

**EAST HOPEWELL TOWNSHIP
YORK COUNTY, PA
BOARD OF SUPERVISORS
REGULAR MEETING
MINUTES FOR APRIL 1, 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, and residents including Jack Cogle, Sharon Dorn, Fran Seitz, and Ed Cockey.

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 March 4th, 2026: The Board reviewed the March 4, 2026, minutes. A motion was made by Mike Kosmicki, seconded by Dean Miller, to approve the minutes as written. Motion carried unanimously.

Stewartstown Historical Society – Jack Cogle: Jack Cogle requested that the Township consider making a donation to the Stewartstown Historical Society to allow access to historic photographs for a “then and now” project. He noted the Society holds more than 2,600 images, with approximately one-third relating to East Hopewell Township. The Board stated it would research the matter and revisit it during budget discussions later in the year.

Resolution 11-2026 – Adoption of Social Media Policy: A motion was made by Mike Kosmicki, seconded by Dean Miller, to adopt Resolution 11-2026. Motion carried unanimously.

Following adoption, the Board clarified the Township’s social media posting authorization:

- Staff are preauthorized to post the meeting agenda on social media.
- Any other Township-related social media post requires approval from at least one Supervisor before posting.
- The Township website remains the official posting location for all required notices.

Resolution 12-2026 – Computer Use Policy and User Agreement: A motion was made by Mike Kosmicki, seconded by Dean Miller, to table Resolution 12-2026. Motion carried unanimously.

Following adoption, the Board clarified:

- Staff are pre-authorized to post the meeting agenda on social media.
- Any other Township-related post requires approval from at least one Supervisor.
- The Township website remains the official posting location for all required notices.

Resolution 13-2026 – Artificial Intelligence (AI) Use Policy: A motion was made by Mike Kosmicki, seconded by Dean Miller, to table Resolution 13-2026. Motion carried unanimously.

Resolution 14-2026 – Electronic Payment and Internal Controls: A motion was made by Mike Kosmicki, seconded by Dean Miller, to table Resolution 14-2026 pending additional review and written confirmation from the Township’s auditors. Motion carried unanimously.

Discussion included:

- Fraud risks faced by other municipalities
- Risks of fraudulent invoices differing by only a single digit
- Importance of verifying vendor legitimacy

- The need to confirm the Township’s bank dispute timelines for electronic payments
- Recommendation to review Red Lion Borough’s insurance coverage for electronic payment fraud

Resolution 15-2026 – Attendance & Personal Time Off Policy: Supervisor Kosmicki moved to adopt the policy, with a recommendation to renumber it due to earlier tabled resolutions.

A motion was made by Mike Kosmicki, seconded by Dean Miller, to adopt the policy as Resolution 12-2026, subject to minor technical corrections. Motion carried unanimously.

Doceo Printer Proposals: The Board reviewed proposals for:

- A standalone color printer
- Replacement of the existing copier/printer nearing the end of its 10-year lease
- Changes to maintenance coverage after lease expiration

Discussion included:

- The existing copier will no longer qualify for the current maintenance program after 10 years
- Post-lease service would require paying time, labor, and materials
- The Board questioned whether the Township could continue using the existing copier until failure
- The Board requested clarification on maintenance options, lease terms, and long-term costs

A motion was made by Todd Warner, seconded by Dean Miller, to table the printer proposals until the May meeting and request that the Doceo representative meet to discuss options. Motion carried unanimously.

Employee Cell Phone Reimbursement: Supervisor Kosmicki noted that the Township now issues Township-owned cell phones.

A motion was made by Mike Kosmicki, seconded by Dean Miller, to discontinue the employee cell phone reimbursement program. Motion carried unanimously.

Personnel Policy Manual Revisions – Salary Position Clarification: Supervisor Kosmicki presented the revised position clarification previously discussed in executive session.

A motion was made by Mike Kosmicki, seconded by Todd Warner, to implement a three-month trial period beginning April 1, 2026, with a report back to the Board at the end of the trial. Motion carried unanimously.

Roadmaster Report:

- **Pothole Patching & Road Assessments**
Roadmaster Warner reported ongoing pothole repairs and resident concerns.
- **Pleasant Valley Road – Tar & Chip:** The road is oxidizing and requires a tar-and-chip seal. The estimated cost is approximately \$30,000.

