

# West Manchester TOWNSHIP

## Fall 2016 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](mailto: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

If you've got the  
heart to serve  
your community  
in ways few can,  
we've got volunteer  
opportunities for you.

## WE WANT YOU

Be part of the Tradition  
Be part of the Excitement  
Be part of the Community

## READY TO LEARN MORE?

Check out page 20 for more information and  
**FIND THE FIREFIGHTER IN YOU!**



**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](http://www.wmtwp.com)**

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## LIVING GREEN: BUILD YOUR OWN RAIN BARREL

West Manchester, Manchester, & Dover Townships

*Present*

### HOW TO BUILD YOUR OWN RAIN BARREL

Watch and learn as we show  
you how to build your own  
Rain Barrel

Learn why Rain Barrels are so  
beneficial

*Attend and have a  
chance to win a Rain  
Barrel!*



**Wednesday September 14, 2016**

**6:30 pm – 7:30 pm**

**Everyone is welcome to join us for this free event at the  
West Manchester Township building  
380 East Berlin, York PA 17408**

## 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.

## Leaf Collection

### 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 24, October 8 & 22, November 5 & 19 and December 3 & 17.
- 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

	FIRST PICKUP	SECOND PICKUP
<b>Voting District #1</b> (Lincolnway Fire Company)	October 19–21	November 11–19
<b>Voting District #2</b> (Shiloh Fire Company)	October 24–26	November 21–30
<b>Voting District #3</b> (Zion U.M. Church)	October 27–31	December 1–8
<b>Voting District #4</b> (St. Paul Lutheran Church)	November 1–3	December 9–13
<b>Voting District #5</b> (Normandie Ridge Welcome Center)	November 4–10	December 14–18

### Leaf Vacuum Collection Schedule and Information

Beginning October 19th and continuing through December 18th, 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:

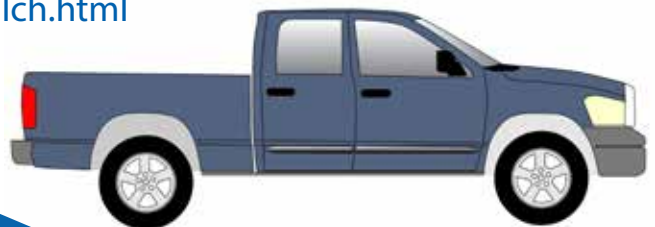
TRASH	RECYCLE	BULK ITEM	YARD WASTE
Two Bags or Containers Per Collection 32 gallon containers - 50 lb limit For additional bags, \$2 stickers are available at any Rutters, Weis, or Giant located in the Township. Stickers should be placed on all additional garbage bags.	Unlimited	One per week (Second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

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](http://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](http://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



### 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.

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

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

## 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](http://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

If a collection day falls on or after an observed holiday (noted in red), **ALL** collections will be delayed one day. A holiday falling on a Saturday or Sunday will have no effect on your weekly 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		1	2	3	4	5	6			1	2	3	4	5						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30
31																											

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	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														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	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

  = Christmas Tree Collection

  = Yard Waste Collection

## BASIC RESIDENTIAL GUIDELINES



- Trash, Recycling, and one bulk item must be curb side by 6:00 AM on your scheduled collection day, which will be remaining the same.
- Bags or containers must not exceed 32 gallons or 50 pounds.
- Yard waste must not exceed 5 feet in length and must be bundled.
- Yard Waste will be collected monthly. (See calendar above)
- Bulk Items too heavy to be lifted 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.



# IMPORTANT NOTICE ABOUT ELECTRONICS RECYCLING

York County Solid Waste Authority to Launch a Residential Electronics Recycling Program Featuring New Days, Times and Locations

The York County Solid Waste Authority will launch a Residential Electronics Recycling Program in York County beginning April 5, 2016. The program is free and open to York County residents ONLY and will now be conducted Tuesdays, Wednesdays and Thursdays from 3:00 p.m. to 6:30 p.m. every week at the Authority's Yard Waste site located off of Black Bridge Road in Manchester Township. Saturday events will no longer be conducted at the Yard Waste Site. The multiple days and additional hours will provide residents with greater opportunity, flexibility and efficiency in recycling electronic devices.

Both Penn and Fairview townships will accept electronics from all York County residents and offer weekday and Saturday collection hours. Please call, or visit their web sites for times and locations: Penn Township, 717-637-1561, <http://www.penntwp.com/>, Fairview Township, 717-901-5200: <http://twp.fairview.pa.us/>.

The Authority's new e-scrap management contract is with electronics recycling vendor ECOvanta and extends only to December 31, 2016. The Authority is pursuing program alternatives for 2017.

Act 108 bans both the disposal and collection of certain electronic "covered devices". Electronics currently banned from hauler collection and disposal in PA waste disposal facilities include: televisions, desktop and laptop computers, computer monitors and computer peripherals (anything that connects to a computer such as a mouse, keyboard, printer, etc.). Material accepted in the program includes these electronic "covered devices" as well as other electronic recyclables including cell phones, vacuum cleaners, alarm clocks, irons and coffee makers or anything with a plug that does not contain Freon. Examples of Freon-containing items include refrigerators, freezers, air conditioners and dehumidifiers.

Act 108, the Covered Device Recycling Act, applies only to residential sources of electronic devices specified in the Act. As such, Original Equipment Manufacturers providing recycling capacity to electronics recycling vendors will not accept electronics from non-residential sources. York County organizations, schools and businesses that wish to recycle electronic devices may contact electronics recycling vendors directly. A list of recycling vendors is located at <http://www.ycswa.com/wp-content/uploads/Nationwide-Commercial-Electronics-Recycling-Options.pdf>.



## Zoning

### What Type of Building Permit Do You Need? (Residential)

West Manchester Township requires permits for many types of construction and building work in residential structures. Some jobs will require only a "Zoning Permit" and other jobs will require a "Building Permit". These are separate permits with their own application forms. Zoning permits fall under Township rules. Building permits are for jobs that fall under the State Building Code and require inspection. Keep in mind permits take time to review and process. Please allow up to seven business days for Zoning permits and three weeks for Building permits.

#### Examples of work **REQUIRING A ZONING PERMIT:**

- Construction and/or installation of a fence.
- Construction and/or installation of a shed, unattached carport, or unattached garage, under 1,000 square feet
- Construction and/or installation of a patio, including paver patio or porch with no roof or walls.
- Construction and/or installation of a walkway on the property other than the sidewalk along the street. (This requires a different permit.)
- Construction and/or installation of a deck where the deck is not more than 30" high.
- Widening or newly paving an existing driveway.

#### Examples of work **REQUIRING A BUILDING PERMIT:**

- Building an addition onto your house, including attached garages and carports.
- Above ground and in ground swimming pools, even "wall-less" and portable pools! Any pool that is deeper than 18" needs a permit. If your pool is taken down every year, you need a permit to put it back up every year.
- Adding a roof to a patio, porch, or deck where the roof is attached to the house.
- Construction and/or installation of a deck where the deck is more than 30" from the ground.
- Installation of doors and windows if the new doors and windows are of a different size.
- Upgrading an electrical service.
- The addition or relocation of electrical wiring.
- Plumbing work where the "trap" seal is broken

#### Examples of work **NOT REQUIRING ANY PERMIT:**

- Repair to existing structures such as floorboards in a deck.
- Resurfacing a driveway without enlarging it or changing the shape at all.
- Putting new shingles on your roof.
- Replacing or installing siding on a house.
- Replacing windows and doors with new ones of the same size.
- Replacing a garage door (however, replacing a manual door with an electric door will require an electrical permit).
- Wallpaper, carpet, tile, paint, and interior cabinetry such as kitchen cabinets.

Please contact the Zoning Officer at 792-3505 if you are unsure what kind of permit you need!

### 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 no. 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 2016 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: \_\_\_\_\_ Home Phone: \_\_\_\_\_ 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

\_\_\_\_\_ **Art of a Different Color** \$75

\_\_\_\_\_ **Yard Sales Spaces** # of Spaces \_\_\_\_\_ x \$20 each = \_\_\_\_\_

\_\_\_\_\_ **Paint n'Go Christmas Gift** \$35

\_\_\_\_\_ **First Aid/CPR Class** \_\_\_\_\_ 1st Aid/CPR (\$70) \_\_\_\_\_ CPR ONLY (\$60)

\_\_\_\_\_ **Seniors Safe Driving Class** \_\_\_\_\_ \$15 with AARP# \_\_\_\_\_ \$20 w/o AARP#

AARP# \_\_\_\_\_

\_\_\_\_\_ October 25 & 26 Class \_\_\_\_\_ November 16 & 17 Class

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

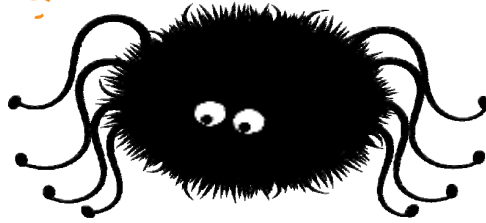
**West Manchester Twp  
380 East Berlin Road,  
York PA 17408**

ltrimmer@wmtwp.com

## For Office Use Only:

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





## "THE SPIDERWICK CHRONICLES" HALLOWEEN MOVIE AND MAGIC NIGHT

WHEN: Tuesday, October 4, 2016  
TIME: 5:30 PM—8:30 PM  
WHERE: Shiloh Fire Co.  
COST: \$5.00 per person

We will start the night off with magic tricks by Amazing Scott. Miss Donna will be available for face painting. We will end the evening by showing the movie "The Spiderwick Chronicles". All kids will get a bag of Halloween candy and other goodies as they leave.

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

Everyone must have a ticket to enter. Tickets available at the West Manchester Township office.

## BLUEGRASS FESTIVAL

SUNDAY, DECEMBER 4 • 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 • Target Stores • John Dotzel • Vikings Club

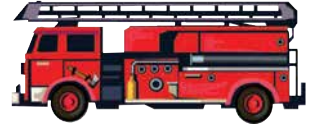


## TRUCK TOUCH

**Saturday, October 1 • 11:00 AM - 2:00 PM**  
**West Manchester Township Complex**



**T**ouch 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!!!

### YARD SALE (Rain or Shine)

Fall is a great time to remove items from your life you no longer need or want. It's also a great time to shop for some great prices on items you might have on your wish list. Join us at the Truck Touch as we will be hosting a community yard sale. No need to put up yard sale signs or spend your day driving around searching for great buys. Stop in and check out the treasures and let your kids check out all the fun stuff at Truck Touch. We require all items to be sold to be suitable for family viewing. Items cannot promote a business. All vendors must bring your own tables and chairs and no items can be left behind.

**Where:** Outdoor Rear Area of West Manchester Twp Building, 380 East Berlin Rd, York

**Time:** 9:00 AM – 2:00 PM      Set Up is from 8:00 AM – 9:00 AM

**Vendor Cost:** \$20

**Space Size:** 10 x 10 space      Only 30 Spaces Available! Don't Wait!!!

**Registration Deadline:** Friday, September 23

Call 792-3505 or [kswartz@wmtwp.com](mailto:kswartz@wmtwp.com) for an application.





## HOLIDAY **BINGO** FOR ADULTS

THURSDAY, DECEMBER 15 • 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

## Join Santa for Pancakes!

Shiloh Fire Company

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

**S**anta 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.



## YORK COUNTY DEPARTMENT OF PARKS & RECREATION

*Proudly Presents...*

## Christmas Magic ~ A Festival of Lights

At Rocky Ridge County Park • November 25 – December 31 • Closed December 24 and 25

### Hours:

Mon. – Fri., 6:00 – 9:00 p.m.

Sat. & Sun, 5:00 – 9:00 p.m.

600,000 lights  
trains and Holiday displays  
entertainment and food



### Admission Rates

Adults - \$8.00

Children (4-12) - \$6.00 • Under 4 Free

Seniors (over 59) - \$7.00

Adult Group (11+) - \$7.00

Children Group (11+) - \$5.00

For more information and trail updates, call (717) 840-7443. Visit our website at [www.yorkcountyparks.org](http://www.yorkcountyparks.org).

### West Manchester Township Weeks

at the 33rd edition of Christmas Magic – A Festival of Lights

December 12 - December 31

Rocky Ridge County Park

Coupon redeemable for Buy one, on Monday, Tuesday or Wednesday, Nov. 25-Dec. 7 and Dec. 26 - 31.  
Maximum is 2 Free Regular Admissions. Good for 2016 Program Only. Coupon is good for a one-time use.

## Bus Trips

**October 15—Battleship New Jersey –** Enjoy two trips in one! A guided tour of the Battleship New Jersey and a self-guided tour of the Adventure Aquarium. Wear comfortable shoes because you will be going up and down ladders on the ship. This trip includes round trip bus transportation and a combo ticket to both the Battleship New Jersey and the Adventure Aquarium. Bus departs Dover Township Building (2480 W. Canal Rd.) at 8am and departs NJ at 5pm. Cost: \$60 Dover & West Manchester Township Residents/\$70 Non-Resident. Contact Chalet at 292-3634/charris@

dovertownship.org or Kristi at 792-3505/kswartz@wmtwp.com for more info.

**November 5—Iowa vs. Penn State –** We will be traveling to Happy Valley to see Penn State take on Iowa. Final pricing for this trip will not be available until early 2016 when Penn State confirms seat locations and ticket cost. A deposit of \$80 is required at time of booking. Once the final price is set, you will pay the difference. Final price will include round trip transportation on coach bus and ticket cost. Schedule for this trip will be determined once Penn State

announces the start time of the game. Contact Chalet at 292-3634/charris@dovertownship.org or Kristi at 792-3505/kswartz@wmtwp.com for more info.

**December 10—New York City –** You've not seen NYC until you've seen it all dressed up for the Holidays! Bus departs Dover Township Building (2480 W. Canal Rd.) at 6am and departs NYC at 6pm. Cost: \$45 Dover & West Manchester Township Residents/\$55 Non-Resident. Contact Chalet at 292-3634/charris@dovertownship.org or Kristi at 792-3505/kswartz@wmtwp.com for more info.

## First Aid / CPR Training

This course will prepare you for the unexpected. Accidents occur every day. You will have accurate and precise training to save a life with a certified Red Cross Instructor. At the completion of this course you will receive an American Red Cross certificate and wallet card.



Location: West Manchester Township Building

Date: Thursday, October 20, 2016

Minimum-5 Maximum-14

Course & Time- First Aid/ CPR- 5-9:30 pm- \$70.00

Course & Time - CPR only- 5-8:30 pm- \$60.00



Instructor: Randal Walton- Affordable First Aid Training, LLC- Proprietor

Registration needs to be 1 week in advance.



## The Shiloh Lions Invites Community to Join and Make a Difference



The Shiloh Lions Club is seeking civic-minded men and women to join them in making a difference in our community. The club is hosting an information session on Wednesday, September 28, for people who want to learn more about the club and its work.

"Our club gives members an opportunity to advance worthy causes, serve with friends, and become leaders in the community. This club means a lot to our Lions, but it means so much more to the people we serve," said Membership Chairman, Gene Burk.

The information session will be held on Wednesday, September 28, at Hoss's at 2175 White Street at 6:30 PM. Gene Burk encourages the public to come out

and learn more about the club's work. We want to share the great things we're doing in our community, and let others know how they can help."

The Lions' motto is "We Serve," and the Shiloh Lions has lived up to it. For over 50 years, the club have been a part of the Shiloh Community. Lori Trimmer, Parks and Recreation Director shared, "Our residents have benefited greatly from the Shiloh Lions over the years. They have built the Sunset Lane Pavilion (including the tables), constructed all three of the marquees we use for community events, sponsored the Bluegrass Festival for many years, and donated several soccer goals over the years." This is just a short list of the many ways the Shiloh

Lions improve life in West Manchester Township. Kristi Swartz, Asst. Parks and Recreation Director added "the Shiloh Lions are a huge factor in the success of our Old Tyme Carnival as they annually assist with parking of vehicles." Brenda Brown, a resident stated, "I love their chicken. It tastes fantastic and I know the money is going to assist many of the folks in our community." She also shared she borrowed a wheel chair from the Shiloh Lions during her recovery from back surgery via the Shiloh Lions hospital equipment loan program.

To learn more about the information session, the Shiloh Lions or its service projects, contact Gene Burk at 717-586-0219.



## 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.

**Tuesday, September 20**

**Tuesday, October 18**

**Tuesday, November 15**

### *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 # 1 October 25 & 26 (12:00 pm – 4:30pm)  
Class # 2 November 16 & 17 (8:00 am – 12:30pm)

**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. Person 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. Complete the registration form on page 12 and mail it to West Manchester Township Parks and Recreation Department, 380 East Berlin, York PA 17408. If you have any questions, please call 792-3505.



# "Art of a Different Color"

## Fall Session

If your child likes art this is the class for them. In our class we **CREATE**, have **FUN** and get **MESSY**...because that's what art is all about!

In our class we will talk about the elements of art and how to use them to create art. We then bring to life a famous artist, their style and techniques used to create art. The students will be guided into using similar techniques along with their imaginations to create their own artistic masterpieces. The activities

in each lesson guide students towards a greater understanding of the ways in which art is created and the famous artist who created it. In this session we will learn about surreal artist **René Magritte**.

Gina Homan went to school for Art Media Studies in CA and has taught about the "Master Artist" for many years. With her exuberant personality and passion your child's self-esteem will flourish when they see what they are able to create.

Classes will be held at Shiloh UCC,  
(The Early Learning Center adjacent to the church.)

Located at 2251 Willow Road,  
York, PA 17408

Pre-registration is required.

Cost \$75.00

Children Ages 5-11 year olds

Times: 6:00 PM-7:30 PM

Dates: Oct. 19, 26, Nov 2, 9, 16 & 30



## Paint n' Go Christmas Gift

There is nothing better to receive at Christmas than a gift from the heart. Especially when it comes from your own child or grandchild!

This year the artist within your child will have the opportunity to create two unique and special gifts for someone they love. They will paint two different winter themed pictures on 9x12 canvases, to give as a gift for two very special people in their life.

**Dec. 7th from 6:00 – 8:00**

**\$35.00**

**Class will be held at Shiloh UCC**

(The Early Learning Center adjacent to the church.)

**2251 Willow Rd, York PA 17408**

**Ages 5-12**

**Pre-registrations is required**

**GET TICKETS NOW TO SEE THE  
"MINDSHARK" ...**

**JOE CURCILLO, MENTALIST**

***Don't wait or the tickets will be gone!***

*"Joe Curcillo can't be described. He is an experience. He is transparent, authentic, his wisdom and humor make him one of a kind. The best description I can give of him is unforgettable."*

*"Joseph Curcillo is an amazing mentalist, he combines his charm, charisma and super personality to bring you astonishing acts of mind power!"*



Shiloh Fire Company, 2190 Carlisle Road, York, PA 17408

**Friday, October 14, 2016**

**Doors open at 6:30 PM**

**Showtime: 7:00 PM**

**\$20.00 per ticket**

**Light refreshments will be served.**

Tickets must be purchased in advance at the West Manchester Township Office, 380 E. Berlin Road, York, PA 17408

(Entertainment is geared for ages 18+)

Hours of operation: Monday-Friday, 8:00-4:30 PM

Questions?? Call 792-3505.

Check or cash only.

All proceeds will help us build new play structures in our parks!

# SEWER/TRASH PAYMENT OPTIONS

## REMINDER NOTICE OF CHANGE:

### **DO NOT MAIL PAYMENT TO THE TOWNSHIP OFFICE:**

This change is necessary to ensure all payments are processed in a timely manner and without errors. Payments post marked on the due date will not be charged a late fee. Please include your payment coupon to ensure proper crediting to your account. We apologize in advance for any inconvenience this may cause you.

Effective June 30, 2016, all payments must be directly mailed to:

West Manchester Township  
PO BOX 62542  
BALTIMORE, MD 21264-2542

## 2016 SEWER/TRASH BILLING DATES

**West Manchester Township bills for sewer and/or trash on a quarterly basis.**

### **Quarter 1 (January 1 – March 31)**

*bills are generated in January*

### **Quarter 2 (April 1 – June 30)**

*bills are generated in April*

### **Quarter 3 (July 1 – September 30)**

*bills are generated in July*

### **Quarter 4 (October 1 – December 31)**

*bills are generated in October*

Billings will be sent directly to the property owners. All payments are due within 30 days from the billing date. Tenants can not be billed. If the property is a rental, the owner of the property is responsible for paying the bill. Our policy is to coincide with the owner name listed with the York County Assessment records. Property owners are required to contact the West Manchester Township office when there is a change of ownership or mailing address. **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.



## HOW CAN I PAY BY CREDIT CARD OR ELECTRONIC TRANSFER?

Please visit our website at [www.wmtwp.com](http://www.wmtwp.com) and click on "FINANCE", then go to "Online Bill Payments" to process your payment. WE DO NOT ACCEPT THESE PAYMENTS IN PERSON OR BY PHONE. We accept Visa, MasterCard, Discover and American Express. There is a small convenience fee to process the credit card and electronic transfers.

## 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](mailto:ltrimmer@wmtwp.com)



## LINCOLNWAY FUNDRAISERS

### Truck Touch

Saturday, October 1st  
from 11 am - 2 pm  
at Lincolnway Fire Company

### Election Day Soup & Sandwich Sale

Tuesday, November 8th  
from 10 am - 6 pm  
or till sold out  
at Lincolnway Fire Company



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

## SHILOH FUNDRAISERS

### Cash BINGO

at Shiloh Fire Company  
1st & 3rd Thursday of Every Month  
Doors open at 5:00,  
games start at 6:45

### Chicken BBQ

at Shiloh Fire Company - 11am - Sold Out  
Saturday August 13th  
Saturday September 10th

### Annual Fall Yard Sale

at Shiloh Fire Company  
Saturday September 24th - 8am - 2pm for spots contact  
Barb at 717-764-2756

### Paint Nite

at Shiloh Fire Company  
Sunday October 22nd - starting at 6pm  
For more information contact Karen at 717-424-4309

### Bluegrass Festival

at Shiloh Fire Company  
Sunday December 4th - Contact the Township for details  
717-792-3505



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

## 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](mailto:claughman@wmtwp.com).





# SPOTLIGHT ON Firefighter Jess Fink

## ***What inspired you to want to become a volunteer firefighter?***

I joined the fire service, because it was an awesome opportunity for me to actively help my community. I chose the fire service because it is always changing and every call we go on is new and different from the last one.

## ***How have you prepared yourself to remain calm and react effectively at emergency scenes?***

The best way I have found to remain calm and react effectively at emergency scenes is by regularly attending trainings. When the call comes in, I try to remember everything that I have trained for that may apply. As we are driving to the scene, I listen to the radio so I hear important details about the call. This helps me prepare myself for the situation we are about to encounter by helping me decide what tools I may need and will help me react as effectively and efficiently as possible. Just as it is in any sport, it is necessary for us to prepare and train as thoroughly as possible for any potential situation so that we always know what to expect and how to react to it.

## ***What is the most important personality trait a volunteer firefighter should have? Why?***

I think flexibility and dedication are two of the most important personality traits that a volunteer firefighter should have. Flexibility is an important trait because sometimes we need the ability to work in a changing environment and with different people. Dedication is important because what we do isn't always easy, and sometimes completing the task is hard work that requires dedicated people.

## ***What do you like most about being a volunteer firefighter?***

I like that the fire service is like a big family. We are friends with each other, we support each other, we help each other, we teach each other, we train and go on calls with each other. I also like that being a volunteer firefighter is a very exciting way to help and protect my community.

## ***What are your Career Goals?***

In general, I hope to increase my knowledge of firefighting so I can learn more about



how to help people on unique calls. Specifically, my career goals are to develop my leadership skills and eventually become a line officer.

Thank you, Jess for being our Hero!

Cleaning out your closets? Need somewhere close to donate these items? Well look in the parking lot at Shiloh Fire Co. There is now a Community Aid Clothing Collection Bin in the back parking lot. Your donations help local families in need and also help the Shiloh Fire Co as well. Your donations in the form of quality gently used clothing and textiles (see lists below) are used in the Thrift Stores.

### **ITEMS WE ACCEPT\***

- Men's, women's, and children's clothing, new and used
- Shoes, purses, wallets, belts, ties, wigs and hats
- Household items, such as pots, pans and other kitchenware
- Home decorative items and knick knacks
- CD's, DVD's, and video games
- Children's toys & stuffed animals
- Books, records, TV & movie memorabilia
- Artwork and other collectibles
- Small furniture items such as night stands and end tables
- Fully functional electronics
- Linens, towels, blankets, bed sheets and curtains
- Estate items and business and corporate liquidations.

*\*All items subject to inspection and approval by our donations department\**

### **ITEMS WE DO NOT ACCEPT**

- Text books, library books, encyclopedias
- VHS and cassette tapes
- Large furniture and mattresses
- Infant furniture
- Televisions
- Computers & computer accessories
- Air conditioners
- Large exercise equipment
- Dehumidifiers
- Tire and rusted tools
- Kerosene heaters
- Lawn mowers
- Weapons



# 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
<b>Soccer</b>	4-8	W. Manchester Twp. Lori Trimmer 792-3505	May/June	August/September
<b>Soccer</b>	6-16	West York Soccer Club Robert Berry 717-659-7503 westyorksoccer@gmail.com	Fall-late April Spring-November	August-November March-June
<b>Tee Ball</b>	5-8	W. Manchester Twp. Lori Trimmer 792-3505	January/March	May
<b>Baseball</b>	5-18	West York Boys Club Blake Chronister 443-844-7640 bchronister@gbp.com	January/February	April-June Spring August-October Fall
<b>Girls Softball</b>	8-18	W. Manchester Twp. Lori Trimmer 792-3505	January/February	May-July
<b>Football</b>	8-13	West York Boys Club Dan Rice 717-278-8738 driceii@comcast.net	June/July	August-October
<b>Basketball</b>	8-13	West York Boys Club Todd McGladrie 717-873-1950 toddmcgl@comcast.net	August/September	November-March (Comp) January-March (Rec)
<b>Cheerleading</b>	6-12	Football Basketball Competition Kim Hazelton 578-3417 kimmay1120@yahoo.com	April September April	August- October November-March July-March
<b>Ice Hockey</b>	6-9th gr. 9-12th gr.	West York Hockey Club Paul Holbert 767-9423	May/September	September-March (JH) November-March (V)
<b>Lacrosse Boys</b>	7-14	Canine Lacrosse Club Tim McNicholas 443-939-3972 irishgumz77@yahoo.com	January/February	March - May
<b>Girls</b>		James Kunkle 717-654-3471 james.kunkle@gmail.com		
<b>Wrestling</b>	2-6th gr.	Elementary Wrestling Kyle Miller 495-8397	October	November
<b>Girl Scouts</b>	K-12 gr.	Ida Berkheimer 846-2069	All Year	September-May
<b>Cub Scouts</b>	1-5th gr.	Jason Statford 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](http://www.westmanchester.wix.com/taxcollector).

# TAX

## 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 (**yellow 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 9/30/16 deadline. If the first installment payment is not received by 9/30/16, 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 you are sending the correctly dated coupon.**

Installment #1 - Due by 9/30/16  
 Installment #2 - Due by 10/31/16  
 Installment #3 - Due by 11/30/16

**West Manchester Township**

380 East Berlin Road  
York, Pennsylvania 17408



PRSRT STD  
U.S. POSTAGE  
PAID  
GREENCASTLE, PA  
PERMIT NO. 10



## TRICK OR TREATING



**G**hosts, 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!!!

## 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**

- 13: Planning Commission
- 22: Board of Supervisors
- 27: Zoning Hearing Board

**October**

- 11: Planning Commission
- 19: Recreation Advisory Committee
- 25: Zoning Hearing Board
- 27: Board of Supervisors

**November**

- 9: Planning Commission
- 10: Board of Supervisors
- 22: Zoning Hearing Board

**December**

- 13: Planning Commission
- 15: Board of Supervisors
- 21: 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](http://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.