

**EAST MANCHESTER TOWNSHIP**

**BOARD OF SUPERVISORS**

**AGENDA**

**April 8, 2025**

**6:00 p.m.**

1. OPEN MEETING
  - 1.1. Pledge to the Flag
2. APPROVE OR AMEND AGENDA
  - 2.1. April 8, 2025
3. APPROVE OR AMEND MINUTES
  - 3.1. March 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 \$1,188.62
  - 5.3. York County Regional Police Report
  - 5.4. Northeastern York County Emergency Management Agency
6. SPECIAL REQUESTS
  - 6.1. Rolling Meadows Request for a Block Party and Road Closure on Hollyhock Drive between Rentzel Drive and Wagon Way on Saturday, May 24, 2025 from 3pm – 10pm
7. CORRESPONDENCE
  - 7.1. Springettsbury Township Comprehensive Plan Notice to Neighboring Municipalities
8. SOLICITOR'S REPORT
  - 8.1. NEYCSA Intergovernmental Agreement
  - 8.2. Resolution 2025-9, North Sherman St. Ext
  - 8.3. Zoning Ordinance Amendments
  - 8.4. Noise Ordinance Amendment
  - 8.5. School Zone Speed Limit Ordinance
  - 8.6. Data Center Ordinance

9. ENGINEER'S REPORT
  - 9.1. Engineer's Report
  - 9.2. Willow Springs Cul-de-sac
  - 9.3. Espresso Way Improvements
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 – April 24, 2025 meeting
    - 10.2.2.Planning Commission – Possible April 22, 2025 meeting
    - 10.2.3.Assistant Zoning & Codes Officer Report
  - 10.3. Recreation Board
11. PUBLIC WORKS REPORT
  - 11.1. Public Works Report
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**  
**April 8, 2025**  
**As Amended on May 13, 2025**

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 Katie Snyder; Recording Secretary, and eight citizens.

At a regular meeting held at the Township building, Chairman Naylor called the meeting to order at 6:01 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 March 11, 2025, the Board met in Executive Session to discuss personnel issues prior to tonight's meeting.

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

**Public Comments**

Suzanna Eisenhour was present to complain about truck traffic on her street (York Street). She has tried to deter truck traffic from encroaching on her property. A representative from PennDOT has said that signs will be posted to deter truck traffic from turning left at that location. She doesn't have high hopes for those signs; the truck drivers ignore the signs that are currently posted in that area. Can anyone do anything? Perhaps a police officer can be stationed in her driveway to deter/enforce. Mrs. Eisenhour asked about placing bollards. -The Township does not recommend or condone installation of anything within the PennDOT right-of-way without PennDOT approval. Chairman Naylor read from the upcoming press release: the Public Works Director has contacted PennDOT about the situation. Truck drivers currently disregard properly posted signage. There's been damage to residents' properties. PennDOT's traffic engineer is awaiting new signs. The Public Works Director has been contacting local police from the outset. Township officials have cooperated with the residents and put barrels, etc., in the area. Thanks to the residents for cooperating and for their patience.

From Mr. Haugh, he followed some of the trucks, and they're not all going to the DHL site. He verified when the traffic is heaviest. He would like to have some of his crew see where the drivers are headed or coming from so they can be warned from dispatch to prevent this traffic in the first place.

We'll see how the signs work, in the meantime.

Mike Grothouse spoke next. He complained about truck traffic on Canal Road Extended. Also, many trucks do not stop at the light at Locust Point and Canal Road. Also, the bar that was at UNFI has been missing for some time.

**Emergency Services Report**

Fire Chief's Report – Chief Stevens thanked Mrs. Masemer for helping get the burn ban established.

Volunteer Services tax refunds in the amount of \$1,188.62 (local real estate taxes). Next year,

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there will be one deadline date of March 1 for the applications. **Motion by Chairman Naylor, second by Vice Chairmen Albright, to approve the refunds. All members voted aye; motion carried.** FYI: Total refunded for the 2024 tax year for local real estate taxes: \$1,890.37.

York County Regional Police Report -- meeting Thursday, April 10, at the Board Road precinct. June 1 projected operational date for the merger. Standard firearms are being acquired. New cameras will be paid for over five years. Radios will be ordered as well. Applying for a grant to help with the cost. Two cadets scheduled for June graduation. Two more in July. On track to hire five additional officers this year and next.

Northeastern York County Emergency Management Agency – EMA director proceeding with his duties. He did ask who has authorization to sign contracts for certain situations. Computers/laptops are being replaced little by little. He’s been asked to host a webinar for ‘tabletop exercises.’

### Special Request

Rolling Meadows request for a block party and road closure on Hollyhock Drive between Rentzel Drive and Wagon Way on Saturday, May 24, 2025, from 3 to 10 p.m. (Same request as last year’s; FYI, there were no complaints about this activity.) **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the request by Rolling Meadows for the block party/road closure on May 24, 3 to 10 p.m., as long as there’s appropriate and adequate access to and from the site. All members voted aye; motion carried.**

### Correspondence

FYI -- Springettsbury Township Comprehensive Plan update notice to neighboring municipalities

### Solicitor’s report – Attorney Andrew Miller

- NEYCSA Intergovernmental Agreement – FYI, per the Board’s request for information/update: the 2011 agreement expired in 2021. The parties discussed a new agreement a few years ago, but it was not adopted, so currently no agreement is in place.
- As long as the Township meets PennDOT’s Labor Day deadline, the project will be bid in the fall and construction in Spring 2026. **Motion by Chairman Naylor, second by Supervisor Kohr, to approve Resolution 2025-9, North Sherman Street Extended, Drainage Maintenance Agreement. All members voted aye; motion carried.**
- Zoning Ordinance amendments – YCPC reviewed the changes, made comments, and recommended adopting with no further changes. EMTPC made the following Motion: **add the exemption for a very small stand that is set up in the morning and removed in the evening, temporary shade allowed by canvas, with all produce being grown onsite; the roadside stand provisions to be at least 50% of the produce being grown onsite (or close proximity); and on the fence ordinance, require a setback or a plan of maintenance without trespassing on the neighbor’s property.** Staff recommends the first exemption. The Board can decide if all produce needs to be grown onsite. Enforcement will be difficult, per Mrs. Masemer. From the audience, Bob Nace commented on the recommendation that at least 50% of the produce is grown on site or within a certain distance. How about firewood? If the Township can’t prove that someone is bringing in firewood from another location, how is this to be enforced? Should this be added to the Ordinance? From Vice Chairman Albright, who determines ‘locally’ grown? Discretion of the Zoning Officer. This may well be difficult to enforce. Next: on fencing, require a setback or plan of maintenance without trespassing on the neighbor’s property. Mrs. Masemer doesn’t recommend the ‘created alley’ situation. Trespassing is not a Township matter, but a civil matter. Staff doesn’t recommend anything other than the first exemption for a small roadside operation. Board’s thoughts? The Board doesn’t want to create any alleys between properties. **Motion by**

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**Chairman Naylor, second by Vice Chairman Albright, to authorize MPL to advertise the staff recommended ordinance amendment (add the exemption for a very small stand that is set up in the morning and removed in the evening, temporary shade allowed by canvas, with all produce being grown onsite) and a public meeting. All members voted aye; motion carried.**

- Noise Ordinance amendments – first draft was circulated; would need amendments to the Zoning Ordinance and add a requirement in the SALDO that noise studies be performed for certain projects. Discussion was held on whose engineer should perform the noise studies. The Board members will direct their comments to Attorney Miller, who will make the revisions and recirculate another draft.
- School Zone speed limit ordinance – distributed to the Board members. Add to the ordinance: times when the school zone speed limit is in force. Also, it should be at the intersection of Board Road and Meeting House Road. **Motion by Chairman Naylor, second by Supervisor Kohr, to authorize MPL to advertise the ordinance for adoption at the May Board meeting, with the changes referred to above: add the restriction times and clarify Board Road to Meeting House Road. All members voted aye; motion carried.**
- Data center ordinance – nothing discussed.

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

Willow Springs cul-de-sac -- still trying to find the limits of the properties. Still a work in progress.

Espresso Way improvements – Mr. Trout presented a larger-scale plan to the Board members. Discussion was held on whether the Township should push for Concept 1 or Concept 2. The proposals are only slightly different. Mr. Trout will meet with PennDOT to present the option. Chairman Naylor noted that intersections just cannot be made wide enough to accommodate trucks.

Multimodal Transportation Grant for 2025. – application is due July 31. Please give Mr. Trout at least a month's notice or more if interested because the paperwork is labor intensive. It would be nice to try to get funding for Willow Springs.

Sherman Street HOP – PA one-call lines have been refreshed. Still a work in progress. Stand by.

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

*Sewer Authority* – minutes were available. Chairman Naylor suggested having Attorney Miller contact Attorney Ruth to ask since the source of the water that DEP's concerned with has been identified, why is no action being taken? Will do.

*Zoning Officer* – The Planning Commission will meet on April 22, for Orchard Business Park Phase II, lot 2. The Zoning Hearing Board will meet on April 24, maximum lot coverage, plus an accessory structure in the front yard and encroachment into the setback. From the audience, a Zoning Hearing Board member noted that this situation existed for years. Is there a statute of limitations on the improper placement of a structure in an area not permitted on the lot? From Attorney Miller, it depends on how much knowledge the Township had and for how long. Perhaps staff can determine that if the situation is not causing trouble in the neighborhood, the situation might be 'grandfathered in' and might be exempt. This is for the Zoning Hearing Board to determine the hardship.

*Assistant Zoning and Codes Officer Report* – Mowing requirements/season coming up.

*Recreation Board* – nothing discussed.

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

No questions on Mr. Haugh's report. Keep up the good work. Thanks for sweeping the streets. Please remove the vehicles from the roadways when the sweeper comes through!

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**Land Development/Subdivision –**  
Nothing at this time.

**Supervisor's comments**

*Supervisor Dean Kohr* – budget – at 25% of the revenue, right on track. At 30% of the expenses and without the sweeper purchase, less than 25%. Decent first quarter. At the half-year point, we will look at paying off the loan early or not. Should we have quarterly financial meetings, open to the public? Good idea. Mrs. Masemer will advertise such a meeting.

*Vice Chairman Darryl Albright* – nothing at this time.

*Chairman David L. Naylor* – regarding some ordinance amendments – it's clear that the Township doesn't want to make the same mistakes that we've made in the past. We're trying to stay ahead of new issues.

There will be an Executive Session following this meeting, to discuss personnel.

**Motion by Vice Chairman Albright, 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 *recess* to Executive Session for personnel matters. All members voted aye; motion carried.** The meeting recessed at 8:10 p.m.

**In Executive Session, Chairman Naylor made a motion to authorize MPL Law Firm to advertise a resolution for Employee Handbook amendments. Second by Supervisor Kohr. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Vice-Chairman Albright, to adjourn. All members voted aye; motion carried.** The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager

Julie B. Maher,  
Recording Secretary