

**Red Lion Borough Council
Meeting Minutes
Monday, November 12th, 2018**

Members

Cindy Barley
Tina Frutiger
Stephanie Weaver
Chris Minnich
Dennis Klinedinst
Nevin Horne
Tony Musso

Others

Dianne Price, Borough Manager
Dan Shaw, Codes/Zoning
Mike Craley, Solicitor
Jeff Shue, Engineer
Brett Patterson, Public Works
Mayor Walt Hughes
Stacy Myers, Recording Sec'y

Visitors

Meredith Yakelis
Kristin Sweitzer
Melanie Thompson
Skip Missimer

Laura Kirk
Travis Gladfelter
Will Wonders
Bill Henry

Pastor Tim Funk
Bob Frutiger
Mike Zelger

1. The meeting was called to order @ 7:00p.m. Pastor Tim Funk from St. Paul's UMC offered a prayer. Everyone present participated in the pledge to the flag. President Musso extended a Thank You to all Veterans in attendance tonight & a prayer for those currently serving.
2. Mrs. Frutiger made a motion to approve the October 1st, 2018 Work Session Meeting Minutes; Mrs. Barley seconded. All were in favor; motion carried.
Mrs. Frutiger made a motion to approve the October 8th, 2018 Meeting Minutes; Mrs. Barley seconded. All were in favor; motion carried.
3. **VISITORS AND PUBLIC COMMENT**—the following addressed Council:
 - Mike Zelger was present to clarify any confusion regarding per capita tax revenue. He distributed a report for 2016-2018 that included collections & exonerations. The "Resident" tax is \$5; Per Capita tax is \$5, so the "face value" or current amount due from each resident is \$10. The bill that he mailed at the beginning of 2016 was for 4,525 residents, totaling \$45,250 *if everyone paid the current amount when it was due*. Of that amount, 294 people were removed (exonerations) and did not pay either \$5 tax. At the end of 2016, Mr. Zelger collected (& gave to the Borough) \$24,979.40. Some of this was discounted & some face value. He does not collect delinquent tax amounts. At the end of 2016, he turned over \$17,150 to York Adams Tax Bureau as "delinquent". If & when YATB can collect from the delinquencies, they submit that to the Borough. This tax could be collected for years to come & then given to the Borough. Also, the \$17,150 is based on the face value tax amount; once delinquent, the resident will pay penalties, so the *potential* to be collected of these delinquencies is \$18,865. Once YATB sends delinquent tax notices to residents, the amount due increases to \$16 (\$11 to Borough; \$5 to YATB). The tax can increase from there, if not paid. Employers can start garnishing wages if their employees owe this unpaid \$10 tax. Mr. Zelger stated the potential income, if everyone paid (including delinquent amounts) was \$43,844.40, but the amount received from his collections was \$24,979.40. In 2017, potential collection was \$46,998.80, but the amount received from Mr. Zelger's collections was \$25,625.80. Exonerations in 2017 totaled \$3,950. In 2018, now that we're working full-time with YATB, the total Mr. Zelger turned over to the Borough to date is \$24,757.20. The amount of delinquencies we have the **potential** to collect is \$31,526. Total **potential** collection in 2018, is \$56,282.20. Exonerations to date in 2018 total \$7,880. (this is higher due to the onslaught of names that Mr. Zelger received; he doesn't expect exonerations to be this high going forward).

Mr. Zelger believes the per capita & resident tax are the best opportunity to collect from Borough residents, even tenants. It's easier now to find where people live; it used to be very difficult to track people moving in & out of town. Working with YATB helps a lot because of their new tracking system.

Mrs. Barley stated a lot more tax notices were mailed this year due to more names of residents being gathered. This increases the amount Mr. Zelger receives also. So, with the cost of the bills, postage and the tax collector salary, the amount the Borough receives is much lower than the potential to be collected. Mrs. Price said the amount of delinquent per capita tax received from YATB is typically \$3,000-\$4,000 each year.

To date, Mrs. Barley stated we're realizing approx. \$4,000 less than what the Borough would normally receive. At this budget time, Council must decide if the revenue gained from per capita tax is worth the expense & time that is expended to collect it. There isn't the potential for a large development to go in the Borough where more per capita/resident taxes will be collected, but Ms. Weaver stated, working with YATB, more names & the potential for more tax revenue is being obtained. Mrs. Price said we are still collecting earned income tax from residents, even tenants (the Borough is more than half made up of rental properties).

Names of residents (coming & going) can be kept updated by conducting tenant registration inspections; this helps a lot.

Mr. Zelger said it is frustrating to get the updated resident list & do that work, only for the Borough to eliminate the per capita/resident tax.

- Travis Gladfelter from Red Lion Ambulance was present to introduce himself. He has been with Red Lion Ambulance for 4 years & replaced Ron Harlacker since his recent retirement.

4. **MAYOR HUGHES REMARKS & RECOMMENDATIONS**—Mayor Hughes reported:

- Wished a Happy Veterans Day to those present tonight & thanked any veterans for their service. He's glad that veterans & military are treated much nicer than when he served, but he said it was his pleasure to serve our country.
- December 14th through January 2nd—parking meters will be bagged for the holiday season; also, November 24th for Small Business Saturday (also free parking that day in the municipal parking lot).
- He was late arriving to Work Session last week due to speaking at a Cub Scout meeting at Chapel Church about citizenship & government.

5. **PUBLIC SAFETY**—Mr. Minnich reported:

- **Fire Company Report**—no one from the Fire Company is present tonight. For the month, there were 17 calls, with 69 personnel using 27 pieces of apparatus. There weren't a lot of officers/members present at the Fire Company's 11/7 meeting, but Mr. Minnich spoke to Sean Dettinger about the lack of Fire Police. Sean is an active member of the Fire Company, but he is having problems with his vehicle & doesn't always respond for events. There seems to be an in-house problem within the Fire Company, whether it be personality conflicts, etc.; there are some officer positions not filled & volunteerism is down. If they lowered the volunteer-requirement hours, they could increase the number of voting members. A merger would help with manpower & equipment, but we will have to see how their finances, membership & in-house issues pan out in 2019 and the Borough will support them, where they can.

Mr. Craley stated there are currently no legal requirements for training of volunteer firefighters within PA, so the requirements put on Red Lion volunteers must have been created in-house.

- **Ambulance Report**—47 calls for the month
- **EMA Report**—Laura Kirk distributed her report and said she will participate in an active shooter desktop training program on Wed, November 14th.

6. **SOLICITOR'S REPORT**—Mr. Craley, having been authorized last month to work with Dan Shaw & Mrs. Price on the Commercial Code amendments regarding street cuts & utilities, reported that Mrs. Price is waiting for recommendations from the Redevelopment Committee. More will be reported on this as received.
7. **ENGINEER'S REPORT**—Mr. Shue reported:
 - Kinsley submitted an Application for Payment—the project has been satisfactorily resolved except for one item. They repaired a crack in the sidewalk & didn't receive payment for it. The options are for Kinsley to replace the entire slab, then pay them or have another less-expensive contractor replace the slab. The decision that made the most sense, financially, was the less expensive contractor to replace it, which Jeff recommends. Kinsley's Application for Payment is in the bills to be approved/paid tonight.
8. **AGREEMENTS**
 - SPCA Agreement—this annual agreement remains the same as last year and is based on per capita. Cost is \$3,187. Mrs. Frutiger made a motion to approve the SPCA Agreement; Mrs. Barley seconded. All were in favor; motion carried.
 - Animal Control Agreement with Klugh for 2019—this agreement is the same cost as last year. An hourly rate of \$45/hr is charged and there is a return-to-owner fee of \$50 that gets reimbursed to the Borough should the owner of a lost animal be found. Mrs. Frutiger made a motion to approve the Animal Control Agreement; Mrs. Barley seconded. All were in favor; motion carried.
9. **PARKS AND RECREATION**—Mrs. Barley/Meredith Yakelis/Kristin Sweitzer reported:
 - Halloween Parade went well—ideas are being discussed for next year to help things run more smoothly. A visitor tonight mentioned he believed the parade dragged on a little long with some gaps. The parade got started on time; however, participants can register right until the start time, so this may be changed for future years to simplify planning.
 - Basketball programs—Kindergarden thru 2nd grade signups are 11/13 & next week; EYC program signups are happening now.
 - November 24th from 9-2p.m.—Craft Bazaar at Recreation Building
 - November 24th from 6-8pm—Tree lighting (6-7pm crafts inside, hot chocolate, etc.; 7-8pm tree lighting, Santa arrives). Recreation received a \$200 donation from Oriental Trading which will help a lot with this event. Trolley tour was discussed with the possibility of a tour guide to assist people around town (a town historian type). This may have to wait till next year.
 - December 1st—Breakfast with Santa from 8-10am
 - December 6th, 7th, 13th & 14th—Santa's Shanty will be in the Municipal Parking Lot
 - New Year's Eve festivity plans are underway
10. **MUNICIPAL SERVICES**—Ms. Weaver (and Mr. Missimer from RLMA) reported:
 - Water shut-offs will be 11/14/18
 - To date, 760 of the new meters have been installed
 - North Camp Street project is now complete
 - Sewer repair project has been bid, contracts have been executed & should begin soon.
 - Of note, even with all the wet weather we've received lately, the Water Treatment Plant has operated without any problems.
 - Banner status—Red Lion Municipal Authority's banner was taken down a year ago & they're checking on the status of it. Mrs. Price stated it was not in the damaged banners, so she believes it must have been hung somewhere different than its previous place. All damaged banners have been replaced, so an inventory of the banners around town will be checked. If it's missing, the Borough will replace it.
 - Stormwater Authority meeting—Mr. Horne thanked Mr. Missimer for remarking at the recent meeting. Reporting on how customer's sewer rates have increased, Mr. Missimer said in

2008, sewer was \$5.01/1,000 gallons and in 2018, the rate is \$13.27/1,000 gallons. This isn't because lots of money was spent on replacing sewer mains; it is due to Springettsbury increasing their fees. Their fees are increasing because of all the Chesapeake Bay requirements. Mr. Missimer stated at the meeting that, if municipalities don't pay for the Bay requirements in a stormwater authority, they'll pay for it in their sewer rates. So, it may as well be spent where it makes more sense.

- DEP will be charging a new annual fee to water systems based on their number of customers. RLMA's will be \$20,000 for their 10,000-25,000 customers. Keith hadn't received notification or the invoice for this fee at the time of the Authority's October meeting; however, he did receive it this week, Mr. Missimer reported.

11. **PUBLIC WORKS**—Mr. Klinedinst reported:

- Horace Mann sidewalks—several Red Lion School Board members (Tonja Wheeler, Ed Miller, John Blevins) met with Mr. Klinedinst, Mrs. Price, Jeff Shue, Randy Gray, & Brett Patterson to discuss the proposed sidewalks for the school property. Mr. Klinedinst believes the school will move forward with the 6' sidewalks. The Borough can only mandate 4' sidewalks, but they will **request** the school install the 6'. From a maintenance point of view, the school believed 6' sidewalks would be easier to maintain. The school questioned why the Borough wasn't installing the sidewalks, but Mrs. Price said that sidewalk benefits the whole school district, not just Red Lion Borough. When the Borough installs a curb on a Borough street, it's to benefit the whole borough. This will all be bid as one project and a reimbursement agreement with the school district will be needed. Mr. Klinedinst made a motion to notify the school district that they're mandated to meet or exceed the Borough Ordinance requirements for sidewalk & curbing. Mrs. Barley seconded. All were in favor; motion carried.

Mrs. Price will send a certified letter (Borough Manager is authorized per Ordinance) expressing the Council's decision.

- A bid was received on MuniBid for the 2000 F450 Ford Dual Chassis w/plow in the amount of \$7,050. Mr. Klinedinst made a motion to accept the bid; Mrs. Barley seconded. All were in favor; motion carried.
- Purchase of a 2018 Dodge Ram 3500 w/plow at a cost of \$34,508. Pursuant to CoStars, this purchase does not need bid. Brett Patterson stated a vehicle with heavier suspension is not needed. Mrs. Barley made a motion to purchase the Dodge Ram; Mrs. Frutiger seconded. All were in favor; motion carried.

12. **PLANNING, ZONING & REDEVELOPMENT**—Mr. Horne reported:

- Zoning Hearing—Tuesday, 11/13/18 @ 6p.m.
- Planning Commission Meeting—Monday, 11/19/18 @ 7p.m.
- Resolution 2018-11—for Historical Society to add their banner (@ the train station) to the Banner Resolution. Mr. Horne made a motion to adopt this Resolution; Mr. Klinedinst seconded. All were in favor; motion carried.
- Redevelopment Committee updates
 - Reviewing neighboring borough's code requirements to try & update our maintenance code for Commercial & Industrial properties.
 - Holiday decorating contest for the town—postponed until next year for more planning time.
 - To hang wreaths on Municipal Office windows and decorate the museum
- Trying to get a list of blighted properties to Mrs. Price. The first on the list is 215 East Lancaster, but others will have to meet the criteria as well, which include vacancy, rodents, back taxes, etc.

13. **ADMINISTRATION**—Mrs. Frutiger reported:
- Per Capita Tax collection—Ms. Weaver made a motion to keep the per capita tax in the borough; Mr. Klinedinst seconded. A vote was taken; motion carried 4-3 to **not** keep the per capita tax. (Mr. Horne, Mr. Klinedinst & Ms. Weaver voted to **keep** the tax; Mrs. Barley, Mr. Musso, Mrs. Frutiger & Mr. Minnich voted to **not continue** collection of this tax).
 - 2019 Budget—Mrs. Frutiger made a motion to advertise the preliminary budget without the Per Capita Tax; Mr. Musso seconded. The budget will be put on the website & the public can also come to the office to review it. A vote was taken; motion carried 4-3 to approve the 2019 preliminary budget. (Mr. Horne, Mr. Klinedinst & Ms. Weaver opposed).
 - Tax Ordinance—Mrs. Frutiger made a motion to advertise the Tax Ordinance at 4mils and .2mils for Red Lion Fire Company. Mr. Minnich seconded. Motion carried with Mr. Horne & Mr. Klinedinst opposing.
 - Ordinance to repeal the Per Capita/Resident Tax—Mrs. Frutiger made a motion to advertise the Ordinance to repeal the per capita/resident tax; Mrs. Barley seconded. Mr. Musso stated he believes this is more of an annoyance tax, to residents & to Borough staff, rather than the Borough gaining much from it. Motion carried, 4-3 with Mr. Klinedinst, Mr. Horne & Ms. Weaver opposing.
 - Mrs. Price needs a copy of the driver's license of all check signers.
 - A wage sheet has been distributed for Council's records—shows wage, benefits, etc. for Borough staff. Mrs. Frutiger requesting Kelly Henshaw's rate of pay to \$15.00/hr, which is already in the 2019 Budget.
14. **COMMUNICATION**—nothing further
15. **Approval of bills**—Mrs. Frutiger made a motion to approve the bills; Mrs. Barley seconded. All were in favor; motion carried.
16. **Adjournment**—Mrs. Barley made a motion to adjourn the meeting @ 8:36p.m. Motion carried; meeting adjourned.
17. **December Work Session** scheduled for December 3rd @ 7p.m.
18. **Regular Council Meeting** scheduled for December 17th @ 7p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary