
WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: OCTOBER – MANAGER'S REPORT
DATE: 10/15/2026



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

1. ▼ 2027 Budget Preparation – Consistent with the budget development schedule previously provided to the Board, the first draft of the 2027 budget, together with a brief executive summary, has been included in this packet for the Board's review and consideration. Board members are encouraged to forward any questions, comments, or concerns to staff following their review. Staff will present the proposed budget at the November 12th board meeting after incorporating Board feedback, as appropriate. Final adoption of the 2027 Budget is anticipated at the Board's meeting on December 17th.
2. ▼ Warwick Road Stormwater Project – The Township recently sent correspondence to affected property owners regarding the proposed Warwick Road stormwater improvement project. Due to significant increases in the projected project cost and difficulties obtaining the necessary stormwater easements from affected property owners, the Township has determined that it is not feasible to move forward with construction this year. Staff will continue working with the Township's engineers to evaluate whether the project can be redesigned or its scope reduced to lower costs and potentially reduce the number of private easements required. The Township remains committed to addressing the stormwater concerns in the area and will continue to evaluate options for a practical and financially responsible solution. A copy of the letter sent to residents is attached for the Board's review.

3. ▼ Little Conewago Creek Conservation Area – The Township applied for a DCNR grant for improvements to the Little Conewago Creek Conservation Area. The proposed project was intended to enhance the passive recreation site and included construction of a parking area, pavilion, bird boxes, and an internal trail network. Additional improvements included native landscaping, a rain garden, extensive lawn-to-meadow conversion, and a fence to separate the hunting area from the passive recreation portion of the property. The grant request totaled \$296,500, with a required local match from the Township. Unfortunately, the grant application was not awarded by DCNR. The Township still has grant applications pending through the Commonwealth Financing Authority's Greenways, Trails and Recreation Program in the amount of \$250,000 and the York County Open Space and Land Preservation Program in the amount of \$60,000. However, given the loss of the DCNR funding, the current vacancy in the Recreation Department position and the uncertainty surrounding the remaining grant applications, staff would not recommend moving forward with the project at this time.
4. ▼ Trick or Treat – With Halloween approaching, staff will soon place our annual statement regarding “Trick or Treat” events on the website, Facebook page and distribute via text alert. **Trick or Treat activities for West Manchester Township are traditionally held on October 31st from 6:00 p.m. to 8:00 p.m. Individuals or families wishing to participate in Trick or Treat activities should leave their porch or front yard lights on during this timeframe. West Manchester Township neither encourages nor discourages participation in these events. The West Manchester Township Police Department will have an increased presence in several residential areas during this time period. Individuals and families deciding to participate in any events are encouraged to take any and all needed precautions to make this a safe event. In the case of inclement weather, individual developments or organizations are free to reschedule their events accordingly. West Manchester Township bears no responsibility for individuals, families or organizations deciding to participate in any Trick or Treat activities. At this time, it is also anticipated that the “Trick or Treat” event at Loman Park will be held as usual with the West Manchester Township Fire Department and Recreation Department.**

5. ▼ Truck Touch – The weather cooperated this year, and the Township held its annual "Truck Touch" on Saturday, October 3rd. The event featured vehicles and equipment from the West Manchester Township Fire Department, the West Manchester Township Police Department, and the West Manchester Township Public Works Department. Attendees also enjoyed a truck simulator and the always popular ladder truck candy drop that added to the excitement of the day. Local businesses including BLM Construction, Kinsley, and First Capital EMS participated in the event, helping to make it a memorable experience for residents of all ages. As previously mentioned, the skies were sunny and bright, and the warm weather and strong attendance made this one of our most successful events ever. Great work by the Recreation Department and all of the Township employees and volunteers who helped make this event a success!
6. ▼ Liquor License Transfer Request (Rutters – 2112 Bannister Street) - A request has been submitted by Attorney Jack Byrnes on behalf of Rutters located at 2112 Bannister Street for a liquor license transfer. In accordance with applicable requirements, this matter must be publicly advertised prior to the hearing. Staff recommends that the Board authorize the Solicitor to prepare and advertise the required public notice and establish November 12th at 7:00 p.m. as the date and time of the public hearing to consider the request. This matter will be placed on the agenda for consideration by the Board at its meeting of October 22nd.
7. ▼ Polling Place Update: As per the attached letter from Bryan Sheaffer and email from Cynthia Walters, the York County Board of Elections approved the relocation of West Manchester Precinct 4 to Wolf's Covenant Church on Wolf's Church Road as its new permanent polling location. Updated voter identification cards and notification letters were mailed to affected voters on Tuesday, October 13th. West Manchester Precinct 3 will remain at the Township building. This information was placed on the township website and FB pages.

8. ▼ Lightsource Solar Farms (Cottontail Solar Project) Decommissioning Security - The letter of credit securing the decommissioning costs for the Cottontail Solar Project is set to expire on November 15. Township ordinance requires this security to remain in place for the life of the project, with the amount updated every five years to reflect current costs. Lightsource BP has refused to extend the existing letter of credit and has instead proposed a guarantee agreement. Given the Township's prior issues with this project, I have directed staff to reject the proposed agreement and require an extension of the letter of credit. The proposed guarantee would not provide the Township with readily accessible funds and could require costly litigation to enforce. If Lightsource BP fails to provide the required extension, the Township will proceed with calling the existing letter of credit before it expires.
9. ▼ Sale of Excess Police Equipment – As per the attached memorandum from Lt. Emig of the Police Department, the Department is decommissioning one of its vehicles and would like to sell it through auction. Staff is requesting Board authorize the sale of the retired 2022 Ford Police Interceptor through Manheim Auction's Municipal Auction. This matter will be placed on the agenda for consideration by the Board its meeting of October 22nd.
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. The candidate currently works in the recreation field and has completed two interviews with Township staff. I have invited her to meet with the Board prior to the regularly scheduled meeting. If that meeting goes well, I intend to extend an offer of employment. I respectfully request that the Board place authorization to offer the position to the selected candidate on the meeting agenda. This will allow us to maintain confidentiality regarding her name and current employer until she has had an opportunity to accept the offer and provide appropriate notice to her current employer.

11. ▼ SolAmerica Energy – Solar Panel Glare Concerns at Garber Farm –
As the Board was made aware, the Township has received several complaints from residents regarding glare from the solar panels installed at the Garber Farm property. At the Board’s request, Tyler Badertscher, Senior Project Manager with SolAmerica Energy, has been invited to attend the October 22nd Board meeting to discuss the concerns raised by residents and explain the steps SolAmerica plans to take to address and resolve the issue. Mr. Badertscher will participate during Open Floor Discussion. I anticipate that some of the residents who have raised concerns regarding the glare may also attend the meeting to share their experiences and express their concerns directly to the Board. A copy of SolAmerica’s presentation is attached for the Board’s review prior to the meeting.
12. ▼ 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.

13. ▼ Janitorial Services Contract Award - Staff advertised for bids for janitorial services at the township building and park restrooms for a two-year period beginning January 1, 2027, and ending December 31, 2028. After reviewing the bids received, Around the Clock Cleaning was identified as the lowest bidder, with a total bid of \$25,358. Staff recommends awarding the contract to Around the Clock Cleaning for the specified term. This item will be placed on the October 22, 2026, Board meeting agenda for consideration and action.
14. ▼ Township Campus Turf and Mowing Services Contract - As the Board is aware, the Township solicited bids for turf and mowing services at the Township campus. The bids received were approximately twice the amount the Township paid for these services in the current year. The existing contractor, Tee to Green, had included a provision in its current contract allowing for a one-year extension. Staff requested pricing for the extension, and Tee to Green quoted a total cost of \$117,840, approximately \$60,000 less than the highest bid received and substantially below the other submitted bids. Exercising the extension therefore provides a significant cost savings while avoiding the expense and disruption of entering into a substantially higher-priced new contract. At its September meeting, the Board voted to reject all bids. Extending the existing contract will also provide staff with time to review and refine the scope of work and specifications. During the extension year, staff will evaluate the current requirements, identify any necessary changes, and ensure that future specifications to make them more attractive to potential bidders. Staff recommends exercising the one-year extension with Tee to Green at a cost of \$117,840.
15. ▼ 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.

16. York County Convention – The 107th Annual York County Association Convention will be held on Wednesday, October 28th at Heritage Hills. The purpose of the convention is to provide local officials with up-to-date information, exchange ideas on local government and propose legislation for consideration at the state convention. Act 9 of 1988 allows the Township to cover registration fees, transportation costs and a payment of \$50.00 for Township Supervisors and elected Auditors to attend this event if authorized by the Board. As of now, only Laura and I are registered to attend and the registration period has ended.
17. 1763 Colony Road - Township staff met with representatives of 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 may be seeking the support of the Board of Supervisors for that application.
18. 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.

19. 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.
20. 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.

21. 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.
22. 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.