

**Red Lion Borough Work Session  
Meeting Minutes  
Monday, May 1<sup>st</sup>, 2023**

**Members present**

Amy Lau  
Cindy Barley  
Tina Frutiger  
Muriel Slenker  
Dennis Klinedinst  
Chris Minnich  
Tony Musso

**Others present**

Dianne Price, Borough Manager  
Dan Shaw, Codes/Zoning  
Jeff Shue, Engineer  
Mayor Gene Lau  
Brett Patterson, Public Works

**Visitors**

John Krantz  
Joe Mulá  
Kaci Sparks  
Scott Kline

1. Work Session was called to order @ 7:00p.m.
2. Joe Mulá from the mulá group went over the project costs & paperwork for the proposed renovations to the new Borough Offices. Joe introduced his intern who is currently working in his office. Kaci Sparks is a senior at Red Lion High School & after graduation in June, will begin to work full time with the mulá group.

Because of the dollar amount of the project, Joe explained it's necessary (by law) to go to four different contractors; 1) General, 2) Plumbing, 3) Mechanical/HVAC & 4) Electrical. The contractors can bid on multiple columns/items, which is preferred because there are fewer people who need to be coordinated with during construction. Joe said this project got a lot of interest a few weeks ago at the pre-bid walkthrough, some of which were sub-contractors.

**Contract #1—General construction**—East Coast Construction was low bidder with a bid of \$546,700. They beat Kinsley Construction's bid by \$300. BLM Construction made an error on their bid tabulation. They bid 140 new windows rather than 14 new windows, so their bid was way overpriced. They still would not have been low bidder had the correct quantity been used.

**Contract #2—Plumbing work**—only two contractors bid for the plumbing contract. BLM Construction was low bidder at \$92,000.

**Contract #3—HVAC work**—two contractors bid, Frey Lutz & Shannon Smith, Inc.; however, Frey Lutz Corporation was low bidder at \$147,900. Joe stated the timeframe for delivery of the generator & switch gear is 50-60 weeks. If Shannon Smith, Inc. is awarded the electrical portion of the project, Joe said other, possibly faster options will be discussed, but he predicts they will all be in that general timeframe to receive. Everything can be wired & ready to go for when the unit arrives. The HVAC equipment can get ordered immediately.

**Contract #4—Electrical work**—Shannon A. Smith, Inc. was low bidder at \$210,848.

**Total project cost**--\$997,448.

Joe & Borough staff were very happy with the bid costs, based on how bids have been coming in. Joe stated there is a line item in the contract for material testing & inspections. If Jeff Shue's office wants to test the compressive strength of the concrete as it comes out of the truck, they can do so. This will ensure you're receiving what you're paying for.

Jeff said when his office bids street work, they put that responsibility on the contractor (or whoever they want to do that), then they provide that information to Jeff's office at the end of the job. In this case, this will be a cost over & above the project cost.

An owner contingency of 10% is included in the project contract, which allows for any surprises that may arise when working with an old building, etc. The walls will be "chalked out" before

anything is installed. This will allow for a walkthrough & any changes before walls are constructed. The contingency will be cut back to 5% after construction is 1/3 complete, then will be cut back & held at 3% throughout the project.

Joe stated the contract budget doesn't include everything that is needed & that's done intentionally to keep costs lower (prevailing wage, anything fabricated offsite then installed, etc.) \$50,000 was factored into the project to cover IT & security which will cover the door-access systems, cameras, fire alarms, phone & computer setup.

CIA (security) & Doceo (computer) will be coordinated with the contractors to find the best place for installation.

There were some alternate bids received for random things (included in the \$997,448 bid):

- Steeple removal--\$11,000
- Roof/shingles
- Marketing/Signage

If Council wants to move forward, the contracts can be acted on at their May 8<sup>th</sup> meeting. Joe & his staff will coordinate paperwork with the contractors, have everything signed & returned before Council's June meeting. Notice to proceed can be given on May 22<sup>nd</sup>, 2023, then the work should begin end-of-May, early June.

3. **Visitors**—Scott Kline, owner of 201 S. Charles Street (old Jr. High building) was present to discuss a zoning permit application; however, Dan Shaw said they're behind on the property taxes, and per Act 90, building/zoning permits cannot be obtained if the owner is behind on the taxes. Scott's father used to own the property & has passed away, so Scott said he's currently on a 2-2 ½-year payment plan for delinquent taxes. He is interested in installing a privacy fence and eventually a new handicapped entrance/exit at the end of the building. He also has an existing area where he spread stones for parking that exceeded the required square footage (and needs to complete some type of stormwater management for that extra parking).

Discussion was held regarding what improvements Scott wanted to make to the property. Jeff Shue said if Scott wants to keep the stoned parking area in its current state, he would need to add an underground system for stormwater management to remediate runoff.

Mrs. Price said Council can choose to remove Act 90 requirements & allow Scott to move forward with his proposed improvements. Otherwise, he needs to remove the stone.

Mrs. Price will discuss Act 90 specifics with Mr. Craley & report back to Council. Council would also like to see a better scope of Scott's proposed plan, i.e., are the improvements necessary for the safety/structure of the building, as opposed to putting money towards delinquent taxes. More will be discussed after consulting with Mr. Craley.

4. **Mayor Lau's Remarks & Recommendations**—Mayor Lau reported:

- He & Mrs. Lau created the "In Memory Of" signs & blue ribbons for Kain Heiland. He received a lot of positive feedback that the signs didn't say "Justice for Kain" but as a municipality, the Borough cannot get involved in that type of thing.
- He mentioned vehicles approaching the square on N. Main (near Sign of the Horse) and getting into the "straight thru/right turn" lane several parking spaces back. This also happens on East Broadway approaching the square (in front of Riddles). This is a State road & Mrs. Price told the owner of Riddles (Mitch) to contact PENNDOT. Mitch received a letter from PENNDOT stating it's the municipality's responsibility. Mitch wants to paint the parking space lines to make them more visible as motorists approach the square. Mrs. Price said the white parking lines on the State road are vinyl. She can contact D.E. Gemmill for pricing. The vinyl application will also require traffic control.

5. **Public Safety**—Mrs. Slenker reported:

- Ambulance report has been distributed. Their Open House will be held Sunday, May 21<sup>st</sup>.

- Fire Company report hasn't been received yet. Their next meeting is Wednesday, May 3rd. Of note, the distribution of Fire Tax will be available at next week's Council meeting.
6. **Engineer's Report**—Jeff Shue submitted his report & stated:
- He & Borough staff met with the low bidder on the street project. The contractor will start at the beginning of June & will be complete around mid-August. Testing on the reclamation product is being done now. Jeff & Brett will meet with them to review.
  - He & Mrs. Price have been discussing the amphitheater project & contacted DCED (funding agency) because the parking lot on the conceptual plan was not part of the grant funding. That part of the project will be removed, but Jeff must figure out how to make the area ADA-compliant. More updates will be given after Jeff's research.
  - He met with Brett at the new Borough Offices after the grading was completed.
  - Two new developments have come to Jeff's office for review & will come to the Planning Commission soon, 1) Troy Leiphart's Maple Street property—outdoor storage is proposed, and 2) N. Franklin Street, Phase 2 (residential/retail space) from Ilyes' Holdings, LLC.
  - Of note, one of the ramps in the square that was slightly off-square has now been corrected by the contractor who completed those improvements.
  - He will discuss MS-4 permit requirements & the Clean Water Act with Borough staff in May, then update Council at their June Work Session.
7. **Parks & Recreation Report**—Mrs. Lau reported:
- Breakfast with the Easter Bunny went well with approx. 150 people in attendance.
  - Mother's Day Tea tickets are still available. That will be held on Saturday, May 6<sup>th</sup>.
  - Summer Camp registration is full & there is a waiting list.
  - Suds 'n' Song—Wyndridge has confirmed they will be there, bands are booked, PSP will be present & glasses have arrived. Mrs. Lau will make signs to help with parking & shuttle stop locations. Red Lion Bus has been contacted to see if a minibus can be used that day for shuttles. Available areas for parking will be posted & advertised. RLMA will provide a generator for this event.
  - Food Truck Fridays are scheduled for June 16<sup>th</sup>, July 21<sup>st</sup>, August 18<sup>th</sup> & September 15<sup>th</sup>. A "Kids Corner" is proposed where children can play games, etc.
  - June 24<sup>th</sup>—Multi-Cultural Festival in Fairmount Park from 1-5pm. Five entertainment groups are scheduled to perform.
  - June 24<sup>th</sup>—National Campout Night in Fairmount Park. This event is free, but registration is required to plan for supplies, etc.
  - July 4<sup>th</sup> Car Show is scheduled; volunteers to judge are always welcome!
  - Meredith will be picking up the donation check later this month at the Karate School (for the Movies in the Park).
  - Mr. Klinedinst suggested that future Food Truck Fridays be planned for the parking lot at the future Borough Offices. The generator can supply lighting, etc. & there will be plenty of parking, although the current location is a very visible spot with a lot of foot traffic.
  - Municipal Parking Lot needs new signage. Mrs. Price will get revised language to Mayor Lau for updated signs. Mr. Klinedinst stated the meters on N. Main (near Sign of the Horse) aren't being fed; however, Mrs. Price said she doesn't have a full-time Parking Enforcement employee, but \$200 more than usual was collected last month.
8. **Municipal Services**—Mr. Minnich reported:
- April 19<sup>th</sup>—Source Water Protection Plan meeting was held & went well. The tree giveaway will no longer be done, as it was a little chaotic. SRE Renewables gave a presentation on solar panels.

