WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS

FROM: KELLY K. KELCH, TOWNSHIP MANAGER

SUBJECT: OCTOBER – MANAGER'S REPORT

DATE: 11/6/2026

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

1. ▼2027 Budget Preparations - In accordance with the schedule provided by staff at the outset of the budget process, staff will present the proposed 2027 budget. All revisions directed by the Board have been incorporated, and staff will highlight several items for the Board's consideration prior to adoption. Of particular note, the budget includes funding for paid part-time drivers for the Fire Department for the first time. The cost of these positions will be funded through the Budget Stabilization Fund. The proposed budget does not include a tax increase for 2027. Staff will recommend that the Board authorize advertisement of the proposed 2027 budget, as presented, for consideration and adoption at its December 17th meeting.

2. ▼Trick-or-Treat - West Manchester Township welcomed residents to its annual Trick-or-Treat event on October 31st from 6:00 to 8:00 PM. The warm, dry weather made for a wonderful evening and encouraged many families to get out, enjoy the festivities, and celebrate Halloween throughout the community. As always, individual neighborhoods had the flexibility to schedule their own activities on a different date if that better accommodated their residents. I was pleased to hear that the evening went smoothly and that our police officers and firefighters were present throughout the neighborhoods to help ensure everyone enjoyed a safe and enjoyable evening. We are also grateful for the many kind words and expressions of appreciation our first responders received from residents.

3. ▼Potomac Ave/Brenda Road Stormwater Project – The Township has executed a Scope of Services with Herbert, Rowland & Grubic, Inc. (HRG) to provide professional engineering services for the Potomac Avenue/Brenda Road Drainage Improvement Project. HRG will assist the Township throughout all phases of the project, including design, preparation of bid documents, bidding, construction oversight, and project management. As an initial step, Ryan Cummings has already met with Township staff and conducted a site visit, including discussions with affected homeowners, to gain a better understanding of the existing drainage concerns and the issues impacting the properties. HRG will begin preliminary engineering and project development work immediately. The Township's goal is to have the project ready for advertisement and bidding in early spring 2027, with construction anticipated to begin later that year.

4. ▼Little Conewago Creek Conservation Area Funding Update – The Township previously submitted a grant application to the Department of Conservation and Natural Resources (DCNR) seeking $296,500 in funding to support proposed improvements to the Little Conewago Creek Conservation Area. The project was designed to enhance passive recreational opportunities and included the construction of a parking area, pavilion, bird boxes, and an internal trail network. Additional proposed improvements included native landscaping, a rain garden, lawn and meadow conversion, and installation of fencing to separate the hunting area from the passive recreation area. The grant application also required a local financial match from the Township. Unfortunately, the DCNR grant application was not selected for funding. The Township does, however, have two additional grant applications pending. These include a $250,000 request through the Commonwealth Financing Authority's Greenways, Trails and Recreation Program and a $60,000 request through the York County Open Space and Land Preservation Program. The Township will await the outcome of these applications before determining the next steps. Depending on the funding awarded, staff will revisit the proposed project scope and consider scaling back the improvements to prioritize the most pressing needs while maximizing the available grant funding and minimizing the financial impact on Township taxpayers.

5. ▼Liquor License Transfer Request (Rutters – 2112 Bannister Street) – The Township previously received a request from Attorney Jack Byrnes, on behalf of Rutter's, located at 2112 Bannister Street, seeking approval of a liquor license transfer to the Township. The license, identified as Liquor License No. R-11962, is currently held at a location in Sheffield Township, Warren County, Pennsylvania. In accordance with applicable requirements, the request must be publicly advertised, and a public hearing must be conducted prior to the Board taking action. The Board previously authorized the Township Solicitor to prepare the required public notice and advertisement and established November 12th at 7:00 p.m. as the date and time for the public hearing. The public hearing will take place immediately prior to the regularly scheduled Board meeting, with consideration and possible action on the liquor license transfer to follow later on the agenda.

6. ▼Shiloh Water System Rate Increase – As per the attached letter, the West Manchester Township Authority has approved a water rate increase for the Shiloh Water System, effective December 1, 2026. The quarterly base charge will increase from $24 to $30, and the usage rate will increase from $2.80 to $3.40 per thousand gallons. The Authority cited rising electricity costs and increased state and federally mandated testing expenses as the reasons for the adjustment. The Authority also identified several system improvements, including replacing two well pumps ($98,000), five fire hydrants ($30,000), installing a new chlorine contact tank ($170,000), and replacing the Linden Road water main ($30,000, supplemented by a $160,000 state grant). We may want to discuss the rate increase and associated costs with the Authority before processing payment, particularly given their request for our fire company to assist with flushing their water lines.

7. ▼Polling Place Update - As the Board is aware, the County utilizes the Township Building and the Shiloh Fire Hall as polling locations for Election Day voting. I spoke with Clif, who is the Judge of Elections for the Shiloh precinct, and everything appeared to go smoothly. We appreciate the cooperation and assistance of everyone involved in making these facilities available and helping ensure a successful Election Day.

8. ▼Lightsource Solar Farms (Cottontail Solar Project) Decommissioning Security – The Township continues to monitor the decommissioning security requirements for the Cottontail Solar Project. The existing letters of credit are scheduled to expire on November 15, 2026, and, as of this report, the Township has not received the requested extensions. Lightsource BP has indicated that it intends to extend the existing letters of credit through December 31, 2026, while it works through a refinancing process that it anticipates will allow it to provide a longer-term extension. However, given that the required extensions have not yet been received, the Township is preparing as though it will need to execute on the existing letters of credit before their expiration. We will continue to monitor the situation and expect Lightsource BP to honor its commitments and comply with Township ordinance requirements. Should the company fail to provide the necessary extensions, the Township remains prepared to proceed with calling the existing letters of credit to protect the Township's financial interests and ensure adequate security remains in place for the eventual decommissioning and restoration of the property.

9. ▼Appointed Auditors Resolution – Act 149 of 2024 amended the Second-Class Township Code and eliminated the requirement to place an annual legal advertisement when appointing a CPA to perform the township audit in place of the elected auditors. Instead of an advertisement, the Board may now use a resolution to give public notice to appoint the Certified Public Accountants (CPA) to prepare the audit report and financial statement. The Township just completed the final year of a three-year contract with Maher Duessel and in July signed a new contract for audit services to audit financial records for the years 2025, 2026, 2027 and 2028. Staff recommends that the Board approve Resolution 2026-21 to appoint Maher Duessel, CPA's to prepare the audit report and financial statement of West Manchester Township's 2026 financial accounts in place of the elected West Manchester Township Board of Auditors. Resolution will 2026-21 will be placed on the agenda for consideration by the Board at its meeting of November 12th.

10. ▼Parks & Recreation Director Position – Kelsey Paul submitted her resignation as Director of Parks & Recreation, which was effective August 11th. The Township advertised the Recreation Director position and received several applications of interest. After conducting interviews, we have identified a candidate whose experience and qualifications appear to be an excellent fit for the position. We are happy to share that Melissa A. Thompson has accepted a conditional offer of employment as our new Recreation Director. Melissa brings a strong background in recreational programming and leadership, having most recently served as the Senior Program Coordinator for the City of Westminster Recreation and Parks since May 2019, where she led the recreation programming team, managed event logistics, and oversaw program budgets. Prior to that, she served as a Recreation Assistant for the City of Westminster from January 2018 to May 2019, assisting with activity planning, volunteer recruitment, and community outreach. We are excited to have her join the team, and it is anticipated she will officially start on Tuesday, November 17th.

11. ▼Feral Cat Complaints – Township staff has received additional information from residents on North Gabrielle Court regarding ongoing concerns with feral cats in the neighborhood. The residents provided photographs and video documenting neighboring property owners feeding the cats. Based on the information received, staff has issued notices of violation to the applicable property owners. Staff will continue to monitor the situation and keep the Board informed of any further developments and enforcement efforts.

12. ▼County Convention – Laura and I attended the 107th Annual York County Association Convention on Wednesday, October 28, at Heritage Hills. The purpose of the convention was to provide local elected and appointed officials with up-to-date information, an opportunity to exchange ideas on municipal government issues, and an overview of proposed legislation for consideration at the state convention. We both found the convention to be very informative and worthwhile, providing valuable insight into current municipal issues and legislative matters affecting local government.

