

**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**
Michellee 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 Maserer

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