Summer Time Fun!

- Summer Playground Program page 18
- Olde Tyme Carnival page 20
- Gift Card Cash Bingo page 22

717.792.3505 | www.wmtwp.com
We Caught You Having Fun!

Photo Release Statement: By registering for any West Manchester Township program, class or event, you are agreeing to allow the publication of any photos taken of you and/or your child at any program, class, event or facility of West Manchester Township.

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**The Board of Supervisors**

**Chairman**
Rosa G. Hickey

**Vice Chairman**
Steve Harlacher

**Supervisor**
Dave S. Markel

**Township Manager**
Kelly K. Kelch

**Tax Collector**
Cheryl Niehenke  
717.793.9651

**Magisterial District**
Judge Albright  
District 19-2-03  
717.793.5200

**Frequently Called Numbers**

- **Shiloh Water** - 717.764.3624
- **York Water** - 717.845.3601
- **West York Ambulance** - 717.792.1610
- **Police Department** - 717.792.9514
Dear West Manchester Township Resident,

Please be advised that Penn Waste, Inc has been awarded the Solid Waste & Recycling Collection contract with West Manchester Township for the term of 1/1/16 – 12/31/19. Please have your items placed at the curb prior to 6:00 AM. Your collection day will remain the same as your previous contract. Your weekly collection will consist of the following options below.

### TRASH
- **Two Bags or Containers Per Collection**
  - 32 gallon containers – 50 lb limit
  - For additional bags, $2 stickers are available at any Rutters, Weis, or Giant located in the Township. Stickers should be placed on all additional garbage bags.

### RECYCLE
- **Unlimited**
  - (One Collection Day per week Based on your Neighborhood Schedule)

### BULK ITEM
- **One per week**
  - (Second Collection Day)

### YARD WASTE
- **See Collection Calendar**
  - (on page 8)

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### Important Trash and Recycling Information

**Bulk Item Guidelines**

West Manchester Township residents may dispose of one (1) bulk item per week through curb side collection. Please have your waste, recycling, and bulk item available for collection at the curb by 6:00 am on your second collection day.

**ACCEPTED MATERIALS** – Appliances, furniture, mattresses, box springs, one (1) car tire without the rim, lawn mowers (oil and gasoline removed), plumbing fixtures such as toilets and sinks, three (3) 4 ft. rolls of carpet (tied).

**NON-ACCEPTABLE MATERIALS** – Electronic Waste (computers, televisions, etc.) chemicals, stains, liquids, batteries, automobile parts, hazardous waste, tires on rims, commercial/industrial waste, construction materials (drywall, brick, block, lumber, shingles, tiles, concrete). To properly dispose of these items please contact the York County Resource Recovery Center at 845-1066 or www.ycswa.com.

**ADDITIONAL INSTRUCTIONS** – Items which are too heavy to be lifted into a truck by two people will not be accepted. Additional trash bags are NOT considered a bulk item.

Appliances with Freon will be collected by appointment only. Please call Penn Waste at 717-767-4456 to schedule collection. (Items include but are not limited to air conditioners, refrigerators, freezers, etc.)
How to Prepare Yard Waste

Prepare yard waste with any of these options:

1. In a container, which can be emptied
2. In a biodegradable paper bag
3. Bundle it with biodegradable twine

If you choose to bundle your yard waste, please follow these instructions:

- Bundles are no longer than 5 ft. in length
- Bundles not to exceed 30 lbs. each
- Branches not to exceed 6 inches in diameter

An unlimited number of bags or bundles may be placed at the curb on the scheduled pick up day before 6:00 AM.

Please see page 8 for the Yard Waste Collection calendar.

Grass Clippings

Grass clippings are not permitted in your trash or yard waste pick up. The best option is to use a mulching mower and let your grass clippings work for you. Mulched grass provides moisture and nitrogen to keep your lawn looking great. If you don’t have a mulching mower, low-cost conversion kits are available that fit most mowers. Another idea is to place grass clippings on your vegetable garden or around your hedges. You can also add grass clippings in a backyard compost bin. There are many varieties of bins in stores or you can make a bin of your own. As a last resort, take your grass to the Resource Recovery Center (minimum $20 waste disposal fee). The Resource Recovery Center is located at 2652 Blackbridge Road, York, PA 17406. Additionally, please remember to remove any grass clippings that may have been blown into the road. This causes an extreme danger to people riding motorcycles and bicycles. Another issue with grass clippings is they clog up storm drains, causing drainage and flooding issues. The best way for homeowners to avoid costly lawsuits and increased homeowners insurance premiums is to discharge towards your home and away from the road.

Questions?

Contact West Manchester Township at 717.792.3505.
Just to keep you in the recycle loop, we thought we would give you some background on the new recycle guidelines. The new guidelines have been imposed as a result of the current recycling crisis created by China, who happens to be the largest buyer of recyclable material in the world. China has imposed an impossible level of contamination limits, Penn Waste is taking a ‘back to basics’ approach. For the entire article, please go to the township website at www.wmtwp.com under Departments and then Refuse and Recycling.

If the item you are questioning is not listed below, do NOT place it in your recycle bin. You will want to put it in your trash.

**RECOMMENDED RECYCLABLES**

- **CANS**
  - Aluminum & Steel

- **PLASTIC**
  - Bottles & Jugs, 1, 2 & 5

- **GLASS**
  - Bottles & Jars

- **CARDBOARD**
  - Dry & Flattened, No Food Contact

- **CARTONS**

- **NEWSPAPER**
  - Clean & Dry, No Food Contact

**WHEN IN DOUBT ➔ THROW IT OUT**

- NO Plastic Bags
- NO Shredded Paper
- NO Medical Waste
- NO Food/Liquid
- NO Clothing
- NO Scrap Metal
- NO Garden Hoses
- NO Diapers
- NO Styrofoam
Non-Recyclable Items

• Needles & Medical Waste
  DO NOT place used needles or any other medical waste with recycling! This is a serious health hazard to everyone!

• Broken glass
• Windows, mirrors, ceramics
• Drinking glasses
• Aluminum foil
• Scrap metal
• Clothing hangers (metal and plastic)
• Plastic tableware (knives, forks, spoons, etc.)
• Plastic grocery bags
• Light bulbs
• Food soiled material
• Wet papers or cardboard
• Shredded paper

• Plastic food wrappers
• Used paper towels or tissues
• Styrofoam
• Pool chemicals
• Packing peanuts
• Plastic bubble wrap
• Hose
• Christmas lights
• Diapers
• Food waste
• Propane tanks

By law, as of January 24, 2013, Penn Waste is not allowed to collect your electronic waste.

The Covered Devices Recycling Act prohibits residents and businesses from placing their electronic waste at the curb or in their trash.
Covered devices include: desktop computers, laptops, monitors, computer peripherals (keyboard, mouse, printer, and speakers), televisions, or e-readers that browse the internet.

Electronics Recycling

The York County Solid Waste Authority’s Residential Electronics Recycling Program is free and open to York County residents ONLY and is conducted Monday through Friday from 8:00 a.m. to 4:00 p.m. and Saturdays from 8 a.m. to noon at the Small Load Drop-off Facility at the York County Resource Recovery Center. Please note: The Small Load Drop-off Facility is located within the York County Resource Recovery Center campus. The Resource Recovery Center is located at 2651 Blackbridge Road. Enter the Resource Recovery Center’s main gate entrance and proceed to the scales. You will be directed to the Small Load Drop-off Facility. If you are recycling a large item that will require more than one person to unload it, please bring a helper with you, as Authority assistance with unloading is not guaranteed. Residents are limited to delivery of five (5) TV’s per visit. For additional details on acceptable and not acceptable items please refer to the York County Solid Waste Authority’s Website: http://www.ycswa.com/recycling/recycle-electronics/
2019 West Manchester Township Yard Waste Collection Calendar

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- **Observed holidays are noted in RED. Collection days that fall on or after the holiday will be delayed one day. EXCEPTION: If holiday falls on a Saturday or Sunday, there is no change in service prior to or after the holiday.**

**BASIC RESIDENTIAL GUIDELINES**

- Trash, Recycling, one bulk item and yard waste (see calendar above for scheduled dates) must be curb side by 6:00 AM on your scheduled collection day.
- Bags or containers must not exceed 32 gallons or 50 pounds.
- No more than two (2) trash bags or containers will be collected each collection.
- Yard waste must not exceed 5 feet in length and must be bundled.
- Bulk items that are too heavy to be lifted into a truck by two people will not be accepted.
- Bulk items will be collected on your second collection day only.
- Call Penn Waste to schedule collection of appliances containing freon (air conditioners, refrigerators, freezers, etc.)
- No construction debris will be collected curb side.
- To stay up to date on collection updates, sign up for our E-News Updates at www.pennwaste.com.

Creating a green community together.

www.pennwaste.com

Penn Waste Inc. • PO Box 3066 • York, PA 17402
What services will the proposed Stormwater Authority provide?

Authority services are proposed to be phased-in over the first 5-years of operation. The working model for the INITIAL Authority Services are as follows...

1. Public Education & Engagement
3. Chesapeake Bay Pollution Reduction Plan (CBP) – Plan Amendments, Project Implementation, and Operations & Maintenance
5. County-Based Action Plan for Clean Water (PA Ph. 3 WIP) - Project Implementation
6. Agricultural Stormwater Planning & Technical Assistance

What are the benefits of a County-wide Authority?

One municipality or one landowner cannot reduce flooding or meet the water quality requirements for all of York County. A County-wide Stormwater Authority can address our water quality and flooding issues on a regional scale, which is how our watersheds and streams function. Below are the benefits of a County-wide effort...

- Watershed Approach – coordinated implementation of projects and services county-wide. Waterways span municipal boundaries.
- Cost-Effective - economies of scale in financing, managing and meeting County requirements. Cost per user goes down.
- Efficient - easier to implement projects that address regional solutions. Streamlined approach to projects on the ground.
- All-inclusive - fees assessed on all properties, not just taxable properties. Everyone pays their share. Issues affect everyone, so do solutions.
- Financial Leverage – capture of government grants through matching funds. Increased purchasing power.
- Fiscal Control - funds can only be used for stormwater/flooding improvements. Resistant to shifts in government budgeting.

What are the measurable goals of the Authority?

The ultimate goal of the Authority is to develop and implement County-wide programs and projects that will reduce flooding, improve water quality from stormwater runoff, and develop local data to measure our improvements toward meeting the federally-mandated Chesapeake Bay clean-up requirements. Below are measurable goals (first 5-years)...

- $10 million leveraged for match
- 100 public participation opportunities
- 50 municipal trainings offered
- 100% municipal stormwater BMPs inspected (20% per year)
- 50,000 linear ft of stream restoration completed
- 100 urban stormwater BMPs installed
- 75,000 acres Ag. E&S / Conservation Plans written & implemented
- 500 Ag. BMPs installed
- 100 acres of trees planted, forest buffers/riparian areas installed
- 100% stormwater assets mapped (County-wide, 72 municipalities)
- 25 Water quality monitoring devices install & maintain

For more information, updates, or to submit public comments, please visit: www.yorkstormwater.com

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York County Planning Commission
28 East Market Street  |  3rd Floor York, PA 17401  |  717-771-9870  |  www.ycpc.org

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“The Chesapeake Bay: How are municipalities improving its health?”

A PUBLIC EDUCATION STORMWATER MANAGEMENT SEMINAR

WEDNESDAY APRIL 17TH, 2019 FROM 6:30-7:30 PM
Dover Township-Brookside Park
4054 Fox Run Road
Dover, PA 17315

Presented by: Dover, Manchester and West Manchester Townships.

Door prizes will be available for several lucky attendees!
2019 Fundraisers

Tool Bingo
SUNDAY, MARCH 24TH
Shiloh Fire Co 2190 Carlisle Rd
$20.00 in advance $25.00 at the Door
Doors open at 12:00 pm
Games start at 2:00 pm
For Tickets call 717-792-3505

Easter Flowers, Candy & Paparazzi Jewelry Sale
FRIDAY, APRIL 19TH
Lincolnway Fire Co. 300 East Berlin Rd
10:00 am to 6:00 pm
Saturday April 20th
10:00 am to 4:00 pm

Chicken BBQ
SATURDAY, APRIL 6TH
SATURDAY, MAY 4TH
SATURDAY, JUNE 8TH
Commerce Center on White St
Start selling at 11:00 am - till sold out

Yard Sale
SATURDAY, MAY 11TH
Shiloh Fire Co 2190 Carlisle Rd
8:00 AM – 2:00 PM

Primary Election Day Soup & Sandwich Sale
TUESDAY, MAY 21ST
Lincolnway Fire Co. 300 East Berlin Rd
10:00 am to 6:00 pm or until sold out

Lego Bingo
SUNDAY, AUGUST 11TH
Shiloh Fire Co 2190 Carlisle Rd
$20 in advance & $25 at the door
Doors open at 12:00 pm & games start at 2:00 pm

Yard Sale
SATURDAY, SEPTEMBER 28TH
Shiloh Fire Co 2190 Carlisle Rd
8:00 AM – 2:00 PM

Truck Touch
SATURDAY, OCTOBER 5TH
West Manchester Twp. Municipal Complex
11:00 am to 2:00 pm

General Election Day Soup & Sandwich Sale
TUESDAY NOVEMBER 5TH
Lincolnway Fire Co. 300 East Berlin Rd
10:00 am to 6:00 pm or until sold out
Attention All Yard Salers

West Manchester Township has just a few rules for holding a successful (and legal) yard sale. These requirements apply to any sale where numerous items of personal property are offered.

✔ No more than two (2) sales per year, per property
✔ Each sale may last for two (2) days maximum
✔ No sale may begin before 9am or go later than 9pm.
✔ Each sign may not be larger than six (6) square feet

Signs may be placed on your property or on another person’s property (with their written permission).

*ALL SIGNS MUST BE REMOVED WITHIN TWENTY FOUR (24) HOURS AFTER THE END OF THE YARD SALE*

***** NO SIGNS MAY BE PLACED ON UTILITY POLES OR ON ANY ROAD SIGN

***** Failure to abide by these rules may result in a violation letter and a fine up to $600.

Before You Buy A Swimming Pool

✔ All permanent pools are required to have an operable filtration system utilizing chlorine, bromine or some other antibacterial agent.
✔ All swimming pools shall be completely enclosed by a four foot high fence or wall with a self closing gate. This does not apply to above ground pools having a wall measuring four feet in height and having a retractable ladder, or those having less than 24" of water. The fence or wall must be erected and inspected before the pool is filled with water.
✔ All pools shall be set back ten feet from property lines measured either from the wall of the pool or any associated decking or concrete aprons.
✔ No water from a pool shall be discharged onto any public street or alley nor onto adjoining property.
✔ Any pool with the ability to hold water deeper than 18” requires a permit and inspection from the Township - this includes ‘big box store’ pool kits.
✔ Pools may not use extension cords to connect the pump. A single twist lock receptacle may be located between 5 and 10 feet from the pool. A 120 volt convenience outlet shall be located within 10’ and 20’ of the pool. All receptacles serving the pool and all outdoor receptacles shall be GFCI protected.

Hiring a Contractor?

Once you hire a contractor, but at least three weeks before work is scheduled to begin, the homeowner or the contractor must apply for a permit. Building permits can take up to 15 business days because they are reviewed by a third party agency. If the contractor applies for the permit, the homeowner must ask the contractor for the permit so it may be posted in the window of the residence. If the contractor does not get a permit, the homeowner is still legally responsible.

If you have a question as to whether a permit is needed for the work to be done or if you have a problem with the actual permit, please call the Zoning Officer, Rachelle Sampere, at 717.792.3505. Be sure of the permit and its cost before you pay a contractor for it!
What Type of Building Permit Do You Need? (Residential)

West Manchester Township requires permits for many types of construction and building work in residential structures. Some jobs will require only a “Zoning Permit” and other jobs will require a “Building Permit”. These are separate permits with their own application forms. Zoning permits fall under Township rules and Ordinances. Building permits are for jobs that fall under the Pennsylvania Uniform Construction Code and require inspection. Keep in mind permits take time to review and process. Please allow up to seven business days for Zoning permits and three weeks for Building permits.

Examples of work REQUIRING A ZONING PERMIT:
- Construction and/or installation of a fence.
- Construction and/or installation of a shed, unattached carport, or unattached garage, under 1,000 square feet.
- Construction and/or installation of a patio, including paver patio or porch with no roof or walls.
- Construction and/or installation of a walkway on the property other than the sidewalk along the street. (This requires a different permit.)
- Construction and/or installation of a deck where the deck is not more than 30” high.
- Widening or adding newly paved areas to an existing driveway.

Examples of work REQUIRING A BUILDING PERMIT:
- Building an addition onto your house, including attached garages and carports.
- Above ground and inground swimming pools, even "wall-less" and portable pools! Any pool that is deeper than 18” needs a permit. If your pool is taken down every year, you need a permit to put it back up every year.
- Adding a roof to a patio, porch, or deck where the roof is attached to the house.
- Construction and/or installation of a deck where the deck is more than 30” from the ground.
- Installation of doors and windows if the new doors and windows are of a different size.
- Upgrading an electrical service.
- The addition or relocation of electrical wiring.
- Plumbing work where the “trap” seal is broken.

Examples of work NOT REQUIRING ANY PERMIT:
- Repair to existing structures such as floorboards in a deck.
- Resurfacing a driveway without enlarging it or changing the shape at all.
- Putting new shingles on your roof.
- Replacing or installing siding on a house.
- Replacing windows and doors with new ones of the same size.
- Replacing a garage door (however, replacing a manual door with an electric door will require an electrical permit).
- Wallpaper, carpet, tile, paint, and interior cabinetry such as kitchen cabinets.

PLEASE CONTACT THE ZONING OFFICER AT 792-3505 IF YOU ARE UNSURE WHAT KIND OF PERMIT YOU NEED!

Springtime Property Maintenance Tips for Homeowners!

Here are some of the most common “problems” homeowners encounter as the weather gets warmer. By staying on top of these issues you can avoid letters from the Township (which could result in fines!)

✔ Remember to mow the grass! Once grass or weeds get higher than 8 inches it is a violation.
✔ Old cars or project cars need to be stored indoors. A vehicle that isn’t up to date on state inspection, is wrecked, and/or can’t run under its own power may not be stored outside!
✔ Keep trash, junk and yard debris cleaned up on your property.
✔ Campers, RVs, boats and trailers may not be stored in the front yard. This includes the driveway.

Let’s Work Together to Keep West Manchester Looking GREAT!
Park Rules

WEST MANCHESTER TOWNSHIP WELCOMES YOU TO USE OUR PARKS. THANKS FOR KEEPING THE PARK A BEAUTIFUL, FUN AND SAFE PLACE.

Please read and abide by the rules, as set forth by Ordinance 85-5.

**PARK HOURS ARE DAWN TO DUSK**

♦ Alcoholic beverages or illegal drugs are not permitted.
♦ Golf practice is not permitted.
♦ Loud, boisterous or indecent conduct is not permitted.
♦ Use proper trash receptacles. Don't be a litter bug!
♦ Vandalism, graffiti, or destruction of any equipment will not be tolerated.
♦ Motorized model airplanes, skateboards, roller blades, skates, or any motorized, wheeled vehicles are not permitted.
♦ No open fires except in charcoal grills; dispose of hot coals, ashes in the designated areas.
♦ No soliciting of any food or services in the park.
♦ No firearms, air guns, sling shots, or explosives.
♦ Speed limit at all parks is 15 mph. Park in designated areas only.
♦ Reservations for these facilities may be made in advance through the township office.
♦ For rental costs and additional information, please refer to page 13.
♦ If you see any violation of any of the above rules, please call 911.
♦ All violations are punishable by a fine and/or imprisonment.

Refund Policy

- Full refunds will be given for classes canceled by the Parks and Recreation Department.
- Refunds will only be issued to the person who paid the fee.
- No cash refunds.
- Refunds may be prorated.
- Refunds will be by Township check and will be paid in accordance with the Finance Department’s regular payment schedule.
- There will be no refunds after the registration deadline unless a participant offers extenuating circumstances or a medical excuse.
- Participant requesting refunds are only given if requested in writing.
- All refunds incur a $10 processing fee.
- Refunds for trips are issued only if the seat can be resold or the trip is canceled by the Recreation Department.
Facility Reservations

The Recreation Department is announcing the following facility reservation fees. Residents are asked to call the Recreation Department at 792-3505 to schedule the use of one of the facilities for your upcoming picnics, family reunions, etc. These fees will help us to properly maintain and control our facilities while offering our residents the opportunity to use them for a planned event. If a pavilion is reserved, the park and its other facilities such as baseball/softball fields, volleyball and basketball courts are still available for use by the public.

Equipment Rental Fees (Based on cost): Balls, bats, frisbees, horseshoes, etc.

The West Manchester Township Parks and Recreation Department welcomes people with disabilities to participate in all programs and services. Please call and let us know how to best serve you. Our number is 717.792.3505.

Dogs Are Permitted In The Following Parks!!

DUNEDIN PARK  SUNSET LANE PARK  LITTLE CONEWAGO CREEK CONSERVATION AREA

Responsible ownership is the key. We ask that everyone abide by the following rules:

 Dogs are permitted in Dunedin, Sunset Lane, & Little Conewago Conservation Area Parks Only. Pets are not permitted in any other Township Park.

 Dogs must be vaccinated against rabies and display a current license. Dogs must be confined, leashed, or otherwise under the physical control of a person at all times.

 Dogs may not be tied to trees, bushes, tables, shelter facilities, even when the owners are present.

 Dogs must be well-behaved at all times.

 Dog owners are required to pick up after their pets and properly dispose of all pet droppings in trash receptacles.

 Pets may not create a disturbance or nuisance. Excessive barking is a disturbance. Owners may be asked to remove dangerous or noisy pets from the park.
West Manchester Township Safety Town Registration

Help your child learn fire safety, water safety and personal safety in a world built for them to explore! By learning from both Safety Town Instructors and the wonderful groups in West York who work to keep them safe, children will gain the skills to have a safe summer!

WHO: Children ages 3 through 7 (Participants must be potty trained)

WHEN: JUNE 17-20 • 9:00 AM-12:00 PM • 4 DAYS

WHERE: Wallace Elementary, 2065 High Street, York, PA 17408

Please print and use a separate application for each participant:

Child’s Name: ____________________________________________________________ Sex: M F

Address: ___________________________________________________________ City/State ________________________ Zip: ______________

Birth Date: ______________ Age: __________ Municipality: __________________________

Parents or Guardians: ___________________________________________________________

Phone: Work: ________________________ Home: ________________________ E-mail: _______________________________

Circle the age group your child will attend. No refunds after May 1. ALL CHILDREN MUST BE POTTY TRAINED

Age Group: 3 4 5 6 7

My child has the following special needs or considerations (allergies, disabilities, etc.) Please be specific.

___________________________________________________________________________________________________________

Participation is at your own risk. Insurance coverage and transportation is the responsibility of the participant. In case of emergency and parent or guardian is not able to be reached, please give the name and phone number of another contact. Name: ____________________________ Phone: ____________________________

Hospital Preference: ____York ____Memorial ____Hanover Other: __________________________

Doctor’s Name: __________________________ Phone: __________________________

My child has permission to participate in this program. I will, in no way, hold West Manchester Township responsible for any injury or accident that might occur while participating in this event.

Signature of Parent or Guardian: __________________________________________________________

Register by May 3 and receive a free Safety Town T-shirt!

X-SMALL (2-4) SMALL (6-8) MEDIUM (10-12) LARGE (14-16)

Please make checks payable to West Manchester Township and return registration form to:
West Manchester Township, Safety Town Program • 380 East Berlin Road, York PA 17408

Resident $45.00 Non Resident $60.00 (Prior to May 3)
Resident $55.00 Non Resident $70.00 (After May 3)

FOR OFFICE USE ONLY:

Cash $__________ Date: __________
Check #__________ $__________
Participant’s Name: ____________________________________________________________  ❑ Male  ❑ Female
Parent/Guardian’s Name: ____________________________________________________________
Day Phone #: ________________________      Evening Phone #:_________________________     Cell Phone #: ____________________________
Address: ______________________________________________      City/State:_____________________________________      Zip:________________
Municipality:___________________________________________      School: _____________________________________________________________
Birth Date: ___________________      Age: _____________      E-Mail: __________________________________________________________________

ACCIDENT INFORMATION - Participation is at your own risk. Insurance coverage and transportation is the responsibility of the participant.
In case of an emergency and I am not available please contact:
Name: _____________________________________________________________________________  Phone: _______________________________
Doctor’s Name: _____________________________________________________________________  Phone: _______________________________
Hospital Preference: (Check One) ❑ York  ❑ Memorial  ❑ Hanover  ❑ Other __________________________________________________
List any Physical Limitations/Disabilities or Allergies: ________________________________________________________________________________

WAIVER RELEASE: I will, in no way, hold West Manchester Township or an affiliated organization responsible for any injury or accident that might occur to me or my child (if applicable) while participating in this activity.
_________________________________________________________      ______________________________
Signature of Participant or Parent/Guardian (if applicable Date

❑ SOCCER FOR BOYS AND GIRLS  Resident $40 / Non Resident $50 (Prior to July 5)      Resident $50 / Non Resident $60 (After July 5)
Please check one:  ❑ (4-6 age group)  ❑ (6-8 age group)
T-Shirt Sizes Youth (check one)  ❑ SMALL (4-6)  ❑ MEDIUM (10-12)  ❑ LARGE (14-16)  ❑ T-shirts are available at the Twp Office for Sizing

SOCCER COACHES WE NEED YOUR HELP!!!
Sign up to be a HEAD COACH for your son or daughter’s team & we will waive the registration fee.
Sign up to be an ASSISTANT COACH and we will reduce your registration fee by 50%.

Please check one:  ❑ Head Coach  ❑ Asst Coach  Activity:_____________________________   T-Shirt Size:_________________________
Name: ____________________________________________________________  Phone: ______________________________
E-Mail: ______________________________________________________________

❑ PLAYGROUND  Resident $55 / Non Resident $65 (Prior to May 31)      Resident $65 / Non Resident $75 (After May 31)
Please check one:  ❑ Sunset Park  ❑ Loman Park  ❑ Tot Program

❑ ART WITH HEART CLASSES
Please check one:  ❑ Mother’s Day Gift – May 8 ($25)  ❑ Art Camp – June 24-26 ($75)
❑ Adult Wine Glass – July 17 ($25)  ❑ Silly Llama – August 7 ($25)

❑ CHOCOLATE MANIA (Adults Only) $55
Please check one:  ❑ April 9  ❑ October 22

For Office Use Only:   CK# ___________/$____________CASH $____________INV#________________ DATE:_________________

“Please make checks payable to West Manchester Township!”

This form may be mailed or dropped off along with your payment at the Township Office at:
West Manchester Twp 380 East Berlin Road, York, PA 17408
Chocolate Mania

Take a journey with us and learn how working with Chocolate is a treat! You will practice dipping items into chocolate. We offer over 10 different centers including and not limited to: peanut butter, caramel, pretzels, peanuts, cashews, raisins, peppermint cream and more. All can be dipped in your choice of Wilbur’s Finest milk or dark chocolate. We will show you how to make real marshmallow and a REAL Truffle. We will also teach you melting techniques and encourage your creative side! Anything in chocolate is possible in this class. You are welcome to bring items to dip! Additionally, private parties can be arranged by calling Anna at 717-854-9269.

We can assure you will leave carrying at least 5 lbs of finished confections!

LOCATION: Anstine’s Candy Kitchen | 901 S. Queen St, York, PA 17403
Instructors Allen and Anna Dalby – Proprietors

COST $55 PER PERSON. Adults Only. Minimum 4 • Maximum 12

Take Me Fishing

Join us on Thursday, May 30, FROM 6-8 PM at Pinchot Park to learn how to fish. We will be set up on the York/Dover side of Pinchot at the Conewago Day Use Area off of Alpine Road. The Nature Center is located to the left of the lake as you drive into the parking area. If you have a rod please bring it along. If you don’t have one, Adam Spangler with the Fish and Boat Commission, will be available to hand out rods for kids to use. Don’t forget to stop by the grill area for a hot dog or two, along with drinks and snacks. It’s a great place to share your “Big Fish” story! We are encouraging everyone to register for this event as we want to make sure Adam has enough rods and bait for everyone attending.

Adam also shared with us that this is a great family event even parents are able to fish at this event without a license. To register, simply call 717-792-3505 and put your name and phone number on our fish file!

FREE EVENT!

Upcoming Bus Trips....

Are you ready for a new adventure? Meet crazy, fun, new friends! See interesting new places! Check out one of our upcoming bus trips. Call the Parks and Recreation Department at 717.792.3505 for an information packet on the individual trips. For Additional Info visit www.DoverTwpRec.com.

SPRING SESSION:
Tuesday April 9, 2019 | 6-8 pm
Deadline: April 3

FALL SESSION:
Tuesday October 22, 2019 | 6-8 pm
Deadline: October 16

APRIL 13 – New York City
MAY 4 – St. Michaels, MD
MAY 18 – Cape May, NJ
JUNE 1 – New York City
JUNE 29 – Washington, DC
JULY 13 – Marine Corps Museum
JULY 27 – Philadelphia
AUGUST 17 – Wine Tour, Lancaster
AUGUST 31 – Annapolis, MD
SEPTEMBER 14 – NYC Overnight Trip
SEPTEMBER 21 – Sunfest
OCTOBER 12 – Harpers Ferry, WV
OCTOBER 26 – Sea Witch Festival, Rehoboth Beach, DE
NOVEMBER 18-21 – Biltmore, Asheville NC (4 Days, 3 Nights)
NOVEMBER 30 – Longwood Gardens
DECEMBER 7 – Dickens Christmas Wellsboro, PA
DECEMBER 14 – New York City

FREE EVENT!
“Art With Heart” Mini Classes

MOTHER’S DAY GIFT
Tell mom how much she means to you by making a gift for Mother’s Day. This could also be for a grandmother or another special lady that deserves to be celebrated. We will be painting, but it will not be on a canvas. Come see what the fun is all about! It’s a surprise!

Classes are head at the Shiloh Fire Hall.
Pre-registration is required.

DATE: WEDNESDAY, MAY 8   |   TIME: 6:15 PM – 7:30 PM
PRICE: $25.00   |   GRADES: K-12   |   MIN- 5 MAX-25

ART IN AMERICA MINI CAMP
Celebrate summer and America by coming to this art camp. We are going to learn about different artists from the United States and then create arts and crafts based on their work. We will use all types of supplies and we will get messy. It’s going to be fun and you’ll learn something too!

Classes are head at the Shiloh Fire Hall.
Pre-registration is required.

PRICE: $75.00   |   GRADES: K-12   |   MIN - 5

ADULT WINE GLASS PAINTING
Come enjoy an evening with adults and friends. We will be painting a wine glass that you can use! There will be a couple different options and tutorials, however feel free to come with your own ideal! Paints, brushes, all supplies, and one stemmed wine glass is included. You may also bring your favorite wine glass or any other glass item instead.

Classes are head at the Shiloh Fire Hall. Pre-registration is required: DEADLINE is July 12.

DATE: WEDNESDAY, JULY 17   |   TIME: 6:15 PM – 7:45 PM
PRICE: $25.00   |   AGES: 18+
REGISTRATION DEADLINE: JULY 12   |   MIN-5  MAX-20

SILLY LLAMA
Join us for the fun painting class where we will paint a cute Llama that will bring a smile to everyone’s face. Each student will get to decide which accessories they want to add to their painting. Glasses? A bow tie? Maybe a party hat? It’s up to you. Stencils will be available to help guide your creativity. Your masterpiece will be painted using acrylic paints on canvas.

Classes are head at the Shiloh Fire Hall. Pre-registration is required.

DATE: WEDNESDAY, AUGUST 7   |   TIME: 6:15 PM – 7:45 PM
PRICE: $25.00   |   GRADES: K-12   |   MIN 5  MAX 10

Mark Your Calendars For The 2019 York County Senior Games

MONDAY, JUNE 17 THROUGH FRIDAY, JUNE 21

There’s something for everyone this year with 48 different events being offered! Any York County resident 50 years of age or older by December 31, 2019, is welcome to participate and compete for gold, silver and bronze medals. All participants from the 2018 Senior Games will automatically receive a registration booklet in the mail in April. For more information or to be added to the mailing list, call (717) 771-9001 or email aging@yorkcountypa.gov. The 2019 registration booklet and registration form can also be downloaded from the “Senior Games” page of www.ycaaa.org after April 1st.

Volunteering can be just as much fun as participating in the Games! Any individual or community groups willing to spare a few hours and have some fun should call (717) 771-9001 or email aging@yorkcountypa.gov.
Summer Playground Program

Sign up early! Don’t Wait. Minimum of 50 participants registered at site prior to May 31, required to offer program.

This supervised program offers games, arts and crafts, sports, and lots of fun. Participants will receive weekly information via a park newsletter which will also describe “special” activities that may take place in the afternoon or evening.

**WHO:** Children Ages 5-12 (Children must be 5 years old by June 24)

**WHEN:** June 24 - August 2 • 9:00 AM - 12:00 PM (Monday - Friday)

Exceptions: July 4th (Independence Day) • July 23 (Olde Tyme Carnival & Fireworks)

**WHERE:** Two Different Locations to Choose From:

Loman Park (ages 5-12)  
Sunset Lane Park (ages 5-12)

**COST:** (Prior to May 31) Resident $55/Non Resident $65

(After May 31) Resident $65/Non Resident $75

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Bennett Williams Tot Program

This program is especially designed for older toddlers who are too old to stay home all day and too young to play "capture the flag" at the regular playground. It’s just the right size and just the right games and crafts for our younger friends. Join us at the Bennett Williams Park on Taxville Road.

**WHO:** Children ages 4-6 only — Children must be 4 by June 24 — Children must be potty trained.

Limit of 50 — No program on July 4th or July 23rd

**WHEN:** June 24 - August 2 • 9:00 AM - 11:00 AM (Monday - Friday)

**COST:** (Prior to May 31) Resident $55/Non Resident $65

(After May 31) Resident $65/Non Resident $75

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Outdoor Soccer

**WHO:** Boys and Girls ages 4 through 8 **Under 6 Division** - Children must be 4 years old, but not older than 6 years old by August 20.

This program will be an introduction to soccer for the beginner. Coaches will concentrate on developing the basic fundamentals of soccer in a fun environment.

**Under 8 Division** - Children who are 6 years old, but not older than 8 years old by August 20. Coaches will concentrate on developing and refining soccer drills and the challenge of team competition.

**WHEN:** August 20 - September 12 (Tuesday & Thursday Evenings 6:00 - 7:30 PM)

**WHERE:** St. Paul’s Wolf’s Church & Sunset Lane Park and if needed Trimmer Elementary School

**COST:** Prior to July 5 Resident $40/Non Resident $50

• After July 5 (If Space Available) Resident $50/Non Resident $60

DEADLINE FOR REGISTRATION IS JULY 5

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Coaching Policy -

We Need Your Help!

Sign up to be a **HEAD COACH** for your son or daughter’s team and we will waive the registration fee.

Sign up to be an **ASSISTANT COACH** and we will reduce your registration fee by 50%.
**Summer Social & Movie Night**

**WHEN:** JULY 10 (Rain Date July 11)  •  7:00 PM - UNTIL????

As soon as darkness falls on the park, the movie begins!

**WHERE:** “SUNSET LANE PARK”

WE HAVE A FANTASTIC EVENING PLANNED FOR EVERYONE!!!

To begin the evening, you will be entertained by AKT Duo. A snack stand will be set up selling pizza, Italian ice and soda. As soon as darkness falls on the park, we will be showing a movie, which you will be sure to enjoy! So put on your dancing shoes, pack a blanket, pop some popcorn and come join us for a fun filled evening!!!

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**Family Roller Skating Party**

**WHEN:** Monday, July 15  •  6:00 PM - 8:00 PM

**WHERE:** Mr. Q’s Roll ’R’Way — 85 Fayette Street (old Lincolnway Bowling Alley)

“FREE” entrance to Township Residents

- Skates/Blades Rental not included
- You may bring your own skates/blades

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**Food Truck Friday**

**WHEN:** Friday, September 27, 5PM - 8PM

**WHERE:** Sunset Lane Park

**FREE ENTRANCE**, Come for the Food, Stay for the Music AKT DUO

Bring A Lawn Chair

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**A DOG’S WAY HOME**

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**Parks & Recreation**
Olde Tyme Carnival And Fireworks At Sunset Lane Park

WHEN: JULY 23 - 5:30 PM TO 9:30 PM

Food Stands: Open 5:30 PM
- Hamburgers & Hot Dogs
- Pizza
- Cotton Candy
- Soft Pretzels
- French Fries
- Italian Ice and Ice Cream
- Funnel Cakes And More!!!!

Activities Begin: 5:30 PM - 8:30 PM
- Game Stands
- Fire Safety Programs
- Police Safety Programs
- Dunk Tank, Moon Walks, Giant Slides, Etc
- Pony Rides
- DJ the Outlaw

Fireworks - 9:00 PM
WHEN: JULY 23rd
RAIN DATE: JULY 24th

Red, White & Blue Parade

KIDS’ PARADE BEGINS AT LOMAN PARK
Tuesday, July 2 • Registration Time - 6:30 PM • Start Time - 7:00 PM

Show Your Spirit in Two Ways
1) March or ride in the parade with your pet. Decorate your bikes, big wheels, scooters, skateboards, wagons, strollers. No motorized vehicles please.

2) Stand on the curb and cheer. Of course, red, white and blue is mandatory!

Parade Route
Hempfield Drive to Loman Ave, turn right onto Golden Eagle and then turn right onto Sparrow Drive, turn right onto Hempfield and back into Loman Park. Unfortunately, in the event of inclement weather conditions this event will be cancelled and not rescheduled. Cancellation information will be posted on our web page and Facebook page.

Questions: Contact the Parks & Recreation Department at 717-792-3505.

The Shiloh Lions will be parking cars at Sunset Lane Park.
$1.00 Donation is Requested
Parking is available at Sunset Lane Park as well as in surrounding neighborhoods. Look for the Shiloh Lions at Sunset Lane Park, they will help you find a spot!
SENIORS SAFE DRIVING PROGRAM

WHO: Motorists Age 50 and older

WHEN: Class #1 October 14 and 16 (8:30 AM – 1:00 PM)
      Class # 2 November 13 – 4 Hour Refresher Course - (8:30 AM – 1:00 PM)

All forms must include a copy of your Driver’s License and AARP card if you are a member. For the four hour Refresher Course, a copy of the Certificate of Proof showing you have attended a class within the last three and a half years must also be attached.

WHERE: Lincolnway Fire Company
       300 East Berlin Road

DEADLINE FOR REGISTRATION: Two weeks prior to start date

COST: $15 with AARP Membership OR $20 without AARP membership
      *Make checks payable to AARP

CLASS SIZE: Minimum 6 Maximum: 20

This course is designed to meet the specific needs of older drivers. It covers age-related physical changes, declining perceptual skills, rules of the road, local driving problems, and license renewal requirements. Person 55 and older taking this course may qualify for a minimum 5% discount on their auto insurance premiums. We recommend you check with your insurance agent. This eight hour course is all classroom and there are NO tests. Participants must attend both sessions for certification. Call for a registration form, 717-792-3505.

Health Insurance Assistance is Available for All Medicare Beneficiaries

An Apprise counselor from the York County Area Agency on Aging will be available at the West Manchester Township Office, 380 East Berlin Road, on the fourth Wednesday of every month from 9:00 AM to Noon, with the exception of October, November and December. Apprise volunteers are specially trained to answer your questions about Medicare, Medigap, Part D, PACE, and other prescription drugs. The counselors have direct access to State and Federal Medicare information and resources.

Apprise volunteers can:
• Help you understand Medicare benefits and services
• Help you make informed choices about selecting a supplement insurance
• Help you understand how Medicaid works
• Help you understand the Medicare Summary Notice

PLEASE CALL THE YORK COUNTY AREA AGENCY ON AGING AT:
(717) 771-9008 OR 1-800-632-9073.
Gift Card Cash Bingo

WHEN: Sunday, April 7, 2019
WHERE: Shiloh Fire Co.
TIME: Doors Open At 10:00 AM – Bingo Starts At Noon
COST: $15.00 Advance Tickets – $20.00 At The Door (If Not Sold Out)

Tickets Can Be Purchased At The West Manchester Township Office, 380 E. Berlin Road. Questions... Call 717-792-3505.

West Manchester Township Parks And Recreation Department Is Having Gift Card Bingo!!!! You Won’t Want To Miss Out On The Fun!!!!

Are You Interested In Placing An Ad In This Newsletter?

West Manchester Township would like to extend an opportunity for you to showcase your business. Advertise in our newsletter and help us, help you! For a nominal fee, information on your business can reach approximately 18,894 residents in West Manchester Township. Your advertisements help defray the cost of the newsletter. Your support helps us bring valuable information to the community in a timely manner. Partner with us and get the word out to residents about your business!

For details please contact Lori Trimmer at trimmer@wmtwp.com

Information on your business can reach approximately 18,894 residents in West Manchester Township.
Crossfire

West Manchester Township’s 3rd Annual National Night Out
August 6th, 2019, 5 PM – 8 PM • Sunset Lane Park

- Saturday, October 12, 2019
- Doors open at 6:30 PM, show starts at 8:00
- Food for purchase - support our WMT Volunteer Fire Department
- Must be 21+ to attend
- BYOB is permitted
- Tickets are available at the Township Office, 380 East Berlin Road, York, PA 17408

★ Don’t Miss Out on the Food, Fun & Entertainment!
★ Face Painting, Bounce House & Games for the Kids
★ Music - CrossFire3
★ Baltimore County Police Honor Guard

Volunteers or Vendors interested in participating, Contact Officer Roehm at kroehm@wmtwp.com
**Odd Fellows Game Night for Adults**

Do you like to shoot pool? How about playing air hockey, shuffle board, darts, ping pong, video games, cards, or board games? If you answered yes to this question, stop by the Odd Fellows Hall on the 2nd Monday of every month from 7:00 PM – 10:00 PM. This program begins April 1, and concludes on August 31. The Old Fellows invite anyone aged 18+ over to join them for an evening of fun. The Odd Fellows Hall is located at 525 Greenwood Road, York, PA 17408. Check out their website at www.ioof74.org. Questions? mtlodge74@gmail.com

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**Annual Antique Appraisal Fair**

April 27, 10:00 AM – 3:00 PM

The Woman’s Club of York

The Woman’s Club of York will be sponsoring the 6th Annual Antique Appraisal Fair at the Odd Fellow Hall. The Odd Fellows Hall is located at 525 Greenwood Road, York, PA 17408. This is a great opportunity for guests to bring three unusual or antique items to the hall to be appraised by one or more of our expert appraisers. The total cost for THREE ITEMS is only $15. There will be a team of at least seven appraisers present throughout the day to appraise such items as jewelry, historic paper, small furniture, dishes, pottery, coins, watches and clocks, old toys, paintings, sculptures, stamps…almost anything a guest can carry in. No reservations are necessary and we welcome the public to join us for a fun and interesting day, discovering the value of family treasures.

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**Woman’s Club Of York Paint Night**

April 10, 6:00 PM - 8:00 PM

Janeen Hershey will be leading us on this creative adventure. Janeen provides everything you need to create a painting. Her web site can be accessed on Facebook@ PaintAwayYork. The event will be held at the Odd Fellows Hall, located at 525 Greenwood Road, York, PA 17408. The cost is $35 per person. You must be at least 18 years of age to participate in this paint night. Limit to first 25. RSVP to 717-854-3746 or gard0410@verizon.net
### Community Contacts

**WHO TO CALL? WHAT TO DO?**

Whether you are new to the Township or just confused about youth athletic teams in our area, here is a handy reference when you need to know who to call for the facts. This does not include any of the sports offered by the West York School District.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Age</th>
<th>Contact</th>
<th>Registration</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Soccer</strong></td>
<td>4-8</td>
<td>W. Manchester Twp.</td>
<td>May/June</td>
<td>August/September</td>
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<tr>
<td></td>
<td></td>
<td>Lori Trimmer 792-3505</td>
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<tr>
<td><strong>Soccer</strong></td>
<td>6-16</td>
<td>West York Bulldogs FC</td>
<td>Fall-late April</td>
<td>August-November</td>
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<td></td>
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<td>Robert Berry 717-659-7503</td>
<td>Spring-November</td>
<td>March-June</td>
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<td><a href="mailto:westyorksoccer@gmail.com">westyorksoccer@gmail.com</a></td>
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<tr>
<td><strong>Tee Ball</strong></td>
<td>5-8</td>
<td>W. Manchester Twp.</td>
<td>January/March</td>
<td>May</td>
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<td></td>
<td></td>
<td>Lori Trimmer 792-3505</td>
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<tr>
<td><strong>Baseball</strong></td>
<td>5-13</td>
<td>West York Boys Club</td>
<td>January/February</td>
<td>April-July Spring</td>
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<td></td>
<td></td>
<td>Blake Chronister 443-844-7640</td>
<td>July</td>
<td>August-October Fall</td>
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<td><a href="mailto:bchronister@gbp.com">bchronister@gbp.com</a></td>
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<td><strong>Girls Softball</strong></td>
<td>8-18</td>
<td>W. Manchester Twp.</td>
<td>January/February</td>
<td>May-July</td>
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<td>Lori Trimmer 792-3505</td>
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<tr>
<td><strong>Football</strong></td>
<td>6-13</td>
<td>West York Boys Club</td>
<td>April – July</td>
<td>August-October</td>
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<td></td>
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<td>Chad Dotzel 717-819-0073</td>
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<td><a href="mailto:chaddotzel@gmail.com">chaddotzel@gmail.com</a></td>
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<td><strong>Basketball</strong></td>
<td>2-6</td>
<td>West York Boys Club</td>
<td>August/September</td>
<td>November-March (Comp)</td>
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<td></td>
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<td>Todd McGadrie 717-873-1950</td>
<td>January-March (Rec)</td>
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<td><a href="mailto:toddmcgl@comcast.net">toddmcgl@comcast.net</a></td>
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<td><strong>Cheerleading</strong></td>
<td>6-14</td>
<td>Football</td>
<td>April – May</td>
<td>August-October</td>
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<td>2nd - 6th Grade Basketball</td>
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<td>November-March</td>
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<td>6-14</td>
<td>Competition</td>
<td>May</td>
<td>August – February</td>
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<td></td>
<td>Brandy Shiflett 717-916-4282</td>
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<td>Gina Webb 717-5151831</td>
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<td><strong>Lacrosse</strong></td>
<td>7-14</td>
<td>K9 Lacrosse Club</td>
<td>December - January</td>
<td>March - May</td>
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<tr>
<td><strong>Boys</strong></td>
<td></td>
<td>Tim McNicholas 717-668-5846</td>
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<td></td>
<td><a href="mailto:irishgumz77@yahoo.com">irishgumz77@yahoo.com</a></td>
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<tr>
<td><strong>Girls</strong></td>
<td></td>
<td>Nikki King 717-887-5012</td>
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<td><a href="mailto:wyklax@gmail.com">wyklax@gmail.com</a></td>
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<td><strong>Wrestling</strong></td>
<td>2-6th gr.</td>
<td>Elementary Wrestling</td>
<td>October</td>
<td>November</td>
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<td>Justin Wilkins 819-8616</td>
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<tr>
<td><strong>Girl Scouts</strong></td>
<td>K-12 gr.</td>
<td>Ida Bertheimer 846-2069</td>
<td>All Year</td>
<td>September-May</td>
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<tr>
<td><strong>Cub Scouts</strong></td>
<td>Boys &amp; Girls K-5th gr.</td>
<td>Jason Stratford 825-6869</td>
<td>All Year</td>
<td>All Year</td>
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<td><a href="mailto:Stratford.bsa@gmail.com">Stratford.bsa@gmail.com</a></td>
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The West Manchester Township Tax Collector is located in the municipal complex at 380 East Berlin Road. The office is open to the public on the following weekdays:

- Tuesdays 9:00 AM – 1:00 PM
- Wednesdays 9:00 AM – 1:00 PM
- Thursdays 9:00 AM – 1:00 PM

Other times are available by appointment, please call 793-9651. If the Tax Office is closed and you wish to make a payment, there is a secure after hours mailbox located on the building beside the Tax Collector’s entrance door. Credit will be given for payment on that date. If you place your payment in the after hours mailbox or mail your payment, and would like a copy of your paid receipt, please enclose a self-addressed stamped envelope with your bill.

CASH PAYMENT may only be made in PERSON and you must have the EXACT CHANGE. DO NOT leave cash in the after hours mailbox. Additionally please include your PHONE NUMBER on your BILL or CHECK.

BILL PAY: Bill pay from your bank account is discouraged, as many times these checks are not received in a timely manner resulting in missing a deadline. If you choose to use bill pay allow adequate time for processing. Make sure the check is identifiable to your property. Since the bill will not accompany the check, a bill number or parcel number must be listed on the check. If check cannot be identifiable to your property, proper credit cannot be given to your account.

POSTAL SERVICE MAIL DELIVERY DELAYS. The timeliness of mail delivery service state wide has significantly changed. If you are mailing a payment close to the payment deadline be sure to allow extra time for your payment to be processed by the post office. Mail is not always postmarked the day it is mailed. Even though you place your payment in the mail on a specific date, it is not guaranteed that it will be post marked on the day you mail it. Allowing enough time for the postal service to process the mail will eliminate your payment being received after the payment deadline. The tax office accepts POST MARK not date on check.

POST DATED CHECKS NOT ACCEPTED. The tax office does not accept post-dated checks or hold payments. There is a high volume of incoming mail received on a daily basis, which leaves a margin for error of your post-dated payment being processed. This could result in payment being returned from the bank for insufficient funds, at which time fees occur.

Payments received with a post-dated check will be returned.

CLOSINGS. The office voicemail message is updated with any additional office closings or delays. This information can also be found on the tax collector website - www.westmanchester.wix.com/taxcollector.

### Change of Address

If you have moved or will be moving, please notify the tax office so the records can be updated to ensure the tax bills are sent to the correct address/owner in a timely manner. This can be done by mailing the form below to the tax office at 380 East Berlin Road, York PA 17408, email or by calling the tax office. Message can be left on voicemail if the office is closed.

**Change of Address**

Name: _______________________________________________________

Phone: _______________________________________________________

Property Address: _____________________________________________

Old Mailing Address: ___________________________________________

New Mailing Address: ___________________________________________

**New Resident**

If you are a new resident in the township and have not received a tax bill please contact the tax office.

- 2019 Real Estate tax bills are mailed in mid February
- 2019-20 School Tax bills are mailed the end of June

**IMPORTANT NOTE**

**EFFECTIVE JULY 2018**: The tax office will no longer have open hours until 6:00 pm on the last day of any given the DISCOUNT period. The office will close at the end of the business day when the West Manchester Township Office Building closes at 4:30pm. If you choose to pay your taxes in person, please plan accordingly.

Alternative payment options:

- US mail
- Locked mailbox outside of the tax office and payment will be credited for that day (Do not leave cash in the mailbox)

**Receipts:**

- If you would like a paid stamped receipt, enclose your entire tax bill with a stamped self-addressed envelope and your receipt will be mailed to you.
- Receipt can also be emailed to you if you enclose your email address with your bill.
Sewer & Trash Payments

Do not mail or bring payments to the Township Office

West Manchester Township offers the following methods for paying your sewer bill. One of the three options must be used. No payments are accepted at the Township Office.

1. Mail: mail your check with your account number along with your coupon to our lock box at the following address:
   West Manchester Township
   PO Box 62542
   Baltimore, Md 21264-2542

2. Credit card or electronic transfer: Please visit our website at www.wmtwp.com and click the “Online Bill Payment” portal, which is located in the left-hand side of the main page to process your payment. A minimal fee is charged for this service. We do not accept these payments in person or by phone.

3. Automated Clearing House (ACH) or direct debit: The Township can direct debit a checking or savings account for your quarterly sewer/trash payments. To set this up, go to our website at www.wmtwp.com and go to forms, click on the Automatic Debit Form and complete it. Please return the form along with a voided check to the Township. This form must be returned one month prior to the quarterly billing cycle to ensure your account will be debited properly. You must notify us immediately if your account number or any changes occur with the account to be debited. Failure to notify us will result in late fees and a nonsufficient fund charge applied to your account.

Income Taxes

West Manchester Township uses the York Adams Tax Bureau (YATB) to collect the following employee taxes:

- Earned income (EIT)
- Emergency Services (LST)

York Adams Tax Bureau 1405 N Duke St, York, PA 17404
Phone (717) 845-1584

Installment Payment Information

The school tax installment payment plan can be somewhat confusing. Below is an explanation of how the installment payment plan works.

The School tax bill consists of two separate sections. The first section (colored portion of bill) is used if you are paying the entire tax bill at one time OR the remaining portion (white color) of the bill will be used if you wish to pay your school tax bill by three separate installment payments.

Installment payments are optional for School Taxes only. If you wish to pay your school tax by the installment plan, you will use the three coupons that are labeled Installment 1, Installment 2 and Installment 3. The first payment must be received by the September deadline. If the first installment payment is not received by the deadline, the installment payment plan is no longer optional and full payment for the entire tax bill is required.

If you use the installment payment plan, pay close attention to the dates on the three separate installment coupons, please be sure to send the correctly dated coupon.

Installment #1 – TBD
Installment #2 – TBD
Installment #3 – TBD

Sewer/Trash Quarterly Billing Dates

1st Quarter (Jan 1 - Mar 31) - Bills generated in January
2nd Quarter (Apr 1 - June 30) - Bills generated in April
3rd Quarter (July 1 - Sept 30) - Bills generated in July
4th Quarter (Oct 1 - Dec 31) - Bills generated in October

Please note: Failure to receive a bill does not void responsibility for its payment or waive the past due penalty. A 10% penalty is imposed on current charges not paid by the due date.
Public Meeting Schedule

APRIL
9  Planning Commission
17  Recreation Advisory Committee
23  Zoning Hearing Board
25  Board of Supervisors

MAY
14  Planning Commission
20  Fire Service Advisory
28  Zoning Hearing Board
23  Board of Supervisors

JUNE
11  Planning Commission
19  Recreation Advisory Committee
25  Zoning Hearing Board
27  Board of Supervisors

JULY
9  Planning Commission
23  Zoning Hearing Board
25  Board of Supervisors

AUGUST
13  Planning Commission
21  Recreation Advisory Committee
22  Board of Supervisors
26  Fire Service Advisory
27  Zoning Hearing Board

Local Lawmakers

HOUSE OF REPRESENTATIVES
Representative Seth Grove
196th District
1954 Carlisle Road
York, PA 17408
(717) 767-3947 - York
(717) 783-2655 - Harrisburg

Representative Carol Hill-Evans
95th District
53 E. North Street,
Suite 3 York, PA 17401
(717) 848-9595 - York
(717) 714-7514 - Harrisburg

STATE SENATE
Kristin Phillips-Hill
28th District
6872 Susquehanna Trail South
Jacobus, PA 17407-0277
(717) 741-4648 - Jacobus
(717) 787-7085 - Harrisburg

Your Local Officials

West Manchester Township is a second class Township and is governed by a three member Board of Supervisors. Presently, the three members are as follows:

CHAIRMAN
Rosa G. Hickey

VICE CHAIRMAN
Steve L. Harlacher

SUPERVISOR
Dave S. Markel

Water Authority Meetings

Meetings are held at the Water Authority Office, 2115 Log Cabin Road, York, PA 17404 at 8:00 PM, May 29, June 26, July 3, and August 28 – Reorganization Meeting @ 7:00 PM

Office Hours

8:00 AM to 4:30 PM (M-F)
(717) 792-3505 (P) | (717) 792-4374 (F) info@wmtwp.com