

EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

April 14, 2026, at 6:00 p.m.

1. OPEN MEETING
 - 1.1. Pledge to the Flag

2. APPROVE OR AMEND AGENDA
 - 2.1. April 14, 2026

3. APPROVE OR AMEND MINUTES
 - 3.1. March 10, 2026
 - 3.2. April 8, 2026 – Public Hearing Transcript

4. PUBLIC COMMENTS

5. SPECIAL REQUESTS
 - 5.1. Tax Collector request to consider exoneration for 285 Torrey Pines Drive, Mount Wolf, PA 17347, in the amount of \$11.61 due to a building being removed.
 - 5.2. 2026 Block Part Request for the residents of Hollyhock Drive and the Rolling Meadows HOA for a road closure on Saturday, June 6, 2026, from 3 pm to 10 pm. Section of road to be closed is Hollyhock Drive between Rentzel Drive and Wagon Way.
 - 5.3. Leg Up Farm request for donation for services they provide to children with special needs and their families.

6. EMERGENCY SERVICES REPORT
 - 6.1. Fire Chief's Report
 - 6.1.1. Fire Chief Job Description
 - 6.2. York County Regional Police Report
 - 6.3. Northeastern York County Emergency Management Agency

7. SUBDIVISION AND LAND DEVELOPMENT PLAN
 - 7.1. Kinsely Properties request to discuss the possibility of rezoning the Musser Farm (Parcel 26000MI0134C000000 & 26000MI0134D000000) (Board Road and Zions View Road) from Low Density Residential (R-1) to Industrial (I) Zoning District. This is NOT a formal submission to the board, but preliminary in nature for discussion purposes.

8. SOLICITOR REPORT
 - 8.1. 2026-4 Park Rules and Regulations
 - 8.2. Tax Collector Agreement

9. ENGINEER'S REPORT
 - 9.1. North Sherman St. Ext. PennDOT and Township Project
 - 9.2. Willow Springs Cul-de-sac
 - 9.3. Espresso Way Improvements

10. PUBLIC WORKS REPORT

10.1. Columbia Gas Cross Bore Project Agreement

11. MANAGER/SECRETARY/TREASURER'S REPORT

11.1. Northeastern York County Sewer Authority

11.2. Zoning Officers Report

11.2.1. Zoning Hearing Board – April 23, 2026, meeting (2 cases)

11.2.2. Planning Commission – April 28, 2026, meeting

11.2.3. Code Enforcement Officer Report

11.3. Recreation Board

11.4. East Manchester Tax Collector 2024 Audit Report – This audit does not occur every year. This is also posted on the website under Auditors.

11.5. MTS IT Solutions for Cyber Security and Managed IT Agreement for 36 months at \$2,100.00/month and one time set up cost of \$3,500.00 from Computer Maintenance account line 01.400.322.

12. CORRESPONDENCE

12.1. Town Hall on School Property Tax Elimination on April 30 from 5-7 p.m. at Alert Fire Hall, 3118 N. George St., Emigsville. The event will be hosted by Rep. Joe D'Orsie, Rep. Fink, former Rep. Frank Ryan and Senator Dawn Keefer. RSVP's required by calling Rep. D'Orsie's office at 717-840-4711 or [registering online](#).

12.2. York County Planning Commission Regional Significance – Carvana, Conewago Township at North Susquehanna Trail (SR 297).

13. BILL APPROVAL AND PAY BILLS

14. SUPERVISOR'S COMMENTS

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
April 14, 2026

Present: Chairman David L. Naylor and Supervisor Dean E. Kohr. Absent: Vice Chairman Darryl L. Albright. Also present: Attorney Andrew Miller; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Engineer Byron Trout; Zoning Officer Kate Snyder; Recording Secretary, and 14 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 Chairman Naylor, second by Supervisor Kohr, to approve the Agenda to amend the Agenda as follows: add a second Public Comment period at Item 12.3. All members voted aye; motion carried.

Motion by Supervisor Kohr, second by Chairman Naylor, to approve the minutes of the meeting of March 10, 2026. All members voted aye; motion carried.

The transcript from the April 8 hearing is not available for approval yet but Mrs. Masemer noted that that transcript is a word for word transcript, so no changes can be made. She intends to post the transcript on the Township's website as soon as it is available. Motion by Chairman Naylor, second by Supervisor Kohr, to insert the transcript on the website as soon as it's available. All members voted aye; motion carried.

Public Comments

Mike Grothouse, 1215 Canal Road Extended, reported that the truck traffic on his road is increasing. If signs were placed between Canal Road Extended and UNFI driveway, might that help prevent truck turning onto Canal Road Extended? Also, lawn service for DHL is discharging clippings that are going onto the lower third of the arborvitae bushes between Mr. Grothouse and the neighbor. Mrs. Masemer isn't sure there's any ordinance that could help and appears to be a civil issue, but the Township will follow up. Also, the noise from DHL is getting worse. Could the company move all the trucks to the other side of the building so we can tell if it's the trucks or the a/c units on the building that is the source of the noise? Mrs. Masemer noted that the company did two different noise studies on the DHL site, and the noise was within normal limits. Additionally, Mrs. Masemer attempted to have the trucks moved to another location on site in the past and the company refused as there is no legal standing to require this. If the Township were to conduct another study, and the noise levels are deemed satisfactory, the Township would be responsible for those costs (upwards of \$20k). Attorney Miller noted that there are new noise standards in place now. It was noted that there was no baseline study done prior to construction in the DHL plan, as it was prior to the new ordinance being set. Mr. Grothouse thinks that it would be a goodwill gesture on the part of DHL to relocate the trucks so that the noise source can be identified.

Herb Nix, 245 Chestnut Street, asked about the tax collector's commission issue – was that resolved? Mrs. Masemer noted that the change in her commission should have been changed prior to her election year. At the time her commission was set (fall 2024), the Board and staff did not know if there would be a tax increase. Also from Mr. Nix, who decides what is a valid charity that the Township should support. From Chairman Naylor, the Township wants to give contributions to those who directly

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benefit the township's residents which is budgeted for annually.

Special Requests

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the exoneration of \$11.61 for property at 285 Torrey Pines Drive, Mt. Wolf, due to the fact that the building was removed. All members voted aye; motion carried.

Len Bradley, 455 Hollyhock Drive, presented the request from the residents of Hollyhock Drive including signatures from the residents in support of the proposed block party. The police and fire department have been contacted and are supportive. **Motion by Supervisor Kohr, second by Chairman Naylor, to approve the road closing on Hollyhock Drive between Rentzel Drive and Wagon Way on Saturday, June 6, 3 to 10 p.m. for a block party (Hollyhock Drive residents and Rolling Meadows HOA). All members voted aye; motion carried.**

Motion by Chairman Naylor, second by Supervisor Kohr, to *table* a donation to Leg Up Farms, pending receipt of information relative to services that they provide to Township children with special needs and their families. All members voted aye; motion carried.

Emergency Services Report

Fire Chief's Report --- burn ban requested for the Township for 30 days (**starting April 13th**). Also, the fire company's fundraising doesn't permit the company to purchase equipment, etc., just enough to keep the doors open. A fire tax has not been adopted. The brush fire on Sunday would have cost the resident over \$1K if he were to be billed for the fire department's services. Attorney Miller suggested that these costs be added to the fee schedule in effect. The fire department would do the billing according to the Township fee schedule. The Township could request a monthly report from the fire department to prove what was charged and to whom, etc. Mrs. Masemer will also check with the auditors about this. Chief Stevens noted that if the department is dispatched to another municipality, they are permitted to charge for those services as well. Chief Stevens would be billing for Union's services only. If the Eagle company chooses to bill, they would be welcome to do so. The billing would go directly to the homeowner's insurance company. Please separate commercial entities from residential entities. Another question, does the fire department do a club or subscription? Not at this time. Chief Stevens noted that each year the fire department sends out solicitations to all residents and businesses, with dismal returns, unfortunately. From Chairman Naylor, the Township is currently under a DCED study for emergency services and would like to see the results of this with a uniform direction of what to do prior to going forward with anything.

Fire chief job description – a job description has been created. The highlights were discussed.

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the description and responsibilities. All members voted aye; motion carried.

York County Regional Police Report – next meeting is tomorrow night. From the last meeting, the police entered into a 287G Agreement with ICE. Chairman Naylor read some highlights from the agreement.

Northeastern York County EMA – no report, but Mrs. Masemer reported a couple of items received from the Emergency Management director.

Land Development/Subdivision –

Kinsley Properties – request to rezone the Musser Farm (Board Road and Zions View Road; parcel #26000MI0134C000000 and parcel #26000MI0134D000000) from Low Density Residential (R-1) to Industrial (I). Not a formal submission but preliminary in nature for discussion purposes.

Attorney Stacy MacNeal, Mike Jeffers, Bobby Kinsley, and representatives from the Musser

family were present. Two parcels 77 acres and 4.5 acres. The primary parcel is zoned low density residential, the smaller parcel is zoned R-2 (Medium Density Residential). Surrounding these tracts are various zones. In the last few years, much industrial use has been developed near the larger tract. Proposing to keep the smaller parcel as R-2 as a buffer strip between the proposed Industrial Zoning District and the existing residential homes. How far away would the new Industrial zone be from the residential uses on Board Road? Maybe 200'? From Supervisor Kohr, the comprehensive plan was developed and properties were zoned accordingly. He doesn't want to set a dangerous precedent of rezoning properties. His approval would depend on what would actually fit on that large parcel? Surely not a million square foot building, but maybe one half that size. How about rezoning only part of that large property? Would that be more appealing to the Board? Mrs. Masemer proposed how about following the line of the existing stream as the rezoning delineation? The back part would be Industrial, and the front part might be a transitional residential zone. It would have to blend in with the surrounding area zones. Pros of industrial: increased tax base; perhaps less impact on sewer system; fewer peak hour trips than residential; less impact on the neighbors for environmental use; and cons would be concern for noise, unsightly, and trucks. How about residential uses? Costs \$18K per year to educate a student, and there isn't enough tax revenue to cover that cost; more peak hour trips (passenger cars, etc.); may have more of a need for water and sewer, more roads to maintain; pro is less worry about noise.

From Chairman Naylor, if the back portion were Industrial, then all industrial traffic could be funneled totally through the industrial zone onto Bartlet Drive.

From the audience, Mr. Bradley suggested not making the front portion R-1, as no one would like to build single-family homes to front onto an industrial zone. Go with a higher density closer to the industrial zone. Good idea to use the creek as the divider. From Supervisor Kohr, higher density residential would just create more traffic and more children for the school district to consider.

From Attorney MacNeal, the applicant can come up with some visuals to present to the Board for another discussion, prior to a formal submission.

From Mr. Haugh, if the Mussers would permit the Township personnel to visit the site, that would be most helpful. From Mr. Musser, sure, go ahead.

Solicitor's report – Attorney Andrew Miller

- 2026-4 Park Rules and Regulations – advertised properly. **Motion by Chairman Naylor, second by Supervisor Kohr, to approve Ordinance 2026-4, adopting Park Rules and Regulations. All members voted aye; motion carried.**
- Tax Collector Agreement -- agreement for the Township to provide a laptop to the Tax Collector and permits the Township to maintain some control/security over that laptop. **Motion by Supervisor Kohr, second by Chairman Naylor, to approve the agreement if the tax collector is willing to follow through with the agreement and obtain a Township owned/protected device. All members voted aye; motion carried.**

Engineer's report – Byron Trout

North Sherman Street Ext.—PennDOT and Township project – still a work in progress.

Willow Springs cul-de-sac – pretty much completed.

Espresso Way improvements -- nothing discussed.

Public Works Report – Shane Haugh

Columbia Gas cross bore project agreement – Columbia Gas is 'camera-ing' every line that has a cross bore in it. The company will be checking to make sure the cross bores didn't strike any other line or equipment. From Attorney Miller, the agreement includes everything that the Township can get out of it. He's comfortable with proceeding with this agreement. **Motion by Chairman Naylor, second by**

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Supervisor Kohr, to approve the Columbia Gas cross bore Agreement and authorize the Public Works Director to sign it. All members voted aye; motion carried.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – February 23 minutes were reviewed, with the assumption that work has been started on some of the items covered in that meeting.

Zoning Officer – Zoning Hearing Board meets on April 23 (1 case); Planning Commission will meet on April 28.

Code Enforcement Officer – new officer doing well in the new position.

Recreation Board – Laura Brenner was present from the Rec Board. Fourth of July activity was proposed by Royal Manchester Golf Links to the Recreation Board. She made a request for Township funds (\$2K) to support this activity. This will be on next month's agenda.

East Manchester Township Tax Collector 2024 Audit report – this audit is not done every year. Check the website under Audits. She passed and had a good audit.

Per Mrs. Masemer, the Township's IT person voiced concerns about the security of the Township's computer system, etc., and a cyber security program was proposed. Quotes were compared and staff recommends this service, which unfortunately was not budgeted. Supervisor Kohr's opinion is that this service should have been in place prior to all the Right to Know requests received at the beginning of the year. Discussion was held on the benefits of such a service. It was noted that if the Tax Collector accepts the Township's laptop, that laptop's information will be included in this protection.

Motion by Chairman Naylor, second by Supervisor Kohr, to *table* the decision to hire MTS IT Solutions for cyber security and managed IT agreement for 36 months at \$2,100/per month plus a one-time set up cost of \$3,500, from Computer Maintenance account line 01.400.322. All members voted aye; motion carried.

Correspondence

Town Hall meeting on School Property Tax elimination – April 30, 5 to 7 p.m. at Alert Fire Hall, 3118 North George Street, Emigsville. This event will be hosted by Representative Joe D'Orsie, Representative Fink, former Representative Frank Ryan, and Senator Dawn Keefer. RSVP required: call Rep. D'Orsie's office at 717-840-4711 or register online at *registering.online*.

York County Planning Commission development of regional significance: Carvana, Conewago Township at North Susquehanna Trail (SR 297).

[Added] Public Comments: Howard Daniels asked if the Savvy Citizen app is to be done this year. It'll be done with the new website.

Supervisor's comments

Supervisor Dean Kohr – thanks for attending the meeting. Lots of information and passion over the last few months' meetings.

Chairman David L. Naylor – Mo Starnier asked if the Township building meeting room is available at the end of April for a Northeastern Area Caring Communities Coalition (NACCC) Mrs. Masemer will handle the request. Question on UNFI – still a work in progress. For next month's agenda: donations and cyber security. The next financial meeting will need to have discussion on how much money has been spent of Right-to-know thus far. For Attorney Miller, where do we stand with the Canal Road Betterment Program? Attorney Miller distributed all conformed documents/agreements. North Point is the only entity that responded. Zoom call tomorrow on this project, and Attorney Miller will ask some questions. Continues to be a challenge to manage all entities, documents, revisions, etc. Chairman

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Naylor looks forward to citizens' comments and input on anything on the Musser farm.

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 *recess* to Executive Session. All members voted aye; motion carried. The meeting recessed at 7:46 p.m.

Motion by Chairman Naylor, second by Supervisor Kohr, to adjourn. All members voted aye; motion carried. The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary