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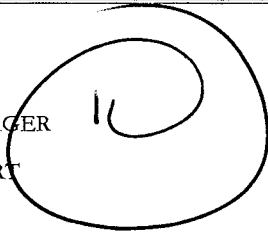
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WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** OCTOBER 2024 – MANAGER’S REPORT  
**DATE:** 10/18/2024



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

1. ▼ 2025 Budget Preparation – In accordance with the schedule previously provided to the Board, staff will provide a copy of the first draft of the 2024 budget to the Board on Thursday, October 24<sup>th</sup>. I would respectfully request that the Board review this DRAFT and contact staff with any specific questions or issues. Staff will make a public presentation at the Board meeting on November 14<sup>th</sup> after incorporating any comments. It is anticipated that final adoption will occur at the Board’s meeting of December 19<sup>th</sup>.
2. “Truck or Treat” Road Closure – The Township will hold its annual Truck or Treat on October 31<sup>st</sup> from 6 p.m. to 8 p.m. The event will take place in the area of Hempfield Drive between Loman Ave and Sparrow Drive for the annual event. The West Manchester Township Fire Department will have fire apparatus parked in this section of the Township and will be handing out candy to children. Staff requests that the Board officially close the aforementioned streets for the event. Approval of the road closure was previously considered and approved by the Board at its meeting of September 26<sup>th</sup>. Hope to see you there!
3. ▼ Cottontail Solar Land Development – Lightsource BP is still working on the deficiencies associated with the land development plans for the solar farm. Their temporary occupancy has been extended for an additional six (6) months as they work to complete all outstanding items. I will update the Board as they work to meet the requirements.

4. ▼ Truck Touch – The weather finally cooperated this year, and the Township held its annual “Truck Touch” on Saturday October 5<sup>th</sup>. The event featured trucks from the West Manchester Township Fire Department, the West Manchester Township Police Department, the West Manchester Township Public Works Department as well as a helicopter, Bam-Bam the Catering Machine from Mission BBQ and even Coco the Bear from the Calder Cup Champion Hershey Bears Hockey Team. As previously mentioned, the skies were sunny and bright and the warmer weather and attendance made this one of our most successful events ever. Great work by the Recreation Department and all of the Township employees who volunteered to make this event happen.
  
5. ▼ Tim Walz Visit – Vice-Presidential candidate Tim Walz visited the York Fairgrounds on Wednesday, October 2<sup>nd</sup>. Gov. Walz landed at HIA around 2 pm and joined Senator Fetterman at 3pm at the UMPC Arena at the York Expo Center. Both West Manchester Township Police department and Emergency Services worked closely with the Secret Service to provide security for this event. Great job to everyone involved.
  
6. ▼ 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. I have sent a follow-up to Mayor Helfrich but has still not received a response. Anticipating not receiving a response, I recommend that we discuss how the Board would like me to proceed with this issue.

7. ▼ Certified Workplace Safety Committee – On October 8<sup>th</sup>, the Township was informed that its application for certification for our workplace safety committee was approved. Due to the fact that we are now a certified safety committee, we will receive a 5% premium discount on our workers’ compensation insurance. I wanted to recognize the efforts of all of the members of the safety committee (Laura Mummert, Johnyne McClary, Rich Shaw, Chief Clif Laughman, Jay Sutton and Lt. John Hanuska) for their cost-cutting efforts on behalf of the township.
8. ▼ Road Closure Ratification (Oxford/Diamond and Filbert Streets) - As the Board was notified, Oxford Street was closed on October 4<sup>th</sup> and October 14<sup>th</sup> & 15<sup>th</sup> for the water line connection to the main on Market Street. In addition, Diamond Street was closed on the week of October 14<sup>th</sup> and Filbert Street was closed during the day on the week of October 21<sup>st</sup> for the same project. By consensus, the Board agreed to the closings. This item will be placed on the agenda at the meeting of October 24<sup>th</sup> for official ratification by the Board.
9. ▼ York County Hazard Mitigation Plan - Township was informed by the York County Planning Commission that the 2024 York County Hazard Mitigation Plan has been approved by the Federal Emergency Management Agency (FEMA) pending adoption by York County and it’s 72 municipalities. This Plan serves not only the County of York but all 72 municipalities as well. In order to be eligible to receive financial aid from the County in the case of a declared disaster, the township will need to adopt the plan by resolution. It is anticipated that the County will pass the plan on as part of the York County Comprehensive Plan on November 6<sup>th</sup>. Attached is an example adoption resolution for the township to use to adopt the plan. It was requested that the township wait until after the plan is officially adopted by the County on November 6, 2024, to proceed with adoption. It is somewhat urgent that the plan be adopted due to the current plan being expired and in order to apply for the upcoming hazard mitigation grant cycle that will be opening soon. This matter will be placed on the agenda for consideration by the Board at its meeting of November 15<sup>th</sup>.

