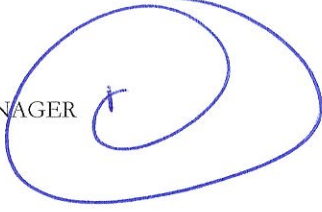

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: JULY 2025 – MANAGER'S REPORT
DATE: 7/17/2025



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

1. 2026 Budget – Staff has begun work on the 2026 budget. As always, staff will ensure that the 2026 budget will still provide the services that our residents expect with a minimal amount of impact. We will also continue to show the Board's commitment toward improving our community by allowing for allocations for emergency services, recreation, street improvements and road replacement and construction. Following is a tentative schedule I have prepared for use by the Board and staff:
 - a. Department Heads see Keith Whittaker for budget forms and a copy of the 2025 budget to be used as a guide: Now - Friday, August 8th.
 - b. Draft Departmental Budgets given to Finance Director: Friday, August 22nd.
 - c. Departmental Meetings with the Finance Director and Manager: Tuesday, September 2nd – Friday, September 19th
 - d. First Draft Budget to B.O.S.: Thursday, October 23rd
 - e. Refine budget and estimates: Friday, October 24th – Thursday, November 6th.
 - f. Official Preliminary Budget to B.O.S.: Friday, November 7TH
 - g. B.O.S. Meeting - Thursday, November 13th
 - h. Budget Advertised and displayed: Friday, November 14th
 - i. Budget Adopted: December B.O.S. Meeting – Thursday, December 18th.

2. ▼ Township Audit – Maher Duessel has completed the official audit of the Township financial records for 2024. Attached please find copies of the Management Letter as well as the Communication to Those Charged with Governance. The Township has some minor findings regarding having updated agreements and contract with vendors on hand and improving technological controls, but nothing major. Staff will write a response letter regarding these issues.
3. ▼ Audit Engagement Letter - Audit Engagement Letter – The Township just completed its final year of a three (3) year contract with Maher Duessel to prepare the audit report and financial statement for West Manchester Township’s financial accounts in place of the elected West Manchester Township Board of Auditors. Attached please find a contract for audit services to audit financial records for the years 2025, 2026, 2027 and 2028. Maher Duessel has provided the auditing services for several years and has done an excellent job. Staff has investigated the proposal and found that it is in line with proposals sent to similar municipalities. Staff recommends that the Board sign the attached agreement and return it to Maher Duessel. This matter will be placed on the agenda for consideration by the Board at its meeting of July 24, 2025.
4. ▼ York State Fair – “America’s First Fair”, the York State Fair will begin on July 18th and will run through July 27th. Chief Laughman, Chief Snyder, Lt. Hanuska, Lt. Emig and I attended a safety briefing yesterday at the fairgrounds and have been working with the York State Fair staff and neighboring Law Enforcement and Public Safety agencies to ensure the safety of all who attend.
5. ▼ 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. While the daily garbage collection issues have gradually improved, yard waste continues to be an issue due to the fact that workers for yard waste volunteer for this duty and the crews dispatched to the Township on weekends are unfamiliar with the route and collection points in the Township. I am working with Penn Waste to find a permanent solution to this issue but will continue to monitor the situation and take appropriate action as necessary.

6. ▼ Zoning Ordinance Amendment Request (Data Centers) – Attached please find an application and supporting information to allow data centers in a proposed data center overlay zone. Two (2) parcels are located in West Manchester Township, along with adjoining land located in Jackson Township. As the Board is aware, zoning changes are discretionary. If the Board would like to move forward with the request, staff recommends that the Board authorize forwarding the proposal 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.
7. National Night Out Events – The Police and Fire Departments are in the process of organizing West Manchester Township’s Annual National Night out. Same as last year, Officer Estevez has stepped up and will be organizing the event for the PD. The event will be held on Tuesday, August 5th at Sunset Lane Park. National Night Out is an annual community-building campaign that enhances the relationship between neighbors and Law Enforcement/EMS while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. There will be plenty of fun activities, crime prevention information, entertainment and food which will be free to the public. We expect several members of Township staff, the Police Department and volunteer Firefighters to be participating in the event and hope to see everyone there!
8. West Manchester Township Police Golf Tournament – There is still time to register. The date is set for the 2025 West Manchester Township Police Officers Association Golf Tournament! The outing will be held on FRIDAY, AUGUST 15, 2025, at 8:00am at Briarwood Golf 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. There will be plenty of door prizes and everyone will 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.

