
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: AUGUST – MANAGER’S REPORT
DATE: 8/19/2026



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

1. ▼ 2027 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 the first draft of the budget will still be presented to the Board on Thursday, October 22nd with final adoption at the Board meeting of December 17th. Staff will forward a DRAFT budget as soon as it has been completed.

2. ▼ Parks & Recreation Director Position – Kelsey Paul submitted her resignation as Director of Parks & Recreation, which was effective August 11th. Kelsey will be accepting the same position with Camp Hill Borough in order to be closer to her home and to be better able to meet the needs of her family. Kelsey assisted with the transition by documenting current programs, outstanding projects and departmental responsibilities during her remaining time with the township. We appreciate her contributions over the past year and wish her continued success in her new position. Connor will be leading the department while we evaluate and discuss the township’s options for filling the position and bring a recommendation to the Board for discussion.

3. ▼ Tiny Muscles Stormwater Management Waiver Request – At its July meeting, the Board tabled the request from the applicant to allow a fence in the stormwater basin. The applicant submitted calculations to the township engineer and staff viewed the site with the applicant's engineer and members of the YCEA to show that the basin does not hold water for long periods of time because of the topography and fast saturation rate. While there is still a small element of risk with the approval, staff is generally satisfied that the combination of the calculations, and the procedures and protocols of the daycare care, it will provide for a safe environment. This matter will be reconsidered at the board's meeting of August 27th.
4. ▼ York County Convention – The 107th Annual York County Association Convention will be held on Wednesday, October 28th 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. Official authorization for attendance at this event will be placed on the agenda for consideration by the Board at its meeting of August 27th.
5. ▼ York State Fair – “America's First Fair”, the York State Fair was held on July 24th and ran through August 2nd. 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 incidents (fights, disorderly conducts, minor thief's), everything went well. Next year, the fair is scheduled to run from Friday, July 23d thru Sunday, August 1st. Official attendance figures have not been released yet. Thank you to everyone who worked to make this event safe for all who attended.

6. ▼ 1763 Colony Road - Township staff met with representatives of Williams Site Civil to discuss the property located at 1763 Colony Road. The project is zoned I-2 Light Industrial and has land development approval for an approximate 97,000 sq. ft. speculative warehouse that has experienced leasing challenges due to the allowable building height. The current zoning ordinance limits building height to 35 feet, while most prospective tenants are seeking warehouse space with clear heights of 40 to 45 feet. Staff advised the representatives that the Township is currently evaluating amendments to the zoning ordinance that would increase the maximum permitted building height. In the meantime, the developer intends to pursue a variance request and may be seeking the support of the Board of Supervisors for that application.
7. ▼ Little Conewago Creek Master Site Plan – As the Board is aware, staff, working with the Township Engineer, HRG, developed a master site plan for the Little Conewago Creek Conservation Area to maximize its use for township residents. The master site plan included a community survey to receive input for the project site from residents and the Recreation Advisory Committee as well as a data analysis and conceptual designs for the property. The RAC reviewed the plan which anticipates walking trails going around the perimeter of the open area with one or two cutting through the middle, leaving some green space, picnic tables and environmental/ education opportunities. Staff and HRG distributed the survey letter to neighbors and answered questions and solicited comments from residents at the RAC meeting on April 15th before submitting the grant application. Staff and HRG also had a pre-submission meeting and site review with DCNR and Resolutions and funding commitment letters for all applicable grants have been previously approved, and the submission has been made. Staff was also made aware that we could apply for York County Open Space Grant funds to match the DCNR & CFA funds we are requesting. Considering our relationship and since we already had the information from the other grant submissions, it made sense to apply for the YCPC grant as well. We expect to be informed about the grant awards by the end of the year. I will keep the board informed about this project.

8. ▼ Route 30 Hydrologic spill – On August 7, a hydraulic fluid spill occurred on Route 30 between Bull Road and Kenneth Road when a hydraulic line ruptured on a large piece of farm equipment traveling from Mount Joy to a local farm. The incident required a coordinated response from the Mount Joy Fire Department, Public Works, and the Township’s Stormwater Officer to address the spill and clean up the roadway. PennDOT declined to respond to the incident. The Township has since contacted PennDOT and, through those discussions, has established several potential contacts that may assist with future incidents of this nature. However, at this time, we remain uncertain as to whether these contacts will provide a reliable solution for future events.
9. ▼ Green Light Go / Traffic Safety & Technology Grants – On August 3rd, PennDOT announced that 86 municipalities across the state were receiving \$38 million dollars of funding through the Green Light-Go and the Transportation Safety & Technology programs and I am happy to announce that West Manchester Township was among them receiving \$408,708 in funding. The “grant” is actually a reimbursement to the township for upgrades to the adaptive signalization of the RT. 74 corridor which includes the following intersections:
- Carlisle Road /Brougher Lane
 - Carlisle Avenue /York Crossing Drive
 - Carlisle Avenue/US RT. 30
 - Carlisle Avenue/White Street
 - Carlisle Avenue/Adams Street

Thank you to Ryan, Lauren, Katie and Erica from HRG for all of their hard work on behalf of the township which made this grant possible.

10. ▼ Washington Subdivision – Due to not being able to secure easements from adjoining properties for site utilities, the Washington subdivision plan will need to be re-approved by the board and planning commission to show the new location of the sewer lines. Staff is working with the applicant, and this matter will be placed on a future agenda for consideration by the board.

11. ▼ Additional I & I Works Funding Request - Staff is requesting authorization to expend approximately \$363,300 above the amount budgeted for infiltration and inflow (I&I) work. The work will mainly consist of ctv work and manhole inspections for two (2) large basins that were identified as problem areas for the township. This request is necessary due to the Township not completing the anticipated level of I&I work over the past several years, primarily as a result of scheduling and operational constraints with the previous sewer engineer. As a result, additional work is now necessary to address outstanding I&I issues and keep the Township's program moving forward. Staff believe that completing this work at this time is important to reduce future infiltration and inflow into the sanitary sewer system and avoid potentially greater costs in the future. Money is available in the capital fund for these projects. This matter will be placed on the agenda for discussion by the board at its meeting of August 27, 2026.
12. ▼ Road Closure Approval (Zarfoss Road) – Staff will be requesting that Zarfoss Road from Rt. 30 to Gulton Street be closed for a roadway surfacing and drainage project. There will be access for garbage trucks, emergency vehicles and any essential personnel. All businesses will have access to their buildings. Staff requests a week of no heavy truck traffic after the work for material to cure and harden. Work is planned to start the beginning of September and take 3 ½ weeks. Residents will be notified by text and FB posts.
13. ▼ West Manchester Township Police Golf Tournament – The police golf tournament is being held on Friday, August 21, 2026, at 8:00am at Briarwood Golf Course. The weather looks comfortable with the skies expected to be mostly sunny and bright. I will inform the Board if Team Kelch can bring home any hardware. We are looking forward to seeing everyone out on the course.
14. ▼ York Fair Agreement – At its meeting of March 26th, the board acted on a fair share agreement with the York Fair. A copy of the executed agreement was returned by the Fair and representatives from the Fair indicated that the first payment will be forwarded sometime in July. I emailed Pat Ball to ask about the payment and was informed that the refinancing for the Fairgrounds will be approved early in September and

we should expect payment sometime after that. I will inform the Board when the payment is received.

15. ▼ Norris Tract/Bair Station Wastewater Discussion – The Township previously met with representatives of a regional builder that had expressed interest in developing the Norris Tract, which is also partially located in Jackson Township. Previously, Jackson Township had no interest in serving this property or any parts of Bair Station due to constraints in its pump station and capacity constraints. Township staff met again with representatives from Jackson Township on July 28th to re-evaluate and discuss potential wastewater service for the proposed Norris Tract development and the Bair Station area. During the meeting, Jackson Township confirmed that while capacity was previously unavailable in both its pump station and wastewater treatment plant, recent infrastructure improvements and the fact that they are no longer accepting affluent from the Church & Dwight facility have created additional available capacity. As a result, Jackson Township expressed a willingness to discuss an intermunicipal agreement to provide wastewater service to the Norris Tract and is also interested in discussing the Township's purchase of treatment capacity for the Bair Station area as an alternative to constructing a new, small package treatment plant. While these discussions continue, the Township has directed HRG to pause work on the Township's Act 537 Plan until a decision is reached. Township staff will evaluate the projected costs and associated benefits of these options and will present the findings to the Board of Supervisors when available for discussion and direction.
16. ▼ National Night Out Events –The West Manchester Township Police and Fire Departments held the Township's Annual National Night out on Tuesday, August 4th at Sunset Lane Park. This year, it was a little bit sticky outside but the weather cooperated 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 3, 2027.

17. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the next meeting scheduled for August 24th. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.
18. ▼ PA American/Aqua Water Merger – The Township continues to monitor the ongoing Public Utility Commission (PUC) proceeding regarding the proposed merger between Pennsylvania American Water and Aqua Pennsylvania. Other non-Joint Applicant parties have submitted testimony that is generally critical of the transaction, with some seeking denial and others proposing conditions for approval. The Joint Applicants are expected to submit rebuttal testimony, after which we will determine whether additional testimony is warranted. The parties are also beginning settlement discussions, which will provide an opportunity to address the Township's concerns, including confirmation that existing contracts will be honored following closing. We also intend to try to recoup some legal fees as part of any settlement. Additionally, the Township received a partial victory on its motion to compel, resulting in the production of additional discovery, although nothing received has changed our position or strategy at this time. I will keep the board updated on this matter.
19. Foreclosure Property Registration Ordinance – At the request of Supervisor Ruman, I was contacted by Kevin Sidella of HERA Property Registry regarding a foreclosure property registration ordinance for registering, monitoring, and enforcing maintenance of properties in foreclosure. The proposed ordinance establishes a mandatory registry, ongoing inspections, maintenance and security requirements, semi-annual registration fees, violations, and enforcement procedures. The contract outlines how Hera would operate the program, collect fees, provide training, and remit revenue shares to the Township, with automatic annual renewals and CPI-based fee increases. There is no cost to the township that I can see. I asked Andy to review this but the only concern I have is that this could be viewed as an added financial burden or back door tax placed on property owners or lenders, potentially creating some

complaints. I have attached some additional information for your review. Staff will provide an official opinion after we speak with the Solicitor.

20. ▼ Transition to Part-time Paid Fire Company – Clif and I continue to work on the transition to paid, part-time firefighters. All fifteen (15) candidates were live by Monday, July 26th. Since that time, they have responded to approximately 50 calls. All seems to be going well as of now.
21. Act 205 Repeal Request – As directed by the Board, I previously contacted Mayor Helfrich to request that he repeal the Act 205 tax due the City's self-touting, positive financial position. Act 205 allows municipalities to increase their earned income tax (EIT) rate to fund their municipal pension liabilities. In 2015, the City of York approved Act 205 and increased its EIT from 1% to 1.25%. With the sale of the wastewater treatment plant to PA American Water, the city stated in several news articles that they are flush with cash and paid off many of their municipal pension obligations. If this is the case, the city should immediately repeal this tax. As directed by the Board, I have contacted both Rep. Grove and Sen. Keefer's offices to request their help in eliminating this unfair tax. I will advise the Board once I receive a response.
22. West Manchester/Dover Township Little Conewago Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project planned remove excess sediment, improve groundwater connectivity, and create a vast stream-wetland floodplain complex. Restoration efforts will restore habitats, add flood storage, reduce sediment loading, and help to process pollutants. It will also mitigate potential infrastructure failure, such as the 30-inch sanitary sewer interceptor. It will help the county reduce its annual pollutant load as well. The floodplain will be seeded with native grass, sedge, and rush mix and as such will provide stability, habitats and carbon sources. It was originally anticipated that it would take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. As the Board is aware, this project is on hold due to grant availability.

23. Frito Lay Meeting – The scouring work has been completed, and Frito Lay has gathered information that they have shared with PA American Water Company to support increasing the concentration of the sewer affluent that is discharged from the plant. This change is supposedly based on a Frito Lay alternative to help the environment, which also lowers their quarterly sewer bills. I have discussed this matter with the Township Engineer who has contacted PA American Water to request historical flow and sampling analysis results to use to compare against the new information they have provided. If the Board recalls, we have been experiencing odor issues from the pump stations Frito discharges due to lack of dilution of the affluent. In addition, the Township has been spending tens of thousands of dollars per year for odor controlling chemicals. A meeting was held on Friday, January 17th to further discuss this matter. At that meeting, Frito Lay agreed that more information was needed to make a proper determination. They will continue to research the matter for a presentation to township staff at a later date.