13. ▼Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the next meeting scheduled for October 26th. We are beginning to focus on Data Centers and noise regulations. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress. On a related note, the Planning Commission, at its meeting of October 13th, discussed concerns regarding noise generated by commercial and industrial uses, with a significant portion of the discussion focused on data centers and the existing zoning ordinance sound regulations. Commission members expressed concern that the current regulations lack sufficient specificity and rely too heavily on subjective standards, making effective enforcement difficult. The Commission believes the ordinance should establish quantifiable noise limits and clearly define the requirements for a sound study, including specific criteria and minimum standards to be evaluated. Members also emphasized that the zoning ordinance should include a formal definition of a sound study and clearly outline the requirements that such a study must satisfy. Following discussion, the Planning Commission voted unanimously, 3-0, with two members absent, to recommend that the Board of Supervisors authorize the drafting of an amendment to the zoning ordinance addressing the data center overlay district. The proposed amendment would incorporate minimum sound study requirements and establish clear, objective standards to improve the consistency and enforceability of the Township's noise regulations.

14. ▼Height Variance – Staff met with representatives from Williams Site Civil to discuss the property located at 1763 Colony Road. The project is zoned I-2 Light Industrial and has land development approval for an approximate 97,000 sq. ft. speculative warehouse that has experienced leasing challenges due to the allowable building height. The current zoning ordinance limits building height to 35 feet, while most prospective tenants are seeking warehouse space with clear heights of 40 to 45 feet. Staff advised the representatives that the Township is currently evaluating amendments to the zoning ordinance that would increase the maximum permitted building height. In the meantime, the developer intends to pursue a variance request and has requested the support of the Board of Supervisors for that application.

15. ▼Resolution 26-20 Act 537 Plan Special Study - A resolution recognizing Dover Township's Act 537 Special Study is on the agenda for Board consideration. The study addresses current and future wastewater treatment and disposal needs, does not request additional sewer capacity from West Manchester Township, and has been reviewed and found acceptable by the Township's engineer and staff.

16. PA American/Aqua Water Merger – The Township continues to monitor the ongoing PUC proceedings regarding the proposed merger between PA American Water and Aqua Pennsylvania. The Township recently received notice from counsel for the joint applicants that they have reached an agreement in principle with the statutory advocates, as outlined in the attached term sheet. While this development makes it increasingly likely that the merger between PA American Water and Aqua Pennsylvania will proceed, the Township is disappointed that the statutory advocates have elected to enter into a settlement at this stage of the proceedings. However, this development also places the Township in a position to participate in the settlement agreement, which would provide a strong measure of assurance that the Township's existing contract will be honored and remain in effect through its full contractual term. I will keep the Board informed on this matter.

17. 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 contacted both Rep. Grove and Sen. Keefer's office and have yet to receive a response.

18. Norris Tract/Bair Station Wastewater Discussion – The Township previously met with representatives of a regional builder that had expressed interest in developing the Norris Tract, which is also partially located in Jackson Township. Previously, Jackson Township had no interest in serving this property or any parts of Bair Station due to constraints in its pump station and capacity constraints. Township staff met again with representatives from Jackson Township on July 28th to re-evaluate and discuss potential wastewater service for the proposed Norris Tract development and the Bair Station area. During the meeting, Jackson Township confirmed that while capacity was previously unavailable in both its pump station and wastewater treatment plant, recent infrastructure improvements and the fact that they are no longer accepting affluent from the Church & Dwight facility have created additional available capacity. As a result, Jackson Township expressed a willingness to discuss an intermunicipal agreement to provide wastewater service to the Norris Tract and is also interested in discussing the Township's purchase of treatment capacity for the Bair Station area as an alternative to constructing a new, small package treatment plant. While these discussions continue, the Township has directed HRG to pause work on the Township's Act 537 Plan until a decision is reached. Township staff will evaluate the projected costs and associated benefits of these options and will present the findings to the Board of Supervisors when available for discussion and direction.

19. West Manchester/Dover Township Little Conewago Floodplain Mitigation Project – The Board was previously informed that the project has been approved by FEMA. The project planned 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 would take approximately 3 -6 months to process the grant and then 9-12 months to complete the project. As the Board is aware, this project is on hold due to grant availability.

20. 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 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 was held on Friday, January 17th to further discuss this matter. At that meeting, Frito Lay agreed that more information was needed to make a proper determination. They will continue to research the matter for a presentation to township staff at a later date.