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MEETING MINUTES

June 12, 2025, held at Hanover Junction Train Station

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

Members absent: Silas Chamberlin, Jake Taylor

Others present: Jeff Shue/John Affriol, PE, C.S. Davidson, Inc.

1. **Call to Order-** meeting called to order by Frank at 3:02 PM.
2. **Opportunities for the public to address the Authority –**

Jim & Connie Harvey from Spring Grove gave public comments in applause of the RTA's work. They are regular users of new sections of trail and appreciate the RTA's efforts in building and expanding the trail in Southeastern York County. They made a request for consideration of adding restrooms.
3. **Approval of May 2025 minutes-** A motion to accept the May minutes was made by TF and seconded by KEK, the motion was approved.
4. **Additional Communications-** In Gwen's absence, there were none given.
5. **Strategic Planning Check-in-** BW noted no updates, working on scheduling some meetings. Look for more next month.
6. **Planning Committee Report-** The Planning Committee report was distributed prior to the meeting, there was no discussion of any items included.
7. **HTT Development Committee Report-** the HTT Development Committee Report was distributed prior to the meeting, there was no discussion of any items included.
8. **Executive Directors Report-** The Executive Directors report was distributed prior to the meeting. In Gwen's absence, FK reviewed the following:
 - a. Item 7 – fence post repair and clearing downed trees by volunteers, only cost is the price of materials.
9. **Treasurer Report-**

- a. The treasurer reports for May 2025 were distributed prior to the meeting. KK noted we are now in the black as opposed to red. KK created a new report with Gwen – Operating Fund Cash Flow, now shows spending, balance and monthly balances remaining on both revenue and expense. KK also met with the bank to discuss options on savings account – after review, it's felt our current set up would be best to keep as is. Also exploring line of credit options if needed based on cash flow.
- b. The treasurer's report was accepted with a motion from AY second by BW, motion passed.

10. Solicitor Report- S. Beaverson was unable to make the meeting, there were no updates sent in his absence.

11. Engineer's Report- JA & JS reported on several items.

- a. Oil Creek Phase 1 monitoring is close to finished. ARRC completed first invasive species investigation, will be filing first monitoring report with DEP, as required with the grant and ACE reporting.
- b. Gitts Run Road Connector is complete. Two AFPs on agenda, will bring the project to 100%.
- c. Respect Private Property signs installed by W Craig Adams at no charge, as a thank you to the YCRTA.
- d. Potential Change Order – abutment and piers for Oil Creek Bridge – bearing capacity tests failed, change in design to allow footing to contact soil in a larger space.
- e. Paving over rail line on Jacobs Mill road crossing would cost approximately \$6,000.
- f. Steve Yelland of Warehime Enterprises noted a number of dead trees on their property along the trail – 15 of 30 of the trees would fall on RTA fencing. Estimated cost \$6,000-\$9,000, FK is seeking other bids in hopes to find a lower cost alternative.

12. Old Business

- a. YCRTA By-Laws Change – tabled to the July meeting.
- b. Meeting with County Commissioners – scheduling times for meeting is still being worked on.

13. New Business

- a. HTT – Oil Creek Bridge Pre-order
Motion to authorize the Executive Director, Gwenyth Loose, with assistance from the Authority Engineer, C.S. Davidson, to execute a contract through the Commonwealth of Pennsylvania's cooperative purchasing program ("CoStars") for the purchase of two (2) 100-foot pedestrian bridge truss spans.

The truss spans will be used to connect the proposed PA Rte. 116 parking lot and trailhead to the section of the Hanover Trolley Trail (HTT) currently under construction by Kinsley. A contract for construction of the PA Rte. 116 parking lot and connection to the HTT is expected to be bid and awarded in the first quarter of 2026. The truss spans will be delivered to the project site for installation by the parking lot contractor.

The estimated cost of the 2 truss spans is \$250,000. No payment will be required until the truss spans are delivered to the project site.

This authorization is contingent upon the following conditions:

1. A waiver from DCNR to allow costs incurred for the purchase of the trusses to be used as match for the anticipated DCNR grant to construct the parking lot, and
2. Purchase price of the two (2)-100' pedestrian bridge truss spans does not exceed \$250,000, and
3. To the extent practicable under the CoStars program, multiple quotes shall be obtained to ensure a competitive price.

This motion was made by BW and seconded by AY, the motion was approved.

- b. York County Planning Commission CAP #3 Agreement Amendment – discussion was tabled.
- c. HTT and HRT Connection (Feasibility Study) – exploring funding by YCEA, more to come at the July meeting.
- d. Invoices-

Motion to authorize payment of all invoices for construction contracts that have been previously awarded by YCRTA without consideration of individual payments by the YCRTA board provided the invoices meet the following conditions:

- Each invoice must be recommended for payment by the Authority's Engineer, and
- The aggregate of all payments may not exceed the current contract value.

The Treasurer would report all invoices paid using this procedure at the monthly YCRTA board meetings.

This motion was made by BW, seconded by AY, the motion was approved.

- e. Application for Payment –

Motion to issue the following payments to **CS Davidson as previously reviewed and recommended**

- Invoice 182669 for **\$897.28** (Gitts Run Road Connector CM&CI)
- Invoice 182667 for **\$10,771.16** (Connector to Jacobs Mill CM&CI)
- Invoice 182688 for **\$3,528.61** (Parking Lot trailhead; HTT Design & Permitting)
- Invoice 182670 for **\$2,442.93** (Oil Creek, Phase 2 CM)

The motion was made by AY, seconded by SK, the motion was approved.

Motion to issue payment to **LandStudies** for Oil Creek Phase 2 construction services Invoice #15416 in the amount of **\$2,951.82**.

The motion was made by AY, seconded by TF, the motion was approved.

As a result of the approved motion under 12 d., the following were approved:

To issue payment to **Kinsley Construction** for construction of the Combination Project AFP 2 in the amount of **\$182,235.73**. Payment of this invoice is recommended by CSD.

To issue payment to **W. Craig Adams** for Gitts Run Road Connector Trail Construction AFP No. 7 and 8 (FINAL) in the amounts of **\$53,291.52 and \$40,340.60**. Payment of both invoices is recommended by CSD.

To issue payment to **ARRC** for construction of the Oil Creek Stream Restoration, Phase 1, AFP 9 (FINAL) in the amount of **\$1,919.25**. Payment of this invoice is recommended by CSD.

14. Funding

- a. RACP Reimbursement Submittal – FK and JA are working on the paperwork for completion and close the grant out.
- b. Warehime Foundation Operation Grant – no word
- c. Explore York Grant Application – tabled discussion to July, hoping to discuss with County Commissioners.
- d. Codorus Watershed Endowment – ARRC has completed their first monitor/maintenance visit to the Phase One Oil Creek.
- e. Grant Status Report 2025-26 – tabled to the July meeting

15. Promotion and Marketing-

- a. First Walk Ceremony – Present and in attendance were five members of the YCRTA, all three County Commissioners, Explore York, Rep Kate Klunk, Sen Kristin Phillips-Hill and others. Great press from event. Deemed a success.
- b. ECO at Codorus State Park – had rain each day of the event, but well attended.
- c. Website, Facebook, Instagram – report tabled until the July meeting.

16. Next meeting – the next meeting is set for July 10, 2025, at 3:00 PM at the Hanover Junction Train Station.

Adjournment- KK made a motion to adjourn, second by AY, the motion was approved and the meeting adjourned at 4:06 PM.