

**HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 02, 2024, 6:30 P.M.**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 6:32 p.m. by Chairperson Mary Rush.

Roll Call:

Present: Chairperson Mary Rush, Vice Chairperson Donald Kearns, Supervisor John Miller, Secretary/Treasurer Andrea White. Zoning/Code Enforcement Officer Mark Gordon. Solicitor Dennis Makel was absent.

Public Comments:

No Public Comments

- Appoint Temporary Secretary for portion of the Reorganization meeting:
Motion to appoint Mary Rush to serve as Secretary for this portion of the Reorganization Meeting.
Motion: Donald Kearns 2nd John Miller
Vote: Kearns - Yes
Rush – Yes
Miller - Yes

- Appoint Chairman for Hopewell Township Board of Supervisors for 2024:
Motion to appoint Mary Rush Chairperson for the Hopewell Township Board of Supervisors for 2024.
Motion: Donald Kearns, 2nd John Miller
Vote: Kearns - Yes
Rush – Yes
Miller - Yes

- Appoint Vice Chairman for Hopewell Township Board of Supervisors for 2024:
Motion to appoint John Miller as Vice Chairman for the Hopewell Township Board of Supervisors for 2024.
Motion: Mary Rush, 2nd Donald Kearns
Vote: Kearns - Yes
Rush – Yes
Miller – Yes

- Declare Board of Supervisors duly constituted for 2024:
Motion to declare the Board of Supervisors for Hopewell Township duly constituted for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes
- Appoint Secretary/Treasurer for 2024:
Motion to appoint Andrea White Secretary/Treasurer for Hopewell Township for 2024. Andrea White’s position is considered a permanent part time position.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes
- Bond for Treasurer for 2024:
Motion to approve bonding and payment of the bond for the Secretary/Treasurer in the amount of \$3,500,000.00 for the year 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes
- Bond for Elected Tax Collector for 2024:
Motion to approve bonding and payment of the bond for the Elected Tax Collector in the amount of thirty (30%) percent of the estimated amount of collections for Beverly Paul.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes
- Appoint Township Depository for 2024:
Motion to appoint Washington Financial Bank as the Township Depository for 2024 and to authorize the Secretary/Treasurer to transfer funds as needed.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Appoint Township Roadmaster for 2024:
Motion to appoint Donald Kearns as the Township Roadmaster for 2024.
 Motion: Mary Rush, 2nd John Miller
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Township Assistant Roadmaster for 2024:
Motion to appoint John Miller as the Assistant Roadmaster for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Open Records Officer for 2024:
Motion to appoint Secretary/Treasurer Andrea White as the Township Open Records Officer for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Solicitor for 2024:
Motion to appoint Dennis Makel and Associates as the Solicitor for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Wage & EIT Tax Collector for 2024:
Motion to appoint Keystone Collections as the Township’s Wage and EIT Tax Collector for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint CPA for the 2023 Financial Audit:
Motion to appoint Palermo Kissinger and Associates by Resolution to perform the annual financial audit in place of the elected auditors for the year 2023.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Engineer for 2024:
Motion to appoint McMillen Engineering as the Township Engineer for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Appoint third party UCC Building Code Official for 2024:
Motion to appoint McMillen Engineering as the Township third party UCC Building Code Official for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Appoint Zoning Officer for 2024:
Motion to appoint Mark Gordon the Township Zoning Officer for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Code Enforcement Officer / Department of Code Enforcement Head for 2024:
Motion to appoint Mark Gordon the Township Code Enforcement Officer and Department Head of the Hopewell Township Department of Code Enforcement for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Township Floodplain Administrator for 2024:
Motion to appoint John Miller the Township Floodplain Administrator.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Appoint Representative to serve on the Vacancy Board for 2024:
Motion to appoint Richard Bednarski to serve on the Vacancy Board for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Set mileage reimbursement for 2024:
Motion set the Township mileage reimbursement at the Federal mileage rate for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes

- Set Regular Meeting dates and times for 2024:
Motion to hold the Regular Monthly Township Meetings in the year 2024 on the second Monday of each month at 7:00 p.m. with the exception of January, July, October and November, whereas the January meeting was advertised and held immediately following the Township Reorganization Meeting on January 02, 2024, the July 2024 regular meeting that would have been held on Monday, July 08, 2024 will be held on July 22, 2024 at 7:00 p.m., the October 2024 regular meeting that would have been held on Monday, October 14, 2024 will be held on October 21, 2024, at 7:00 p.m. and the November 2024 regular meeting that would have been held on Monday, November 11th, 2024, will be held on November 21, 2024, at 7:00 p.m. All meetings will be held at the Hopewell Township Municipal Building, 20 Parkview Road, Avella, PA 15312.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Set Budget Workshop Meeting dates and times for 2024:
Motion to hold Budget Workshop Meetings on Monday, October 21, 2024, at 6:00 p.m. and Monday, November 18, 2024, at 6:30 p.m.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes
- Set Planning Commission Meeting dates and times for 2024:
Motion to hold Planning Commission Meetings on an as needed basis only on the second Monday of each Month at 6:00 p.m.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes
- Holidays and Days the Township Administrative Office will close in 2024:
Motion that the Township office will be closed on all Public Holidays observed by the Federal Government and Good Friday, Primary Election Day, General Election Day, the Day after Thanksgiving, Christmas Eve, and New Year’s Eve.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes
- Advertise Meeting dates and times and days Township Administrative Office is closed for 2024:
Motion to advertise the Regular Monthly Meetings and times and Budget Workshop Meetings and times for the year 2024, Planning Commission Meeting dates and times for the year 2024 and Holidays and Days the Township Administrative Office will be closed in 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller - Yes
- Appoint a Voting Delegate to State Convention for 2024:
Motion to appoint John Miller as the Voting Delegate to the State Convention for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Set the 2024 pay and wages:

Motion to continue bi-weekly pay paid on Fridays and to set and confirm the 2024 wages as follows:

Road Employee Martin Ward - \$22.25 per hour – increase \$22.75 per hour

Road Employee Craig Wolf – \$26.25 per hour – increase \$26.75 per hour

Temporary Skilled Labor - \$17.00 per hour – increase \$19.00 per hour

Temporary Un-skilled Labor - \$14.00 per hour – increase \$ 15.00 per hour

Temporary Snow Plowing - \$17.00 per hour – increase \$20.00 per hour

Secretary/Treasurer – \$28.50 per hour – increase \$29.00 per hour

Zoning/Code Enforcement Officer (Appointed Position) \$20.00 per hour, 5 hours per week plus

\$20.00 hourly rate for Court appearances – remain to \$20.00 per hour, 5 hours per week plus

\$20.00 hourly rate for Court appearances.

Motion to approve the aforementioned bi-weekly pay and wages for 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- Recommendations to the Township Auditors for 2024:

Supervisor Pay as set per Ordinance:

Mary Rush per Ordinance 01-2019 of July 08, 2019

Donald Kearns per Ordinance 01-2019 of July 08, 2019

John Miller per Ordinance 01-2019 of July 08, 2019

Working Supervisor Pay as set by Board of Auditors:

Roadmaster Pay - \$250.00 per month – remain at \$250.00

Assistant Roadmaster - \$17.00 per hour – increase at \$19.00 per hour

Working Supervisor Pay Rate - \$17.00 per hour – increase \$19.00 per hour

Supervisor Cell Phone Reimbursement – remain \$25.00 per month

Motion to approve the aforementioned pay and reimbursement recommendations to the Elected Board of Auditors.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Township Committees for 2024:

- Hopewell Township Planning Commission (4) Four Year Terms:

- The term for Cody Atkinson ended December 31, 2023.

Motion to reappoint Cody Atkinson to the Planning Commission term ending December 31, 2027.

Motion: Donald Kearns, 2nd John Miller

Vote: Kearns - Yes

Rush – Abstain

Miller – Yes

Quorum Present, Motion Passed.

Motion to confirm the appointment of Tammy Moore to the Planning Commission term ending December 31, 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Motion to confirm the appointment of David Rice to the Planning Commission for a term ending December 31, 2025.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- Hopewell Township Zoning Hearing Board (3) Three Year Terms:

- The Term for Bonnie Woods ended December 31, 2023.

Motion to reappoint Bonnie Woods to the Zoning Hearing Board term ending December 31, 2026.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Motion to confirm the appointment of Larry Keenan to the Zoning Hearing Board term ending December 31, 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- William Black resigned from the Zoning Hearing Board in 2023. His term was to end on December 31, 2025.
- Discussion and Motion to appoint _____ to the Zoning Hearing Board to complete the remaining term left by the resignation of Mr. William Black.
No one to appoint currently.

- Appoint Zoning Solicitor for 2024:

Motion to reappoint Patrick Smider as the Zoning Solicitor for the year 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Hopewell Township Elected Auditors for 2024:

The Municipal Election for 2023 included two positions open for Elected Auditors on the Ballot. One Elected Auditor for a 4-year term and one Elected Auditor for a 6-year term.

Brienne Westphal and Donald Mark Brownlee were appointed January 2022 to fill vacancies of Elected Auditors until the time the terms begin for Auditors elected at the next Municipal Election. The Municipal Election was held in 2023.

Motion to reappoint Donald Mark Brownlee to fill the vacancy of an Elected Auditor until the time a term begins for an Auditor elected at the next Municipal Election.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Derrick Carlisle – Elected in 2023 for a six-year term ending December 31, 2029

Rachelle Teller – Elected in 2021 for a four-year term ending December 31, 2025

- Regional UCC Appeals Board Member for 2024:

Motion to appoint Dennis Slaney as the Regional UCC Appeals Board for 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Hopewell Township Emergency Management Director for 2024:
- Discussion and Motion to appoint _____ as the Hopewell Township Emergency Management Director for 2024.

No one to appoint currently.

- Hopewell Township Delegate and Alternate Delegate to the Washington County Tax Collection Committee for 2024:

Motion to appoint John Miller as the Delegate and Donald Kearns as the Alternate Delegate to the Washington County Tax Collection Committee for 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- Avella Area Library Representative for 2024:

Motion to appoint John Mark Scott as the Avella Area Library Representative for 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Abstain

Miller – Yes

Quorum Present, Motion Passed.

- Hopewell Township PMRS Chief Administrative Officer (CAO) for 2024:

Motion to appoint Andrea White as the Township's PMRS Chief Administrative Officer (CAO) for 2024.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- Primary contact for the PSATS CDL Program for 2024:
Motion to appoint Andrea White as the primary contact for the Township’s PSATS CDL program for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Appoint Members of the Township Agricultural Security Area Advisory Committee. (Three active farmers, one township citizen and one member of the governing body.):

Motion to reappoint three active farmers, Mike Kearns, Ryan Newman, and Tim Rush.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- **Motion** to reappoint one township citizen, Lois Miller, to the ASA Advisory Committee.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Abstain
 Quorum Present, Motion Passed.

- **Motion** to reappoint Donald Kearns to serve as the Chairperson of the ASA Advisory Committee.
 Motion: Mary Rush, 2nd John Miller
 Vote: Kearns - Abstain
 Rush – Yes
 Miller – Yes
 Quorum Present, Motion Passed.

- Appoint Township Sewage Enforcement Officer:
Motion to appoint the Washington County Sewage Council as the Township’s Sewage Enforcement Officer for 2024.
 Motion: Mary Rush, 2nd Donald Kearns
 Vote: Kearns - Yes
 Rush – Yes
 Miller – Yes

- Appoint Delegate to the Washington County Sewage Council for 2024:
Motion to appoint Donald Kearns Delegate to the Washington County Sewage Council for 2024.
Motion: Mary Rush, 2nd John Miller
Vote: Kearns - Yes
Rush – Yes
Miller – Yes
- Advertise vacant positions:
Motion to advertise any positions that become vacant throughout the year 2024.
Motion: Mary Rush, 2nd Donald Kearns
Vote: Kearns - Yes
Rush – Yes
Miller - Yes

Adjournment:


Motion to adjourn the Reorganization Meeting at 6:56 p.m.
Motion: Mary Rush, 2nd Donald Kearns
Vote: Kearns - Yes
Rush – Yes
Miller - Yes

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Mary Rush, Chairperson

**HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS
BUSINESS MEETING
01/02/2024**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 7:00 p.m. by Chairperson Mary Rush.

Roll Call:

Present: Chairperson Mary Rush, Vice Chairman John Miller, Supervisor Donald Kearns, Zoning/Code Enforcement Officer Mark Gordon and Secretary/Treasurer Andrea White. Solicitor Dennis Makel absent.

Public Comments:

Minutes:

Motion to accept the minutes of the December 11, 2023, regular monthly business meeting.

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Zoning Report: Mark Gordon

- 77 Linnwood Drive – Property transfer without dye test. The property failed a dye test on July 14, 2023. They have not yet complied and installed a holding tank. The Washington County Sewage Council will follow up on this.
- Washington County notified the township of plans to construct a new 911 tower site on parcel 350-004-00-00-0003-00. Information was provided to the County regarding township requirements. No applications have been received by the County to date. They County has requested Hopewell Township assign an address to the proposed tower site in Hopewell Township.
- Discussion: A Township Resident presented the township office with documents that they allege indicate that the township cannot require any type of permitting for agricultural buildings.
- 1767 Brush Run Road – 3-Sided Lean-to constructed – Owner was provided with a Zoning Variance Application. No application has been received by the township office to date.
- 325 North Buffalo Road – Demolition and home construction.
- The Zoning Hearing Boards Reorganization meeting will be held on Wednesday, January 03, 2024 at 6:30 p.m.

Engineer Report:

- Cherry Road Stabilization
 - Fox Road Stabilization
 - Possum Hollow Stabilization
 - Fox Run Road Culvert
- Range Resources is anticipated to pay for the material portion of the project. The permit was approved. A mandatory Pre-Bid meeting will be set up and the project will be put out to bid
- Buzzard – Status of work
 - Township Equipment Building
 - West Middletown VFD – Status of Temporary Occupancy Permit
 - Columbia Gas has submitted a Grading Permit Application for their Line 32 Poly Replacement Project for review.
 - Y-B Logging – Lumber Co, LLC. – Logging Activity on Cherry Road – Road inspection status

Road Report: Donald Kearns

- Y-B Logging – Lumber Co, LLC. – Logging Activity on Cherry Road – The company has been contacted and informed they need to submit additional escrow for the Engineer’s Road Inspection. The additional escrow has not yet been received by the township office.
- Range Resources Possum Hollow Road
Notice was sent from Kylie Fuller with Range Resources that Range will be fracking the Brownlee Kelly well site on Possum Hollow Road in January. The Supervisors met with Range regarding concerns on Possum Hollow Road.
Range has been informed that a new Heavy Hauling Agreement is necessary for activity on Possum Hollow Road and all roads that Range Resources has bonded. To date, no new Heavy Hauling Agreements have been received.

Financial Report: File for review by Auditors

- Bank Reconciliations - Supervisors to review and initial off
 - Time Sheets – Supervisors to review and initial off
 - Bills: Review of bill list as presented
- Motion** to pay the bills to be found true and correct.
Motion: Mary Rush, John Miller
Vote: Kearns - Yes
Rush – Yes
Miller – Yes

Planning Commission:

- The Township’s Planning Commission reorganization meeting will be held on Wednesday, January 03, 2023 at 6:15 p.m.

Solicitors Report:

- Zoning Ordinance Amendment(s) – under review.
- Hopewell Township EMT/Firefighter Active Volunteer Tax Credit Ordinance of 2023. – Under Review.
- The Solicitor has provided a draft Ordinance for review by the Board, regarding regulation of rental units within the township. – Under Review
- Columbia Gas - Heavy Hauling Agreement for Elm Road – Agreement was approved at the November 13, 2023 meeting. The township has not received the executed document or fees.
- Michael Wallace property, 2133 Brush Run Road (formerly owned by Porfilios Real Estate LLC) The Washington County Redevelopment Authority has provided the township the information and list of documentation the township needs to provide to the Authority to secure funding from the Authority for the demolition of the property at 2133 Brush Run Road. The Solicitor has been in contact with the Redevelopment Authority to get them the required information.

A Public Notice was published on December 26, 2023 and January 02, 2024 in the Observer Reporter:

Hopewell Township will hold a public hearing on Monday, January 8, 2024, at 7:00 p.m. at the Hopewell Township Municipal Building, 20 Parkview Road, Avella, Pennsylvania 15312, for the purpose of conducting a public hearing on the following matter:

Possible demolition of property located at 2133 Brush Run Road, Avella, Pennsylvania 15312, Tax ID #350-022-00-00-0003-01 currently owned by Porfilios Real Estate, LLC. All interested parties are invited to attend and provide comments and/or ask questions.

- R.C. Cassidy with the Washington County Sewage Council reviewed the Township’s Dye Test Ordinance and would like wording added that is more applicable to what they are testing for when they perform a dye test. Mr. Cassidy also requests that the Ordinance change that an Evidence of Compliance Certificate is good for 1 year. Currently the Ordinance states that it will expire three years following the date of issuance.

Correspondence Review and Discussion:

- COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facility Projects. Discussion regarding Township projects that would qualify.

Old Business:

None

New Business:

- Review of Township Fee Schedule:

Motion to amend and/or add the following fees on Township Fee Schedule:

Add – Agricultural Zoning Certificate (Requires Agricultural Building Exemption Form completion)
- \$50.00

Amend – Heavy Hauling Agreement – all Heavy Hauling Agreements will require \$3,500.00 paid to the account of the township including Logging Activities.

Amend – Copies - \$0.25 per page black and white, \$0.50 per page color

Amend- Township Employees: Operator \$50.00 per hour, Road Laborer \$40.00 per hour, Secretary \$35.00 per hour, Engineer \$160.00 per hour

Amend – the Township Fee Schedule to reflect any new rates for any third party appointed by the township where a fee is charged for services.

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- The 2024 PSATS Educational Conference & Exhibit Show will be held on April 14-17.

Motion to approve the attendance of all Supervisors and the Township Secretary/Treasurer at the 2024 PSATS Conference.

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Motion to approve reimbursement of any allowable expenses of the Board of Supervisors and the Township’s Secretary/Treasurer including payment for lodging for the 2024 PSATS Conference from the evening of Saturday, April 13, 2024 to the morning of Wednesday, April 17, 2024, the reimbursement of mileage in relation to the conference at the Federal Mileage Rate and a \$50.00 stipend per day (3 days).

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Motion to pay the Secretary/Treasurer at the regular hourly rate and normal work hours (6 hours per day) April 15, 16 and 17 while attending the PSATS Conference.

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- The 2023 Statement of Financial Interest forms are due May 01, 2024.

- Avella Public Library

Motion to donate \$1,000.00 to the Avella Public Library.

Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

Mr. Derrick Carlisle inquired regarding a complaint he submitted earlier in 2023 regarding the West Middletown Fire Department. Mr. Carlisle was directed to take up his concern with the Fire Department as they are a separate entity from the Township. Mr. Carlisle requested permit applications from the township office. The Standard applications, which are provided to all residents requesting applications, were provided to Mr. Carlisle via U.S. Postal Mail. Mr. Carlisle had concerns regarding the fee for a Zoning Permit for an agricultural building he indicated that he intends to construct on his property to replace an agricultural building lost to fire and questioned why he would be charged a fee. Mr. Carlisle was informed that there would be no fee for the Township Zoning Permit Application due to the fact that the construction of the building is a result of fire; all he had to do when submitting the application is inform the township office that it was related to his loss due to a fire and the fee would be waived.

A resident questioned the rates listed on the January 02, 2024 agenda on page 4. It was explained to the resident that that part of the agenda was to amend the fees on the Township Fee Schedule. Those rates were not the rates of pay for employees.

HOPEWELL TOWNSHIP WASHINGTON FINANCIAL
WASHINGTON FINANCIAL

12/31/2023

<u>Account</u>	<u>Balance Total</u>
GENERAL FUND	\$ 120,798.39
REAL ESTATE ACCOUNT	\$ 2,012.68
MUNICIPAL SHARES FUND	\$ 145,301.39
ESCROW ACCOUNT	\$ 25,265.31
STATE FUNDS	\$ 117,629.09
IMPACT FEE	\$ 3,067,586.98
LOCAL FISCAL RECOVERY FUND	\$ 38,718.89
TOTAL	\$ 3,517,312.73

Hopewell Township

Bills Presented for Approval and Payment

As of January 2, 2024

Type	Date	Num	Due Date	Aging	Open Balance
ARCOSA AGGREGATES, INC.					
Bill	12/01/2023	1052752	12/31/2023	2	2,993.09
Total ARCOSA AGGREGATES, INC.					2,993.09
CARDMEMBER SERVICE					
Bill	11/26/2023	9950269516	12/15/2023	18	56.46
Bill	12/01/2023	112704	12/31/2023	2	40.00
Bill	12/18/2023	11304949...	01/02/2024		214.12
Total CARDMEMBER SERVICE					310.58
ELITE CLEAN TEAM, LLC.					
Bill	12/21/2023	12092023	01/20/2024		100.00
Bill	12/21/2023	12232023	01/20/2024		100.00
Total ELITE CLEAN TEAM, LLC.					200.00
Hill International Trucks, LLC.					
Bill	12/11/2023	104175049	12/21/2023	12	174.53
Total Hill International Trucks, LLC.					174.53
JW THOMAS & SON TRUCKING					
Bill	12/28/2023	0788	01/27/2024		40.00
Bill	12/28/2023	0814	01/27/2024		1,061.02
Total JW THOMAS & SON TRUCKING					1,101.02
MAKEL AND ASSOCIATES, LLC					
Bill	12/22/2023	1174	01/31/2024		2,607.92
Total MAKEL AND ASSOCIATES, LLC					2,607.92
MCMILLEN ENGINEERING INC.					
Bill	12/07/2023	237430	12/07/2023	26	90.00
Bill	12/07/2023	237429	12/07/2023	26	2,175.00
Bill	12/07/2023	237428	12/07/2023	26	1,063.50
Bill	12/07/2023	237427	12/07/2023	26	2,240.00
Total MCMILLEN ENGINEERING INC.					5,568.50
PMRS					
Bill	01/01/2024	2024	01/01/2024	1	220.00
Total PMRS					220.00
PSATS					
Bill	12/01/2023	144457	01/31/2024		681.00
Total PSATS					681.00
PSATS CDL PROGRAM					
Bill	12/19/2023	146681	01/18/2024		60.00
Total PSATS CDL PROGRAM					60.00
SPRAGUE ENERGY, LLC					
Bill	11/30/2023	000842222	12/30/2023	3	60.81
Total SPRAGUE ENERGY, LLC					60.81
UPMC HEALTH PLAN					
Bill	12/10/2023	01012024	12/31/2023	2	2,566.80
Total UPMC HEALTH PLAN					2,566.80
WEST MIDDLETOWN VFD					
Bill	09/01/2022	08082022 3	09/12/2022	477	8,076.00
Total WEST MIDDLETOWN VFD					8,076.00

3:49 PM
01/02/24

Hopewell Township
Bills Presented for Approval and Payment
As of January 2, 2024

Type	Date	Num	Due Date	Aging	Open Balance
WESTFALL'S MOWING LLC Bill	12/11/2023	5021 1103...	01/10/2024		200.00
Total WESTFALL'S MOWING LLC					200.00
TOTAL					24,820.25

Hopewell Township

Check Detail

December 12, 2023 through January 2, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	EFT	12/26/2023	PENNSYLVANIA AMERIC...	100.800 · MUNI...		-588.70
Bill	12012023	12/01/2023		419.36 · PUBLIC...	-588.70	588.70
TOTAL					-588.70	588.70
Liabilit...	EFT	12/14/2023	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-192.86
				214.03 · PSATS ...	-151.53	151.53
				214.02 · PSATS ...	-41.33	41.33
TOTAL					-192.86	192.86
Liabilit...	EFT	12/13/2023	PENNSYLVANIA DEPART...	100.010 · CHEC...		-214.07
				217.00 · PA STA...	-214.07	214.07
TOTAL					-214.07	214.07
Liabilit...	EFT	12/31/2023	UPMC HEALTH PLAN	100.010 · CHEC...		-363.87
				222.00 · HEALT...	-363.87	363.87
TOTAL					-363.87	363.87
Liabilit...	EFT	12/29/2023	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-237.01
				214.03 · PSATS ...	-186.22	186.22
				214.02 · PSATS ...	-50.79	50.79
TOTAL					-237.01	237.01
Liabilit...	EFT	12/28/2023	PENNSYLVANIA DEPART...	100.010 · CHEC...		-273.04
				217.00 · PA STA...	-273.04	273.04
TOTAL					-273.04	273.04
Liabilit...	EFT	12/29/2023	United States Treasury	100.010 · CHEC...		-3,145.44
				210.00 · FEDER...	-942.18	942.18
				211.00 · SOCIAL...	-892.82	892.82
				211.00 · SOCIAL...	-892.82	892.82
				213.00 · MEDIC...	-208.81	208.81
				213.00 · MEDIC...	-208.81	208.81
TOTAL					-3,145.44	3,145.44
Liabilit...	EFT	12/28/2023	PMRS	100.010 · CHEC...		-1,030.63
				214.01 · PMRS ...	-1,030.63	1,030.63
TOTAL					-1,030.63	1,030.63
Liabilit...	EFT	12/28/2023	PMRS	100.010 · CHEC...		-1,174.61
				214.00 · PMRS ...	-1,174.61	1,174.61
TOTAL					-1,174.61	1,174.61

Hopewell Township
Check Detail
 December 12, 2023 through January 2, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	EFT	12/28/2023	HICKORY TELEPHONE C...	100.010 · CHEC...		-73.65
Bill	10086550	12/01/2023		406.32 · OFFICE...	-73.65	73.65
TOTAL					-73.65	73.65
Bill Pm...	EFT	12/27/2023	WEST PENN POWER	100.010 · CHEC...		-142.94
Bill	9508926...	12/12/2023		409.36 · BUILDI...	-142.94	142.94
TOTAL					-142.94	142.94
Bill Pm...	EFT	01/02/2024	CARDMEMBER SERVICE	100.010 · CHEC...		-716.28
Bill	9947831...	10/26/2023		406.32 · OFFICE...	-48.95	48.95
Bill	112449	11/01/2023		406.22 · COMPU...	-40.00	40.00
Bill	9983037...	11/08/2023		406.21 · OFFICE...	-92.18	92.18
Bill	2023	11/21/2023		430.28 · SAFET...	-12.50	12.50
Bill	0025090...	12/05/2023		406.21 · OFFICE...	-191.98	191.98
Bill	41580	12/05/2023		430.24 · OPERA...	-150.43	150.43
Bill	685537	12/06/2023		437.25 · REPAIR...	-180.24	180.24
TOTAL					-716.28	716.28
Bill Pm...	1062	12/18/2023	WEST MIDDLETOWN VFD	100.100 · IMPAC...		-10,643.08
Bill	0612202...	06/12/2023		411.55 · FIRE D...	-7,602.20	7,602.20
Bill	0612202...	06/12/2023		411.55 · FIRE D...	-3,040.88	3,040.88
TOTAL					-10,643.08	10,643.08

Hopewell Township
Payroll Transactions
 December 12, 2023 through January 2, 2024

Date	Name	Num	Type	Memo	Account	Amount
PENNSYLVANIA DEPARTMENT OF REVENUE						
12/13/2023	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-214.07
12/28/2023	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-273.04
Total PENNSYLVANIA DEPARTMENT OF REVENUE						-487.11
PMRS						
12/28/2023	PMRS	EFT	Liability Check	63-096-5 N D...	100.010 · CHE...	-1,030.63
12/28/2023	PMRS	EFT	Liability Check	63-096-5 N 63...	100.010 · CHE...	-1,174.61
Total PMRS						-2,205.24
PSATS TRUSTEES INSURANCE FUND						
12/14/2023	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 12...	100.010 · CHE...	-192.86
12/29/2023	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 12...	100.010 · CHE...	-237.01
Total PSATS TRUSTEES INSURANCE FUND						-429.87
United States Treasury						
12/29/2023	United States Treas...	EFT	Liability Check	25-6001755 9...	100.010 · CHE...	-3,145.44
Total United States Treasury						-3,145.44
UPMC HEALTH PLAN						
12/31/2023	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-363.87
01/02/2024	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-31.12
Total UPMC HEALTH PLAN						-394.99
Gordon, Mark R.						
12/22/2023	Gordon, Mark R.	ACH	Paycheck	PP END 12/1...	100.010 · CHE...	-174.02
Total Gordon, Mark R.						-174.02
Kearns, Donald W.						
01/01/2024	Kearns, Donald W.	15853	Paycheck		100.010 · CHE...	-137.93
01/01/2024	Kearns, Donald W.	15857	Paycheck		100.010 · CHE...	-220.52
Total Kearns, Donald W.						-358.45
Miller, John D.						
01/01/2024	Miller, John D.	15854	Paycheck		100.010 · CHE...	-137.93
Total Miller, John D.						-137.93
Paul, Beverly R.						
01/01/2024	Paul, Beverly R.	15855	Paycheck		100.010 · CHE...	-276.98
Total Paul, Beverly R.						-276.98
Rush, Mary S.						
01/01/2024	Rush, Mary S.	15856	Paycheck		100.010 · CHE...	-132.41
Total Rush, Mary S.						-132.41
Ward, Martin T.						
12/22/2023	Ward, Martin T.	ACH	Paycheck	PP END 12/1...	100.010 · CHE...	-1,288.01
12/22/2023	Ward, Martin T.	ACH	Paycheck	2023 VACATI...	100.010 · CHE...	-626.46
12/22/2023	Ward, Martin T.	ACH	Paycheck	VOID: 2023 B...	100.010 · CHE...	0.00
12/22/2023	Ward, Martin T.	ACH	Paycheck	2023 BONUS	100.010 · CHE...	-250.00
Total Ward, Martin T.						-2,164.47
White, Andrea L.						
12/22/2023	White, Andrea L.	ACH	Paycheck	PP END 12/1...	100.010 · CHE...	-807.01
12/22/2023	White, Andrea L.	ACH	Paycheck	2023 VACATI...	100.010 · CHE...	-355.43
12/22/2023	White, Andrea L.	ACH	Paycheck	VOID: 2023 B...	100.010 · CHE...	0.00
12/22/2023	White, Andrea L.	ACH	Paycheck	2023 BONUS	100.010 · CHE...	-250.00
Total White, Andrea L.						-1,412.44

Hopewell Township
Payroll Transactions
December 12, 2023 through January 2, 2024

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Wolf, Craig M.						
12/22/2023	Wolf, Craig M.	ACH	Paycheck	PP END 12/1...	100.010 · CHE...	-1,403.41
12/22/2023	Wolf, Craig M.	ACH	Paycheck	2023 VACATI...	100.010 · CHE...	-163.23
12/22/2023	Wolf, Craig M.	ACH	Paycheck	VOID: 2023 B...	100.010 · CHE...	0.00
12/22/2023	Wolf, Craig M.	ACH	Paycheck	2023 BONUS	100.010 · CHE...	-250.00
Total Wolf, Craig M.						-1,816.64
TOTAL						-13,135.99

Hopewell Township
Income/Expense Report
 December 2023

	Dec 23
Income	
300-319 · TAXES	
310.10 · REAL ESTATE TRANSFER TAX	2,523.50
310.20 · EARNED INCOME TAX	
310.21 · EARNED INCOME TAX CURRENT	5,590.32
310.23 · EARNED INCOME TAX DELINQUENT	-400.00
Total 310.20 · EARNED INCOME TAX	5,190.32
310.50 · LOCAL SERVICES TAX	
310.51 · LOCAL SERVICES TAX CURRENT	231.48
Total 310.50 · LOCAL SERVICES TAX	231.48
Total 300-319 · TAXES	7,945.30
320.00 · LICENSES AND PERMITS	
321.00 · BUSINESS LICENSES AND PERMITS	
321.37 · GRADING PERMIT	80.00
Total 321.00 · BUSINESS LICENSES AND PERMITS	80.00
322.00 · NON-BUSINESS LICENSES AND PERMI	
322.45 · GRADING SITE REVIEW FEE	600.00
Total 322.00 · NON-BUSINESS LICENSES AND PERMI	600.00
Total 320.00 · LICENSES AND PERMITS	680.00
330.00 · FINES AND FORFEITS	
331.00 · FINES	
331.10 · COURT-DISTRICT MAGISTRATE	160.00
331.13 · STATE POLICE FINES	726.90
Total 331.00 · FINES	886.90
Total 330.00 · FINES AND FORFEITS	886.90
340.00 · INTEREST, RENTS AND ROYALTIES	
341.00 · INTEREST EARNINGS	
341.01 · INTEREST ON CHECKING	
341.05 · INTEREST GENERAL FUND ACCOUNT	578.14
341.10 · INTEREST IMPACT FEE ACCOUNT	13,797.14
341.20 · INTEREST MUNICIPAL SHARES ACCOU	658.60
341.25 · INTEREST ESCROW ACCOUNT	113.13
341.30 · INTEREST LOCAL FISCAL RECOVERY	173.37
Total 341.01 · INTEREST ON CHECKING	15,320.38
Total 341.00 · INTEREST EARNINGS	15,320.38
342.00 · RENTS AND ROYALTIES	
342.51 · ROYALTIES FROM NATURAL GAS	378.66
Total 342.00 · RENTS AND ROYALTIES	378.66
Total 340.00 · INTEREST, RENTS AND ROYALTIES	15,699.04
360-363 · CHARGES FOR SERVICES	
361.00 · GENERAL GOVERNMENT CHARGES	
361.30 · ZONING SUBDIVISION LAND DEV FEE	
361.33 · ZONING SUBDIVISION LAND PERMITS	95.00
Total 361.30 · ZONING SUBDIVISION LAND DEV FEE	95.00
361.65 · TAX CERTIFICATION REVENUES	
361.70 · NO LIEN LETTERS	200.00
Total 361.65 · TAX CERTIFICATION REVENUES	200.00
Total 361.00 · GENERAL GOVERNMENT CHARGES	295.00

Hopewell Township
Income/Expense Report
 December 2023

	Dec 23
363.00 · HIGHWAYS AND STREETS	
363.50 · CONTRACTED HIGHWAY AND STREET	
363.52 · CONTRACTED SNOW REMOVAL W MIDL	4,000.00
Total 363.50 · CONTRACTED HIGHWAY AND STREET	4,000.00
Total 363.00 · HIGHWAYS AND STREETS	4,000.00
Total 360-363 · CHARGES FOR SERVICES	4,295.00
Total Income	29,506.24
Gross Profit	29,506.24
Expense	
400-409 · GENERAL GOVERNMENT	
400.00 · LEGISLATIVE GOVERNING BODY	
400.05 · SUPERVISOR SALARY	462.50
400.10 · ROADMASTER WAGES - APPOINTED	250.00
400.32 · TELEPHONE AND WIRELESS	75.00
400.42 · DUES, SUBSCRIPTIONS AND MEMBERS	65.00
Total 400.00 · LEGISLATIVE GOVERNING BODY	852.50
403.00 · TAX COLLECTION	
403.05 · TAX COLLECTOR SALARY	313.75
Total 403.00 · TAX COLLECTION	313.75
403.31 · KEYSTONE COLLECTIONS COMMISSION	244.39
404.00 · SOLICITOR / LEGAL SERVICES	
404.31 · SOLICITOR PROFESSIONAL SERVICES	939.50
Total 404.00 · SOLICITOR / LEGAL SERVICES	939.50
405.00 · SECRETARY / CLERK / TREASURER	
405.15 · SECRETARY / TREASURER WAGE	2,592.97
405.17 · SEC/TREAS PAID TIME OFF	855.00
Total 405.00 · SECRETARY / CLERK / TREASURER	3,447.97
406.00 · OTHER GENERAL GOVERNMENT ADMIN	
406.32 · OFFICE TELEPHONE AND INTERNET	73.65
406.34 · ADVERTISING	460.80
Total 406.00 · OTHER GENERAL GOVERNMENT ADMIN	534.45
409.00 · GENERAL GOVERNMENT BUILDINGS	
409.31 · BUILDING CLEANING SERVICES	200.00
409.36 · BUILDING ELECTRIC AND WATER	142.94
Total 409.00 · GENERAL GOVERNMENT BUILDINGS	342.94
Total 400-409 · GENERAL GOVERNMENT	6,675.50
410-419 · PUBLIC SAFETY	
411.00 · FIRE	
411.45 · FIRE PROTECTION CONTRACT	1,625.00
411.55 · FIRE DEPARTMENT DONATION	10,643.08
Total 411.00 · FIRE	12,268.08
414.00 · PLANNING AND ZONING	
414.10 · ZONING/CODE OFFICER APPOINTED	400.00
414.34 · HEARING COSTS	133.78
Total 414.00 · PLANNING AND ZONING	533.78

Hopewell Township
Income/Expense Report
December 2023

	Dec 23
419.00 · OTHER PUBLIC SAFETY	
419.36 · PUBLIC UTILITY SERVICES HYDRANT	588.70
Total 419.00 · OTHER PUBLIC SAFETY	588.70
Total 410-419 · PUBLIC SAFETY	13,390.56
430-439 · PUBLIC WORKS-HWYS ROADS STREET	
430.00 · ROAD DEPARTMENT	
430.12 · ROAD DEPARTMENT WAGE FULL TIME	7,319.14
430.17 · ROAD DEPARTMENT PAID TIME OFF	2,207.00
430.24 · OPERATING SUPPLIES PUBLIC WORKS	78.29
430.28 · SAFETY SUPPLIES	95.00
430.32 · ROAD DEPARTMENT CELL PHONES	50.00
Total 430.00 · ROAD DEPARTMENT	9,749.43
432.00 · WINTER MAINTENANCE-SNO REMOVAL	
432.24 · ROAD DEPARTMENT CINDERS	3,920.35
Total 432.00 · WINTER MAINTENANCE-SNO REMOVAL	3,920.35
437.00 · REPAIRS OF TOOLS AND MACHINERY	
437.25 · REPAIRS AND MAINT SUPPLIES	1,184.00
Total 437.00 · REPAIRS OF TOOLS AND MACHINERY	1,184.00
438.00 · MAINT AND REPAIRS ROADS BRIDGES	
438.45 · CONTRACTED SERVICES	16,096.00
Total 438.00 · MAINT AND REPAIRS ROADS BRIDGES	16,096.00
Total 430-439 · PUBLIC WORKS-HWYS ROADS STREET	30,949.78
481-484 · EMPLOYER PD BFTS & WITHHOLDING	
481.00 · EMPLOYER PAID ITEMS	
481.10 · SOCIAL SECURITY - EMPLOYER PAID	892.82
481.20 · MEDICARE - EMPLOYER PAID	208.81
481.30 · PA UNEMPLOYMENT - EMPLOYER	35.42
Total 481.00 · EMPLOYER PAID ITEMS	1,137.05
483.00 · PENSION AND 457-B CONTRIBUTIONS	
483.19 · ROTH PLAN 457-B CONTRIBUTION	92.12
483.30 · NON-UNIFORM PENSION CONTRIBUTIO	1,174.61
Total 483.00 · PENSION AND 457-B CONTRIBUTIONS	1,266.73
Total 481-484 · EMPLOYER PD BFTS & WITHHOLDING	2,403.78
487.00 · HEALTH INSURANCE BENEFIT	
487.35 · GROUP HEALTH INSURANCE BENEFIT	2,328.84
Total 487.00 · HEALTH INSURANCE BENEFIT	2,328.84
Total Expense	55,748.46
Net Income	-26,242.22

Motion to adjourn the meeting at 7:36 p.m.

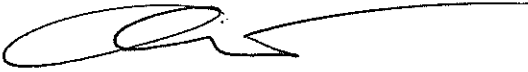
Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes


Miller – Yes

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal


Mary Rush, Chairperson