

EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

August 11, 2026, at 6:00 p.m.

1. OPEN MEETING
 - 1.1. Pledge to the Flag
2. APPROVE OR AMEND AGENDA
 - 2.1. August 11, 2026
3. APPROVE OR AMEND MINUTES
 - 3.1. July 14, 2026, Regular Meeting
 - 3.2. July 16, 2026, Financial Review Meeting
 - 3.3. July 28, 2026, Joint Ordinance Proposal Review
4. PUBLIC COMMENTS
5. SPECIAL REQUESTS
 - 5.1. A special request has been filed by Anthony Fisher and Kira DalPezzo for the location of 430 Lynne Drive to request a waiver to SALDO Section 208-48.E(1) permitting a residential property to have not more than one driveway per lot.
6. EMERGENCY SERVICES REPORT
 - 6.1. Fire Chief's Report
 - 6.1.1. Fire Services Update
 - 6.1.2. Eagle Fire Company No. 1 SWIF Policy Renewal Payment to Mount Wolf Borough in total amount of \$17,802.84.
 - 6.2. York County Regional Police Report
 - 6.3. Northeastern York County Emergency Management Agency
7. SUBDIVISION AND LAND DEVELOPMENT PLAN
 - 7.1. July 28, 2026, DRAFT Planning Commission Minutes
8. SOLICITOR REPORT
 - 8.1. Ordinance No. 2026-5, Elimination of Per Capita Tax
 - 8.2. Resolution No. 2026-10, Employee Handbook Updates
 - 8.3. Fire Company Fee Ordinance
 - 8.4. Fire Company and Fire Chief Ordinance
9. ENGINEER'S REPORT
 - 9.1. DEP Pollutant Reduction Plan (PRP) Initiation – Unfunded State Mandate
 - 9.2. N. Sherman St Ext Pipe Work – PennDOT will begin August 17, 2026
 - 9.3. Willow Springs Cul-de-sac
 - 9.4. Espresso Way Improvements

10. PUBLIC WORKS REPORT

10.1. Willow Springs Lane Bid – Low Bid is Kinsely Construction, LLC in the amount of \$447,200.00

10.1.1. The Township was awarded the Multimodal Transportation Fund Grant in the amount of \$300,000.00 to complete improvements for this project. The rest will come out of the Liquid Fuels State fund.

11. MANAGER/SECRETARY/TREASURER'S REPORT

11.1. Northeastern York County Sewer Authority

11.1.1. Northeastern York County Intermunicipal Agreement

11.2. Zoning Officers Report

11.2.1. Zoning Hearing Board – No August Meeting.

11.2.2. Planning Commission – No August Meeting.

11.2.3. Code Enforcement Officer Report

11.3. Recreation Board

11.4. York County Commissioners Response Letter to the County-Wide Homeless Regional Effort

12. CORRESPONDENCE

12.1. Public Comments

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
August 11, 2026

Present: Chairman David L. Naylor (via speaker phone), Vice Chairman Darryl L. Albright, and Supervisor Dean E. Kohr; Attorney Thomas Wymard; Manager/Secretary/Treasurer Kristie Masemer; Public Works Director Shane Haugh; Engineer Byron Trout; Zoning Officer Kate Snyder; and 11 citizens.

At a regular meeting held at the Township building, Chairman Naylor called the meeting to order at 6:01 p.m.

The Pledge of Allegiance was given to the Flag of the United States of America.

Chairman Naylor disclosed that since the meeting of July 14, 2026, the Board members were together on July 27 to get a Northeastern York County Sewer Authority Plant Tour and financial/project overview by the Sewer Authority Engineer.

Motion by Supervisor Kohr second by Vice Chairman Albright, to approve the agenda as presented. All members voted aye; motion carried.

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

Motion by Supervisor Kohr second by Vice Chairman Albright, to approve the minutes of the financial review meeting of July 16, 2026. All members voted aye; motion carried.

Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the minutes of the Joint Planning Commission and Board of Supervisor Proposed Ordinance review meeting of July 28, 2026. All members voted aye; motion carried.

Public Comments

Len Bradley – Rolling Meadows resident. Would like to receive initial feedback from the board's thoughts about Rolling Meadows closing the 400 block of Hollyhock Drive for a Halloween block party similar to the spring event they have prior to consider submitting a formal request. The board likes the idea!

Special Request

A special request has been filed by Anthony Fisher and Kira DalPezzo (both present to present the request) for the location of 430 Lynne Drive to request a waiver to SALDO Section 208-48.E(1) permitting a residential property to have not more than one driveway per lot. Ms. Snyder was conducting field inspections and came across a newly installed stoned pad that did not have permit approval; therefore, a cease-and-desist letter was issued. The property owner complied with the letter by submitting a permit application. During the permit review it was determined that this was a second driveway due to the entering and existing of vehicles to use this stone pad to park trailers on and verification from the property owner that the trailers are backed in from the road (Torrey Pines Drive). Facts to the case are: A driveway extension would be wonky since there is an interior walkway that begins at the driveway and goes along the garage therefore the driveway extension configuration would look odd (the interior walkway was there when they bought the property); the driveway is sloped up hill (not sure of the percent of slope), but the applicant claims it would be difficult to pull a trailer in and out; and the existing pad is not within the clear sight triangle and does not appear to block sight distance. Facts from the ordinance: per the zoning ordinance, the "use" of the pad is considered a second driveway per the zoning ordinance due to how the property owners use the pad as previously described; sidewalk specifications in front of driveway uses are required to be built to a higher standard per the Zoning Ordinance and the SALDO; the ordinances do address sidewalk repair/replacement; there is an ordinance that requires parking on pervious surface, therefore parking trailers/vehicles on grass are not permitted; the applicant placed the stone pad without permit approval or inquiring to the township prior to making that choice to install the pad; and since the Zoning Ordinance defers to the SALDO regarding residential driveways, the township was advised many years ago to chose a path for 2nd driveways to be enforced and the township has consistently sent applicants to the Board of Supervisors under the SALDO to request the waiver. The intent of this path was to financially benefit residents to not have to pay \$750.00 for Zoning Hearing Board for something that may not be approved. From Supervisor Kohr, he feels that since the sidewalk can be enforced, why require them to improve the sidewalk to a higher standard at this time? **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the waiver request for a second driveway at the location 430 Lynne Drive, Mount Wolf. Discussion: From Chairman Naylor; should this require a six month note if we ever wanted to remove this**

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second driveway? Attorney Wymard said the board may do so if they would like to. Vice Chairman Albright feels it's not a second driveway, they would be parking in the grass if there was no pad, this is much nicer looking than if it were a driveway extension and additionally, they would fix the sidewalk if and when it breaks. Amend the motion to require a six month note and require removal of the driveway if it's not working out? Attorney Wymard originally misunderstood the question. There cannot be a six month note on the driveway because the board would be effectively approving a waiver to have it, but a note could be placed for if the sidewalk is damaged. No need since there is an ordinance that addresses sidewalk repair/replacement. -Motion stands. Vice Chairman Albright has one more comment – he is glad the trailer is off the road for snow plowing as he would know since he helps plow. **All members voted aye; motion carried.**

Emergency Services Report

Fire Chief's Report – Chief Stevens to report: 35 calls for the month of June. Of those, 22 were within EMT, 8 in Manchester Borough, and 1 in Mt Wolf Borough. Others were traffic control response. He feels that was a significant piece of information to bring up. One industrial warehouse incident resulted in over \$2.6 million fire damage, and it required use of the large ladder trucks. This year the large ladder truck was used twice for industrial uses. Lastly, Mount Wolf Fire Co. did not submit their monthly report for the board meeting.

Fire Services Update – Supervisor Kohr was the only board member present at that meeting. Everyone agreed it is important to find a way to collaborate in order to move forward and training together is a simple first step and to have the same recording/management software. The companies are to look for “fun” opportunities with each other.

Eagle Fire Company No. 1 SWIF Policy Renewal Payment to Mount Wolf Borough in total amount of \$17,802.84.

Motion by Chairman Naylor second by Supervisor Kohr, to approve payment of \$17,802.84 to renew the 2026-2027 workers compensation policy. All members voted aye; motion carried.

York County Regional Police Report – Vice Chairman Albright reported on two retirements from the department and resolution passed for the expansion to the Oak Street location for much needed space. They were awarded the RACP grant for that building project. Additionally, the department now has a registry for persons that the police can use for special needs identification that can be filed on York County Regional Police Department's website.

Deputy Chief Rizzo was present for questions. Mr. Haugh mentioned that we received a complaint today from a resident on Board Road near the golf course. Apparently, there is a large group of people/vehicles that are partying all day every weekend with extremely loud noise at the Gut Road entrance at Wago Road. The reporter was worried about people blocking the road and of course the very loud music playing constantly. The resident was advised to call 911 when it is occurring and Deputy Chief Rizzo said he would have someone follow up/investigate this.

Northeastern York County Emergency Management Agency – EMC Fischer was present with a table filled with handouts, information, and coloring books at National Night Out.

Land Development/Subdivision

July 28, 2026, DRAFT Planning Commission Minutes – The Planning Commission recommended approval of the rezoning request presented by Kinsley Properties for the Musser Farm located at 4390 Board Road. The request is to provide 35.7 acres of Industrial (I) District, 31.3 acres of Apartment/Office (A/O) District, and leaving 22.5 acres remaining as Low-Density Residential (R-1) District. Kinsley intends to present the rezoning proposal to the Board of Supervisors in September with a Public Hearing for either October or November.

Solicitor's report – Attorney Thomas Wymard

- *Ordinance No. 2026-5, Elimination of Per Capita Tax* - **Motion by Chairman Naylor, second by Supervisor Kohr, to advertise the appeal ordinance for the Per Capita Tax effective January 1, 2027, Ordinance No. 2026-5. All members voted aye; motion carried.**
- *Resolution No. 2026-10, Employee Handbook Updates* – Tabled until September. Jenn and Kristie will get redlined handbook to Attorney Miller.
- *Fire Company Fee Ordinance* – Should the fire companies be able to collect fees for fire services in excess of insurance payments? Are the costs shared for each department that arrives? Chief Stevens stated that yes, each individual agency can do their own billing. Not billing for services but recouping for supplies used for the incident. “Cost recovery”. The fire department does not intend to bill in excess of the insurance payments. Fire Chief and Manager to work on the fee schedule. All agree to the language to limit the property owner's liability. The Board would like to see the changes and fee schedule prior to authorizing advertising.
- *Fire Company and Fire Chief Ordinance* – Tabled until the fire services collaboration has progressed further. **Motion by Chairman Naylor, second by Vice Chairman Albright, to table this item. All members voted aye; motion carried.**

- Vice Chairman Albright – What is the status of the Ambulance Club dissolution. Chief Stevens gave an update. Manchester Borough just took action on this a month ago so it'll finally move forward.

Engineer's report – Byron Trout

DEP Pollutant Reduction Plan (PRP) Initiation – Unfunded State Mandate – Kinsley is in agreement to allow us to retrofit a basin within Orchard Business Park in order to get credit per our approved PRP Plan. Just an FYI and Byron is working on this.

DEP is coming in on August 27th to do the Township's MS4 inspection. Byron and Shane are ready.

North Sherman Street Ext. – PennDOT is proposed to begin the work on August 17th! AFTER 3-4 YEARS! Byron is prepared to follow up on it.

Willow Springs cul-de-sac – Shane did follow up to Byron regarding the gates. PennDOT is more concerned with the location and not the type of gate.

Espresso Way improvements – Kinsley just submitted their comments to Attorney Miller for the Temporary Construction Easement. It should be soon to have this document executed for the release of the PennDOT permit. Byron has no comments on the red line. Supervisor Kohr inquired about why not raising the speed limit from 25 mph on the Willow Springs and Espresso Lane roads? Trucks will and have rolled the corner with normal weather conditions. Additionally, from Byron, if people are already speeding, raising it will make it worse, therefore he does not recommend raising the speed limit.

Public Works Report – Shane Haugh

Nothing to discuss on the submitted report.

Willow Springs Lane Bid – Low Bid is Kinsley Construction, LLC in the amount of \$447,200.00. Stewart & Tate's bid was \$498,500.00. The Township was awarded the Multimodal Transportation Fund Grant in the amount of \$300,000.00 to complete improvements for Willow Springs Lane project. The rest will come out of the Liquid Fuels State fund. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to accept and award the bid for Willow Springs Lane project to Kinsley Construction, LLC in the amount of \$447,200.00. All members voted aye; motion carried.**

From Vice Chairman Albright – thank you to all the people involved in securing that grant. Well Done.

Additionally, North Eastern York County History In Preservation (NeyCHIP), is hosting a dedication of a PA State Historical Marker for the Conewago Canal at York Haven Library on October 3rd. There will be State and local officials and historians coming. The Emigsville Band, re-enactors, and vendors will also be in attendance. They have collaborated with township staff to allow parking at the Brunner Island Soccer Field parking. Additionally, they have extended their invitation to the Board of Supervisors. Chairman Naylor expressed his interest in attending. Lastly, they plan to hold an event for the history of East Manchester Township next year.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – The board and Township Manager met on July 27th for a Sewer Authority Plant Tour and informational presentation by the Sewer Authority Engineer regarding their plans for the next 10 years and the possible financial impact.

Northeastern York County Intermunicipal Agreement - A public meeting was advertised in the newspaper by the Sewer Authority. They will provide an agenda and take minutes. The meeting is August 24, 2026, from 5pm-6pm at the Northeastern York County Sewer Authority meeting room (200 N. Main Street, Mt. Wolf, Pennsylvania 17347) regarding the Intermunicipal Agreement.

Zoning Officer – Nothing new to report on the submitted report. No Zoning Hearing Board or Planning Commission meetings in August. Vice Chairman Albright suggests using the following language "MDJ ruled in favor" within the Zoning Officer reports as needed.

Code Enforcement Officer – Nothing discussed.

Recreation Board – May and August minutes were provided to the Board. A few members of the recreation board attended National Night Out. The Rec Board would like to have brochures, labeled handouts (like a discs for disc golf) and tablecloth for future events. Their goal is to try to get more volunteers and ideas for events. Currently the Board is looking for indoor space to host aerobic classes or to maybe utilize the soccer fields at PPL for the good weather months.

York County Commissioners Response Letter to the County-Wide Homeless Regional Effort - The municipalities that participated in sending a letter to the County Commissioners received a response letter from the Commissioners. It basically said that they believe York County is already doing everything they can to help mitigate the homelessness within the county and they believe they are already applying for all the appropriate funding to help the cause. They extended an arm out and said that any officials that would like to join the cause may do so with open arms. Chairman Naylor stated that in 2027 he is in line to sit as Chair on the Police Department's Commission Board and plans to reach out, volunteer, and participate on the homelessness coalition.

Correspondence

Nothing at this time.

Public Comment

Nothing at this time.

Supervisor's comments

Supervisor Dean Kohr – he reported on a notice from Representative Joe D’Orsie’s Nov 6th Royal Manchester Golf Links breakfast for Veterans from 8-10am. Anyone who would like to attend will need to RSVP by October 26th.

Vice Chairman Darryl Albright – He attended the York County Association of Townships of the Second-Class Convention Executive Committee with Mrs. Masemer. A National Night Out, Eagle Fire had water slides and burgers. Union Fire had a good display with “Price is Right” games. He did well at that game! EMA and the Police had good displays. The Township was there and Manchester Borough. This was a good turnout and event!

Chairman David L. Naylor – Announcements: York County Regional Police Department Commissioners meeting is Aug 19th at 6pm located at 33 Oak Street, York; NEYCSA Intermunicipal Meeting on Aug 24th at 5pm; Recreation Board on Sept 2nd at 6pm. Chairman Naylor explained that he will attend the Rec Board meeting because the Lions Club, School District, and Police Department is interested in bringing back the Stay At Home Celebration.

No executive session needed following tonight’s meeting.

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 Vice Chairman Albright, to adjourn. All members voted aye; motion carried.
The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager