

**EAST MANCHESTER TOWNSHIP**  
**Board of Supervisors**  
**SPECIAL MEETING**  
**March 4, 2022**

Present: Vice-Chairman David L. Naylor, Supervisor Darryl L. Albright; Manager/Secretary/Treasurer Kristie Masemer, Public Works Director Shane Haugh, Road Forman Nathan Heindel, and 3 citizens.

At a special meeting held at the Township building, Vice-Chairman David L. Naylor called the meeting to order at 9:32 a.m and handed the meeting over to Lobar Associates.

**Township Building Remodel/Addition**

A review was done of the sketch plan dated 2/14/22, Plan A-101, submitted by Lobar Associates. Mrs. Masemer began with the office area. Move manager office to corner, add office for accountant at the front, counter will face administrator area, door from the lobby will be moved to the where the zoning officer's office is located. Square off file room, extend zoning office, create hallway back to public works with security door placed after the men's bathroom, meeting room bathrooms to be cut in half, move conference room out because of new hallway, add hallway from public works entrance to garage, downsize Forman office, half the EMC office, create "L" for sign room, push tool room back to be flush with garage walls, add clear story windows. For the meeting room, Lobar to design a better situation for the board area so the board can have access into the audience.

**Motion by Vice-Chairman Naylor, second by Supervisor Albright, to adjourn. All members voted aye; motion carried.** The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager