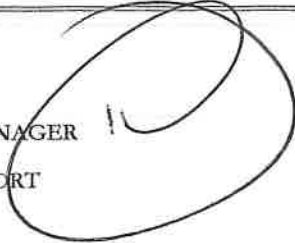


---

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

---

**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** JANUARY 2024 - MANAGER'S REPORT  
**DATE:** 1/18/2024



1. Winter Weather – The public works department was busy on both January 7<sup>th</sup> and January 16<sup>th</sup> with its first dose of snow in quite some time. Although the storm on January 7<sup>th</sup> was much lighter than expected, the storm on the 16<sup>th</sup> provided some measurable accumulation and slick conditions for the commute to work. The public works department did a great job pre-treating the roads and having them cleared for the rush hour.
2. Road Closure (Filbert Street) - As the Board was notified, Filbert Street from Oxford Street to Berwick Street was closed on Wednesday, January 17<sup>th</sup> for a water line repair. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of January 25<sup>th</sup> for official ratification by the Board.
3. Road Closure (Philadelphia Street) - As the Board was notified, Philadelphia Street from Scott Street to Forrest Street and from Stanton Street to W. Market Street was closed on Tuesday, January 16<sup>th</sup> until Friday, January 19<sup>th</sup> for a service line replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of January 25<sup>th</sup> for official ratification by the Board.
4. Planning Commission Vacancy – Felicia Dell has been seated in the Planning Commission and attended her first meeting in December. With the recent appointments of Jennifer Smith-Funn and Felicia Dell, the Planning Commission is now at full compliment.

5. Volunteer Firefighter News Article – Chief Laughman and the West Manchester Township Fire Department were featured in a news article on January 12<sup>th</sup> and 14<sup>th</sup> on the recruitment and retention of volunteer firefighters. A copy of the article is attached for your review. A great job by all involved and thank you to the York Dispatch for spotlighting this important issue.
6. New Township Copier – The existing copier for the Township is 7 years old. It recently broke down and the quote to repair it was approximately \$4,000. The original purchase price was over \$10,000 but copier prices have significantly dropped since that time. The Township has contacted two (2) vendors from the co-stars list which allows a purchase without going through the bidding process. The prices were relatively the same as you can see by the proposals. Based on the attached information, Staff recommend that we purchase a Toshiba copier from Doceo in the amount of \$6,550.00 with a \$225.00 trade-in and the maintenance plan that includes toner, 5,000 free copies and a maintenance cost of 0.00600 cents per copy per year. Qualities cost was \$6,555.01 with a \$500.00 trade-in and a maintenance plan that includes toner and a maintenance cost of 0.00590 cents per copy. Doceo was selected due to the reputation of both Toshiba copiers and the Deceo service team.
7. Delinquent Garbage Bills – As the Board is aware, in February of 2019 the Township passed Ordinance 2019-03 which allowed for the collection of Attorney's fees and other charges incurred during the collection of delinquent garbage accounts. As it does periodically, the Township has reviewed its status of delinquent accounts and has begun once again working with the Township Solicitor on the execution of delinquent garbage accounts. While the Township has been very mindful of the economy, rising costs and the toll it has taken on our residents, we must continue this process to ensure that our bills can be paid and out of fairness to those who continued to be current on their accounts during this time. Notices will be sent out over the next few months with enforcement anticipated to begin at the beginning of April. I will keep the Board informed on this matter.
8. Canary Circle Dangerous Building – Staff is working with the Solicitor regarding 230 Canary Circle. Staff and the Solicitor will be prepared to

- report to the Board and discuss declaring the building a dangerous building. This item will be placed on the agenda for discussion by the Board at its meeting of January 25<sup>th</sup>.
9. Comprehensive Plan Open House Meeting & Next Steps - As the Board is aware, the Township held an open house meeting to receive input from interested parties on Monday, November 20<sup>th</sup>. About 20 to 25 individuals were present and the meeting seemed to go very well. Individuals who attended were actively engaged with the presenters and provided a lot of feedback regarding the various issues. At the steering committee on December 18<sup>th</sup>, members of the steering committee and its consultants reviewed some of the public comments, discussed a “goal” statement and objectives and reviewed an analysis of land supply, demand and rezoning needs.
  10. Speed Limit Sign Request (Golden Eagle Drive)– The Township received a request for speed limits signs on Golden Eagle Drive from Sunset Lane to Loman Road. As per the previously provided report, Officer Coates reviewed the request and his recommendation for approval was provided to the Board. At its meeting of December 14<sup>th</sup>, the Board authorized the Solicitor to prepare an advertisement for an ordinance to establish and post a speed limit of 25 mph on Golden Eagle Drive from Sunset Lane to Loman Avenue in accordance with the submitted traffic study. Consideration of the attached Ordinance 24-01 will then be placed on the agenda for action by the Board at its meeting of January 25<sup>th</sup>.
  11. Jordan Chronister Rezoning Request – As the Board is aware, we had a request to rezone a 1.33-acre parcel located on Log Cabin Road from Open Space to R-3 residential. The Board previously forwarded the request to the Township and York County Planning Commission for its review and recommendation, both of whom recommended approval. At the Board meeting of December 14<sup>th</sup>, the Board established a public hearing date of January 25<sup>th</sup> for consideration of the request and authorized the Township Solicitor to advertise the public hearing. This matter will be placed on the agenda for action by the Board at its meeting of January 25<sup>th</sup>.

12. PSATS Boot Camp for Newly Elected Supervisors - I am proud to inform the Board that once again, I have been asked to be a presenter at two (2) of PSATS Newly Elected Supervisors courses. I will be presenting at the events being held in Lancaster on January 27<sup>th</sup> and the event in Elona on March 16<sup>th</sup>. PSATS Bootcamp is an introductory course designed to help new Supervisors and staff prepared for their new responsibilities. I will be a panelist with three (3) additional Managers and Supervisors from all over the state focusing on issues such as Board/Manager relationships dealing with difficult individuals and applied management techniques. I have had the honor of presenting for PSATS over the last several years, both at events like this as well as the state convention, and appreciate the Board allowing me to be a part of this organization.
  
13. Police Department Alarm – We have been having significant issues with the alarm system for the building, which is also a requirement for the accreditation program. The system requires replacement but because of parts unavailability and its age, it's difficult and costly to get the needed parts. This was also an opportunity to upgrade our electronic door access control system, as both can now operate off of the same system serviced by one vendor. Attached please find the quote for the work. If approved by the Board, funds are available in the budget under building maintenance. Bids were not required due to the fact that the cost was under \$12,600. This matter will be placed on the agenda for action by the Board at its meeting of January 25<sup>th</sup>.
  
14. DCED LSA Grant – Staff has been working with representatives of Dawood Engineering to complete the Local Share Account (LSA) grant application to be used for the Hayward area surface water and inflow corrections project. The total amount being requested for the project is \$624,828.33. The work planning will include the construction of 1,510 linear feet of storm sewers in the Hayward Neighborhood consisting of work in Hayward Road, North Drive, Warwick Road and Wyndhurst Road. The current storm sewer system is old and contains damaged pipes which lead to flooding, inflow, and infiltration issues within the area. The present flooding and infiltration issue is causing an unhealthy environment within the area causing mold, surface water runoff, landscaping damage and ground water pollution. Staff will keep the Board advised on this matter.

15. Shentel GLO Fiber – Staff met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. It appears they will be 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. It is anticipated that construction should begin around February.
16. School District Field Improvements – Staff met with representatives of West York School District regarding some planned field improvements. The District is proposing to construct new fields in front of the high school on Bannister Street as well as on Brenda Lane . In addition, there will be some new parking areas and lights on all of the new fields as well as replacement LED lights at the existing fields. At the suggestion of the Township, the District is planning to have an information meeting with the residents and then will present a DRAFT plan to the Board in the future. The district is hoping to have that meeting sometime in February at the Township building. I will keep the Board updated on this matter.
17. Township 457 Deferred Compensation Plan - As the Board previously authorized, staff placed an ad to solicit proposals for an investment manager, advisor and administrator for the Township's 457(b) deferred compensation plan. RFP's were to be submitted to the Township by October 11<sup>th</sup>. We received four (4) proposals from Haverford Trust, American Trust/Langan Financial, Conrad Siegel and Horace Mann. Staff has reviewed the proposals and held interviews for the selection of a new consultant. Based on the information submitted, the pension committee recommends that the Board appoint Conrad Siegel to handle the Township's 457 Plan. This matter will be placed on the agenda for action at its meeting of January 25<sup>th</sup>.
18. Frito Lay Meeting – The scouring work has been completed. It is my understanding that Frito Lay will now begin monitoring the lines. As some point, I expect Frito to request another meeting to discuss the results of the monitoring and continue discussions on increasing the concentration of the sewer affluent that is discharged from the plant. I will keep the Board informed on this matter.

19. Public Works Building Expansion Fire Wall – As the Board was informed, the Township awarded the building expansion project for the Public Works building to A.K. Petersheim Builders, LLC and the Board was made aware of the issue with the firewall. I wanted to report that the building is progressing, but I have no idea if the firewall is still an issue. A.K. Petersheim was informed by staff that we felt it was clear that the firewall was included in the original scope of work for the building addition. I don't plan on bringing it up, but there is still a possibility that the contractor may request to discuss this item after the completion of the project. I will keep the Board informed on this matter.
  
20. "My WMT" Citizen Engagement System – On March 1<sup>st</sup> 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 questions, report an issue and receive text alerts. The system has been very consistent, seeing continual resident sign-up. Staff has also been very proactive with the system, asking residents who contact the Township if they would like to sign-up and going over the enrollment with them over the phone or email.
  
21. West Manchester/Dover Township Little Conewango 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 is anticipated that it will take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. Staff did present the project to the Shiloh Water Authority, and I was informed they seemed to be comfortable with the project. A follow-up meeting has been scheduled for February 15<sup>th</sup>. I will keep the Board informed of our next steps.

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 Conewango Creek. The applicant has received funding from the York County Stormwater Consortium for permitting and design. The purpose of the meeting was to update the Township and inform us that they will be seeking grant opportunities and may be approaching the Township for assistance, including financial as well as a letter of support. They plan to make a brief presentation in the near future to update the Board on the project.