

EAST MANCHESTER TOWNSHIP
Board of Supervisors
October 10, 2023
AMENDED 11/14/23

Present: Chairman David L. Naylor, Vice Chairman Darryl L. Albright, and Supervisor Dean E. Kohr; Attorney Andrew Miller; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Engineer Byron Trout; Zoning Officer Gary Mayfield; Recording Secretary, and nine citizens.

At a regular meeting held at the Township building, Chairman Naylor called the meeting to order at 7:00 p.m.

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

Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the Agenda as presented. All members voted aye; motion carried.

Chairman Naylor disclosed that since the meeting of September 12, 2023, the Board held a special meeting on October 3, 2023, to discuss funding for phase 2 of the Township building improvement project.

Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the minutes of the meeting of September 12, 2023. All members voted aye; motion carried.

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the minutes of the meeting of October 3, 2023. All members voted aye; motion carried.

Public Comments

Mike Grothouse, 1215 Canal Road Extended, commented on the speeding on his road, Canal Road, mostly in the afternoon hours. Chairman Naylor and Vice Chairman Albright will notify the police.

Emergency Services Report

Fire Chief's Report -- Chairman Naylor reported that the Board received an email from Eagle Fire Company, Steve Trott, with the financial review --- previously discussed the two companies using the same format -- please remind him to use the same form as Union. Still disbursing 50/50 to each fire company.

Wellspan -- no comments; nice report.

York County Regional Police Report -- increasing patrol units in the Township. Yes, it will cost the Township, but that's the way it goes. Increased crime requires increased patrols. The budget will cover the increase. Why the increase in crime, anyone know? Not really. Next meeting is Thursday on Board Road, 6 p.m.

Emergency Services donations -- previously gave \$100K each in June—**Motion by Chairman Naylor, second by Vice Chairman Albright, to disburse \$100K to each fire department. All members voted aye; motion carried.**

2023 Volunteer fire relief allocation: **Motion by Chairman Naylor, second by Supervisor Kohr, to disburse \$32,952.99 to each company. All members voted aye; motion carried.**

NEAEMS to return donation -- no real update from last month's meeting. Still a work in progress.

Special Request

Westshore Wildlife Center -- annual contribution request -- It was noted that this agency doesn't deal with dogs and cats. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to donate \$349 to the Westshore Wildlife Center. Two members voted aye; Chairman Naylor opposed. Motion carried.**

Correspondence

Manchester Commerce blasting -- this is to be done from the beginning of October through the new year, 10 a.m. to 2 p.m. Mrs. Masemer will notify the local police department and post the information on the Township's

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website. She will also notify the fire department, per Chief Stevens' request.

Northeastern Middle School, Community and Career event – 8th graders will interview and record various businesspeople. Asking for volunteers; Chairman Naylor volunteered Mr. Haugh and Mrs. Masemer. If the staff has time to be interviewed, will the Board approve? Yes.

Northeastern Middle School, Operation Help-A-Neighbor – Lion's Club works with the school to do this project. This year, the project will take place during the week of December 11, at the Union Fire Hall. The school has requested help from the Township this year. The recipients are only from the Northeastern school district.

Motion by Vice Chairman Albright, second by Supervisor Kohr, to donate \$5K to Operation Help-A-Neighbor. Two members voted aye; Chairman Naylor abstained. Motion carried.

Solicitor's report – Attorney Andrew Miller

- Small cell wireless ordinance -- forwarded to Planning Commissions. Waiting to receive comments from those boards.
- Rolling Meadows traffic controls ordinance -- Attorney Miller's office is working on this project, listing roads/speed limits/stop signs, etc. If the Board doesn't need to see the ordinance first, Attorney Miller can have it ready for adoption in November. **Motion by Chairman Naylor, second by Vice Chairman Albright, to authorize the Solicitor to advertise this ordinance for adoption in November. All members voted aye; motion carried.**
- Proposed SALDO amendment for traffic studies -- a work in progress. Possibly advertise for a meeting to be held in January to discuss/review ordinances. The Manager and Engineers all have items to be included in the discussion. The Board scheduled the special ordinance review meeting for January 24, 2024, at 6 p.m.
- Next meeting for Exit 26 should be held in November.
- Chairman Naylor, Mrs. Masemer, and representatives from Mt. Wolf and Manchester will meet in December to discuss/choose an Emergency Management Coordinator.

Engineer's report – Byron Trout

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the surety reduction request in the amount of \$2,841,528.83 for Core5 at Codorus Creek, final phase 2 land development plan, leaving a balance of \$212,060.61 per the Engineer's recommendation. All members voted aye; motion carried.

Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the surety reduction request in the amount of \$3,114,992.09 for Core5 at Codorus Creek, final phase 3 land development plan, leaving a balance of \$938,967.11 per the Engineer's recommendation. All members voted aye; motion carried.

North Sherman Street Extended update – Mr. Trout spoke with the PennDOT representative; this is still an ongoing project with negotiations. Good possibility of PennDOT contributing to the project for the full 500 feet of N Sherman St. Ext. PennDOT wants to see the design first before confirming.

Local Shared Account Grant Category 4 – two projects submitted. Stay tuned.

Steamboat Boulevard – Mr. Trout re-submitted the proper information (it had been mailed to the incorrect address), so now the owner is on a new deadline to get this work done. Mr. Trout will follow up and stay on it.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – minutes are available for review. No questions. No word yet on the grant for Area 2.

Zoning Officer – Mr. Mayfield reported that the Planning Commission will meet on October 24; no meeting in October for the ZHB, but there will be a ZHB meeting in November.

Assistant Zoning and Codes Officer -- Lauren's doing a good job so far.

Recreation Board – still need another member to form a quorum.

Motion by Chairman Naylor, second by Vice Chairman Albright, to set the Reorganization meeting for January 2, 2024, 6 p.m. followed by the regular January 2024 meeting at 7 p.m., AND to hold the ordinance review meeting on January 24, 6 p.m. All members voted aye; motion carried. It was noted that all future Board meetings might start at 6 p.m.

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2023 auditing services from Hamilton and Musser -- new fee of \$9,500, which is higher than the initial proposed fee of \$8,875. Variety of reasons given for the increase. Staff recommends staying with this firm for the time being. This is the third year with this firm. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the increase to \$9,500 and continue with Hamilton and Musser through the 2023 audit. All members voted aye; motion carried.**

SPCA contract for 2024 -- Based on Mrs. Masemer's figures/numbers, more people are using this service at the discounted rate. This is the first year in several for a price increase and advanced notice was given with specific reasoning. **Motion by Supervisor Kohr, to pay \$5,936 to the SPCA for 2024. Motion died for lack of a second.** Chairman Naylor feels that this is a tax, and it should be a county project, not a municipal project. An audience member said that he caught a feral cat and the SPCA refused to accept the cat (this was about a year ago). Thanks for the information. Mrs. Masemer reported that the SPCA representative said that their policy has changed since his coming to the company. Discussion was held on the costs; how many residents use the services; and the cost savings over vet services.

Klugh Animal Control contract for 2024 -- **Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the contract and pay the Klugh Animal Control retainer of \$450. All members voted aye; motion carried.**

Public Works Report – Shane Haugh

Mr. Haugh reported on the EMT phase 1 building project – it's completed. One-year warranty from the date on the Certificate of Substantial Completion.

East Manchester Township Letter of Substantial Completion -- **Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the Certificate of Substantial Completion with Lobar and have Mr. Haugh sign. All members voted aye; motion carried.**

Vice Chairman Albright reported that Lobar was a great company to work with.

Discussion was held on the EMT phase II project – more office space, enlarged meeting room, lockers/showers for both sexes, new roof, conference room, streaming capability. Electrical system is outdated and really needs to be upgraded/replaced.

Chairman Naylor reported on the October 3 meeting in which phase 2 was discussed. How might we pay for this \$3M project? Attorney Miller suggested retaining 40% of the funds currently held in the Township accounts in case of an emergency, "Operating Reserves". Thus, the Township is looking at using some funds and obtaining a loan for the balance. The Township bookkeeper recommends this course of action, too. Of particular note, there will **not** be any increase in taxes to make this project happen.

From Blaine Rentzel, question on the roof line/replacement. Discussion was held. Should the Township raise the taxes 'just a tad' to accomplish this? No need to do that now. How soon might this start? It'd be great to do the project in 2024.

Land Development/Subdivision –

None at this time.

Supervisor's comments

Chairman David L. Naylor – Re: HB 782, Township review of ordinance and Comp Plans; discussion of transportation impact fee area. Proposed area to charge traffic impact fee for development. Re: SB740, auditor v. audit firm. Mr. Haugh will be preparing an equipment replacement schedule and will meet with a traffic consultant to do a traffic/road assessment. RE: Exit 26, why should the Township raise funds for a PennDOT project? Perhaps it's to assure an exit that would greatly benefit the Township per Attorney Miller. First Annual Harry Staub ride will be held on October 15, to pay for the funeral and start a scholarship fund. Also, Halloween Parade, 2 p.m., this Saturday.

Vice Chairman Darryl Albright – apologized for missing some meetings. He was doing some community service

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work.

Supervisor Deah Kohr – thanks for trusting him to do this job, at least to get started.

Motion by Vice Chairman Albright, second by Chairman Naylor, to pay the bills as presented. All members voted aye; motion carried.

Executive Session requested. **Motion by Chairman Naylor, second by Vice Chairman Albright, to *recess* the meeting. All members voted aye; motion carried. The meeting *recessed* at 8:52 p.m for legal matters with Attorney Miller.**

Chairman Naylor called the meeting back to order at 9:45 p.m.

Motion by Chairman Naylor, second by Vice Chairman Albright, authorizing MPL Law Firm to draft a tax assessment appeal ordinance. All members voted aye; motion carried.

From Chairman Naylor – Staff please investigate Agricultural Security Committee and if it is needed. We may need a name for Auditor if no one wins write-in at election. This would be for a one-year term. For a sewer authority representative, Tom Beakler comes to mind.

The board agreed that the Recreation Board is an idea generation, more like a committee because it's not intermunicipal. From Attorney Miller, they do not need a quorum.

When to review the comprehensive plan? Sooner than later to start because this can take years. Maybe begin 2025 because of a lot going on in 2024. Additionally, we need to find a grant writer that does not get paid until the Township is awarded.

Motion by Vice Chairman Albright, second by Supervisor Kohr, to adjourn. All members voted aye; motion carried. The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary