

EAST MANCHESTER TOWNSHIP  
BOARD OF SUPERVISORS  
QUARTERLY FINANCIAL REVIEW AGENDA

February 19, 2026 @ 2:00 PM

1. OPEN MEETING
2. APPROVE OR AMEND AGENDA
  - 2.1 February 19, 2026
3. 2026 QUARTERLY FINANCIAL REVIEW WORKSHOP
4. PUBLIC COMMENT
5. ADDITIONAL BUSINESS

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**  
**February 19, 2026**  
**At 2:00 P.M.**  
**Quarterly Financial Review**

Present: Chairman David L. Naylor and Supervisor Dean E. Kohr, absent: Vice Chairman Darryl L. Albright; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Accountant Jennifer Cox; and 0 citizens.

At a special meeting to conduct a quarterly financial review of the General Fund held at the Township building, Chairman Naylor called the meeting to order at 2:00 p.m. and dispensed of all formalities.

*Approve or amend the agenda* – **Motion by Supervisor Kohr, second by Chairman Naylor to approve the agenda as presented. All members voted aye; motion carried.**

*2026 Quarterly Financial Review*

A quarterly review meeting is normally to see the year-to-date expenses and revenues to ensure the Township is on track for the 2026 Budget Year; however, this meeting specifically will be to review the year-end expenses and revenues for 2025.

Beginning with 2025 total revenues, year to end (YTE) is \$3,984,986.43, which is 3.98% less than what the Township budgeted (\$4,150,101.00).

2025 Expenses were budgeted at \$4,933,184.13 and YTE is \$4,390,898.36, which is 89% of the budget and included the street sweeper purchase. Please be aware that the auditors are actively conducting their audit and have not provided the accountant with adjusting entries which could affect year to end numbers. Staff does not expect any material changes.

The initial principal loan balance was \$950,001.00 with a current principal balance of \$838,158.48. By 12/31/25 the loan principal was paid in the amount of \$111,842.52. Only interest was paid prior to the end of 2024, and then principal and interest payments began at the start of 2025. The purpose of the loan was to allow the Township to keep a 40% operating reserve in cash for an emergency event/natural disaster/or other unforeseen major expense. The money market account that the Township opened for getting a lower loan interest rate is where the loan was directly placed and has earned \$39,362.99. The interest paid on the loan thus far is \$54,804.60. Therefore, the money market interest earnings have offset \$15,441.61 in interest. Chairman Naylor explained that in the event of a disaster, the Township would eventually receive reimbursement by the Federal or State government, but it could take months or years.

Mrs. Masemer asked if the Board would like to consider paying extra on the loan balance or placing some into the new Capital Reserves Fund? The board agrees to wait until the first quarter because some data needs to be presented before deciding. The board agrees that there are other major items that need attention and the township should remain focused on the loan, but the point of the loan was to help in the meantime. Some examples of other financial items that need attention are the recreation fund with little future opportunity for growth, IT expenses rising with the advancement of Cyber Security, rising legal costs, and flexibility for capital needs.

The next quarterly financial review meeting is **April 30, 2026, at 2:00 P.M.** The board would like to see, 1. A calculation to determine excess funds (if any) and operating reserves of 40%; 2. 2025 Audited Financials; and 3. 2026 Year-to-date financials (first quarter).

*Supervisor Comments*

*Supervisor Kohr* – Thanks the staff for being cost cautious and appreciates all the work that they do and have done.

*Vice Chairman Albright* – Absent

*Chairman Naylor* – Thanks the staff. As the financial review meetings are newer from the past year and a half, he acknowledges that this is more work on staff and therefore appreciates all of the extra effort and hard work. He feels the quarterly meetings are healthy, transparent, and the Township needs to continue to be forward thinking to ensure progression. Additionally, no residents were in attendance. Chairman Naylor noted that the meeting was scheduled toward the end of the business day because it required the participation of non-exempt staff, and the Board makes every effort to keep such meetings within normal business hours, but towards the end of the day for residents.

**Motion by Chairman Naylor, second by Supervisor Kohr, to adjourn. All members voted aye; motion carried.** The meeting adjourned at 2:21 p.m.

Respectfully submitted,

Kristie Masemer  
Secretary/Treasurer/Manager