



HOPEWELL TOWNSHIP OF THE BOARD OF SUPERVISORS
CUMBERLAND COUNTY, PA
Workshop Minutes – June 15, 2026

The Board of Supervisors of Hopewell Township met on June 15, 2026 at 7:00 AM.

It was noted that the meeting would be recorded.

A moment of silence was observed, followed by the Pledge of Allegiance, which was led by Ed.

Present: Supervisor Ed Hoover, Supervisor John Cover, Treasurer Jenny Hart, Secretary/Office Manager Jamie Kensinger

Absent: Supervisor Ted Diehl

Public Present: Jay Shuman, Harold Bender

1. Discussion Items

Rosenberry's: Bill Neidigh of Rosenberry's provided an update on the ECOFLO septic system at the township building. He summarized the history and status of the project.

Bill explained that the original fiberglass peat moss tank had failed, a condition identified during an annual maintenance inspection. He noted that older fiberglass tanks of that era were prone to cracking, caved-in tops, and falling distribution plates, all of which afflicted the township's unit. The replacement process required nearly a year of DEP permitting. He acknowledged that Grant Marshall handled the permitting process diligently, but that DEP required extensive documentation and technical compliance. A complicating factor was that the original NPDES design referenced a specific Premier Tech model that is no longer manufactured, which ultimately required the applicant to upgrade to a larger-capacity unit. Bill noted, that was entirely driven by state mandates.

Bill presented a Premier Tech warranty activation form requiring a date and signature from an authorized township representative. Bill explained that once submitted, the form activates a 10-year warranty on the new unit, under which a Premier Tech representative will perform annual inspections — removing and photographing internal components such as the tipping tray and distribution plates, and measuring and raking the media. He clarified that this warranty service is entirely separate from, and in addition to, the ongoing sampling, AMR, and DMR services his company provides. He also noted that the system should be pumped every three years as a best practice. Ed signed and dated the warranty.

Bill walked the board through the system's flow: wastewater gravity-feeds from the building to a septic tank with an effluent filter, then to a pump tank, which pumps up to the new ECOFLO unit located behind the salt shed. From there, water filters down through the media, drains through a chlorine contact unit, and gravity-drains to the stream. He emphasized the importance of proper maintenance given that effluent ultimately discharges to a waterway.

John raised a question about chlorine tablet usage, noting that he had been placing two tablets per month in the unit and asked whether that was appropriate. Bill confirmed it was suitable given the relatively low water flow at the township building, adding that the most recent sample in late March 2026 had returned a chlorine reading of 0.3 mg/L — within the ideal range of 0 to 0.5 mg/L. Jamie requested that sampling reports be provided to the office routinely, and Bill agreed to follow up with his staff to ensure that copies are delivered going forward.

Discussion turned to physical protection of the new unit. It was noted that some damage to the previous system's risers and lid appeared to have been caused by mowing equipment. Bill recommended keeping riding lawnmowers at least one full mower deck's width away from the unit and suggested that stakes, mulch, or a no-mow buffer be established around the green lid to protect it. He cautioned that while a standard riding lawnmower is generally acceptable, heavier equipment with buckets or cabs is not. The board acknowledged this and indicated they would work out a protective measure.

Bill also noted that the project came in under budget: the original estimate was around \$18,000, and the final invoice came in at \$17,176. He offered to walk any board members through the full system at any time.

Jamie indicated she would make a copy of the warranty form for the township's records. The board thanked Bill for his presentation.

Treasurer Updates: Jenny shared a quote received for moving the backstop at the township park, noting it came in lower than expected. She described it as a "fact-finding quote" and indicated the board may pursue additional quotes. The possibility of completing the work toward the end of the year was discussed, though ground conditions may be a factor.

Jenny reported that a payroll configuration issue had been identified and resolved with iSolve, the township's payroll provider. The bereavement pay code had never been properly set up since iSolve was onboarded in late 2024. A review of 2025 payroll records indicated that bereavement pay had been paid out but improperly coded as personal time. The issue was corrected before the most recent payroll run and will be accurately reflected going forward.

Jenny presented final figures for the township's gas check distribution program, comparing 2025 and 2026. In 2025, 966 checks were distributed at \$79.79 each. In 2026, 956 checks were sent out at \$87.00 each — a higher per-check amount that resulted in approximately \$6,000 more being paid out to residents. As a result, the amount available for donation is lower this year: \$2,270.21 remains, compared to \$7,393 donated in 2025 (split between Shippensburg EMS and the fire police). Jenny noted that in 2025 the township did not reimburse itself for the cost of envelopes, stamps, checks, or paper, and asked the board to consider at the July meeting whether to follow the same practice or take a partial reimbursement before directing the remainder to charitable recipients.

Secretary/Office Manager Updates: Jamie stated that Andrew (Code & Zoning Officer) had indicated he would be notifying Tim Madeiros regarding a property matter, so no action was needed from the township office on that item.

Jamie reported that Antrim Township had responded to a prior request and forwarded materials related to their food processing residuals ordinance, including a land application and storage compliance guide, a shipping manifest, and the ordinance itself. Jamie indicated she would make copies for all three supervisors and noted that the board should consider whether state agricultural preemption limits local applicability.

Jamie stated that Steve Hoffman with the county forwarded a hazard mitigation plan requiring township adoption, which will be placed on the next regular meeting agenda. Jamie noted it is a five-year renewal process and that Hoffman's email provides additional context.

Jamie reported that after not receiving a direct response from the Newburg Hopewell Joint Authority, she contacted their solicitor, Matthew McKnight, who facilitated the delivery of the authority's minutes. Jamie noted she had requested that this become a routine submission going forward.

Jamie is awaiting a response from Ely Park Equipment regarding whether damaged park equipment — specifically the slide and bone bridge — may still be covered under warranty before ordering replacement parts. The steering wheel component was discussed briefly; it had previously been noted as a concern, but the board indicated it appeared to be acceptable as-is.

Jamie presented that two-line striping contact numbers were provided by Rick Levan. John noted that double centerlines are needed to qualify for Liquid Fuels funding reimbursement and that neighboring townships are moving in that direction as well. Jenny reiterated that Liquid Fuels could not be used unless it was the double line.

Jamie also noted that the conference room computer was not functioning and will need to be replaced.

Minutes – 06/08/26: John indicated he had reviewed the minutes from the June 8, 2026 meeting and found no changes were needed.

Motion to approve the minutes from the June 8, 2026 meeting was made by John and seconded by Ed. The motion carried unanimously.

Supervisor Updates: John reported that he met with a state police officer at the township park the previous evening to address a report of an individual camping on park grounds. The individual, who had been staying in a tent behind the ball field with a cart, was confirmed to not be homeless but rather a traveler passing through the area. John stated the individual was cooperative and agreed to leave without incident. John emphasized the concern that early morning walkers using the park could be frightened by an unexpected encampment, and that the individual had been observed urinating in the woods and changing clothing on park grounds. The situation was resolved peacefully with state police assistance.

John provided an update on road maintenance activities. He indicated that tar and chip paving work would likely be deferred, as the season is too advanced, and that efforts would be refocused on road line striping before fall to improve visibility for school buses and motorists in foggy conditions. He noted that the township has received all ordered road signs, including road closure and cone setups, bridge warning flashers, and approximately 100 culvert markers. He stated plans to install the culvert markers by driving them in with a jackhammer. Additional markers will be budgeted for future years.

John provided an update on the township mower. He reported that after approximately four hours of use on Friday without incident, it appears the previous belt failures were caused by over-tightening. The manufacturer's specification calls for 5/8-inch deflection under 10 pounds of hand pressure — a standard different from common automotive belts — and adjusting to that specification appears to have resolved the problem. The board acknowledged the support received from Stephenson's in Harrisburg during the troubleshooting process.

Handbook: Ed noted that without the third supervisor present, meaningful progress on the employee handbook could not be made and that revisiting the same discussion multiple times was unproductive. The board acknowledged the handbook must be addressed but indicated it would move forward with or without full participation at some point.

Jenny raised the concern that the ongoing delay — now approximately six months — is having a tangible impact on employees, specifically regarding the PTO provisions. She asked whether the board could at minimum reach an interim agreement on the PTO aspect so that employees are not prevented from planning and taking vacation during the summer season. The board acknowledged the legitimacy of the concern and the impact of one supervisor's repeated absences on staff.

2. Public Comment

Jay Shuman addressed the board regarding work that had taken place along Shady Road. He stated he had been contacted by a resident over the weekend and drove through the area himself. Jay expressed concern that a pile of wood near the road appeared to have been pushed off the township right-of-way and onto adjacent private land without the landowner being contacted. He acknowledged that clearing brush and debris from the road right-of-way is appropriate and necessary, but emphasized that before pushing material onto a private landowner's property, the township should make contact with that landowner, obtain permission, or alternatively load and haul the material away rather than displacing it onto private land.

The board engaged in a broader discussion of the right-of-way maintenance challenges along Shady Road and nearby roads, including fallen trees, brush, wood piles encroaching on travel lanes, and a deteriorating culvert protruding at the intersection of Route 641 and Shady Road that poses a sight-distance and safety hazard. John acknowledged the culvert as an identified issue that needs to be addressed and noted that some of the debris in the area may have originated with the adjacent property owner. The board agreed that going forward, better contact with landowners prior to disturbing materials near the right-of-way line would be advisable, and that hauling material away is preferable to displacing it onto private property.

3. Adjournment

Motion to adjourn was made by John and seconded by Ed. The motion carried unanimously.

The workshop adjourned at approximately 7:44 AM.

Minutes compiled by Jamie Kensinger and ClerkMinutes

Chair Signature_____

Vice Chair Signature_____

Roadmaster Signature_____