neill motioned to authorize the Manager to seek professional services to provide building update design ideas. Supervisor Wisnom seconded the motion. Motion carried.

ACT 537 Update – Currently the township is 53% compliant for Act 537 for 2024 in District 3. Chairman Manifold asked that this be put on the agenda for next month for another update.

Employee Health & Vision Insurance – Supervisor Wisnom motioned to renew for 2024-2025 and Supervisor O'Neil seconded. Motion carried.

Minimum Municipal Obligation – Chairman Manifold motioned to certify 2025 MMO for Employee Pension Plan which totals \$ 44,661 and Supervisor O'Neill seconded. Motion carried.

Budget Workshop – Chairman Manifold motioned to set the date to Monday, September 23 at 6pm and authorize the manager to advertise. Supervisor O'Neill seconded. Motion carried.

Kindness Week Proclamation – Chairman Manifold motioned to authorize participation and proclamation of Kindness week which is November 9-16 and ran by Stewartstown native Kevin Smith. Supervisor Wisnom seconded. Motion carried.

Hopewell Area Recreation and Parks – Rick Kerns was present and provided updates for the proposed 2025 budget. Chairman Manifold asked for updates on audits and a timeline on the Master Plan for the new park and Rick gave an update on this as well. They are now in need of a new board member due to Mark Anderson needing to step down. Katie will advertise for this position. Supervisor O'Neill asked if there are any tournaments coming up and Rick stated that Baseball will be the first tournament.

Mason Dixon Library – Janet McElwain was present to provide updates and gave a summary of the 2024 highlights at the library and thanked the Board for their support. She provided a handout that covers all the highlights so far this year. Steve Freeman, Library President was also present to discuss how they have been approached by York County Libraries to see where they can cut services. They have been told they will need to change from a Member Library to a Branch Library and would need to reduce staffing and hours. Steve stated that this Library was created by the community, and he feels they are going to take that away. The board asked that before anything happens on this to come back so they can be aware of what is going on.

### **Personnel-**

Annual Performance review – Road Master Travis Mergler has been doing an exceptional job with the challenges that have been presented and keeping the road crew functioning.

Chairman Manifold motioned to authorize a \$3 increase an hour to be effective August 13, 2024, and Supervisor O'Neill seconded. Motion carried.

Assistant Road Master – Chairman Manifold motioned to table this until the October meeting and Supervisor O'Neill seconded. Motion carried.

Road Crew Laborer – Supervisor O'Neill motioned to advertise for employment of another Road Crew member and Supervisor Wisnom seconded. Motion carried.

**Public Comment** –None

**Adjournment** - Meeting adjourned at 8:20pm



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Diana Manker, Recording Secretary

8:46 AM

09/11/24

Cash Basis

# Hopewell Township

## Balance Sheet Prev Year Comparison

### As of August 31, 2024

|   | Aug 31, 24          | Aug 31, 23          | \$ Change         | % Change       |
|---|---------------------|---------------------|-------------------|----------------|
| <b>ASSETS</b>                             |                     |                     |                   |                |
| Current Assets                            |                     |                     |                   |                |
| Checking/Savings                          |                     |                     |                   |                |
| 100. · Checking/Savings                   |                     |                     |                   |                |
| 100.00 · General Fund Checking            | 670,984.10          | 881,927.99          | -210,943.89       | -23.9%         |
| 101.00 · Cell Tower MMA                   | 187,738.00          | 139,683.88          | 48,054.12         | 34.4%          |
| 102.00 · Traffic Light MMA                | 3,164.13            | 3,084.62            | 79.51             | 2.6%           |
| 103.00 · Facilities Fund MMA              | 2,693,007.70        | 2,508,837.86        | 184,169.84        | 7.3%           |
| 104.00 · Equipment Fund MMA               | 442,753.01          | 332,605.97          | 110,147.04        | 33.1%          |
| <b>Total 100. · Checking/Savings</b>      | <b>3,997,646.94</b> | <b>3,866,140.32</b> | <b>131,506.62</b> | <b>3.4%</b>    |
| 105.00 · Payroll Checking                 | 21,838.04           | 22,035.96           | -197.92           | -0.9%          |
| 106.00 · State Fund Checking              | 338,196.62          | 302,512.48          | 35,684.14         | 11.8%          |
| <b>Total Checking/Savings</b>             | <b>4,357,681.60</b> | <b>4,190,688.76</b> | <b>166,992.84</b> | <b>4.0%</b>    |
| <b>Total Current Assets</b>               | <b>4,357,681.60</b> | <b>4,190,688.76</b> | <b>166,992.84</b> | <b>4.0%</b>    |
| <b>TOTAL ASSETS</b>                       | <b>4,357,681.60</b> | <b>4,190,688.76</b> | <b>166,992.84</b> | <b>4.0%</b>    |
| <b>LIABILITIES &amp; EQUITY</b>           |                     |                     |                   |                |
| Liabilities                               |                     |                     |                   |                |
| Current Liabilities                       |                     |                     |                   |                |
| Accounts Payable                          |                     |                     |                   |                |
| 200.00 · Accounts Payable                 | -575.24             | 0.00                | -575.24           | -100.0%        |
| <b>Total Accounts Payable</b>             | <b>-575.24</b>      | <b>0.00</b>         | <b>-575.24</b>    | <b>-100.0%</b> |
| Other Current Liabilities                 |                     |                     |                   |                |
| 210.00 · Payroll Liabilities              |                     |                     |                   |                |
| 210.04 · PA UC Taxes Withheld             | -0.01               | 63.42               | -63.43            | -100.0%        |
| 210.06 · Local Income Taxes Withheld      | 0.00                | 905.99              | -905.99           | -100.0%        |
| 210.07 · Local Services Tax Withheld      | 0.00                | 74.00               | -74.00            | -100.0%        |
| 210.11 · Retirement Contributions         | 3,460.40            | 1,772.31            | 1,688.09          | 95.3%          |
| 210.15 · Medicare Taxes Company Paid      | -0.01               | -0.01               | 0.00              | 0.0%           |
| <b>Total 210.00 · Payroll Liabilities</b> | <b>3,460.38</b>     | <b>2,815.71</b>     | <b>644.67</b>     | <b>22.9%</b>   |
| <b>Total Other Current Liabilities</b>    | <b>3,460.38</b>     | <b>2,815.71</b>     | <b>644.67</b>     | <b>22.9%</b>   |
| <b>Total Current Liabilities</b>          | <b>2,885.14</b>     | <b>2,815.71</b>     | <b>69.43</b>      | <b>2.5%</b>    |
| <b>Total Liabilities</b>                  | <b>2,885.14</b>     | <b>2,815.71</b>     | <b>69.43</b>      | <b>2.5%</b>    |
| Equity                                    |                     |                     |                   |                |
| 275.00 · Fund Balance                     | 3,830,156.21        | 3,810,441.96        | 19,714.25         | 0.5%           |
| Net Income                                | 524,640.25          | 377,431.09          | 147,209.16        | 39.0%          |
| <b>Total Equity</b>                       | <b>4,354,796.46</b> | <b>4,187,873.05</b> | <b>166,923.41</b> | <b>4.0%</b>    |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>     | <b>4,357,681.60</b> | <b>4,190,688.76</b> | <b>166,992.84</b> | <b>4.0%</b>    |

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09/11/24

Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### August 2024

| Date   | Num                 | Account                     | Original Amount | Paid Amount | Balance   |
|--|---------------------|-----------------------------|-----------------|-------------|-----------|
| <b>ARMSTRONG</b>                             |                     |                             |                 |             |           |
| 08/28/2024                                   | 8/26-9/25/24 Svcs.  | 409.03 · Telephone/Inte...  | 273.70          | 273.70      | 273.70    |
| Total ARMSTRONG                              |                     |                             |                 | 273.70      | 273.70    |
| <b>AT&amp;T</b>                              |                     |                             |                 |             |           |
| 08/28/2024                                   | 8/16-9/15/24 Cell   | 409.03 · Telephone/Inte...  | 231.62          | 231.62      | 231.62    |
| Total AT&T                                   |                     |                             |                 | 231.62      | 231.62    |
| <b>BEARS PORTABLE TOILETS</b>                |                     |                             |                 |             |           |
| 08/28/2024                                   | 8/23-9/19/2024      | 452.02 · Hopewell Area ...  | 130.50          | 130.50      | 130.50    |
| 08/28/2024                                   | 8/1-9/28/2024       | 452.02 · Hopewell Area ...  | 115.00          | 115.00      | 245.50    |
| Total BEARS PORTABLE TOILETS                 |                     |                             |                 | 245.50      | 245.50    |
| <b>BENILDA SAGASTUME</b>                     |                     |                             |                 |             |           |
| 08/28/2024                                   | Sept 2024 Cleaning  | 409.09 · Bldg. & Offices... | 150.00          | 150.00      | 150.00    |
| Total BENILDA SAGASTUME                      |                     |                             |                 | 150.00      | 150.00    |
| <b>BERKS NEW HOMES LLC</b>                   |                     |                             |                 |             |           |
| 08/28/2024                                   | 18007 Dave Anne     | 413.03 · Other Services ... | 960.00          | 960.00      | 960.00    |
| 08/28/2024                                   | 18009 Dave Anne     | 413.03 · Other Services ... | 960.00          | 960.00      | 1,920.00  |
| 08/28/2024                                   | 18006 Dave Anne     | 413.03 · Other Services ... | 2,475.60        | 2,475.60    | 4,395.60  |
| 08/28/2024                                   | 18008 Dave Anne     | 413.03 · Other Services ... | 2,550.60        | 2,550.60    | 6,946.20  |
| 08/28/2024                                   | 18016 Dave Anne     | 413.03 · Other Services ... | 3,674.60        | 3,674.60    | 10,620.80 |
| Total BERKS NEW HOMES LLC                    |                     |                             |                 | 10,620.80   | 10,620.80 |
| <b>CINTAS CORPORATION</b>                    |                     |                             |                 |             |           |
| 08/28/2024                                   | Refill Medical      | 406.04 · Other Services ... | 80.86           | 80.86       | 80.86     |
| Total CINTAS CORPORATION                     |                     |                             |                 | 80.86       | 80.86     |
| <b>CLARK SALES AND SERVICE, INC.</b>         |                     |                             |                 |             |           |
| 08/28/2024                                   | Hydraulic Hose      | 437.01 · Parts for Repairs  | 299.93          | 299.93      | 299.93    |
| Total CLARK SALES AND SERVICE, INC.          |                     |                             |                 | 299.93      | 299.93    |
| <b>CLEVELAND BROTHERS</b>                    |                     |                             |                 |             |           |
| 08/28/2024                                   | Bowman Sch Rd       | 438.05 · Equipment Ren...   | 1,686.79        | 1,686.79    | 1,686.79  |
| Total CLEVELAND BROTHERS                     |                     |                             |                 | 1,686.79    | 1,686.79  |
| <b>DEPENDABLE CONSTRUCTION CODE SERVICES</b> |                     |                             |                 |             |           |
| 08/05/2024                                   | UCC Inspection fees | 413.04 · CC Payments ...    | 625.00          | 625.00      | 625.00    |
| 08/28/2024                                   | UCC Inspection fees | 413.04 · CC Payments ...    | 272.50          | 272.50      | 897.50    |
| Total DEPENDABLE CONSTRUCTION CODE SERVICES  |                     |                             |                 | 897.50      | 897.50    |
| <b>GANNETT PENNSYLVANIA LOCALIQ</b>          |                     |                             |                 |             |           |
| 08/28/2024                                   | Resched Meeting     | 400.04 · Advertising        | 21.52           | 21.52       | 21.52     |
| Total GANNETT PENNSYLVANIA LOCALIQ           |                     |                             |                 | 21.52       | 21.52     |
| <b>HOPEWELL AREA REC &amp; PARK BOARD</b>    |                     |                             |                 |             |           |
| 08/28/2024                                   | Rec Fees- Hopkins   | 452.03 · Recreation Fees    | 3,200.00        | 3,200.00    | 3,200.00  |
| Total HOPEWELL AREA REC & PARK BOARD         |                     |                             |                 | 3,200.00    | 3,200.00  |
| <b>MARTIN &amp; MARTIN INC.</b>              |                     |                             |                 |             |           |
| 08/28/2024                                   | 145-24F             | 408.00 · Engineering Se...  | 368.50          | 368.50      | 368.50    |
| 08/28/2024                                   | 197A-24F Kurtz      | 408.01 · Engineering Re...  | 2,388.00        | 2,388.00    | 2,756.50  |
| 08/28/2024                                   | 209-24B Mayberry    | 408.01 · Engineering Re...  | 195.00          | 195.00      | 2,951.50  |
| 08/28/2024                                   | 209A-24G Mayberry   | 408.01 · Engineering Re...  | 6,289.35        | 6,289.35    | 9,240.85  |
| 08/28/2024                                   | 244-24A-Miller      | 408.00 · Engineering Se...  | 257.00          | 257.00      | 9,497.85  |
| Total MARTIN & MARTIN INC.                   |                     |                             |                 | 9,497.85    | 9,497.85  |

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Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### August 2024

| Date   | Num                  | Account                     | Original Amount | Paid Amount | Balance   |
|--|----------------------|-----------------------------|-----------------|-------------|-----------|
| <b>MC MUNICIPALSERVICES, LLC</b>               |                      |                             |                 |             |           |
| 08/28/2024                                     | July 2024            | 413.01 · Codes Enforce...   | 11,208.33       | 11,208.33   | 11,208.33 |
| Total MC MUNICIPALSERVICES, LLC                |                      |                             |                 | 11,208.33   | 11,208.33 |
| <b>MCCARTHY TIRE &amp; AUTO CENTERS</b>        |                      |                             |                 |             |           |
| 08/28/2024                                     | Tire DT-2            | 437.01 · Parts for Repairs  | 346.50          | 346.50      | 346.50    |
| Total MCCARTHY TIRE & AUTO CENTERS             |                      |                             |                 | 346.50      | 346.50    |
| <b>MET ED</b>                                  |                      |                             |                 |             |           |
| 08/28/2024                                     | 6/29/24-7/26/24      | 438.07 · Other Services ... | 66.84           | 66.84       | 66.84     |
| 08/28/2024                                     | E Forrest Ave        | 433.01 · Supplies           | 118.08          | 118.08      | 184.92    |
| Total MET ED                                   |                      |                             |                 | 184.92      | 184.92    |
| <b>MONTAGE ENTERPRISES, INC.</b>               |                      |                             |                 |             |           |
| 08/28/2024                                     | Mower Blades         | 437.01 · Parts for Repairs  | 564.55          | 564.55      | 564.55    |
| Total MONTAGE ENTERPRISES, INC.                |                      |                             |                 | 564.55      | 564.55    |
| <b>PA MUNICIPAL RETIREMENT SYSTEM</b>          |                      |                             |                 |             |           |
| 08/28/2024                                     | Pension 2024         | 483.00 · Pension / Retir... | 39,797.00       | 39,797.00   | 39,797.00 |
| Total PA MUNICIPAL RETIREMENT SYSTEM           |                      |                             |                 | 39,797.00   | 39,797.00 |
| <b>PA ONE CALL SYSTEM INC</b>                  |                      |                             |                 |             |           |
| 08/28/2024                                     | Monthly Fee          | 438.07 · Other Services ... | 68.15           | 68.15       | 68.15     |
| Total PA ONE CALL SYSTEM INC                   |                      |                             |                 | 68.15       | 68.15     |
| <b>QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID</b> |                      |                             |                 |             |           |
| 08/05/2024                                     | 7/1-7/31/2024        | 406.04 · Other Services ... | 632.70          | 632.70      | 632.70    |
| 08/28/2024                                     | 8/1-8/31/2024        | 406.04 · Other Services ... | 659.10          | 659.10      | 1,291.80  |
| 08/28/2024                                     | 7/6-8/5/2024         | 406.04 · Other Services ... | 58.17           | 58.17       | 1,349.97  |
| Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID  |                      |                             |                 | 1,349.97    | 1,349.97  |
| <b>SHREWSBURY CONCRETE</b>                     |                      |                             |                 |             |           |
| 08/28/2024                                     | Bowman/Sadlers       | 438.02 · Supplies           | 876.70          | 876.70      | 876.70    |
| Total SHREWSBURY CONCRETE                      |                      |                             |                 | 876.70      | 876.70    |
| <b>STAPLES ADVANTAGE</b>                       |                      |                             |                 |             |           |
| 08/28/2024                                     | Supplies             | 406.03 · Office Supplies    | 5.51            | 5.51        | 5.51      |
| 08/28/2024                                     | Supplies             | 409.01 · Building Supplies  | 39.36           | 39.36       | 44.87     |
| 08/28/2024                                     | Supplies             | 409.01 · Building Supplies  | 16.77           | 16.77       | 61.64     |
| 08/28/2024                                     | Supplies             | 409.01 · Building Supplies  | 16.77           | 16.77       | 78.41     |
| Total STAPLES ADVANTAGE                        |                      |                             |                 | 78.41       | 78.41     |
| <b>STEWARTSTOWN BOROUGH</b>                    |                      |                             |                 |             |           |
| 08/28/2024                                     | 24/25 1st Respond... | 411.03 · Workers Comp...    | 11,112.80       | 11,112.80   | 11,112.80 |
| Total STEWARTSTOWN BOROUGH                     |                      |                             |                 | 11,112.80   | 11,112.80 |
| <b>TRACTOR SUPPLY CREDIT PLAN</b>              |                      |                             |                 |             |           |
| 08/28/2024                                     | Toolbox              | 437.01 · Parts for Repairs  | 379.99          | 379.99      | 379.99    |
| Total TRACTOR SUPPLY CREDIT PLAN               |                      |                             |                 | 379.99      | 379.99    |
| <b>U.S. MUNICIPAL SUPPLY INC</b>               |                      |                             |                 |             |           |
| 08/28/2024                                     | Kurtz Sch signs      | 433.01 · Supplies           | 83.35           | 83.35       | 83.35     |
| Total U.S. MUNICIPAL SUPPLY INC                |                      |                             |                 | 83.35       | 83.35     |
| <b>UNITED CONCORDIA</b>                        |                      |                             |                 |             |           |
| 08/28/2024                                     | Sept 2024            | 406.02 · Insurance and ...  | 40.17           | 40.17       | 40.17     |
| Total UNITED CONCORDIA                         |                      |                             |                 | 40.17       | 40.17     |

