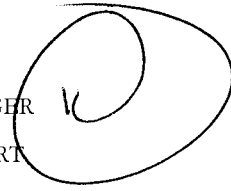

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: NOVEMBER 2025 – MANAGER’S REPORT
DATE: 11/7/2025



▼ Symbol denotes the item has been updated since the last meeting.

1. ▼ 2026 Budget Preparations – In accordance with the schedule provided by staff at the beginning of the budget process, the proposed 2026 budget 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. One specific item of note is that for the first time, this year’s budget includes the hiring of paid part-time drivers for the fire department. The cost of this item will be covered by the budget stabilization fund. I would also like to note that the budget does not include a tax increase for the year 2026. Staff recommends that the Board authorize advertisement of the proposed 2026 budget as presented for adoption at its meeting of December 18th.
2. ▼ 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 again this year as 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.

3. ▼ Appointed Auditors Resolution – Act 149 of 2024 amended the Second-Class Township Code and eliminated the requirement to place an annual legal advertisement when appointing a CPA to perform the township audit in place of the elected auditors. Instead of an advertisement, the Board may now use a resolution to give public notice to appoint the Certified Public Accountants (CPA) to prepare the audit report and financial statement. The Township just completed the final year of a three-year contract with Maher Duessel and in July signed a new contract for audit services to audit financial records for the years 2025, 2026, 2027 and 2028. Staff recommends that the Board approve Resolution 2025-14 to appoint Maher Duessel, CPA's to prepare the audit report and financial statement of West Manchester Township's 2025 financial accounts in place of the elected West Manchester Township Board of Auditors. Resolution will 2025-14 will be placed on the agenda for consideration by the Board at its meeting of November .
4. ▼ York County Planning Commission New Director – During the York County Planning Commission's October meeting, the Board unanimously appointed Mike Pritchard, AICP, as the Planning Commission's fifth Director. He is only the fifth Director since 1959, when the York County Board of Commissioners chartered the York County Planning Commission. Wade Gobrecht had been the Director since October 2024, following Ms. Felicia Dell's retirement. Mike is transitioning into the Director position from his current role as Assistant Director. He has worked in community planning for 15 years, including as an intern with the York County Economic Development Corporation (now the York County Economic Alliance), transportation planner with YCPC, planner for the City of York, a member of the York County Planning Commission board, and Chief of Transportation Planning at YCPC.
5. ▼ Public Works Labor Negotiations – The current labor contract between the Public Works Department, represented by the Teamsters, and the Township is set to expire on December 31, 2025. At its meeting of September 25th, the Board approved a new 5-year contract. The contract presents a fair wage designed to be competitive with neighboring municipalities but also be mindful of the fiscal responsibility the Township has to its residents. The union voted on and accepted the contract on October 27th. This matter will now be considered closed.

6. ▼ West Manchester Town Center Residential Overlay – As the Board recalls, the developers of the West Manchester Town Center are proposing a planned residential overlay zone to the mall property. This zone would allow for a residential component to the site as well as a redesign of the Town Center property to make it more pedestrian friendly. At its August meeting the Board voted to accept the application, forward the information the township planning commission and YCPC for a recommendation and establish a public hearing when appropriate. The applicant was present at the Planning Commission of September 9th for a brief presentation. They asked to be tabled at that time to address all outstanding comments. The applicant will be placed on the November 11th Planning Commission agenda and it is anticipated that a public hearing will be scheduled for the November 13th Board meeting. I will keep the Board advised on the matter.
7. Shentel/Glo Fiber – The Township continues to meet with representatives of Shentel/Glo Fiber on a monthly basis to address complaints about the repair of concrete driveway aprons, however it does appear that Shentel/Glo Fiber is keeping their word regarding repairs. We have had a few new complaints in the month of October that have been relayed to the contractor. Staff will continue to check complaints and ensure all repairs and replacements are done in accordance with the direction from the Board. We are also working to resolve an approximate \$10,000 fine by Met-Ed for placement of the utility on the pole. I will keep the Board informed on this matter.
8. York Fair Agreement – The Board previously acted on a fair share agreement with the York Fair contingent on their acceptance of the document. The agreement is still under review by the fair however they did provide the Township with a reimbursement check for the Rock the County event as provided in the agreement. I will keep the Board advised on this matter.

9. Potomac Ave/Brenda Road Stormwater Update – As the Board is aware, West Manchester Township, with the help of its sanitary sewer/stormwater engineer, HRG Inc., is pursuing grant funding from Commonwealth Financing Authority's (CFA) Local Share Account (LSA) Statewide program in the 2025 funding round for the Potomac Avenue Drainage Improvements Project. The funding application will be submitted prior to the November 30, 2025 program deadline. The project includes installation of approximately eight hundred (800) liner feet of storm sewer, replacement/installation of six (6) storm water structures. The goal of the project is to capture stormwater more efficiently which will reduce surface water issues from the intersection Brenda Road to the existing stormwater structures along Potomac Avenue. The total project cost will be pursued through the grant program and is approximately \$530,000. The anticipated grant award will occur in Fall 2026. The grant timeline has unfortunately caused a delay in the project start date, but staff feels we have an excellent opportunity to receive funding which will allow us to reduce costs and help ensure long-term financial sustainability for the township. I have posted a short article on the website and FB to advise the residents. I also contacted the WYSD again regarding their participation and am awaiting an answer. I emailed Sheri Schlemmer again on October 8th and was informed that the township should have an answer in the next few weeks. My last correspondence with her was on July 23rd when I was informed it would be discussed at their facilities meeting of August 19th.
10. ▼ Zoning Ordinance Update – HRG is in the process of starting the zoning ordinance update that the Board approved at its meeting of August 28th. Staff met with Dean Severson on October 6th to go over some basics as far as what the township will be looking for. The steering committee will consist of myself, Rachelle, Supervisor Ruman, a representative of the YCPC and a representative of the Twp PC. We have scheduled the kick-off meeting for November 20th. I will keep the Board informed on this matter.

11. West Manchester/Dover Township Little Conewago 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 was originally anticipated that it would take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. We were also informed that FEMA will require additional permits due to disturbing the flood plain. We were informed that the Building Resilient Infrastructure and Community (BRIC) program, which was the majority of the 6-million-dollar funding source, has been eliminated by the federal government. The Township will need to reevaluate its participation and financial commitment to this project if no funding can be secured.

12. 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.

13. 1353 Kenneth Road Raising Cain's Chicken Restaurant – Staff met with representatives of Raising Cain's restaurant regarding the site currently occupied by Lyndon Dinner. The restaurant is a permitted use by right but the retrofit would require several bulk and dimensional variances, many of which are de minimis in nature. In addition, the applicant plans to address several other non-conformities and bring them more into compliance. It is anticipated that they will submit variances for consideration at the November Zoning Hearing Board meeting. I will keep the Board informed on this matter.
14. 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.