

EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

May 13, 2025

6:00 p.m.

1. OPEN MEETING
 - 1.1. Pledge to the Flag
2. APPROVE OR AMEND AGENDA
 - 2.1. May 13, 2025
3. APPROVE OR AMEND MINUTES
 - 3.1. April 8, 2025
4. PUBLIC COMMENTS
5. EMERGENCY SERVICES REPORT
 - 5.1. Fire Chief's Report
 - 5.2. York County Regional Police Report
 - 5.3. Northeastern York County Emergency Management Agency
6. SPECIAL REQUESTS
 - 6.1. Tax Collector requests to exonerate ECI Realty Partnership LP. in the total amount of \$142.68 due to the removal of a building located on 4040 N. George St. Ext.
 - 6.2. Request to have Community Yard Sale at Saginaw Park on June 13, 14, and 15
 - 6.3. Request from Fleet Feet to cross Mundis Race Road at the intersection with the York Heritage Rail Trail (John Rudy Park) on Sunday, October 26, 2025 between the hours of 8am and 11am for the Fleet Feet Half Marathon.
7. CORRESPONDENCE
 - 7.1. York County Planning Commission - York County's Waterways Cleaner than Advertised
8. SOLICITOR'S REPORT
 - 8.1. Ordinance No. 2025-4, School Zone Speed Limit Ordinance
 - 8.2. Ordinance No. 2025-5, Zoning Ordinance Amendments
 - 8.3. Resolution No. 2025-10, Employee Handbook Update
 - 8.4. Noise Ordinance Amendment
9. ENGINEER'S REPORT
 - 9.1. Engineer's Report
 - 9.2. North Sherman St. Ext. PennDOT and Township Project

- 9.3. Willow Springs Cul-de-sac
- 9.4. 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 – No May meeting
 - 10.2.2. Planning Commission – No May meeting
 - 10.2.3. Code Enforcement Officer Report
 - 10.3. Recreation Board
 - 10.4. Republic Services
 - 10.5. 2020 – 2023 PA Department of Labor & Industry UCC Audit
 - 10.6. 2024 Financial Statement Audit
- 11. PUBLIC WORKS REPORT
 - 11.1. Public Works Report
 - 11.2. Locust Point Road Stop Bar
 - 11.3. PA Department of Transportation – Canal Road Bridge within Manchester Township is being posted with a reduction to the weight limit restriction at 20 Tons except 25 Ton combinations.
 - 11.4. 2022 – 2023 PA Department of Transportation Liquid Fuels Tax Audit
 - 11.5. Township Reimbursement to its Liquid Fuels Tax Fund in the amount of \$8,557.86
- 12. SUBDIVISION AND LAND DEVELOPMENT PLAN
- 13. SUPERVISOR'S COMMENTS
- 14. BILL APPROVAL AND PAY BILLS
- 15. EXECUTIVE SESSION (As Needed)
- 16. ADJOURN MEETING

*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
May 13, 2025

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 Katie Snyder; Recording Secretary, and nine citizens.

At a regular meeting held at the Township building, Chairman Naylor called the meeting to order at 6:03 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 April 8, 2025, the Board met in Executive Session prior to tonight's meeting to discuss personnel issues. Also, the Board will meet in Executive Session before the end of tonight's meeting.

Corrections to the minutes of April 8, 2025: on the first page, the sentence reads "personnel prior..." It should read "personnel issues prior..." Also under Public Comments, under Mr. Grothouse's comments, the sentence reads "at the light ~~at the light~~" -- strike the second one.

Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the minutes of the meeting of April 8, 2025, as amended above. All members voted aye; motion carried.

Public Comments

Cheryl Lowe, Saginaw, was present to discuss the mailing addresses in Saginaw. Mrs. Masemer's on it. Also, about Starview – intersection at Saginaw Road and Codorus Furnace; coming from Saginaw, she stopped moving, and a vehicle was right there going through the intersection. Cars are going way too fast through the intersection, and it's dangerous for sure. From Mr. Haugh, these are PennDOT's roads. Please go to PennDOT's website and fill out a complaint form. Will do.

Suzanne Eisenhower spoke, noting that the PennDOT signs are to be installed this week. WGAL did a "fabulous job" of covering the issue. Hopefully, there will be no turns at this intersection (York and Musser). Police need to enforce the signage. She'd like to attend the next police board meeting. She will install cement posts this weekend. Hopefully, this will keep traffic off her property. Is there a property tax refund that she can get to offset the costs of repairing the damage done to her property? Mrs. Masemer confirmed the location of the cement posts and whether a Township permit is required. Discussion was held on the type of permit required and the length of time that it might take to obtain it. Chairman Naylor asked about liability in this instance. Vehicles are entering private property, so liability should exclude the Township.

Ed Hewitt commented on Ms. Eisenhower's plight. The Township allows the warehouses and extra truck traffic – and that's causing trouble. Is there any way to hold the warehouses/traffic accountable? The Township can only cause the applicants to insist on infrastructure improvements, but beyond that, it's difficult.

Emergency Services Report

Fire Chief's Report -- no questions or discussion. Burn ban was lifted. The Township did not receive Eagle's report until recently and it was only partial.

May 13, 2025

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York County Regional Police Report -- Chairman Naylor noted that the merger will be accomplished as of June 1. New day for police board meetings is Wednesday, changed from Thursday.

Northeastern York County Emergency Management Agency -- start-up of the TMI facility is slated for June 2027. The Coordinator proposed to begin table top trainings in 2026.

Special Requests

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the tax collector's request to exonerate ECI Realty Partnership LP for a total of \$142.68, due to the removal of a building at 4040 North George Street Extended. All members voted aye; motion carried.

Cheryl Lowe gave some details about the proposed yard sale project. She will prepare a list of 'regulations' for the yard sale vendors to follow, concerning trash removal, etc. The residents would also like to hold some fun activities, like kickball, for the Saginaw residents at the park. Mrs. Masemer thinks those types of activities wouldn't need Board approval or permit, but a community yard sale will need a permit; there are no fees for this. How about closing York Street for the yard sale? Up to the Board.

Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the request to have a community yard sale at Saginaw Park on June 13, 14, and 15. All members voted aye; motion carried. It would be great if Ms. Lowe were to serve on the Recreation Board!! Mrs. Masemer and Ms. Lowe had a discussion of the issue with addresses/mail delivery. There's been an issue with deliveries to 4th Street (Mount Wolf Borough) and Fourth Street (Saginaw, East Manchester Township). Mrs. Masemer plans to email the list of Fourth Street addresses to the USPS in hopes to have this fixed.

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the request from Fleet Feet to cross Munis Race Road at the intersection with the York Heritage Rail Trail (John Rudy Park) on Sunday, October 26, 2025, between 8 and 11 a.m. for the Fleet Feet Half Marathon. All members voted aye; motion carried.

Correspondence

York County Planning Commission – York County's waterways cleaner than advertised. DEP's model overstated pollution levels in the County.

Solicitor's report – Attorney Andrew Miller

- **Motion by Chairman Naylor, second by Supervisor Kohr, to adopt Ordinance 2025-4, School Zone Speed Limit. All members voted aye; motion carried.**
- At 7:02 p.m., a public hearing was opened regarding Ordinance 2025-5, various zoning ordinance amendments. No comments from the audience, either for or against the amendments. Chairman Naylor noted that this process will be done on a yearly basis. At 7:03, the public hearing was closed. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to adopt Ordinance 2025-5, Zoning Ordinance Amendments. All members voted aye; motion carried.**
- **Motion by Chairman Naylor, second by Supervisor Kohr, to adopt Resolution 2025-10, Employee Handbook Update. All members voted aye; motion carried.**
- Noise Ordinance Amendment – this amendment was reviewed; comments were received from Board members and staff members. Attorney Miller gave some details on how this amendment will be incorporated into the SALDO. One question: what would trigger the requirement for a noise study? Discussion was held. How about requiring it for any new commercial or industrial development within a certain distance to a residential zone/use and then the Board could waive that requirement if it came to that? How about if the use changes in a particular building, and the new use is noisier than the old use – would the Township need to require a noise study of the new use? Would the Township commission its own noise study? If the new use is found to be within

the tolerances, the Township would just have to pay for that study and not recoup any of the cost. If the new use is in violation and does not comply, the ordinance provides for a fine as well as reimbursement of some of the cost of the study. What does a noise study actually cost? Unknown for certain. Could be \$20K. Attorney Miller will prepare an official draft for next month. From the audience, Ed Hewitt asked about the setback distance between residential and industrial zones. -100 feet.

- Willow Springs Road – agreement requires East Manchester to maintain the road and Manchester Township to help with the cost of that maintenance. Mr. Trout will apply for the HOP and in that process, he will determine exactly the ownership of the road.

Engineer's report – Byron Trout

North Sherman Street Extended PennDOT and Township Project update – Mr. Trout meets with PennDOT each month to keep them updated. There was a request for a wetland delineation, which is not applicable in this situation. Mr. Trout is waiting for a response to his comment that this requirement is not applicable. PennDOT asked if the Township has ROW in this area, and Mr. Trout found proof of that. There is a small portion of the project area that is outside of the ROW, and Mr. Trout is following up on that.

Willow Springs cul-de-sac – Mr. Trout is confirming that all proposed grading and work is within the property that the Township owns.

Espresso Way improvements – PennDOT was in favor of Mr. Trout's proposed plan, including the driveway alignment on the Espresso Way side, however, the side of Kinsely's driveway is not necessary. The Board members have already seen these plans and were in favor. They don't need to see the plans again. Timing of closing Willow Springs and doing the work on Espresso needs to be coordinated.

Working on the Chestnut Street bridge repair project.

Regarding Orchard Business Park, Lot 2, Chairman Naylor confirmed that the applicant is going to ensure that there's emergency access around building one in the event that Exit 26 comes to fruition.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – minutes – nothing discussed.

Zoning Officer – no ZHB or PC meetings for May.

Code Enforcement Officer Report – no comments or questions.

Recreation Board – nothing discussed.

Republic Services – some issues on Sherman Street with collections. Problems keep happening, but the company does correct the issues pretty quickly. The contract might specify that the carrier is only permitted to have so many violations in a certain period of time. Are we keeping track of violations? Mrs. Masemer will refer the collector to the portion of the contract that holds them accountable to try to get some results. Also, could they add the word "free" to the advertisement for electronic waste disposal? From an audience member, should they call the Township when they have an issue with the trash pickup, so that the violations can be tracked? Good point. Too many complaints from the Township, however, might make it difficult to get a trash collection company in the next bid cycle.

2019-2023 PA Department of Labor and Industry UCC Audit – the auditor told Mrs. Masemer that the auditor is 'required to find something wrong' so there were small 'violations' on the building inspection side. On the Township's administration side, no problems. Overall, a good audit. **Motion by Chairman Naylor, second by Vice Chairman Albright, to accept the findings of the building code Labor and Industry audit, noting that the time period is 2019-2023. All members voted aye; motion carried.**

2024 Financial Statement audit -- clean audit. The assets are greater than the liabilities. Mrs. Masemer read parts of the report. **Motion by Chairman Naylor, second by Supervisor Kohr, to accept the findings from the 2024 Financial Statement. All members voted aye; motion carried.** *The audit is on the website.*

Public Works Report – Shane Haugh

Locust Point Road stop bar – road crew moved the stop bar back 5’ on a trial basis. Let Mr. Haugh know if you think it’s helpful.

PennDOT – Canal Road Bridge within Manchester Township is being posted with a reduction in the weight limit restriction at 20 tons except 25-ton combinations. (Decreased from 29 tons.)

Starview – Columbia Gas is upgrading its lines, so this is a work in progress.

2022-2023 PennDOT liquid fuels tax audit – **Motion by Chairman Naylor, second by Vice Chairman Albright, to accept the audit of the PennDOT liquid fuels tax. All members voted aye; motion carried.**

Motion by Vice Chairman Albright, second by Chairman Naylor, to reimburse the Liquid Fuels Tax Fund in the amount of \$8,557.86 from the General Fund. All members voted aye; motion carried.

The S curves on Sherman Street is a very dangerous situation. PennDOT recently applied anti-skid to the roadway to help prevent accidents. That took years for them to accomplish after the Township placed the request.

If residents complain to the Township about a particular road, please find out first if it’s a state road or township road. This is on the Township’s website on two different pages.

Regarding Manchester Street – will be done this summer.

Land Development/Subdivision –

Nothing at this time.

Supervisor’s comments

Supervisor Dean Kohr – attended PSATS conference last week. Quarterly budget meeting Thursday at 9 a.m. Feel free to attend.

Vice Chairman Darryl Albright – can the ZHB decisions and PC minutes to the website? PC minutes are added only after approval. Sure, the ZHB decisions can be posted. Can the regular Board minutes be organized into yearly folders instead of just one following after another? This can be on the list of items we want to see with the new website project. Plus can we add a search bar for various phrases, etc.? We can ask when designing the new website. May 15 is deceased police officer day, so the flag will be at half-staff. Trees are to be planted in memory of two people, Steven H. Gross Jr. and Johnnie K. Bare Jr. *Chairman David L. Naylor* – condition of state roads is terrible. Kudos to the office staff all around; way to go! He’s proud of this Township.

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

Is Conewago Township putting in three more warehouses? Could be. Pay attention to what goes on with these industrial uses and their requests for waivers.

Robert Nace heard something about increased bus traffic on Locust Point Road. Great.

Motion by Chairman Naylor, second by Supervisor Kohr, to recess to Executive Session. All members voted aye; motion carried. At 8:39 p.m., the meeting *recessed* to an Executive Session.

Motion by Chairman Naylor, second by Vice Chairman Albright, to adjourn. All members voted aye; motion carried. The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary