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## MEETING MINUTES

March 13, 2025 held at Hanover Junction Train Station

**Members present:** Frank Kempf, Brandon Wingert, Karen Knuepfer, Karen Kuhn, Mike Pritchard, Teddy Fisher.

**Members absent:** Sean Kenny, Silas Chamberlin, Ann Yost, Jake Taylor.

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

1. **Call to Order**- meeting called to order by Frank Kempf at 3:00 PM
2. **Opportunity for the public to address the Authority**- No members of the public were present.
3. **Approval of February 2025 minutes** -The minutes have been previously approved by email vote.
4. **Additional communications**- Gwen distributes flyers from 2 events- DCNR & Susquehanna River Heritage Area celebrating Black History month, and a Recreational Professionals forum sponsored by York County Parks. An invitation to the YCCD annual meeting was received. YCRTA members are welcome to attend. YCRTA received letter from Land Studies announcing staffing changes. Mount St. Mary's College will host the Banff Film Festival the weekend of March 15-16. Gwen believes hosting this festival in some future year could be a fund raiser for YCRTA.
5. **Strategic Plan Check-in**-Brandon has created a Master File spreadsheet to track progress on tasks to be completed to advance the Strategic Plan. Copies of the master file were distributed to the SP Chairs.
  - a. A decision was made to hold a monthly(?) meeting of the SP Committee chairs prior to the YCRTA monthly meeting. Brandon will summarize reports from the committee chairs and present the summaries at the YCRTA monthly meetings.
  - b. SP Committee chairs provided a brief update on what has been done to date.
6. **Planning Committee Report**-The planning committee report was distributed with the agenda packets prior to the meeting. Gwen noted that members of the York County Planning Commission (YCPC) attended the YCRTA Planning Committee meeting to discuss the Open Space and Trail Plan for York County. YCPC notes from the meeting were distributed with the agenda packets.
7. **Executive director report**- 3 individuals have not yet submitted their 2024 Financial Interest Statement. Gwen met with Lori Yeich, DCNR, and Lori is supporting the grant application to fund the Rt. 116 parking lot and the bridge connection to the HTT. The

Ambassadors met and are trying to decide what festivals YCRTA should attend/support in 2025. Gwen distributed a sheet with 3 festivals listed and asked board members to indicate which festivals they would attend to represent YCRTA.

## **8. Treasurer Reports**

- a. **Financial Reports-** The Treasurer's reports were distributed with the agenda packets prior to the meeting.
  - i. Karen Kuhn suggested that the monthly reports should reflect the financials of the most recent month. Currently the reports reflect not the previous month but the month before the previous month. There was general agreement having information from the most recent month is better and Karen will get with the bookkeeper to see what needs to be done to make this change.
  - ii. Karen is working with Orrstown Bank to get herself listed on the YCRTA accounts. A CD is scheduled to mature on 3/20/25. If Karen is not on the account by that time, some other officer will have to move the proceeds to the Project Fund.
  - iii. Karen offered a motion to accept the February 2025 Treasurer's reports; second by Brandon; motion passed.
- b. **Project cash flow projections-** The Project Fund Cash Flow spreadsheet dated 3/9/2025 was distributed with the agenda packets prior to the meeting. Karen explained the chart and said she would be updating the spreadsheet on a regular basis. Reimbursements for over \$1M in 2025 are vital to YCRTA solvency. Gwen will set up a meeting to establish a plan of action on how the reimbursements will be obtained. Gwen, Karen, Denise and Frank will be meeting attendees.

## **9. Solicitor Report**

- i. **Heidelberg Parcel Update-** the Heidelberg Supervisors approved conveyance of the Rt. 116 parcel to the YCRTA at their March 5, 2025 meeting. The Heidelberg Solicitor indicated that a draft deed was prepared and he would be working with Scott to finalize the deed.
- ii. **Transfer of Northern Ext. easements/ownership to County-** no update.
- iii. **MOU: YCRTA and County of York for Hanover Trolley Trail-** no update.

**10. Engineer Report-** The Engineer's report was distributed with the agenda packets prior to the meeting. John Affroil reviewed the contents of the report. John also said CSD is recommending award of the "combo project" to Kinsley based on bids received on 3/7/2025.

## **11. Old Business**

- i. **Explore York 2024 Allocation-** Gwen reported no change in status,
- ii. **Bank Account Officers: Add/delete-** Discussed in treasurer's report-item 8.a.ii.

## **12. New Business**

- a. **2025 Combination Project Bids-** Teddy offered a motion to enter into a contract with Kinsley Construction based on the low bid in the amount of

\$2,171,710.00 as presented on March 7, 2025 for the HTT Jacobs Mill Connector & Floodplain Restoration (combination project); 2<sup>nd</sup> by Brandon; Motion passed.

- i. A motion to issue a Notice to Proceed with the work to Kinsley was offered by Teddy; 2<sup>nd</sup> by Mike; motion passed.

**b. Meeting with County Commissioners-** Gwen is working on scheduling a meeting.

**c. 2025 Give Local York: Set Goal & Action Plan-** Gwen says an action plan is needed. Nothing new suggested for 2025 except possibly adding the ARRC video. Gwen will draft an action plan for review at the April meeting.

**d. Proposals, Invoices, Change Orders (LandStudies, CSD, W Craig Adams)**

- i. Motions to issue the following payments were made by Teddy:

1. LandStudies in the amount of \$1,095.00 under CO6- Site A Phase 2 (Inv 15134) and in the amount of \$4,560.00 for Oil Creek Restoration Phase 2 (Inv 15135); 2<sup>nd</sup> by Mike; Motion passed.
2. 2- CSD in the amount of \$9,669.80 (Inv 180802) for Gitts Run Rd Connector CM & I.; 2<sup>nd</sup> by Brandon; motion passed.
3. 3- CSD in the amount of \$2,423.94 (Inv 180799) for HTT Design & Permitting - G&W to Jacobs Mill Rd; 2<sup>nd</sup> by Brandon; motion passed.
4. 4- CSD in the amount of \$1,562.42 (Inv 180800) for HTT Design & Permitting – Heidelberg Trailhead; 2<sup>nd</sup> by Brandon; motion passed.
5. 5- CSD in the amount of \$4,369.26 (Inv 180801) for HTT Design & Permitting – Road Crossings; 2<sup>nd</sup> by Brandon; motion passed.
6. W Craig Adams Application for Payment 4 in the amount of \$70,168.62 for Gitts Run Rd Connector; 2<sup>nd</sup> by Karen Kuhn; motion passed.

**e. Dickinson College: Oil Creek Ph2 Monitoring Cooperative-** Gwen explained that NFWF is funding much of the Oil Creek Phase 1 & Phase 2 restoration. Dickinson College has been selected by NFWF to monitor the stream both before construction and after construction is complete to assess the benefits of the restoration work. Karen Knuepfer offered a motion to enter into an agreement with Dickinson College to perform the monitoring of Oil Creek Restoration, Phase 2 at no cost to YCRTA; 2<sup>nd</sup> by Teddy; motion passed.

### 13. Funding

**a. PA DCNR Grant Application for Trailhead Update-** Gwen is preparing the grant application to fund the Rt. 116 parking lot and the bridge connecting the parking lot to the HTT.

**b. Grant Status Report 2025-3-** no update for March.

### 14. Promotion and Marketing

**a. 2025 Festival/Information Table Schedule-** covered under agenda item 7- Executive Director Report.

**b. Friends of YCRTA: Membership Redesign-** revising program so all memberships expire in March; emails going out.

**c. Website, Facebook, Instagram-** nothing new to report.

- d. **Groundbreaking/ribbon cutting**- Gwen suggested that we may want to have a **Public Event** in June(?) to celebrate the completion of 2025 construction & start of the 2026 construction. Brainstorming, discussion and decisions to occur at the April YCRTA meeting.

**15. Adjournment**- Motion offered by Mike; 2<sup>nd</sup> by Karen Kneupfer; motion passed. Meeting adjourned at 4:48.