- RLMA discussion was held about invoices from the Borough (Splash Pad) and Library & it was decided that RLMA would pay \$1,000 towards the bills. Mrs. Price said if RLMA is cutting back on helping the Borough pay those bills, then the Borough will no longer waive street cut permit costs for the Authority & a fee will now be charged for the Authority's water testing, because that lost income has to be made up somewhere.
  - Two temps were hired to help with flushing which should be done by May 4<sup>th</sup>. John Krantz said an inspection report on the hydrants will be given to the Borough.
9. **Public Works**—Mr. Klinedinst suggested another limb collection be done prior to street sweeping. Brett said the sweeping has to be done before flushing, so if that can be pushed back, another collection may be possible.
10. **Planning, Zoning & Economic Development**—Mrs. Barley & Dan Shaw reported:
- A quote was obtained for the Hometown Hero banners. If orders are in by June 1<sup>st</sup>, they will arrive at the end of June. Each banner is \$150.
  - Red Lion/Dallastown Rotary contacted Mrs. Price about joining together to complete any events, etc. Economic Development is happy to have another organization to work with.
  - “Start a Business” document to be updated to be more user-friendly.
  - Ian Montgomery suggested the idea of having a Red Lion mascot. Council believes this should be driven by local businesses, not Council, but more discussion can take place.
  - Someone requested a traffic study done on First Avenue so two speed tables could possibly be installed. There is a Stop sign at every intersection along First Avenue, so Council/Borough staff aren't in favor of this. The speed table on N. Franklin was installed by the developer of the Red Lion Table building & was done in conjunction with the trail.
  - Planning Commission Meeting will be held Monday, May 15<sup>th</sup> to review the LDP for 214 N. Franklin Street & a Zoning Hearing application for mini storage at 267 Cherry Street.
  - Troy Leiphart will submit his LDP application in June for outdoor storage at 601 W. Maple Street.
  - Dan said when the Transient Retail Merchant Ordinance was changed, it states the permits aren't good for more than 6 months at a time, so the fee schedule now needs to be updated via Resolution. This will come before Council at their meeting next week.
  - Mr. Klinedinst mentioned the trailer sales occurring on S. Main Street (near the produce cart). This property is commercial, but Dan said this use, “automotive & trailer sales” would need to be approved by Special Exception. He will look into this.
  - Joyce Seabolt has resigned from Planning Commission due to health reasons.
11. **Administration**—Mrs. Frutiger & Mrs. Price reported:
- A Workers Compensation Audit was completed, which went well. Becky Magnani sat in to see how it was conducted.
  - Borough Audit for 2022—Mrs. Price received the draft today & saw that the Police Pension was included, so she must review the rest for accuracy before it gets submitted.
  - The Stormwater Consortium—the Borough will receive a Resolution to extend this & no financial commitment will be required.
12. **Other business**—
- Mayor & Mrs. Lau will be out of town & may not be back for next week's Council meeting. If not, they will call in to attend.
  - Mrs. Slenker plans to call in to attend also; she will be out of town.
  - Mr. Musso would like to hold interviews with job applicants soon.
13. **Adjournment**—With no further business before Council, Mrs. Barley made a motion to adjourn Work Session @ 8:20p.m. Mr. Musso seconded. Motion carried, meeting adjourned.
- Respectfully submitted by: Stacy Myers, Recording Secretary