
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: AUGUST 2025 – MANAGER'S REPORT
DATE: 9/18/2025

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

1. ▼ Northern York Regional Officer Involved Shootings – WMTPD provided back-up after reports of the horrific officer involved shooting in North Codorus Township on September 17th. As the Board is aware, 3 Officers were killed and 2 injured during the event. WMTPD, as well as other departments, are providing coverage to NYRPD patrol areas until they are back and fully operational. Counseling has been offered to WMTPD Officers due to the fact that several of our Officers formerly worked for NYRPD and the departments in general have a close relationship due to their sharing a common border. Our thoughts and prayers are with those who are mourning the loss of loved ones as well with those who are recovering for this event.

2. ▼ 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. From my understanding, the developer has addressed these issues for Cottontail Projects 1 & 8 and will receive the permanent occupancy as soon as as-builts are recorded but is still not in position to receive a permanent occupancy permit for Cottontail 2. The temporary occupancy has been extended several times and staff questions if it should continue to be extended without seeing significant improvements. Representatives from the project will be present at the Board's meeting of September 25th to discuss this matter.

3. ▼ 2026 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 23rd with final adoption at the Board meeting of December 18th.
4. ▼ 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 \$1,162,767.00 for all plans. Just as perspective, last year's total amount was \$1,116,361.00 and the amount for 2024 was \$1,259,460.00. 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 2026 will be placed on the agenda for consideration by the Board at its meeting of September 25th.
5. ▼ Explore York Presentation – Katie Kline will be present at the Board's, meeting of September 25th to provide a brief presentation on the economic impact of events held in York County and the services provide by Explore York. Attached please find a copy of the PowerPoint and a fact sheet that are part of the presentation.
6. ▼ Hunting in the Derry Road and Little Conewago Conservation Areas - I have attached a letter from Jeff Snell, former Township employee, on behalf of several residents living in the Derry Road area in regards to archery hunting in the conservation area, specifically by Derry Road. I have also spoken with several residents who plan on addressing the Board at its September 25th meeting regarding this issue. As the Board is aware, hunting has historically been allowed in these areas, but the recreation department wanted to gather more information on who was using the area. Staff has met with the Game Warden to discuss hunting in these areas in regard to the proximity of the existing homes and will be prepared to address this issue with the Board.

7. ▼ 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.
8. ▼ 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. I am happy to report that we have an agreement on 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. A copy of the contract is provided and will be considered by the Board at its meeting of September 25th.
9. ▼ 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 is attached. Staff recommends that the Board authorize staff to prepare and advertise Ordinance 2025-05 to allow handicapped parking at 1018 W Locust Street for consideration at its meeting of September 25th. If approved, the ordinance would then be advertised and considered by the Board at its regular meeting of October 23rd.

10. ▼ Handicapped Parking Request 1871 Hayward Road – The Township received a request for a handicapped parking designation for the property located at 1871 Hayward Road. Officer Buchkoski has reviewed the request and his recommendation for approval was previously provided. At its meeting of August 28th, the Board authorized staff to prepare and advertise Ordinance 2025-04 to allow handicapped parking at 1871 Hayward Road for consideration at its meeting of September 25th.
11. ▼ 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 meeting and show how they plan to address the concerns raised at the meeting. It is anticipated that a public hearing will be scheduled for October 23rd to consider the overlay proposal.
12. ▼ 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. Staff will continue to check complaints and ensure all repairs and replacements are done in accordance with the direction from the Board.
13. ▼ 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.

14. ▼ 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 October Planning Commission agenda and it is anticipated that a public hearing will be scheduled for some time in November or December. I will keep the Board advised on the matter.
15. ▼ West York School Stormwater Issue – The township provided the district with the estimate prepared by HRG but I still have not heard a response. In the meantime, I have been working with HRG to apply for a LSA grant from the YCEA to try and offset our costs. I will keep the Board informed on this matter.
16. ▼ Rt. 30 Corridor Rhythm System Light Timing Program - After discussions between Penn D.O.T. and numerous signal contractors, a recommendation was made to remove/turn off the Rhythm equipment within the SR 30 Corridor. The rhythm system is the program which prioritized traffic on Rt. 30 which in some cases made the side streets wait 2 or 3 light cycles before allowing them to proceed, resulting in several complaints from motorists. Another reason for the change is that Rhythm is eliminating support unless municipalities pay \$1,000 per year for a contract. PennDOT now plans to turn off the Rhythm systems and retime the entire corridor. Staff will monitor the change and contact Penn D.O.T. with any questions or concerns.
17. ▼ Township Speeding Concerns – At the request of Supervisor Ruman, I asked Chief Snyder to do some research on default speed limits and speeding details in the Township. He will be prepared to address this subject at the Board meeting of September 25th.

18. ▼ 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. The owner is more than happy to continue to collect the rent but do no improvements as long as Giant is willing to pay it. I basically stated that we would request to talk to Giant to see if they would be willing to relinquish the lease to allow some type of redevelopment with which they are agreeable. I will advise the Board when I receive a reply.
19. 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.

20. Zoning Ordinance Update – HRG is preparing to start the zoning ordinance update that the Board approved at its meeting of August 28th. The Board needs to decide on a representative to be part of the steering committee. This matter will be placed on the agenda for discussion at the Board meeting of September 25th.
21. 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.
22. 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.