

**EAST MANCHESTER TOWNSHIP
REORGANIZATION MEETING
AGENDA
JANUARY 4, 2021**

Present: Supervisor Steven H. Gross Jr., Vice-Chairman David L. Naylor, Supervisor Barry E. Rudisill, Public Works Director Shane Haugh, Zoning Officer Brittany Kohler, and 3 citizens.

The reorganization meeting was held at the Township building, Chairman Steven H. Gross Jr., called the meeting to order at 6:00pm.

Steven H. Gross, Jr. turned the meeting over to Zoning Officer Brittany Kohler for election of Chairman.

Brittany Kohler asked for nominations for Chairman.

A motion by Supervisor Dave Naylor nominating Steven H. Gross, Jr. as Chairman was seconded by Supervisor Rudisill. All members voted aye; motion carried.

The meeting was returned to Chairman Steven H. Gross, Jr.

Chairman Gross opened the floor for public comments, there were none.

Chairman opened the floor for a motion for Vice-Chairman.

Supervisor Rudisill moved to appoint Supervisor Dave Naylor as Vice-Chairman. Chairman Gross seconded. All members voted aye; motion carried.

Chairman Gross made a motion to appoint *Kristie Masemer as Township Manager/ Secretary/ Treasurer and Set Bond at \$2,000,000. Vice-Chairman Naylor seconded. All members voted aye; motion carried.*

Chairman Gross made a motion to appoint *Barry Rudisill as Assistant Treasurer and Set Bond at \$2,000,000. Vice-Chairman Naylor seconded. All members voted aye; motion carried.*

Vice-Chairman Naylor made a motion to appoint *Jennifer Cox as Accountant and Set Bond at \$2,000,000. Supervisor Rudisill seconded. All members voted aye; motion carried.*

Chairman Gross made a motion to appoint *Dave Naylor as Assistant Secretary. Supervisor Rudisill seconded. All members voted aye; motion carried.*

Chairman Gross made a motion to appoint *MPL Law Firm (Andrew Miller) as Solicitor for the Board of Supervisors. Supervisor Rudisill seconded. All members voted aye; motion carried.*

Chairman Gross made a motion to appoint Brittany Kohler as the Zoning and Codes Enforcement Officer. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Vice-Chairman Naylor made a motion to appoint the following as presented:

- *Gordon L. Brown & Associates (Byron Trout, P.E.) as Engineer for Board of Supervisors*
- *Joe Stevens as Fire Chief*
- *Harry (Budd) Staub as Emergency Management Coordinator*
- *SEO – Dave Brown for Sewer Enforcement Officer and Keith Hunnings as the Alternate*
- *Gordon L. Brown & Associates as Well Inspection Agency*
- *Klugh Animal Control Services (Michelle Klugh) as Animal Control Officer*
- *Corey Hoff for a one (1) year term expiring December 31, 2021 for Auditor. Vice-Chairman stated we are currently looking to fill a vacancy position for Bonner Smith.*
- *Dave Naylor as Representative to East Manchester Township Emergency Services.*
- *Kathy Emswiler as Representative and Jennifer Cox as Alternate to the York/Adams County Earned Income Tax Bureau.*

Supervisor Rudisill seconded the appointments. All members voted aye; motion carried.

Vice-Chairman Naylor made a motion to appoint Rachel Travers on an unexpired term, expiring 2022 for Recreation Board. Chairman Gross seconded. All members voted aye; motion carried. Rachel Travers (via Zoom) thanked the Board for the opportunity, and she looks forward to helping the community anywhere she can.

Chairman Gross made a motion to appoint Troy Rentzel as Vacancy Board Chairperson on a one (1) year term expiring December 31, 2021. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Chairman Gross made a motion to re-appoint Joyce Daniels as a Zoning Hearing Board Member for a five (5) year term expiring December 31, 2025 and to appoint Tiffany Weaver as a Zoning Hearing Board Member on an unexpired term, expiring December 31, 2021. Chairman Gross stated we are still looking for an alternate as well. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Chairman Gross made a motion to re-appoint Blaine Rentzel and Mike Scarborough as Planning Commission Members with a four (4) year term expiring December 31, 2024. Supervisor Rudisill seconded. All members voted aye; motion carried.

The question was asked to Solicitor Andrew Miller if a resident can serve on the school board and the sewer authority. Solicitor Miller stated nothing prevents it because the sewer authority is not an elected position. Chairman Gross made a motion to appoint Tyler Kramlick with a term expiring December 31, 2022 as a Northeastern York County Sewer Authority Member filling Joel Klinedinst's spot on the sewer authority. Supervisor Rudisill seconded. All members voted aye; motion carried.

Chairman Gross made a motion to appoint Supervisors *Steven H. Gross, Jr., Dave Naylor, Barry Rudisill* as Representatives to the Northeastern Police Advisory Board. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Chairman Gross made a motion to appoint *Debra Popp* as Deputy Tax Collector. Supervisor Rudisill seconded. All members voted aye; motion carried.

Chairman Gross made a motion to appoint *Robert Nace* to the Northeastern Police Advisory Board. Supervisor Rudisill seconded. All members voted aye; motion carried.

Vice-Chairman Naylor made a motion to appoint *Commonwealth Code Inspection Service* as Inspection Agency for Building Codes Enforcement. Chairman Gross seconded. All members voted aye; motion carried. Discussion: Supervisor Rudisill asked Zoning Officer Brittany Kohler if she deals with anyone other than Pete. Mrs. Kohler stated she works with Pete, Larry, Karen in the office and they have been very helpful since Kristie has been out on maternity leave.

Supervisor Rudisill asked the Board to add Kristie Masemer as a Representative to the York County Local Government Advisory Committee. Chairman Gross makes a motion to appoint the three (3) supervisors *Steven H. Gross, Jr., Dave Naylor, Barry Rudisill* and Kristie Masemer as Representatives to the York County Local Government Advisory Committee. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Chairman Gross made a motion to appoint *Barry Rudisill* as Chief Administrative Officer for Pension Plan. Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Vice-Chairman Naylor made a motion to appoint *Kathy Emswiler* as Enumerator and pay bill of \$836.00 to Kathy Emswiler. Chairman Gross seconded. All members voted aye; motion carried.

RESOLUTIONS

Vice-Chairman Naylor made a motion to approve *Resolution 2021-1 - Depositories Institutions for Township* as presented. Chairman Gross seconded. All members voted aye; motion carried.

Discussion on yard sale permits from Vice-Chairman Naylor. Naylor stated he thinks we should get rid of yard sale permits. He talked to staff and it takes 7-10 minutes to complete one yard sale permit. In 2019, yard sale permits totaled \$940.00. Supervisor Rudisill stated we need another way to regulate residents constantly having yard sales. Vice-Chairman Naylor stated we don't regulate them now with yard sale permits. Gross agreed we aren't enforcing it now but he requested to let it as is for now. Chairman Gross made a motion to approve *Resolution 2021-2 - Adopting Certain Fees and Charges for 2021* as presented. Supervisor Rudisill seconded. All members voted aye; motion carried.

Chairman Gross stated because of our last manager's issues our audit will be more in depth and most likely won't meet the deadline. Gross stated we were sent a letter because

we had to change managers and they will have to conduct a more in depth audit because of a rule in the state. Gross stated he can't emphasize enough that our past manager's legal issue had nothing to do with the Township. Chairman Gross made a motion to approve *Resolution 2021-3 - Appoint a Certified Public Accounting Firm as Township Auditors as presented.* Supervisor Rudisill seconded. All members voted aye; motion carried.

Chairman Gross made a motion to approve *Resolution 2021-4 - Setting Tax-Related Fees for 2021 as presented.* Chairman Gross stated we have not raised taxes in over twenty (20) years, this was pointed out in June. Chairman Gross asked the residents who attended the meeting if anyone would like their taxes raised. No takers. Vice-Chairman seconded. All members voted aye; motion carried.

Chairman Gross made the comment that the Township keeps getting push back on public improvements and he is not in favor of renewing LERTA. Discussion was held on amending the resolution to grandfather Hillwood and CORE 5 and make it a case by case basis. Vice-Chairman agreed with Chairman Gross. Canal Betterment Project was brought up. Supervisor Rudisill mentioned PennDOT is the hold up with the Betterment Project. They have not signed the HOP agreement, Rudisill asked to expedite the HOP.

Chairman Gross asked the Boards wishes.

Vice-Chairman Naylor is interested in seeing another resolution to include CORE 5 and Hillwood, discontinue LERTA, but on a case-by-case basis the Board can decide on LERTA. Solicitor Miller suggests adopting the resolution as presented and start the process of the amendment to the ordinance but to make the drafts to grandfather CORE 5 and Hillwood in. Vice-Chairman Naylor made a motion to adopt *Resolution 2021-5 - Renewing and Amending LERTA Program with Solicitor Miller making an amendment to the resolution.* Supervisor Rudisill seconded. Naylor and Rudisill voted aye. Gross opposed.

Chairman Gross made a motion to appoint/approve the following as presented:

- *The Mop Ladies as Janitorial Service.*
- *Refill Station/Jason Zeidman as Computer Technician/Information Technology.*
- *C. Davidson/CS-Graphics as Renew Permit Manager Software Support*
- *Trugreen as Turf Management for Township Parks*
- *Certify Supervisors, Auditors and Tax Collector as Delegates to the York County Convention*
- *Kristie Masemer as the Voting Delegate to the State Convention.*
- *Authorize Tax Collector to Attend the Tax Collector's Convention*
- *Authorize PSATS Membership and Subscriptions of the Township News*
- *Confirm Mileage Rate for use of Personal Vehicles for Township Business*

Current IRS Rate: 56 Cents (2020 = 57.5)

Vice-Chairman Naylor seconded. All members voted aye; motion carried.

Chairman Gross made a motion to approve the following meeting dates and calendar:

- *Board of Supervisors - Second Tuesday and Fourth Wednesday - 7 PM*

- *Planning Commission - Fourth Tuesday - 7 PM*
- *Zoning Hearing Board - Fourth Thursday - 7 PM*
- *Recreation Board - First Wednesday - 7 PM*
- *Approve Proposed Meeting Calendar*

Supervisor Rudisill seconded. All members voted aye; motion carried.

Chairman Gross made a motion to approve the 2021 Office Closing/Holidays as presented:

Good Friday - Friday, April 2nd

Memorial Day - Monday, May 31st

Independence Day – Monday, July 5th (July 4th - Sunday)

Labor Day - Monday, September 6th

Thanksgiving - Thursday, November 25th and Friday, November 26th

Christmas - Friday, December 24th and Monday, December 27th (December 25th – Saturday)

New Year's Day – Friday, December 31st (January 1, 2022 – Saturday)

Vice-Chairman Naylor seconded. All members voted aye; motion carried.

No Supervisor Comments.

Chairman Gross stated they will approve and pay bills at the Board of Supervisors Meeting.

Motion by Chairman Gross, seconded by Vice-Chairman Naylor to adjourn. All members voted aye; motion carried. The meeting adjourned at 6:57pm.

Respectfully Submitted,

Brittany Kohler

Zoning and Code Enforcement Officer