



WEST MANCHESTER

Winter 2023 Newsletter  Township

380 EAST BERLIN ROAD | YORK, PENNSYLVANIA 17408

Welcome Winter

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- Gift Card-Cash Bingo 24
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717.792.3505 | www.wmtwp.com

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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.

THE BOARD OF SUPERVISORS

CHAIRMAN

Steven J. Harlacher

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TOWNSHIP MANAGER

Kelly K. Kelch

TAX COLLECTOR

Bill Niehenke
717.793.9651

MAGISTERIAL DISTRICT

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

Policy For Mailboxes

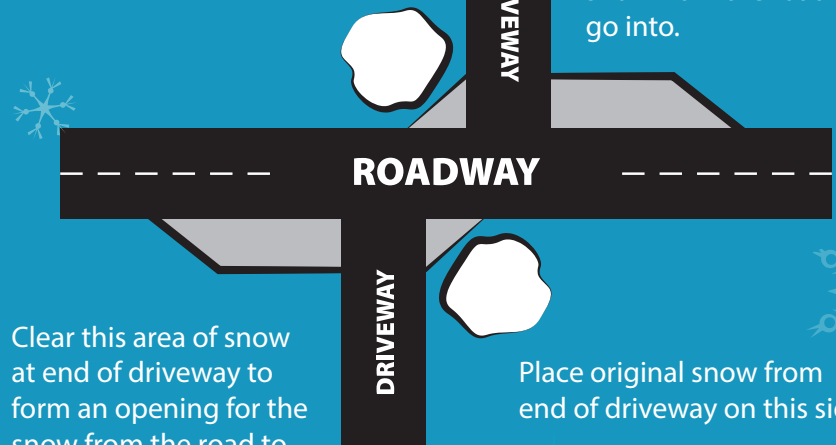
Please be advised West Manchester Township does not reimburse residents for damage to their mailbox as a result of winter road maintenance. Mailboxes are typically located within the Township's legal Right-of-way, however, mailbox damage is the responsibility of the property owner.



Snow Shoveling Guidelines

Place original snow from end of driveway on this side.

Clear this area of snow at end of driveway to form an opening for the snow from the road to go into.



Clear this area of snow at end of driveway to form an opening for the snow from the road to go into.

Place original snow from end of driveway on this side.

Flushable Wipes and Flushable Cat Litter Cause Expensive Repairs

Even though these items are marked as flushable, they can still clog pipes, contaminate water supply and cause expensive repairs. Just because the label from the manufacturer says these items are flushable doesn't mean they will break down like toilet paper does. Our local Dover waste water treatment facility has spent over \$2 million to deal with foreign items flushed down the toilet/drain. Any assistance you may offer by changing your habits to traditional paper hygiene items would be greatly appreciated as well as ensure the long-term financial security of the Township sewer system and limit the impact on the residents.



Basic Residential Trash & Recycling Guidelines

- Trash, recycling, one bulk item and yard waste must be curb side by 6 AM on your scheduled collection day.
- No more than one (1) 64-gallon mobile cart, OR two (2) trash bags or containers will be collected each collection day.
- Bags or containers must not exceed 32 gallons or 50 pounds.
- For additional bags, \$2 stickers are available at any Rutters in the Township and Weis Markets on White Street. Stickers should be placed on all additional garbage bags.
- Recycling amount is unlimited and is collected once a week on your specified day.
- See Yard Waste Collection Calendar on page 8.
- Yard waste must not exceed 5 feet in length and must be bundled.
- You are allowed one (1) bulk item on your second collection day only.
- Bulk items that are too heavy to be lifted into a truck by two people will not be accepted.
- Call Penn Waste (717-767-4456) to schedule collection of appliances containing freon (air conditioners, refrigerators, freezers, etc.)
- No construction debris will be collected curb side.
- Please notify the Township (717) 792-3505 for any collection issues/questions.
- For collection updates, sign up for E-News Updates at www.pennwaste.com, or check the Township website or Facebook pages.

Bulk Item Guidelines

West Manchester Township residents may dispose of one (1) bulk item per week through curb side collection. Please have your 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.



Yard Waste Collection Guidelines



An option for residents, is to take your yard waste to H & H General Excavating located at 660 Hanover Road, Spring Grove, 717-225-4669, at no cost. Please see their website for additional information www.h-hgenexc.com.

As another option for residents, you may choose to take your yard waste to the York County Resource Recovery Center, located at 2651 Black Bridge Road, 717-845-1066. Please see their website for additional information www.ycswa.com. There is a fee charged here.

Questions?

Contact West Manchester Township at 717.792.3505.

Otherwise 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 2651 Blackbridge Rd, 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.



How to Prepare Yard Waste

Prepare yard waste with any of these options:

- ❶ In a container, which can be emptied
- ❷ In a biodegradable paper bag
- ❸ 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.



RECOMMENDED RECYCLABLES



CANS

Aluminum & Steel



PLASTIC

Bottles & Jugs, 1, 2 & 5



NEWSPAPER

Clean & Dry, No Food Contact



GLASS

Bottles & Jars



CARDBOARD

Dry & Flattened, No Food Contact



CARTONS

DO NOT PLACE THE FOLLOWING ITEMS IN YOUR RECYCLE BIN



NO Plastic Bags



NO Food/Liquid



NO Garden Hoses



NO Clothing



NO Diapers



NO Medical Waste



NO Scrap Metal



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



REV 2/2017



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/> 717-845-1066.

