

Red Lion Borough Council Meeting Minutes
Monday, January 13th, 2025

Members present

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

Others present

Michelle Poole, Borough Manager
Jay Nolt, Zoning Officer
Mayor Gene Lau
Jeff Shue, Engineer
Samantha Craley, Solicitor
Mike Craley, Solicitor
Brett Patterson, Public Works
Amanda Runkle, Secretary/Treasurer
Stacy Myers, Recording Sec'y

Visitors

Pastor Jay McWilliams
Scott Gingrich
Aleksa Keithan
Emily Seitz
Ruth Robbins

John Brownlee
Glenn Rexroth
Jen Dettinger
LuAnn Hildebrand
Sarah Chain

Joe Mulá
Blaine Markel
Derek Eveler
Libby Stambaugh
Mike Chrzanowski

Chris Minnich
Tonya Wheeler
Duane Ness
Robin Rohrbaugh

1. The meeting was called to order @ 7:00pm. Pastor Jay McWilliams from Pleasant View Church offered a prayer, followed by the pledge to the flag.
2. **Approval of Meeting Minutes**
 - **Work Session**—Mrs. Barley made a motion to approve the December 2nd, 2024 Work Session Minutes; Mr. Musso seconded. All were in favor; motion carried.
 - **Regular Meeting**—Mr. Klinedinst made a motion to approve the December 9th, 2024 Meeting Minutes; Mrs. Barley seconded. All were in favor; motion carried.
3. **Visitors & Public Comment**—the following addressed Council:
 - **Robin Rohrbaugh, Community Progress Council** President & CEO shared information about Poverty Awareness Month (January) and the work their team does in the Red Lion area serving low and moderate-income families. Robin introduced her team members, Emily Seitz, Ruth Robbins & Sarah Chain. Community Progress' mission is to empower people/families to move from poverty to self-sufficiency. There are approx. 45,000 people in York County living below the poverty standard, and approx. 150,000 people in the County living below the self-sufficient standard (able to pay for the basic living expenses throughout the month without turning to public or private assistance). Robin said their work extends all over York County, but they have a physical presence in Red Lion with two Head Start classrooms at Windsor Manor Elementary School, as well as a full-time WIC Supplemental Program (Women, Infants & Children), and a Resource Navigator who informs all visitors (to Windsor Manor) of available programs & services. From there, the families get partnered with a coach who can motivate, encourage & find the appropriate resources to help them move from poverty to self-sufficiency.
In 2024, Community Progress Council helped nearly 14,000 people in York County and approx. 561 in Red Lion. There are approx. 200 people on the waiting list for help (not all in the Red Lion area). Community Progress has a newsletter & Robin left some materials about events where hopefully, Red Lion Borough Council could partner with them to grow awareness about their services. Of note, they participate in National Night Out in August and that's a good opportunity to get exposure. The Borough's bi-annual newsletter is another opportunity where Community Progress could get the word out about their services.
 - **Tonya Wheeler, Red Lion School District** stressed the importance of Community Progress Council and what they do for the school district, providing the Head Start Programs for families in need. Mr. Klinedinst asked Ms. Wheeler why a School Board rep no longer attends the Borough's Rec Board meetings. Tonya said she will inquire about that at the next meeting and see if a representative can be found to attend.
 - **Joe Mulá, from The Mulá Group**, gave Council an update on the Borough Office work/project. He suggested tabling the Payment App for Shannon A. Smith until next month until work is complete on the generator installation. Joe also reported on the Columbia Gas upgrade of the gas line. He has held discussions with Columbia Gas & Michelle regarding the gas service from the meter out (from the meter in, everything is

fine). The new gas meter will accommodate the future pole building with the proposed new gas service and will also service the new generator. Columbia Gas will install a 2" line from the street to the building, as the existing line & meter won't handle the extra load required of it. Michelle stated the Borough received \$860.91 in assistance from the State for this upgrade and that amount has been deducted from the amount due to Columbia Gas, which is \$4,930.60. This amount includes all connections, service lines & the new meter. Mr. Klinedinst disagrees with the Borough paying for this upgrade, as The Mulá Group had conducted all the engineering for the utilities. Joe said all the engineering was done for the water, gas & electricity, and while the water & electric services were upgraded, he's unsure why the gas company is just coming back now with the necessary upgrades, although slow supply chains resulted in many delays in 2023. The bill amount wouldn't have been any different if this work was done prior compared to being done now.

