

**EAST MANCHESTER TOWNSHIP**  
**Board of Supervisors**  
**Reorganization Meeting**  
**January 2, 2024**

Present: Chairman David L. Naylor, Vice-Chairman Darryl L. Albright, Supervisor Dean E. Kohr; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Zoning Officer Gary Mayfield; and three citizens (Bob Nace, Herb Nic Jr., and Renee Henry).

At a reorganization meeting held at the Township building, Chairman David L. Naylor called the meeting to order at 6:00 p.m.

David L. Naylor turned the meeting over to Manager Kristie Masemer for election of Chairman.

Mrs. Masemer asked for nominations for Chairman.

**A motion by Supervisor Darryl Albright nominating Supervisor David Naylor as Chairman, seconded by Supervisor Dean Kohr. Supervisors Albright and Kohr voted aye; Supervisor Naylor abstained; motion carried.**

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

**Chairman Naylor moved to nominate Supervisor Albright as Vice Chairman, seconded by Supervisor Kohr. Chairman Naylor and Supervisor Kohr voted aye; Supervisor Albright abstained; motion carried.**

**Appointments**

**Motion by Chairman Naylor, second by Supervisor Kohr, 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*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the following appointment and proposed engagement letter. All members voted aye; motion carried.**

- *MPL Law Firm (Andrew Miller) as Solicitor for Board of Supervisors*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointments as presented. All members voted aye; motion carried.**

- *Gary Mayfield as Zoning and Codes Enforcement Officer*
- *Gordon Brown & Associates (Byron Trout, P.E.) as Engineer for Board of Supervisors*
- *Grove Miller Engineering, Inc. (Greg Creasy, P.E., Senior Traffic Engineer) as Traffic Engineer for Board of Supervisors*
- *Joe Stevens as Fire Chief*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointments as presented. All members voted aye; motion carried.**

- *Dave Naylor as Representative; Darryl Albright, Alternate; Kristie Masemer, Manager to the Emergency Management Agency*
- *Michael Fischer as the Emergency Management Coordinator*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the following appointments 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*
- *Kathy Emswiler as Representative and Jennifer Cox as Alternate to the York/Adams County Earned Income Tax Bureau*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointment as a two-year term. Discussion: Attorney Miller recommended making this term two years instead of one year due to the next election for auditor isn't until 2025. Additionally, Mr. Zirkle is a resident of the township and a science teacher at the high school. All members voted aye; motion carried.**

- *Township Auditor*
  - *Greg Zirkle – two (2) year term expiring December 31, 2025*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointment as presented. Discussion: Expectations of this position are to attend the Board of Supervisor meetings occasionally, especially when there are pertinent updates the board should know about. All members voted aye; motion carried.**

- *Northeastern York County Sewer Authority Board Representative*
  - *Tom Beakler – five (5) year term expiring December 31, 2028*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the following appointment as presented. All members voted aye; motion carried.**

- *Vacancy Board Chairperson*
  - *Troy Rentzel – one (1) year term expiring December 31, 2024*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointments as presented. All members voted aye; motion carried.**

- *Zoning Hearing Board*
  - *Michael Smyser – five (5) year term expiring December 31, 2028*
  - *Michael Grothouse, Member – unexpired five (5) year term December 31, 2027*
  - *Alternate Member remains vacant – unexpired three (3) year term December 31, 2025*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the following appointment as presented. All members voted aye; motion carried.**

- *Planning Commission*
  - *Edward Hewitt – four (4) year term expiring December 31, 2027*  
*Alternate Member remains vacant – unexpired three (3) year term May 10, 2022 - December 31, 2025*
  - *Alternate Member remains vacant – unexpired three (3) year term May 10, 2022 - December 31, 2025*
  - *Alternate Member remains vacant – unexpired three (3) year term May 10, 2022 - December 31, 2025*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the following appointment as presented. All members voted aye; motion carried.**

- *Recreation Board*
  - *Philip Woods – five (5) year term expiring December 31, 2028*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointments as presented. All members voted aye; motion carried.**

- *Dave Naylor – as commissioner and Darryl Albright as alternate – term expires 2024 to the York County Regional Police Commission*

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve the following appointments as presented. All members voted aye; motion carried. Original motion by Chairman Naylor withdrawn and revisited due to figuring Kathy's stipend.**

- *Abby Latchaw as Deputy Tax Collector*
- *Commonwealth Code Inspection Service as Inspection Agency for Building Codes Enforcement*
- *Dave Naylor, Darryl Albright, and Dean Kohr as Representatives to the York County Local Government Advisory Committee*
- *Kristie Masemer as Chief Administrative Officer for Pension Plan*
- *Kathy Emswiler as Enumerator and pay bill of \$836.00 to Kathy Emswiler*

## **Resolutions**

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve Resolution 2024-1, Depositories Institutions for Township. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve Resolution 2024-2, Adopting Certain Fees and Charges for 2024 as presented. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve Resolution 2024-3, Appoint a Certified Public Accounting Firm as Township Auditors. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve Resolution 2024-4, Setting Tax-Related Fees for 2024. All members voted aye; motion carried.**

### **Confirm/Certify/Authorize**

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

**Motion by Chairman Naylor, second by Supervisor Kohr, to certify the following as presented. All members voted aye; motion carried.**

- *Darryl L. Albright as Certified Delegate and Voting Delegate to the State Convention*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to confirm/certify/authorize the following as presented. All members voted aye; motion carried.**

- *Authorize Tax Collector to Attend the Tax Collector's Convention*
- *Authorize PSATS Membership and Subscriptions of the Township News and for Township Staff and Board if they wish to attend the PSATS Conference*

**Motion by Supervisor Kohr, second by Chairman Naylor, to confirm the following with the below verbiage. All members voted aye; motion carried.**

- *Confirm Mileage Rate for use of Personal Vehicles for Township Business will be the IRS published mileage rate as of the date the mileage is incurred.*

### **Set Meeting Dates**

**Motion by Vice Chairman Albright, second by Chairman Naylor, to adopt the following as presented and so note that the January Recreation Board meeting is Wednesday, January 3, 2024. Additionally, all Boards agreed to move their start times to 6pm. All members voted aye; motion carried.**

- *Board of Supervisors - Second Tuesday and Fourth Wednesday - 6 PM*
- *Planning Commission - Fourth Tuesday - 6 PM*
- *Zoning Hearing Board - Fourth Thursday - 6 PM*
- *Recreation Board - First Wednesday - 6 PM*
- *Approve Proposed Meeting Calendar*

## **Set Office Closings/Holidays – 2024**

**Motion by Chairman Naylor, second by Vice Chairman Albright, to adopt the following AND add a floating holiday that must be requested to upper management (Manager or Public Works Director) with the intent to keep the Township open Friday, December 27, 2024, and to give staff the option of a day to celebrate their belief. All members voted aye; motion carried.**

*Good Friday - Friday, March 29th*

*Memorial Day - Monday, May 27th*

*Independence Days – Thursday, July 4th & Friday, July 5th*

*Labor Day - Monday, September 2nd*

*Thanksgiving Days - Thursday, November 28th and Friday, November 29th*

*Christmas Days – Wednesday, December 25th and Thursday, December 26th*

*New Year's Day – Wednesday, January 1st (2025)*

*Floating Holiday – Date of Employee's Choice as approved by management.*

**Motion by Chairman Naylor, seconded by Vice Chairman Albright to adjourn. All members voted aye; motion carried. The meeting adjourned at 6:54 p.m.**

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager