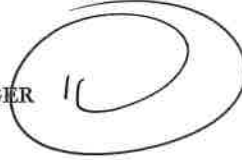

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: NOVEMBER – MANAGER’S REPORT
DATE: 11/3/2022



1. 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. Many participated even though it was a little soggy for the event. As always, individual neighborhoods 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.

2. “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 \$1,600.00 to be donated to the United Way of York, beating last year’s total of \$1,400.00.

3. 2023 Budget Preparation – In accordance with the schedule provided by staff at the beginning of the budget process, the proposed 2023 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 inflation costs and the COVID-19 pandemic still affected Township revenues and expenditures, 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 of higher costs for fuel, clothing and food, as well as the virus, has had on us all 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 2023 budget as presented for adoption at its meeting of December 15th.

4. 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 2022 financial accounts in place of the elected Board of Auditors. The Township is in the first year of a three (3) year contract with MaherDuessel, CPA's to prepare this statement. The quoted cost for this service was \$32,390.00. 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 2022 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 Tuesday, January 3, 2023.

5. Baker Road Guiderail – Attached please find a copy of an email from Randy Zmolek of 1980 Baker Road. At the request of the Board, staff evaluated the road design at the curve near this address and spoke with the property owner regarding damage to the utility pole that is located on the property. The Public Works Director is recommending that the Township consider placing some signage warning of the upcoming curve ahead as well as possibility placing some guide rail to protect the utility pole. Staff will provide a cost estimate to the Board for these improvements and then a decision can be made on any further steps.

6. Shentel Glo Fiber Cable Franchise Agreement Request –The Board was previously provided with an executive summary outlining the cable franchise agreement between West Manchester Township and Shenandoah Cable Television, also known as “Shentel”. Staff was authorized to work with the Cohen Law Group to develop a draft agreement between Shentel and the Township, at the expense of Shantel. The agreement establishes an annual fee charged by the Township to Shantel as compensation for using the Township right-of-way for its cable lines. The documents have been reviewed by staff and the Township Solicitor and found to be acceptable. The Board authorized the Township Solicitor to advertise an ordinance to approve the cable franchise agreement. This ordinance will be considered by the Board at its meeting of November 10th.

7. West York School District SRO – As the Board is aware, staff met with representatives of the West York School District regarding the contracting of an additional School Resource Officer (SRO) to cover the High School. If the Board recalls, the district previously had a contract for two (2) SRO’s but made the decision to eliminate the officer at high school a few years ago. Lt. Emig did an outstanding job gathering information and constructing the written agreement. I have attached a copy of the agreement which has been reviewed by the Township Solicitor and found to be acceptable. If we receive word from the district that the School Board is agreeable with the contract based on their discussion at the November 8th work session, I will request that the Board conditionally approve the agreement at its meeting of November 10th conditioned on approval by the School Board at its meeting of November 17th.

8. Township Strategic Plan – The Board has been forwarded a copy of the interview questions and Dame Leadership is in the process of conducting interviews with the Board and staff. I will advise the Board when the staff interviews have been completed. In addition, the Board has identified the 5 public partners and 5 businesses to be interviewed. In addition, the online surveys for the SWOT analysis and Organizational Health Survey were distributed with the identified groups. We can discuss more prior to the meeting of November 10th. Also, if you have not done so, please provide Laura with dates for 3 meeting in December and 3 meeting in January. Thank you.
9. Citizen Engagement Tool – The Township met with various companies on a texting program to more effectively communicate with our residents to keep them informed, safer, and engaged with less hassle. Staff believes that Citibot will best fit our needs. With this new program, residents will be able to text in their questions or issue for an immediate response. After their issue is logged, the program also will act as a tracking system to ensure their issue is followed up on and promptly resolved. We will also be able to customize the name for us. Laura will be preparing a memo outlining features and prices for consideration by the Board at its meeting of November 10th.
10. Grant Efforts – Representatives of the Township have met with representatives of DCED to pursue grants for Township ordinance updates as well as stormwater and sewer projects. The Township is gathering information to apply for grants through the DCED Municipal Assistance Program (MAP) for the Comp Plan and Zoning Ordinance Update as well as the PA Small Water and Sewer Program and the H2O Program. Staff is meeting with the Township Engineer to determine which projects have the best opportunity for funding. Staff has also applied for a recreation grant through the York County Planning Commission to update some park facilities. I will keep the Board advised on this matter.

