

Red Lion Borough Council Meeting Minutes
Monday, December 9th, 2024

Members present

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

Others present

Dan Shaw, Borough Manager
Michelle Poole, Asst. Borough Mgr.
Mayor Gene Lau
Samantha Craley, Solicitor
Mike Craley, Solicitor
Stacy Myers, Recording Sec'y

Visitors

Pastor Nauta	Jordan Ilyes	Scott Thompson	Sandra Graham
Scott Gingrich	John Krantz	Aleksa Keithan	Chris Minnich
Erica Gemmill	Bethann Lau	Donna Martin	Mike Chrzanowski
Jim Dow			

1. The meeting was called to order @ 7:00pm. Pastor Chris Nauta offered a prayer followed by the pledge to the flag.
2. **Approval of Meeting Minutes**
 - **Work Session**--Mr. Klinedinst made a motion to approve the November 4th, 2024 minutes; Mr. Holloway seconded. All were in favor; motion carried.
 - **Regular Meeting**—Mayor Lau asked for a correction to his statement. He had stated “*he was so happy that the garbage showed up to vote on Election Day to vote for this country*”. This correction will be made. Mr. Klinedinst made a motion to approve the November 11th, 2024 minutes with that noted correction; Mr. Holloway seconded. All were in favor; motion carried.
3. **Visitors & Public Comment**—the following addressed Council:
 - **Erica Gemmill, 341 W. Maple Street**, wanted to revisit the need for a traffic study, citing the safety concerns along Locust Lane, as well as N. Franklin Street since the opening of Franklin Street Social. Mr. Musso confirmed a study would be conducted, probably closer to springtime. Erica suggested the area have more signage as well, at the very least, 1) a No Outlet sign at the bottom of Locust Lane (past the Stop sign), 2) a No U-Turn sign (at the Stop sign, bottom of Locust), and 3) a No Parking sign along Locust Lane. Erica said she recently counted 30-40 cars (in an hour) making a U-turn at the end of Locust Lane to travel back up Locust towards Franklin Social parking lot. Some may not be familiar with the area or neighborhood, while some just don't care. There are a lot of people who park elsewhere & walk up Locust Lane too, even though there is 2-way traffic, and many people are not driving cautiously. There was a recent accident at Locust Lane & N. Franklin Street and nearly another when 5 cars road jammed in an effort to navigate the area (or to pass those trying to park in the area). This past Friday, Erica called the non-emergency Police number to tell them about her safety concerns and to hopefully get Police presence to help the traffic situation, especially in peak hours of the business. Jordan Ilyes', developer & co-owner of Franklin Social was present tonight and expressed his concerns as well. There is enough parking for the residents of the apartments AND the commercial uses, but he agreed that more signage to direct traffic would be helpful and he's willing to do what it takes to make it as safe as possible.
Atty. Craley said the order of things must be, 1) traffic study conducted, 2) Ordinance passed to install & enforce signage, and 3) sign installation. He also urged Erica & everyone concerned about what's going on to document what they see.
 - **Donna Martin, 122 N. Franklin Street** also expressed concerns about the traffic & speeding.
 - **Bethann Lau, 210 N. Franklin Street**, corner of N. Franklin & Locust Lane, has lived there for 20 years and has a special needs child. Her neighbors are all gracious enough to leave the parking space in front of her house open as her son cannot navigate the backyard or basement steps to come into the house. Of course, since Franklin Social opened, the space is mostly taken. She fears that once a traffic study is conducted, she may lose that parking space anyway due to the clear sight triangle. If a handicapped space was installed, anyone with a handicapped placard can park there; it wouldn't be solely for her son. Is there a sign for a “disabled person” that could be designated for a specific person? Atty. Craley said we would need to research

whether or not such a sign is available or could be installed and dedicated to a single resident only. A safety sign of some sort may also be possible, but that would need to be researched as well.

Mr. Musso asked for everyone's patience as the town experiences growing pains. This industry & business is great for the town, so we're glad to see it, but we also want to keep everyone safe. The traffic study will be conducted & signage will be strongly considered. In addition, Trooper Grothey will be contacted to see if PSP can sit in the area, especially during Friday & Saturday evenings (peak times of the social hall) to monitor traffic and safe driving.

4. **Mayor Lau's Remarks & Recommendations**—Mayor Lau stated Santa Claus had a lot of fun on the fire truck this past weekend.

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

- EMA, Fire Company, & Ambulance Reports were all distributed.
- Fire Company held elections recently & Scott Gingrich will serve as Chief for two more years.
- Fire Company expressed their gratitude to Mr. Musso for the donation of the ice machine.
- Santa Run was awesome & received great feedback!
- The County's fire ban has been lifted.
- There are issues where cars are parked in front of garages, making it nearly impossible for fire apparatus (and garbage trucks) to pass safely. Michelle said there's no way to enforce this right now, but this will be addressed.
- Weaver Lane speed bumps need to have signage, so vehicles are aware.
- Utility pole on First Avenue/N. Charles Street is still there. Dan said the utility companies have been notified several times and must remove their equipment first.
- Although he hates to see parking spaces removed, Mr. Holloway agrees that the sight triangles at Maple Street, Locust Lane, N. Franklin St, Cherry St, High St & Hess Lane are all dangerous intersections.
- Signage is also needed at Red Lion Mile (or possibly barricades) to keep motorists from driving through.

6. **Visitors/Public Comment continued**

- **214 N. Franklin Street/As-built plans**--Jeff Shue wasn't present tonight, but Jordan Ilyes reviewed the list of items Jeff wanted to be completed since the plans that were submitted were not followed. C.S. Davidson submitted a letter, dated 11/8/2024, listing the following that were the difference between the as-builts & the plan.
 - ***Pave the Red Lion Mile***—**Jordan would like this to be conditional on money being released from escrow so he can afford to do the paving. Michelle said the Borough plans to fix the ditch line before paving in order to direct stormwater.**
 - *At Brett Patterson's suggestion, create a speed hump on Neff Street in front of the RL Mile to help slow traffic & divert the stormwater into the drainage swale.*
 - *Change the curbing along Locust Lane to allow the stormwater to go into the storm water drain with Brett's guidance. Michelle said when it rains, the curbing kicks the stormwater around the box rather than guiding it into it. It's a small portion that needs to be removed.*
 - *Although not required to fix the curbing in the parking lot, Jordan agreed to make it look nice & if it falls apart, he will be the one to fix it as it's on his property.*
 - *Install the ADA ramp with the understanding that he will do the best he can with it, although it may not be perfectly ADA-compliant, but the road is not perfect either. The topography of N. Franklin Street isn't ideal, so as long as Jeff Shue agrees with the workmanship, Council is agreeable. Michelle received Jeff's agreement to Jordan's plan to do this work as best he can because of the street grade.*

Mrs. Barley made a motion to approve the agreed-upon plan; Mr. Musso seconded. Discussion was held. Atty. Craley said an addendum can be added to the Land Development Plan for these items and it should be signed by both Jeff Shue & Jordan Ilyes. Council agreed. Atty. Craley also said he's fine with Jordan's request to have money released for the paving of the Mile, but any release from escrow must be approved by Jeff Shue, and we must ensure we're retaining what's necessary for outstanding improvements.

Jordan stated he is also a victim of some erratic & unsafe driving from motorists visiting the Social Hall, as well as angry customers and tenants because of traffic & parking issues. He asked if he could install signage before a traffic study is done & an ordinance created? Atty. Craley said any type of directional signage such as parking, traffic, etc. must wait for the study. Directional signs on Jordan's private property/parking lot to direct motorists is fine to be installed now. All were in favor with above motion; motion carried.

- **Jim Dow was present on behalf of St. John's United Church of Christ** (2 E. Gay Street) to request trash service for the parsonage be discontinued since Pastor Tietje is retiring soon and the church is unsure when they will get a new one. Jim said the church AND the parsonage pay for trash service from Penn Waste, but the church has been told it could be 18 months before they have another pastor, so they wanted to inquire about stopping trash collection till then. Mrs. Barley stated the Borough's policy when someone wants to discontinue trash service has always been to pull the water meter at the home. This way the Borough ensures no one will continue to live in the home because they will have no water. Jim said they don't really want to do anything with the water meter but if that's the Borough's policy, he will report that to the church. Mrs. Barley suggested St. John's call Penn Waste & go on their yearly program, in which they supply a number of trash bags to use & bill accordingly. It ends up being cheaper than paying quarterly.
7. **Solicitor's Report**—Atty. Craley reported that Lt. Spangler has recently retired from PSP, so the Acting Barracks Commander will be a Sergeant & Trooper Grothey will continue to be the Borough's liaison & PSP contact.
 8. **Engineer's Report**—Jeff Shue was not present tonight but submitted his report. Of note, Thursday, December 12th the contractor is to begin the work at the Municipal Parking Lot.
 9. **Parks & Recreation**—Mrs. Lau reported:
 - **The Rec Committee has proposed a rental rate** of \$1,000/season for Windsor Township to use Nitchkey Field and to conduct all maintenance except mowing. WT has agreed to aerate, seed, line & drag fields. Mrs. Lau made a motion to accept the proposal for Windsor Township to pay a \$1,000/season rental rate for use of Nitchkey Field with the agreement of field maintenance except for mowing; Ms. Greer seconded. All were in favor; motion carried.
 - **Resolution 2024-19**—to adopt the 2025 Recreation Fee Schedule. Mrs. Lau made a motion to approve Resolution 2024-19 for the updated Rec Fee Schedule; Mrs. Barley seconded. All were in favor; motion carried.
 - **Mike Chrzanowski, 349 Country Club Rd.** requested to be appointed to the Rec Commission. There can be a total of 9 members and the commission currently has 7 members. Mrs. Lau made a motion to appoint Mike Chrzanowski to the Rec Commission for a term ending 12/31/2029. Mr. Hiester seconded. All were in favor; motion carried.
 - **Advantage Security/Nitchkey Field cameras**—Michelle said Atty. Craley reviewed the camera agreement, but she has a meeting scheduled for tomorrow, 12/10 with Advantage so she would like to table this until the January Council meeting.
 10. **Municipal Services**—Mr. Musso reported:
 - As of January 1st, 2025, the tipping fee at the landfill will be increased by \$4/ton. Borough residents will see an increase of \$5.79/quarter on their Penn Waste bill (from \$91.18 to \$96.97/qtr.) The increase is based on tonnage figures from 2023.
 11. **Public Works**—
 - Mr. Klinedinst & Mr. Holloway reported on cracks in the chimney of the Community Building, as well as roof concerns and proposed repairs of it, as well as the small chimney. Rotten pavilion boards also need replaced. Pictures of the chimney cracks & disrepair were shown & discussed. Mr. Holloway said the big chimney isn't used that often, but the small chimney is. He recommends the chimney be covered with a tarp right away until repairs can be planned. Brett will do this. Mr. Holloway also reported the rotten boards in the pavilion that need replaced, but the Community Building chimney/roof should be repaired quickly because the building gets rented frequently. Brett has also reported that the roof of the small building/shed leaks, so that will need to be repaired. Mr. Holloway estimates repairs to easily be \$40,000-\$50,000 for the pavilion alone. He plans to get more pictures of the damaged areas.
 - Purchase of leftover 2024 chassis truck at a discounted price through COSTARS. Mr. Klinedinst made a motion to move forward with the purchase of the chassis, plow & accessories, not to exceed \$100,000; Mr. Musso seconded. All were in favor; motion carried.
 12. **Planning, Zoning & Economic Development**—Mr. Hiester reported:
 - Committee (Holloway, Hiester, Barley) has a meeting planned for 1/20/2025 @ 1:30pm to evaluate and propose the 2025 Borough Fee Schedule.
 - Several organizations would like permission to place one bench per organization (6 total) along the Red Lion Mile. Those organizations include Bridges for Brianna, Red Lion/Dallastown Rotary, Red Lion Lions Club, ROARS, Kaltreider-Benfer Library & Community Reach. Plaques for the benches noting the sponsor's name(s) may also be considered. The areas to place the benches were identified; however, Mr. Musso wants it

to be clear if the benches are destroyed (other than normal wear & tear), become hangouts for kids, making it a public nuisance, or if they become a place for vagrants to sleep, etc., the benches will be removed.

Mr. Hiester made a motion to move forward with placing the six benches along the Red Lion Mile at locations approved by Brett Patterson; Mr. Musso seconded. All were in favor; motion carried.

13. **Administration**—Mrs. Barley reported:

- Proposed 2025 Budget—Mrs. Barley made a motion to approve the proposed 2025 Budget; Mr. Musso seconded. Motion carried 5-2 with Mr. Klinedinst & Ms. Greer opposing.
- Adoption of real estate tax levy Ordinance 2024-12-7—Mrs. Barley made a motion to adopt Ordinance 2024-12-7 increasing the fire tax from .3mils to .4mils. All other real estate taxes remain the same for 2025. Ms. Greer seconded. Motion carried 6-1 with Mr. Klinedinst opposing.
- Dan Shaw is retiring as Borough Manager as of January 13th, 2025, but his last day at work will be December 23rd, 2024, and he will be using paid time off until 1/13/2025.
Mrs. Barley made a motion to appoint Michelle Poole as Borough Manager and Open Records Officer as of December 23rd, 2024. Mr. Holloway seconded. All were in favor; motion carried.
- Mrs. Barley made a motion to appoint Jay Holt as BCO & Zoning Officer as of December 9th, 2024; Mr. Holloway seconded. All were in favor; motion carried.
- Mrs. Barley made a motion to adopt & advertise the 2025 Council Calendar Meeting Dates as presented; Mr. Klinedinst seconded. All were in favor; motion carried.
- Mrs. Barley made a motion to remove Dan Shaw from the bank accounts at M & T Bank, Members First & Peoples Bank and to add Michelle Poole and appropriate Council members, no later than December 31st, 2024. (Appropriate Council members being the Administration Committee plus Tony Musso). Mr. Klinedinst seconded. All were in favor; motion carried.
Mrs. Lau had previously asked to have viewing access of the bank accounts. Michelle said this is all being processed & arranged. Atty. Craley said every Council member and the mayor should be allowed viewing access to the bank accounts.
- Mrs. Barley made a motion to suspend parking meters from December 10th, 2024 to January 6th, 2025. Mr. Holloway seconded. All were in favor; motion carried.
- Mrs. Barley made a motion to appoint Michelle Poole as Chief Administrative Officer of the Pension (Borough employees only), effective December 9th, 2024; Mr. Hiester seconded. All were in favor; motion carried.
- **Resolution 2024-17**—appointing Michelle Poole as Assistant Secretary. Mrs. Barley made a motion to approve Resolution 2024-17; Ms. Greer seconded. All were in favor; motion carried.
- **Resolution 2024-18**—appointing Michelle Poole as Assistant Treasurer. Mrs. Barley made a motion to approve Resolution 2024-18; Mr. Hiester seconded. All were in favor; motion carried.
- Of note, the Borough received \$22,143.54 from Susquehanna Municipal Trust in dividends for our worker's compensation.
- **Resolution 2024-15**—to adopt a revised joinder agreement that allows Robert Joyner to get the 2% multiplier for his pension. Mrs. Barley made a motion to approve Resolution 2024-15; Mr. Musso seconded. Dan Shaw noted that an actuarial study has been completed for this. All were in favor; motion carried.
- Discussion was held on the engagement of SEK to reconcile the 2023 accounts to prepare for the 2023 audit to be completed by the end of the year for Hamilton & Musser to complete both the 2023 AND 2024 audits at the same time. With Dan Shaw AND Becky Magnani (as Treasurer) leaving, Atty. Craley said this is a good idea, considering an audit should be conducted when employees in those positions retire/resign. SEK hasn't responded yet on whether the Borough can function under their previous engagement letter or whether a new engagement letter would be required, but staff will continue to push for an answer.
- As Becky Magnani is resigning as Borough Treasurer as of December 12th, 2024, Mrs. Barley made a motion to remove Becky from any Borough bank accounts, any automatic access and as Borough Treasurer as of noon on December 12th, 2024. Mr. Musso seconded. All were in favor; motion carried.

14. **Communication**—nothing further.

15. **Approval of Bills**—Mrs. Barley made a motion to approve the bills; Mr. Musso seconded. All were in favor; motion carried.

16. **Other business**

- Mrs. Lau said the sign in front of the Leo Center still says “ROARS Leo Center”.....maybe a local sign company could donate a sign without the ROARS name.
- Mr. Musso thanked Dan Shaw for all his years of service to the Borough & its residents. He started working for the Borough in 1996 and will be missed. Congratulations, Dan! We wish you well in your retirement!

17. **Adjournment**—With no further business before Council, Mrs. Barley made a motion to adjourn the meeting @ 9:10pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary