EAST MANCHESTER TOWNSHIP

BOARD OF SUPERVISORS

AGENDA

October 13, 2026, at 6:00 p.m.

1. OPEN MEETING
   - 1.1. Pledge to the Flag

2. APPROVE OR AMEND AGENDA
   - 2.1. October 13, 2026

3. APPROVE OR AMEND MINUTES
   - 3.1. September 8, 2026

4. PUBLIC COMMENTS

5. SPECIAL REQUESTS
   - 5.1. "Hock-tober Fest," Rolling Meadows Residential Development proposed Halloween neighborhood event and closure of Hollyhock Drive between Rentzel and Wagon Way on Saturday, October 31, 2026, from 5:30 p.m. to 8:30 p.m (with the assumption of 6-8 pm trick-or-treating)
   - 5.2. Susquehanna Lions Club request for road closure and donation for the Annual Halloween Parade
     - 5.2.1. Sunday, October 18, 2026, at 2pm

6. EMERGENCY SERVICES REPORT
   - 6.1. Fire Chief's Report
     - 6.1.1. Discussion of Future Fire Services for the Township
     - 6.1.2. 2026 Commonwealth State Aid Allocation Supporting the Volunteer Fire Relief Association (VFRA) - $72,243.44
     - 6.1.3. Eagle Fire Company Request for Township to consider payment of or a portion of the Reporting Software (First Due) in the amount of $6,560.00 (upfront cost), and then annual subscription cost of $4,800.00.
   - 6.2. York County Regional Police Report
   - 6.3. Northeastern York County Emergency Management Agency

7. SUBDIVISION AND LAND DEVELOPMENT PLAN
   - 7.1. Draft Planning Commission Meeting Minutes – September 22, 2026

8. SOLICITOR REPORT
   - 8.1. Fire Company Fee Ordinances
   - 8.2. Kinsley Musser Farm Rezoning Request – Proposed for November BOS meeting
   - 8.3. NEYCSA Intergovernmental Agreement
   - 8.4. Fire Company and Fire Chief Ordinance

9. ENGINEER'S REPORT

9.1. 2026 MS4 Inspection Report

9.2. Comprehensive Plan Grant Funds Available

9.3. Willow Springs Cul-de-sac

9.4. Espresso Way

10. PUBLIC WORKS REPORT

10.1. Leaf Collection is from October 26, 2026, to December 11, 2026, weather permitting.

10.2. Set Special Road Meeting Date with Public Works Director

11. MANAGER/SECRETARY/TREASURER'S REPORT

11.1. Northeastern York County Sewer Authority

11.1.1. Northeastern York County Intermunicipal Meeting Minutes – August 24, 2026

11.1.2. Smoke Testing on Sewer Lines (One the website homepage with a flyer from the Sewer Authority)

11.2. Zoning Officers Report

11.2.1. Zoning Hearing Board – No October Meeting.

11.2.2. Planning Commission – No October Meeting.

11.2.3. Code Enforcement Officer Report

11.2.4. 130 Riverview Road; 26-MJ-14; Encroachment Agreement

11.3. Recreation Board

11.4. Canal Road Betterment Project – PennDOT Form Authorizing Erdman and Anthony to submit the HOP

11.5. 2027 SPCA Contract for Animal Sheltering - $7,585.00

11.6. 2027 Klugh Animal Control Services Contract - $600.00 retainer fee

11.7. Set Reorganization and January Regular Meeting – Monday, January 4, 2027

12. CORRESPONDENCE

12.1. 2027 York County Solid Waste Authority Tipping Fee

12.2. Trick or Treat is Saturday, October 31, 2026 - 6p-8p

12.3. 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
October 13, 2026

Present: Chairman David L. Naylor, 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; Recording Secretary, and ten citizens. Absent: Kate Snyder, Zoning and Codes Enforcement Officer/BCO.

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 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 September 8, 2026, the Board did not meet or conduct business.

For the minutes of September 8, at the bottom of page 1, the question was asked, "how does this differ from the PA game commission?" Clarification of that question: "how does the PA game commission differ in services from the Municipal Wildlife Services agency?"

Motion by Vice Chairman Albright, second by Chairman Naylor, to approve the minutes of the meeting of September 8, 2026, as clarified/amended above. All members voted aye; motion carried.

Public Comments
Mike Shreifer, 205 Laurel Drive, Mt. Wolf, referred to the bridge by Mundis Race Road and Sherman Street -- could rumble strips be installed to avoid vehicles being clipped? Is that road restricted to 18-wheeler traffic? Probably not. Mr. Haugh will check. This is a PennDOT road, so action might be slow in coming. The Township will contact PennDOT to make a request. Perhaps use the "concern board" on the PennDOT website. He'll do that. Also, since Township meetings are live streamed, he's concerned that participants are required to use their full name and address when they speak. Can this information be limited? Is this information required? Per Attorney Wymard, likely not required by law; more likely internal policy.

Mike Grothouse, 1215 Canal Road Extended, referred to the speeding on his road with the closing of Locust Point. He was expecting some police presence in the area to combat the speeding, but so far, he's not seen any police cars or arrests, etc. Vice Chairman Albright reported that there have been some police cars in the area that he has witnessed and his daughter takes pictures of.

Ed Hewitt, 290 Manchester Street, commented on this issue. He spoke to an officer in the area who reported that he did stop three people who ran the stop sign. Also, Mr. Hewitt is concerned about future blasting affecting the wells in the area.

Earl Rau, 505 Hillview Drive, Starview, asked about the ordinance relating to charging residents for fire services. Per Mrs. Masemer, this ordinance will not be adopted tonight. Will rates be posted? Mrs. Masemer will post well in advance of the November meeting. These charges might already be a part of

residents' homeowner's insurance anyway. Check your policy. The ordinance will permit the fire company to bill residents' insurance companies.
Mr. Shreifer spoke again asking when the contract with Republic is up. Next year. He said that this company is the worst that he's ever used. He's not in favor of the company at all. Well, Republic was the low bidder, and when the process is repeated, it will depend on the low bidder. It was noted that other companies have the same reputation, unfortunately. Staffing is a big problem in the waste industry.

Special Request

Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the temporary closure of Hollyhock Drive between Rentzel and Wagon Way on Saturday, October 31, 2026, from 5:30 to 8:30 p.m. for "Hock-tober Fest" in the Rolling Acres residential development (assuming trick or treat goes from 6 to 8 p.m.). All members voted aye; motion carried.

Motion by Chairman Naylor, second by Supervisor Kohr, to approve the road closure request by the Susquehanna Lions Club on Sunday, October 18, 2026, 2 p.m. AND to approve the donation by the Township in the amount of $5,000. All members voted aye; motion carried.

Emergency Services Report

Supervisor Kohr reported that he met with both fire departments and some progress was made with joint training. It was noted that the fire chiefs have not met on a regular basis.

Fire Chief's Report -- all reports were available (Union, Eagle, and Wellspan EMS). This is a busy time for the fire departments to comply with requests to provide a fire truck at an event. Discussion of future fire services for the Township -- Union's failure rate to send a truck/personnel to an incident is 0%. Union has a balanced budget. What is Mt. Wolf's failure rate? About 6.3% per Chief Stevens. Is there a reporting system to inform the 911 agency to let them know what equipment is available? They are aware, yes. Discussion was held on the procedures for reporting to events. Chief Stevens reported that Union responds to every call within East Manchester, so that if Mt. Wolf doesn't show up, which does happen, at least one company is on the scene. **Motion by Vice Chairman Albright, second by Chairman Naylor, to authorize the Township Solicitor to draft a resolution withdrawing East Manchester Township's recognition and designation of the Mt. Wolf fire company as a provider of fire protection services the East Manchester Township municipality; AND the draft resolution should be ready for action at the November 10 Board of Supervisors meeting; AND this resolution will serve as the official 45-day notice to the Mt. Wolf Fire Company, pursuant to the agreement July 9, 2013; AND the withdrawal is to be effective January 1 2027; AND to authorize the Manager to draft a letter informing Mt. Wolf of the Board's decision.** Discussion: we would need to designate Union as the Township fire company. It's important to have volunteer fire companies. For many years, the Township has supported equally both fire departments. It's better to focus all the Township's energies and support into one company. The Township needs to be financially conservative, and funding a company that doesn't respond to calls doesn't make sense any longer. Supervisor Kohr: looking at the facts over the last couple of years seems to indicate that we need to proceed with the proposed resolution. Vice Chairman Albright: forced joint service never works, so combining services isn't an option. If Mt. Wolf company dissolves, no proceeds will go to the Township, per that charter. We're doing a disservice to the residents by splitting the resources between the two companies. Unfortunately, it seems that Mt. Wolf isn't able to staff its equipment well enough to provide services to the area for many years. Further, Mt. Wolf is running a deficit of over $100K. The taxpayers should not be expected to bail out a failing fire company. When should the Board inform the Mt. Wolf company of its intention? Up to the Board members. Authorize the Manager to draft a letter to inform both companies of its decision, per the Motion above. What about any remaining contributions that are in the Township budget for this year to go to Eagle Company? The State Aid Fire Relief Allocation is up to the Board to distribute,

percentagewise. *Vote on the motion:* **All members voted aye; motion carried.**

2026 Commonwealth State Aid Allocation supporting the Volunteer Fire Relief Association in the amount of $72,243.44. **Motion by Chairman Naylor, second by Vice Chairman Albright, to split these funds 50/50 between Union and Eagle ($36,121.72 each).** Supervisor Kohr is not in favor of sending any funding to Eagle, based on the motion above to draft the resolution and dissolve the relationship. **Two members voted aye; Supervisor *Kohr opposed*. Motion carried.**

Eagle Fire Company has requested that the Township consider payment of or a portion of the Reporting Software in the amount of $6,560.00 (up front) and then an annual subscription of $4,800.00. **Motion by Chairman Naylor, second by Supervisor Kohr, to *deny* this request, since the Township is going to discontinue the relationship with this fire company. All members voted aye; motion carried.**

York County Regional Police Report -- Chairman Naylor reported that there's a group of officers coming on the force. At full strength right now. Lots of crime, lots of activity, difficult for officers to be everywhere they're needed all the time. From Supervisor Kohr: he's not seeing police officers using the laser speed detection equipment. Mr. Grothouse did inform an officer that from 4 to 6 p.m. is the worst time for speed offenders in his area. Vice Chairman Albright and Chairman Naylor will bring this up at the police meeting.

Northeastern York County Emergency Management Agency -- nothing to report.

Land Development/Subdivision –

Draft Planning Commission minutes from September 22, 2026. Trade Center 83 East, Phase II presented a final plan; to go back to PC in November; possibly to BOS in December or January. Stand by.

Solicitor's report – Attorney Thomas Wymard

- Fire company fee ordinances -- recommended tabling this ordinance for action. Please provide any comments prior to the November meeting. **Motion by Vice Chairman Albright, second by Chairman Naylor, to *table* action on this ordinance AND to authorize the Solicitor to advertise the ordinance for the November 10 Board of Supervisors meeting. All members voted aye; motion carried.**
- Kinsley Musser farm rezoning request – proposed for November BOS meeting. Notices have been mailed and property will be posted.
- NEYCSA Intergovernmental Agreement -- received articles of incorporation -- Supervisor Kohr gave some details of the history of this item. It is important that this intergovernmental agreement be modified and updated. The stipend of $600 per Sewer Authority Board member was discussed. That should be left up to the Sewer Authority Board members.
- Fire Company and Fire Chief Ordinance -- it's important to have a fire chief to report to the Township Supervisors. Chief Stevens gave a list of functions that he performs as part of his duties as fire chief. He does much more than fight fires. **Motion by Chairman Naylor, second by Supervisor Kohr, to *table* this item in order to review and revise the fire chief's job description, and to put it on November meeting. All members voted aye; motion carried.** Question for Attorney Wymard: is the solar ordinance conformed and up to date and referenced? He will check.

Engineer's report – Byron Trout

2026 MS4 inspection report received – no violations in the first bit of the report, but further down, there are five non-compliances. Mr. Trout read off the 'non-compliances' that were listed. Next year, when he prepares this report, Mr. Trout will comment on these issues and inform DEP how the Township is complying with these items. The comment was made that there's little to no residential involvement in the information meetings having to do with an MS-4 report/process even though the Township does in fact attempt public outreach. No one has been interested.

Comprehensive Plan grant funds available -- YCPC sent notices that the Community Development Block grant program is now accepting applications. Perhaps apply for it and use it for a Comprehensive Plan update? Good idea. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to grant the Manager and Engineer permission to submit the CDBG program grant application to update the Township's Comprehensive Plan. All members voted aye; motion carried.**

Willow Springs cul-de-sac -- gate plans have been submitted; waiting for PennDOT approval. Solar powered siren activated.

Espresso Way -- HOP plan approved. Reviewed a detour plan; PennDOT approved it. All information has been sent to the contractors. They'll start when they get to it.

Public Works Report – Shane Haugh

Leaf collection is from October 26 to December 11, weather permitting.

Set special road meeting date with the public works director -- for December 10, 9 a.m. **Motion by Supervisor Kohr, second by Vice Chairman Albright, to set the road meeting date for December 10 at 9 a.m. AND to authorize staff to advertise. All members voted aye; motion carried.**

Sewer Authority is testing lines with smoke. Smoke is introduced into the lines and if there's a leak, the smoke will show up. If residents see smoke, call the Sewer Authority. If the smoke comes up from a drain in someone's house, call the Authority.

Secretary/Treasurer/Manager's report – Kristie Masemer

Sewer Authority – minutes were available from the Intermunicipal meeting on August 24. Area Two agreements are about to expire, so that will be addressed at the next Sewer Authority meeting.
Zoning Officer – no meetings in October for Planning Commission or Zoning Hearing Board
Code Enforcement Officer – No questions for this report.

Property at 130 Riverview Road, Parcel 26-MJ-14, Encroachment Agreement -- a pavilion has been placed on top of a pipe. It had both Zoning Hearing Board approval and a permit from a few years ago, but never a final inspection. This agreement is required to protect both the Township and the homeowner and will be recorded against the property. **Motion by Vice Chairman Albright, second by Chairman Naylor, to approve this agreement for Parcel 26-MJ-14, 130 Riverview Road. All members voted aye; motion carried.**

Recreation Board – Mrs. Masemer forwarded the minutes to the Board of Supervisor members.

Canal Road Betterment Project – **Motion by Chairman Naylor, second by Supervisor Kohr, to authorize the Manager to sign the PennDOT form authorizing Erdman and Anthony to submit the HOP. All members voted aye; motion carried.**

2027 SPCA contract for animal sheltering: $7,585.00 **Motion by Chairman Naylor, second by Supervisor Kohr, to pay the 2027 SPCA contract price of $7,585.00. Two members voted aye; *Vice Chairman Albright opposed.* Motion carried.**

2027 Klugh Animal Control Services contract, including a $600.00 retainer fee -- **Motion by Supervisor Kohr, second by Vice Chairman Albright, to approve the Klugh contract and to pay the $600 retainer fee. All members voted aye; motion carried.**

Set the reorganization and regular meeting date for Monday, January 4, 2027.

Motion by Chairman Naylor, second by Vice Chairman Albright, to set the Reorganization meeting for Monday, January 4, 2027, at 5 p.m. and the regular meeting for 6 p.m., AND also include the possibility of a meeting on January 12, 2027, at 6 p.m. if needed; AND to authorize staff to advertise. All members voted aye; motion carried.

Correspondence

2027 York County Solid Waste Authority tipping fee -- staying the same.

Trick or Treat set for Saturday, October 31, 6 to 8 p.m.

Public Comments

Nothing at this time.

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 – on September 14, he observed a storm sewer project just to be informed.

Chairman David L. Naylor – nothing at this time.

Motion by Chairman Naylor, second by Supervisor Kohr, to *recess* to executive session for legal advice from the Township Solicitor. All members voted aye; motion carried. The meeting *recessed* at 8:03 p.m.

Motion by Chairman Naylor, second by Vice Chairman Albright, to adjourn. All members voted aye; motion carried. The meeting adjourned at 8:37p.m.

Respectfully submitted,

Kristie Masemer
Secretary/Treasurer/Manager

Julie B. Maher,
Recording Secretary