
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: JUNE – MANAGER'S REPORT
DATE: 6/19/2026

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

1. ▼ Road Closure Ratification (North Drive) – As the Board was notified, North Drive from Loucks Road to Wilt Drive was closed on June 11th for an emergency gas repair. Essential services and residents were still permitted access to their homes. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of June 25th for official ratification by the Board.

2. ▼ Road Closure (Stanton Street) – The Township was contacted by Jalana Firestone who requested that the Township allow the closure of Stanton Street from North Gotwalt Street to North Scott Street on June 27th between the hours of 1pm until 10pm. The request is for a yearly block party that has gotten too large for their property. Staff has no objections to the request due to the low volume of traffic on the street. If approved, staff will make all of the necessary notifications. This matter will be considered by the Board at its meeting of June 25th.

3. ▼ 2026 Street Rod Nations - The 2026 Street Rod Nationals hosted by the National Street Rod Association was in the Township the weekend of June 5th thru June 7th. Chief Laughman previously prepared an Incident Action Plan (IAP) for the event. The IAP would be used for any large-scale incidents that required a response beyond the capabilities of Emergency Services staged within the grounds during the event. The street rod event went off without any major incidents. Great work by all of the Emergency Service for preparing for and responding to this event.

4. ▼ National Night Out Events – The Police and Fire Departments are in the process of organizing West Manchester Township’s Annual National Night out. Once again, Officers’ Harner and Estevez will be organizing the event for the PD. The event will be held on Tuesday, August 4th 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!
5. ▼ Dangerous Building Update – Staff will update the Board on the dangerous building located at 4320 West Market Street, the former Lee’s dinner for which a public hearing was held on May 28, 2026.
6. ▼ York Fair Emergency Services Planning Meeting – On Tuesday, June 16th, staff from all over York County met with representatives of the York Fair and WMTPD to discuss the emergency services plan for the York Fair. I believe that we have made some significant improvements from last year and are in good shape going into the event. I would like to thank Chief Snyder, Lt. Emig, Lt. Hanuska and Chief Laughman for all of their hard work preparing for this event.
7. ▼ PSATS Pennsylvania Municipal Government Academy (PMGA) Graduation - I am pleased to inform the board that I have graduated from the PMGA program administered by PSATS. The program requires 60 total credits in the areas of Administration, Public Safety, Public Works and Planning/Zoning along with attendance at three (3) major events which include the HR & Labor Management Institute, Stormwater Conference Emergency Management Exercises and the PA Zoning Officials. Thank you to the board for allowing me to complete programs like this to enhance my leadership skills and professional development needed to meet the demands and expectations of my position.

8. ▼ Benecon/IIC Board Election Results – The Intermunicipal Insurance Cooperative (IIC) is one of the specialty healthcare programs administered by the Benecon Group. The program is specifically oriented towards municipalities in York and Lancaster Counties and is structured to help organizations safely self-fund their health benefits by pooling resources. Through regional cooperation, member municipalities leverage collective buying power, reduce administrative costs and gain access to flexible plan designs. West Manchester Township has been a member of the IIC since 1993. I have been a member of the IIC Board of Directors since 2016 and am proud to announce that I was unanimously re-elected by my peers in York and Lancaster Counties for a 2-year term (until 6/30/28) and retained as Vice-Chair by my fellow Board members. Thank you to everyone for allowing me to continue to represent West Manchester Township as we work collectively to manage benefits efficiently, reduce costs and improve transparency and local control over our employee benefits.

9. ▼ Noise Barriers for RT. 30 – At the request of Supervisor Harlacher, staff researched a request he received from a resident on Weldon Drive, near Rt. 30, to install sound barriers due to the new warehouse construction near Briarwood. The department informed staff that the Pennsylvania Department of Transportation (PennDOT) noise abatement policy is currently limited to the construction of warranted noise barriers as part of a highway project on new alignment or for a major reconstruction project with additional travel lanes. Unfortunately, this area would not meet the qualifications.

10. ▼ Township Audit – Maher Duessel has completed the official audit of the Township financial records for 2025. Following please find copies of the Management Letter as well as the Communication to Those Charged with Governance for your review. The Township had some minor findings regarding grant activity and improving technological controls, but nothing major. Staff has written a response letter regarding these issues which has included. Please advise if you have any questions or comments regarding this matter.

11. York Fair Agreement – At its meeting of March 26th, the board acted on a fair share agreement with the York Fair. A copy of the executed agreement was returned by the Fair and representatives from the Fair indicated that the first payment will be forwarded sometime in July. I will inform the Board when the agreement and payment is received.
12. ▼ Rezoning Request 99 Hokes Mill Road – Staff received a rezoning request from Peter Ruth on behalf of McDonogh, LLC, the property owner, to rezone 99 Hokes Mill Road from R-5 Residential to Light Industrial. The existing facility has been used as industrial for some time and the existing warehouse and storage facility was allowed by special exception. The property across the street is also zoned industrial, however the property is surrounded by residential uses. The board forwarded the application to the Twp Planning Commission and the York County Planning Commission for their review and recommendation and a public hearing has been scheduled for July 23rd.
13. PA American/Aqua Water Merger – On the advice of our legal council Tom Wyatt, the members of the York Area Regional Sewer Authority (YARSA) have filed testimony regarding the merger. Once again, I have been asked to be the spokesman for the group. In summary, our testimony is that we only object to the merger if it effects the bulk rate agreement that the connected municipalities have with PA American is affected. We are hopeful that PA American will provide an assurance that our rate will not be affected then we can withdraw from the case. I will keep the board informed on this matter.
14. ▼ Transition to Part-time Paid Fire Company – Clif and I continue to work 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. We have feedback from our Labor Attorney on the completed policy documents and will be meeting with him in the near future to discuss. In addition, the township received 35 resumes for consideration, 26 of which were interviewed and offers have been made to fifteen (15) candidates. Fourteen (14) of the candidates have returned their paperwork and have completed the hiring process. It is our hope to become operational sometime on or around July 18th. I will keep the Board advised on this matter.

15. ▼ Proposed Development Near Dunedin – Staff met with representatives of DRB Homes regarding a possible development at the southwest intersection of Rt 116 and Darlington Road. Attached please find a sketch of the proposed development. The property is owned by John White and is considering approximately 118 units on 98 acres constructed by a regional homebuilder. The property is proposed to have public sewer provided by Jackson Township since part of the development is located within their jurisdiction as well. The developer has informed staff that they have had discussions with Jackson Township, and they are willing to provide public sewer for the entire development. This is contrary to discussions that the Township has had with Jackson Township where they have stated that they only have limited sewer capacity and this property was not slated for development. If you recall, this same property was under consideration for development last year but was withdrawn after Jackson refused to provide sewer for the development after the developer informed the Township that Jackson would service the site. The developer then investigated continuing the existing main from S. Salem Church Road/West Market Street to the site but found it was cost prohibitive. Preliminary cost estimates last year were around 4 million for the sewer extension. I will keep the board updated on this proposal.

16. ▼ Fence Easements - As previously explained to the board, we expect to see an increase for requests to allow structures in an easement as many of the existing fences or sheds need to be replaced, or property owners plan to install new fences or sheds, similar to their neighbors. On the agenda for the June meeting we expect at least one or two of these requests. In order to appear on the agenda for approval, applicants must have paid the appropriate fees, had the plans reviewed by the Township Solicitor and Engineer and agree to sign the necessary agreements if approved. Unless otherwise noted, staff will be recommending the approval of these requests.

17. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the last meeting on June 21st being cancelled. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.

18. ▼ 2026 Proposed Road Projects – Material bids for road projects and line painting were opened on Thursday, June 18th and will be placed on the agenda for approval at the board meeting of June 25th. HRG will provide bid details ahead of the meeting. Following please find a proposed project list, some roads may be postponed if the costs come in higher than anticipated.

Microsurfacing :

- Canary Circle
- Canary Ct
- Dill Rd
- Duvall Ave
- Dill Rd
- Finch Dr
- Hull Dr
- Lark Dr
- Robin Rd
- Robin Circle

Full Reclamation:

- Zarfoss Rd – Rt 30 to Gulton Rd (Full Reclamation)

If time and material allows, additional roads to be paved include:

- King St – Hokes Mill Rd to WY boro line
- W. Philadelphia St – 15' West of North Forrest St to 200' East North Forrest St.

Columbia Gas will be paving sections of the following roads as part of their line replacement projects:

- Adams St – Next to the middle school
- Leonard St – Next to the middle school
- Worth St – Next to the middle school
- Beeler Ave
- Brougher Lane
- Greenwood Rd
- Taxville Rd
- Loucks Rd
- Woodlawn Ave
- Kotur Ave
- Logan Rd

19. ▼ History Made Here Fourth of July Parade – We were informed that the York County 250th committee has decided to cancel the 4th of July parade in York due to many of the municipalities having their own events. They will however, still be having the Cultural Fair at the Fairgrounds. West Manchester is incorporating its 250th festivities into our Olde Tyme Carnival which will be held that same week. In addition, 250th themed programs are being incorporated into the summer playground program for our residents. Even without the parade, several events will be available for everyone to enjoy Americas’ 250!

20. Little Conewago Creek Master Site Plan – As the Board is aware, staff is 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 Recreation Advisory Committee as well as a data analysis and conceptual designs for the property. The RAC reviewed the plan which anticipates walking trails going around the perimeter of the open area with one or two cutting through the middle, leaving some green space, picnic tables and environmental/ education opportunities. Staff and HRG distributed the survey letter to neighbors and will answer questions and solicit comments from residents at the PAC meeting on April 15th before submitting the grant application. Staff and HRG had a pre-submission meeting and site review with DCNR on April 14th and Resolutions and funding commitment letters for both applicable grants have been previously approved and the submission has been made. I will keep the Board informed on this matter.

21. ▼ General Construction and Sanitary Sewer Construction Specifications Update – The township has updated its general construction and sanitary sewer construction specifications to ensure that they remain current, reflect industry standards, adhere to regulatory requirements and promote best practices. HRG has completed the technical review of this item and it is ready for action by the board. Andy Herrold is preparing resolutions for both matters which will be placed on the agenda for consideration by the board at its meeting of June 25th.

22. ▼ Emergency Contracts – HRG solicited bids for emergency excavation work on behalf of the contract. Due to the wording of the contract, the township only had one response. After speaking with several contractors as to their reluctance to bid, staff has decided to reject all bids and reissue the RFP with revised language that we are confident will result in additional interest. The revised bids will be opened on the morning of June 22nd and this matter will be on the agenda for consideration by the board the evening of June 25th.
23. 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.
24. West Manchester/Dover Township Little Conewago Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project planned 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. As the Board is aware, this project is on hold due to grant availability.

25. 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.