

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
MINUTES FOR FEBRUARY 2, 2017
MUNICIPAL BUILDING
7:00 PM**

Chairman Aaron Manifold called the February 2, 2017 Board of Supervisors meeting to order at 7:02 p.m. Also in attendance were Supervisor David Wisnom, Supervisor Shannon Wolf, Solicitor Andrew Miller and Secretary Kristy Spevak.

Chairman Manifold asked if anyone in the crowd was recording the meeting. No one was recording the meeting.

Chairman Manifold announced that the Board had an executive session February 2, 2017 from 5:30 to 7:00 to discuss personnel.

Approval of Minutes

Supervisor Wisnom motioned to approve the January 2017 Board of Supervisors minutes. Supervisor Wolf seconded the motion. Motion carried.

Treasurer's Report/Invoices

Supervisor Wolf motioned to approve the January 31, 2017 Treasurer's Report and Invoices. Supervisor Wisnom seconded the motion. Motion carried.

Roads Report

The Road Crew is continuing with tree trimming and winter maintenance. The new paver and roller should be arriving in March. They have been approved and ordered and will be here before paving season.

Personal Alarm Device

The Township experienced a previous incident where two pieces of equipment collided and an employee was hurt. After extensive research, the Board has decided to order Personal Alarm Devices that gives audio and visual signals when a machine is in range of the wearer. These warn the operators of the equipment as well as those who may be in harm's way. These devices will be on the roller, paver and the employees.

PPL

PPL is doing an electric wire replacement, and they have damaged some Township roads. After the replacement is complete, Donnie will do evaluation and PPL will pay to repair the roads. The roads hit the hardest were Little Road, Kilgore Road and Anderson Road.

Solicitor's Report:

SALDO

Tabled until March BOS meeting.

General Code

General Code will be taking over maintaining the Township Code, as Keystate Publishers has closed. The Township received a proposal of the costs from General Code. There will be no charge to transfer it over to General Code's website and index it. The first 6 months of ECode 360 will be free. It will be \$915 to update the Code with 4 Ordinances that have been adopted after the Code was codified. After that it is \$15/changed page for 2017, \$18/changed page for 2018, and \$20/changed page for 2019. ECode 360 is for online hosting and the cost is \$995/year for yearly maintenance. Any additional Code books are \$75/book. The ECode 360 is a minimum of 2 years from the date of the agreement and automatically renews from year to year but the Township can cancel with 30 days written notice. Supervisor Wolf motioned to sign up with General Code and use ECode 360. Supervisor Wisnom seconded the motion. Motion carried.

East Forest Ave/Wolfe Road:

Supervisor Wisnom motioned to approve Change Order #3, in the amount of \$7894.50 to bring the contract price to \$1074999.70. Supervisor Wolf seconded the motion. Motion carried. The work completed was to install a new inlet because the crew encountered a concrete antiseep wall at the location of the proposed stormwater inlet.

Chairman Manifold motioned to approve Change Order #4 in the amount of \$29,500.00 to bring the contract price to \$1104499.70. Supervisor Wolf seconded the motion. Motion carried. The extra expenses were incurred for winter shutdown and remobilization in the spring. PennDOT will come out and do the final approvals to close out.

Approve Traffic Control Signal Easement

Part of the traffic signal's arms is outside the dedicated right-of-way area so Bob-Bob Associates is requiring an easement for that area. The easement is to Shrewsbury Township and Hopewell Township. The signal is in Shrewsbury Township but Hopewell will be maintaining it. Supervisor Wisnom motioned for Chairman Manifold to sign the easement. Supervisor Wolf seconded the motion. Motion carried.

Ordinance 4-2008

Ordinance 4-2008 outlines who can enforce the rules at the HARC Complex off of Plank Road. The Board has received many complaints about dogs at the parks not on leashes. The Board wishes to amend this Ordinance to allow the Animal Control Officer to also be able to enforce these rules. Erika Balazova asked the Board how much it costs to amend the Ordinance and if they are going to do so, would they like to change anything else. The Board responded with the legal fees to draft the amendment, however, the bulk of the

cost is the advertisement. The Board does not wish to change anything about the Ordinance. Chairman Manifold motioned to approve the Solicitor to prepare and advertisement the amendment to include the Animal Control Officer as enforcement. Supervisor Wisnom seconded the motion. Motion carried.

Ag Security

The Township is due for their 7 year review this year for the ag security properties. If the Township does not do the review, the ag security area will remain the same. Most municipalities do not do the review due to its significant cost and it has no impact on the property owners. Chairman Manifold motioned to no do the 7 year Ag Security review. Supervisor Wisnom seconded the motion. Motion carried.

Tax Collector

The Township Tax Collector is required to reconcile and settle 2016 tax duplicates by January 15. As of February 2, 2017, they have not been fully settled. The Local Tax Collector Law provides that if the taxes are not settled by January 15, that the taxing districts may not issue duplicates. For Hopewell Township, this means that the tax collector has no authority to collect the taxes. The Township received a letter from County of York stating that the tax collector has not settled the duplicates, the treasurer's office will not provide the 2017 tax duplicates, and that a new tax collector must be appointed by the board. Chairman Manifold motioned to not issue Hopewell Township 2017 tax duplicates to Patricia Schaub. Supervisor Wolf seconded the motion. Motion carried. The Board has until February 15, 2017 to identify the tax collector. An option is to ask the County of York to serve as the Tax Collector for 2017, subject to the county accepting the appointment. Chairman Manifold motioned to ask the County of York to be the tax collecting authority for Hopewell Township. Supervisor Wisnom seconded the motion. Motion carried. Chairman Manifold stated that if the County does accept, they will have local hours available at the Township building.

Other Business:

Uncollected Real Estate Taxes for 2016

Supervisor Wisnom motioned to submit the list of uncollected real estate taxes for 2016 to York Area Tax Bureau. Supervisor Wolf seconded the motion. Motion carried.

SEO

SEO Ethan Poe has asked to be removed from his position. Chairman Manifold motioned to appoint Keith Hunnings as the primary SEO for Hopewell Township and Eric Swagger as the first alternate to the SEO and Ethan Poe as the secondary alternate. Supervisor Wolf seconded the motion.

The Township received a new fee schedule for the SEO. The fees have increased slight. Supervisor Wisnom motioned to approve the attached fee schedule. Chairman Manifold seconded the motion. Motion carried.

Personnel Wages:

Chairman Manifold motioned to increased the Roadmaster pay by 4% and the remaining two road crew employees by 5%, retroactive to January 1, 2017. Supervisor Wisnom seconded the motion. Motion carried. The newest employee is on a difference schedule for raises.

HARP:

Supervisor Wisnom appointed Jerry Lucas to the appointment list for HARP representatives. Chairman Manifold seconded the motion. Motion carried. Mr. Lucas previously sat on the HARP Board.

Public Comment:

Chairman Manifold thanked Secretary Spevak for a job well done in her first month as Township Manager.

Larry Knott asked the Board when they will fix Wolfe Road. Chairman Manifold replied in the spring.

Chairman Manifold adjourned the meeting at 7:56 p.m.

Kristy Spevak, Secretary



Courtney Hargrave, Recording Secretary