

July 2, 2025

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 Dean Miller, Roy Hiller III, and Todd Warner. Also present were Mike Craley, Laura Vasold, Fran Seitz, Ed Cockey, Norma Warner, Victor Grelli, Blaine Markel, Dan Fowler, and Bill Tollinger.

Dean Miller opened the meeting with the Pledge of Allegiance.

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

Roy Hiller made a motion to accept the agenda. Dean Miller seconded the motion, which was unanimously carried.

Roy Hiller made a motion, which was seconded by Dean Miller to accept the minutes for June 4<sup>th</sup>, 2025. Todd Warner opposed the motion. The motion was carried.

Next was a discussion on Building Rights Determination for Debbie Tillman, who could not attend today's meeting. A discussion ensued regarding the required \$350 building rights determination fee, for which Debbie Tillman was under the impression that the township would cover the costs of this action. It was clarified that the fee must be paid before proceeding, as per policy adopted at the previous meeting. Debbie Tillman maintained that Todd Warner told her the township would cover any costs associated with a building rights determination. However, Todd stated he has not spoken to Debbie and did not waive the fee. It was noted that Debbie may have misunderstood or been misinformed, possibly believing the township would cover the cost. It was further clarified that the determination process for Debbie involves reviewing her deed, tax assessment records, and the prior owner's deed to resolve discrepancies in acreage and confirm the building rights. It was requested that this clarification be formally recorded in the minutes to prevent further confusion and ensure transparency.

The next topic was on a trash complaint. It was clarified that the complaint was submitted by Harry Smith, not Henry, as incorrectly listed on the agenda. Mr. Smith raised concerns regarding trash collection procedures after his mattress was not picked up because it lacked plastic wrapping, which the trash company requires in cases involving potential contamination from body fluids. He was frustrated by the situation and had to purchase plastic from Ace Hardware to meet the disposal requirements. The issue has since been resolved, and the mattress was collected.

The board reviewed the 2025 bid submissions for road oil. Only one bid was received, submitted by Russell Standard Corporation, 1514 Black Gap Road, Fayetteville, PA 17222, for E3 Emulsion Road oil at \$3.17 per gallon for 10,000 gallons, more or less totaling \$31,700, and for E3M Emulsion Road oil at \$3.37 per gallon for 30,000 gallons, more or less totaling \$101,100.00. A motion was made by Roy Hiller and seconded by Todd Warner to award the contract to the only bidder, Russell Standard Corporation. The motion was unanimously carried.

During the meeting, the Board reviewed the 2025 Street Bid for the Glessick School Road (T-660) Project. The review began with a discussion of concerns expressed by Todd

Warner regarding the lack of formal approval via a motion before bids were solicited, as well as communication breakdowns over the bidding process, engineering specifications, project authorization, and liquid fuel fund compliance. It was clarified that authorization was believed to have been granted at the April 2<sup>nd</sup>, 2025, Board of Supervisor's meeting when, as per the meeting minutes states, "The township engineer, Blaine Markel, was tasked with obtaining engineering roadwork proposals for Glessick School Road and Lentz Road, as they are the priority for repairs in 2025." It was interpreted that the township engineer was to provide details on the project scope, including full-depth reclamation (FDR), paving specifications, and bid results for the Glessick School Road project.

As the conversation ensued, it was confirmed that Glessick School Road project scope would include full-depth reclamation (FDR), installation of a 19-millimeter Superpave wearing surface (2½ inches rolled thickness), and variable road widening between 16–20 feet. The proposed FDR design was set at 12 inches with an estimated 54 pounds per square yard of Portland cement. Testing and field verification were completed in early June 2025, with final square yard estimates used for bid evaluation.

Two contracts were issued:

Contract #1 covered FDR and paving, for which two bids were received, including a bid by E.J. Brenneman with a bid for FDR for 4,276 SY at a unit price of \$8.15 and a total of \$34,849.40, Portland Cement for 116 ton at a unit price of \$179.00 for a total of \$20,764.00 and 19mm SuperPave Wearing Course for a quantity of 653 ton at a unit price of \$17.50 and a total of \$11,427.50 and on overall bid of \$67,040.90 and Recon Construction Services with a bid for FDR for 4,276 SY at a unit price of \$7.65 and a total of \$32,711.40, Portland Cement for 116 ton at a unit price of \$180.00 for a total of \$20,880.00 and 19mm SuperPave Wearing Course for a quantity of 653 ton at a unit price of \$22.14 and a total of \$14,457.42 for a total of \$68,048.82. E.J. Brenneman had the lowest overall bid at \$67,040.90.

Contract #2 covered the supply and delivery of 19mm SuperPave Wearing Material to the Township for 653 tons. York Materials Group submitted the only bid with a unit price of \$81.20 and an overall total of \$53,023.60, bringing the total project estimate to \$120,064.50.

Several motions were unanimously carried. First, to address the concerns raised by Todd Warner, Dean Miller made a motion, seconded by Roy Hiller, to ratify and approve the actions of the Township Engineer, Blaine Markel, for obtaining bids for the Glessick School Road (T-660) Street Project for 2025. The motion was unanimously carried.

. Second, Todd Warner made a motion, seconded by Roy Hiller, to award the bid for Contract #1 to E.J. Brenneman with the lowest overall bid at \$67,040.90, contingent upon all necessary road prep being included within the scope of the bid from Bedrock to Century Farms Road.

Third, Todd Warner made a motion, seconded by Roy Hiller, to award the bid for Contract #2 to York Materials Group as the only bidder with an overall total of \$53,023.60, which is contingent on the township engineer confirming that the CoStars pricing would not offer a lower rate, at which if CoStars offers a lower price, then CoStars would be used instead.

Fourth, Todd Warner made a motion, seconded by Roy Hiller, to grant the engineer, Blaine Markel the authority to accept a CoStars proposal if it proved more cost-effective for the 19-millimeter Superpave material. The Board also clarified that unit pricing and square yard estimates provided flexibility for length and scope adjustments, and that materials and specifications must meet PennDOT standards for liquid fuels reimbursement. Additional discussion emphasized the importance of accurate meeting minutes and proper authorization to ensure compliance with state funding protocols.

The board discussed potential LSA grant applications. It was agreed not to pursue a grant for the Church Road FDR due to cost concerns and lack of support.

A motion was made by Todd Warner and seconded by Roy Hiller to authorize the township to submit an LSA CAT 4 grant application for a John Deere tractor with side mower for up to \$150,000 and authorize the \$100 application fee. The motion passed unanimously.

A motion was made by Todd Warner and seconded by Roy Hiller to authorize the township to submit an LSA CAT 4 grant application for a used Lee Boy 8500 paver with a new trailer for an estimated cost of \$95,000 and authorize the \$100 application fee. The motion passed unanimously.

The board reviewed salt usage for 2024-2025 and stockpile capacity. Due to the salt shortages experienced last year within the county and the township's current low supply of salt, as well as the increased inclement winter weather last year, it was decided it would be best to increase the township's salt request by 150 ton with also accounting for potential overage available under the contract terms.

A motion was made by Todd Warner and seconded by Dean Miller to increase the salt request for 2025-2026 from 300 tons to 450 tons for the upcoming season. The motion was unanimously passed.

York Township offered East Hopewell Township three triaxial loads of millings free of charge, with the township responsible for hauling them. Todd Waner made a motion, seconded by Roy Hiller, to authorize the acquisition of the millings with transportation costs not to exceed \$250 per load. The motion was unanimously carried.

A discussion was held regarding the potential purchase of a truck. Concerns were raised about the lack of CDL-qualified employees and the existing unused trucks already owned by the township. No action was taken.

Todd Warner requested that the Board of Supervisors receive monthly zoning permit reports from the zoning officer, including permits issued and completed. These reports will be added as a regular agenda item moving forward.

The board discussed the upcoming 902 recycling grant, which is expected to open in September. The grant would support recycling infrastructure, such as chippers, and require a burn ban ordinance. No formal action was taken, but the board agreed to gather literature and prepare for potential application.

Todd Warner requested that the Roadmaster notify the Board of Supervisors via email when equipment is damaged and/or malfunctioning. This follows concerns involving equipment

with battery damage and equipment that is inoperable, such as the recent issues with the loader.

The process for the agricultural security application for 15815 Crossroads Avenue was discussed. The AG security application ad was confirmed to be published and the AG Security committee will meet after July 21st, with Planning Commission review scheduled for August 14th and Board of Supervisors consideration in September. In addition, the public notice posting requirements were discussed, and locations such as the township building, golf course, park, Cross Mills, and local churches were identified as potential locations to post the notice. It was also requested the notice be published on the township's website.

The Roadmaster provided the following report:

### **Roadmaster Report 07/02/2025**

#### Current Roadwork/Closures

- Blue Ball Road Bridge Repair – (PennDOT) – Detour - Copy of PADEP Permit Received dated 17Jun25

#### Cold Patch/Fill Potholes Completed:

- Glessick School Rd (6/6/2025)
- Woods Rd (6/18/25)

#### Mowing

- Township Building (6/5/25 & 6/18/25)

#### Roads Pending Major Repairs

- o Glessick School Road – Pending Engineering Estimates / Bidding, -Core Sampling Completed Friday, 6/6/25
- Lentz Road – Pending plan by township (NOT using township Engineer)
- Church Road (TBD)
- Trout School Road (In the Future)

#### Buggy Signs Request for

- Church Rd, Union Church Rd, Muddy Creek Rd – 10 Signs were ordered & delivered

#### Tree Removal

- Pleasant Valley Rd (part removal on 6/19/25, rest on lines. Contacted Met-Ed & Verizon)
- Gun Club Rd (6/25/25)

The Secretary/Treasurer reported progress on QuickBooks setup, payroll entry, and data storage organization. A floodplain management audit was initiated by PEMA, revealing that the zoning officer's contract may need to be amended to include floodplain responsibilities. The board will review options at the next meeting.

Financial balances were reported: \$1,022,116.53 in general funds, \$379,036.13 in state funds, totaling \$1,401,152.66. Upcoming meetings include a municipal finance meeting on July 15th and an insurance review with H.A. Thomas on July 21st. CD maturity dates were noted coming up in August 2025, and fund transfers of those CD will be discussed at the next meeting.

Roy Hiller made a motion, seconded by Todd Warner, to establish a non-interest-bearing account for long-term liabilities for depositing customer sewer and well deposits, as the township cannot use an interest-bearing account for these types of funds. The motion was unanimously carried.

Next the Solicitor pointed out that there is no record of prior appointment of a Vice-chair . This is of concern, as the Chairman cannot attend the next township meeting. It was decided the meeting would still take place, unless a scheduling conflict arises with another supervisor. However, a Vice Chair must be selected to chair the next meeting.

A motion was made by Dean Miller and seconded by Todd Warner to appoint Roy Hiller as the Vice Chair. The motion was unanimously carried.

The solicitor provided an update that the Planning Commission is revising the alternate energy ordinance to address county concerns. Updates will be discussed at the next Planning Commission meeting.

The Comcast contract is pending a determination on how other local townships are doing their contracts.

Next, the discussion was opened to public comment. Bill Tolliger expressed his concerns with the township looking to obtain a paver, which also requires a roller. He expressed that you need at least four people to operate it.

No other public comments were made.

Dean Miller made a motion, which was seconded by Roy Hiller, to pay the township bills listed in the table below. The motion was unanimously carried.

General Funds Account				
Bills (June 5 – July 2, 2025)				
Vendor	Memo	Amount Paid	Check #	Check Date
Intuit Tax Account	Tax Liability 05/18/25-05/31/25	-1,798.33	ACH	6/5/2025
Victor Grelli (Payroll)	Pay Period 06/15/25-06/28/25	-31.75	16136	6/14/2025
Jonathan D. Andersen	Pay Period 06/01/25-06/14/25	-143.93	16133	6/16/2025
Robert Streett	Pay Period 06/01/25-06/14/25	-49.26	16134	6/16/2025
Laura A Vasold	Pay Period 06/01/25-06/14/25	-1,707.13	16135	6/16/2025
Intuit Tax Account	Tax Liability 06/01/25-06/14/2025	-90.78	ACH	6/16/2025
Verizon	June 2025 Phone Service	-192.07	16137	6/17/2025
Intuit Tax Account	Tax Liability 06/01/25-06/14/2025	-575.13	ACH	6/17/2025
Intuit Tax Account	2025 2nd Qtr Unemployment Deposit	-16.27	ACH	6/26/2025
Laura A Vasold	Pay Period 06/15/25-06/28/25	-1,693.36	16138	6/30/2025
Robert Streett	Pay Period 06/15/25-06/28/25	-77.72	16139	6/30/2025
Victor Grelli (Payroll)	Pay Period 06/15/25-06/28/25	-21.13	16140	6/30/2025
Intuit Tax Account	QuickBooks Tax Deposit	-7.22	ACH	6/30/2025

Dean Miller	July 2025 Supervisor Pay	-137.94	16141	7/2/2025
Roy E Hiller III	July 2025 Supervisor Pay	-137.94	16142	7/2/2025
Todd Warner	July 2025 Supervisor Pay	-137.94	16143	7/2/2025
Double Dog Communications, Inc	Invoice# 220628 July 2025 Internet Service Fee	-49.95	16144	7/2/2025
Met-Ed	June 2025 Electric	-200.93	16145	7/2/2025
D. Michael Craley Attorney at Law	Solicitor Services 05/28/25-06/25/25	-1,728.00	16146	7/2/2025
United Concordia Insurance Co.	June 2025 Dental Insurance	-207.48	16147	7/2/2025
Edel Technology Services LLC	Invoice # 12663 June 2025 IT Services	-189	16148	7/2/2025
Elan Financial Services	Credit Card Charges from 05/20/25-06/17/25	-2,116.32	16149	7/2/2025
PA Municipal, Inc	Order # 1212816 Buggy Sign 30x30 Invoice # 6230977	-40.15	16150	7/2/2025
PSATS	PSATS CDL Program Invoice # INV-174135-X0K4	-120	16151	7/2/2025
DCCS	Invoice # 2347 (10905 Wheat Rd Violation Ltr) Invoice # 2376 (8947 Hickory Rd Violation Ltr)	-200	16152	7/2/2025
Star Printing Company	Invoice # 458024 (Roadworker Help Wanted Ad) Invoice # 457841 (2025 Bid Advertising)	-162.1	16153	7/2/2025
Kimberly P Griffin (Payroll)	Tax Commission -June 2025	-76.87	16154	7/2/2025
<b>Total</b>			<b>\$-7,320.32</b>	
<b>Deposits (June 5 – July 2, 2025)</b>				
<b>Vendor</b>	<b>Memo</b>	<b>Amount Paid</b>	<b>Check #</b>	<b>Check Date</b>
Recorder Corp Pay	<b>May 2-25 Tax Transfer Fees</b>	8,314.81	<b>ACH</b>	6/23/2025
District Court	Police Fines June 2025	40.07	328504	6/23/2025
Kimberly Griffin	2025 Real Estate Taxes - Jun 2025	1,741.39	2650	6/23/2025
Carolyn Thomas	Sewer Deposit Lot #4 Dolf Rd	450	6371	6/23/2025
<b>Total Deposits</b>			<b>\$10,546.27</b>	

The meeting moved into the Executive Session and then reconvened.

Dean Miller made a motion to hire Richard Wood to fill the vacant Roadworker position with a starting pay of \$23/hour. Roy Hiller seconded the motion, which was unanimously carried.

Todd Warner made a motion to adjourn the meeting at 9:20 pm, which was seconded by Roy Hiller. The motion was unanimously carried.

Respectfully submitted,



Laura Vasold  
Secretary