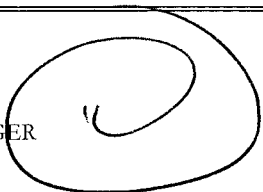

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: APRIL – MANAGER’S REPORT
DATE: 4/16/2026

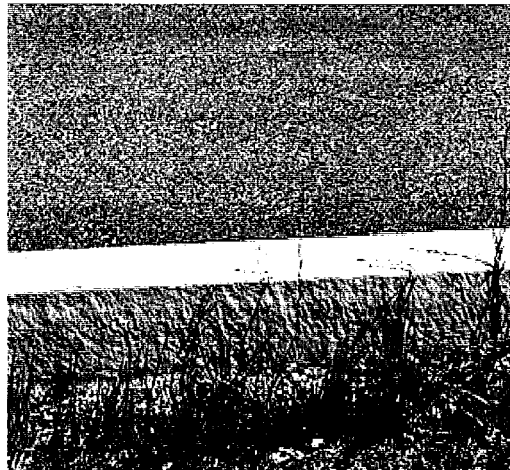
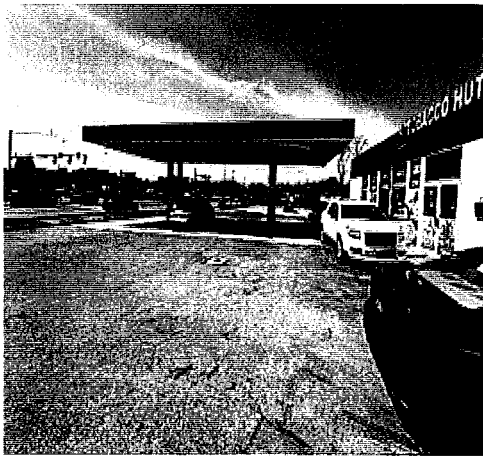


▼ Symbol denotes the item has been updated since the last meeting.

1. ▼ Liquor License Transfer Hearing – The township received a request from Attorney Ellen Freeman to hold a municipal hearing to transfer a “restaurant”, “R”, liquor license into West Manchester Township from Newberry Township. The license will be used at the Wawa store located at 4535 West Market Street in order to allow the sale of beer, wine and ready-to-go cocktails in its existing dining area. The hearing has been scheduled for April 23rd at 7:00 p.m., immediately prior to the Board’s regular meeting. Consideration of the request will then be placed on the Board’s agenda later that same evening.
2. ▼ Police/Fire Recognition Ceremony –The Township has scheduled its annual Police and Emergency Services Awards meeting to be held on Thursday, May 14th at 6:00 p.m. The meeting is traditionally held during National Police Week, which this year is May 10, 2026, until May 16, 2026. This event recognizes all of the yearly award winners from both the Fire Department and Police Department. In advance of the meeting, 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.

3. ▼ 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 forwarded to the Fair for their signature, along with a request for payment for the year 2025. I will inform the Board when the agreement and payment is received.
4. ▼ Liquid Fuels Allocation – The Township received its Liquid Fuels payment in the amount of \$622,090.15. This amount includes a liquid fuel payment which is derived from a portion of the state gas tax and alternative fuels fees as well as Act 44 funds, which is an annual payment from the PA Turnpike Commission to fund statewide transportation improvements. As comparison, the township received \$648,884.64 in 2025. This amount has been steadily declining since 2019 due to calls for more fuel-efficient hybrid and electric vehicles for consumers. These funds will be used for road projects, signal repairs, winter operation materials such as salt and roadwork focused vehicles and machinery.
5. ▼ Board of Supervisors Vacancy – With the anticipated election of either Supervisor Margetas or Supervisor Ruman to 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 anticipated vacancy, the West Manchester Township Board of Supervisors is accepting 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 are due by Monday, May 4th. I will follow up with the board on our next steps after the deadline closes.
6. ▼ Smokey D's Backyard BBQ – Lt. Emig and I met with Mr. Shanelle Ray of Smokey D's to evaluate the site for the setback waiver that was requested. The two (2) setback issues in question are the setback to an intersection with two (2) public streets and the setback from an arterial road. Starting with the setback from an intersection, the required distance is 150' from an intersection of two (2) public streets. The measured distance from the intersection of Carlisle Road and York Crossing Drive was approximately 181'. The distance was measured taking what I felt was the most logical route a vehicle would take, going between the pillars under the old fuel island canopy (Photo 1). The

second setback was the required setback for parking and the business to be located 200' back from an arterial road. At the closest point to RT. 74, the closest arterial road, the distance is approximately 51' to the interior curb and 59' to the street R-O-W (Photo 2). As you can see from the pictures, there is already existing parking which abuts the front of the property and due to the configuration of the lot, the likelihood of the vehicle encroaching the lot from this direction is highly unlikely due to the fact that it would need to make a 90 degree turn (Photo 2). The most likely encroachment on the lot would occur from the south, traveling north, at the slip ramp to the town center from Rt. 74 (Photo 3). This distance is approximately 156' from the seating area and is protected by a 4" concrete curb with an uphill incline (Photo 4). Both Lt. Emig and I agree that while risk still exists, it is no greater than if they would meet the setback requirements and the waiver should be granted. This matter will be considered by the Board at its meeting of April 23rd.



7. ▼ Earth Day, Sustainability and Shredding Event - The Parks and Recreation Department hosted its first Earth Day, Sustainability and Shredding event on Saturday, April 11th at Sunset Lane Park. The event included a variety of vendors such as crafters, food vendors, education stations and several giveaways. Several members of township staff also volunteered their time to attend and participate. From all accounts, the event was a tremendous success. Great job to the recreation department and all who participated.

8. ▼ WYSD Fee Waiver Request – As the board was previously informed, I had a request from the school district to waive the fee associated with the field project. Attached please find a copy of that letter from WYSD Board President., Dan Rice. To use rough numbers, their permit fee and stormwater fees for the Township total \$128,500.00, roughly \$85,000 is the permit fee and \$42,500 is the stormwater fee. While the district didn't specify an amount, they were asking for the township to generally consider a reduction. Subsequently, I received a follow-up from Dr. Davies stating that they were picking up the permit and were requesting a refund of the fee paid. As the Board is aware, we had previously, and on several occasions, requested that the WYSD participate in the Brenda Road/Potomac Ave. stormwater project and were finally informed that they are placing their decision on hold until we know if we are awarded a LSA grant. This matter will be considered by the Board at its meeting of April 23rd.

9. ▼ PSATS Educational Conference - The Pennsylvania State Association of Township Supervisors Annual Conference will be held from April 19th to the 22ND and offers an unparalleled training and networking opportunity for township officials and employees, as well as the biggest municipal exhibit show of its kind in Pennsylvania. In addition, voting delegates adopted bylaws changes, considered resolutions that will direct PSATS legislative direction, and elected Association officers and Executive Committee members. Once again, I am honored to have been asked to participate as a guest speaker Sunday afternoon with Chief Laughman to discuss the tragic shooting at UPMC and later in the week at the Manager's Roundtable and Secretary/Manager Q&A. Thank you to the Board for allowing me the opportunity to present and attend with other members of staff.

10. Genesee & Wyoming Railroad R-O-W Issue – The Township is 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. Although the township has an existing right-of-way on the property that is shown on a recorded plan, the railroad wants the township to obtain additional access permits totaling approximately \$1,700.00 to access the area. Staff and the Solicitor are trying to work with the railroad to resolve the issue but may just access the property and let the railroad respond as they feel appropriate. I will keep the board informed on this matter.

11. ▼ Unbudgeted Computer Upgrades – Staff met with our IT consultant, Hinton Associates, to review an evaluation of our current computer system. Hinton is highly recommending that the township purchase a vulnerability scanner which is an automated software tool that inspects systems and applications for security flaws such as unpatched software misconfiguration and susceptible passwords. The cost for this scanner is \$2,030.00. They are also recommending that the township have a separate recovery server and not just rely on the cloud. While the cloud is convenient storage, it is not considered disaster recovery ready. This new server would protect against ransomware, account hijacking and lost data if the Cloud fails or is compromised. The cost for this server is \$17,895. The total cost for these upgrades are \$19,925 and although unbudgeted, funds are available for their purchase. This matter will be on the agenda for consideration by the Board at its meeting of April 23rd

12. ▼ 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 will be interviewed. I will keep the Board advised on this matter.

13. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the last meeting being held on April 16th. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.

14. ▼ 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 Recreations 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 will be on the agenda for consideration. . I will keep the Board informed on this matter.

15. 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.

16. 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.

17. 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.