

West Manchester TOWNSHIP

Fall 2017 Newsletter

380 EAST BERLIN ROAD
YORK, PENNSYLVANIA 17408

OFFICE HOURS:

8:00 to 4:30 PM (M-F)
717.792.3505 (Phone)
717.792.4374 (Fax)

NEW info@wmtwp.com

THE BOARD OF SUPERVISORS

Chairman

Steve J. Harlacher

Vice Chairman

Dave S. Markel

Supervisor

Rosa G. Hickey

Township Manager

Kelly K. Kelch

TAX COLLECTOR

Cheryl Niehenke
717.793.9651

Magisterial District

Judge Albright
District 19-2-03
717.793.5200

FREQUENTLY CALLED NUMBERS

Shiloh Water

717.764.3624

York Water

717.845.3601

West York Ambulance

717.792.1610

Police Department

717.792.9514

Chief Arthur Smith

will retire his shield at the end of December
after a long and decorated career.

(More details on page 2)



Like West Manchester Township Parks & Recreation

Don't forget to save this Bulletin until the next one arrives in your mailbox in January.

For the cancellation of recreation programs, last minute notices, emergency situations, road closures and other useful updates check out the alert ticker on our home page at

www.wmtwp.com

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Smitty Retirement

(continued from front page)

For nearly 16 years Arthur "Smitty" Smith has been West Manchester Township's most distinguished Police Chief. Chief Smith began his law enforcement career as an officer in 1976. In 1982 Smith was named West Manchester Township's "Officer of the Year". Smith later served as Detective Sergeant before being chosen as Police Chief in 2001.

Smith's proudest achievement is his work with the York County Missing Child Task Force. The task force is the 12th team to be nationally certified as a Child Response Abduction Team and the only such team in the state. He has also helped to serve justice in the Mark David Spatz case, and held the department together when Officer Pat Hinds was injured in a shooting. Most recently Smitty organized West Manchester Township's first "National Night Out".

Chief Smith believes simply our community deserves the best. As such he is credited with creating the police department slogan "Second to None". Township Manager Kelly Kelch agrees saying "Smitty has always embraced the concept of community first. He has endeavored throughout his career to provide the highest quality of service to our residents." Furthermore Steve Harlacher, Township Supervisor, has said Chief Smith "...realizes that police work is not just arresting criminals, it's also about creating a bond between the department and community."

Chief Smith will retire on December 31, 2017, and begin the next step in his career. West Manchester Township has begun a search for its next police chief with the help of SafeCity Solutions. Township Manager Kelly Kelch believes that whoever is selected as the next chief will have large shoes to fill.



LEAF BAG COLLECTION

In order to more efficiently pick up your BAGGED leaves we are now including them in the yard waste collection and have added additional dates in November and December for your convenience. By designating specific dates for bagged leaves you will know exactly when your leaf bags will be picked up. Secondly, it will enable our Public Works Department to move more quickly throughout the neighborhoods vacuuming leaves you've raked to the curb. Finally, less plastic bags means a better environment. Follow these simple rules...

- Place your leaves in an empty container or biodegradable brown paper bags.
We are eliminating plastic bags.
- Leaves placed in anything other than a biodegradable ***brown paper bag*** or ***empty*** container will not be picked up.
DO NOT PUT LEAVES IN PLASTIC BAGS!!!
- Biodegradable bags can be purchased at most lawn and garden centers.
- Bagged leaves must be placed by the curb by 6:00 AM on the following dates: September 23, October 7 & 21, November 4 & 18 and December 2 & 16.
- An unlimited number of bags or containers may be placed at the curb on the dates listed above.
- As always leaves can be raked to the curb and the vacuum trucks will be around to pick them up.

TENTATIVE Leaf Vacuum Collection Schedule

VOTING DISTRICT	FIRST PICK UP	SECOND PICK UP
Voting District #1 (Lincolnway Fire Co.)	Oct. 19 - 20	Nov. 8 - 10
Voting District #2 (Shiloh Fire Co.)	Oct. 23 - 24	Nov. 13 - 17
Voting District #3 (Zion U.M. Church)	Oct. 25 - 27	Nov. 20 - 28
Voting District #4 (St. Paul Lutheran Church)	Oct. 30 - Nov. 1	Nov. 29 - Dec. 5
Voting District #5 (Normandie Ridge)	Nov. 2 - 6	Dec. 6 - 13

Leaf Vacuum Collection Schedule and Information

Beginning October 19th and continuing through December 15th, West Manchester Township will be collecting leaves. Although residents have two options again this year, traditional curbside method using the leaf vacuum, or bagging, **please consider utilizing the vacuum style of collection.** Vacuum collection allows larger volumes of leaves to be collected daily with less disposal cost. Additional vacuum collection will be provided as posted areas are completed. If you have any questions please call the West Manchester Township Office at 792-3505. Rake leaves to the curb line.

**DO NOT MIX stones, branches, brush, grass clippings or ANYTHING ELSE with your leaves . . .
OR THEY WILL NOT BE COLLECTED.**

The leaf schedule is subject to change because of factors which the Township cannot control. Examples of these factors are the volume of leaves, mechanical breakdowns or adverse weather conditions. We appreciate your cooperation, patience and understanding.



Important Trash and Recycling Information

Dear West Manchester Township Resident,

Please be advised that Penn Waste, Inc has been awarded the Solid Waste & Recycling Collection contract with West Manchester Township for the term of 1/1/16 - 12/31/18. "We look forward to continuing to service the residents of West Manchester Township. Our goal is to provide you with superior customer service." Please review the contents of this flyer for useful information on your collection service.

Please have your items placed at the curb prior to 6:00 AM as we will start promptly. Your collection day will remain the same as your previous contract. Your weekly collection will consist of the following options below.

Penn Waste is the exclusive hauler for West Manchester Township under this contract. The rate and service level is as follows:

TRASH	RECYCLE	BULK ITEM	YARD WASTE
Two Bags or Containers Per Collection 32 gallon containers – 50 lb limit For additional bags, \$2 stickers are available at any Rutters, Weis, or Giant located in the Township. Stickers should be placed on all additional garbage bags.	Unlimited (One collection day per week based on your neighborhood schedule)	One per week (Second Collection Day)	See Collection Calendar (on page 7)

Electronics Recycling —See the York County Solid Waste Authority's website (www.ycswa.com) or call them at 717.845.1066 for the most current information.

If you should have any questions, please contact the West Manchester Township Office at 717-792-3505.

Yard Waste Collection Guidelines

Residents may choose to take their yard waste to the York County Resource Recovery Center, located at 2651 Black Bridge Road, 845-1066. Please see their web site for additional information www.ycswa.com. You will be weighed in at the Resource Recovery Center and directed to the yard waste site off of Flour Mill Road. There is a minimum fee of \$10 up to 320 lbs. After that, the cost is pro-rated up to \$59 a ton.

Another option for residents is to take your yard waste to H & H General Excavating located at 660 Hanover Road, Spring Grove, 225-4669 at no cost. Please see their website for additional information www.h-hgenexc.com/mulch.html



Garbage and Recycling Information



Penn Waste accepts unlimited amounts of recycling!

Acceptable Items



REV 11/2014

METAL:

- Aluminum beverage cans
- Steel food & beverage cans, aerosol cans, paint cans

GLASS:

- Clear, brown, blue, and green glass food & beverage containers

PLASTIC:

- #1 through #7 – *All materials must be thoroughly cleaned before placing them in your recycle container.*

- ✓ Remove caps/lids
- ✓ Rinse thoroughly to remove all contaminants
- ✓ It is OK to leave on labels and neck rings

PAPER, PAPERBOARD & CARDBOARD:

Recycle Any Size. Any Quantity.

Please break down boxes as flat as possible and put them out next to your recycle bin(s) on your pick-up day.

- All sizes of cardboard boxes
- Clean pizza boxes
- Food boxes (i.e. cereal & gelatin boxes)
- EMPTY paper towel and toilet paper rolls
- Paperboard packaging (i.e. tissue boxes)
- Office paper (any color)
- Newspapers and inserts
- Magazines, catalogs, and brochures
- Envelopes & junk mail
- Paper bags
- Phone books & other soft cover books
- Paperboard food and drink cartons

- ✓ Remove all packaging (Styrofoam, peanuts, plastic bubble wrap, plastic liners, etc.)
- ✓ Flatten ALL boxes
- ✓ Bundle all cardboard that does not fit into the recycling bin
- ✓ Cover loose paper with heavier items to prevent it from blowing away
- ✓ If the weather forecast calls for high winds or wet weather, if possible, keep your paper recyclables until the next week. Wet paper products are difficult to process.

Yard Waste is material such as tree trimmings, shrubbery and other organic landscape vegetation not listed below.

For a full Yard Waste collection schedule, please refer to the calendar included.

DO NOT place these items out for yard waste collection:

Grass Clippings

Fruits & Vegetables

Tree Stumps

Dirt & Stones



Please prepare your yard waste properly. Yard Waste in plastic bags WILL NOT be collected!

Questions? Contact West Manchester Township at 717-792-3505.

How to Prepare Yard Waste

1. Place yard waste in a container which can be emptied, biodegradable brown paper bags or bundle it with biodegradable twine in easy-to-handle bundles.
 - Bundles may be no longer than 5 feet in length.
 - Bundles may not weigh more than 30 pounds each.
 - Branches may not exceed 6 inches in diameter.
2. Once prepared, yard waste must be placed at the curb on scheduled pick up day before 6:00 am.
3. An unlimited number of bags or bundles may be placed at the curb.

Unacceptable Items

• Needles & Medical Waste

DO NOT place used needles or any other medical waste with recycling! This is a serious health hazard to everyone!



- Broken glass
- Windows, mirrors, ceramics
- Drinking glasses
- Aluminum foil
- Scrap metal
- Clothing hangers (metal and plastic)
- Plastic tableware (knives, forks, spoons, etc.)
- Plastic grocery bags
- Light bulbs
- Food soiled material
- Wet papers or cardboard
- Shredded paper
- Plastic food wrappers
- Used paper towels or tissues
- Styrofoam
- Pool chemicals
- Packing peanuts
- Plastic bubble wrap
- Hose
- Christmas lights
- Diapers
- Food waste
- Propane tanks



By law, as of January 24, 2013, Penn Waste is not allowed to collect your electronic waste.

The Covered Devices Recycling Act prohibits residents and businesses from placing their electronic waste at the curb or in their trash.

Covered devices include: desktop computers, laptops, monitors, computer peripherals (keyboard, mouse, printer, and speakers), televisions, or e-readers that browse the internet.

REV 10/2015



Bulk Item Guidelines



West Manchester Township residents may dispose of one (1) bulk item per week through curb side collection. Please have your waste, recycling, and bulk item available for collection at the curb by 6:00 am on your second collection day.

ACCEPTED MATERIALS – Appliances, furniture, mattresses, box springs, one (1) car tire without the rim, lawn mowers (oil and gasoline removed), plumbing fixtures such as toilets and sinks, three (3) 4 ft. rolls of carpet (tied).

NON-ACCEPTABLE MATERIALS – Electronic Waste (computers, televisions, etc.) chemicals, stains, liquids, batteries, automobile parts, hazardous waste, tires on rims, commercial/industrial waste, construction materials (drywall, brick, block, lumber, shingles, tiles, concrete). To properly dispose of these items please contact the York County Resource Recovery Center at 845-1066 or www.ycswa.com

ADDITIONAL INSTRUCTIONS – Items which are too heavy to be lifted into a truck by two people will not be accepted. Additional trash bags are NOT considered a bulk item.

Appliances with Freon will be collected by appointment only. Please call Penn Waste at 717-767-4456 to schedule collection. (Items include but are not limited to air conditioners, refrigerators, freezers, etc.)

Yard Waste Collection Schedule

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

■ = Christmas Tree Collection
■ = Yard Waste Collection

Observed holidays are noted in **RED**. Collection days that fall on or after the holiday will be delayed one day. **EXCEPTION:** If holiday falls on a Saturday or Sunday, there is no change in service prior to or after the holiday.

BASIC RESIDENTIAL GUIDELINES



- Trash, Recycling, one bulk item and yard waste (see calendar above for scheduled dates) must be curb side by 6:00 AM on your scheduled collection day.
- Bags or containers must not exceed 32 gallons or 50 pounds.
- No more than two (2) trash bags or containers will be collected each pick up day.
- Yard waste must not exceed 5 feet in length and must be bundled.
- Bulk items that are too heavy to be lifted into a truck by two people will not be accepted.
- Bulk items will be collected on your second collection day only.
- Call Penn Waste to schedule collection of appliances containing freon (air conditioners, refrigerators, freezers, etc.)
- No construction debris will be collected curb side.
- To stay up to date on collection updates, sign up for our E-News Updates at www.pennwaste.com.



Creating a green community together.



www.pennwaste.com

Penn Waste Inc. • PO Box 3066 • York, PA 17402



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WEST YORK HIGH SCHOOL GRADUATE • WEST MANCHESTER TOWNSHIP RESIDENT

NMLS#1760; EQUAL HOUSING OPPORTUNITY; PA LICENSED MORTGAGE LENDER #44857

"Managing Your Stormwater Improvement"

A Public Education Stormwater Management Seminar

Tuesday September 19th, 2017 – 6:30-7:30 pm

Brookside Park Carousel Building • 4054 Fox Run Road • Dover, PA 17315

Presented by Dover, Manchester and West Manchester Townships.

Do you have a private stormwater facility you are responsible for on your property? Or maybe you are an officer in your Homeowners Association and don't know what you should be doing to maintain your joint facilities to keep them operating effectively. Maybe you received a letter from your Township indicating that maintenance is needed on one of these facilities. If any of these situations sound familiar, then you are invited to

attend a short seminar intended to educate you on your responsibilities in maintaining these private on-lot and Homeowner Association owned stormwater improvements such as: ponds, basins, swales, infiltration pits, piping, etc. Please join us and learn best management practices for your stormwater facilities. Light refreshments and door prizes for several lucky attendees will be offered.

NOTHING BUT RAIN IN THE DRAIN!

**Stormwater illicit
discharge hotline:
792-3505**

If you notice any dumping, spills or anything other than rain or rainwater flowing into storm inlets; drains or streams, or observe pollution events or pollutants entering a stream or fishkills, please call the hotline.

WHAT TYPE OF PERMIT DO YOU NEED (RESIDENTIAL)

West Manchester Township requires permits for many types of construction and building work in residential structures. Some jobs require only a 'Zoning Permit' and other jobs will require a 'Building Permit'. These are separate permits with their own application forms.

Examples of work REQUIRING A ZONING PERMIT:

- Construction and/or installation of fences and walls (even decorative)
- Carports, garages or sheds (regardless of the size) that are NOT attached to your house
- Porches, patios (even paver patios) walkways and sidewalks other than the sidewalk along a public street (this requires a different permit)
- Decks where the deck is no higher than 30" from the ground
- Widening or adding areas of new paving to an existing driveway

Examples of work REQUIRING A BUILDING PERMIT:

- ALL swimming pools able to hold more than 18" deep water (yes, even

- the pool kit from the big box store)
- Any addition to your house, including garages, carports or porticos (even just a porch roof or a lean-to)
- Construction of a deck where the height is greater than 30" from the ground (at any place)
- Installation of doors or windows where the size of the opening is changing (greater or smaller)
- Upgrading the electrical service or the addition or relocation of electrical wiring
- Plumbing work where the 'trap' seal is broken
- Changes to the structural integrity of the house (walls, floor, roof trusses, beams and the like)

Zoning permits fall under Township rules and Ordinances. Building Permits are governed by the Pennsylvania Uniform Construction Code and will require inspections during the work. Please allow seven (7) days for Zoning Permits and three (3) weeks for Building Permits.

Examples of work NOT REQUIRING ANY PERMIT:

- Minor repairs to construction, such as the floorboards of a deck or a few boards of a fence
- Replacing or installing siding on the house
- Replacing the shingles on the roof
- Replacing doors and/or windows where the new ones are the same size as the old ones
- Wallpaper, carpet, tile, cabinetry, paneling and most cosmetic work
- Seal coating or overlaying the driveway without changing the size or shape
- Finishing a basement WITHOUT adding electrical or plumbing work

Any construction that creates new impervious area (area that no longer allows rain to seep through) is REQUIRED to manage or hold the stormwater on-site. This can be done several different ways which may include rain gardens, seepage beds, or infiltration trenches. All of these can be done by the homeowner and need not be terribly expensive.

Please contact the Zoning Officer at 792-3505 if you are unsure which permit you need, or what kind of stormwater management may be best for your lot.

More information on permits is available on our website www.wmtwp.com

Hiring a Contractor?

Once you hire a contractor, but at least three weeks before work is scheduled to begin, the homeowner or the contractor must apply for a permit. Building permits can take up to 15 business days because they are reviewed by a third party agency.

If the contractor applies for the permit, the homeowner must ask the contractor for the permit so it may be posted in the window of the residence. If the contractor does not get a permit, the homeowner is still legally responsible.

If you have a question as to whether a permit is needed for the work to be done or if you have a problem with the actual permit, please call the **Zoning Officer, Monica Love, at 792-3505.**

Be sure of the permit and its cost before you pay a contractor for it!

All new impervious area (concrete, blacktop, structures or any non-vegetative area) added is subject to a \$1/ Square foot stormwater fee.

**Effective
January 1,
2013**

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director

Lori Trimmer

ltrimmer@wmtwp.com

Assistant Director

Kristi Swartz

kswartz@wmtwp.com

Recreation Advisory Committee

Members

Jennifer Bennett

Donald Gable

Tim Young

Dave Werner

Ron Stare

Jim Kern

Lisa Krout

Delegates

Roy Gentzler

Charlie Jacobs

Levern Krout

Kathie Suter

Tina Raffensberger

School Board Liaison

Lynn Kohler

PARK RULES

West Manchester Township Welcomes You to Use Our Parks. Thanks for keeping the park a beautiful, fun and safe place.

Please read and abide by the rules, as set forth by Ordinance 85-5.

PARK HOURS ARE DAWN TO DUSK

- Alcoholic beverages or illegal drugs are not permitted.
- Golf practice is not permitted.
- Loud, boisterous or indecent conduct is not permitted.
- Use proper trash receptacles. Don't be a litter bug!
- Vandalism, graffiti, or destruction of any equipment will not be tolerated.
- Motorized model airplanes, skateboards, roller blades, skates, or any motorized, wheeled vehicles are not permitted.
- No open fires except in charcoal grills; dispose of hot coals, ashes in the designated areas.
- No soliciting of any food or services in the park.
- No firearms, air guns, sling shots, or explosives.
- Speed limit at all parks is 15 mph. Park in designated areas only.
- Reservations for these facilities may be made in advance through the township office.
- For rental costs and additional information, please refer to page 11.

- If you see any violation of any of the above rules, please call 911.
- All violations are punishable by a fine and/or imprisonment.

REFUND POLICY

- Full refunds will be given for classes canceled by the Parks and Recreation Department.
- Refunds will only be issued to the person who paid the fee.
- No cash refunds.
- Refunds may be prorated.
- Refunds will be by Township check and will be paid in accordance with the Finance Department's regular payment schedule.
- There will be no refunds after the registration deadline unless a participant offers extenuating circumstances or a medical excuse.
- Participant requesting refunds are only given if requested in writing.
- All refunds incur a \$10 processing fee.
- Refunds for trips are issued only if the seat can be resold or the trip is canceled by the Recreation Department.

FIND A MISTAKE? It is our policy to include something for everyone. Since some people like to find errors, we regularly include a few in our bulletin to meet this need. HAVE FUN!!!

FACILITY RESERVATIONS

The Recreation Department is announcing the following 2017 facility reservation fees. Residents are asked to call the Recreation Department at 792-3505 to schedule the use of one of the facilities for your upcoming picnics, family reunions, etc. These fees will help us to properly maintain and control our facilities while offering our residents the opportunity to use them for a planned event.

If a pavilion is reserved, the park and its other facilities such as baseball/softball fields, volleyball and basketball courts are still available for use by the public.

Equipment Rental Fees (Based on cost): Balls, bats, frisbees, horse-shoes, etc.

The West Manchester Township Parks and Recreation Department welcomes people with disabilities to participate in all programs and services. Please call and let us know how to best serve you. Our number is 792-3505.

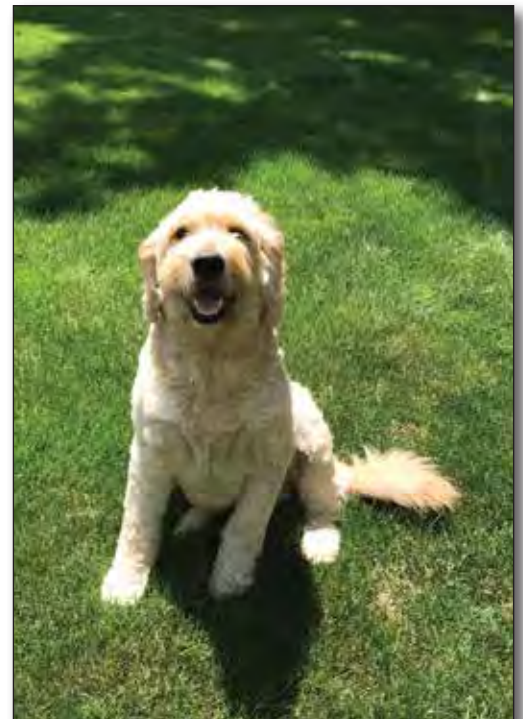
Sunset Lane Park Pavilion (Weekdays)	\$40/day
Dunedin Park Pavilion (Weekdays)	\$40/day
Sunset Lane Park Pavilion (Weekends)	\$65/day*
Dunedin Park Pavilion (Weekends)	\$65/day*
Smaller Park Pavilions Weekdays	\$30/day
Weekends	\$55/day*
*This includes a \$25.00 refundable garbage fee	
Courts/Fields	\$10/hr

DOGS ARE PERMITTED IN THE FOLLOWING PARKS!!

DUNEDIN PARK • SUNSET LANE PARK • LITTLE CONEWAGO CREEK CONSERVATION AREA

Responsible ownership is the key. We ask that everyone abide by the following rules:

- 🐾 Dogs are permitted in Dunedin, Sunset Lane, & Little Conewago Conservation Area Parks Only. Pets are not permitted in any other Township Park.
- 🐾 Dogs must be vaccinated against rabies and display a current license. Dogs must be confined, leashed, or otherwise under the physical control of a person at all times.
- 🐾 Dogs may not be tied to trees, bushes, tables, shelter facilities, even when the owners are present.
- 🐾 Dogs must be well-behaved at all times.
- 🐾 Dog owners are required to pick up after their pets and properly dispose of all pet droppings in trash receptacles.
- 🐾 Pets may not create a disturbance or nuisance. Excessive barking is a disturbance. Owners may be asked to remove dangerous or noisy pets from the park.



Recreation Registration Form

WEST MANCHESTER TOWNSHIP PARKS & RECREATION DEPT

(Please print clearly: Separate Application required for each participant!)

**"Please make checks payable
to West Manchester Township!"**

Participant's Name: _____ Male or Female

Parent/Guardian's Name:(if applicable) _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

Address: _____ City/State: _____ Zip: _____

Municipality: _____ School: _____

Birth Date: _____ Age: _____ E-Mail: _____

ACCIDENT INFORMATION - Participation is at your own risk. Insurance coverage and transportation is the responsibility of the participant. In case of an emergency and I am not available please contact:

Name: _____ Phone: _____

Doctor's Name: _____ Phone: _____

Hospital Preference: (Check One) _____ York _____ Memorial _____ Hanover _____ Other

List any Physical Limitations/Disabilities or Allergies: _____

WAIVER RELEASE: I will, in no way, hold West Manchester Township or an affiliated organization responsible for any injury or accident that might occur to me or my child (if applicable) while participating in this activity.

Signature of Participant or Parent/Guardian (if applicable)

Date

_____ **Essential Oils** _____ 101 (FREE) _____ Back to School (FREE)

_____ **Halloween Movie and Magic Night (Tues, Oct 3)** _____ \$5 per person

This form may be
mailed or dropped off
at the Township Office
at:

**West Manchester Twp
380 East Berlin Road,
York PA 17408**

ltrimmer@wmtwp.com

For Office Use Only:

CK# _____ / \$ _____ CASH \$ _____ INV# _____ DATE: _____



TRICK OR TREATING



Ghosts, ghouls and goblins (ages 12 and under) will take over West Manchester Township on October 31, from 6:00-8:00 PM. Drivers are encouraged to take special care during this time. Any resident wishing to participate should turn on their front porch light!

Remember these Halloween safety tips:

- 1) Don't go out alone.
- 2) Let parents inspect all treats before you eat them.
- 3) Wear white or reflective clothing.
- 4) Watch out for cars.
- 5) Stay away from unfamiliar neighborhoods.
- 6) Trick or Treat only at homes that have turned on their front porch light.
- 7) Have Lots of Fun!!!



“HOTEL TRANSYLVANIA 2” HALLOWEEN MOVIE & MAGIC NIGHT

WHEN: Tuesday, October 3
 TIME: 5:30 PM – 8:30 PM
 WHERE: Shiloh Fire Co.
 COST: \$5.00 per person

We will start the night with magic tricks by Amazing Scott, face painting by Miss Donna and a Halloween craft. The evening will end by showing a Halloween Movie, this year's pick... "Hotel Transylvania 2". All kids will get a bag of Halloween candy and other goodies as they leave.

Of course we will have a few snacks and drinks on hand for everyone to enjoy while watching the movie.

Bring the whole family for a fun filled evening!!! Wear your Halloween costume!

Thank you to Menasha for sponsoring our Halloween Movie!!

BLUEGRASS FESTIVAL

SUNDAY, DECEMBER 3 • 11 AM - 3 PM

SHILOH FIRE COMPANY

Presenting:

BLUESTONE ~ IRON RIDGE BAND ~ HANOVER EXPRESS

\$5.00 at the door ONLY • Advance Tickets Not Available

Enjoy Bluegrass Music? We need your help! Become a sponsor...

CALL US TODAY AT 792-3505

Mark your calendars for an afternoon of entertainment!!!
 Support our Volunteer Firefighters by purchasing food at this event!

Special thanks to our concert sponsors

Dohm's TV & Repair • Ehrhart Stained Glass • Penn Waste • Shiloh Lions Club • Lee Woodmansee

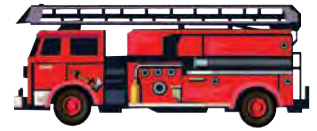


TRUCK TOUCH

Saturday, October 7 • 11:00 AM - 2:00 PM
West Manchester Township Complex



Touch the backhoe, climb up on the front loader, sit in the seat of the street sweeper, go up the ladder of the fire truck, kick the tires on the dump truck, blow the siren on the police car, check out the inside of an ambulance. Do all these things and more at our annual WMT Truck Touch! Boys and girls of all ages accompanied by an adult are welcome to attend. Please park at the Township Building (380 East Berlin Road) or Lincolnway Elementary (2625 Philadelphia Street). Don't forget to bring your camera!



COME FOR THE FUN AT TRUCK TOUCH ... STAY FOR THE FOOD!



The Lincolnway Fire Company will be selling hot food, bake sale items and drinks during the event. Proceeds from the sale of all food will help support the efforts of our 100% Volunteer Fire Company. Plan to eat lunch and support the Firefighters in their efforts to help us when we need them the most.

While at the event, don't forget the poster contest for Lincolnway and Trimmer Elementary Schools. You can vote for your favorite poster as many times as you like for \$.50 per vote. The winners of the poster contest get a ride to school on a fire truck and their photo taken. The money raised goes to the West Manchester Township Fire Department Scholarship Fund.

"STUFF THE BUS"

Reliance Bus Company and the West Manchester Township are teaming up to see how many perishable items we can collect to STUFF THE BUS?

FREE BICYCLE RODEO FOR KIDS

BRING YOUR OWN BIKE & GET IT INSPECTED



The Travelers Protective Association (TPA), a National child safety organization, Post G York Chapter, will be holding a Bicycle Rodeo in conjunction with this year's Truck Touch. The Rodeo will consist of a safety check on your bike, (so don't forget to bring it along with you), an obstacle course with stop signs, walkways, and figure 8's as well as a review of the safety rules for riding your bicycle. Pass the course and your name will be entered in a raffle to win a brand new bike!!!

2017 BUS TRIPS

Sept. 16 – Flight 93 Memorial

Cost \$40 for West Manchester Twp residents

Sept. 23 – Sunfest, Ocean City

Cost \$40 for West Manchester Twp residents

Oct. 13 – Eastern State Penitentiary

Cost \$80 for West Manchester Twp Residents

Oct 21 – Gettysburg Guided Tour

Cost \$35 for West Manchester Twp Residents

Oct 28 – Harpers Ferry, WV

Cost \$35 for West Manchester Twp Residents

Nov 4 – Nora Roberts (Boonsboro, MD) and Antietam Battlefield

Cost \$40 for West Manchester Twp Residents

Dec 9 – New York City

Cost \$50 for West Manchester Twp Residents

Dec 16 – Koziars Christmas Village

Cost ages 11- Adult \$44 and children ages 4-10 \$42 for West Manchester Twp residents

****All Bus Trip information sheets and registration forms can be picked up at the West Manchester Township office – 380 E. Berlin Road. Monday – Friday between 8:00 AM – 4:30 PM. Questions: Call 792-3505****



Shiloh Lions Soft Pretzel Sale

(behind Formprest Cleaners)

**September 21-
November 16**

Thursdays beginning
at 4 pm until soldout



York County Department of Parks and Recreation

Proudly Presents...

Christmas Magic – A Festival of Lights
At Rocky Ridge County Park

November 24 – December 31 (Closed December 24 and 25)

Hours:

Mon. – Thu., 6 – 9 p.m. • Fri., Sat. & Sun, 5 – 9 p.m.

**600,000 lights • Trains and Holiday
Displays • Entertainment & Food**

Admission Rates

Adults - \$10.00 • Children (4-12) - \$5.00

Under 4 Free

Seniors (over 59) - \$9.00 • Adult Group (12+) - \$9.00

For more information and trail updates, call (717) 840-7443.

Visit our website at www.yorkcountyparks.org

West Manchester Township Coupon at the 34th edition of Christmas Magic – A Festival of Lights

November 24 – December 31

*(Closed Dec. 24 and 25
and inclement weather)*

Rocky Ridge County Park

Coupon is redeemable for Buy One,
Get One on Monday, Tuesday or
Wednesday through Dec. 13 and
anytime December 26 – 31.

Maximum is 2 free regular admissions.

Good for 2017 Program only.

Join Santa for Pancakes!

Shiloh Fire Company

Saturday, December 9 • 10:00 AM - 11:00 AM

Santa will be arriving on Saturday, December 10, at the Shiloh Fire Company. Please plan to join the Shiloh Lions and the Scouts from Troop 94 to greet Santa as he arrives at 10:00 AM. Scout Troop 94 will be making pancakes and sausages from 7:00 AM - 11:00 AM, plan to arrive early to join Santa for breakfast. The cost is \$5.00 for adults with a discounted rate for the kids.

The breakfast includes all you can eat pancakes, plus sausage, orange juice and coffee. Extra sausage will be available to purchase. Of course Santa's visit is free!!! The proceeds from the breakfast will benefit the boy scouts' accounts. Join Santa, as he spreads holiday cheer to put everyone in a festive mood! Santa's elves will be available to show the kids how to create a holiday craft as well.



HOLIDAY BINGO FOR ADULTS

THURSDAY, DECEMBER 14 • 1:00 - 3:00 PM

SHILOH FIRE COMPANY, 2190 CARLISLE RD, YORK

CALL TO REGISTER 792-3505 BY DECEMBER 9 • \$5 PER PERSON

Do not park in emergency designated areas.

Please bring a dabber with you,
we will have a limited number available.

Doors open at 12:30 PM

Cooking Classes—Dover Township 2017

Please note: Common food allergens may be present. Please bring dietary concerns to the attention of Chef Laura at WhiskCulinaryServices@gmail.com prior to registering for class.

Pizza & Ice Cream – Li'l Kids

Favorites Foods Class – Pizza and ice cream are popular treats for most children, so letting them make their own is sure to be a fun experience! Kids will roll their own authentic pizza dough, and top it as they please with toppings we will prep in class. Then onto the ice cream! The class will prepare the mixture that forms the ice cream base and watch as it processes in the ice cream freezer. We will make hot fudge sauce and fresh whipped cream, to boot!

Instructor: Laura Cochran, Chef/
Owner, Whisk Culinary Services

Day/Date: Tuesday, Sept. 19, 2017

Time: 6 – 7:45 p.m.

Location: Community Room – 3700
Davidsburg Rd. **Ages:** 5 - 7 years

Cost: \$38~ (Includes all supplies)
Dover or West Manchester residents.
Non-residents add \$5.

Fun Food MashUps – Come join this culinary class where we prepare some fun and delicious foods keeping with the culinary trend of mixing and matching different foods to create something new! Some of our fun foods will be Baked Potato Soup, Porcupine Meatball Sliders with Cranberry Ketchup, Chicken and Waffles, and Chocolate Chip Cookie Dough Cupcakes. Bring an apron if desired!

Instructor: Laura Cochran, Chef/
Owner, Whisk Culinary Services

Day/Date: Tuesday, Oct. 3, 2017

Time: 6:30 - 8:30 p.m.

Location: Community Room – 3700
Davidsburg Rd. **Ages:** 10 – 15 years

Cost: \$45~ (Includes all supplies)
Dover or West Manchester residents.
Non-residents add \$5.

Beyond Basic Baking – Who doesn't love capping off a meal with a delectable dessert? This class is appropriate for anyone who wants to expand on their baking skills, even beginners, as we will work together in a hands-on capacity to prepare Snickerdoodle Cookies, Grand Marnier Soufflé, apple dumplings, a citrus meringue pie, and the ultimate chocolate cake!

Instructor: Laura Cochran, Chef/
Owner, Whisk Culinary Services

Day/Date: Thursday, Sept. 21, 2017

Time: 6-9 p.m.

Location: Community Room – 3700
Davidsburg Rd. **Ages:** 16 - Adult

Cost: \$49~ (Includes all supplies)
Dover or West Manchester residents.
Non-residents add \$5.

**Let's Bake ~ Desserts with
Autumn Flair! A Parent & Child
Class** – Looking to steal the show this
holiday season by making delicious

desserts and tempting treats? Non-competitive parent and child teams will prepare Pumpkin Swirl Cheesecake Cupcakes, Cinnamon Spice Baby Bundt Cakes with Maple Glaze, No-Bake Apple Pie Bites, and Butterscotch Haystack Cookies, under the guidance of Chef Laura. You may take your baked goods with you! Team registrants should include **one child, aged 8+, and one parent/guardian**. Please note: additional childcare will not be provided.

Instructor: Laura Cochran, Chef/
Owner, Whisk Culinary Services

Day/Date: Saturday, Oct. 21, 2017

Time: 9:30 a.m. – 12:30 p.m.

Location: Community Room – 3700
Davidsburg Rd.

Cost: \$69~/per team (Includes all
supplies) Dover or West Manchester
residents. Non-residents add \$5.

*Please call the Twp Office
for a registration form.*

ARE YOU INTERESTED IN PLACING AN AD IN THIS NEWSLETTER?

West Manchester Township would like to extend an opportunity for you to showcase your business. Advertise in our newsletter and help us, help you! For a nominal fee, information on your business can reach approximately 18,894 residents in West Manchester Township. Your advertisements help defray the cost of the newsletter.

Your support helps us bring valuable information
to the community in a timely manner.

**Partner with us and get the word out
to residents about your business!**

For details please contact Lori Trimmer at ltrimmer@wmtwp.com.

PROGRAMS FOR SENIORS

Senior Fun at the Shiloh Fire Company

Hey Seniors! Do you want to meet some new friends? Socialize? Snack and play bingo for fun? Join Lori and Kristi at the Shiloh Fire Department located at 2190 Carlisle Road, York, PA 17408, from 10:30 – Noon. If you want, bring a snack to share. There is no cost for this activity so mark your calendars and bring a friend.

Monday, September 11

Monday, October 2

Monday, November 13

RENT-A-KID

This program provides an opportunity for middle and high school students, in grades 7 through 12, to assist senior citizens in completing routine light-duty household chores, yard work, mowing lawns and shoveling snow. The goal of the Rent-A-Kid program is not only to get an important job done, but also to foster friendships between senior citizens and teenagers.

Senior citizens, age 60 and older, in need of assistance with chores can call the Rent-A-Kid coordinator, 771-9008 who will provide names and phone numbers for teenagers in their area. It is the responsibility of the senior citizen to contact the

teenager and discuss the job to be done, when it is to be done, the rate of pay for the job, and any other arrangements that need to be made.

Recommended pay rate is \$5 per hour. However, depending on the type of work and the ability of the senior citizen to pay, the teenager may negotiate a more satisfactory rate of pay.

Teenagers interested in the Rent-A-Kid program should contact their school guidance counselor or call the Coordinator at YCAAA for an application at 771-9103. Applications can also be downloaded from the Area Agency on Aging Website under programs. Then simply click on the forms and documents heading.

Seniors Safe Driving Program

WHO: Motorists Age 50 and older

WHEN: Class # 2 September 12 & 13
(8:00 am – 12:30pm)
Class # 3 November 14 & 15
(12:00 pm – 4:30pm)



WHERE: Lincolnway Fire Company • 300 East Berlin Road

DEADLINE FOR REGISTRATION: Two weeks prior to start date

COST: \$15 with AARP Membership OR
\$20 without AARP membership
*Make checks payable to AARP

CLASS SIZE: Minimum 6 Maximum: 20

This course is designed to meet the specific needs of older drivers. It covers age-related physical changes, declining perceptual skills, rules of the road, local driving problems, and license renewal requirements. Persons 55 and older taking this course may qualify for a minimum 5% discount on their auto insurance premiums. We recommend you check with your insurance agent. This eight hour course is **all classroom** and there are **NO** tests. Participants must attend both sessions for certification. Call for a registration form, 792-3505.

Coloring and Conversation

Coloring, it's not just for kids. Coloring has been found to relieve stress and anxiety. It helps the brain to focus and concentrate. It's a great way to have fun with your friends and unwind from the hectic environment of everyday life. We have an assortment of pages to color and the pencils. However, you are welcome to bring your own supplies as well. Join us at 10:30 – Noon, at Shiloh Fire Company, 2190 Carlisle Road. If you want, bring a snack to share. Lori and Kristi will be there to lead you in all sorts of intriguing conversations.

Tuesday, September 19
Tuesday, October 17
Tuesday, November 21
Tuesday, December 19



First Ever Food Truck Friday.... Grubbin' N Groovin'



Sunset Lane Park

Friday, October 6, 2017
5:00 PM – 8:00 PM



Enjoy a variety of food vendors

Live Music with the Band
Crossfire3

Food Truck spaces are still available!
Contact Kristi for details at 792-3505.



2nd Annual Truck-or-Treat by WMTFD

Stop out at Loman Park during the West Manchester Township Trick-or-Treat on Tuesday October 31, 2017 from 6pm—8pm and meet with the WMTFD Firefighters, tour the fire trucks and get a special treat. You may even see a special fire dog when you stop by.



3rd Annual Santa Tour

The West Manchester Township has received word from the North Pole that Santa has once again chosen to tour West Manchester Township in a Fire Truck. He will be touring all parts of the Township North of Route 30 on December 16th and South of Route 30 on December 17th. Watch for updates and face-book live on those evenings.



SEWER/ TRASH PAYMENT

DO NOT MAIL OR BRING PAYMENTS TO THE TOWNSHIP OFFICE

West Manchester Township offers the following methods for paying your sewer bill. One of the three options must be used. NO PAYMENTS ARE ACCEPTED AT THE TOWNSHIP OFFICE.

1. **Mail** - mail your check with your account number along with your coupon to the our lock box at the following address:
West Manchester Township
PO BOX 62542 • Baltimore, MD 21264-2542
2. **Credit card or Electronic transfer** - Please visit our website at www.wmtwp.com and click the "Online Bill Payment Portal", which is located in the left hand side of the main page to process your payment. **WE DO NOT ACCEPT THESE PAYMENTS IN PERSON OR BY**

THE PHONE.

3. **Automated Clearing House (ACH) or direct debit** - The Township can direct debit a checking or savings account for your quarterly sewer/ trash payments. To set this up, go to our website at www.wmtwp.com and go to forms, click on the Automatic Debit Form and complete it. Please return the form along with a **voided check** to the Township. This form must be returned **ONE** month prior to the quarterly billing cycle to ensure your account will be debited properly. You must notify us immediately if your account number or any changes occur with the account to be debited. Failure to notify us will result in late fees and a nonsufficient fund charge applied to your account.

PLEASE NOTE: FAILURE TO RECEIVE A BILL DOES NOT VOID RESPONSIBILITY FOR ITS PAYMENT OR WAIVE THE PAST DUE PENALTY

A 10% penalty is imposed on current charges not paid by the due date.

Essential Oils 101

Would you like to learn how to kick toxic chemicals out of your home? I will walk you through step by step and give easy, simple and affordable tactics anyone can do with the best essential oils on the planet. This class is totally free and will blow your mind! Gear up for a fast paced, ground up lecture on everything oils, and have some fun and pampering in the process. It's time to take control of the yuck in your home and kick it to the curb.

Sign up for the class now and you will have your name placed in the drawing to win some great prizes!!



York Township: Tuesday, October 17 from 6-7 p.m.

West Manchester: Saturday, November 11 from 9-10 a.m. • Spring Grove: Saturday, December 2 from 9-10 a.m.

FREE

Back to School with Essential Oils

Are you interested in a natural way to keep your kids healthy and focused this school year? We will focus this class on using essential oils to help keep our kids at their very best all year. Learn which oils can help improve concentration, ease anxiety, improve focus, and boost their immune system.



Sign up now for the class and you will have your name placed in the drawing to win some great prizes!!

York Township: Saturday, September 16 from 10-11 a.m.

West Manchester: Tuesday, September 19 from 6-7 p.m.

Spring Grove: Monday, October 2 from 6-7 p.m.

FREE

LINCOLNWAY FUNDRAISERS

Truck Touch

Saturday October 7th
11:00 am to 2:00 pm

Bring out the Family and enjoy your day looking over and touching all types of trucks.

Sit down for some burgers or hot dogs, soup and homemade bake items or have a Rita's Ice and do not forget to vote for your favorite poster.



Lincolnway Fire Company
300 East Berlin Rd
York, PA 17408
717-792-0010

General Election Day Soup & Sandwich Sale

Tuesday November 7th
10:00 am to 6:00 pm or until sold out

SHILOH FUNDRAISERS

Fall Chicken BBQ Dates

Saturday, Sept 9th 11am –
till Sold Out
Saturday, Oct 21st 11am –
till Sold Out



Shiloh Fire Company
2190 Carlisle Rd.
York, PA 17408
717-764-3920

Truck or Treat at Loman Park

Tuesday, Oct 31st starting at dusk

Santa Run

Saturday, December 16th
Sunday, December 17th

Stay tune on our Facebook page for more information closer to the Run.

YOU COULD BE OUR HERO.

Nationally seven out of ten firefighters and emergency responders are volunteers, and West Manchester Township needs more volunteers like you.

The West Manchester Township Fire Department (WMTFD) is a busy 100% Volunteer Fire Department that responds to 850 calls for service annually. To do this we rely on highly dedicated personnel within the community. We are seeking Administrative, Home Responders, and Live-In members.

Live-Ins – For exchange for responding to calls for service, station duties, and training; live-ins reside at the fire station for FREE. We provide 4 college style dorm rooms between our two (2) fire stations. Each dorm has beds, dressers/wardrobes, desks, and wired/wireless internet access.

In addition to FREE room-and-board, WMTFD also offers a variety of other incentives for your time and dedication. These include paid training, uniforms, retirement plans, and much more.

Home Responders and Administrative – For exchange for responding to calls and doing administrative tasks, we provide FREE uniforms, FREE training, FREE Life Insurance up to \$10,000.00, FREE retirement plan, FREE Fuel Reimbursement, and much more.

All members have access to our day rooms which are equipped with plush recliners and sofas, big screen TV's, Pool Tables, state-of-the-art commercial quality fitness centers that include free weights, cardio, and universal gym equipment.

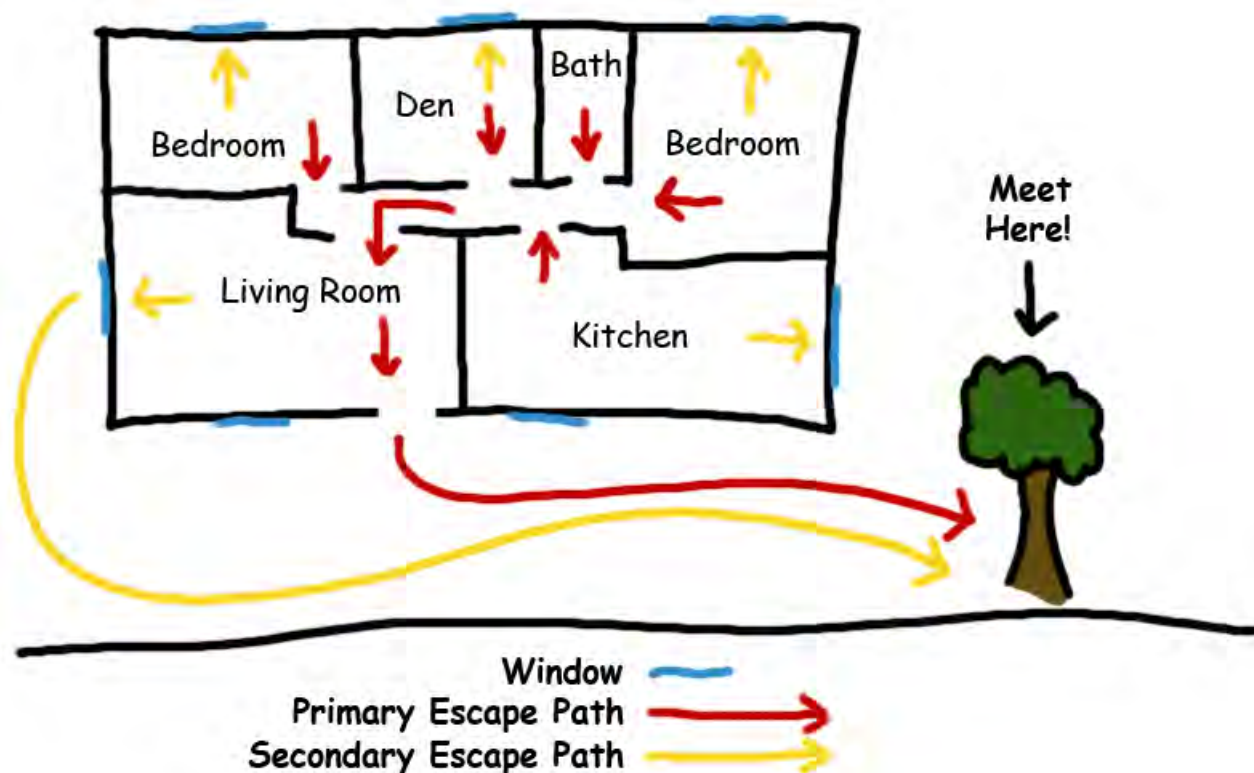
We are looking for motivated individuals to become a part of our team. If you have the drive and determination to become a WMTFD member, please feel free to stop by any of our stations for a tour and an application, or email Chief Clif Laughman at claughman@wmtwp.com.



HAVE TWO WAYS OUT!

FIRE PREVENTION WEEK OCTOBER 8-14, 2017

October is Fire Prevention month and the West Manchester Township Fire Department wants to make sure our residents stay as safe as possible. This year emphasis is being placed on making sure you know two (2) ways out of your home in the event of a fire. Please take time during fire prevention month to sit down with your family and plan an escape route and ensuring you create two (2) ways out. If you need any help and guidance please do not hesitate to contact the West Manchester Township Fire Department at 717-792-3505.



KEY TO STAYING SAFE

1. Make an Escape Plan and PRACTICE IT!
2. Find two ways out of the house
3. Carefully check if doors are hot
4. Stay low to the floor
5. Pick a safe place to meet outside
6. Call 9-1-1
7. Don't go back in the house for anything
8. Check your smoke detectors regularly

COMMUNITY CONTACTS

Who to call? What to do?

Whether you are new to the Township or just confused about youth athletic teams in our area, here is a handy reference when you need to know who to call for the facts. This does not include any of the sports offered by the West York School District.

ACTIVITY	AGE	CONTACT	REGISTRATION	SEASON
Soccer	4-8	W. Manchester Twp. Lori Trimmer 792-3505	May/June	August/September
Soccer	6-16	West York Soccer Club Robert Berry 717-659-7503 westyorksoccer@gmail.com	Fall-late April Spring-November	August-November March-June
Tee Ball	5-8	W. Manchester Twp. Lori Trimmer 792-3505	January/March	May
Baseball	5-18	West York Boys Club Blake Chronister 443-844-7640 bchronister@gbp.com	Spring (January) Fall (July)	April-June Spring August-October Fall
Girls Softball	8-18	W. Manchester Twp. Lori Trimmer 792-3505	January/February	May-July
Football	8-13	West York Boys Club Dan Rice 717-278-8738 driceii@comcast.net	June/July	August-October
Basketball	8-13	West York Boys Club Todd McGladrie 717-873-1950 toddmcgl@comcast.net	August/September	November-March (Comp) January-March (Rec)
Cheerleading	6-12	Football Basketball Competition Jessica Cramer Jessica_cramer@outlook.com	April September April	August-October November-March July-March
Lacrosse Boys	7-14	Canine Lacrosse Club Tim McNicolas 717-668-5846 irishgumz77@yahoo.com	January/February	March - May
Girls		James Kunkle 717-654-3471 james.kunkle@gmail.com		
Wrestling	2-6th gr.	Elementary Wrestling Justin Wilkins 819-8616	October	November
Girl Scouts	K-12th gr.	Ida Berkheimer 846-2069	All Year	September-May
Cub Scouts	K-5th gr.	Jason Stratford 825-6869 Stratford.bsa@gmail.com	All Year	All Year

Tax Information

Cheryl Niehenke, Tax Collector • 717-793-9651
Westmanchester.wix.com/taxcollector



The West Manchester Township Tax Collector is located in the municipal complex at 380 East Berlin Road. The office is open to the public on the following weekdays:

Tuesdays 9:00 AM – 1:00 PM
Wednesdays 9:00 AM – 1:00 PM
Thursdays 9:00 AM – 1:00 PM

Other times are available by appointment, please call 793-9651. If the Tax Office is closed and you wish to make a payment, there is a secure after hours mailbox located on the building beside the Tax Collector's entrance door. Credit will be given for payment on that date. If you place your payment in the after hours mailbox or mail your payment, and would like a copy of your paid receipt, please enclose a self-addressed stamped envelope with your bill.

CASH PAYMENT may only be made in **PERSON** and you must have the **EXACT CHANGE. DO NOT** leave cash in the after

hours mailbox. Additionally please include your **PHONE NUMBER on your BILL or CHECK.**

If you are paying your tax bill with Bill Pay from your bank account, please make sure that the check is identifiable to your property. Since the bill will not accompany the check, a bill number or parcel number should be listed on the check. If check cannot be identifiable to your property, proper credit cannot be given to your account.

POSTAL SERVICE MAIL DELIVERY DELAYS.

The timeliness of mail delivery service, state-wide, has significantly changed over the past year. If you are mailing a payment close to the payment deadline be sure to allow extra time for your payment to be processed by the post office. Mail is not always postmarked the day it is mailed. Even though you place your payment in the mail on a specific date, it is not guaranteed that it will be post marked on the day you mail it. Allowing enough time

for the postal service to process the mail will eliminate your payment being received after the payment deadline. The tax office accepts POST MARK not date on check.

POST DATED CHECKS NOT ACCEPTED. The tax office **does not** accept post-dated checks or hold payments. There is a high volume of incoming mail received on a daily basis, which leaves a margin for error of your post-dated payment being processed. This could result with payment being returned from the bank for insufficient funds, at which time fees occur.

Payments are not held, they are processed on the day they are **received** not the date on the check. **Payments received with a post-dated check will be returned.**

CLOSINGS. The office voicemail message is updated with any additional office closings or delays. This information can also be found on the tax collector website - www.westmanchester.wix.com/taxcollector.

Change of Address

If you have moved or will be moving, please notify the tax office so that the records can be updated to ensure that the tax bills are sent to the correct address/owner in a timely manner. This can be done by mailing the form below to the tax office at 380 East Berlin Road, York PA 17408, email or by calling the tax office. Message can be left on voicemail if the office is closed.

Change of Address

Name: _____

Phone: _____

Property Address: _____

Old Mailing Address: _____

New Mailing Address: _____

New Resident

If you are a new resident in the township and have not received a tax bill please contact the tax office.

- 2017 Real Estate tax bills are mailed in mid February
- 2017-18 School Tax bills are mailed the end of June

Installment Payment Information

The school tax installment payment plan can be somewhat confusing. Below is an explanation of how the installment payment plan works.

The School tax bill consists of two separate sections. The first section (**pink color**) is used if you are paying the entire tax bill at one time. The remainder portion (**white color**) of the bill will be used if you wish to pay your school tax bill by three separate installment payments.

Installment payments are optional for School Taxes only. If you wish to pay your school tax by the installment plan, you will use the three coupons that are labeled *Installment 1*, *Installment 2* and *Installment 3*. The first payment must be received by the 9/29/17 deadline. If the first installment payment is not received by 9/29/17, the installment payment plan is no longer optional and full payment for the entire tax bill is required.

If you use the installment payment plan, pay close attention to the dates on the three separate installment coupons, **please be sure to send the correctly dated coupon.**

Installment #1 - Due by 9/29/17
 Installment #2 - Due by 10/31/17
 Installment #3 - Due by 11/30/17



Grubbin' N Groovin' Food Truck Event

Friday, October 6

SUNSET LANE PARK

See page 18 for details.



PUBLIC MEETING SCHEDULE

The following is a public meeting schedule. Meetings are usually held at the Township Office located at 380 East Berlin Road at 7:00 PM.

September

- 12: Planning Commission
- 26: Zoning Hearing Board
- 28: Board of Supervisors

October

- 10: Planning Commission
- 18: Recreation Advisory Committee
- 24: Zoning Hearing Board
- 26: Board of Supervisors

November

- 9: Board of Supervisors
- 14: Planning Commission
- 28: Zoning Hearing Board

December

- 12: Planning Commission
- 14: Board of Supervisors
- 20: Recreation Advisory Committee
- 27: Zoning Hearing Board

LOCAL LAWMAKERS

House of Representatives

Representative Seth Grove

196th District
1954 Carlisle Road
New Address
York, PA 17408
(717) 767-3947 York
(717) 783-2655 Harrisburg

Representative Kevin Schreiber

53 E. North Street, Suite 3
York, PA 17401
717-848-9595

State Senate

Senator Scott Wagner

218 N. George Street
York, PA 17401
(717) 846-2828 York
www.senatorscottwagner.com

YOUR LOCAL OFFICIALS

West Manchester Township is a second class Township and is governed by a three member Board of Supervisors. Presently, the three members are as follows:

Chairman

Steve J. Harlacher

Vice Chairman

Dave S. Markel

Supervisor

Rosa G. Hickey

The Board of Supervisors serves as the legislative body of the Township and its functions include setting policies, enacting ordinances and resolutions, adopting budgets, and levying taxes. A Township Supervisor must be a resident and a registered voter of the Township. Supervisors must have resided in the Township continuously for at least one year before their election. Also, a supervisor may hold no other township elected offices, nor serve as a school board member, nor hold any elective county office.