

# WEST MANCHESTER

Winter 2020 Newsletter

*Township*

380 EAST BERLIN ROAD | YORK, PENNSYLVANIA 17408



## Welcome Winter

### **BINGO**

Get your bingo tickets now before your snowman melts!

Gift Card Bingo details on page 19.

Tool Bingo details on page 23.

717.792.3505 | [www.wmtwp.com](http://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

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#### VICE CHAIRMAN

Dave S. Markel

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Rosa G. Hickey

#### 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

# 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.

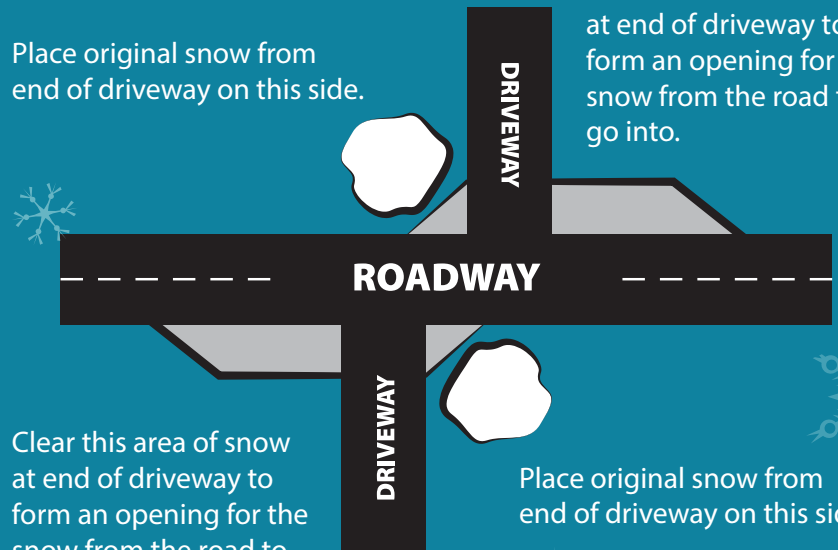
Mailboxes are typically located within the Township's legal Right-of-way, however, mailbox damage is the responsibility of the property owner.



## 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.



# OVERNIGHT office

Over  
50% off most  
items in our catalog



What can **WE** do for **YOUR** business?

- Furniture Sales and Installation
- Commercial Moves
- Work Orders and Reconfigures
- Storage and Much More
- Service and Repair
- Design and Space Planning

**Contact us:**

[gjacobson@overnightoffice.com](mailto:gjacobs@overnightoffice.com) • 717.425.1728





# Important Trash and Recycling Information

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 1/1/20 – 12/31/22.

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	RECYCLE	BULK ITEM	YARD WASTE
<b>Two Bags or Containers Per Collection</b> 32 gallon containers – 50 lb limit For additional bags, \$2 stickers are available at any Rutters or Weis located in the Township. Stickers should be placed on all additional garbage bags.	<b>Unlimited</b> (One Collection Day per week Based on your Neighborhood Schedule)	<b>One per week</b> (Second Collection Day)	<b>See Collection Calendar</b> (on page 8)

## 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](http://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.)



## 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/mulch.html](http://www.h-hgenexc.com/mulch.html).

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](http://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 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.



## 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.



## 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



**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.



REV 2/2017

## 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/>

# 2020 West Manchester Township Trash & Recycling Collection 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							1	1	2	3	4	5	6	7				1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					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		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
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	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

- = Christmas Tree Collection
- = 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.
- 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](http://www.pennwaste.com).



Creating a green community together.



[www.pennwaste.com](http://www.pennwaste.com)



Penn Waste Inc. • PO Box 3066 • York, PA 17402

# 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](mailto:ltrimmer@wmtwp.com)

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



## Rich Arnold Memorial Hoops for Sight

MARCH 28, 2020 • 10:00 AM – 1:00 PM

Location: Church of the Open Door, 8 Carlisle Ct., York

### TONS OF PRIZES

#### Fighting for a Cure for Retinal Degenerative Diseases

The Shiloh Lions Club is helping children who are going blind, by funding research to find cures for retinal degenerative diseases. The "Rich Arnold Memorial Hoops for Sight", is local residents gathering pledges and shooting foul shots for prizes with all proceeds going to the Foundation Fighting Blindness. The money raised will fund research which may give sight back to these children.

Check out the Shiloh Lions Website for all the forms and additional details.



[www.ShilohLionsClub.org](http://www.ShilohLionsClub.org)

If you want to serve in our community and join the Shiloh Lions in making our community a better place to live and have fun, please contact Gene Burk at 717.586.0219 or by email at [gburk2448@aol.com](mailto:gburk2448@aol.com).

If you need to borrow medical equipment free of charge contact the Shiloh Lions at 717.781.2191.

## FACT SHEET: Fall and Winter Stormwater Tips

*It is important to control stormwater pollution year-round and stay vigilant in protecting our local waterways.*

### FALL STORMWATER POLLUTION PREVENTION TIPS

Raking leaves onto a stormwater inlet creates more pollution of local streams and waterways. Not only do leaves contribute to stream pollution, they can cause localized flooding if they clog storm drains and pipes. Help protect nearby waterways from excess nutrients and never rake leaves into a storm drain. *\*Check with your municipality for leaf collection requirements in your area.*

### WINTER STORMWATER POLLUTION PREVENTION TIPS

Start shoveling early! The more snow you remove, the less salt and sand you'll need. Below are some dos and don'ts when shoveling or plowing snow.

### Did You Know? ...

Leaves can be a great source of nutrients for your property, so consider mulching them into fertilizer for your yard or garden. However, a decaying mat of leaves on your lawn can expose it to mold and disease. If your lawn is covered with more than 50 percent of decaying leaves, consider bagging or composting leaves, rather than mulching.

Normal snow accumulation does not pose a threat to rain gardens, so there is no need to shovel a rain garden. However, heavy snow loads can weigh down and saturate your garden and hurt plants. Pile snow uphill from the rain garden so when the snow melts the rain garden can do what it is designed to do.

#### DO

- Pile snow in locations with the most opportunity to infiltrate into the ground.
- Pile snow in areas where water does not pond.
- Clear away any snow that may have been thrown onto the storm drains.

#### DON'T

- Do not pile snow on top of storm drains or near water bodies and wetlands.
- Do not pile snow onto rain gardens or bioretention areas.

### TIPS TO AVOID USING SALT AS A DEICER

More salt does not equal more melting snow. Follow product instructions when spreading deicing material and give it time to work. Sweep up any material remaining after the snow/ice melts. When temperatures hit 15° F or below, salt is not effective. Consider using traction materials that contain an acetate, potassium chloride, magnesium chloride, or cracked cornmeal instead of sand or kitty litter.

Pay close attention to places that may have eroded during the snow melt. Plan to improve these areas in the spring by using native grasses, meadow plants, or native trees and shrubs.

## 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  
Stormwater

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  
Tim Young  
Dave Werner  
Ron Stare  
Jim Kern  
Lisa Krout

## DELEGATES

Roy Gentzler  
Charlie Jacobs  
Levern Krout  
Kathie Suter  
Jeff Ludwig  
Brenda Brown  
Barbara Lehr

## SCHOOL BOARD LIAISON

George Margetas

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.
- ♦ 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.

## 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

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.



# 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: \$40 / Non-resident: \$50 (Prior to March 27) Resident: \$50 / Non-resident: \$60 (After March 27)

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 7) Resident \$90 / Non Resident \$120 (After February 7) Resident \$100 / Non Resident \$140

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) \$60**

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: \_\_\_\_\_

### ☐ **ART WITH HEART CLASSES**

Please check one: ☐ Sharpie Art Class (\$25) ☐ Sun and Moon Painting (\$35)

### ☐ **CHOCOLATE MANIA (Adults Only) \$55**

Please check one: ☐ January 11 ☐ March 14 ☐ May 9 ☐ October 10 ☐ November 14

☐ **"DON'T TALK TO STRANGERS" CLASS (\$15) February 22 (11 am-Noon)**

☐ **"WOMEN'S SELF-DEFENSE" SEMINAR (\$30) February 22 (1 pm-2 pm)**

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

**WHAT:** Boys and Girls will learn the fundamentals of softball/baseball in a non-competitive atmosphere where participation and good sportsmanship are the primary goals. The 5-6 year olds will be taught catching, throwing, and batting from the tee. The 7-8 year olds will progress to batting without the tee. The program will be held at St. Paul's Wolf's Church located at 4501 Wolf's Church Road, York, PA 17408 and Trimmer Elementary if needed. Children will first practice their skills then participate in games with one another. The emphasis is on fun, consequently scores or league standings are not kept. This program is not designed for children who are playing in other more competitive leagues.

**AGES:** 5-6 years and 7-8 years old. Participants must be 5 years old prior to the start of the program - May 7.

**WHEN:** Tuesday and Thursday evenings (6-7:30 PM) May 5 through May 28

**WHERE:** St. Paul's Wolf's Church and if needed Trimmer Elementary

**DEADLINE FOR REGISTRATION:**  
MARCH 27

**COST:** (Prior to March 27)

Township Resident \$40

Non Resident \$50

(After March 27, if space available)

Township Resident \$50

Non Resident \$60

**Includes hat and t-shirt. Complete the registration form on page 14, then mail it! Don't forget to bring your softball or baseball glove.**

## 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, 2019. 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 8

**COST:** (Prior to February 7)

Township Resident \$90

Non Resident \$120

(After Feb 7, if space available)

Township Resident \$100

Non Resident \$140

**Uniform (IF NEEDED - includes shirt, shorts, socks, and visor) \$60 This is not included in the registration fee and is an additional cost.**

Competitive (major) and recreational (minor) leagues are available in all age groups. All teams travel and transportation is the responsibility of the participant. Competitive teams offer a high level of play while refining skills. Recreational teams offer the ability to learn the fundamentals.



# Chocolate Mania 2020

COST \$55 PER PERSON. Adults Only.

Minimum 4 • Maximum 12

Is there anything better than chocolate? How about dipping anything in chocolate? Allen and Anna of Anstine's Candy Kitchen say there is nothing better than getting a group of friends together to dip anything in chocolate. They prepare an assortment of classic centers like fresh peanut butter, buttery caramel and fresh marshmallows to name a few. They also supply popular items to dip and you are welcome to bring your own items to dip. Did someone say bacon? Or Cheesecake? Anything in chocolate is possible in this class. You have a choice between Wilbur's finest Milk Chocolate or Dark Chocolate.

Looking for something different to do with your book club? How about a private party? How about a fun night out with your friends? An ALL ADULT CHOCOLATE PARTY? A Wine and Chocolate Pairing? Anna and Allen can make it happen for you. And best of all they guarantee you will walk out the door with at least 5lbs of finished confections! Session size is limited.

Interested but a little nervous? You know you love chocolate! Sign up for one of our classes first! You can meet Allen and Anna, dip some chocolate and talk to them about your plans for the best chocolate party ever!

Location of Class: Anstine's Candy Kitchen, 901 S. Queen Street, York, PA 17403.

Instructors Allen and Anna Dalby – Proprietors

Sessions Last Two Hours Dipping ends approximately 30 minutes before the end of session, to ensure proper packaging of items.

Private Party Dates Available any NON HOLIDAY MONDAY OR TUESDAY EVENINGS September-May. Call to schedule.

## JANUARY

Saturday, Jan 11 9-10:30 (*Dipping Only*)  
Monday, Jan 13th 6-8  
Tuesday, Jan 14th 6-8

## MARCH

Saturday, March 14th 9-10:30 (*Dipping Only*)  
Monday, March 16th 6-8  
Tuesday, March 17th 6-8

## MAY

Saturday, May 9th 9-10:30 (*Dipping Only*)  
Monday, May 11th 6-8  
Tuesday, May 12th 6-8

## OCTOBER

Saturday, Oct 10th 9-10:30 (*Dipping Only*)  
Monday, Oct 12th 6-8  
Tuesday, Oct 13th 6-8

## NOVEMBER

Saturday, Nov 14th 9-10:30 (*Dipping Only*)  
Monday, Nov 16th 6-8  
Tuesday, Nov 17th 6-8

## 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.

**APRIL 18** – New York City (on your own)

**APRIL 28-MAY 3** – New Orleans

# Summer Programs

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**JUNE 22 TO JULY 31**

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

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West Manchester Township Parks and Recreation Department will be accepting applications for summer playground positions. Applicants must be 16 years of age by June 15, for a paid position. Applications can be picked up at the Township Building beginning January 2 until March 2. After reviewing the applications, interviews for potential playground staff will be scheduled beginning in March.

**Apply between January 2 – March 2, for the Summer of “2020”, 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

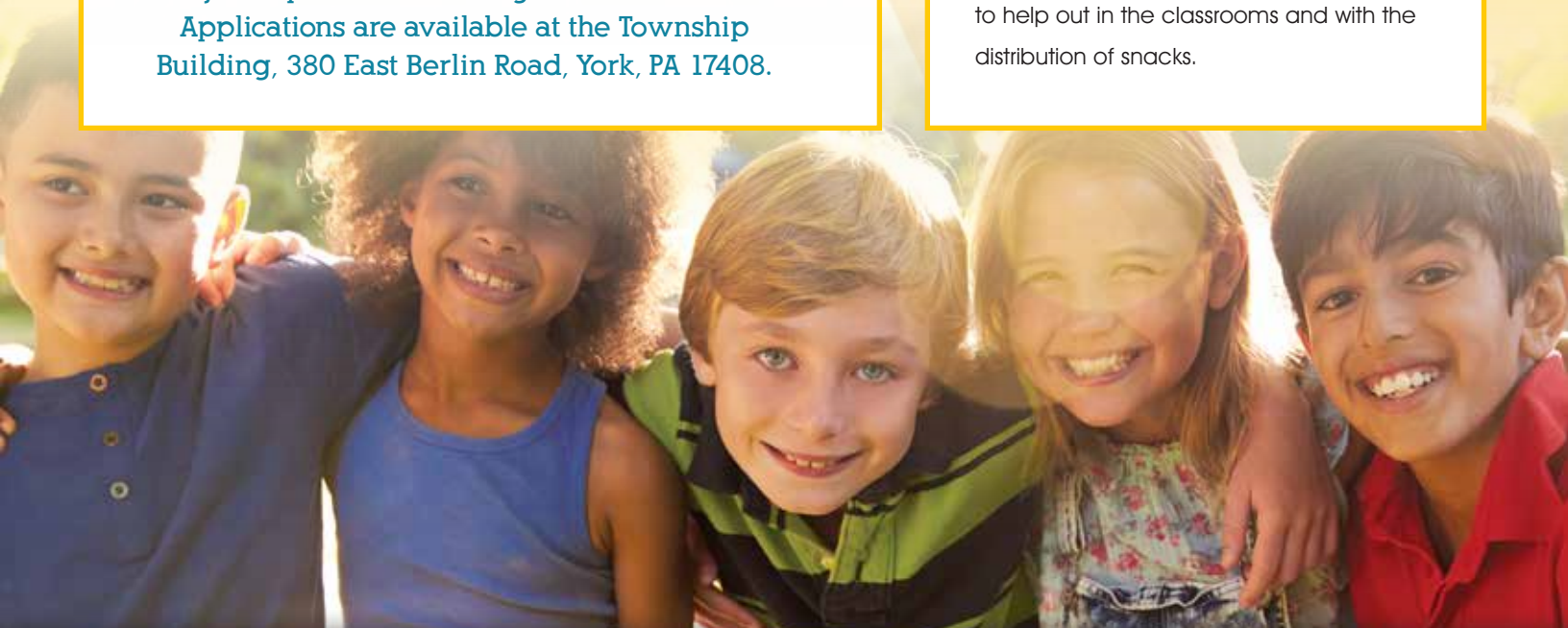
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**COUNSELORS-IN-TRAINING  
JUNE 15 - JULY 31**

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

**SAFETY TOWN  
VOLUNTEERS  
JUNE 15 - JUNE 18**

In addition to playground volunteers, we need teens to help with our Safety Town program. Volunteers (ages 12+) are needed to help out in the classrooms and with the distribution of snacks.



# Programs For Seniors

## SENIORS SAFE DRIVING PROGRAM

**WHO:** Motorists Age 50 and older

**WHEN:** Class # 1 May 4 & May 6  
(8:30 AM – 1:00 PM)  
Class #2 June 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 and 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 four hour course is **all classroom** and there are **NO** tests. 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.**



## Senior Bingo Dates

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.

**MONDAY, JANUARY 13**

**MONDAY, FEBRUARY 10**

**MONDAY, APRIL 20**

**MONDAY, MAY 11**

Senior Fun

## Get Your Gift Card Bingo tickets now before your Snowman Melts!

**WHEN:** Sunday, March 29, 2020

**WHERE:** Shiloh Fire Co.

**TIME:** Doors Open At 10:00 AM – Bingo Starts At Noon

**COST:** \$20.00 Advance Tickets – \$25.00 At The Door  
(If Not Sold Out)

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



## 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, yard work, 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 \$5 per hour. 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 YCAAA for an application at 771-9103.

## Dairy Queen Snow Sculpture Contest

**DEADLINE FOR REGISTRATION: APRIL 3**

**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: [ltimmer@wmtwp.com](mailto:ltimmer@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 West Manchester Township Recreation Advisory Committee at the April 15th meeting. Sorry, we will not return pictures. Winners will be awarded a special treat.



# Safety Town

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 15-18 • 9:00 AM-12:00 PM • 4 DAYS

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



## West Manchester Township Safety Town Registration

**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 \_\_\_ UPMC \_\_\_ 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 1 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

Resident \$55.00

Non Resident \$60.00 (Prior to May 1)

Non Resident \$70.00 (After May 1)

**FOR OFFICE USE ONLY:**

Cash \$ \_\_\_\_\_

Date: \_\_\_\_\_

Check # \_\_\_\_\_

\$ \_\_\_\_\_



## "Art With Heart" Mini Classes

### 3RD ANNUAL SHARPIE ART CLASS

This year will be all about mixing our sharpie art with oil pastels. We will be creating a tree with a colorful oil pastel background. Get the imagination running before class to think about which colors you want to use and what kind of drawings you will put inside the trunk and branches of your tree. Remember that sharpie's are permanent and oil pastels are messy. Please wear old clothing.



Classes are held at the Shiloh fire hall.

Pre-registration is required.

Date: January 22nd | Time: 6:15-7:45

Grades: K-12 | Price: \$25 | Min: 5

### SUN AND MOON PAINTING AND COLLAGE

This two part class will use collage and painting to create two separate artworks that can be hung together. The first class we will work on the sun and in the second class we will work on the moon. We



will be using magazines, newspapers, and acrylic paints on canvas to create this fun masterpiece. All supplies will be provided, but feel free to bring your own magazines and newspaper if you choose.

Classes are held at the Shiloh fire hall.

Pre-registration is required.

Dates: February 12th & 19th | Time: 6:15-7:45

Grades: K-12 | Price: \$35 | Min: 5

## St Patrick's Day Bingo For Adults

THURSDAY, MARCH 12 | 1:00-3:00 PM

SHILOH FIRE COMPANY | 2190 CARLISLE RD, YORK

CALL TO REGISTER 717-792-3505 BY MARCH 6.

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



# YOU COULD BE OUR HERO

Seven out of ten firefighters and emergency responders are volunteers, and West Manchester Township need more volunteers like you.

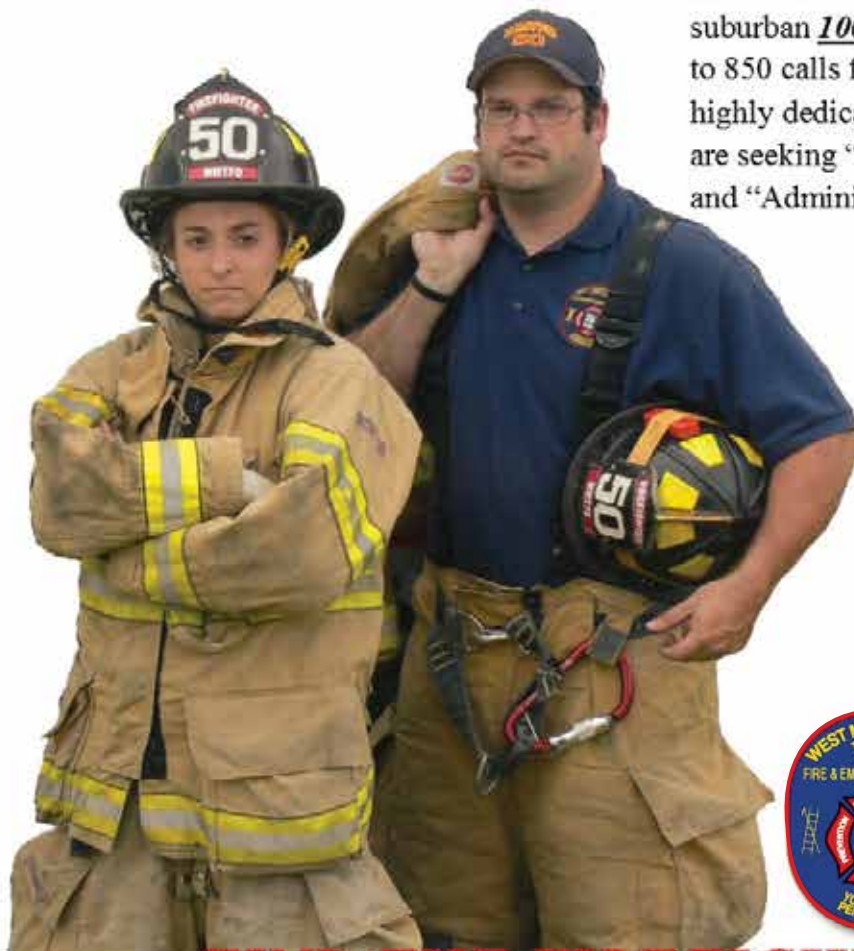
If you've got the heart to serve your community in ways few can, we've got volunteer opportunities for you.

## READY TO LEARN MORE?

The West Manchester Township Fire Dept. is a busy suburban **100% volunteer** Fire Department that responds to 850 calls for service annually. To do this we rely on highly dedicated personnel within the community. We are seeking "Home Responders", "Live-In Members" and "Administrative Members."

By being a volunteer with the WMTFD you get the following benefits:

- **FREE** Uniforms
- **FREE** Training
- **FREE** Life Insurance up to \$40,000
- **FREE** Retirement Plan
- **FREE** Fuel Reimbursement
- Plus much more



### FOR MORE INFORMATION:

Contact Chief Clif Laughman

717-792-3505

[claughman@wmtwp.com](mailto:claughman@wmtwp.com)

**FIND THE FIREFIGHTER IN YOU**

# West Manchester Township Fire Department

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



## 2020 Fundraisers

### Valentine's Bingo

Sunday, January 26, 2020

Shiloh Fire Co.

2190 Carlisle Rd

Doors open at 12 Noon Bingo Starts at 2pm

Tickets: \$15 in advance and \$20 at the door

### Chicken BBQ

Saturday, April 18, 2020

Parking Lot of Big Lots

on White St

11am – until Sold Out

Dinners \$8.00 Halves \$6.00

### Tool Bingo

Sunday, March 22, 2020

Shiloh Fire Co.

2190 Carlisle Rd

Doors open at 12 Noon Bingo Starts at 2pm

Tickets: \$20 in advance and \$25 at the door

### Chicken BBQ

Saturday, May 30, 2020

Parking Lot of Big Lots on White St

11am – until Sold Out

Dinners \$8.00 Halves \$6.00

### Easter Flowers

Lincolnway Fire Co. 300 East Berlin Road

Friday, April 10 (10 am to 6 pm)

Saturday, April 11 (10 am to 4 pm)



# Tax Information

Cheryl Niehenke, Tax Collector • 717-793-9651  
Westmanchester.wix.com/taxcollector



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 3:30 PM – 6:30 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](http://www.westmanchester.wix.com/taxcollector).

## 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/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: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

## Township Residents

If you do not receive a tax bill, please contact the tax office.

- 2020 Real Estate tax bills are mailed in mid February
- 2020-21 School Tax bills are mailed the end of June

## \* IMPORTANT NOTE \*

(Change effective 8/6/19)

Tuesday Office Hours • 3:30pm – 6:30pm  
Wednesday & Thursday • 9:00am – 1:00pm

## IMPORTANT NOTE - JANUARY 2020 OFFICE HOURS

The tax office will be closed from January 1, 2020 to January 31, 2020. Office hours during that time will be by **appointment only**. Regular office hours will resume February 4, 2020. Email and voicemail messages will be checked regularly throughout this time period and you will receive a response within 24-48 hours.

- **Interim billing payments** – mail or place in the secure after hours mailbox located outside of the tax office, and your receipt will be mailed or emailed to you if you provide an email address.
- **Request a tax receipt** – receipt can be emailed or faxed - leave your email address and/or fax number and a phone number to contact you. If you would like your receipt sent via mail, send a stamped self-addressed envelope with a note stating your request.

## 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.

## Sewer/Trash rate increase for 2020

The Township is not anticipating a sewer base rate increase for calendar year 2020. However, due to York County Solid Waste increasing their tipping fees and increased collection cost due to a new waste collection contract; the Township refuse rate will be going from \$48/ quarter to \$58/ quarter effective the first billing cycle for 2020. Please remember the Township Office **does not accept** sewer/ refuse payments. Any payment sent to the Township will be returned to the sender. This may result in the account being assessed a late fee. Please make sure you send your payment with your account number on the check to:

**WEST MANCHESTER TOWNSHIP**  
**PO BOX 62542 | BALTIMORE, MD 21264-2542**

## Minor Increase Of Real Estate Taxes For West Manchester Township Residents.

The 2020 draft budget was presented to the Board of Supervisors (BOS) with a 0.5000 mill tax increase. The tax increase is needed to cover rising pension costs and to be able to set aside funds for future capital purchases. Earned income (EIT) and business taxes (BP/MR) are still coming in at a lower amount than expected given the overall steady strength of the economy.

The impact to the tax payer with a home assessed value at \$150,000 is an increase from \$187.50 to \$262.50 or a net \$75.00 increase for 2020.

## 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](http://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](http://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.

## Don't Talk to Strangers!

This self-defense seminar is designed for children ages 8-12 years old. Instructors will focus on teaching both the child and the parent methods to protect their children. The seminar will be taught by Scott Palermo, the owner and Head Instructor at Self-Defense Academy in Shiloh. Mr. Scott is a 4th degree black belt (earned in 2005) in American Kenpo Karate. Joining Mr. Scott will be Mr. Patrick Potter who earned his black belt in 2014. The seminar will be held on Saturday, February 22, from 11 AM to Noon at the Self-Defense Academy in Shiloh located at 2323 Carlisle Road, York, PA 17408. Please contact Mr. Scott with any questions at [MrScott@SelfDefenseAcademy.net](mailto:MrScott@SelfDefenseAcademy.net).

Minimum of 4 Participants | Maximum of 15 Participants

Cost: \$15 per child (parents are required to stay but there is no charge for parents)



## Women's Self-Defense Seminar

This seminar is designed for girls/women ages 13 and up. It will be a practical approach to women's self-defense. We will discuss situation awareness as well as practicing a realistic approach to using force if necessary. The class will be instructed by Mr. Scott who is a 4th degree black belt (earned in 2005) in American Kenpo Karate. The seminar will be held on Saturday, February 22, from

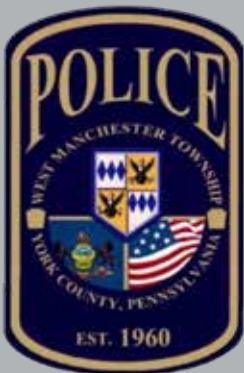
1pm to 2 pm at Self-Defense Academy in Shiloh located at 2323 Carlisle Road, York, PA 17408. Please contact Mr. Scott with any questions at [MrScott@SelfDefenseAcademy.net](mailto:MrScott@SelfDefenseAcademy.net).

Minimum of 4 Participants | Maximum of 15 Participants

Cost: \$30 per participant

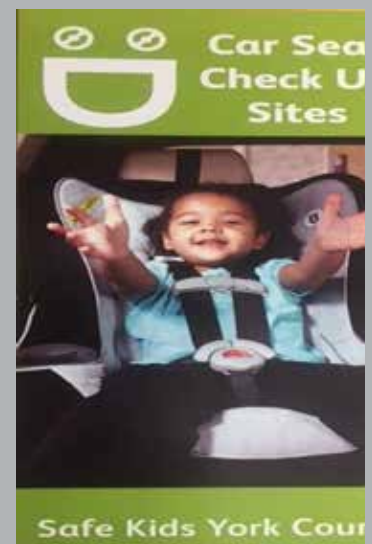


**The West Manchester Township Police Department has two certified safety seat technicians available to the public. Officer Bradley Cleck and Officer Zachary Martz are the Department's Car Seat Technicians. They are available to install citizen's car seats by appointment. Please call the Police Department at 717-792-9514.**



### Car Seat Safety Tips

- **Buckle up your child every trip**
- **Keep your child in the back seat**
- **Use the appropriate child seat**
- **Never leave a child alone in the car**



# 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
<b>SOCCER</b>	4-8	W. Manchester Twp.	May/June	August/September
		Lori Trimmer 792-3505		
<b>SOCCER</b>	6-16	West York Bulldogs FC	Fall-late April	August-November
		Robert Berry 717-659-7503	Spring-November	March-June
		westyorksoccer@gmail.com		
<b>TEE BALL</b>	5-8	W. Manchester Twp.	January/March	May
		Lori Trimmer 792-3505		
<b>BASEBALL</b>	5-13	West York Boys Club	January/February	April-July Spring
		Blake Chronister 443-844-7640	July	August-October Fall
		bchronister@gbp.com		
<b>GIRLS SOFTBALL</b>	8-18	W. Manchester Twp.	January/February	May-July
		Lori Trimmer 792-3505		
<b>FOOTBALL</b>	6-13	West York Boys Club	April – July	August-October
		Chad Dotzel 717-819-0073		
		chaddotzel@gmail.com		
<b>BASKETBALL</b>	2nd - 6th	West York Boys Club	August/September (Registration)	November-March (Comp)
		Todd McGladrie 717-873-1950		January-March (Rec)
		toddmcgl@comcast.net		
<b>CHEERLEADING</b>	6-14	Football	April – May	August-October
	2nd - 6th	Basketball	September	November-March
	6-14	Competition	May	August – February
		Brandy Shiflett 717-916-4282		
		shiflettbrandy@yahoo.com		
		Gina Webb 717-5151831		
		wybccheer@gmail.com		
<b>LACROSSE</b>	7-14	K9 Lacrosse Club	December - January	March - May
<b>BOYS</b>		Tim McNicholas 717-668-5846		
		irishgumz77@yahoo.com		
<b>GIRLS</b>		Nikki King 717-887-5012		
		wyk9lax@gmail.com		
<b>WRESTLING</b>	2nd - 6th	Elementary Wrestling	October	November
		Justin Wilkins 819-8616		
<b>GIRL SCOUTS</b>	K-12	Ida Berkheimer 846-2069	All Year	September-May
<b>CUB SCOUTS</b>	Boys & Girls K-5th	Jason Stratford 825-6869	All Year	All Year
		Stratford.bsa@gmail.com		

# WEST MANCHESTER *Township*

380 EAST BERLIN ROAD  
YORK, PENNSYLVANIA 17408

PRSRT STD  
U.S. POSTAGE  
**PAID**  
GREENCASTLE, PA  
PERMIT NO. 10

## Public Meeting Schedule

### JANUARY

- 6 Reorganizational Meeting  
at 7:30 AM
- 14 Planning Commission
- 23 Board of Supervisors
- 28 Zoning Hearing Board

### FEBRUARY

- 11 Planning Commission
- 19 Recreation Advisory  
Committee
- 24 Fire Services Advisory
- 25 Zoning Hearing Board
- 27 Board of Supervisors

### MARCH

- 10 Planning Commission
- 24 Zoning Hearing Board
- 26 Board of Supervisors

### APRIL

- 14 Planning Commission
- 15 Recreation Advisory  
Committee
- 23 Board of Supervisors
- 28 Zoning Hearing Board

## 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

Kristin Phillips-Hill

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

## 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:

### CHAIRMAN

Steve L. Harlacher

### VICE CHAIRMAN

Dave S. Markel

### SUPERVISOR

Rosa G. Hickey

## Water Authority Meetings

Meetings are held at the Water Authority Office, 2115 Log Cabin Road, York, PA 17404 at 8:00 PM,  
January 29, February 26,  
March 25, April 29.

Reorganization Meeting @ 7:00 PM  
January 2nd