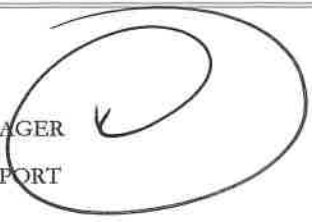

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: NOVEMBER 2023 – MANAGER’S REPORT
DATE: 11/3/2023



1. 2023 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. While the weather was a little chilly, it was at least dry this year so several children participated in 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 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 \$1,129.00 to be donated to the United Way of York. Thank you to all who participated.

3. 2024 Budget Preparation – In accordance with the schedule provided by staff at the beginning of the budget process, the proposed 2024 will be presented by staff. Staff has made all the 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's adoption. Once again, even though inflation is slowing down, labor shortages, supply chain issues and other factors still affected Township revenues and expenditures. At the direction of the Board, staff scrutinized all expenditures and were 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 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 2024 budget as presented for adoption at its meeting of December 14th.

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 2023 financial accounts in place of the elected Board of Auditors. The Township is in the second year of a three (3) year contract with MaherDuessel, CPA's to prepare this statement. The quoted cost for this service was \$33,360, as comparison, last year's price was \$32,390. 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 2023 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 2, 2024.

5. Planning Commission Vacancy – Rich Gordon has informed the Township that he has accepted a new position with his company and will therefore be resigning from the Township Planning Commission. He has indicated that he is able to serve until the end of the year. I would suggest that the Board advertise this opening on its social media and text alert accounts, as well as review the applications that were previously submitted to the Township by interested parties. We can discuss this matter further at the meeting of November 9th.
6. Board Supervisor Vacancy - With the Board failing to receive a majority vote for either of the selected candidates, I have conceived a meeting of the Vacancy Board. As per the attached advertisement, the meeting will be held on November 8, 2023. The Vacancy Board Chairman, Jan Dell, has received the letters of interest of each of the selected applicants and has requested to briefly interview the candidates prior to the meeting. It is anticipated that the Vacancy Board will reach a majority vote for one (1) of the selected candidates and then arrangements will be made to swear the new Board member in.
7. RTK Request – The Township received an odd and somewhat disturbing right-to-know request from an individual asking for the name, email, date of hire, and building/office location for all Township employees. While the first three (3) items are common, the location of the building/office is very odd and somewhat disturbing to various employees. I have asked Andy to research this matter and respond on behalf of the Township.
8. Meeting with DCED Secretary Rick Siger – I was invited by Dave Sanko, Executive Director of PSATS, to join a select group of township officials on Monday, October 30th to have a zoom briefing from DCED Secretary Rick Siger on plans for the Commonwealth economic development strategy moving forward. The discussion centered around commonwealth practices (good or bad) and roadblocks felt by potential job creators or local governments when trying to create jobs in our future economy. We had a great discussion on how the commonwealth can partner with local governments in future economic development opportunities.

9. Shentel GLO Fiber – Staff met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. It appears they will be installing 42 miles of lines via co-location on existing poles and approximately 20 miles of underground lines, providing service opportunities to about 6,900 homes. It is anticipated that construction should begin around February.

10. Comprehensive Plan Public Information Session - As the Board was previously informed, the steering committee has had various meetings with Gannett Fleming regarding the Comprehensive Plan update. Gannett Fleming has now met with the Planning Commission and will be incorporating their comments into the update. It was anticipated that a DRAFT of the information which is to be shared at the public meeting will be presented to the Board for comments on November 8th. This information will be reviewed by the committee at its meeting of November 16th and if found acceptable, will be presented at the public information session scheduled for November 20th. This meeting has been advertised on the Township social media pages as well as through text alert. I will keep the Board advised on this process.

11. RT 616 Resurfacing Project – The Township was informed by the Pennsylvania Department of Transportation has a highway improvement project scheduled for next year. The project begins at the paving notch north of Robinhood Drive in York New Salem and ends at the paving notch near St. Paul Lutheran Church in the Township. The anticipated improvements include base repair, asphalt overlay with some milling, guide rail replacement, drainage updates, line painting, and other miscellaneous work. Penn D.O.T. proposes to maintain and protect traffic utilizing single lane closures with flagging. There is also a potential for a short-term detour to accommodate cross pipe replacements. Construction at the earliest is anticipated during the Winter 2024 construction season. The existing signing on SR 0616 will be reviewed and updated in accordance with current standards during construction. Signage in the Township will also be reviewed by a municipal representative and consideration given to constructing the signs in accordance with current standards. I will keep the Board updated on this project.

12. Noise Ordinance - At its meeting of October 26th, the Board authorized the Solicitor to advertise the proposed noise ordinance. This ordinance will be considered by the Board at its meeting of November 9th.

13. Public Works Building Expansion Fire Wall – As the Board was informed, the Township awarded the building expansion project for the Public Works building to A.K. Petersheim Builders, LLC and the Board was made aware of the issue with the firewall. I wanted to report that the building is progressing, but I have no idea if the firewall is still an issue. A.K. Petersheim was informed by staff that we felt it was clear that the firewall was included in the original scope of work for the building addition. I don't plan on bringing it up, but there is still a possibility that the contractor may request to discuss this item after the completion of the project. I will keep the Board informed on this matter.

14. "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 questions, report an issue and receive text alerts. The system has been very consistent, seeing 20 residents sign up for the system in the month of August, 33 residents engage with the system and 36 communications with residents. Staff have also been very proactive with the system, asking residents who contact the Township if they would like to sign-up and going over the enrollment with them over the phone or email.

15. Frito Lay Meeting – The scouring work has been completed. It is my understanding that Frito Lay will now begin monitoring the lines. As some point, I expect Frito to request another meeting to discuss the results of the monitoring and continue discussions on increasing the concentration of the sewer affluent that is discharged from the plant. I will keep the Board informed on this matter.

16. West Manchester/Dover Township Little Conewango Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project will 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 is anticipated that it will take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. In the meantime, staff will be presenting to the Shiloh Water Authority due to needing some easements. This meeting will take place on November 16th. I will keep the Board informed on this matter.