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MEETING MINUTES

February 14, 2025, held at Hanover Junction Train Station

Members present: Frank Kempf, Brandon Wingert, Karen Knuepfer (KEK), Karen Kuhn, Sean Kenny, Mike Pritchard, Teddy Fisher, Ann Yost

Members absent: Silas Chamberlin, Jake Taylor

Others present: Gwen Loose, Executive Director; Denise Tushingham, Executive Assistant; Jeff Shue & John Affriol, PE, C.S. Davidson, Inc.; Scott Beaverson, YCRTA Solicitor

1. **Call to Order**- meeting called to order by Frank at 3:02.
2. **Opportunities for the public to address the Authority** – no public attended.
3. **Approval of January 2025 minutes**- Draft minutes were approved with changes presented. Changes include (1) listing Jeff Shue as attending the January meeting and (2) HTT development committee report Item 8: Add the following to the last sentence “if the RACP reimbursement is received by summer of 2025.”

A motion to accept the January minutes was made by Brandon and seconded by KEK, the motion was approved.

4. **Additional Communications**- Gwen noted 2 fliers that she will distribute later.
5. **Strategic Planning Report**- The Plan has been reviewed by YCRTA Board and Planning Committee, ready to adopt. Brandon will lead the ongoing effort to implement the 2025-2029 Strategic Plan. Gwen noted that Commissioner Burford complemented the plan and noted that he would like to know how the YCRTA determines to take on projects. Gwen responded that we follow the direction of the County Commissioners as indicated in several MOUs with the County. Commissioner Burford asked that the Plan be presented to the County Commissioners – Gwen to set up meeting. An annual work session check-up on the Strategic Plan implementation was recommended.

Brandon made a motion to approve the Strategic Plan and form committees to implement, second by Mike, motion passed. Sub-committees were set up to address each of the six Plan goals. Committee leaders are in bold.

Goal 1 – Continue Trail Building – HTT Development Committee, **Frank**

Goal 2 – Achieve Financial Sustainability – **Karen Kuhn**, Albert, Gwen, Brandon

- Goal 3 – Increase Public Awareness – **Denise**, Gwen, Teddy
Goal 4 – Strengthen Partnerships – Frank, **Mike**, Sean, Teddy
Goal 5 – Expand People Resources - Frank, **Brandon**, Ann, Karen Kuhn
Goal 6 – Implement Technology Efficiencies – **Denise**, Gwen, Teddy

At the March YCRTA meeting, each committee will come back with a strategy to implement and address goals, noting what can be achieved a) this year (2025), b) next year (2026), and c) TBD. The six committees are open to others who may show an interest in participating. There may be specific people we want to approach. Subcommittee assignments and participation to be reviewed with Silas and Jake.

6. **Planning Committee Report-** The Planning Committee report was distributed prior to the meeting. Discussion included:
 - a. Planning Committee reviewed and recommended payment of invoices.
 - b. Gwen presented the 4 parking configurations for the proposed HTT trailhead parking lot off of Route 116. The Planning Committee recommended the parking configuration with the center island and parking surrounding. Ann to complete a Site Development Drawing (SDD) and provide to CSD. The SDD and associated cost estimate are required for the April 2, 2025, PA DCNR grant application. The grant application will target a total project cost of \$1,200,000, including a grant request to DCNR of \$500,000.
7. **Executive Directors Report-** The Executive Directors report was distributed prior to the meeting. Gwen reviewed the following items:
 - a. Gwen called out items number 11, 12, and 13.
 - b. Members need to complete the 2024 Statements of Financial Interest
 - c. First interpretative sign is complete. The sign will be installed on the HTT between the connector and Jacobs Mill. The sign is designed to be attached to the railing, looking toward the wetlands. Two additional signs were be developed.
8. **Treasurer Report-**
 - a. The treasurer report for December was distributed prior to the meeting.
 - b. The treasurer's report was accepted with a motion from Mike second by Sean, motion passed.
9. **Solicitor Report-** S. Beaverson reported on two items-
 - a. Transfer of the Northern Extension easement/ownership to the County. No progress to report.
 - b. Updating the MOU between the YCRTA and the County for the HHT is on to-do list.
 - c. Heidelberg Parcel – Was discussed in an Executive Session.
10. **Engineer's Report-** Jeff reported on several items.
 - a. A prebid meeting was held for the combo project on 2/13/25. There was a lot of interest in the project.
 - b. There was an incident on the Gitts Run Connector trail, the contractor damaged a MetEd wooden pole which is being accessed and will be repaired.

11. Old Business

- a. Explore York 2024 Allocation – the YCRTA will be getting funds – but fund will be split at \$15,000 for operations and \$85,000 to fund a trail project. The MOU provides YCRTA with \$100,000 for 3 years, this assumes we already received \$50,000. The YCRTA 2024 operating expenses were in the \$125,000-\$135,000 range. The 2025 operating fund shortfall remains significant.

12. New Business

- a. RACP Resolution – New resolution no longer needed.
- b. CAP Agreement- Teddy made a motion to accept CAP funding in the amount of \$250,000 for Oil Creek, second by Ann, motion passed, Mike abstained.
- c. Election of Treasurer – Brandon made a motion to elect Karen Kuhn as YCRTA treasurer, effective as of today through October 2025, second by Sean, motion passed.
- d. Bank Account Officers- Brandon made a motion to create a resolution stating that Albert is no longer an authorized signer on YCRTA bank accounts and that Karen Kuhn will be added as a signer on all YCRTA accounts. Second by Sean, motion passed.
- e. Invoices-
 - i. Ann made a motion to approve payment to CSD for invoices 180406 for \$4,410.65 Gitts Run Connector construction management & inspections; 180407 for \$3,443.00 Oil Creek Restoration Phase 2 bid documents; and 180408 for \$21,108.20 Hanover Trolley Trail design and permitting, second by KEK, motion passed.
 - ii. LSI invoice #15075 for \$5,729.93 Oil Creek Phase 2 Motion to approve payment by Ann, second by Brandon, motion passed.
 - iii. Recreation & Park Solutions invoice - Ann made a motion to pay RPS in the amount of \$2,700 final payment YCRTA Strategic Plan 2025-2029, KEK second, motion approved.
- f. Proposals-
 - i. W. Craig Adams change order for reduction of work on the Gitts Run Road Connector necessitated by First Energy for deduct of \$62,191.42. Motion to accept change order by Ann, second by Teddy, motion passed.
- g. 2025 Give Local York- The goal for 2025 is \$20,000. The GLY date is the first Friday in May. Last year we raised \$19,500 from 160 donors. The GLY registration fee is \$250.

13. Funding

- a. PA DCNR Grant Application Resolution for the HTT trailhead parking lot off Rt. 116, Ann made motion to apply for grant in the total amount of \$500,000 with a \$700,000 YCRTA match and sign the grant resolution, Mike second, motion passed.
- b. Gwen reviewed the Grant Status Report 2025-2.

14. Promotion and Marketing-

- a. Friends of YCRTA: Denise described the membership renewal modifications, with annual membership due date of March going forward. Notification of change is posted on Facebook and in newsletter.
- b. Brandon suggested looking into using the billboard at the Route 116 property to support the project.

- c. 2025 YCRT Calendar – 35 calendars left over. Sold about 71 of 160 calendars, gifted about 21. We made \$1,700 profit. YCEA sponsored the calendar and covered all expenses.
- d. Website, Facebook, Instagram – nothing new.

15. **Adjournment**- Ann made a motion to adjourn, second by Brandon. Meeting adjourned at 5:04 pm.

Next meeting – The next meeting is set for March 13, 2025, at 3:00 pm at the Hanover Junction Train Station.