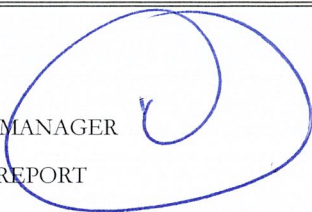

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: OCTOBER 2025 – MANAGER'S REPORT
DATE: 10/15/2025



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

1. ▼ 2026 Budget Preparation – In accordance with the schedule that was previously provided to the Board, staff will provide a copy of the first draft and an executive summary of the 2026 budget to the Board on Thursday, October 23rd. 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 13th after incorporating any comments. It is anticipated that final adoption will occur at the Board's meeting of December 18th.
2. ▼ Truck Touch – The weather cooperated this year, and the Township held its annual "Truck Touch" on Saturday October 4th. 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.

3. ▼ Trick or Treat – With Halloween approaching, staff will soon place our annual statement regarding “Trick or Treat” events on the website, Facebook page and distribute via text alert. **Trick or Treat activities for West Manchester Township are traditionally held on October 31st from 6:00 p.m. to 8:00 p.m. Individuals or families wishing to participate in Trick or Treat activities should leave their porch or front yard lights on during this timeframe. West Manchester Township neither encourages nor discourages participation in these events. The West Manchester Township Police Department will have an increased presence in several residential areas during this time period. Individuals and families deciding to participate in any events are encouraged to take any and all needed precautions to make this a safe event. In the case of inclement weather, individual developments or organizations are free to reschedule their events accordingly. West Manchester Township bears no responsibility for individuals, families or organizations deciding to participate in any Trick or Treat activities.** At this time, it is also anticipated that the “Truck or Treat” event at Loman park will be held as usual with the West Manchester Township Fire Department and Recreation Department.
4. ▼ “Truck or Treat” Road Closure – The Township will hold its annual Truck or Treat on October 31st 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 will be placed on the agenda for consideration by the Board at its meeting of October 23rd.
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 complete with neighboring municipalities but also be mindful of the fiscal responsibility the Township has to its residents. I expect the union to ratify the contract shortly. Barring anything unforeseen, I will consider this matter closed.

6. ▼ 2026 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 \$14,496.00. In 2024, the cost was 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. The 2026 contract rate for West Manchester Twp will be \$16,330.00. This is an increase of \$1834.00 over last year's price, which is 11.23%. Approval of the 2026 Stray Animal Housing Agreement with the York County SPCA will be considered by the Board at its meeting of October 23, 2025.
7. ▼ Handicapped Parking Request 1018 W Locust Street – The Township received a request for a handicapped parking designation for the property located at 1018 W Locust Street. Officer Janney has reviewed the request and his recommendation for approval was previously provided. At its meeting of September 25th, the Board authorized staff to prepare and advertise Ordinance 2025-05 to allow handicapped parking at 1018 W Locust Street for consideration at its meeting of October 23rd.
8. ▼ Zoning Ordinance Amendment Request (Data Centers) – At its July meeting, the Board voted to forward an application and supporting information to allow data centers in a proposed overlay zone to the Township and York County Planning Commissions for their review and recommendation and establish a public hearing date when appropriate for consideration of the request. The matter was discussed by the Twp Planning Commission on September 9th who expressed some concerns, mostly related to noise issues, but ultimately forwarded the plan to the Board with a recommendation of approval. The developer had a meeting with Township staff to go over comments and concerns presented by the Planning Commission and Township Engineer and has requested to appear back before the Planning Commission at its October 14th meeting to show how they plan to address the concerns raised at the meeting. Attached, please find a red-line copy of those revisions. The property has been posted and a public hearing for consideration of Ordinance 2025-06 has been scheduled for October 23rd.

9. ▼ Road Closure (Haviland Road) - As the Board was notified, Haviland Road will be closed on October 22nd for repaving after a water main repair and replacement. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of October 23rd. for official ratification by the Board.
10. ▼ Shentel/Glo Fiber – The Township continues to meet with representees 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 complains 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.
11. ▼ 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.
12. ▼ 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.

13. ▼ Vacant Giant Property – As directed by the Board I have reached out to the YCEA to attempt to get a contact from Giant (Ahold) to discuss the site. I explained that the Township has been approached by several developers who are interested in acquiring the property for redevelopment but are constantly informed by the owner that Giant continues to pay for the lease to ensure that no other grocery store occupies the site. We understand this is a common practice done by grocery stores. Because Giant doesn't occupy the site, the owner does the bare minimum to keep it in compliance with the township codes and building standards. The facility continues not only to be an eye-sore but also prevents the Township from another source of tax income. I was contracted by both the YCEA and the broker for the building who stated that for roughly 12 years Giant was paying rent to keep the box vacant, however the property owner took possession of the property back in 2022 and is now under their full control. They stated they have every interest in leasing the property, however they do not have any interest in selling the property. The broker informed me that he has discussed the properties condition at length with the owner as far as cleaning up the weeds, knocking down the brush, and just doing a general clean up. They have also removed several homeless people from around the building. They did spend some money to make sure the building was secure so that would not be an overall issue. Apparently, the property is still connected to the sprinkler system and there is an alarm system installed that's tied in directly to the police department. According to the broker, the overall issue with the property is Ahold allowed the property to degrade so heavily over the time they had the lease that once the property owner retook possession of the property, it was going to take millions to get it back up to a normal standard. There is a sink hole on the property, it needs a new facade, new parking lot, roof, HVAC, and roughly \$1,000,000 of internal renovations to vanilla shell the building. All in, they are estimating close to \$2,000,000 to get the property back up to a normal standard. While I understand this, the owner did collect rent the entire time without requiring Giant to do any repairs or improvements. Rachele will continue to work with the broker to ensure the property is in compliance with all township ordinances as well as try and find a lease for the property.

14. ▼ On-Going Penn Waste Collection Issues – After Penn Waste yet again failed to collect yard waste on October 11th, 2025, they were fined in the amount of \$5,860.00. While the daily garbage collection issues have gradually improved, yard waste continues to be an issue due to the fact that workers for yard waste volunteer for this duty and the crews dispatched to the Township on weekends are unfamiliar with the route and collection points in the Township. Penn Waste was previously fined \$2,560.00 in July for the same issue. I am working with Penn Waste to find a permanent solution to this issue but will continue to monitor the situation and take appropriate action as necessary.
15. ▼ 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.

16. ▼ 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 hope to start scheduling meetings in the near future.
17. ▼ 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.
18. 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.

19. 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.
20. 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.