

EAST MANCHESTER TOWNSHIP
Board of Supervisors
October 18, 2022

Present: Chairman Steven H. Gross Jr., Vice-Chairman David L. Naylor, Supervisor Darryl L. Albright, Shane Haugh, Public Works Director, Jennifer Cox, Accountant, Kristie Masemer, Manager/Secretary/Treasurer, and 1 citizen.

At a regular meeting held at the township building, Chairman Gross called the meeting to order at 6:01 p.m.

Manager Masemer requested the board to amend the agenda to include under section 5.3, Employee Handbook Amendment. **Supervisor Albright moved to amend the agenda to include under section 5.3, Employee Handbook Amendments, Vice Chairman Naylor second. All members voted aye; motion carried.**

Fire Chief Joe Stevens for public comment. Chief Stevens gave the board a briefing on the Township and immediate area regarding staffing issues with the Northeastern Area EMS (Ambulance). He also spoke about the importance of funding the ambulance service. So noted.

2023 Budget Workshop was held, and the board discussed the budget line by line.

The Township building remodel/addition was adequately budgeted for 2023. Mr. Haugh so noted that the road crew waived new equipment for a few years to save for a future expansion. The Township is also awaiting grant results for this project.

Proposed General Budget – After preparing the proposed general budget, street lighting fund, fire hydrant fund, recreation fund, and 35 state liquid fuel fund, **Chairman Gross moved to adopt and advertise the 2023 Proposed Budgets, Vice Chairman Naylor second. All members voted aye; motion carried.**

Covid Relief Money (ARP) Workshop was held.

Mrs. Masemer stated that the ARPA fund balance is currently \$789,762.63. If 750k or more is spent within one year a single audit will occur. The Township must obligate all funds by December 31, 2024 and must spend all funds by December 31, 2026. Vice Chairman Naylor recommended that one hundred thousand dollars (\$100,000.00) be donated to the fire companies for turn-out gear. The left over could be placed toward the building remodel/addition. The board agreed that the donation to the fire companies would be further discussed at the November board meeting. Manager Masemer recommended spending the one hundred thousand dollars before the end of 2022 to avoid a single audit next year. Understood.

Resolution 2022-22 Absolving the Tax Collector from collecting the Fire Hydrant Tax from the Township

Manager Masemer explained that the township would be paying the Tax Collector for the hydrant bill and the Tax Collector would then give the money back to the Township. This is very redundant.

Chairman Gross moved to adopt Resolution 2022-22 Absolving the Tax Collector from collecting the Fire Hydrant Tax from the Township, Supervisor Albright second. All members voted aye; motion carried.

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Resolution 2022-23 Act 57 of 2022

This was explained in Attorney Miller's Solicitor Report on October 11, 2022. The state passed a law that requires municipalities to pass a resolution for allowing Tax Collectors to waive penalties on new homeowners in certain circumstances.

Supervisor Albright moved to adopt Resolution 2022-23 Act 57 of 2022, Vice Chairman Naylor second. All members voted aye; motion carried.

Employee Handbook Revisions

Vice Chairman Naylor moved to allow MPL Law Firm to amend the employee handbook to include medical marijuana provisions, Supervisor Albright second. All members voted aye; motion carried.

Mr. Haugh asked the board what day they would like to plan for a road tour to assess the Township roads. - Friday, November 18, 2022, at 9am. Manager Masemer will advertise.

Motion by Supervisor Albright, second by Chairman Gross, to adjourn. All members voted aye; motion carried. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Kristie M. Masemer
Secretary/Treasurer/Manager