

EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

May 12, 2026, at 6:00 p.m.

1. OPEN MEETING
 - 1.1. Pledge to the Flag

2. APPROVE OR AMEND AGENDA
 - 2.1. May 12, 2026

3. APPROVE OR AMEND MINUTES
 - 3.1. April 14, 2026
 - 3.2. April 30, 2026, Financial Review Meeting

4. PUBLIC COMMENTS

5. SPECIAL REQUESTS
 - 5.1. Recreation Board request for \$2,000.00 from the Recreation Fund, 04.452.000 Capital Purchases, to offset the expenses of a township-wide 4th of July celebration in partnership with Royal Manchester Golf Links.
 - 5.2. Leg Up Farm request for donation for services they provide to children with special needs and their families.
 - 5.3. York County Rail Trail Authority request for donation.

6. EMERGENCY SERVICES REPORT
 - 6.1. Fire Chief's Report
 - 6.2. York County Regional Police Report
 - 6.2.1. Homeless Encampment Ordinance Consideration
 - 6.3. Northeastern York County Emergency Management Agency

7. SUBDIVISION AND LAND DEVELOPMENT PLAN
 - 7.1. April 28, 2026, Draft Planning Commission Minutes
 - 7.2. 515 Willow Springs Lane – Motor Technology Final Land Development Plan
 - 7.3. Trade Center 83 East Sewage Planning Module – Resolution No. 2026-8 Adopting an Official Sewage Facilities Plan providing sewage services adequate to prevent contamination of waters. Northeastern Sewer Authority and York County Planning Commission Approved this and is recommended by EMT Planning Commission to adopt.
 - 7.4. 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 and Apartment Office (AO) Zoning District. This is NOT a formal submission to the board, but preliminary in nature for discussion purposes.

8. SOLICITOR REPORT
 - 8.1. Orchard Business Park Phase II Lot 2 Agreements and Associated Documents and Resolution No. 2026-7 Declaration of Taking for Property to be used for Roads, Streets, or Alleys
 - 8.2. ECF Land Development Plan Agreements – 25 Devco Drive
 - 8.3. Casella Land Development Plan Agreements – 265 Steamboat Blvd.
 - 8.4. Talen Energy Soccer Field/Recreation Lease Update

9. ENGINEER'S REPORT
 - 9.1. Triple Crown – Rentzel Heights/Rolling Meadows
 - 9.2. North Sherman St. Ext. PennDOT and Township Project
 - 9.3. Willow Springs Cul-de-sac
 - 9.4. Espresso Way Improvements

10. PUBLIC WORKS REPORT

11. MANAGER/SECRETARY/TREASURER'S REPORT
 - 11.1. Northeastern York County Sewer Authority
 - 11.1.1. Intermunicipal Agreement
 - 11.2. Zoning Officers Report
 - 11.2.1. Zoning Hearing Board – May 21, 2026
 - 11.2.2. Planning Commission – No May Meeting.
 - 11.2.3. Code Enforcement Officer Report
 - 11.3. Recreation Board
 - 11.4. 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.
 - 11.5. 2025 Financial Audit (On the website under Auditors)
 - 11.6. Per Capita Tax
 - 11.7. 155 Burberry Lane, Mount Wolf, PA 17347 – Property Owner Request for Act 93 Funds (transfer of a portion of insurance proceeds) currently held by the township in escrow in the amount of \$31,854.62, which ensures fire restoration to a structure (single family dwelling).

12. CORRESPONDENCE
 - 12.1. Public Comments
 - 12.2. 2026 July Events for America250 (On the website's home page)
 - 12.3. York County Transportation Increased Awareness for Local Projects (On the website's home page)
 - 12.3.1. Church Road – Susquehanna Trail Intersection and Exit 24 Improvements
 - 12.3.2. North York Widening of Interstate 83
 - 12.4. Working America Door-to-Door May 6th to September 6th (On the website's home page)

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
May 12, 2026

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 Kate Snyder; Recording Secretary, and 15 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 Vice Chairman Albright, second by Supervisor Kohr, to approve the Agenda as presented. All members voted aye; motion carried.

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the minutes of the meeting of April 14, 2026. All members voted aye; motion carried.

Mrs. Masemer read an addition to the minutes of the April 30, 2026, financial review meeting:

“Following the meeting, staff identified that the unrestricted net assets amount previously discussed appeared unusually high. Upon further review, it was determined that the accounting system report generated included all Township funds rather than only the General Fund. The corrected unrestricted net assets balance for the General Fund is \$1,581,789.74, representing less than 40% in operating reserves (approximately 32%). The Board of Supervisors were notified immediately and agreed that this correction would be publicly stated at May 12, 2026, Board meeting and noted within the April 30, 2026, meeting minutes.”

Also, correction to the minutes of April 30, 2026, minutes: bottom of page 2, second to last sentence, should read that “discussion ‘ensued.’”

Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the minutes of the April 30, 2026, financial review meeting as amended above. All members voted aye; motion carried.

Public Comments

Howard Daniels, 20 Steffi Drive, thanked the zoning officer for taking care of an issue with a fallen tree; it took a letter from the zoning officer to get some results. There’ve been several issues with this neighbor over the years.

Special Requests

Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the request by the Recreation Board for \$2,000 from the Recreation Fund (04.452.000, Capital Purchases) to offset the cost of the Township-wide 4th of July celebration in partnership with Royal Manchester Golf Links. All members voted aye; motion carried. Unknown if there will be fireworks, which will require some sort of insurance. Mrs. Masemer will pass the question to the Rec Board.

Leg Up Farm -- request for donation for services that they provide to children with special needs and their families. Vice Chairman Albright is interested in learning what other municipalities are contributing to this entity. **Motion by Vice Chairman Albright, second by Chairman Naylor, to table making a donation to Leg Up Farm in order to gather further information. All members voted aye; motion carried.**

York County Rail Trail Authority request for donation – This affects the part of the southern area of the trail, down near Hanover, so our leg of the trail isn't affected. **Motion by Chairman Naylor, second by Supervisor Kohr, to deny this request. All members voted aye; motion carried.**

Emergency Services Report

Fire Chief's Report – Mark Shroyer presented the information. Recommended to let the burn ban expire tomorrow (13th). DCED Fire Services Study meeting on June 16.

York County Regional Police Report – some new/lateral hires; still struggling with low numbers of officers; protestors at the last Police Board meeting; did adopt the procedures to cooperate with ICE in our area.

Homeless Encampment Ordinance consideration – the York County Regional Police Chief requested that EMT and other municipalities a part of York County Regional Police Department look at an ordinance of this nature due to Springettsbury Township not allowing encampments along Industrial Highway which may move them into adjacent municipalities. **Motion by Chairman Naylor, second by Vice Chairman Albright, to authorize the Solicitor to move forward with a draft ordinance, using other municipalities' ordinances so the police department has the same/similar ordinance to apply during enforcement. All members voted aye; motion carried.**

Northern York County EMA – no report, work is still ongoing. Committee meeting at the beginning of June.

Land Development/Subdivision –

The draft Planning Commission minutes were reviewed.

515 Willow Springs Lane – Final Land Development Plan for Motor Technology -- Connor Surgeoner was present on this addition (20Ksf). Two dock doors to be added. Interior fire access lane that does not connect to the public roadway. No additional parking or employee numbers. Addition is for storage for customers. Stormwater basin proposed in addition to the existing storm basin. Action items from the PC report: GLB's letter – open items: stormwater management comments; signatures; still waiting for E&S approval; surety; rec fees; access approval by fire chief; YCPC E&S plan; signatures/dates; statement of ownership/signatures; proof of waiver approval. Attorney Miller suggested that a stormwater maintenance agreement and a development agreement be prepared and executed. Waivers requested, preliminary plan, traffic impact study, side slopes of 3:1 instead of required 4:1. The board deferred to Mr. Trout to ask his opinion on the 3:1 slope. The basin is two feet deep and therefore there is no concern for this waiver request.

From the audience, Robert Nace had some concerns about the 'pavers' on emergency access. He thought that the Board had voted to not permit the use of these pavers on an emergency access. Mrs. Masemer noted that this plan's emergency access is interior to the site, not joining a public roadway. The ordinance requires paving when the access is connected into a public roadway. Make sure we re-look at this ordinance to make sure it says what we want it to say.

Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the waivers as requested AND to adopt as a final plan, pending the stormwater agreement, developer's agreement; AND open items to be resolved: stormwater management comments; signatures; E&S approval; surety; rec fees paid; access approval by the fire chief. All members voted aye; motion carried.

Trade Center 83 East Sewage Planning Module – Northeastern Sewer Authority and York County Planning Commission approved; EMT PC recommended approval. Devon Mallon, Pennoni, was present on this request. **Motion by Chairman Naylor, second by Supervisor Kohr, to adopt Resolution**

#2026-8, adopting an official Sewage Facilities Plan providing sewage services adequate to prevent contamination of waters. All members voted aye; motion carried.

Kinsley Properties – request to discuss the possibility of rezoning the Musser Farm (Board Road and Zions View Road) from Low Density Residential (R-1) to Industrial (I) and Apartment Office (AO). This is NOT a formal request for rezoning but a request for discussion.

Stacy MacNeal was present on this discussion, along with Mike Jeffers and Bobby Kinsley from Kinsley Properties, and representatives from the Musser family. Proposed this time is an apartment office zone/use as a transition zone between the R-1 and Industrial zones. Chairman Naylor would like to see the property division follow the creek, and no A/O zone but R-1, to keep it consistent on both sides of the road. Adding a section of A/O zone would increase the burden on the school district. Supervisor Kohr wondered what would happen if nothing were done. Plus he's concerned that another 60 homes would indeed have an impact on the school district. Could all access be via Board Road? Attorney MacNeal gave her reasons for choosing to include the A/O zone, specifically noting that the Township only has a small portion of A/O and therefore does not give enough diversity of single-family home price ranges. Vice Chairman Albright is opposed to the A/O zoning because of traffic and the burden on the school district as well. Plus he agrees with Chairman Naylor that it wouldn't be good to set a precedent to open the door for a request for A/O across the road (Gross Farm side) as it would no longer be considered spot zoning if it was approved to be expanded on the Musser Farm side. He proposes R-1. Attorney MacNeal noted that the apartments would be mainly one-bedroom units, some two-bedroom units. Generally, one-bedroom units aren't attractive to families with children.

Joyce Daniels asked who might be living in these apartments or homes as people who do not own their home typically do not take care of their surroundings as well as a residing homeowner would. She favors R-1 zoning.

Bottom line, the Board will entertain a proposal of mixed zones, trying to keep the Industrial zone/use tucked out of the way of the R1 or residential zone/uses. The applicants will return to the drawing board and revise the presentation.

Solicitor's report – Attorney Andrew Miller

- Orchard Business Park Phase II Lot 2 Agreements have all been reviewed by the Board in March. Motions were not formally made. Only changes for the best have occurred within them.
- **Motion by Chairman Naylor, second by Supervisor Kohr, to approve Orchard Business Park Phase II, Lot 2 Developer's Agreement. All members voted aye; motion carried.**
- **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the OBP, Phase II, Lot 2, stormwater agreement. All members voted aye; motion carried.**
- **Motion by Supervisor Kohr, second by Chairman Naylor, to authorize that the deed of dedication for OBP Phase II, Lot 2, be signed when received. All members voted aye; motion carried.**
- **Motion by Chairman Naylor, second by Vice Chairman Albright, to adopt Resolution #2026-7, Declaration of Taking for Property to be used for Roads, Streets, or Alleys. All members voted aye; motion carried.**
- **Motion by Supervisor Kohr, second by Vice Chairman Albright, to authorize the Chairman to accept and sign a deed in lieu of condemnation, when delivered. All members voted aye; motion carried.**
- ESF Land Development Plan Agreements, 25 Devco Drive – **Motion by Chairman Naylor, second by Supervisor Kohr, to approve the development and stormwater agreements. All members voted aye; motion carried.**

- Casella Land Development Plan Agreements, 265 Steamboat Boulevard – **Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the developer’s agreement. All members voted aye; motion carried. Motion by Chairman Naylor, second by Supervisor Kohr to approve the first amendment to the stormwater agreement. All members voted aye; motion carried.**
- Talen Energy Soccer Field Recreation Lease update – **Motion by Supervisor Kohr, second by Vice Chairman Albright, to execute the lease agreement update. Takes us to August 2028. All members voted aye; motion carried.**

Engineer’s report – Byron Trout

Triple Crown – Rentzel Heights/Rolling Meadows – updated surety reduction. Triple Crown refuses to complete the sidewalks and fencing. If this ends up falling on the township to complete, Mr. Trout completed a reinspection of the public improvements and a reevaluation of the unit costs. Mr. Trout recommends that the surety not be reduced and based upon changes to the unit costs for the sidewalk and fencing, an additional surety of \$34,081.76 shall be provided with the remaining surety to be \$75,612.71. **Motion by Chairman Naylor, second by Supervisor Kohr, to, based on changes of unit costs, increase the surety by \$34,081.76 bringing the total surety amount to \$75,612.71. All members voted aye; motion carried.**

North Sherman Street Extended PennDOT and Township project update – York Water Company needs to relocate some water lines.

Willow Springs cul-de-sac – still waiting for approval letter.

Espresso Way improvements – unsigned agreements were sent to PennDOT. Waiting for signatures.

Public Works Report – Shane Haugh

No discussion on his report

Secretary/Treasurer/Manager’s report – Kristie Masemer

Sewer Authority – March minutes – Area 2 update – 2021 agreement with the residents locking in prices has a five-year limit, and some refunds may be in order in December 2026 when the contract limit expires. How will this be accomplished? Additionally, Tyler Kramlick will be moving and therefore will be resigning. A sewer authority board representative from East Manchester Township will be needed. Also, the Sewer Authority received a grant for Orchard Business Park Pump Station; that grant expires in 2029.

Intermunicipal Agreement – Attorney Miller will look into the changes proposed/expiration language.

Zoning Officer – Zoning Hearing Board will meet on May 21 (new date). No Planning Commission meeting in May.

Code Enforcement Officer – nothing discussed.

Recreation Board – minutes included discussion of the July 4 event. Park Rules message boards have been posted. Rec Board is starting a Facebook page. Good things are happening!

Motion by Chairman Naylor, second by Vice Chairman Albright, to enter into an agreement with MTS IT Solutions for Cyber Security and Managed IT Agreement for 36 months, up to 22 devices, at \$2,100/month plus one-time set-up cost of \$3,500, with the funds being taken from the General Capital expense AND create a budget line item for it next year. All members voted aye; motion carried. Discussion was had regarding the other quotes and companies examined. MTS Solutions was the lowest quote and did not propose replacing the Township’s new equipment like other companies

wanted. This contract includes employee training and 24/7 background monitoring as well as back up IT services.

2025 Financial Audit is posted on the website under “Auditors.” All good, no problems found.

Per Capita tax – discussed at the financial review meeting. Tax collector analyzed the tax collected. Approximately a quarter of the residents did not pay their per capita taxes which are being sought after by GH Harris. Staff recommend waiting until later in the year to determine if they would like to eliminate the tax to ensure revenue goals are met.

155 Burberry Lane, Mt. Wolf – property owner requests Act 93 funds. A portion of insurance proceeds currently held by the Township in escrow in the amount of \$31,854.62, which ensures fire restoration to a single-family dwelling, should be returned to the owner since the restoration is complete. **Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the Act 93 funds release in the amount of \$31,854.62 for 155 Burberry Lane. All members voted aye; motion carried.**

Correspondence

Public comment – nothing at this time.

2026 July events for America 250 posted on the website’s home page

York County Transportation increased awareness for local projects also on the website home page

Church Road/Susquehanna Trail intersection and Exit 24 improvements

North York widening of Interstate 83

Working America door-to-door May 6 to September 6, also on the website home page – folks will go door to door to inform people of activities that are going on in the Township. No solicitations. Just information.

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

Supervisor's comments

Supervisor Dean Kohr – Nothing at this time.

Vice Chairman Darryl Albright – 5/15 is police officer memorial day, flags at half staff

Chairman David L. Naylor – Wednesday at 6 p.m. is the next police board meeting. Chairman Naylor is proud of the Township and staff and road crew.

Motion by Chairman Naylor, second by Supervisor Kohr, to adjourn to Executive Session. All members voted aye; motion carried. The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary