

**HOPEWELL TOWNSHIP  
YORK COUNTY PA  
BOARD OF SUPERVISORS  
MINUTES FOR DECEMBER 3, 2015  
MUNICIPAL BUILDING  
7:00 PM**

Chairman Aaron Manifold called the December Board of Supervisors meeting to order at 7:00 p.m. Also in attendance were Supervisor/Secretary David Wisnom, Supervisor Shannon Wolf, Solicitor Andrew Miller, and Darlene Parker.

**Approval of Minutes:**

Supervisor Wisnom motioned to approve the Board of Supervisors November 5, 2015 meeting minutes. Supervisor Wolf seconded the motion. Motion carried unanimously.

Pat Schaub asked about the corrections she made at the November meeting to the September 3, 2015 Board of Supervisors meeting minutes. Chairman Manifold explained those minutes have not been changed.

**Treasurer's Reports/Invoices:**

Chairman Manifold motioned to approve the November 30, 2015 Treasurer's Report and previously reviewed invoices. Supervisor Wisnom seconded the motion. Motion carried unanimously.

**Roads:**

The road crew had an emergency pipe replacement last month on Cedar Lane. The pipe has been replaced. The final restoration work will not be completed until spring and will include pavement and curb replacement. The snow removal equipment has been prepared for winter. They are in the initial stages of tree trimming. They have also done a few minor projects in the Township building in preparation of winter.

**Subdivision/Land Development Plans:**

**Johnson Controls:**

Dawn with York County Economic Alliance postponed until a later date via email.

**RA&SC Taylor LLC:**

The Township received a letter dated November 20, 2015 from Shaw Surveying regarding RA&SC Taylor. They formally withdrew the request and submittal for the subdivision on Anderson Road. Supervisor Wolf motioned to acknowledge receipt of the letter of withdraw. Supervisor Wisnom seconded the motion. Motion carried unanimously.

**Kurtz School Villas:**

Kurtz School Villas was requesting a waiver of section 504, however, the request had been withdrawn. They are still following through with their request for extension of time. Correspondence dated November 17, 2015 from Monti Joines requested an extension until July 4, 2016. John Luby of 286 Runningboard Road asked why they withdrew the request. Ms. Parker clarified that they are postponing the request as they are not ready to present it at this time. Kase Kanatzer of 205 Runningboard Road asked when it would come up again. Supervisor Wolf stated whenever they ask to present it again. Supervisor Wisnom motioned to approve the extension. Supervisor Wolf seconded the motion. Motion carried unanimously. Solicitor Miller confirmed with Ms. Parker to follow up with them by the end of May, as they will have to do an extension for the June meeting. Christine Scheufele wanted to confirm that when they do come back, they will present before the Board of Supervisors as opposed to the Planning Commission. Supervisor Wolf confirmed that is correct.

**Royal Farms Parking Expansion:**

Casey Deller was present to discuss the Royal Farms Parking Expansion. He was not presenting anything for approval due to the nature of the plan. He just wanted to discuss how it would be set up and provided copies of the plans. Royal Farms has been doing very well and there is a need for more parking. The plan is to convert a 2500 square foot grassed area and net 9 new parking spaces. The plan has been reviewed by Martin & Martin and they have received two rounds of comments. The plan qualified to have some exceptions as provided by section 304 of the Stormwater Ordinance. They need to meet the volume controls but not the rate controls, however, they plan to meet both. The water will not be coming off the parking lot faster or in greater volume than before the lot was there. They will be putting in water tolerant plants to help. The plan will meet DEP guidelines to dewater within a certain time frame. They are not asking for any approvals as the ordinance provides that what they are doing can be handled by permitting. Darlene Parker asked if Mr. Deller would be picking up the permit, to which he responded he is unsure at this moment. Supervisor Wisnom asked if they will be putting up concrete parking blocks. Mr. Deller responded no. Supervisor Wisnom opined it might turn into an issue without them, as people would either purposefully or accidentally drive into the vegetated area.

**Solicitor's Report:**

**Floodplain Ordinance 5-2015:**

The original plan was to adopt the Floodplain Ordinance and the Code at the same time. However, due to budget cuts at the state, the Floodplain comments were very delayed. The Code and Ordinance will need to be adopted separately. The Floodplain Ordinance was ready for adoption at this meeting. The Code will most likely be ready for adoption at the January 2016 Board of Supervisors meeting. If not, it would be pushed back to the February Meeting. The Floodplain Ordinance appoints a Floodplain Administrator and an alternate, as well as fees for administering the Ordinance. A Resolution was also prepared to adopt South Penn Codes as Floodplain Administrator and Pete Schilling of Commonwealth

Code as the alternate. The Resolution also sets a fee schedule for reviewing the plans. The permit fee for the Floodplain Ordinance will be calculated as half the fee for the zoning permit. A provision has been added for additional inspections, which are the same fees that Zoning Officer Hunnings charges for zoning inspections. Another provision was added providing for engineer and solicitor fees, if they were to be involved, to be their same hourly rates as a plan review. Supervisor Wolf motioned to adopt Ordinance 5-2015. Supervisor Wisnom seconded the motion. Motion carried unanimously. Supervisor Wolf motioned to adopt Resolution 5-2015. Supervisor Wisnom seconded the motion. Motion carried unanimously.

The fees will be added to the Fee Schedule as well as adding the Floodplain Administrator and Alternate to the Appointments List.

Keystone Publishers:

Update given above with Floodplain Ordinance.

DEP Permit Acknowledgment:

The Township acknowledged receipt of correspondence from DEP acknowledging receipt of the General Permit for the work on Wolfe Road and 851 for Johnson Controls. Johnson Controls and TRG are contracting with the consultants doing the work for the permits. Solicitor Miller has received correspondence from Tom Austin regarding the Right of Way along Renaissance Drive. He has not yet been able to speak with Mr. Austin yet about what exactly they want to resolve. It was indicated that they couldn't identify where a Right of Way was previously dedicated on Renaissance Drive on the Tuton Side. They are trying to resolve it prior to providing the legal descriptions for the deeds of dedication.

Other Business:

Act 537:

District 2 is a bit shy of 80% compliant, which is a little worse than district one. The majority of the noncompliant properties should be compliant before the January 2016 Board of Supervisors meeting.

Computer System:

Supervisor Wolf shared that the Township has reached a decision on the computer system that will be installed prior to the end of 2015. They decided on a five-year lease option with Quality over a purchase. Leasing provides less risk, as the Township will not have to worry about crashes or viruses and backups to the system will be provided. They will be receiving a new server and new computers, as well as new antivirus protection. The monthly cost will be \$380. At the end of the lease, they have the option to renegotiate and continue the lease or purchase the system for \$1. The Township chose to work with Quality because the company already provides them with document scanning, and it seems best to stick with the same vendor. Pat Schaub asked if the Township was getting new phones. Supervisor Wolf responded yes, and the phones will most likely be purchased. Pat Schaub asked if the renovations to the Township building were still happening.

Chairman Manifold responded that the Township had no plans to renovate in the immediate future. Supervisor Wolf motioned to sign the five-year lease with Quality. Supervisor Wisnom seconded the motion. Chairman Manifold abstained.

2016 Proposed Budget:

The Board will have the proposed budget for 2015 on December 8, 2015. It will be advertised to be adopted at the Special Meeting on December 29, 2015 at 12:00 p.m. Patricia Schaub asked for a copy of the proposed budget. Chairman Manifold told her it will be available December 8, 2015 and can be delivered by mail, email, or pickup.

South Penn Codes Consultants:

Solicitor Miller explained that Zoning Officer Hunnings asked to have an agreement with the Township that if Hunnings would be sued, the Township would have an indemnity obligation to him. This is fine as long as he is included in the Township's coverage. The Township's insurance indicated it was fine on their end. They did request, however, the Township be named as an additional insured on Hunnings' liability policy and his errors and omissions policy. Hunnings' insurance okayed the liability policy, however, they do not name additional insured on the errors and omissions. Sometimes, however, insurance brokers will give an insurance certificate. The agreement should be acted on at the Reorganization Meeting.

Public Comment:

Christine Scheufele asked why Chairman Manifold abstained from the vote on the new computer system. The company employs Chairman Manifold's wife, so he does not feel that he should vote on the decision. Solicitor Miller added that Chairman Manifold contacted him prior to the meeting and Solicitor Miller advised him to abstain from the vote under the Ethics Act. Chairman Manifold was not involved in the computer systems process at all; Supervisor Wolf took on that responsibility. Christine Scheufele asked if it was a conflict of interest for the Township. Solicitor Miller explained it is not a conflict for the Township, however, it could be for Chairman Manifold. Since he abstained from the vote and did not participate, it was not a conflict for him.

Peryl Macdonald of Draco Road asked if Act 537 had to be done every 4 years. Chairman Manifold replied yes.

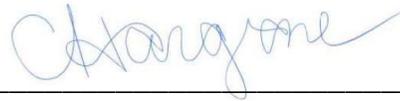
Stuart Henschen of Kitty Dale Lane requested that the newsletters be mailed to the houses. Chairman Manifold responded that they have not yet come up with a solution, however there will be a result after the 1<sup>st</sup> of the year.

Chairman Manifold adjourned the meeting at 7:42 p.m.

Respectfully Submitted,

---

, Secretary

A handwritten signature in blue ink, appearing to read "Courtney Hargrave", written over a horizontal line.

---

Courtney Hargrave, Recording Secretary