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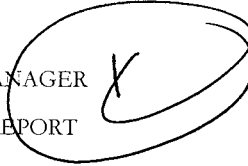
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WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

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**TO:** BOARD OF SUPERVISORS  
**FROM:** KELLY K. KELCH, TOWNSHIP MANAGER  
**SUBJECT:** NOVEMBER 2024 – MANAGER'S REPORT  
**DATE:** 11/8/2024



▼ 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, the proposed 2025 will be presented by staff. Staff has made all the changes as directed by the Board and will be prepared to present some items of interest which the Board may want to be aware of prior to the budget's adoption. Once again, even though inflation is slowing down, labor shortages and other factors still affected Township revenues and expenditures. At the direction of the Board, staff scrutinized all expenditures and were able to provide a balanced budget without a tax increase for the upcoming year. The Township realizes and understands the impact of higher costs for fuel, clothing, and food has had on us all and was determined to provide a budget with as little as impact as possible to our residents. Staff recommends that the Board authorize advertisement of the proposed 2025 budget as presented for adoption at its meeting of December 19<sup>th</sup>.
  
2. ▼ 2024 Trick or Treat – West Manchester Township was filled with ghosts, ghouls and goblins between 6 pm and 8 pm on the evening of October 31<sup>st</sup> as Township residents celebrated “Trick or Treat” night. The weather this year was absolutely perfect, so several children and township residents participated in the event. As always, individual neighborhoods had the option to schedule the events on a date which best fits their needs. I was informed that everything went well, and our Police and Firefighters truly appreciated the kind words and support they received from Township residents as they were extra vigilant in residential neighborhoods during this time.

3. ▼ Appointed Auditors Advertisement - In accordance with Section 917 paragraph (b)(2) of the Pennsylvania Second Class Township Code, the Board of Supervisors is required to give public notice to appoint the Certified Public Accountants (CPA) to prepare the audit report and financial statement of the Township's 2024 financial accounts in place of the elected Board of Auditors. The Township is in the third year of a three (3) year contract with MaherDuessel, CPA's to prepare this statement. The quoted cost for this service was \$34,360.00, as comparison, last year's price was \$33,360.00. Notice of the Township's intent to appoint a CPA firm must be advertised one (1) time at least 30 days prior to the appointment date. Staff recommends that the Board authorize the advertisement to appoint MaherDuessel, CPA's to prepare the audit report and financial statement of West Manchester Township's 2024 financial accounts in place of the elected West Manchester Township Board of Auditors. The appointment of MaherDuessel will then be placed on the agenda for consideration by the Board at its reorganization meeting of Monday, January 6, 2025.
4. ▼ 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.
5. 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.

6. ▼ 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 adoption by York County and its 72 municipalities. This Plan serves not only the County of York but all 72 municipalities as well. 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 approved the plan as part of the York County Comprehensive Plan on November 6<sup>th</sup>. Attached is an example adoption resolution for the township to use to adopt the plan. 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 November 14<sup>th</sup>.
  
7. ▼ UPMC Public Improvement Security Release – As part of the original UPMC hospital project, the developer was required to install a signal at the intersection of Loucks Road, Ivan Road and Innovation Drive, when warranted. At the time, it was anticipated that it would be warranted relatively quickly with the full development of the entire site and a bond was posted for the signal’s installation. Now with Penn D.O.T. delaying the future development of the site until traffic issues can be addressed at the intersection of Rt. 30 and Roosevelt Ave., it is unclear when, or if, additional development will occur and if the light will ever meet warrants. The developer has requested that the security for this improvement be released. The request has been reviewed by Arro Engineering, the acting engineer for this project, who agrees that the bond should be released. This matter will be considered by the Board at its meeting of November 14<sup>th</sup>.
  
8. ▼ 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 the impact. As you may recall, it is anticipated that the event could draw as many as 40,000 per day. We estimate an event like this could cost the Township as much as \$20,000 in overtime costs. He was going on vacation but committed to continuing this conversation up on his return. I will keep the Board advised on this matter.

9. ▼ New Act Requiring Reporting of Data Breaches - Act 33 of 2024 took effect on September 26<sup>th</sup>, expanding the responsibilities of entities, including townships, if they experience a data breach affecting 500 or more individuals. This includes breaches that gain access to personal information, such as names, Social Security numbers, bank account details, and driver's license or state ID numbers. If a breach is discovered, the entity must provide one year of credit monitoring services to those affected. The Township has coverage for cyber breaches through its current insurance carrier.
  
10. ▼ LSA Grant Award – As was mentioned at the end of our last meeting, with the help of Representative Seth Grove and Dawood Engineering, the Township was able to secure a Local Share Account grant in the amount of \$624,828. The grant will be used for the construction of a 1,590 LF of stormwater conveyance system within the Hayward neighborhood including Warwick Road, North Drive, Hayward Road, and Wyndhurst Road. This new system will replace an old/damaged system that is subject to exfiltration and lacks peak flow capacity causing surface flooding. These improvements will provide a system with improved capacity to capture peak stormwater flows, reduce surface flooding, and minimize stormwater infiltration into the adjacent sanitary sewer system. Great work and thank you again to all those involved.
  
11. ▼ 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 will be considered by the Planning Commission for recommendation in November and then be placed on the Board's meeting of December 19<sup>th</sup> for action.

12. ▼ 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. The applicant will be presenting the plan for the High School campus at the November Planning Commission, and it is anticipated will be present at the Board meeting of December 19<sup>th</sup> to request approval. I was informed that the plan for the baseball fields along Brenda Road have been tabled for the district to evaluate other potential sites. I will keep the Board informed on this matter.
  
13. T-895 Phil Carpenter Homes Subdivision Sewer Discussion – Staff is in the process of drafting a letter 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. I will keep the Board updated on this matter.
  
14. ▼ Comp Plan Update –The Planning Commission was given a DRAFT of the comp plan and had several recommendations for the consultant to change. The PC requested that the steering committee receive a new DRAFT with their comments. It was anticipated that the steering committee would receive this DRAFT sometime around October 18<sup>th</sup>. The DRAFT was never sent out. Additional emails were received from the consultant stating the DRAFT would be sent on October 31<sup>st</sup>, once again, no DRAFT was received. The consultant then stated the DRAFT would be sent by the end of the day November 1<sup>st</sup>, once again, the DRAFT was also never received. I called Gannett Fleming to complain about the service the Township has received and was given a revised schedule. It is now anticipated that the Township will receive a DRAFT sometime around November 20<sup>th</sup>. I will keep the Board advised on this matter.

15. 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.
  
16. 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.
  
17. 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, Sprengle 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.

18. 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.
19. 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.
20. 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.
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.

22. 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 project.