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York County Rail Trail Authority
Monthly Meeting – November 13, 2025
Held at York County Rail Trail Authority Office and via Virtual Participation

1. Call to Order and Attendance

Chair **Frank Kempf** called the meeting to order at **3:05 PM**.

Members Present (in person):

- Karen Kneupfer
- Teddy Fisher
- Jake Taylor
- Ann Yost
- Frank Kempf

Members Present (virtual):

- Karen Kuhn
- Brandon Wingert
- Silas Chamberlin
- Sean Kenny

A quorum was established.

Others in attendance- Gwen Loose, Executive Director, John Affroil, CS Davidson

2. Approval of Minutes – October 2025 Meeting

The October 2025 minutes were included in the agenda packet.

- **Motion:** Jake Taylor
- **Second:** Karen Knuepfer
- **Vote:** Motion carried unanimously.

3. Communications and Public Correspondence

Gwen Loose reported several communications:

- **Spring Grove Fire Company:** Submitted an amended license agreement and requested approval to add a flagpole near their bell tower. Documentation has been received.
- **Inspector Resignation:** Terry Reichert resigned as Spring Grove section inspector; a replacement will be sought.
- **Cherry Tree Court HOA:** Requested a meeting regarding trespassing concerns. Gwen advised the HOA to consult the developer and the borough, as these issues fall outside YCRTA authority.

- **Newsletter & Sponsorships:** The fall-winter newsletter yielded **\$400 in sponsorships** and **14 donations** to date, netting more than \$1,000.

4. HTT Operating Committee- Encroachment procedures and letters developed.

5. Planning Committee- Y.C. Watershed Stewards will tour Oil Creek restoration project on Nov. 21.

6. Executive Director's Updates

Key updates delivered by Gwen Loose:

- **Final inspection scheduled:** Jacobs Mill Road connector will undergo its final grant inspection by DCNR on **November 21**. Remaining items include funding signage installation.
- **Explore York funding:** Commissioner Burford indicated that restrictions limiting use of the Visitors Bureau grant for operating expenses are being revised; future allocations will be available for operations.
- **Meeting with Commissioner Burford:** A meeting requested by Commissioner Burford is scheduled for December 1st; presentation to the Commissioners along with YCRTA Strategic Plan goals and sustainable Operating funding will be discussed.

7. Treasurer's Report

Treasurer **Karen Kuhn** presented the financial reports:

- **Operating Fund:** \$15,267.12 on hand, adequate only through December. A fund transfer will be required.
- **Project Fund:** \$669,099.29 balance following two grant reimbursements.
- **2026 Operating Budget:** A draft budget is under development; leadership will meet prior to the December meeting to finalize.
- **Fund Transfer Authorization:** Because operating funds will be insufficient:
Action: Karen will transfer **\$20,000** from the Project Fund (unrestricted) to the Operating Fund and report the transfer at the next meeting.
- Karen will also consult the accountant on reclassifying a prior **\$50,000** transfer that is still booked as a loan.
- No formal motion was requested or taken, per solicitor guidance.

Motion to Approve Financial Reports: the Statement of Financial Position for September, the Treasurer's Report for September, the Budget Report for the Operating Fund for September, the Operating Fund Cash Flow, and the Project Fund Cash Flow.

- **Motion:** Karen Kuhn
- **Second:** Jake Taylor

Vote: Motion carried unanimously

8. Solicitor's Report

Solicitor **Scott Beaverson** reviewed the revised **Addendum to the Memorandum of Understanding (MOU)** with York County for the Hanover Trolley Trail:

- The addendum primarily concerns insurance coverage for properties outside the Med-Ed corridor, resolving coverage gaps.
- The previous concept of phased trail-segment turnover to the county is no longer included; the county is not yet prepared to adopt a transition procedure.
- Approval of the addendum is necessary to secure current insurance protections.

Motion to Approve Addendum to the MOU

- **Motion:** Jake Taylor
- **Second:** Karen Kuhn
- **Vote:** Motion carried unanimously; **Teddy Fisher abstained.**

Further actions:

- Scott will contact Jeff Shue, CS Davidson, regarding the potential for a single-document easement transfer package.
- Follow-up needed with the county on Directors & Officers insurance coverage once the new MOU is effective.

9. Engineers' Report – C.S. Davidson Engineer John reported:

- **“Combo Project” Completion:** Construction is now 100% complete; remaining punch-list items will be addressed by spring. AFP #7 submitted for payment.
- **Route 116 Trailhead:** Preparing for zoning hearings and scheduling; detailed project schedule provided.
- **TASA Project:** Scoping form approved; preliminary engineering is proceeding.
- **Trail Video:** A promotional video has been completed. Board members will review, and it will be posted on the website after slide updates.

10. Old Business

- Executive assistant- no action until sustainable funding is in place. Jake agreed to assist Gwen with some of the tasks formerly done by Denise.
- G&W Corridor encroachments- Operating committee prepared letters to property owners and procedures for dealing with encroachments. No formal vote required. First and second letter templates were included in the agenda packet.
- HTT-HRT Connection feasibility study- no update; Ann suggested that YCRTA apply for DCNR planning grant.

11. New Business

- HTT Transition White paper- Ann authored a white paper that lays out the reasons why completed sections of the HTT should be managed by York County.
- Invoices, Change Orders, and Payments
Invoices – C.S. Davidson
Ann Yost presented and moved approval of the following invoices:
 1. **\$8,778.34** – Heritage Rail Trail, Route 116 trailhead design & permitting

2. **\$3,860.00** – TASA project design & permitting
3. **\$1,438.84** – Stoverstown Road trailhead design
4. **\$4,545.46** – Jacobs Mill Road connector construction management

- **Motion:** Ann Yost
- **Second:** Jake Taylor
- **Vote:** Approved unanimously.

Additionally, AFP #7 for Kinsley (approx. \$373,000) will be paid under existing contract obligations.

- **2026 Meeting Schedule**

Following member input, the board agreed to continue the current schedule:

- **Second Thursday of each month at 3:00 PM, with virtual option offered.**

Motion to Approve 2026 Meeting Schedule

- **Motion:** (Member not clearly identified in transcript but stated as: “I’ll make a motion...”)
- **Second:** Noted in transcript (“I’ll second”).
- **Vote:** Passed unanimously.

Gwen will forward the schedule to the county for advertisement.

- **Jacobs Mill Road Connector – Public Opening**

1. Final tasks include installing stop signs and stay on trail signs.
2. Board instructed staff to set an opening date and issue a media release and Facebook announcement.

12. Funding

- **Year-End Appeal-** Draft letter prepared; approximately 100 letters will be mailed.
- **RACP Reimbursement-** Update still pending; CSD will follow up next week.

13. Promotion & Marketing-

- Award nominations recommended by Planning Committee- Brandon will contact Oliver Hoar to determine if Warehime Foundation would accept award.

12. Motion to Adjourn

- **Motion:** Ann Yost
- **Second:** Karen Kneupfer
- **Vote:** Passed unanimously.

Meeting adjourned at approximately 4:53 PM.