2023 West Manchester Township Trash & Recycling Calendar

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

- = CHRISTMAS TREE COLLECTION
- = CURBSIDE YARD WASTE COLLECTION

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.
- 64 gallon mobile carts for trash and recycling are provided as part of the contract.
- No more than two (2) trash bags or containers or one (1) 64-gallon mobile cart 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.

For additional details visit our website www.pennwaste.com

Thank you for this opportunity to serve you!



pennwaste.com



CREATING A GREEN COMMUNITY TOGETHER.

5 WINTER REMINDERS

To Help Keep
You & Our
Employees
Safe!

Do you get our
email communications?
Sign-up to receive
Collection Updates at
www.PennWaste.com

- 1 Trash Bags** - White trash bags blend in with the snow. Use darker bags or a trash can to ensure we see your trash.
- 2 Access** - Please make sure there is a clear, safe path for our employees to access your trash and recycling.
- 3 Children** - If you have children who are playing in the snow, please be mindful of them playing close to the streets as visibility may be impaired due to weather conditions.
- 4 Slow Down Before You Go Around** - If you are behind a trash or recycling truck, please make sure you slow down & look for our employees before you go around.
- 5 Wind** - Extreme wind conditions will knock your trash and recycling carts over. If your bins are not full, consider holding them until next week. The carts will fall over from the wind after they've been emptied.

Winter Reminder

FOR RESIDENTIAL
CUSTOMERS

Penn Waste, Inc.

P.O. Box 3066, York, PA 17402 ♦ 717-767-4456



5 Easy Steps To Winterize Your Rain Barrel

It only takes 15 minutes, but it could save you a lot of money and headache in the long run to winterize your rain barrel before Pennsylvania's cold winter sets in. These five easy steps will ensure your rain barrel will last for years to come, helping reduce stormwater runoff to your local waters!

- 1) Drain all the water out of the barrel before the first hard freeze
- 2) Detach the barrel from the downspout and reconnect the downspout to send stormwater away from your home. Consider cleaning out your gutters at this time to remove leaves and debris
- 3) Remove hoses and spigots from the rain barrel as desired, remove and clean mesh components
- 4) Rinse the rain barrel to remove any debris built up over the year
- 5) Store the barrel. Bring it inside or keep it out of sunlight and turn it upside-down to prevent water from entering.

Do not lose your beloved rain barrel to winter's harsh conditions! Winterize it now before the cold sets in.



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!**

Nothing But Rain In The Drain!

If you notice any dumping, spills or anything other than rain or rainwater flowing into storm inlets; or to drains or streams, or observe pollution events or pollutants entering a stream or fishkills, please call the hotline.

**STORMWATER ILLICIT
DISCHARGE HOTLINE:
717.792.3505**

<http://www.wmtwp.com>

10
Zoning

All new impervious area
(concrete, blacktop, structures
or any non-vegetative area)
added is subject to a \$1/
Square foot stormwater fee.

Effective
January 1,
2013

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. Building permits are for jobs that fall under the State Building 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, replacing 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 in ground 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.
- 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!



Snow And Ice On Sidewalks

Do not shovel or blow snow into public streets. It is against the law, defeats the purpose of snow plowing, and causes unsafe conditions for all drivers. All shoveled or blown snow should be piled in your yard or property.

To remove snow properly, snowplows may make several trips up your street. We recommend you do not shovel the end of your driveway open until the street is completely open and the truck has moved on.

Any person owning property along a street or highway in West Manchester Township is required to remove the snow and ice from the sidewalks at least 24 inches wide for the entire length of their property. The path must be cleared within eight hours after the snow/ice has stopped. If the snow/ice stops after 10 PM, sidewalks must be cleared by 10 AM the next morning.

Snow and ice may NEVER be thrown, pushed, cast, blown, shoveled, plowed or dumped into the street.

* The above violations may result in a fine up to \$600.*

Parks & Recreation Department

PARKS & RECREATION DIRECTOR

Lori Trimmer
ltrimmer@wmtwp.com

ASSISTANT DIRECTOR

Kristi Swartz
kswartz@wmtwp.com

RECREATION ADVISORY COMMITTEE MEMBERS

Jennifer Bennett
Donald Gable
Charlie Jacobs
Tim Young
Ron Stare
Jim Kern
Lisa Krout

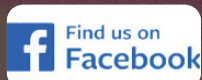
DELEGATES

Roy Gentzler
Kathie Suter
Denise Draais
Jeff Ludwig
Laura Mummert
Tom Wolfgang

SCHOOL BOARD LIAISON

Courtney Dennis

West Manchester
Township Parks
and Recreation



FIND A MISTAKE? It is our policy to include something for everyone. Since some people like to find errors, we regularly include a few in our bulletin to meet this need. **HAVE FUN!!!**

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.
- ♦ 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.

RATES

SUNSET LANE PARK PAVILION

(Weekdays) \$50/day

DUNEDIN PARK PAVILION

(Weekdays) \$50/day

SUNSET LANE PARK PAVILION

(Weekends) \$75/day*

DUNEDIN PARK PAVILION

(Weekends) \$75/day*

SMALLER PARK PAVILIONS

Weekdays \$40/day

Weekends \$65/day*

**This includes a \$25.00 refundable garbage fee*

COURTS/FIELDS \$15/hr

Dogs Are Permitted In The Following Parks!!

DUNEDIN PARK 🐾 SUNSET LANE PARK 🐾 LITTLE CONEWAGO CREEK CONSERVATION AREA 🐾 WESTGATE PARK

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

- 🐾 Dogs are permitted in Dunedin, Sunset Lane, Westgate Park & 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.



Recreation Form

WEST MANCHESTER TOWNSHIP PARKS & RECREATION DEPT
(Please print clearly: Separate Application required for each participant!)

"Please make checks payable
to West Manchester Township!"

Participant's Name: _____ ☐ Male ☐ Female

Parent/Guardian's Name: (if applicable) _____

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 ☐ UPMC ☐ 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

☐ **TEE BALL FOR BOYS AND GIRLS** Resident: \$35 / Non-resident: \$40 (Prior to March 24) Resident: \$45 / Non-resident: \$50 (After March 24)

Please check one: ☐ (5-6 age group) ☐ (7-8 age group)

T-Shirt Sizes Youth (check one) ☐ SMALL (6-8) ☐ MEDIUM (10-12) ☐ LARGE (14-16) (T-shirts are available at the Twp Office for Sizing)

☐ **SOFTBALL** (Prior to February 10) Resident \$100 / Non Resident \$130 (After February 10) Resident \$120 / Non Resident \$150

Please check one: ☐ Micro (ages 5-7) ☐ 10 & Under ☐ 12 & Under ☐ 14 & Under ☐ 16 & Under ☐ 18 & Under

Please check one: ☐ Major Division ☐ Minor Division ☐ Undecided

DOES NOT INCLUDE UNIFORM (IF NEEDED - INCLUDES SHIRT, SHORTS, SOCKS, AND VISOR)

Please check one: ☐ YES, Uniform is needed ☐ NO, Uniform is not needed

SOFTBALL – TEE BALL 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: ☐ SM ☐ MED ☐ LG

Name: _____ Phone: _____

E-Mail: _____

For Office Use Only:

CK# _____ / \$ _____ CASH \$ _____ INV# _____ DATE: _____

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

TEE BALL

for Boys and Girls
(Proudly Sponsored by the Odd Fellows)

- WHAT:** Boys and Girls ages 5-8 years old by May 2nd
- WHEN:** Tuesday and Thursday Evenings from 6:00-7:30 PM,
May 2 through May 25
- WHERE:** St. Paul's Wolf's Church
(Located at 4501 Wolf's Church Road, York, PA 17408)
- COST:** Prior to March 24 - Resident \$35 and Non Resident \$40
After March 24 - Resident \$45 and Non Resident \$50
(If Space is Available)
Deadline to Register is March 24

- Learn to throw and catch a ball, bring your glove. (It makes catching easier!)
- Practice skills and participate in games
- Learn how to hit off a tee and progress to hitting a moving pitch
- Get a cool t-shirt and hat
- Learn how to run the bases fast especially when someone is chasing you
- No score keeping or league standings, we keep the emphasis on fun!
- Learn Sportsmanship and Teamwork from some great coaches
- Meet some new friends and have lots of fun!

YORK ODDFELLOWS
F O L L O W S
Mt. Zion Lodge #74

**Did you know Queen Elizabeth was a member of the Odd Fellows?
(and more importantly we think she would have loved our tee ball program)**

We are grateful for the support of the Independent Order of Odd Fellows, Mount Zion Lodge, #74!

They are located right here in West Manchester Township! The lodge is located at 525 Greenwood Road. They were chartered in York in 1842. Consequently, they have been doing great stuff for centuries. They are a benevolent fraternal organization composed of men and women, who seek to improve and elevate the character of mankind by promoting friendship, love, truth, faith, hope, charity, and universal justice. One of their prime missions is to promote the well-being of youth. (Are you seeing the connection of this group and our tee ball program). We are so fortunate to have them in our community and more importantly to partner with our Parks and Recreation Department.

In addition to their regular Lodge Meetings, they hold several fundraising and fraternity strengthening events throughout the year. They are seeking people that want to become involved in a variety of community and philanthropic activities. I'm hoping we might have a few parents in our tee ball group that might consider joining this outstanding group. They will be at some of our practices so please remember to thank them and inquire about joining. If you have questions about this great organization in our community please call them at 717-792-3394.

Coaches (aka Mom's and Dad's) we need your help. We can't do this program without you. If you can throw a ball, catch a ball, move around the bases and like to have fun with the best tee ballers on the east coast please sign up using the registration form on page 14. To entice you more we are willing to give you a discounted rate! CHECK IT OUT!



West Manchester Township Fire Department

380 EAST BERLIN RD, YORK, PA 17408 | (717) 792-3505



2023 Fundraisers

RETIRED BASKET BINGO

February 19th

Doors open at Noon Bingo Starts at 2pm

Shiloh Fire Company

2190 Carlisle Rd

EASTER FLOWER & CANDY SALE

April 7th 10am – 6pm

April 8th 9am – 4pm

Lincolnway Fire Company

300 East Berlin Rd

CHICKEN BBQ

(location: Big Lots parking Lot on White St.)

April 22nd 11am - sold out

May 20th 11am - sold out

June 10th 11am - sold out

SPRING YARD SALE

May 13th 8am – 2pm

Shiloh Fire Company

2190 Carlisle Rd

For Spaces contact Barb at 717-764-2756

SOUP AND SANDWICH SALE

May 16th 10am – 6pm (or Sold Out)

November 7th 10am – 6pm (or Sold Out)

Shiloh Fire Company 2190 Carlisle Rd

Lincolnway Fire Company 300 East Berlin Rd


FALL YARD SALE

September 30th 8am – 2pm

Shiloh Fire Company

2190 Carlisle Rd

For Spaces contact Barb at 717-764-2756



FIREFIIGHTERS' ASSOCIATION OF YORK COUNTY

111TH ANNUAL CONVENTION PARADE

AUGUST 12TH, 2023 – 12:00 PM

HOSTED BY WEST MANCHESTER TOWNSHIP FIRE DEPARTMENT

PARADE – KID'S GAMES – FIREFIGHTER CHALLENGE – FOOD TRUCKS – AND MORE!

ENTERTAINMENT STARTING AT 3:00 PM
AT THE YORK EXPO CENTER BY: THE AMISH/OUTLAWS

SEE OUR FACEBOOK PAGE FOR PARADE ROUTE AND EVENT TIMES



Summer Programs

JUNE 19 TO JULY 28

Summer Programs will be available at various park sites within West Manchester Township. Registrations will be available in the Spring/ Summer Bulletin which should be in your mailbox the beginning of April.

Summer Playground Staff Opportunities

West Manchester Township Parks and Recreation Department will be accepting applications for summer playground positions. Applicants must be 16 years of age by June 12, for a paid position. Applications can be picked up at the Township Building beginning January 3 until March 3. After reviewing the applications, interviews for potential playground staff will be scheduled beginning in March.

Apply between January 3 – March 3, for the Summer of “2023”, and you will get valuable job experience working with children! Applications are available at the Township Building, 380 East Berlin Road, York, PA 17408.



Volunteer Summer Staff Opportunities

COUNSELORS-IN-TRAINING
JUNE 12 - JULY 28

The Recreation Department is searching for 25-30 teenage Counselors-in-Training (CIT). CIT's are teenage volunteers who are 13 - 15 years of age and assist the children in the different playground sites.

Applicants must be 13 years old by June 12.

They help the paid staff from 8:45 AM to 12:15 PM, Monday through Friday.



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 ltrimmer@wmtwp.com



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

Rent A Kid Program

This program provides an opportunity for middle and high school students, in grades 7 through 12, to assist older adults in completing routine light-duty household chores and yard work such as mowing lawns and shoveling snow. The goal of the Rent-A-Kid program is not only to get an important job done, but also to foster friendships between older adults and youth.

Adults age 60 and older in need of assistance with chores can call the Rent-A-Kid coordinator who will provide names and phone numbers for youth in their area. It is the responsibility of the older adult to contact the youth and discuss the job to be done, when it is to be done, the rate of pay for the job, and any other arrangements that need to be made.

Recommended pay rate is at least minimum wage. However, depending on the type of work and the ability of the older adult to pay, the youth may negotiate a more satisfactory rate of pay.

Youth interested in the Rent-A-Kid program should contact their school guidance counselor or call the Coordinator at York County Agency on Aging for an application at 717-771-9103.



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.

ACTIVITY	AGE	CONTACT	REGISTRATION	SEASON
SOCCER	4-8	W. Manchester Twp. Lori Trimmer 792-3505	May/June	August/September
SOCCER	6-16	West York Bulldogs FC Tim Scripko 717-887-5317 westyorksoccer@gmail.com	Fall-Hate April Spring-November	August-November March-June
TEE BALL	5-8	W. Manchester Twp. Lori Trimmer 792-3505	January/March	May
BASEBALL	5-18	West York Boys Club/Shiloh Legion Blake Chronister 443-844-7640 bchronister@gbp.com	January/February July	April-July Spring August-October Fall
GIRLS SOFTBALL	8-18	W. Manchester Twp. Lori Trimmer 792-3505	January/February	May-July
FOOTBALL	6-13	West York Boys Club Chad Dotzel 717-819-0073 chaddotzel@gmail.com	April - July	August-October
BASKETBALL	2nd - 6th	West York Boys Club Todd McGladrie 717-873-1950 toddmcgl@comcast.net	August/September (Registration)	November-March (Comp) January-March (Rec)
CHEERLEADING	2nd - 6th	Football Basketball Vineeta Kushla 717-318-6429 cheerwybc@gmail.com	April - May September	August-October November-March
LACROSSE	7-14	West York Boys Club	December - January	March - May
BOYS & GIRLS		Tim McNicholas 717-668-5846 mcnicholas.t@yahoo.com 717-668-5846		
WRESTLING	2nd - 6th	Elementary Wrestling Glendonn Forsythe wybcwrestling@yahoo.com	October	November
GIRL SCOUTS	K-12	Ida Berkheimer 717-887-3968 steed5@msn.com	All Year	September-May
CUB SCOUTS	Boys & Girls K-5th	Jason Stratford 825-6869 Stratford.bsa@gmail.com	All Year	All Year

Summer Softball For Girls

WHO: 7U Micro (Ages 5-7) • 10 and Under • 12 and Under
• 14 and Under • 18 and Under

Participants may not be older than the age group they are in as of Jan 1, 2023. Players are responsible for purchasing a uniform. Additionally, players are encouraged to purchase their own batting helmets (with face guards) however each team will have a limited number available to share.

WHEN: April to August. Players will be notified by the coach as to team placement and practice times.

WHERE: Practices and home games are at Lincolnway Elementary, Derry Park, Sunset Lane Park, St. Paul’s Wolf’s Church and West York High School. Away games are at various fields in York County.

DEADLINE FOR REGISTRATION: FEBRUARY 10

COST: (Prior to February 10)

Township Resident \$100
Non Resident \$130

(After Feb 10, if space available)

Township Resident \$120
Non Resident \$150

Uniforms (if needed) include shirt, shorts or pants, socks and visor. Uniforms are not included in the registration fee and are an additional cost. Information, sample sizes to try on and pricing will be provided at the first parent/player/coaches meeting. Uniform payment will be accepted at this time.

Competitive (major) and recreational (minor) leagues are available in all age groups pending the number of participants and their abilities. Competitive teams offer a high level of play while refining skills. Recreational teams have the ability to learn the fundamentals. All teams do require travel and the transportation is the responsibility of the participant/parent.

Complete the registration form on page 14.





Dairy Queen

Snow Sculpture Contest

DEADLINE FOR REGISTRATION: APRIL 5

WHO: All Township Residents both Young and Old,
Big and Tall, Short and Small

WHEN: Anytime it snows

WHERE: In your own backyard

COST: Free

Simply create your own snow sculpture and take a photo of it with the creators in the picture too! You may send your photo to the West Manchester Township Parks and Recreation Department, 380 East Berlin Road, York, PA 17408. You may also e-mail your photo to:

ltrimmer@wmtwp.com

Please include the name(s), address(es), and phone number(s) of all the creators. The snow sculptures will be judged by the WMT Recreation Advisory Committee at the April 19th meeting. Sorry, we will not return pictures. Winners will be awarded a special treat.

St Patrick's Day Bingo For Adults

THURSDAY, MARCH 16 | 1:00-3:00 PM
SHILOH FIRE COMPANY | 2190 CARLISLE RD, YORK

CALL TO REGISTER 717-792-3505 BY MARCH 3.
Do not park in emergency designated areas.
Please bring a dabber with you,
we will have a limited number available.

DOORS OPEN AT 12:30 PM

\$5

**PER
PERSON**





WEST MANCHESTER PRIDE. WEST MANCHESTER PURPOSE.



Is it in **YOU?**



Save Lives in Your Community! Become a Volunteer Firefighter!

“Firefighting is the best thing you will ever do for yourself and for your community.”

- Brandon Poole, Firefighter

More Ways to Volunteer:

- **Fire Police** - Ensure the safety of and assist firefighters at the scene of emergencies. These volunteers perform tasks such as directing traffic and providing crowd control to help make the firefighters' jobs a bit easier.
- **Junior Firefighter** - For those ages 14 through 17 that still wish to participate, options are still available. Junior volunteer firefighters play a crucial role in the event of an emergency and learn the necessary skills to become an active firefighter at age 18.
- **Administrative/Social Member** - For those who would rather not answer fire calls, but still wish to contribute to their community. Help out by assisting with vehicle maintenance, fundraising, volunteering at community events, teaching children about fire safety, and more!

With over 1,000 911-emergency calls a year, West Manchester Township Fire Department is the most active all-volunteer department in the county.

We need YOU to join us as a volunteer firefighter!

FAQs about Firefighting:

Do I need to have prior experience or training to become a volunteer firefighter?

No experience is necessary to join West Manchester Fire Department. To become a volunteer firefighter, we provide you with training during weekly drill nights, plus classes off-site. All training and gear are provided at no cost to you!

Will I get paid?

Volunteers do not receive financial compensation, but there are many other benefits of joining including mastering new skills and the satisfaction of serving the community. In addition, members of West Manchester Fire Department are eligible for free life insurance, free retirement benefits and fuel reimbursements.

How much time do I have to donate as a volunteer?

This is entirely up to you! Our volunteers work, attend school and take care of their families, so we understand that they cannot answer every call and appreciate the time they can donate to the fire department.

What is the live-in program?

The **live-in** program is an exciting opportunity for college students or young adults to live in one of our comfortable dormitories for free. These volunteers must be available to go on fire calls in exchange for this unique opportunity.

How do I sign up?

To learn more, fill out an inquiry form at **WESTMANCHESTERFIREFIGHTER.ORG/** Your information will be sent to our Chief who will contact you shortly and invite you for a tour and a ride-along opportunity in one of our fire trucks.

Your new role as a lifesaver begins by visiting
WESTMANCHESTERFIREFIGHTER.ORG

Beyond Firefighting:

West Manchester Fire Department Seeks Social Member Volunteers



If you want to volunteer with the fire department, but do not want to fight fires, consider becoming a Social Member.

Formerly known as administrative members, social members help out by assisting with vehicle maintenance, fundraising, volunteering at community events, teaching children about fire safety, and more!

West Manchester Township is always looking for social member volunteers. Here are stories on two who love what they do.

Laura Metzger, a social member at West Manchester Fire Department, is on the Social Committee, Safety Committee and County Convention Committee. As a part of the Social Committee, she assists with planning yearly banquets, Christmas parties, and other events. On the Safety Committee, Metzger helps out with trainings, public education and safety around the fire stations.

Typically, the volunteers help with organizing the baked goods, flower sales, setting up or tearing down events, and socializing with the people attending. Volunteers can sign up to help with any task at any event of their choosing. No task is too small; members help with folding chairs, washing equipment or calling out bingo numbers.

Matt Fishel, an official life member and social member at West Manchester Fire Department, paid his dues at a young age. He recalls his father constantly reminding him to donate to his local fire department, West Manchester Fire. In 1998, Fishel received a letter from the department with a card that named him an official life member for paying his dues 25 years in a row. Fishel carries that card with him to this day.

Fishel hit the ground running as a volunteer. He was in charge of changing the marquee outside of Shiloh Fire Station, a company within West Manchester Fire Department, to inform the public of events and other happenings in the community. A week or two would go by after the event and the marquee would be out of date, but the fire company had nothing else to display. So, Fishel updated the sign frequently with lyrics of a top-40 song on to keep it current.

"It caught the attention of people in the community. It got to the point where I'd be changing it, and a resident would ask 'What are you going to put on now?'" said Fishel.

Local residents loved seeing the lyrics on the marquee as they were driving by. Shiloh Fire Station has since upgraded to an electric sign but the history is preserved with photos.

Both Fishel and Metzger describe West Manchester Fire Department as a second family. Everyone is inclusive and a lot of the volunteers enjoy hanging around the firehouse.

"It's a stress-free atmosphere and you make it fun because you're talking to people and helping the community," said Fishel.



While there is no requirement for the number of hours volunteers must give, there is an opportunity to earn points based off the number of hours the volunteers serve. West Manchester has a committee devoted to keeping track of the points awarded and after retirement, the volunteers are eligible for compensation based off the points they earned. Additionally, volunteers can use these points in other way during committee meetings.



WEST MANCHESTER PRIDE. WEST MANCHESTER PURPOSE.

Is it in YOU?

Learn more or sign up to be a volunteer at **WESTMANCHESTERFIREFIGHTER.ORG**

Gift Card-Cash Bingo is Back

DATE: Sunday, March 26th, 2023

WHERE: Shiloh Fire Company, 2190 Carlisle Rd, York

TIME: Doors open at 10:00 AM - Bingo starts at Noon

COST: \$20 advance tickets - \$25 at the door (if not sold out)

TICKETS CAN BE PURCHASED AFTER JANUARY 3, 2023 AT THE:
West Manchester Township Office, 380 E. Berlin Road,

QUESTIONS...Call 717-792-3505



Senior Fun

.....

Hey Seniors! Do you want to meet some new friends? Socialize? Snack and play bingo for fun? Join Lori and Kristi at the Shiloh Fire Department located at 2190 Carlisle Road, York, PA 17408, from 10:30 – Noon. If you want, bring a snack to share. There is no cost for this activity so mark your calendars and bring a friend.

TUESDAY, JANUARY 10

TUESDAY, FEBRUARY 7

TUESDAY, APRIL 11

Shiloh Fire Company

The Parks And Recreation Department Needs Your Help In Donating Gift Cards...

We are so excited to bring back our annual Gift Card-Cash Bingo!!! This event will be held on Sunday, March 26, 2023 at the Shiloh Fire Co. Event details on Page 24.

We need local businesses to donate gift cards. It's a great way to promote your business!! During each game we announce the name of the business and the gift cards they donated. We are asking for gift cards to be donated in \$25 dollar increments as each game is worth \$50 dollars in gift cards. Not in a position to donate \$25??? We would greatly appreciate cards in smaller amounts as well.

Businesses donating \$50 dollars or more by January 31, will be listed in our Spring/Summer Newsletter as a Sponsor of this event. Businesses donating \$100 dollars, in addition to being listed as a Sponsor in our Spring/Summer Newsletter, will have their names listed on our park marquee signs throughout the Township. A business donating \$200 dollars will be listed as a Sponsor of the event in the Spring/Summer Newsletter plus a business card size ad in the Fall Newsletter. Our newsletters reach over 18,000 residents.

Popular gift cards are from retail stores such as Target, Walmart, Giant, Weis are exactly what we need and want! Other popular gift cards are from restaurants. You can never go wrong with a Visa Cash Card!!

We are hoping we can count on you!!!!

If you have any questions, please contact Kristi at 717-792-3505 or kswartz@wmtwp.com.

Mail gift cards to: West Manchester Township, ATTN: Kristi Swartz, 380 E. Berlin Road, York, PA 17408. Gift cards should be received by January 31, 2023. Please attach Authorization Slip to the gift card. Arrangements to pick up your gift cards can be made by calling 717-792-3505 and ask for Kristi.

EVENT SPONSERS NEEDED.....

Do you enjoy the events, activities and programs your Parks and Recreation Department offers the community???? Would you like to be a part of putting smiles on faces???? Call us today for details on becoming an Event Sponsor!!

May in Motion Participant prizes - \$500.00

Summer Social Movie - \$600.00

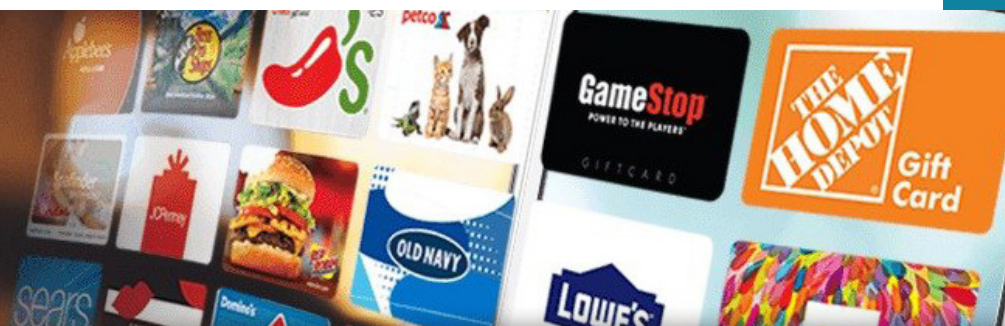
Summer Social DJ - \$300.00

Olde Tyme Carnival DJ - \$300.00

Olde Tyme Inflatables and activities - \$3000.00

Food Truck Friday Band and activities - \$1000.00

Adult Dinner and Entertainment Night - \$2500.00





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.

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

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: Please visit our website at www.wmtwp.com and click on Civic Pay link, which is located in the left hand side of the main page to process your payment. A phone payment can be made by clicking on CivicPay Link for details and the phone number to make your payment.

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.

4. PAY-BY-PHONE: Please call 717-801-1219 to make a credit or debit card payment with our automated system. Please have your account number ready.

CIVIC PAY

Pay your sewer/trash bill online with no fees
at www.westmanchestertownship.com
Click on "Civic Pay Payment Portal"



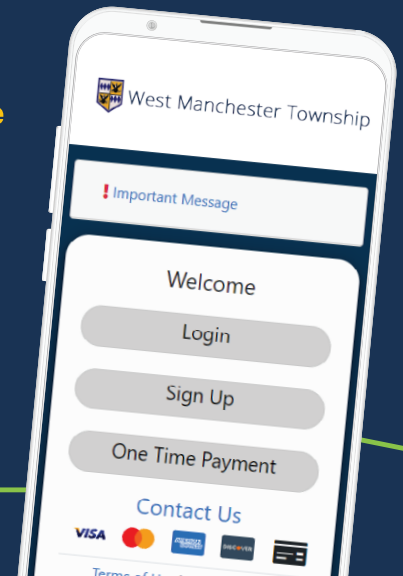
Secure



Fast



Easy



OR pay by phone
717-801-1219

**Are you at risk
of having your
water shut off?**

Help is available. Learn if you qualify at:

www.pahaf.org

No 2023 Sewer Rate Increase

West Manchester Township Offset to the Customers Continues With Steady Rate for 2023

For calendar year 2023, there will be no sewer rate increase. The current rate of \$190.25 will continue throughout all four (4) quarters of 2023 per the rate offset plan approved by the Board of Supervisors.

Staff is expecting to be able to better understand the impact of the sale of the wastewater treatment plant to PA American after the Township receives the third and fourth quarter billings and the first and second quarter billing for 2023. This data will represent one full year. After understanding these billings, a determination should be able to see how it impacts the projected rate increase.

The chart below shows the current rate and the projected rates as previously presented.

Item	1 *	2 *	3 **	4 **	5 **
Year	2023	2024	2025	2026	2027
Rate	\$197	\$224	\$251	\$278	\$305
Annual Inc.	\$0	\$27	\$27	\$28	\$28
Twp offset/ Qtr.	\$6.75	\$6.75	\$6.75	\$7.02	\$7.02
Billed rate	\$190.25	\$217.25	\$244.25	\$270.98	\$297.98

* Locked three years ** CPI Increase

Again, there will be a reevaluation to determine if the projection is still accurate. The staff at West Manchester Township will diligently work to ensure the rates are accurate and will keep the Board of Supervisors and our customers informed of any further changes to the rates.

Keith E. Whittaker, Director of Finance

Make A Difference in West Manchester Township

If you are passionate about improving your community, help us out! There is a lot to be accomplished and we need you. Would you like to serve on one of the various Boards and Committees? Any West Manchester Township resident interested in serving is invited to complete the "Serving Your Community Application" located on our website (www.wmtwp.com) under the "Boards & Committees" tab. We will keep your application on file and reach out to you when a position you are interested in becomes available. Simply complete the application and mail it to:

West Manchester Township, ATTN: Laura Mummert
380 East Berlin Road, York, PA 17408 or email to Info@wmtwp.com

West Manchester Township - Serving Your Community Application

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip Code

Phone Number: _____ Email: _____

Are you 18 years of age or older? ____Yes ____No

Service Interests: Check the appropriate box below for the appointed area(s) you are interested in serving:

- ☐ Water Authority ☐ Planning Commission ☐ Zoning Hearing Board
☐ Fire Advisory Committee ☐ Recreation Advisory Committee

My current occupation is: _____

Qualifications and Skills: _____

For office use only: Date received: _____

William J. Niehenke

West Manchester Township Tax Collector, 380 East Berlin Road, York, PA 17408

Email: westmanchestertax@outlook.com

Phone: (717) 793-9651 • Fax: (717) 430-6508

Office Hours: Tuesday, Wednesday, and Thursday 9:30 am – 1:30 pm
(Appointments available upon request)

NOTE: Additional office hours during the DISCOUNT period for the County/Township tax are listed on the insert included with your tax bill.

If the Tax Office is closed and you wish to make a payment, there is a secure after-hours mailbox located outside the Tax Collector's entrance door. Credit will be given for payments made 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 OR an email address for a digital receipt. Additionally, please include your PHONE NUMBER on your BILL or CHECK.

Please make checks payable to: "West Manchester Tax Collector"

Forms of payment accepted: Personal Check, Money Order, or Certified Check

Using "Bill Pay" from your bank account is discouraged, as many times these checks are not received in a timely manner resulting in missed deadlines. If you choose to use bill pay here are some things to keep in mind:

- Allow adequate time prior to deadline for processing by your bank
- Ensure that the check is identifiable to your property (address/parcel number)
- Bill pay checks that don't include these identifiers cannot be processed

CHANGE OF ADDRESS

If you have moved or will be moving, please notify the tax office so that the records can be updated to ensure that the tax bills are sent to the correct address 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.

Name: _____ Phone: _____

Property Address: _____

New Mailing Address: _____

When will I receive my tax bill?

- 2023 Real Estate tax bills are mailed to taxpayers in mid-February by the York County Treasurer's Office.
- 2023-2024 School tax bills are mailed to taxpayers at the end of June.

*All taxpayers will receive a copy of their tax bill regardless of their escrow status. If your taxes are escrowed, contact your mortgage provider to see if they would like you to forward a copy of the bill.

If paying the County/Municipal Real Estate tax bill AND School tax bill at the same time, please make sure they are on separate checks. One check for County/Municipal tax and one check for the School tax.

If you don't receive a copy of your bill, contact the tax office.

Paid Receipts

To obtain a paid receipt:

- Stop by the tax office during office hours.
- Send an email request to westmanchestertax@outlook.com.
- Send a self-addressed stamped envelope and indicate which tax receipt you are requesting.

January 2023 Office Closure

The tax office will be closed in preparation for the 2023 tax season from January 1st – February 7th. Emails and phone messages will be monitored during this timeframe. Interim bill payments can be made by mail or by using the secure after-hours lock box located outside of the tax office. Appointments are also available by request.

COMING SOON:

MyWMT

A text messaging chat solution platform for residents and their local government to provide efficient and timely communication.

Interactive Text Alerts: Township employees can send interactive text alerts based on specific categories/topics that resident's opt-in to such as General Information, Parks & Recreation, Police & Fire Alerts, etc.

Interactive Text Chat: Residents interact through a dedicated phone number. No app download is needed. Automated chatbot allows residents to submit a service request, ask a question, and send direct message into staff workflow 24/7.

Please look for more information to come in 2023 regarding this service. If you have any questions, please contact the Township office at 717-792-3505, Monday through Friday 8 a.m. to 4:30 p.m. You can also submit any questions via e-mail at: info@wmtwp.com.

Brought to you by:



Free Income Tax Preparation for the 2023 Tax Season

The AARP Foundation Tax-Aide Program is again offering FREE tax service for York County taxpayers, especially adults 50 and older with low or moderate income, during the 2023 tax season.

Last year in York County, nearly 100 volunteers filed more than 3,800 Federal, PA and local income tax returns at 16 different locations throughout York County.

There is no fee and AARP membership is not required. Taxpayers should bring their photo ID and proof of their

social security or ITIN num-bers for anyone on the tax return, including children or other claimed dependents. Al-so, last year's tax return is helpful if it's available.

AARP Tax-Aide volunteers can prepare most personal income tax returns, including those with basic self-employment income. They are not trained to do business returns such as corporate, partnership, limited partnership, farm income, or rental income. These types of returns are beyond the scope of the Tax-Aide program.



Beginning mid-January 2023, you can make an appointment by calling these locations or online at <https://www.yorkaarptaxaide.com/>.

Messiah United Methodist Church (York)	717-771-9042
St Matthew Lutheran Church (York)	717-771-9042
Union Fire Company (Manchester)	717-771-9042
Dover Township Library	717-292-6814
Windy Hill on the Campus (Spring Grove)	717-225-0733



Pennsylvania Medicare Education and Decision Insight (PA MEDI)



pennsylvania

Medicare Education and Decision Insight

PA MEDI offers free Medicare counseling to older Pennsylvanians. PA MEDI Counselors are specially trained to answer your questions and provide you with objective, easy-to-understand information about Medicare, Medicare Supplemental Insurance, and Medicaid.

PA MEDI Counselors do not sell Medicare products but rather offer confidential, unbiased, and easy-to-understand Medicare education to help you make the most informed choice about the Medicare options available to you.

Our PA MEDI Counselors can help you:

- Understand Medicare eligibility and enrollment
- Understand your Medicare benefits by explaining what services are covered under Medicare Parts A and B and your Medicare Summary Notice
- Understand your Medicare Prescription Drug (Part D) benefit
- Make informed choices about Medicare coverage options, Medigap policies and Medicare Advantage Plans
- Understand financial assistance programs that may be available to help pay for your Medicare premiums, deductible and co-pays, as well as your prescription drug needs (Extra Help and Medicare Savings Plan)
- Understand and assist with the Medicare appeal process
- Make presentations on Medicare to your group or organization

Most appointments are being conducted over the phone or virtually. A very limited number of in-person appointments are available.

Call the York County Area Agency on Aging at 717-771-9008 or 800-632-9073.



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Public Meeting Schedule

JANUARY

- 3 – Reorganizational Meeting
- 4 – Fire Advisory Board
- 10 – Planning Commission
- 24 – Zoning Hearing Board
- 26 – Board of Supervisors

FEBRUARY

- 14 – Planning Commission
- 15 – Recreation Adv. Committee
- 23 – Board of Supervisors
- 28 – Zoning Hearing Board

MARCH

- 14 – Planning Commission
- 23 – Board of Supervisors
- 28 – Zoning Hearing Board

APRIL

- 5 – Fire Advisory Board
- 11 – Planning Commission
- 19 – Recreation Adv. Committee
- 25 – Zoning Hearing Board
- 27 – Board of Supervisors

Local Lawmakers

HOUSE OF REPRESENTATIVES

Representative Seth Grove

196th District

2501 Catherine Street
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

Senator Mike Regan

31st District

2151 Market St. Camp Hill, PA 17011

Camp Hill- 717-975-1985

Dillsburg- 717-432-1730

Office Hours

8:00 AM to 4:30 PM (M-F)

(717) 792-3505 (P)

(717) 792-4374 (F)

info@wmtwp.com

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:

STEVEN J. HARLACHER

DAVE S. MARKEL

RONALD G. RUMAN

Water Authority Meetings

Meetings are held at the Water Authority Office, 2115 Log Cabin Road, York, PA 17404 at 7:00 PM,

January 19, February 16

March 16, April 20