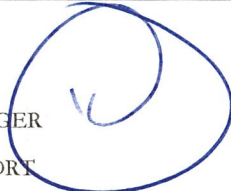

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: SEPTEMBER 2024 – MANAGER'S REPORT
DATE: 9/18/2024



In order to more easily identify changes or updates to topics contained in the monthly report, items that contain this symbol ▼ prior to the subject have been recently updated. This will carry forward in all future reports.

1. ▼ 2025 Budget Preparation – In accordance with the schedule provided to the Board, staff has begun its departmental meetings with the Finance Director and Township Manager. It is anticipated that a first draft budget will still be presented to the Board on Thursday, October 24th with final adoption at the Board meeting of December 19th.
2. ▼ Pension Plan MMO Acknowledgement – Attached please find the MMO worksheets from our actuary for both the uniform and the two (2) non-uniform pension plans. Prior to State Aid, it is anticipated that the Townships obligation will be \$1,116,361 for all plans. Just as perspective, last year's total amount was \$1,259,460 and the amount for 2023 was \$1,264,560. As the Board recalls, a few years ago, the Township made a decision to use the 2019 Act 205 valuation to reflect the actual value of the pension plans, the number of active retirees on the plan and fluctuation in the stock market. This, in addition to the adjustments to the mortality rate and the anticipated rate of return, caused a slight, but needed increase in the MMO which has now been slightly dropping since that time. Acknowledgement of the MMO for 2025 will be placed on the agenda for consideration by the Board at its meeting of September 26th.

3. ▼ Cottontail Solar Land Development – Staff has provided a detailed list to Lightsource BP informing them of the current deficiencies that must be brought into compliance with the land development plans for the solar farm. To date, they have made significant strides to correct these issues. I will update the Board further on this matter prior to the meeting of September 26th.

4. ▼ 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 “Trick or Treat” event at Loman park will be held as usual with the West Manchester Township Fire Department and Recreation Department.

5. ▼ Act 205 Repeal Request – As per the attached email, I officially requested that Mayor Helfrich repeal the Act 205 tax as directed by the Board. Act 205 allows municipalities to increase their earned income tax (EIT) rate to fund their municipal pension liabilities. In 2025, 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 obligation off. If this is the case, the city should immediately repeal this tax. I will advise the Board when or if a response is received.

6. ▼ Liquid Fuels Funding – The Municipal Liquid Fuels Program is a program that provides municipalities with an annual allocation of liquid fuels taxes from the state’s Motor License Fund to be used for the maintenance and repair of streets, roads, and bridges for which the municipality is responsible . The program funds a range of projects to support the construction, reconstruction, maintenance, and repair of public roads or streets . The amount of a municipality’s allocation is based on its population and miles of roads on its approved liquid fuels inventory. The Township received \$631,181.76 in funding for 2024. While the Township has yet to receive its official notification stating the 2025 allocation, by way of the attached email, we were informed that the amount is expected to decrease by 2% each of the next five years. If this projection is accurate, the Township will lose approximated \$48,000.00 over this five (5) year period. With the gas tax being the main source of this funding, the prominence of electric vehicles and more emergency efficient cars is the primary reason for the reduction. I will keep the Board informed on this matter.

7. ▼ York County Convention – As the Board was informed, the 105th Annual York County Association Convention will be held on Wednesday, October 30th at Heritage Hills. The purpose of the convention is to provide local officials with up-to-date information, exchange ideas on local government and propose legislation for consideration at the state convention. Act 9 of 1988 allows the Township to cover registration fees, transportation costs and a payment of \$50.00 for Township Supervisors and elected Auditors to attend this event if authorized by the Board. Authorization for attendance at this event for the Township Manager will be placed on the agenda for consideration by the Board at its meeting of September 26th.

8. ▼ Comp Plan Update –A meeting of the steering committee was last held on August 5th. It is anticipated that the Planning Commission has been given a DRAFT of the comp plan shortly and the consultant will be meeting with the Planning Commission in a work session on September 10th to discuss the document. I will keep the Board informed on this matter.

9. ▼T-895 Phil Carpenter Homes Subdivision Sewer Discussion – As the Board is aware, staff met with representatives of the development, and they were agreeable to a partnership with the Township to bring the sewer down the right-of-way in the public street to allow for future connections. 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 will also need to draft an agreement with the developer to establish the responsibilities for each party. If the BOS does want to pursue this project, we need to act quickly. It is estimated that deepening of the existing line is projected to cost \$568,000 and Dawood's fee associated with the extension from start to finish would be \$218,362, bringing the total cost of the project to \$786,362. Dawood estimates for the Township to complete this project itself, it would cost well over 1.5 million dollars. Keith has confirmed that we have money available in the sewer fund. Staff will request that the Board authorize moving forward with this project at its meeting of September 26th.

10. ▼York County Solid Waste Authority Transfer Station – Staff attended a meeting of York County Solid Waste Authority to discuss its submission of a major permit modification for the construction and operation of a 2,750-ton per day transfer station within the limits of the already permitted York County Resource Recovery Center located at 2700 Blackbridge Road in Manchester Township. The main reason given for the project was the anticipated closure of the existing transfer station at the Modern Landfill. It was stated that the Solid Waste Authority has capital funds available and that user fees would not be increased for the construction, however, they did not rule out future increases for rising disposal costs. I have included an information sheet explaining more about the project.

11. ▼ Garbage Collection Bids – The Township’s current garbage contract ends on December 31, 2024. As a result, the Township was required to competitively bid the contract for the next cycle. The Township contacted several haulers and invited them to bid, however the Township only received one bid from our current garbage hauler, Penn Waste. The need for additional equipment and manpower for such a relatively small customer base, was cited as the primary reason that other companies were reluctant to bid. The Township spoke with various other municipalities to search for ways to reduce the cost to our residents & businesses. The Township even investigated the cost of creating its own waste disposal service, but this option was estimated to be even more expensive to our taxpayers. After all options were considered, the Township, as required by law, awarded the bid to the lowest responsible bidder, Penn Waste. When the new contract goes into effect January 1, 2025, the service will remain relatively the same and garbage rates will increase from **\$60.00 per quarter to \$96.00 per quarter** and remain unchanged over this 5-year period. A notice was sent out to inform residents the week of September 23rd. I will keep the Board updated on any other developments.

12. ▼ Gerald W. Lightly Rezoning Request (Baker Road) – The Board will consider the request to rezone the 48.60-acre parcel located on Baker Road from Open Space Residential 1 (OSR-1) to R-1 residential. Currently, sanitary sewer and water are not available to this property. The future land use plan currently being drafted for the Township by Gannett Fleming recommends that the property be rezoned to R-1 residential. The Township Planning Commission considered this request on August 13th and voted in favor of the rezoning request. The York County Panning Commission recommended to deny the request in order to allow for the Township to adopt its new comprehensive plan. This matter will be considered by the Board at its meeting of September 26th.

13. ▼ Wawa – Staff met with the Regional Marketing and the District Manager for Wawa. They just wanted to introduce themselves and update the Township on the project. They said to expect invitation in the near future to the store opening.

14. ▼ Request for Police Services – The Township received a request from York New Salem to provide police services. If the Board recalls, we previously provided service to the Borough but had somewhat of a falling out over the repayment of the fine money that was erroneously sent to the Borough by the County which needed to be repaid to the Township. The repayment agreement runs until 2039. Chief Synder contacted the Borough and was told that the only reason they contacted us is that a resident of the Borough asked them to do so. My understanding is that many of the members of Borough Council are the same members from 2018 when they decided to go to state police, therefore I decided to put in a proposal.

15. ▼ York County Quick Response Team (QRT) Donation Request – Attached please find a letter from Kyle King requesting a donation for expenses incurred by the QRT. As the Board is aware, four (4) members of the WMT Police Department serve as Operators for the QRT, Lt. Emig., Det. Davenport. Ofc. Derek Snyder and Ofc. Lynn Anderson. The Township has also used the services of the QRT Team in the past. The Police Department has a line-item in their budget for this expense. In the past, we have donated \$500.00 to this worthwhile cause. This matter will be placed on the agenda for consideration by the Board at its meeting of September 26th.

16. Engine Brake Retarder Requests – Township Staff is still 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. Penn DOT advised that they have 90 days to consider the request. I will keep the Board advised on this matter.

17. ▼ Haviland Road Update – As the Board was informed, two (2) homes initially did not take action to either connect or receive an exemption from connecting to the new public sewer. Both properties are owned by the same property owner. The property owner was cited and paid the \$600.00 civil citation for each property for failure to connect to the public sanitary sewer as part of the Haviland Road project. We received the payments on July 1st. The property owner’s plumber has submitted permit applications to connect to the public sewer and the necessary permits have been issued. This issue is considered closed.

18. ▼ Terry Stump Waiver Request – As part of the solar farm project, a temporary stone parking lot was constructed at West College Ave and Lemon Street. A condition of final occupancy was the removal of this area. Mr. Stump, the property owner, is requesting that it now be left on the property for his personal use. A waiver, in addition to other Township approvals, are needed to allow this use to continue. Mr. Stump will be present at the Board’s meeting of September 26th to request a waiver to authorize more than one access drive intersection a street.

19. 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 tabled these plans in order to address staff comments received at the in-house staff review meeting. It is anticipated that these plans will be considered by the Township Planning Commission at its meeting of October 8th.

20. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLTT 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.

21. 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.

22. 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.

23. Shentel GLO Fiber – In September of 2023, 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. Permits were picked up in the beginning of May for the residential neighborhoods near Taxville Road, Banister Street and the surrounding areas but no schedule to begin actual work has been provided to the Township. Township staff has been having bi-weekly meetings with Shentel to prepare for this work. I will keep the Board informed on any major occurrences.

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