

# Recreation

## MANCHESTER TOWNSHIP NEWSLETTER

Winter 2018 Volume 25-1

### RECREATION COMMISSION

Meets the 2nd Thursday of each month at the municipal office, unless otherwise noted, at 7:00 pm. Public is welcome to attend.

Manchester Township  
3200 Farmtrail Road, York, PA 17406-5699  
(717) 764-4646

### Commission Members

Craig Jacoby, Chairperson  
James Kohr  
Vanessa Rutter-Garcia  
Kurt Blake  
Vacant

### Recreation Commission Meeting Dates

January 11, 2018  
February 8, 2018  
March 8, 2018

### Recreation Director

Nate Lankford  
E-mail: [n.lankford@mantwp.com](mailto:n.lankford@mantwp.com)

Check out Manchester Township Recreation on:

**facebook.** Manchester Township Parks and Recreation

**Instagram** @recreate\_recreate

## New York City Bus Trip

Saturday – May 19, 2018

Cost will include transportation to and from New York, light breakfast on the trip and driver tip. Shop, take in the sights, or just enjoy the Big Apple in the Spring!

**TIME:** 6:00 am Departing from Municipal Building  
10:00 am Arrive in NYC  
7:00 pm Leave NYC  
11:00 pm Arrive at Municipal Complex

**COST:** Resident – \$65.00 per person  
Non-Resident – \$70.00 per person



### MANCHESTER TOWNSHIP PARKS:

**COUSLER PARK**  
1060 Church Road  
(corner of Church & Greenbriar Roads)

**EAGLES VIEW PARK**  
2399 Friesian Road

**EMIGSVILLE PARK**  
15 Emig Road

**JOHNSTON'S PARK**  
2985 Lewisberry Road

**MT. VIEW PARK**  
3298 Raintree Road

**NITTANY PARK**  
Olmstead Way  
(Penn State Estates Development)

**RIDINGS RECREATIONAL AREA**  
19 Martingale Drive  
(Ridings Development)

**STILLMEADOW PARK**  
600 Kyle Road

### PHS philadelphia flower show trip

## "Wonders of Water"

Thursday – March 8, 2018

**TIME:** 7:30 am Departure from Municipal Complex  
9:30 am Approximate arrival at Convention Center  
3:30 pm Leave Convention Center  
6:00 pm Approximate return to Municipal Complex

**COST:** Resident – \$65.00 per person  
Non-Resident – \$70.00 per person

Includes light breakfast and tip for bus driver.





# ***SPORTS***

## **Contact Persons**

### **BASKETBALL:**

Manchester Township – 717-764-4646

[www.mantwp.com](http://www.mantwp.com)

### **BASEBALL/SOFTBALL/TEE BALL:**

Manchester Township Athletic Association –

[www.mtaaonline.org](http://www.mtaaonline.org)

### **SOCCER:**

York Youth Soccer – 717-741-6939

Panthers USA – [www.panthersusa.org](http://www.panthersusa.org)

### **LACROSSE:**

Central York Lacrosse Club –

[centrallyorklacrosseclub@gmail.com](mailto:centrallyorklacrosseclub@gmail.com)

### **FOOTBALL/CHEERLEADING:**

Yorktowne Patriots – 717-676-6629

[www.leaguelineup.com/yorktownepatriots](http://www.leaguelineup.com/yorktownepatriots)

Cheerleading – Andrea Cox – [ajonescox@yahoo.com](mailto:ajonescox@yahoo.com)

Football – Gary Johnson – [gary.johnson@level3.com](mailto:gary.johnson@level3.com)

Eastern York County

Brock Beaverson – [brbvrs@aol.com](mailto:brbvrs@aol.com)

# ***FITNESS***

## **CLASSES FOR WOMEN**



**SESSION 1: JANUARY 8 - MARCH 15, 2018**

**SESSION 2: MARCH 26 - MAY 4, 2018**

### **FIT-N-SLIM FOR WOMEN**

Get results with this 60-minute class! Burn body fat as you build lean muscle and boost your metabolism! We've developed this total body workout based on our experience working with thousands of women over the last 20 years. When combined with healthy eating, Fit-n-Slim can help you manage your weight. Resistance training tones muscle and improves your strength, too. Please bring 3-5 lb. handheld weights & a mat.

**WHEN:** Mondays 7:00 pm - 8:00 pm

Thursday 6:30 pm - 7:30 pm

**COST:** 1 day per session: \$48/Residents  
\$52/Non-Res.

2 days per session: \$70/Residents  
\$75/Non-Res.

### **GENTLE YOGA**

**WHEN:** Mondays 5:45 pm - 6:45 pm

**COST:** \$48/Residents, \$52/Non-Resident

Prices are Per Session

**All classes held at:**

Manchester Township Municipal Building

3200 Farmtrail Road, York PA 17406

To register or for more information, contact Diane at 717-818-1733 or visit the website at [www.seeandfeelfit.com](http://www.seeandfeelfit.com).

## *York Indoor Golf*

### **& TRAINING CENTER**

**Now accepting New Students!**

**Interested in learning how to play golf?**

**There is no better time than NOW.**

Individual, Group, Men's, Women's & Junior Programs available! Indoor Golf Leagues now forming, contact York Indoor Golf to register or form your own League!



**Matt Keller, PGA**

York Indoor Golf

& Training Center

717-885-5466

[matt@yorkindoorgolf.com](mailto:matt@yorkindoorgolf.com)

[www.yorkindoorgolf.com](http://www.yorkindoorgolf.com)

**\$5 OFF!**

**Manchester  
Township  
Residents**

## ***Adult Basketball***

**Mondays**

**January 8 – March 26, 2018**

**8:30 pm – 10:30 pm**

**Pick-up basketball for township residents only.**

Manchester Township Municipal Building

3200 Farmtrail Road, York, PA 17406

**\$30.00**

**ALL CLASSES, PROGRAMS, AND BUS TRIPS ARE  
SUBJECT TO ADEQUATE PARTICIPATION. YOU WILL  
BE CONTACTED ONLY IF THE ACTIVITY IS CANCELLED.**



# Upcoming Events and Programs

## SUMMER PLAYGROUND

Starts June 18th

## MOVIES IN THE PARK

Every Tuesday night  
starting June 19th

## SUMMER ENTERTAINMENT SERIES

Begins July 7th

## SUMMER FUN FEST

August 4, 2018



Have you followed  
us on Instagram  
or liked us on  
Facebook?

To "like" us on Facebook,  
search "Manchester Township  
Parks and Recreation."  
Follow us on Instagram  
@recreate\_recreate



## GENTLE / BEGINNERS YOGA

This format is a gentle/slower flow that includes a walk-through of the practice for even those who have never done yoga before. Holding poses for an appropriate amount of time for gentle strengthening. Ending with multiple stretching poses to lengthen muscles and help with flexibility, feeling ready to take on the day with peace.

Where: SoulShine Yoga Studio  
555 Ryan Run Rd, York, PA 17404

When: **Tuesdays at 11:30 am**  
**January 9, 2018 - April 3, 2018**

Price: \$104.00 (13 classes total)

## SOULSHINE SALUTATIONS

In this class we are constantly moving and flowing through a variety of sun salutation sequences. This class will wake up the body, give you a great workout, and bring balance into your life. When you leave, you will be shining like the sun!

Where: SoulShine Yoga Studio  
555 Ryan Run Rd, York, PA 17404

When: **Thursdays - 6:30 pm**  
**January 4, 2018 - March 22, 2018**

Manchester Township Resident \$96.00  
(12 classes total)

## GENTLE/BEGINNERS YOGA AND SOULSHINE SALUTATION COMBO

Where: SoulShine Yoga Studio  
555 Ryan Run Rd, York, PA 17404

When: Gentle/Beginner  
**Tuesdays at 11:30 am**  
**January 9, 2018 - April 3, 2018**  
**SoulShine Salutations**  
**Thursdays at 6:30 pm**  
**January 4, 2018 - March 22, 2018**

Manchester Township Resident: \$150  
(25 classes total)

## KID'S YOGA - AGES: 3-10

Children's yoga is a much more fast paced and fun yoga class. Using games, songs, and storytelling to teach poses, breathing, mantras, and relaxation, while still getting a good workout, kids are able to enjoy all of the positive effects of yoga without the silence and stillness and of a regular yoga class. This is not a silent class. We have fun and we let out all of the pent up energy that is held inside. Your kids will come home exhausted but with big smiles! We will always have two instructors on staff for this class.

Where: SoulShine Yoga Studio  
555 Ryan Run Rd, York, PA 17404

When: **Saturdays at 12:00 pm**  
**January 6, 2018 - March 31, 2018**

Price: \$104.00 (13 classes total)

\*\*\*Please register for all classes through the SoulShine Yoga Studio by calling 717-893-5874\*\*\*



# EGG HUNT

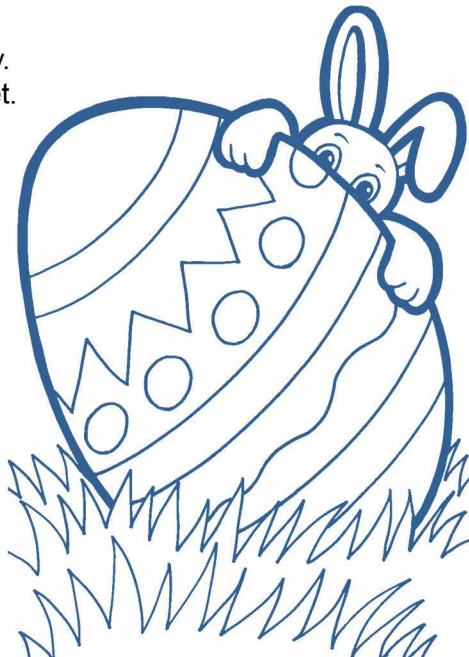
SATURDAY  
MARCH 24, 2018  
BEGINS PROMPTLY AT 10 AM

Come hunt eggs  
with the Easter Bunny.  
Bring your own basket.  
Please dress  
appropriately  
for the weather  
conditions.

**For Township  
RESIDENTS ONLY**  
**Ages 9 and under**

**Registration  
Deadline:**  
**March 9, 2018**

**FREE!!!**



## Scrapbooking Crop Club

**6:00 pm – 11:00 pm**

**SATURDAYS**

**January 6**

**February 3**

**March 3**

**April 7**

**WHERE:** Johnston's Park  
2985 Lewisberry Road

**COST:** \$5.00 each class  
**(Must register in advance)**  
Please call Jennifer Ruffatto at  
**301-343-3252** for reservations.

No Instruction! No sales pitch! Lots of space!  
Lots of ideas! Just lots of time to work on  
preserving your memories for future generations.



## Active Adult Activities

Northeastern Senior Center serves the senior residents of a number of municipalities, including Manchester Township. The Senior Center is located at 131 Center Street, Mount Wolf. **Call 717-266-1400 for information.**

Northeastern Senior Center is actively seeking volunteers for various activities.

Please call 717-266-1400 if interested.

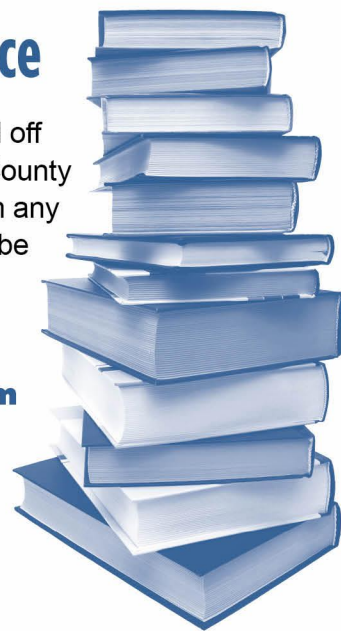
## YORK COUNTY LIBRARIES

### Martin Library Satellite Service

Books may be dropped off  
for return to any York County  
Library, or ordered from any  
York County Library to be  
picked up

**Monday thru Friday**  
**between 8 am – 4 pm**

at the Manchester  
Township Building  
3200 Farmtrail Road  
York, PA 17406





# POWER WHEELS RALLY IN THE PARK



SATURDAY  
APRIL 21, 2018  
9:00 AM - 11:00 AM



Bring your Power Wheels to Cousler Park for our Rally in the Park. "Racers" will navigate a course through the park, stopping at various stations to complete tasks and win prizes. Once the task is completed, your rally card will be checked allowing you to move on to the next challenge. Finish the whole rally card for a great prize at the end! All drivers and passengers must wear a helmet.

**Ages 3-8**

**Parents are required to walk with their child throughout the course.**

**\$5 per child**

Visit [www.mantwp.com](http://www.mantwp.com)  
or scan QR code to register.

Registration opens January 1, 2018



## ***Health Insurance Assistance***

The York County Area Agency on Aging is sponsoring a monthly program to help seniors with Medicare benefits and services. Apprise Counselors are trained to answer your questions regarding Medicare, Medicaid, Medigap, prescription drugs, preventive care, and assist with paperwork.

WHEN: Second Thursday of each month  
**January 11 - February 8 - March 8, 2018**

TIME: 8:30 am – 12:00 noon

WHERE: Manchester Township Building  
3200 Farmtrail Road

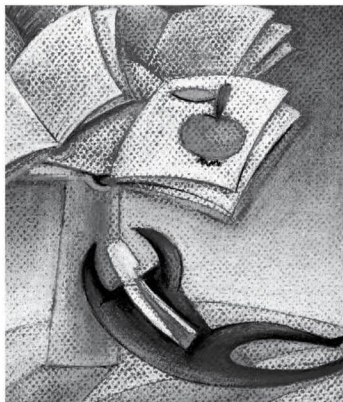
Please contact the York County Area Agency on Aging at 717-771-9042 or 1-800-632-9073 to schedule an appointment.

## **2018 Bonus Books are now available**

*at the Manchester Township Building  
3200 Farmtrail Road*

**\$26.00 Residents**  
**\$28.00 Non-Residents**

## ***Osher Lifelong Learning Institute (OLLI)***



**For adults who never stop experiencing life**, there is a place and a community that celebrates learning in a relaxed and accepting environment. We invite you to join in a learning adventure through the Osher Lifelong Learning Institute at Penn State York (OLLI at Penn State York). OLLI is open to all adults who love to learn.

OLLI at Penn State York is an association of, by, and for older adults who wish to continue to study and learn. OLLI is dedicated to the proposition that learning is a lifelong process and curiosity never retires. Members may participate in any OLLI activities, which include courses and special events. OLLI activities take place during the day. They are designed for pure enjoyment and there are no requirements, exams, or grades. All activities are designed by members for members.

There is a \$50 membership fee. For more information please call the OLLI office at **717-771-4015** or visit the website at <http://olli.yk.psu.edu>.



## Motorized Vehicles at Township Parks

Please observe Park Rule #12 when using all township parks:

The use of motorized vehicles, except on areas designated as driveways or for parking during the time when recreational facilities are open to the public and for Manchester Township maintenance vehicles, within Manchester Township recreational facilities, is **PROHIBITED**. The term "motorized vehicles" shall include, but not be limited to, licensed motor vehicles as defined by the Pennsylvania Motor Vehicle Code, trail bikes or dirt bikes, all-terrain vehicles (three or four wheeled,) snowmobiles, golf carts and hoverboards.



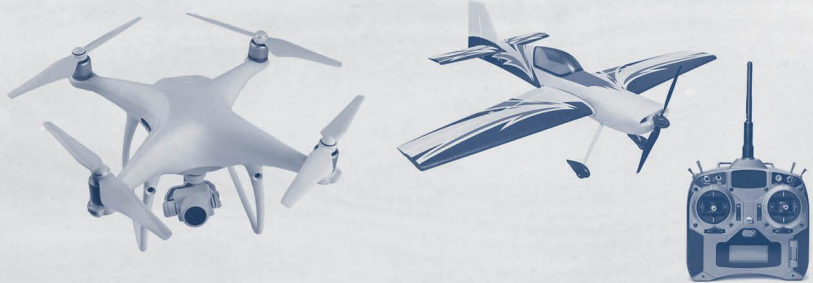
# PARK RULES & REGULATIONS

## Drone and RC Airplane Regulations

Section 16-111

### Of the Codified Ordinances of Manchester Township

The use of motorized model airplanes and drones is restricted to designated areas and prohibited after 9:00 a.m. model rockets or the like are prohibited at all times. The restricted hours for the use of drones may be modified upon written request to the township manager or recreation director, and upon request of a written modification. The use of drones must comply with applicable federal aviation administration (FAA) regulations. The drone operator is responsible for compliance.





# ***Lost Something?***

A **lost & found** is located at the township office. If you are missing items and may have left them at one of our parks, please check at the municipal office at 3200 Farmtrail Road, York, PA 17406.



YORK COUNTY PARKS

## *Canine Meadows: Off-Leash Dog Area*



A 13.5-acre regional off-leash, fenced dog area is available at John Rudy County Park, 400 Mundis Race Road, York.

For further information contact York County Parks at 717-840-7440 or [parks@york-county.org](mailto:parks@york-county.org) or visit web site at [www.yorkcountyparks.org](http://www.yorkcountyparks.org).

## ***Attention Bus Trip Participants***

Manchester Township Residents will receive preference on all bus trips up to 45 days prior to the trip. Non-Residents may sign up immediately, however, they will be placed on a waiting list until the 45th day, at which time, any remaining seats will be filled 1st come, 1st served. There is no limit to the number of seats residents may reserve.

A **\$5.00 non-refundable deposit** will reserve your seat for all bus trips unless otherwise noted.

**FINAL PAYMENT IS DUE  
5 WEEKS PRIOR TO THE TRIP!**

Please note that refunds on cancelled seat(s) for bus trips will not be issued unless a **written cancellation** is received **at least two (2) weeks prior** to the trip and **only if the cancelled seat(s) are filled** by another party. The \$5.00 deposit is non-refundable.





# Multi-Purpose Field Closing Information

To find out the latest information on multi-purpose field closings "like" our Manchester Township Parks and Recreation on Facebook. Then, you will be able to view field closing information from your Facebook page.

If you have any questions, please call 717-764-4646 for more information.

## Recreation Facility Rental Fees

	<u>Resident</u>	<u>Non-Resident</u>
Athletic Fields #1-10	\$10.00/per hour	\$25.00/per hour
Athletic Fields #11-13, 16-18	No fee	\$30.00/per hour
Athletic Fields #14-15	No fee	\$35.00/per hour
Emigsville Park Building (less than 2 hrs.)	\$60.00 + \$25.00 sec. deposit	\$90.00 + \$25.00 sec. deposit
Emigsville Park Building (more than 2 hrs.)	\$100.00 + \$50.00 sec. deposit	\$135.00 + \$50.00 sec. deposit
Johnston's Park Building (less than 2 hrs.)	\$50.00 + \$25.00 sec. deposit	\$75.00 + \$25.00 sec. deposit
Johnston's Park Building (more than 2 hrs.)	\$80.00 + \$50.00 sec. deposit	\$100.00 + \$50.00 sec. deposit
Park Pavilion (w/ electric)	\$50.00	\$60.00
Park Pavilion (w/o electric)	\$30.00	\$40.00
David A. Raver Stage	\$30.00/per hour + \$100.00 sec. deposit	\$60.00/per hour + \$100.00 sec. deposit
Multi-purpose Room (1/2 room rate)	\$50.00/per hour + \$50.00 sec. deposit	\$65.00/per hour + \$50.00 sec. deposit
Multi-purpose Room (Full room rate)	\$75.00/per hour + \$50.00 sec. deposit	\$95.00/per hour + \$50.00 sec. deposit

### SPECIAL EVENT FEES

Special Event Permit Application	\$100.00
Vendor Permit Fee	\$25.00



Winter 2018

# MANCHESTER TOWNSHIP

## SUPERVISORS NEWS

### Office:

3200 Farmtrail Road  
York, PA 17406-5699

### Phone:

717-764-4646

### Hours:

Monday-Friday  
8 am - 4:30 pm

### E-mail:

info@mantwp.com

### Board of Supervisors

Lisa D. Wingert  
Beth Brennan  
John W. Inch Jr.  
David K. Brosend  
Rodney K. Brandstedter

*Supervisors Meetings are held the **2nd Tuesday** of each month at **7:00 pm** at the Municipal Building*

### Township Manager:

Timothy R. James

### Office Supervisor/ Assistant Secretary:

Debra K. McCune

### Public Works

### Superintendent:

Kenneth E. Goodyear

### Zoning/Planning

### Officer:

Stewart S. Olewiler, III

### Fire Chief:

Daniel J. Hoff

For information about the township and events please visit our web site:

[www.mantwp.com](http://www.mantwp.com)

Sewer bills may be paid online at

[www.mantwp.com](http://www.mantwp.com)

Follow link to pay online.

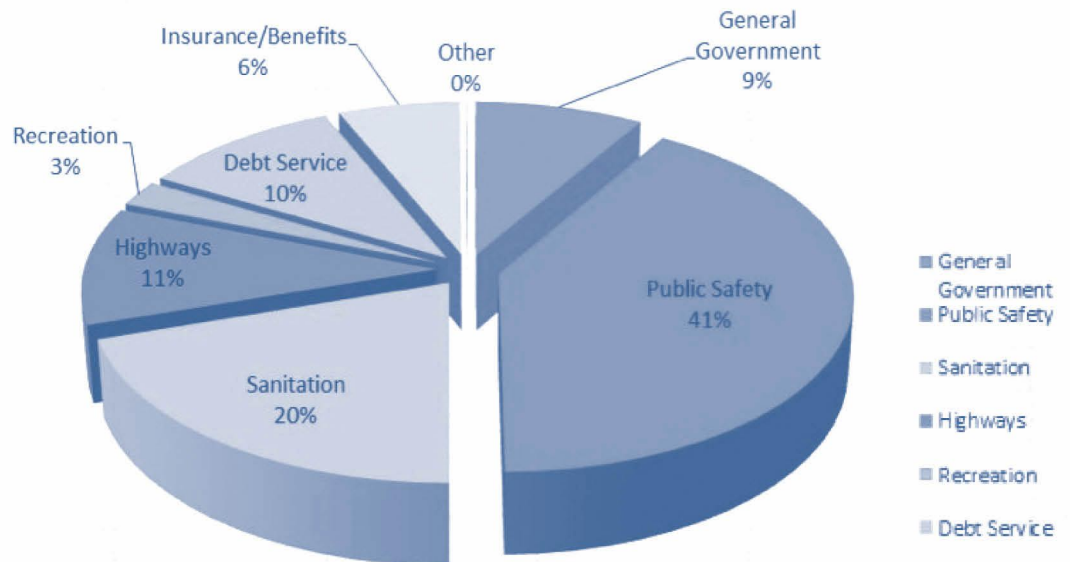
## BUDGET SYNOPSIS

The final 2018 budgets (General Fund, Street Light, Highway Aid, Capital Reserve, and Sewer Districts) for Manchester Township, York County, Pennsylvania, were adopted by the Board of Supervisors on December 12, 2017 at 7:00 p.m. at the Township Office.

A synopsis of expenditures is as follows:

	GENERAL FUND		OTHER FUNDS		TOTAL ALL FUNDS	
GENERAL GOVERNMENT	6.0 %	\$ 653,790	17.4 %	\$ 596,310	8.7 %	\$ 1,250,100
PUBLIC SAFETY	54.0 %	5,923,500	.5 %	16,510	41.2 %	5,940,010
SANITATION	9.8 %	1,071,160	53.3 %	1,821,740	20.1 %	2,892,900
HIGHWAYS	12.9 %	1,421,690	3.8 %	130,670	10.8 %	1,552,360
RECREATION	3.0 %	327,340	1.0 %	30,150	2.4 %	357,490
DEBT SERVICE	6.0 %	666,380	24.0 %	823,850	10.4 %	1,490,230
INSURANCE/BENEFITS	8.2 %	907,040	-----	-----	6.3 %	907,040
OTHER	0.1 %	5,800	-----	-----	0.1 %	5,800
TOTAL		\$10,976,700		\$3,419,230		\$14,395,930

## 2018 ALL FUNDS



**Remember to turn your clocks ahead!**

Daylight Savings time begins: **Sunday – March 11, 2018**

### OFFICE CLOSED:

NEW YEARS DAY - January 1, 2018  
PRESIDENTS DAY - February 19, 2018  
GOOD FRIDAY - March 30, 2018

Manchester Township now accepts:



For all transactions see page 23





## York County Area Agency On Aging **RENT-A-KID**

This program provides an opportunity for middle and high school students to assist senior citizens in completing routine light-duty household chores, yard work, mowing lawns and shoveling snow. The goal of the **Rent-A-Kid** program is not only to get an important job done, but also to foster friendships between senior citizens and teenagers.

Senior citizens, age 60 and older, in need of assistance with chores can call the Rent-A-Kid coordinator who will provide names and phone numbers for teenagers (**Grades 7-12**) in their area. It is the responsibility of the senior citizen to contact the teenager and discuss the job to be done, when it is to be done, the rate of pay for the job, and any other arrangements that need to be made.

Recommended pay rate is \$5 per hour. However, depending on the type of work and the ability of the senior citizen to pay, the teenage may negotiate a more satisfactory rate of pay.

Teenagers interested in the Rent-A-Kid program should contact their school guidance counselor or call the Coordinator at YCAAA for an application at (717) 771-9103.

Applications can also be downloaded from the website: [www.ycaaa.org](http://www.ycaaa.org).

# Christmas Tree Recycling

December 26, 2017 - January 31, 2018

Residents may bring their trees to York County Solid Waste Authority, 2700 Blackbridge Road

FACILITY OPEN 7 DAYS A WEEK  
DURING DAYLIGHT HOURS

FOR MORE INFORMATION VISIT  
[WWW.YCSWA.COM](http://WWW.YCSWA.COM)

Curbside collection is provided, you may place your tree at the curb with your regular trash, and it will be **picked up by the township public works department December 26, 2017 thru January 12, 2018** and will be recycled.



## ELECTRONICS RECYCLING

8:00 am to 4:00 pm

Monday – Friday

8:00 am to 12:00 pm

Saturday

York County Solid Waste Authority's  
Yard Waste Transfer Facility

located across the street  
from the incinerator on  
Blackbridge Road in  
Manchester Township



The weekly program is free and open to York County Residents only.

## REMINDER: Turn Your Headlights On!

Penna. Act 229 of 2002, portions of which became effective on February 21, 2003, requires motorists to turn their headlights on when driving through a posted work zone.

Additionally, Act 229 establishes penalties for a motorist convicted of exceeding the work zone speed limit by 11 miles or more per hour by having his or her license suspended for 15 days.





# Yard Waste Collection

Penn Waste will be performing this service. Please visit the website for additional information: [www.pennwaste.com](http://www.pennwaste.com).

Held the 4th Saturday of each month March – October and December 1.

March 24, 2018

April 28, 2018

May 26, 2018

June 23, 2018

July 28, 2018

August 25, 2018

September 22, 2018

October 27, 2018

December 1, 2018

Items will need to be placed at curbside by 6:00 am.

“Yard Waste” materials are defined as tree trimmings, shrubbery and any other organic landscape vegetation, **excluding grass clippings**.

Materials should be packaged as follows:

- Place items in either Biodegradable Kraftbags or tied in easily handled bundles.
- Bundles should be no longer than four (4) feet in length.
- Bundles should not weigh more than 30 lbs. each.
- Branches should not exceed 6 inches in diameter.

The following items should not be placed out for Yard Waste Collection:

- Leaf Waste (Note: Manchester Township provides this service)
- Dirt or Stones
- Fruits and/or Vegetables
- Any material in a Plastic Bag



## PLAN AHEAD FOR BUILDING PERMITS

All construction, additions, placement of prebuilt structures (sheds, swimming pools, etc), paving, patios, fences, and decks require that a permit be obtained **BEFORE** any work can legally be started. This includes inflatable swimming pools over 18” if new or previously removed.

State law requires the township to adopt the Uniform Construction Code (UCC), better known as the “building code”. The UCC allows a municipality up to 15 working days to review a permit application for residential properties and either grant or reject the permit from the time a completed application is submitted to the municipality. A completed application includes a completely filled out application form, 3 copies of a site plan for the entire lot showing all **existing and proposed** improvements on the lot (including driveways, buildings, patios, decks, and sidewalks) with all dimensions and distances to property lines and 3 copies of all documentation related to the proposed improvements. Manchester Township strives to process the permits as quickly as possible although during busy times of the year it may take the full 15 working days. **NO WORK** can be started until you have a granted permit in hand and a placard placed in a location that can be seen from the street.





## Tips from your Tax Collector

County/Township property tax bills will be mailed on February 15, 2018. If you do not receive a bill, please contact the tax office immediately. Payments at discount will be accepted through April 16, 2018. Window hours are Tuesday, Wednesday, Thursday, 12:00 pm – 3:00 pm, except for holidays. Special hours for the discount date will be included with your tax bill. As always, please write a contact phone number on your check! Unlisted phone numbers make it difficult to reach you if there is a question or problem with your check.

Pennsylvania offers a Property Tax/Rent Rebate Program to help defray the cost of real estate taxes. The program is available to individuals 65 and older, widows/widowers age 50 and older and people with disabilities over 18. Please check with your tax preparer to see if you meet the income requirements to benefit from this program. If eligible, you must include "stamped" copies of your 2017 tax bills as proof of payment with your application. Contact the tax office if you need stamped receipts.

For your protection, we are not able to change the name printed on your tax notice. The name on the tax bill comes from the York County deed database. If you'd like to change your name due to marriage, etc. it must be changed at the Recorder of Deeds office. The only exception is we can remove a deceased spouse's name from the bill at the surviving spouse's request.

Please call the tax office at **717-767-6689** with any questions.

Jean Stambaugh, Manchester Township Tax Collector

### TAX COLLECTOR - WINDOW HOURS

Window hours are  
**Tuesday, Wednesday, Thursday**  
**12:00-3:00 pm**, except for holidays.

As always, a secure night slot on the outside of the township building is available for payments when the window is closed.

## VANDALISM COSTS YOU



Whenever there is a theft or disfigurement of road signs and other Township property, this vandalism costs tax dollars to replace and repair – dollars that could be spent elsewhere.

If you witness abuse or public property, please dial 911 to report it. If you have information after the fact, please report it to the Township office at 717-764-4646 or to the Northern York County Regional Police Department at 717-292-3647.

## NO PARKING ZONES *What Do The Signs Mean?*



Have you wondered what the double arrow signs, which are located under "No parking" symbol signs, represent? The "No Parking" symbol signs and related double arrows are posted in accordance with PennDOT sign regulations which require the use of the double arrow signs to inform motorists that parking is restricted BETWEEN the posted "No parking" symbol signs along the same side of the street on which the "No Parking" symbol signs are located. The double arrow signs DO NOT represent that parking is prohibited on both sides of the street.

## Sewer Backup Claims

Under the Pennsylvania Governmental Immunity Statute, Manchester Township has limited legal responsibility for sewer and water backups. You should contact your homeowner's or commercial insurance agent to make sure you carry coverage for sewer and water backups under your homeowner's or commercial property policy. Some homeowner's policies do not include this coverage automatically. We recommend that you purchase this valuable coverage.

### COMMUTER SERVICES OF PENNSYLVANIA

Serving Adams, Berks, Carbon, Cumberland,  
Dauphin, Franklin, Lancaster, Lebanon, Monroe,  
Perry, Pike, Schuylkill & York Counties

Commuter Services of Pennsylvania is a non-profit organization that offers free services to commuters about their options for getting to and from work. Our Rideshare and Emergency Ride Home programs provide necessary tools to commuters in order for them to successfully switch from driving alone to a green commuting option; such as carpooling, vanpooling, bicycling, walking or riding transit. Using a green commute mode is a great way to save money and help improve air quality. For more information visit [www.PaCommuterServices.org](http://www.PaCommuterServices.org) or call **1.866.579.RIDE**.



# ***SNOW REMOVAL***

Snow removal presents a challenge to Manchester Township. During an active snowstorm the public works department will attempt to keep open the major routes (arterial and collector) streets of Manchester Township to facilitate the movement of emergency vehicles. As a storm subsides the snowplows will methodically plow each and every public street in Manchester Township. Residents can assist the public works department by moving, where possible, vehicles off of the streets during and after the storm event.

According to the Pennsylvania Second Class Township Code, responsibility for the maintenance of sidewalks rests with the adjoining property owner. Therefore, remember to be a good neighbor and remove snow from sidewalks to keep them safe for pedestrians.

The Township is **NOT RESPONSIBLE** for damage to mailboxes since they are located in the right-of-way.

Manchester Township **DOES NOT** provide snow and ice removal on any state roadways.

## **HELPFUL HINTS**

1. When shoveling out the mouth of your driveway, deposit snow to the right or "downstream." This will help to avoid the re-depositing of the snow in your driveway when the plow comes to your street. Remember it is impossible to not have snow pushed into your driveway. Please do not throw the snow from your property into the street.
2. Please allow yourself some additional time to travel.
3. Use common sense and "Be Patient."
4. Keep a flashlight, a battery powered radio and emergency equipment available in case of a disruption in power.

## ***FIRE HYDRANTS***

- Clearing snow away from fire hydrants is a very important responsibility.
- The fire department asks residents to clear a **36-inch path around hydrants** to allow for access.
- If you join together with your neighbors, it only takes a few minutes to ensure the fire hydrants are clear of snow. Please take the few extra minutes needed to protect your home and family.

# ***Preventing Frozen Pipes***

The best way to protect a fire sprinkler system from freezing is to provide sufficient insulation and maintain adequate heat during the winter months. Insulation helps block the flow of heat or cold from one space to the next. Most sprinkler pipes are within the walls or ceilings. Cold air can enter these concealed spaces through small gaps in the exterior sheathing and insulation and find its way into pipe chases and soffits that focus the air directly onto the sprinkler piping and accelerate freezing.

In attics, piping should be as close to the ceiling as possible with insulation placed over the sprinkler pipe. If you can safely inspect your sprinkler pipes in the attic and you can see exposed pipes; they need to be insulated immediately to prevent freezing. An open attic hatch will allow heat to rise into the attic and could provide enough heat to keep pipes from freezing.



Plumbing pipes providing water to the inside are also prone to freezing during long periods of freezing temperatures. Open cabinet doors that house water pipes and allow the home's heat inside. Slightly open a faucet to allow a small trickle of water - flowing water is more difficult to freeze than standing water in pipes. Remember to shut off and drain the water to all outside hose bibs.

If a water pipe bursts ensure that the location of the water shut-off valve is known and the proper method to turn it off. Contact a professional immediately to initiate repairs.



# GENERAL INFORMATION - 2018

**GARBAGE COLLECTION** - (*Penn Waste*) During 2017, garbage collection will be one (1) time per week. Garbage containers (Bags or Covered Containers weighing no more than 50 lbs.) are limited to a maximum of **six (6) containers** per collection site. Call the township office for collection days. Garbage will **not** be collected on, **Memorial Day (May 28), Fourth of July (July 4) Labor Day (Sept.3), Thanksgiving Day (Nov. 22)** When regular collection falls on a holiday, the collection schedule may change. Watch for advertisements or call the township for information. Residents are encouraged not to place containers at pick-up point before 7:00 p.m. the evening before collection day, but before 6:00 a.m. of the scheduled day.

**RECYCLING** - Township provides container for weekly curbside recycling collection (aluminum, bi-metals, glass, plastic, newspapers). Notify Northern York County Regional Police Department of any vandalism, theft, or loss of containers. **BATTERIES** - Alkaline batteries are no longer recyclable. (i.e. AAA's, AA's, C's, D's, etc.) These batteries should be disposed of in your regular trash. Refer to York County Solid Waste Authority for additional info. At **845-1066** or [www.ycswa.com](http://www.ycswa.com)

**LARGE ITEM PICK-UP** - Penn Waste will collect one large item per week. Large items must be placed at curbside by 6:00 a.m. and will be picked up the same day as your regular trash collection. For detailed information check the township web site or [www.pennwaste.com](http://www.pennwaste.com)

**YARD WASTE RECYCLING** Penn Waste will collect yard waste the **4<sup>th</sup> Saturday of each month** beginning in **March and ending in November**. Yard Waste is defined as tree trimmings, shrubbery, landscape vegetation, **EXCLUDING** grass clippings. For additional information go to [www.mantwp.com](http://www.mantwp.com) or [www.pennwaste.com](http://www.pennwaste.com)

**LEAF COLLECTION**- As required by Pennsylvania Act 101, Manchester Township provides curbside leaf collection from mid October through the first week of December. Watch newspapers for details. Rake your leaves to curb; **DO NOT** put leaves in bags, **DO NOT** put leaves with regular garbage or mix with grass clippings.

**PERMITS** - ARE REQUIRED for various activities such as BUILDING PERMITS, PLUMBING PERMITS, OCCUPANCY PERMITS. If you have questions concerning any of these areas please contact the township office.

**SEWER INVOICES** - Those properties served by sanitary sewer should receive an invoice on or about the 1st of January/April/July/October. These invoices must be paid within 30 days. It is the PROPERTY OWNERS' RESPONSIBILITY to notify the Township Office of name/address changes.

**LANDLORD RESPONSIBILITY** -All owners of residential, commercial, and industrial properties are required to notify the Township Office of the names of tenants who move into or out of rental units within ten (10) days of each move. Forms available at Township Office. (Chapter 11, Part 1)

**DOGS/PETS** - Pet owners are responsible for controlling their pets on their property. Stray dogs or those without proper tags will be picked up by the Animal Enforcement Officer. Excessive barking/animal nuisance prosecution can result only when the individual files a formal complaint with Northern York County Regional Police Dept. Call 911 to contact animal enforcement officer or contact Klugh Animal Control 717-916-1413

**TOWNSHIP OFFICE** - [WWW.MANTWP.COM](http://WWW.MANTWP.COM)  
**OFFICE HOURS** - **Monday – Friday, 8:00 am – 4:30 pm**  
unless otherwise posted

Located at: 3200 Farmtrail Road, York, PA 17406-5699

PHONE: **764-4646** or FAX: **767-1400**

**POLICE** - Police coverage is provided by  
**Northern York County Regional Police Department,**  
1445 E. Canal Road, Dover, PA 17315. Dial 911

**CURFEW** - Chapter 6, part 1 of the codified ordinances, establishes 12:00 a.m. to 5:00 a.m. for persons under 18 yrs of age

**FIRE/AMBULANCE** - Manchester Township Dept. of Fire Services is based at 3200 Farmtrail Road, York, Pennsylvania, with twenty-three (23) paid firefighters/EMT's, one (1) chief, and two (2) assistant chiefs employed by Manchester Township. The Alert Fire Company maintains a volunteer station at 3118 North George Street, Emigsville. If you are interested in volunteering your services please contact the Fire Chief at 717-893-7231 Emergency dial 911

**FIRE PREVENTION CODE** - Chapter 7, Part I of the codified ordinances adopt the BOCA Fire Prevention Code. Please contact the Zoning Officer or Fire Chief for information how this ordinance affects your property. SPARKLERS, when directly supervised by an adult, are the **ONLY** type of fireworks permitted. Firework Displays require a special permit.

**AUTOMATIC ALARM REGISTRATION** - In accordance with Chapter 10, Part 3, of the codified ordinances, all automatic alarms (police/fire) must be registered, by the user, with Manchester Township within 5 days of installation. There is a one time \$25.00 registration fee.

**STREET NUMBERS REQUIRED** - Chapter 4, Part 1 of the codified ordinances **requires posting of street address numbers** of all properties located in Manchester Township. Numbers must be **NO LESS THAN 2" w x 3" h** in a color which contrasts with their background. Buildings not visible from the street must have street numbers placed on a post not less than 24" off of ground. For additional information or questions contact the Dept. of Fire Services 717-893-7231

**STREETS/ROADS** - The township maintains all public adopted streets/roads **EXCEPT** the following major roads which are maintained by the state (PennDOT 848-6230); I-83; Route 30; N. George Street; Emig Road; Lightner Road; Susquehanna Trail; Roosevelt Ave. Extd. (Bull Rd); Starview Rd.; Board Road; Church Road; Lewisberry Road; and Greenbriar Road.

**SNOW REMOVAL**- In snow emergencies, residents in developments should remove, where possible, all vehicles from streets to allow for proper snow removal. Continued parking on streets only delays snow removal. During a snow storm Manchester Township has the responsibility of keeping arterial roadways open for emergency vehicles such as fire, police, and ambulance. Developments are normally plowed after the snow has stopped.

**ZONING ORDINANCE** - If you have questions regarding zoning ordinance, contact the Zoning Officer at the township office.

**WEEDS** - Property owners should not permit grass, weeds, or other vegetation other than plants for edible or ornamental purposes, grow to a height over twelve inches (12"). Violation of this ordinance (Chapter 10, Part 2) may result in prosecution.

## Please Keep For Future Reference



# MANCHESTER TOWNSHIP OFFICIALS - 2018

Special meetings or changes to meeting places or times are advertised in the legal classified section of newspapers.

**BOARD OF SUPERVISORS (6 yr ELECTED)** Meets on the **2<sup>nd</sup> Tuesday of each month at 7:00 p.m.** at the Manchester Township Municipal Building.

**LISA D. WINGERT**  
625 Olmstead Way  
York, PA 17404

**DAVID K. BROSEND**  
931 E. Cherrywine Drive  
York, PA 17404

**RODNEY K.  
BRANDSTEDTER**  
1375 Briargate Drive  
York, PA 17404

**BETH BRENNAN**  
100 James Drive  
York, PA 17404

**JOHN INCH, JR**  
2950 Lewisberry Road  
York, PA 17404

**MANAGER**

**TIMOTHY R. JAMES**  
3200 Farmtrail Road  
York, PA 17406-5699

**SOLICITOR**

**LAWRENCE YOUNG**  
135 N. George Street  
York, PA 17401

**TOWNSHIP ENGINEER**

**C. S. DAVIDSON, INC.**  
38 North Duke Street  
York, PA 17401

**TAX COLLECTOR**

**JEAN STAMBAUGH**  
3204 Farmtrail Road  
York, PA 17406-5699

**FIRE CHIEF - contracted**

**DANIEL HOFF**  
**York Area United Fire & Rescue**  
3321 Whiteford Rd, York, PA

**PLANNING COMMISSION (4 yr APPOINTED)** Generally meets on the **last Wednesday of each month** at the Manchester Township Municipal Building at **7:00 p.m.**

**MICHAEL FAHS**  
2567 Roosevelt Avenue  
York, PA 17404

**KEN STOUTZENBERGER**  
2118 Teslin Road  
York, PA 17404

**RICHARD W. HALPIN**  
2525 Hepplewhite Drive  
York, PA 17404

**HOLLY L. GUMKE**  
1594 Winsford Lane  
York, PA 17408

**NICHOLAS E. HAUCK**  
10 Kochenour Lane  
York, PA 17404

**MUNICIPAL AUTHORITY (5 yr APPOINTED)** Generally meets the **4<sup>th</sup> Thursday of each month** at the Manchester Township Municipal Building at **7:00 p.m.**

**DELMAR HAUCK**  
757 Sinking Springs Lane  
York, PA 17404

**ANDREW RAWICZ**  
1212 Detwiler Drive  
York, PA 17404

**MICHAEL ZAMBITO**  
2821 Primrose Lane  
York, PA 17404

**ALBERT TRONA**  
2439 Hepplewhite Drive  
York, PA 17404

**GREG ZORTMAN**  
2580 Tara Lane  
York, PA 17404

**RECREATION COMMISSION (5 yr APPOINTED)** Meets the **2<sup>nd</sup> Thursday of each month** at the Manchester Township Municipal Building at **7:00 p.m.**

**CRAIG JACOBY**  
748 Applewine Court  
York, PA 17404

**JAMES D. KOHR**  
971 Church Road  
York, PA 17404

**VANESSA RUTTER-GARCIA**  
201 Mountain View Drive  
York, PA 17404

**KURT BLAKE**  
1130 Hogans Cove  
York, PA 17404

**VACANT**

**ZONING HEARING BOARD (3 yr APPOINTED)** Meets on the **1st Wednesday of each month** at the Manchester Township Building at **7:00 p.m**

**CRAIG WISHERD**  
111 Eastland Avenue  
York, PA 17406

**TOM MORLEY**  
2640 Wexford Lane  
York, PA 17404

**KEITH A. BAILEY**  
796 Rishel Drive  
York, PA 17406

**CLINT E. ROBERTS. alternate**  
1015 Dandelion Drive  
York, PA 17404

**BOARD OF AUDITORS (6 yr ELECTED)** meets at the call of the chair

**STEVEN RUFFATTO**  
1020 Dandelion Dr.  
York, PA 17404

**TABITHA EIMERBRINK**  
3220 Raintree Road  
York, PA 17404

**ANDREW BLACKSTONE**  
2650 Stevenson Drive  
York, PA 17404

**NORTHERN YORK CO**

**REGIONAL POLICE DEPT**  
**MARK BENTZEL, Chief**  
1445 East Canal Road  
Dover, PA 17315

**MAGISTERIAL**

**DISTRICT JUDGE**  
19-2-04  
**JEFFREY L. OBERDORFF**  
3202 Farmtrail Road  
York, PA 17406-5699



## Home Delivered Meals

Monday thru Friday  
11:00 am – 1:00 pm

The Home Delivered Meals Program is designed to provide a well-balanced daily meal to homebound older adults who are unable to prepare adequate meals for themselves and have no other means for assuring healthful nutrition.

On Monday, Wednesday and Friday, a hot meal is delivered to the older adult's home. Tuesday and Thursday meals are a cold bag lunch delivered with the previous day's hot meal.

Volunteers from the local senior center deliver the meals to the older adult's home. The Northeastern Senior Center is seeking volunteers for home delivered meals, please call 717-266-1400 if interested. Although this is a brief contact it does provide a check on the well being of the homebound individual. The home delivered meal service is not a cost shared service.

Monetary donations can be made to the York County Area Agency on Aging. Care managers need to complete an in-home assessment to determine eligibility for Home Delivered Meals.

### Eligibility for Home Delivered Meals

To be eligible for Home Delivered Meals services an individual must be:

- A York County resident in a non-institutional setting.
- 60 years of age or older.
- Have a physical, mental or emotional disability, which prohibits the individual from leaving his/her residence on a regular basis and/or prevents them from preparing a nutritious meal.
- Living alone or with someone who also meets the above criteria



## MS4

Municipal Separate  
Storm Sewer System  
**PLEASE DO NOT POLLUTE**

### 10 things we can do at home:

1. Use fertilizers sparingly and sweep up driveways and gutters.
2. Never dump anything down storm drains or in streams.
3. Vegetate bare spots in your yard.
4. Compost your yard waste.
5. Use least toxic pesticides, follow labels, and learn how to prevent pest problems.
6. Direct downspouts away from paved surfaces; consider a rain garden to capture runoff.
7. Take your car to the car wash instead of washing it in the driveway.
8. Check your car for leaks and recycle your motor oil.
9. Pick up after your pet.
10. Have your septic tank pumped and system inspected regularly.

**For additional information visit:**  
[www.epa.gov/npdes](http://www.epa.gov/npdes)

## STORM WATER MANAGEMENT REQUIREMENTS

**EFFECTIVE JULY 1, 2012:** (Ordinance # 2012-05)

Any building or zoning permit application that proposes any new impervious area must first satisfy the requirements of the storm water management ordinance.

**Ultimately it is the property owners' responsibility to control runoff from their property.**

This requirement is a mandate from the United States Environmental Protection Agency EPA, Pennsylvania Department of Environmental Protection DEP and the County of York. Manchester Township passed Ordinance 2012-05 in order to comply with the mandate. Failure to comply with the mandates would subject the township as a whole to penalties from either DEP and/or EPA.

**Put simply, if property owner builds or places on their lot something that covers the ground so that rainwater cannot penetrate or that will not allow grass to grow something must be done to allow the runoff to soak into the ground under a *normal* rain condition.**

Anyone applying for a Building or Zoning Permit is required to address the storm water runoff from any new impervious area to be installed or placed on any lot.

You will need to know the measurements of all structures, patios, sidewalks, swimming pools and paving, existing and proposed, on your lot in order obtain a storm water permit to meet these requirements **BEFORE** a building or zoning permit will be able to be issued.



# THE DRAIN IS JUST FOR RAIN

**DO NOT  
DUMP!**

It is illegal to dump anything into the storm sewers located along the streets. Do not dump used oil, gasoline, or grass clippings into the storm sewers.

## ***Reminder!!!***

Do **NOT** place trash receptacles at your collection point **more than 24 hours** before the scheduled collection.

**THIS WOULD BE A VIOLATION** of section 20-105.1 of the Manchester Township Code of Ordinances. It is also a violation of section 20-210 to steal recyclable materials from recycling containers.

## **SMOKE TESTING SEWER LINES**

**Monday through Friday  
7:00 am to 3:30 pm**

**NOTICE** – Manchester Township Public Works Department periodically conducts smoke tests of the sanitary sewer lines.

Smoke **should not** enter premises unless a leak is present. This smoke is non-toxic, non-corrosive, and will not leave a stain. If smoke enters a home, it will soon dissipate. Opening doors and windows will help. Any presence of smoke within the house should be reported to the township office at **717-764-4646**. Avoid unnecessary exposure to the smoke. The smoke is relatively harmless, but all smoke is temporary and quickly disappears after exposure has ceased.

## ***Weather Warnings***

With the winter months upon us, please take note of the following warning terms that PEMA (Pennsylvania Emergency Management Agency) advises are used when broadcasting alerts:

**WINTER STORM WATCH** – Be alert. A storm is likely.

**WINTER STORM WARNING** – Take action. The storm is in or near the area.

**BLIZZARD WARNING** – Snow and strong winds combined will produce blinding snow, near zero visibility, deep drifts and life-threatening wind chill. Seek refuge immediately.

**WINTER WEATHER ADVISORY** – Winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists

**FROST/FREEZE WARNING** – Below freezing temperatures are expected to cause significant damage to plants, crops or fruit trees.

**FLASH FLOOD WATCH** – Be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

**FLASH FLOOD WARNING** – A flash flood is imminent. Act quickly to save yourself because you may have only seconds to react.

**FLOOD WARNING** – Flooding has been reported or is imminent. Take necessary precautions.





# The Fire Department News

## ELECTRIC *Safety*

**Call a qualified electrician or your landlord if you have:**

- Frequent problems with blowing fuses or tripping circuit breakers
- A tingling feeling when you touch an electrical appliance
- Discolored or warm wall outlets
- A burning or rubbery smell coming from an appliance
- Flickering or dimming lights
- Sparks from an outlet

**York Area United Fire and Rescue reminds all residents to keep these electrical safety tips in mind:**

- Have all electrical work done by a qualified electrician.
- When you are buying or remodeling a home, have it inspected by a qualified electrician.
- Only plug one heat-producing appliance (such as a coffee maker, toaster, space heater, etc.) into a receptacle outlet at a time.
- Major appliances (refrigerators, dryers, washers, stoves, air conditioners, etc.) should be plugged directly into a wall receptacle outlet. Extension cords and plug strips should not be used.
- Arc fault circuit interrupters (AFCIs) are a kind of circuit breaker that shuts off electricity when a dangerous condition occurs. Consider having them installed in your home. Use a qualified electrician.
- Use ground fault circuit interrupters (GFCIs) to reduce the risk of shock. GFCIs shut off an electrical circuit when it becomes a shock hazard. They should be installed inside the home in bathrooms, kitchens, garages and basements. All outdoor receptacles should be GFCI protected.
- Test AFCIs and GFCIs once a month to make sure they are working properly.
- Check electrical cords to make sure they are not running across doorways or under carpets. Extension cords are intended for temporary use. Have a qualified electrician add more receptacle outlets so you don't have to use extension cords.
- Use light bulbs that match the recommended wattage on the lamp or fixture. There should be a sticker that indicates the maximum wattage light bulb to use.





# 911 HANG UP CALLS

## Ordinance #2007-03

It is important that all telephone owners be responsible for the proper use of their telephones so that police officers are not required to spend important patrol time in responding to false 911 calls.

An excessive number of 911 hang up calls from a telephone will result in the assessment of fees or penalties in accordance with ordinance #2007-03.

Please be responsible for the proper use of telephones.



# Contacting The Fire Department

## Emergency – 911

For business related information contact Department of Fire Services or paid personnel at the 24 hour manned station at 3200 Farmtrail Road:  
**717-893-7231**

For the Alert Fire Company trustees or other business, call the volunteer station at 3118 North George Street in Emigsville: **717-764-1148**



## Hall Rental

Alert Fire Company | 3118 N. George Street, Emigsville

The **Social Hall** is available to be rented for personal parties and/or business functions. The proceeds from the rentals are used to offset the expenses of the operation of the volunteer fire station.

For Hall Rental call: **717-324-1583**

# CARBON MONOXIDE SAFETY

- CO alarms should be installed in a central location outside each sleeping area and on every level of the home and other locations where required by applicable laws, codes or standards. For the best protection, interconnect all CO alarms throughout the home. When one sounds, they all sound.
- Follow the manufacturer's instructions for placement and mounting height.
- Choose a CO alarm that has the label of a recognized testing laboratory.
- Call your local fire department's non-emergency number to find out what number to call if the CO alarm sounds.
- Test CO alarms at least once a month; replace them according to the manufacturer's instructions.
- If the audible trouble signal sounds, check for low batteries. If the battery is low, replace it. If it still sounds, call the fire department.
- If the CO alarm sounds, immediately move to a fresh air location outdoors or by an open window or door. Make sure everyone inside the home is accounted for. Call for help from a fresh air location and stay there until emergency personnel.
- If you need to warm a vehicle, remove it from the garage immediately after starting it. Do not run a vehicle or other fueled engine or motor indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not covered with snow.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove, and fireplace are clear of snow build-up.
- A generator should be used in a well-ventilated location outdoors away from windows, doors and vent openings.
- Gas or charcoal grills can produce CO — only use outside.





