
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: AUGUST 2023 -- MANAGER'S REPORT
DATE: 8/17/2023



1. 2024 Budget Preparation – In accordance with the schedule provided to the Board, staff has begun its departmental meetings with the Finance Director and Township Manager. It is anticipated that a first draft budget will still be presented to the Board on Thursday, October 26th with final adoption at the Board meeting of December 14th. Staff will forward a DRAFT budget as soon as it has been completed.
2. Township Audit – Maher Duessel is still in the process of completing the official audit of the Township financial records for 2022. The Township anticipates the audit being completed sometime in the near future. I will advise the Board of any substantial issues or findings.
3. National Night Out Events –The West Manchester Township Police and Fire Departments held the Township's Annual National Night out on Tuesday, August 1st at Sunset Lane Park. This year, the weather cooperated and made this event another tremendous success. There were plenty of fun activities, door prizes, entertainment and food which was all free to the public. Several members of Township staff, the Police Department and Firefighters all participated in the event. This was a great opportunity to bring Police Officers, Fire Fighters and Township staff together with our residents under positive circumstances. Special thanks to our business sponsors, Chief Snyder, Chief Laughman, the Police, Recreation and Public Works Departments and everyone else who worked so hard to organize this event and make it the tremendous success it was again this year. We look forward to seeing everyone again next year on August 6, 2024!

4. Haviland Road Sewer Connection Update – As directed by the Board, staff sent notices to the remaining five (5) residents that failed to act on the original Haviland Road project. As of the date of this report, only one (1) of the five (5) residents have contacted the office regarding the letter. Staff will continue to monitor this situation, but it is my intent to send mandatory connection letters (with no option for waiver or discounts) to the remaining residents that failed to take action by the deadline.
5. Police Department Labor Negotiations – As the Board was informed, staff met with representatives from the West Manchester Township Police Association to begin negotiations on a new labor contract. The negotiations are progressing, and we are very close to finalizing a new contract. I will advise the Board when a compromise has been reached.
6. 2024 Stray Animal Housing Agreement – As in previous years, last year the Board entered into an agreement with the SPCA of York County for stray animal housing at a cost of \$9,730.41. Last year, the York County SPCA provided a notification indicating that rates would increase for the 2024 contracts. This 2024 contract rate for West Manchester Twp will be \$13,675.00. This is an increase of \$3,944.59 over last year's price of \$9,730.41. The allocation of the rate increase is based on the percentage of population for each municipality from the 2020 census compared to the total population for York County. The rates previously had not increased in the last four (4) years. However, because their costs have risen significantly over the past two years, they now need to increase contract prices in order to continue to provide services for York County. In addition to the services they are already providing, a full-time Community Cat Coordinator has been hired. This person is devoted to trapping, transportation, and outreach services pertaining to trap-neuter-return (TNR) and shelter-neuter-return (SNR) of community cats within York County. She will also be conducting community outreach, education, and customer service. Based on feedback, the SPCA added this key position to better support the community and to ultimately reduce feline population growth rates over time. Approval of the 2024 Stray Animal Housing Agreement with the York County SPCA, conditioned on review and approval of the Township Manager will be considered by the Board at its meeting of August 24, 2023.

7. 2361 Log Cabin Road CLOMR Request – Attached please find an Elevation Certificate and associated information for a Conditional Letter of Map Revision (CLOMR) for FEMA for 2361 Log Cabin Road. A CLOMR basically adjusts or certifies the base flood elevation in order to certify that a property is not in the flood plain and allows them to not have flood insurance and perform addition construction, if desired. The applicant was informed that in order to approve this request, they must be willing to pay for the Township Engineer to certify the information and have the request acted on at a public meeting by the Board. As of now, I have not received any additional information for the applicant. No action is required at this time, but I wanted the Board to be aware of the situation.
8. Proposed Commercial Building 4370 West Market Street – The Township has received a land development plan and performed a traffic scoping request for a proposed 4,800 sq. ft. commercial building at 4370 West Market Street, next to the existing Window World facility. The project is progressing but has been tabled at the request of the applicant in order to address some deficiencies with the plan. I will keep the Board advised on this matter.
9. Planning Commission Vacancy – As discussed with the Board last month, there is a vacancy for the Township Planning Commission. As directed by the Board, Laura reached out to the applicants that responded to the ad in the newsletter for volunteers. Only two (2) of the five (5) applicants responded back to Laura to arrange an interview. Both applicants will be interviewed prior to the Board's meeting of August 24th. Jennifer Funn will meet with the Board at 5:30 pm and Anthony Newton will meet with the Board at 5:45 pm. Attached, please find their application for your review. If any of the other applicants contact us for an interview, we will let the Board know. This matter will then be placed on the agenda for consideration by the Board at the Township meeting.
10. Comcast Broadband Expansion – As per the attached letter, Comcast will be submitting to the Pennsylvania Broadband Authority to expand service to unserved location in the Township. At its last meeting, the Board authorized a letter to be sent to the Authority supporting this request, which was done. I will keep the Board updated on this matter.

11. Penn Waste – As happened around this same time over the past two (2) years, the Township has been experiencing several problems with our garbage and recycling collections. The issues once again are missed collections (especially after a holiday schedule) and dropping debris on the roadway. I have met with representatives of Penn Waste and informed them that if this continues, the Township will once again begin fining them in accordance with the contract if the service does not improve. The explanation I was given is that due to holiday and vacation this time of year, many substitutes are used who are not as familiar with the Township. While service has somewhat improved, we are still monitoring the situation and will report to the Board at the August meeting.
12. York State Fair – “America’s First Fair”, the York State Fair was held on July 21st and ran through July 30th. Chief Laughman, Chief Snyder, Lt. Hanuska, Lt. Emig and I worked with the York State Fair staff and neighboring Law Enforcement and Public Safety agencies to ensure the safety of all who attended. Overall, other than some normal fights, everything went well. We were informed that the Fair will keep the same summer schedule for at least the next two (2) years. Thank you to everyone who worked to make this event safe for all who attended.
13. Comprehensive Plan Meeting – As the Board was previously informed, staff had the initial meeting with Gannett Fleming to begin the Comprehensive Plan update process on Wednesday, June 14th at 9 a.m. The Steering Committee will consist of the following participants:
 - Steve Harlacher, Board of Supervisor Chairman
 - Ron Ruman, Board of Supervisor will participate as an alternate, if needed)
 - Kelly Kelch, Township Manager
 - Rachelle Sampere, Zoning Officer
 - David Beecher, Planning Commission Chairman
 - Sharon Boyer, York County Planning Commission

Rachelle has provided Gannett a list of perspective stakeholders and we scheduled to have our next set of meetings on August 22nd and 23rd. I will keep the Board updated on our progress.

14. Sunset Lane Park Sinkhole – On Thursday, July 6th, staff met with representatives from the West York School District to discuss what appears to be a sinkhole on land owned by the district that the Township leases. Based on our preliminary investigation, the cause may be a buried fuel tank. Staff immediately blocked the area with range safety fencing and are awaiting word from the district on their next steps regarding a potential long-term repair. I also advised the District that we will not be participating in the investigation expenses as requested. I will keep the Board informed on this matter.

15. ARRO Engineering Professional Services Agreement – When WMT hired Dawood Engineering, the Board agreed to allow Dawood to continue to represent certain long-term clients to which Dawood had a personal relationship with, one of which being UPMC. With the second phase planning for the UPMC campus beginning, it seems appropriate for the Township to engage another engineering company to represent them during the review and approval process. Previously, the Township used Mr. Ed Van Arsdale with Warehaus. The Township had an excellent experience with Ed and would like to retain his services again. Ed has since moved companies and is now with ARRO Engineering. Staff has signed the professional services agreement with ARRO and we are in the process of scheduling a briefing meeting with all parties.

16. Township Building Improvements – The additional window tinting should be completed as of the date of the August meeting. Just with what has been completed to date, we can see a drastic improvement that will make the meeting room more comfortable and conducive to meetings during the day, reducing just about all glare. The small meeting room has also been equipped with a monitor for easy access for presentations. These changes will definitely increase use of both of these two (2) rooms during the day.

17. “My WMT” Citizen Engagement System – On March 1st the Township officially launched “My WMT”. Township Residents can text "Hello" to 855-976-9968 to sign up for MyWMT. The service, launched through a partnership with Citibot, will allow community members to ask a question, report an issue and receive text alerts. As of April 10th, the Township had 297 residents sign up for the system, 566 residents engage with the system and had over 647 total communications with residents.

18. West Manchester Township Police Golf Tournament – There is still time to register. The date is set for the 2023 West Manchester Township Police Officers Association Golf Tournament! The outing will be held on FRIDAY AUGUST 18, 2023, at 8:00am at Briarwood Golf Course (east course), 4775 W. Market St, York PA 17408. The tournament is limited to the first 36 teams! As always, the WMTPD aims to please its supporters. An amazing lunch and plenty of refreshments will be provided after the play ends. Snacks and drinks will be provided throughout the tournament. Everyone will receive multiple door prizes and have the chance to win larger prizes. They have a great time every year and this year will be no different. As always, the WMTPD thanks you for your support and continued participation in their golf tournament. We are looking forward to seeing everyone out on the course this year.

19. Frito Lay Meeting – The scouring work has begun but is being held up due to Mr. Rehab needing to access the right-of-way along the railroad tracks. We currently pay a yearly fee in every location where a sewer line goes under the railroad tracks. They are now stating that we need to get a permit from them in the amount of \$3,500 whenever we need to work in the Township right-of-way. Rich is working with the railroad to get this resolved but we might need to get Andy involved at some point. On a related note, we still continue to get weekly complaints about the railroad holding up traffic on W. Market Street in excess of the time period they are allowed to close the road. 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.