

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
MINUTES FOR JANUARY 4, 2016
MUNICIPAL BUILDING
7:00 PM**

Chairman Aaron Manifold called the January Board of Supervisors meeting to order at 7:05 p.m. Also in attendance were Supervisor David Wisnom, Supervisor Shannon Wolf, Solicitor Andrew Miller, and Secretary Kristy Spevak.

Chairman Manifold stated that an executive session was held January 4, 2016 to discuss personnel issues.

Organization of Board for 2016:

Appoint Temporary Secretary:

Supervisor Wolf motioned to appoint David Wisnom as Temporary Secretary. Chairman Manifold seconded the motion. Motion carried.

Appoint Temporary Chairman:

Supervisor Wisnom motioned to appoint Aaron Manifold as Temporary Chairman. Supervisor Wolf seconded the motion. Motion carried.

Nominate & Elect Chairman & Vice-Chairman:

Supervisor Wolf motioned to appoint Aaron Manifold as Chairman and David Wisnom as Vice-Chairman. Supervisor Wisnom seconded the motion. Motion carried.

Appoint Secretary:

Chairman Manifold motioned to appoint Kristy Spevak as Secretary. Supervisor Wolf seconded the motion. Motion carried.

Appoint Treasurer:

Supervisor Wolf motioned to appoint Darlene Parker as Treasurer. Supervisor Wisnom seconded the motion. Motion carried.

Public Hearings:

Chairman Manifold opened the public hearing.

Ordinance #1-2016:

Solicitor Miller explained that the Ordinance was ready for the Board to adopt the Code of Ordinances. This is a codification of all the existing ordinances that were previously passed, codified into one code book. It had been advertised and prepared for adoption. This will make the ordinances easier to locate and the Code will be accessible online to residents. All members of the various boards will receive a copy. The Code is expected to be in hand by the end of January. William

Streett asked what would happen if an Ordinance was added or changed. Solicitor Miller explained there will be an update annually or every other year. It can be done as frequently as the Township likes, however, there is a cost per page for the updates.

Chairman Manifold closed the public hearing. Supervisor Wisnom motioned to adopt the Code, Ordinance #1-2016. Supervisor Wolf seconded the motion. Motion carried.

Appointments for 2016:

There were a few changes to the Appointments List for 2016. The Secretary will be Kristy Spevak instead of Supervisor Wisnom. Supervisor Wisnom is appointed as the Assistant Secretary and York Adams Tax Bureau rep. Supervisor Wolf pointed out that Tax Collector Pat Schaub should be removed from the Appointment List because that is an elected position. Larry Knott confirmed that there would not be any changes of the Planning Commission Solicitor, Malone & Malone. Supervisor Wisnom motioned to approve the Appointment List. Chairman Manifold seconded the motion. Motion carried.

April 17-20, 2016 State Convention:

There will not be attendance of Hopewell Township at the convention.

County Convention:

Supervisor Wisnom motioned to authorize any Township employees who would want to attend the County Convention and reimburse their mileage. Chairman Manifold seconded the motion. Motion carried.

Personnel Wages/Benefits for 2016:

Chairman Manifold discussed the raises for the road crew members. Each road crew member received a 3% raise. Two of the road crew members received the 3% plus an additional 2% for their performance.

Consider township holidays as presented:

New Year's Day – Friday, January 1
Primary Election – Tuesday, April 26
Memorial Day – Monday, May 30
Independence Day – Monday, July 4
Labor Day – Monday, September 5
General Election Day – Tuesday, November 8
Thanksgiving Day – Thursday, November 24
Day After Thanksgiving – Friday, November 25
Christmas Holiday – Friday, December 23
Christmas Holiday – Monday, December 26

Supervisor Wolf motioned to approve the Township holidays with a correction for the primary election date & to approve the road crew raises. Supervisor Wisnom seconded the motion. Motion carried.

Minutes:

Supervisor Wolf motioned to approve the December 3, 2015 Board of Supervisors meeting minutes and the December 29, 2015 Board of Supervisors Special Meeting minutes. Supervisor Wisnom seconded the motion. Motion carried.

Treasurer's Report/Invoices:

Supervisor Wisnom motioned to approve the December 31, 2015 Treasurer's Report and Invoices. Supervisor Wolf seconded the motion. Motion carried. Chairman Manifold motioned to establish the amount of the Treasurer's Bond for 2016 in the amount of \$2.5 million. Supervisor Wolf seconded the motion. Motion carried.

Solicitor's Report:

Resolution 01-2016: Tax Collector Related Fees

Solicitor Miller discussed Resolution 01-2016, which sets certain tax related fees. There were not any changes from 2015. Chairman Manifold motioned to adopt Resolution 01-2016. Supervisor Wolf seconded the motion. Motion carried.

Resolution 02-2016:

Solicitor Miller discussed Resolution 02-2016, which adopts fees and charges for 2016. Two things to note are that South Penn Codes fees did change as well as recording fees for subdivision and land development plans and associated agreements. The fees to record the plan will be \$75 and associated agreements are \$50 each. South Penn Codes hourly rate went from \$40/hour to \$50/hour. The inspection rate did not change. The formula for the permits did change. Supervisor Wisnom motioned to adopt Resolution 02-2016. Chairman Manifold seconded the motion. Motion carried.

Depository:

Solicitor Miller discussed Resolution 3-2016, which adopts People's Bank as the Township's depository for 2016. Supervisor Wolf motioned to adopt Resolution 3-2016. Chairman Manifold seconded the motion. Motion carried.

Johnson Controls:

Solicitor Miller discussed the Deeds of Dedication along Wolfe Road. The final sketch plans for Twoton and Bob-Bob have not been signed by either party yet, but Tom Austin at TRG Consulting Firm asked the Board to approve the form and authorize the chairman to sign the Deeds of Dedication. They are expected to have the forms signed by the next Board of Supervisors meeting. Solicitor Miller doesn't have an issue. As the rights-of-way are split at the municipal boundary lines, there will be a Deed of Dedication for the portion in Hopewell and a Deed of

Dedication for the portion in Shrewsbury. Chairman Manifold motioned to allow the chairman to sign the Deeds of Dedication along Wolfe Road. Supervisor Wolf seconded. Motion carried.

South Penn Code Consultants:

Previously, Zoning Officer Hunnings had asked the Board to be named as an additional insured on the Township's insurance policy. The Township will be adding Zoning Officer Hunnings as an additional insured and vice versa. This is not new, as the Township's insurance already provided insurance for anyone on the appointment list. However, Zoning Officer Hunnings specifically requested he be added. The agreement was drafted and ready for adoption. Supervisor Wisnom motioned to adopt the agreement, adding Zoning Officer Hunnings as an additional insured. Supervisor Wolf seconded the motion. Motion carried.

Tax Collector 2016

Chairman Manifold stated that Pat Schaub is the newly elected Tax Collector. The Deputy Tax Collector is Kathy Bilger, from Peach Bottom Township. Pat Schaub needs to finalize the bond and get sworn in. Supervisor Wolf motioned to approve Kathy Bilger as Deputy Tax Collector. Chairman Manifold seconded the motion. Motion carried.

Floodplain Ordinance:

Solicitor Miller received correspondence from FEMA requesting additional changes to the submitted Floodplain Ordinance. They are requesting the structure size allowed be 200 square feet as opposed to 600 square feet. The next request requires an applicant that is making any improvements in the floodplain area to enter into a non-conversion agreement. Solicitor Miller was working closely with FEMA prior to the submission of the Floodplain Ordinance, however, these changes were not mentioned previously. The Township's residents are still eligible for flood insurance protection while these changes are being made. No changes will be made to the ordinance until Solicitor Miller gets full confirmation from FEMA that these will be the only necessary changes.

Other Business:

Act 537:

The Township is under 10% noncompliant for Act 537. Solicitor Miller is to proceed with the outstanding noncompliant list. Solicitor Miller is to send letters first with a 30-day time frame, then proceed with legal action. Supervisor Wolf motioned to approve the Solicitor sending letters and subsequently proceeding with legal action. Supervisor Wisnom seconded the motion. Motion carried.

Supervisor Wolf motion to begin sending letters for District 3. Supervisor Wisnom seconded the motion. Motion carried.

Planning Commission Application:

Thomas Malkie was present. He is interested in sitting on the Planning Commission and asked to learn more. Larry Knott explained people will bring in

preliminary plans, the commission will review and discuss the plans, then make recommendations to the Supervisors. Supervisor Wolf stated it is a valuable position although some have trouble with personal opinions. The Commission is to enforce the rules and ordinances and only give opinions in grey areas. Supervisor Wisnom motioned to appoint Thomas Malkie to the Planning Commission. Chairman Manifold seconded the motion. Motion carried.

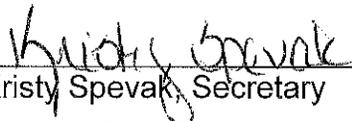
Public Comment:

William Streett of 16572 Barrens Road North asked the Board if the Township is still taking the minutes and if they are archived. Solicitor Miller stated the Township has a policy that once the minutes are approved, the recording of the meeting is deleted. Once the minutes are approved, they are then the official record.

Christine Scheufele of 287 Runningboard Road expressed her concern about the Board of Supervisors minutes of September 2015 being incorrect. She asked if the Township had to correct them. Pat Schaub of 16630 Green Valley Court also expressed concern as the minutes stated that she said something she did not say. Supervisor Wolf stated that the corrections were made in the Board of Supervisors minutes of November 2015 and that they do not need to go back and revise the September minutes. Additionally, he added that the additional writing in the minutes is not necessary. The only necessary items are whatever was voted on during the meeting. He again stated that the September 2015 revisions Ms. Schaub was speaking of are outlined in the November 2015 Board of Supervisors minutes.

Adjournment:

Chairman Manifold adjourned the meeting at 8:18 p.m.



Kristy Spevak, Secretary



Courtney Hargrave, Recording Secretary