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MEETING MINUTES

May 9, 2025, held at Hanover Junction Train Station

(These draft minutes will be approved at the next YCRTA business meeting.)

Members present: Frank Kempf, Karen Knuepfer (KEK), Karen Kuhn, Sean Kenny, Mike Pritchard, Teddy Fisher, Ann Yost, Jake Taylor, Silas Chamberlin

Members absent: Brandon Wingert

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 3:05 PM.
2. **Opportunities for the public to address the Authority** – no public attended.
3. **Approval of April 2025 minutes-** A motion to accept the April minutes was made by Sean and seconded by Mike, the motion was approved. Frank asked for a volunteer to be the Secretary. Will assign a “volunteer” for each meeting.
4. **Additional Communications-** Gwen reviewed
 - a. Received a notice that a tree fell on the HTT in Jackson Township. Typically, when this occurs it takes out a portion of the fence.
 - b. Main Street Hanover newsletter was distributed prior to the meeting. Let Gwen know if you would like to continue receiving this newsletter.
 - c. America 250 activities update was passed around.
5. **Strategic Planning Check-in-**

Goal 2 – Achieve Financial Sustainability – Karen gave an update. Doing research on endowment funds. Talked about fundraising and finding a fundraising event for the period between Give Local York and annual fundraiser. Thinking of targeting businesses on and near the rail trail. Gwen gave an update about the Cambria County endowment. Rail salvage of 4 miles and received \$500,000 invested as an endowment for operating costs – produces about \$3,000/month. They also have a second endowment fund for trail maintenance. Signs with QR Code are posted along their trails that allow trail users to donate on the spot.
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. The Planning Committee will be putting more emphasis on strategic planning.
7. **HTT Development Committee Report-** Frank reviewed the item discussed during the 4/15/25 committee meeting:
- a. Bridge trusses may be pre-purchased with payment due upon delivery. Pre-purchase decision to be made at a future meeting following discussions with PA DCNR.
8. **Executive Directors Report-** The Executive Directors report was distributed prior to the meeting. Gwen reviewed the following items:
- a. New signs to remind trail users to stay on the trail, especially on the Gitts Run Road connector.
 - b. New newsletters from York County Parks with new format.
 - c. York College graphics arts student is working with Gwen to redesign the YCRTA newsletter.
 - d. Reached out to Fleet Feet (formerly Flying Feet) requesting continuation of newsletter sponsorships and other opportunities
 - e. Reviewed annual HTT municipal maintenance (Hanover, Jackson, Penn, Spring Grove) report. The 2024 average cost per mile is \$2,980 and man hours per mile was 46 hours. Total maintenance dollars invested is \$16,312.12 and 252 man hours.
9. **Treasurer Report-**
- a. The treasurer reports for March 2025 were distributed prior to the meeting. The treasurer's report was accepted with a motion from Karen second by Sean, motion passed. Karen is preparing a new Operating Fund Report format to replace the current GF Operating Statement.
 - b. Project cash flow report was distributed prior to meeting.
 - c. Gwen contacted the audit to begin the 2024 YCRTA audit.
10. **Solicitor Report-** S. Beaverson reported on these items-
- a. The deed for the Heidelberg parcel has been recorded. Gwen has the original.
 - b. Transfer of the Northern Extension easement/ownership to the County. No progress to report.
 - c. Updating the MOU between the YCRTA and the County for the HHT needs to happen due to acquisition of the G&W. Scott forwarded existing MOU to county solicitor for review. Need a determination if County Parks will be taking over the HTT when complete.
11. **Engineer's Report-** John reported on several items.
- a. Gitts Run Road is almost complete. There are minor issues for the contractor to address.
 - b. Jacobs Mill/Floodplain Restoration project is progressing. They have started trail grading, removal of railroad ties. Kinsley is having difficulty moving equipment in area of wet soils.
 - c. CSD to move forward with the design and permitting of the parking lot.
 - d. TASA project is being pushed to 2027.

12. Old Business

- a. Meeting with County Commissioners – no progress

13. New Business

- a. YCRTA By-Laws Change to be purposed/rewritten to allow payment of contracts with one signature, if meet certain requirements as discussed.
- b. Gitts Run Connector – Oil Creek Phase 1: Opening First Walk proposed for June 5, 1:00 PM. County Commissioners will join the walk. Ox Industries has agreed to allow parking for the First Walk event.
- c. Invoices-
 - i. Ann made a motion to approve payment to CSD for invoices #182130 for \$9,625.12, #182131 for \$813.75, #182132 for \$2,443.45, and #182133 for \$3,625.45 second by Sean, motion passed.
 - ii. LSI invoices #15306 for \$4,207.75. Motion to approve payment by Ann, second by Mike, motion passed.
- d. Application for Payment –
 - i. Ann made a motion to approve AFP #6 from W. Craig Adams for the Gitts Run Road Connector in the amount of \$353,356.62, second by Karen Kuhn, motion passed.
 - ii. Ann made a motion to approve AFP #1 from Kinsley for the HTT Jacobs Mill Connector & Floodplain Restoration in the amount of \$110,647.67, second by Sean, motion passed.

14. Funding

- a. Give Local York Results – As of today the total was \$20,525. Second best year ever. Number of givers was 152. Fourteen donors were new.
- b. RACP Site Visit & Grant Agreement – possibly finalize paperwork in June for reimbursement of \$1,000,000. We do have the grant contract, and site visit was completed.
- c. J. William Warehime Operating Grant was submitted last month for \$50,000 and we have not heard.
- d. Gwen is revising the Grant Status Report 2025-5. Nothing to share at this time.

15. Promotion and Marketing-

- a. Go Green in the City was a wet day. Other 2025 Festival Sign-up Sheet was sent around.
- b. Website, Facebook, Instagram – nothing new.

16. Next meeting – Next meeting is set for June 12, 2025, at 3:00 pm at the Hanover Junction Train Station.

17. Secretary – Sean agreed to act as the secretary to take minutes at the June meeting.

Adjournment- Silas made a motion to adjourn, second by Jake, Meeting adjourned at 4:41 pm.