Mrs. Barley made a motion to authorize payment of \$4,930.60 to Columbia Gas for the necessary upgrades to the services, connections & gas meter. Mr. Musso seconded. Motion carried with Mr. Klinedinst opposing. From a budget standpoint, Joe said, along with the outstanding money to pay Shannon A. Smith, there is approx. \$14,000 left in the owner's contingency budget line item.

- **Duane Ness, from Advantage Security** submitted a contract proposal for cameras at Nitchkey and for proposed replacement of CIA at Fairmount Park. The problem with the current system at the park is that the cameras are not working more than they are. The Borough is paying for the cameras to be monitored and that's not happening. Michelle had requested a copy of the current contract from CIA but hasn't received that yet. Duane conducted a walkthrough of the whole campus to review the current systems & needs of the Borough. His proposal for the Rec Center, Fairmount Park & Nitchkey Fields was \$9,819 for 8 new cameras (installed cost) + \$2,420 for the hard drive & necessary equipment. Duane said these cameras will be vandal-resistant and are viewable & accessible on & off campus. The hard drives would reside locally, but data/video can be moved to cloud storage. It can be accessed later, if necessary. Parameters (certain hours of day, etc.) can also be set by Borough staff in order to generate notifications of people, vehicles, etc. that appear on camera.

The contract proposal is for a term of 7 years; however, Council wasn't comfortable with a term that long and Atty. Craley suggested a term no longer than 2-3 years with automatic renewals on a month-to-month basis. Duane can do a shorter term, but it may affect cost. After more discussion, Duane said he will offer a 2-year term at the same cost of \$9,819.

Mrs. Lau made a motion to move forward with Advantage Security for a contract term of 2 years at \$9,819 for 8 installed cameras; Ms. Greer seconded. All were in favor; motion carried.

- **Blaine Markel** presented:
 - A revised Preliminary/Final Land Development Plan for 100 Redco Avenue. The property, owned by Glenn Rexroth, is just under 27 acres. Glenn originally planned for two 15,000-square-foot buildings that had gotten approved for this site (in between Boxwood Rd. & Redco Ave). He's now proposing to build one 38,000-square-foot building rather than the two. Parking was reconfigured, a slight modification was made to the access drives, and impervious coverage was increased slightly onsite. A minor modification was made to Glenn's NPDES permit, which York County Conservation District had approved. Also, with approval from Red Lion Municipal Authority, a 12" water main was relocated on the property and that is now in service.
One Waiver is being requested from Section 22:303.2, to go from a Preliminary to a Final Plan. Jeff Shue had supported that Waiver in his letter submitted to the Borough. York County Planning Commission & Jeff's comments had been reviewed & revisions are noted on the plan.
Blaine & Glenn were asking for conditional plan approval tonight & approval of the one Waiver. Jeff stated there are some signatures to be added to the plan, and administrative matters regarding stormwater that are outstanding. Glenn recognizes that & all of that will be addressed.
With no further concerns, Mr. Klinedinst made a motion to conditionally approve the plan and the one requested Waiver to go from a Preliminary Plan to a Final Plan; Mr. Musso seconded. Motion carried with Ms. Greer opposing.
 - A Preliminary/Final Land Development Plan to construct a 3,600-square-foot building addition to Lopez Auto Body, located at 207 Redco Avenue, also owned by Glenn Rexroth at just over 4 acres. The existing building is 3,600 square feet & because the business is doing so well and they would like to add a paint booth, more car booths, & internal storage, they want to double the size. In addition to the expansion, Glenn plans to remove 5,200 square feet of an unused industrial accessory building.

Because the removal of this building reduces the infraction of the building setback & improves upon it, Jay Nolt (Borough's ZO) didn't feel a Variance was necessary. Both Jeff Shue & YCPC believe the use still falls under the original plan approval. Jeff has reviewed the plan and said only some administrative items remain outstanding. As those will be cleaned up before the plan is recorded, Jeff and Jay had approved moving forward.

