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WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** JULY 2024 – MANAGER’S REPORT  
**DATE:** 7/16/2024



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1. 2025 Budget – Staff has begun work on the 2025 budget. As always, staff will ensure that the 2025 budget will still provide the services that our residents expect with a minimal amount of impact. We will also continue to show the Board’s commitment toward improving our community by allowing for allocations for emergency services, recreation, street improvements and road replacement and construction. Following is a tentative schedule I have prepared for use by the Board and staff:
    - a. Department Heads see Keith Whittaker for budget forms and a copy of the 2024 budget to be used as a guide: Now - Friday, August 9<sup>th</sup>.
    - b. Draft Departmental Budgets given to Finance Director: Friday, August 23<sup>rd</sup>.
    - c. Departmental Meetings with the Finance Director and Manager: Tuesday, September 3<sup>rd</sup> – Friday, September 20<sup>th</sup>
    - d. First Draft Budget to B.O.S.: Thursday, October 24<sup>th</sup>
    - e. Refine budget and estimates: Friday, October 25<sup>th</sup> – Thursday, November 7<sup>th</sup>.
    - f. Official Preliminary Budget to B.O.S.: Friday, November 8<sup>TH</sup>
    - g. B.O.S. Meeting - Thursday, November 14<sup>th</sup>
    - h. Budget Advertised and displayed: Friday, November 15<sup>th</sup>
    - i. Budget Adopted: December B.O.S. Meeting – Thursday, December 19<sup>th</sup>.

2. Township Audit – Maher Duessel has completed the official audit of the Township financial records for 2024. Attached please find copies of the Management Letter as well as the Communication to Those Charged with Governance. The Township has some minor findings regarding grant activity and improving technological controls, but nothing major. Staff will write a response letter regarding these issues.
  
3. Shiloh Water Company Lead Pipe Inventory – On the week of July 8<sup>th</sup>, the Township started to get several calls about the Shiloh Water Company bills. Apparently, when Shiloh Water sent out their most recent billing, they placed a message on the bill to contact the Authority immediately with a phone number. When you call the number, it says that the mailbox is full, and you cannot leave a message. This is not the first time the Township has had this complaint regarding being able to reach someone or leave a message for anyone at the Authority. I reached out to the Authority Chairman, Jim Bentzel, who informed me that as part of the infrastructure law, all water systems are required to do an inventory of the service lines to verify they are not made out of lead. To meet the requirements of the law, the Authority was required to create a list of all homes in the system built prior to 1981 and provide proof that the service lines are not made of lead. This list is to be submitted to the PA DEP by October of this year. They are confident that lead has never been used in any service lines, but the DEP is requiring evidence. In lieu of digging up both ends of the service lines, the Authority's plan was to send a letter to the customer base asking them to send them a picture of their water meter, so they have visual record of the copper service line. The Authority decided to add a statement to the quarterly bill to get the process started but provided no mailer or any information on either their or our website prior to asking for residents to contact them. Attached is a copy of the mailer the York Water Company sent to their customers. Furthermore, the contact number they provided does not seem to be operational. As with the issue with the fluoride, this is just another example of the poor administration by the Authority staff in notifying residents of needed information that ultimately effects the workload and reputation of the Township staff. Not that this has been brought to their attention, I was informed that they will be sending a letter to the customers, and we will add a description of the project to our website. We hope they get the voicemail issue resolved quickly.

4. Obermayer Engagement Letter – The Board is in receipt of an email from the Township Solicitor, Andrew Herrold, regarding a potential PUC matter, regarding at least one (1) sewer connection near the tariff area with the York Water Company, that was previously owner by West York Borough. Due to the complexity of this issue, it was recommended that the Township engage with Tom Wyatt to represent the Township in this matter. As agreed by the Township, the letter was executed, and its ratification has been placed on the agenda at the Board’s meeting of July 25<sup>th</sup>.
  
5. Cottontail Solar Land Development – Staff is working with the Township Engineer 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, vegetation/cover, etc.) for each of the Cottontail Solar projects in Bair Station. Staff is providing a detailed letter to Lightsource BP and their Attorney informing them of the current inadequacies and also inform them that their temporary occupancy certificates are at risk of being revoked due to the incorrect landscaping/screening not being addressed or replaced since it was brought to our attention and communicated to their landscape contractor, Inch and Co. I will keep the Board advised on this matter.
  
6. Engine Brake Retarder Requests – Township Staff is 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. I will keep the Board advised on this matter.

7. Fire Works Damage – Now that the holiday is over, I just wanted to provide you with an update on the fireworks damage that occurred as a result of illegal fireworks. We had three (3) primary incidents within the Township that caused fires as a result of fireworks. The first being a dumpster fire at Rolling Hills Apartments for improper disposal of fireworks that ignited the dumpster. The dumpster fire did cause property damage to the fencing that surrounds the dumpsters. Pictures are below. The second fire was on Taxville Road as residents were igniting fireworks and the fallout caused a large pile of dry brush to catch fire. The residents were very confrontational, which resulted in the need of police assistance. The residents will be receiving a citation as a result of an ordinance violation and causing a fire. Lastly, was the incident at Sunset Lane Park, causing damage to one of the new Knack boxes. In addition, the Township's ladder truck was dispatched into York City for a structure fire as a result of fireworks. The Fire Chief is estimating the total damage caused over the holiday as a result of fireworks to be in excess of \$5,000 - \$10,000.
8. Birch Road Deaf Child Signs – The Township was contacted by Mr. Steve Grove who resides at 2371 Birch Road. He inquired about having deaf children signs installed in his neighborhood due to traffic and speeding concerns. He was informed that as per Township policy, the Township will make and install they signs but because these are advisory signs and not mandated, he would be required to pay for the needed material. The total material cost to make the signs is \$286.20. Mr. Grove is requesting that the Board waive the fee. This matter will be considered by the Board at its meeting of July 25<sup>th</sup>.
9. South Salem Church Road Rail Crossing Rehabilitation and Road Closure – It is anticipated that the road will be closed from 5 pm on Friday, August 2<sup>nd</sup> to Tuesday, August 6<sup>th</sup> at 6 am. They anticipate the project to be completed sooner that's 6 am on Tuesday but wanted to request ample time in case of any unforeseen circumstances. Also attached lease find a copy of a detour plan which has been reviewed by staff and found to be acceptable. This matter will be reconsidered by the Board at its meeting of July 25<sup>th</sup>.

10. Planning Commission Vacancy – Rachelle has informed me that Jennifer Fun resigned her position on the Planning Commission due to her involvement with the business bureau in Baltimore and the Key Bridge collapse. As the Board is aware, we have been taking information from residents that are interested in serving on various boards and committees by way of the Township newsletter. Currently, we have five (5) individuals that have specifically indicated an interest in serving on the Township Planning Commission. Attached please find copies of their completed applications. The applications have been reviewed by the Planning Commission Chairman and he has recommended that Matthew Biehl be appointed to the position.
  
11. National Night Out Events – The Police and Fire Departments are in the process of organizing West Manchester Township’s Annual National Night out. With the resignation of Officer Cleck, Officer Estevez has stepped-up and will be organizing the event. The event will be held on Tuesday, August 6<sup>th</sup> at Sunset Lane Park. National Night Out is an annual community-building campaign that enhances the relationship between neighbors and Law Enforcement/EMS while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. There will be plenty of fun activities, crime prevention information, entertainment and food which will be free to the public. We expect several members of Township staff, the Police Department and volunteer Firefighters to be participating in the event and hope to see everyone there!
  
12. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLTr 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 – There is still time to register. The date is set for the 2024 West Manchester Township Police Officers Association Golf Tournament! The outing will be held on FRIDAY AUGUST 16, 2024, at 8:00am at Briarwood Golf Course, 4775 W. Market St, York PA 17408. The tournament is limited to the first 36 teams! As always, the WMTPD aims to please its supporters. An amazing lunch and plenty of refreshments will be provided after the play ends. Snacks and drinks will be provided throughout the tournament. Everyone will receive multiple door prizes and have the chance to win larger prizes. They have a great time every year and this year will be no different. As always, the WMTPD thanks you for your support and continued participation in their golf tournament. We are looking forward to seeing everyone out on the course this year.
  
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 to begin the grant process.
  
15. West York School District Proposed Athletic Renovations – As the Board was previously informed, the Township Planning Commission, at its meeting of April 9<sup>th</sup>, recommended denial of the variances for the height of the lights at Sunset Lane Park, the height of the field house at the main campus and the impervious lot coverage at the main campus. The Zoning Hearing Board however voted to approve the impervious lot coverage for the main campus and deny the variance for the height of the accessory buildings while also denying the lights at Brenda Road/Sunset Lane Park and approving the height of the field houses at that location. While I was initially informed that a resident led group is consulting with legal counsel and is considering filing an appeal of the decision of the Zoning Hearing Board to the Court of Common Pleas, I was recently advised by Randy Drais that they are not filing the appeal but rather going to fight the approval at the Board level. I will keep the Board updated on this matter.

16. 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 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 scheduled to be performed on Saturday, May 18<sup>th</sup> from approximately 9am to 1pm by volunteers of the West Manchester Township Historical Society, the Shiloh Lions Club and a Local Boy Scout Troop from the area but cancelled due to inclement weather. I will notify the Board when this is rescheduled.
17. Canary Circle Dangerous Building – On Friday, June 7<sup>th</sup>, members of the staff and the public works department started the clean-up. The clean-up continued thru the week of June 10<sup>th</sup> – June 14<sup>th</sup> and the public works department did an outstanding job completing the task. Several residents even called to express their thanks to both the Board and staff. Rachelle advised that she was informed by a neighbor that the property owner was in the building. Rachelle went to the property and was able to speak with someone through the door who stated they were not the owner but to leave anything she had on the car in the driveway. Rachelle taped the notices we were trying to serve the property owner on the door and took pictures to verify this action.
18. 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 guidelines for mandatory sewer connection. Staff recommends that we have a discussion to evaluate placement of the sewer line for future connections as well as parameters for the connection of properties as a result of the subdivision plan. This matter will be placed on the agenda for discussion by the Board at its meeting of July 25<sup>th</sup>.

19. 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 actually work has been provided to the Township. A “kick-off” meeting has been scheduled for Wednesday, June 12<sup>th</sup> to update the build plan strategy and update the anticipated timelines. I will update the Board on this matter prior to the meeting of July 25<sup>th</sup>.
20. 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 1<sup>st</sup>. The property owner’s plumber has submitted permit applications to connect to the public sewer. The permits should be available for issuance in the next week.. The property owner has also been informed that he will be responsible for paying the sewer reservation and capacity fee of \$4,930.00 per lot as well as the \$1,000.00 sewer connection fee per lot in addition to the plumbing permit fees. He was reminded that those fees were no longer going to be waived because he did not take advantage of the Board’s offer to connect in 2023. As this point, he has not provided any objections. I’ll let you know when the permits are issued.



21. Cable Franchise Agreement Audit – The Township signed a new cable franchise agreement with Comcast around 2019. The last time this was done, the Township contracted to do an audit of the revenue about 5 into the contact which discovered another \$60,000.00 in revenue that was owed to the Township. Other municipalities were not as successful, and some even found overpayment which were returned to Comcast. The Cohen Law Group has contacted the Township to inquire about another audit. The cost of the audit would be approximately \$5,000 to \$7,000 depending on the number of participants. With the declining revenue with Comcast and the introduction of Shentel in the area, I would recommend that we not pursue the audit, but wanted to discuss this issue with the Board at its meeting of July 25<sup>th</sup>.
22. 1438 Worth Street/York Water Company – The Township was made aware that 1438 Worth Street was having an issue with their sewer service and upon further investigation, it was discovered that the lateral in the public right-of-way collapsed. This is a unique property in that the property is in West York Borough, but the service connection runs into West Manchester Township. When the York Water Company purchased the sewer system from West York Borough several years ago, myself and Keith Whitaker met with Jack Longstreet and JT Hand to discuss properties like this one. Although it was never completely memorialized, it was decided that both the Township and the York Water Company would keep their existing customers. Now that an issue has been discovered with this lateral, the Water Company is stating they are the Township’s customer and we should be responsible for the repairs, even though the York Water Company has been collecting the fees for the property. The Water Company has now refunded the property owner \$1,800.00 which covers all of the sewer rental fees paid to them since they purchased the collection system from the Borough and are washing their hands of the situation. West York Borough is also claiming that when they sold the system to York Water, they also “sold” all responsibility and is refusing to intercede on behalf of their resident. I will keep the Board advised on this matter.

23. 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.
24. Comp Plan Update – The Township held a public meeting for review of the Township Comprehensive Plan on May 21<sup>st</sup> at 6:30 pm at the Township office. The open house on May 21<sup>st</sup> generated a few comments. With that, we expect to receive a copy of the full DRAFT of the comp plan within the next week. A meeting of the steering committee has been scheduled for July and the consultant will also be meeting with the Planning Commission on August 13<sup>th</sup>. Information will be distributed to the Board as soon it is provided. I will keep the Board informed on this matter.
25. 4301 Briarwood Ct. Garbage Issue – The Skills of Central PA is an organization that provides support for individuals with intellectual and developmental disabilities, which has a location at 4301 Briarwood Ct. and is zoned R-3 residential. Under the Fair Housing Act, and our zoning ordinance, the residents of the facility meet the definition of a family and are therefore allowed in a residential zone. For some time, the operators of the facility have stated that they have too much trash and have asked for double residential service or commercial service, both of which have been denied due to the confusion of keeping track of what residential properties have which type of service. The issue of extra garbage is remedied by having the extra sticker option. This is an issue that has been brought to the Boards attention previously and they operators of the facility have been told this multiple times. Operators of the facility don't like this option and are planning to appear at the Board meeting of July 25<sup>th</sup> to raise this issue with the Board.
26. Trash Contract – Staff has investigated the possibility of a joint garbage contract with Manchester Township but has decided to move forward individually due to the issue with twice a week pick-up, which Manchester is not interested in starting. Specs are being prepared and I will keep the Board informed of the schedule.

27. 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.
28. 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.
29. 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.