
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: JANUARY 2023 – MANAGER’S REPORT
DATE: 2/16/2023



1. Fireworks Ordinance – At its January meeting, Andy Herrold provided the Board with a copy of a DRAFT fireworks ordinance based on the new fireworks laws which were passed. At that time, staff was directed to prepare and advertise an ordinance for consideration by the Board at its meeting of February 23rd. Attached please find a copy of the advertised ordinance for your review. This matter will be placed on the agenda for consideration as directed by the Board.

2. Firefighter Tax Credit Issue – As directed by the Board, staff is continuing to work with the Township Solicitor to review the criteria and draft an ordinance to provide a tax credit to Township volunteers. The Board was provided a DRAFT ordinance by the Township Solicitor. Staff recommends that we review the DRAFT at the meeting of February 23rd and make any necessary changes or if found acceptable, authorize the ordinance for consideration by the Board at its meeting of March 23rd.

3. Mr. Q’s Skate Center Property – Staff met with Barry Mease from BLM Construction about the former Mr. Q’s Skate Center property. Mr. Mease is interested in constructing a 12,000 sq. ft. building on the site for his existing business. While the use is permitted, Mr. Mease will still need a variance for setbacks. While Mr. Quinten did obtain the necessary variances to rebuild on the property previously from the Zoning Hearing Board, unfortunately, he let them expire. Mr. Mease has met with the Zoning Department and made application to the Zoning Hearing Board. I will keep the Board updated on this matter.

4. Mail Issue – On Monday, February 6th, as usual, the mail carrier came into the office at approximately 11:15 a.m. to take the outgoing mail to the post office. The Township receptionist mentioned to me that our carrier was in an especially bad mood because she stated that the post office was taking her company car and she would need to use her personal vehicle in the future and might quit. I was informed that the carrier took all of all of the Township mail. I didn't think much of these comments at the time. At approximately 2:00 p.m. I was then informed by the Township receptionist that several pieces of the Township's outgoing mail were found in the grass area between the Magistrate's and Township office. Among these items were several checks from the Fire Department totaling thousands of dollars, a letter from the Police Department and some pieces of personal mail from employees. The District Magistrate's Office took the mail it could find to the White Street Post Office for processing. I filed an official complaint with the Post Office who is looking into the matter. This was especially disturbing as we are not sure what pieces actually made it to the post office. I will keep the Board advised on this matter.

5. Haviland Road Sewer Project – With the project nearing completion, staff met with the Township Solicitor to prepare and send out an additional letter outing the procedure for property owners who wish to receive a waiver from the mandatory connection ordinance as allowed by D.E.P. As approved by the Board, the property owners will need to have their existing system inspected and approved by the Township S.E.O. to qualify for the exemption. In addition, properties which apply for and accept the waiver must acknowledge that they may be responsible for reservation, capacity, and connection fees in the future. Attached lease find a copy of the letter for your review.

6. Spring Street "No Parking" Request – As per the attached report, the Police Department was contacted by a resident along Spring Street regarding the garbage trucks needed to back out of Spring Street and requested that "No Parking" signs be posted. Officer Sefchick did an evaluation and it his recommendation that although the street meets the width requirement to restrict parking, parking should not be restricted. His rational is explained in the memo. Staff agrees with his recommendation. His matter will be placed on the agenda for consideration by the Board at its meeting of February 23rd.

7. UPMC “Farm to Hospital” Initiative - UPMC Memorial would like to utilize land on their campus to grow fresh produce for our community here in York. As you know, York County has several areas that are considered food deserts, especially in York City. The families that live in these food deserts do not have the same access to fresh, healthy food as other areas, which places these families at higher risk for chronic diseases due to poor diets. As part of UPMC's mission to serve our community, they feel that a partnership to help improve access to healthy foods coupled with continuous health education on the importance of a healthy diet and lifestyle is imperative to improving the health of our community. To achieve this goal, UPMC Memorial will be partnering with York Fresh Food Farms, which is an established non-profit farm in York City that grows and distributes fresh produce to the food deserts in York City. UPMC Memorial has requested and received grant funding from the UPMC Pinnacle Foundation to build the high tunnel green houses for the farm and to contract with York Fresh Food Farms to manage and operate the farm. The produce that is grown on the farm will be distributed to the community through the York Fresh Food Farms network. A portion of the produce will be donated to local food banks and a smaller portion will be brought to UPMC Memorial Hospital's market stand in our lobby for sale to employees which will support healthy lifestyles among their workforce. The UPMC Memorial farm will consist of three 30' x 90' high tunnel greenhouses located on the old golf cart pad site adjacent to Roosevelt Avenue. The high tunnels will be temporary structures that house raised beds for growing vegetables. UPMC Memorial will be working with the York water company and Met-Ed to bring electric and water to the site for this project. York Fresh Food Farms will be contracted to manage and operate the farm and to distribute the produce to the community. UPMC's local Community Supported Agriculture vendor will purchase produce from our farm and other local farms to sell to staff at UPMC Memorial. The use was reviewed by the Zoning Officer and will be permitted as an accessory use and the hospital will coordinate directly with the Zoning Department to obtain any necessary permits.

8. Emergency Services Appreciation Banquet – The West Manchester Township Fire Department will hold their Annual Appreciation Banquet on Saturday, March 4th at the Wyndham Garden Resort. Award winners from this event will be recognized by the Board at the annual Police and Emergency Services Award Meeting to be held sometime in May. Thank you to everyone who will be attending and for all that you do for WMT.

9. Comp Plan/Zoning Ordinance Update – The Township received proposals from the three (3) companies to which we sent an RFP. After reviewing the applications, it appears that two (2) of the companies clearly rose to the top. Based on the interviews that were held, staff recommends that the Board award the West Manchester Township comprehensive plan update to Gannett Fleming. This matter will be placed on the agenda for discussion by the Board at its meeting of February 23rd. We can decide at that time if additional interviews or information is needed or if the Board would like to act on the selection of a consultant.

10. Joyce Miller Property – Supervisor Ruman called to inform staff about a complaint he received about an old barn that was falling down on Baker Road. The property is owned by Joyce Miller and the zoning department has cited the property several times. The property owner has yet to pay any of the fines or make any progress on the building itself. Andy Herrold is aware of the matter and working with his staff to file a writ of execution to receive payment for the fines, this however would not address the building. Several members of staff have visited the site as well as seen photographs of the building and determined that due to its condition, it should be considered a dangerous building. The Zoning Officer will be forwarding her official determination to the Board under her report. Staff recommendation that the Board accept staff's recommendation that it is a dangerous building, order the investigation complete and direct the Solicitor to take the next appropriate steps. This matter will be placed on the agenda for consideration by the Board at its meeting of February 23rd.

