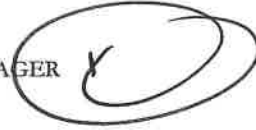

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: MAY 2023 – MANAGER’S REPORT
DATE: 5/19/2023



1. **Police/Fire Recognition Ceremony – The Police/Fire Awards**
Recognition Ceremony was held on Wednesday, May 17th at 6:00 p.m. at the West Manchester Township Building. The Township would like to once again take this opportunity to thank all of the men and women of the West Manchester Township Police Department and West Manchester Township Fire Department and Emergency Services who so unselfishly give of their time and skills for the well-being of others.

2. **WMT Strategic Plan Presentation –** In late September of 2022, the West Manchester Township Board of Supervisors began the Strategic Planning process with the services of Dame Leadership. Strategic Planning is a largely internal process designed to improve an organization’s operations, culture, and ultimately the outcomes that the organization delivers, in this case, to the stakeholders (residents, businesses, collaborating entities, and organizations). Representatives of Dame Leadership will be present at the Board’s meeting of May 25th to explain the process and officially roll-out the plan to the general public.

3. **Road Closure Ratification (Locust Lane) -** As the Board was notified, Locust Lane from Bank Lane to Wyndhurst Court was closed on May 17th from approximately 9 am to 3 pm for an emergency gas line repair. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of May 25th for official ratification by the Board.

4. Road Closure Ratification (South Salem Church Road) – As the Board was notified, on May 24th, Glens Tree Service will be on-site to remove the trees that are a safety concern along South Salem Church Road. In order to do this work safely and efficiently, we will need to close the road from Rt 234 to Mobile Climates Control's entrance. The road will be closed from approximately 7:30 am until 3:00 pm. The Township will also be clearing limbs back during that time and removing the trees after they are on the ground. We will put the closure on the website and send it out as a text alert as well. Signs will also be put up before the closure for motorists to plan accordingly for the temporary inconvenience.
5. Business Privilege/Mercantile Tax Audit Program – In 2016 the Township started an audit program to educate businesses on what items are taxable according to our guidelines. The program was very successful in helping businesses pay the correct amount and for the Township to collect back-owed revenue. The firm contracted with the municipality and worked with the York Adams Tax Bureau (YATB) to determine which businesses were to be audited. They focused on larger employers within the Township. They looked at non-filers, businesses claiming large exemptions and businesses that did not supply supporting documents with their MBP tax returns. The venture was extremely successful for the Township however, the company was operated by a solo-practitioner and when he retired, the program discontinued. The Township was informed by the YATB that another gentleman, Gary Williams, who works for the CPA firm of McCarthy & Company, PC has once again begun the program with several York County municipalities with similar success. The Township engaged with Mr. Williams for this service and I am happy to share the results. This program has yielded an additional \$42,850.94 in revenue for the Township. Mr. Williams takes his fee from back taxes owed, so this amount was net by the Township. If acceptable with the Board, I plan to continue this program on a yearly basis for approximately 5-7 businesses per year.
6. BP Lightsource Donation – During the course of a conversation with the local representative, I was informed that BP Lightsource provides donations to communities they do work in. I followed up with Lightsources' Community Relations Manager and was able to secure a \$5,000 donation toward the purchase of our new fire truck.

7. 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 July 1st between the hours of 1pm until 10pm. The request is for a party that has gotten too large for their property. Staff have 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 May 25th.

8. Exterior Meeting Room Windows – As the Board recalls, staff previously had a sun-blocking film placed on the meeting room windows to deflect the sunlight during meetings. Only a portion of the windows were done at that time due to the majority of the meetings occurring in the evening. Now with the updated technology in the room, it is getting a lot more use during the day not only by staff, but other government and affiliated organizations. Due to the increased usage, and to further reflect sunlight in the room, staff has investigated an additional external film which can be applied to the entire area, making it more usable. The current internal film would not need to be removed and would work in conjunction with the external film. It would however give the windows a “silver, mirror” appearance from the outside. I have attached an email with the specifics as well as an example of what the windows would look like. Staff solicited two (2) quotes from businesses in the area and the lowest quote was from ESFC in the amount of \$14,000.00. This matter will be placed on the agenda for discussion by the Board at its meeting of May 25th.

9. Manchester Township/Bull Road Speeding Concern – Attached please find a letter from Manchester Township to Penn D.O.T. regarding speeding on Bull Road. The letter requests that a speed study be done to evaluate if a speed reduction is warranted. Since this border is shared with West Manchester, the Township was requested to send a similar letter supporting this request. Attached please find a letter from Rich Shaw on behalf of the Township which echoes this concern. I believe this is a valid concern but would be surprised if any change was made. I will keep the Board updated on this situation.

10. Code Administrators – Commonwealth Code was informed that the Township appointed Code Administrators as the new building inspector and BCO for West Manchester Township. From what I understand, the transition is going well. Commonwealth Code did request an “exit interview” which will be performed in the near future.
11. Little Conewago Creek Pollution Reduction Project – The Board requested additional information as to the opinion of staff whether we should continue with the project if a financial match is required. Attached please find a memo from our MS4 Coordinator, Zane Williams, expressing his support for the Township’s participation in this project. I also spoke with our Director of Public Works, Rich Shaw, who agrees with this position. I suggest that we discuss this matter in more detail. I will have Zane at the Board meeting to answer any questions that Board may have. This matter will be placed on the agenda for discussion by the Board at its meeting of May 25th.
12. Township Staff CPR and AED Training – The Township safety committee has scheduled CPR and AED training for staff on June 15th. This is part of the safety committee’s continuing effort to improve workplace safety. In addition, by organizing this type of training for Township employees, they are also able to secure a discounts on the Township insurance premium payments.
13. YCPC 2025 Transportation Improvement Plan Presentation – Heather Bitner from YCPC will be present to give a brief presentation on the 2025 TIP. The Transportation Improvement Program, or TIP, identifies the highway and transit projects funded in the next four-year period. Capital improvement projects must be included on the TIP to receive state or federal funding. In some cases, YAMPO groups small-scale or undefined projects into line items on the TIP based on project type.
14. Resolution 2023-11 Honoring the 100th Anniversary of Shiloh Fire Company – Shiloh Fire Copay will turn 100 years old this year. We wanted to honor this tremendous achievement with a resolution. This matter will be on the agenda for consideration by the Board at its meeting of May 25th.

15. Olde Time Carnival Fireworks – Staff is requesting that the Board authorize a fireworks display at Sunset Lane Park for Old Time Carnival on July 18th with a rain date of July 19th. In addition, staff would also request that the \$500.00 Fire Department fee, required by the fireworks ordinance, be waived as well. These requests will be placed on the agenda for consideration by the Board at its meeting of May 25th.
16. Haviland Road Sewer Project – As the Board was informed, the construction is completed, and the system has been tested and tied into the existing sanitary sewer system. No one has officially connected to the system as of yet, but one permit has been submitted and several residents came in to ask questions and pick-up application forms. The Township is still working with representatives of the York County Planning Commission to provide grants to pay for hook-up costs not waived by the Township to needy residents. Keith is also continuing to work with DCED regarding the reimbursement and close-out of the grant application. I will keep the Board updated on this matter.
17. “My WMT” Citizen Engagement System – On March 1st 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 a question, report an issue and receive text alerts. As of April 10th, the Township had 297 residents sign up for the system, 566 residents engage with the system and had over 647 total communications with residents. The most common question/issue was regarding permits. We encourage everyone to sign-up and be on the lookout for new notifications.
18. Township Audit – Maher Duessel contacted the Township regarding the official audit of the Township financial records for 2022. Due to scheduling and staffing issues, the audit is once again being delayed this year and will not start until sometime in June. The Township anticipates the audit being complete sometime in August. Maher Duessel has contacted DCED and received the appropriate waiver to file our annual report because of the delay. Board members may be contacted by the Auditors to ask questions and discuss any general concerns they may have. I will advise the Board when the audit actually begins.

19. Comp Plan/Zoning Ordinance Update – The Township received proposals from the three (3) companies to which we sent an RFP. After reviewing the applications, interviews were conducted with the firms and follow-up questions were asked and the responses were previously sent to the Board. At its meeting of March 23rd, the Board awarded the Comp Plan update to Gennett Flemming. Representatives of Dawood Engineering had a meeting with Gannett Fleming on Monday, April 10th and was advised that Gannett Fleming is putting together their contract and had certain questions for the township. Those questions were forwarded to the Board for their review and comment. We have replied back to their questions, and we have finalized the contract and sent it over for review and execution. We have requested a schedule to start the process and will provide it to the Board as soon as it is received.

20. Frito Lay Meeting – The Township staff is making the arrangements for the line scouring work to be completed. I will advise the Board when the work has been done and any effects it is having on the odor issue. I will keep the Board advised on this matter.

21. PSATS Learning Events – The Township hosted a PSATS training on February 23rd for Municipal Secretaries and Managers which I participated in. The Event was such a success, we have been asked to host and participated in a follow-up event, Next Chapter: Building Confidence in Your Administrative Role on May 25th.

22. Baker Road Guiderail –The curve near Mr. Zmolek’s property will get additional signage as well as micro surfacing as soon as the weather breaks. Mr. Zmolek did report another accident at his property on April 1st. We will keep the Board advised on this matter.

23. Website Update Discussion- Staff did another demo with ProudCity. They stated that they were not willing to negotiate on price. Staff also spoke with our current designer, DoubleDog, who requested an opportunity to present a proposal for a total revamp of the site. We are meeting with them on March 16th. I will keep the Board advised.