

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MINUTES FOR DECEMBER 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. Also in attendance, Supervisors David Wisnom and John O'Neill, Attorney Andy Miller, Zoning Officer Cliff Tinsley and Township Manager Katie Berry.

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.

**Approval of Minutes:** Supervisor O'Neill motioned to approve the November 7, 2024, Board of Supervisors Regular meeting minutes and Supervisor Wisnom seconded. Motion carried.

**Treasurer's Report/Invoices:** Supervisor Wisnom motioned to approve the November 30, 2024, Treasurer's Report and previously reviewed invoices listed in this report and Chairman Manifold seconded. Motion carried.

Chairman Manifold motioned to re-establish the amount of the Treasurer's Bond for 2025 which is currently 3.5 million, at the recommendation of the auditors and Supervisor O'Neill seconded. Motion carried.

**Roads:**

Road shoulders- Cleanup is being done around the road shoulders this month.

Begin more tree trimming. The crew is also doing tree trimming due to the recent winds as well as winter tree trimming throughout the township. Residents will be notified.

Ready for snow removal- They also did some minor salt spreading with the recent snow squalls.

**Subdivision/Land Development Plans:**

None

**Solicitor's Report:**

Employee Handbook Revision, Resolution 16-2024- Revisions are being made to the holiday schedule. Since the elections will no longer be held at the township anymore and the office will not be closed on those days. The two new holidays will now be President's

Day and Columbus Day for all township employees. Supervisor O'Neil motioned to adopt Resolution 16-2024 and Supervisor Wisnom seconded. Motion carried.

Tax Rate Resolution 17-2024- The millage rate will stay the same at 2.1 mils. Supervisor Wisnom motioned to approve Resolution 17-2024 and Supervisor O'Neill seconded. Motion carried.

SALDO Amendments- Ordinance 2024-05- The next step is to schedule a public hearing. Supervisor O'Neill motioned to authorize advertisement for the Ordinance 1-2025 at the January 6 Organizational meeting and Supervisor Wisnom seconded.

Dalfen Industrial Warehouse Development- they have asked for a time extension due to the holidays. Supervisor O'Neill motioned to grant the time extension request and Supervisor Wisnom seconded. Motion carried. Supervisor Wisnom motioned to set the hearing date for February 6 and Supervisor O'Neill seconded. Motion carried.

### **Other Business:**

2025 Budget – This has been advertised per the Manager and Supervisor Wisnom motioned to adopt the 2025 Budget, Supervisor O'Neill seconded. Motion carried.

2025 Paid Holidays – Supervisor O'Neill motioned to approve the 2025 paid holidays and Chairman Manifold seconded. Motion carried.

2025 Meetings dates – Supervisor Wisnom motioned to approve and authorize the Manager to advertise the 2025 meeting dates as read and Supervisor O'Neill seconded. Motion carried.

2025 Tax Collector Sitting Hours – Supervisor Wisnom motioned to approve the tax collector sitting dates as read and Supervisor O'Neill seconded.

Tax Collector expenses reimbursed- Chairman Manifold read over the expenses in the amount of \$153.54. Supervisor O'Neill motioned to approve, and Supervisor Wisnom seconded. Motion carried.

2025 SPCA Contract – Steven Martinez (Executive Director) was present to discuss with the Board and for them to review their contract. He provided a packet for the board to review and explained that the SPCA is the only service and shelter for the entire county. The demand for stray dogs has gone up in York County by 22 %. Supervisor O'Neill motioned to approve the contract for 2025 in the amount of \$3978.00 and Supervisor Wisnom seconded. Motion carried.

Patrick Gallagher- was present to introduce himself to the Board and stated his interest in volunteering for the Zoning Hearing Board. He would volunteer for any other position if became available.

Karol Manner-Dyess – was present via zoom to introduce herself and explain to the Board why she is interested in being considered for any Township Board vacancies.

Matt Gross– of Piston Court was present to discuss with the Board a recent permit application denial and concerns with the Township's consulting firm. Mr. Gross feels his permit was denied improperly by our Zoning Officer Mr. Tinsley, who explained that Mr. Gross's permit was submitted on a property that he does not own so therefore the permit application was properly denied. Jeff Vandervort, also of Piston Ct was present via Zoom to discuss as well.

**Personnel:**

Chairman Manifold stated that Board has been reviewing resumes and interviewing candidates for the Manager position at this time. Katie will be here for the January 6 Organizational meeting and the Township will proceed forward from there. Supervisor O'Neill thanked Katie again for all that she has done during her time as Manager.

**Public Comment:**

None

**Adjournment:**

Meeting adjourned at 8:00pm



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Diana Manker, Recording Secretary



11:28 AM

12/04/24

Cash Basis

# Hopewell Township

## Balance Sheet Prev Year Comparison

As of November 30, 2024

	Nov 30, 24	Nov 30, 23	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking	735,771.68	849,024.04	-113,252.36	-13.3%
101.00 · Cell Tower MMA	203,363.94	151,982.82	51,381.12	33.8%
102.00 · Traffic Light MMA	3,184.19	3,104.20	79.99	2.6%
103.00 · Facilities Fund MMA	2,715,186.59	2,529,500.07	185,686.52	7.3%
104.00 · Equipment Fund MMA	446,065.59	335,094.49	110,971.10	33.1%
Total 100. · Checking/Savings	4,103,571.99	3,868,705.62	234,866.37	6.1%
105.00 · Payroll Checking	17,294.84	21,891.83	-4,596.99	-21.0%
106.00 · State Fund Checking	24,672.91	136,439.29	-111,766.38	-81.9%
Total Checking/Savings	4,145,539.74	4,027,036.74	118,503.00	2.9%
Total Current Assets	4,145,539.74	4,027,036.74	118,503.00	2.9%
<b>TOTAL ASSETS</b>	<b>4,145,539.74</b>	<b>4,027,036.74</b>	<b>118,503.00</b>	<b>2.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 · Accounts Payable	-575.24	0.00	-575.24	-100.0%
Total Accounts Payable	-575.24	0.00	-575.24	-100.0%
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.04 · PA UC Taxes Withheld	-0.01	46.77	-46.78	-100.0%
210.06 · Local Income Taxes Withheld	0.00	668.03	-668.03	-100.0%
210.07 · Local Services Tax Withheld	0.00	56.00	-56.00	-100.0%
210.11 · Retirement Contributions	2,201.43	1,165.69	1,035.74	88.9%
210.15 · Medicare Taxes Company Paid	-0.01	-0.01	0.00	0.0%
Total 210.00 · Payroll Liabilities	2,201.41	1,936.48	264.93	13.7%
Total Other Current Liabilities	2,201.41	1,936.48	264.93	13.7%
Total Current Liabilities	1,626.17	1,936.48	-310.31	-16.0%
Total Liabilities	1,626.17	1,936.48	-310.31	-16.0%
Equity				
275.00 · Fund Balance	3,830,156.21	3,810,441.96	19,714.25	0.5%
Net Income	313,757.36	214,658.30	99,099.06	46.2%
Total Equity	4,143,913.57	4,025,100.26	118,813.31	3.0%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,145,539.74</b>	<b>4,027,036.74</b>	<b>118,503.00</b>	<b>2.9%</b>

JG  
DMW

11:28 AM

12/04/24

Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### November 2024

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>AARON MANIFOLD</b>					
11/06/2024	2024 Convention	400.09 · Meetings an...	50.00	50.00	50.00
11/06/2024	2024 Convention	400.03 · Travel Expe...	24.12	24.12	74.12
Total AARON MANIFOLD				74.12	74.12
<b>ALPHA SPACE CONTROL, LLC</b>					
11/21/2024	Line painting	438.01 · Labor	20,080.91	20,080.91	20,080.91
Total ALPHA SPACE CONTROL, LLC				20,080.91	20,080.91
<b>ARRO CONSULTING, INC</b>					
11/21/2024	GIS Services	400.08 · Dues/Subsc...	495.00	495.00	495.00
Total ARRO CONSULTING, INC				495.00	495.00
<b>C.M. HIGH INC.</b>					
11/21/2024	Wolfe & Forrest Rd	433.02 · Repair Traffi...	413.61	413.61	413.61
11/21/2024	Wolfe & Forrest Rd	433.02 · Repair Traffi...	998.22	998.22	1,411.83
Total C.M. HIGH INC.				1,411.83	1,411.83
<b>CARDMEMBER SERVICE</b>					
11/07/2024	9/21/24-10/21/24	409.01 · Building Su...	30.28	30.28	30.28
11/07/2024	9/21/24-10/21/24	400.08 · Dues/Subsc...	56.95	56.95	87.23
11/07/2024	9/21/24-10/21/24	400.08 · Dues/Subsc...	2.99	2.99	90.22
11/07/2024	9/21/24-10/21/24	409.01 · Building Su...	50.73	50.73	140.95
11/07/2024	9/21/24-10/21/24	406.03 · Office Suppl...	157.36	157.36	298.31
11/07/2024	9/21/24-10/21/24	409.01 · Building Su...	21.17	21.17	319.48
11/07/2024	9/21/24-10/21/24	437.01 · Parts for Re...	52.98	52.98	372.46
11/07/2024	9/21/24-10/21/24	409.01 · Building Su...	9.11	9.11	381.57
11/07/2024	9/21/24-10/21/24	437.01 · Parts for Re...	16.95	16.95	398.52
11/07/2024	9/21/24-10/21/24	437.01 · Parts for Re...	13.66	13.66	412.18
11/07/2024	9/21/24-10/21/24	409.01 · Building Su...	233.97	233.97	646.15
11/07/2024	9/21/24-10/21/24	413.01 · Codes Enfor...	157.50	157.50	803.65
Total CARDMEMBER SERVICE				803.65	803.65
<b>CHEMTEK, INC DEPT # 348</b>					
11/21/2024	Asphalt Solvent	438.02 · Supplies	282.04	282.04	282.04
Total CHEMTEK, INC DEPT # 348				282.04	282.04
<b>CULLIGAN WATER</b>					
11/07/2024	Cooler rental-Oct	409.01 · Building Su...	20.00	20.00	20.00
Total CULLIGAN WATER				20.00	20.00
<b>DANIEL B. KRIEG, INC.</b>					
11/07/2024	24" Pipe	438.02 · Supplies	1,596.00	1,596.00	1,596.00
Total DANIEL B. KRIEG, INC.				1,596.00	1,596.00
<b>DAVID WISNOM</b>					
11/06/2024	2024 Convention	400.09 · Meetings an...	50.00	50.00	50.00
11/06/2024	2024 Convention	400.03 · Travel Expe...	24.12	24.12	74.12
Total DAVID WISNOM				74.12	74.12
<b>DOUGLAS EQUIPMENT &amp; SUPPLY CO.</b>					
11/21/2024	Flat washer	438.02 · Supplies	11.80	11.80	11.80
Total DOUGLAS EQUIPMENT & SUPPLY CO.				11.80	11.80
<b>HICKORY VIEW, LLC</b>					
11/07/2024	Escrow Balance	414.07 · Reimbursab...	3,184.50	3,184.50	3,184.50
Total HICKORY VIEW, LLC				3,184.50	3,184.50

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Cash Basis

# Hopewell Township Expenses by Vendor Detail November 2024

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>IMAGINEERED SIGNS INC.</b>					
11/21/2024	Crew Shirts	438.07 · Other Servic...	832.00	832.00	832.00
Total IMAGINEERED SIGNS INC.				832.00	832.00
<b>JAMES &amp; ELSIE HOPKINS</b>					
11/07/2024	Escrow Balance	414.07 · Reimbursab...	1,239.85	1,239.85	1,239.85
Total JAMES & ELSIE HOPKINS				1,239.85	1,239.85
<b>JAMES R. HOLLEY &amp; ASSOC., INC.</b>					
11/25/2024	Steet cut inspec's	408.00 · Engineering...	839.68	839.68	839.68
Total JAMES R. HOLLEY & ASSOC., INC.				839.68	839.68
<b>JOHN J. O'NEILL</b>					
11/06/2024	2024 Convention	400.09 · Meetings an...	50.00	50.00	50.00
11/06/2024	2024 Convention	400.03 · Travel Expe...	24.12	24.12	74.12
Total JOHN J. O'NEILL				74.12	74.12
<b>KLEPPERS</b>					
11/07/2024	New camera in Ba...	409.07 · Other Servic...	390.00	390.00	390.00
Total KLEPPERS				390.00	390.00
<b>MARTIN &amp; MARTIN INC.</b>					
11/21/2024	145-24I	408.00 · Engineering...	345.00	345.00	345.00
11/21/2024	197-24B Kurtz	408.01 · Engineering...	68.99	68.99	413.99
11/21/2024	209A-24J Mayberry	408.01 · Engineering...	711.21	711.21	1,125.20
11/21/2024	222-24B Stifler	408.00 · Engineering...	115.00	115.00	1,240.20
11/21/2024	239-24F-Vanguard	408.01 · Engineering...	345.00	345.00	1,585.20
Total MARTIN & MARTIN INC.				1,585.20	1,585.20
<b>MC MUNICIPALSERVICES, LLC</b>					
11/07/2024	Sept 2024	413.01 · Codes Enfor...	10,918.76	10,918.76	10,918.76
Total MC MUNICIPALSERVICES, LLC				10,918.76	10,918.76
<b>MET ED</b>					
11/07/2024	9/28-10/28/24	409.04 · Electric	58.08	58.08	58.08
11/07/2024	9/28/24-10/25/24	438.07 · Other Servic...	66.96	66.96	125.04
11/21/2024	E Forrest Ave	433.01 · Supplies	127.48	127.48	252.52
Total MET ED				252.52	252.52
<b>PA Chamber Insurance</b>					
11/07/2024	Dec 2024	406.02 · Insurance a...	15,310.82	15,310.82	15,310.82
Total PA Chamber Insurance				15,310.82	15,310.82
<b>PA ONE CALL SYSTEM INC</b>					
11/07/2024	Monthly Fee	438.07 · Other Servic...	53.74	53.74	53.74
Total PA ONE CALL SYSTEM INC				53.74	53.74
<b>PA TWPS. HEALTH INS. COOP. TRUST</b>					
11/07/2024	2025 Life Ins.	406.02 · Insurance a...	741.60	741.60	741.60
11/07/2024	2025 Life Ins.	406.02 · Insurance a...	123.60	123.60	865.20
Total PA TWPS. HEALTH INS. COOP. TRUST				865.20	865.20
<b>QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID</b>					
11/07/2024	10/6-11/5/2024	406.04 · Other Servic...	79.03	79.03	79.03
11/21/2024	11/1-11/30/2024	406.04 · Other Servic...	685.50	685.50	764.53
Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID				764.53	764.53

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Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### November 2024

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>SHREWSBURY CONCRETE</b>					
11/07/2024	Five Forks Rd	438.02 · Supplies	718.00	718.00	718.00
11/07/2024	Five Forks Rd	438.02 · Supplies	718.00	718.00	1,436.00
Total SHREWSBURY CONCRETE				1,436.00	1,436.00
<b>SLATEFIELD EQUIPMENT LLC</b>					
11/21/2024	John Deere Repairs	437.01 · Parts for Re...	2,500.00	2,500.00	2,500.00
Total SLATEFIELD EQUIPMENT LLC				2,500.00	2,500.00
<b>STAPLES ADVANTAGE</b>					
11/21/2024	Supplies	406.03 · Office Suppl...	2.15	2.15	2.15
11/21/2024	Supplies	406.03 · Office Suppl...	18.68	18.68	20.83
11/21/2024	Supplies	406.03 · Office Suppl...	29.57	29.57	50.40
11/21/2024	Supplies	406.03 · Office Suppl...	22.84	22.84	73.24
11/21/2024	Supplies	406.03 · Office Suppl...	8.74	8.74	81.98
11/21/2024	Supplies	406.03 · Office Suppl...	12.13	12.13	94.11
11/21/2024	Supplies	409.01 · Building Su...	20.32	20.32	114.43
11/21/2024	Office Supplies	406.03 · Office Suppl...	25.19	25.19	139.62
11/21/2024	Office Supplies	406.03 · Office Suppl...	3.33	3.33	142.95
11/21/2024	Office Supplies	406.03 · Office Suppl...	22.28	22.28	165.23
11/21/2024	Office Supplies	406.03 · Office Suppl...	44.33	44.33	209.56
11/21/2024	Office Supplies	406.03 · Office Suppl...	7.93	7.93	217.49
Total STAPLES ADVANTAGE				217.49	217.49
<b>STAR PRINTING COMPANY</b>					
11/07/2024	FT Mgr/Sec/Treas...	400.08 · Dues/Subsc...	46.20	46.20	46.20
Total STAR PRINTING COMPANY				46.20	46.20
<b>SUBURBAN PROPANE</b>					
11/21/2024	PROPANE	409.02 · Heating Fue...	296.35	296.35	296.35
Total SUBURBAN PROPANE				296.35	296.35
<b>SUSAN K. HERBERT</b>					
11/06/2024	2024 Co. Conventi...	400.09 · Meetings an...	50.00	50.00	50.00
11/06/2024	2024 Co. Conventi...	400.03 · Travel Expe...	25.46	25.46	75.46
Total SUSAN K. HERBERT				75.46	75.46
<b>TODD SHAULL</b>					
11/07/2024	Red Wings	438.07 · Other Servic...	314.99	314.99	314.99
Total TODD SHAULL				314.99	314.99
<b>TRACTOR SUPPLY CREDIT PLAN</b>					
11/07/2024	Rubber boots	437.01 · Parts for Re...	174.98	174.98	174.98
Total TRACTOR SUPPLY CREDIT PLAN				174.98	174.98
<b>U.S. MUNICIPAL SUPPLY INC</b>					
11/07/2024	School Bus	433.01 · Supplies	438.84	438.84	438.84
11/07/2024	Steet Signs	433.01 · Supplies	128.68	128.68	567.52
Total U.S. MUNICIPAL SUPPLY INC				567.52	567.52
<b>UNITED CONCORDIA</b>					
11/07/2024	Dec 2024	406.02 · Insurance a...	526.44	526.44	526.44
Total UNITED CONCORDIA				526.44	526.44
<b>YORK BUILDING PRODUCTS CO. INC.</b>					
11/07/2024	2A PA	438.02 · Supplies	3,530.33	3,530.33	3,530.33
Total YORK BUILDING PRODUCTS CO. INC.				3,530.33	3,530.33



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Cash Basis

# Hopewell Township

## Expenses by Vendor Detail

### November 2024

Date	Num	Account	Original Amount	Paid Amount	Balance
<b>YORK COUNTY S P C A</b>					
11/21/2024	2025 Agreement	419.01 · Animal Cont...	3,978.00	3,978.00	3,978.00
Total YORK COUNTY S P C A				3,978.00	3,978.00
<b>YORK MATERIALS GROUP</b>					
11/21/2024	Five Forks Rd	438.02 · Supplies	936.37	936.37	936.37
11/21/2024	Maddox Rd	438.02 · Supplies	1,638.67	1,638.67	2,575.04
11/21/2024	Maddox Rd	438.02 · Supplies	1,210.40	1,210.40	3,785.44
Total YORK MATERIALS GROUP				3,785.44	3,785.44
<b>YORK WATER COMPANY</b>					
11/21/2024	9/30-10/31/24	411.01 · Hydrant Ser...	545.40	545.40	545.40
Total YORK WATER COMPANY				545.40	545.40
<b>TOTAL</b>				<b>79,154.99</b>	<b>79,154.99</b>