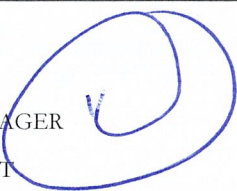

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: AUGUST 2025 – MANAGER'S REPORT
DATE: 8/21/2025



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

1. ▼ 2026 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 23rd with final adoption at the Board meeting of December 18th. Staff will forward a DRAFT budget as soon as it has been completed.
2. ▼ York State Fair – “America’s First Fair”, the York State Fair was held on July 18th and ran through July 27th. 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 incidents (fights, disorderly conducts, minor thief’s), everything went well. We were informed that the Fair will move one (1) week next year and be held from July 24th to August 2nd in 2026. It was also reported that attendance increased slightly in 2025 with 459,957 people attending as compared to 455,899 last year. Thank you to everyone who worked to make this event safe for all who attended.
3. ▼ Public Works Labor Negotiations – The current labor contract between the Public Works Department, represented by the Teamsters, and the Township is set to expire on December 31, 2025. I am happy to report that we have a tentative agreement on a new 5-year contract. I am currently reviewing the document for accuracy and plan to have it on the agenda for ratification by the Board at its meeting of September 25th.

4. ▼ Zoning Ordinance Revision Proposal – As discussed, following please find a proposal from HRG to update the zoning ordinance in accordance with the direction provided in the revised comprehensive plan. The purpose of the revisions are to ensure that our land regulations are relevant, clear and supportive of the Board’s vision and goals for smart growth, sustainable preservation and continued economic prosperity for the Township. This item will be considered by the Board at its meeting of August 28th.
5. ▼ Handicapped Parking Request 1871 Hayward Road – The Township received a request for a handicapped parking designation for the property located at 1871 Hayward Road. Officer Buchkoski has reviewed the request and his recommendation for approval is attached. Staff recommends that the Board authorize staff to prepare and advertise Ordinance 2025-04 to allow handicapped parking at 1871 Hayward Road for consideration at its meeting of August 28th.
6. ▼ West Manchester Township Police Golf Tournament – The Police Golf Tournament was held on FRIDAY, AUGUST 16, 2025, at 8:00am at Briarwood Golf Course. The weather was perfect as the temperatures were comfortable, and the skies were sunny and bright. Even though my team wasn’t able to pull out the win, a great time was still had by all. Team Margetas did manage to “win” a prize for the most strokes! We are looking forward to seeing everyone out on the course next year.
7. ▼ York County Convention – The 105th Annual York County Association Convention will be held on Wednesday, October 29th at Heritage Hills. The purpose of the convention is to provide local officials with up-to-date information, exchange ideas on local government and propose legislation for consideration at the state convention. Act 9 of 1988 allows the Township to cover registration fees, transportation costs and a payment of \$50.00 for Township Supervisors and elected Auditors to attend this event if authorized by the Board. Please review the information and advise Laura if you would like to attend. Authorization for attendance at this event will be placed on the agenda for consideration by the Board at its meeting of August 28th.

8. ▼ Concord Public Financial Financing Agreement – At its August meeting, the Board voted to enter into an agreement with MW Studios for a professional feasible study for renovations and an addition to the police department. Once the feasibility study is complete, it will also contain a cost estimate for the project. In order to decide to move forward with the project or not, financing information is going to be needed to determine a debt schedule. Staff recommends that we enter into an agreement with Concord Financial. Concord Financial proposes to provide information and a financial analysis of the debt service and advice on how to move forward with the project in the amount of \$22,000.00, \$2,500 will be due on signing of the contract and the additional \$19,500 is only payable if the Township decides to move forward with financing the project. This item will be on the agenda for consideration by the Board at its meeting of August 28th.
9. ▼ On-Going Penn Waste Collection Issues – After Penn Waste yet again failed to collect yard waste on June 28th, 2025, they were fined in the amount of \$2,560.00. I am happy to report that since that time both daily garbage collection issues, as well as the subsequent monthly yard waste collection, has gradually improved. I continue to be in constant communication with representatives of Penn Waste to find a permanent solution to this issue but will continue to monitor the situation and take appropriate action as necessary.
10. ▼ Zoning Ordinance Amendment Request (Data Centers) – At its July meeting, the Board voted to forward an application and supporting information to allow data centers in a proposed overlay zone to the Township and York County Planning Commissions for their review and recommendation and establish a public hearing date of September 25th for consideration of the request. The applicant met with Twp Planning Commission who suggested alternate methods to proceed such as rezoning the property or applying for the use as a special exception. The developer has decided to move forward with the over-lay zone request due to that fact that they stated they have done it this way in other municipalities and in order to keep the project moving forward because of the time sensitivity of having the project completed. I will update the Board on this matter.

11. ▼ National Night Out Events –The West Manchester Township Police and Fire Departments held the Township’s Annual National Night out on Tuesday, August 5th at Sunset Lane Park. This year, the weather didn’t exactly cooperate, but we were able to get in 2 good hours before the rains came for another successful event. 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 4, 2026!
12. Shentel/Glo Fiber – The Township continues to receive complaints about the repair of concrete driveway aprons, however it does appear that Shentel/Glo Fiber is keeping their word regarding repairs. They are replacing any section that has been patched but some residents are still upset that it is not “matching” with the other existing sections on their driveway. Staff will continue to check complaints and ensure all repairs and replacements are done in accordance with the direction from the Board.
13. ▼ York Fair Agreement – Staff spoke with Patrick Ball who drafted a “fair shair” agreement for consideration. In reviewing the agreement with the Solicitor, it was determined that additional details would need to be added. With the York Fair and then Patrick took a short vacation after the fair, the project was somewhat delayed. Patrick is back now and both Andy Herrold and Patrick are currently working on additions to the agreement at this time. When complete, staff will review the agreement and then present it to the Board for consideration. I will keep the Board advised on this matter.

14. ▼ West Manchester Town Center Residential Overlay – As the Board recalls, the developers of the West Manchester Town Center are proposing a planned residential overlay zone to the mall property. This zone would allow for a residential component to the site as well as a redesign of the Town Center property to make it more pedestrian friendly. All of the comments from the professional planner hired by the Township to review the proposal have been relayed to Attorney Adelman and we are in the process of determining which ones are applicable and which will be eliminated. The applicant will be present at the Board's meeting of August 28th to request that the Board forward the proposed amendment to the Township Planning Commission and York County Planning Commission for their review as well as establish a public hearing date of October 23rd for consideration of the request.
15. ▼ Cottontail Solar Land Development – Lightsource BP has still not completed addressing the deficiencies associated with their land development plans, specifically, replacing all of the trees have been to an acceptable height and 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 August 29, 2025. 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. We are meeting with representatives next week to discuss this issue. I believe that they have had more than adequate time to meet all conditions and am leaning towards pulling the temporary occupancy if all conditions are not met. I will advise the Board on this meeting.
16. ▼ West York School Stormwater Issue – The township provided the district with the estimate prepared by HRG but I still have not heard a response. In the meantime, I have been working with HRG to apply for a LSA grant from the YCEA to try and offset our costs. I will keep the Board informed on this matter.

17. ▼ 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 was working with the developer and the Township Solicitor for reimbursement. After discussing this issue with DCED for reimbursement, it was their opinion that proper procedure was not followed, especially as it relates to hiring a contractor for the project. This information was relayed to Wawa's representative who stated they would be reaching out to DCED directly to attempt to answer any questions or address any concerns they might have. A meeting was held between all parties on Thursday, June 26th, to discuss this matter. At that meeting it was decided that representatives from Wawa will provide additional information to DCED. Apparently, that was done and as per the attached email, DCED is still not willing to release any funds. DCED stated that they would consider a request to transfer the grant to the developer, and they can appeal to Commonwealth Financing Authority Board. Staff will transfer the grant if requested by Wawa but this matter will now be considered closed.
18. 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. We were 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. The Township will need to reevaluate its participation and financial commitment to this project if no funding can be secured.

19. ▼ York County Mosquito Spray – As per the attached notice, the Township was informed by the County of an ultra-low volume spray event which took place on August 21st. Various areas in the Township were sprayed, by mounted truck, to eradicate adult mosquitos which carry the West Nile Virus, which previous testing confirmed was present in the Township. This information was sent out via the website, Facebook page and text alert system. Several residents called in to complain and were referred to the County.
20. 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.
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. ▼ Albright Care Services Financing - Attorney Laura Kurtz will be present at the Board's meeting of August 28th on behalf of Albright Care Services to request that the Board approve Resolution 2025-12, which authorizes the Authority to provide financing for the Project described in the resolution and with information provide during a public hearing held on August 26th in accordance with Section 147(f) of the Internal Revenue Code with respect to the project and the issuance of the Note by the Authority. These approvals by the Board do not obligate the Township financially to the project and only allow for and acknowledge the tax-exempt financing methods that Albright Care will be using in its financing. The Board has acted on previous requests for the same purpose with prior expansions of Albright Care Services facilities. This project only involves re-financing and does not increase its debt. This matter will be considered by the Board at its meeting of August 28th.