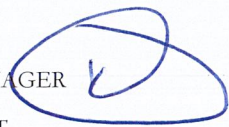

WEST MANCHESTER TOWNSHIP - INTEROFFICE MEMORANDUM

TO: BOARD OF SUPERVISORS
FROM: KELLY K. KELCH, TOWNSHIP MANAGER
SUBJECT: SEPTEMBER – MANAGER’S REPORT
DATE: 9/17/2026



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

1. ▼ 2027 Budget Preparation – In accordance with the schedule provided to the Board, staff has begun its departmental meetings with the Finance Director and Township Manager. It is anticipated that a first draft budget will still be presented to the Board on Thursday, October 22nd with final adoption at the Board meeting of December 17th.
2. ▼ 2027 Stray Animal Housing Agreement – As in previous years, last year the Board entered into an agreement with the SPCA of York County for stray animal housing at a cost of \$16,330.00. In 2025, the cost was \$14,496.00. A few years back, the York County SPCA provided a notification indicating that rates would increase yearly for the municipal contracts. The allocation of the rate increase was previously based on the percentage of population for each municipality from the 2020 census compared to the total population for York County and did not change for several years. The 2026 contract rate for West Manchester Twp will be \$17,473.00. This is an increase of \$1,143 over last year’s price, which is a 7% increase. Last year the contract increased by over 11% from the year before. Consideration of the 2027 Stray Animal Housing Agreement with the York County SPCA will be considered by the Board at its meeting of September 24, 2026.

3. 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.
4. ▼ Parks & Recreation Director Position – Kelsey Paul submitted her resignation as Director of Parks & Recreation, which was effective August 11th. Kelsey will be accepting the same position with Camp Hill Borough in order to be closer to her home and to be better able to meet the needs of her family. As discussed with the Board, staff advertised the Recreation Director position and has received several applications from candidates with varying levels of experience and qualifications. Staff will conduct interviews with selected candidates and will include the Assistant Recreation Director in the interview process to provide additional perspective and input. Following the interviews, staff will evaluate the candidates and determine whether to recommend extending an offer to an outside candidate or offering the Recreation Director position to the current Assistant Recreation Director.

5. ▼ West York School District Bleachers – A permit was issued and the district was granted a 90-day temporary occupancy approval for daytime use only for the bleachers that were installed originally without a permit.. Nighttime use is not permitted because the facility lacks the required emergency lighting and does not comply with the required number of handicapped accessible seating spaces. The district must either comply with the requirements or obtain the necessary variances from the UCC Board of Appeals, which is administered by the County rather than the Township. These are building code requirements, not Township requirements, therefore, the Township has no authority to waive or modify them. The Township has taken all available steps to allow the facility to be used to the greatest extent permitted under the applicable requirements.
6. ▼ Act 205 (2026) Distress Determination Score) - The Township recently received its 2026 distress determination from the Pennsylvania Department of the Auditor General's Municipal Pension Reporting Program. The Township received a total distress score of 0, indicating that the Township is not eligible for the municipal pension Recovery Program under Act 205 of 1984. This is great news as it demonstrates that the township has enough investments to comfortably meet its future pension obligations across all plans at the time. The Township's combined pension plan funded ratio is 96%, exceeding the 90% threshold required to receive a distress score of zero. No further action is required by the Township at this time. The distress determination does not affect the amount of state pension aid for which the Township is eligible. As the Board knows, staff has made significant changes to the assumed investment rate of return and mortality rates. Although these changes were not required and could have affected how staff performance was measured, staff understood that they were the right decisions for the long-term financial health of the pension plans. Those decisions have produced positive results. The Township's distress determination score of zero under Act 205 is excellent news and reflects the strength and stability of the pension plans.

7. ▼ Stonegate Village Annual Meeting - I was invited by former Supervisor Brad Jacobs to attend the Stonegate Village Annual Meeting on September 16th at the Shiloh Fire Hall. The meeting provided a good opportunity to update residents on current Township activities and projects, including the Briarwood AI development, WMT Town Center, the former Giant store property, solar farm development, the transition to paid fire company drivers, the WMT Police Department's ICE agreement, and the Township's new mobile app. The residents were engaged and had a number of questions regarding these and other issues affecting the community. We had a very positive and productive interaction, and I appreciated the opportunity to discuss Township matters directly with Stonegate Village residents and hear their concerns and questions.
8. ▼ Sewer Billing Account (1934 High Street) - Staff recently became aware of an issue involving the sewer billing account for 1934 High Street. The property was transferred in December 2023, however, sewer bills continued to be issued and paid through the former property owner's account. The former owner had the sewer payments set up through automatic electronic debit and did not realize that the payments were continuing to be withdrawn from their account until recently. Staff is reviewing the account and property transfer records to determine the appropriate adjustments and ensure the billing account is properly updated.
9. Rt. 30 Corridor Rhythm System Light Timing Program - After discussions between Penn D.O.T. and numerous signal contractors, a recommendation was made to remove/turn off the Rhythm equipment within the SR 30 Corridor. The rhythm system is the program which prioritized traffic on Rt. 30 which in some cases made the side streets wait 2 or 3 light cycles before allowing them to proceed, resulting in several complaints from motorists. Another reason for the change is that Rhythm is eliminating support unless municipalities pay \$1,000 per year for a contract. PennDOT now plans to turn off the Rhythm systems and retime the entire corridor. Staff will monitor the change and contact Penn D.O.T. with any questions or concerns.

10. ▼ 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.
11. ▼ W King Street Paving Change Order – As part of our scheduled paving projects, the township was repaving a portion of W King Street near the West York Borough line. West York asked if we could continue the paving into the Borough to a more acceptable ending point. The additional cost of that paving will be \$2,948.000. The borough has agreed to reimburse the township for paving outside of the municipal boundary and staff recommends the board approving the change order contingent on the borough reimbursing the township for the work completed. This matter will be placed on the agenda for consideration by the board at its meeting of September 24th.
12. ▼ York Fair Agreement – At its meeting of March 26th, the board acted on a fair share agreement with the York Fair. A copy of the executed agreement was returned by the Fair and representatives from the Fair indicated that the first payment will be forwarded sometime in July. As the board is aware, we did not receive that payment. I met with Pat Ball to ask about the payment and was informed that the refinancing for the Fairgrounds was to be approved late in August and we should expect payment very soon. As of the date this report, we still have not received payment. I will inform the Board when the payment is received.
13. ▼ Washington Subdivision – Due to not being able to secure easements from adjoining properties for site utilities, the Washington subdivision plan will need to be re-approved by the board and planning commission to show the new location of the sewer lines. Staff and the Planning Commission has reviewed the plan, and this matter will be placed on the agenda for consideration by the board at its meeting of September 24th.

14. 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.
15. Little Conewago Creek Master Site Plan – As the Board is aware, staff, working with the Township Engineer, HRG, developed a master site plan for the Little Conewago Creek Conservation Area to maximize its use for township residents. The master site plan included a community survey to receive input for the project site from residents and the Recreation Advisory Committee as well as a data analysis and conceptual designs for the property. The RAC reviewed the plan which anticipates walking trails going around the perimeter of the open area with one or two cutting through the middle, leaving some green space, picnic tables and environmental/ education opportunities. Staff and HRG distributed the survey letter to neighbors and answered questions and solicited comments from residents at the RAC meeting on April 15th before submitting the grant application. Staff and HRG also had a pre-submission meeting and site review with DCNR and Resolutions and funding commitment letters for all applicable grants have been previously approved, and the submission has been made. Staff was also made aware that we could apply for York County Open Space Grant funds to match the DCNR & CFA funds we are requesting. Considering our relationship and since we already had the information from the other grant submissions, it made sense to apply for the YCPC grant as well. We expect to be informed about the grant awards by the end of the year. I will keep the board informed about this project.

16. ▼ Road Closure Ratification (Onyx Road) – As the Board was notified, Onyx was closed on Tuesday, September 15th to replace a damaged stormwater pipe. By consensus, the Board agreed to the closing. This item will be placed on the agenda at the meeting of September 24th for official ratification by the Board.
17. ▼ Zoning Ordinance Update – The steering committee has been continuing to meet regarding the zoning ordinance update with the next meeting scheduled for September 21st. Extremely productive discussions regarding several needed and well-considered changes are being suggested and evaluated. I will keep the Board informed on our progress.
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.