

**EAST MANCHESTER TOWNSHIP**  
**Board of Supervisors**  
**October 20, 2021**

Present: Chairman Steven H. Gross Jr., Vice-Chairman David L. Naylor, Supervisor Barry E. Rudisill, Shane Haugh, Public Works Director, Kristie Masemer, Manager/Secretary/Treasurer, and one (1) citizen, Darryl Albright. *Not Present: Jennifer Cox, Bookkeeper*

At a regular meeting held at the township building, Chairman Gross called the meeting to order at 6:03p.m.

*Covid Relief Money (ARP) Workshop was held.*

Mrs. Masemer showed a brief PowerPoint presentation for the guidelines of spending the ARP monies. She stated that Ms. Cox had entered our required budget numbers into the ARP system to determine loss of revenue. It shows East Manchester Township's loss to be around one million dollars. The Township Attorney advised via email to wait for an auditor to double check the input of the Township's numbers. Chairman Gross asked where the loss is coming from. Mrs. Masemer explained that the equation for revenue loss requires the "base year" to be the 2019 budget. Then the "growth chart" requires years 2016-2019 budgets. Then you enter in 2020 and 2021's budget numbers. It appears to be the anomaly payments we have received throughout the years. One example is the transfer taxes from industrial buildings. Mrs. Masemer stated that according to Attorney Miller, the Township may be able to use all the ARP funds to pay the Township for revenue replacement. All board members agreed that this is the preferred way to go if possible. Currently the federal government does not have the official approved regulations for the spending of the ARP funds. Lastly, Mrs. Masemer noted that Ms. Cox has been keeping track of what the Township has spent on COVID related items thus far. To date, the amount is approximately 51k.

*2022 Budget Workshop was held, and the board discussed the budget line by line.*

Proposed General Budget – After preparing the proposed budget, **Chairman Gross moved to adopt and advertise the 2022 Proposed General Budgets, Vice-Chairman Naylor second. All members voted aye; motion carried.**

*Review of Funds.* Supervisor Rudisill stated that he would prefer to not make any motions tonight or second them as his term ends at the end of this year and does not feel it would be right if he did.

Proposed Street Light Fund – **Chairman Gross moved to adopt and advertise the 2022 Proposed Street Light Fund, Vice-Chairman Naylor second. All members voted aye; motion carried.**

Proposed Fire Hydrant Fund – **Vice-Chairman Naylor moved to adopt and advertise the 2022 Proposed Fire Hydrant Fund, Chairman Gross second. All members voted aye; motion carried.**

Proposed Recreation Fund – **Chairman Gross moved to adopt and advertise the 2022 Proposed Recreation Fund, Vice-Chairman Naylor second. All members voted aye; motion carried.**

Proposed 35 State Liquid Fuels Fund – **Chairman Gross moved to adopt and advertise the 2022 Proposed 35 State Liquid Fuels Fund, Vice-Chairman Naylor second. All members voted aye; motion carried.**

*Additionally:*

The Board agreed that taxes will not be raised for 2022. Also, Mrs. Masemer is to investigate what the Township can raise Board of Supervisor salaries to. If raised, it would begin with the new member in 2022. Currently, the Board salaries are approximately \$2,500.00.

*Employee Health Care and Life Insurance/Short-Term Disability were briefly discussed for personnel matters.*

**Chairman Gross moved to adopt keeping the same health insurance for the Township employees, Vice-Chairman Naylor second. All members voted aye; motion carried.**

**Vice-Chairman Naylor moved to adopt PSATS Short-Term Disability Plan and Life Insurance if it does not lock the Township in, Chairman Gross second. All members voted aye; motion carried.**

Mrs. Masemer to note that employee insurance type changes should be presented sooner next year by the first advertised October meeting so the board can reflect on the numbers by the budget meeting. Renewals or switching companies for these types of items for our Township have a deadline of October 31<sup>st</sup> every year.

**Motion by Chairman Gross, second by Vice-Chairman Naylor, to adjourn. All members voted aye; motion carried.** The meeting adjourned at 7:35p.m.

Respectfully submitted,

Kristie M. Masemer  
Secretary/Treasurer/Manager