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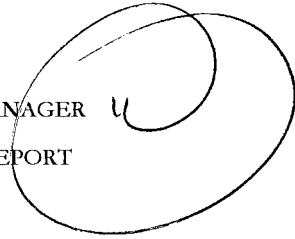
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WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** DECEMBER 2024 – MANAGER’S REPORT  
**DATE:** 1/16/2025



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

1. ▼ Lori Trimmer & Kristi Swartz Retirements – As per the attached letters, unfortunately our Township Recreation Director, Lori Trimmer and our Assistant Recreation Director, Kristi Swartz have announced their retirements from Township employment on Friday, April 4<sup>th</sup>. Both Lori and Kristi have been incredible assets to the Township and will be greatly missed. Staff is in the process of revising the job descriptions for both positions prior to advertise for replacements. With losing both Lori and Kristi at the same time, I feel that it is necessary that either one or both individuals have experience in the field. I will keep the Board advised on this matter.
  
2. ▼ Tax Collector Compensation Request – At its meeting of December 19, 2024 the West Manchester Township Tax Collector, Bill Niehenke, petitioned the Board to allow an increase to tax certification requests and duplicate tax bills as well as to the yearly salary of the tax collector. I would like to note that the salary increases, if approved, would not start until after the next election as a sitting tax collector cannot recommend a raise for the person currently holding the position. The Board agreed to advise the request, and the Solicitor advertised an ordinance to allow a change by resolution. No specific increase was stated, and it was decided that the Tax Collector would appear at the Board’s meeting of January 23<sup>rd</sup> at which time the requests would be discussed and acted upon. These issues have been placed on the agenda for discussion by the Board at its meeting of January 23<sup>rd</sup>.

3. ▼ York County Planning Commission Grant – The Township was awarded a grant in the amount of \$20,000 by the York County Planning Commission from the Marcellus Shale Fund. The money will be used for renovations to the Bennett Williams basketball courts which are in need of foundation repairs as well as resurfacing. The grant is anticipated to cover about half of the total cost of the project.
4. ▼ Penn Waste Collection Issues – As the Board has been made aware, the Township has experienced several issues since the beginning of the year with garbage and recycling collection. From weather delays, broken-down trucks and delays in providing new collection totes. Staff has constantly been taking the brunt of complaints from the public because of Penn Waste’s failure to uphold their end of the contract. Staff has notified Penn Waste that we will be assessing penalties in accordance with Section 2.08 of the contract for missed collections. Staff has also requested that a representative appear at the meeting of January 23<sup>rd</sup> to address these issues with the Board and residents.
5. ▼ 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. Outstanding items include the conversion of the temporary parking area on Mr. Stump’s property and proving as-builts for the site. Their temporary occupancy was previously extended for an additional six (6) months as they work to complete all outstanding items. It is due to expire on March 29, 2025. I will update the Board as they work to meet the requirements.
6. 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.

7. ▼ 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 January 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. Issues with the proposed egress point still remain and the Township Planning Commission has also requested more information regarding the chemical discharge from the turf. I will keep the Board informed on this matter.
  
8. ▼ Weis Market Homeless Encampment – Staff had received several complaints about a homeless encampment on the site next to the existing Weis Market where the LCBC Church is planned. Staff contacted the owner of the site who was cleaning up the area as well as working with the PD to humanitarially 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 my understanding is that this matter is now resolved.
  
9. ▼ 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 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. A meeting has been scheduling for Friday, January 17<sup>th</sup>. Based on the information we have now, I see no compelling argument to support any changes to their sewer concentration. I will keep the Board advised on this matter.

10. ▼ 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. As the Board was informed, the grant request was successful, and staff is working with the developer and the Township Solicitor for reimbursement.
11. ▼ 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 are in the process of 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 have requested an up-to-date service map showing the areas in which installation has been completed as well as areas where it has been identified to-be-completed. I will provide this information to the Board as soon as it is received.
12. 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.
13. ▼ 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. Staff is still working with Township Solicitor on the execution of delinquent garbage accounts. Liz Gangloff from MPL has been doing an outstanding job working with staff and the uncollected delinquents are down to \$20,145.47. I will keep the Board informed on this matter.

14. 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.
  
15. 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.