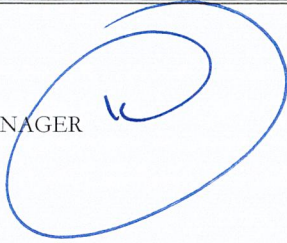

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: MAY – MANAGER'S REPORT
DATE: 5/22/2026



▼ Symbol denotes the item has been updated since the last meeting.

1. ▼ Police/Fire Recognition Ceremony –The Township held its annual Police and Emergency Services Awards meeting on Thursday, May 14th at 6:00 p.m. The meeting is traditionally held during National Police Week, which this year was May 10, 2026, until May 16, 2026. This event recognized all of the yearly award winners from both the Fire Department and Police Department. The Township would like to take this opportunity to thank all of the men and women of the West Manchester Township Police Department and West Manchester Township Fire Department and Emergency Services who so unselfishly give of their time and skills for the well-being of others and all those who attended.
2. ▼ York Fair Agreement – At its meeting of March 26th, the board acted on a fair share agreement with the York Fair. A copy of the executed agreement was returned by the Fair and representatives from the Fair indicated that the first payment will be forwarded sometime in July. I will inform the Board when the agreement and payment is received.
3. ▼ 4320 West Market Street Dangerous Building Hearing – At its meeting of April 23, 2026 the Board approved the Township Solicitor to schedule and advertise a public hearing for a dangerous building located at 4320 West Market Street. The hearing will be held prior to the Board's public meeting of May 28, 2026.

4. ▼ Board of Supervisors Vacancy – With the election of Supervisor Margetas to fill the vacant state representative position for the 196th district, there will be an immediate need to appoint a new Township Supervisor after the May primary. Due to this vacancy, the West Manchester Township Board of Supervisors accepted letters of interest from any registered voter who has resided in West Manchester Township for at least one (1) year, for an appointment to serve on the Board of Supervisors. The appointed individual will serve one of the current terms through December 31, 2027. Letters of interest were due by Monday, May 4th and the township received twelve (12) applications. Interviews were held on Wednesday, May 20th. Selection of a new Supervisor will be on the agenda for consideration by the Board at its meeting of May 28th, if the Board fails to reach a consensus, a meeting of the Vacancy Board will need to be convened.

5. ▼ PSATS Citizen Communication Awards - I am pleased to once again inform the Board that West Manchester Township has won second place in the Newsletters in a township with a population over 5,000 category. The township only missed first place by two (2) points. Effective communication is one of the most important services that we can provide our residents, businesses and neighbors and awards like this only reinforce the positive impact that our staff continues to make. Great job to the recreation department and the other members of staff who helped on this outstanding accomplishment.

6. ▼ Penn Waste Meeting – I met with the new municipal manager for Penn Waste, Anne Shambaugh, to discuss some of the ongoing issues that the township continues to have with Penn Waste. Among those issues are missed collections, missed yard waste and mixing trash and recycling. As a former municipal manager, I hope that Anne can understand the issues that this presents to the township and can work to get them resolved. I will keep the Board informed on this matter.

7. ▼ Lightsource BP Tour – On Thursday, May 14th I joined representatives from Sen. Phillips-Hill office, Sen. Keefer’s office and the YCEA as we toured the Cottontail solar projects in West Manchester. Representatives from BP did an overview of the project and explained the benefits of small-scale solar projects.

8. ▼ Heart & Lung Request – As the Board was previously advised, an officer for WMTPD was injured in the line of duty in October, when he hurt his arm during a work-related incident. This officer will remain unnamed due to HIPPA laws. The officer reported it to the Township and was seen by a doctor. The officer was apparently given weight restrictions and told to arrange rehab but never followed-up. On December 15th, he then informed the Township that he was lifting something heavy, felt a “pop” and went to the ER. They referred him to OSS who informed him that he had a major bicep tear and needed immediate surgery. Our workers’ compensation carrier was refusing to cover the surgery due to the fact that the officer did not follow the doctor’s instructions and the injury occurred during non-working hours, but a settlement was finally reached, and this matter has been resolved. The officer is now requesting that heart and lung benefits are retroactively applied to this incident. These benefits provide the officer the ability to collect his full salary, tax-free, until he can return to duty. We have consulted with the worker’s compensation attorney, and he recommends that the board approve heart and lung benefits for this officer from December 12, 2025 to April 1, 2026. This matter will be placed on the agenda for consideration by the board at its meeting of May 28th.

9. ▼ PA American/Aqua Water Merger – On the advice of our legal council Tom Wyatt, the members of the York Area Regional Sewer Authority (YARSA) have filed testimony regarding the merger. Once again, I have been asked to be the spokesman for the group. In summary, our testimony is that we only object to the merger if it effects the bulk rate agreement that the connected municipalities have with PA American is affected. We are hopeful that PA American will provide an assurance that our rate will not be affected then we can withdraw from the case. I will keep the board informed on this matter.

10. ▼ Genesee & Wyoming Railroad R-O-W Issue – The Township was having a dispute with Genesee & Wyoming Railroad (formerly York Rail) regarding accessing a sewer right-of-way on their property for the purpose of doing some line repairs associated with the King Street pump station maintenance project. I am happy to report that the railroad has acknowledged our existing right-of-way on the property and the necessary maintenance has been completed, closing this matter.

11. ▼ Transition to Part-time Paid Fire Company – Clif and I continue to work on the transition to paid, part-time firefighters. After this information became widely known in the community, we have also conducted multiple interviews with local media. We have feedback from our Labor Attorney on the completed policy documents and will be meeting with him in the near future to discuss. In addition, the township received 35 resumes for consideration, 26 of which were interviewed and offers have been made to fifteen (15) candidates. It is our hope to become operational sometime on or around July 18th. I will keep the Board advised on this matter.
12. ▼ Rezoning Request 99 Hokes Mill Road – Staff received a rezoning request from Peter Ruth on behalf of McDonogh, LLC, the property owner, to rezone 99 Hokes Mill Road from R-5 Residential to Light Industrial. The existing facility has been used as industrial for some time and the existing warehouse and storage facility was allowed by special exception. The property across the street is also zoning industrial however the property is surrounded by residential uses. The board may forward the application to the Twp Planning Commission and the York County Planning Commission for their review and recommendation and schedule a public hearing when appropriate or not act on the request if they so choose..
13. ▼ Fence Easements - As previously explained to the board, we expect to see an increase for requests to allow structures in an easement as many of the existing fences or sheds need to be replaced, or property owners plan to install new fences or sheds, similar to their neighbors. On the agenda for the May 28th meeting are a replacement fence for 1912 White Street, a new fence for 1863 Golden Eagle Drive and a new shed for 1827 Golden Eagle Drive. All applicants have paid the appropriate fees and will sign the necessary agreements if approved. Staff recommends the approval of these requests.
14. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the last meeting being held on May 21st. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.

15. ▼ Little Conewago Creek Master Site Plan – As the Board is aware, staff is working with the Township Engineer, HRG, to develop a master site plan for the Little Conewago Creek Conservation Area to maximize its use for township residents. The master site plan will include a community survey to receive input for the project site from residents and the Recreation Advisory Committee as well as a data analysis and conceptual designs for the property. The RAC reviewed the plan which anticipates walking trails going around the perimeter of the open area with one or two cutting through the middle, leaving some green space, picnic tables and environmental/ education opportunities. Staff and HRG distributed the survey letter to neighbors and will answer questions and solicit comments from residents at the PAC meeting on April 15th before submitting the grant application. Staff and HRG had a pre-submission meeting and site review with DCNR on April 14th and Resolutions and funding commitment letters for both applicable grants have been previously approved and the submission has been made. I will keep the Board informed on this matter.
16. ▼ Emergency Contracts – HRG solicited bids for emergency excavation work on behalf of the contract. Due to the wording of the contract, the township only had one response. After speaking with several contractors as to their reluctance to bid, staff has decided to reject all bids and reissue the RFP with revised language that we are confident will result in additional interest. This matter will be on the agenda for consideration by the board at its meeting of May 28th.
17. ▼ SLDO Text Amendment Public Hearing – As the board was informed, staff would like to increase the review time to review a plan from 15 days to 28 days prior to the Planning Commission. The text amendment also requires that plans and associated information be filed digitally. The amendment has been reviewed by the Twp and County planning commissions and found acceptable. Staff recommends that the Board approve the text amendment at the boards meeting of May 28th.
18. ▼ Public Works Bids – The Public Works department is completing the bids for road projects for the 2026 season as well as the line painting bids. Chad Baker will have these items completed for the June meeting and provide a brief review of each.

19. ▼ Jason Kaan- Highway Department employee, Jason Kaan, went on FMLA leave for a medical procedure. As anticipated, he has exhausted all of his leave, including his 12 weeks of FMLA. Jason had previously used FMLA last year for a different issue. I called John McLaughlin, the township's labor counsel, and he advised that the township should offer unpaid time if need to avoid a "reasonable accommodation" claim by the union. Please find Jason Kaan's request for additional FMLA time. This matter will be considered by the board at its meeting of May 28th.
20. West Manchester/Dover Township Little Conewago Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project planned remove excess sediment, improve groundwater connectivity, and create a vast stream-wetland floodplain complex. Restoration efforts will restore habitats, add flood storage, reduce sediment loading, and help to process pollutants. It will also mitigate potential infrastructure failure, such as the 30-inch sanitary sewer interceptor. It will help the county reduce its annual pollutant load as well. The floodplain will be seeded with native grass, sedge, and rush mix and as such will provide stability, habitats and carbon sources. It was originally anticipated that it would take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. As the Board is aware, this project is on hold due to grant availability.
21. Frito Lay Meeting – The scouring work has been completed, and Frito Lay has gathered information that they have shared with PA American Water Company to support increasing the concentration of the sewer affluent that is discharged from the plant. This change is supposedly based on a Frito Lay alternative to help the environment, which also lowers their quarterly sewer bills. I have discussed this matter with the Township Engineer who has contacted PA American Water to request historical flow and sampling analysis results to use to compare against the new information they have provided. If the Board recalls, we have been experiencing odor issues from the pump stations Frito discharges due to lack of dilution of the affluent. In addition, the Township has been spending tens of thousands of dollars per year for odor controlling chemicals. A meeting was held on Friday, January 17th to further discuss this matter. At that meeting, Frito Lay agreed that more information was needed to make a proper determination. They will continue to research the matter for a presentation to township staff at a later date.

22. Act 205 Repeal Request – As directed by the Board, I previously contacted Mayor Helfrich to request that he repeal the Act 205 tax due the City’s self-touting, positive financial position. Act 205 allows municipalities to increase their earned income tax (EIT) rate to fund their municipal pension liabilities. In 2015, the City of York approved Act 205 and increased its EIT from 1% to 1.25%. With the sale of the wastewater treatment plant to PA American Water, the city stated in several news articles that they are flush with cash and paid off many of their municipal pension obligations. If this is the case, the city should immediately repeal this tax. As directed by the Board, I have contacted both Rep. Grove and Sen. Keefer’s offices to request their help in eliminating this unfair tax. I will advise the Board once I receive a response.