

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR JULY 2, 2026
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 for anyone who may be recording the meeting to provide their name and address for the record. Also in attendance were Supervisors David Wisnom and John O'Neill, Attorney Eric Holey, and Township Manager Amy Mottram.

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

It was announced that 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 O'Neill motioned to approve the minutes from June 4, 2026, Board of Supervisors Regular Meeting, as distributed. Supervisor Wisnom seconded. Motion carried.

Treasurer's Report / Invoices

Supervisor Wisnom motioned to approve the June 30, 2026, Treasurer's Report, and the previously reviewed invoices listed in this report and Supervisor O'Neill seconded. Motion carried.

Roads Report

The summer paving season has started for the road crew. They are working on Phase 2 of Orwig Road, between Zeigler School Road and Center Road. They are doing a two-pass asphalt technique to get a longer life out of the road and a better driving surface.

Consider awarding bid to purchase propane for 2026 / 2027 – This material was re-bid. The amount is 4,000 gallons. Supervisor O'Neill motioned to award to the lowest bidder, Suburban Propane, at a delivered unit price of \$1.39329 per gallon, \$5,573.16 total, and Supervisor Wisnom seconded. Motion carried.

Zoning Officer / Code Enforcement Report

DCCS was not present tonight. They submitted their monthly report to the Board listing permits that have been issued and any enforcement progress that has been made.

Subdivision / Land Development Plans

2026-01 – Land Development Plan for Stephen S. & Malinda E. Stoltzfus – Proposed Small School House

Josh Myers with Shaw Surveying, Inc. and property owner Stephen Stoltzfus were present to discuss.

Consider approval of waivers –

- SALDO Section 22-303- Preliminary Plan Requirements – Supervisor O'Neill motioned to waive the preliminary plan requirements and allow them to go straight to the Final Land Development plan requirements and Supervisor Wisnom seconded. Motion carried.
- SALDO Section 22-405.3- Plan Scale – Supervisor Wisnom motioned to allow the plan scale waiver and Chairman Manifold seconded. Motion carried.
- SALDO Section 22-402.2N- Contours – Chairman Manifold motioned to approve the contour waiver and Supervisor O'Neill seconded. Motion carried.
- SALDO Section 22-402.3C- Sewer Feasibility Study – Supervisor O'Neill motioned to approve the waiver and Supervisor Wisnom seconded. Motion carried.
- SALDO Section 22-505.1- Cartway Widening – Supervisor Wisnom motioned to waive the cartway widening and Supervisor O'Neill seconded. Motion carried.
- SALDO Section 22-609.2 H2O Feasibility Study – Chairman Manifold motioned to approve the waiver and Supervisor O'Neill seconded. Motion carried.
- Supervisor O'Neill made a motion to add additional evergreen trees for screening along the driveway between the school and the neighboring property line with a minimum height of 6 feet at planting and 12 feet from the center. Chairman Manifold seconded. Motion carried.
- Supervisor O'Neill motioned to allow the plan to proceed without financial surety as mentioned by the Township Engineer and Supervisor Wisnom seconded. Motion carried.
- Attorney Eric Holey stated that he verified the dwelling rights determination to be accurate. The driveway maintenance agreement determination is also being proposed because it's crossing over onto another track.
- Supervisor Wisnom motioned to conditionally approve the plan subject to the outstanding items being completed and Supervisor O'Neill seconded. Motion carried.

Chairman Manifold stated that approval for these waivers were recommended by the Township Planning Commission.

Solicitor's Report

Small Games of Chance Voter Referendum

Attorney Eric Holey was present to represent MPL Law Firm. He stated that Hopewell Township approved this referendum at some point in time as it creates a taxable event for revenue generated from small games of chance. His office has reached out to the PA Department of Revenue to get a determination from them about who is to distribute those taxes to the municipality. MPL is currently waiting for a response.

Stormwater Management Ordinance Amendment

Attorney Holey stated that the Township has recently received multiple requests for encroachment agreements for fences to be placed in stormwater easements in the Mayberry community. They wanted to know if the Board would like to consider amending the stormwater ordinance. The Board agreed that it would be best to not amend the ordinance and keep the approvals on a case-by-case basis.

Other Business

Trash / Recycling Draft Bid Specifications

The manager stated that next month is when the Board will consider authorizing trash / recycling bids to go out for advertisement. The bid will be awarded at the September meeting. Comments from the Board on the draft are due to the manager by July 23.

260 Patterson Drive Encroachment Agreement

Laura Barnes, 260 Patterson Drive, was present to discuss the agreement. Amy stated that this was the agreement that was authorized last month. It has been prepared, signed by the property owners, and notarized. It is ready for the Board to sign. Supervisor O'Neill motioned to approve. Chairman Manifold seconded. Motion carried.

Community Development Block Grant (CDBG) Program –

Amy explained that this program information comes out every three years. When a municipality chooses to opt-in, they are included in the county's program for three years and would be eligible to apply for the community development block grant funds during that time. Hopewell has previously opted in. Supervisor O'Neill motioned to opt-in and Chairman Manifold seconded and stated that this is at no cost to the township as it is just an acknowledgment, if we wanted to submit any applications. Motion carried.

PennDOT HOP Awareness Letter Request – Application for a Minimum Use Driveway – Parcel ID: 32-BJ-5.D – Sawmill Road, Jason & Amy Combs

Property owners Jason and Amy Combs were not present to discuss.

Ralph Kile, 1888 Orwig Road, questioned a water line going in on Sawmill Road and Chairman Manifold stated that the Township has not been notified of any new water line and that topic has nothing to do with this subject on the agenda. Amy explained that this parcel is located by the substation on Sawmill Road and according to the Combs drawing, the proposed driveway entrance will be directly behind the substation. The Township is just being notified that they are applying to PennDOT for a driveway as there is nothing for us to approve on a state road. Supervisor Wisnom motioned to allow the manager to send the awareness letter to PennDOT and Supervisor O'Neill seconded. Motion carried.

Parking at the Hopewell Area Recreation Complex (HARC) for Battle of the Bands Event at Allegro Winery on August 29

Luz Guess and Kyrsten Miller with Eureka VFD Auxiliary were present to discuss parking for the Battle of the Bands event that will be hosted at Allegro Winery on Saturday, August 29. They need something in writing from the Township allowing them to park at HARC for this event. Supervisor O'Neill motioned to allow Eureka to proceed with parking at HARC as well as providing a Certificate of Insurance, use fire police for assistance, and use proper lighting. Supervisor Wisnom seconded. Motion carried.

2027 Maintenance Agreement Proposal for Traffic Signal at Wolfe Road & East Forrest Avenue from C.M. High, Inc.

Amy explained the 2027 Maintenance Agreement proposal and fee changes from C.M. High. The quote was obtained because the current contract ends on 12/31/2026 and it was determined by several municipalities that their costs are low enough to not have to go through the expense of formal bids. C.M. High is a COSTARS vendor. Supervisor O'Neill motioned to enter into the contract for 2027 and Supervisor Wisnom seconded. Motion carried.

Request from Armstrong Cable for temporary overnight parking on the Township property

Armstrong has requested temporary parking at the Township while they perform work in the area. The trucks would include two F550 and two F750 size trucks with 20-foot trailers. The parking would be for approximately four months. Chairman Manifold feels we should have the Road Masters' opinion on this as well. Supervisor O'Neil motioned conditional approval upon the Road Masters determination of where the trucks should park, and we will need a certificate of insurance to release liability and a 24/7 contact person. Supervisor Wisnom seconded. Motion carried.

Vacancy Board Chair

- Chairman Manifold motioned to accept the resignation of Jack Cogle from Vacancy Board Chair and Supervisor O'Neill seconded. Motion carried.
- Supervisor O'Neill motioned to defer a new appointment until next month and Supervisor Wisnom seconded. Motion carried.

Personnel

Employee Performance Review – Todd Shaul has been a Hopewell Township Road Crew Member for 21 years and received an outstanding overall performance review. He is valuable to the Township and the Road Crew. Supervisor O'Neill motioned to grant a \$1.00 per hour increase that is effective at his anniversary date of July 21st. Chairman Manifold seconded. Motion carried.

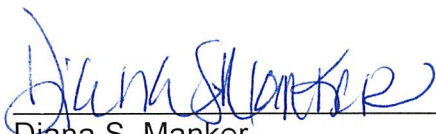
Public Comment

Lynne Madison, Lowe Road, was present via Zoom to discuss the Penn Waste contract. She stated that she has lived in the Township for 30 years and just found out that she can't contract with another trash company. She has had issues for about a month or so with Penn Waste not picking up recycling. Supervisor O'Neill explained the fine process.

Pat Heyman of the Mayberry Community, also present via Zoom, had complaints regarding Penn Waste and has reached out to the Homeowners Association.

Lacy Roberts, 3703 Cherry Court, was present to discuss a recent situation with the replacement of her septic pump and a local plumber who installed it without a permit. She feels it is difficult for her as a homeowner to figure out what she is supposed to do regarding who applies for a permit, herself or the contractor. She does not think the process is clear.

Adjournment – Meeting was adjourned at 8:26 P.M.



Diana S. Manker
Recording Secretary

12:05 PM

07/01/26

Cash Basis

Hopewell Township

Balance Sheet Prev Year Comparison

As of June 30, 2026

	Jun 30, 26	Jun 30, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. - Checking/Savings				
100.00 - General Checking	549,235.12	733,679.58	-184,444.46	-25.1%
101.00 - Cell Tower MMA	277,773.42	229,021.51	48,751.91	21.3%
102.00 - Traffic Light MMA	749.54	3,241.52	-2,491.98	-76.9%
103.00 - Facilities Fund MMA	0.00	2,767,579.96	-2,767,579.96	-100.0%
103.01 - Facilities Fund - PLGIT	2,879,607.65	0.00	2,879,607.65	100.0%
104.00 - Equipment Fund MMA	0.00	268,117.33	-268,117.33	-100.0%
104.01 - Equipment Fund - PLGIT	200,991.81	0.00	200,991.81	100.0%
105.00 - Payroll Checking	32,838.66	13,635.49	19,203.17	140.8%
108.00 - Royal Farms Traffic Light	9,814.85	14,324.36	-4,509.51	-31.5%
109.00 - Escrow	10,779.37	26,840.86	-16,061.49	-59.8%
Total 100. - Checking/Savings	3,961,790.42	4,056,440.61	-94,650.19	-2.3%
110 - Petty Cash	69.04	0.00	69.04	100.0%
Total Checking/Savings	3,961,859.46	4,056,440.61	-94,581.15	-2.3%
Total Current Assets	3,961,859.46	4,056,440.61	-94,581.15	-2.3%
TOTAL ASSETS	3,961,859.46	4,056,440.61	-94,581.15	-2.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 - Accounts Payable	685.32	0.00	685.32	100.0%
Total Accounts Payable	685.32	0.00	685.32	100.0%
Credit Cards				
258.00 - Orrstown Bank Credit Card	219.91	4,738.16	-4,518.25	-95.4%
Total Credit Cards	219.91	4,738.16	-4,518.25	-95.4%
Other Current Liabilities				
210.00 - Payroll Liabilities				
210.11 - Retirement Contributions	4,288.15	0.00	4,288.15	100.0%
210.00 - Payroll Liabilities - Other	-141.25	0.00	-141.25	-100.0%
Total 210.00 - Payroll Liabilities	4,146.90	0.00	4,146.90	100.0%
Total Other Current Liabilities	4,146.90	0.00	4,146.90	100.0%
Total Current Liabilities	5,052.13	4,738.16	313.97	6.6%
Long Term Liabilities				
248.00 - Developer Escrow Account	19,395.72	37,173.77	-17,778.05	-47.8%
Total Long Term Liabilities	19,395.72	37,173.77	-17,778.05	-47.8%
Total Liabilities	24,447.85	41,911.93	-17,464.08	-41.7%
Equity				
275.00 - Fund Balance	3,824,673.13	4,079,009.50	-254,336.37	-6.2%
Net Income	112,738.48	-64,480.82	177,219.30	274.8%
Total Equity	3,937,411.61	4,014,528.68	-77,117.07	-1.9%
TOTAL LIABILITIES & EQUITY	3,961,859.46	4,056,440.61	-94,581.15	-2.3%

