

Red Lion Borough Work Session Meeting Minutes
Monday, November 6th, 2023

Members present

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

Others present

Dan Shaw, Borough Manager
Michelle Poole, Codes/Zoning
Mayor Gene Lau
Jeff Shue, Engineer
Brett Patterson, Public Works
Becky Magnani, Admin. Asst.

Visitors

Bob Frutiger
Mark Holloway

John Krantz
Evan Hiester

Joe Mulá

1. Work Session was called to order @ 7:01p.m.
2. **Mayor Lau's Remarks & Recommendations**—Mayor Lau reported:
 - He's in favor of suspending the parking meters between Thanksgiving through New Year's. It will be on the agenda for Council action next week.
 - He asked Michelle Poole about a report dated 9/20/23 referencing 314 Boundary Avenue & the property owner as Don Jeffries, which is incorrect. Michelle is aware that Don Jeffries is the neighboring property owner of the 314 Boundary Avenue property that a complaint was lodged against.
3. **Public Safety**—Mrs. Slenker said all the reports have been distributed. Mr. Musso said he delivered the check to the Fire Company last week to ensure it didn't get lost. Mr. Klinedinst attended the recent Fire Company meeting, where discussion was held on:
 - They may call Mayor Lau to be Santa Claus in one of the fire trucks.
 - They were going to cancel the order for a new truck, but it will cost them \$75,000 to do so. Details are in the meeting minutes, which Mr. Klinedinst urged Council to read.
4. **Budget/Building Update on new Borough Offices**—Joe Mulá gave Council the following updates:
 - Architectural & Engineering/Construction Phase—last time Joe reported this amount to be \$20,000, but it should be \$19,500. It doesn't change the overall contract with the Borough.
 - Construction Cost—seeking approval for 58% of the contract value, although Joe said there's well over 58% of the project completed to date. That breakdown includes:
 - East Coast Construction--\$63,617.19.
 - Frey Lutz--\$43,875.24.
 - Shannon Smith—they have last month's request for \$33,623.10 & this month's request for \$25,626.05.
 - An application for payment was not received from the plumbing contractor.
 - Contingency is at 60% used. The only numbers not included in this are for the concrete & bollards (lower-level rear door).
 - No change in IT/Security. Nothing on Furniture, Marketing or Signage yet.
 - Next onsite meeting will be Wednesday, November 15th.
 - Things are still on schedule for a December move-in date.
5. **Engineer's Report**—Jeff Shue reported:
 - The Amphitheater design meeting was well attended & a good discussion was held. Meredith is working on programming to ensure that whatever gets built there matches what programs she'll bring to the facility. Jeff expects we'll be ready for a review by mid-to-end of November. Jeff & staff are trying to refine the cost estimate to see how it relates to the grant

funding. With all the trees that were removed in the park for the Amphitheater, Mr. Klindinst suggested all Council members purchase a tree for the area (a 12'-14' tree). He plans to donate one & said businesses may also be willing to do the same. Jeff said once the facility is built & landscaping is started, we'll be able to see where we want the trees.

How ever the contractor disposes of the trees/lumber, would be his responsibility per the way Jeff would bid the project.

- There was a complaint received from the 2023 Street Improvement Project. Jeff & Brett visited the residence, located at the bottom of Newton Lane/East Avenue. The resident has a garage spanning two doors and the property is level. The street is high on one end & low on the other, and the tenant said water comes into the garage. Jeff isn't sure how that would happen & isn't certain anything can be done to make the situation better, but is willing to discuss it further, if the Council wishes.
- Reminder, Council should be thinking about 2024 Street Projects.
- Jeff & Brett also met at the Pearson property (Summit/Charles) to set corners in preparation for the Borough to install a fence. There may be further discussion needed regarding this, but Mr. Musso advised Public Works to move forward with installing the chain-link fence.
- N. Franklin Street—Jordan Ilyes wants to install a parking lot on the oil property. A drawing was created of what is to be done.
- Jeff & Brett met onsite at the Olphin property (off S. Franklin Street), after Mrs. Olphin came to the October Council meeting about stormwater running onto her property. Jeff isn't sure a lot can be done to control the erosion, other than trying to stabilize it and clean it up. It's Mrs. Olphin's property, not the Borough's or the Authority's, so an easement may be needed in order to do any work there. Jeff believes it's a property owner maintenance issue and doesn't know how it could be DEP-regulated. The basin was cleaned out 5 years ago and Jeff doesn't believe the Borough was under any obligation to do so at that time.

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

- Pumpkin Walk was cancelled due to inclement weather.
- The Halloween Parade went well despite being short on Fire Police. Meredith was unaware before that night that they wouldn't have enough help. Next year, she will try to obtain Windsor's Fire Police in advance. In addition, there were staffing shortages to aid in communication.

Mrs. Lau said some of the volunteers are new, so better communication is needed for those who aren't familiar with registration, for example, or some other areas. She will pass along the Council's suggestions to have Red Lion Marching Band first in the parade and to improve communication regarding registration and the lineup.

Mr. Klinedinst suggested companies, etc., who advertise their business in the parade pay a fee, even if it's nominal. Council agreed.

Mr. Musso suggested the parade stop at Charles Street. He believes it's too long for some of the younger participants; however, ending at Charles may cause a lot of street congestion.

- Mrs. Lau will suggest having volunteer signups for specific events, i.e., Easter Bunny breakfast, parade, etc. so that people know exactly what they'll be helping with. Mrs. Barley said Economic Development suggested having a database of volunteers for preferred events. Becky said a message could be put on Savvy Citizen to hopefully increase volunteerism.
- Employee Dinner/Banquet went well.
- Saturday, December 2nd—Breakfast with Santa Claus.
- Santa's Shanty will be open December 1st, 2nd, 15th & 16th.
- Santa Claus is visiting the preschool on December 20th, and a Fire Hall event on December 16th.
- Tree Lighting in the Park—Meredith is working on this event.
- Letters to Santa (dropped off at the Shanty) will be answered again this year.

- Christmas tree in the Municipal Lot—Brett reported a tree is coming from Windsor Township.
- Mrs. Lau met with Meredith about a list of contacts, information, feedback from previous vendors, etc. for Park & Recreation events. It would be a huge help for future volunteers. Meredith agreed to provide this, so Mrs. Lau will continue to follow up.
- Tractor Parade—Mayor Lau would like to plan this again for next year, but it was held at such a busy time of year. More discussion can be held early next year to see what works.
- Mr. Klinedinst suggested having each committee's responsibilities distributed at the beginning of the new year, so that everyone knows who's responsible for what, i.e., signs, street lighting, etc.

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

- The Municipal Authority project board is in the lobby of the offices (Edgewood Tank, Green Branch Pumpstation, Beaver Creek Raw Water Transition Line).
- 700 more Kamstrup meters were purchased.
- Budget meeting was held. A low-interest loan was obtained through PENNVEST. RLMA is proposing a \$5 surcharge per resident (for 3 years), and \$25 surcharge per commercial and industrial user (for 3 years) to hopefully get the PENNVEST loan paid off in 3 years. This surcharge isn't a permanent increase.
Water rates will also see a 2.5% increase in 2024.
Sewer rates will see a 3% increase in 2024.
- The Municipal Authority will absorb the tapping fees for the Borough's new offices on Lancaster Street.
- List of 2024 RLMA Meeting Dates is complete.
- Some type of grate must be installed over the tunnel/concrete pipe near the mini storage (behind the Apex building) to prohibit kids from crawling in there, in addition to deterring illegal behavior. A letter should be sent to the mini storage asking them to secure their property, or if they don't want to, the Borough can secure it to protect the public.

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

- Council and staff want to finalize the parking tickets once they know what is legally allowed.
- The kiosk at the Municipal Parking Lot is working now, but Michelle believes the sign is too high & people don't see it when they drive into the lot. Additional signage may be needed. Mayor Lau will look at the area to see what would be more visible.
- A stormwater pipe will need to be replaced at 214 N. Franklin before curb & sidewalk are installed. Jordan Ilyes will install the pipe if the Borough purchases it (estimated cost is \$9,000). Dan said the pipe cost is in the 2024 Budget.
- New plastic domes will be ordered for some parking meters that are faded.
- The 4 or 5 property owners on Pine Street who had their sidewalk (or partial sidewalk) replaced were not aware they were financially responsible until they received a bill. Evidently, no letters had been mailed to them ahead of time to explain this. More discussion will take place on this.
- What is the status of Scott Kline's property where he installed a stone driveway? Borough staff will follow-up because Scott was told to remove it.
- 2024 Street List—Council should review the list so plans can be made.

9. **Planning, Zoning & Economic Development**—Mrs. Barley reported:

- Planning Commission continues to work on updating the Sign Ordinance.
- Economic Development is still collaborating with Rotary Club & ROARS to move forward with a Farmer's Market in the Borough next year. Holding it in the Municipal Parking Lot is possible. Discussion & planning continues.

- Planning Commission will meet Monday, November 20th @ 7pm. Troy Leiphart will present an LDP for an addition to his outdoor storage area.
- Dan is still waiting on 267 Cherry Street's security estimate & "Fee in Lieu" of the road improvements. He suggested the fee include the costs for "No Parking" signs, posting the signs, along with Atty. Craley's time to draft the Ordinance to enforce no parking.
- The proposed parking area on Aero Oil's property (across from Black Cap, N. Franklin) will be discussed more next week.

10. **Administration**—Mrs. Frutiger reported:

- Does the Council want to install parking meters along N. Franklin Street (from Cherry Street to the bottom of Franklin)? Council is agreeable to that & so was Jordan Ilyes, especially once Black Cap & the coffee shop open. This will keep spaces available for businesses.
- York County Boroughs Association Annual Dinner is Saturday, November 18th at the Great American Saloon.
- Mr. Klinedinst suggested putting \$250 in the budget to pay for gas for John Brownlee, as he attends so many events. If he doesn't want to accept the money, a gift card was suggested.
- Pay increases for RLMA Board members (to \$800/year) will be acted on next week.
- Pay increases for Borough Council have been built into the 2024 Budget also. This will be acted on next week.
- Of note, the lawsuit against the Historical Society has been settled.

11. **Adjournment**—With no further business before Council, Work Session adjourned @ 8:34p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary