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MEETING MINUTES

April 10, 2025 held at Hanover Junction Train Station

Members present: Frank Kempf, Karen Kuhn, Mike Pritchard, Ann Yost, Sean Kenney, Jake Taylor.

Members absent: Silas Chamberlin, Karen Knuepfer, Teddy Fisher, Brandon Wingert.

Others present: Gwen Loose, Executive Director; Jeff Shue & John Affroil, C.S. Davidson, Inc.; Scott Beaverson, YCRTA Solicitor, Larry Freer, interested citizen.

1. **Call to Order-** meeting called to order by Frank Kempf at 3:00 PM
2. **Opportunity for the public to address the Authority-** Larry Freer declined to make a formal statement.
3. **Approval of March 2025 minutes** -Motion to accept the minutes was offered by Mike with one correction. On Pg. 4 of the minutes, the York County Planning Committee should read York County Planning Commission.; second by Jake. Motion passed.
4. **Additional communications-** Gwen distributed flyers from 3 events-YCCF annual meeting, CSD client appreciation night and Go Green in the City. Board members were invited to sign up for any/all of these events.
5. **Strategic Plan Check-in-**Brandon distributed a spreadsheet prior to the meeting to track progress on the 6 Strategic Goals. Mike reviewed Goal #4, Strengthen Partnerships. Mike explained the status of each tactic and emphasized that there was overlap between Goal #4 and various other strategic plan goals. Karen reviewed Goal #2, Achieve Financial Stability. Karen also explained the status of each tactic and noted overlap with other strategic plan goals. Gwen participated in 2 video calls-Goal #3, Increase Public Awareness where tactics were prioritized and Goal #6, Implementing technology where various tactics were discussed.
6. **Hanover Trolley Trail Operating Committee Report-** The committee met in March and Jackson Twp. now has a full-time representative on the committee. The report was distributed with the agenda packet. Gwen will include the last names of committee members on future reports. No other comments or questions from anyone.
7. **Planning Committee Report-**The planning committee report was distributed with the agenda packets prior to the meeting. No comments or questions from anyone. Recommendations involving motions at this meeting will be addressed later in the agenda.

8. Executive director report- The ED report was distributed with the agenda packets prior to the meeting. No comments or questions from anyone. Gwen showed slides from 2 recent field visits-

- a. G&W rail line west of Gitts Run Rd. – Hanover Cyclers wanted to view the condition of the rail line with the intent of extending the HTT on this corridor into downtown Hanover, and
- b. Dickinson College team doing aquatic sampling in Oil Creek. This sampling was done to obtain baseline data in Oil Creek before Phase 2 restoration project started. This team will take samples annually to document how the restoration project impacts aquatic life in Oil Creek.

9. Treasurer Reports

a. **Financial Reports-** The Treasurer’s reports were distributed with the agenda packets prior to the meeting.

- i. Karen noted that YCRTA is being charged a \$10 service charge if more than 6 checks are cashed in a month. Karen suggested the possibility of opening a “municipal account” that would not have service fees on checks. Karen will make a recommendation regarding switching account types at a future meeting.
- ii. Karen reiterated that there is a deficit in the General Fund budget because the income from Explore York (EY) cannot all be used for operating expenses. The deficit will not become critical until about July/Aug. Karen will make a recommendation at a future meeting on how to keep the General Fund solvent.
- iii. Gwen needs to find out what years are covered by the payments received from EY to date and when additional payments can be expected.
- iv. Mike offered a motion to accept the March 2025 Treasurer’s reports; second by Sean; motion passed.

10. Solicitor Report

- a. **Heidelberg Parcel Update-** Scott presented a deed with YCRTA listed as owner. Scott will get the deed recorded.
- b. Gwen had asked Scott for input of an article she is writing. They will get together by phone to work out the text.
- c. **Transfer of Northern Ext. easements/ownership to County-** no update.
- d. **MOU: YCRTA and County of York for Hanover Trolley Trail-** no update. Before meeting with YC Commissioners, we need to have an updated draft of the draft MOU.

11. 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 noted that W Craig Adams is pushing to complete the Gitts Run Rd connector trail by mid-May. Kinsley will mobilize on the “combo” project on April 4 so work will be moving on that project soon. CSD has completed drone footage of the WCA project and the completed Phase 1 Oil Creek restoration for use in a promotional video for Give Local York.

12. Old Business

- a. Meeting with County Commissioners- Gwen has not received any reply to her numerous emails asking for a meeting.
- b. Dickinson College Oil Creek monitoring- discussed earlier under ED report.

13. New Business

- a. **PADCNR Resolution-Strategic Plan closeout-** The resolution was distributed with the agenda packet. Ann offered a motion to accept the resolution; second by Sean. Motion passed.
- b. **Proposals, Invoices, Change Orders**
 - i. Motion to issue the following payments to CSD were made by Ann:
 - 1. CSD Invoice 181486 for \$5,604.50 (Connector Trail to Jacobs Mill CM&CI)
 - 2. - CSD Invoice 181438 for \$1,925.85 (TASA Project; Hanover Trolley Trail Design & Permitting)
 - 3. - CSD Invoice 181439 for \$11,076.48 (Gitts Run Road Connector CM&CI)
 - 4. - CSD Invoice 181440 for \$1,205.50 (Oil Creek Ph 2 CM)
 - 5. Second by Karen; motion passed.
 - ii. Motion to issue the payment to LandStudies in the amount of \$5,486.28 for Oil Creek Phase 2 construction services was made by Ann; second by Sean. Motion passed.
 - iii. Motion to issue payment to W. Craig Adams for Gitts Run Road Connector Trail Construction AFP No. 5 for \$129,352.22 was made by Ann; second by Jake. Motion passed.
 - iv. Motion To accept ARRC proposal in the amount of \$7,550 for maintenance and monitoring of Oil Creek Phase 1 was made by Ann; second by Sean. Motion passed. This proposal is for a period of one year.
- c. **HTT Maintenance needs-** this item is for maintenance of the Phase 1 Oil Creek restoration. Proposal from ARRC was accepted (agenda item 13.b.iv).
- d. **2025 Give Local York-** Gwen distributed 3 ideas intended to increase giving during GLY-
 - i. A postcard encouraging people to donate. This postcard was sent to the Friends Group and distributed to YCRTA board members. YCRTA has established a giving page on the GLY website.
 - ii. A pledge to do X miles on a trail with commitments from people to financially support the effort.
 - iii. A promo card featuring “Rail Trails Give Me _____.” Insert Happiness, serenity, joy, etc.; take a pic and send it to Denise.

14. Funding

- a. **PA DCNR Grant Application for Trailhead-** Gwen submitted the grant application to fund the Rt. 116 parking lot and the bridge connecting the parking lot to the HTT. Project cost is \$1.4M with \$700k coming from DCNR. Announcement of successful applicants will be issued in Fall 2025.

b. RACP Site visit- Visit scheduled for April 15. This is the CM Exit visit, and the 1st and only time the RACP people will be onsite. Hope is to submit the reimbursement application (\$1M) in June 2025.

c. Grant Status Report 2025-3- no May update distributed.

15. Promotion and Marketing

a. 2025 Festival/Information Table Schedule- covered under Additional Communications (above).

b. Friends of YCRTA: Membership Redesign- Denise will be contacting Friends members who have not responded to the initial mailing.

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

16. Adjournment- Motion offered by Jake; 2nd by Ann; motion passed.