

March 4, 2026

The East Hopewell Township Board of Supervisors met at the Municipal Building, 8916 Hickory Road, Felton, PA, at 7:00 p.m. Members present were Todd Warner, Mike Kosmicki, and Dean Miller. Also present were Mike Craley, Samantha Craley-Byerts, Laura Vasold, Fran Seitz, Ed Cockey, Jack Cogle, Sharon Dorn, Dan Fowler, Victor Grelli, Chris Vadas, Jeremy Wilson, and Roy Hiller.

Laura Vasold, the Township Secretary, announced that the meeting would be recorded and that residents must state their name when they speak to the Board of Supervisors.

Call to Order & Pledge of Allegiance: Chairman Warner called the meeting to order and led the Pledge of Allegiance.

Approval of Agenda: Chairman Warner approved the agenda with the addition of an executive session at the end of the meeting.

Approval of Minutes for January 5th, 2026 (Corrected): A correction was noted regarding alignment of check numbers in the bill list. A motion was made by Todd Warner, seconded by Mike Kosmicki, to approve the corrected January 5, 2026 minutes. Motion carried unanimously.

A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve February 4, 2026 minutes. Motion carried unanimously.

Approval of Minutes for February 4th, 2026: A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve the February 4, 2026 minutes. Motion carried unanimously.

Fran Seitz: Fran noted that the January 5 minutes were not yet posted online which was due to the noted error and that some outdated items remained on the website. The Secretary will update the website. Fran also asked why the agenda was not displayed on the screen; the Secretary explained it was due to time constraints.

Appointments:

York Adams Tax Bureau Representative and York Adams Tax Bureau – Tax Collection Committee: Chairman Warner appointed Anne Loessler to both the York Adams Tax Bureau Representative and York Adams Tax Bureau – Tax Collection Committee Representative positions. A motion was made by Todd Warner, seconded by Mike Kosmicki, to confirm the appointment. Motion carried unanimously.

Local Government Advisory Committee: No appointment was made. Position descriptions remain available on the back table and will be posted online.

Recreation Board: Supervisor Kosmicki is seeking clarification on whether the representative must be a resident or property owner. No action was taken.

Snow Emergency Declaration – February 21, 2026: The Board announced the declaration issued due to the forecasted storm.

Emergency Operations Plans: This item was tabled due to the absence of the Emergency Management Coordinator.

Resolution 08-2026 – Zoning Hearing Board Appointments: The Board reviewed the updated membership list including the addition of John Marsteller. A motion was made by Dean Miller, seconded by Mike Kosmicki, to approve Resolution 08-2026. Motion carried unanimously.

Grants – Snowplow, Tractor & Mower: Chairman Warner reported that the Township is awaiting delivery of the snowplow truck. The Board received notice that legislators are advocating approximately \$75,278 in LSA grant funding for the tractor and mower. The Township may need to fund the remaining \$30,000–\$60,000 depending on final award amounts. Consensus of the Board was to proceed and document the discussion in the minutes.

Engineer Fees: The Solicitor clarified when engineering costs may be charged to applicants under the MPC and Township fee schedule. Most private requests unrelated to land development cannot be billed to residents.

Deputy Tax Collector: Tax Collector Odessa McCreesh designated Amy Reichard (Lower Chanceford Township Tax Collector) as Deputy Tax Collector. A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve the designation of Amy Reichard as Deputy Tax Collector. Motion carried unanimously.

A motion was made by Mike Kosmicki, seconded by Todd Warner, to authorize adding the Deputy Tax Collector to the Orrstown Bank tax account if needed. Motion carried unanimously.

Personnel Policy Manual Revisions: Resolution 10-2026 – Personnel Supervisor Position

The Board reviewed the resolution establishing a Personnel Supervisor position and separating administrative and roadmaster duties. A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve Resolution 10-2026 with the corrected supervisor names and updated resolution number. Motion carried unanimously.

Resolution 09-2026 – Cell Phone Policy: The Solicitor reviewed final edits, including clarifying Right-to-Know implications for Township-issued devices. A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve Resolution 09-2026 to establish a cell phone policy for township employees and supervisors. Motion carried unanimously.

Personnel Policy Inconsistencies: Supervisor Kosmicki identified inconsistencies in the employee handbook regarding acceptable clock-in grace periods. The Board agreed that clarifications should be brought back for approval at the next meeting.

Custodian: The Board reviewed a proposal from Pat Mason to provide weekly cleaning services. A motion was made by Mike Kosmicki, seconded by Dean Miller, to authorize engaging Pat Mason as an independent contractor at \$40 per week, excluding the initial deep cleaning. Motion carried unanimously.

Secretary/Treasurer Medical Insurance: Tabled.

Trash Service: The Board discussed the need to determine whether to rebid, extend, or discontinue the Township-wide contract. The Secretary will prepare an online and paper survey for residents, with responses due before the June meeting.

Roadmaster Report:

Salt Contract 2026–2027: A motion was made by Todd Warner, seconded by Mike Kosmicki, to place an order for 350 tons under the COSTARS salt contract for the 2026-2027 Salt Contract. Motion carried unanimously.

Millings Purchase: A motion was made by Todd Warner, seconded by Mike Kosmicki, to purchase 20 loads of millings at \$250 per load, with future loads from Shrewsbury at \$150 when available. Motion carried unanimously.

2026 Streets & Roads Project: Cold patching will continue until early June. Church Road remains the priority project. Additional paving quotes will be obtained.

Secretary/Treasurer Report: The Secretary reported:

- General Fund available balance: \$362,162.25
- State Funds available balance: \$425,747.13
- Total available funds: \$787,909.38
- Total including investments: \$1,518,435.94
- Audit is ongoing; customer account cleanup continues
- Supervisor laptop has arrived; IT setup is pending
- Front desk and computer equipment are on order
- Cell phone procurement requires an in-person visit to Verizon
- Traditions Bank accounts have been fully closed

Solicitor's Report:

YCPC Review: York County Planning Commission will review the Winery and Special Events Ordinances on March 17, 2026.

Floodplain Administration – DCCS Contract: A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve the Code Administration Agreement with DCCS, adding the Floodplain Administrator responsibilities. Motion carried unanimously.

Intermunicipal Tax Collector Agreement: The Solicitor is awaiting responses from participating municipalities.

Comcast Franchise Agreement: The Solicitor requested authorization to prepare the franchise ordinance and hearing materials. A motion was made by Mike Kosmicki, seconded by Todd Warner, to authorize preparation of the ordinance and hearing documents. Motion carried unanimously.

Public Comment: Residents commented on Social media platforms for Township communications, Comprehensive plan updates, New Stewartstown Farmers Market, Road conditions and tax implications, Trash service concerns and Website volunteer assistance.

Pay Bills: A motion was made by Todd Warner, seconded by Dean Miller, to pay the bills as presented. The motion carried unanimously.

General Funds Account				
(February 5, 2026 – March 04, 2026)				
Bills				
Vendor	Memo	Amount Paid	Check #	Date
York Adams Tax Bureau	2025 4th Qtr Earned Income Tax (Payroll)	-\$428.60	E-Pay	02/05/2026
PA Department of Revenue	State Income Tax (Payroll)	-\$40.70	E-Pay	02/06/2026
U.S. Treasury	Federal Tax (Payroll)	-\$146.20	E-Pay	02/06/2026
PA Department of Revenue	State Income Tax (Payroll)	-\$230.96	E-Pay	02/09/2026
U.S. Treasury	Federal Tax (Payroll)	-\$1,767.06	E-Pay	02/09/2026
M&T Bank	Bank Service Charge	-\$42.76	ACH	02/11/2026
Tax Collector Commission	County Tax Collection Fees (Jan 2026)	-\$10.00	Deduction	02/17/2026
York Adams Tax Bureau	County Tax Collection Commission (1.75%)	-\$1,008.92	Deduction	02/20/2026
PA Department of Revenue	State Income Tax (Payroll)	-\$183.91	E-Pay	02/25/2026
U.S. Treasury	Federal Tax (Payroll)	-\$1,307.52	E-Pay	02/25/2026
Tax Collector Commission	County Tax Collection Adjustment	-\$13.35	Deduction	03/04/2026
Void	Void – Print Error	N/A	50242	02/09/2026
Mac Moser	Payroll 01/25/2026-02/07/2026	-\$2,165.52	50243	02/09/2026
Richard Wood	Payroll 01/25/2026-02/07/2026	-\$2,182.30	50244	02/09/2026
Void	Void – Print Error	N/A	20245	02/09/2026
Laura Vasold	Payroll 01/25/2026-02/07/2026	-\$1,660.19	50246	02/09/2026
Dean Miller	Supervisor March 2026 Pay	-\$137.94	50247	03/04/2026
Kimberly P. Griffin	March 2026 - Tax Collector Commission	-\$3.82	50248	03/04/2026
Michael Kosmicki	Supervisor March 2026 Pay	-\$277.32	50249	03/04/2026
Todd Warner	Supervisor March 2026 Pay	-\$423.74	50250	03/04/2026
Austin Rae	2025 Volunteer Real Estate Tax Credit	-\$145.53	50251	03/04/2026
Donald Miller	2025 Volunteer Real Estate Tax Credit	-\$176.72	50252	03/04/2026
Luz Guess	2025 Volunteer Real Estate Tax Credit	-\$136.70	50253	03/04/2026
Linda Miller	2025 Volunteer Real Estate Tax Credit	-\$92.50	50254	03/04/2026
D. Michael Craley	Legal Counsel 01/27/2026 – 02/24/2026	-\$1,134.00	50255	03/04/2026
Edel Technology Services	IT Services – March 2026	-\$189.00	50256	03/04/2026
Elan Financial Services	Credit Card Charges Jan-Feb 2026 Includes Parts for 2015 MAC repairs, PW and Office Supplies, Fuel, and MS Office	-\$2,451.30	50257	03/04/2026
Eureka Consolidated Fire	1st Qtr 2026 - EMS Contribution	-\$2,600.00	50258	03/04/2026
Gordon's Service & Towing	Invoice# 41346 - Winch & Tow 1997 GMC	-\$412.50	50259	03/04/2026
Highmark Benefits Group	Health Coverage 03/01/2026-03/31/2026	-\$3,106.95	50260	03/04/2026
John Deere Financial	Equipment Repair - JD 5525	-\$153.14	50261	03/04/2026
Mid Atlantic Cooperative	611.8G Bio Diesel and 652.4G Propane	-\$2,952.96	50262	03/04/2026
Star Printing Company	Advertisement - Planning Commission Mtgs	-\$45.00	50263	03/04/2026
Verizon	Phone Services 03/07/2026-04/06/2026	-\$184.40	50264	03/04/2026
Yoe Parts & Equipment Co	Equipment Repair Parts – 2015 MAC	-\$352.08	50265	03/04/2026
York Building Products	91.61 Ton AASHTO #57 Stone	-\$3,098.30	50266	03/04/2026
Jeromey Marsteller	2025 Volunteer Real Estate Tax Credit	-\$191.16	50267	03/04/2026
Alan Oil Sales	55 Gal DA Hydra Trans 135	-\$598.15	50268	03/04/2026
Double Dog Comms	Invoice# 2492215 Feb 26 Internet Service	-\$49.95	50269	03/04/2026

United Concordia Ins	Dental Coverage for 04/01/2026-04/30/2026	-\$133.63	50270	03/04/2026
Collins-Wagner Insurance	Elected Tax Collector Bond	-\$96.00	50271	03/04/2026
Total	-\$20,802.98			

Deposits				
Vendor	Memo	Amount Paid	Check #	Date
County of York AP	Delinquent Real Estate Tax	\$0.81	ACH	02/11/2026
Kimberly Griffin	Interim Taxes 2025	\$86.35	—	02/13/2026
DCCS	Building Permit Admin Fees	\$131.25	—	02/13/2026
Recorder Corp Pay	January 2026 Transfer Tax	\$500.00	—	02/17/2026
York Adams Tax Bureau	2025 Earned Income	\$57,517.97	ACH	02/20/2026
York Adams Tax Bureau	2026 Earned Income Tax	\$134.43	ACH	02/20/2026
Commonwealth of PA	Alcoholic Beverage Licenses	\$200.00	ACH	02/24/2026
M&T	Interest on Savings	\$332.52	ACH	02/27/2026
PLGIT	Interest on Money Market Account	\$0.62	ACH	02/27/2026
County of York AP	Feb 2026 Delinquent Real Estate Taxes	\$267.06	ACH	03/04/2026
Traditions Bank (ACNB)	Traditions Bank CD Closeout Interest	\$0.22	ACH	02/13/2026
Total Deposits	\$59,171.01			


State Funds Account				
(February 5, 2026 – March 04, 2026)				
Bills				
Total	None	\$0.00	N/A	N/A
Deposits				
Vendor	Memo	Amount	Check #	Date
M&T Bank	Savings Interest	\$227.56	ACH	02/27/2026/2026
Commonwealth of PA	Liquid Fuels Tax	\$182,758.82	ACH	30/02/2026
Commonwealth of PA	State Road Turnback	\$10,080.00	ACH	30/02/2026
Total	\$193,066.38			

Executive Session: The Board entered executive session to discuss personnel matters which was completed at 8:36PM.

Secretary Medical Insurance: A motion was made by Mike Kosmicki and seconded by Dean Miller to permit the township secretary to enroll in the township's current medical insurance program based on when she is eligible based on the current plan.

Adjournment: A motion was made by Mike Kosmicki, seconded by Dean Miller, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at approximately 8:40 p.m.

Respectfully submitted,


 Laura Vasold
 Secretary