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09/11/24

Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### August 2024

| Date   | Num            | Account                    | Original Amount | Paid Amount      | Balance          |
|--|----------------|----------------------------|-----------------|------------------|------------------|
| <b>WELLS FARGO VENDOR FINANCIAL SVS. LLC</b> |                |                            |                 |                  |                  |
| 08/28/2024                                   | Copier Lease   | 406.09 · Office Equipme... | 117.25          | 117.25           | 117.25           |
| Total WELLS FARGO VENDOR FINANCIAL SVS. LLC  |                |                            |                 | 117.25           | 117.25           |
| <b>YORK BUILDING PRODUCTS CO. INC.</b>       |                |                            |                 |                  |                  |
| 08/28/2024                                   | Cold Patch     | 438.02 · Supplies          | 74.55           | 74.55            | 74.55            |
| 08/28/2024                                   | 2A PA          | 438.02 · Supplies          | 2,557.95        | 2,557.95         | 2,632.50         |
| 08/28/2024                                   | R5             | 438.02 · Supplies          | 595.00          | 595.00           | 3,227.50         |
| Total YORK BUILDING PRODUCTS CO. INC.        |                |                            |                 | 3,227.50         | 3,227.50         |
| <b>YORK MATERIALS GROUP</b>                  |                |                            |                 |                  |                  |
| 08/28/2024                                   | Bowman Sch. Rd | 438.02 · Supplies          | 1,635.24        | 1,635.24         | 1,635.24         |
| 08/28/2024                                   | Pot holes      | 438.02 · Supplies          | 711.55          | 711.55           | 2,346.79         |
| Total YORK MATERIALS GROUP                   |                |                            |                 | 2,346.79         | 2,346.79         |
| <b>YORK WATER COMPANY</b>                    |                |                            |                 |                  |                  |
| 08/28/2024                                   | 6/28-7/29/24   | 411.01 · Hydrant Service   | 545.40          | 545.40           | 545.40           |
| Total YORK WATER COMPANY                     |                |                            |                 | 545.40           | 545.40           |
| <b>TOTAL</b>                                 |                |                            |                 | <b>99,533.85</b> | <b>99,533.85</b> |

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**HOPEWELL TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

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**Proclamation  
In Recognition of “Kindness Week”  
November 9, 2024 – November 16, 2024**

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**WHEREAS**, Kindness is an expression of love that brings out the best in others and in ourselves, with overwhelmingly positive implications for health and broader peace and well-being; and

**WHEREAS**, Kindness, like a life vest, keeps us afloat. It makes us believe in ourselves, instills hope, builds self-esteem, and fosters connectedness; and

**WHEREAS**, experiencing and performing acts of kindness are known to provide greater happiness and optimism, reduced feelings of helplessness and depression, and an increased sense of self-worth; and

**WHEREAS**, acts of kindness often inspire others to “pay it forward” in meaningful ways, thereby having significant coattails in which their influence extends well beyond the initial acts themselves; and

**WHEREAS**, no act of kindness is too small to make a difference and change a life, and anyone can make a lasting impact and change the world through kind actions; and


**WHEREAS**, as humanity’s greatest asset, Kindness is a choice that should be encouraged, recognized, rewarded, and celebrated to achieve more of it locally and beyond.


**NOW, THEREFORE**, in conjunction with World Kindness Day, the Board of Supervisors of Hopewell Township, York County, Pennsylvania, hereby proclaim “Kindness Week” effective November 9-16, 2024. During this time individuals, families, schools, businesses, and all community constituents are encouraged to personify the theme “See the Good. Be the Good. Go the Extra Mile” for Kindness in various ways limited only by imagination and creativity.

**RESOLVED** this 5<sup>th</sup> day of September 2024.

**ATTEST:**

**HOPEWELL TOWNSHIP BOARD OF  
SUPERVISORS**

  
Secretary – Katie L. Berry

  
Chairman- Aaron R. Manifold