



Commission Meeting

September 16, 2025

7:00 p.m.

1. CALL TO ORDER
 - A. Opening Ceremony
 - B. Swearing in Ceremony
2. ANNOUNCEMENT OF EXECUTIVE SESSIONS
3. PUBLIC COMMENT
4. MANAGEMENT/ATTORNEY REPORTS
 - A. Walter A. Tilley III, Solicitor
 - B. Daniel Hoff, Fire Chief
5. ACCOUNTS PAYABLES
 - A. Approve: Payable listing as of July 31, 2025
 - B. Approve: Payable listing as of August 31, 2025
6. BIDS, PROPOSALS & CONTRACTS
7. COMMUNICATION FROM COMMISSIONERS
8. COMMITTEE REPORTS
 - A. Volunteer Committee
 - B. Personnel Committee
 1. Discuss/Approve: YAUFR Employee Handbook Revisions
9. RESOLUTIONS AND AGREEMENTS
10. ACTION ON MINUTES
 - A. Approve: Minutes from July 15, 2025
 - B. Approve: Minutes from August 19, 2025
11. OLD BUSINESS
 - A. Discuss/Approve: Charter Agreement Revisions (see attached)
 - B. Discuss/Approve: Comparison of Banks for financial services
 - C. Discuss/Approve: EMA Agreement
 - D. Discuss/Approve: Mutual Aid Agreement Template
12. NEW BUSINESS
 - A. Acknowledge: 2026 Minimum Municipal Obligation Calculation Sheets for YAUFR/MT Retirement Plans
 - B. Discuss/Approve: GCU Participant Agreement
13. ADJOURNMENT

YORK AREA UNITED FIRE & RESCUE

AMENDED CHARTER AGREEMENT

Original Adoption September 6, 2007
Amended March 12, 2008
Amended January 1, 2014
Amended October 17, 2017

SGT Suggestion - RED

MT Suggestion - BLUE

SBT Suggestion - GREEN

Solicitor Suggestion - Purple

YORK AREA UNITED FIRE & RESCUE

AMENDED CHARTER AGREEMENT

This Amended Charter Agreement is hereby made, executed and delivered in multiple copies this 17th day of October, 2017("Effective Date"), by and between THE TOWNSHIP OF SPRINGGETTSBURY ("Springgettsbury"), THE TOWNSHIP OF SPRING GARDEN ("Spring Garden"), and THE TOWNSHIP OF MANCHESTER ("Manchester") all of which are Townships of the Commonwealth of Pennsylvania, situate in the County of York, as the Charter for York Area United Fire & Rescue ("Department"), an unincorporated nonprofit association established under the authority of 53 Pa. C.S.A. § 2301 et seq., for the express purpose of providing fire services for Springgettsbury, Spring Garden and Manchester Townships, and other municipalities who may subsequently participate under terms of this Amended Charter Agreement.

WITNESSETH:

WHEREAS, by Charter Agreement dated September 6, 2007, Springgettsbury and Spring Garden formed York Area United Fire & Rescue for more uniformity and continuity in providing fire protection and fire services within Springgettsbury and Spring Garden; and

WHEREAS, the creation of the Department has resulted in the providing of coordinated, integrated and cost-effective fire services to Springgettsbury and Spring Garden; and

WHEREAS, the Board of Supervisors of Manchester Township has expressed its desire to have Manchester join York Area United Fire & Rescue as a Charter Municipality as of January 1, 2018, under and pursuant to the terms and conditions of this Amended Charter Agreement; and

WHEREAS, it is the desire of Springgettsbury, Spring Garden and

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Manchester to enter into this Amended Charter Agreement for the purpose of having available for use throughout the territorial limits of Springettsbury, Spring Garden and Manchester the service of a regional fire department under the terms and conditions hereinafter set forth; and

WHEREAS, Springettsbury, Spring Garden and Manchester desire to associate themselves in and by virtue of this Amended Charter Agreement to create a regional fire department commission to operate a regional fire department within Springettsbury, Spring Garden and Manchester as well as surrounding townships, boroughs and cities; and

WHEREAS, cooperation between Springettsbury, Spring Garden and Manchester is a proper exercise and discharge of their governmental powers, duties, and functions, and is authorized by Article IX, Section of the Constitution of the Commonwealth of Pennsylvania, and 53 Pa. C.S.A. § 2301 et seq; and

WHEREAS, this Amended Charter Agreement hereby incorporates the original Charter Agreement adopted September 6, 2007 (the "Original Charter Agreement"), as duly amended by the Springettsbury Board of Supervisors and Spring Garden Board of Commissioners as of March 12, 2008, and January 1, 2014.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, and intending to be legally bound hereby, the parties hereto agree as follows:

ARTICLE I DEFINITIONS

Section A. "Commission" shall be defined as the York Area United Fire & Rescue Commission, which is the legally independent, unincorporated, nonprofit association formed by the Original Charter Agreement, as amended,

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and is the governing body of York Area United Fire & Rescue.

Section B. "Department" or "Regional Department" shall be defined as the fire department operated by the Commission and serving the Participating Municipalities' fire department needs. If the parties are unable to reach a mutual agreement regarding a consolidated collective bargaining agreement as more fully set forth in Article III, Section E below, the Manchester Township Fire Department shall be included in the definition of Department as of January 1, 2018.

Section C. "Charter Municipalities" shall be defined as Springettsbury Township, Spring Garden Township, Manchester Township and any other municipality that shall hereafter join the Department and pay an admission fee as set forth in Article VII, Section B.

Section D. "Contracting Municipalities" shall be defined as any other municipality which may contract for fire services from York Area United Fire & Rescue.

Section E. "Participating Municipalities" shall be defined as all Charter and Contracting Municipalities.

ARTICLE II PURPOSE

The express purpose of the Charter shall be to establish the Department as an unincorporated association, distinct from its Participating Municipalities, the goal of which association shall be to provide comprehensive, quality fire protection for its Participating Municipalities in the most efficient manner.

**ARTICLE III
JURISDICTION AND AUTHORITY**

Section A. The Commission shall provide supervision and direction of all the fire department activities of the Department, including responsibility for and jurisdiction over all actions customary and appropriate to provide fire services to the Participating Municipalities, as permitted by applicable law, and implied and incidental to effectuating the statement of Purpose in Article II.

Section B. In addition to the foregoing, the Commission shall have the following express authority:

1. Lease, sell and purchase real estate;
2. Lease, sell and purchase personal property;
3. ~~Enter into contracts for the purchase of goods and services, and collective bargaining agreements;~~ Enter into contracts with any person, fire department, business, non-profit organization, educational organization, governmental entity, or quasi-governmental entity for:
 - a. The purchase, sale, or lease of materials, goods, supplies, equipment, and services.
 - b. Collective bargaining agreements.
 - c. Employment agreements for full-time, part-time and temporary employees, and independent contractors.
 - d. Grants, endowments, donations, contributions, subsidies, and awards.
 - e. Any other contract with any person or entity in furtherance of the mission, services, duties, activities, and jurisdiction of the Department.
4. Hire, fire, suspend, promote, demote, discipline, set salaries, and otherwise deal with employees;
5. Serve as a hearing board for employee grievances;

6. Establish and maintain bank accounts and other financial accounts;
7. Invest monies in investments authorized for municipalities of the Commonwealth of Pennsylvania;
8. Borrow monies;
9. Establish and fund employee benefit programs, including a pension fund;
10. Delegate any of its powers, express or implied, to its Fire Chief or his/her designee;
11. Obtain, legal, accounting and other professional services;
12. Establish and fund employee benefit programs, group, insurance, and social security benefits;
13. Adopt bylaws and policies consistent with this Charter and its Purpose as stated in Article II; and
14. ~~Enter into contracts and cooperative relationships with volunteer fire companies and other related parties for the providing of support and training.~~ Enter into intergovernmental cooperation agreements, contracts, agreements, memoranda of understanding, and cooperative relationships with:
 - a. Volunteer, paid, municipal, regional, and other fire departments and emergency service providers,
 - b. Municipalities and municipal authorities,
 - c. The Commonwealth of Pennsylvania and any of its departments, bureaus, and agencies,
 - d. The federal government and any of its departments, bureaus, and agencies, and
 - e. Other governmental entities or agencies, and
 - f. School districts, and private or public schools, vocational or technical schools, and colleges and universities, and
 - g. Any other entity organized or existing for the purpose of providing education or training, and
 - h. Any public or private foundation, business, corporation, partnership, non-profit organization or other entity, for any purpose in furtherance of the mission, services, duties, activities, and jurisdiction of the Department,

including but not limited to applying for, receiving, and utilizing grants, endowments, donations, contributions, subsidies, and awards or other funding, or to receive or provide training or support.

Section C. Notwithstanding anything to the contrary set forth above, the Commission shall not enter into any lease or financing transaction in any calendar year which, when added with all similar obligations shall exceed in the aggregate \$100,000, that requires the allocation of funds beyond the current fiscal year, unless or until a resolution authorizing the same shall have been adopted by a majority ~~seventy-five (75%)~~ percent of the Charter Municipalities. The debt or obligations referred to herein shall not include those arising from the approval of a collective bargaining agreement.

Section D. The Department's fire fighters and civilian personnel, except to the extent directed otherwise by the Commission, shall be under the direct supervision of a Fire Chief, who shall report to the Commission.

Section E.

1. The Commission and Manchester will endeavor to reach mutual agreement with the representatives of their firefighters, the International Association of Fire Fighters, Local 2377 and Manchester Township Fire Fighters Association, Local 3503 ("the Unions"), regarding the terms and conditions by which the Manchester fire fighters may be employed by the Department, as of January 1, 2018. The Commission and Manchester will engage in good faith negotiations with the Unions to allow the Manchester fire fighters to be employed by the Department under a consolidated collective bargaining agreement.

In the event that a consolidated collective bargaining agreement is not executed and effective as of January 1, 2018, the then-current collective bargaining agreements of the Department and Manchester will continue to

operate in full force and effect, governing the terms and conditions of employment of the fire fighters of the Regional Department and Manchester. The parties may continue to engage in negotiations over a consolidated collective bargaining agreement.

If, however, the parties are unable to reach a mutual agreement regarding a consolidated collective bargaining agreement, the Commission and Manchester are under no obligation to engage in binding interest arbitration. Rather, the Department shall operate with the two separate, then-current collective bargaining agreements of the Department and Manchester, and the Fire Chief shall direct and control both bargaining units. Manchester shall advertise and adopt a resolution temporarily assigning, for the duration of the period in which this Amended Charter Agreement is effective and operational, their fire fighters to the Department to provide fire services under the direction and control of the Commission in a manner which complies with all applicable Pennsylvania labor statutes.

3. Volunteer Fire Fighters. Springettsbury, Spring Garden and Manchester acknowledge the vital role, and contribution, volunteer fire fighters and companies play in the overall municipal fire protection and service provided to local municipalities. The Commission is committed to work with and incorporate such volunteer fire fighters and companies to ensure the future success of the Department and ensure the highest level of regional fire protection.

Section F. The Department and its Commission, as independent legal entities created pursuant to Article IX, Section 5 of the Constitution of the Commonwealth of Pennsylvania, and 53 Pa. C.S.A. § 2301 et seq., shall not be governed by any Borough, City or Township Code other than as stated

herein. The Commission may, in its discretion, look to such codes for guidance in the administration of the Department; however, in doing so, the Commission shall not be deemed to have adopted or become bound by said laws by implication or past practice. The Commission shall be bound by the provisions of the following employment laws, as may be amended hereafter: 1) the Local Agency Law, 2 Pa. C.S.A. § 101 et seq.; 2) the Heart and Lung Act, 53 P.S. § 637 et seq.; 3) Act 111, 43 P.S. § 217.1 et seq.; and 4) the Pennsylvania Labor Relations Act, 43 P.S. § 211.1 et seq. In the event that any provision of this Amended Charter Agreement may be contrary or inconsistent with one or more of these specifically referenced laws, and any amendments thereto, the law shall be controlling.

ARTICLE IV
FIRE DISTRICT BOUNDARIES

Section A. All mutual municipal boundaries of the Participating Municipalities shall be obliterated for the purposes of fire services, so that a single fire district, comprising the total political and geographic area of the Participating Municipalities, is established.

Section B. The Participating Municipalities shall be deemed to have surrendered their authority to provide fire services in said areas to the Commission, subject to the terms of this Amended Charter Agreement and the limitation set forth in Section C.

ARTICLE V
REGIONAL FIRE COMMISSION

Section A. The Department shall be under the direction and control of the York Area United Fire & Rescue Commission, which shall be the governing body of the Department and, as such, shall be responsible for the operation, management, and administration of the Department and have the functions,

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powers and duties prescribed by this Amended Charter Agreement.

Section B. The Commission shall initially consist of two representatives from Springettsbury, two representatives from Spring Garden and one citizen-at-large. The citizen-at-large shall be appointed for a two-year term. This appointment shall be on a rotating basis between the Charter Municipalities. The citizen must be a resident of a Charter Municipality. The citizen-at-large shall not be a sitting elected official (township supervisor/commissioner), township employee or YAUFR employee. ~~Spring Garden Township shall appoint the first citizen-at-large for a two-year term.~~

Section C. Each Charter Municipality shall also appoint one alternate who attends meetings and may participate in discussions. An alternate shall not have the right to vote unless the appointed representative is absent from a Commission meeting. Contracting Municipalities shall not have the right to appoint a voting representative but shall appoint a representative to attend meetings and participate in discussions.

Section D. The representative or alternate from a township Charter Municipality shall be a member of the Township's Board of Supervisors or the Board of Commissioners, as the case may be. A representative or alternate of a borough or city Charter Municipality shall be a member of the council or the mayor. In the event a representative resigns, ceases to be eligible, or is incapacitated and unable to serve as a member of the Commission, such position on the Commission shall be filled by the alternate, until the Charter Municipality shall appoint a successor representative for the unexpired term.

Section E. No fire fighter or civilian employee of the Department shall be eligible for appointment to the Commission.

Section F. Initially, Springettsbury shall appoint one fire commission

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representative and one alternate to the Commission for a term ending on the first meeting in January 2009, and one fire commission representative with the term ending on the first meeting in February 2010. Initially, Spring Garden shall appoint one fire commission representative and one alternate for a term ending on the first meeting in January 2010, and one fire commission representative with the term ending on the first meeting in February 2009. Thereafter, the terms of Office shall be for two years and shall commence on the date of appointment, which shall be made at the reorganization meetings of the governing bodies of the Charter municipalities or the first meeting of the governing bodies of the Charter Municipalities_in years in which there is no reorganization meeting. Spring Garden shall also appoint the initial citizen-at-large fire commission representative to the Commission for a term ending on the first meeting of January 2010. All initial appointments to the Commission shall be made by Spring Garden and Springettsbury within thirty (30) days of the Effective Date of the Original Charter Agreement.

Section G. The officers of the Commission shall be Chairman, Vice-Chairman, ~~and~~ Secretary/~~and~~ Treasurer, and such other officers as the Commission may deem necessary and appropriate. Duties of the officers shall be as prescribed by Roberts Rules of Order, Revised, or as modified by any duly-adopted bylaws of the Commission.

Section H. ~~The Commission shall hold its initial organizational meeting within forty-five (45) days of the Effective Date of the Original Charter Agreement. Thereafter, the Commission shall take all necessary steps within its power to make the Department operational within one hundred fifty (150) days of the Effective Date of the Original Charter Agreement.~~

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~~Section I. Within one hundred twenty (120) days of the Effective Date of the Original Charter Agreement, the Commission shall provide to Spring Garden and Springettsbury, as well as any other then-existing Charter Municipalities, written notice that the Department is prepared to become operational upon the staffing of fire fighters, volunteers and civilian employees under Article III, Section D, above, and conveyance of fire equipment by Spring Garden and Springettsbury under Article IX, Section B, below.~~

Section J. The Commission shall ensure that the Department fulfills any contractual obligations of Spring Garden and Springettsbury to provide fire services or mutual aid to other municipalities which exist on the date the Department becomes operational until such obligations expire by their terms or are lawfully terminated by Spring Garden or Springettsbury under the provisions thereof.

Section K. Effective January 1, 2018, the Commission shall consist of two (2) representatives from Springettsbury, two (2) representatives from Spring Garden, two (2) representatives from Manchester ~~and one (1) citizen-at-large. The citizen-at-large shall be appointed for a two-year term and shall not be an elected representative or an employee from any of the YAUFR municipalities.~~ The citizen-at-large shall not be a sitting elected official (township supervisor/commissioner), township employee or YAUFR employee. ~~The citizen-at-large appointment shall be on a rotating basis starting with Springettsbury - January 2018; Spring Garden - January 2020; and Manchester - January 2022. The citizen-at-large must be a resident of a Charter Municipality and shall not be a sitting elected official (township supervisor/commissioner) township employee or YAUFR employee.~~ Manchester

shall initially appoint one (1) fire commission representative with a term ending on the first meeting in January 2019, and one (1) fire commission representative with a term ending on the first meeting in January 2020. Thereafter, the term of office for all Manchester appointments shall be for two (2) years.

**ARTICLE VI
MEETINGS**

Section A. The Commission shall meet at an advertised scheduled meeting, each month, for the purpose of conducting official business, or at such other times as may be determined by resolution of the Commission. The first meeting of each year shall be the reorganization meeting for the purpose of electing officers for a one-year term and otherwise conducting reorganization business.

Section B. Special or rescheduled regular meetings of the Commission may be scheduled by appropriate resolution fixing the date, time, and place of such meeting. Special or rescheduled meetings may be called by the Chairman and shall be called at the written request of any two or more members of the Commission. The call and the request, if any, shall state the purpose of the meeting. Written notice of each such special or rescheduled meeting shall be given at least one day prior to the day named for the meeting to each member of the Commission who does not waive such notice in writing. The notice shall state the purpose of the special or rescheduled meeting.

Section C. A majority of the members of the Commission shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of Commissioners present at a meeting, at which a quorum is present, shall be the action taken; provided, however, that any vote pertaining to the expenditure of funds shall require a majority of the members

of the entire Commission. Voting on all questions shall be taken by a voice vote, provided, however, that the Chairman may, on his own motion or shall, at the request of any Commissioner, cause a vote to be taken by roll call. The parliamentary procedure of the Commission shall be governed by Roberts Rule of Order, Revised, or as modified by any duly-adopted bylaws of the Commission.

Section D. The Commission shall maintain an accurate record of the minutes of meetings, regular or special, and such other records, as it deems necessary and appropriate. Such minutes and records shall, at reasonable times, be open for public inspection. A copy of the minutes of all meetings will be forwarded to each of the Participating Municipalities.

Section E. The Fire Chief of the Department, or his/her designee, shall attend all Commission meetings and the monthly meetings of the Charter Municipalities to keep abreast of discussions, policies and activities and relate reports of same as requested.

Section F. The Fire Chief shall give a monthly report of the Department's activities at each Commission meeting. The Chief or his/her designee or a financial officer appointed by the Commission shall also present a monthly financial report regarding the Department.

ARTICLE VII APPORTIONMENT FORMULA

Section A. All costs of the Department for fire services, including, without limitation, employee payroll and benefits and vehicle and headquarters operating expenses, as set forth and approved as part of the annual operating budget or subsequently approved as costs to be paid by the Department within is budgetary approval provided by the Charter

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Municipalities, shall be apportioned to each Charter Municipality. The Charter Municipalities acknowledge that certain historical pension liabilities and other expenses shall continue to be paid by individual Charter Municipalities and shall not be included as a Department expense to be paid by the Charter Municipalities as part of the budgeted expenses. From the date of commencement of this Agreement through December 31, 2012, Spring Garden shall fund and pay for 45% and Springettsbury 55% of all budgeted and approved costs of the Department. Starting January 1, 2013, and continuing until otherwise agreed to and amended by Spring Garden and Springettsbury, Spring Garden shall fund and pay for 40% and Springettsbury 60% of the budgeted and approved costs of the Department. In the event an additional Municipality is added to this agreement, the apportionment reallocation set forth herein shall be applicable to the costs attributed to Spring Garden and Springettsbury. Upon the joining of additional municipalities, the Charter Municipalities shall be required to agree upon the apportionment formula applicable to said joinder party. Contracting Municipalities, if any, shall not be apportioned to a funding assessment, but shall pay a fee per negotiated contract.

Section B. Any new Charter Municipality joining the Commission shall be required to pay to the Commission amounts determined by the Commission and approved by a majority of the governing boards of the Charter Municipalities. A new Charter Municipality must pay said amount before its membership becomes effective. Said amount shall be distributed among the then-current Charter Municipalities, based upon the apportionate share allocated to the then-current Charter Municipalities.

Section C. Effective January 1, 2018, all costs of the Department for fire services, including, without limitation, employee payroll and benefits

and vehicle and headquarter operating expenses as established in Article VII, Section A, shall be apportioned to each Charter Municipality as follows: Spring Garden shall fund and pay for twenty-five (25%) percent, Springettsbury thirty-seven (37%) percent and Manchester thirty-eight (38%) percent of all costs of the Department. In the event Manchester and YAUFR are administering two (2) separate collective bargaining agreements, all identifiable Manchester employee payroll and benefit costs, vehicle and other operating costs (including Emergency Medical Services costs and expenses) shall be included in the costs of the Department. All monies for the operation of the Manchester Township Fire Department and Emergency Medical Services, from whatever source derived, as of January 1, 2018, shall be paid to the Treasurer of the Commission. Said monies shall be deposited and controlled in accordance with Article VIII, Section B.

Section D. The parties acknowledge that the Apportionment Formula to be implemented for the 2018 calendar year is based upon the 2017 YAUFR Apportionment Formula and budget and Manchester's 2017 budget and that any current or future Apportionment Formula must be fair for all parties. The parties agree to work with each other in good faith and to discuss, as needed, potential changes to the apportionment percentages set forth above in order to maintain fairness within the intergovernmental cooperation relationship enjoyed by the Charter Municipalities.

ARTICLE VIII FINANCE

Section A. The Commission shall prepare a draft of the Department's annual budget for consideration no later than ~~September 1st~~ the regularly scheduled August commission meeting, of the year preceding the budget year.

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The draft budget shall include a detailed line-item allocation for the various revenue and expense items anticipated for the budget year along with a five (5) year capital expenditure and financing plan. ~~Thereafter and during the month of September the Commission shall call, as a joint meeting with all Charter Municipalities, a special meeting for the purpose of presenting to the Charter Municipalities the proposed budget and an annual report of the fire department activities and finances.~~ At the regularly scheduled August meeting of the YAUFR Commission, the draft budget will be presented to the commission for approval to present to the managers of the charter townships. Following consultation with the charter township managers, the final draft will then be presented to the YAUFR Commission at the regularly scheduled September meeting for approval to be presented for approval to the charter township boards. A majority ~~Seventy-five (75%) percent~~ of the Charter Municipalities shall be required to approve the Department's annual budget. Upon approval by a majority ~~seventy-five (75%) percent~~ of the Charter Municipalities, the budget shall become effective for the year for which it was formulated. If required approval is not obtained on or before the date of the December meeting of the Commission, the prior year's budget shall be operative until the new budget is approved by a majority ~~seventy-five (75%) percent~~ of the Charter Municipalities. Each Charter Municipality shall make payment of its annual funding assessment bimonthly on the first day of the appropriate month. Contracting Municipalities, if any, shall pay fees as set forth in their negotiated contract.

Section B. All monies for the operation of the Department, from whatever source derived, shall be paid to the Treasurer of the Commission. Said monies shall be deposited by the Treasurer in a special account in an FDIC insured

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depository located in any of the Charter Municipalities. The account, to the extent the same is not insured, shall be continuously secured by a pledge of direct obligation of the United States of America or of the Commonwealth of Pennsylvania, or of the Charter Municipalities, having an aggregate market value at all times at least equal to the balance on deposit of such an account. The monies in said account shall be paid out on the warrant or other order of the Treasurer of the Commission and one other member of the Commission. The Treasurer of the Commission shall give bond in such sum as approved by the Commission, and the Commission shall pay the premiums.

Section C. The Commission shall file all required federal and state reports, and an annual written report addressing its fire department work with the Department of Community and Economic Development of the Commonwealth of Pennsylvania, its successors and/or assigns, if required, and with the Participating Municipalities by March 15th of each year. The report shall, at a minimum, set forth the number and types of calls and any trends relating thereto, recommendations as to improving fire services, and proposed capital improvement expenditures for subsequent years. The Commission shall have the Department's books, accounts, and records audited annually by a certified public accountant, and a copy of the audit report shall be attached to, and be made a part of, the aforesaid annual report. If the Commission fails to make such an audit, then the comptroller, auditors or accountants designated by any one or all of the Charter Municipalities shall be authorized from time to time to examine the books of the Department, including its receipts, disbursements, sinking funds, investments and any other matters relating to its financing and affairs.

Section D. The fiscal year for the Department shall be January 1st

through December 31st.

Section E. The Commission shall prepare and present a draft of the Department's 2018 budget in accordance with Article VIII, Section A and include all Manchester monies and employee payroll and benefit costs, vehicle and operating expenses (excluding vehicle loan payments), as further defined in Article VII, Section C. The budget shall be approved by ~~a majority seventy-five (75%) percent~~ of the Charter Municipalities eligible to vote on the budget. Manchester shall be considered an eligible Charter Municipality for 2018 budget approval purposes. If the required approval is not obtained on or before the December 2017 meeting of the Commission, the prior year's budget for YAUFR and the prior year's budget for fire and emergency medical services for Manchester shall be the 2018 YAUFR budget until a 2018 budget is approved by ~~seventy-five (75%) percent~~ a majority of the applicable Charter Municipalities.

ARTICLE IX CAPITALIZATION

Section A. Spring Garden and Springettsbury shall contribute cash necessary and appropriate to fund initial working capital and acquisition or leasing of assets required to operate the Department. Determination of these amounts shall be made by mutual agreement of Spring Garden and Springettsbury after preparation and review of a pro forma budget, income/expense statement, and balance sheet for the Department. All cash and other capital contributions shall be allocated between Spring Garden and Springettsbury and reflected in Exhibit A attached to this Amended Charter Agreement.

Section B. All existing fire vehicles, equipment, materials and supplies of Springettsbury and Spring Garden, which may be useful to the Commission and/or Department, shall be assigned or conveyed to the Department by

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Springettsbury and Spring Garden. The fair market value of these assets shall be determined by an appraiser or appraisers appointed by Spring Garden and Springettsbury and shall be based primarily upon fair market value for like used equipment and materials. The Commission shall decide which vehicles, equipment, materials and supplies it desires to utilize, and said items shall be conveyed by bill of sale or title by Springettsbury and Spring Garden to the Department with appropriate credit toward their negotiated share of initial startup costs. Any leased assets may be assigned and the leases assumed by the Commission on behalf of the Department. Such assets contributed, in kind, shall be a part of Springettsbury and Spring Garden's respective capital contributions, reflected in Exhibit A.

Section C. All existing fire vehicles, equipment, materials and supplies of Manchester which may be useful to the Commission and/or Department shall be assigned or conveyed to the Department by Manchester. The fair market value of these assets shall be determined by an appraiser or appraisers appointed by the Commission and Manchester and shall be based primarily upon the fair market value for like used equipment and materials. The Commission shall decide which vehicles, equipment, materials and supplies it desires to utilize, and said items shall be conveyed by bill of sale or title by Manchester to the Department. Any leased assets may be assigned and the leases assumed by the Commission on behalf of the Department. Such assets contributed, in kind, shall be a part of Manchester's respective capital contribution, reflected in Exhibit B, as amended herein. Manchester shall lease to the Department for \$1.00 the 2002 ladder truck and 2001 rescue truck (the "Trucks"). Upon full payment of any and all obligations related to the Trucks, Manchester shall transfer title to the Trucks to YAUFR. As of the

date of transfer, the fair market value of the Trucks shall be determined by an appraiser appointed by the Commission and Manchester and shall be based primarily upon the fair market value for like used equipment. The fair market value of the Trucks shall be added to Manchester's respective capital contribution and reflected in Exhibit B.

Section D. Any capital contribution by any Charter municipality subsequently joining the Commission, if any, shall be identified in Exhibit C to be attached to this Agreement.

**ARTICLE X
FIRE DEPARTMENT HEADQUARTERS**

The central fire department headquarters for the Department shall be located, initially, in Springettsbury Township. The location of the headquarters, or any satellite locations, shall be subject to change from time to time as the Commission may determine.

**ARTICLE XI
FIRE DEPARTMENT RECORD SYSTEM**

The Commission shall establish and control a complete and up-to-date uniform fire department record system after first assembling all existing fire department records of the fire departments of Charter Municipalities. In the event of dissolution of the Department, records shall revert back to the respective Participating Municipalities.

**ARTICLE XII
IMMUNITY AND CLAIMS**

Section A. The fire services performed, and the expenditures incurred under this Amended Charter Agreement shall be deemed for public and governmental purposes, and all immunities from liabilities enjoyed by the Participating Municipalities within their boundaries shall extend to their participation in fire services outside their boundaries and within the

Department's jurisdiction.

Section B. The Commission shall maintain liability insurance coverage against claims arising out of its fire activities in amounts deemed adequate by the Commission. Each Participating Municipality and Commission agree to cause any insurance policy providing liability coverage against claims arising out of the Department's fire activities, whether within or outside its municipal boundaries, to contain a waiver of subrogation clause or endorsement under which the insurance company waives its right of subrogation against any Participating Municipality as to any and all causes of action or claims against all other Participating Municipalities hereto which may arise out of fire activities hereunder. The Department shall be a named insured under such policies, and a certificate evidencing such coverage shall be supplied to the Commission annually.

Section C. For purposes of liability, in actions arising out of regional fire services, to the extent any such claims are not covered by liability insurance, all Charter Municipalities shall be liable in the same proportion as they are for the funding assessment of the Charter Municipalities during the period the fire services in question were rendered, as set forth above in Article VII, Section A.

ARTICLE XIII JOINDER OF ADDITIONAL MUNICIPALITIES

Section A. Additional municipalities may become Charter Municipalities under this Amended Charter Agreement, upon application to the Commission, approval of the Commission and the then-current Charter Municipalities of the terms and conditions of said joinder, and upon ratification of this Amended Charter Agreement by the applicant municipality, its adoption of an ordinance authorizing joinder and payment of the fee under Article VII,

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Section B. The terms and conditions by which a municipality may become a Charter Municipality may include, but not limited to, an amendment of the Commission representation allocation, apportionment formula and voting rights provided to a joining municipality.

Section B. The Commission may permit the purchase of services by Contracting Municipalities on terms mutually agreed upon by the Commission and such Contracting Municipalities. Such contracts must be approved by at least seventy-five (75%) percent of the Commission members. Such Contracting Municipalities shall not enjoy the rights and privileges of, nor the duties and liabilities offered and imposed by, this Amended Charter Agreement, except to the extent specifically identified and incorporated in the contract between the Commission and such Contracting Municipality.

ARTICLE XIV WITHDRAWAL OF CHARTER MUNICIPALITY

Section A. Because of the great amount of time, mutual commitment, reliance, and expense expended in the formation of the Department, Spring Garden and Springettsbury agree not to withdraw from participation in the Department or dissolve the Department before December 31, 2017.

The Charter Municipalities recognize that the purpose in establishing the Department, and the reason for subsequent joinder of any additional participants, is the desire among the Charter Municipalities to minimize their costs of providing fire services, by sharing certain costs of those services, and of establishing high quality fire services. In the same fashion that cost savings are effected, and quality is hopefully improved, with the joinder of participants, a corresponding cost increase and possible negative impact upon quality of service may result from the withdrawal of participants.

Given this impact upon the remaining Charter Municipalities, the facts

and circumstances of each Charter Municipality's proposed withdrawal should be evaluated. Following such evaluation, the Commission, in its discretion, may elect to take no stated position as to its support of the Charter Municipality's proposed withdrawal, resolve to encourage or support a proposed withdrawal, or resolve to discourage or oppose the proposed withdrawal. The Commission may further resolve to take any and all actions which it deems appropriate to further or support its position on the proposed withdrawal. A Charter Municipality proposing withdrawal shall not participate in such decision-making process and may be excluded from open meetings or executive sessions in which such evaluations are undertaken.

A withdrawing Charter Municipality shall not be penalized for its decision to withdraw. However, its joinder is viewed as a commitment to the other Charter Municipalities, and as such, the remaining Charter Municipalities should not have to suffer financial loss or reduction in quality of service due to an individual Charter Municipality's self-serving decision to withdraw.

Section B. The actual and identifiable costs of such withdrawal and the withdrawing Municipality's proportionate share of any continuing obligations and liabilities necessarily assumed by the remaining Charter Municipalities which are attributable to the withdrawing Municipality's participation, shall be paid by the withdrawing Municipality.

Section C. In interpreting the language of Section B, describing the costs of withdrawal to be borne by the withdrawing Charter Municipality, a liberal, broad and comprehensive interpretation of those costs is appropriate. Clearly, the costs, obligations and liabilities at the effective date of any withdrawal must be evaluated, on a case-by-case basis, before

being determined and assessed against a withdrawing Charter Municipality. The following constitutes a listing of identifiable costs, obligations, and liabilities which may be assessed by the Commission upon a withdrawing Charter Municipality, and is subject to modification, addition, or subtraction on a case-by-case basis:

1. unemployment compensation;
2. contingent welfare benefit costs;
3. awards and legal fees regarding collective bargaining agreements and unfair labor practices;
4. cost increases to remaining Charter Municipalities;
5. increased accounting, actuarial and legal fees.
6. Any pension liability costs

Certain costs, obligations, and liabilities, for which a withdrawing Charter Municipality is responsible, may not be calculable until the effective date of withdrawal, since the costs may vary from date of notice of withdrawal to the actual effective date. Such costs shall, in fact, be assessed as of their effective date. Estimates of such costs may be made by the Commission upon request of the withdrawing Charter Municipality, provided that the costs of calculating and communicating such estimates shall be borne by the Charter Municipality requesting same. In addition, some costs, obligations, and liabilities are of a continuing nature and will extend well beyond the effective date of termination. Those costs can only be estimated and shall be assumed by the withdrawing Charter Municipality pursuant to the terms of a separation agreement.

Upon withdrawal, a Charter Municipality shall receive, in cash or in

kind, as determined by the Commission, an amount equal to its capital contribution as reflected in Exhibit A or B, subject to deduction or adjustment for depreciation and obsolescence, less any sums due to the Commission pursuant to Sections B and C of this Article, payable, at the discretion of the Commission, either in a lump sum within thirty (30) days after the effective date of withdrawal, or in three equal annual installments, with the first payment due within thirty (30) days of the effective date of withdrawal, and succeeding payments due on or before the expiration of two years thereafter.

Section D. A separation agreement shall be executed by the Commission and the withdrawing Charter Municipality prior to the effective date of termination, setting forth the details of the continuing costs, obligations and liabilities between the Commission and withdrawing Charter Municipality, and any other details of agreements, terms and conditions concerning the severing of the relationship between the parties, and the satisfaction of remaining commitments.

Section E. Any Charter Municipality desiring to withdraw from the Department must provide written notice of its intent to do so to the Commission and all other Charter Municipalities at least one (1) year prior to the effective date of such withdrawal.

ARTICLE XV TERM AND DISSOLUTION

Section A. The initial term of this Amended Charter Agreement shall begin on January 1, 2018, and shall end on December 31, 2018. The term shall, however, renew automatically from year to year thereafter, subject to the dissolution provisions hereof.

Section B. Dissolution of the Department may be effected by a vote of

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at least two-thirds of the Commission and passage of ordinances of at least seventy-five (75%) percent of the Charter Municipalities directing dissolution. All votes required to effectuate dissolution under the terms of this Amended Charter Agreement must take place at least one (1) year prior to the start of the fiscal year during which such dissolution is to be effective.

Section C. In the event of dissolution of the Department, all real estate, vehicles, equipment, materials and supplies retained by the Department shall be appraised by appraisers appointed by the Commission for the purpose of determining fair market value. The Commission shall first pay all lawful debts and obligations incurred during its term of existence, and any reasonable reserve for same. Thereafter, the Commission shall pay to each Charter Municipality, in cash or in kind, a sum equal to the value of its initial capital contribution established pursuant to Exhibits A and B hereof. Last, the remaining assets, if any, shall be distributed to the Charter Municipalities, in like kind, in the same proportion as the funding assessments for the then-current fiscal year. In the event that the Department's Charter Municipalities cannot agree upon an equitable distribution, in like kind, the assets shall be sold and the cash proceeds distributed in the foregoing proportions.

Section D. Any real estate and improvements owned by the Department shall be sold in the event of a dissolution. Notice of the intention to sell real estate shall be given to the Charter Municipalities by certified mail. The Charter Municipalities shall have the right to submit written bids on any such property, with the highest bidder being entitled to purchase, provided that the bid price is at least eighty percent of the fair market

value of the property as established by a competent real estate appraiser selected by the Commission. If no qualified bids are received within thirty (30) days of notice of sale being given by the Commission, then the disposition of the property shall be by public or private sale as the Commission may determine. All proceeds of sale shall be disbursed to Charter Municipalities in accordance with Section C above.

Section E. All employees who were previously employed by a Charter Municipality shall return to employment as employees of that Charter Municipality, with all inherent rights and benefits as previously codified under the applicable statutes of the Commonwealth of Pennsylvania, the United States, and the ordinances of the respective Charter Municipalities, and as preserved in any collective bargaining agreements between the Commission and any certified collective bargaining representative existing at the time of dissolution or withdrawal.

Section F. Each Charter Municipality shall be responsible for any unfunded or contingent liability of the Department in the same proportion as the funding assessments for the then-current fiscal year of dissolution, with the exception of pension liability, which shall be apportioned in accordance with Article X, Section C, above.

ARTICLE XVI
EFFECT OF REGIONALIZATION ON
EXISTING FIRE DEPARTMENTS

In the event YAUFR and Manchester are able to negotiate a consolidated regional fire contract by January 1, 2018, Manchester shall advertise and adopt resolutions:

- disbanding its fire department; and
- transferring all full-time fire fighters to the Department; and

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- conveying all existing fire department vehicles, equipment, materials and supplies of Manchester which may be useful to the Commission and/or Department to the Department pursuant to Article IX of this Amended Charter Agreement; and
- taking any other action required under this Amended Charter Agreement which is necessary for the Department to become operational.

In the event that YAUFR and Manchester do not execute a consolidated regional fire contract by January 1, 2018, Manchester shall not disband its fire department, but shall, as of January 1, 2018, advertise and adopt resolutions:

- temporarily assigning its fire fighters to the Department to provide fire services under the direction and control of the Commission in a manner which complies with all applicable Pennsylvania labor statutes; and
- conveying all existing fire vehicles, equipment, materials and supplies of Manchester which may be useful to the Commission and/or Department to the Department pursuant to Article IX of this Amended Charter Agreement; and
- taking any other action required under this Amended Charter Agreement which is necessary for the Department to become operational.

ARTICLE XVII AMENDMENT AND EXECUTION

Section A. This Amended Charter Agreement shall be subject to amendment and/or modification only by written document executed by at least two-thirds of the then-current Charter Municipalities.

Section B. This Amended Charter Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument and agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this Amended Charter Agreement the same the day and year first written above.

ATTEST: SPRING GARDEN TOWNSHIP
BOARD OF COMMISSIONERS

Luther Wike, Secretary By: _____
Daniel Rooney, President

(SEAL)

ATTEST: SPRINGGETTSBURY TOWNSHIP
BOARD OF SUPERVISORS

Mark Hodgkinson, Secretary By: _____
Mark Swomley, Chairman

(SEAL)

ATTEST: MANCHESTER TOWNSHIP
BOARD OF SUPERVISORS

Timothy R. James, Secretary By: _____
Rodney Brandstedter, Chairperson

(SEAL)

Suggested revision by Mr. Dvoryak (SBT):

Article III. Section D. - Creation of a Commission Committee that reports to the YAUFR commission. This committee will consist of the township managers from all charter municipalities. The Fire Chief will report to this committee. The purpose of the committee is to properly vet all proposed Commission actions proposed by the Chief.

Feedback on this suggestion from Solicitor Tilley:

It may be difficult to implement this Committee as worded. Consider changing the process so that, at the time that the Chief submits proposed action items and background information to members of the commission, the Chief shall submit the same information to the managers of each of the charter municipalities, who shall communicate their comments and recommendations to the commission members from their municipality and to the Chief. The comments, if any, from each of the managers shall be shared with the commission members for their consideration at the time and in the forum that the Commission addresses the matter.

Goal 1: eliminate the need for the managers to meet either in person or remotely to discuss the recommendations.

Goal 2: eliminate the need for the managers to agree with each other on the chief's recommendations, or the need to act by a vote of the committee. Each manager shall have the right independently to comment on the proposed actions and have those comments shared with the Commission.

Goal 3: Eliminate issues over the definition of "properly vet" the Chief's recommendations. The Commission accepts that the Township Managers do not have education, training, or experience in operating a first responder organization that provides fire and rescue services, but they do have certain financial, employment, and management skills, training, and experience in municipal entities that can be considered by the Commission members.

Goal 4: The forum in which the Commission addresses the matter can be an executive session, public meeting, pension board meeting, or budget workshop meeting.

Suggested revision by Mr. Dvoryak (SBT):

Remove the Citizen-at-Large position on the YAUFR Commission

Reflected in the Markup Version of the Charter

Suggested revision by Mr. Dvoryak (SBT):

Require approval by all charter municipalities for another municipality to join. This section requires the commission and all current charter twp.'s to approve.

Article XIII. Section A. Currently reads:

Additional municipalities may become Charter Municipalities under this Amended Charter Agreement, upon application to the Commission, approval of the Commission and the then current Charter Municipalities of the terms and conditions of said joinder, and upon ratification of this Amended Charter Agreement by the applicant municipality, its adoption of an ordinance authorizing joinder and payment of the fee under Article VII, Section B. The terms and conditions by which a municipality may become a Charter Municipality may include, but not limited to, an amendment of the Commission representation allocation, apportionment formula and voting rights provided to a joining municipality.

Suggested revision by Mr. Dvoryak (SBT):

Redo the withdrawal section to provide complete clarity on the assignment of costs. equipment, etc. and to streamline the withdrawal process to make it easier to administer and reduce the risks of subsequent lawsuits, detriments to other municipalities joining, etc. Consider imposing a minimum term commitment for any municipality that joins.

Feedback on this suggestion from Solicitor Tilley:

I agree that several of the provisions in Article XIV contain language of intention rather than implementation. For clarity and brevity, I suggest that Section A and Section B should be deleted.

Section A contains a prohibition against withdrawal by Spring Garden Township and Springettsbury Township, reflecting an intent that charter municipalities should remain as members for a certain minimum amount of time before they are permitted to withdraw. At the same time a portion of Section C permits a municipality to be reimbursed for its capital contribution less adjustment for depreciation and obsolescence. I believe both concerns can be addressed with a more direct statement that a withdrawing municipality is not entitled to receive any payment for its capital contribution. For the current charter municipalities, the equipment and other capital was contributed so long ago that the equipment has been replaced, depreciated, is obsolete, or needs replacement. For future charter municipalities, precluding them from a return of a capital contribution serves as a financial deterrent to premature withdrawal as a charter municipality.

Section C contains a combination of language of intention and language of implementation. I suggest that Section C be replaced with a more direct withdrawal procedure and payment provision for the withdrawing municipality. I suggest that a study be made by an accounting firm to calculate the financial impact of a withdrawal on the Department. The study can look at the financial needs including replacing physical locations since the municipalities own the buildings, the cost of layoffs, the cost of typical severance agreements, the severance payments required under the collective bargaining agreements, the costs to the remaining municipalities to continue the operations of the Department (including additional costs to the member municipalities for administrative and professional services, overhead, and direct service costs), pension obligations, debts, and loan payments, so that the costs can be estimated and incorporated into the payment requirements imposed on a withdrawing municipality. These costs can be expressed more directly in the Charter, to assure the survival of the Department following the withdrawal of a charter municipality. For example, the new Article XIV, may read:

Section A. A charter municipality may withdraw only on December 31.

Section B. A charter municipality must give notice of its intent to withdraw no later than July 1 of the year prior to the year of its withdrawal, and it must state the reasons for its decision to withdraw. Time is of the essence, and no municipality may withdraw unless it has given notice timely in accordance with this requirement. (The early notice is to allow the budget for the final year of the withdrawing municipality's participation to anticipate the changes. For example, it may eliminate hiring or replacing employees that might otherwise be budgeted.)

Section C. A charter municipality that has given notice of its intent to withdraw may not, during the period prior to its withdrawal, vote or participate in any discussion of the budget, capital expenses, grants, or other financial matters occurring after its scheduled withdrawal date.

[The following calculation should be adjusted based on the financial study.] Section D. The payments made by the withdrawing municipality under the apportionment formula shall be averaged for the three years prior to its withdrawal. The withdrawing municipality shall pay to the Department the amount of this three-year average during the calendar year following its withdrawal, in equal monthly installments due and payable on the first day of each month. The withdrawing municipality shall pay to the Department one-half of the amount of the three-year average during the second calendar year following its withdrawal, in equal monthly installments due and payable on the first day of each month.

Section E. If the withdrawing municipality agreed by contract to pay, fulfill, or guarantee the payment of any debt or fulfillment of an obligation of the Department, or if it is legally obligated on any debt or obligation of the Department, the withdrawing municipality shall remain contractually and/or legally obligated on the debt or obligation for two years following its withdrawal from the Department, or until the withdrawing municipality is released from the contract or its legal obligation by the person or entity to which the Department is indebted or legally obligated, whichever is first to occur. (This provision gives the Department two years to refinance its obligations. The cost of the refinancing should be part of the calculation of estimated expenses by the accounting firm.) This provision shall not release the withdrawing municipality from any obligation under any pension plan, retirement plan, or employee compensation agreement for any current or former the Department employee arising prior to the date of the withdrawal.

Section F. A withdrawing municipality may rescind its notice to withdraw by right on or before June 30 of the year of its scheduled withdrawal. A withdrawing municipality may rescind its notice to withdraw after June 30 of the year of its scheduled withdrawal with the consent of the remaining charter municipalities.

Here are some additional considerations for the withdrawal Article XIV. The Commission has a fiduciary duty to assure the survival of the Department in the event of a withdrawal by a charter municipality. Having the amount fixed ahead of time is critically important, because if the amount is contingent on certain events or unknown calculations, the withdrawing municipality can challenge the amount due and refuse to make payments until the litigation is concluded, which would strangle the Department financially during the litigation, which is also the time of the Department's greatest financial need. Therefore, although imperfect, advance calculation of the withdrawal costs is imperative. I recognize that the composition and amount of the costs will change over time, but I expect that the annual contributions under the apportionment formula will likewise change, so the calculation based on the percentage or amount of the payments under the apportionment formula will cover the changes in the financial impact of a withdrawal by a charter municipality. The accounting firm may have more to say about this concern.