

EAST MANCHESTER TOWNSHIP
Board of Supervisors
Reorganization Meeting
January 3, 2022

Present: Chairman Steven H. Gross, Jr., Vice-Chairman David L. Naylor, Supervisor Darryl L. Albright; Attorney Andrew Miller; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Zoning Officer Kelly Helsel; and nine citizens.

At a reorganization meeting held at the Township building, Chairman Steven H. Gross, Jr. called the meeting to order at 6:01 p.m.

The Pledge of Allegiance was given to the Flag of the United States of America.

Steven H. Gross, Jr. turned the meeting over to Manager Kristie Masemer for election of Chairman.

Mrs. Masemer asked for nominations for Chairman.

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

Mrs. Masemer asked for nominations for Vice-Chairman.

Chairman Gross moved to nominate Dave Naylor as Vice-Chairman, seconded by Supervisor Albright. All members voted aye; motion carried.

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

Chairman Gross disclosed that, since the last meeting, the Board did not meet.

Motion by Chairman Gross, second by Vice-Chairman Naylor, to approve the agenda. All members voted aye; motion carried.

Public Comments

None at this time.

Appointments

Motion by Vice-Chairman Naylor, second by Supervisor Albright, to approve the following appointments and to set the appropriate bond amounts as presented. All members voted aye; motion carried.

- *Kristie Masemer as Township Manager/ Secretary/ Treasurer and Set Bond at \$2,000,000*
- *Darryl Albright as Assistant Treasurer and Set Bond at \$2,000,000*
- *Set Bond Amount for Accountant Jennifer Cox at \$2,000,000*
- *Dave Naylor as Assistant Secretary*
- *MPL Law Firm (Andrew Miller) as Solicitor for Board of Supervisors*
- *Kelly Helsel as Zoning and Codes Enforcement Officer*
- *Gordon 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 Brown & Associates as the Well Inspection Agency*
- *Michelle Klugh – Klugh Animal Control Services as the Animal Control Officer*

Motion by Chairman Gross, second by Vice-Chairman Naylor, to appoint the following auditors as presented. All members voted aye; motion carried.

- *Michael Helm – six (6) year term expires December 31, 2027*
- *Robin Raymond – two (2) year term expires December 31, 2023*

Motion by Chairman Gross, second by Supervisor Albright, to appoint Dave Naylor as Representative to East Manchester Township Emergency Services. All members voted aye; motion carried.

Motion by Chairman Gross, second by Supervisor Albright, to appoint Kathy Emswiler as Representative and Jennifer Cox as Alternate to the York/Adams County Earned Income Tax Bureau. All members voted aye; motion carried.

Chairman Gross made a motion to appoint Phillip Woods on an unexpired term, expiring 2023 for Recreation Board. Supervisor Albright seconded. All members voted aye; motion carried.

Vice-Chairman Naylor made a motion to appoint Troy Rentzel as Vacancy Board Chairperson on a one (1) year term expiring December 31, 2022. Supervisor Albright seconded. All members voted aye; motion carried.

Motion by Chairman Gross, second by Vice-Chairman Naylor, to approve the following appointments as presented. All members voted aye; motion carried.

- *Zoning Hearing Board*
 - *Tiffany Weaver, Member – five (5) year term expiring December 31, 2026*
 - *Dean Kohr, Member – on an unexpired term, expiring December 31, 2022*
 - *Michael Grothouse - Alternate Member – on an unexpired term, expiring December 31, 2022*
- *Planning Commission*
 - *Mike McCowan, Member – four (4) year term expiring December 31, 2025*
- *Dave Naylor – as commissioner and Steven H. Gross, Jr. as alternate – term expires 2022 to the York County Regional Police Commission*
- *Debra Popp as Deputy Tax Collector*
- *Commonwealth Code Inspection Service as Inspection Agency for Building Codes Enforcement*
- *Steven H. Gross, Jr., Dave Naylor, Darryl Albright Representative to the York County Local Government Advisory Committee*
- *Dave Naylor as Chief Administrative Officer for Pension Plan*
- *Kathy Emswiler as Enumerator and pay bill of \$836.00 to Kathy Emswiler*

Motion by Chairman Gross, second by Vice-Chairman Naylor, to recess at 6:14 p.m. for Oaths of Office performed by Magisterial District Judge Robert A. Eckenrode, District Court 19-3-11. All members voted aye; motion carried. Oath Of Office for Supervisor Albright followed by Tax Collector Kathy Emswiler.

Chairman Gross called the meeting back to order at 6:26 p.m.

Resolutions

Chairman Gross stated that there is a mistake on the first resolution. BB&T changed to Truist.

Motion by Vice-Chairman Naylor, second by Chairman Gross, to approve Resolution 2022-1, Depositories Institutions for Township with the change from BB&T to Truist. All members voted aye; motion carried.

Discussion on yard sale permits from Vice-Chairman Naylor. He stated that he thinks we should get abolish yard sale permits. Mrs. Masemer stated that offenders could receive a Cease and Desist for illegal home occupation. The yard sale ordinance is still in place and enforceable as well with citations being issued.

Motion by Vice-Chairman Naylor, second by Supervisor Albright, to approve Resolution 2022-2, Adopting Certain Fees and Charges for 2022 as amended abolishing yard sale permit fees and adding construction-use driveways for a fee of \$100.00. Two members voted aye; Chairman Gross opposed. Motion carried.

Motion by Chairman Gross, second by Vice-Chairman Naylor, to approve Resolution 2022-3, Appoint a Certified Public Accounting Firm as Township Auditors. All members voted aye; motion carried.

Chairman Gross so noted that the Township is not raising taxes and have not raised taxes in over twenty (20) years.

Motion by Vice-Chairman Naylor, second by Supervisor Albright, to approve Resolution 2022-4, Setting Tax-Related Fees for 2022. All members voted aye; motion carried.

Motion by Vice-Chairman Naylor to approve Resolution 2022-5, Renewing and Amending LERTA Program. Second by Supervisor Albright for discussion. (Motion Rescinded)

Chairman Gross stated that LERTA has outlived its stay and it's a shame because the LERTA Program was good and served its purpose. He feels that Developer's have changed their tune.

Vice-Chairman Naylor rescinded his motion.

The Board further discussed they would like to be able to approve LERTA on a case-by-case basis. Attorney Miller stated that Developer's would have to obtain approval from the Board of Supervisor's before submitting the new construction building permit for their site. If approved by the Board, the LERTA paperwork would be submitted with the building permit to be processed to the Tax Collector, York County and the School District. The Board agreed to wait for changes from the Solicitor before considering the LERTA resolution.

Confirm/Certify/Authorize

Motion by Chairman Gross, second by Vice-Chairman Naylor, to confirm/certify/authorize the following as presented but changing the voting delegate to the State Convention from Kristie Masemer to Darryl Albright. All members voted aye; motion carried.

- *The Mop Ladies as Janitorial Service*
- *The Refill Station/Jason Zeidman as Computer Technician/Information Technology*
- *C.S.Davidson/CS-Graphics as Permit Manager Software Support*
- *Trugreen as Turf Management for Township Parks*
- *Certify Supervisors, Auditors and Tax Collector as Delegates to the York County Convention*
- *Darryl L. Albright as Certified Delegate and 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: 58.5 Cents (2021 = 56)

Set Meeting Dates

Motion by Chairman Gross, second by Supervisor Albright, to adopt the following as presented and so note that the February Board meeting is rescheduled to January 26, 2022. All members voted aye; motion carried.

- *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*

Set Office Closings/Holidays – 2022

Motion by Vice-Chairman Naylor, second by Chairman Gross, to adopt the following as presented. All members voted aye; motion carried.

- *Good Friday - Friday, April 15th*
- *Memorial Day - Monday, May 30st*
- *Independence Day – Monday, July 4th*
- *Labor Day - Monday, September 5th*
- *Thanksgiving - Thursday, November 24th and Friday, November 25th*
- *Christmas - Friday, December 23rd and Monday, December 26th (Dec 24th Sat – Dec 25th Sun)*
- *New Year's Day – Friday, December 30, 2022 - (January 1, 2022 – Sunday)*

Supervisor Comments

Supervisor Albright – He looks forward to the next six (6) years to better the residents and community.
Vice-Chairman Naylor – Expects “Dave Naylor Day” for getting rid of yard sales. Also, welcome aboard Darryl!

Chairman Gross – He recently lost his father. Thank you for the sympathy card from the Township and thank you to staff for honoring his request to not send anything. Also, he wants everyone to know that at a Manchester Township meeting York County planning Commission would not recommend the rezoning of lands adjacent to where the I-83 Exit 26 interchange would be installed. The lands were proposed to be rezoned to Industrial. York County Planning Commission stated that if approved, they would not recommend funding for the interchange or other projects to YAMPO. Later in the meeting the representative apologized, and Felicia Dell will be attending an upcoming meeting in February at Manchester Township to “clear the air”. Lastly, Welcome Darryl!

Approve and Pay Bills

This will occur at the regular 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,

Kristie Masemer
Secretary/Treasurer/Manager