

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR NOVEMBER 6, 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.

Approval of Minutes

Supervisor Wisnom motioned to approve the minutes from October 2, 2025, Board of Supervisors Regular Meeting and Supervisor O'Neill seconded. Motion carried.

Treasurer's Report / Invoices

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

Roads Report

Tree trimming & Leaf Blowing – The Road Crew continues tree trimming and leaf blowing. They completed the final round of mowing including the boom mowing for this year/season. They have also been sealing cracks on roadways using new material that works as a release agent after it is applied and will not stick to your car tires if driven on right away. Photos of that work were shown.

Preparing for winter – The crew has been using their new headphones which have been working out great for communication with each other during projects. The trucks are now ready for winter. One truck did have to have a minor repair and is now taken care of. All trucks are in good shape for this upcoming winter season. The new chassis is now at Lancaster Truck Bodies. Once the new truck is ready then selling the old one will be taken into consideration.

Zoning Officer / Code Enforcement Report

DCCS was present and will start giving updates at these monthly meetings. 1111 Plank Road, HOP Permit – Highway Occupancy Permit is the first item to discuss. Chairman Manifold turned the meeting over to Kevin Hertzog at this time. Kevin wanted to make sure the Board was in agreement with the HOP permit that was issued by PennDOT. Attorney Miller stated that PennDOT would be responsible for all inspections since they issued the permit. Supervisor O'Neill motioned that we are in agreement that the Zoning Officer can issue the driveway permit in accordance with PennDOT requirements and conditions and Supervisor Wisnom seconded. Motion carried.

Kevin also mentioned that they have been dealing with a situation at Home Depot where they want to put a restaurant outside of the building. It is a separate building, but they want it to connect to their mechanical system. He has not seen a building permit on this yet. There needs to be a land development plan, and the Home Depot Representative does not feel one is needed. Kevin wanted the Board to be aware. There was also some discussion on liquor licenses in reference to the new tap house/restaurant going in as well as the Ruby Tuesday permit situation. Kevin stated that it all worked out and stated that they are set to open back up next week.

Solicitor's Report

Stewartstown Borough Salt Shed License Agreement – Attorney Miller stated that this is ready to go and the first \$5,000 payment will be due December 1st. Manifold motioned to authorize entering into the license agreement between Hopewell Township and Stewartstown Borough for the salt shed agreement and O'Neill seconded. Motion carried.

Mayberry Lot 52 Indemnity Agreement – This is the lot where they built the storm water infiltration pit within a Met-Ed right of way. To get an occupancy permit the builder agreed to move the storm water pit or get an encroachment agreement with Met-Ed which Met-Ed would not give. The builder is in the process of moving the pit now and Kevin has been out to inspect. O'Neill motioned to move forward with the indemnification agreement and Wisnom seconded. Motion carried.

Armstrong Cable Franchise / Comcast Cable Franchise – Attorney Miller mentioned that this is the final agreement, however, he has never seen an initial draft before this. He went through it and highlighted some provisions just to point them out. Manifold motioned to table this until next month as the Board needs more time to review and O'Neill seconded. Motion carried.

MC Municipal Services, LLC Settlement Agreement – Attorney Miller stated that this settlement agreement would release all claims between both parties. There will be no money changing hands with any invoices there may have been from MC Municipal, and the Township would not seek anymore from them. O'Neil motioned to move forward with this settlement and Wisnom seconded. Motion carried.

Dehoff Zoning Hearing – For this upcoming hearing the Township has asked that MPL be present to represent them. Wisnom motioned to have MPL represent the Township for this hearing and Manifold seconded. Motion carried.

Dalfen Variance Zoning Hearing – Attorney Miller asked if they would be needed during the hearing for Dalfen, however, they didn't feel they would be. The Board agreed. No motion needed.

PPL Electric Transmission Line – Attorney Miller suggested getting in contact with contractors and project managers and they will have to get driveway permits.

Solar Ordinance Amendments – Attorney Miller asked if this could be tabled at this time. He feels that it would be better to submit it to the York County Planning Commission.

Data Center Ordinance – Attorney Miller said they are still working on some of the provisions. York County has now come out with some model ordinances, and they have been pulling some of the provisions out of those ordinances. His recommendation is to put this use in Industrial and Commercial but doesn't need any action tonight. This draft is to review and think about it. They can have another draft ready for December.

- Jack Cogle, 2601 Oakwood Heights, commented that he attends a lot of Township/Borough meetings and asked if there is a reason why everyone can't just get together on this. Manifold answered Mr. Cogle stating that he may be influenced by a County Wide/State type of government set up and not as commonwealth independent municipalities. What may fit in one Township might not be what fits or works in Hopewell Township. Mr. Cogle feels like everyone is reinventing the wheel and wonders if they talk to other townships. O'Neill commented that they do, however, there are other nuanced differences between each Township/Borough and their agenda.

Other Business

Appointment of Alternate Zoning Hearing Board Solicitor – Jack Elliott, Anstine & Sparler – Due to our regular Zoning Hearing Board Solicitor recusing himself and their entire office from the hearings, Manifold motioned to appoint Jack Elliott, Anstine & Sparler as the alternate Zoning Hearing Board Solicitor. O'Neil seconded. Motion carried.

Resolution No. 16-2025 – Requesting a Statewide Local Share Account (LSA) Grant – The Township is requesting a statewide local share account or LSA Grant as we are having to do some rehabilitation of curbs, sidewalks and paving for Scarborough Fare, Cedar Lane, & Harmony Court. The cost of applying for the grant is \$100. The amount of the grant we are applying for is \$1 million, which almost covers the cost to pay for the work to be done. Manifold then motioned to approve Resolution No. 16-2025 as presented for the LSA Grant application and O'Neill seconded. Motion carried.

2026 YCSPCA Animal Care & Housing Agreement – Action Required by December 31

The manager stated that there is very minimal change in the agreement and SPCA is reinstating the stray dog policy allowing residents to drop off beginning January 1st. The price of the contract went up \$504 from 2025, totaling \$4,482 for the year 2026. They do still need to fill the position of Humane Society Police Officer since the previous officer passed away. Wisnom motioned to approve signing the contract with the SPCA and O'Neill seconded. Jack Cogle asked how many pets were serviced and Manifold responded that 10 cats and 3 dogs were surrendered last year. Motion carried.

Proposed Engagement Letter for Solicitor Services and Fee Agreement for 2026

As follows - \$230 per hour for non-litigation matters, \$280 per hour for litigation matters, and \$170 per hour for paralegal services. Rates can be modified if necessary. O'Neill motioned to approve the 2026 rates and Manifold seconded. Motion carried.

2026 Budget – Authorize advertising for public inspection and scheduled adoption on December 4, 2025 – O'Neill motioned to authorize the manager to advertise the budget prior to the December 4th meeting and Wisnom seconded. Motion carried.

Personnel

Employee Performance Review – Diana Manker, Administrative Assistant, celebrated her 4th year of employment at Hopewell, and she is a very dedicated employee. Manifold motioned to give her an increase of \$1.50 an hour which will be effective on her anniversary date of 11/15/2025 and O'Neill seconded. Motion carried.

Employee Performance Review – Dakota Joines, Road Crew Member, is our newest employee and part of the roads department. He has been doing a very good job learning the ropes, fitting in with the crew, and continuing the good work. Manifold motioned to give an increase of \$1.00 an hour effective on his anniversary date of 11/11/2025 and O'Neill seconded. Motion carried.

Public Comment – Jack Cogle asked about one of the neighboring townships putting out a warning about deer brain disease and asked if we are doing anything to address this problem. Manifold stated that this is all regulated by the Pennsylvania Game Commission and the warnings are out there as they also have special regulations and handling of what you can and can't do.

Adjournment – Meeting was adjourned at 8:09 P.M.



Diana S. Manker
Recording Secretary

Hopewell Township Balance Sheet Prev Year Comparison As of October 31, 2025

	Oct 31, 25	Oct 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Fund Checking	583,079.65	642,117.52	-59,037.87	-9.2%
101.00 · Cell Tower MMA	244,296.26	195,985.68	48,310.58	24.7%
102.00 · Traffic Light MMA	737.12	3,177.58	-2,440.46	-76.8%
103.00 · Facilities Fund MMA	5,067.39	2,707,854.82	-2,702,787.43	-99.8%
103.01 · Facilities Fund - PLGIT	2,802,797.20	0.00	2,802,797.20	100.0%
104.00 · Equipment Fund MMA	2,193.04	444,970.83	-442,777.79	-99.5%
104.01 · Equipment Fund - PLGIT	109,690.72	0.00	109,690.72	100.0%
105.00 · Payroll Checking	13,643.51	17,283.50	-3,639.99	-21.1%
106.00 · State Fund Checking	0.00	24,658.70	-24,658.70	-100.0%
108.00 · Royal Farms Traffic Light	12,595.73	0.00	12,595.73	100.0%
109.00 · Escrow	26,857.77	0.00	26,857.77	100.0%
Total 100. · Checking/Savings	3,800,958.39	4,036,048.63	-235,090.24	-5.8%
110 · Petty Cash	311.85	0.00	311.85	100.0%
Total Checking/Savings	3,801,270.24	4,036,048.63	-234,778.39	-5.8%
Total Current Assets	3,801,270.24	4,036,048.63	-234,778.39	-5.8%
TOTAL ASSETS	3,801,270.24	4,036,048.63	-234,778.39	-5.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 · Accounts Payable	1,283.85	0.00	1,283.85	100.0%
Total Accounts Payable	1,283.85	0.00	1,283.85	100.0%
Credit Cards				
258.00 · Orrstown Bank Credit Card	83.90	0.00	83.90	100.0%
Total Credit Cards	83.90	0.00	83.90	100.0%
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.11 · Retirement Contributions	1,291.53	1,271.75	19.78	1.6%
Total 210.00 · Payroll Liabilities	1,291.53	1,271.75	19.78	1.6%
Total Other Current Liabilities	1,291.53	1,271.75	19.78	1.6%
Total Current Liabilities	2,659.28	1,271.75	1,387.53	109.1%
Total Liabilities	2,659.28	1,271.75	1,387.53	109.1%
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	-312,507.58	204,620.69	-517,128.27	-252.7%
Total Equity	3,798,610.96	4,034,776.88	-236,165.92	-5.9%
TOTAL LIABILITIES & EQUITY	3,801,270.24	4,036,048.63	-234,778.39	-5.8%


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Cash Basis

Hopewell Township Expenses by Vendor Detail October 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
AERO ENERGY					
10/02/2025	621.8 GALLONS	438.04 · Vehicle Fuel - ...	1,795.63	1,795.63	1,795.63
Total AERO ENERGY				1,795.63	1,795.63
AT&T MOBILITY					
10/02/2025	9/16/25-10/15/25	409.03 · Telephone / Int...	224.30	224.30	224.30
Total AT&T MOBILITY				224.30	224.30
BENILDA SAGASTUME					
10/16/2025	Nov 2025 Cleaning	409.44 · Bldg. & Offices...	150.00	150.00	150.00
Total BENILDA SAGASTUME				150.00	150.00
CASE POWER & EQUIPMENT OF PA					
10/16/2025	BK-3	438.02 · Supplies	193.25	193.25	193.25
Total CASE POWER & EQUIPMENT OF PA				193.25	193.25
DANIEL B. KRIEG, INC.					
10/16/2025	Tar Buggy	438.02 · Supplies	225.00	225.00	225.00
Total DANIEL B. KRIEG, INC.				225.00	225.00
DEPENDABLE CONSTRUCTION CODE SERVICES					
10/02/2025	September 2025	413.01 · Zoning / Codes...	4,512.40	4,512.40	4,512.40
10/02/2025	September 2025	413.01 · Zoning / Codes...	2,029.25	2,029.25	6,541.65
10/02/2025	September 2025	413.01 · Zoning / Codes...	3,287.00	3,287.00	9,828.65
Total DEPENDABLE CONSTRUCTION CODE SERVICES				9,828.65	9,828.65
DONNIES 10 POINT LAWN CARE					
10/02/2025	Mowing	430.01 · Lawn Care	75.00	75.00	75.00
10/02/2025	Mowing	430.01 · Lawn Care	75.00	75.00	150.00
10/02/2025	Mowing	430.01 · Lawn Care	75.00	75.00	225.00
10/02/2025	Mowing	430.01 · Lawn Care	75.00	75.00	300.00
Total DONNIES 10 POINT LAWN CARE				300.00	300.00
ERIN MARRAZZI					
10/02/2025	Deposit Refund	413.03 · Other Services ...	150.00	150.00	150.00
Total ERIN MARRAZZI				150.00	150.00
EUREKA VOLUNTEER FIRE RELIEF ASSOC.					
10/02/2025	2025 Vol Fire Relief	411.04 · Foreign Fire In...	45,248.36	45,248.36	45,248.36
Total EUREKA VOLUNTEER FIRE RELIEF ASSOC.				45,248.36	45,248.36
GANNETT PENNSYLVANIA LOCALIQ					
10/02/2025	Ordinance No. 4-2...	400.34 · Advertising	162.32	162.32	162.32
Total GANNETT PENNSYLVANIA LOCALIQ				162.32	162.32
GORDON'S SERVICE CENTER					
10/02/2025	DT-2	437.01 · Parts for Repairs	4,723.36	4,723.36	4,723.36
Total GORDON'S SERVICE CENTER				4,723.36	4,723.36
HAKES FARM & SEED					
10/02/2025	Straw blanket/seed	438.02 · Supplies	659.00	659.00	659.00
Total HAKES FARM & SEED				659.00	659.00
JAMES R. HOLLEY & ASSOC., INC.					
10/16/2025	Steet cut inspec's	408.01 · Engineering Re...	362.30	362.30	362.30
Total JAMES R. HOLLEY & ASSOC., INC.				362.30	362.30

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Hopewell Township Expenses by Vendor Detail October 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
JOHN DEERE FINANCIAL					
10/16/2025	Billing Correction	437.01 · Parts for Repairs	109.96	109.96	109.96
Total JOHN DEERE FINANCIAL				109.96	109.96
KLEPPERS SECURITY SOURCE					
10/02/2025	Office Door - Amy	406.07 · Capital Purcha...	127.00	127.00	127.00
Total KLEPPERS SECURITY SOURCE				127.00	127.00
KLUGH ANIMAL CONTROL SERVICES					
10/16/2025	Sept. 2025 Billing	419.01 · Animal Control ...	82.00	82.00	82.00
Total KLUGH ANIMAL CONTROL SERVICES				82.00	82.00
KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC					
10/16/2025	9/6/25 - 10/5/25	406.04 · Other Services ...	94.59	94.59	94.59
10/16/2025	10/1/25 - 10/31/25	406.04 · Other Services ...	695.40	695.40	789.99
Total KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC				789.99	789.99
LIFE SOURCE WATER SERVICE					
10/16/2025	Water & Cooler Rent	409.01 · Building Supplies	104.90	104.90	104.90
10/16/2025	Water & Cooler Rent	409.01 · Building Supplies	36.00	36.00	140.90
10/16/2025	Water & Cooler Rent	409.01 · Building Supplies	34.94	34.94	175.84
Total LIFE SOURCE WATER SERVICE				175.84	175.84
MAR-BAR TIRE SERVICE, INC.					
10/16/2025	DT-4 Tires	437.01 · Parts for Repairs	1,308.48	1,308.48	1,308.48
Total MAR-BAR TIRE SERVICE, INC.				1,308.48	1,308.48
MARTIN & MARTIN INC.					
10/02/2025	252-25B Stown W...	408 · Engineering Servi...	190.50	190.50	190.50
10/02/2025	247-25D Jonas Mil...	408 · Engineering Servi...	230.00	230.00	420.50
10/02/2025	209A-25G Mayberry	408.01 · Engineering Re...	570.00	570.00	990.50
10/02/2025	197-25D Kurtz	408.01 · Engineering Re...	686.58	686.58	1,677.08
10/02/2025	238-25F WellSpan	408.01 · Engineering Re...	155.59	155.59	1,832.67
10/02/2025	250-25C Solamerica	408.01 · Engineering Re...	1,478.50	1,478.50	3,311.17
Total MARTIN & MARTIN INC.				3,311.17	3,311.17
MET ED					
10/02/2025	8/28/25 - 9/28/25	409.36 · Electric	56.15	56.15	56.15
10/02/2025	8/29/25 - 9/27/25	434.36 · Street Lights - ...	74.03	74.03	130.18
10/16/2025	E Forrest Ave	433.36 · Traffic Light - E...	142.99	142.99	273.17
Total MET ED				273.17	273.17
PA CHAMBER INSURANCE					
10/02/2025	November 2025	406.02 · Insurance and ...	17,680.94	17,680.94	17,680.94
Total PA CHAMBER INSURANCE				17,680.94	17,680.94
PA MUNICIPAL, INC.					
10/02/2025	Speed Limit Signs	438.02 · Supplies	464.55	464.55	464.55
Total PA MUNICIPAL, INC.				464.55	464.55
PA ONE CALL SYSTEM, INC.					
10/02/2025	Monthly Fee	438.07 · Other Services ...	61.25	61.25	61.25
Total PA ONE CALL SYSTEM, INC.				61.25	61.25

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Cash Basis

Hopewell Township Expenses by Vendor Detail October 2025

Date	Num	Account	Original Amount	Paid Amount	Balance
STAPLES ADVANTAGE					
10/02/2025	Supplies	409.01 · Building Supplies	8.69	8.69	8.69
10/02/2025	Supplies	409.01 · Building Supplies	56.78	56.78	65.47
10/16/2025	Supplies	406.03 · Office Supplies	12.75	12.75	78.22
10/16/2025	Supplies	409.01 · Building Supplies	36.96	36.96	115.18
10/16/2025	Supplies	406.03 · Office Supplies	2.20	2.20	117.38
Total STAPLES ADVANTAGE				117.38	117.38
STEWARTSTOWN BOROUGH					
10/16/2025	6/25/24 - 9/25/25	411.01 · Hydrant Service	1,270.50	1,270.50	1,270.50
Total STEWARTSTOWN BOROUGH				1,270.50	1,270.50
UNITED CONCORDIA					
10/16/2025	October 2025	406.02 · Insurance and ...	526.44	526.44	526.44
Total UNITED CONCORDIA				526.44	526.44
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
10/02/2025	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
YOE PARTS & EQUIPMENT CO.					
10/02/2025	Filters WL-1	438.02 · Supplies	168.25	168.25	168.25
Total YOE PARTS & EQUIPMENT CO.				168.25	168.25
YORK BUILDING PRODUCTS CO. INC.					
10/02/2025	2A PA	438.02 · Supplies	1,577.00	1,577.00	1,577.00
10/16/2025	PA 2A	438.02 · Supplies	1,920.64	1,920.64	3,497.64
Total YORK BUILDING PRODUCTS CO. INC.				3,497.64	3,497.64
YORK MATERIALS GROUP					
10/02/2025	Bowers Road	438.02 · Supplies	85,528.27	85,528.27	85,528.27
10/02/2025	Haugh Road	438.02 · Supplies	2,187.12	2,187.12	87,715.39
10/16/2025	Hrebik Road	438.02 · Supplies	1,089.91	1,089.91	88,805.30
Total YORK MATERIALS GROUP				88,805.30	88,805.30
YORK WATER COMPANY					
10/16/2025	8/29/25 - 9/29/25	411.01 · Hydrant Service	545.29	545.29	545.29
Total YORK WATER COMPANY				545.29	545.29
TOTAL				183,454.57	183,454.57


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Accrual Basis

Hopewell Township Liquid Fuels Fund Balance Sheet Prev Year Comparison As of October 31, 2025

	Oct 31, 25	Oct 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
106.00 Liquid Fuels Fund	114,570.16	0.00	114,570.16	100.0%
Total Checking/Savings	114,570.16	0.00	114,570.16	100.0%
Total Current Assets	114,570.16	0.00	114,570.16	100.0%
TOTAL ASSETS	114,570.16	0.00	114,570.16	100.0%
LIABILITIES & EQUITY				
Equity				
30000 - Opening Balance Equity	24,684.71	0.00	24,684.71	100.0%
Net Income	89,885.45	0.00	89,885.45	100.0%
Total Equity	114,570.16	0.00	114,570.16	100.0%
TOTAL LIABILITIES & EQUITY	114,570.16	0.00	114,570.16	100.0%


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Accrual Basis

Hopewell Township Liquid Fuels Fund Expenses by Vendor Detail October 2025

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance	
Commonwealth of Pennsylvania									
Dep...	10/09/2025	ACH	2024 / 2025 - Pen...	363.51 · Snow Re...		106.00 Liquid ...	-4,190.89	-4,190.89	
Total Commonwealth of Pennsylvania								-4,190.89	-4,190.89
TOTAL								-4,190.89	-4,190.89

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