

Red Lion Borough Work Session Minutes
Monday, August 5th, 2024

Members present

Amy Lau
Brady Greer
Dennis Klinedinst
Mark Holloway
Evan Hiester
Tony Musso

Others present

Michelle Poole, Asst. Manager
Dan Shaw, Borough Manager
Jeff Shue, Engineer
Brett Patterson, Public Works

1. Work Session was called to order @ 7:00pm.

2. **Visitors/Public Comment**—the following addressed Council:

Ashley Smith-Taylor, 254 N. Main Street, is interested in holding a neighborhood block party in an effort to give her 4 children & neighborhood youth something fun to do. She wondered if Howard Street (from Railroad Lane to N. Franklin Street, from Stop sign to Stop sign) could be blocked off for this event. She would like to make it a free event for kids with a kid-friendly DJ, bounce house, food, face painting, etc. Ashley has already spoken to several neighbors about it & presented a sign-up sheet of 17-18 adults who were in favor & would like to be involved.

The involved adults could set up from 9am-11am that day, hold the event from noon-4pm, then clean up afterward. Other places to hold this were mentioned, such as Vulcan Road or Fairmount Park; however, Ashley is concerned about older teens being in the park & creating problems.

Mrs. Lau said Mike Adams is hosting a block party that wouldn't involve closing any Borough streets, if Ashley wants to contact him. Ashley doesn't have a specific date in mind but would like to do it before colder weather. Currently, the Borough doesn't have any Ordinances or provisions for such an event, but some rules need to be in place.

There would be some costs involved though, such as Borough staff setting up "No Parking" signs, road barriers, possible cleanup, mailing letters notifying nearby residents about the street closure, etc. Mr. Hiester said Reading charges a Barrier Fee of \$100 for such events.

Mr. Musso said some research can be done in other municipalities that hold such events to use that as a sort of template. Council is in favor of the idea & will contact Ashley after researching.

- **David Thompson, owner of 201 S. Charles St., Unit 4** (formerly Failor's Photography), had applied for a Special Exception to add "personal services/salon" to the unit, where he currently has photography, music lessons & podcast services. The Planning Commission recommended approval (to the Zoning Hearing Board) but urged David to give serious consideration to parking for the clients. He had asked the Commission about the possibility of using parking at the Community Building and/or library, as on-street parking is very limited and the lot across the street is owned by Pumpkin Patch Daycare. Council cannot speak on behalf of the library, but Mr. Musso said parking spaces at Fairmount Park are for the park, and spaces at the Community Building are for that use. Nearby businesses shouldn't count on that parking for their own use, but Council doesn't want to deter business coming to the Borough.

David needs to know what parking is available before going to the Zoning Hearing. The salon will be an appointment-based business, so it may involve only a few clients at a time requiring parking. Mr. Musso said the photography business had been there for years and clients always found places to park. A question was raised about the number of employees because they'll need parking also.

David's wife would run the music/podcast/videography studio, and there would be two salon owners/employees with appointment-only clients, who wouldn't be there 24/7. There are also 3-4 photographers on site, who are also appointment-based. Dan Shaw said the ZO requires "off-street" parking, so if that cannot be provided, the Special Exception becomes a Variance. Council can't make a decision on a zoning issue.

3. **Public Safety**—Mr. Holloway reported:

- EMS & Ambulance Reports were distributed.

- Fire Company Report wasn't received yet. The next meeting is this Wednesday, August 7th. Reminder, the gun raffle will soon end, if anyone is interested in tickets.
- He emailed pictures of the utility pole at N. Charles St/First Ave. that needs to be repaired. It's a Met-Ed pole, but there are other services on it that would need to be removed.
- The signs warning of the "speed tables" on N. Franklin Street need to be moved back so motorists are made aware sooner.
- It was a good idea for whoever removed the trees at the sign in the square, as it allows better visibility of the sign.

4. **Engineer's Report**—Jeff Shue reported:

- **Discussion was held on reallocating DCNR money**—the Amphitheater has been removed from the drawings. With the involved grading & revamped walkway, trees would need to be removed, but it would create a nice, graded area for sitting & any future plans. A separate plan showed demolition that would need to be done. Jeff's estimate for the work is around \$300,000. Grant money was \$280,000, but he believes this could be increased to cover the proposed work. If Council approves this scope of work which also includes lighting, Jeff wants to submit it to DCNR to get their approval & bid this project early 2025. Mr. Klinedinst believes a redesign would add more walkways in the park; however, the proposed plan would make the park ADA-compliant. Council needs to decide on a plan, or the grant money will be lost. Mrs. Lau, as well as most other Council members, believe the revised plan is a good use of the grant funds. Once the project is put out for bid, we can request additional funds, if Council wishes.
- **Street Projects**—
 - Chestnut Street is done. Mr. Klinedinst said the corner of S. Main/Chestnut and S. Pine/Chestnut still need handicapped ramps, but Jeff & Brett said the gas company will come back to do that, as they're still doing restoration work.
 - Rock Lane & Chestnut—Mr. Klinedinst doesn't foresee stormwater traveling to the storm drain because of the turn in the road.
 - S. Pine & Walnut Street—Mr. Klinedinst recommended a 4" rolled curb be installed the whole way down W. Walnut to divert stormwater, but that wasn't done. Instead, a pavement wedge was put in at the corner, and Public Works plans to also put in a swale, so work in that area isn't done yet.
- **Municipal Parking Lot retaining wall**—this was bid to award, hopefully in September. Once contract paperwork & insurance is in place, Jeff will discuss timeframe with the contractor. The courts were pushing to bid this project to get it done quickly, but depending on the timeframe & weather, Jeff is hoping the courts would be amenable to postponing the work until Spring, once a contractor is in place.
- **N. Franklin Street/Ilyes development**—need to get as-built plans from Jordan for the work that was done, as well as cleaning up outstanding items that have bonding in place.

5. **Parks & Recreation**—Mrs. Lau reported:

- Recreation Committee had no July meeting but will meet again this month.
- June Food Truck Friday profited \$552.03. July profited \$492. Discussion was held on having bands at the food truck events; more on that later. August's Food Truck will be Friday, August 9th; volunteers are needed. September's will be Friday, Sept. 20th and a band has already been booked for that. Other times of the year to hold the food truck events (Spring? Fall?) are being discussed, but the attendees really seem to like it held at Nitchkey Field. Mrs. Lau also suggested the Food Truck Contract be rewritten before next year. This can be mentioned to Atty. Craley.
- July 3rd Fireworks—originally had 2 food trucks, but Becky was able to get more. The turnout seemed like one of the best in years. The Rec Committee will discuss putting more safety measures in place for future fireworks events. Food truck profit was \$899 this night.

- July 4th Car Show had 134 attendees. Next year is the 25th anniversary & it seems the original committee still want to be involved for that, but Rec may take over after that.
- Jim Thorpe bus trip—all but 20 of the 55 seats are sold.
- Dan Shaw also reported:
 - The electronic locks on the park bathrooms need to be reset every time the power goes out. Brett suggested using a dial-type lock with timers because they're easier to reset & cheaper to use. He got a price of \$2,150 to replace the electronic ones.
 - Fee Schedule for Nitchkey Field use—he spoke to Windsor Township who charges \$12.50/hr. for the fields with a 4-hr. minimum, or all day for \$100. Red Lion Rec suggested \$25/hr. per field with no time minimum. This would go for the batting cages as well.
 - There may be a grant available for playground equipment, matching up to 100% of funds the Borough would contribute. Mr. Musso is currently working with Ian Montgomery on new equipment purchased by donors.
 - Ms. Greer also spoke to ROARS about finding sponsors for mural grounds for the park.

6. **Municipal Services**—Mr. Klinedinst reported:

- Turkey Hill (W. Broadway) has a skill machine now. Michelle will check on permitting for this.
- Scott Kline laid a gravel driveway at the old Jr. High that wasn't permitted, is there a follow-up on that? Michelle to check.
- Borough Meetings, Minutes & Agendas haven't been updated on the website yet.
- Municipal Authority plans to purchase a bench for the park in memory of Bob Frutiger. Dan said Bob helped to restore the old light post by the playground, so that would be a good spot for the bench.
- The Authority had been notified several years ago that the Country Club Pump Station was at capacity, so that must either be replaced by next year or a larger pipe installed.
- Elmwood Tank base is in & the sides will be up shortly.

7. **Public Works**—Mr. Klinedinst reported:

- Jeff Shue is working with Wendy Fink regarding the Country Club/S. Franklin Street project.
- Elm Lane—does the Borough want to abandon it or maintain it? If we keep it, it must be maintained in order to receive liquid fuels for it. The residents on Elm Lane are in Windsor Township, so their tax money goes there.
Jeff said there are two ways to abandon a street (in this case, an alley). The Borough can be petitioned to abandon it, and in some sense, that has already been done by one of the current residents. By abandoning it, the Borough is saying they no longer need that access, and Jeff said the Borough doesn't need access to Elm Lane. But when abandoning it, the Borough should maintain the rights of any utilities that are there. The residents should get together & ensure their legal documents for access are confirmed.
- Water at the Borough garage is muddy—Mr. Klinedinst will research that this week.
- Proposed water line installation for Jehovah Church—they haven't created a plan yet, so that must be received first before further discussion is held.

8. **Planning, Zoning & Economic Development**—Mr. Hiester reported:

- 4-way stop proposed by Mr. Hiester at S. Franklin St. & Boundary Ave. He presented pictures to Council & discussion was held on the Ordinance regulations for sight triangles & the lack of visibility in that intersection when cars are parked there.
Mr. Hiester is requesting this be on next week's agenda for action/approval of a 4-way stop. Jeff Shue said mostly everything now is based on sight lines & safe stopping distances, not necessarily clear sight triangles, because those are nearly impossible in a Borough. He doesn't disagree with Mr. Hiester regarding this intersection though, and Council consensus agrees that a 4-way stop would make the intersection safer.
- Economic Development is holding discussions about updating the Comprehensive Plan (from 2011) with Dallastown & Yoe. Grant opportunities for this can be researched. Contact can be made with

Dallastown & Yoe to discuss as well, but Mr. Musso reminded everyone Borough staffing is stretched thin.

- Discussion on the ROARS building was held. Mr. Hiester suggested using it for Economic Development meetings, as it's currently not being used for anything.
 - Mr. Hiester said ROARS wanted to be assured the money they donated would be used for the amphitheater; however, if that isn't happening, they thought they would be reimbursed. If building the amphitheater is the final intent, ROARS is OK with not being reimbursed, but more discussion can take place regarding this.
 - America250PA Initiative—will the resolution require any money or responsibility from the Borough? No, it's just a matter of recognizing that the Borough supports it and the free banners they give can be hung at the Borough's discretion. Then the Borough can be part of any future events, as they're held. The Resolution will be put on next week's agenda for action.
 - Economic Development has been working with the library about revitalizing their entryway with plants, etc. but they would like an agreement with the Borough stating that the maintenance & planting will be the Borough's responsibility. Economic Development planted flowers at Nitchkey Field and if the library is agreeable to the same, that's fine, but Michelle & Mr. Musso said the Borough, nor their staff are going to be responsible for maintenance & planting.
 - Economic Development proposed some shade trees be planted in the Splash Pad area. Brett & Michelle said no, trees will cause a mess for the Splash Pad filters.
 - Another mural at Nitchkey Field is being proposed. Carolina Sumner put together a draft of it which would allow people (kids, community members, etc.) to each do a 1' section then she would finish it. It could be done at Food Truck Friday or some other community event that would draw a crowd. Some Council liked the design, some thought the design should be a lion or something else, but it's better than a blank wall at Nitchkey.
 - ROARS wants to do a mural for the library & would like an agreement with the Borough stating they're amenable to the idea. Making it an advertisement by adding sponsors name(s) will be avoided, but the maximum size of adding sponsors to the mural should be small enough to not distract attention from the mural itself (2sq.ft. maximum or 5% of the mural size is reasonable, per Michelle). Council is agreeable to moving forward with this.
 - Main Street Program—the Borough held one year ago. The State recently increased the budget for this from \$6million to \$20million, & Mr. Hiester said when you become a Main Street-appraised Borough, you have access to community funds, grants, etc. although there is a requirement to hire a PT or FT person to do work such as grant writing, planning tourism activities, & other improvement projects. The money to hire doesn't have to come completely from Borough funds; an agreement can be arranged for the funds to partly come from the organization. One idea was suggested that this could be used as a New Year's Eve fund. More research can be done on what the Borough needs to do to meet the requirements, and more discussions should be held. Mr. Hiester can forward information to Council.
9. **Administration**—Mrs. Barley wasn't present tonight, but Dan Shaw reported:
- Bruce Stegman is to be appointed as alternate to the Zoning Hearing Board. Council is requesting he attend a meeting so everyone can meet him.
 - On next week's agenda--the rezoning of 20 E. Prospect Street from Industrial to Residential Town so they can create townhomes from the single-family residence.
 - Upcoming Zoning Hearings:
 - Special Exception submitted by Cheema Ranvir, LLC for a service station or convenience store dispensing fuel at 675 S. Main Street (Commercial Zone, formerly Anthony's Affordable HVAC). Planning Commission recommended approval of the SE & for the ZHB to review potential restrictions for hours of operation and tanker truck deliveries if input is received from neighbors. Any Council members who have objections, concerns or comments regarding this application, are urged to come to the Zoning Hearing.

- Adding “personal service” use of a Salon to the current use as a Photography/Creative Studio at 201 S. Charles St., Unit 4. Planning Commission recommended approval with the applicant giving strong consideration to having adequate parking.
- MMO (Minimum Municipal Obligation) for the pension will be on next week’s agenda.
- Navarro & Wright payment—Dan said there is an additional \$400+ to approve yet. PSP is investigating the Navarro & Wright check scam. More on this as it’s learned.
- Ordinances will be on next week’s agenda to advertise—1) Council members declining compensation, and 2) Parking regulations concerning prohibited parking during street sweeping. Michelle will send some notes to Atty. Craley on this, as some of the lots currently listed as “available parking during street sweeping” are not Borough-owned.
- Mrs. Barley submitted the following items:
 - Bonding for Manager/Asst. Manager--that Dan Shaw & Michelle Poole should be bonded at \$300,000. She thought the insurance for this was a fair price.
 - Statement of Financial Interest forms must be completed & turned into the office.
 - Upon Dan’s retirement in December, Michelle will move into his position, & Jay will move into hers, so the hiring of Keith Ramsay as the new Codes Enforcement Officer was proposed. Dan & Michelle will make this decision, but Mr. Klinedinst, Mrs. Barley & Mrs. Lau offered their input & have met Keith. Michelle likes how he believes in educating the public on Ordinances.
 - Advantage Security is being researched as a possible replacement for CIA, as some of CIA’s work is costly & unsatisfactory in some cases.
 - One-Way sign on N. Franklin Street needs to be moved outside of the fence, as vehicles are driving on the Rail Trail.
 - She met with Rob Miller, Manager of People’s Bank & discussed some account information with him. She will relay Rob’s responses to Borough staff.
 - Becky Magnani must be added to the Members First account.
 - There’s a proposal to use C.S. Davidson’s Permit Program (thru CS Datum) in an effort for permits & code enforcement to be more efficient & effective. Cost is \$1,800/yr with an initial cost of \$16,000 which can be paid over a 3-year period. This will be discussed at next week’s meeting.
- Interviews for Parking Enforcement Officers are being conducted.
- A request for payment will be presented next week for the street work.

10. **Adjournment**—With no further business before Council, Work Session adjourned @ 9:55pm.

Respectfully submitted by:

Stacy Myers, Recording Secretary