

**EAST HOPEWELL TOWNSHIP
YORK COUNTY, PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR MAY 6, 2026
EAST HOPEWELL TOWNSHIP MEETING ROOM
7:00 P.M.**

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 (Chairman), Mike Kosmicki (Vice Chair), and Dean Miller. Also present were Solicitor Mike Craley, Solicitor Samantha Craley-Byerts, Secretary/Treasurer Laura Vasold, Ira Walker (EUREKA VFD), and residents including Dan Fowler, Fran Seitz, Ed Cockey, and William Verbruggen.

Secretary Vasold announced that the meeting would be recorded and that residents must state their name when addressing the Board.

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

Approval of Agenda: No additions were requested by the Board or the public. The agenda was accepted as presented by unanimous consent.

Approval of Minutes for April 1, 2026: The Board reviewed the April 1, 2026 minutes. A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve the minutes as corrected (CD renewal date clarification). Motion carried unanimously.

Dry Hydrant – Crossroads Avenue (Ira Walker, Stewartstown Volunteer Fire Company)

Assistant Fire Chief Ira Walker presented a detailed report regarding the January 24, 2026 structure fire in Crossroads Borough and the challenges encountered due to extreme cold, frozen equipment, and limited water access. He described the need for a dry hydrant installation at the Miller/Paulus pond, the largest available water source in the area.

Key points included:

- The pond is strategically located for both Crossroads Borough and East Hopewell Township.
- Estimated cost: approximately \$3,100, including materials and installation.
- Crossroads Borough is willing to contribute but has not yet met to vote.
- A dry hydrant would significantly improve response time and reliability during winter conditions.

Board discussion addressed:

- Need for an easement agreement with the property owner (current and future).
- Township ownership of the hydrant.
- Maintenance responsibilities (proposed 50/50 split with Crossroads Borough).
- Adding the hydrant to the Township's insurance policy.
- Protection measures such as bollards or guardrails.

Action Taken

A motion was made by Mike Kosmicki, seconded by Todd Warner, to:

- Approve the dry hydrant project not to exceed \$3,100;
- Prepare an easement agreement;
- Add the hydrant to the Township's insurance;
- Establish Township ownership;
- Seek a 50/50 maintenance agreement with Crossroads Borough;
- Proceed regardless of whether Crossroads contributes financially.

Motion carried unanimously.

Public Hearing – Ordinance 2026-01 (Comcast Franchise Agreement)

Hearing opened at 7:10 p.m.

Solicitor Craley explained the purpose of the hearing and the Township's negotiation of revisions to the Comcast franchise agreement.

No public comments were offered.

A motion was made by Todd Warner, seconded by Mike Kosmicki, to adopt Ordinance 2026-01. Motion carried unanimously.

The Board signed the agreement following the meeting.

Resolution 13-2026 – Computer Use Policy and User Agreement

A motion was made by Mike Kosmicki, seconded by Dean Miller, to adopt Resolution 13-2026. Motion carried unanimously.

Resolution 14-2026 – Artificial Intelligence (AI) Use Policy:

A motion was made by Mike Kosmicki, seconded by Dean Miller, to adopt Resolution 14-2026. Discussion included:

- Source of policy language
- IT review
- Ensuring AI is not used for final decision-making
- Protection of personal information

Motion carried unanimously.

Zoning & Permitting Software / Records Digitization

Secretary Vasold presented concerns regarding:

- Aging paper records stored in the attic
- Humidity, roof age, and risk of loss
- Difficulty locating documents
- Need for long-term preservation and modernization

She outlined:

- HARC grant eligibility (up to \$5,000)
- Options for digitizing records (vendor, staff, volunteers, part-time help)
- Comparison of CS Datum vs. iWorQ permitting platforms
- Cost estimates over 10 years
- Data storage differences
- Integration with County GIS
- Need for a large-format scanner/plotter (~\$7,370)

Board discussion included:

- Record retention requirements
- Need for a detailed plan and cost analysis
- Data ownership and export rights

- Volume of annual permits
- Volunteer training concerns

Action Taken

The Board requested additional information and directed Secretary Vasold to:

- Gather further details from CS Datum
- Review data export terms
- Explore grant opportunities
- Return with a structured plan and cost breakdown

Doceo Printer Proposals

Chairman Warner reported that Doceo confirmed the Township may continue using the existing copier until the official end-of-lease notice is issued. The Board agreed no action would be taken until the notice is received.

Building Cleaning Schedule

The Board discussed reducing cleaning frequency from four times per month to two.

A motion was made by Todd Warner, seconded by Dean Miller, to adjust the cleaning schedule to twice per month on a trial basis. Motion carried unanimously.

Small Building Improvements Request

Secretary Vasold presented proposed bathroom updates, including:

- Replacing corroded faucets
- Removing outdated fixtures
- Painting
- Considering ADA-compliant improvements

The Board requested:

- Additional research
- Cost estimates
- ADA compliance review
- Identification of a qualified installer

A motion was made by Mike Kosmicki, seconded by Dean Miller, to authorize Secretary Vasold to gather further information and return with recommendations. Motion carried unanimously.

Tractor & Mower Purchase

Chairman Warner presented three Co-Stars quotes:

- John Deere 5075E (Deere Country): \$109,996.46
- John Deere 5075E (Stevens): \$116,230
- Massey Ferguson 4707: \$108,938

Discussion included:

- Warranty equivalence

- Service availability
- Grant funding (\$75,000 LSA grant)
- Expected resale value of existing mower
- Delivery and installation logistics

Action Taken

A motion was made by Todd Warner, seconded by Mike Kosmicki, to:

- Purchase the John Deere 5075E from Deere Country for \$109,996.46 (Co-Stars)
- Authorize Chairman Warner to sign all purchase documents

Motion carried unanimously.

Purchase – LeeBoy Paver (Used)

Chairman Warner discussed the need for a used paver to level roads and reduce contractor costs. Key points:

- Estimated cost: up to \$95,000
- Would be purchased through Co-Stars
- Township has adequate liquid funds and general funds
- Loan option (2% Local Government Capital Project Loan) discussed but not pursued
- Township already owns a roller
- Additional hauling arrangements may be needed

Action Taken

A motion was made by Todd Warner, seconded by Mike Kosmicki, to:

- Authorize purchase of a used LeeBoy 8510 or 8520 paver,
- Not to exceed \$95,000,
- As a Co-Stars purchase,
- With selection contingent on equipment condition.

Motion carried unanimously.

Glessick School Road Paving

Chairman Warner reported that Township crews removed failed base areas. Contractor John Marsteller will place asphalt for \$5,000, with materials purchased through Co-Stars.

A motion was made by Todd Warner, seconded by Mike Kosmicki, to authorize the project not to exceed \$9,999.

Motion carried unanimously.

Recycling Service Event

Chairman Warner announced an electronics recycling event for May 23, 2026, open to all residents. A fall event is also anticipated.

A motion was made by Todd Warner, seconded by Mike Kosmicki, to proceed with the event. Motion carried unanimously.

Roadmaster Report:

Bids for 2026–2027

A motion was made by Todd Warner, seconded by Mike Kosmicki, to advertise bids for:

- Diesel

- Propane
- Road oil

Stones and blacktop will continue through Co-Stars.

Motion carried unanimously.

Pleasant Valley Road – Tar & Chip

A motion was made by Todd Warner, seconded by Dean Miller, to advertise the project. Motion carried unanimously.

Church Road – Overlay (1 mile)

A motion was made by Todd Warner, seconded by Dean Miller, to advertise the project. Motion carried unanimously.

Bid Opening Schedule

All bids must be received by June 2, 2026 at 12:00 p.m. Bids will be opened at 12:00 p.m. by the Chairman and Secretary and presented at the June 3, 2026 meeting.

A motion to amend prior motions to include this schedule was made by Todd Warner, seconded by Mike Kosmicki. Motion carried unanimously.

Secretary/Treasurer Report

Secretary Vasold presented the monthly financial report.

PLGIT Prime Account Transfers

The Board approved multiple motions to:

- Move Township savings and state funds into **PLGIT Prime** at 3.74%
- Maintain required minimum balances at M&T
- Ensure compliance with federal transfer limits
- Transfer PLGIT Class interest into Prime
- Renew the **\$204,339.73 CD** for **180 days** upon maturity (May 26, 2026)

All motions carried unanimously.

Solicitor's Report:

Special Events and Winery Ordinance: YCPC comments on the Winery and Special Events Ordinances have been reviewed by the Planning Commission. A motion was made by Mike Kosmicki, seconded by Dean Miller, to authorize advertisement of the Winery and Special Events Ordinances in July. Motion carried unanimously.

Intermunicipal Tax Collector Agreement: No updates from municipalities regarding the Intermunicipal Tax Collector Agreement

Solicitor Craley and Solicitor Craley-Byerts also briefed the Board on:

- PennDOT scam alerts
- Countywide municipal tax-exemption audits
- Potential impacts on Township-owned properties

Public Comment

Residents offered comments regarding:

- Meeting management
- Financial transparency

- Road conditions
- Appreciation for Board efforts

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

General Funds Account				
(April 02, 2026 – May 06, 2026)				
Bills				
Vendor	Memo	Amount Paid	Check #	Date
PA Dept of Revenue	State Income Tax (Payroll)	-\$56.49	E-Pay	04/07/2026
U.S. Treasury	Federal Tax (Payroll)	-\$341.52	E-Pay	04/07/2026
PA Dept of Revenue	State Income Tax (Payroll)	-\$81.48	E-Pay	04/07/2026
U.S. Treasury	Federal Tax (Payroll)	-\$365.90	E-Pay	04/07/2026
PA Dept of Revenue	State Income Tax (Payroll)	-\$313.92	E-Pay	04/07/2026
U.S. Treasury	Federal Tax (Payroll)	-\$2,290.10	E-Pay	04/07/2026
U.S. Treasury	Federal Tax (Payroll)	-\$1,296.58	E-Pay	04/07/2026
PA Dept of Revenue	State Income Tax (Payroll)	-\$182.72	E-Pay	04/07/2026
PA Office of Unemployment	1 st Qtr 2026– Company - Unemployment Comp (Payroll)	-\$2,929	E-Pay	04/28/2026
PA Office of Unemployment	1 st Qtr 2026– Employee - Unemployment Comp (Payroll)	-\$28.73	E-Pay	04/28/2026
AT&T	Cellphone Charges for April 2026	-\$420.84	ACH	04/28/2026
York Adams Tax Bureau	1Qtr 2026 - Local Tax (Payroll)	-\$431.76	ACH	04/29/2026
U.S. Treasury	1Qtr 2026 - Federal Tax (Payroll)	-\$634.98	ACH	04/30/2026
PA Dept of Revenue	State Income Tax (Payroll)	-\$183.47	E-Pay	05/05/2026
U.S. Treasury	Federal Tax (Payroll)	-\$1,294.20	E-Pay	05/05/2026
PA Dept of Revenue	State Income Tax (Payroll)	-\$171.59	E-Pay	05/05/2026
U.S. Treasury	Federal Tax (Payroll)	-\$815.02	E-Pay	05/05/2026
County of York	Tax Collector Commission - Mar 2026 Delinquent Real Estate Tax	-\$5.15	ACH	04/29/2026
PLGIT	CD Service Charges	-\$226.36	ACH	04/13/2026
M&T	Service Charges	-\$25.00	ACH	04/08/2026
County of York	Tax Collector Commission - Apr 2026 Delinquent Real Estate Tax	-\$0.04	Deduction	05/06/2026
York County	County Tax Collection Fees (EIT)	-\$555.75	Deduction	04/23/2026
Void	Void - Print Error	\$0.00	50299	04/06/2026
Laura Vasold	Payroll 03/22/2026-04/04/2026	-\$1,666.80	50300	04/06/2026
Mac Moser	Payroll 03/22/2026-04/04/2026	-\$1,292.35	50301	04/06/2026
Richard Wood	Payroll 03/22/2026-04/04/2026	-\$1,276.99	50302	04/06/2026
Patricia A. Mason	Bldg. Cleaning 04/09/2026-04/17/2026	-\$80.00	50303	04/01/2026
Laura Vasold	Payroll 04/05/2026-04/18/2026	-\$1,559.54	50304	04/17/2026
Void	Void - Print Error	\$0.00	50305	04/17/2026
Richard Wood	Payroll 04/05/2026-04/18/2026	-\$1,666.24	50306	04/17/2026
Mac Moser	Payroll 04/05/2026-04/18/2026	-\$1,638.12	50307	04/17/2026
Highmark Health	Health Insurance	-\$3,106.95	50308	04/24/2026
Dean Miller	May 2026 Supervisor Pay	-\$137.93	50309	05/06/2026
Mike Kosmicki	May 2026 Supervisor Pay	-\$251.42	50310	05/06/2026
Laura Vasold	Payroll 04/19/2026-05/02/2026	-\$1,561.05	50311	05/04/2026
Todd Warner	May 2026 Supervisor Pay	-\$137.94	50312	05/06/2026
Odessa McCreesh	Tax Collection Commission April 2026	-\$4,426.61	50313	05/06/2026

Mac Moser	Payroll 04/19/2026-05/02/2026	-\$1,656.02	50314	05/04/2026
Richard Wood	Payroll 04/19/2026-05/02/2026	-\$1,670.22	50315	05/04/2026
D. Michael Craley	Legal Counsel 03/27/2026 – 04/27/2026	-\$1,593.00	50316	05/06/2026
D.E. Gemmill Inc.	Invoice # 125-2962 - 5/16-18x2.5 Round Headed Machine Screws One Way (QTY 100)	-\$130.00	50317	05/06/2026
Double Dog Comms	May 2026 Internet Services	-\$49.95	50318	05/06/2026
Edel Tech Service	INV#12960 IT Services May 2026	-\$189.00	50319	05/06/2026
Elan Financial Services	Credit Card Charges 03/19/2026-04/16/2026 Air Freshners, Vacuum, Hanging Folders, Cell Phone Chargers, Label Maker and labels, shop towels, QuickBooks Payroll, Office Rug, Toilet Paper, PSATS Hotel, Microsoft and Adobe Subscription, other Cleaning and Office Supplies	-\$1,420.69	50320	05/06/2026
Eureka Consolidated Fire Association	Invoice# 1144 - 2026 2nd Qtr EMS	-\$2,600.00	50321	05/06/2026
GODFREY'S Trucking	NV# 3399 Hauling 8 loads of millings from Wrightsville, PA from 04/29/26 & 04/30/26	-\$2,000.00	50322	05/06/2026
Holtwood Supply	Invoice# 86632 Orange Spray Paint and Cut Off Wheel	-\$70.89	50323	05/06/2026
Void	Void - Print Error	\$0.00	50324	05/06/2026
Mid Atlantic Coop Sol.	Inv#14806021 385.2 G B2 ULSD DIESEL	-\$1,811.48	50325	05/06/2026
Patricia A. Mason	Bldg. Cleaning 04/09/2026-04/17/2026	-\$80.00	50326	05/06/2026
Star Printing Company	INV# 461256 Advertise Auditor Mtg	-\$33.00	50327	05/06/2026
United Concordia	Dental Coverage for 04/01/2026-04/30/2026	-\$133.63	50328	05/06/2026
York Building Products	Inv# 257401 0.05 Ton Mason Sand, Inv# 309-019144 92.92 Ton #57, Inv# 309-019879 23.01 Cold Patch	-\$8,004.56	50329	05/06/2026
York County Treasurer	Invoice # 12818 Tax Collection Postage Reimbursement	-\$397.25	50330	05/06/2026
Void	Void - Print Error	\$0.00	50331	05/06/2026
James R. Holley & Associates, Inc.	Invoice # 178394 & 1785058 Engineering Fees - Alex Walsh Driveway Erosion & Stormwater Runoff, Marsteller Estate Subdivision	-\$2,527.63	50332	05/06/2026
M&T Bank	Bank Service Charge	-\$45.63	ACH	03/09/2026
Total	-\$55,865.49			

(April 02, 2026 – May 06, 2026)

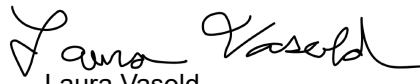
Deposits				
Vendor	Memo	Amount Paid	Check #	Date
DCCS	Building Permit Admin Fees	\$418.50	1883	04/14/2026
Odessa McCreesh	Real Estate Taxes 3/22-3/28 2026	\$5,914.04	1008	04/14/2026
Odessa McCreesh	Real Estate Taxes 3/8-3/14 2026	\$5,354.34	1005	04/14/2026
Odessa McCreesh	Real Estate Taxes 3/1-3/7 2026	\$4,835.08	1004	04/14/2026
Odessa McCreesh	Real Estate Taxes 3/1-3/7 2026	\$37.15	1003	04/14/2026
Odessa McCreesh	Real Estate Taxes 3/15-3/21 2026	\$4,718.77	1006	04/14/2026
Steele's Excavating	18155 Lutz Rd – Sewage Deposit	\$1,140.00	1613	04/14/2026
Odessa McCreesh	Real Estate Taxes 2025	\$1.62	1009	04/20/2026
Odessa McCreesh	Real Estate Taxes 2026	\$17,423.07	1010	04/20/2026
Odessa McCreesh	Real Estate Taxes 2025	\$1.74	1011	04/20/2026
Odessa McCreesh	Real Estate Taxes 2026	\$15,024.89	1012	04/20/2026
County of York	Mar 2026 Delinquent Real Estate Tax	\$167.81	ACH	04/29/2026
Odessa McCreesh	Real Estate Taxes 2026	\$86,991.66	1013	04/30/2026
Sky King Properties	Sewer Permit Deposit - 18104 Lutz Rd Lot 6	\$1,180.00	1138	04/30/2026
County of York	Apr 2026 Delinquent Real Estate Tax	\$114.36	ACH	05/06/2026
PLGIT	Interest of Savings	\$117.34	ACH	04/30/2026
York Adams Tax Bureau	Mar 2026 Earned Income Tax	\$7,034.97	ACH	04/23/2026
York Adams Tax Bureau	Prior Year Earned Income Tax	\$24,437.87	ACH	04/23/2026

York Adams Tax Bureau	Unallocated tax Distribution	\$284.54	ACH	04/23/2026
M&T	Interest on Savings	\$409.84	ACH	04/30/2026
YATB	Refund of 2025 Excess Earned Income Tax Operating Fees	\$2,989.06	ACH	04/06/2026
PLGIT	Interest on CDs	\$3,086.92	ACH	04/06/2026
PLGIT	Interest on CDs	\$3,086.92	ACH	04/06/2026
Total Deposits	\$184,5770.49			

State Funds Account				
(April 02, 2026 – May 06, 2026)				
Bills				
Total	None	\$0.00	N/A	N/A
Deposits				
Vendor	Memo	Amount Paid	Check #	Date
M&T Bank	Savings Interest	\$462.07	ACH	04/30/2026
Total	\$462.07			

Adjournment: A motion was made by Todd Warner, seconded by Dean Miller, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:00 p.m.

Respectfully submitted,


 Laura Vasold
 Secretary