

**Red Lion Borough Work Session  
Meeting Minutes  
Monday, August 7<sup>th</sup>, 2023**

**Members present**

Amy Lau  
Muriel Slenker  
Tina Frutiger  
Denny Klinedinst  
Chris Minnich  
Tony Musso

**Others present**

Dan Shaw, Codes/Zoning  
Jeff Shue, Engineer  
Brett Patterson, Public Works  
Mayor Gene Lau  
Stacy Myers, Recording Sec'y

**Visitors**

Joe Mulá  
Meredith Yakelis  
Bob Frutiger  
Cheryl Williams  
Michelle Poole

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

2. **Visitors/Public Comment**—

- **Cheryl (Sherry) Williams (First Avenue resident)** was before Council to report the continuing problems she's having with her neighbor. She's reported the verbal abuse, profanity & harassment to Borough Council several times, and has also called the police several times and said she has gotten no help. She was told to keep a log noting the date, time, and details of each incident. State Police have responded a few times, they take a report & at one point, issued a fine to Sherry, because another neighbor overheard her response to the harassing neighbor. Sherry contacted the property owner (neighbor doesn't own the property) to no avail. She has obtained an attorney and stated she has a court date at the end of the month, but she's very frustrated because she feels like she's getting no help. Borough Council, while very empathetic to Sherry's situation, stated this is a civil matter, and they can't get involved. They encourage her to continue to keep a log & take pictures/video of the behavior whenever possible, and to continue to call the police, because they feel as if hitting the property owner with fines may be the best way to bring his attention to the situation. Mr. Musso invited Sherry to attend the regular Council meeting next Monday when Atty. Craley will be present, to get his point of view and offer any further suggestions for her.
- **Joe Mulá from the mulá group** was present to discuss the status of construction at the new Borough Offices. Construction is underway & going well. Joe presented an updated budget for the project, consisting of acquisition costs, construction costs, & owner start-up costs.
  - **Acquisition costs**—still \$0 & will remain \$0 for the remainder of the project, as the Borough had previously agreed not to include any of these in the project budget.
  - **Construction costs**—include architectural, civil, structural & mechanical engineering services, as well as permitting/inspections. Design Phase is 100% complete. To date, \$0 has been spent in the Construction Phase even though work is currently being done. Joe doesn't foresee the budget of this phase changing. To date, building permitting & inspections is under budget & Joe doesn't anticipate spending the whole amount budgeted.

For construction costs themselves, \$997,448 was budgeted in May. To date & what Joe has an application for payment for totals \$38,025. Although there are 4 total contractors on this project, only 3 submitted requests for payment & make up the total above. This will be before Council for action at their August 14<sup>th</sup> meeting.

To date, \$116,596.50 has been spent, which is 10.5% of the \$1,113,409.72 construction budget. The Borough holds an “owner contingency” of 10% in the amount of \$111,340.97, of which \$0 has been spent.

- **Owner start-up**—fixtures, furniture & equipment--\$0 spent to date. IT/security spent \$9,942 of their \$50,000 budget to date (expenditures don’t include telephone).
- **Total project costs/budget**--\$1,304,750.69 was budgeted of which \$126,538.50 has been spent to date (9.7% of total).

Other items discussed related to the new offices:

- Layout of the meeting room & offices as well as the FFE (furniture, fixtures & equipment).
- Every office will have 2 data points to accommodate furniture layout with wiring, plugs, outlets, etc.
- Council table & meeting room layout with outlets & microphones.
- Removal of plaster walls wasn’t budgeted, so Joe said a Change Order for those costs may be received but hasn’t been to date.
- Grading of property needs to be looked at to eliminate water puddling when it rains.
- Columns on the upper level will be saved & walls were shifted around a bit to avoid adding beams & new walls. A column downstairs could be shifted.
- Rear site work—additional curb will be needed near the generator (lower level).
- Utilities for the future buildings—Joe received C.O. from the electrician & is expecting C.O. from the plumber.
- Ductwork condition in the building was good other than 1 section needing to be replaced.

Meetings are held onsite every other Wednesday, the next one being August 8<sup>th</sup> @ 8am.

3. **Administration**—Council discussed the following administrative issues at this time:

- **Michelle Poole**—applicant for Zoning Officer position was sent a proposal for the job, which Michelle said she’s very happy with. Retirement & insurance benefits were discussed. Michelle brings 20 years of zoning, building & code enforcement experience to Red Lion. Dan said she may need to update some of her certifications, like her BCO license. Council consensus tonight was to offer Michelle the Zoning Officer position. Michelle will send an email to Mr. Musso stating her acceptance of Red Lion’s proposal and she plans to give notice to her current employer tomorrow. She can begin at Red Lion on September 11<sup>th</sup>, 2023. This will be on Council’s August 14<sup>th</sup> agenda for action.
- **Dan Shaw**—Mr. Musso would like to offer Dan the Borough Manager position. An increase to the pension multiplier was discussed, as the Defined Contribution plan affects Dan, Brett Patterson & Dianne Price. Mr. Musso stated Red Lion needs to be more competitive with other municipalities to make employment there more appealing. Consensus of Council to increase the multiplier from 1.18 to 2.0 was taken:
  - **Tony Musso**—in favor.
  - **Cindy Barley**—not present tonight, but Mr. Musso said she’s in favor of the increase to 2.
  - **Dennis Klinedinst**—not in favor.
  - **Amy Lau**—in favor.
  - **Muriel Slenker**—in favor of 1.5, not 2
  - **Chris Minnich**—in favor.
  - **Tina Frutiger**—in favor of 1.5, not 2

This increase in the multiplier would require \$90,000 to fund that rate this year. Approx. \$60,000 is received from the State for the pension, so the other \$30,000 would need to come from the budget. It’s uncertain how long Dianne Price would be on the retirement/pension plan though, because although she has retired, she may be considered to continue contractual work with the Borough; however, pension benefits may not be applicable.

The Borough Manager offer to Dan Shaw will be on the agenda for next Monday.

- **Public Works**—Mike Adams + another man may be possible hires for the department.
4. **Mayor Lau's Remarks & Recommendations**—Mayor Lau reported the person responsible for cutting ground wires from telephone poles in town has been arrested.
  5. **Public Safety**—EMA, Ambulance & Fire reports should be received by next Monday's meeting.
  6. **Engineer's Report**—Jeff Shue reported:
    - Street work—Pine Street work is done. Reclamation work is done. Milling/paving should be finished by end of next week. As previously discussed, Shiloh Paving can add base repair on Railroad Lane (behind karate school & Sign of the Horse), but this will add additional costs to the contract ( listed as Project #9). The stone + 2 courses of bituminous isn't necessary in all areas of Railroad. Consensus of Council agreed to move forward with the Railroad Lane repairs.
    - Amphitheater—more to be reported next month.
    - Next Monday, Jeff will meet with York County Conservation District & Glenn Rexroth (8am) & with Jordan Ilyes (9am) regarding both of their projects.
  7. **Parks & Recreation**—Mrs. Lau reported:
    - Last week of summer camp is this week; things went really well.
    - Next Food Truck Friday is August 18<sup>th</sup> (4:30-7pm) & will have competition with Dallastown Carnival (July's Food Truck was in competition with the York Fair). If anyone knows of another available truck for 8/18, let Meredith know.
    - Movie in the Park—after Food Truck Friday, August 18<sup>th</sup>, 7:30pm.
    - Kids' Baking Class is being planned.
    - October 21<sup>st</sup>—Pumpkin Walk-Along is being considered (on the trail)
    - October 30<sup>th</sup>—Halloween Parade @ 7pm, registration will open soon.
    - Mrs. Lau requested a spreadsheet of expenses/revenue from Suds 'n' Song and also from the Food Truck Friday events (after September 15<sup>th</sup>).
  8. **Municipal Services**—Mr. Minnich reported:
    - August 2<sup>nd</sup>—Source Water Protection Meeting—good discussion was held on stormwater runoff.
    - Next RLMA—August 23<sup>rd</sup> @ 7pm. Of note, water trucks can no longer be filled at the plant.
    - September 16<sup>th</sup>—Watershed Weekend—plant tours are planned.
    - RLMA's joint annual meeting with Dallastown-Yoe was held on July 26<sup>th</sup> & everything went well.
    - Two loan applications were submitted, one for the Edgewood Tank & one for the Greenbranch generator. More information will be shared as staff is updated.
    - Meter capability (with the new style meters) is currently being researched with the manufacturer & RLMA staff.
  9. **Public Works**—Mr. Klinedinst reported:
    - Roads at Kaltreider-Benfer Library—there was to be an agreement about the cross easement, but it's unclear whether or not this was recorded. More on this as it's learned from the Authority's Solicitor.
    - 2025—Columbia Gas plans to replace gas lines along Wise Avenue, so Mr. Klinedinst wants Council to consider repair/paving all or part of Wise Avenue to piggyback with the gas company's project.
    - Following up on a neighbor's complaint, Turkey Hill (W. Broadway), must now be closing earlier, but Dan anticipates them submitting a Zoning Hearing app to expand their hours.
    - Parking meters—seems as if the meters in front of N. Main Street businesses are still not being fed during business hours. Parking enforcement staff is low right now; however, some

- of the meters are full & need to be emptied in order to be used. Staff is still working with the manufacturer to get the kiosk at the Municipal Parking Lot operational.
- A handicapped parking request was received for 230 Wise Avenue. Mr. Klinedinst said it will most likely be denied at next week's meeting, because there is currently another space in that same block.
10. **Planning, Zoning & Economic Development**—Dan Shaw reported:
- Planning Commission Meeting—Monday, August 21<sup>st</sup> @ 7pm.
  - No Zoning Hearing is scheduled for August.
  - Dan will review the Ordinances for violations related to Cheryl Williams' complaint.
  - ROARS—may attend next week's meeting, as they have some questions & want to finalize their lease.
11. **Administration** (continued from earlier discussion)—Mrs. Frutiger:
- Nominations for the Catherine Meyer Award are being accepted. Mr. Musso will take the lead on this.
  - An agreement for Dianne Price to conduct contractual work should be created.
  - LERTA application for 214 N. Franklin Street will be on next week's agenda for Council action.
  - Intermunicipal Agreement Resolution will be on next week's agenda for Council action.
12. **Adjournment**—with no further business, Work Session adjourned @ 9:22p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary