
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: JANUARY 2026 – MANAGER'S REPORT
DATE: 1/15/2026

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

1. ▼ York Fair Agreement – The Board previously acted on a fair share agreement with the York Fair contingent on their acceptance of the document. I recently received an email from the Township Solicitor with a revised agreement as provided by the Fairgrounds. This revised agreement is significantly different than the one that was verbally agreed upon by the Township and the Fairgrounds. I contacted Pat Ball of the Fairgrounds to discuss this matter. He informed me that they removed all events from the fee due to the fact the fair thought this would discourage events from booking the venue. He stated that the majority of the funds is from the building rentals anyway and removing the events would not drastically affect the amount of revenue the township receives. He also informed me that they are willing to change the agreement back to make it retroactive from May 1st of 2025. I have discussed the suggested changes with Andy Herrold, and we will be prepared to discuss this matter with the Board at its meeting of February 26th. We planned to discuss this matter at the January meeting, but Mr. Ball will be at the state fair convention in Hershey that evening and will be unable to attend.

2. ▼ Zoning Ordinance Update – The steering committee has been meeting regarding the zoning ordinance update with the last meeting being held on January 15th. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.

3. ▼ Transition to Part-time Paid Fire Company – Clif and I have been working 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. To date, this shows what tasks have been completed and which are still remaining.

Completed items:

- Employment Application
- Firefighter Job Description
- Staffing & Availability Policy
- Station Management & Workflow Policy
- Holidays Policy
- Uniforms & Turnout Gear Policy
- Draft Updated Chain of Command Chart
- Draft New Employee Orientation Outline
- Met with uniform and Turnout Gear Vendor. Created specifications for each. Ordered items that could be ordered (Helmets, Nomex Hoods, Helmet Shields)
- Met with WMTPD to discuss how we will conduct background checks

Needs Completed:

- Background check guidelines and policy
- Personnel Selection and Hiring policy
- Volunteer Stipend Policy
- Finalize Orientation Process
- Finalize Chain of Command
- Revise Drug and Alcohol policy to reflect paid staff will be part of the random drug test pool.
- Revise some of the current WMTFD policies to reflect what paid staff will not be eligible for (LOSAP, Retention Benefits, Stipends, etc.)
- Revise some of the current WMTFD policies to reflect what paid staff will be required to follow as all policies state members of the WMTFD are volunteers
- Complete webinar on the 23rd on how to use the scheduling and timeclock software module in First Due
- Create flyers and ads to advertise hiring of Part-Time Firefighters

We are hoping to open up the application process at the end of February with then interviews towards the end of March and ultimately starting them in April/May. If you have any questions, please do not hesitate to ask. Also please feel free to provide any feedback as ideas and suggestions are welcome. Soon we anticipate starting to provide copies of the completed documents to the Labor Attorney for review and ultimately, to the Board for approval. I will keep the Board advised on this matter.

4. ▼ Transition from Woolpert to HRG – Township staff has been working with representatives of both Woolpert and HRG to establish the transition guidelines of all engineering services for the township from Woolpert to HRG. So far, everything is proceeding smoothly. The township thanks Woolpert for their professional service as Township Engineer and we look forward to a successful working relationship with HRG. I will keep the Board informed throughout the process.
5. ▼ Box Truck Ordinance – If the Board recalls, we previously passed an ordinance to restrict the parking of box truck type vehicles on residential streets. When that ordinance was passed, several residential districts were listed but the open space residential zones were omitted from this ordinance. The township has since received several complaints for box trucks being parked in open space residential zones and the Solicitor has prepared and advertised an amendment to include these omitted residential districts. This matter will be considered by the Board at its meeting of January 22nd.
6. ▼ Little Conewago Creek Master Site Plan - Staff is prepared to begin 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 cost of this project will be \$8,500.000 plus deliverables. Approval of this project will be placed on the agenda for consideration by the Board at its meeting of January 22nd.

7. 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 floodplain. 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.
8. 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.

9. 1353 Kenneth Road Raising Cain's Chicken Restaurant – Staff met with representatives of Raising Cain's restaurant regarding the site currently occupied by Lyndon Dinner. The restaurant is a permitted use by right but the retrofit would require several bulk and dimensional variances, many of which are de minimis in nature. In addition, the applicant plans to address several other non-conformities and bring them more into compliance. It is anticipated that they will submit variances for consideration at the November Zoning Hearing Board meeting. I will keep the Board informed on this matter.
10. 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.