

**Red Lion Borough Council Meeting Minutes**  
**Monday, January 8<sup>th</sup>, 2024**

**Council present**

Amy Lau  
Cindy Barley  
Chris Minnich  
Dennis Klinedinst  
Evan Hiester  
Mark Holloway  
Tony Musso

**Others present**

Dan Shaw, Borough Manager  
Michelle Poole, Asst. Manager  
Mayor Gene Lau  
Mike Craley, Solicitor  
Samantha Craley, Solicitor  
Jeff Shue, Engineer  
Brett Patterson, Public Works  
Stacy Myers, Recording Sec'y

**Visitors**

Bob & Tina Frutiger  
Chris Kenna  
Pastor Jay McWilliams

Chief Scott Gingrich  
John Brownlee

Alex Keithan  
John Krantz

1. The meeting was called to order @ 7:00p.m. Pastor Jay McWilliams from Pleasant View Church offered a prayer followed by the pledge to the flag.
2. **Approval of Meeting Minutes**
  - Mr. Minnich made a motion to approve the December 4<sup>th</sup>, 2023 Work Session Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
  - Mr. Minnich made a motion to approve the December 11<sup>th</sup>, 2023 Council Meeting Minutes; Mr. Klinedinst seconded. All were in favor; motion carried.
3. **Visitors & Public Comment**—the following addressed Council:
  - Tammy Auker (12 Railroad Ave. resident for 27+ years) reported parking shortages along Railroad Avenue since the brewery, apartments & coffee shop have opened on N. Franklin Street. Apartment tenants & patrons of the restaurants often park on Railroad Avenue & there aren't enough spaces for the residents. She has one space out front & one in the rear of her property, which her son uses. The parking along Railroad Avenue is public, but Mr. Musso said Borough staff will ask Jordan Ilyes (owner of apartment buildings) to remind his tenants to use their designated parking spaces. Jordan is also working on creating another parking lot along N. Franklin that should help with the commercial uses; however, the timeframe of that lot opening is unknown. Black Cap Brewery has also notified their customers where to park when patronizing the restaurant.
  - Alexa Keithan (83 N. Main Street) asked Council if any updates were known concerning the installation of a crosswalk/light signal to aid students walking to Mazie Gable. Dan Shaw stated the maintenance department at Red Lion School District had contacted PENNDOT about what needs to be done along N. Main Street for that signal. Council suggested Alexa contact the School Board with her concerns & for any updates.
4. **Mayor Lau's Remarks & Recommendations**—Mayor Lau had reported last week about the Sysco tractor trailer trying to navigate the alley behind the karate school, while delivering to Sign of the Horse. Some of the drivers back into the alley from West Broadway, and the karate school and garage have now been hit several times. The owner of the Horse offers no consideration & neither does Sysco. Can the Borough prohibit trucks of a certain length and/or weight from that alley? Or make the alley One Way? Other options were discussed, but other routes are still too narrow for tractor trailers; however, maybe a straight truck could be used for deliveries. Making the alley One Way would be burdensome for nearby residents & motorists in regular size vehicles. Mr. Craley will review the vehicle code & report back.
5. **Public Safety**—Mr. Holloway distributed the Fire Company report. Chief Scott Gingrich reported for December:
  - 79 calls, 16 in the Borough

- For 2023—1,016 calls of service; 232 in Borough.
- Total calls for Leo Station in 2023—619
- Total calls for Union Station in 2023—167
- Stations responding together—230 calls
- EMS calls that Alliance responded to—428 in 2022; 444 in 2023.
- Fire calls that Alliance responded to—584 in 2022; 572 in 2023.
- Fire loss for 2023--\$598,650, but pre-incident values were \$12,790,340 so much more was saved than lost.
- Scott reported a few recent near accidents of the fire truck getting hit when pulling out of the station. Dallastown has solar-driven lights on either side of their station that flash when the truck is pulling out. The lights are controlled by the driver via remote control. Would the Borough or the Fire Company start that process with PENNDOT? Jeff Shue said those lights are viewed as a traffic signal, so they're permitted by PENNDOT & the Borough would be responsible for them. Council asked Chief to obtain pricing for options, installation and permitting and report back with a recommendation of what type of signal Alliance may want.
- A concern from a previous meeting--Atty. Craley reported that Red Lion Ambulance does not show up on the York Fire Page app (to view all calls in the county) unless they're dispatched with someone else. The Ambulance Coordinator doesn't want the calls to show up, as he views that as a HIPAA violation. What is seen on that app isn't indicative of whether or not Red Lion responds. Borough Council does, however, receive a monthly report of the ambulance calls.

