

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR MAY 1, 2025
HOPEWELL TOWNSHIP MEETING ROOM & ZOOM
7:00 P.M.**

Chairman Manifold called the meeting to order at 7:00 P.M. 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, and Township Manager Amy Mottram.

An 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 April 3, 2025, Board of Supervisors Regular Meeting Minutes and Supervisor Wisnom seconded. Motion carried.

Treasurer's Report / Invoices

Supervisor Wisnom motioned to approve the April 30, 2025, Treasurer's Report and the previously reviewed invoices listed in this report and Supervisor O'Neill seconded. Motion carried.

Roads Report

Bids for road materials – Bids for asphalt were opened by Manager Amy Mottram and Road Master Travis Mergler at 11:00 A.M. on Wednesday April 30. Chairman Manifold read the bids. Supervisor O'Neill motioned to award the bid to purchase asphalt for 2025 / 2026 to York Materials Group LLC (see the attached bid tabulation). Supervisor Wisnom seconded. Motion carried.

Bids for road materials – Bids for stone were also opened by Manager Amy Mottram and Road Master Travis Mergler at 11:00 A.M. on Wednesday April 30.

- 250 Tons # 2 Washed AASHTO # 67 – Supervisor Wisnom motioned to award the bid to York Building Products at a delivered price of \$22.25 and Supervisor O'Neill seconded. Motion carried.
- 1000 Tons # 4 Ballast AASHTO # 01 – Supervisor O'Neill motioned to award the bid to Kinsley Materials at a delivered price of \$23.00 and Supervisor Wisnom seconded. Motion carried.
- 200 Tons of Rip Rap R-5 (18") – Chairman Manifold motioned to award the bid to York Building Products at a delivered price of \$31.55 and Supervisor Wisnom seconded. Motion carried.

- 2500 Tons # 2-A PennDOT Crusher Run – Chairman Manifold motioned to award the bid to York Building Products at a delivered price of \$16.75 and Supervisor O'Neill seconded. Motion carried.
- 400 Tons # 1-B Stone ½" AASHTO # 8 – Chairman Manifold motioned to award the bid to Kinsley at a delivered price of \$25.50 and Supervisor O'Neill seconded. Motion carried.
- 250 Tons # 57-2B AASHTO # 57 – Chairman Manifold motioned to award the bid to York Building Products at a delivered price of \$22.25 and Supervisor O'Neill seconded. Motion carried.

Advertise bids for diesel fuel and propane – Supervisor O'Neill motioned to authorize the Manager to advertise for diesel fuel and propane and Supervisor Wisnom seconded. O'Neill amended the motion for the Manager to also open the bids on Wednesday, June 4 at 11:00 A.M. Motion carried.

Quotes – Tree work on High Street – There are some dangerous trees on High Street between Scarborough Fare and Shaw Road that need to be taken down. The road crew would like to bid out this project. They received two estimates for this job. Bennetts Tree Service of Fawn Grove quoted \$3,600 and Countryside Cutters also of Fawn Grove quoted \$4,300. Supervisor Wisnom motioned to award the bid to Bennetts Tree Service at \$3,600. Supervisor O'Neill seconded. Motion carried.

2025 Rebuild Projects – Vineyard Road has been finished and stabilized as of 4/29. They are now staged and ready to start work on Blevins Road.

Subdivision / Land Development Plans - None

Solicitor's Report

UCC Board of Appeals Resolution No. 7-2025 and Agreement – Supervisor O'Neill motioned to adopt this resolution and Chairman Manifold seconded. Motion carried.

Designate Depository Institutions Resolution No. 8-2025 – The Manager did some research on interest rates. Chairman Manifold motioned to adopt this resolution and Supervisor O'Neill seconded. Motion carried.

Appoint Building Code Official, Zoning Officer, Codes Enforcement Officer, and Floodplain Administrator Resolution No. 9-2025 – Supervisor Wisnom motioned to approve this resolution and appoint these titles to Dependable Construction Code Services, LLC and MC Municipal Services, LLC as Assistant. This would be for a period of 60 days to allow MC Municipal Services, LLC to transition and finish out permits. Chairman Manifold seconded and opened for any discussion. No discussion. Motion carried.

Small Cell Wireless Facilities Ordinance and Design Manual – This has been forwarded to the York County Planning Commission. Amy confirmed that this has not gone to the HWT Planning Commission yet so this will be back at the July meeting.

McDowell Lane – Attorney Jody Leighty was present to discuss a subdivision plan of four lots that was approved and recorded back in 1999 with a private drive to service these lots. Her client wants to make sure the only requirement for these four lots is a 6-foot-wide driveway with 8 inches of compacted crush run. Ben Walther wanted to confirm what was required of him for permitting. Chairman Manifold stated he should verify that the driveway has a stormwater facility along the side. It was also stated that the driveways will have to be shown on the permit application.

Armstrong Cable Franchise Audit – Supervisor O'Neill motioned to authorize Cohen Law Group to send a letter to Armstrong to collect the underpayment and Supervisor Wisnom seconded. Motion carried.

Other Business

Acceptance of Letter from MC Municipal Services, LLC – Termination of Professional Services Agreement – The Board received a letter dated April 3, 2025, from MC Municipal Services, LLC to terminate services effective June 2, 2025. Supervisor O'Neill motioned to accept the letter as presented and Supervisor Wisnom seconded. Motion carried. The Board wished Cliff of MC Municipal well and Cliff thanked the Board also.

Comcast Permits – Cliff stated that the Township and Solicitor created a permit application and was given to Comcast to complete. It lacked information and the right of ways were not provided. Amy also commented that she has not gotten anywhere with the representatives for Comcast and this will be difficult to approve.

Jason Brenneman, James R. Holley & Associates – Stewartstown Borough Salt Storage – Jason was present to discuss the project and request that a land development plan be waived. Chairman Manifold motioned to grant the waiver of the land development plan at this time; however, the building will need to be included with the future land development plan. Supervisor O'Neill seconded. Motion carried.

C.M. High, Inc. – 2025 Traffic Signal Preventative Maintenance Repair Estimate – Wolfe Road & Forrest Road – After some discussion, the Board decided to table this.

Kyocera Advanced Managed IT Services Agreement Renewal – Quote # 014444 V3 APC SMT1500C Battery Replacement – Quote # 014504 V1 – Amy discussed the meeting with Kyocera about these agreements, the price increases, and computer upgrades and felt that after the third year it might be beneficial to shop around. Supervisor O'Neill motioned to approve both the battery replacement and IT contract renewal. Supervisor Wisnom seconded. Motion carried.

Consider motion to authorize an additional portable toilet at the HARC field – Quote from Bears Portable Toilets - \$120.00 per month – A third portable toilet has been requested for a different location at the HARC Fields. The Board agreed that this is necessary. Supervisor O'Neill motioned to add another toilet on a trial basis and Chairman Manifold seconded. Motion carried.

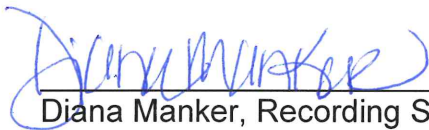
Personnel

Employee Performance Review – Albert ‘Duke’ Little, Assistant Road Master
Supervisor Wisnom and the Manager conducted a review with Duke this past week. Duke has a goal of learning more paver operations during projects this summer season. There are outstanding remarks on his review and at this time Chairman Manifold recommended and motioned for a \$2.00 an hour increase effective at his anniversary date of May 16th. Supervisor O’Neill seconded. Motion carried. Supervisor Wisnom encourages them all to keep up the good work!

Public Comment – There was no public comment.

Adjournment

Chairman Manifold adjourned the meeting at 8:08 P.M.



Diana Manker, Recording Secretary

2025-2026 Stone Bid Opening

STONE		Kinsley Materials		Vulcan		York Building Products		Awarded
250 TONS (More or Less)	#2 WASHED AASHTO #67	Pick up \$15.50	Deliv \$23.50	Pick up \$24.00	Deliv \$31.80	Pick up \$13.75	Deliv 22.25	York Building Products
1000 TONS (More or Less)	#4 BALLAST AASHTO #01	Pick up \$15.00	Deliv \$23.00	Pick up \$24.00	Deliv \$31.80	Pick up \$13.75	Deliv \$23.30	Kinsley Materials
200 TONS (More or Less)	RIP-RAP R-5 (18")	Pick up \$28.00	Deliv \$38.75	Pick up \$35.60	Deliv \$49.60	Pick up \$19.50	Deliv \$31.55	York Building Products
2500 TONS (More or Less)	#2-A PENNDOT CRUSHER RUN	Pick up \$8.75	Deliv \$16.75	Pick up \$18.35	Deliv \$26.15	Pick up \$8.25	Deliv \$16.75	York Building Products
400 TONS (More or Less)	#1-B STONE 1/2" AASHTO #8	Pick up \$17.50	Deliv \$25.50	Pick up \$26.20	Deliv \$34.00	Pick up \$17.50	Deliv \$26.00	Kinsley Materials
250 TONS (More or Less)	# 57-2B AASHTO #57	Pick up \$15.50	Deliv \$23.50	Pick up \$24.00	Deliv \$31.80	Pick up \$13.75	Deliv \$22.25	York Building Products

May 1, 2025- May 7, 2026 Asphalt Contract

ASPHALT			Yost Materials Group LLC		
500	TONS (More or Less)	SUPERPAVE ASPHALT MIXTURE DESIGN 9.5MM FINE GRADED	Pick up \$77.35	Delivered \$89.65	Total \$44,825.00
4000	TONS (More or Less)	SUPERPAVE ASPHALT MIXTURE DESIGN 12.5MM WEARING	\$73.05	\$85.35	\$341,400.00
3000	TONS (More or Less)	SUPERPAVE ASPHALT MIXTURE DESIGN, 25 MM WEARING	\$65.05	\$77.35	\$232,050.00
100	TONS (More or Less)	COLD PATCH	\$108.00	\$116.35	\$11,635.00
7600				50%	\$629,910.00 \$314,955.00

Hopewell Township

Balance Sheet Prev Year Comparison

As of April 30, 2025

	Apr 30, 25	Apr 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking	426,818.41	541,997.34	-115,178.93	-21.3%
101.00 · Cell Tower MMA	221,432.43	170,549.74	50,882.69	29.8%
102.00 · Traffic Light MMA	3,221.10	3,137.18	83.92	2.7%
103.00 · Facilities Fund MMA	2,744,973.06	2,564,392.92	180,580.14	7.0%
104.00 · Equipment Fund MMA	266,126.28	339,292.71	-73,166.43	-21.6%
105.00 · Payroll Checking	13,629.22	22,774.50	-9,145.28	-40.2%
106.00 · State Fund Checking	0.00	449,399.60	-449,399.60	-100.0%
108.00 · Royal Farms Traffic Light	14,253.98	0.00	14,253.98	100.0%
109.00 · Escrow	38,446.53	0.00	38,446.53	100.0%
Total 100. · Checking/Savings	3,728,901.01	4,091,543.99	-362,642.98	-8.9%
Total Checking/Savings	3,728,901.01	4,091,543.99	-362,642.98	-8.9%
Total Current Assets	3,728,901.01	4,091,543.99	-362,642.98	-8.9%
TOTAL ASSETS	3,728,901.01	4,091,543.99	-362,642.98	-8.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 · Accounts Payable	3,562.21	0.00	3,562.21	100.0%
Total Accounts Payable	3,562.21	0.00	3,562.21	100.0%
Credit Cards				
258.00 · Orrstown Bank Credit Card	179.47	0.00	179.47	100.0%
Total Credit Cards	179.47	0.00	179.47	100.0%
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.04 · PA UC Taxes Withheld	0.00	23.92	-23.92	-100.0%
210.06 · Local Income Taxes Withheld	0.00	341.62	-341.62	-100.0%
210.07 · Local Services Tax Withheld	0.00	28.00	-28.00	-100.0%
210.11 · Retirement Contributions	4,993.46	1,071.28	3,922.18	366.1%
210.00 · Payroll Liabilities - Other	-538.30	0.00	-538.30	-100.0%
Total 210.00 · Payroll Liabilities	4,455.16	1,464.82	2,990.34	204.1%
Total Other Current Liabilities	4,455.16	1,464.82	2,990.34	204.1%
Total Current Liabilities	8,196.84	1,464.82	6,732.02	459.6%
Total Liabilities	8,196.84	1,464.82	6,732.02	459.6%
Equity				
275.00 · Fund Balance	4,079,009.50	3,830,156.19	248,853.31	6.5%
30000 · Opening Balance Equity	31,797.19	0.00	31,797.19	100.0%
Net Income	-390,102.52	259,922.98	-650,025.50	-250.1%
Total Equity	3,720,704.17	4,090,079.17	-369,375.00	-9.0%
TOTAL LIABILITIES & EQUITY	3,728,901.01	4,091,543.99	-362,642.98	-8.9%

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Cash Basis

Hopewell Township Expenses by Vendor Detail April 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
ARRO CONSULTING, INC					
04/01/2025	Updates	400.42 · Dues/Subscript...	447.50	447.50	447.50
Total ARRO CONSULTING, INC				447.50	447.50
ATLANTIC TRACTOR					
04/22/2025	Parts TM-2	438.02 · Supplies	715.04	715.04	715.04
Total ATLANTIC TRACTOR				715.04	715.04
BEARS PORTABLE TOILETS					
04/22/2025	4/4/25-5/1/25	452.02 · Hopewell Area ...	135.00	135.00	135.00
04/22/2025	4/1/25-4/28/2025	452.02 · Hopewell Area ...	120.00	120.00	255.00
Total BEARS PORTABLE TOILETS				255.00	255.00
BENILDA SAGASTUME					
04/01/2025	Apr 2025 Cleaning	409.44 · Bldg. & Offices...	150.00	150.00	150.00
04/22/2025	May 2025 Cleaning	409.44 · Bldg. & Offices...	150.00	150.00	300.00
Total BENILDA SAGASTUME				300.00	300.00
C.M. HIGH INC.					
04/22/2025	Wolfe & Forrest Rd	433.02 · Repair Traffic L...	125.00	125.00	125.00
Total C.M. HIGH INC.				125.00	125.00
CASE POWER & EQUIPMENT OF PA					
04/22/2025	BK-3	438.02 · Supplies	472.56	472.56	472.56
Total CASE POWER & EQUIPMENT OF PA				472.56	472.56
CINTAS CORPORATION					
04/22/2025	Refill Medical	406.04 · Other Services ...	186.20	186.20	186.20
Total CINTAS CORPORATION				186.20	186.20
COMPASS MINERALS AMERICA INC					
04/01/2025	243.33 tons	432.02 · Supplies	21,748.84	21,748.84	21,748.84
04/01/2025	65.17 tons	432.02 · Supplies	5,824.89	5,824.89	27,573.73
04/01/2025	23.29 tons	432.02 · Supplies	2,081.66	2,081.66	29,655.39
04/22/2025	22.14 tons	432.02 · Supplies	1,978.87	1,978.87	31,634.26
04/22/2025	22.07 tons	432.02 · Supplies	1,972.62	1,972.62	33,606.88
Total COMPASS MINERALS AMERICA INC				33,606.88	33,606.88
DEPENDABLE CONSTRUCTION CODE SERVICES					
04/03/2025	UCC Inspection fees	413.04 · CC Payments ...	325.00	325.00	325.00
Total DEPENDABLE CONSTRUCTION CODE SERVICES				325.00	325.00
HARBOR FREIGHT					
04/22/2025	Supplies	409.01 · Building Supplies	84.79	84.79	84.79
Total HARBOR FREIGHT				84.79	84.79
HOPEWELL AREA REC & PARK BOARD					
04/01/2025	2nd QTR 2025	452.01 · Annual Recreat...	13,830.18	13,830.18	13,830.18
Total HOPEWELL AREA REC & PARK BOARD				13,830.18	13,830.18
J A MYERS BUILDING & DEVELOPMENT, INC.					
04/22/2025		413.49 · Driveway / Yar...	1,925.00	1,925.00	1,925.00
04/22/2025		413.49 · Driveway / Yar...	2,080.00	2,080.00	4,005.00
04/22/2025		413.49 · Driveway / Yar...	3,170.00	3,170.00	7,175.00
04/22/2025		413.49 · Driveway / Yar...	2,000.00	2,000.00	9,175.00
Total J A MYERS BUILDING & DEVELOPMENT, INC.				9,175.00	9,175.00

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

April 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
JAMES R. HOLLEY & ASSOC., INC.					
04/01/2025	Steet cut inspec's	408.00 · Engineering Se...	1,110.00	1,110.00	1,110.00
Total JAMES R. HOLLEY & ASSOC., INC.				1,110.00	1,110.00
KLUGH ANIMAL CONTROL SERVICES					
04/01/2025	March Billing	419.01 · Animal Control ...	94.00	94.00	94.00
Total KLUGH ANIMAL CONTROL SERVICES				94.00	94.00
MAR-BAR TIRE SERVICE, INC.					
04/01/2025	DT-3 Tires	437.01 · Parts for Repairs	2,182.32	2,182.32	2,182.32
04/22/2025	PT-1 Tires	437.01 · Parts for Repairs	577.18	577.18	2,759.50
Total MAR-BAR TIRE SERVICE, INC.				2,759.50	2,759.50
MC MUNICIPAL SERVICES, LLC					
04/22/2025	March 2025	413.01 · Codes Enforce...	7,363.38	7,363.38	7,363.38
Total MC MUNICIPAL SERVICES, LLC				7,363.38	7,363.38
MET ED					
04/01/2025	2/28/25 - 3/25/25	438.07 · Other Services ...	57.15	57.15	57.15
04/01/2025	2/28/25 - 3/28/25	409.36 · Electric	39.23	39.23	96.38
Total MET ED				96.38	96.38
MPL LAW FIRM					
04/01/2025	53262-Municipal F...	404.00 · Solicitor / Legal...	2,200.00	2,200.00	2,200.00
04/01/2025	53263-Vanguard	404.00 · Solicitor / Legal...	44.00	44.00	2,244.00
Total MPL LAW FIRM				2,244.00	2,244.00
PA CHAMBER INSURANCE					
04/01/2025	May 2025	406.02 · Insurance and ...	16,083.03	16,083.03	16,083.03
Total PA CHAMBER INSURANCE				16,083.03	16,083.03
QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID					
04/22/2025	4/1-4/30/2025	406.04 · Other Services ...	711.90	711.90	711.90
04/22/2025	3/6/25-4/5/2025	406.04 · Other Services ...	74.44	74.44	786.34
Total QUALITY/ KYOCERA DOCUMENT SOLUTIONS MID				786.34	786.34
SITE DESIGN CONCEPTS, INC.					
04/22/2025	3730 Bowers Rd	413.02 · Sewage Enforc...	267.00	267.00	267.00
Total SITE DESIGN CONCEPTS, INC.				267.00	267.00
STAPLES ADVANTAGE					
04/22/2025	Supplies	406.03 · Office Supplies	24.21	24.21	24.21
04/22/2025	Supplies	409.01 · Building Supplies	58.41	58.41	82.62
04/22/2025	Supplies	406.03 · Office Supplies	56.80	56.80	139.42
04/22/2025	Supplies	409.01 · Building Supplies	30.10	30.10	169.52
Total STAPLES ADVANTAGE				169.52	169.52
STAR PRINTING COMPANY					
04/22/2025	Auditor mtg notice	400.42 · Dues/Subscript...	36.00	36.00	36.00
Total STAR PRINTING COMPANY				36.00	36.00
STEWARTSTOWN BOROUGH					
04/22/2025	12/25/24-13/25/25	411.01 · Hydrant Service	1,252.35	1,252.35	1,252.35
Total STEWARTSTOWN BOROUGH				1,252.35	1,252.35
SUBURBAN PROPANE					
04/01/2025	PROPANE	409.02 · Heating Fuel/P...	361.69	361.69	361.69
04/01/2025	PROPANE	409.02 · Heating Fuel/P...	262.87	262.87	624.56
Total SUBURBAN PROPANE				624.56	624.56

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Cash Basis

Hopewell Township Expenses by Vendor Detail April 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
TRUCK SPECIALTIES INC					
04/22/2025	PT-1 Inspec	437.01 · Parts for Repairs	138.50	138.50	138.50
Total TRUCK SPECIALTIES INC				138.50	138.50
U.S. MUNICIPAL SUPPLY INC					
04/22/2025	Signs	433.01 · Supplies	89.31	89.31	89.31
Total U.S. MUNICIPAL SUPPLY INC				89.31	89.31
UNITED CONCORDIA					
04/22/2025	May 2025	406.02 · Insurance and ...	526.44	526.44	526.44
Total UNITED CONCORDIA				526.44	526.44
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
04/01/2025	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
WINTER ENGINE-GENERATOR SERVICE INC					
04/22/2025	Generator Service	409.05 · Repairs and M...	550.00	550.00	550.00
Total WINTER ENGINE-GENERATOR SERVICE INC				550.00	550.00
YOE PARTS & EQUIPMENT CO.					
04/22/2025	Wiper blades	438.02 · Supplies	29.85	29.85	29.85
Total YOE PARTS & EQUIPMENT CO.				29.85	29.85
YORK BUILDING PRODUCTS CO. INC.					
04/22/2025	Cold Patch	438.02 · Supplies	166.95	166.95	166.95
04/22/2025	Cold Patch	438.02 · Supplies	176.40	176.40	343.35
Total YORK BUILDING PRODUCTS CO. INC.				343.35	343.35
YORK WATER COMPANY					
04/22/2025	1/31/25-3/30/25	411.01 · Hydrant Service	1,090.58	1,090.58	1,090.58
Total YORK WATER COMPANY				1,090.58	1,090.58
TOTAL				95,294.49	95,294.49

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Accrual Basis

Hopewell Township

Balance Sheet Prev Year Comparison

As of April 30, 2025

	Apr 30, 25	Apr 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
106.00 Liquid Fuels Fund	332,942.11	0.00	332,942.11	100.0%
Total Checking/Savings	332,942.11	0.00	332,942.11	100.0%
Total Current Assets	332,942.11	0.00	332,942.11	100.0%
TOTAL ASSETS	332,942.11	0.00	332,942.11	100.0%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	24,684.71	0.00	24,684.71	100.0%
Net Income	308,257.40	0.00	308,257.40	100.0%
Total Equity	332,942.11	0.00	332,942.11	100.0%
TOTAL LIABILITIES & EQUITY	332,942.11	0.00	332,942.11	100.0%


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Accrual Basis

Hopewell Township
Expenses by Vendor Detail
April 2025

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
YORK BUILDING PRODUCTS								
Check	04/22/2025	1267	Invoice # 306-...	439.02 Suppl...		106.00 Liqui...	3,412.66	3,412.66
Total YORK BUILDING PRODUCTS							3,412.66	3,412.66
TOTAL							3,412.66	3,412.66

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