

**MANCHESTER TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING**

January 5, 2026

MEETING

The Manchester Township Board of Supervisors held its Organizational Meeting, on Monday, January 5, 2026 at 5:00 p.m. at the Manchester Township Municipal Complex, 3200 Farmtrail Road, York, PA.

PARTIES PRESENT

Rodney Brandstedter
Debra McCune
Harry Long, Jr.
David Chiaverini

Timothy R. James
Kim Hackett
Lawrence V. Young
David Lash, Police Chief
Daniel Hoff, Fire Chief
BJ Treglia, P.E., Engineer

BUSINESS

Timothy James called the meeting to order at 5:01 p.m.

OATH OF OFFICE

Mr. James confirmed the completion of oath of office procedures for reelected Supervisors Brandstedter and McCune.

ELECTION OF OFFICERS

Mr. James called for nomination to appoint a Chairperson of the Board of Supervisors for 2024.

Mr. Chiaverini made a motion to elect **Rod Brandstedter as Chairperson** of the Board of Supervisors. Mr. Long seconded the motion. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion to elect **Craig Miller as Vice-Chairperson** of the Board of Supervisors. Mr. Long seconded the motion. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion to reappoint **Timothy James as Township Secretary**. Mr. Long seconded the motion. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion to reappoint **Kim Hackett as Assistant Secretary**. Mr. Chiaverini seconded the motion. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion to reappoint **Timothy James as Township Treasurer**. Mr. Long seconded the motion. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion to reappoint **Danelle Goodwin as Assistant Treasurer**. Ms. McCune seconded the motion. Motion carried. Ayes-4, Nays-0.

MEETING DATES & TIMES

The Board of Supervisors set the second Tuesday of every month at 6:00 p.m., unless otherwise advertised, at the Township Office, 3200 Farmtrail Road, York, Pennsylvania as the Board of Supervisors 2026 meeting dates.

APPOINTMENTS BY CHAIRPERSON

Mr. Brandstedter made the following liaison assignments:

- a) Public Safety – Northern York County Regional Police Department
Representative – Rodney Brandstedter
Alternate – David Chiaverini

Public Safety – York Area United Fire and Rescue (2 year appointments)
Representatives – Debra McCune (2026-2027), Craig Miller (2025-2026)
Alternate – Harry Long, Jr.

- b) Public Works –
Manchester Township Municipal Authority
Representative – Debra McCune
Alternate - Harry Long, Jr.

- c) Planning/Zoning –
Representative – David Chiaverini
Alternate – Harry Long, Jr.

Local Government Advisory Committee of York County
Representative – Rodney Brandstedter
Alternate – Harry Long, Jr.

- d) Finance & Administration –
York Area Earned Income Tax Bureau
Representative – Harry Long, Jr.
Alternate – Rodney Brandstedter

- e) Recreation –
Manchester Township Recreation Commission
Representative – Craig Miller
Alternate – David Chiaverini

OTHER APPOINTMENTS

Ms. McCune made a motion to reappoint the firm of **C. S. Davidson, Inc.** to serve as **Appointed Township Engineer**, for the year 2026. Mr. Long seconded the motion. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion to reappoint **Lawrence Young** of CGA Law to serve as **Township Solicitor** and **Beth Kern** of CGA Law as **Alternate Township Solicitor** for the year 2026. Mr. Brandstedter seconded the motion. Motion carried. Ayes-4, Nays-0.

Mr. Miller made a motion, seconded by Mr. Long, to appoint **Beth Kern** of CGA Law as **Labor Counsel** for the year 2026. Motion carried. Ayes-4, Nays-0.

RESOLUTION #2026-01 (Zoning Hearing Board Appointment)

Mr. Long made a motion, seconded by Mr. Chiaverini to adopt Resolution #2026-01, appointing **Craig Wisherd**, 111 Eastland Avenue, to a three (3) year term on the **Zoning Hearing Board**. Motion carried. Ayes-4, Nays-0.

OTHER APPOINTMENTS

Mr. Long made a motion, seconded by Mr. Brandstedter, to reappoint **Craig Jacoby**, 748 Applewine Court, to a five (5) year term on the **Recreation Advisory Commission**. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion, seconded by Mr. Chiaverini, to reappoint **Nick Hauck**, 3775 Lewisberry Road, to a four (4) year term on the **Planning Commission**. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion, seconded by Mr. Chiaverini, to appoint **Tim Bieber**, 655 Wellington Way, to a two (2) year unfulfilled term on the **Planning Commission**. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Miller, to reappoint **Greg Zortman**, 2580 Tara Lane, to a five (5) year term on the **Municipal Authority**. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Brandstedter, to appoint **Clint Roberts**, 1015 Dandelion Drive, to the position of **Chairperson of the Vacancy Board** for 2026. Motion carried. Ayes-4, Nays-0.

BOND RECOMMENDATION

Ms. McCune made a motion, seconded by Mr. Long, directing the **Treasurer's and Assistant Treasurer's Bonds** to be set at **\$650,000** for the year 2026. Motion carried. Ayes-4, Nays-0.

RESOLUTION #2025-02 (APPROVAL OF BANKING STRUCTURE)

Mr. Long made a motion, seconded by Mr. Brandstedter, to adopt Resolution #2026-02, the 2026 Banking Structure, including the requirement of two (2) supervisor's signatures on each check as recommended by Manchester Township's auditors. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion, seconded by Mr. Chiaverini, to authorize the Treasurer to obtain accounts payable signatures and/or utilize one signature stamp upon authorization, as needed. Motion carried. Ayes-4, Nays-0.

Mr. Long made a motion, seconded by Ms. McCune, to authorize the Treasurer to make temporary loans from other funds to the General Fund, as needed. Motion carried. Ayes-4, Nays-0.

DELEGATES TO STATE CONVENTION

Ms. McCune made a motion, seconded by Mr. Long, authorizing the Township Supervisors and Township Manager and any other eligible township employees to serve as delegates to the 2026 PSATS State Convention, and authorizing the following reimbursements for attending the 2026 PSATS Convention:

- Mileage for one (1) round trip per day
- Meal expenses with proper receipts
- Registration Fee paid directly by Manchester Township
- Lodging as requested

Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Long, designating Manager/Secretary Timothy James as Manchester Township's voting delegate at the 2026 PSATS State Convention. Motion carried. Ayes-4, Nays-0.

EMPLOYEE PERSONNEL MATTERS

Mr. Chiaverini made a motion, seconded by Mr. Brandstedter, to approve employee positions as listed on Manager James' December 30, 2025 memorandum. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Long, to set the township manager's salary after a review by the board of supervisors. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Long, to authorize the manager to use his discretion to grant appropriate pay increases based on cost of living adjustments and merit, to non-collective bargaining full-time employees within the 3% aggregate amount budgeted in the 2026 budget for employee compensation, as well as any additional wage adjustments per guidance of the board. Motion carried. Ayes-3, Nays-0 (Brandstedter abstained).

EMPLOYEE BENEFITS

Ms. McCune made a motion, seconded by Mr. Chiaverini, to approve the 2026 non-collective bargaining Employee Benefit Schedule which was distributed with the December 30, 2025 memorandum. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Chiaverini, to pay the current IRS rate (72.5 cents) for mileage reimbursement. Motion carried. Ayes-4, Nays-0.

RESOLUTION #2025-03 – Non-Uniform Employee Pension Contribution Rate

Ms. McCune made a motion, seconded by Mr. Chiaverini, to adopt Resolution #2026-03 keeping the non-uniform employee pension contribution rate at 3% for the DB plan and 3.5% for the CB plan. Motion carried. Ayes-4, Nays-0.

Ms. McCune made a motion, seconded by Mr. Chiaverini, to set the non-uniformed employee pension township contribution rate at 9% for the CB plan. Motion carried. Ayes-4, Nays-0.

OTHER BUSINESS

No other organizational matters took place at this time.

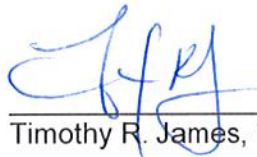
RECOGNITION OF PUBLIC

There was no public participation at this time.

ADJOURNMENT

Mr. Brandstedter made a motion to adjourn the meeting at 5:53 p.m.

Respectfully submitted,



Timothy R. James, Secretary

TRJ/kah