6. **Solicitor's Report**—Mike Craley reported:

- He drafted & distributed a copy of the parking violations & penalties, making every fine not more than \$50, except for the handicapped parking space violation which can be up to \$200. The stipulation was included that, should someone receive a ticket & pay for it within 48 hrs., no further action is taken. Mr. Holloway suggested the street sweeping fine (parking in prohibited area during street sweeping) be higher or at least have a stricter ruling, especially for repeat offenders who continually park in prohibited areas during that time. The prepared draft, however, goes by the State Law rule, so we would be charging what is allowed.. Atty. Craley said the Ordinance permits towing if a vehicle is parked where prohibited during street sweeping or otherwise, Council just needs to determine what towing service to use. Mr. Musso wants to utilize towing services located in the Borough, such as Brian Baker., but **not** Silverback Services. Of note, Michelle has had 3 abandoned vehicles towed by the State Police only after several attempts to notify their owners went unanswered. Council discussed street sweeping more often per year; however, Brett said it requires a lot of manpower to do it (posting signs, run the sweeper, etc.). Mrs. Barley made a motion to authorize advertising the draft Ordinance for action in February; Mr. Minnich seconded. All were in favor; motion carried.
- Michelle asked if Rec fees are set by Resolution? Atty. Craley said they should be, but Borough Council should approve the Rec fees or give the Rec Department the authority to set their own within parameters. Council agreed that Borough Council should set the fees for pavilion rentals & Community Building rentals, and prior to any programs taking place, the Recreation Committee should discuss/determine fees to be charged, then bring it to Borough Council.

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

- Jeff, Brett & Mr. Klinedinst conducted a review of the streets on the 2024 repair list & discussed how the work should be bid. Jeff said the 2024 base bid will consist of Chestnut Street & Myrtle Lane. Lemon Lane & W. Elm will be added as alternate projects and be budgeted based on where the bid amounts come in. Jeff will prepare the bid documents for action in February with an award in March.

- Amphitheater design—this is complete including the electrical supply, conduit, etc. Jeff hadn't received program information from Meredith, so he based the design on what he's done elsewhere. He will prepare the bid documents for action in February with an award in March.

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

- No Rec meeting was held in December because of the Christmas holiday.
- Santa's Shanty—71 people attended & 1 pet (over all 4 nights).
- Basketball has 7 teams this year.
- Cheer program is going well.
- Planning for Suds 'n' Song will begin soon.
- Next Rec Board meeting will be held Monday, January 29<sup>th</sup> @ 7pm.
- Mrs. Lau met with Becky Gibney, who has a well-detailed system for handling building & pavilion rentals, including rental, revenue & contact information for going forward.
- Some things regarding the Community Building & the Rec department that need to be addressed:
  - The pre-rental & post-rental cleaning system needs to be tightened up for the building, as Mrs. Lau & Michelle believe the Rec Director's time could be better spent elsewhere. Council agreed.
  - The building is keyed but also has a keypad to enter a code. When the building is rented, the code is given to the renter; however, the code isn't reset after that rental. Council was told the code would be disabled between each renter, but that is not what's happening. Currently, there are only 3 different codes being used. Discussion was held on how many codes the system can accept & how this should be handled going forward. The same thing is evidently happening at Bower's Pavilion too.
  - Former Rec Director office/also where the cameras are located—evidently only Dianne Price & Meredith had keys for it. Some days it's locked, other days it's unlocked, but Mrs. Lau said Brett should definitely have access to that area. Council agreed that the locks should be changed & Brett, Dan & Michelle should have keys.
  - Chain of custody with rental money—when Becky G. gets the money, she gives the renter a receipt & gives the money to Becky Magnani. Becky M. will meet with Mrs. Lau to discuss the procedure for handling that money.
  - Michelle said revenue for the pavilion is deposited into the Rec funds, but revenue received for the Community Building is deposited into the General Fund. Why? The programs, funds, schedules & revenue generated need to be determined & resolved. Council believes having one account rather than two would be more efficient and easier to understand and control. Separate line items can be used to notate different expenses/revenue, but it's up to Borough Council how they want to handle it.
  - Signers of checks, account access, documentation of checks & balances, & procedures should be determined, then written down as a reference.
- Income/Expense—the final report for Food Truck Friday hasn't been received yet, despite being requested for months & the last Food Truck held in September. It was recently learned that two vendors weren't charged because “they're a big draw” to the event. Mrs. Lau has a problem with doing this & Council wasn't aware it had been done. Tina Frutiger stated no food truck vendors were charged; they were to give a percentage of their sales to the Borough. A previous suggestion was made that vendors should pay a fee to participate & be given a percentage of their profits (over & above the fee paid). Mrs. Lau suggested holding off on some programs so more time can be dedicated to tightening up current methods & receiving information being requested.

