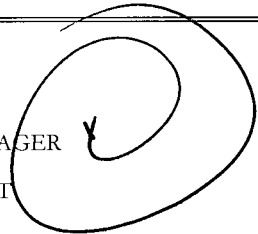

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: AUGUST 2024 – MANAGER’S REPORT
DATE: 8/15/2024



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1. 2025 Budget Preparation – In accordance with the schedule provided to the Board, staff has begun its departmental meetings with the Finance Director and Township Manager. It is anticipated that a first draft budget will still be presented to the Board on Thursday, October 24th with final adoption at the Board meeting of December 19th. Staff will forward a DRAFT budget as soon as it has been completed.

 2. York State Fair – “America’s First Fair”, the York State Fair was held on July 19th and ran through July 28th. Chief Laughman, Chief Snyder, Lt. Hanuska, Lt. Emig and I worked with the York State Fair staff and neighboring Law Enforcement and Public Safety agencies to ensure the safety of all who attended. Overall, other than some normal fights, everything went well. There was a small incident on the last evening with some individuals trying to rush the gates and climb the walls around the fairgrounds, but the police quickly got this under control and made several arrests. We were informed that the Fair will keep the same summer schedule for at least the next year. They announced that dates for the 2025 York State Fair will be July 18th – July 27th. They also reported that attendance increased by 14% this year with 613,255 people attending as compared to 544,934 last year. Thank you to everyone who worked to make this event safe for all who attended.

 3. Birch Road Deaf Child Signs – The Township was contacted by an anonymous individual who saw this request on the live stream of the meeting and agreed to pay for the deaf children signs at 2371 Birch Road. The signs are currently being fabricated and will be installed as soon as they are ready. Thank you to this generous individual.

4. National Night Out Events –The West Manchester Township Police and Fire Departments held the Township’s Annual National Night out on Tuesday, August 6th at Sunset Lane Park. This year, the weather didn’t exactly cooperate, but we were able to get in 2 good hours before the rains came for another successful event. There were plenty of fun activities, door prizes, entertainment and food which was all free to the public. Several members of Township staff, the Police Department and Firefighters all participated in the event. This was a great opportunity to bring Police Officers, Fire Fighters and Township staff together with our residents under positive circumstances. Special thanks to our business sponsors, Chief Snyder, Chief Laughman, the Police, Recreation and Public Works Departments and everyone else who worked so hard to organize this event and make it the tremendous success it was again this year. We look forward to seeing everyone again next year on August 5, 2026!

5. T-895 Phil Carpenter Homes Subdivision Sewer Discussion – As a result of a proposed subdivision, homes in the area of Taxville Road and Baker Road will fall within the requirements for mandatory sewer connection. At its meeting of July 25th, the Board had a discussion with staff regarding the placement of the sewer line for future connections as well as parameters for the connection of properties as a result of the subdivision plan. Staff met with representatives of the development, and they were agreeable to a partnership with the Township to bring the sewer down the right-of-way in the public street to allow for future connections. Staff is in the process of drafting a letter to affected property owners informing them that while they fall into the requirement for mandatory connection to the sewer line, they will be allowed to continue to be serviced by their private septic system until such time the system needs repairs or replacement. The Township Solicitor will also need to draft an agreement with the developer to establish the responsibilities for each party. The sewer fund has ample funds for this project to be completed.

6. Garbage Collection Bids – Staff prepared documents and advertised to accept bids on a 5-year contract for garbage and recycling collection. At least three (3) parties showed interest in the contract. Bids are scheduled to be opened on Tuesday, August 20th and it is anticipated that the Board will accept the lowest responsible proposal at its meeting on Thursday, August 22nd.

7. Cottontail Solar Land Development – Staff is working with the Township Engineer and the Building Inspector regarding the punch list of items that must be addressed and all deficiencies that must be brought into compliance with the land development plans (i.e. incorrect landscaping/screening, broken fencing, incorrect fencing, overgrown vegetation and weeds, lack of adequate groundcover, etc.) for each of the Cottontail Solar projects in Bair Station. Staff has provided a detailed list to Lightsource BP informing them of the current inadequacies and also informed them that their temporary occupancy certificates are at risk of being revoked due to the inadequacies not being properly addressed or replaced since it was brought to my attention. I have requested that representatives of Lightsource be present at the Board’s meeting of August 22nd to personally address these items. I have told representatives of the project on multiple occasions that I feel a majority these issues are due to the fact that Lightsource has no local representative on site and the improvements are either not being done, or not being done properly. The contractors are then reporting to Lightsource that the work has been completed and acceptable to the Township when it is obviously not. This matter will be placed on the agenda for discussion by the Board at its meeting of August 22nd.
8. Engine Brake Retarder Requests – Township Staff is still working with Penn D.O.T to enact three (3) requests for engine-brake-retarders prohibited signs on behalf of Township residents for three (3) portions of the following state-owned roads. The one area where signs were requested is on Carlisle Road/Rt. 74 from Rt. 238/Church Road north to the bottom of the hill at the bridge over the Little Conewago Creek. The second location was for the portion of SR 4001 (Roosevelt Avenue/Bull Road) around Farm Cross Way to the bridge over the Little Conewago Creek. The last request is on Rt. 234 East Berlin Road from Richardson Road to West Philadelphia Street. Penn DOT advised that they have 90 days to consider the request. I will keep the Board advised on this matter.
9. Storm Damage – Hurricane Debbie was downgraded to a tropical storm by the time it hit the mid-state on August 8th and 9th. Fortunately for the Township, we experienced very little damage other than a few fallen trees. Thank you to all who prepared for this event.

10. South Salem Church Road Rail Crossing Rehabilitation and Road Closure – As the Board was informed, the road was closed from 5 pm on Friday, August 2nd to Tuesday, August 6th at 6 am. Rich Shaw checked the site Tuesday morning at 6:00 am. Rich reported that the improvements were completed and that it drastically improved the crossing where the repair was done.
11. York County Convention – As the Board was informed, the 105th Annual York County Association Convention will be held on Wednesday, October 30th at Heritage Hills. The purpose of the convention is to provide local officials with up-to-date information, exchange ideas on local government and propose legislation for consideration at the state convention. Act 9 of 1988 allows the Township to cover registration fees, transportation costs and a payment of \$50.00 for Township Supervisors and elected Auditors to attend this event if authorized by the Board. Please review the information and advise Laura if you would like to attend. Authorization for attendance at this event will be placed on the agenda for consideration by the Board at its meeting of September 26th.
12. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLTL to discuss actively trying to preserve agriculturally zoned property in the Township. The Board was previously provided a list of all agriculturally zoned properties in the Township that are larger than 20 acres. I provided the list to Sean, and he is going to be reviewing all of the properties and if appropriate, contacting the property owners to discuss inclusion in the agricultural preservation program. I will keep the Board advised on this matter.
13. West Manchester Township Police Golf Tournament – As of the time of this report, the West Manchester Township will be in the books, and I hope to have a 1st place trophy sitting at my seat for the meeting. I expect tough completion as I've already been warned that "Team Margetas" will have matching apparel for the event. The outing is scheduled for FRIDAY, AUGUST 16, 2024, at 8:00am at Briarwood Golf Course, and the forecast shows comfortable temperatures, sunny skies and great prizes. No matter the score, everyone always has a great time and I expect this year will be no different. We are looking forward to seeing everyone out on the course.

14. Wawa's Multimodal Grant Application – As the Board recalls, a Wawa convenient store with gas pumps has been proposed for the corner of S. Salem Church Road and Rt. 30. The Township agreed to allow the developer to apply for grants under the name of the Township to benefit the site. No obligations, financial or otherwise, will be placed on the Township for this request. I am happy to report that the grant request was successful, and staff is working with the Solicitor and the developer in the grant process.

15. Wolf/Loucks Cemetery – As the Board was previously informed, I was contacted by Randy Drais regarding the Wolf/Loucks Cemetery on Loucks Road in front of the Myers Bakery Facility. Randy has a group of volunteers and is trying to find the owner of the cemetery to obtain permission to go in and clean all of the headstones. According to the county tax maps, the owner is listed as “unknown”. The Township has received some calls stating that the Township was given ownership of the graveyard and was responsible for its maintenance. This fact was never confirmed. Randy informed the Township that he did hear from representatives of the Appell Foundation who were providing the yearly maintenance of the cemetery and received permission to clean the headstones. This service was completed at the end of July by volunteers of the West Manchester Township Historical Society, the Shiloh Lions Club and a Local Boy Scout Troop. Thank you to all who participated in this worthwhile event.

16. Shentel GLO Fiber – In September of 2023, staff met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. It appears they will be installing 42 miles of lines via co-location on existing poles and approximately 20 miles of underground lines, providing service opportunities to about 6,900 homes. I was informed that over 30 permits were picked up in the beginning of May for the residential neighborhoods near Taxville Road, Banister Street and the surrounding areas but no schedule to begin actual work has been provided to the Township. Township staff has been having bi-weekly meetings with Shentel to prepare for this work. I will keep the Board informed on any major occurrences.

17. Haviland Road Update – As the Board was informed, with the mandated sewer expansion project on Haviland Road, the surrounding property owners were required to either get a waiver for their existing, operational septic system or connect to the new lines, as called for by ordinance. The Board even agreed to waive the connection fee for a specified period of time due to receiving a grant for the project. Rachelle informed me that two (2) homes have still not taken either of the necessary actions. Both properties are owned by the same property owner. The property owner has paid the \$600.00 civil citation for each property for failure to connect to the public sanitary sewer as part of the Haviland Road project. We received the payments on July 1st. The property owner’s plumber has submitted permit applications to connect to the public sewer and the necessary permits have been issued.
18. York Garber I & II Landscaping – Staff met with representatives from Garber I & II located at 1750 Taxville Road to discuss additional landscaping requirements to screen the proposed solar farm. The applicant was very amenable to staff suggestions regarding the placement of landscaping. Staff and the applicant reviewed the elevations of the property from the road to determine where plantings would be most effective. The applicant will be present at the Board’s meeting of August 22nd to present the plan and request conditional approval.
19. Frito Lay Meeting – The scouring work has been completed. It is my understanding that Frito Lay will now begin monitoring the lines. At some point, I expect Frito to request another meeting to discuss the results of the monitoring and continue discussions on increasing the concentration of the sewer affluent that is discharged from the plant. I will keep the Board informed on this matter.
20. Comp Plan Update –A meeting of the steering committee was held on August 5th. It is anticipated that the Planning Commission will be given a DRAFT of the comp plan shortly and the consultant will be meeting with the Planning Commission in a work session in September to discuss the document. I will keep the Board informed on this matter.

21. York County Mosquito Spray – As per the attached notice, the Township was informed by the County of York of an ultra-low volume spray event which took place on August 15th. Various areas in the Township were sprayed, by mounted truck, to eradicate adult mosquitos which carry the West Nile Virus, which previous testing confirmed was present in the Township. The area impacted by spray included Kenneth Road, Normandie Drive, Normandie Ridge Road and Copperwood Court. This information was sent out via the website, Facebook page and text alert system. Several residents called in to complain they were not in favor of the spraying and were referred to the County.

22. Delinquent Garbage Bills – As the Board is aware, in February of 2019 the Township passed Ordinance 2019-03 which allowed for the collection of Attorney’s fees and other charges incurred during the collection of delinquent garbage accounts. As it does periodically since this time, the Township has reviewed its status of delinquent accounts and has begun once again working with the Township Solicitor on the execution of delinquent garbage accounts. Liz Gangloff from MPL has been doing an outstanding job working with staff and to date has collected over \$34,000 of the approximate \$55,000 of unpaid debt owed to the Township. I will keep the Board informed on this matter.

23. Grandview Golf Course Streambank Restoration Project – Staff met with representatives of Grandview Golf Course and Dover Township regarding a proposed streambank restoration project, which is a continuation of the one done with Dover Township for the Little Conewango Creek. The applicant has received funding from the York County Stormwater Consortium for permitting and design. The purpose of the meeting was to update the Township and inform us that they will be seeking grant opportunities and may be approaching the Township for assistance, including financial as well as a letter of support. They plan to make a brief presentation in the near future to update the Board on the plan.

24. West Manchester/Dover Township Little Conewango Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project will remove excess sediment, improve groundwater connectivity, and create a vast stream-wetland floodplain complex. Restoration efforts will restore habitats, add flood storage, reduce sediment loading, and help to process pollutants. It will also mitigate potential infrastructure failure, such as the 30-inch sanitary sewer interceptor. It will help the county reduce its annual pollutant load as well. The floodplain will be seeded with native grass, sedge, and rush mix and as such will provide stability, habitats and carbon sources. It was originally anticipated that it will take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. We were also informed that FEMA will require additional permits due to disturbing the flood plain. It is now anticipated that the work will not begin until sometime in 2025. I will keep the Board informed regarding this matter