



**HOPEWELL TOWNSHIP BOARD OF SUPERVISORS
CUMBERLAND COUNTY, PA
BOS Workshop Minutes – April 13, 2026**

The Board of Supervisors of Hopewell Township met on April 13, 2026, at 7:00 am.
It was noted that the meeting would be recorded.

Present: Ed Hoover, John Cover, Ted Diehl, Jenny Hart, Jamie Kensinger

Public Present: Jay Shuman, Nikki Urban, Harold Bender

Workshop Purpose: Ed stated that the board is holding workshops in order to discuss business outside of the monthly evening meetings and to do fact-finding. He said that decisions will not be made at workshops.

John made a motion to approve the minutes from the workshop on April 6, 2026. Ted seconded. Motion carried.

Discussion Items:

Secretary/Office Manager Updates: Jamie stated that she has the clothing list for their review. She stated that the incident report was created for the board to review. John said it looked good. Jamie said that she would finalize the Fun Run flyer with updated information. Jamie reminded the supervisors about North Newton Township's America250 event and asked if there was anything that they would like to contribute to the event. Nikki Urban suggested reaching out to Kim Spencer, as she has historical materials that may be useful.

Treasurer Updates: Jenny stated that there were a bunch of large purchases and that the delineators were purchased. Ted asked for clarification on what they were. Jenny explained they were posts for culverts. Jenny stated that benches, bleachers, musical equipment, the small articulating loader were purchased. John said that benches were delivered. Jenny said that the board was invited to the Shippensburg Township meetings held on the second Thursday of every month. John explained that the meetings would be helpful to attend.

Supervisor Updates: Ted stated that the Park & Recreation Board is going to be doing a walkthrough at the park and said that they are looking into Gaga Ball. He said that the Fun Run will be May 31. Ted said he suggested that they invite the fire department to bring the new tanker to the Fun Run to show it off to the community. Ted stated that the BOS was going to meet to see the potential boat launch area at 9:30am.

John stated that the splash pad would be open to the public after it is sealed. John said he ordered sand for the baseball fields and worked with Travis Ruhl on the correct type of sand. John said they are working on marking culverts. He also updated on the Duncan property getting cleaned up. Ted spoke about Public Gathering Permits and suggested a Nuisance Ordinance.

Ed asked for Andrew Miller, Code & Zoning Officer, to be sent an email about Turnpike Road. Ed stated that the access was eliminated when the Pickleball Courts were put in, so they have created a new access point. He stated that the sand has been placed at the volleyball court. Jay Shuman asked where the baseball sand was coming from. John replied that it was somewhere near Philadelphia. Ed explained that it was specialty sand. The board discussed what the base for the Gaga Ball pit would be and the different options.

Handbook: John stated that the purpose of the meeting was to concentrate on the handbook and that Jamie needed to be part of the meeting to take notes. He stated that if anyone had a problem with personnel that the meeting was not the place for it and that they could discuss that in private with a supervisor.

Ed had Jamie continue to read the Employee Handbook out loud, section by section, with discussion where needed. Jamie started reading at Section "Wage and Hour Policies," and "Accommodations for Nursing Mothers" which was where the board had left off at the prior workshop.

For Section "Meal and Rest Periods Policy" the board stated that this would need to be looked into, as it may not be needed, as the office staff have a working lunch.

Section "Paid Vacation Time Policy" was discussed by the board. It was discussed to lower the amount of permitted accrued days from 28 to possibly 20. Jenny stated that it would take a long time to accrue 28. She noted that she was only given four days upon hire, even though she was told she would receive eight. Jenny stated that it was discussed previously to possibly get rid of maternity leave and if accruing days was lowered, then it would make it very difficult to manage if someone had a medical issue, pregnancy, or had to be a caretaker for a spouse or child for a short time. She stated that short term disability is not offered, and that this would be the only safety net.

Nikki stated that the Pay Analysis that Jamie did was very well done and detailed. She said that the male park workers seem to be paid above average, and that the women at the township seem to be greatly underpaid. She suggested that taking away maternity and time-off could make it look a certain way. Ted stated that the parental leave policy provides women more time than men and that it is unfair for the men. Ted stated that he understood if someone has a c-section, they may need some time to heal but no more than 6 weeks. Ted stated that insurance is paid for. Nikki stated that it is not just about healing but bonding. Nikki said that the PA Family Care Act is with the senate right now which would require 12 weeks of paid leave if passed. She stated that Volvo provides 6 months maternity.

Ed calculated that the 28 days, when broken down, seemed reasonable. He also stated that an accrual system should be in place. The “Sick Days” policy was discussed and John said that there is value in sick days as those days can be used to care for a sibling, baby, etc. He stated that there should be no limit. Ed said that the days should not be lost if not used and they should be paid out at the end of employment. Jay Shuman stated that he saw sick days as an insurance when he worked at the school district and agreed that it should be accumulated and not lost.

Nikki stated that Southampton offers 152 hours of PTO in the first year of employment. Ed spoke about how staggering working times would be an option, but that there was no need at this time.

It was decided that research would need to be done to compare the policy and the sick days policy to other municipalities.

Jamie finished reading the handbook and it was decided that the board would need to revisit certain sections at the future workshops.

Public Comment:

Nikki stated that she has been reading the Workshop minutes and she is happy that the board is having workshops to accomplish tasks. She stated that she was happy to see that grants were being sought and thanked Jenny. Nikki said that she liked to see that due diligence was being done with the money and the surplus of items. Nikki stated that she saw in the minutes that there was some confusion on Attorney/Client Confidentiality and hoped that this has been resolved. She said that she saw that it was mentioned to pay a past employee \$18,000 x 3 and found that to be interesting. Nikki said that meetings aren’t a place to insult people and hurt feeling and that progress is great.

Nikki mentioned exit interviews and how they could be implemented to make sure that everything is turned in and that pay can be docked if too many days are taken. Ted said that you cannot make someone do an exit interview. Harold stated that Ashley Branoff had taken too much time off, but that there was not a policy in place and that it was in the past, but that the issue with Tyler needed to be addressed. Jamie said that the supervisors have been open to implementing procedures and that she created an exit interview and other items to keep things from falling through the cracks.

Harold stated his belief that Tyler Gamble took three extra vacation days and that it constituted fraud and a felony. Nikki said that Jamie is equipped with an HR background and that a formal process could be in place that she could manage with the supervisors to make sure no one takes extra vacation time. Harold said that Tyler took three extra days and should be held liable. Nikki asked if anyone had just tried to speak to Tyler. Harold said he could and Nikki encouraged the board to do so instead. Ed asked Harold if he had documentation proving that Tyler took too many days. Harold said that he had a Right to Know that would be ready by Thursday and he would have the data then.

Nikki asked if they could hold a meeting with Barb Gleim at the township office and if supervisors would attend. The board agreed.

Harold asked for the phone number for PennDOT. Jamie provided it.

John made a motion to adjourn the meeting. Ted seconded. Motion carried.

Meeting adjourned at 8:52am
Minutes compiled by Jamie Kensinger

Chair Signature_____

Vice Chair Signature_____

Roadmaster Signature_____