

October 14, 2025

The East Hopewell Township Board of Supervisors met at the Municipal Building, 8916 Hickory Road, Felton, PA, at 1:00 p.m. for a Special Meeting. Members present were Dean Miller, Roy Hiller III, and Todd Warner. Also present were Laura Vasold, Ed Cockey, Michael Kosmicki, and Jack Cogle.

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.

Pledge Allegiance: Dean Miller opened the meeting with the Pledge of Allegiance.

Agenda Approval: Todd Warner made a motion to accept the agenda as written. Roy Hiller seconded the motion, which was unanimously carried.

Employee Life Insurance: Laura Vasold reviewed the township's personnel policy, which requires the township to cover 100% of life insurance for employees. The previous Dearborn policy provided \$10,000 in coverage. A new quote from Principal offers \$10,000 per employee for term life and accidental death at an annual cost of \$348.72 for two employees. Rates will adjust based on age and employee count.

Short-term disability insurance remains employee-funded per policy. Township contributions only apply if an employee qualifies for short-term disability and the policy payout is below \$400/week. In that case, the township pays the difference. Current quotes for short-term disability range from \$182.40 to \$297.60 annually per employee, depending on age. These rates are locked for two years.

The Board confirmed that short-term disability will remain optional and employee-funded. Life insurance coverage will proceed with Principal at the quoted rate.

Todd Warner made a motion to approve the Principal life insurance policy for township employees at an annual cost of \$348.72 for two employees, with future adjustments based on age and staffing. Roy Hiller seconded. Motion carried unanimously.

Budget 2026: The Board reviewed historical revenues and expenditures from 2023 through 2025 using QuickBooks data. Key budget discussions included:

Revenue

- Real Estate Tax Revenue: Increased due to millage adjustment. 2025 collections to date total \$189,330.90. The Board agreed to budget \$200,000 for 2026.
- Transfer Tax: Historically ranged from \$45,000 to \$55,000. The Board set the 2026 estimate at \$50,000.
- Earned Income Tax: Based on year-to-date collections and projected growth, the Board budgeted \$475,000 for 2026.
- Interest Income: With CD reinvestment and strong returns, the Board budgeted \$15,000.
- Rent and Royalties: Franchise and land rental income remains stable. Budget set at \$19,000.
- State Intergovernmental Revenue: Due to pension reimbursement changes and reduced recycling grants, the Board budgeted \$800.
- Charges for Services: Engineering, zoning, and building permit fees were reviewed. The Board will revisit this category after further analysis.

Total Projected Income: \$770,000

Expenditures:

- Employee Compensation: Adjusted for full-time staffing and probationary hires. Secretary's salary review pending.
- Insurance: Combined liability, workers' comp, and auto insurance estimated at \$30,000.

- Health Benefits: Budgeted at \$80,000 based on current coverage and employee count.
- Roadwork and Equipment: \$150,000 allocated for rental equipment, with flexibility to reallocate to road repairs if unused.

Total Projected Expenses: \$1,135,000

The Board acknowledged a \$360,000 shortfall and agreed to allocate funds from unreserved assets, currently totaling \$1.4 million. Liquid Fuels funds will remain separate.

Todd Warner made a motion to proceed with drafting the 2026 budget based on the discussed figures and to allocate unreserved funds to balance the budget. Roy Hiller seconded. Motion carried unanimously.

Executive Session: It was announced an executive session would take place to discuss to discuss employee matter.

Employee Pay (1st Anniversary): Laura Vasold requested a one-year performance and salary review, having completed one year of service on September 16, 2025. She earns a salary with overtime, based on \$22/hr with overtime for meetings and declined health insurance, saving the township an estimated \$24,000 annually without receiving compensation in lieu. The Board agreed to a retroactive adjustment to her anniversary date.

Roy Hiller made a motion to increase Laura Vasold's salary with overtime based on \$23/hour, with a retroactive pay adjustment effective her anniversary date of September 16, 2025. Dean Miller seconded the motion. The motion was carried unanimously.

Adjournment: Roy Hiller made a motion to adjourn at 3:42 p.m. Todd Warner seconded. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Laura A. Vasold". The signature is written in a cursive, flowing style.

Laura Vasold

Secretary