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## MEETING MINUTES

October 9, 2025, held at Hanover Junction Train Station

**Members present:** Frank Kempf, Karen Kuhn, Ann Yost, Brandon Wingert, Sean Kenny, Mike Pritchard

**Members absent:** Silas Chamberlin, Karen Knuepfer, Teddy Fisher, Jake Taylor

**Others present:** Gwen Loose, John Affriol, PE, C.S. Davidson, Inc.; Scott Beaverson, YCRTA Solicitor.

1. **Call to Order-** meeting called to order by Frank at 3:00 PM.
2. **Opportunities for the public to address the Authority** – No members of the public were in attendance.
3. **Approval of September 2025 minutes**- A motion to accept the September minutes was made by Brandon and seconded by Ann, the motion was approved.
4. **Additional Communications-** Gwen mentioned the following:
  - a. Borough of Hanover is seeking proposals for a Safe Streets Action Plan.
  - b. Borough of Hanover has scheduled a ribbon cutting ceremony to open a new pavilion in a borough park.
  - c. Gwen received a call from a frequent HTT user complimenting YCRTA for trimming weeds along the HTT.
  - d. Explore York has issued an Economic Impact Report, in lieu of their Annual Report.
  - e. Explore York announced that PBS is bringing a crew to the HRT to film an episode of “Travels with Marley.” Filming is scheduled for Saturday, October 25.
  - f. Yorktowne Hotel is celebrating their 100<sup>th</sup> anniversary on Friday November 17.
  - g. Gwen has fielded calls from HTT users regarding maintenance issues and conflicts with dogs and dog owners. Ann said that YCRTA does not have the expertise, financial resources or personnel to deal with maintenance and operations issues. Ann said that as soon as a section of the HTT is opened to the public, it should be turned over to the County and subsequently managed by YC Parks. Frank asked Ann to prepare a motion, and possibly a letter to the County Commissioners saying sections of the HTT are completed and ready to be turned over to the County.
5. **Strategic Planning Check-in-** Brandon reported that Karen Kuhn has drafted a policy on how to handle future gifts and donations. An endowment policy/structure must be

in place for people to mention YCRTA in their wills (Gwen has received recent calls about this). Brandon and Karen will pursue this idea further including possible involvement of YCCF.

6. **Planning Committee** - Gwen reported that the Planning Committee will make recommendations on who should receive the YCRTA annual awards. The Planning Committee also volunteered to take the lead on Strategic Goal #3- Community Involvement.
7. **Executive Director Report**- The Executive Directors report was distributed prior to the meeting. Gwen highlighted the following:
  - a. A field view of the Kinsley project was held recently and was attended by 3 members of the York County Planning Commission (YCP). Over \$800k in funding for the Oil Creek Restoration work was provided in CAP funds through the YCP. Gwen has spoken with the YCP about a joint presentation to the County Commissioners.
  - b. Ann noted that a number of state-wide awards are now receiving applications and the Oil Creek restoration project may be a good candidate. Gwen will explore the award applications.
  - c. DCNR held a trails summit in Harrisburg on September 23 which Gwen and John Affroil attended. Gwen and John attended a professional liability workshop during the trails summit.
  - d. Gwen will meet with the new West Manchester Twp. Park director on October 14<sup>th</sup>.
8. **Treasurer Report**- Various financial reports for August 2025 were distributed prior to the meeting. Karen Kuhn reported on materials that were included:
  - a. Karen reviewed the current balances in the Project Fund (\$494k±) and the Operating Fund (\$24k±). Expenditures from the Operating Fund are approximately \$10k/month so some infusion of funds will be required by December. \$50k has been transferred from Unrestricted funds in the Project Fund to the Operating Fund in late summer 2025. This \$50k is shown on the books as a loan.
  - b. \$50k has been received from the Visitors Bureau; \$7.5k went into the Operating Fund and \$43k to the Project Fund. The \$43k will likely be used for HTT maintenance that will be contracted out to various service providers.
  - c. Karen will continue to monitor both of these funds carefully to insure that we can pay the bills. It is critical that reimbursement grants continue to arrive as previously projected in the cash flow spreadsheet.
  - d. The cash flow spreadsheet will be extended into 2026 in the next month or two.
  - e. Frank noted that Gwen's efforts with the various granting agencies have been invaluable in providing on-time funding for the Kinsley project. Gwen has convinced a number of granting agencies that portions of the Kinsley "combo project" are appropriate to be funded by grants that cover only stream restoration work.
  - f. Motion to accept all August 2025 Treasurers Reports distributed to YCRTA board members prior to meeting offered by Karen seconded by Brandon, motion passed.

**9. Solicitor Report-** Scott reported:

- a. YCRTA approved by-laws changes at the June and July meetings. The bylaw changes were distributed with the meeting agenda packets.
- b. Transfer of the remaining portion of the Northern Extension from the YCRTA to the County – this is low on Scott’s priority list.
- c. MOU for the County of York and the YCRTA for the Hanover Trolley Trail – Scott received a draft of an amended MOU from County on Wednesday Oct. 8. Paper copies of the amended MOU were distributed at the Oct. 9 meeting. Rather than vote to accept the draft MOU, Gwen will contact all members of the YCRTA board and ask them to review the draft MOU and send proposed edits to Frank ASAP. If Scott receives recommended edits in a timely manner, it is reasonable to expect approval of the amended MOU by the County Commissioners at their November meeting. There is a paragraph in the MOU covering YCRTA under the County Liability insurance. Gwen will attempt to determine if this insurance covers Directors and Officers insurance.
- d. Transfer of easement- no action on this item.
- e. G&W encroachments and Crossings- Scott doesn’t have any information on this topic. Gwen explained that there is an encroachment on the HTT section currently under construction. She believes YCRTA should write a letter to the property owner noting the encroachment and asking it to be removed. Gwen also is aware of a location where someone (an adjacent land owner) is crossing the section of the HTT under construction. Gwen believes YCRTA should send the suspected land owner a letter to stop unauthorized crossings of the HTT.
- f. Hanover Borough Agreement- no action.
- g. Flag Pole in Spring Grove adjacent to the bell on the HTT- Scott will draft an amended agreement acknowledging the flagpole.
- h. RACP- Scott received an email from Gwen but he is unclear what is being asked. Gwen will pursue the conversation with Scott.
- i. Scott will represent YCRTA at the Heidelberg Twp. Zoning Hearing Board on November 19. Scott will meet with John Affroil and Frank Kempf prior to the meeting.

**10. Engineer’s Report-** The Engineer’s report was distributed prior to the meeting. John elaborated on several items.

- a. Joh & Frank attended the Heidelberg Twp. Planning Committee meeting on Oct. 8. The Planning Committee recommended that the YCRTA application for a variance and a special exception be approved. Both involve the Rt. 116 parking lot/trailhead.
- b. Kinsley project- Project is 99% complete; final walk-thru scheduled for next week. !0% retainage is still being held even though contract provisions allow for contractor to request reduction to 5% when project is 50% complete. Ann suggested that on future contracts, the threshold to reduce the retainage percentage should be raised to benefit YCRTA cash flow.
- c. Rt. 116 Parking lot/trailhead- Design is being advanced; DEP permit being prepared for erection of the pedestrian bridge over Oil Creek.

- d. Oil Creek- YCRTA needs a contract to perform Oil Creek monitoring and maintenance for years 2026 through 2029.
- e. TASA project- field view with PennDOT held on September 18.
- f. ARRC has been absorbed into the Kinsley Organization.
- g. Community Planting Day- scheduled for Saturday Oct. 11. Gwen has secured permission to use a vacant parking lot on Gitts Run Rd. for volunteer parking. Brandon has arranged for 10+ volunteers to participate in the tree planting.

## **11. Old Business**

- a. Community Planting Day- see Engineers report.
- b. G&W vegetation control- completed but no invoice has been received to date.
- c. HRT-HTT connection- no news to report.

## **12. New Business**

- a. Election of Officers- No nominations were offered for any of the offices, excluding Frank, Brandon & Karen. A motion to elect the following slate of candidates was offered by Ann-

- a. Frank as Chairman, Brandon as Vice-chairman and Karen Kuhn as Treasurer.

Motion was seconded by Mike. Motion passed.

No one was willing to serve as Secretary. Gwen suggested that we may try to get someone to transcribe the meeting minutes from the audio tape recording. Brandon said that the TEAMS platform offers an AI component that produces a transcript of meetings held using TEAMS. Brandon will explore the option of using TEAMS AI for meeting transcripts. It may be possible to do this at the November meeting.

- b. Executive Assistant replacement- No point in discussing this until the YCRTA Operating finances are resolved.
- c. Invoices- All invoices were distributed with agenda packets prior to the meeting.

Ann motioned to accept 5 invoices from CS Davidson:

- i. \$25,110.97 — HTT Design & Permitting, RT. 116 Trailhead
  - ii. \$11,649.43 — Design & Permitting for TASA project- elimination of 5 RR Xings and rehab of Sunnyside Rd Bridge
  - iii. \$2,971.60— Oil Creek Floodplain Restoration Phase 2 CM
  - iv. \$626.56 — G&W to Jacobs Mill Road Abutment & Piers CM & CI
  - v. \$14,158.82— G&W to Jacobs Mill Road Trail CM & CI

The motion was seconded by Karen. Motion passed unanimously.

Ann motioned to approve payment to ARRC, Inc. for the Oil Creek, Phase 1 maintenance services in the amount of \$2,200.0 for invasive treatment & vegetative maintenance. The motion was seconded by Brandon. Motion passed unanimously.

Ann motioned to approve a \$2,000.00 payment to Heidelberg Twp. for Zoning Hearing Board application fee. (Rt. 116 Parking Lot). The motion was seconded by Mike. Motion passed unanimously.

- d. Change Orders- Frank motioned to accept 3 change orders from Kinsley for the trail/stream combo project currently under construction-

CO #2 – Net Decrease of \$13,846.08- quantity adjustment  
CO #3 – Net Increase of \$26,074.41-trail unsuitable soils  
CO #4 – Net Increase of \$17,658.38- abutment foundation  
COs 2,3, & 4 result in a net increase of \$29,886.71; The total contract amount including these change orders is \$2,217,171.71.

The motion was seconded by Brandon. Motion passed unanimously.

### **13. Funding**

- a. RACP Reimbursement- John & Frank have been in touch with the RACP administrators but no word on when the \$1M will be sent to YCRTA.
- b. 2025 Year End Appeal- approximately 100 letters are typically sent out to donors asking for a year-end donation. Gwen will provide more details at the November meeting.
- c. Grant Status Report 2025-10 – the report was distributed with the agenda packets.

### **14. Promotion and Marketing-**

- a. 2025 YCRTA award nominations- noted earlier that the Planning Committee will make recommendations at the November board meeting.
- b. 2025 Holiday Gathering- we will hold the gathering starting at 5PM on December 11 following the December board meeting.
- c. Presentations to York County Commissioners- as discussed earlier, Gwen will work with the Planning Committee to come up with specifics on the who/what/when of any presentation.
- d. Oct. 11 Spring Grove Pumpkin Trail- YCRTA will have a booth at this event. Probably won't do a booth in 2026.
- e. 2026 YCRTA calendar and photo contest- Gwen circulated a draft calendar. 168 photos were submitted by approximately 25 different photographers. A sponsor has been secured to cover the printing costs. There are nice prizes this year for 3 of the photographers.
- f. Website, Facebook, Instagram-nothing to report.

**15. Next meeting** – the next meeting is set for November 13, 2025, at 3:00 PM at the Hanover Junction Train Station.

**16. Adjournment**- Mike made a motion to adjourn, second by Sean, the motion was approved and the meeting adjourned at 5 PM.