

EAST MANCHESTER TOWNSHIP
Board of Supervisors
Reorganization Meeting
January 3, 2023

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 three citizens (Bob Nace, Blaine Rentzel, and Dean Kohr).

At a reorganization meeting held at the Township building, Chairman Steven H. Gross, Jr. called the meeting to order at 5:55 p.m. by accident. The clock was very wrong and was so noted by Mr. Nace at 6:00 p.m. on the dot.

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 Darryl Albright nominating Steven H. Gross Jr. as Chairman, seconded by Dave Naylor. Mr. Albright and Mr. Naylor voted aye; Mr. Gross abstained; motion carried.

The meeting was returned to Chairman Gross. Chairman Gross asked for nominations for Vice Chairman.

Chairman Gross moved to nominate Dave Naylor as Vice Chairman, seconded by Darryl Albright. Chairman Gross and Mr. Albright voted aye; Mr. Naylor abstained; motion carried.

Public Comments

None at this time.

Appointments

Motion by Chairman Gross, second by Vice Chairman Naylor, 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*

Motion by Vice Chairman Naylor, second by Supervisor Albright, to table the appointment for Emergency Management Coordinator until a person suitable for the position is found. Discussion: York County will be the back-up for now and Dave Naylor receives all correspondence in the interim. All members voted aye; motion carried.

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

- *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*
- *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*

Vice Chairman Naylor made a motion to appoint Tyler Kramlick on a five (5) year term expiring December 31, 2027, for Northeastern York County Sewer Authority Board. 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.

- *Vacancy Board Chairperson*
 - *Troy Rentzel – one (1) year term expiring December 31, 2023*
- *Zoning Hearing Board*
 - *Dean Kohr, Member – five (5) year term expiring December 31, 2027*
 - *Michael Grothouse - Alternate Member – three (3) year term expiring December 31, 2025*
- *Planning Commission*
 - *Troy Rentzel, Member – four (4) year term expiring December 31, 2026*
 - *Herbert Nix Jr., Member – on an unexpired term, expiring December 31, 2024*
- *Dave Naylor – as commissioner and Steven H. Gross, Jr. as alternate – term expires 2023 to the York County Regional Police Commission*
- *Abby Latchaw 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 to Kathy Emswiler*

Resolutions

Motion by Supervisor Albright, second by Vice Chairman Naylor, to approve Resolution 2023-1, Depositories Institutions for Township. All members voted aye; motion carried.

Motion by Chairman Gross, second by Vice Chairman Naylor, to approve Resolution 2023-2, Adopting Certain Fees and Charges for 2023 as presented. All members voted aye; motion carried.

Motion by Vice Chairman Naylor, second by Supervisor Albright, to approve Resolution 2023-3, 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 Supervisor Albright, second by Vice Chairman Naylor, to approve Resolution 2023-4, Setting Tax-Related Fees for 2023. All members voted aye; motion carried.

Confirm/Certify/Authorize

Motion by Supervisor Albright, second by Vice Chairman Naylor, to approve subscribe the Zoning Hearing Board members and Planning Commission members to the PSATS News electronically. All members voted aye; motion carried.

Motion by Vice chairman Naylor, second by Chairman Gross, to confirm/certify/authorize the following as presented. 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: 65.5 Cents (2022 = 58.5 and increased during to 62.5)

Set Meeting Dates

Motion by Chairman Gross, second by Vice Chairman Naylor, to adopt the following as presented and so note that the January Recreation Board meeting is Thursday, January 5, 2023. 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 – 2023

Motion by Vice Chairman Naylor, second by Supervisor Albright, 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

Albright – He printed the Fire and Ambulance calls for the Board of Supervisor's information.

Naylor – Feels that the board should take a hard look at the ambulance situation. Time is critical for response and the Township owes it to the residents. On another note, he's very upset with York County Planning Commission and Transportation and suggests the board should let the County Commissioners know about holding the I-83 Exit 26 Points of Access conditionally approved by PennDOT since April 2022.

Gross – Thank you two gentlemen for thinking he was deserving of Chairman for another year.

Approve and Pay Bills

This will occur at the regular meeting.

Motion by Vice Chairman Naylor, seconded by Supervisor Albright to adjourn. All members voted aye; motion carried. The meeting adjourned at 6:38 pm.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager