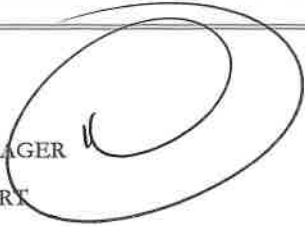


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**WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM**

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**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** JANUARY 2023 – MANAGER’S REPORT  
**DATE:** 1/19/2023



1. Road Closure (Scott Street) - As the Board was notified, Scott Street from Filbert Street to W Philadelphia Street was closed on Tuesday, January 10<sup>th</sup> for an emergency gas line repair. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of January 26<sup>th</sup> for official ratification by the Board.
2. Road Closure (Maple Road) - As the Board was notified, Maple Road from Sycamore Road to Bank Lane was closed on Friday, January 13<sup>th</sup> for a service line replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of January 26<sup>th</sup> for official ratification by the Board.
3. Road Closure (Winding Road/Spring Street) – As the Board was notified, Winding Road and Spring Street will be closed for approximately one (1) month in order to complete a gas main replacement project. It is anticipated that the project will begin sometime during the middle of January. Staff has notified emergency services, the garbage company and the school district. Staff will continue to monitor this project and inform the Board on its progress
4. Fireworks Ordinance – Andy Herrold will be providing the Board with a copy of a DRAFT fireworks ordinance based on the new fireworks laws which were passed. I would recommend that the Board review this DRAFT and provide staff with any questions or comments at the meeting of January 26<sup>th</sup>. Based on these comments, staff will prepare and advertise an ordinance for consideration by the Board at its meeting of February 23<sup>rd</sup>.

5. Sewer District Consolidation – As previously discussed with the Board, due to the purchase of the York City wastewater treatment plant by PA American, the Township decided to merge the Lincolnway and Shiloh sewer system in order to make rates equitable for all sewer customers. Attached please find a copy of Ordinance 23-01 which creates the West Manchester Township Sewer System. The ordinance has been advertised and this matter will be placed on the agenda for consideration by the Board at its meeting of January 26<sup>th</sup>.
6. West Manchester Town Center Penn DOT Scoping meeting – Staff met with representatives of Penn DOT and Paramount Reality, the new owners of the Town Center, to discuss the traffic scoping review for the proposed partial redevelopment. As it stands, the proposed redevelopment will include the replacement of the existing retail building along Loucks Road, along with a portion of the western parking area, with 416 low-rise multi-family dwelling units, 18,000 sq. ft. of retail area, a new 120-room hotel, a 120-bed assisted living facility and a 90,000 sq. ft. self-storage facility. As proposed, the project will need significant zoning changes to move forward. Staff will continue to keep the Board advised on this matter as we work with the developer.
7. Joyce Miller Property – Supervisor Ruman called to inform staff about a complaint he received about an old barn that was falling down on Baker Road. The property is owned by Joyce Miller and the zoning department has cited the property several times. The property owner has yet to pay any of the fines or make any progress on the building itself. Andy Herrold is aware of the matter and working with his staff to file a writ of execution to receive payment for the fines, this however would not address the building. This matter is being placed on the agenda for discussion with the Board at its meeting of January 26<sup>th</sup> to discuss what can be done to facilitate the repair or removal of the building.
8. Resolution 2023-07 Honoring the Outstanding Service of Dennis Reigart – Resolution 2023-07 will celebrate and honor the service of Dennis Reigart for 50 years of service to the residents of West Manchester Township as an EMT and President/CEO of First Capital (West York) Ambulance.

9. Baker Road Guiderail – At the request of the Board, staff once again contacted Verizon to inquire if they would be interested in participating in the cost of the guardrail, as it most directly benefits them and their infrastructure. Attached please find a reply from Dave Newmister, from Verizon, who stated that “it does not appear Verizon will be able to share the cost for a new guiderail”. Rich Shaw also had an opportunity to speak with a representative from LTAP (the Pennsylvania Local Technical Assistance Program) which aids Townships in the maintenance of roads and roadway related improvements. He cautioned the Township about installing guiderail if it did not meet Penn DOT criteria. He also recommended that the Township first investigate and try less restrictive measures before installing guiderail. The rule of thumb used by Penn DOT is to only use guiderail when striking the object in question would result in more severe consequences than striking the guiderail itself. Attached please find the info sheet from Penn DOT regarding guiderail that I found on the LTAP website. Rich is attempting to get some additional information and recommendations from Penn DOT regarding this matter. I suggest that we once again discuss this at the Board’s meeting of January 26<sup>th</sup>. Rich will advise Mr. Zmolek so he can attend.
10. Brenda Road Crosswalk – Supervisor Ruman called and requested that staff investigate the possibility of a crosswalk on Brenda Road for the Trimmer Elementary school. He stated that he received some calls regarding concern in safety getting to the school and asked staff to look into it. It appears that the cost would be somewhere around \$1,340 for the painting of the crosswalk and installation of signs. The crosswalk would need to be re-painted every 3 to 5 years. In addition, I would anticipate some cost associated with the drafting and passage of an ordinance to allow the Police Department to enforce any violations associated with the new crosswalk. I requested that Chief Snyder ask the school district if they would be willing to share the cost for this improvement and was informed that the district didn’t feel they should be responsible for the installation of the crosswalk since it was in the roadway and not on school property. This matter will be placed on the agenda for discussion by the Board at its meeting of January 26<sup>th</sup>.

11. Dameon Wilson Variance - As the Board recalls, Dameon Wilson attended the Board's meeting in December to request the Board allow chickens in residential zones. Since this time, Mr. Wilson has applied for a variance to allow chickens on his vacant lot on Carlisle Road. Mr. Wilson owns two (2) adjoining lots on Carlisle Road. His vacant 1.19-acre lot has power lines which run over it and is basically unusable for a single-family lot. He would like to have chicken on this lot as a primary use. In addition, he plans to ask the Board (again) to allow chicken in all residential zones as a permitted use. As directed by the Board, I plan to attend this meeting to oppose the variance and express our opinion on chickens in residential areas. I will advise the Board on the outcome at the Board meeting of January 26<sup>th</sup>.
12. Zoning Hearing Board Applicant Interviews – Interviews have been scheduled with Adam Prey and David Blechertas for the vacant ZHB position on January 24<sup>th</sup> via zoom. Mr. Billet would prefer an in-person interview, which has been scheduled for 6:00 p.m. on January 26<sup>th</sup>, prior to the regularly scheduled meeting. I wouldn't expect the interview to take longer than 15 minutes. Appointment of the new ZHB member will be placed on the agenda for consideration by the Board at the meeting of January 26<sup>th</sup>.
13. Township Strategic Plan – The first meeting was held on December 7<sup>th</sup> with the Board and the Manager regarding the implementation of the strategic plan. The purpose of the meeting was to review the process, review our organizational survey results and create and define our purpose, mission statement, core values and behaviors. Follow-up meetings are scheduled for January 5<sup>th</sup> and January 10<sup>th</sup>.
14. Citizen Engagement Tool – The Township has met with representatives of CitiBot and is starting to work on "MyWMT". We are finalizing "key words" for the search engine and working on a logo and background design. We are hoping to be prepared for a launch date of March 1<sup>st</sup>. I will keep the Board informed on our progress.

15. York County Mobile Data Computer Contract - The current contract that we have with York County for the computers in our police cars is expiring in March. Attached please find a copy of the renewal contract. The contract runs from 4/1/23 to 3/31/28. The contract has some minor changes and was provided to the Township Solicitor for review. This item will be placed on the agenda for consideration by the Board at its meeting of January 26<sup>th</sup>.
16. Comp Plan/Zoning Ordinance Update – The Township received proposals from the three (3) companies to which we sent an RFP. After reviewing the applications, it appears that two (2) of the companies clearly rose to the top. Based on my conversations with the Board, I suggest that we plan to interview Gannett Fleming and Michael Baker. Please be prepared to provide some dates that you would be available for an interview with representatives from these firms. We will discuss this matter further prior to the meeting of January 26<sup>th</sup>.
17. Frito Lay Meeting –After speaking with Andy Herrold it was decided that the line scouring could be done under “needed maintenance” and would not need to be publicly bid. Frito Lay was informed of this and provided the Township with their written consent to pay for the scouring. Township staff is making the arrangements for the work to be completed. I will advise the Board when the work has been done and any effects it is having on the odor issue. I will keep the Board advised on this matter.
18. Firefighter Tax Credit Issue – Staff is continuing to work with the Township Solicitor to review the criteria and draft an ordinance to provide a tax credit to Township volunteers. The York County Commissioners did also vote to institute a Fire Fighter tax credit. In addition, the West York School District also passed an ordinance which provided a tax credit to eligible volunteers.
19. Mini Excavator Purchase – In the Township budget for 2023, staff budgeted \$90,200 for the purchase of a mini excavator to be shared between the Sewer and Public Works Department. Attached please find a quote from Stephenson Equipment in the amount of \$81,165. Stephenson Equipment is a COSTARS approved vendor. Staff will request that Board approve this purchase at its meeting of January 26<sup>th</sup>.

20. State Senator Mike Regan - Staff has been in contact with representatives of our new State Senator, Mike Regan, and they are making arrangements with the Township to have a time when they can meet with Township residents at our office to answer any questions or provide assistance for any issues to the public. Sen Regan also provided letters of support to the Township for some of the grants that the Township has made application. We are extremely excited to be working with the Senator and his office and am sure he will be a great advocate for the Township and its residents.
  
21. Small Conference Room Improvement – Staff requested a quote to update the small conference room with a display screen and computer port similar to what was done in the large meeting room. This would provide for a more comfortable setting when meeting with smaller groups. The cost of these improvements of \$6,602.34. A discussion regarding this possible purchase will be place on the agenda for the Board’s meeting of January 26<sup>th</sup>.