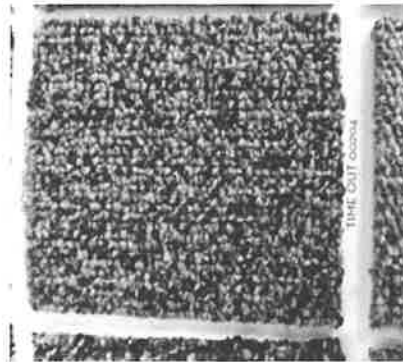
11. HVAC Preventative Maintenance Agreement – The existing HVAC maintenance agreement the Township has with HB McClure is about to expire. Staff recommends that we renew the contract for a period of one (1) year for \$5,135.00. Although this is a substantial increase from last year's price of \$4,250.00, they are familiar with the system. This is a Co-Stars contract, so no bids are required. This matter will be considered by the Board at its meeting of February 23rd.
12. Baker Road Guiderail –Mr. Zmolek was presented with several alternates to the guiderail at the January meeting that the Township will be proceeding with as soon as the weather breaks. These include additional signage as well as micro surfacing the road area. Rich Shaw also spoke with a representative from LTAP (the Pennsylvania Local Technical Assistance Program) which aids Townships in the maintenance of roads and roadway related improvements. They will be providing the Township with an official traffic study outlining their recommendations. We will keep the Board advised on this matter.
13. Township Strategic Plan – The Township is nearing completion on its strategic plan. Staff is in the process of setting up meetings with the consultant to discuss the SMART goals application of the plan. I anticipate the Township being prepared to present a synopsis of the plan to the public in the next few months.
14. Citizen Engagement Tool – The Township has met with representatives of CitiBot and has almost completed the “MyWMT” app. Attached please find some of the marketing info that will be sent out to residents and placed in the Township newsletter. Training for staff is schedule to take place on Tuesday, February 21st and we are hoping to roll out the system on March 1st. I will keep the Board informed on our progress.
15. Frito Lay Meeting –After speaking with Andy Herrold it was decided that the line scouring could be done under “needed maintenance” and would not need to be publicly bid. Frito Lay was informed of this and provided the Township with their written consent to pay for the scouring. Township staff is making the arrangements for the work to be completed. 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.

16. State Senator Mike Regan - Staff has been in contact with representatives of our new State Senator, Mike Regan, and they are making arrangements with the Township to have a time when they can meet with Township residents at our office to answer any questions or provide assistance for any issues to the public. We are still in the process of scheduling that time. Sen Regan also provided letters of support to the Township for some of the grants that the Township has made application. We are extremely excited to be working with the Senator and his office and am sure he will be a great advocate for the Township and its residents.
17. Website Update Discussion- At the December meeting of the Board, a brief discuss was held and the members present expressed interest in looking at options for updating the Township Website. With the amount of information we are adding, it sometimes is difficult to navigate. In addition, several residents have inquired about a “search bar” to more easily find information. Attached please find a proposal from ProudCity. They came highly recommend and staff had a demo which was very impressive. This matter will be placed on the agenda for discussion by the Board at its meeting of February 23rd.
18. Mr. Rehab Heyward Road Chage Order – As the Board recalls, in January of 2022, the Township began a smoke testing program in to help locate breaks and defects in our system. The program mainly focused around the areas of Sycamore Road, Maple Road, Cedar Road, Esbenshade Road, Manor Road and Farm Lane. As a result of this testing, some leaks were found with private laterals, and some were found within the Township system. The leaks within the laterals were repaired by the responsible resident. With the contractor already mobilized in the area, staff requested a proposal to address the issues within the Township systems. Although nothing required immediate action, in discussing this matter with the Township Engineer and the contractor, we believe that repairing these minor issues will help to reduce I&I from the system and have a measurable impact in addressing the back-ups that occur in that area. The cost of this project would be \$96,625.00 and can be done via change order under the project which is being done now. Money is available in the I&I line item from the budget. This mater will be added to the agenda for consideration by the Board at its meeting of February 23rd.

19. Mr. Rehab Additional Inspections Change Order – Continuing with the forementioned agenda item, the next step in this project would be inspections from Hayward to Derry Road and from the “gems” development to Derry Road. Mr. Rehab provided an additional quote to add this item as a change order as well to the existing project. The cost for those two (2) projects would be \$147,250.50. Rainer will be prepared to discuss this issue further with the Board and explain the benefits of completing this task now as opposed to waiting. This item will also be placed on the agenda for consideration by the Board at its meeting of February 23rd.

20. Township Administrative Office Improvements – Staff budgeted, and the Board approved an allocation of \$22,045 for new carpet and flooring for the administrative offices in 2023. Since this amount is under the bidding requirement, staff solicited written quotes and Embee and Sons Inc. provided the low quote in the amount of \$22,045.00. Following please find sample of the carpet and flooring that was selected. Even though this amount was previously budgeted, due the cost associated with this project, it will be placed on the agenda for approval by the Board at its meeting of February 23rd.

Admin Offices



Rec Department Flooring