- Valentine’s Day on February 10<sup>th</sup>—Mrs. Lau is unsure whether or not this is still being held because Meredith is on medical leave. The dance was to be from 6-8pm for ages 12 yrs. & under. Mrs. Lau will try to get more details at the Jan 29<sup>th</sup> Rec meeting.

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

- 3 Resolutions were adopted at the last RLMA meeting regarding the sewer rate increase, water rate increase & for certain fees/charges.
- As a follow-up from the previous report that a \$5 fee will be added to customers’ bills for 3 years may now be extended to 4 years. RLMA did not receive any grant money as they had hoped, and they have expensive projects planned that are necessary for the system (new water tank, generator upgrade, etc.).
- Hydrant rental fee for 2024 has increased by 25% (from \$13.40 to \$16.75/hydrant). That’s a big financial hit to the Borough. Mr. Klinedinst said the Authority may take over the hydrant maintenance but believes they’re a benefit to the Borough. When the hydrant needs repaired, the Borough gets an outside contractor to do it & if the water gets contaminated, it would be that contractor’s responsibility.
- Next RLMA Meeting—Wednesday, January 24<sup>th</sup> @ 7pm.
- March 13<sup>th</sup>—Source Water Protection Meeting
- Mr. Klinedinst asked if the Opera House was approved to be low-income. Mrs. Barley thought it was approved to be over-55 housing/low income. Atty. Craley doesn’t think Borough Council ever acted on it; it was a Zoning Hearing Board decision. There have been some complaints that it’s becoming Section 8 housing (new owner is receiving money from the County). The decision of the ZHB can be reviewed to see if any conditions were put on it at the time it was approved. Michelle Poole will research this.

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

- CIA had damaged some ceiling tiles at the new offices while replacing wires for the security system. Overall, they displayed sloppy workmanship. Council agreed all damaged tiles should be replaced & their workmanship should be noted for any future bids/projects. Borough Council hired them (through COSTARS), so they will notify CIA about the damage.
- January 10<sup>th</sup>—next onsite construction meeting @ 8am.

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

- January 15<sup>th</sup>—Planning Commission Meeting @ 7pm.
- Per Economic Development--
  - Meetings will be held for the Farmer’s Market. ROARS & Rotary are gathering info on potential vendors.
  - Mr. Hiester finished drafting the Management Plan (rules, etc.) & application for the office staff to distribute to those wishing to participate.
  - December 6<sup>th</sup> meeting was informational between several organizations in an effort to pool resources. Another meeting is planned for April.
  - York County Economic Alliance—they can provide a briefing of their available resources for municipalities. They will be invited to the February Council meeting to give a brief presentation.
  - The President of the National Honor Society (at RLAHS) contacted Mr. Hiester in hopes of gaining Borough Council support & information for resources, as he’s frustrated by not getting support through the School Board.
  - Museum across from Municipal Office—who’s using it? If no one, the keys should be returned.

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

- Requests for payment for the new Borough Offices:
  - East Coast Contracting--\$72,841.44.

- Frey Lutz--\$13,993.81.
  - Shannon A. Smith, Inc.--\$18,607.50.
  - Mrs. Barley made a motion to approve the above 3 payments to the contractors; Mr. Klinedinst seconded. All were in favor; motion carried.
  - Council is requesting to see more detail/support of the bills being paid, except for utility bills. They would also like to review payroll & overtime occasionally to see what money is spent on what areas, etc.
13. **Communication**—nothing further
14. **Approval of bills**—Mrs. Barley made a motion to approve the bills for payment; Mr. Minnich seconded. All were in favor; motion carried.
15. **Executive Session**—Council recessed @ 9:05pm to discuss Arthurlee, LLC litigation. Council reconvened @ 9:35p.m. No public were present.  
Mrs. Barley made a motion to approve the Settlement Agreement for the Arthur Lee Litigation with minor changes to be approved by Sienna Law (Eric Brown), the Borough’s Attorney in this matter and to approve the President & Secretary of Borough Council to sign the Agreement. Mr. Musso seconded. All were in favor; motion carried unanimously.
16. **Adjournment**—With no further business, meeting adjourned @ 9:39p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary