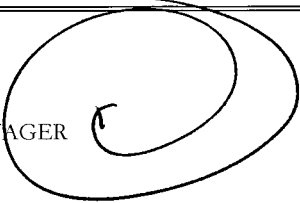

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: APRIL 2024 – MANAGER’S REPORT
DATE: 4/16/2025



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

1. ▼ Road Closure (Diamond Street) - As the Board was notified, Diamond Street from Market Street to Filbert Street was closed on April 14th for repaving after a water main repair and replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of April 24th for official ratification by the Board.
2. ▼ Road Closure (Philadelphia Street) - As the Board was notified, Philadelphia Street from Diamond Street to Oxford Street was closed on April 15th & 16th for milling and repaving after a water main repair and replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of April 24th for official ratification by the Board.
3. ▼ Road Closure (Oxford Street) - As the Board was notified, Oxford Street from Market Street to Orange Street will be closed on April 17th and April 18th for milling and repaving of one (1) lane after a water main repair and replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of April 24th for official ratification by the Board.

4. ▼ Road Closure (Oxford Street) - As the Board was notified, Oxford Street from Market Street to Orange will be closed on April 21st for repaving of the remaining lane after a water main repair and replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of April 24th for official ratification by the Board.

5. ▼ Penn Waste Collection Issues - On multiple occasions over the last several months, Penn Waste has violated its contract with West Manchester Township and failed to collect various routes within the Township. I have repeatedly contacted our route supervisor and other company representatives, to express our concern and frustration. According to Section 2.08 of the Specifications and Instructions for Garbage Collection that was provided, and agreed to, by Penn Waste as the successful bidder for the West Manchester Township Garbage & Recycling Collection Contract, the township may impose certain penalties for non-performance. I felt that the township has provided more than a reasonable time to correct this issue and on numerous occasions I have referenced the violation provisions of this contract and verbally stated our intent to begin to enforce this provision if service is not improved. Unfortunately, after yet another failed collection, the Township had no choice other than to begin enforcing this provision. Please be advised that on Saturday, March 22, 2025, Penn Waste failed to meet its obligation with West Manchester Township and failed to collect yard waste on various streets in the Township was fined for its non-actions. Since that time, the issues have gradually improved. I will continue to monitor the situation and take appropriate action as necessary.

6. ▼ Amusement Tax – Supervisor Ruman had requested that a motion for the Solicitor to prepare a DRAFT ordinance establishing a 5% amusement tax on admissions to venues such as the York Fair Grounds be placed on the agenda for the Board’s consideration at its meeting of March 27th. This item was tabled and will be reconsidered by the Board at its meeting of April 24th.

7. ▼ Parks & Recreation Sponsorship – Supervisor Ruman had requested that a motion for staff to solicit park sponsorship proposals to be placed on the agenda for consideration at the Board’s meeting of March 27th. This item was tabled and will be reconsidered by the Board at its meeting of April 24th.
8. ▼ Cottontail Solar Land Development – Lightsource BP is still working on the deficiencies associated with their land development plans. My understanding is that the conversion of the temporary parking area on Mr. Stump’s property has been completed, all of the trees have been replanted to an acceptable height and the only outstanding item is recording the as-builts for the site. Their temporary occupancy was previously extended for an additional six (6) months as they worked to complete all outstanding items. It was due to expire on March 29, 2025. They were then given a temporary extension until April 29 to complete the outstanding items, or the temporary occupancy would be revoked. I spoke with Rachelle and one of the items keeping Lightsource from getting their final occupancy is the inability to receive final approval from the York County Conservation District because the landscaping and grass is not at least 80% established. The permit has been temporary extended for an additional six (6) months.
9. ▼ Variance Request 2533 Westminster Drive – The Zoning Hearing Board received a variance request to allow the keeping of livestock or other farm animals (chickens) in a residential area. The request is for property at 2533 Westminster Drive which is listed under the ownership of Thomas White, where he resides with Leigh Ann Lauer. Ms. Lauer is the official applicant for the petition. Ms. Lauer is requesting to keep the chickens as pets. I have reviewed the application and find no hardship in this matter that would substantiate the granting of a variance. As with other variances of the same nature, as directed, I will be attending the Zoning Hearing meeting of April 22nd to present testimony on behalf of the Board to oppose the granting of this variance. I will advise the Board of the outcome at its meeting of April 24th.

10. Wawa's Multimodal Grant Application – As the Board recalls, a Wawa convenient store with gas pumps has been proposed for the corner of S. Salem Church Road and Rt. 30. The Township agreed to allow the developer to apply for grants under the name of the Township to benefit the site. No obligations, financial or otherwise, will be placed on the Township for this request. As the Board was informed, the grant request was successful, and staff is working with the developer and the Township Solicitor for reimbursement.
11. ▼ New Polling Place Locations – The County of York was investigating moving various polling places around York County due to issues with current locations such as parking concerns and ADA accessibility issues. One of the polling places identified for relocation was Lincolnway Fire Company. Chief Laughman expressed some concerns to President Commissioner Wheeler relative to the move. The fire company traditionally does a soup and sandwich fundraiser during the election, which generates a significant amount of funding. Having the polling place at the fire company also allows the membership to engage with community members in order to recruit new members. Chief Laughman suggested moving the location to the Township building which would address the accessibility and parking issues and still allow for the fire company to hold their fundraiser. In addition, several other polling places in the township were relocated. The new official list of polling places in the township are as follows:

- District 1 – Township Municipal Building
- District 2 – Shiloh Fire Company
- District 3 – York Fairgrounds
- District 4 – York Fairgrounds
- District 5 – Calvary Baptist Church

Additional information can be found on the Township website under the **VOTING INFORMATION** tab.

12. ▼ 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 will be contacting both Rep. Grove and Se. Keefer to request their help in eliminating this unfair tax.

13. ▼ West York School District Land Development Plans – WYSD submitted land development plans for the proposed improvements to the athletic fields at the High School campus along Bannister Street which was conditionally approved by the Board on March 27th. At that meeting, the Board requested that Director Hamme, who was present in the audience, discuss with the School Board partnering with the Township on various needed stormwater improvements on the Trimmer/Brenda Road. The district verbally agreed to consider these improvements previously but then reconsidered after the decision was made to just focus on improvements to the main campus. Staff worked with the Township Engineer to obtain a scope and cost estimate to share with district which was forward for their review. Attached please find a copy of this estimate. I will keep the Board informed on this matter.

14. ▼ Billing Officer – Johnyne McClary has decided to move back to her hometown and will be leaving the Township after a little over four (4) years with the Township as Billing Officer. Megan Neff, the former Township receptionist, has accepted the position and will be joining the Township again. Megan has already started and is training for her new position.

15. ▼ Police Department Service Weapon Replacement & Upgrade – The current service weapons are approximately 7 years old. It is recommended that duty weapons be replaced at least every ten (10) years, if not sooner, depending on use. The police department has an opportunity to replace our current service weapons with an updated model with a factory issued “red dot” sight at a substantial savings. Red dot sights offer several benefits, including faster target acquisition, versatility in various lighting conditions and improved accuracy. Although not guaranteed, this purchase may also help with liability as new weapons meet or exceed industry standards and include the most advanced safety features available. With incidents like that which occurred at Memorial Hospital, it’s paramount for the safety of our Officers, and for the protection of Township residents, that we have the most up to date firearms, because we know that the perpetrators will. The cost of the upgrades to the weapons and ancillary equipment/ammunition will be about \$20,000. Although not budgeted for this year, money is available in the capital fund for this purchase. This matter will be placed on the agenda for consideration by the Board at its meeting of April 24th.
16. ▼ Comprehensive Plan – The West Manchester Township Planning Commission held a public hearing on Tuesday, April 8, 2025, at 7:00 p.m. to discuss and take input on the Comprehensive Plan DRAFT. No members of the public were present, but the Planning Commission acknowledged comments from Supervisor Ruman related to the plan. While all of the comments were seen as valid, the Planning Commission believed that the comments were more pertaining to the Zoning Ordinance than the Comprehensive Plan and suggested that they be considered during the Zoning update. The Planning Commission made a motion to remove Appendix 1 from the DRAFT, accept the DRAFT as amended, and approve it for distribution to adjoining municipalities, the YCPC and WYASD, and forward to the Board for consideration. If the DRAFT is acceptable to the Board, staff recommend that they authorize the Solicitor to schedule a public hearing for consideration of the Comprehensive Plan. This item will be placed on the agenda for consideration by the Board at its meeting of April 24th.
17. ▼ Township News Magazine – The Township’s text alert system was recently featured in a recent article for the Township News distributed by PSATS. I have attached part of the article for your review.

18. ▼ Shentel GLO Fiber – Staff previously met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. They are in the process of installing 42 miles of lines via co-location on existing poles and approximately 20 miles of underground lines, providing service opportunities to about 6,900 homes. The Board was previously provided with a service map showing areas which are under construction in the Township and their various phases of completion. Staff has been receiving more complaints regarding construction occurring outside of the right-of-way. We have verified on a few occasions that this was in fact correct and work was occurring a few inches outside the right-of-way on private property. Shentel was informed that they would need to do what it takes to reach amicable agreements with the affected property owners, or the Township would discuss repealing their permits. I will keep the Board informed on this matter.

19. ▼ Stormwater Water Management Officer – Our current Receptionist, Steph Badin will be moving from her current position and has accepted the position of Stormwater Management Officer. Steph has shown great initiative during her time at the township and I believe she will be a great addition to the Zoning Department. Steph will be going for training for her new position, and we will start the search for a new receptionist immediately.

20. 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 to 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.

21. ▼ West Manchester/Dover Township Little Conewago Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project will 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. We were also informed that FEMA will require additional permits due to disturbing the flood plain. I have been informed, however, that due to DEP changing parameters in the new MS4 reporting and moving away from sediment control and more to volume control, the project will no longer be eligible for grants from the stormwater consortium. We were also recently informed that the Building Resilient Infrastructure and Community (BRIC) program, which was the majority of the 6 million dollar funding source, has been eliminated by the federal government. A copy of this notice is attached. If so, the Township will need to reevaluate its participation and financial commitment to this project.
22. Grandview Golf Course Streambank Restoration Project – Staff met with representatives of Grandview Golf Course and Dover Township regarding a proposed streambank restoration project, which is a continuation of the one done with Dover Township for the Little Conewago Creek. The applicant has received funding from the York County Stormwater Consortium for permitting and design. This project may also become a moot point due to the new MS4 requirements. In addition, the proposed applicant stated that condemnation or private property may be needed. I informed the Engineer for the project that under no circumstance will the Township claim eminent domain on private property for this project. The engineer and the property were going to re-evaluate the project to see if they wanted to move forward. I will consider this matter closed for now.