EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

September 8, 2026, at 6:00 p.m.

1. OPEN MEETING
   - 1.1. Pledge to the Flag

2. APPROVE OR AMEND AGENDA
   - 2.1. September 8, 2026

3. APPROVE OR AMEND MINUTES
   - 3.1. August 11, 2026

4. PUBLIC COMMENTS

5. SPECIAL REQUESTS
   - 5.1. Tax Collector request for an exoneration for 190 Manchester St, Manchester, PA 17345 in the amount of $58.54 for the reason of "property split" per York County Tax Assessment.
   - 5.2. West Shore Wildlife Center is requesting the Township to become a 2027 Municipal Wildlife Services Partner through annual allocation of $1,741.

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

7. SUBDIVISION AND LAND DEVELOPMENT PLAN
   - 7.1. A Rezoning request has been filed by Kinsley Properties regarding 4390 Board Road, Manchester, PA 17345 (Musser Farm) – Parcels 26-000-MI-0134.C0-00000, 26-000-MI-0134.D0-00000, and 26-000-MI-0134.00-00000 to provide for 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

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. Espresso Way Temporary Construction Easements
     - 8.3.1. Kinsley and Ollies
     - 8.3.2. Detour Plan
   - 8.4. Wheatlyn Manor Deed of Dedications
   - 8.5. NEYCSA Intergovernmental Agreement
   - 8.6. Fire Company Fee Ordinance
   - 8.7. Fire Company and Fire Chief Ordinance

9. ENGINEER'S REPORT

9.1. N. Sherman St Ext Pipe Work – Construction is soon.

9.2. Willow Springs Cul-de-sac

9.3. Local Share Account (LSA) – 4 Grant

9.3.1. Steamboat Blvd.

9.3.2. Dauberton Storm Sewer

10. PUBLIC WORKS REPORT

10.1. Weather Event Signage

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 September Meeting.

11.2.2. Planning Commission – Unknown – September 22nd

11.2.3. Code Enforcement Officer Report

11.3. Recreation Board

11.4. 2027 Minimum Municipal Obligation – East Manchester Township Pension Plan – Expected Financial Obligation is $48,132.00

11.5. Doc Star – SR Business Systems (current electronic filing system)

11.5.1. Option 1 – Stay with Doc Star with no changes (3 yr contract) - $7,138.14/yr (not to exceed 5% increase in years 2 and 3)

11.5.2. Option 2 – Decrease number of users and a 3-year contract - $3,841.29 (not to exceed 5% increase in years 2 and 3)

11.5.3. Option 3 – Export documents out – one-time fee of $9,600.00

11.5.4. Additional $4,000 for 20 hours block of time if staying with contract to adequately train staff and make modifications to the system using AI - $4,000.00

12. CORRESPONDENCE

12.1. Public Comments

13. BILL APPROVAL AND PAY BILLS

14. SUPERVISOR'S COMMENTS

15. EXECUTIVE SESSION (As Needed)

16. 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
September 8, 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 Katie Snyder; Recording Secretary, and 14 citizens.

At a regular meeting held at the Township building, Chairman Naylor called the meeting to order at 6:08 p.m.

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

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

Chairman Naylor disclosed that since the meeting of August 11, the Board met prior to tonight's meeting to discuss personnel AND on August 24 for a public meeting jointly with the Sewer Authority and Boroughs. Minutes of that meeting were taken by the Sewer Authority and will be released after the October Board of Supervisors meeting.

Minutes of August 11, 2026, correction: under Special Request should be Tory Pines Drive. Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the minutes of the meeting of August 11, 2026, as amended above. All members voted aye; motion carried.

Public Comments
Mike Grothouse, 1215 Canal Road Extended – increased traffic on his road since Locust Point is temporarily closed. The motorists are surely exceeding the speed limit; could the police monitor Canal Road Extended? Chairman Naylor will bring this up at the meeting on Thursday.

Earl Rau, 505 Hillcrest Drive, requested a copy of the proposed ordinance repealing the per capita tax, noting that he could not find it on the Township website. A copy was available at the township office front counter as required by law. Mrs. Masemer stated that she had overlooked posting it online and noted that website posting is provided as a community service, not a legal requirement. Mr. Rau received a copy at the meeting.

Special Requests
Motion by Chairman Naylor, second by Vice Chairman Albright, to approve the exoneration for 190 Manchester Street, Manchester, in the amount of $58.54, as recommended by the Tax Collector, due to a property split, per the York County Tax Assessment. All members voted aye; motion carried.

West Shore Wildlife Center requests that the Township become a 2027 Municipal Wildlife Services Partner through an annual allocation of $1,741.00. Should a representative make an appearance at a Board meeting? Mrs. Masemer noted that the Township donated in 2024 (approximately $350). What can they do for the Township that we're not already providing? Specific to wildlife, not dogs. **Motion by Supervisor Kohr, to donate $350 to the Center.** *Motion died for lack of a second.* How does this differ from the PA Game Commission? The West Shore Wildlife Center is a private, donor-funded nonprofit

that directly treats and rehabilitates sick, injured, or orphaned wild animals, whereas the Pennsylvania Game Commission (PGC) is a state government agency responsible for statewide wildlife management, law enforcement, and setting hunting regulations. No action taken.

Emergency Services Report

Fire Chief's Report for July 2026. Fall season is starting, so the companies are busy with community events. The report from Eagle Company was sent out late last evening. How's the new format working? Better than the old system! Mrs. Masemer sent an email to Eagle Company reminding them of the deadline for submitting the monthly report and noted the township has still not received their June report. Chairman Naylor read from Chief Stevens' report noting that the chief does much more than fight fires. Chief Stevens credited his workers for making it all possible.

York County Regional Police Report -- Chief Rizzo was present and made note of Mr. Grothouse's complaint about the speeding on Canal Road Extended. From the audience, Ed Hewitt complained about the lack of vehicles stopping at the three-way stop sign near his property. Chief Rizzo made a note of this situation as well.

Northeastern York County Emergency Management Agency – no report received. Working on procedures to have in place when TMI reopens.

Land Development/Subdivision –

Kinsley Properties requests rezoning for 4390 Board Road, Manchester, to provide for 35.7 acres of Industrial District land; 31.3 acres of Apartment/Office land; and the balance of 22.5 acres to remain in Low-Density Residential land.

Attorney Stacey MacNeal, Mike Jeffers from Kinsley, and Musser family representatives were present. YCPC and EMTPC have considered this rezoning request. This parcel would be zoned Industrial, Apartment/Office and will maintain some of the existing Low Density Residential. The existing and proposed residential zones would abut each other. Discussion was held on access to the Industrial site. The EMT PC recommended approval, but YCPC did not recommend making this rezoning change because it's not consistent with future land use map; it's in an Ag Security area; suggested that the rezoning follow parcel boundaries.

Possibly 34 single-family homes proposed in the Residential district; 8 or more apartment buildings in the A/O district.

Did the applicant investigate the impact on the school district? Very few of the apartments would likely actually include children. The bulk of the school age children would come from the Residential zone. However, the school district does not consider those facts and will use the number of residential units created in their formula when determining school property taxes.

Are the Mussers satisfied with this proposal? Absolutely.

Motion by Chairman Naylor, second by Supervisor Kohr, to authorize MPL to advertise to hold a public hearing on the rezoning request for 4390 Board Road, Manchester, to be held prior to the Board of Supervisors meeting on October 13. Parcel numbers in question are: 26-000-MI-0134.C0-00000; 26-000-MI—0134.D0-00000, and 26-000-MI-0134.00-00000. All members voted aye; motion carried.

Solicitor's report – Attorney Andrew Miller

- Ordinance #2026-5, Elimination of Per Capita Tax – **Motion by Chairman Naylor, second by Vice Chairman Albright, to approve Ordinance 2026-5. All members voted aye; motion carried.** From the audience, Mr. Rau asked where the missing money will be coming from now. Mrs. Masemer explained the situation from the facts given at
- Resolution #2026-10, Employee Handbook updates -- **Motion by Chairman Naylor, second by**

Vice Chairman Albright, to approve Resolution #2026-10 as presented. All members voted aye; motion carried. Without revealing any specifics, Mrs. Masemer reported that the Township received an anonymous letter making accusations against a Township employee; investigation revealed no offense and no violation of any of the rules in the Township Employee Handbook.

- Espresso Way, Temporary Construction Easements
    - Kinsley and Ollie's -- **Motion by Supervisor Kohr, second by Vice Chairman Albright, to authorize the Chairman to sign the easement agreements. All members voted aye; motion carried.**
    - Detour plan -- Township is the permitting body, but Hanover Company will be doing the work. One detour proposal will be rejected, but the other one is fine. **Motion by Supervisor Kohr, second by Vice Chairman Naylor, to *reject* the Board Road detour proposal and to use the detour that involves Bartlett and Willow Springs. All members voted aye; motion carried.**
- Wheatlyn Manor Deed of Dedication -- to complete some road widening from 4247 Board Road through 4271 Board Road. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the deeds of dedication and have the Chairman sign. All members voted aye; motion carried.**
- NEYCSA Intergovernmental Agreement -- comments were received; Attorney Miller will prepare the comments and circulate the document for review. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to authorize Attorney Miller to forward the comments to the Sewer Authority counsel. All members voted aye; motion carried.**
- Fire Company fees ordinance – would authorize and allow volunteer fire companies to collect fees for calls where they are dispatched. **Motion by Vice Chairman Albright, second by Chairman Naylor, to authorize MPL to advertise the ordinance for the fee schedule. All members voted aye; motion carried. Motion by Supervisor Kohr, second by Vice Chairman Albright to draft the Resolution for the fee schedule. All members voted aye; motion carried.**
- Fire Company and Fire Chief Ordinance -- this was tabled previously**. Motion by Chairman Naylor, second by Supervisor Kohr, to *table* this item until the October Board of Supervisors meeting. All members voted aye; motion carried.**

Engineer's report – Byron Trout

North Sherman Street Ext pipe work – construction to begin soon!

Willow Springs cul-de-sac -- Mr. Haugh gave the update during a previous discussion. Did we decide what kind of gate to use? Mr. Haugh will check some details.

Local Share Account – 4 Grant

Steamboat Boulevard – resurfacing project could cost $400,400. **Motion by Chairman Naylor, second by Vice Chairman Albright, to approve Resolution 2026-11 and authorize the Manager to sign. All members voted aye; motion carried.**

Dauberton storm sewer – the Township does not own the storm sewer, so it cannot apply for grant funding. So, if we need to work on that storm sewer, to whom does the Township send the bill? The Dauberton HOA. The HOA disbanded, so now the residents own the storm sewer. Could we send letters to the residents in Dauberton informing them of the situation? It would be prudent of the township to continue to search and apply for grants to offset expenses for the residents. Mr. Haugh reported that the pipe could maybe last another two years. It's hard to predict. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the Resolution 2026-12 so that Mr. Trout can proceed with the LSA grant for Dauberton storm sewer, and to authorize the Township Manager to sign. All members voted aye; motion carried.**

Also, Mr. Trout and Mr. Haugh had the MS-4 audit, which went very well. Compliments to Mr. Haugh and his crew. Report of audit will be sent in a few weeks.

Public Works Report – Shane Haugh

Weather event signage -- Attorney Miller noted if there's an ordinance in place that allows for no parking during snow emergencies, yes, we can re-establish no parking during those times. Discussion was held on how parking on some streets makes it impossible for a snowplow to access the street to plow snow or get an emergency vehicle into the area as well. There are several streets/developments that are affected. Mr. Haugh would like to see no parking during snow removal times, which includes salting procedures. Mrs. Masemer noted that the Township staff isn't permitted to enforce violations that occur on the streets; that's the police department's responsibility. Signs would remind folks to remove their vehicles at those times. We do have the authority to tow vehicles in violation, but you need a plan for sure to do that on a large scale. Can Mr. Haugh even post the "No Parking during Snow Events" signs? Attorney Miller can add those streets to the ordinance. Probably okay to post the signs, at least to start as a deterrent. Got it.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – Nothing of note in the SA's minutes.

Northeastern York County Intermunicipal Agreement – addressed under Attorney Miller's report.

Zoning Officer – No ZHB meeting in September; Planning Commission uncertain, would be September 22 if having.

Code Enforcement Officer – nothing discussed.

Recreation Board – met last week, made a brochure to be printed. Will attend some community events to draw attention to the Recreation Board and what they do. Might be some interest in the "stay at home celebrations" for the community.

2027 Minimum Municipal Obligation – EMT Pension Plan – expected financial obligation is $48,132.00. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve the 2027 MMO in the amount of $48,132. All members voted aye; motion carried.**

DOC Star – SR Business Systems (current electronic filing system)

Mrs. Masemer outlined the issue

Option 1, stay with Doc Star with no changes (3-yr contract): $7,138.14/year (NTE 5% increase in years 2 and 3)

Option 2, decrease number of users and a 3-yr. contract: $3,841.29/year (NTE 5% increase in years 2 and 3)

Option 3, Export documents out: one-time fee of $9,600.00

If choosing Option 1 or Option 2, there would be an additional $4,000 for 20-hour block of time if staying with contract to adequately train staff and make modifications to the system using AI: $4,000.00

Staff highly recommends choosing Option 3, as the system does not work well for document retrieval purposes due to the history of past scanned and keyworded documents dated back prior to 2014. Additionally, the goal is to move all property related documents to Permit Manager so they are in one system; not multiple. **Motion by Vice Chairman Albright, second by Supervisor Kohr, to approve option 3 above, as recommended by staff, at a fee of $9,600.00. All members voted aye; motion carried.**

Correspondence

Nothing at this time.

Public comments
Ed Hewitt recalls discussing no parking within some of the developments.

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 – thanked staff for all their hard work on zoning enforcement, etc. Budget season is upon us, meeting October 20.
Vice Chairman Darryl Albright – new 12-year plan for PennDOT. Two things to affect EMT; Codorus Furnace Road bridge replacement and resurfacing North George Street from Woodland View to Sunset Drive. Reviewed Mt. Wolf's minutes from the July 14 meeting, and there was no report from Eagle Company in those minutes either.
Chairman David L. Naylor – Mr. Haugh's staff is going through some CDL training in the hopes of having snowplow drivers for this season. This weekend is the Touch-A-Truck event (12th), 2 to 6 p.m. Starting Sunday, Willow Springs will be getting paved at night from 6 p.m., to 6 a.m. for about a week; the road will not be closed.

No Executive Session needed.

Motion by Chairman Naylor, second by Vice Chairman Albright, to adjourn. All members voted aye; motion carried. The meeting adjourned at 8:14 p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary