EAST MANCHESTER TOWNSHIP

Board of Supervisors December 12, 2023

Present: Chairman David L. Naylor, Vice Chairman Darryl Albright, and Supervisor Dean Kohr; Attorney Andrew Miller; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Engineer Byron Trout; Zoning Officer Gary Mayfield; Recording Secretary, and 11 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 Chairman Naylor, second by Vice Chairman Albright, to amend the Agenda as follows: "Add Item #10.8 to the Manager's report, RACP Grant Submission and File." All members voted aye; motion carried.

Correction to the minutes of November 14, 2023; on page 6, under the Public Works report, it should be garage door openers. Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the minutes of the meeting of November 14, 2023, as amended above. All members voted aye; motion carried.

Public Comments

Mike Grotehouse, 1215 Canal Road Extended, complained about lots of noise at the DHL site this past weekend. There were no trucks onsite, just trailers with possible "reefer" noise. The Manager should contact DHL to remind them that those trailers and noise-making units must be parked on the opposite side of the site.

Herb Nix, Chestnut Street, complained about the Township garbage collection service. Can the average citizen just take a picture of the 'problem,' or must it be documented by a Township employee? How about a picture of the trash that was put out in the morning and another picture of the trash at night, not having been picked up? If there's a problem, call the Township to start the complaint process. Mrs. Masemer can contact the company.

Emergency Services Report

Fire Chief's Report -- regarding Eagle's report (no rep present), most of their calls aren't in the borough – why? Per Chief Stevens, a lot of mutual aid occurs; hard to pinpoint what goes on at any given call.

The ambulance representative had nothing to add to his report.

York County Regional Police Report – two new officers on board; vetting two more.

Motion by Chairman Naylor, second by Vice Chairman Albright, to appoint Michael Fisher as the Emergency Management Coordinator of the Northeastern York County Emergency Management Agency, per the recommendation of the Committee. All members voted aye; motion carried.

Monetary threshold for disasters without pre-approval from EMT? Nothing discussed; discuss at the January meeting.

Special Request

Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve a donation in the amount of \$500.00 to the York County Rail Trail Authority and to mention the public open house for the Hanover Trolley Trail on January 18, 2024, 4 to 6 p.m., at 730 Menges Mill Road, Spring Grove. All members voted aye; motion carried. Vice Chairman Albright reported that he will be attending the open house.

Correspondence

PennDOT data collection notice -- PennDOT will travel the municipal roadways collecting data. Operation Help-A-Neighbor program thank-you letter received.

Northeastern Senior Center thank-you letter received. Vice Chairman Albright wondered if the Senior Center could add that EMT donates funds to the Center; in their brochure, it says that funds are received from the County. It would be nice to be counted among the donors. Mrs. Masemer can contact the representative.

Solicitor's report – Attorney Andrew Miller

- Forwarded the tax assessment appeal policy to the school district representative.
- Mrs. Henry's property received a plotting of the actual land that was dedicated. Her property remains well above the size required for clean and green, so it was obviously a mapping issue. Still a work in progress.
- Eckert Seamans bond counsel engagement letter -- Motion by Chairman Naylor, second by Supervisor Kohr, to authorize the Manager to sign a formal engagement letter with this firm as relates to phase 2 of the Township building project, in case any questions arise, etc.; no fee involved unless used. All members voted aye; motion carried.
- The EMA is covered under the workers' compensation policy, and there is some volunteer insurance that would probably cover the volunteers.

Engineer's report – Byron Trout

North Sherman Street Extended update – received PNDI approval; no environmental issues. Stormwater plan should be presented to the Board next month.

Steamboat update – Mr. Trout has some photos to submit to Attorney Miller. There's been no progress; Attorney Miller will take the next step. Might be good to get the Conservation District involved or at least made aware of the situation.

Dellinger Road paving situation -- still a work in progress.

Orchard Business Park Phase 2 – letter of awareness in the process. Does the Board want to add any comments? Let's take a look at Mr. Trout's letter first, then perhaps there will be some additions.

APWA meeting Thursday, 11 a.m., at Quaker Steak and Lube. Weather forecast for the coming year! Mr. Trout spoke highly of the presenter(s).

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – Minutes are available. Supervisor Kohr gave the highlights of the meeting. Still nothing moving forward on Area 2 because there is no news on the grant that was applied for. Zoning Officer – No December Zoning Hearing Board meeting; Planning Commission meets on December 19.

Assistant Zoning and Codes Officer report: Junkyard 2024 licenses

1277 Conewago Creek Road – Carl Cassel removed 15 vehicles from the lot this year. Staff recommends renewing the license. Additionally, the owner continues to seek decommissioning. December 12, 2023

509 Jerusalem School Road -- Brad Klinefelter removed 20 vehicles from the lot this year. Staff recommends renewing the license. Additionally, the owner continues to seek decommissioning.

Vice Chairman Albright asked how the township knows how many were removed. Mrs. Masemer stated that she has conducted the inspection every year for nine years and the differences are seen when the vehicles in the back move closer to the front of their operation and junk areas get cleaned up. Mrs. Masemer also stated that since they are approved junkyards, they don't have to get rid of vehicles to remain a junk yard, it's just nice that they report on that.

Recreation Board – still needs board members. Motion by Chairman Naylor, second by Vice Chairman Albright, to dissolve the recreation board and make it the Recreation Committee. Discussion: per Mrs. Masemer, there's an entire ordinance section devoted to the operation of the Recreation Board. Per Attorney Miller, the Board would need to rescind the ordinance to dissolve the recreation board. Motion rescinded by Chairman Naylor; second rescinded by Vice Chairman Albright. Attorney Miller discussed the responsibilities of the recreation committee to obtain funding from the Township, advertise its meetings, keeping official minutes is not necessary, 3 members required for a quorum. This issue can be discussed with the rest of the ordinance items.

Motion by Vice Chairman Albright, second by Chairman Naylor, to authorize PELRAS training for the manager and human resources person (Jenn) in March 2024 AND to pay approximately \$790 total for the training and approximately \$1000 total for overnight accommodations in State College, Pennsylvania, total expenses NTE \$2K, plus mileage in a separate expense report. All members voted aye; motion carried.

Motion by Chairman Naylor, second by Vice Chairman Albright, to adopt Resolution 2023-11, adopting the 2024 Budget. All members voted aye; motion carried. The Budget will be uploaded to the Township's website.

Motion by Chairman Naylor, second by Vice Chairman Albright, to authorize the quarterly distribution of equal funds for the fire departments from the Fire Protection line item, 01.411.500, beginning the first check disbursement of March. All members voted aye; motion carried.

Motion by Chairman Naylor, second by Vice Chairman Albright, to adopt Resolution 2023-12, setting the tax rate for 2024, with no tax increase. All members voted aye; motion carried. Just be aware, it's been many years since the taxes were increased. From Vice Chairman Albright, the Township should consider looking at a slight increase in the near future.

Motion by Chairman Naylor, second by Supervisor Kohr, to adopt Resolution 2023-13, authorizing the transfer of unencumbered funds from one Township account to another as follows:

- (a) \$ 1,000.00 from Account # 01.400.325 (Postage) to Account # 01.400.321 (Telephone).
- (b) \$ 1,000.00 from Account # 01.400.352 (General Government Insurance) to Account # 01.400.353 (General Government Bonding).
- (c) \$ 1,214,000.00 from Account # 01.409.730 (General Government Capital Purchases) to Account # 01.400.740 (General Government Capital Expense).
- \$ 1,000.00 from Account # 01.403.200 (Tax Collector Materials & Supplies) to Account # 01.403.110 (Tax Collector Commission).
 (e)\$ 500.00 from Account # 01.409.362 (General Government Gas) to Account # 01.409.366 (General Government Water).
- (f) \$ 6,000.00 from Account # 01.410.500 (Contributions & Grants) to Account # 01.410.300 (Animal Control/SPCA).

- (g) \$ 3,000.00 from Account # 01.405.160 (Part Time Employee) to Account # 01.414.110 (Assistant Zoning Officer).
- (h) \$ 2,000.00 from Account # 01.428.000 (Weed Control) to Account # 01.427.000 (Recycling).
- (i) \$ 10,000.00 from Account # 01.437.000 (Repairs Tools/Equipment) to Account # 01.433.220 (Traffic Signals).
- (j) \$ 8,000.00 from Account # 01.452.500 (Contributions) to Account # 01.480.000 (Misc. Expenses).
- (k) \$ 39,500.00 from Account # 01.446.720 (MS4 Capital Improvements) to Account # 01.486.156 (Health Insurance).
- (l) \$ 1,000.00 from Account # 01.486.000 (Workers Compensation to Account # 01.486.158 (Life Insurance).
- (m) \$ 2,500.00 from Account # 01.486.000 (Workers Compensation to Account # 01.486.156 (Dental Insurance).

All members voted aye; motion carried.

Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the fee of \$500 to apply for the RACP grant. All members voted aye; motion carried.

Public Works Report – Shane Haugh

Leaf season is officially over.

Road field trip is tomorrow morning at 8am.

Public Works budget anticipations were discussed. Mr. Haugh presented the Board with estimates on equipment replacement.

Traffic signal maintenance bond was awarded to C. M. High, through intermunicipal cooperation. Three-year contract starting January 2024. Motion by Supervisor Kohr, second by Chairman Naylor, to authorize the manager to execute all related documents, the main contract and addendum #1, with C. M. High. All members voted aye; motion carried.

Mr. Haugh gave the update on the EMT building project. Work is progressing. The temporary trailer for the office staff should be here in February. The township building will be razed; meetings will be held in Bay 1. Parking will be different; follow the temporary signs.

$Land\ Development/Subdivision-$

Nothing at this time.

Supervisor's comments

Supervisor Dean Kohr – safe and enjoyable holiday season to all.

Vice Chairman Darryl Albright – RE: SB231, legal notices to permit municipalities to advertise via websites. No movement thus far; still in the research phase. Happy holidays to all, too!

Chairman David L. Naylor – understands the warning about a possible tax increase but wants to explore a fire tax or something similar. Emergency services is the biggest drain on finances. To Mr. Trout – how about the Chesapeake Bay PRP plan? Mr. Trout explained where things are with this plan. Let's discuss this with Mr. Trout right after the first of the year. Also from Chairman Naylor, "level of service" classifications on Bear Road and Regional Way are projected numbers. These numbers could change with traffic monitoring. Yes. Waivers were discussed. Merry Christmas and Happy New Year!

From the audience, Herb Nix Jr. suggested an independent traffic study person be identified for the Township.

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

Motion by Chairman Naylor, second by Supervisor Kohr, to adjourn. All members voted aye; motion carried. The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Kristie Masemer Secretary/Treasurer/Manager

Julie B. Maher, Recording Secretary