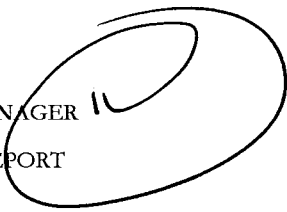

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: DECEMBER 2024 – MANAGER'S REPORT
DATE: 12/11/2024



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

1. ▼ 2025 Budget Preparation – In accordance with the schedule provided by staff at the beginning of the budget process, at the meeting of December 19th, the Board will consider adoption of the 2025 General Fund budget. Staff has made all changes as directed by the Board and the budget has been properly advertised and made available for inspection both at the Township offices and on the website. Even with the change in revenue patterns caused by the ever-changing economic situation, at the Direction of the Board, staff scrutinized all expenditures and was able to provide a balanced budget without a tax increase for the upcoming year. The Township realizes and understands the impact, both financial and otherwise, that a tax increase would have on our residents and was determined to provide a budget with as little impact as possible. Staff recommends that the Board adopt Resolution 2024-13 approving the 2025 General Fund Budget, as presented, at its meeting of December 19th.

2. ▼ Street Light Assessment – On the agenda for consideration by the Board is Resolution 2024-14 which establishes the street light assessment for 2025. The assessment rate remains unchanged for 2025 at .60 per linear foot for improved property and .15 per linear foot for unimproved property.

3. ▼ Tax Levy Resolution – On the agenda for consideration by the Board is Resolution 2024-15 which establishes the 2025 tax rate at 1.75 mil. This is the same as last year. The last increase was approved in 2018 when the rate went to 1.745 mil from 1.25 mil.
4. ▼ Refuse Disposal Fee – On the agenda for consideration by the Board is Resolution 2024-16 which establishes the fees for disposal of garbage, ashes, rubbish, and other refuse materials for 2025. In addition to the new contract fees, the Solid Waste Authority's tipping fee cost also increased by \$4.00 per ton, making the new rate \$83.00 per ton for disposal. Refuse rates for Township residents will be established at \$96.00 per quarter for the year 2025. It is anticipated that this rate will remain constant over the life of the new Penn Waste contract.
5. ▼ Sewer Bill Rates – On your December 19th agenda for action by the Board is Resolution 2024-17 to approve the sewer rates for 2025. The rates will be as follows:
 - a. \$244.25 residential base rate and \$254.25 for 31,800 gallons base rate plus an additional \$8 per thousand gallons over the base amount. Last year's amounts were \$217.25 residential base and \$2025.25 commercial.

The increase is part of the agreement with PA American Water based on the CPI average.

6. ▼ Rock the Country Music Festival – I had a brief conversation with Patrick Ball of the fairgrounds regarding the financial impact this event, as others like it, have on the Township and possible ways to offset it. As you may recall, it is anticipated that the event could draw as many as 40,000 per day. From early ticket sales, this seems to be one of the more popular tour stops this year. We estimate an event like this could cost the Township as much as \$20,000 in overtime costs. The fair has stated that the promoter has agreed to pay for all costs associated with traffic control and police protection and that we should just provide an invoice to the fair and it will be paid. I will keep the Board informed on this matter.

7. ▼ York County Hazard Mitigation Plan - Township was informed by the York County Planning Commission that the 2024 York County Hazard Mitigation Plan has been approved by the Federal Emergency Management Agency (FEMA) pending approval from the County of York and its 72 municipalities, which it serves. In order to be eligible to receive financial aid from the County in the case of a declared disaster, the township will need to adopt the plan by resolution. The County Commissioners approved the plan as part of the York County Comprehensive Plan. Attached please find a copy of Resolution 24-12 which adopts the plan for West Manchester Township. It is somewhat urgent that the plan be adopted due to the current plan being expired and in order to apply for the upcoming hazard mitigation grant cycle that will be opening soon. This matter will be placed on the agenda for consideration by the Board at its meeting of December 19th.

8. ▼ Shop with a Cop/Secret Santa – The Township Police Department is once again partnering with several local businesses in order to host its annual “Shop with a Cop” event on December 21st. At this event, children who participate will be given a donation by Wal-Mart to shop at their store for holiday gifts. The Police and Fire Departments, along with West York Borough and the West York School District are also working on another Secret Santa event. This event will happen on the SATURDAY BEFORE Christmas and will provide gifts to several youth in need from the West York School District. In addition, the WMTFD is once again doing another “Operation Giveback”. For those who don’t know what this is, the WMTFD adopts a family and provides them with a Christmas that they wouldn’t normally be able to have due to their financial situation. WMTFD also held a food drive for the Catholic Harvest Food Pantry. The Fire Department collected food through December 9th. The WMT Staff are all very blessed to be in the current situation they are in and really feel strongly about giving back whenever possible I am extremely proud of all of our employees for the charity initiatives they participate in. We would also like to thank our local businesses for continuing to support these events and commend Chief Snyder, Chief Laughman and all of the members of the West Manchester Township Emergency Services for their continuing efforts in helping the community.

9. ▼ PSATS Secretary/Manager's Committee- As allowed by the Board, I attended the Secretary/Manager Committee meeting on November 19th in Gettysburg which was sponsored by PSATS. The Committee promotes and encourages the effective, efficient and responsive operation of Township government through training, education and the interchange of ideas. I have been a part of this Committee since 2000 and I thank the Board for allowing me the opportunity to continue to attend. I am proud to report that I was re-elected by my peers to once again serve as Chairman of the committee. In addition, I was also asked to again participate as an instructor for PSATS New Supervisors Boot Camp in both Lancaster and Cumberland Counties and for the annual PSATS conference in Hershey. I appreciate the Board's continued support in this matter.

10. Cottontail Solar Land Development – Lightsource BP is still working on the deficiencies associated with the land development plans for the solar farm however several of screening trees along West College Ave and Stoverstown Road have been replaced. The replacement trees are a variety of species (mainly evergreens), previously approved by the Township Engineer, and are at least 5', if not taller. The new trees will provide a much better screening from the roadway. Their temporary occupancy was previously extended for an additional six (6) months as they work to complete all outstanding items. I will update the Board as they work to meet the requirements.

11. 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. I have sent a follow-up to Mayor Helfrich but has still not received a response.

12. ▼ Act 13 Grant – The Township was informed by Rep. Seth Grove that it received an Act 13 grant for the update of the Township 537 plan. The announce should occur next month. I believe the Township applied for just under \$60,000 but at this point, it is not known how much the grant was for. As always, thank you to Representative Grove in advocating for the resident of West Manchester Township.
13. ▼ York County Burn Ban – The York County burn ban was officially lifted on November 26th by the York County Commissioners. The burn ban was originally scheduled to be lifted on December 1st but because of some wet weather, and requests from residents to be able to have small recreational fires for thanksgiving evening, the ban was lifted a few days early.
14. ▼ Solar Ordinance Update – At its October meeting, the Board authorized the Township Solicitor to advertise an amendment to the Township solar ordinance which would make screening a requirement rather than something additionally the Board could require. Due to the accelerated schedule because of the holidays, there was not enough time to advertise the ordinance change for November. The proposed change was considered by the Planning Commission and recommended for approval in November and has Ordinance 24-07 been placed on the Board's agenda for consideration at its meeting of December 19th for action.
15. ▼ West York School District Land Development Plans – WYSD submitted land development plans for the proposed improvements to the athletic fields at the High School campus along Bannister Street and on the baseball fields at Sunset Lane Park, along Brenda Road. Both plans were tabled by the applicant at the November Planning Commission meeting. I was informed that the plan for the baseball fields along Brenda Road have been permanently tabled in order to allow the district time to evaluate other potential sites. The consultant for the district also requested a meeting with members of the Board and the Planning Commission to discuss pick-up and drop-off on Michigan Alley, Orange Street and Seward Street. This request was denied, and it was recommended that the consultant meet with representatives of West York Borough since the egress point is located in the Borough. I will keep the Board informed on this matter.

16. ▼ T-895 Phil Carpenter Homes Subdivision Sewer Discussion – A letter was sent 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 is also working on a draft agreement with the developer to establish the responsibilities for each party. Other than the agreement and some minor comments, it appears the plan is ready for action and will be considered by the Board at its meeting of December 19th.
17. ▼ Comp Plan Update – A completed DRAFT of the comprehensive plan was provided for review by the Steering Committee on November 26th by the consultant. I have briefly looked over its contents and it appears that there are still some areas which need further discussion about possible rezoning. It is anticipated that a meeting will be scheduled with the Steering Committee the week of January 6th – January 10th. I will keep the Board updated on this matter.
18. ▼ Weis Market Homeless Encampment – Staff has received several complaints about a homeless encampment on the site next to the existing Weis Market where the LCBC Church is planned. Staff has contacted the owner of the site who is cleaning up the area as well as working with the PD to humanitarily relocate the homeless individuals' currently on-site. The owner of the site was sent a notice to comply under the new junk and debris accumulation ordinance and is working with the Zoning Department toward a resolution.
19. ▼ 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. 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 to 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. I will keep the Board advised on this matter.

20. 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.
21. Shentel GLO Fiber – Staff previously met with representatives of Shentel GLO fiber regarding the permitting and engineering stage of their cable installation in the Township. They plan to install 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. Shentel is currently working on the following projects. Project # 314 (Overhead Cable & Buried Cable): Beeler Avenue, Kotur Avenue, Logan Road, Brougner Lane, Warwick Road, Breezewood Road, Haviland Road, Hayden Heights Road, Sprenkle Court, Wilt Drive, Carlisle Road, Warwick Road Project # 315: (Overhead Cable & Buried Cable) Setter Run Court, Emerald Avenue, Emmanuel Drive, Gabrielle Court, Opal Road, Saddleback Road, Sapphire Road, Surrey Run Court, Carriage Run Drive, Thoroughbred Court, Amethyst Road, Nena Drive, Greenwood Road, Wellington Drive, Topaz Road, Trotter Ridge Court, Huntley Court, Summer House Lane, Koontz Lane, Ivy Pump Lane, Loucks Road ** The roads in Wellington Greens may be on hold due to Shentel's difficulties with the Homeowner's Association.** Project # 322 (Overhead Cable & Buried Cable): Taxville Road, Weldon Drive, West Market Street, Hess Road, Greenwood Road, North Fayette Street, West Philadelphia Street, Hillside Terrace, Weldon Court, Richardson Road. These are 3 project areas out of 20 project areas. To my knowledge only 2 project areas have been completed as of 10/2/2024. I will keep the Board informed of any major occurrences.

22. 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 Conewago 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.
23. 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.
24. West Manchester/Dover Township Little Conewago 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 project.

25. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLT 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.