11. Comp Plan/Zoning Ordinance Update – I had an opportunity to speak with John Mizerak from Dawood regarding the comp plan and zoning ordinance updates. Dawood has shared a final draft of the RFP with Gannet Fleming (Michelle Brummer, AICP), Michael Baker (Troy Truax, AICP) and Strategic Solutions (John Trant, AICP) and they each are interested in responding to the RFP. They have been sent the official RFP on behalf of the Township to begin the official procurement process with a 30-day response time. As requested, language is included in the RFP that the award and notice to proceed are contingent upon completion of the township's strategic plan. I will keep the Board advised on the responses we receive.

12. Frito Lay Meeting – As the Board may recall, staff met with representatives of Frito Lay last December to discuss increased concentration of their wastewater discharge into the sewer system. As the Board is aware, the Township is already adding odor control chemicals into the sewer at various pumping station locations due to odor associated with the discharge from certain companies, including Frito Lay. Frito requested that the Township scour the lines from the Frito plant to the pump station. The anticipated cost for this maintenance would be approximately \$30,000. The Township does not do this for any of their other lines. Frito stated they would be willing to pay for 50% of the cost. I suggest we discuss this matter at the Board's meeting on November 10th.

13. Tax Hearing Officer Appointment – At its last meeting, the Board re-affirmed the appointment of Ms. Jennifer W. Brown as the Tax Hearing Officer for West Manchester Township to replace the Tax Review Board. The Tax Hearing Officer conducts review hearings required by the Local Taxpayers' Bill of Rights to resolve disputes without the need for Court intervention. Any taxpayer may request a review of a determination by the Business Tax Office, including the denial of a refund or credit or tax due by filing the appropriate petition of review for a hearing by the Local Tax Hearing Officer. The Township received an appeal request from A.P. Williams due to their claim they do have a base of operation in the Township. The York Admas Tax Bureau disagreed with this conclusion and the matter was forwarded to the Tax Hearing Officer. I have been advised that Ms. Brown has ruled in favor of the Township. Attached please find a copy of the decision.

14. Firefighter Tax Credit Issue – Staff is continuing to work with the Township Solicitor to review the criteria and draft an ordinance to provide a tax credit to Township volunteers. The York County Commissioners did also vote to institute a Fire Fighter tax credit. The value is based on a points systems modeled after West Manchester and Shrewsbury Township’s proposals. Attached please find the press release from the County. I will keep the Board informed on this matter.

15. 4655 Darlington Road – The Township has been receiving complaints about the property at 4655 Darlington Road for junk & debris (piles of yard waste, branches, twigs, etc.) and a camper being stored in the driveway. Notices of violation have been sent for each violation on the property. It was later discovered that the property owners are deceased, and an adult child of the owner is living in the house. It also appears that there is a camper in the driveway which is being occupied by someone. There is also excessive junk and debris all around the house. In accordance with its procedures, the Township followed up by filing citations. No payments have been made for the citations. In addition, there are outstanding taxes from 2021 for the property totaling \$5,020.61 (county, school and municipal taxes). The current trash balance for the property is \$619.20 if paid by 11/18/2022. And there are street light liens on the property totaling \$1,437.52. The Zoning Department has been receiving complaints regarding the camper living unit and the junk and debris. While we have been trying to compel the occupant to bring the property into compliance with the notices of violation and the citations, the situation has not greatly improved, and the neighbors are growing impatient. The yard waste was removed after the civil citation was filed; however, the camper living unit and junk and debris in the driveway violations have not been resolved. Staff spoke with Andy Herrold and he suggested that the Township consider petitioning the court to open an estate and name an executor. Andy also informed us that it is an expensive process, so Board approval would be necessary. Staff believes this is what should be done to compel the occupant to bring the property into compliance. The Township is a creditor that is entitled to payment from the estate. This matter will be discussed further by the Board at its meeting of November 10th.

16. Westgate Drive Dedication – As per the executed agreement with BAM, the Township agreed to accept the dedicated portion of the Westgate Drive extension based upon the submission of a deed of dedication, legal description and financial security. The Township has received the aforementioned information from the developer and recommends that the Board authorize the Solicitor to prepare an ordinance to accept the offered portion of the Westgate Drive extension for dedication conditioned on review and acceptance of the submitted information by the staff and Township Solicitor. This matter will then be considered by the Board at its meeting of December 15th