

MANOR UPDATES

NEWSLETTER

For the

Residents of Manor Township

FALL 2022

Vol. 31 / No. 3

Holiday Crime Prevention Tips

With the Holiday season approaching, please keep in mind the following safety tips to avoid thefts and robberies:

- Save all receipts from in-store and online purchases to verify your credit card and bank statements as they come in.
- Do NOT buy more than you can carry.
- Have your keys in hand when approaching your vehicle. Check the back seat and around your car before getting in.
- Do NOT leave valuables in your vehicle. Lock them in the trunk.
- Park and walk in well-lit areas and always be aware of your surroundings.
- Never leave your purse unattended in a shopping cart. Carry it close to you, with the opening or flap towards your body.
- Don't announce new high-dollar purchases. Break down boxes and turn them inside out before putting in the trash.
- If you will be traveling, make your home look "lived in". Have a friend or neighbor collect your mail, or suspend your service, and use timers to turn lights on and off.

Online Shopping:

- Before shopping online, secure your passwords and personal information by installing and updating your current security software, firewall, anti-virus, anti-spyware and anti-spam software.
- Never provide or respond to requests for your password or credit card information from unsolicited calls or emails, unless you initiated the contact.
- Beware of "bargains" from unfamiliar companies. If it sounds too good to be true, it probably is.
- Use secure websites for purchases. Look for the icon of a locked padlock during the checkout process.

To report suspicious activity, call the Manor Township Police Department at 717-299-5231. For emergencies, call 911.



POLLUTION REDUCTION PLAN

Manor Township is bounded by the Susquehanna and Conestoga Rivers. Also, the Little Conestoga Creek and the West Branch of the Little Conestoga Creek, along with numerous streams flow through the Township. As part of the Municipal Separate Storm Sewer System, townships are responsible to reduce the amount of pollution entering the waters of the Commonwealth.



Over the course of five years, which began in 2018, the township must reduce the amount of pollutant loads. The reductions required include 80,061 pounds of sediment, 52 pounds of phosphorus, and 175 pounds of nitrogen per year.

To reach these goals, the Public Works Department will create and refine existing storm water features called BMP's. In 2022, the department converted a typical detention basin on Township property to the rear of the Springdale Farms development into a bio-retention basin with a constructed wetlands. To increase the amount of infiltration, the bottom of the existing detention basin was excavated to a depth of 18 inches, and then filled with a mixture of leaf compost and sand, and seeded with a special mixture of grass seed to help filter sediment. The mixture will allow more water to be absorbed into the ground water which greatly reduces the amount of runoff. The constructed wetlands is designed to improve water quality by slowing the release of storm water, and the aquatic plants will aid in the removal nitrogen and phosphorus.

In 2023, the township has plans to convert another detention basin in the Parkfield development to improve water quality in the West Branch of the Little Conestoga watershed.

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SCHOOL BUS SAFETY FOR CHILDREN

School bus safety is a high priority in Manor Township. Everybody, including students, parents, and motorists, need to work together to ensure that our children travel safely on their school buses. Penn-DOT provides a few basic safety tips that students should be aware of to stay safe during their trip:

- Get to the bus stop early, so you don't have to run.
- Stay back from the edge of the road.
- If you miss the bus, DO NOT run after it!
- No pushing when getting on or off the bus.
- Never cross behind the bus.
- Cross at least ten feet in front of the bus so the driver can see you.
- Never cross the street until ALL traffic has stopped.
- Always stay seated when the bus is moving.
- DO NOT distract the driver.
- Never play with emergency exits.
- In an emergency, follow the directions of the driver.
- Ensure that there are no loose strings or objects on you that can get caught on the door or handrail.
- If you drop something outside of the bus, do not go back for it. The driver may not see you and begin moving the bus.



TEMPORARY SIGN ZONING REGULATIONS

Manor Township would like to remind residents and business owners that there are zoning regulations for temporary signs as defined in the Manor Township Zoning Ordinance. Included in these regulations are contractor signs, election signs, yard sale signs, open house signs, special event signs and other similar uses. Temporary signs do not require a Zoning Permit and there are size, location and timeframe regulations that apply. Temporary signs are not permitted to be attached to any public utility pole or posted in the public right-of-way, including any intersection. If signs are placed in any of these areas, Township staff will promptly remove them. These regulations are meant to assure the safety and security of Township residents and uphold the aesthetics of the community. Please contact the Township Zoning Officer before posting any sign. Thank you for your cooperation.



TEMPORARY SIGN HIGHLIGHTS:

Election Signs	60 days prior to election to 7 days after the election
Yard Sale Signs	48 hours before sale to the end of day of sale
Open House Signs	3 days before open house to 2 hours after open house
Business/Advertising Signs	NOT Allowed off site from the business location

The Cookie Nook

7 LAYER COOKIES

Ingredients:

- | | |
|--------------------------|-----------------------------------------|
| 1/2 C (1 stick) Butter | 1C Chocolate Chips |
| 1C Graham Cracker Crumbs | 1C Skor Toffee Bits |
| 1C Shredded Coconut | 1 (14 oz.) can Sweetened Condensed Milk |
| 1C Chopped Pecans | |

Directions:

1. Preheat oven to 350°. Melt butter in oven in 9 x 13 pan.
2. Remove and add graham cracker crumbs to coat bottom.
3. Layer remaining ingredients in order listed.
4. Bake at 350° for 40-45 mins. Check after 35 mins.

Recipe Courtesy of Casey Vinson

If you would like to share a recipe that could be chosen to appear in our newsletter, please email complete recipe along with your name to AKautz@manortwp.org.

Leaf Collection



During the fall of 2021, the Manor Township Public Works Department collected 280 truckloads of leaves, that weighed over 500 tons. Curbside collection for 2022 is scheduled to begin the week of October 17, 2022.

Residents can check for daily leaf collection information on the Township's website at www.manortwp.org. Curbside collection typically concludes the first full week of December.

Residents who live along Millersville Road and Columbia Avenue will receive leaf collection on the following weeks: October 24th, November 7th and 21st, and December 5th.

Each year we remind our residents to follow these simple guidelines.

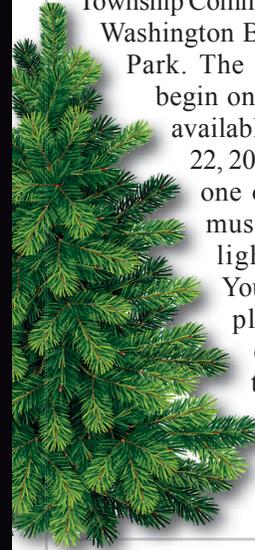
- Leaves must be placed in a row along the edge of the street.
- Leaves must be loose and not bagged for collection.
- Tree branches, bush trimmings, plants, grass clippings, and ornamental grass are prohibited and will not be accepted.
- Leaves must be accessible to the collection crew.
- Leaves that are obstructed by parked vehicles will not be collected.
- Leaves must not be placed on storm water drains. Residents are encouraged to help to keep streets from flooding by keeping storm drains open so storm water can drain into the collection system.

Township residents not serviced by curbside collection may bring their leaves to the Township's Leaf Compost Facility for free disposal, Monday thru Wednesday between 8:00 a.m. and 3:00 p.m., starting on October 17th and continuing until December 7th.

LEAF COLLECTION BEGINS OCTOBER 17TH

Christmas Tree RECYCLING

In 2022, Manor Township recycled 550 Christmas Trees. For your convenience you may dispose of your Christmas tree at any of our four drop-off locations. There is no charge for this service for Manor Township residents. Drop-off locations are identified at Manor Township Community Park, Greider Park, Washington Boro Park, and Creswell Park. The drop-off program will begin on December 26th and be available until Sunday, January 22, 2023. To place your tree at one of these locations, they must be free of ornaments, lights, stands, and tinsel. You are required to remove plastic bags as well as covers and dispose of them properly. The trees will be chipped into mulch, which is utilized in the Township's parks.



For current Township information, be sure to visit our Facebook page:

www.facebook.com/manortownship

FALL COMPOST DATES & TIMES

In 1991 Manor Township started the process of exploring options for leaf disposal. At the time the Township was collecting just over 200 dump truck loads of leaves each autumn. The long standing practice of dumping leaves on farm fields was quickly becoming a burden to farmers. The idea of municipal composting operations were somewhat new, but the concept seemed like a potential solution.

The Township not only composts Manor's leaves at our facility which is located at 2783 Charlestown Road, we receive leaves from neighboring Township's and Boroughs.

Once leaves are brought to the site they are placed in rows for composting. Naturally occurring microorganisms found on leaves are primarily responsible for the composting of leaves. However, there are several other factors that affect the rate of composting – temperature, moisture, and air. Moisture is regularly monitored and maintained. The rows are turned based on the temperature of the leaves, allowing more oxygen through the piles, which is necessary for decomposition. Typically, leaves are finished composting in ten months. Once composting is complete, the compost is screened to remove any objects that have not been composted. The compost is known for its high quality, as customers from all over Lancaster County come to purchase the finished product.

The Township does offer the compost for sale to the general public at a cost of \$15 per cubic yard. The site will be open to the public from 9:00 a.m. to noon on the following Saturday's: September 24th, October 15th, November 12th, and December 3rd; and Wednesday's from 3:00 - 6:00 p.m. on September 28th and October 26th.





A Job Well Done!

On April 20, 2022, Officers were dispatched to a car vs. a motorcycle. When Officer Steve Haas and Officer Phil Eck arrived Logan Rothan (pictured below) was bleeding severely from his groin area. The injury was too high to apply a tourniquet, so Officer Haas applied pressure while Officer Eck packed the wound. As these officers did this, Corporal Tice and Sergeant Long interviewed witnesses and preserved the accident scene. Due to the actions of these officers, Logan survived! Officers Eck and Haas received Life Saving Awards and Corporal Tice and Sergeant Long received Commendations for their actions! Our Manor Township Officers are well trained in multiple aspects of the job. Thanks for a job well done!



PRECISE LOCATION

Do not be a victim of crimes that occur on your phone or using your phone's location tracker.

This is not something new but is getting a lot of media attention. Criminals are tracking users of apps such as Facebook with something called Precise Location. Criminals can find your EXACT location from social media apps if you do not turn off "Precise Location". In order to turn off this feature, open the Settings of your phone, go to "Privacy" and click on "Location Services." You can then click on any app and adjust your location preferences. An example would be on an Iphone, go to "Settings," then "Privacy," then "Locations Services." After you get to this point, click on the app you wish to disable "Precise Location." For example: click on Facebook and if "Precise Location" is showing a green button, click that and it will turn off your exact location and only allow for an approximate location. From this screen you can also click "Never" and it will never show your location. Take the appropriate steps to remain safe!

Anonymous Complaints

Manor Township receives frequent calls, letters, emails, and verbal complaints about possible Zoning Ordinance violations within the Township. Among these are many anonymous complaints, of which the staff will NOT investigate.

In order for a complaint to be submitted, one must provide the address and/or tax parcel number of the property with the alleged violation. In addition, complaints that are mailed or presented at our Township office must be signed and provide current contact information.

Complaint forms are available at the Manor Township Administrative Office.



NOVEMBER 6, 2022 - DAYLIGHT SAVING TIME ENDS

When local daylight time is about to reach 2:00 a.m. Sunday, November 6, 2022, clocks are turned back 1 hour to 1:00 a.m. local standard time instead.

STRAY DOGS

This is a reminder that residents should contact the Manor Township Police Department at 717-299-5231 if they have a stray dog in custody or see a stray dog in their neighborhood. The Police Department will pick up a stray dog only if it's in custody. Additionally, if you have lost your dog make sure you contact the Police Department, we may already have your dog or someone may contact us that has your dog. Once a stray dog is in custody an officer attempts to identify the dog by its license, collars tags or by microchip scanning. If the dog is identified by any of these methods, it is returned to the owner with a fee of \$50. If the owner cannot be located, the dog is transported to the Township's kennels and kept for a minimum of 48 hours (usually 72 or more). When the dog's owner is found they will be charged a \$50 fee and \$10 a day boarding fee. Anytime a dog is taken to the kennels a minimum fee of \$60 is required for the release of the dog along with a current license and rabies vaccination. The Township Police Department posts on their Facebook and our Crimewatch pages when there is a stray dog in our kennel. If the dog's owner is not located after 48-72 hours then the dog is taken to the Pennsylvania Society for the Prevention of Cruelty to Animals. Residents are reminded that the Pennsylvania SPCA will not accept dogs without prior police department authorization, unless the resident is willing to pay the surrender fee.

The Police Department reminds dog owners to make sure that their pets are secured with a leash when they are off their property. Additionally, that they are licensed and up-to-date with their rabies vaccination each year, because, beside the inconvenience of looking for your lost dog and the fee imposed by the Township for handling your lost dog, you may be cited under the dog law for not having a current dog license and/or letting your dog run at large. Both carry fines that range from \$50 up to \$300 and \$100 up to \$500 respectively, plus court costs.



RESOURCES & CONTACT NUMBERS FOR LOST/FOUND DOGS:

Pennsylvania SPCA Lancaster Center
 848 S. Prince Street, Lancaster, PA 17603
 Phone: 717-917-6979
 (Open every day 12:00 - 6:00 p.m.)
 Email: lancaster@pspca.org

Humane League of Lancaster County
 2195 Lincoln Highway East, Lancaster, PA 17602
 Phone: 717-393-6551
 Email: adoptlancaster@humanepa.org

Help Find Sophie in Lancaster PA
 Facebook: <https://www.facebook.com/HelpFindSophie/>
 Email: helpfindsophie2012@gmail.com

Manor Township Police Department
 Facebook: <https://www.facebook.com/manortownshippolice/>
 Crime Watch: <https://lancaster.crimewatchpa.com/manorpd/>

One last reminder, the Police Department does not handle cats. They are feral animals and as such are not regulated.

Halloween Safety

Halloween is quickly approaching and it is important to remember a few safety tips while trick or treating.

COSTUME SAFETY

- Make sure costumes fit so that children can easily walk without tripping.
- Wigs and beards should be properly attached so they do not obscure vision.
- Use light colors, decals or reflective tape so children are visible to motorists at night.
- Buy flame resistant costumes or make them from flame resistant materials.
- Make sure you can see well through masks.
- Use make-up instead of a mask.

STREET SAFETY

- Walk on sidewalks. If there is no sidewalk, walk on the left side of road, facing traffic.
- Cross streets at an intersection or crosswalk.
- Wait for proper traffic signals to cross.
- Avoid running out between parked cars.
- If riding a bike, it should have reflectors, a headlight and a horn or bell.

TRICK-OR-TREATING

- Save candy until you get home so that it can be checked before eating.
- Have parents or a responsible adult examine ALL CANDY / TREATS.
- Wash fruit and slice it into small pieces, checking it for anything inedible.
- Report any suspicious treats to the police.
- Don't go into anyone's house unless you know them.
- Trick-or-treat in groups and with parents accompanying young children.

Be Safe & Have Fun!

TRICK-OR-TREAT NIGHT

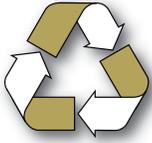
Monday, October 31st
6:00 p.m. - 8:00 p.m.

for Manor Township



**Manor Township
Board of Supervisors**

950 West Fairway Drive
Lancaster, PA 17603



Printed on recycled paper

PRESORTED STANDARD
U.S. POSTAGE
PAID
LANCASTER, PA
PERMIT NO. 1746

MANOR TOWNSHIP'S UPCOMING PROGRAMMING

Full details of all programs can be found at www.manortwp.org or by calling 717-397-4769.



Holiday Hours

The office will be closed on
the following dates:

Monday, October 10th

Columbus Day

Thursday, November 24th and

Friday, November 25th

Thanksgiving

Monday, December 26th

Christmas Eve



COMMUNITY CALENDAR

Each December, Manor Township mails out complimentary calendars to all interested residents, which contain important municipal information and dates for the upcoming year. If you currently do not receive one and would like to, please contact the Township office at 717-397-4769 or AKautz@manortwp.org to be added to the mailing list.



SNOW REMOVAL

As winter approaches, please remember the following tips help allow our operators to be as efficient as possible:

- DO NOT push or throw snow into the roadway at anytime. This creates hazardous driving conditions and is a violation of both State and Township law. Violators can be prosecuted.
- Make sure your mailbox is secured tightly on a sturdy post. Damage caused by plowed snow is the property owner's responsibility.
- Manor Township does not have a snow removal ordinance for sidewalks. However, residents are encouraged to clear snow and ice from walks after plowing is completed.
- If you must drive, do so at a minimal speed and give the snow plow operators plenty of room to do their work. Remember, if you cannot see the mirrors of our truck, our drivers cannot see you.
- Vehicles should be removed from the street so that operators can plow from curb to curb. This allows melting snow to enter the drainage system and not pond and refreeze on the road.
- Plowing cul-de-sacs can become more difficult when vehicles are parked on the street, due to limited space for snow to be pushed.
- Place one or two stakes along the edge of your property to help the snow plow operator distinguish where the edge of the road and lawn meet. The Township will not repair lawns damaged by snow plows if the lawns are not marked.