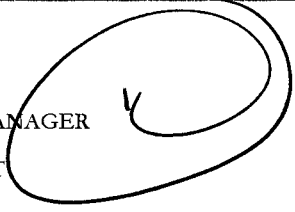

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: JUNE 2024 – MANAGER’S REPORT
DATE: 6/14/2024



1. 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 6th 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!
2. Farm & Natural Lands Trust – Staff met with Sean Kinney from FNLТ on Wednesday, May 8th to discuss actively trying to preserve agriculturally zoned property in the Township. Attached please find 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.

3. 2024 Street Rod Nations - The 2024 Street Rod Nationals hosted by the National Street Rod Association was in the Township the weekend of May 31st thru June 2nd. Chief Laughman previously prepared an Incident Action Plan (IAP) for the event. The IAP would be used for any large-scale incidents that required a response beyond the capabilities of Emergency Services staged within the grounds during the event. The street rod event went off without any major incidents however there was an incident with muscle cars at an impromptu "car show" at Jim and Nina's restaurant on W. Markets Street on Friday, May 31st. Apparently while the cars were doing burn-outs, one car lost control and struck a bystander. My understanding is the person was transported to the hospital but released with minor injuries. The car then fled the scene and is currently wanted by the PD. Great job by all of the Emergency Service for preparing for and responding to this event.
4. Road Closure (Stanton Street) – The Township was contacted by Jalana Firestone who requested that the Township allow the closure of Stanton Street from North Gotwalt Street to North Scott Street on June 29th between the hours of 1pm until 10pm. The request is for a yearly block party that has gotten too large for their property. Staff has no objections to the request due to the low volume of traffic on the street. If approved, staff will make all of the necessary notifications. This matter will be considered by the Board at its meeting of June 27th.
5. 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.

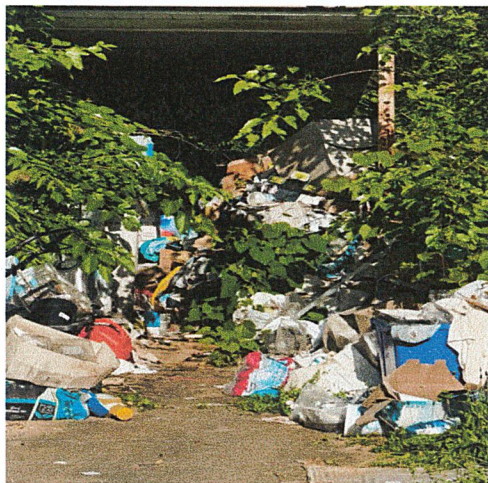
6. Wawa's Multimodal Grant Application – As the Board recalls, a Wawa convenient store with gas pumps has been proposed for the corner of S. Salem Church Road and Rt. 30. The Township agreed to allow the developer to apply for grants under the name of the Township to benefit the site. No obligations, 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.

7. Township Sign Logo – At its March meeting the Board authorized staff to purchase a professional graphic for the rear meeting room wall. Staff is working with Stoner Graphics, and I am happy to report that an installation date of June 26th has been set aside to begin the work. It is anticipated the cost will come in right around \$7,320.50 when completed. Hopefully installation will be completed in time for the meeting on June 27th.

8. West York School District Proposed Athletic Renovations – As the Board was previously informed, the Township Planning Commission, at its meeting of April 9th, 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. I have been 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 informed that no decision about appealing has been reached yet. I will keep the Board updated on this matter.

9. 457 Plan Transition – Individual staff members have met with representatives of Conrad Siegel, and with the signing of the ordinance at last month's meeting, the process of transferring the accounts is complete.

10. 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 18th 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.
11. Canary Circle Dangerous Building – At its meeting of March 28, 2024, the Board held a public hearing and declared the property at 230 Canary Circle a dangerous building. The documents were prepared but unable to be served on the property owner because they have moved out of the area. Based on the advice from our Solicitor, the Board decided to move forward with the clean-up of the property. On Friday, June 7th, members of the staff and the public works department started the clean-up. Attached are some pictures of the junk and debris removed from the property. Clean-up will continue thru the week of June 10th – June 14th. I will update the Board on our progress at the meeting of June 27th.



12. Road Closure (Parkton Lane) – The Township was contacted by Ryan Heathcote who requested that the Township allow the closure of Parkton Lane from Downing Drive to Barrington Drive on June 25th between the hours of 5pm until 8pm. The request is for a community food truck event. Staff has no objections to the request due to the low volume of traffic on the street. If approved, staff will make all of the necessary notifications. This matter will be considered by the Board at its meeting of June 27th.

13. 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 12th to update the build plan strategy and update the anticipated timelines. I will update the Board on this matter prior to the meeting of June 27th.

14. Haviland Road Update – As the Board recalls, 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. He has advised Rachelle that he will be paying the fine and moving forward with obtaining a contractor to complete the connection to the system. I will keep the Board informed on this matter.

15. Comp Plan Update – The Township held a public meeting for review of the Township Comprehensive Plan on May 21st at 6:30 pm at the Township office. The open house on May 21st generated a few comments, which is summarized in the attached report. With the plan ending in sight, Gannett Fleming plans to complete the project using excess funds from the subconsultant and expense funds and will provide a final budget for our review. It is anticipated that the committee will meet again in early July. I will keep the Board informed on this matter.
16. LERTA Designation – I informed Silas Chamberlin of the YCEA that the Township would be taking no action to consider the creation of a LERTA tax abatement area unless we received a specific request from the County and the School District regarding their desire and willingness to participate in such a program. He was further informed that if we did receive a request from the County and the District, I wouldn't anticipate the Board to participate, but only consider its designation to allow the County and School District to participate.
17. PA American 2-Year Anniversary – On Wednesday, June 5th I attended Pennsylvania American Water's event to commemorate the 2 year anniversary of acquiring the wastewater treatment plan from the City of York. While there are many benefits to having Pa American operate the wastewater treatment plant, which the mayor was happy to mention to the media, I am convinced that the members of the York Area Sewer Authority, if given the opportunity, could have done just as good of a job at a lower cost by eliminating the "profit" line item. Overall, however, the municipalities are very satisfied with the relationship we have built with Pa American Water Company and have shown them to be a fair and competent operator of the plant.
18. PSATS Secretary/Manager Summit - I will be attending the PSATS Secretary/Manager Summit on June 18th and 19th in State College. The two-day Secretary/Manager Summit is a wonderful opportunity to network with colleagues from around the state, share best practices, and learn how other secretaries and managers have tackled challenges. The event includes general and breakout sessions on many valuable topics. I appreciate the Board allowing me to be a part of this organization and not only allowing, but also encouraging staff to attend events like this.

19. 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. Unfortunately, I have had to get Andy involved to talk to the general council for York Water Company, who has yet to return his calls. I will keep the Board informed on this matter.

20. York Fair Emergency Services Planning Meeting – On Tuesday, June 11th, staff from all over York County met with representatives of the York Fair and WMTPD to discuss the emergency services plan for the York Fair. I believe that we have made some significant improvements from last year and are in good shape going into the event. I would like to thank Chief Snyder, Lt. Emig, Lt. Hanuska and Chief Laughman for all of their hard work preparing for this event.

21. 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.

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 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.
25. 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