Mr. Klinedinst made a motion to approve the Plan + the two requested Waivers; Mr. Musso seconded. All were in favor; motion carried.

4. **Mayor Lau's Remarks & Recommendations**—Mayor Lau reported: 1) the City of York recently tried to declare itself a sanctuary city, but the mayor vetoed it as he was worried about federal money. Mayor Lau is glad Red Lion Borough doesn't need to worry about this, as we don't have our own police department to tell them not to do these types of things, 2) Biden recently pardoned Rita Crundwell, convicted of what is believed to be the largest municipal embezzlement in US history (in Illinois), and 3) he plans to research & bring back information regarding the Mayor Monarch Pledge, as he & his wife already do this on their property.
5. **Public Safety**—Mr. Holloway wasn't present tonight, so Mr. Musso reported:
 - The EMA, Ambulance & Fire Company reports were distributed.
 - Fire Chief Scott Gingrich reported the total fire loss for 2024 was \$399,110, while \$706,140 of property was saved. In the Borough there were 3 fires reported in 2024 (2 house fires, 1 moped fire). Scott stated Alliance has doubled their daytime staff for Monday-Friday, 7am-5pm, which is great. Mrs. Barley made a motion to reimburse Alliance Fire \$11,662.59 for 2023 Worker's Compensation that was not paid by the Borough as requested and approved in 2023. Mrs. Lau seconded. All were in favor; motion carried.
 - Mr. Holloway lodged more complaints about trash collection. Unfortunately, we're at the mercy of Penn Waste. Michelle reported York County Solid Waste has suggested holding pre-bid meetings/discussions with haulers to find what they're able to do & what they look for in trash contracts, in an effort to attract more bidders. Mrs. Barley said West York has a contract allowing both automated trucks as well as manual trucks. We may want to find out more about this, as alleys in the Borough may accommodate automated trucks.
6. **Solicitor's Report**—Atty. Craley reported more on the abandonment of Elm Lane. In 1971, the Borough adopted E. Elm Lane from Pleasantview Street to the Borough line. There was an Ordinance stating this, and according to the Ordinance, E. Elm Lane is 16' wide. The Ordinance also states where the center line is located and constitutes a "laying out of the street". Elm Lane's residents use it as their sole access to their residences. Per Borough Code, "if a street has been laid out but has not been opened (it hasn't been paved or publicly opened) for 21 years, it cannot be opened without the consent of at least 51% of the landowners who have the abutting real estate." Also, per the Borough Code, "we cannot vacate a street if it's the sole access without full consent of everyone who abuts it". After discussions with Michelle & Atty. Andrea Anderson who represents one of the Elm Lane residents, Atty. Craley believes the physical cartway that's being used on Elm Lane is not within the 16' right-of-way that the Borough laid out in 1971. Atty. Craley said it makes no sense to vacate Elm Lane because it does no good to do so. He suggested conducting a survey to see exactly where it lies. He also suggests considering it a private lane & letting the property owners maintain it as they've been. If Council wishes, the Borough could enter into an agreement with the property owners that acknowledges the Borough has no right, title or interest in Elm Lane and are agreeing that the right-of-way is not being used as the road. The Borough never took ownership within 21 years, and Atty. Craley said it doesn't make sense to do anything at this point. This whole issue resulted from a neighborly dispute about property lines, the right-of-way and what, if anything, belongs to the Borough. The residents would need to agree to Elm Lane being a private lane and maintain it privately. Resident Derek Eveler, present tonight, can discuss with his attorney and possibly the other landowners along Elm Lane, but the Borough won't do anything further with it.
7. **Engineer's Report**—Jeff Shue reported:
 - DCED Park Improvement/Grant Funding—this project is ready to be bid, and Jeff estimates the cost to be well within the grant funding. Mrs. Barley made a motion to move forward with bidding the project; Mr. Musso seconded. All were in favor; motion carried. To note, the bituminous pathway will be 6' wide with an outside edge of stone that would collect stormwater runoff. A 6" curb is proposed only along the parking lot.
 - West Broadway parking lot/retaining wall construction—when excavating of the wall began, a huge chunk of concrete was uncovered which is hanging onto the brick. Jeff suggests removing it because if it's not removed properly, we'll pull out brick, making it unstable. Shiloh Paving's subcontractor has agreed to remove that

concrete for a cost just under \$40,000. Jeff will contact the litigation attorney to discuss this & said we should also have a conversation about it with the building owner, Scott Thompson.

After more discussion, Mrs. Barley made a motion to authorize Jeff Shue to move forward with a resolution to this problem; Ms. Greer seconded. All were in favor; motion carried.

- 214 N. Franklin Street—Ilyes' Holdings requested a bond reduction, but Jeff said there are outstanding items that need to be resolved first, so he's not in a position to grant a bond reduction at this time.

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

- July 3rd fireworks contract has been received from Bixler's for the same cost as last year, \$15,000. There were a few complaints from last year's event where nearby property owners had fallen ash, debris & burn marks on their property. Unfortunately, there's no other available locations to hold the display. Other options were discussed. Council could approve the contract for July 3rd, and if the Rec Committee could find another location, that can be brought to Council.

Mr. Klinedinst made a motion to approve the contract for July 3rd fireworks with the location TBD, if Recreation wants to change it; Mrs. Barley seconded. All were in favor; motion carried.

- Recreation meetings will be held the 4th Monday of each month, at 6pm (not 7pm) at the Borough Offices.
- Santa's Breakfast profited \$304.42 and in addition, 44 free meals were served.
- Fitness class is planned for every Tuesday in January.
- Zumba class is being planned for March.
- Mrs. Lau made a motion to appoint Becky Gibney as Recreation Director, on a part-time basis. Ms. Greer seconded. All were in favor; motion carried.

9. **Municipal Services**—Mr. Musso reported:

- Mr. Klinedinst made a motion to appoint Chris Minnich to the Red Lion Municipal Authority for a 5-year term; Mrs. Barley seconded. All were in favor; motion carried.
- Mr. Klinedinst said Dave Reichard tendered his resignation to RLMA due to health reasons. Two people have expressed interest in serving, so their letters of interest will be submitted for Council review.

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

- Chimney & roof removal/replacement on Rec building & other rec buildings at Fairmount Park. Money has been budgeted for one chimney removal, one chimney repair and roof repair/replacement. Mr. Klinedinst made a motion to advertise bids for the necessary repairs; Mr. Hiester seconded. All were in favor; motion carried.
- Light poles and lights on Linden Avenue—developers had installed them facing the street; however, the lights were too low, so they were turned around to face the houses. Because of the age of the poles & lights, Mrs. Barley made a motion to replace all 3 of the poles & lights at a cost of \$1,238.86 each; Mr. Hiester seconded. All were in favor; motion carried.
- Breaker panel replacement in the square for traffic lights & Christmas lights—Mrs. Barley made a motion to approve C.M. High's quote of \$3,500 to do this work; Mr. Hiester seconded. All were in favor; motion carried.
- The equipment listed for sale on Municibid received a bid of \$14,139. Mr. Klinedinst made a motion to accept that bid; Mrs. Barley seconded. All were in favor; motion carried.

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

- **Resolution 2025-1**—to appoint Sonya Holloway to the Zoning Hearing Board for a 3-year term. Mr. Hiester made a motion to adopt Resolution 2025-1; Mr. Musso seconded. All were in favor; motion carried.
- **Reappointing Wade Elfner to Planning Commission**—Mr. Hiester made a motion to reappoint Wade Elfner to the Planning Commission for a 4-year term; Mrs. Barley seconded. All were in favor; motion carried.
- **Resolution 2025-2**—to amend & adopt the Borough fee schedule for 2025. Mr. Hiester made a motion to adopt Resolution 2025-2; Mrs. Barley seconded. All were in favor; motion carried.
- **Parking & traffic on N. Franklin Street**—discussion was held on installing a type of meter for businesses along N. Franklin Street in which 1 meter could handle up to 15 parking spaces. Michelle can research costs for these & how many would be needed & report back. Atty. Craley reminded Council that an Ordinance would need to be passed if parking meters are purchased/installed. He also suggested the committee making this decision review Chapter 6 of Article 15, as it discusses placement & characteristics of parking meters.
- **Glenn Eyster/267 Cherry Street project**—Glenn requested satisfaction of his letter of credit for stormwater management for this project. Jeff stated he may agree to a partial reduction but there's a fair amount of work

to be done yet. The stormwater management is complete, so we could release a portion of the surety. The letter of credit is \$274,000. Jeff is in favor of retaining \$50,000 until the remaining work is completed. Mr. Hiester made a motion to release \$224,000; Mrs. Barley seconded. Motion carried with Ms. Greer opposing.

