

**EAST HOPEWELL TOWNSHIP,
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 10-2026

**A RESOLUTION BY EAST HOPEWELL TOWNSHIP, YORK
COUNTY, PENNSYLVANIA
ADOPTING REVISED PERSONNEL POLICY SUPERVISORY
ROLES**

WHEREAS, the Board of Supervisors recognizes the need to clarify and update supervisory roles within the township personnel policy; and

WHEREAS, it is deemed in the best interest of the township to designate a Personnel Supervisor responsible for all employee-related oversight, including compliance, hiring, evaluations, and disciplinary actions; and

WHEREAS, the Roadmaster's duties shall be focused on operational responsibilities related to township roads, equipment, vehicles, and facilities; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of East Hopewell Township hereby adopts the revised Personnel Policy Supervisory Roles as presented and attached hereto, effective immediately.

AND BE IT FURTHER RESOLVED, that the Board directs the Personnel Supervisor and Roadmaster to implement their respective duties in accordance with the revised policy.

AND BE IT FURTHER RESOLVED, that this Resolution shall be recorded in the meeting minutes of the Board of Supervisors and made available to all township employees.

ENACTED AND ADOPTED this 4th day of March 2026, effective immediately.

ATTEST:



Laura A. Vasold, Secretary

EAST HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS



Todd E. Warner, Chairman



Michael Kosmicki, Vice-Chairman



Dean H. Miller, Supervisor

Certified to be a true and correct copy of the Resolution duly adopted by the Board of Supervisors of East Hopewell Township, York County, Pennsylvania, on the 4th day of Mar 2026.



Laura A. Vasold, Secretary
East Hopewell Township

East Hopewell Township Personnel Policy Change

Revised Supervisory Roles

Section II – Supervisory Authority

The Board of Supervisors shall designate a Personnel Supervisor to oversee township employee matters. The Personnel Supervisor shall be responsible for ensuring compliance with personnel policies, coordinating hiring and onboarding, conducting evaluations, managing disciplinary actions, and serving as the primary point of contact for employee concerns.

Section III – Employee Oversight

Employees shall report workplace concerns, scheduling, evaluations, and disciplinary matters to the Personnel Supervisor. The Personnel Supervisor shall maintain accurate personnel records and provide employee-related reports and recommendations to the Board of Supervisors.

Section IV – Roadmaster Duties

The Roadmaster shall be responsible for township road management, equipment, vehicles, and facilities. Duties include:

Directing road maintenance, repair, and improvement projects.

Supervising the use, maintenance, and scheduling of township equipment and vehicles.

Ensuring compliance with safety standards and operational best practices.

Coordinating with contractors, vendors, and township staff for roadwork and facility upkeep.

Maintaining accurate records of roadwork, equipment service, and facility management.

Providing operational reports and recommendations to the Board of Supervisors regarding roads, equipment, vehicles, and facilities.

Section V – Records and Reporting

The Personnel Supervisor shall maintain all personnel records and provide employee-related reports to the Board of Supervisors. The Roadmaster shall maintain records related to roadwork, equipment, vehicles, and facilities, and provide operational reports to the Board.