2026 REORGANIZATION MEETING AGENDA

January 5, 2026

CALL TO ORDER

PUBLIC COMMENT

OLD BUSINESS

- FINANCIAL SECURITY ESTIMATE FOR TRIMMER CAMPUS IMPROVEMENTS – Motion to approve, revise, table, or deny a financial security estimate for the Trimmer Campus Improvements located at 1900 Brenda Road for the replacement of an access drive, continuation of an existing access drive, associated improvements and stormwater management. HRG has reviewed the financial security estimate submitted by Integrated Consulting and recommends financial security be held in the amount $62,430.00. *This item was tabled at the December 2025 Board of Supervisors Meeting.*

NEW BUSINESS

- Motion to appoint _____ as Chairman of the Board of Supervisors for the year 2026.
- Motion to appoint _____ as Vice-Chairman of the Board of Supervisors for the year 2026.
- Motion to appoint _____ as Supervisor of the Board of Supervisors for the year 2026.
- Motion to appoint Kelly K. Kelch as Township Manager for the year 2026.
- Motion to appoint Kelly K. Kelch as Secretary for the year 2026; and Keith Whittaker as Assistant Secretary for the year 2026.
- Motion to appoint Keith Whittaker as Treasurer for the year 2026.
- Motion to recommend to the Board of Auditors that the Treasurer's bond be set at $1,000,000 for the year 2026.
- Motion to meet on those dates and times as attached and on such other days as the Board specifies from time to time.

- Motion to appoint Herbert, Rowland & Grubic, Inc. (HRG), as Township Engineer at a rate of $200.00 per hour for meetings with all other engineering services billed on an hourly basis as submitted by the Township which are included in the 2026 Fee Schedule.

- Motion to appoint Anstine & Sparler as Township Solicitor, with Andrew Herrold as the primary contact at a rate of $325.00 per meeting, $260.00 per hour for representation, and $350.00 per hour for litigation matters, billed monthly.

- Motion to appoint Keith J. Hunnings, South Penn Code Consultants LLC, as the Township Sewage Enforcement Officer.

- Motion to appoint Tate Hunnings, South Penn Code Consultants LLC, as the Township Alternate Sewage Enforcement Officer.

- Motion to appoint Ream, Carr, Markey & Woloshin LLP as Solicitor for the Zoning Hearing Board with Gavin W. Markey as primary contact person at a rate of $120 per hour for his services.

- Motion to appoint Esquire as the Zoning Hearing Board stenographer for the year 2026. The stenographer rate will remain the same at $200 an hour.

- Motion to set the benefits for all non-uniformed employees as listed in the Non-Uniformed Personnel Policy.

- Motion to afford all Board of Supervisors members the same benefits and privileges of the Township Manager as allowable by law.

- Motion to set benefits for all uniformed personnel. Benefits for all Police Officers to be governed fully by the terms of the 2024-2028 Police Contract, the Police Chief's benefits to be governed by contract with the Chief, and the Lieutenants benefits to be governed by contract with the Lieutenants.

- Motion to establish the wages for all non-uniformed Township Employees in accordance with the adopted 2026 General Fund Budget.

- Motion to authorize payment of current expenditures and allow staff to pay generally accepted expenditures, with the approval of the Township Manager, which become due prior to the Board's regular meeting.

- Motion to authorize Keith Whittaker to sign liens on behalf of West Manchester Township.

- Motion to name PNC Bank depository for all Township funds except for the West Manchester Township Sewer Revenue Fund and funds deposited by the Township Tax Collector.

- Motion to name M&T Bank as depository for the West Manchester Township Sewer Revenue Fund.

- Motion to name First National Bank and Fulton Bank as depository for funds deposited by the Township Tax Collector.

- Motion to compensate Supervisors and all Township employees for the authorized use of their cars while on Township business during the 2026 calendar year at a rate equal to the IRS approved rate.

- Motion to designate Kelly Kelch as voting delegate at the State Convention of the Pennsylvania State Association of Township Supervisors for 2026.

- Motion to authorize Margetas, Ruman, Harlacher, and Kelch, or their designees, to attend the State Convention of the Pennsylvania State Association of Township Supervisors and authorize payment of their expenses as allowed by the General Assembly.

- Motion to appoint Clifton Laughman as Emergency Management Coordinator and Kelly Kelch as Assistant Emergency Coordinator for West Manchester Township for calendar year 2026.

- Motion to reappoint James Bentzel to the Township Water Authority Board position, for a five-year term ending on December 31, 2030, with an effective date of January 1, 2026.

- Motion to reappoint Fred Walters to the West Manchester Township Planning Commission position, for a four-year term ending on December 31, 2029, with an effective date of January 1, 2026.

- Motion to reappoint Joy Rusonis as a member of the West Manchester Township Zoning Hearing Board, for a three-year term ending on December 31, 2028, with an effective date of January 1, 2026.

- Motion to reappoint Wayne Harper as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a one-year term ending on December 31, 2026, with an effective date of January 1, 2026.

- Motion to reappoint Mike Miller as a member of the West Manchester Township Fire & Emergency Services Advisory Committee, for a three-year term ending on December 31, 2028, with an effective date of January 1, 2026.

- Motion to appoint Debbie Manning as a member of the West Manchester Township Parks & Recreation Advisory Board, for a five-year term ending on December 31, 2030, with an effective date of January 1, 2026.

- Motion to reappoint Jan Dell to the Vacancy Board for the year 2026.

- Motion to appoint Rachelle Sampere as Zoning Officer for the year 2026.

- Motion to appoint Rachelle Sampere as a representative and Kelly Kelch as an alternate to the Local Government Advisory Committee for 2026.

- Motion to appoint Keith Whittaker as a representative and Michele Emenheiser as an alternate to the York Adams Tax Bureau for 2026.

- Motion to appoint Keith Whittaker as the voting delegate representing West Manchester Township on the York County Tax Collection Committee and Michele Emenheiser as an alternate.

- Motion to appoint Code Administrators, Inc. as the West Manchester Township 3rd Party Building Code Permit Plan Reviewer & Inspection Agency.

- Motion to adopt Resolution 26-01, appointing Mahar Duessel, Certified Public Accountants to audit the accounts of West Manchester Township for the fiscal year ending December 31, 2025.

- Motion to adopt Resolution 26-02, setting fees, rates, and costs for West Manchester Township for 2026.

- Motion to adopt Resolution 26-03, authorizing the rate of police officer's contributions required by Act No. 600, as amended for 2026.

- Motion to adopt Resolution 26-04, authorizing the rate of non-uniformed employee contributions to the non-uniformed pension plan for 2026, required by Act 205.

- Motion to adopt Resolution 26-05, appointing Kelly K. Kelch as Chief Administrative Officer for the police pension and non-uniformed pension plans as required by Act 205.

- Motion to approve Amendment #5 to the Township Manager's Employment and Separation Agreement.

- Motion to approve, revise, table or deny Ordinance 26-01, amending the Township 457 Plan to be compliant with the Secure 2.0 Act of 2022.

- Motion to authorize the West Manchester Township Fire Police and Fire Fighters to participate in activities per the attached letter from Township Fire Chief, Clifton Laughman, for the year 2026 for the purpose of worker's compensation coverage.

- Motion to ratify a road closure request from Shiloh Water Authority for water main work that occurred on December 30th, 2025, on Redwood Road between Log Cabin Road and Ramblewood Road.

ADJOURNMENT

Motion to adjourn the Reorganization Meeting.