- **Economic Development Committee membership**—4 people are currently serving, 2 of whom have terms expiring at the same time (Evan Hiester & Muriel Slenker). Mr. Hiester doesn't need a term because he's a Council member. Mr. Hiester made a motion to assign Muriel Slenker to a term expiring 12/31/2025. Mrs. Barley seconded. All were in favor; motion carried.
- **Planting plan for the Leo Center, Fairmount Memorial & Boundary Avenue entryway**—Jen Dettinger had a detailed design plan for the planting, costs & available grants. Total cost of the project is \$2,600 & the committee is confident they'll be able to obtain grant funds to cover that. There are 4 shrubs available for free through the Interfaith Power & Light Foundation which partners with the Chesapeake Bay Foundation. Economic Development Committee plans to maintain the shrubs, but plan to reach out to Scout Troops or other community coalition groups who may also help. Council would like to see the plan for where these will be planted. Mr. Hiester will forward the plan design to Council for their review & any questions/concerns. Mr. Hiester made a motion to submit the application for the 4 free shrubs & to pick them up when ready. Mrs. Lau seconded. This is with the understanding that if the shrubs or maintenance of them become a problem, they will be removed. All were in favor; motion carried.

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

- **Resolution 2025-2**—to appoint Michelle Poole as Chief Administrative Officer of the Non-Uniform Pension Plan. Mrs. Barley made a motion to adopt Resolution 2025-02; Ms. Greer seconded. All were in favor; motion carried.
- **Resolution 2025-3**—to appoint Amanda Runkle as Borough Secretary. Mrs. Barley made a motion to adopt Resolution 2025-3; Mrs. Lau seconded. All were in favor; motion carried.
- **Resolution 2025-4**—to appoint Amanda Runkle as Borough Treasurer. Mrs. Barley made a motion to adopt Resolution 2025-4; Ms. Greer seconded. All were in favor; motion carried. Of note, all required bonds for Amanda Runkle have been received.
- Engagement of SEK to reconcile 2023 accounts & consult with Amanda Runkle to prepare for the 2023 & 2024 audits to be completed by Hamilton & Musser at the same time. SEK had reconciled all Quickbooks accounts for 2022 & wanted to continue with 2023, but that was at the time Becky Magnani resigned. Borough staff asked SEK to continue and bring all audited financials to current. Amanda Runkle is working with SEK to complete 2023 and will continue to work through 2024. Hamilton & Musser reviewed some items with Michelle and they're happy with how things are being handled, moving forward. They will also be reviewing & auditing 2023 & 2024 and Michelle believes that should be completed by end of April, beginning of May.
- **Vulcan Road water line & restoration of trench line**—Mr. Klinedinst said the Municipal Authority will take care of this, but he's unsure of cost. Public Works can do the restoration of the trench line. Pavement will need to be dug up & redone after the trench work is completed. Council will work with RLMA to get this resolved, but since this isn't on tonight's agenda, Atty. Craley suggested RLMA submit a sketch plan of what needs to be done so Council can review & take action, if necessary.

13. **Communication**—nothing further.

14. **Approval of Bills**

- Shiloh Paving & Excavating, Inc.—Mrs. Barley made a motion to approve the payment to Shiloh Paving in the amount of \$73,710; Ms. Greer seconded. All were in favor; motion carried.
- Mrs. Barley made a motion to approve the bills; Mr. Musso seconded. All were in favor; motion carried.
- Amanda Runkle reported the ELAN bill in the amount of \$3,397.95 needs to be paid so a late fee is not incurred. This increases the total from the General Fund to \$59,543.81.

15. **Adjournment**—With nothing further before Council, Mrs. Barley made a motion to adjourn the meeting @ 9:56pm. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary