

**EAST MANCHESTER TOWNSHIP  
REORGANIZATION MEETING  
AGENDA  
JANUARY 5, 2026**

*Note: 2025 appointments and/or 2026 proposals in italics (subject to change)*

**1. OPEN MEETING - 5:00 PM**

**2. ORGANIZE - ELECT CHAIRMAN AND VICE CHAIRMAN**

**3. APPOINTMENTS**

- 3.1. Appoint Township Manager/ Secretary/ Treasurer and Set Bond Amount**  
*Kristie Masemer / Bonded for \$2,000,000*
- 3.2. Appoint Assistant Treasurer and Set Bond Amount**  
*Darryl Albright / Bonded for \$2,000,000*
- 3.3. Set Bond Amount for Accountant**  
*Jennifer Cox / Bonded for \$2,000,000*
- 3.4. Appoint Assistant Secretary**  
*Dave Naylor*
- 3.5. Appoint Solicitor for Board of Supervisors**  
*MPL Law Firm (Andrew Miller)*
- 3.6. Appoint Zoning and Codes Enforcement Officer**  
*Kate Snyder*
- 3.7. Appoint Engineer for Board of Supervisors**  
*Gordon Brown & Associates (Byron Trout, P.E.)*
- 3.8. Appoint Traffic Engineer for Board of Supervisors**  
*Grove Miller Engineering, Inc. (Greg Creasy, P.E., Senior Traffic Engineer)*
- 3.9. Appoint Fire Chief**  
*Joe Stevens*
- 3.10. Appoint Representative, Alternate, and Manager to Emergency Management Agency**  
*Dave Naylor as Representative; Darryl Albright, Alternate; Kristie Masemer, Manager*
- 3.11. Appoint Emergency Management Coordinator**  
*Michael Fischer*
- 3.12. Appoint Sewer Enforcement Officer and Alternate**  
*SEO - Keith Hunnings Alternate – Gordon L. Brown & Associates*
- 3.13. Appoint Well Inspection Agency**  
*Gordon L. Brown & Associates*
- 3.14. Appoint Animal Control Officer**  
*Michelle Klugh – Klugh Animal Control Services*
- 3.15. Appoint Representative and Alternate to the York/Adams County Earned Income Tax Bureau**  
*Kathy Emswiler - Rep. / Jennifer Cox – Alternate*
- 3.16. Appoint Supervisors as Representatives to the York County Regional Police Commission**  
*Dave Naylor – as Commissioner and Darryl Albright as Alternate – term expires 2027*
- 3.17. Appoint Deputy Tax Collector**  
*Abby Latchaw*
- 3.18. Appoint Inspection Agencies for Building Codes Enforcement**  
*Commonwealth Code Inspection Service*
- 3.19. Appoint Representative to the York County Local Government Advisory Committee**  
*Dave Naylor / Darryl Albright / Dean E. Kohr*

**3.20. Appoint Chief Administrative Officer for Pension Plan**

*Kristie Masemer*

**3.21. Appoint Enumerator and Set Compensation**

*Kathy Emswiler at \$836.00 - 2026 stipend and invoice*

**4. BOARD APPOINTMENTS**

**4.1. Appoint Vacancy Board Chairperson - 1 year term (And by default, all three Board members)**

*Troy Rentzel - term expires December 31, 2026*

**4.2. Appoint Township Auditor(s) – 2-year term**

*John Halpin – unexpired terms January 1, 2026 - December 31, 2027*

*Greg Zirkle – unexpired terms January 1, 2026 - December 31, 2027*

**4.3. Appoint Zoning Hearing Board Member - 5-year term**

*Joyce Daniels – term expires December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

**4.4. Appoint Planning Commission Member and Alternates - 4-year term**

*Michael McCowan – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

*Alternate Member Vacancy – term expires December 31, 2029*

**4.5. Appoint Ag Security Committee Member – 5-year term**

*Fred Newcomer – term expires December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

**4.6. Appoint Recreation Board Member – 5-year term**

*Laura Brenner – term expires January 1, 2026 – December 31, 2030*

*Dwight Hollenbach – term expires January 1, 2026 – December 31, 2030*

*Vacancy – unexpired terms January 1, 2022 - December 31, 2026*

*Vacancy – unexpired terms January 1, 2023 - December 31, 2027*

**4.7. Northeastern York County Sewer Authority Board – 5-year term**

*William Blanchetti – term expires January 1, 2026 – December 31, 2030*

**5. RESOLUTIONS**

**5.1.** Resolution 2026-1 - Depositories Institutions for Township

**5.2.** Resolution 2026-2 - Adopting Certain Fees and Charges for 2026

**5.3.** Resolution 2026-3 - Appoint a Certified Public Accounting Firm as Township Auditors

**5.4.** Resolution 2026-4 - Tax Certification Fees

**5.5.** Resolution 2026-5 - Electronic Bill Payment

**6. CONFIRM/CERTIFY/AUTHORIZE**

**6.1.** Janitorial Service – *The Mop Ladies*

**6.2.** Computer Technician/Information Technology – *The Refill Station/Jason Zeidman*

**6.3.** Renew Permit Manager Software Support - *C.S.Davidson/CS-Graphics*

**6.4.** Turf Management for Township Parks – *Trugreen*

**6.5.** Certify Supervisors, Manager, Zoning Officer and Tax Collector as Delegates to the York County Convention

**6.6.** Certify Delegates and Voting Delegate to the State Convention – *Voting Delegate – Darryl Albright*

**6.7.** Authorize Tax Collector to attend the Tax Collector's Convention

**6.8.** Authorize membership to PELRAS and Manager and Human Resources to attend PELRAS Training with hotel costs at group price and not to exceed a standard room each.

**6.9.** Authorize PSATS Membership and Subscriptions of the Township News and for Township Staff and Board if they wish to Attend the PSATS Conference

- 6.10.** 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.

**7. SET MEETING DATES**

- 7.1.** Board of Supervisors - Second Tuesday and Third Tuesday - 6 PM
- 7.2.** Planning Commission - Fourth Tuesday - 6 PM
- 7.3.** Zoning Hearing Board - Fourth Thursday - 6PM
- 7.4.** Recreation Board - First Wednesday - 6 PM
- 7.5.** Approve Proposed Meeting Calendar

**8. SET OFFICE CLOSINGS/HOLIDAYS – 2026**

- 8.1.** Good Friday - Friday, April 3rd
- 8.2.** Memorial Day - Monday, May 25th
- 8.3.** Independence Day - Friday, July 3rd
- 8.4.** Labor Day - Monday, September 7th
- 8.5.** Thanksgiving Days - Thursday, November 26th and Friday, November 27th
- 8.6.** Christmas Days - Thursday, December 24th and Friday, December 25th
- 8.7.** New Year's Day – Friday, January 1st (2027)
- 8.8.** Floating Holiday

**9. ADJOURN**

**EAST MANCHESTER TOWNSHIP  
Board of Supervisors  
Reorganization Meeting**

Present: Chairman David L. Naylor, Vice-Chairman Darryl L. Albright, Supervisor Dean E. Kohr; Manager/Secretary/Treasurer Kristie Masemer; Zoning Officer Kate Snyder; and 5 citizens.

At a reorganization meeting held at the Township building, Chairman David L. Naylor called the meeting to order at 5:00 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 Albright nominating Supervisor Naylor as Chairman, seconded by Supervisor 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.

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

**Appointments**

**Motion by Chairman Naylor second by Supervisor Kohr, to appoint the following:**

- *Kristie Masemer as Township Manager/ Secretary/ Treasurer and to set the appropriate bond amount at \$2,000,000.00.*
- *Darryl Albright as Assistant Treasurer and to set the appropriate bond amount at \$2,000,000.00.*
- **To set the appropriate bond amount at \$2,000,000.00 for Accountant Jennifer Cox.**
- *Dave Naylor as Assistant Secretary.*

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

**Motion by Chairman Naylor, second by Vice Chairman Albright, to approve MPL Law Firm (Andrew Miller) as Solicitor for Board of Supervisors and proposed engagement letter. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Vice Chairman Albright, to appoint Kate Snyder as Zoning and Codes Enforcement Officer. All members voted aye; motion carried.**

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

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

**Motion by Chairman Naylor, second by Vice Chairman Albright, to appoint Michael Fischer as the Emergency Management Coordinator. All members voted aye; motion carried.**

**Motion by Chairman Naylor, second by Supervisor Kohr, 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*
- *Dave Naylor – as Commissioner and Darryl Albright as Alternate – term expires 2026 – Representatives to the York County Regional Police Commission*
- *Abby Latchaw as the Deputy Tax Collector*
- *Commonwealth Code Inspection Service as the Inspection Agency for Building Codes Enforcement*
- *Dave Naylor / Darryl Albright / Dean E. Kohr as representative to the York County Local Government Advisory Committee*
- *Kristie Masemer as the Chief Administrative Officer for the Pension Plan*
- *Kathy Emswiler at \$836.00 as the Enumerator and Setting Compensation at \$836.00 (2026 stipend and invoice)*

**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, 2026*

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

- *Township Auditor*
  - John Halpin – unexpired terms January 1, 2026 - December 31, 2027*
  - Greg Zirkle – unexpired terms January 1, 2026 - December 31, 2027*

*Discussion: There are 3 vacant alternate positions on Planning Commission, 1 vacancy on Zoning Hearing Board, 1 vacancy on Ag Security, and 2 vacancies on Recreation Board.*

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

- *Planning Commission*
  - *Michael McCowan – term expires December 31, 2029*

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

- *Zoning Hearing Board*
  - *Joyce Daniels – term expires December 31, 2030*

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

- *Ag Security Committee*
  - *Fred Newcomer – five (5) year term expiring December 31, 2030*

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

- *Recreation Board*
  - *Laura Brenner – term expires January 1, 2026 – December 31, 2030*
  - *Dwight Hollenbach – term expires January 1, 2026 – December 31, 2030*

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

- *Northeastern York County Sewer Authority Board*
  - *William Blanchetti – term expires January 1, 2026 – December 31, 2030*

### **Resolutions**

**Motion by Chairman Naylor, second by Supervisor Kohr, to approve Resolution 2026-1, Depositories Institutions for Township, Resolution 2026-2, Adopting Certain Fees and Charges for 2026, Resolution 2026-3, Appoint a Certified Public Accounting Firm as Township Auditors, Resolution 2026-4, Setting Tax-Related Fees for 2026, and Resolution 2026-5, Setting Certain Bills to be paid Electronically for 2026. All members voted aye; motion carried.** Mrs. Masemer noted that the Auditor is Hamilton and Musser, which has done the audits for a few years now and 2 years left on the contract.

### **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, Manager, Zoning Officer, and Tax Collector as Delegates to the York County Convention*
- *Darryl L. Albright as Certified Delegate and Voting Delegate to the State Convention.*
- *Authorize Tax Collector to Attend the Tax Collector's Convention*
- *Authorize membership to PELRAS and Manager and Human Resource Officer to attend PELRAS Training with hotel costs at group price and not to exceed a standard room each.*

- *Authorize PSATS Membership and Subscriptions of the Township News and for Township Staff and Board if they wish to attend the PSATS Conference*
- *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 Supervisor Kohr, to adopt the following as presented contingent to grouping the dates in order to save money on the article size as long as the Township Solicitor approves. All members voted aye; motion carried.**

- *Board of Supervisors - Second Tuesday and Third Tuesday - 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 – 2026**

**Motion by Chairman Naylor, second by Supervisor Kohr, to adopt the following holidays in 2026. All members voted aye; motion carried.**

- *Good Friday - Friday, April 3rd*
- *Memorial Day - Monday, May 25th*
- *Independence Day - Friday, July 3rd*
- *Labor Day - Monday, September 7th*
- *Thanksgiving Days - Thursday, November 26th and Friday, November 27th*
- *Christmas Days - Thursday, December 24th and Friday, December 25th*
- *New Year's Day – Friday, January 1st (2027)*
- *Floating Holiday – Date of Employee's Choice as approved by management.*

**Motion by Chairman Naylor, second by Vice Chairman Albright, to adjourn. All members voted aye; motion carried. The meeting was adjourned at 5:12 p.m.**

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager