

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR SEPTEMBER 4, 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 to 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.

Anyone online that would like to comment can use the raise hand icon.

The Board held an executive session with the solicitor prior to the meeting at approximately 6:30 P.M. to discuss potential litigation over third party invoicing.

Approval of Minutes

Supervisor O'Neill motioned to approve the August 7, 2025, Board of Supervisors Regular Meeting Minutes and Chairman Manifold seconded. Motion carried.

Treasurer's Report / Invoices

Supervisor Wisnom motioned to approve the August 31, 2025, Treasurer's Report, and the previously reviewed invoices listed in this report and Chairman Manifold seconded. Motion carried.

Roads Report

Proposal from S.R. Construction LLC

This was from last month's quote that was missed in error to install a 20 ga. coated bird wire in ceiling of 80' x 50' salt barn. The quote is from SR Construction LLC for \$5,300 and the work will be done along with the gutter guards that were approved last month. Supervisor O'Neill motioned to move forward with this project and Supervisor Wisnom seconded. Motion carried.

Estimates from D.E. Gemmill & Alpha Space

These are quotes that the Roadmaster received for line painting on Blevins Road because of the new asphalt that was done this summer. The D.E. Gemmill quote is \$1,960 and Alpha Space is \$3,400. Supervisor O'Neill motioned to use D.E. Gemmill for the Blevins Road line painting and Supervisor Wisnom seconded. Motion carried.

The road crew has started the work on Bowers Road, as well as fall work including crack sealing, mowing, tree trimming, and catch basins.

Subdivision / Land Development Plans

2025-03 – SolAmerica- Zane Geist was present to discuss the plan for SolAmerica Solar System at Orwig Road.

Waiver of Time – Zane said that they still need to get an NPDS Permit. Atty Miller asked if there were any responses to the solicitors' comments. Amy responded that there was none. Andy stated there was a letter from MPL and there were several outstanding items. The biggest one being that they are using agricultural products to increase coverage. Zane stated they were going off the DEP FAQ document to which Atty Miller said that document was for stormwater, and this would be for Class Two. There must be something agricultural, not just pollinators. Zane said that they did not receive the letter from the Solicitors office to which Amy stated that it was discussed at the August 19 planning commission meeting. Atty Miller also said that they would like to see an updated and revised glare study. Chairman Manifold motioned to accept the waiver of time letter as presented which goes to the BOS November 6 meeting and Supervisor O'Neill seconded. Motion carried.

2020-01 Kurtz School Villas – The Township has been made aware of the Bond Release Request from Martin & Martin, Inc. They are requesting the full release of surety in the amount of \$103,541.76. They have verified that this work has been completed. Supervisor Wisnom motioned to release the entire bond as requested and Supervisor O'Neill seconded. Motion carried.

Solicitor's Report

Supervisor Compensation – After some discussion, Chairman Manifold motioned to authorize the solicitor to draft an ordinance to increase the Supervisor compensation to \$4,190 annually and Supervisor O'Neill seconded. Motion carried.

Motor Vehicle Code Updates – Andy stated that they are continuing work on the motor vehicle code. Amy stated that the Planning Commission would like more direction as a couple of members had questions about what they were to look for. This was due to our Zoning Office trying to deal with issues and getting some direction from DCCS would be helpful before the next October 21 planning commission meeting.

Other Business

MC Municipal Services Invoice – MC was the previous third-party agency hired by the Township for Zoning and Code Enforcement services. Supervisor O'Neill suggested tabling until next month due to there still being some questions about the net invoice and then made a motion to table and Supervisor Wisnom seconded. Motion carried.

Stewartstown Borough Salt Storage – The Board held a workshop with borough representatives to discuss this topic. Chairman Manifold stated that we have room to store salt for them along with their equipment outside of the township building and there would be a lease agreement. The lease amount agreed upon would be \$5,000 annually to be paid to the Township by Stewartstown Borough for maintenance, upkeep, storage, and overhead associated. Supervisor O'Neill motioned to authorize the solicitor to create an agreement with these bullet points mentioned and Supervisor Wisnom seconded. Motion carried.

Stewartstown Station – Sandy Hebert, member and secretary of the Station HOA, was present to ask for road closure approval for Halloween as they do each year. They would like to close E Scarborough Fare from Runningboard Road to Ballast Lane and have the Fire Police close it off from 5:00 P.M. – 8:00 P.M. for Trick or Treat night on October 31. She has already coordinated with Eureka VFC. Chairman Manifold motioned to authorize the HOA to close E Scarborough Fare between Runningboard Road and Ballast Lane from 5:00 P.M. – 8:00 P.M. for Trick or Treat and Supervisor O'Neill seconded. Motion carried.

Todd Zeigler, Shrewsbury Township – Wolfe Road, Curb & Sidewalk Project – Chairman Manifold motioned to authorize the manager to create a letter of support and submit to Shrewsbury Township for their grant application for the Wolfe Road, Curb & Sidewalk Project at an estimated cost of \$990,000 and Supervisor O'Neill seconded. Motion carried.

Act 537 Update – As of September 4th District 4 is 55% in compliance. Reminder letters were sent out today.

Klugh Animal Control Services Contract – Amy stated that there were some minor changes such as the retainer fee was \$450 and is now \$500, and mileage reimbursement is now \$.95 per mile. See the full contract for other changes/additions. Supervisor Wisnom motioned to enter into this agreement and Chairman Manifold seconded. Motion carried.

Employee Medical & Vision Insurance – There is a 9% premium increase this year to renew the grandmothered policy for 2025 – 2026. Supervisor Wisnom motioned to renew the policy and Supervisor O'Neill seconded. Motion carried.

Minimum Municipal Obligation – Supervisor O'Neill motioned to certify the 2026 MMO for the Employee Pension Plan and Supervisor Wisnom seconded. Motion carried.

Budget Workshop – Chairman Manifold motioned to set the budget workshop for Monday, September 29, 2025, at 6:00 P.M. and authorize advertisement. Supervisor O'Neill seconded. Motion carried.

Confirm York County Convention Attendance – Supervisor Wisnom motioned to authorize all those eligible to attend the convention on October 29, 2025, and to be reimbursed for allowable expenses. Supervisor O'Neill seconded. Motion carried.

Kyocera Quotes – Chairman Manifold motioned to authorize the manager to sign and enter into the agreement for 1 Windows 11 laptop upgrade and 4 desktop replacements, no new monitors at a cost of \$6,075. Supervisor O'Neill seconded. Motion carried.

C.M. High, Inc. – 2025 Fall Traffic Signal Preventative Maintenance Repair Estimate – Supervisor O'Neill motioned to defer to any upgrades or repairs at this time for the Wolfe Road & Forrest Road light and Supervisor Wisnom seconded. Motion carried.

Questions from DCCS – Kevin Hertog was present to discuss issues they are having with a food truck that comes from out of town to sell food and asked about looking into an ordinance for traveling retail. Chairman Manifold motioned for MPL to put a template together to put in front of the BOS and the Planning Commission for a solicitation ordinance and Supervisor O'Neill seconded. Motion carried. Kevin also mentioned that they have contacted the President of the Stewartstown Railroad to prove where their right of way is located.

Personnel – None.

Public Comment

Jody Leighty, 14785 Little Road, was present to discuss her amended subdivision plan. She asked if she could either put a one-hundred-foot radius around their spring or note on the plan where the spring is. Manifold suggested that we could put a note in our CS Datum system. Jody will discuss it with the neighboring owner.

Mark Smith, 749 Juli Drive, asked for a library update. Mason Dixon has voted to become a branch library, and they are now just working out the details to move forward.

Kim Carl, 17 Chantilear Court, Stewartstown Borough, was present to discuss the developer of 13 Mill Street and how he is not financially able to come up with the recreation fees due. She asked if a meeting could be put together with Hopewell Township, East Hopewell Township, Stewartstown Borough, and Cross Roads Borough to see what can be done to help him come up with the fees. Manifold stated that they can't make any decisions under public comment.

Donna Bloom, 37 South Main Street, Stewartstown Borough, also stated that they would like to get an agreement with all municipalities. Manifold commented that the whole picture needs to be looked at and that they are not singling out one person. He feels that all developers need to follow the rules.

Adjournment – Meeting was adjourned at 8:39 P.M.



Diana S. Manker
Recording Secretary

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09/04/25

Cash Basis

Hopewell Township

Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking	692,782.29	671,101.85	21,680.44	3.2%
101.00 · Cell Tower MMA	236,038.45	191,615.13	44,423.32	23.2%
102.00 · Traffic Light MMA	734.02	3,164.13	-2,430.11	-76.8%
103.00 · Facilities Fund MMA	67,928.46	2,693,007.70	-2,625,079.24	-97.5%
103.01 · Facilities Fund - PLGIT	2,720,070.72	0.00	2,720,070.72	100.0%
104.00 · Equipment Fund MMA	18,179.38	442,753.01	-424,573.63	-95.9%
104.01 · Equipment Fund - PLGIT	251,858.40	0.00	251,858.40	100.0%
105.00 · Payroll Checking	13,639.21	21,838.04	-8,198.83	-37.5%
106.00 · State Fund Checking	0.00	338,196.62	-338,196.62	-100.0%
108.00 · Royal Farms Traffic Light	12,534.25	0.00	12,534.25	100.0%
109.00 · Escrow	26,840.86	0.00	26,840.86	100.0%
Total 100. · Checking/Savings	4,040,606.04	4,361,676.48	-321,070.44	-7.4%
110 · Petty Cash	311.85	0.00	311.85	100.0%
Total Checking/Savings	4,040,917.89	4,361,676.48	-320,758.59	-7.4%
Total Current Assets	4,040,917.89	4,361,676.48	-320,758.59	-7.4%
TOTAL ASSETS	4,040,917.89	4,361,676.48	-320,758.59	-7.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 · Accounts Payable	351.71	0.00	351.71	100.0%
Total Accounts Payable	351.71	0.00	351.71	100.0%
Credit Cards				
258.00 · Orrstown Bank Credit Card	388.44	0.00	388.44	100.0%
Total Credit Cards	388.44	0.00	388.44	100.0%
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.11 · Retirement Contributions	10,664.48	3,460.40	7,204.08	208.2%
210.00 · Payroll Liabilities - Other	-538.30	0.00	-538.30	-100.0%
Total 210.00 · Payroll Liabilities	10,126.18	3,460.40	6,665.78	192.6%
Total Other Current Liabilities	10,126.18	3,460.40	6,665.78	192.6%
Total Current Liabilities	10,866.33	3,460.40	7,405.93	214.0%
Total Liabilities	10,866.33	3,460.40	7,405.93	214.0%
Equity				
275.00 · Fund Balance	4,079,009.50	3,830,156.19	248,853.31	6.5%
30000 · Opening Balance Equity	32,109.04	0.00	32,109.04	100.0%
Net Income	-81,066.98	528,059.89	-609,126.87	-115.4%
Total Equity	4,030,051.56	4,358,216.08	-328,164.52	-7.5%
TOTAL LIABILITIES & EQUITY	4,040,917.89	4,361,676.48	-320,758.59	-7.4%

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09/04/25

Cash Basis

Hopewell Township Expenses by Vendor Detail August 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
ARRO CONSULTING, INC					
08/21/2025	GIS Services	400.42 · Dues/Subscript...	268.50	268.50	268.50
Total ARRO CONSULTING, INC				268.50	268.50
AT&T MOBILITY					
08/09/2025	7/16/25-8/15/25	409.03 · Telephone/Inte...	229.56	229.56	229.56
Total AT&T MOBILITY				229.56	229.56
ATLANTIC TRACTOR					
08/21/2025	TM-2/SL3	438.02 · Supplies	299.47	299.47	299.47
08/21/2025	TM-2/SL3	438.02 · Supplies	127.86	127.86	427.33
Total ATLANTIC TRACTOR				427.33	427.33
BEARS PORTABLE TOILETS					
08/09/2025	7/25/25-8/21/25	452.02 · Hopewell Area ...	135.00	135.00	135.00
08/09/2025	7/22/25-8/22/25	452.02 · Hopewell Area ...	240.00	240.00	375.00
Total BEARS PORTABLE TOILETS				375.00	375.00
BENILDA SAGASTUME					
08/21/2025	Sept 2025 Clean...	409.44 · Bldg. & Offices...	150.00	150.00	150.00
Total BENILDA SAGASTUME				150.00	150.00
BERGEY'S TRUCK CENTERS					
08/21/2025	DT-6 Filters	437.01 · Parts for Repairs	307.81	307.81	307.81
Total BERGEY'S TRUCK CENTERS				307.81	307.81
C.M. HIGH INC.					
08/09/2025	Wolfe & Forrest ...	433.02 · Repair Traffic L...	306.00	306.00	306.00
Total C.M. HIGH INC.				306.00	306.00
DARLENE PARKER					
08/21/2025	Expense Reimb.	403.02 · Tax Collector S...	253.13	253.13	253.13
Total DARLENE PARKER				253.13	253.13
DEPENDABLE CONSTRUCTION CODE SERVICES					
08/09/2025	July 2025	413.01 · Zoning / Codes...	10,765.50	10,765.50	10,765.50
08/09/2025	July 2025	413.01 · Zoning / Codes...	1,838.75	1,838.75	12,604.25
Total DEPENDABLE CONSTRUCTION CODE SERVICES				12,604.25	12,604.25
GROFF TRACTOR & EQUIPMENT, LLC					
08/21/2025	Cutting Edge	437.01 · Parts for Repairs	1,411.13	1,411.13	1,411.13
Total GROFF TRACTOR & EQUIPMENT, LLC				1,411.13	1,411.13
JOHN DEERE FINANCIAL					
08/09/2025	Tractor Parts	437.01 · Parts for Repairs	165.50	165.50	165.50
Total JOHN DEERE FINANCIAL				165.50	165.50
KLUGH ANIMAL CONTROL SERVICES					
08/09/2025	July Billing	419.01 · Animal Control ...	105.40	105.40	105.40
Total KLUGH ANIMAL CONTROL SERVICES				105.40	105.40
KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC					
08/09/2025	7/6/25-8/5/2025	406.04 · Other Services ...	99.85	99.85	99.85
08/09/2025	8/1-8/31/2025	406.04 · Other Services ...	755.80	755.80	855.65
Total KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC				855.65	855.65

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

August 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
MARTIN & MARTIN INC.					
08/09/2025	249-25B BV Tow...	408.01 · Engineering Re...	932.50	932.50	932.50
08/09/2025	197-25C Kurtz	408.01 · Engineering Re...	725.91	725.91	1,658.41
08/09/2025	209A-25E Mayb...	408.01 · Engineering Re...	1,912.64	1,912.64	3,571.05
08/09/2025	238-25E WellSpan	408.01 · Engineering Re...	447.92	447.92	4,018.97
08/09/2025	250-25A Solame...	408.01 · Engineering Re...	416.75	416.75	4,435.72
Total MARTIN & MARTIN INC.				4,435.72	4,435.72
MET ED					
08/09/2025	6/28/25 - 7/28/25	409.36 · Electric	52.40	52.40	52.40
08/09/2025	6/28/25 - 7/25/25	438.07 · Other Services ...	72.05	72.05	124.45
08/21/2025	E Forrest Ave	433.36 · Traffic Light - E...	128.97	128.97	253.42
Total MET ED				253.42	253.42
MPL LAW FIRM					
08/09/2025	62715- Jonas Mil...	404.02 · Attorney Fees ...	264.00	264.00	264.00
08/09/2025	62716-Dehoff/M...	404.00 · Solicitor / Legal...	50.00	50.00	314.00
08/09/2025	61466-Act 537	404.00 · Solicitor / Legal...	355.00	355.00	669.00
08/09/2025	61467-Bridgev- ...	404.02 · Attorney Fees ...	286.00	286.00	955.00
08/09/2025	61468-Kurtz Sch...	404.02 · Attorney Fees ...	198.00	198.00	1,153.00
08/09/2025	61469-Municipal ...	404.00 · Solicitor / Legal...	3,850.00	3,850.00	5,003.00
08/09/2025	61470-Orwig Rd	404.02 · Attorney Fees ...	1,936.00	1,936.00	6,939.00
08/09/2025	61471-Royal Far...	404.00 · Solicitor / Legal...	176.00	176.00	7,115.00
08/09/2025	61472- Tolna Sol...	404.02 · Attorney Fees ...	572.00	572.00	7,687.00
Total MPL LAW FIRM				7,687.00	7,687.00
PA CHAMBER INSURANCE					
08/07/2025	Sept 2025	406.02 · Insurance and ...	16,083.03	16,083.03	16,083.03
Total PA CHAMBER INSURANCE				16,083.03	16,083.03
PA MUNICIPAL, INC.					
08/09/2025	Street Signs	438.02 · Supplies	127.23	127.23	127.23
Total PA MUNICIPAL, INC.				127.23	127.23
PA ONE CALL SYSTEM, INC.					
08/09/2025	Monthly Fee	438.07 · Other Services ...	58.72	58.72	58.72
Total PA ONE CALL SYSTEM, INC.				58.72	58.72
SITE DESIGN CONCEPTS, INC.					
08/09/2025	April/May/June 2...	413.02 · Sewage Enforc...	7,007.07	7,007.07	7,007.07
Total SITE DESIGN CONCEPTS, INC.				7,007.07	7,007.07
STAPLES ADVANTAGE					
08/09/2025	Supplies	409.01 · Building Supplies	58.41	58.41	58.41
08/09/2025	Supplies	409.01 · Building Supplies	24.24	24.24	82.65
08/09/2025	Supplies	406.03 · Office Supplies	53.59	53.59	136.24
08/09/2025	Supplies	406.03 · Office Supplies	24.70	24.70	160.94
Total STAPLES ADVANTAGE				160.94	160.94
STEPHENSON EQUIPMENT, INC.					
08/21/2025	TM-3	437.01 · Parts for Repairs	327.84	327.84	327.84
Total STEPHENSON EQUIPMENT, INC.				327.84	327.84
TIFCO INDUSTRIES					
08/21/2025	CS Hand Cleaner	438.02 · Supplies	99.95	99.95	99.95
Total TIFCO INDUSTRIES				99.95	99.95
UNITED CONCORDIA					
08/09/2025	September 2025	406.02 · Insurance and ...	526.44	526.44	526.44
Total UNITED CONCORDIA				526.44	526.44

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

August 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
08/09/2025	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
YORK MATERIALS GROUP					
08/09/2025	Pot holes	438.02 · Supplies	1,089.18	1,089.18	1,089.18
08/09/2025	Blevins Rd	438.02 · Supplies	31,078.00	31,078.00	32,167.18
Total YORK MATERIALS GROUP				32,167.18	32,167.18
YORK WATER COMPANY					
08/21/2025	6/30/25-7/31/25	411.01 · Hydrant Service	545.29	545.29	545.29
Total YORK WATER COMPANY				545.29	545.29
TOTAL				87,056.34	87,056.34



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Accrual Basis

Hopewell Township

Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
106.00 Liquid Fuels Fund	113,835.01	0.00	113,835.01	100.0%
Total Checking/Savings	113,835.01	0.00	113,835.01	100.0%
Total Current Assets	113,835.01	0.00	113,835.01	100.0%
TOTAL ASSETS	113,835.01	0.00	113,835.01	100.0%
LIABILITIES & EQUITY				
Equity				
Opening Balance Equity	24,684.71	0.00	24,684.71	100.0%
Net Income	89,150.30	0.00	89,150.30	100.0%
Total Equity	113,835.01	0.00	113,835.01	100.0%
TOTAL LIABILITIES & EQUITY	113,835.01	0.00	113,835.01	100.0%

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Accrual Basis

Hopewell Township
Expenses by Vendor Detail
August 2025

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
YORK MATERIALS GROUP								
Bill	08/21/2025	Blevin...	Blevins Rd - 9...	439.02 Supplies		Accounts P...	140,694.31	140,694.31
Total YORK MATERIALS GROUP							140,694.31	140,694.31
TOTAL							140,694.31	140,694.31

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