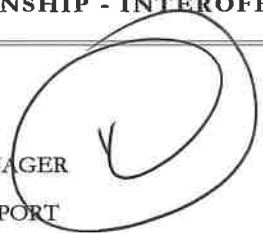

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: NOVEMBER 2021 – MANAGER’S REPORT
DATE: 11/4/2021



1. November 11th Regular Board of Supervisors Meeting – The regular meeting of the Board of Supervisors will be held on November 11th at 7:00 p.m. This is a quick turn-around due to the holiday. Please note that questions will no longer be taken live over the Facebook platform, but residents can still submit questions in advance via email and ask questions or make public comments at the in-person meeting. As directed by the Board and in accordance with the Center for Disease Control and Prevention guidelines, and to maximize protection from COVID-19 and the Delta variant, West Manchester Township will require that all attendees at the Board of Supervisors meeting, and all future meetings until this policy is modified, wear a mask or face covering. This order shall also apply to fully vaccinated individuals due to the designation of York County as an area of substantial or high transmission. As always, the meeting will also be streamed on the WMT Parks and Recreation as well as the WMTFD Facebook pages.

2. COVID-19 Update – As of the date of this report (11/04), new coronavirus cases are averaging approximately 3,000+/- per day. The State reported a positivity percentage of 8.8 %. This is decrease from 9.6 % which was the high just a month ago. Two months ago, the positivity percentage was approximately 9.1 %. York County’s positivity rate is 15.4 % which is also a decrease from 16.3 % at this same time last month and from 11.1 % two months ago. We continue to urge our staff and residents to continue to be vigilant and use best practices to fight the spread of this disease.

3. “No-Shave November” – Due to the tremendous participation over the last few years, once again, as a charity fundraiser, we allowed members of the Police Department and Administrative staff to participate in “No-Shave November”. Individuals made a small donation to the United Way of York and were allowed to grow beards for the month. Other employees also participated by donating in order to wear jeans for the entire month of November and December. This year, I am proud to announce that our staff raised \$1,400.00 to be donated to the United Way of York.
4. 2022 Budget Preparation – In accordance with the schedule provided by staff at the beginning of the budget process, the proposed 2022 will be presented by staff. Staff has made all changes as directed by the Board and will be prepared to present some items of interest which the Board may want to be aware of prior to the budget adoption. Once again, even though the COVID-19 pandemic still affected Township revenues, at the direction of the Board, staff scrutinized all expenditures and was able to provide a balanced budget without a tax increase for the upcoming year. The Township realizes and understands the impact, both financial and otherwise, this virus still has and was determined to provide a budget with as little as impact as possible to our residents. Staff recommends that the Board authorize advertisement of the proposed 2022 budget as presented for adoption at its meeting of December 16th.
5. 2022 Trick or Treat – West Manchester Township was filled with ghosts, ghouls and goblins between 6 pm and 8 pm on the evening of October 31st as Township residents celebrated “Trick or Treat” night. Due to the COVID-19 pandemic, individuals and families made their own decision as to or not to participate. Individual neighborhoods, as always, also had the option to schedule the events on a date which best fits their needs. I was informed that everything went well and our Police and Firefighters truly appreciated the kind words and support they received from Township residents as they were extra vigilant in residential neighborhoods during this time.

6. Appointed Auditors Advertisement - In accordance with Section 917 paragraph (b)(2) of the Pennsylvania Second Class Township Code, the Board of Supervisors is required to give public notice to appoint the Certified Public Accountants (CPA) to prepare the audit report and financial statement of the Township's 2021 financial accounts in place of the elected Board of Auditors. The Township is in the final year of a three (3) year contract with MaherDuessel, CPA's to prepare this statement. Notice of the Township's intent to appoint a CPA firm must be advertised one (1) time at least 30 days prior to the appointment date. Staff recommends that the Board authorize the advertisement to appoint MaherDuessel, CPA's to prepare the audit report and financial statement of West Manchester Township's 2021 financial accounts in place of the elected West Manchester Township Board of Auditors. The appointment of MaherDuessel will then be placed on the agenda for consideration by the Board at its reorganization meeting of Monday, January 3, 2022.
7. Pennsylvania Winter Forecast – The National Oceanic and Atmospheric Administration is predicting that Pennsylvania will experience “La Nina” conditions for this winter. La Nina occurs when part of the ocean near the equator is cooler than average due to high winds. This effects the overall weather conditions over the entire United States. This type of forecast usually means warmer and wetter weather but usually only average snowfall due to the higher-than-normal temperatures. This overall trend of warming decreases the possibility of long cold spells and low temperatures. It is anticipated that this winter will be very similar to last winter.
8. Safety Meeting – The office was temporarily closed on Wednesday, November 10th from 2 p.m. to 3 p.m. for a Township wide safety meeting. Notice of the meeting was placed on the Township website and Facebook pages as well as posted on the front door.

9. PA American Water /York City WWTP – Following please find a notice from PA American Water regarding a possible rate increase associated with the acquisition of the York City Wastewater Treatment Plant. I have included a possible rate increase sheet for both York City residents and non-city residents. Pennsylvania American Water pointed out that this notice “is a non-binding calculation of a potential future rate increase for the purpose or supporting of opposing the sale at the PUC”.. Rates can only be officially changed after approval of the PUC. The rates show a possible 47% increase for non-city residents and only a possible 8% increase for York City residents. It is my opinion that these proposed increases are greatly under exaggerated, and that higher rate increases will be proposed when an actual PUC application for rate increase is filed. I was interviewed by ABC27 on November 3rd regarding this issue and the article can be found on-line. The Township will continue to pursue all avenues to provide the lowest rate possible for our residents.
10. Haviland Road Sewer Meeting – The Township continues to receive information and have dialog with affected residents regarding the placement of their lateral. Staff also contacted D.E.P. on several occasions regarding the possibility of delaying connection after the infrastructure is installed but still has not received a return call or email. I have also reached out to Representative Grove’s Office who continues to be very supportive of the Township and will advocate on behalf of residents. We will provide more information after the project is bid and we receive proposals.
11. Public Works Director – After 12 ½ years with the Township, Steve Callahan has provided his notice and will be taking another position in the private sector. His last day with the Township will officially be on December 31, 2021. On behalf of the staff and Board, I would like to thank Steve for his knowledge, insight and service to the Township and wish him nothing but the best in his future endeavors. Staff is updating the job description and preparing an advertisement to receive applications for his replacement.

12. Public Works Labor Negotiations – As per the attached letter, I am happy to report that the Public Works union has ratified the new four (4) year contract with the Township. I am currently reviewing the document for accuracy and plan to have it on the agenda for ratification by the Board at its meeting of December 16th.
13. West York Ambulance Merger – Following please find a letter from Page, Wolfberg & Wirth notifying the Township of the discontinuation of ambulance service by Grantley Fire Company. This is the same firm that notified us last month of the intent to merge West York Ambulance and York Regional EMS into First Capital Community Transport Partners effective January 1, 2022. I reached out to Denny Reigart, who advised that we should not anticipate any change of service to our residents because of this closure. I will keep the Board updated on this matter.
14. Supervisors Boot Camp – Supervisor Elect Ruman has requested that the Township allow him to register for the PSATS Supervisor “Boot Camp” for newly elected Supervisors and cover the traditionally associated expenses. The registration fee is \$169.00. I feel this is a very useful program for newly elected Township officials. Authorization of this request will be considered by the Board at its meeting of November 11th.
15. Dover Township Sewer Capacity Discussions –Representatives of West Manchester and Manchester Township met with representatives of Dover Township to discuss possibly reversing flows from the City of York Wastewater Treatment Plant (WWTP) to the Dover Township WWTP. Along with various staff members, each Township had their engineer present to discuss flow data. It was decided that additional information would be needed from each Township in order to access the existing capacity of the WWTP. Dover Township has requested this information by the end of the month. After this data is analyzed, staff will work with Dover to determine if the project is feasible and if so, do a cost /benefit analysis to determine if it is in the best interest of the Township to pursue this venture. I will advise the Board once we have more information.

NOTICE OF PROPOSED WASTEWATER ACQUISITION AND RATE BASE ADDITION (Docket No. A-2021-3024681)



Dear York City Sewer Authority Customer:

On August 12, 2021, the Pennsylvania Public Utility Commission (“PUC”) conditionally accepted for filing the application of Pennsylvania-American Water Co. (“Pennsylvania-American”) for approval to acquire the York City Sewer Authority (“York”) wastewater system assets. York serves approximately 13,740 customers in York County. Pennsylvania-American’s application also requests that the PUC authorize an addition of \$235 million to Pennsylvania-American’s rate base pursuant to 66 Pa. C.S. § 1329. A utility’s rate base is the value of property used by the utility to provide service to its customers and is one of many components used to establish customer rates.

This acquisition will not immediately, but may in the future, affect water and/or wastewater bills of Pennsylvania-American customers, including the York wastewater customers. Pennsylvania-American is not requesting a rate increase as part of the acquisition. Your current wastewater rates will not change until the conclusion of Pennsylvania-American’s first base rate case, filed after closing on the acquisition, where Pennsylvania-American requests and receives PUC approval to increase its rates. Based on a non-binding estimate of the potential rate impacts, Pennsylvania-American anticipates that the potential wastewater rate impact could be as follows:

Rate Class	Average Usage	WASTEWATER		
		Average Monthly Bill at York Rates at Closing	Potential Average Monthly Bill	Potential Increase
Residential	3,458 gal/month	\$31.66	\$46.70	\$15.04 or 47.5%
Commercial	23,692 gal/month	\$221.25	\$326.35	\$105.10 or 47.5%
Industrial	404,500 gal/month	\$3,790.17	\$5,590.50	\$1,800.33 or 47.5%

Please note: Bulk water customer rates may be impacted by the acquisition. To learn more about the potential impact, please contact Pennsylvania American Water at 1-800-565-7292.

These amounts could change and will depend on how the PUC chooses to apportion any increase among different types of utility service, rate zones and classes of customers and the period of time over which such rate increases could occur.

PUC ROLE

The state agency that approves acquisitions and rates for regulated public utilities is the PUC. The PUC will review and investigate the proposed acquisition. After examining the evidence, the PUC may approve, modify or deny the acquisition and may approve, modify or deny the requested addition to rate base.

ACTIONS YOU CAN TAKE

You can support or challenge Pennsylvania-American’s request by:

- 1. Sending a letter to the PUC.** You can tell the PUC why you support or object to the application in your letter. This information can be helpful when the PUC investigates the application. Send your letter to the Pennsylvania Public Utility Commission, Post Office Box 3265, Harrisburg, PA 17105-3265.
- 2. Attending or presenting testimony at a PUC public input hearing.** You can attend or be a witness at a PUC public input hearing. The PUC holds public input hearings if it opens an investigation of Pennsylvania-American’s transaction and if there is enough interest in the case. At these hearings, you can present your views in person to the PUC judge and to company representatives. Testimony under oath becomes part of the application case record. The PUC holds these hearings in the service area of the company. For more information, call the PUC at 1-800-692-7380.

- 3. Filing a protest or a petition to intervene.** If you want to be a party to the case, you must file a protest or a petition to intervene. You then have an opportunity to take part in all the hearings about the proposed acquisition. You can receive copies of all materials distributed by the other parties. Protests and petitions to intervene must be filed in accordance with 52 Pa. Code (relating to public utilities) on or before December 13, 2021. Filings must be made with the Secretary of the Pennsylvania Public Utility Commission at P.O. Box 3265, Harrisburg, PA 17105-3265, with a copy served on Pennsylvania-American’s counsel at:

David P. Zambito, Esq.
Cozen O’Connor
17 North Second Street, Suite 1410
Harrisburg, PA 17101

The documents filed in support of the application are available on the PUC’s website at www.puc.pa.gov, and for inspection and copying at the Office of the Secretary of the PUC between 8 a.m. and 4:30 p.m., Monday through Friday, and at Pennsylvania-American’s offices at 852 Wesley Drive, Mechanicsburg, PA 17055. Inspection times may vary based on the COVID-19 state of emergency. The PUC docket number is A-2021-3024681. For more information, you may contact the PUC’s Bureau of Consumer Services at 1-800-692-7380.

NOTICE OF PROPOSED WASTEWATER ACQUISITION AND RATE BASE ADDITION

(Docket No. A-2021-3024681)



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On August 12, 2021, the Pennsylvania Public Utility Commission ("PUC") conditionally accepted for filing the application of Pennsylvania-American Water Co. ("Pennsylvania-American") for approval to acquire the York City Sewer Authority ("York") wastewater system assets. York serves approximately 13,740 customers in York County. Pennsylvania-American's application also requests that the PUC authorize an addition of \$235 million to Pennsylvania-American's rate base pursuant to 66 Pa. C.S. § 1329. A utility's rate base is the value of property used by the utility to provide service to its customers and is one of many components used to establish customer rates.

This acquisition will not immediately, but may in the future, affect water and/or wastewater bills of Pennsylvania-American customers, including York wastewater customers. Pennsylvania-American is not requesting a rate increase as part of the acquisition. Your current rates will not change as a result of this acquisition until the conclusion of Pennsylvania-American's first base rate case, filed after closing on the acquisition, where Pennsylvania-American requests and receives PUC approval to increase its rates. Based on a non-binding estimate of the potential rate impacts, Pennsylvania-American anticipates that the potential rate impact could be as follows:

PAWC WASTEWATER				
Rate Class	Average Usage	Average Monthly Bill at PAWC Zone 1 2022 Rates	Average Monthly Bill at PAWC Zone 1 2022 Rate Adjusted for Potential Impact of Acquisition	Potential Increase
Residential	3,458 gal/month	\$78.41	\$84.68	\$6.27 or 8.0%
Commercial	23,692 gal/month	\$368.05	\$397.49	\$29.44 or 8.0%
Industrial	404,500 gal/month	\$5,841.78	\$6,309.12	\$467.34 or 8.0%

PAWC WATER				
Rate Class	Average Usage	Average Monthly Bill at PAWC Zone 1 2022 Rates	Average Monthly Bill at PAWC Zone 1 2022 Rate Adjusted for Potential Impact of Acquisition	Potential Increase
Residential	3,458 gal/month	\$62.80	\$63.62	\$0.82 or 1.3%
Commercial	23,692 gal/month	\$327.87	\$332.13	\$4.26 or 1.3%
Industrial	404,500 gal/month	\$4,028.81	\$4,081.18	\$52.37 or 1.3%

These amounts could change and will depend on how the PUC chooses to apportion any increase among different types of utility service, rate zones and classes of customers. For Pennsylvania-American customers in a rate zone other than Rate Zone 1, the potential rate impact could vary from the chart above.

PUC ROLE

The state agency that approves acquisitions and rates for regulated public utilities is the PUC. The PUC will review and investigate the proposed acquisition. After examining the evidence, the PUC may approve, modify or deny the acquisition and may approve, modify or deny the requested addition to rate base.

ACTIONS YOU CAN TAKE

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- 1. Sending a letter to the PUC.** You can tell the PUC why you support or object to the application in your letter. This information can be helpful when the PUC investigates the application. Send your letter to the Pennsylvania Public Utility Commission, Post Office Box 3265, Harrisburg, PA 17105-3265.
- 2. Attending or presenting testimony at a PUC public input hearing.** You can attend or be a witness at a PUC public input hearing. The PUC holds public input hearings if it opens an investigation of Pennsylvania-American's transaction and if there is enough interest in the case. At these hearings, you can present your views in person to the PUC judge and to company

representatives. Testimony under oath becomes part of the application case record. The PUC holds these hearings in the service area of the company. For more information, call the PUC at 1-800-692-7380.

- 3. Filing a protest or a petition to Intervene.** If you want to be a party to the case, you must file a protest or a petition to intervene. You then have an opportunity to take part in all the hearings about the proposed acquisition. You can receive copies of all materials distributed by the other parties. Protests and petitions to intervene must be filed in accordance with 52 Pa. Code (relating to public utilities) on or before December 13, 2021. Filings must be made with the Secretary of the Pennsylvania Public Utility Commission at P.O. Box 3265, Harrisburg, PA 17105-3265, with a copy served on Pennsylvania-American's counsel at:

David P. Zambito, Esq.
Cozen O'Connor
17 North Second Street, Suite 1410
Harrisburg, PA 17101

The documents filed in support of the application are available on the PUC's website at www.puc.pa.gov, and for inspection and copying at the Office of the Secretary of the PUC between 8 a.m. and 4:30 p.m., Monday through Friday, and at Pennsylvania-American's offices at 852 Wesley Drive, Mechanicsburg, PA 17055. Inspection times may vary based on the COVID-19 state of emergency. The PUC docket number is A-2021-3024681. For more information, you may contact the PUC's Bureau of Consumer Services at 1-800-692-7380.





CHAUFFEURS, TEAMSTERS AND HELPERS TEAMSTERS LOCAL UNION NO. 776

"Affiliated with the International Brotherhood of Teamsters"



EDGAR H. THOMPSON
PRESIDENT/BUSINESS AGENT

DAVID J. POGUE
VICE PRESIDENT

RONALD W. HICKS
SECRETARY TREASURER/BUSINESS AGENT

DAVID G. WOLF
RECORDING SECRETARY/BUSINESS AGENT

TRUSTEES

DIPAN B. PATEL

PATRICK J. HOLLINGSHEAD

ROBERT J. SMILEY

BUSINESS AGENTS

MARK J. CICAK
WILLIAM A. OLMEDA

SPENCER B. DEARTH
JOHN B. TAYLOR

GEORGE A. GOODLING
DAVID J. VRONA

DAVID F. LICHT
SHANE W. WEAVER

October 28, 2021

Kelly K. Kelch
West Manchester Township
380 East Berlin Road
York, Pa. 17408

Re: Contract Ratification Vote

Dear Kelly,

Please be advised the membership has accepted the Townships offer and has ratified the new four (4) year contract. I will make the negotiated changes and forward you a draft copy for your perusal. Once everything is finalized, I will generate clean copies for the necessary signatures. I am hoping to have this accomplished in the next few weeks.

In the meantime, if you have any questions or concerns do not hesitate to contact me.

Sincerely,

William A. Olmeda
Business Agent 776

Cc: Matthew Miller; Steward
Richard Shaw: Steward

PAGE, WOLFBERG & WIRTH LLC

ATTORNEYS & CONSULTANTS

PARTNERS

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DOUGLAS M. WOLFBERG 1,2
STEPHEN R. WIRTH 1

DANIEL J. PEDERSEN 1
RYAN S. STARK 1

OF COUNSEL

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5010 EAST TRINDLE ROAD, SUITE 202
MECHANICSBURG, PA 17050

TELEPHONE (717) 691-0100
FACSIMILE (717) 691-1226

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CONSULTANTS

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STEVEN M. JOHNSON

1 MEMBER, PENNSYLVANIA BAR
2 MEMBER, NEW YORK BAR
3 MEMBER, TENNESSEE BAR

CHRISTINA M. MELLOTT
DIRECT DIAL: (717) 620-2682
cmellott@pwwemslaw.com

October 25, 2021

VIA FIRST CLASS MAIL

Rosa G. Hickey, Chairperson of the West Manchester Twp. Board of Supervisors
And
Kelly Kelch, Township Manager
West Manchester Township
380 E. Berlin Rd.
York, PA 17408

Re: Discontinuation of Ambulance Services by Grantley Fire Company

Dear Chairperson Hickey and Mr. Kelch:

By this letter, we wish to provide West Manchester Township with notice of the discontinuation of ambulance services by Grantley Fire Company, in conjunction with York Area United Fire and Rescue, effective February 1, 2022. Grantley Fire Company intends to transfer its ambulance-related assets to First Capital Community Transport Partners. First Capital Community Transport Partners is a Pennsylvania nonprofit corporation that has 501(c)(3) tax-exempt status with the Internal Revenue Service, and Grantley Fire Company was one of the incorporators of First Capital Community Transport Partners. Grantley Fire Company has served and will continue to serve on the Board of Directors of First Capital Community Transport Partners. So, while Grantley Fire Company will be discontinuing ambulance services under its current name, First Capital Community Transport Partners intends to continue to provide ambulance services on behalf of Grantley Fire Company, without any interruption in services, effective February 1, 2022. First Capital Community Transport Partners does not have any plans to reduce or materially change any current services. First Capital Community Transport Partners will use the Grantley Fire Company station to provide ambulance services on the effective date of the asset transfer. Grantley Fire Company will continue its mission as a

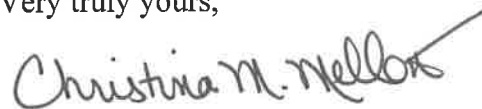
October 25, 2021

Page 2

fire service for the community after the effective date of the transfer of the EMS assets to First Capital Community Transport Partners.

Please contact us, Kate E. Hynes, Esq. (kh@stockandleader.com or (717) 849-4124), Grantley Fire Company, or First Capital Community Transport Partners should you have any questions.

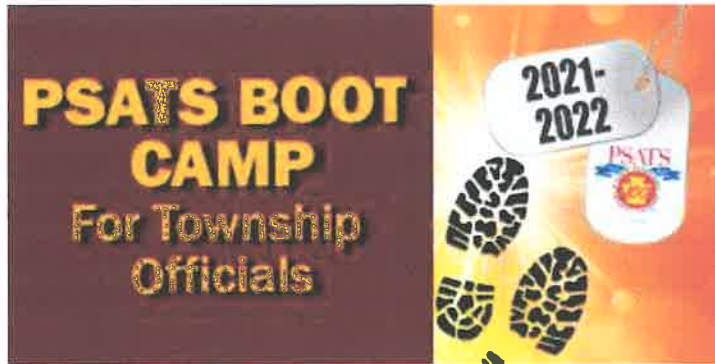
Very truly yours,

A handwritten signature in black ink that reads "Christina M. Mellott". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Christina M. Mellott
for PAGE, WOLFBERG & WIRTH, LLC

CMM:ms

cc: Grantley Fire Company
First Capital Community Transport Partners
Kate E. Hynes, Esq.



PSATS Boot Camp

Posted on October 26, 2021

This three-day event was created just for you — *newly elected (or veteran) supervisors, other newly elected officials, and new secretaries/managers*. Learn the everyday tasks of running a municipality, explore the tools and resources available to help you do your job successfully, and experience real-life scenarios through discussion with experienced PSATS members.

LOCATIONS:

This course is being held at 15 locations across the state. The dates listed under each location represent Session 1 (evening) / Session 2 / Session 3.

Bedford County – Breezewood Township

Dec. 9 / Feb. 5 / Feb. 12

Chester County – Exton

Dec. 16 / March 12 / March 19

Clearfield County – Clearfield

Dec. 6 / Jan. 8 / Jan. 15

Cumberland County – Enola

Dec. 16 / March 19 / March 26

Lancaster County – Lancaster

Dec. 9 / Feb. 5 / Feb. 12

Montgomery County – Kulpville

Dec. 2 / Jan. 8 / Jan. 15

Butler County – Cranberry

Dec. 7 / Jan 15 / Jan 22

Clarion County- Clarion

Dec. 14 / Feb. 26 / March 5

Crawford County – Meadville

Dec. 13 / Feb. 12 / Feb. 19

Lackawanna County – Moosic

Dec. 14 / Feb. 19 / Feb. 26

Lehigh County – Breinigsville

Dec. 15 / Feb. 26 / March 5

Tioga County – Wellsboro

Dec. 7 / Jan. 22 / Jan. 29

**Union County – Lewisburg
– Canonsburg**

Dec. 8 / Jan. 29 / Feb. 5

Washington County

Dec. 8 / Jan. 22 / Jan. 29

Westmoreland County – Greensburg

Dec. 15 / March 5 / March 12

TIME:

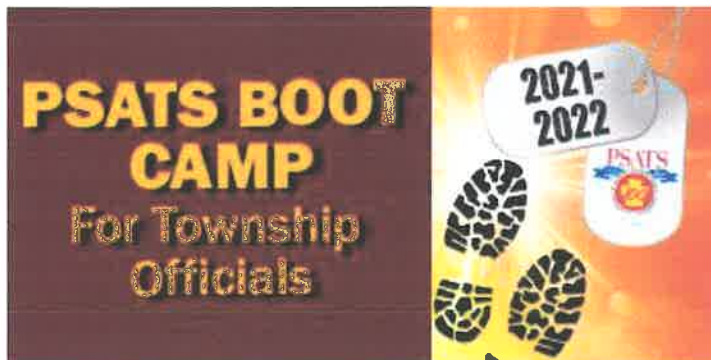
Session 1 – Evening Class: 6:00 PM – 9:00 PM

Sessions 2 & 3 – Day Class: 8:30 AM – 4:00 PM

REGISTRATION FEE:

Member* – \$169.00

Non-Member – \$219.00



[Click to Register](#)

The registration fee for this comprehensive three-part introduction to the township government is \$169 for PSATS members and \$219 for non-members. Anyone registered by the township secretary will qualify for the member rate. Anyone registering directly will likely be charged a non-member rate until the computer system recognizes them after the organization meeting. Refunds for the difference will be honored upon request.

***PSATS Member = Registrant has paid current annual membership dues to PSATS or one of its affiliate associations (e.g., Township Emergency Management Association, Township Engineers Association, Township Planning Association, Township Solicitors Association, or the Pa. Association of Zoning Officials).**