10. ▼ Engine Brake Retarder Requests – Township Staff was working with Penn D.O.T to enact three (3) requests for engine-brake-retarders prohibited signs on behalf of Township residents for three (3) portions of the following state-owned roads. The one area where signs were requested is on Carlisle Road/Rt. 74 from Rt. 238/Church Road north to the bottom of the hill at the bridge over the Little Conewago Creek. The second location was for the portion of SR 4001 (Roosevelt Avenue/Bull Road) around Farm Cross Way to the bridge over the Little Conewago Creek. The last request is on Rt. 234 East Berlin Road from Richardson Road to West Philadelphia Street. By way of the attached letter, the Township was informed that all three (3) requests were denied due to not meeting Penn D.O.T's engineering criteria. Staff informed the residents and this matter is considered closed and will be removed from future reports.
  
11. ▼ 2024 Stray Animal Housing Agreement – As in previous years, last year the Board entered into an agreement with the SPCA of York County for stray animal housing at a cost of \$13,675.00. A few years back, the York County SPCA provided a notification indicating that rates would increase yearly for the municipal contracts. The allocation of the rate increase was previously based on the percentage of population for each municipality from the 2020 census compared to the total population for York County and did not change for several years. This 2024 contract rate for West Manchester Twp will be \$14,496.00. This is an increase of \$821.00 over last year's price, which is about 6%. Approval of the 2025 Stray Animal Housing Agreement with the York County SPCA, conditioned on review and approval of the Township Manager will be considered by the Board at its meeting of October 24, 2024.
  
12. ▼ Rock the Country Music Festival – Staff is meeting with representatives of the York Fair in order to discuss details of a proposed 2-day music festival tentatively scheduled to take place in May of next year. The headliners of the event appear to be Kid Rock and Jellyroll. It is anticipated that the event could draw as many as 40,000 people each day. The fair is planning to have RV parking inside the fairgrounds with possible shuttle service to the fair for single day attendees. I will provide the Board with more details after the meeting.

13. ▼ West York School District Land Development Plans – WYSD submitted land development plans for the proposed improvements to the athletic fields at the High School campus along Bannister Street and on the baseball fields at Sunset Lane Park, along Brenda Road. The applicant once again tabled the plans at the October meeting of the Planning Commission in order to address comments and concerns. It is anticipated that the plans will be reviewed by the Planning Commission at its November meeting and be presented to the Board in December.
14. ▼ T-895 Phil Carpenter Homes Subdivision Sewer Discussion – Staff is in the process of drafting a letter to affected property owners informing them that while they fall into the requirement for mandatory connection to the sewer line, they will be allowed to continue to be serviced by their private septic system until such time the system needs repairs or replacement. The Township Solicitor is also working on a draft agreement with the developer to establish the responsibilities for each party. I will keep the Board updated on this matter.
15. ▼ Garbage Collection – Letters were sent to all garbage customers informing them of the rate increase as well as other changes with the contract for the upcoming year. Most resident were very understanding of the rate increase. The majority of questions and comments revolved around the mandatory use of carts. Staff is working with the larger apartment buildings and condo associations for the cart distribution.
16. ▼ Terry Stump Waiver Request – At its last meeting, the Board denied an additional access for Terry Stump to utilize the temporary stone parking lot that was constructed at West College Ave and Lemon Street as part of the solar farm project. At the meeting, Mr. Stump stated that he would still move forward with the variance request to utilize the stone pad internally from the field. In order to do this, a variance would still be needed. Staff called Mr. Stump to verify that he wanted to proceed prior to advertise the hearing, which is a cost to the Township. Mr. Stump contacted the Township over a week after he was contacted and informed staff that he wanted to withdraw the variance and wanted a refund. Staff has already advertised the hearing in order to meet advertising criteria. Mr. Stump is now requesting a refund of his \$500.00 fee. This matter will be on the agenda for discussion by the Board at its meeting of October 24<sup>th</sup>.

17. ▼ Comp Plan Update –The Planning Commission was given a DRAFT of the comp plan and had several recommendations. The PC requested that the steering committee receive a new draft with their comments. It is anticipated that the steering committee will receive this DRAFT sometime around October 18<sup>th</sup>. I will keep the Board informed on this matter.
18. ▼ Quarry Meeting - As the Board is aware, the Township has received some complaints regarding the quarry on Zarfoss Road. The complaints range from sludge on the road, dust in the air and unsecured loads which have resulted in damage to vehicles traveling on the road. Staff will be meeting with some of surrounding businesses to discuss the issues and also meeting with the quarry to see what can be done to address the situation. I will keep the Board informed on this matter.
19. ▼ Shentel GLO Fiber – Staff previously met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. They plan to install 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. Shentel is currently working on the following projects. Project # 314 (Overhead Cable & Buried Cable): Beeler Avenue, Kotur Avenue, Logan Road, Brougner Lane, Warwick Road, Breezewood Road, Haviland Road, Hayden Heights Road, Sprenkle Court, Wilt Drive, Carlisle Road, Warwick Road Project # 315: (Overhead Cable & Buried Cable) Setter Run Court, Emerald Avenue, Emmanuel Drive, Gabrielle Court, Opal Road, Saddleback Road, Sapphire Road, Surrey Run Court, Carriage Run Drive, Thoroughbred Court, Amethyst Road, Nena Drive, Greenwood Road, Wellington Drive, Topaz Road, Trotter Ridge Court, Huntley Court, Summer House Lane, Koontz Lane, Ivy Pump Lane, Loucks Road \*\* The roads in Wellington Greens may be on hold due to Shentel’s difficulties with the Homeowner’s Association.\*\* Project # 322 (Overhead Cable & Buried Cable): Taxville Road, Weldon Drive, West Market Street, Hess Road, Greenwood Road, North Fayette Street, West Philadelphia Street, Hillside Terrace, Weldon Court, Richardson Road. These are 3 project areas out of 20 project areas. To my knowledge only 2 project areas have been completed as of 10/2/2024I will keep the Board informed on any major occurrences.

20. ▼ Weis Market Homeless Encampment – Staff has received several complaints about a homeless encampment on the site next to the existing Weis Market where the LCBC Church is planned. Staff has contacted the owner of the site who is cleaning up the area as well as working with the PD to humanitarily relocate the homeless individuals' currently on-site.
  
21. Grandview Golf Course Streambank Restoration Project – Staff met with representatives of Grandview Golf Course and Dover Township regarding a proposed streambank restoration project, which is a continuation of the one done with Dover Township for the Little Conewango Creek. The applicant has received funding from the York County Stormwater Consortium for permitting and design. The purpose of the meeting was to update the Township and inform us that they will be seeking grant opportunities and may be approaching the Township for assistance, including financial as well as a letter of support. They plan to make a brief presentation in the near future to update the Board on the plan.
  
22. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLTr to discuss actively trying to preserve agriculturally zoned property in the Township. The Board was previously provided a list of all agriculturally zoned properties in the Township that are larger than 20 acres. I provided the list to Sean, and he is going to be reviewing all of the properties and if appropriate, contacting the property owners to discuss inclusion in the agricultural preservation program. I will keep the Board advised on this matter.
  
23. Wawa's Multimodal Grant Application – As the Board recalls, a Wawa convenient store with gas pumps has been proposed for the corner of S. Salem Church Road and Rt. 30. The Township agreed to allow the developer to apply for grants under the name of the Township to benefit the site. No obligations, financial or otherwise, will be placed on the Township for this request. I am happy to report that the grant request was successful, and staff is working with the Solicitor and the developer in the grant process.

24. Frito Lay Meeting – The scouring work has been completed. It is my understanding that Frito Lay will now begin monitoring the lines. At 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.
25. Delinquent Garbage Bills – As the Board is aware, in February of 2019 the Township passed Ordinance 2019-03 which allowed for the collection of Attorney’s fees and other charges incurred during the collection of delinquent garbage accounts. As it does periodically since this time, the Township has reviewed its status of delinquent accounts and has begun once again working with the Township Solicitor on the execution of delinquent garbage accounts. Liz Gangloff from MPL has been doing an outstanding job working with staff and to date has collected over \$34,000 of the approximate \$55,000 of unpaid debt owed to the Township. I will keep the Board informed on this matter.
26. 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 was originally anticipated that it will 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. It is now anticipated that the work will not begin until sometime in 2025. I will keep the Board informed regarding this project.