

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR AUGUST 6, 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 - Supervisor John O'Neill, Attorney Andy Miller, 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 6:00 P.M. to discuss potential litigation.

Approval of Minutes

Supervisor O'Neill motioned to approve the minutes from July 2, 2026, Board of Supervisors Regular Meeting, as distributed. Chairman Manifold seconded. Motion carried.

Treasurer's Report / Invoices

Chairman Manifold motioned to approve the July 31, 2026, Treasurer's Report, and the previously reviewed invoices listed in this report and Supervisor O'Neill seconded. Motion carried.

Roads Report

Leib School Road Paving Project – The road crew has completed paving a portion of Leib School Road from State Route 24. They also paved Orwig Road from Center Road to Sawmill Road.

Finishing Summer Mowing – In addition to paving, the road crew has also been working on road bank mowing.

PennDOT Notification of Continuation of 10-Year Winter Municipal Agreement

- Supervisor O'Neill motioned to authorize a signature and date for the PA Treasury payment and Chairman Manifold seconded. Motion carried.

Zoning Officer / Code Enforcement Report – Nothing to report this month.

Subdivision / Land Development Plans

2024-03 Vanguard Storage – Preliminary / Final Land Development Plan

A representative was not present, however, Attorney Miller stated that this plan was previously given conditional approval pending the following –

- Financial Security Estimate –Tex Miller has signed off on this.
- Development & Financial Security Agreement, Stormwater Facilities Maintenance & Monitoring Agreement, & Deed of Dedication – Amy did receive these. Attorney Miller said that Vanguard has not yet posted the financial security. The plan and the agreement need to be signed.
- Supervisor O'Neill motioned to approve and sign the plans but hold them from being recorded until the financial security is posted. Chairman Manifold seconded. He stated that the Township has deadlines for these meetings and asked not to rush items by sending them in at the last minute. He feels this is how things get missed. Motion carried.

2025-02 – Bridgeview Lot 3 – Preliminary Subdivision & Land Development Plan Re-Submission

Rick Castranio with Alpha Consulting Engineers was present to discuss. David Jones with Saxton & Stump and developer Zach Juffe were also present. Mr. Castranio went over the comments that were addressed. Attorney Miller stated that they have a list of conditions that need to be met and that most are administrative. Chairman Manifold asked if they had done anything with the emergency exit. Mr. Castranio stated the developer is aware of this, and it will be taken care of. Attorney Miller stated that there are also waivers for this plan. Supervisor O'Neill motioned for the preliminary approval of the Subdivision & Land Development Plan for Plan # 2025-02 – Bridgeview Lot 3, and for Attorney Miller to draft the conditional approval letter with a list of outstanding items that will need to be met for final plan submission. Chairman Manifold seconded. Motion carried.

2026-01 – Stoltzfus / 3340 Davis Valley Road – Amish Schoolhouse

Amy stated that Stephen Stoltzfus dropped off the signed agreements and Attorney Miller noted that he will still need to have them notarized as well as dropping off the notarized Stormwater O&M agreement. Supervisor O'Neill made a conditional motion to approve this plan pending the Township receiving the fully executed documents satisfactory to our Solicitors' office and Chairman Manifold seconded. Motion carried. No certificate of occupancy will be issued by DCCS until all agreements are signed.

Stormwater Management (SWM) Site Plan and Waiver Request – Enos and Lavinia Stoltzfus – 26 Trout Lane

Joe Stein with Warehaus was present to discuss. He stated they are asking for conditional approval of the stormwater management plan and that they have prepared this for the existing barn and the improvement of the driveway. Chairman Manifold

stated that he wanted to make sure that the stormwater is taken care of when Mr. King purchases the property, so that he knows what must take place. Tom Stifler was present and commented that he was disappointed that Martin & Martin could not get answers to make progress. Attorney Miller stated that the stormwater violation is not cured until the work is complete. He asked if the Board wanted to put a deadline on the work being done. Supervisor O'Neill motioned to approve this on the condition that the 6 comments from Martin & Martin are satisfactorily addressed and the stormwater O&M agreement is signed within six months. Chairman Manifold seconded. Motion carried.

Sketch Plans – Josh Myers, Shaw Surveying

- Johnson, 6252 Pleasant Valley Road – Josh discussed that they have offset the proposed lot on Hollow Road 200 feet and that they have water samples. The next step is to go through the Ag Review process and schedule perc / probe. He also mentioned he thought up to two acres was permitted and Chairman Manifold stated that it is only 1.5 acres. Any acreage above that would need to use another development right.
- Streett, 15609 Leib School Road – Ag Review has already taken place for the homestead lot. Josh does have water samples and perc / probe. He will come back with a formal plan.
- Henschen, 18651 Kitty Dale Lane – Josh explained that the purpose of this plan is a lot line adjustment. Shannon Wolfs lot would become the residual part. Mr. Henschen was also present. They want to meet the ordinance and to clean up the lot lines. Mr. Henschen asked what he would need to do to go above 1.5 acres and it was explained that he would need another building right.

Solicitor's Report

Municipal Waste Collection Bid Package

Attorney Miller discussed the contract that was drawn up for the next bid cycle with the Board and opened it up for public comment. Mary Glass, 39 Ballast Lane, asked if it would still be a two-day per week pick up. Chairman Manifold responded that it would be as that is what residents have asked for over the years. Weather delays and cancelations were discussed. Mark Smith, present via Zoom, typed in a question asking if the contract could have the same parameter as closing school for snow days. Supervisor O'Neil responded that it would be hard due to school having virtual days now. Supervisor O'Neill commented that it was a good idea but would be hard to do. Chairman Manifold motioned to authorize the solicitor and the manager to advertise the municipal waste collection bid package with the discussed changes and the bid due date, award date and opening date as discussed and Supervisor O'Neill seconded. Motion carried.

Other Business

Mason Dixon Public Library, Janet McElwain – Annual Report

Janet provided an annual report for the library. She discussed operations, changes, expenditures, and revenues for the year. She also mentioned that they are now a branch and York County Libraries is the administrator of all operations. She asked if the Township could help them apply for a Keystone Grant, Amy said that she could work with Janet on that.

Determine Hopewell Township 2026 Halloween Date

Mary Glass was present to discuss. Supervisor O'Neil motioned for the date of Trick or Treat to be on Saturday October 31st from 6:00 P.M. to 8:00 P.M. Chairman Manifold seconded. Motion carried.

Stewartstown Station, Mary Glass – Seeking Road closure approval for Halloween

Supervisor O'Neill motioned for the road closure to start at 5:00 P.M. until 8:00 P.M., have the Eureka Fire Police to assist, and have notification provided to residents by the HOA. Chairman Manifold seconded. Motion carried.

Kindness Week Proclamation

Supervisor O'Neill motioned that the Chairman sign the proclamation and declare November 7th through November 14th, 2026, as Kindness Week and Chairman Manifold seconded. Motion carried.

Shrewsbury Borough DCED Multimodal Grant Application for Sidewalks

Supervisor O'Neill motioned to ratify the letter of support for the project and Chairman Manifold seconded. Motion carried.

Decision – Zoning Hearing Application # 2-2026 – Richard C. & Ardelle L. Barry, 3438 Bridgeview Road

No action will be taken at this time.

Vacancy Board Chair

Chairman Manifold motioned to appoint Mark Smith to the Vacancy Board Chair position and Supervisor O'Neill seconded. Motion carried.

Employee Dental Insurance Quotes

Amy received six quotes for group dental insurance. She explained the options, costs, and why we would like to switch to a different carrier. Our current plan does not cover major dental work. Employees also have trouble finding dentists in the area that take the plan. Supervisor O'Neill motioned to go with the Aetna Option # 2 plan through PSATS and Chairman Manifold seconded. Motion carried.

Personnel

Employee Performance Review – Travis Mergler, Roadmaster

Chairman Manifold said that Travis is doing an exceptional job, assisting Amy with decision making, and being a good leader. Chairman Manifold motioned for a \$1.50 per hour raise effective on his anniversary date and Supervisor O'Neill seconded. Motion carried.

Public Comment

David Sherrer, 19757 / 19786 Ridge Meadow Road – Proposed Fall Pumpkin Harvest Festival

Mr. Sherrer was not present to discuss, however, Kevin from DCCS explained the request their office received. The proposal is for a free agricultural event that Mr. Sherrer would like to hold on his property / farm on the weekends of October 10 & 11 and October 17 & 18, 2026. Chairman Manifold motioned to permit this as a special event permit as the Zoning Officer requested with the restrictions as stated in the letter and Supervisor O'Neill seconded. Motion carried.

Don Goddard, 26 Coupler Drive, was present via Zoom – Mr. Goddard requested code enforcement investigate an ongoing right-of-way obstruction located at 26 Coupler Drive. For the past few months, a 42' RV trailer attached to a truck has been stored on a public street. He sent an e-mail to the township today. Chairman Manifold stated that the Zoning Officer is aware of the complaint and they will be following up.

Janet McElwain also wanted to let the Board know that the library is celebrating 65 years and will be having an Open House on September 13 from 2:00 P.M. – 4:00 P.M.

Brian and Kris Daniel, 2923 Stewartstown Road, were present to discuss and ask about changing lot lines. A small portion of their property between their lot line and Davis Valley Road was omitted when the lot was created. The Board advised them on how to get started and that a sketch can be brought to the next meeting.

Adjournment

Meeting adjourned at 9:12 PM



Diana Manker, Recording Secretary

2:48 PM

08/03/26

Cash Basis

Hopewell Township

Balance Sheet Prev Year Comparison

As of July 31, 2026

	Jul 31, 26	Jul 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100. · Checking/Savings				
100.00 · General Checking	528,078.51	673,334.00	-145,255.49	-21.6%
101.00 · Cell Tower MMA	282,092.91	231,915.60	50,177.31	21.6%
102.00 · Traffic Light MMA	751.14	732.45	18.69	2.6%
103.00 · Facilities Fund MMA	0.00	67,738.96	-67,738.96	-100.0%
103.01 · Facilities Fund - PLGIT	2,879,607.65	2,710,034.09	169,573.56	6.3%
104.00 · Equipment Fund MMA	0.00	18,133.31	-18,133.31	-100.0%
104.01 · Equipment Fund - PLGIT	200,991.81	250,929.08	-49,937.27	-19.9%
105.00 · Payroll Checking	13,720.60	13,637.44	83.16	0.6%
108.00 · Royal Farms Traffic Light	9,826.31	12,502.05	-2,675.74	-21.4%
109.00 · Escrow	10,779.37	26,840.86	-16,061.49	-59.8%
Total 100. · Checking/Savings	3,925,848.30	4,005,797.84	-79,949.54	-2.0%
110 · Petty Cash	63.55	0.00	63.55	100.0%
Total Checking/Savings	3,925,911.85	4,005,797.84	-79,885.99	-2.0%
Total Current Assets	3,925,911.85	4,005,797.84	-79,885.99	-2.0%
TOTAL ASSETS	3,925,911.85	4,005,797.84	-79,885.99	-2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200.00 · Accounts Payable	1,508.80	505.42	1,003.38	198.5%
Total Accounts Payable	1,508.80	505.42	1,003.38	198.5%
Credit Cards				
258.00 · Orrstown Bank Credit Card	-264.81	72.91	-337.72	-463.2%
Total Credit Cards	-264.81	72.91	-337.72	-463.2%
Other Current Liabilities				
210.00 · Payroll Liabilities				
210.11 · Retirement Contributions	1,457.12	1,889.60	-432.48	-22.9%
210.00 · Payroll Liabilities - Other	-141.25	0.00	-141.25	-100.0%
Total 210.00 · Payroll Liabilities	1,315.87	1,889.60	-573.73	-30.4%
Total Other Current Liabilities	1,315.87	1,889.60	-573.73	-30.4%
Total Current Liabilities	2,559.86	2,467.93	91.93	3.7%
Long Term Liabilities				
248.00 · Developer Escrow Account	18,787.78	36,904.27	-18,116.49	-49.1%
Total Long Term Liabilities	18,787.78	36,904.27	-18,116.49	-49.1%
Total Liabilities	21,347.64	39,372.20	-18,024.56	-45.8%
Equity				
275.00 · Fund Balance	3,824,673.13	4,079,009.50	-254,336.37	-6.2%
Net Income	79,891.08	-112,583.86	192,474.94	171.0%
Total Equity	3,904,564.21	3,966,425.64	-61,861.43	-1.6%
TOTAL LIABILITIES & EQUITY	3,925,911.85	4,005,797.84	-79,885.99	-2.0%

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

July 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
AMTRUST FINANCIAL SERVICES, INC					
07/20/2026	Final Audit Premium	400.07 · Workers Comp...	1,987.00	1,987.00	1,987.00
Total AMTRUST FINANCIAL SERVICES, INC				1,987.00	1,987.00
ARRO CONSULTING, INC					
07/02/2026	'View Only' Map	400.42 · Dues/Subscript...	497.50	497.50	497.50
Total ARRO CONSULTING, INC				497.50	497.50
BEARS PORTABLE POTTIES LLC					
07/02/2026	Invoice # 1735	452.02 · Hopewell Area ...	375.00	375.00	375.00
Total BEARS PORTABLE POTTIES LLC				375.00	375.00
BENILDA SAGASTUME					
07/20/2026	Aug 2026 Cleaning	409.44 · Bldg. & Offices...	200.00	200.00	200.00
Total BENILDA SAGASTUME				200.00	200.00
DEPENDABLE CONSTRUCTION CODE SERVICES					
07/02/2026	Permits	413.01 · Zoning / Codes...	14,061.00	14,061.00	14,061.00
07/02/2026	Zoning/BCO Fees	413.01 · Zoning / Codes...	605.00	605.00	14,666.00
07/02/2026	Code Enforcement	413.01 · Zoning / Codes...	2,310.75	2,310.75	16,976.75
Total DEPENDABLE CONSTRUCTION CODE SERVICES				16,976.75	16,976.75
ESQUIRE DEPOSITION SOLUTIONS, LLC					
07/20/2026	ZHB 1-2026 JCI	414.05 · ZHB & Plannin...	595.00	595.00	595.00
Total ESQUIRE DEPOSITION SOLUTIONS, LLC				595.00	595.00
GROVE MILLER ENGINEERING INC					
07/02/2026	Highgrove Properti...	408.01 · Engineering Re...	720.00	720.00	720.00
07/02/2026	Gateway Logistics	408.01 · Engineering Re...	663.84	663.84	1,383.84
Total GROVE MILLER ENGINEERING INC				1,383.84	1,383.84
HAKES FARM & SEED					
07/20/2026	Grass Seed	438.02 · Supplies	336.00	336.00	336.00
Total HAKES FARM & SEED				336.00	336.00
IMAGINEERED SIGNS INC.					
07/02/2026	Shirts	438.07 · Other Services ...	541.00	541.00	541.00
Total IMAGINEERED SIGNS INC.				541.00	541.00
JAMES R. HOLLEY & ASSOC., INC.					
07/02/2026	SEO Services	408 · Engineering Servi...	1,265.00	1,265.00	1,265.00
07/02/2026	SEO Services	408 · Engineering Servi...	1,690.00	1,690.00	2,955.00
07/02/2026	Steet Cut Inspec's	408 · Engineering Servi...	1,410.20	1,410.20	4,365.20
Total JAMES R. HOLLEY & ASSOC., INC.				4,365.20	4,365.20
KLEPPERS SECURITY SOURCE					
07/02/2026	New Mtg Room Door	409.05 · Repairs and M...	4,850.00	4,850.00	4,850.00
Total KLEPPERS SECURITY SOURCE				4,850.00	4,850.00
KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC					
07/02/2026	7/1/26 - 7/31/26	406.04 · Other Services ...	775.40	775.40	775.40
07/20/2026	6/6/26 - 7/5/26	406.04 · Other Services ...	73.12	73.12	848.52
Total KYOCERA DOCUMENT SOLUTIONS MID ATLANTIC				848.52	848.52
LIFE SOURCE WATER SERVICE					
07/02/2026	Water Delivery	409.01 · Building Supplies	58.91	58.91	58.91
07/20/2026	Cooler Rental	409.01 · Building Supplies	36.00	36.00	94.91
Total LIFE SOURCE WATER SERVICE				94.91	94.91

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

July 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
MARTIN & MARTIN INC.					
07/02/2026	145-26D - Mun. Eng.	408 · Engineering Servi...	460.00	460.00	460.00
07/02/2026	246-26E - Mt Airy Rd	408.01 · Engineering Re...	840.00	840.00	1,300.00
07/02/2026	249-26D - BV Lot 3	408.01 · Engineering Re...	300.00	300.00	1,600.00
07/02/2026	255-26B - Reed	408.01 · Engineering Re...	200.65	200.65	1,800.65
07/02/2026	256-26A - Stolfus	408.01 · Engineering Re...	335.44	335.44	2,136.09
Total MARTIN & MARTIN INC.				2,136.09	2,136.09
MET-ED					
07/02/2026	5/27/26 - 6/25/26	409.36 · Electric	49.45	49.45	49.45
07/02/2026	5/28/26 - 6/26/26	434.36 · Street Lights - ...	63.38	63.38	112.83
07/20/2026	E Forrest Ave	433.36 · Traffic Light - E...	90.80	90.80	203.63
Total MET-ED				203.63	203.63
MPL LAW FIRM					
07/02/2026	91359-Dwelling Rts	404 · Solicitor / Legal S...	115.00	115.00	115.00
07/02/2026	91366-Trout Lane	404.02 · Attorney Fees ...	1,096.00	1,096.00	1,211.00
07/02/2026	91358-Dalfen/Mt A...	404.02 · Attorney Fees ...	575.00	575.00	1,786.00
07/02/2026	91355-Small School	404.02 · Attorney Fees ...	460.00	460.00	2,246.00
07/02/2026	91365-Dehoff/Mar...	404 · Solicitor / Legal S...	311.00	311.00	2,557.00
07/02/2026	91362-Mayberry Sub	404.02 · Attorney Fees ...	138.00	138.00	2,695.00
07/02/2026	91357-Barrens Tax	404 · Solicitor / Legal S...	552.00	552.00	3,247.00
07/02/2026	91360-General	404 · Solicitor / Legal S...	897.00	897.00	4,144.00
07/02/2026	91361-Bridgev- Lot 3	404.02 · Attorney Fees ...	138.00	138.00	4,282.00
07/02/2026	91363-Municipal F...	404 · Solicitor / Legal S...	5,027.00	5,027.00	9,309.00
07/02/2026	91354 - R. Barry	404 · Solicitor / Legal S...	2,783.00	2,783.00	12,092.00
Total MPL LAW FIRM				12,092.00	12,092.00
PA CHAMBER INSURANCE					
07/02/2026	August 2026	406.02 · Insurance and ...	17,680.94	17,680.94	17,680.94
Total PA CHAMBER INSURANCE				17,680.94	17,680.94
PA ONE CALL SYSTEM, INC.					
07/02/2026	Monthly Fee	400.42 · Dues/Subscript...	55.20	55.20	55.20
Total PA ONE CALL SYSTEM, INC.				55.20	55.20
STAPLES ADVANTAGE					
07/20/2026	Supplies	406.03 · Office Supplies	53.59	53.59	53.59
Total STAPLES ADVANTAGE				53.59	53.59
STAR PRINTING COMPANY					
07/20/2026	Legal Notice	400.34 · Advertising	141.00	141.00	141.00
Total STAR PRINTING COMPANY				141.00	141.00
STEPHENSON EQUIPMENT, INC.					
07/02/2026	Parts	437.01 · Parts for Repairs	594.70	594.70	594.70
Total STEPHENSON EQUIPMENT, INC.				594.70	594.70
STEWARTSTOWN BOROUGH					
07/20/2026	32/25/26 - 6/25/26	411.01 · Hydrant Service	1,270.50	1,270.50	1,270.50
Total STEWARTSTOWN BOROUGH				1,270.50	1,270.50
TRAVIS MERGLER					
07/02/2026	2026 Clothing Allow	438.07 · Other Services ...	200.00	200.00	200.00
Total TRAVIS MERGLER				200.00	200.00
TRUCK SPECIALTIES INC					
07/20/2026	DT-4	437.01 · Parts for Repairs	2,356.15	2,356.15	2,356.15
07/20/2026	Batteries	437.01 · Parts for Repairs	337.26	337.26	2,693.41
Total TRUCK SPECIALTIES INC				2,693.41	2,693.41

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Cash Basis

Hopewell Township

Expenses by Vendor Detail

July 2026

Date	Num	Account	Original Amount	Paid Amount	Balance
USA TODAY MEDIA CORP.					
07/02/2026	Barry/JCI ZHB	400.34 · Advertising	419.00	419.00	419.00
07/02/2026	Barry/JCI ZHB	400.34 · Advertising	336.20	336.20	755.20
Total USA TODAY MEDIA CORP.				755.20	755.20
W. W. GEMMILL, INC.					
07/20/2026	HWH Replace	409.05 · Repairs and M...	1,340.00	1,340.00	1,340.00
Total W. W. GEMMILL, INC.				1,340.00	1,340.00
WELLS FARGO VENDOR FINANCIAL SVS. LLC					
07/20/2026	Copier Lease	406.09 · Office Equipme...	117.25	117.25	117.25
Total WELLS FARGO VENDOR FINANCIAL SVS. LLC				117.25	117.25
YORK WATER COMPANY					
07/20/2026	5/30/26 - 6/29/26	411.01 · Hydrant Service	610.80	610.80	610.80
Total YORK WATER COMPANY				610.80	610.80
TOTAL				72,995.03	72,995.03

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08/03/26

Accrual Basis

Hopewell Township Liquid Fuels Fund

Balance Sheet Prev Year Comparison

As of July 31, 2026

	Jul 31, 26	Jul 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
106.00 Liquid Fuels Fund	331,332.58	277,461.28	53,871.30	19.4%
Total Checking/Savings	331,332.58	277,461.28	53,871.30	19.4%
Total Current Assets	331,332.58	277,461.28	53,871.30	19.4%
TOTAL ASSETS	331,332.58	277,461.28	53,871.30	19.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	0.00	22,931.96	-22,931.96	-100.0%
Total Accounts Payable	0.00	22,931.96	-22,931.96	-100.0%
Total Current Liabilities	0.00	22,931.96	-22,931.96	-100.0%
Total Liabilities	0.00	22,931.96	-22,931.96	-100.0%
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	216,475.03	229,844.61	-13,369.58	-5.8%
Total Equity	331,332.58	254,529.32	76,803.26	30.2%
TOTAL LIABILITIES & EQUITY	331,332.58	277,461.28	53,871.30	19.4%

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08/03/26

Accrual Basis

Hopewell Township Liquid Fuels Fund
Expenses by Vendor Detail
July 2026

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
YORK MATERIALS GROUP								
Bill	07/20/2026	Orwig Rd	Orwig Rd	439.02 Supplies		20000 · Accou...	95,142.01	95,142.01
Check	07/20/2026	1273	VOID: Printer Error	439.02 Supplies	X	106.00 Liquid ...	0.00	95,142.01
Check	07/20/2026	1274	VOID: Printer Error	439.02 Supplies	X	106.00 Liquid ...	0.00	95,142.01
Total YORK MATERIALS GROUP							95,142.01	95,142.01
TOTAL							95,142.01	95,142.01