9. Shentel/Glo Fiber – As requested by the Board, a representative of Shentel Glo Fiber was present at the meeting of May 22nd to discuss installation of the converter boxes in some sidewalks and their ongoing restoration efforts. 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.
10. ▼ Comprehensive Plan – The West Manchester Township Planning Commission held a public hearing on Tuesday, April 8, 2025, at 7:00 p.m. to discuss and take input on the Comprehensive Plan DRAFT. No members of the public were present, but the Planning Commission acknowledged comments from Supervisor Ruman related to the plan. As the Board was informed, the Planning Commission made a motion to remove Appendix 1 from the DRAFT, accept the DRAFT as amended, and approve it for distribution to adjoining municipalities, the YCPC and WYASD, and forward to the Board for consideration. The Board also agreed to include Supervisor Ruman’s comments in Appendix 1 regarding the rezoning of properties on Carlisle Road and the increasing building height restrictions in commercial/industrial zones. The YCPC voted to approve the comp plan at its meeting of June 17th. At its April meeting, the Board authorized the Solicitor to advertise the comp plan for adoption when appropriate, I believe we are at this point. The public hearing has been advertised, and this item will be placed on the agenda for consideration by the Board at its meeting of July 24th.
11. ▼ York Fair Agreement – Staff spoke with Patrick Ball who drafted an agreement for consideration. In reviewing the agreement with the Solicitor, it was determined that additional details would need to be added. Andy Herrold is working on additions to the agreement at this time. When complete, I will meet with Pat Ball from the Fair to review. I will keep the Board advised on this matter.

12. ▼ 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.
13. Cottontail Solar Land Development – Lightsource BP is still working on the deficiencies associated with their land development plans. My understanding is that the conversion of the temporary parking area on Mr. Stump's property has been completed, all of the trees have been replanted to an acceptable height and the only outstanding item is recording 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 March 29, 2025. They were then given a temporary extension until April 29 to complete the outstanding items, or the temporary occupancy would be revoked. 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. The permit has been temporary extended for an additional six (6) months.
14. ▼ West York School Stormwater Issue – WYSD submitted land development plans for the proposed improvements to the athletic fields at the High School campus along Bannister Street which was conditionally approved by the Board on March 27th. At that meeting, the Board requested that Director Hamme, who was present in the audience, discuss with the School Board partnering with the Township on various needed stormwater improvements on the Trimmer/Brenda Road. The township provided the district with the estimate prepared by HRG. I will inform the Board when I receive a reply.

15. ▼ Amendment to Intergovernmental Agreement for the Chesapeake Bay Pollutant Reduction Plan – The Agreement for implementation of the Regional Chesapeake Bay Pollutant Reduction Plan, was amended to extend the term of the Agreement to December 31, 2025. This date was based on PA DEP giving notice in September of 2022 that the existing MS4 Permits were being extended to March 15, 2025, to adequately address issues and develop the Permit for the next cycle. However, on May 18, 2024, PA DEP gave notice that it is extending the existing MS4 Permits until the Permit is reissued to adequately address issues related to reissuance of the Permit. Then, on January 18, 2025, PA DEP published draft MS4 Permit documents for review and comment, but has not yet published responses to the comments, as required. Thus, the timeline for reissuance of the Permit and preparation of the required plan to meet new Permit requirements remains unknown. The draft MS4 documents propose requiring a Volume Management Plan (VMP) rather than a Pollutant Reduction Plan (PRP). It further proposed that municipalities would have two years after reissuance of the Permit to develop and have the VMP approved by DEP. Thus, based on the draft MS4 documents, it's possible that having a “new” plan and “new” fee schedule for the YCSWC to implement may not occur until 2029. Thus, the YCSWC Management Committee would like to extend the Agreement term until December 31, 2030. This will provide ample time to complete and submit the final MS4 report for the existing Regional CBPRP (due September 2026) and close out funded project contracts. Additionally, it should provide sufficient time to prepare and develop a fee schedule for the “new” plan, as well as have it approved by DEP. This Amendment to extend the Agreement Term will **not** result in any additional financial obligations. This matter will be placed on the agenda for consideration by the Board at its meeting of July 26th.
16. ▼ SPCA – Attached please find a post from the Adams County SPCA regarding the new policies of the York County SPCA and its effect on their organization. Also provided is a response that the Executive Director of the York County SPCA, Steven Martinez, sent to the York County Municipal Managers Association. These articles have ignited a number of comments from various municipalities regarding their new intake policy and its effect on these municipalities.

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. I will advise the Board informed on the outcome of this meeting.
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. I have been informed, however, that due to DEP changing parameters in the new MS4 reporting and moving away from sediment control and more to volume control, the project will no longer be eligible for grants from the stormwater consortium. We were also recently 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. A copy of this notice is attached. If so, the Township will need to reevaluate its participation and financial commitment to this project.

19. 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.
20. 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.