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07/01/26
Cash Basis

Hopewell Township
Expenses by Vendor Detail
June 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
ANDREW FOWLER					
06/11/2026	Boots	430.49 · Clothing Allowa...	200.00	200.00	200.00
Total ANDREW FOWLER				200.00	200.00
ANSTINE & SPARLER					
06/05/2026	Hearing 3/26	404 · Solicitor / Legal S...	1,025.00	1,025.00	1,025.00
Total ANSTINE & SPARLER				1,025.00	1,025.00
ARRO CONSULTING, INC					
06/05/2026	GIS Services	400.42 · Dues/Subscript...	995.00	995.00	995.00
Total ARRO CONSULTING, INC				995.00	995.00
BEARS PORTABLE POTTIES LLC					
06/05/2026	Invoice # 1672	452.02 · Hopewell Area ...	375.00	375.00	375.00
Total BEARS PORTABLE POTTIES LLC				375.00	375.00
BENILDA SAGASTUME					
06/01/2026	June 2026 Cleaning	409.44 · Bldg. & Offices...	150.00	150.00	150.00
06/11/2026	July 2026 Cleaning	409.44 · Bldg. & Offices...	200.00	200.00	350.00
Total BENILDA SAGASTUME				350.00	350.00
BERGEY'S, INC.					
06/05/2026	DT-6	437.01 · Parts for Repairs	7,881.48	7,881.48	7,881.48
Total BERGEY'S, INC.				7,881.48	7,881.48
DEPENDABLE CONSTRUCTION CODE SERVICES					
06/05/2026	May 2026	413.01 · Zoning / Codes...	5,258.00	5,258.00	5,258.00
06/05/2026	May 2026	413.01 · Zoning / Codes...	2,238.00	2,238.00	7,496.00
06/05/2026	May 2026	413.01 · Zoning / Codes...	2,024.50	2,024.50	9,520.50
Total DEPENDABLE CONSTRUCTION CODE SERVICES				9,520.50	9,520.50
DONNIES 10 POINT LAWN CARE					
06/05/2026	Mowing	430.01 · Lawn Care	75.00	75.00	75.00
06/05/2026	Mowing	430.01 · Lawn Care	75.00	75.00	150.00
06/05/2026	Mowing	430.01 · Lawn Care	75.00	75.00	225.00
06/05/2026	Mowing	430.01 · Lawn Care	75.00	75.00	300.00
Total DONNIES 10 POINT LAWN CARE				300.00	300.00
FUTURE SOLUTIONS LLC					
06/11/2026	4360 Forbes Dr	413.01 · Zoning / Codes...	150.00	150.00	150.00
Total FUTURE SOLUTIONS LLC				150.00	150.00
HAKES FARM & SEED					
06/12/2026	Grass Seed	438.02 · Supplies	355.00	355.00	355.00
Total HAKES FARM & SEED				355.00	355.00
JAMES R. HOLLEY & ASSOC., INC.					
06/05/2026	SEO Services	408 · Engineering Servi...	1,230.00	1,230.00	1,230.00
06/05/2026	SEO Services	408 · Engineering Servi...	636.13	636.13	1,866.13
06/05/2026	SEO Services	408 · Engineering Servi...	661.25	661.25	2,527.38
Total JAMES R. HOLLEY & ASSOC., INC.				2,527.38	2,527.38
KINSLEY MATERIALS					
06/05/2026	Stock Piles	438.02 · Supplies	2,056.28	2,056.28	2,056.28
Total KINSLEY MATERIALS				2,056.28	2,056.28

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

June 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC					
06/12/2026	6/1/26 - 6/30/26	406.04 · Other Services ...	775.40	775.40	775.40
06/12/2026	5/6/26 - 6/5/26	406.04 · Other Services ...	56.46	56.46	831.86
Total KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC				831.86	831.86
LIFE SOURCE WATER SERVICE					
06/05/2026	Water Delivery	409.01 · Building Supplies	32.95	32.95	32.95
Total LIFE SOURCE WATER SERVICE				32.95	32.95
MARTIN & MARTIN INC.					
06/05/2026	145-26C - Mun. Eng.	408 · Engineering Servi...	180.00	180.00	180.00
06/05/2026	195-26A - JC	408.01 · Engineering Re...	280.00	280.00	460.00
06/05/2026	209A-26B - Maybe...	408.01 · Engineering Re...	60.00	60.00	520.00
06/05/2026	246-26D - Mt Airy ...	408.01 · Engineering Re...	520.00	520.00	1,040.00
06/05/2026	249-26C - BV Lot 3	408.01 · Engineering Re...	712.00	712.00	1,752.00
06/05/2026	255-26A - Reed	408.01 · Engineering Re...	125.00	125.00	1,877.00
Total MARTIN & MARTIN INC.				1,877.00	1,877.00
MET-ED					
06/05/2026	4/27/26 - 5/26/26	409.36 · Electric	50.16	50.16	50.16
06/05/2026	4/28/26 - 5/27/26	434.36 · Street Lights - ...	56.84	56.84	107.00
06/12/2026	E Forrest Ave	433.36 · Traffic Light - E...	88.74	88.74	195.74
Total MET-ED				195.74	195.74
MPL LAW FIRM					
06/05/2026	87924-Reed	404.02 · Attorney Fees ...	138.00	138.00	138.00
06/05/2026	87925- R. Barry	404 · Solicitor / Legal S...	1,702.00	1,702.00	1,840.00
06/05/2026	87926-Hickory Rd ...	404.02 · Attorney Fees ...	552.00	552.00	2,392.00
06/05/2026	87927-Act 537	404 · Solicitor / Legal S...	1,347.00	1,347.00	3,739.00
06/05/2026	87928- Hollow Rd	404 · Solicitor / Legal S...	56.00	56.00	3,795.00
06/05/2026	87929-General	404 · Solicitor / Legal S...	552.00	552.00	4,347.00
06/05/2026	87930-Bridgev- Lot 3	404.02 · Attorney Fees ...	1,610.00	1,610.00	5,957.00
06/05/2026	87931-Municipal F...	404 · Solicitor / Legal S...	3,749.00	3,749.00	9,706.00
06/05/2026	87932- Dehoff/Mar...	404 · Solicitor / Legal S...	300.00	300.00	10,006.00
06/05/2026	87934-Trout Lane	404.02 · Attorney Fees ...	874.00	874.00	10,880.00
Total MPL LAW FIRM				10,880.00	10,880.00
PA CHAMBER INSURANCE					
06/05/2026	July 2026	406.02 · Insurance and ...	17,680.94	17,680.94	17,680.94
Total PA CHAMBER INSURANCE				17,680.94	17,680.94
SITE DESIGN CONCEPTS, INC.					
06/12/2026	Invoice # 20260608	413.02 · Sewage Enforc...	2,667.76	2,667.76	2,667.76
06/12/2026	Invoice # 20260608	413.02 · Sewage Enforc...	4,380.00	4,380.00	7,047.76
06/12/2026	Invoice # 20260608	413.02 · Sewage Enforc...	3,575.00	3,575.00	10,622.76
Total SITE DESIGN CONCEPTS, INC.				10,622.76	10,622.76
STEPHENSON EQUIPMENT, INC.					
06/05/2026	Mower Parts	437.01 · Parts for Repairs	672.16	672.16	672.16
06/05/2026	Cylinder	437.01 · Parts for Repairs	717.99	717.99	1,390.15
06/05/2026	Mower Parts	437.01 · Parts for Repairs	59.01	59.01	1,449.16
Total STEPHENSON EQUIPMENT, INC.				1,449.16	1,449.16
THE SPOT MEDIA GROUP, LLC					
06/05/2026	June 2026 June 2...	406.04 · Other Services ...	1,200.00	1,200.00	1,200.00
Total THE SPOT MEDIA GROUP, LLC				1,200.00	1,200.00
USA TODAY MEDIA CORP.					
06/05/2026	Diesel/Propane bid	400.34 · Advertising	385.88	385.88	385.88
Total USA TODAY MEDIA CORP.				385.88	385.88

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07/01/26

Cash Basis

Hopewell Township

Expenses by Vendor Detail

June 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
06/05/2026	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
YORK BUILDING PRODUCTS CO. INC.					
06/11/2026	Cold Patch	438.02 · Supplies	172.20	172.20	172.20
Total YORK BUILDING PRODUCTS CO. INC.				172.20	172.20
YORK MATERIALS GROUP					
06/11/2026	Hopewell Road	438.02 · Supplies	27,345.90	27,345.90	27,345.90
Total YORK MATERIALS GROUP				27,345.90	27,345.90
YORK WATER COMPANY					
06/11/2026	4/27/26 - 5/30/26	411.01 · Hydrant Service	610.80	610.80	610.80
Total YORK WATER COMPANY				610.80	610.80
TOTAL				99,138.08	99,138.08

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07/01/26

Accrual Basis

Hopewell Township Liquid Fuels Fund

Balance Sheet Prev Year Comparison

As of June 30, 2026

	Jun 30, 26	Jun 30, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
106.00 Liquid Fuels Fund	425,555.03	281,931.26	143,623.77	50.9%
Total Checking/Savings	425,555.03	281,931.26	143,623.77	50.9%
Total Current Assets	425,555.03	281,931.26	143,623.77	50.9%
TOTAL ASSETS	425,555.03	281,931.26	143,623.77	50.9%
LIABILITIES & EQUITY				
Equity				
30000 · Opening Balance Equity	24,684.71	24,684.71	0.00	0.0%
32000 · Retained Earnings	90,172.84	0.00	90,172.84	100.0%
Net Income	310,697.48	257,246.55	53,450.93	20.8%
Total Equity	425,555.03	281,931.26	143,623.77	50.9%
TOTAL LIABILITIES & EQUITY	425,555.03	281,931.26	143,623.77	50.9%

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07/01/26

Accrual Basis

Hopewell Township Liquid Fuels Fund Expenses by Vendor Detail

June 2026

	Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
TOTAL								<u>0.00</u>	<u>0.00</u>

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2026 / 2027 Propane Re-Bid Opening

<u>Propane</u>	<u>Bidder Name</u>	<u>Unit Price Delivered As Directed</u>	<u>Total</u>
4,000 Gallons (More or Less)	Suburban Propane, L.P.	\$1.39329	\$5,573.16
	Mid-Atlantic Cooperative Solutions, Inc. dba Aero Energy	\$1.4463	\$5,785.20
	Ferrellgas, LP	\$1.597	\$6,388.00