The Board discussed:

- Whether the project qualifies as maintenance
- Whether prevailing wage requirements apply
- Oil price volatility and bid validity dates

A motion was made by Todd Warner, seconded by Dean Miller, to prepare bid specifications for the Pleasant Valley Road tar-and-chip project. Motion carried unanimously.

Solicitor Craley will confirm bidding thresholds and prevailing wage requirements.

- **Dolf Road – Tar & Chip Proposal:** A preliminary estimate of \$22,320 was received. The Board expressed concern about the road base and will conduct further research before proceeding.
- **Church Road – Overlay Project:** A preliminary estimate suggests approximately 2,000 tons of asphalt may be required, with an estimated cost of \$225,000. Contractors will provide detailed measurements and pricing for May reviews.
- **Tractor & Mower Grant:** The Township received notice of approximately \$75,000 in grant funding toward a new tractor and mower. Estimated equipment cost: \$110,000–\$125,000. The Township expects to sell the existing mower for \$15,000–\$18,000.

- **2026-2027 Bids:** The current bids for propane, diesel and road oil expire in June 2026. A motion was made by Mike Kosmicki and seconded by Dean Miller for the secretary to prepare bid documents for review prior to authorizing advertisement in May. The motion was unanimously carried.

Treasurer’s Report

Secretary/Treasurer Vasold presented the monthly Treasurer’s Report, including account balances, revenues, and expenditures. She reported that two Township Certificates of Deposit (CDs) will reach maturity on April 6, 2026, and require Board action. The Board discussed renewal terms and confirmed that the CDs should be renewed for 180 days, consistent with prior practice.

A motion was made by Mike Kosmicki, seconded by Dean Miller, to renew both Township Certificates of Deposit for 180 days, including accrued interest. Motion carried unanimously.

Solicitor’s Report:

YCPC Review: The Solicitor reported that the York County Planning Commission (YCPC) has issued its formal comments on both the Special Events Ordinance and the Winery Ordinance. Copies of the comments were provided to the Township.

The Board noted that the comments will be forwarded to the Planning Commission for detailed review at the next meeting on April 9, 2026, to evaluate the recommendations and determine whether any revisions are necessary before the ordinances proceed to the Board of Supervisors for consideration.

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

Comcast Franchise Agreement: A motion was made by Mike Kosmicki, seconded by Todd Warner, to authorize advertisement of the public hearing and ordinance for adoption at the May meeting. Motion carried unanimously.

Public Comment: No public comments were made.

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

General Funds Account (March 5, 2026 – April 01, 2026)				
Bills				
Vendor	Memo	Amount Paid	Check #	Date
PA Dept of Revenue	State Income Tax (Payroll)	-\$28.55	E-Pay	03/05/2026
U.S. Treasury	Federal Tax (Payroll)	-\$98.04	E-Pay	03/05/2026
M&T Bank	Bank Service Charge	-\$45.63	ACH	03/09/2026
YATB	County Tax Collection Fees (Transfer Tax)	-\$90.52	Deduction	03/18/2026
York County	County Tax Collection Fees (EIT)	-\$470.43	Deduction	03/20/2026
PA Department of Rev	State Income Tax (Payroll)	-\$215.61	E-Pay	03/09/2026
U.S. Treasury	Federal Tax (Payroll)	-\$1,590.54	E-Pay	03/09/2026
Laura Vasold	Payroll 02/22/2026-03/07/2026	-\$1,666.80	50272	03/09/2026
Mac Moser	Payroll 02/22/2026-03/07/2026	-\$1,949.45	50273	03/09/2026
Richard Wood	Payroll 02/22/2026-03/07/2026	-\$2,051.02	50274	03/09/2026
Met- Ed	Electric Services 02/03/2026-03/03/2026	-\$366.67	50275	03/12/2026
United Concordia	Dental Coverage for 04/01/2026-04/30/2026	-\$29.89	50276	03/12/2026
Verizon	Phone Services 04/07/2026-05/06/2026	-\$366.52	50277	03/17/2026
Laura Vasold	Payroll 03/08/2026-03/21/2026	-\$1,684.41	50278	03/23/2026
Mac Moser	Payroll 03/08/2026-03/21/2026	-\$2,163.97	50279	03/23/2026
Richard Wood	Payroll 03/08/2026-03/21/2026	-\$2,290.84	50280	03/23/2026
Highmark Health	Health Insurance	-\$3,106.95	50281	03/30/2026
D. Michael Craley	Legal Counsel 02/25/2026 – 03/24/2026	-\$1,687.50	50282	04/01/2026
Double Dog Comms	Invoice# 2492215 Feb 26 Internet Service	-\$49.95	50283	04/01/2026
Eastern Salt Co.	Invoice# INV162410 - 62.02 Tons Salt	-\$5,178.67	50284	04/01/2026

Edel Tech Service	Invoice # 12875 IT Service – April 2026	-\$189.00	50285	04/01/2026
Elan Financial Services	Credit Card Charges 02/18/2026-03/18/2026 TurboScribe, PSATS Conf, Desk, Laptop, Monitor, Office & PW Supplies	-\$2,092.93	50286	04/01/2026
GODFREY'S Trucking	Invoice# 3340 5 Truck Loads of Millings	-\$1,250.00	50287	04/01/2026
Met-Ed	Electric Services 03/04/2026-04/03/2026	-\$386.47	50288	04/01/2026
Mid Atlantic Coop Sol.	489.6G B2 ULSD BIO DIESEL & 397G Propane	-\$2,950.81	50289	04/01/2026
Patricia A. Mason	Bldg. Cleaning 03/13/2026-04/01/2026	-\$195.00	50290	04/01/2026
Sunnyburn Welding	Invoice # 40777 - 125 Oxygen	-\$60.00	50291	04/01/2026
Amy Grove	Auditor Pay for 2025 Financial Audit	-\$300.89	50292	04/01/2026
Deb Bupp	Auditor Pay for 2025 Financial Audit	-\$425.07	50293	04/01/2026
Gretna McCleary	Auditor Pay for 2025 Financial Audit	-\$256.74	50294	04/01/2026
Dean Miller	April 2026 Supervisor Pay	-\$137.94	50295	04/01/2026
Mike Kosmicki	April 2026 Supervisor Pay	-\$251.42	50296	04/01/2026
Odessa McCreesh	Tax Collection Commission Jan-Mar 226	-\$852.80	50297	04/01/2026
Todd Warner	April 2026 Supervisor Pay	-\$137.94	50298	04/01/2026
Total	-\$34,618.97			

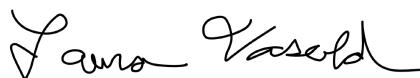
Deposits				
Vendor	Memo	Amount Paid	Check #	Date
District Court	Feb 2026 Fines	\$251.14	16173	03/16/2026
Kimberly Griffin	Interim Taxes 2025	\$9,205.10	1002	03/16/2026
DCCS	Building Permit Admin Fees	\$325.00	1853	03/16/2026
Recorder Corp Pay	January 2026 Real Estate Transfer Tax	\$4,525.98	1853	03/18/2026
York Adams Tax Bureau	2024-25 Earned Income Tax	\$23,250.50	ACH	03/20/2026
York Adams Tax Bureau	2026 Earned Income Tax	\$3,630.96	ACH	03/20/2026
M&T	Interest on Savings	\$391.36	ACH	03/31/2026
PLGIT	Interest on Money Market Account	\$0.68	ACH	03/31/2026
Total Deposits	\$41,580.72			

State Funds Account				
(March 5, 2026 – April 01, 2026)				
Bills				
Total	None	\$0.00	N/A	N/A
Deposits				
Vendor	Memo	Amount Paid	Check #	Date
M&T Bank	Savings Interest	\$469.81	ACH	03/31/2026
Total	\$469.81			

Executive Session: The Board entered executive session at 8:00 PM to discuss personnel matters and reconvened at 8:22 PM. No action was taken.

Adjournment: A motion was made by Mike Kosmicki, seconded by Dean Miller, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25 PM.

Respectfully submitted,


 Laura Vasold
 Secretary