# ***KEEP FIREPLACES AND WOOD STOVES CLEAN***

## **KEEP FIREPLACES AND WOOD STOVES CLEAN**

- Have your chimney or wood stove inspected and cleaned annually by a certified chimney specialist.
- Clear the area around the hearth of debris, decorations and flammable materials.
- Leave glass doors open while burning a fire. Leaving the doors open ensures that the fire receives enough air to ensure complete combustion and keeps creosote from building up in the chimney.
- Close glass doors when the fire is out to keep air from the chimney opening from getting into the room. Most glass fireplace doors have a metal mesh screen which should be closed when the glass doors are open. This mesh screen helps keep embers from getting out of the fireplace area.
- Always use a metal mesh screen with fireplaces that do not have a glass fireplace door.
- Install stovepipe thermometers to help monitor flue temperatures.
- Keep air inlets on wood stoves open, and never restrict air supply to fireplaces. Otherwise you may cause creosote buildup that could lead to a chimney fire.
- Use fire-resistant materials on walls around wood stoves.

## **SAFELY BURN FUELS**

- Never use flammable liquids to start a fire.
- Use only seasoned hardwood. Soft, moist wood accelerates creosote buildup.
- Build small fires that burn completely and produce less smoke.
- Never burn cardboard boxes, trash or debris in your fireplace or wood stove.
- When building a fire, place logs at the rear of the fireplace on an adequate supporting grate.
- Never leave a fire in the fireplace unattended. Extinguish the fire before going to bed or leaving the house.
- Soak hot ashes in water and place them in a metal container outside your home.

## **PROTECT THE OUTSIDE OF YOUR HOME**

- Stack firewood outdoors at least 30 feet away from your home.
- Keep the roof clear of leaves, pine needles and other debris.
- Cover the chimney with a mesh screen spark arrester.
- Remove branches hanging above the chimney, flues or vents.

## **PROTECT THE INSIDE OF YOUR HOME**

- Install smoke alarms on every level of your home and inside and outside of sleeping areas. Test them monthly and change the batteries at least once a year. Consider installing the new long life smoke alarms.
- Provide proper venting systems for all heating equipment.
- Extend all vent pipes at least three feet above the roof.

## **WOOD STOVES**

- Wood stoves cause over 4,000 residential fires every year.
- Carefully follow the manufacturer's installation and maintenance instructions.
- Look for solid construction, such as plate steel or cast iron metal.
- Check for cracks and inspect legs, hinges and door seals for smooth joints and seams.
- Use only seasoned wood for fuel, not green wood, artificial logs, or trash.
- Inspect and clean your pipes and chimneys annually and check monthly for damage or obstructions.

## **FIREPLACES**

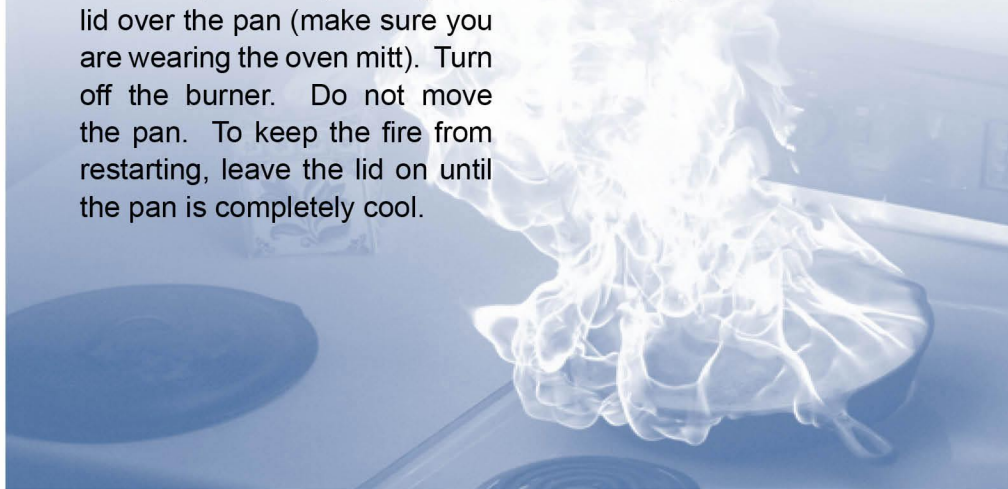
- Fireplaces regularly build up creosote in their chimneys.
- They need to be cleaned out frequently and chimneys should be inspected for obstructions and cracks to prevent deadly chimney and roof fires.
- Check to make sure the damper is open before starting any fire. Never burn trash, paper or green wood in your fireplace. These materials cause heavy creosote buildup and are difficult to control.
- Use a screen heavy enough to stop rolling logs and big enough to cover the entire opening of the fireplace to catch flying sparks.
- Don't wear loose-fitting clothes near any open flame.
- Make sure the fire is completely out before leaving the house or going to bed.
- Store cooled ashes in a tightly sealed metal container outside the home.

Finally, having a working smoke alarm dramatically increases your chances of surviving a fire. And remember to practice a home escape plan frequently with your family.



# HOW AND WHEN TO FIGHT COOKING FIRES

1. When in doubt, just get out. When you leave, close the door behind you to help contain the fire. Call 9-1-1 or the local emergency number after you leave.
2. If you do try to fight the fire, be sure others are already getting out and you have a clear path to the exit.
3. Always keep an oven mitt and a lid nearby when you are cooking. If a small grease fire starts in a pan, smother the flames by carefully sliding the lid over the pan (make sure you are wearing the oven mitt). Turn off the burner. Do not move the pan. To keep the fire from restarting, leave the lid on until the pan is completely cool.
4. In case of an oven fire, turn off the heat and keep the door closed to prevent flames from burning you or your clothing.
5. If you have a fire in your microwave oven, turn it off immediately and keep the door closed. Never open the door until the fire is completely out. Unplug the appliance if you can safely reach the outlet.
6. After a fire, both ovens and microwaves should be checked and/or serviced before being used again.



## Smoke Alarm Program

York Area United Fire and Rescue has a free smoke alarm and carbon monoxide alarm program.

Simply call our office at 717-718-2383 and a firefighter will come to your house and install a smoke alarm; **FREE OF CHARGE!!!** You can also stop by any of the fire stations in Mt. Wolf Borough, Spring Garden, Springettsbury or Manchester Townships.

**Remember:** The Fire Department recommends you have one smoke alarm on every level of your home and if you sleep with your bedroom door closed; have a working smoke alarm installed in your bedroom as well.

**Also:** Test your smoke alarm every month by pushing the test button.

Change the battery in your alarm at least once-a-year.

Clean your smoke alarm on a regular basis with a clean rag or vacuum.

## Ambulance Service

Manchester Township does NOT offer an ambulance membership or subscription program. In the event that you are transported to a hospital by our ambulance, your health insurance provider or Medicare will be billed for the services rendered. Additionally, the patient is responsible for any service fees not covered by insurance or medicare reimbursements.

Billing services are provided by Cornerstone Adminisystems in New Cumberland, PA. Should you have any questions regarding an ambulance bill, please contact them directly at

**1-877-214-6018.**

This is a toll-free number.

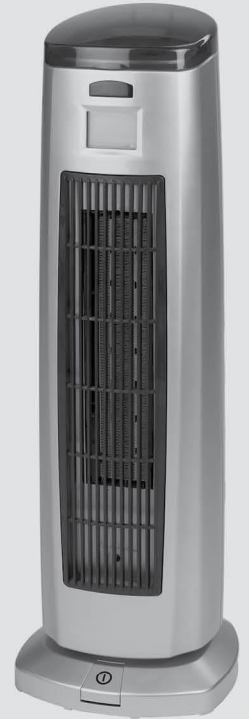




# HEATING SAFETY

Fire Chief Daniel Hoff would like all residents to keep these tips in mind as the weather stays cold and the use of heaters continues:

- Keep anything that can burn at least three-feet away from heating equipment, like the furnace, fireplace, woodstove, or portable space heater.
- Have a three-foot “kid-free zone” around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer’s instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed.
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms monthly.



## Department of Fire Services:

### Manchester Township Career Firefighters Offer REFLECTIVE ADDRESS MARKERS

Applications for address markers are available at:  
3200 Farmtrail Road, York, PA 17406-5699



The York Area United Fire and Rescue asks residents to be sure street numbers are highly visible on homes and businesses. The department encourages residents to post reflective address signs so emergency vehicles can quickly find an address even when it is dark.

Firefighters and emergency personnel may need to find your home quickly if an emergency occurs. It is difficult for emergency personnel to find homes and businesses when address numbers are not properly posted.

The fire department advises residents to walk out in the street and see if your house numbers can be easily seen. Do this at night time as well. If the numbers can be seen then the fire department has a greater chance saving a life.

#### Here are some basic rules to follow.

- The numbers on the residence and business should be at least four inches high.
- The numbers should be a contrasting color to the background if not reflective.
- Numbers should be placed on, above, or at the side of the main entrance, so that they can be easily detected from the street.
- If the entrance is more than 50 feet from the street, or cannot be seen from the street, a second set of numbers should also be displayed on the mailbox or on a post at the street or end of drive.
- Remember, your mailman always comes the same way. Police and fire trucks may come from any direction. Be sure to mark both sides of your mailbox or mark your house number in such a way that it may be easily seen, no matter which direction they are approaching.
- Reflective numbers or one of the new light up signs is recommended.



# VOLUNTEERS NEEDED!

**Volunteers Are Always Needed!** York Area United Fire and Rescue and Alert Fire Company are looking for volunteers to serve as Firefighters, Emergency Medical Technicians and Fire Police officers, as well as in non-emergency administrative roles. Anyone interested in applying should contact the Fire Chief at (717) 718-2383.



## **Emergency Management Volunteers Needed!**

In 2016 Manchester Township joined with Springettsbury and Spring Garden Townships to form York Area United Regional Emergency Management Agency. This regional approach to providing emergency management services during periods of emergency caused by Mother Nature or those of a man-made origin allows for a comprehensive approach with shared resources,

a singular action plan and reduces the duplication of services and staff members. We are actively seeking personnel to serve in a volunteer capacity to assist our EMA staff with preparation and training to serve the needs of all of our residents. Please contact our office if you are interested in helping.

Prepare for an emergency and ensure everyone knows to dial 911 and **NOT** the fire station number for emergencies. That way any member of the household can call from a neighbor's home or a cellular phone once safely outside and ensure that their call is answered. Also make sure your home is visible. Go outside to see if your street number is clearly evident from the road. If not, place on mailbox or install house numbers to ensure that responding emergency personnel can find your home. Reflective house number signs are available through the fire department.

To stay informed of what is happening in Manchester Township and the York Area, we encourage residents to subscribe to Nixle, using their cellular phones.

## *Keep Informed*

York Area United Fire and Rescue has established a Facebook page and Twitter account. Please visit and be sure to "like us" on Facebook and follow us at @YAUFRChief. On our site you can find up-to-date information and receive immediate notification of incidents and events. <https://www.facebook.com/YorkAreaUnitedFireandRescue/>



QR code to  
Facebook link



QR code to  
website link



QR code to  
Twitter link

Please visit our website at [www.yaufr.com](http://www.yaufr.com) • Follow us on Twitter: @YAUFRChief

## **Text 888777 for mobile alerts**

**or go to [www.Nixle.com](http://www.Nixle.com) to sign up on-line**

Residents can now receive important advisories, community updates, and official information by text message and email.

YAUFR has joined NIXLE in an effort to provide citizens with current information, sign up for this free service now!

nixle

Text and Email Alerts





# RECYCLE

Please place all of your trash and recyclables at the curb by 6:00 am on the day of your scheduled collection.

## ACCEPTABLE ITEMS



### METAL:

- Aluminum beverage cans
- Steel food and beverage cans and aerosol cans

### GLASS:

- Clear, brown, and green glass food and beverage containers

### PLASTICS:

- #1 - #7 containers and bottles with necks smaller than their bases

**Please break down boxes as flat as possible and put them out next to your recycle bin(s) on your pick-up day.**

**Bundle all cardboard that does not fit into the recycling bin**

### PAPER, PAPERBOARD, and CARDBOARD:

- All sizes of cardboard boxes
- Clean pizza boxes
- Food boxes (i.e. cereal & gelatin boxes)
- EMPTY paper towel and toilet paper rolls
- Paperboard packaging (i.e. tissue boxes)
- Office paper (any color)
- Newspapers and inserts
- Magazines, catalogs, and brochures
- Envelopes & junk mail
- Paper bags
- Phone books & other soft cover books
- Paperboard food and drink cartons

## Follow these 3 simple steps to ensure your contaminated items are ready to be recycled:



**Remove caps or lids and dispose of them in the trash.**



**Rinse thoroughly to ensure all recyclables are clean and free of contaminants.**



**You may leave on the rings and labels.**

## UNACCEPTABLE ITEMS



**NEEDLES (Do NOT place used needles with recycling! This is a serious health hazard to everyone)**

- Broken glass
- Windows, mirrors, ceramics
- Drinking glasses
- Aluminum foil
- Scrap metal
- Clothing hangers (metal and plastic)
- Plastic tableware (knives, forks, spoons, etc.)
- Plastic grocery bags
- Light bulbs
- Food soiled material
- Wet papers or cardboard
- Plastic food wrappers
- Shredded paper
- Used paper towels or tissues
- Styrofoam
- Pool chemicals
- Packing peanuts
- Plastic bubble wrap
- Hose
- Christmas lights
- Diapers
- Food waste
- Propane tanks

For more information visit...[www.pennwaste.com](http://www.pennwaste.com)



# Registration Form

NAME \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_

\_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CLASS TITLE/EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO:**  
MANCHESTER TOWNSHIP, 3200 FARMTRAIL ROAD, YORK, PA 17406

## Registration Forms:

If you are registering for more than one event, you may duplicate the registration form or complete all of the information on a separate sheet of paper.

**ALL CLASSES, PROGRAMS, AND BUS TRIPS ARE SUBJECT TO ADEQUATE PARTICIPATION. YOU WILL BE CONTACTED ONLY IF THE ACTIVITY IS CANCELLED.**

If you are a person with a disability and wish to attend any township meetings, please contact the office at least **three (3) business days prior** to discuss how your needs may be served.

# ANIMAL CONTROL ORDINANCE

Ordinance #2009-05

On November 10, 2009 the Board of Supervisors adopted an animal control ordinance which is intended to encourage the proper safe care and management of animals within Manchester Township.

Please note that this ordinance addresses the keeping of domestic animals, as well as feral cat(s), and requires that anyone "keeping" a feral cat or cats, must see that they have been trapped, neutered and released (TNR) back into the wild.

The York County SPCA (717-764-6109) or Manchester Township's animal enforcement officer, Michelle Klugh (Klugh Animal Control) 717-916-1413, can provide assistance with feral cats.

The full text of Ordinance #2009-05 is available on the township's web page.

PLEASE BE RESPONSIBLE IN HELPING PROTECT PUBLIC HEALTH AND SAFETY BY PARTICIPATING IN A TNR PROGRAM TO CONTROL THE FERAL CAT POPULATION.





# To Pay By Credit Card

Name \_\_\_\_\_

Phone # \_\_\_\_\_

I wish to pay \_\_\_\_\_

Circle One:

Credit Card # \_\_\_\_\_ (9 dig)

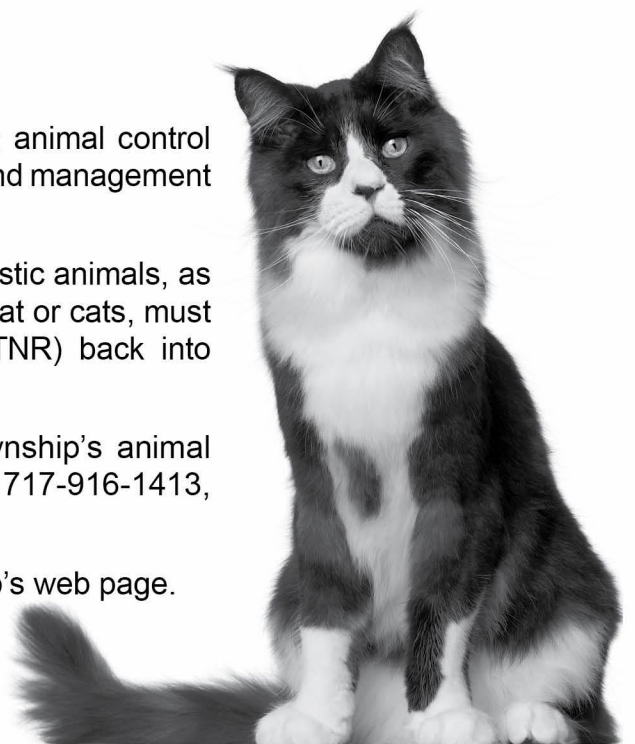
Expiration Date \_\_\_\_\_

Zip code where bill is received \_\_\_\_\_

Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

**Return with registration form,  
or stub from invoice**





**Manchester Township**

3200 Farmtrail Road  
York, PA 17406-5699

**Did you know?** Current and previous versions of our newsletter are available on our website at [www.mantwp.com](http://www.mantwp.com)

# ***Indoor Movie on the BIG SCREEN!***



**FRIDAY  
FEBRUARY 9, 2018**

Join us for an indoor movie with our 23 foot inflatable movie screen. Bring your own chairs, blankets and snacks for a great family event that is **FREE** for all.

**TIME:** 6:00 pm - until conclusion of movie

**WHERE:** Manchester Township Building  
3200 Farmtrail Road

