

**EAST MANCHESTER TOWNSHIP**

**BOARD OF SUPERVISORS**

**AGENDA**

**March 11, 2025**

**6:00 p.m.**

1. OPEN MEETING
  - 1.1. Pledge to the Flag
2. APPROVE OR AMEND AGENDA
  - 2.1. March 11, 2025
3. APPROVE OR AMEND MINUTES
  - 3.1. February 11, 2025
4. PUBLIC COMMENTS
5. EMERGENCY SERVICES REPORT
  - 5.1. Fire Chief's Report
  - 5.2. Volunteer Services Tax Refunds in the total amount of \$701.75
  - 5.3. York County Regional Police Report
  - 5.4. Northeastern York County Emergency Management Agency
6. SPECIAL REQUESTS
  - 6.1. York County Envirothon 40<sup>th</sup> Year Donation Request
7. CORRESPONDENCE
  - 7.1. Resolution No. 2025-6 – A Resolution of Appreciation Recognizing the years of service of John Moramarco (12 years)
  - 7.2. Resolution No. 2025-7 – A Resolution of Appreciation Recognizing the years of service of Duane Moyer (12 years)
  - 7.3. Northeastern Senior Center Needs Volunteer Help with Meal Delivery (posted on website under News)
8. SOLICITOR'S REPORT
  - 8.1. Solicitor's Report
  - 8.2. Ordinance No. 2025-3, EMS Tax Relief Ordinance Amendments
  - 8.3. Resolution No. 2025-8, North Sherman Street
  - 8.4. Resolution No. 2025-9, UCC Board of Appeals
  - 8.5. Orchard Business Park Phase II Lot 2 Final LD Plan
  - 8.6. Zoning Ordinance Amendments – Tabled
  - 8.7. Noise Ordinance Amendment – Letter of Agreement form Paxwood Acoustics
  - 8.8. Canal Road Betterment Update
  - 8.9. Ag Security Seven-Year Review

9. ENGINEER'S REPORT
  - 9.1. Engineer's Report
  - 9.2. Willow Springs Cul-de-sac
  - 9.3. Espresso Way Improvements
  - 9.4. Gingerich's Final LD Plan Surety Reduction Request be reduced in the amount of \$1,320.00 with the remaining surety to be \$2,200.00.
10. MANAGER/SECRETARY/TREASURER'S REPORT
  - 10.1. Northeastern York County Sewer Authority Minutes
  - 10.2. Zoning Officers Report
    - 10.2.1. Zoning Hearing Board – No March meeting.
    - 10.2.2. Planning Commission – March 25<sup>th</sup> meeting.
    - 10.2.3. Assistant Zoning & Codes Officer Report
  - 10.3. Recreation Board
  - 10.4. I-83 Exit 26 Update
11. PUBLIC WORKS REPORT
  - 11.1. Public Works Report
  - 11.2. Award All Bids (These numbers are merely for obtaining the lowest bids for this year in case we need to utilize any of the bided items without having to conduct the bid process at the time of need. Having to do so would be more costly due to time and advertising. Not all the below prices reflect what the township will spend on certain items.)
    - 11.2.1. Asphalt – York Material Group; FOB Total \$390,400.00; and DEL Total \$434,680.00
    - 11.2.2. Equipment Rental – Emory J Peters Excavating; Paver (\$6,400.00), 10 Ton Tandem Roller (\$4,080.00), Foreman (\$3,040.00), Laborer (\$2,960.00), 3-5 Ton Tandem Roller (\$3,640.00), and HI-Lift 2.5 CY Tract Loader (\$6,080.00); (all 40 hours each)  
Grand Total \$26,200.00
    - 11.2.3. Line Painting – D.E. Gemmill; Total \$40,658.84 (Budgeted)
    - 11.2.4. Mowing – McCabe's Lawncare & Landscape; Total \$20,000.00 (Budgeted)
    - 11.2.5. Micro surface – Stewart & Tate; Total \$286,250.00 (LF Budget)
    - 11.2.6. Stone Aggregate – York Building Products; FOB Total \$83,262.50; and DEL Total \$205,520.00
    - 11.2.7. Manchester Street Project – Kinsley Construction, LLC; Total \$169,625.00 (previously escrowed by DHL for road improvements to this road)
12. SUBDIVISION AND LAND DEVELOPMENT PLAN
13. SUPERVISOR'S COMMENTS
14. BILL APPROVAL AND PAY BILLS
15. EXECUTIVE SESSION (As Needed)
16. ADJOURN MEETING

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\*All interested parties are invited to attend. People with disabilities may contact the Township office at (717)266-4279 at least five (5) business days prior to the public meeting to discuss how to best accommodate your needs.

**\* Board of Supervisor Meeting Live Stream**

The East Manchester Township Board of Supervisors is providing viewing access to its meeting via live streaming on youtube.com. Channel Name [@EastManchesterTownship](#). This will allow the public to view the Board of Supervisors meeting live and will store on YouTube for a controlled amount of time. The meeting link will not allow public participation nor the submission of questions or comments. If any citizen would like to provide public comment during a meeting, they are encouraged to attend the meeting in person. The Township cannot guarantee that there will not be interruptions in the link or recording due to technical difficulties or failures. To ensure full access to any meeting, citizens are encouraged to attend in person.

**EAST MANCHESTER TOWNSHIP**  
**Board of Supervisors**  
**March 11, 2025**

Present: Chairman David L. Naylor, Vice Chairman Darryl L. Albright, and Supervisor Dean E. Kohr; Attorney Andrew Miller; Manager/Secretary/Treasurer Kristie Masemer, Engineer Byron Trout, Public Works Director Shane Haugh, and Zoning Officer Kate Snyder. Also present: 9 citizens.

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

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

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

**Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the minutes of the February 11, 2025, meeting. All members voted aye; motion carried.**

**Public Comments**

Denny Craul from 1415 Canal Rd Ext., made comments regarding the traffic light located at Locust Point Road, Canal Rd Ext and Zions View Road. He stated that if a vehicle is turning left onto Zions View Road and a tractor trailer is turning right onto Locust Point Road, there is not enough space for the tractor-trailer to turn and the vehicle would need to back up to allow the tractor trailer to make the turn. Shane Haugh will investigate possibly moving the stop bar on Locust Point Road to prevent this from needing to occur.

Suzanna Eisenhour from 400 York Street, stated tractor trailers are destroying her property. The tractor-trailers are traveling down York Street and turning right onto Zions View Road, running at least 3 feet into her yard. The tractor trailers are not completely stopping at the stop sign and even running over the stop sign. Shane Haugh pointed out that the police department is writing tickets to the tractor trailers as this is not a truck route and proceeding the wrong way. There are signs posted on York Street reading that direction is not a truck route. Shane Haugh has been in discussing with PennDOT regarding this issue.

Ed Hewitt from 290 Manchester Street, requested a roundabout be installed at Manchester Street and Canal Road Ext., due to tractor trailers making U turns in that area. The tractor trailers are tearing up the yards and running stop signs in the occurrence of them making a U turn.

**Emergency Services Report**

Fire Chief's Report – Chief Stevens commented he agrees that tractor trailer traffic has noticeably increased.

Township Manager, Kristie Masemer, reviewed the volunteer services tax refund, stating there was a total of 7 applications with 2 applications not qualifying for real estate refunds. The applicants may also file for their municipal portion of the earned income tax. All applicants met required qualifications to receive a refund. **Motion by Supervisor Kohr, second by Vice Chairman Albright to approve the refund total of \$701.75 for the Volunteer Services Tax Refund. All members voted aye; motion carried.**

York County Regional Police Report – Chairman Naylor advised that the merger with Spring Garden Township is finalized. York County Regional police department now has over 80 officers.

Northeastern York County Emergency Management Agency – no one present; Mrs. Masemer

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mentioned Mike Fischer is obtaining more volunteers and continuing to make progress on technology and procedure. Chairman Naylor stated Mike is doing a good job and with the upcoming 2027 three-mile island activity, and he is on top of it.

### **Special Requests**

York County Envirothon 40<sup>th</sup> year anniversary donation request from East Manchester Township. Chairman Naylor noted there are at least 40 children who participate in this program, who are in third through twelfth grade. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the donation amount of \$500 to the York Envirothon 40<sup>th</sup> year request. All members voted aye; motion carried.**

### **Correspondence**

Chairman Naylor presented recognition to John Moramarco for his 12 years of service as Emergency Management Coordinator (EMC), Deputy EMC, and a Public Works Crew member. **Motion by Chairman Naylor, second by Vice Chairman Albright to approve Resolution 2025-6 Recognizing the years of service for John Moramarco. All members voted aye; motion carried.**

Chairman Naylor presented recognition to Duane Moyer (not present) for 12 years on the Zoning Hearing Board. Mrs. Masemer stated that Duane was unable to attend due to work, but Duane says it has been a pleasure serving the Township. **Motion by Chairman Naylor, second by Supervisor Kohr to approve Resolution 2025-7 Recognizing the years of service for Duane Moyer. All members voted aye; motion carried.**

Chairman Naylor announced Northeastern Senior Center needs volunteer help with meal deliveries.

### **Solicitor's report – Attorney Andrew Miller**

- Ordinance No. 2025-3, EMS Tax Relief Ordinance Amendments – Attorney Miller explained the amendments proposed for Ordinance No. 2025-3; verbiage of credits to refunds, removal of the cap on earned income tax credit and real estate combined, and the deadline for submission from April 1 to March 1. **Motion by Chairman Naylor, second by Vice Chairman Albright to approve Ordinance No. 2025-3, EMS Tax Relief Ordinance Amendments. All members voted aye; motion carried.**
- Resolution no. 2025-8, North Sherman Street – Attorney Miller asked the Board to either motion or table this resolution. Mrs. Masemer explained that she was a part of a project meeting today with PennDOT where a deadline of Labor Day 2025 was given for all administrative documents to be submitted to PennDOT to be on the December 2025 bids. Construction would then start Spring 2026. Shane Haugh, Public Works Director, and Byron Trout, Township Engineer, both explained the proposed project that makes the township responsible for parallel pipe and cross pipe on N Sherman Street along the Sherman Oaks development. PennDOT states that the stormwater runoff from Sherman Oaks is the reason the township is being held responsible for the maintenance of the cross pipe. The township staff disagrees. Due to possible right-of-way acquisition, Attorney Miller recommended tabling this until April's meeting. **Chairman Naylor, second by Vice Chairman Albright to table this resolution. All members voted aye; motion carried.**
- Resolution No. 2025-8 – Ucc Board of Appeals – This is primarily allowing for members of the BOA to meet a more lenient criteria, however, someone with building construction knowledge must be on the board. **Motion by Vice Chairman Albright, second by Chairman Naylor to approve Resolution No. 2025-8, UCC Board of Appeals. All members voted aye; motion carried.**

- Orchard Business Park Phase II Lot 2 Final LD Plan – Andy Miller explained a condition on the preliminary plan approval is preventing Kinsley from filing a final land development plan. Kinsely is requesting a modification on the conditions which will allow Kinsely to submit the LD plan and receive approval. This will allow the township time to amend and finalize the Canal Road Betterment Project Agreement. This will lock down the square footage of the buildings for Orchard Business Park Phase II Lot 2 so the developer's shares can be figured out. This condition modification will not allow a building permit to be issued. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve Kinsley Properties letter as presented regarding the modification of a condition placed on the Preliminary LD approval for Orchard Business Park Phase II Lot 2. All members voted aye; motion carried.**
- Zoning Ordinance Amendments – No discussion
- Noise Ordinance Amendment – Letter of Agreement with Paxwood Acoustics - Andy Miller recommends approval. Attorney Miller explained the township will pay for the Paxwood to help create a new ordinance, however, during a potential violation, the property owner would pay for a sound study, not the township. **Motion by Supervisor Kohr, second by Vice Chairman Albright to approve Paxwood Acoustics engagement letter as presented. All members voted aye; motion carried.**
- Canal Road Betterment Project – North Point would like it treated like DHL and make escrowed lumpsum contributions. All parties involved are in debate. North Point only wants to contribute to new improvements, not the entire project. Manchester Township argues they are not involved with most of the project.
- Ag Security Seven-Year Review – Andy Miller stated different options to addressing this review. The township has between June 30, 2025 – September 2026 to decide to go ahead with the review, wait until 2026 or defer for another 7 years as this process will cost money to complete.

#### **Engineer's report – Byron Trout**

Willow Springs cul-de-sac— Stakes placed to show limits of Willow Springs cul-de-sac will be closed once the Canal Road Betterment Project agreement is approved. Shane Haugh, Public Works Director, asked the Board if the crew can start digging and laying stone. **The board's general consensus was yes.**

Espresso Way improvements – Right-of-way issues need addressed. Additional ROW and alternative ROW may affect the driveway across the street. Byron will send surveyors to establish measurements.

Gingrich's Final LD Plan surety reduction request – Byron Trout will not release funds for the as-builts because the pond needs minor modifications and the surety reduction approved.

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve Gingerich Landscaping & Excavating, Inc. Final Land Development Plan Surety Reduction no. 2 to be reduced in the amount of \$1,320.00 with the remaining surety to be \$2,200.00. All members voted aye; motion carried.**

#### **Secretary/Treasurer/Manager's report – Kristie Masemer**

*Sewer Authority* – Attorney Miller will look at the previous NEYCSA agreement and the draft agreement and will report back.

*Zoning Officer* – no meetings in March for Zoning Hearing Board. Planning Commission will be held March 25, 2025, at 6 pm to revisit the Zoning Ordinances. Americold Expansion Warehouse set to appear on this date as well. Chairman Naylor stated per the March 6<sup>th</sup> Staff Meeting, requiring a noise study should be considered due to the 150 foot building height.

*Assistant Zoning and Codes Officer report* -- no questions or discussion

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*Recreation Board – no report*

**I-83 Exit 26** – Andy Miller asked that a motion be made as enough studies have been done.

**Motion by Vice Chairman Albright, second by Chairman Naylor, for East Manchester Township to no longer actively pursue Exit 26 funding for initial studies until there is a clear financial plan from the federal government, PennDOT and YAMPO for the funding and construction of the interchange, and to instead focus on local road improvements to improve traffic for East Manchester Township residents. All members voted aye; motion carried.**

### **Public Works Report – Shane Haugh**

Shane announced that all school zone signs are in place and asked that Andy Miller work on the ordinances and to have them passed in the near future.

Shane duly advertised and held bid openings. Below are the lowest bidders, therefore Mr. Haugh requested the annual bids all be awarded. Mr. Haugh explained that these numbers are merely for obtaining the lowest bids for this year in case we need to utilize any of the bided items without having to conduct the bid process at the time of need. Having to do so would be more costly due to time and advertising. Not all the prices below reflect what the township will spend on certain items. Line painting and mowing are the actual prices that the Township will pay this year. Mr. Haugh gave an example from 2024 for stone that was bid over \$300,000.00 but only spent around \$7k.

**Motion by Chairman Naylor, Supervisor Kohr to approve the following with one change due to an error on the agenda:**

- **Asphalt – York Material Group; FOB Total \$390,400.00; and DEL Total \$434,680.00**
- **Equipment Rental – Emory J Peters Excavating; Paver (\$6,400.00), 10 Ton Tandem Roller (\$4,080.00), Foreman (\$3,040.00), Laborer (\$2,960.00), 3-5 Ton Tandem Roller (\$3,640.00), and HI-Lift 2.5 CY Tract Loader (\$6,080.00); (all 40 hours each) Grand Total \$26,200.00**
- **Line Painting – D.E. Gemmill; Total \$40,658.84**
- **Mowing – McCabe's Lawncare & Landscape; Total \$20,000.00**
- **Micro surface – Stewart & Tate; Total \$286,250.00 (LF Budget) All members voted aye; motion carried.**
- **Stone Aggregate – York Building Products; FOB Total \$83,262.50; and DEL Total ~~\$205,520.00~~ \$122,257.50**

**All members voted aye; motion carried.**

**Manchester Street Project** – This was in the same bid package as the above, but this was recommended to have a separate motion due to this being funded by DHL for Manchester St. Road improvements. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve Kinsley Construction, LLC as the contractor for the Manchester Street Project; Total \$169,625.00. All members voted aye; motion carried.**

**Land Development/Subdivision** – None at this time.

### **Supervisor's comments**

*Supervisor Kohr – Nothing at this time.*

*Vice Chairman Albright – Mentioned QRT donation is for training and equipment and that other municipalities donate as well. The police departments do not donate because they give manpower to the*

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*QRT. Senate bill 194- companion bill will be passed in the house which will allow the township to advertise on their website. However, this has been difficult because the Newspaper companies have powerful lobbyist.*

*Chairman Naylor – stated he had been in discussion with the Fire Chief in regard to UNFI and the poor street lighting. The Fire Chief commented about multiple accidents and even a fire at the intersection and poor lighting may be the cause. Board members discussed the pros and cons of installing streetlights to improve visibility and who would be responsible for the costs. Dusk to dawn lights mentioned.*

**Motion by Chairman Naylor, second by Supervisor Kohr, 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 8:04 p.m.

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager

Kate Snyder,  
Zoning Officer