

**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

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
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.

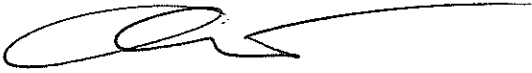
Motion: Mary Rush, John Miller

Vote: Kearns - Yes

Rush – Yes

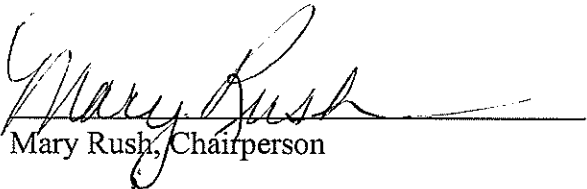
Miller – Yes

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Mary Rush, Chairperson

**HOPEWELL TOWNSHIP
ZONING HEARING BOARD REORGANIZATION MEETING
WEDNESDAY, JANUARY 03, 2024, 6:30 P.M.**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 6:30 p.m.

Roll Call:

Zoning Hearing Board members Bonnie Woods and Larry Keenan present. Also, present Secretary/Treasurer Andrea White.

Public Comments:

None

Reorganization

- Appoint Zoning Hearing Board Chairman
Motion to appoint Bonnie Woods the Chairperson of the Zoning Hearing Board.
Motion: Larry Keenan, 2nd Bonnie Woods
Vote: No Third Member - Absent
Keenan – Yes
Woods – Yes
Quorum Present, Motion Passed.

- Appoint Zoning Hearing Board Vice-Chairman
Motion to leave the position of the Vice Chairman of the Zoning Hearing Board vacant at this time.
Motion: Bonnie Woods, 2nd Larry Keenan
Vote: No Third Member - Absent
Keenan – Yes
Woods – Yes
Quorum Present, Motion Passed.

- Appoint Zoning Hearing Board Secretary
Motion to appoint Larry Keenan the Secretary of the Zoning Hearing Board.
Motion: Bonnie Woods, 2nd Larry Keenan
Vote: No Third Member - Absent
Keenan – Yes
Woods – Yes
Quorum Present, Motion Passed.

Adjournment:

Motion to adjourn the meeting at 6:33 p.m.

Motion: Bonnie Woods, 2nd Larry Keenan

Vote: No Third Member - Absent

Keenan – Yes

Woods – Yes

Quorum Present, Motion Passed.

Respectfully Submitted,



Larry Keenan

Secretary, Hopewell Township Zoning Hearing Board

Seal

**HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS
BUSINESS MEETING
02/12/2024**

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, Solicitor Dennis Makel, McMillen Representative Tammy Stenson and Secretary/Treasurer Andrea White.

Public Comments:

- Olivia Emory - 4122 Jefferson Avenue – Failed a dye test.
The owner would like to transfer the property; what would the township require for the property to transfer.
The owner was not present at the meeting to discuss the issue.

Minutes:

Motion to accept the minutes of the January 02, 2024, annual reorganization meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

Motion to accept the minutes of the January 02, 2024, regular monthly business meeting.

Motion: Mary Rush, 2nd Donald Kearns

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. The County has requested Hopewell Township to assign an address to the proposed tower site in Hopewell Township. No address has been issued as no application has been received by the township.
- 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 Buffalo Road North – Zoning Permits and a Demolition Permit has been issued.
- Mark Gordon, Zoning Officer, would like to attend continuing education classes.

Motion to approve the payment of continuing education class for Mr. Mark Gordon.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

Motion to accept the minutes of the January 03, 2024, Zoning Hearing Board’s annual Reorganization Meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

Engineer Report:

- Cherry Road Stabilization
- Fox Road Stabilization
- Possum Hollow Stabilization

The Cherry Road Stabilization, Fox Road Stabilization and Possum Hollow Stabilization projects all would be eligible LSA projects according to Washington County. Applications do not open until August of this year. McMillen also contacted Senator Casey’s office regarding money for landslides. McMillen is also waiting for the State’s guidelines for the Multimodal program to open to see if any of the aforesaid projects are eligible for funding.

- Fox Road Culvert Replacement Project

Range Resources is anticipated to pay for the material portion of the project. The project was advertised on January 12th and 20th for bid. A mandatory Pre-Bid meeting was held on January 29, 2024, at 11:00 a.m. Bids were received on Tuesday, February 06, 2024, by 2:00 p.m. Bids were opened and reviewed by McMillen Engineering.

The low bid for the project was Alex E. Paris Contracting Company for \$92,779.00 for labor and they provided the list of materials for Range Resources.

Motion to award the Fox Road Culvert Replacement Project to Alex E. Paris Contracting Company for \$92,779.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Buzzard – Project is to be completed by April 10, 2024.
- Township Equipment Building
- West Middletown VFD –Temporary Occupancy Permit has been issued, they have until June 01, 2024, to complete items required for the permanent Occupancy Permit.
- Columbia Gas - 32 Poly Replacement Project - Applications have been reviewed and approved, McMillen is to do a road inspection.
- Y-B Logging – Lumber Co, LLC. – Logging Activity on Cherry Road – Road inspection status Site visits have been made to both Fox Road and Cherry Road and McMillen is preparing the reports for both roads.
- COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facility Projects. Does any of the township’s pending projects fall under the qualifications for funding?
The projects proposed must be open to the public. The grants are due in April.

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.

- Washington County Joint Purchasing Council 2024-2025:

Motion to adopt a Resolution of Hopewell Township, Washington County, Pennsylvania authorizing participation in the Washington County Joint Purchasing Council for the 2024-2025 contract year.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Yes

- Co-Stars Salt Contract 2024-2025:

Motion to adopt a resolution of Hopewell Township, Washington County, Pennsylvania to continue and renew participation in the CO-STARs salt contract for 2024-2025.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- 2024 Tar and Chipping and 2024 Road Materials:

Motion to advertise for sealed proposals for road materials (amounts provided by Roadmaster) subject to the proposals being submitted by 1:00 p.m. on Thursday, March 07, 2024, with the submitted bids to be opened and awarded on Monday, March 11, 2024, at 7:00 p.m. Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

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, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- The Washington County Tax Claim Bureau has provided a list of properties which will be exposed to public Repository Tax Sale auction on March 06, 2024, at 10:00 a.m. The County is requesting written consent and acknowledgment of the selling of these properties by reviewing the list and signing the form as provided. The Washington County Tax Claim Bureau is aggressively attempting to sell the parcels; the non-trailer parcel bid amounts have been reduced to \$300.00 and the trailer parcel bid amounts have been reduced to \$150.00.

Motion to sign the form and accept and consent to the selling of the provided properties at the above given prices.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

Motion to accept the minutes of the January 03, 2024, Board of Auditor’s annual Reorganization Meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

Planning Commission:

Motion to accept the minutes of the January 03, 2024, Planning Commission’s annual Reorganization Meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

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
- 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 hearing was held on Monday, January 8, 2024, at 7:00 p.m. regarding the possible demolition of the property.

Motion to accept the Findings of Facts and Conclusions from the Public Hearing held on Monday, January 08, 2024, at 7:00 p.m. regarding the possible demolition of the property at 2133 Brush Run Road, owned by Michael Wallace.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Mr. Jack Killeen is interested in purchasing the property at 2133 Brush Run Road from Michael Wallace. Mr. Killeen has applied for and Evidence of Compliance Certificate – Dye Testing for the property at 2133 Brush Run Road. The property has failed a dye test. R.C. Cassidy with the Washington County Sewage Council indicates that the property must undergo a perk test per DEP regulations. If the property does not pass perk, then a holding tank permit may be an option.
- Discussion and Motion regarding the steps necessary to be taken by Mr. Killeen to be issued a Temporary Dye Test Compliance Certificate so that the property may transfer from Mr. Wallace to Mr. Killeen.
No motion necessary. Mr. Killeen is no longer interested in purchasing the property.

- 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.

Motion to approve the Solicitor's office to review and revise the existing township Dye Test Ordinance and advertise for adoption at the next regularly scheduled Board Meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Range Resources has forwarded a draft HHA agreement for the township to review. The township would like the Solicitor's office to review these documents and advise if they are acceptable. Solicitor Makel suggests using an agreement like what Buffalo Township uses with Range Resources. Mr. Makel suggested rejecting the master escrow agreement as presented by Range Resources at this time.

Motion to reject the Master Escrow and Heavy Hauling agreements as presented by Range Resources.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- Fox Run Culvert Easements

Ms. Tammy Stenson forwarded two easements necessary for the Fox Road Culvert Replacement Project. This information was forwarded to the Solicitor's office requesting their office secure the easements.

The County computer systems had been hacked; the Solicitor's office has not had access to County records. The County records should be available again and so the Solicitor's office will work on completing the easements.

Correspondence Review and Discussion:

- Range Resources – Hopewell 18 Tank Pad – Act 14 notice, Range submitted for WMGR-123 Modification Application, they plan to modify the permit to be able to utilize AST's (Aboveground Storage Tank) vs. multiple vertical tanks at each location.
- PennDOT correspondence regarding intent to apply for a water obstruction permit for S.R. 0331, Segment 0200, Offset 0000, Bridge Replacement Project.
- Correspondence received from Fell Township Board of Supervisors asking for assistance with two cases their township if fighting that could have environmental impact on lands:
 1. Case before the PA Environmental Hearing Board
 2. Zoning Case before the PA Court

Old Business:

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

New Business:

- 116 Buffalo Road North – Property has an existing holding tank. Property has been issued a Compliance Certificate. The buyers have signed a new Installment and Maintenance Agreement for Holding Tanks, provided an updated pumping contract, and the former owner provided a release of escrow to the buyers.

Motion to approve an Installment and Maintenance Agreement for Holding Tanks for 116 Buffalo Road North, Tax ID # 350-011-00-00-0014-00 for buyer Corey Buswell.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- West Middletown VFD:
- Alliance Fire Systems, Inc. - Final Sprinkler Exception Inspection Invoice

Motion to approve a donation for payment of Invoice 24-001-1 for Alliance Fire Systems, Inc. for the final sprinkler exception inspection.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

This invoice is in the amount of \$420.00.

- Range Resources e-mailed information regarding their Grants for First Responders: 200K Available from Range Resources Good Neighbors Fund. They are eligible to apply for grants up to \$10,000.00. This e-mail was forwarded to Ken McDougan and Bert Allen with the WMFVD. Applications are due at the end of February.

- West Middletown VFD:
- Flashover Fire Apparatus & Equipment Co. Invoice for Turnout Gear Coat & Pant, EMS Gear Coat & Pant.

Motion to approve/reject a donation request for payment of Invoice 2023-0614 for Flashover Fire Apparatus & Equipment Co. for Turnout and EMS Gear for \$10,186.32.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller - Yes

- 2024 County Parks Master Plan – The County inquired with the township to see if they have any comments and/or issues that the township would want included in the Master Plan regarding Cross Creek Park?

If the Supervisors have recommendations, they will forward them to the township office to be forwarded to the County.

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

HOPEWELL TOWNSHIP WASHINGTON FINANCIAL
WASHINGTON FINANCIAL

1/31/2024

<u>Account</u>	<u>Balance Total</u>
GENERAL FUND	\$ 106,873.72
REAL ESTATE ACCOUNT	\$ 2,136.51
MUNICIPAL SHARES FUND	\$ 145,363.89
ESCROW ACCOUNT	\$ 25,378.66
STATE FUNDS	\$ 118,156.83
IMPACT FEE	\$ 3,051,881.27
LOCAL FISCAL RECOVERY FUND	\$ 38,892.60
TOTAL	\$ 3,488,683.48

2:14 PM

02/08/24

Hopewell Township State Fund
Bills Presented for approval and Payment
 As of February 12, 2024

Type	Date	Num	Name	Due Date	Aging	Open Balance
AMERICAN ROCK SALT LLC						
Bill	01/15/2024	0753745	AMERICAN ROCK ...	02/14/2024		3,636.15
Total AMERICAN ROCK SALT LLC						3,636.15
TOTAL						3,636.15

2:14 PM

02/08/24

Cash Basis

Hopewell Township State Fund
Income/Expense Summary
 January 2024

	Jan 24
Income	
340.00 · INTEREST, RENTS AND ROYALTIES	
341.00 · INTEREST EARNINGS	
341.01 · INTEREST ON CHECKING	527.74
Total 341.00 · INTEREST EARNINGS	527.74
Total 340.00 · INTEREST, RENTS AND ROYALTIES	527.74
Total Income	527.74
Gross Profit	527.74
Expense	0.00
Net Income	527.74

Hopewell Township
Bills Presented for Approval and Payment
As of February 12, 2024

Type	Date	Num	Due Date	Aging	Open Balance
ADT COMMERCIAL					
Bill	09/26/2023	152263174	10/26/2023	109	225.34
Bill	10/26/2023	152619878	11/25/2023	79	112.67
Bill	11/28/2023	152971878	12/28/2023	46	112.67
Bill	12/14/2023	153210999	01/13/2024	30	787.98
Bill	12/26/2023	153328224	01/25/2024	18	112.67
Bill	01/28/2024	153688721	02/27/2024		112.67
Total ADT COMMERCIAL					1,464.00
C.R. AUGENSTEIN INC.					
Bill	01/11/2024	20745	02/10/2024	2	1,252.29
Total C.R. AUGENSTEIN INC.					1,252.29
CARDMEMBER SERVICE					
Bill	12/01/2023	112704	12/31/2023	43	40.00
Bill	01/17/2024	162739	02/01/2024	11	61.82
Bill	01/17/2024	113135	02/01/2024	11	37.50
Bill	01/25/2024	01601613	02/09/2024	3	52.92
Bill	01/25/2024	01252024	02/09/2024	3	393.05
Bill	01/30/2024	207556887	02/14/2024		28.45
Bill	01/26/2024	9955211115	02/15/2024		53.19
Bill	02/01/2024	113277	02/16/2024		40.00
Bill	02/06/2024	9918825410	02/21/2024		18.59
Bill	02/06/2024	02062024	02/21/2024		58.79
Bill	02/06/2024	9918825713	02/21/2024		87.92
Bill	02/08/2024	6940465933	02/23/2024		84.78
Bill	02/08/2024	9918898401	02/23/2024		123.14
Total CARDMEMBER SERVICE					1,080.15
CINTAS					
Bill	12/28/2023	5190537384	01/27/2024	16	19.60
Bill	12/28/2023	5190546591	01/27/2024	16	203.24
Bill	01/25/2024	5194596711	02/24/2024		29.59
Total CINTAS					252.43
COMDOC, INC.					
Bill	01/30/2024	6100176	02/29/2024		147.34
Total COMDOC, INC.					147.34
DEAN'S WATER SERVICE INC.					
Bill	01/22/2024	79122	02/21/2024		37.50
Total DEAN'S WATER SERVICE INC.					37.50
ELITE CLEAN TEAM, LLC.					
Bill	01/24/2024	01062024	02/23/2024		100.00
Bill	01/24/2024	01202024	02/23/2024		100.00
Total ELITE CLEAN TEAM, LLC.					200.00
MAKEL AND ASSOCIATES, LLC					
Bill	01/29/2024	1330	02/28/2024		1,173.00
Total MAKEL AND ASSOCIATES, LLC					1,173.00
MCMILLEN ENGINEERING INC.					
Bill	01/03/2024	247498	01/03/2024	40	1,023.50
Bill	01/03/2024	247497	01/03/2024	40	2,540.00
Bill	01/03/2024	247496	01/03/2024	40	1,105.00
Total MCMILLEN ENGINEERING INC.					4,668.50

Hopewell Township Bills Presented for Approval and Payment As of February 12, 2024

Type	Date	Num	Due Date	Aging	Open Balance
OBSERVER-REPORTER					
Bill	12/26/2023	16148	01/25/2024	18	292.58
Bill	01/05/2024	16404	02/04/2024	8	260.82
Bill	01/12/2024	16478	02/11/2024	1	499.02
Total OBSERVER-REPORTER					1,052.42
PENNSYLVANIA AMERICAN WATER					
Bill	01/19/2024	01192024 ...	02/12/2024		314.64
Bill	02/01/2024	02012024	02/23/2024		587.76
Total PENNSYLVANIA AMERICAN WATER					902.40
PITNEY BOWES GLOBAL FINANCIAL SERVICES					
Bill	02/05/2024	21809366	03/06/2024		156.87
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES					156.87
STUCK ENTERPRISES, INC.					
Bill	01/04/2024	1390533	01/14/2024	29	1,545.60
Total STUCK ENTERPRISES, INC.					1,545.60
UPMC HEALTH PLAN					
Bill	02/10/2024	03012024	02/29/2024		2,566.80
Total UPMC HEALTH PLAN					2,566.80
WEST MIDDLETOWN VFD					
Bill	09/01/2022	08082022 3	09/12/2022	518	8,076.00
Bill	02/12/2024	02122024	02/12/2024		420.00
Total WEST MIDDLETOWN VFD					8,496.00
WEST PENN POWER					
Bill	02/08/2024	02082024	02/26/2024		163.78
Total WEST PENN POWER					163.78
TOTAL					25,159.08

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		02/12/2024	Ward, Martin T.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check		02/12/2024	Wolf, Craig M.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check		02/12/2024	Rush, Mary S.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check		02/12/2024	Miller, John D.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check		02/12/2024	Kearns, Donald W.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Liabilit...	EFT	01/03/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-363.87
				222.00 · HEALT...	-363.87	363.87
TOTAL					-363.87	363.87
Bill Pm...	EFT	01/03/2024	PITNEY BOWES GLOBAL...	100.010 · CHEC...		-65.97
Bill	3318404...	12/08/2023		406.23 · POSTA...	-65.97	65.97
TOTAL					-65.97	65.97
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
Liabilit...	EFT	01/03/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-31.12
				222.00 · HEALT...	-31.12	31.12
TOTAL					-31.12	31.12

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liabilit...	EFT	01/05/2024	PENNSYLVANIA DEPART...	100.010 · CHEC...		-208.94
				217.00 · PA STA...	-208.94	208.94
TOTAL					-208.94	208.94
Liabilit...	EFT	01/05/2024	KEYSTONE COLLECTIONS	100.010 · CHEC...		-429.63
				223.00 · LST TA...	-48.00	48.00
				212.00 · EIT TA...	-381.63	381.63
TOTAL					-429.63	429.63
Liabilit...	EFT	01/08/2024	PA UC FUND	100.010 · CHEC...		-139.87
				224.00 · PA UC ...	-24.88	24.88
				224.00 · PA UC ...	-114.99	114.99
TOTAL					-139.87	139.87
Bill Pm...	EFT	01/24/2024	PENNSYLVANIA AMERIC...	100.800 · MUNI...		-588.70
Bill	01022024	01/02/2024		419.36 · PUBLIC...	-588.70	588.70
TOTAL					-588.70	588.70
Bill Pm...	EFT	01/03/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-2,566.80
Bill	01012024	12/10/2023		487.35 · GROUP...	-2,566.80	2,566.80
TOTAL					-2,566.80	2,566.80
Bill Pm...	EFT	01/25/2024	HICKORY TELEPHONE C...	100.010 · CHEC...		-72.86
Bill	10090549	01/01/2024		406.32 · OFFICE...	-72.86	72.86
TOTAL					-72.86	72.86
Liabilit...	EFT	01/12/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-133.13
				214.03 · PSATS ...	-133.13	133.13
TOTAL					-133.13	133.13
Liabilit...	EFT	01/12/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-36.31
				214.02 · PSATS ...	-36.31	36.31
TOTAL					-36.31	36.31
Liabilit...	EFT	01/19/2024	PENNSYLVANIA DEPART...	100.010 · CHEC...		-210.29
				217.00 · PA STA...	-210.29	210.29
TOTAL					-210.29	210.29

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liabilit...	EFT	01/31/2024	United States Treasury	100.010 · CHEC...		-2,729.72
				210.00 · FEDER...	-790.00	790.00
				211.00 · SOCIAL...	-786.02	786.02
				211.00 · SOCIAL...	-786.02	786.02
				213.00 · MEDIC...	-183.84	183.84
				213.00 · MEDIC...	-183.84	183.84
TOTAL					-2,729.72	2,729.72
Liabilit...	EFT	01/31/2024	PMRS	100.010 · CHEC...		-995.14
				214.01 · PMRS ...	-995.14	995.14
TOTAL					-995.14	995.14
Liabilit...	EFT	01/31/2024	PMRS	100.010 · CHEC...		-1,067.94
				214.00 · PMRS ...	-1,067.94	1,067.94
TOTAL					-1,067.94	1,067.94
Liabilit...	EFT	01/18/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-394.99
				222.00 · HEALT...	-394.99	394.99
TOTAL					-394.99	394.99
Liabilit...	EFT	02/01/2024	PENNSYLVANIA DEPART...	100.010 · CHEC...		-260.90
				217.00 · PA STA...	-260.90	260.90
TOTAL					-260.90	260.90
Bill Pm...	EFT	01/31/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-2,566.80
Bill	02012024	01/10/2024		487.35 · GROUP...	-2,566.80	2,566.80
TOTAL					-2,566.80	2,566.80
Bill Pm...	EFT	01/19/2024	CARDMEMBER SERVICE	100.010 · CHEC...		-2,297.10
Bill	9950269...	11/26/2023		406.32 · OFFICE...	-56.46	56.46
Bill	1130494...	12/18/2023		430.24 · OPERA...	-214.12	214.12
Bill	211806	12/18/2023		430.24 · OPERA...	-389.97	389.97
Bill	9952739...	12/26/2023		406.32 · OFFICE...	-48.33	48.33
Bill	35284	12/26/2023		406.21 · OFFICE...	-48.75	48.75
Bill	112964	01/02/2024		406.22 · COMPU...	-40.00	40.00
Bill	1972054	01/09/2024		406.21 · OFFICE...	-496.59	496.59
Bill	2024	01/09/2024		400.46 · MEETI...	-289.00	289.00
Bill	9918081...	01/12/2024		405.46 · SECRE...	-289.00	289.00
				406.21 · OFFICE...	-424.88	424.88
TOTAL					-2,297.10	2,297.10
Bill Pm...	EFT	01/29/2024	WEST PENN POWER	100.010 · CHEC...		-138.84
Bill	9525820...	01/12/2024		409.36 · BUILDI...	-138.84	138.84
TOTAL					-138.84	138.84

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	EFT	01/02/2024	WASHINGTON FINANCIA...	100.030 · REAL ...		-2.03
				301.10 · REAL E...	-2.03	2.03
TOTAL					-2.03	2.03
Bill Pm...	1063	01/02/2024	MCMILLEN ENGINEERIN...	100.100 · IMPAC...		-2,175.00
Bill	237429	12/07/2023		408.31 · ENGIN...	-2,175.00	2,175.00
TOTAL					-2,175.00	2,175.00
Bill Pm...	1064	01/25/2024	ANDERSON EQUIPMENT ...	100.100 · IMPAC...		-27,283.00
Bill	2123052...	01/24/2024		430.74 · ROAD ...	-27,283.00	27,283.00
TOTAL					-27,283.00	27,283.00
Bill Pm...	2273	01/25/2024	AVELLA PUBLIC LIBRARY	100.800 · MUNI...		-1,000.00
Bill	2024	01/02/2024		456.52 · CONTR...	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
Bill Pm...	15858	01/02/2024	ARCOSA AGGREGATES, ...	100.010 · CHEC...		-2,993.09
Bill	1052752	12/01/2023		432.24 · ROAD ...	-775.25	775.25
				432.24 · ROAD ...	-787.50	787.50
				432.24 · ROAD ...	-716.41	716.41
				432.24 · ROAD ...	-713.93	713.93
TOTAL					-2,993.09	2,993.09
Bill Pm...	15859	01/02/2024	ELITE CLEAN TEAM, LLC.	100.010 · CHEC...		-200.00
Bill	12092023	12/21/2023		409.31 · BUILDI...	-100.00	100.00
Bill	12232023	12/21/2023		409.31 · BUILDI...	-100.00	100.00
TOTAL					-200.00	200.00
Bill Pm...	15860	01/02/2024	Hill International Trucks, ...	100.010 · CHEC...		-174.53
Bill	104175049	12/11/2023		437.25 · REPAIR...	-174.53	174.53
TOTAL					-174.53	174.53
Bill Pm...	15861	01/02/2024	JW THOMAS & SON TRU...	100.010 · CHEC...		-1,101.02
Bill	0788	12/28/2023		437.37 · REPAIR...	-40.00	40.00
Bill	0814	12/28/2023		437.37 · REPAIR...	-300.00	300.00
				437.25 · REPAIR...	-761.02	761.02
TOTAL					-1,101.02	1,101.02

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	15862	01/02/2024	MAKEL AND ASSOCIATE...	100.010 · CHEC...		-2,607.92
Bill	1174	12/22/2023		404.31 · SOLICI...	-200.00	200.00
				404.31 · SOLICI...	-143.00	143.00
				404.31 · SOLICI...	-169.00	169.00
				404.31 · SOLICI...	-91.00	91.00
				404.31 · SOLICI...	-1,445.92	1,445.92
				404.31 · SOLICI...	-364.00	364.00
				404.31 · SOLICI...	-195.00	195.00
TOTAL					-2,607.92	2,607.92
Bill Pm...	15863	01/02/2024	MCMILLEN ENGINEERIN...	100.010 · CHEC...		-3,393.50
Bill	237430	12/07/2023		408.31 · ENGIN...	-90.00	90.00
Bill	237428	12/07/2023		408.31 · ENGIN...	-1,063.50	1,063.50
Bill	237427	12/07/2023		408.31 · ENGIN...	-2,240.00	2,240.00
TOTAL					-3,393.50	3,393.50
Bill Pm...	15864	01/02/2024	PMRS	100.010 · CHEC...		-220.00
Bill	2024	01/01/2024		483.30 · NON-U...	-220.00	220.00
TOTAL					-220.00	220.00
Bill Pm...	15865	01/02/2024	PSATS	100.010 · CHEC...		-681.00
Bill	144457	12/01/2023		400.42 · DUES, ...	-681.00	681.00
TOTAL					-681.00	681.00
Bill Pm...	15866	01/02/2024	PSATS CDL PROGRAM	100.010 · CHEC...		-60.00
Bill	146681	12/19/2023		400.42 · DUES, ...	-60.00	60.00
TOTAL					-60.00	60.00
Bill Pm...	15867	01/02/2024	SPRAGUE ENERGY, LLC	100.010 · CHEC...		-60.81
Bill	000842222	11/30/2023		438.33 · FUEL E...	-60.81	60.81
TOTAL					-60.81	60.81
Bill Pm...	15868	01/02/2024	WESTFALL'S MOWING L...	100.010 · CHEC...		-200.00
Bill	5021 110...	12/11/2023		409.37 · REPAIR...	-150.00	150.00
				413.45 · OTHER...	-50.00	50.00
TOTAL					-200.00	200.00
Check	15869	01/02/2024	Rush, Mary S.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00

Hopewell Township Check Detail January 2 through February 12, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	15870	01/02/2024	Kearns, Donald W.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15871	01/02/2024	Miller, John D.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15872	01/02/2024	Wolf, Craig M.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15873	01/02/2024	Ward, Martin T.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15878	01/29/2024	void	100.010 · CHEC...		0.00
TOTAL					0.00	0.00
Check	15879	01/29/2024	void	100.010 · CHEC...		0.00
TOTAL					0.00	0.00

Hopewell Township
Payroll Transactions
 January 2 through February 12, 2024

Date	Name	Num	Type	Memo	Account	Amount
KEYSTONE COLLECTIONS						
01/05/2024	KEYSTONE COLLE...	EFT	Liability Check	4TH QUARTE...	100.010 · CHE...	-429.63
Total KEYSTONE COLLECTIONS						-429.63
PA UC FUND						
01/08/2024	PA UC FUND	EFT	Liability Check	6316392 4TH ...	100.010 · CHE...	-139.87
Total PA UC FUND						-139.87
PENNSYLVANIA DEPARTMENT OF REVENUE						
01/05/2024	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-208.94
01/19/2024	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-210.29
02/01/2024	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-260.90
Total PENNSYLVANIA DEPARTMENT OF REVENUE						-680.13
PMRS						
01/31/2024	PMRS	EFT	Liability Check	63-096-5 N P...	100.010 · CHE...	-995.14
01/31/2024	PMRS	EFT	Liability Check	63-096-5 N P...	100.010 · CHE...	-1,067.94
Total PMRS						-2,063.08
PSATS TRUSTEES INSURANCE FUND						
01/12/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 01...	100.010 · CHE...	-133.13
01/12/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 01...	100.010 · CHE...	-36.31
Total PSATS TRUSTEES INSURANCE FUND						-169.44
United States Treasury						
01/31/2024	United States Treas...	EFT	Liability Check	25-6001755 9...	100.010 · CHE...	-2,729.72
Total United States Treasury						-2,729.72
UPMC HEALTH PLAN						
01/03/2024	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-363.87
01/03/2024	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-31.12
01/18/2024	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-394.99
Total UPMC HEALTH PLAN						-789.98
Gordon, Mark R.						
01/05/2024	Gordon, Mark R.	ACH	Paycheck	PP END 12/3...	100.010 · CHE...	-174.02
01/19/2024	Gordon, Mark R.	ACH	Paycheck	PP END 01/1...	100.010 · CHE...	-244.42
02/02/2024	Gordon, Mark R.	ACH	Paycheck	PP END 01/2...	100.010 · CHE...	-174.02
Total Gordon, Mark R.						-592.46
Kearns, Donald W.						
02/01/2024	Kearns, Donald W.	15874	Paycheck	JANUARY 20...	100.010 · CHE...	-137.93
02/01/2024	Kearns, Donald W.	15880	Paycheck	JANUARY 20...	100.010 · CHE...	-220.53
02/01/2024	Kearns, Donald W.	15881	Paycheck	VOID: JANUA...	100.010 · CHE...	0.00
02/01/2024	Kearns, Donald W.	15882	Paycheck		100.010 · CHE...	-193.46
Total Kearns, Donald W.						-551.92
Miller, John D.						
02/01/2024	Miller, John D.	15875	Paycheck	JANUARY 20...	100.010 · CHE...	-137.94
Total Miller, John D.						-137.94
Paul, Beverly R.						
02/01/2024	Paul, Beverly R.	15876	Paycheck	JANUARY 20...	100.010 · CHE...	-276.97
Total Paul, Beverly R.						-276.97
Rush, Mary S.						
02/01/2024	Rush, Mary S.	15877	Paycheck	JANUARY 20...	100.010 · CHE...	-137.94
Total Rush, Mary S.						-137.94

Hopewell Township Payroll Transactions January 2 through February 12, 2024

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Ward, Martin T.						
01/05/2024	Ward, Martin T.	ACH	Paycheck	PP END 12/3...	100.010 · CHE...	-929.14
01/19/2024	Ward, Martin T.	ACH	Paycheck	PP END 01/1...	100.010 · CHE...	-1,626.73
02/02/2024	Ward, Martin T.	ACH	Paycheck	PP END 01/2...	100.010 · CHE...	-1,350.89
Total Ward, Martin T.						-3,906.76
White, Andrea L.						
01/05/2024	White, Andrea L.	ACH	Paycheck	PP END 12/3...	100.010 · CHE...	-831.95
01/19/2024	White, Andrea L.	ACH	Paycheck	PP END 01/1...	100.010 · CHE...	-844.25
02/02/2024	White, Andrea L.	ACH	Paycheck	PP END 01/2...	100.010 · CHE...	-897.71
Total White, Andrea L.						-2,573.91
Wolf, Craig M.						
01/05/2024	Wolf, Craig M.	ACH	Paycheck	PP END 12/3...	100.010 · CHE...	-1,419.41
01/19/2024	Wolf, Craig M.	ACH	Paycheck	PP END 01/1...	100.010 · CHE...	-1,712.31
02/02/2024	Wolf, Craig M.	ACH	Paycheck	PP END 01/2...	100.010 · CHE...	-1,831.10
Total Wolf, Craig M.						-4,962.82
TOTAL						-20,142.57

Hopewell Township Income/Expense Report January 2024

	Jan 24
Income	
300-319 · TAXES	
301.00 · REAL PROPERTY TAXES	
301.10 · REAL ESTATE TAXES CURRENT YEAR	-2.03
301.20 · REAL ESTATE TAXES PRIOR YEAR'S	1,696.78
301.40 · DELINQUENT FROM TAX CLAIM BUREA	5,420.35
Total 301.00 · REAL PROPERTY TAXES	7,115.10
310.00 · PER CAPITA TAXES	
310.02 · PER CAPITA TAXES PRIOR YEAR	85.00
Total 310.00 · PER CAPITA TAXES	85.00
310.20 · EARNED INCOME TAX	
310.21 · EARNED INCOME TAX CURRENT	553.12
310.22 · EARNED INCOME TAX PRIOR YEAR	3,800.00
Total 310.20 · EARNED INCOME TAX	4,353.12
310.50 · LOCAL SERVICES TAX	
310.51 · LOCAL SERVICES TAX CURRENT	12.99
Total 310.50 · LOCAL SERVICES TAX	12.99
319.00 · PEN INT ON DELINQUENT TAXES	
319.05 · REAL ESTATE TAX PENALTY PRIOR	169.73
319.15 · PER CAPITA TAX PENALTY PRIOR	8.50
Total 319.00 · PEN INT ON DELINQUENT TAXES	178.23
Total 300-319 · TAXES	11,744.44
320.00 · LICENSES AND PERMITS	
321.00 · BUSINESS LICENSES AND PERMITS	
321.37 · GRADING PERMIT	350.00
321.39 · GRADING SITE REVIEW FEE	3,500.00
Total 321.00 · BUSINESS LICENSES AND PERMITS	3,850.00
Total 320.00 · LICENSES AND PERMITS	3,850.00
330.00 · FINES AND FORFEITS	
331.00 · FINES	
331.10 · COURT-DISTRICT MAGISTRATE	1,000.00
Total 331.00 · FINES	1,000.00
Total 330.00 · FINES AND FORFEITS	1,000.00
340.00 · INTEREST, RENTS AND ROYALTIES	
341.00 · INTEREST EARNINGS	
341.01 · INTEREST ON CHECKING	
341.05 · INTEREST GENERAL FUND ACCOUNT	479.63
341.10 · INTEREST IMPACT FEE ACCOUNT	13,752.29
341.15 · INTEREST REAL ESTATE ACCOUNT	11.38
341.20 · INTEREST MUNICIPAL SHARES ACCOU	651.20
341.25 · INTEREST ESCROW ACCOUNT	113.35
341.30 · INTEREST LOCAL FISCAL RECOVERY	173.71
Total 341.01 · INTEREST ON CHECKING	15,181.56
Total 341.00 · INTEREST EARNINGS	15,181.56
342.00 · RENTS AND ROYALTIES	
342.51 · ROYALTIES FROM NATURAL GAS	229.89
342.57 · FRANCHISE FEES COMMUNICATION	1,368.74
Total 342.00 · RENTS AND ROYALTIES	1,598.63
Total 340.00 · INTEREST, RENTS AND ROYALTIES	16,780.19

Hopewell Township
Income/Expense Report
 January 2024

	Jan 24
360-363 · CHARGES FOR SERVICES	
361.00 · GENERAL GOVERNMENT CHARGES	
361.30 · ZONING SUBDIVISION LAND DEV FEE	
361.33 · ZONING SUBDIVISION LAND PERMITS	190.00
Total 361.30 · ZONING SUBDIVISION LAND DEV FEE	190.00
361.65 · TAX CERTIFICATION REVENUES	
361.70 · NO LIEN LETTERS	20.00
Total 361.65 · TAX CERTIFICATION REVENUES	20.00
Total 361.00 · GENERAL GOVERNMENT CHARGES	210.00
Total 360-363 · CHARGES FOR SERVICES	210.00
395.00 · REFUNDS OF PRIOR YEAR EXPENDITU	
395.10 · REFUND INSURANCE PREMIUMS PRIOR	247.00
Total 395.00 · REFUNDS OF PRIOR YEAR EXPENDITU	247.00
Total Income	33,831.63
Gross Profit	33,831.63
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	741.00
400.46 · MEETINGS, CONFERENCES, SEMINARS	289.00
Total 400.00 · LEGISLATIVE GOVERNING BODY	1,817.50
403.00 · TAX COLLECTION	
403.05 · TAX COLLECTOR SALARY	313.75
Total 403.00 · TAX COLLECTION	313.75
403.31 · KEYSTONE COLLECTIONS COMMISSION	63.24
404.00 · SOLICITOR / LEGAL SERVICES	
404.31 · SOLICITOR PROFESSIONAL SERVICES	2,607.92
Total 404.00 · SOLICITOR / LEGAL SERVICES	2,607.92
405.00 · SECRETARY / CLERK / TREASURER	
405.15 · SECRETARY / TREASURER WAGE	1,753.38
405.17 · SEC/TREAS PAID TIME OFF	687.00
405.46 · SECRETARY/TREASURER CONFERENCES	289.00
Total 405.00 · SECRETARY / CLERK / TREASURER	2,729.38
406.00 · OTHER GENERAL GOVERNMENT ADMIN	
406.21 · OFFICE SUPPLIES EXPENSE	1,254.38
406.22 · COMPUTER SUPPLIES EXPENSE	80.00
406.23 · POSTAGE EXPENSE	65.97
406.32 · OFFICE TELEPHONE AND INTERNET	226.60
Total 406.00 · OTHER GENERAL GOVERNMENT ADMIN	1,626.95
408.00 · ENGINEERING SERVICES	
408.31 · ENGINEERING SERVICES APPOINTED	5,568.50
Total 408.00 · ENGINEERING SERVICES	5,568.50

Hopewell Township
Income/Expense Report
 January 2024

	Jan 24
409.00 · GENERAL GOVERNMENT BUILDINGS	
409.31 · BUILDING CLEANING SERVICES	200.00
409.36 · BUILDING ELECTRIC AND WATER	138.84
409.37 · REPAIRS AND MAINTENANCE SERVICE	150.00
Total 409.00 · GENERAL GOVERNMENT BUILDINGS	488.84
Total 400-409 · GENERAL GOVERNMENT	15,216.08
410-419 · PUBLIC SAFETY	
413.00 · UCC AND CODE ENFORCEMENT	
413.45 · OTHER CONTRACTED SERVICES	50.00
Total 413.00 · UCC AND CODE ENFORCEMENT	50.00
414.00 · PLANNING AND ZONING	
414.10 · ZONING/CODE OFFICER APPOINTED	480.00
Total 414.00 · PLANNING AND ZONING	480.00
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	1,118.70
430-439 · PUBLIC WORKS-HWYS ROADS STREET	
430.00 · ROAD DEPARTMENT	
430.12 · ROAD DEPARTMENT WAGE FULL TIME	6,862.00
430.17 · ROAD DEPARTMENT PAID TIME OFF	978.00
430.18 · ROAD DEPARTMENT OVERTIME	891.12
430.24 · OPERATING SUPPLIES PUBLIC WORKS	754.52
430.28 · SAFETY SUPPLIES	12.50
430.32 · ROAD DEPARTMENT CELL PHONES	50.00
430.74 · ROAD DEPT LARGE EQUIPMENT PURCH	27,283.00
Total 430.00 · ROAD DEPARTMENT	36,831.14
432.00 · WINTER MAINTENANCE-SNO REMOVAL	
432.24 · ROAD DEPARTMENT CINDERS	2,993.09
Total 432.00 · WINTER MAINTENANCE-SNO REMOVAL	2,993.09
437.00 · REPAIRS OF TOOLS AND MACHINERY	
437.25 · REPAIRS AND MAINT SUPPLIES	1,115.79
437.37 · REPAIRS AND MAINT SERVICE	340.00
Total 437.00 · REPAIRS OF TOOLS AND MACHINERY	1,455.79
438.00 · MAINT AND REPAIRS ROADS BRIDGES	
438.33 · FUEL EXPENSE	60.81
Total 438.00 · MAINT AND REPAIRS ROADS BRIDGES	60.81
Total 430-439 · PUBLIC WORKS-HWYS ROADS STREET	41,340.83
450-459 · CULTURE-RECREATION	
456.00 · LIBRARIES	
456.52 · CONTRIBUTION TO LIBRARIES	1,000.00
Total 456.00 · LIBRARIES	1,000.00
Total 450-459 · CULTURE-RECREATION	1,000.00

2:10 PM
02/08/24
Cash Basis

Hopewell Township
Income/Expense Report
January 2024

	<u>Jan 24</u>
481-484 · EMPLOYER PD BFTS & WITHHOLDING	
481.00 · EMPLOYER PAID ITEMS	
481.10 · SOCIAL SECURITY - EMPLOYER PAID	786.02
481.20 · MEDICARE - EMPLOYER PAID	183.84
481.30 · PA UNEMPLOYMENT - EMPLOYER	1,124.70
Total 481.00 · EMPLOYER PAID ITEMS	<u>2,094.56</u>
483.00 · PENSION AND 457-B CONTRIBUTIONS	
483.19 · ROTH PLAN 457-B CONTRIBUTION	73.21
483.30 · NON-UNIFORM PENSION CONTRIBUTIO	1,287.94
Total 483.00 · PENSION AND 457-B CONTRIBUTIONS	<u>1,361.15</u>
Total 481-484 · EMPLOYER PD BFTS & WITHHOLDING	3,455.71
487.00 · HEALTH INSURANCE BENEFIT	
487.35 · GROUP HEALTH INSURANCE BENEFIT	5,133.60
Total 487.00 · HEALTH INSURANCE BENEFIT	<u>5,133.60</u>
Total Expense	<u>67,264.92</u>
Net Income	<u><u>-33,433.29</u></u>

**HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS
BUSINESS MEETING
03/11/2024**

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, Solicitor Dennis Makel and Secretary/Treasurer Andrea White.

Public Comments:

No public comments.

Minutes:

Motion to accept the minutes of the February 12, 2024, regular monthly business meeting.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

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.
- 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. Officer Gordon issued citations and a hearing is scheduled 03/26/2024 at 2:00 p.m.
- The township office received an e-mail regarding concerns about excessive shooting at a residential property on Sutton Lane. The Board agreed to inform the complainants to call the State Police.

Engineer Report:

- Cherry Road Stabilization
- Fox Road Stabilization
- Possum Hollow Stabilization
- Fox Road Culvert Replacement Project
Range Resources is anticipated to pay for the material portion of the project. Bids were opened and reviewed by McMillen Engineering; Alex Paris Contracting was awarded the contract. The culvert will take 6-8 weeks to get in.
- Buzzard – Project is to be completed by April 10, 2024.
- Township Equipment Building
- West Middletown VFD –Temporary Occupancy Permit has been issued.
- Columbia Gas - 32 Poly Replacement Project - Applications have been reviewed and approved, McMillen is to do a road inspection.
- Y-B Logging – Lumber Co, LLC. – Logging Activity on Cherry Road – Road inspection status
- Grants available for road projects.

Road Report: Donald Kearns

- A driveway application was received for 1383 Brush Run Road to build a driveway to enter property from Fox Road.

Motion to approve the Driveway Application for 1383 Brush Run Road.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

- Joe Cunningham of Ten Mile contacted the township regarding the release of the bid bond for the White Gate Road Vacation Project that was completed. The bond was provided in the form of a check. This check cannot be located. Former Engineering firms KU Resources and LSSE were contacted and stated they do not have the check. Ten Mile also provided a Performance Bond and Maintenance Bond for the project.

Motion to release the bid bond if the same can be located.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

- Y-B Logging – Lumber Co, LLC. – Logging Activity on Cherry Road – Is the logging activity completed?

Y-B Logging has completed logging on Cherry Road.

- 2024 Tar and Chipping and 2024 Road Materials:

Bids were due to the township office by Thursday, March 07, 2024, at 1:00 p.m.

The Bidders Notice was advertised on February 22 and 25, 2024.

Bidders Notice

Hopewell Township a 2nd Class Township of Washington County, will receive sealed proposals clearly marked 2024-2025 MATERIAL BID PROPOSAL at the Municipal Building located at 20 Parkview Road, Avella, PA 15312 until 1:00 p.m. on Thursday, March 07, 2024, for the following:

5,000 GAL #2 DIESEL FUEL
35,000 GAL E-3 CRS-2 CATIONIC EMULSIFIED ASPHALT (DELIVERED AND APPLIED)
1,000 TONS AASHTO NO. 8 (1% WASHED STONE)
250 TONS AASHTO NO. 67 (1% WASHED STONE)
500 TONS AASHTO NO. 8
500 TONS AASHTO NO. 67
600 TONS PA-2A SUBBASE
300 TONS AASHTO NO. 57
200 TONS AASHTO NO. 3
100 TONS AASHTO NO. 1
50 TONS DUST
2,000 TONS ANTI-SKID
2,000 TONS CINDERS
50 TONS DRIVING SURFACE AGGREGATE (DSA)
250 TONS PROCESSED ASPHALT MILLINGS
1,000 TONS SUPERPAVE BINDER COURSE, 19.9 MM (DELIVERED AND APPLIED)
1,000 TONS SUPERPAVE WEARING COURSE, 9.5 MM (DELIVERED AND APPLIED)

Sealed proposals will be opened on Monday, March 11, 2024 at 7:00 pm at the Municipal Building.

Proposals must be upon the forms furnished by the municipality.

A link to access the bid packet can be found on the Township Website: www.hopewelltownshippa.com, bidders may also call The Township Office at 724-345-3333 to request a packet.

The bid must be accompanied by a certified check or bid bond for 10% of the bid, made payable to Hopewell Township. All materials **except cinders** must meet PENN DOT specifications as per Penn Dot publication 408, and obtained from a source listed on Bulletin 14 & 15. Hopewell Township Board of Supervisors reserves the right to reject any or all proposals.

Hopewell Township
Andrea L. White
Secretary/Treasurer

Motion to accept the proposal from Stuck Enterprises for 5,000 gallons more/less of #2 Diesel Fuel at a unit price of \$2.68 per gallon. [06]

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Midland Asphalt Materials, Inc. for 35,000 gallons more/less delivered and applied of E-3 CRS-2 Cationic Emulsified Asphalt at a unit price of \$2.59 per gallon for a total of \$90,650.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 1,000 tons more/less of AASHTO No. 8 (1% Washed Stone) at a unit price of \$48.00 per ton for a total of \$48,000.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

- Discussion and Motion to accept the proposal from for 250 tons more/less of AASHTO No. 67 (1% Washed Stone) at a unit price of \$ for a total of \$
No Motion, no qualified bids.

Motion to accept the proposal from National Lime & Stone Company for 500 tons more/less of AASHTO No. 8 at a unit price of \$32.00 per ton for a total of \$16,000.00; however, if the stone is not satisfactory to the township, then the township will accept the proposal from Greer Limestone for \$37.00 per ton, for a total of \$18,500.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 500 tons more/less of AASHTO No. 67 at a unit price of \$27.75 per ton, for a total of \$13,875.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent
Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 600 tons more/less of PA-2A Subbase at a unit price of \$23.50 per ton, for a total of \$14,100.00 .

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 300 tons more/less of AASHTO No. 57 at a unit price of \$27.75 per ton, for a total of \$8,325.00 .

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 200 tons more/less of AASHTO No. 3 at a unit price of \$26.00 per ton, for a total of \$5,200.00 .

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 100 tons more/less of AASHTO No. 4 at a unit price of \$26.00 per ton, for a total of \$2,600.00 .

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 50 tons more/less of Dust at a unit price of \$28.00 per ton, for a total of \$1,400.00 .

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Adam Lewis Trucking for 2,000 tons more/less of Anti-Skid at a unit price of \$31.00, for a total of \$62,000.00

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Arcosa Aggregates for 2,000 tons more/less of Cinders at a unit price of \$35.00, for a total of \$70,000.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Greer Limestone Company for 50 tons more/less of Driving Surface Aggregate (DSA) at a unit price of \$23.50, for a total of \$1,175.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Northeast Paving for 250 tons more/less Processed Asphalt Millings at a unit price of \$13.00 per ton and delivery of \$12.00 per ton, for a total of \$6,250.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Northeast Paving for 1,000 tons more/less of Superpave Binder Course, 19.9 MM at a unit price of \$66.00 per ton and delivery of \$12.00 per ton, for a total of \$78,000.00.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to accept the proposal from Northeast Paving for 1,000 tons more/less of Superpave Wearing Course, 9.5 MM at a unit price of \$73.00 per ton and delivery of \$12.00 per ton, for a total of \$85,000.00

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes
Rush – Yes
Miller – Absent
Quorum Present, Motion Passed.

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, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

- Westfall’s Mowing LLC. has provided a 2024 Lawn Care Contract and Terms and Conditions for review and acceptance.

Motion to approve the 2024 Lawn Care Contract and Terms and Conditions as presented by Westfall’s Mowing LLC.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Planning Commission:

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

- 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 hearing was held on Monday, January 8, 2024, at 7:00 p.m. regarding the possible demolition of the property.

The Solicitor sent the information to the Redevelopment Authority, Mr. Wallace has until the 14th to file an appeal.

- 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.
- Discussion and Motion to accept the revised Dye Test Ordinance as presented by the Solicitor's office and to advertise the same for adoption.
No motion, Ordinance still under review.
- Range Resources has forwarded a draft HHA agreement for the township to review. The township would like the Solicitor's office to review these documents and advise if they are acceptable. The Solicitor's office has provided the Board with an HHA agreement for review that is currently being used in a neighboring township that the Solicitor feels is more acceptable.
- Discussion and Motion to approve the HHA agreement as presented by the Township Solicitor.
No motion, Agreement still under review.
- Fox Run Culvert Easements
Ms. Tammy Stenson forwarded two easements necessary for the Fox Road Culvert Replacement Project. This information was forwarded to the Solicitor's office requesting their office secure the easements.
The Solicitor is waiting on drawings from McMillen to add to the agreements.
- The Solicitor's office provided the township with the latest Compliance Audit for West Middletown Community Volunteer Firemen's Relief Association for the Period of January 01, 2018, to December 31, 2020, for review.

Correspondence Review and Discussion:

- Correspondence received by PennDOT regarding Traffic Counting Municipally Owned Roads.
- The PA Department of Environmental Protection forwarded correspondence regarding an Acceptance Letter – Modification of General Permit No. WMGR123SW027 Hopewell 18 Tank Pad.

Old Business:

- The 2023 Statement of Financial Interest forms are due May 01, 2024.
- George Godwin submitted a Proposal for the creation or modification of an Agricultural Security Area on November 06, 2023. This has been laid on the table for 6 months and therefore is deemed approved.

New Business:

- Range Resources e-mailed information regarding their Grants for First Responders: 200K Available from Range Resources Good Neighbors Fund. They are eligible to apply for grants up to \$10,000.00. This e-mail was forwarded to Ken McDougan and Bert Allen with the WMFVD.

Applications are due at the end of February. The township was informed the Fire Department applied for the grant.

- Mrs. Jess Kearns inquired as to whether the township would allow a yard sale at the “Picnic Area” on the township property. The Township Office will check with the Insurance Company and the sellers will be required to sign an agreement and waiver.

- **Motion** to approve the use of the “Picnic Area” to use for a yard sale.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Motion to adjourn the meeting at 7:58 p.m.

Motion: Mary Rush, 2nd Donald Kearns

Vote: Kearns - Yes

Rush – Yes

Miller – Absent

Quorum Present, Motion Passed.

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Mary Rush, Chairperson

HOPEWELL TOWNSHIP WASHINGTON FINANCIAL
WASHINGTON FINANCIAL

2/29/2024

<u>Account</u>	<u>Balance Total</u>
GENERAL FUND	\$ 109,168.81
REAL ESTATE ACCOUNT	\$ 2,147.44
MUNICIPAL SHARES FUND	\$ 144,062.37
ESCROW ACCOUNT	\$ 25,484.42
STATE FUNDS	\$ 115,007.88
IMPACT FEE	\$ 3,049,728.92
LOCAL FISCAL RECOVERY FUND	\$ 39,054.68
TOTAL	\$ 3,484,654.52

3:10 PM
 03/07/24
 Cash Basis

Hopewell Township State Fund Income/Expense Summary February 2024

	Feb 24
Income	
340.00 · INTEREST, RENTS AND ROYALTIES	
341.00 · INTEREST EARNINGS	
341.01 · INTEREST ON CHECKING	487.20
Total 341.00 · INTEREST EARNINGS	487.20
Total 340.00 · INTEREST, RENTS AND ROYALTIES	487.20
Total Income	487.20
Gross Profit	487.20
Expense	
430-439 · PUBLIC WORKS-HWYS ROADS STREET	
432.00 · WINTER MAINTENANCE SERVICES	
432.29 · ROAD SALT WINTER MAINTENANCE	3,636.15
Total 432.00 · WINTER MAINTENANCE SERVICES	3,636.15
Total 430-439 · PUBLIC WORKS-HWYS ROADS STREET	3,636.15
Total Expense	3,636.15
Net Income	-3,148.95

3:11 PM
 03/07/24

Hopewell Township State Fund Check Detail February 12 through March 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	6440	02/12/2024	AMERICAN ROCK SALT LLC	100.000 · WASHING...		-3,636.15
Bill	0753745	01/15/2024		432.29 · ROAD SALT...	-1,798.84	1,798.84
				432.29 · ROAD SALT...	-1,837.31	1,837.31
TOTAL					-3,636.15	3,636.15

Hopewell Township
Bills Presented for Approval and Payment
As of March 11, 2024

Type	Date	Num	Due Date	Aging	Open Balance
BLUE HORNET DESIGN, LLC.					
Bill	02/14/2024	002745	03/15/2024		150.00
Total BLUE HORNET DESIGN, LLC.					150.00
CARDMEMBER SERVICE					
Bill	01/26/2024	9955211115	02/15/2024	25	53.19
Bill	02/01/2024	113277	02/16/2024	24	40.00
Bill	02/06/2024	9918825410	02/21/2024	19	18.59
Bill	02/06/2024	02062024	02/21/2024	19	58.79
Bill	02/06/2024	9918825713	02/21/2024	19	87.92
Bill	02/08/2024	6940465933	02/23/2024	17	84.78
Bill	02/08/2024	9918898401	02/23/2024	17	123.14
Bill	02/13/2024	9919023852	02/28/2024	12	0.58
Bill	02/15/2024	013064	03/01/2024	10	64.35
Bill	02/20/2024	29404	03/06/2024	5	500.85
Bill	02/26/2024	9957666568	03/18/2024		49.75
Bill	03/04/2024	9919705732	03/19/2024		170.17
Total CARDMEMBER SERVICE					1,252.11
CINTAS					
Bill	11/30/2023	5186269645	12/30/2023	72	7.15
Bill	02/27/2024	5199672913	03/28/2024		12.52
Total CINTAS					19.67
ELITE CLEAN TEAM, LLC.					
Bill	02/24/2024	02032024	03/25/2024		100.00
Bill	02/24/2024	02172024	03/25/2024		100.00
Total ELITE CLEAN TEAM, LLC.					200.00
ERIE INSURANCE					
Bill	02/09/2024	61029168...	03/01/2024	10	43.00
Total ERIE INSURANCE					43.00
Hill International Trucks, LLC.					
Bill	02/14/2024	104180479	02/24/2024	16	212.60
Total Hill International Trucks, LLC.					212.60
MAKEL AND ASSOCIATES, LLC					
Bill	02/27/2024	1364	03/28/2024		2,796.81
Total MAKEL AND ASSOCIATES, LLC					2,796.81
MATHESON TRI-GAS INC					
Bill	01/31/2024	0029125654	03/01/2024	10	560.96
Total MATHESON TRI-GAS INC					560.96
MCMILLEN ENGINEERING INC.					
Bill	02/07/2024	247571	02/07/2024	33	61.50
Bill	02/07/2024	247570	02/07/2024	33	283.87
Bill	02/07/2024	247569	02/07/2024	33	216.00
Bill	02/07/2024	247568	02/07/2024	33	4,499.54
Bill	02/07/2024	247567	02/07/2024	33	535.50
Total MCMILLEN ENGINEERING INC.					5,596.41
OBSERVER-REPORTER					
Bill	02/22/2024	16887	03/23/2024		800.74
Total OBSERVER-REPORTER					800.74
PAVE & PLOW LLC					
Bill	02/21/2024	1752	02/21/2024	19	2,441.48
Total PAVE & PLOW LLC					2,441.48

Hopewell Township Bills Presented for Approval and Payment As of March 11, 2024

Type	Date	Num	Due Date	Aging	Open Balance
PENNSYLVANIA AMERICAN WATER					
Bill	02/19/2024	02192024 ...	03/12/2024		284.64
Bill	03/01/2024	03012024	03/25/2024		587.76
Total PENNSYLVANIA AMERICAN WATER					872.40
PITNEY BOWES GLOBAL FINANCIAL SERVICES					
Bill	02/05/2024	21809366	03/06/2024	5	156.87
Bill	02/22/2024	3318777362	04/11/2024		65.97
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES					222.84
PITTSBURGH COMPUTER SOLUTIONS INC					
Bill	03/01/2024	113588	03/01/2024	10	40.00
Total PITTSBURGH COMPUTER SOLUTIONS INC					40.00
STUCK ENTERPRISES, INC.					
Bill	02/21/2024	1428554	03/02/2024	9	1,666.31
Total STUCK ENTERPRISES, INC.					1,666.31
UPMC HEALTH PLAN					
Bill	03/10/2024	04012024	03/31/2024		2,566.80
Total UPMC HEALTH PLAN					2,566.80
WEST MIDDLETOWN VFD					
Bill	09/01/2022	08082022 3	09/12/2022	546	8,076.00
Bill	03/11/2024	2024 1	04/01/2024		1,625.00
Total WEST MIDDLETOWN VFD					9,701.00
TOTAL					29,143.13

Hopewell Township Check Detail February 12 through March 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	EFT	02/26/2024	WEST PENN POWER	100.010 · CHEC...		-163.78
Bill	9509930...	02/08/2024		409.36 · BUILDI...	-163.78	163.78
TOTAL					-163.78	163.78
Bill Pm...	EFT	02/23/2024	PENNSYLVANIA AMERIC...	100.800 · MUNI...		-587.76
Bill	02012024	02/01/2024		419.36 · PUBLIC...	-587.76	587.76
TOTAL					-587.76	587.76
Liabilit...	EFT	02/16/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-172.21
				214.03 · PSATS ...	-135.31	135.31
				214.02 · PSATS ...	-36.90	36.90
TOTAL					-172.21	172.21
Liabilit...	EFT	02/16/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-184.33
				214.03 · PSATS ...	-144.83	144.83
				214.02 · PSATS ...	-39.50	39.50
TOTAL					-184.33	184.33
Liabilit...	EFT	02/29/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-394.99
				222.00 · HEALT...	-394.99	394.99
TOTAL					-394.99	394.99
Bill Pm...	EFT	02/29/2024	UPMC HEALTH PLAN	100.010 · CHEC...		-2,566.80
Bill	03012024	02/10/2024		487.35 · GROUP...	-2,566.80	2,566.80
TOTAL					-2,566.80	2,566.80
Liabilit...	EFT	02/16/2024	PENNSYLVANIA DEPART...	100.010 · CHEC...		-183.98
				217.00 · PA STA...	-183.98	183.98
TOTAL					-183.98	183.98
Liabilit...	EFT	02/21/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-174.17
				214.03 · PSATS ...	-136.85	136.85
				214.02 · PSATS ...	-37.32	37.32
TOTAL					-174.17	174.17
Liabilit...	EFT	03/05/2024	United States Treasury	100.010 · CHEC...		-2,966.60
				210.00 · FEDER...	-899.00	899.00
				211.00 · SOCIAL...	-837.86	837.86
				211.00 · SOCIAL...	-837.86	837.86
				213.00 · MEDIC...	-195.94	195.94
				213.00 · MEDIC...	-195.94	195.94
TOTAL					-2,966.60	2,966.60

Hopewell Township Check Detail February 12 through March 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Liabilit...	EFT	03/01/2024	PMRS	100.010 · CHEC...		-1,058.16
				214.01 · PMRS ...	-1,058.16	1,058.16
TOTAL					-1,058.16	1,058.16
Liabilit...	EFT	02/27/2024	PMRS	100.010 · CHEC...		-1,109.29
				214.00 · PMRS ...	-1,109.29	1,109.29
TOTAL					-1,109.29	1,109.29
Liabilit...	EFT	03/04/2024	PSATS TRUSTEES INSUR...	100.010 · CHEC...		-173.50
				214.03 · PSATS ...	-136.32	136.32
				214.02 · PSATS ...	-37.18	37.18
TOTAL					-173.50	173.50
Bill Pm...	EFT	02/29/2024	HICKORY TELEPHONE C...	100.010 · CHEC...		-72.86
Bill	10092516	02/01/2024		406.32 · OFFICE...	-72.86	72.86
TOTAL					-72.86	72.86
Bill Pm...	EFT	02/26/2024	HICKORY TELEPHONE C...	100.010 · CHEC...		-72.86
Bill	1009054...	01/01/2024		406.32 · OFFICE...	-72.86	72.86
TOTAL					-72.86	72.86
Bill Pm...	EFT	03/01/2024	CARDMEMBER SERVICE	100.010 · CHEC...		-616.09
Bill	112964	01/02/2024		406.37 · OFFICE...	-40.00	40.00
Bill	162739	01/17/2024		430.24 · OPERA...	-61.82	61.82
Bill	113135	01/17/2024		406.37 · OFFICE...	-37.50	37.50
Bill	01601613	01/25/2024		430.24 · OPERA...	-52.92	52.92
Bill	01252024	01/25/2024		403.23 · TAX CO...	-395.40	395.40
Bill	207556887	01/30/2024		406.21 · OFFICE...	-28.45	28.45
TOTAL					-616.09	616.09
Bill Pm...	EFT	02/23/2024	PENNSYLVANIA AMERIC...	100.800 · MUNI...		-314.64
Bill	0119202...	01/19/2024		411.55 · FIRE D...	-314.64	314.64
TOTAL					-314.64	314.64
Bill Pm...	VOID	03/04/2024	WEST MIDDLETOWN VFD	100.010 · CHEC...		0.00
TOTAL					0.00	0.00
Bill Pm...	1065	02/12/2024	MCMILLEN ENGINEERIN...	100.100 · IMPAC...		-4,668.50
Bill	247498	01/03/2024		413.45 · OTHER...	-1,023.50	1,023.50
Bill	247497	01/03/2024		409.73 · MUNICI...	-2,540.00	2,540.00
Bill	247496	01/03/2024		408.31 · ENGIN...	-1,105.00	1,105.00
TOTAL					-4,668.50	4,668.50

Hopewell Township Check Detail February 12 through March 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	1066	02/21/2024	WEST MIDDLETOWN VFD	100.100 · IMPAC...		-10,186.32
Bill	20230614	11/03/2023		411.45 · FIRE P...	-10,186.32	10,186.32
TOTAL					-10,186.32	10,186.32
Bill Pm...	1067	03/04/2024	WEST MIDDLETOWN VFD	100.100 · IMPAC...		-420.00
Bill	02122024	02/12/2024		411.55 · FIRE D...	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pm...	2274	02/21/2024	ADT COMMERCIAL	100.800 · MUNI...		-1,464.00
Bill	152263174	09/26/2023		411.55 · FIRE D...	-225.34	225.34
Bill	152619878	10/26/2023		411.55 · FIRE D...	-112.67	112.67
Bill	152971878	11/28/2023		411.55 · FIRE D...	-112.67	112.67
Bill	153210999	12/14/2023		411.55 · FIRE D...	-787.98	787.98
Bill	153328224	12/26/2023		411.55 · FIRE D...	-112.67	112.67
Bill	153688721	01/28/2024		411.55 · FIRE D...	-112.67	112.67
TOTAL					-1,464.00	1,464.00
Check	15883	02/12/2024	Ward, Martin T.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15884	02/12/2024	Wolf, Craig M.	100.010 · CHEC...		-25.00
				430.32 · ROAD ...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15885	02/12/2024	Rush, Mary S.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15886	02/12/2024	Miller, John D.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Check	15887	02/12/2024	Kearns, Donald W.	100.010 · CHEC...		-25.00
				400.32 · TELEP...	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pm...	15888	02/12/2024	C.R. AUGENSTEIN INC.	100.010 · CHEC...		-1,252.29
Bill	20745	01/11/2024		409.24 · GENER...	-1,252.29	1,252.29
TOTAL					-1,252.29	1,252.29

Hopewell Township Check Detail February 12 through March 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pm...	15889	02/12/2024	CINTAS	100.010 · CHEC...		-252.43
Bill	5190537...	12/28/2023		430.28 · SAFET...	-19.60	19.60
Bill	5190546...	12/28/2023		430.28 · SAFET...	-203.24	203.24
Bill	5194596...	01/25/2024		430.28 · SAFET...	-29.59	29.59
TOTAL					-252.43	252.43
Bill Pm...	15890	02/12/2024	COMDOC, INC.	100.010 · CHEC...		-147.34
Bill	6100176	01/30/2024		406.21 · OFFICE...	-147.34	147.34
TOTAL					-147.34	147.34
Bill Pm...	15891	02/12/2024	DEAN'S WATER SERVICE...	100.010 · CHEC...		-37.50
Bill	79122	01/22/2024		406.21 · OFFICE...	-37.50	37.50
TOTAL					-37.50	37.50
Bill Pm...	15892	02/12/2024	ELITE CLEAN TEAM, LLC.	100.010 · CHEC...		-200.00
Bill	01062024	01/24/2024		409.31 · BUILDI...	-100.00	100.00
Bill	01202024	01/24/2024		409.31 · BUILDI...	-100.00	100.00
TOTAL					-200.00	200.00
Bill Pm...	15893	02/12/2024	MAKEL AND ASSOCIATE...	100.010 · CHEC...		-1,173.00
Bill	1330	01/29/2024		404.31 · SOLICI...	-1,140.50	1,140.50
				404.31 · SOLICI...	-32.50	32.50
TOTAL					-1,173.00	1,173.00
Bill Pm...	15894	02/12/2024	OBSERVER-REPORTER	100.010 · CHEC...		-1,052.42
Bill	16148	12/26/2023		414.34 · HEARI...	-292.58	292.58
Bill	16404	01/05/2024		406.34 · ADVER...	-260.82	260.82
Bill	16478	01/12/2024		406.34 · ADVER...	-499.02	499.02
TOTAL					-1,052.42	1,052.42
Bill Pm...	15895	02/12/2024	STUCK ENTERPRISES, I...	100.010 · CHEC...		-1,545.60
Bill	1390533	01/04/2024		438.33 · FUEL E...	-1,545.60	1,545.60
TOTAL					-1,545.60	1,545.60

Hopewell Township
Payroll Transactions
 February 12 through March 11, 2024

Date	Name	Num	Type	Memo	Account	Amount
PENNSYLVANIA DEPARTMENT OF REVENUE						
02/16/2024	PENNSYLVANIA D...	EFT	Liability Check	1829 4561 PA...	100.010 · CHE...	-183.98
Total PENNSYLVANIA DEPARTMENT OF REVENUE						-183.98
PMRS						
02/27/2024	PMRS	EFT	Liability Check	63-096-5 N P...	100.010 · CHE...	-1,109.29
03/01/2024	PMRS	EFT	Liability Check	63-096-5 N P...	100.010 · CHE...	-1,058.16
Total PMRS						-2,167.45
PSATS TRUSTEES INSURANCE FUND						
02/16/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 H...	100.010 · CHE...	-172.21
02/16/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 H...	100.010 · CHE...	-184.33
02/21/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 H...	100.010 · CHE...	-174.17
03/04/2024	PSATS TRUSTEES ...	EFT	Liability Check	251-60010 H...	100.010 · CHE...	-173.50
Total PSATS TRUSTEES INSURANCE FUND						-704.21
United States Treasury						
03/05/2024	United States Treas...	EFT	Liability Check	25-6001755 9...	100.010 · CHE...	-2,966.60
Total United States Treasury						-2,966.60
UPMC HEALTH PLAN						
02/29/2024	UPMC HEALTH PLAN	EFT	Liability Check	GROUP NO. ...	100.010 · CHE...	-394.99
Total UPMC HEALTH PLAN						-394.99
Gordon, Mark R.						
02/16/2024	Gordon, Mark R.	ACH	Paycheck	PP END 02/1...	100.010 · CHE...	-174.02
03/01/2024	Gordon, Mark R.	EFT	Paycheck	PP END 02/2...	100.010 · CHE...	-174.02
Total Gordon, Mark R.						-348.04
Kearns, Donald W.						
03/01/2024	Kearns, Donald W.	15896	Paycheck		100.010 · CHE...	-137.93
03/01/2024	Kearns, Donald W.	15900	Paycheck		100.010 · CHE...	-220.52
03/01/2024	Kearns, Donald W.	15901	Paycheck		100.010 · CHE...	-45.98
Total Kearns, Donald W.						-404.43
Miller, John D.						
03/01/2024	Miller, John D.	15897	Paycheck		100.010 · CHE...	-137.94
Total Miller, John D.						-137.94
Paul, Beverly R.						
03/01/2024	Paul, Beverly R.	15898	Paycheck		100.010 · CHE...	-276.98
Total Paul, Beverly R.						-276.98
Rush, Mary S.						
03/01/2024	Rush, Mary S.	15899	Paycheck		100.010 · CHE...	-137.93
Total Rush, Mary S.						-137.93
Ward, Martin T.						
02/16/2024	Ward, Martin T.	ACH	Paycheck	PP END 02/1...	100.010 · CHE...	-1,383.46
03/01/2024	Ward, Martin T.	EFT	Paycheck	PP END 02/2...	100.010 · CHE...	-1,019.50
Total Ward, Martin T.						-2,402.96
White, Andrea L.						
02/16/2024	White, Andrea L.	ACH	Paycheck	PP END 02/1...	100.010 · CHE...	-852.36
03/01/2024	White, Andrea L.	EFT	Paycheck	PP END 02/2...	100.010 · CHE...	-849.88
Total White, Andrea L.						-1,702.24

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03/07/24

Hopewell Township
Payroll Transactions
February 12 through March 11, 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.						
02/16/2024	Wolf, Craig M.	ACH	Paycheck	PP END 02/1...	100.010 · CHE...	-1,472.08
03/01/2024	Wolf, Craig M.	EFT	Paycheck	PP END 02/2...	100.010 · CHE...	-1,532.23
Total Wolf, Craig M.						-3,004.31
TOTAL						-14,832.06

Hopewell Township Income/Expense Report February 2024

	Feb 24
Income	
300-319 · TAXES	
310.20 · EARNED INCOME TAX	
310.21 · EARNED INCOME TAX CURRENT	1,107.49
310.22 · EARNED INCOME TAX PRIOR YEAR	18,900.00
Total 310.20 · EARNED INCOME TAX	20,007.49
310.50 · LOCAL SERVICES TAX	
310.51 · LOCAL SERVICES TAX CURRENT	420.56
Total 310.50 · LOCAL SERVICES TAX	420.56
Total 300-319 · TAXES	20,428.05
330.00 · FINES AND FORFEITS	
331.00 · FINES	
331.10 · COURT-DISTRICT MAGISTRATE	300.00
Total 331.00 · FINES	300.00
Total 330.00 · FINES AND FORFEITS	300.00
340.00 · INTEREST, RENTS AND ROYALTIES	
341.00 · INTEREST EARNINGS	
341.01 · INTEREST ON CHECKING	
341.05 · INTEREST GENERAL FUND ACCOUNT	466.70
341.10 · INTEREST IMPACT FEE ACCOUNT	12,702.47
341.20 · INTEREST MUNICIPAL SHARES ACCOU	600.88
341.25 · INTEREST ESCROW ACCOUNT	105.76
341.30 · INTEREST LOCAL FISCAL RECOVERY	162.08
Total 341.01 · INTEREST ON CHECKING	14,037.89
Total 341.00 · INTEREST EARNINGS	14,037.89
342.00 · RENTS AND ROYALTIES	
342.51 · ROYALTIES FROM NATURAL GAS	272.92
Total 342.00 · RENTS AND ROYALTIES	272.92
Total 340.00 · INTEREST, RENTS AND ROYALTIES	14,310.81
360-363 · CHARGES FOR SERVICES	
361.00 · GENERAL GOVERNMENT CHARGES	
361.65 · TAX CERTIFICATION REVENUES	
361.70 · NO LIEN LETTERS	120.00
Total 361.65 · TAX CERTIFICATION REVENUES	120.00
Total 361.00 · GENERAL GOVERNMENT CHARGES	120.00
Total 360-363 · CHARGES FOR SERVICES	120.00
Total Income	35,158.86
Gross Profit	35,158.86
Expense	
400-409 · GENERAL GOVERNMENT	
400.00 · LEGISLATIVE GOVERNING BODY	
400.05 · SUPERVISOR SALARY	468.75
400.10 · ROADMASTER WAGES - APPOINTED	250.00
400.15 · HOURLY WAGE SUPERVISOR	219.30
400.32 · TELEPHONE AND WIRELESS	75.00
Total 400.00 · LEGISLATIVE GOVERNING BODY	1,013.05

Hopewell Township
Income/Expense Report
 February 2024

	Feb 24
403.00 · TAX COLLECTION	
403.05 · TAX COLLECTOR SALARY	313.75
Total 403.00 · TAX COLLECTION	313.75
403.31 · KEYSTONE COLLECTIONS COMMISSION	117.57
404.00 · SOLICITOR / LEGAL SERVICES	
404.31 · SOLICITOR PROFESSIONAL SERVICES	1,173.00
Total 404.00 · SOLICITOR / LEGAL SERVICES	1,173.00
405.00 · SECRETARY / CLERK / TREASURER	
405.15 · SECRETARY / TREASURER WAGE	2,386.70
405.17 · SEC/TREAS PAID TIME OFF	174.00
Total 405.00 · SECRETARY / CLERK / TREASURER	2,560.70
406.00 · OTHER GENERAL GOVERNMENT ADMIN	
406.21 · OFFICE SUPPLIES EXPENSE	184.84
406.32 · OFFICE TELEPHONE AND INTERNET	72.86
406.34 · ADVERTISING	759.84
Total 406.00 · OTHER GENERAL GOVERNMENT ADMIN	1,017.54
408.00 · ENGINEERING SERVICES	
408.31 · ENGINEERING SERVICES APPOINTED	1,105.00
Total 408.00 · ENGINEERING SERVICES	1,105.00
409.00 · GENERAL GOVERNMENT BUILDINGS	
409.24 · GENERAL OPERATING SUPPLIES	1,252.29
409.31 · BUILDING CLEANING SERVICES	200.00
409.36 · BUILDING ELECTRIC AND WATER	163.78
409.73 · MUNICIPAL BUILDING CONSTRUCTION	2,540.00
Total 409.00 · GENERAL GOVERNMENT BUILDINGS	4,156.07
Total 400-409 · GENERAL GOVERNMENT	11,456.68
410-419 · PUBLIC SAFETY	
411.00 · FIRE	
411.45 · FIRE PROTECTION CONTRACT	10,186.32
411.55 · FIRE DEPARTMENT DONATION	1,778.64
Total 411.00 · FIRE	11,964.96
413.00 · UCC AND CODE ENFORCEMENT	
413.45 · OTHER CONTRACTED SERVICES	1,023.50
Total 413.00 · UCC AND CODE ENFORCEMENT	1,023.50
414.00 · PLANNING AND ZONING	
414.10 · ZONING/CODE OFFICER APPOINTED	400.00
414.34 · HEARING COSTS	292.58
Total 414.00 · PLANNING AND ZONING	692.58
419.00 · OTHER PUBLIC SAFETY	
419.36 · PUBLIC UTILITY SERVICES HYDRANT	587.76
Total 419.00 · OTHER PUBLIC SAFETY	587.76
Total 410-419 · PUBLIC SAFETY	14,268.80

Hopewell Township Income/Expense Report February 2024

	Feb 24
430-439 · PUBLIC WORKS-HWYS ROADS STREET	
430.00 · ROAD DEPARTMENT	
430.12 · ROAD DEPARTMENT WAGE FULL TIME	7,920.00
430.17 · ROAD DEPARTMENT PAID TIME OFF	0.00
430.18 · ROAD DEPARTMENT OVERTIME	1,381.24
430.28 · SAFETY SUPPLIES	252.43
430.32 · ROAD DEPARTMENT CELL PHONES	50.00
Total 430.00 · ROAD DEPARTMENT	9,603.67
438.00 · MAINT AND REPAIRS ROADS BRIDGES	
438.33 · FUEL EXPENSE	1,545.60
Total 438.00 · MAINT AND REPAIRS ROADS BRIDGES	1,545.60
Total 430-439 · PUBLIC WORKS-HWYS ROADS STREET	11,149.27
481-484 · EMPLOYER PD BFTS & WITHHOLDING	
481.00 · EMPLOYER PAID ITEMS	
481.10 · SOCIAL SECURITY - EMPLOYER PAID	837.86
481.20 · MEDICARE - EMPLOYER PAID	195.94
481.30 · PA UNEMPLOYMENT - EMPLOYER	1,203.08
Total 481.00 · EMPLOYER PAID ITEMS	2,236.88
483.00 · PENSION AND 457-B CONTRIBUTIONS	
483.19 · ROTH PLAN 457-B CONTRIBUTION	76.82
483.30 · NON-UNIFORM PENSION CONTRIBUTIO	1,109.29
Total 483.00 · PENSION AND 457-B CONTRIBUTIONS	1,186.11
Total 481-484 · EMPLOYER PD BFTS & WITHHOLDING	3,422.99
487.00 · HEALTH INSURANCE BENEFIT	
487.35 · GROUP HEALTH INSURANCE BENEFIT	5,133.60
Total 487.00 · HEALTH INSURANCE BENEFIT	5,133.60
Total Expense	45,431.34
Net Income	-10,272.48