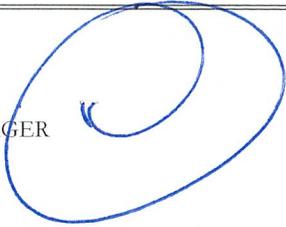

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: MARCH 2026 – MANAGER'S REPORT
DATE: 3/20/2026



▼ 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. As the board was informed, we 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 also stated that the majority of the funds the township would receive would be from the building rentals anyway so removing the events fee 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. Mr. Ball appeared in front of the board at its meeting of February 26th at which time he explained the proposed changes to the board. It was determined and stated by Mr. Ball that the changes would still generate the yearly estimated revenue that the Township was expecting on a yearly basis. Attached please find a red-line copy of the agreement as provided by the Fair as well as a clean copy for your consideration. If acceptable, staff recommends that the Board act on this agreement at its meeting of March 26th.

2. ▼Liquor License Transfer Hearing – The township received a request from Attorney Ellen Freeman to hold a municipal hearing to transfer a “restaurant”, “R”, liquor license into West Manchester Township from Newberry Township. The license will be used at the Wawa store located at 4535 West Market Street in order to allow the sale of beer, wine and ready-to-go cocktails in its existing dining area. If approved by the board the hearing will be scheduled for April 23rd at 7:00 p.m., immediately prior to the Board’s regular meeting. Consideration of the request will then be placed on the Board’s agenda later that same evening. Staff recommends that the board accept the request and establish a public hearing date of April 23rd at 7:00 p.m. to hear the request. This matter will be considered by the board at its meeting of March 26th.
3. ▼Emergency Services Appreciation Banquet – The West Manchester Township Fire Department held their Annual Appreciation Banquet on Saturday, March 7th at the Wyndham Garden Banquet Hall. 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 at the Township office. Thank you to everyone who attended and for all that you do for WMT.
4. ▼Genesee & Wyoming Railroad R-O-W Issue – The Township is having a dispute with Genesee & Wyoming Railroad (formerly York Rail) regarding accessing a sewer right-of-way on their property for the purpose of doing some line repairs associated with the King Street pump station maintenance project. Although the township has an existing right-of-way on the property that is shown on a recorded plan, the railroad wants the township to obtain additional access permits totaling approximately \$1,700.00 to access the area. Staff and the Solicitor are trying to work with the railroad to resolve the issue. Staff is also working to locate the original deeds which would give the township ability to access the property. I will keep the board informed on this matter.
5. ▼Severe Weather Emergency Declaration – Due to the heavy storms with damaging winds that were predicted for the township on the evening of Monday, March 16th, the township, on advice of the EMC, declared a severe weather emergency. Fortunately, the damage was minimal as the storms passed by however, we still need to clean up some loose ends. Staff recommends that the Board ratify the Severe Weather Emergency Declaration from March 16th from 12:00 pm until 12:00 am.

6. ▼ICE 287(g) Agreement – WMT, as well as many other municipalities, have been approached about signing a 287(g) agreement with ICE. The 287(g) program is a provision of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 that enables U.S. Immigration and Customs Enforcement (ICE) to work with state and local law enforcement agencies. Under these agreements, local officers are trained and authorized to perform specific immigration enforcement functions under ICE's direction and oversight. The primary goal of 287(g) agreements is to enhance public safety by allowing local law enforcement to identify and remove individuals who are in the U.S. illegally and may pose a threat to safety, something that we are presently doing without financial reimbursement.

There are three operational models under the 287(g) program:

- Jail Enforcement Model: Local law enforcement identifies and processes removable aliens who are arrested and held in jail.
- Task Force Model: Local officers can enforce immigration laws during their routine police duties, with ICE oversight.
- Warrant Service Officer Program: Trained local officers can serve and execute administrative warrants on aliens in their custody

If we officially sign an agreement, the Township would be eligible for an upfront payment of \$100,000.00, \$7,500.00 for equipment, salary and benefit reimbursement and overtime reimbursement up to 25% of the participating officer's salary. Chief Snyder will be prepared to discuss this matter. Consideration of the 287(g) agreement will be placed on the agenda for consideration by the Board at its meeting of March 26th.

7. ▼Hayden Heights Stormwater Issue – As the board may recall, in August of 2025 the township was contracted by Mrs. Irene Altman regarding a stormwater issue at 3 Hayden Heights Road. In 2019 the township repaved Hayden Heights Road, shortly thereafter, Mrs. Altland contacted us regarding stormwater issues in her yard and was affecting her home since completion of the project. The township has made minor fixes to the area but the issue still remains. As directed, we had the township Engineer, HRG, prepare an estimate to resolve the issue. Attached please find a copy of that report. In short, we estimate the total cost of the project to be about \$70,000 if bid. This item will be placed on the agenda for discussion at the board's meeting of March 26th.

8. ▼ 2298 Heather Road Stormwater Easement Encroachment (Angela Lawson) – The Board of Supervisors, at its meeting of Nov. 13th, approved a request by Ms. Angela Lawson to encroach into the 10’ stormwater easement along her side property line for the installation of a shed on a stone pad conditioned on her executing and recording an easement agreement with the Township and paying all fees associated with the project. At the time, Ms. Lawson accepted the conditions of approval. As per the attached letter, Ms. Lawson has now contacted Rachele and stated that she will not sign the easement and will be having her attorney contact the Township. Based on this letter, I have instructed the Zoning department to begin enforcement measures for building without a permit and construction in an easement. As per the attached letter, Ms. Lawson has asked to be on the agenda (again) to discuss this matter. This item will be placed on the agenda for consideration by the Board at its meeting of March 26th.

9. ▼ Data Center Trip – I was one of a select few Township Managers that was asked to attend a bus trip and participate in a discussion on data centers that traveled to Louden County, VA with other elected local and state officials to tour various data sites. The bus departed PSATS on Thursday, March 12th and returned late that same evening. I am very excited to share the information that was presented and would like to thank Dave Sanko and PSATS for the invitation.

10. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the last meeting being held on March 19th. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.

11. ▼ PSATS Activities – On March 4th, I was asked by PSATS Executive Director, Dave Sanko, to be one of the judges for the PSATS Leadership Award for 2026. In addition, I was a speaker at the PSATS New Supervisor Boot Camp that was held on Saturday, March 14th to discuss duties of a township manager and relationship building between supervisors and their manager.

12. 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. 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

13. ▼ Little Conewago Creek Master Site Plan – As the Board was aware, staff was 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 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. The survey letter has been sent to neighbors and we currently have 74 responses with a close date of March 25th. A meeting has been scheduled for April 15th to answer questions and solicit comments from residents before submitting the grant application. I will keep the Board informed on this matter.

14. ▼ HRG Projects – Now that construction season is just a few weeks away, staff is working with HRG on a number of issues that we hope to accomplish this year. Some of the active projects include an I/I inflow and infiltration collection system report, an RFP for a new IDIQ program for emergency sewer services, a major sewer main lining project, several grant opportunities which we are researching, investigating the possibility of a new GIS system and various road issues through the Township. HRG has also been assisting with the onboarding of our new Public Works Director and aiding the Zoning Department with MS4 and other stormwater issues. I wanted to personally recognize Ryan, Erica, Lauren and everyone at HRG for their continued professionalism, responsiveness and expertise in supporting a very wide array of municipal projects. We value the strong working relationship that we have quickly developed and truly appreciate HRG's commitment and dedication to serving the Township's needs. Our new relationship with HRG could not be going better.

15. ▼ Shiloh Water Authority – I received a number of calls on Wednesday, March 18th about a hydrant project on Basswood Road. Even though the Authority is independent from the township, residents don't understand this and associates them as the township. Most residents complained about not being notified about a disruption in water service, lower water pressure, oil and mud on the street after the project and damage to their personal property as a result of the project. I also received a call from Ron Stare, former member of the Recreation Commission, who advised that the contractor for the Authority “slapped the phone from his hand” as he attempted to call the police. Attached is a copy of the police report for the incident. I expect some of the residents may attend our meeting.

16. ▼ 1845 Golden Eagle Drive Stormwater Easement – Following please find an email from David and Penny Wales objecting to the fact that need an easement agreement to install their fence in the existing stormwater easement. While I understand that in the past the township was not as diligent about stormwater and placed the responsibility on the property owner of knowing if an existing easement was on the property, this does not mean we should not be enforcing the easement. Mr. and Mrs. Wales are expected to address this issue with the Board during the public comment section of the board's meeting on March 26th

17. 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.

18. ▼ Market Street Pump Station Project – Over the last few year, the force main which serves the Market Street pump station has ruptured, causing major issues. The existing 12-inch ductile iron force main is approximately 5,300 linear feet long and is about 38 years old. The useful life of a sanitary sewer force main is 40 to 60 years, with force mains that convey industrial waste being closer to 40 years' time. Staff is requesting the board to authorize the acceptance of a proposal from HRG to project engineering services and construction services to receive quotes for this project. The cost for this project will be taken from the sewer fund.

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.