

**EAST MANCHESTER TOWNSHIP  
REORGANIZATION MEETING  
AGENDA  
JANUARY 5, 2026**

*Note: 2025 appointments and/or 2026 proposals in italics (subject to change)*

**1. OPEN MEETING - 5:00 PM**

**2. ORGANIZE - ELECT CHAIRMAN AND VICE CHAIRMAN**

**3. APPOINTMENTS**

- 3.1. Appoint Township Manager/ Secretary/ Treasurer and Set Bond Amount**  
*Kristie Masemer / Bonded for \$2,000,000*
- 3.2. Appoint Assistant Treasurer and Set Bond Amount**  
*Darryl Albright / Bonded for \$2,000,000*
- 3.3. Set Bond Amount for Accountant**  
*Jennifer Cox / Bonded for \$2,000,000*
- 3.4. Appoint Assistant Secretary**  
*Dave Naylor*
- 3.5. Appoint Solicitor for Board of Supervisors**  
*MPL Law Firm (Andrew Miller)*
- 3.6. Appoint Zoning and Codes Enforcement Officer**  
*Kate Snyder*
- 3.7. Appoint Engineer for Board of Supervisors**  
*Gordon Brown & Associates (Byron Trout, P.E.)*
- 3.8. Appoint Traffic Engineer for Board of Supervisors**  
*Grove Miller Engineering, Inc. (Greg Creasy, P.E., Senior Traffic Engineer)*
- 3.9. Appoint Fire Chief**  
*Joe Stevens*
- 3.10. Appoint Representative, Alternate, and Manager to Emergency Management Agency**  
*Dave Naylor as Representative; Darryl Albright, Alternate; Kristie Masemer, Manager*
- 3.11. Appoint Emergency Management Coordinator**  
*Michael Fischer*
- 3.12. Appoint Sewer Enforcement Officer and Alternate**  
*SEO - Keith Hunnings Alternate – Gordon L. Brown & Associates*
- 3.13. Appoint Well Inspection Agency**  
*Gordon L. Brown & Associates*
- 3.14. Appoint Animal Control Officer**  
*Michelle Klugh – Klugh Animal Control Services*
- 3.15. Appoint Representative and Alternate to the York/Adams County Earned Income Tax Bureau**  
*Kathy Emswiler - Rep. / Jennifer Cox – Alternate*
- 3.16. Appoint Supervisors as Representatives to the York County Regional Police Commission**  
*Dave Naylor – as Commissioner and Darryl Albright as Alternate – term expires 2027*
- 3.17. Appoint Deputy Tax Collector**  
*Abby Latchaw*
- 3.18. Appoint Inspection Agencies for Building Codes Enforcement**  
*Commonwealth Code Inspection Service*
- 3.19. Appoint Representative to the York County Local Government Advisory Committee**  
*Dave Naylor / Darryl Albright / Dean E. Kohr*

**3.20. Appoint Chief Administrative Officer for Pension Plan**

*Kristie Masemer*

**3.21. Appoint Enumerator and Set Compensation**

*Kathy Emswiler at \$836.00 - 2026 stipend and invoice*

**4. BOARD APPOINTMENTS**

**4.1. Appoint Vacancy Board Chairperson - 1 year term (And by default, all three Board members)**

*Troy Rentzel - term expires December 31, 2026*

**4.2. Appoint Township Auditor(s) – 2-year term**

*John Halpin – unexpired terms January 1, 2026 - December 31, 2027*

*Greg Zirkle – unexpired terms January 1, 2026 - December 31, 2027*

**4.3. Appoint Zoning Hearing Board Member - 5-year term**

*Joyce Daniels – term expires December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

**4.4. Appoint Planning Commission Member and Alternates - 4-year term**

*Michael McCowan – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

**4.5. Appoint Ag Security Committee Member – 5-year term**

*Fred Newcomer – term expires December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

**4.6. Appoint Recreation Board Member – 5-year term**

*Laura Brenner – term expires January 1, 2026 – December 31, 2030*

*Dwight Hollenbach – term expires January 1, 2026 – December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

*Vacancy – unexpired terms January 1, 2023 - December 31, 2027*

**4.7. Northeastern York County Sewer Authority Board – 5-year term**

*William Blanchetti – term expires January 1, 2026 – December 31, 2030*

**5. RESOLUTIONS**

**5.1.** Resolution 2026-1 - Depositories Institutions for Township

**5.2.** Resolution 2026-2 - Adopting Certain Fees and Charges for 2026

**5.3.** Resolution 2026-3 - Appoint a Certified Public Accounting Firm as Township Auditors

**5.4.** Resolution 2026-4 - Tax Certification Fees

**5.5.** Resolution 2026-5 - Electronic Bill Payment

**6. CONFIRM/CERTIFY/AUTHORIZE**

**6.1.** Janitorial Service – *The Mop Ladies*

**6.2.** Computer Technician/Information Technology – *The Refill Station/Jason Zeidman*

**6.3.** Renew Permit Manager Software Support - *C.S.Davidson/CS-Graphics*

**6.4.** Turf Management for Township Parks – *Trugreen*

**6.5.** Certify Supervisors, Manager, Zoning Officer and Tax Collector as Delegates to the York County Convention

**6.6.** Certify Delegates and Voting Delegate to the State Convention – *Voting Delegate – Darryl Albright*

**6.7.** Authorize Tax Collector to attend the Tax Collector's Convention

**6.8.** Authorize membership to PELRAS and Manager and Human Resources to attend PELRAS Training with hotel costs at group price and not to exceed a standard room each.

**6.9.** Authorize PSATS Membership and Subscriptions of the Township News and for Township Staff and Board if they wish to Attend the PSATS Conference

- 6.10.** Confirm Mileage Rate for use of Personal Vehicles for Township Business will be the IRS published mileage rate as of the date the mileage is incurred.

**7. SET MEETING DATES**

- 7.1.** Board of Supervisors - Second Tuesday and Third Tuesday - 6 PM
- 7.2.** Planning Commission - Fourth Tuesday - 6 PM
- 7.3.** Zoning Hearing Board - Fourth Thursday - 6PM
- 7.4.** Recreation Board - First Wednesday - 6 PM
- 7.5.** Approve Proposed Meeting Calendar

**8. SET OFFICE CLOSINGS/HOLIDAYS – 2026**

- 8.1.** Good Friday - Friday, April 3rd
- 8.2.** Memorial Day - Monday, May 25th
- 8.3.** Independence Day - Friday, July 3rd
- 8.4.** Labor Day - Monday, September 7th
- 8.5.** Thanksgiving Days - Thursday, November 26th and Friday, November 27th
- 8.6.** Christmas Days - Thursday, December 24th and Friday, December 25th
- 8.7.** New Year's Day – Friday, January 1st (2027)
- 8.8.** Floating Holiday

**9. ADJOURN**