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MEETING MINUTES

July 9, 2025, held at Hanover Junction Train Station

Members present: Frank Kempf, Karen Knuepfer (KEK), Karen Kuhn, Mike Pritchard, Jake Taylor, Ann Yost, Brandon Wingert

Members absent: Silas Chamberlin, Teddy Fisher, Sean Kenny,

Others present: Gwen Loose, Denise Tushingham, Jeff Shue/John Affriol, PE, C.S. Davidson, Inc.; Scott Beaverson, YCRTA Solicitor; Cynthia Gilbert, Spring Grove.

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

Frank welcomed Cynthia Gilbert to the meeting. Cynthia stated she receives YCRTA newsletters, she uses the HRT and HTT, and she is interested in learning more about our current project and how she can support them.

3. **Approval of June 2025 minutes-** A motion to accept the June minutes was made by JT and seconded by KEK, the motion was approved.

4. **Additional Communications-**

- a. GL reported a landowner near Menges Mills contacted the office about pooling water on their property adjacent to the trail. GL requesting address/location.
- b. Email received from Hanover Borough regarding a need for a sewer pipe at the Gitts Run crossing. GL informed the Borough that Met-Ed is the property owner and they would have to go through them, noting the trail would need to be restored to the current condition.
- c. Invitation to York County Master Gardeners event passed around.
- d. York County Community Foundation Annual Report with a picture of the Heritage Rail Trail at the Howard Tunnel on the cover.
- e. Main Street Hanover map of downtown passed around.
- f. Appeal for donations from Lebanon Valley Rails to Trail letter distributed. Raising funds to assist with tremendous wash out from storms.
- g. Volunteer Dan Schmidt has submitted a bill for work related to down trees and fence repairs.

5. **Strategic Planning Check-in-** BW reported they are working on near term items prior to long term items. KK is creating a procedural document that would guide an operational endowment. Examples sought from York County Community Foundation and York County Parks Charitable Trust. Focus on the longevity of the RTA vs. a project. Will seek guidance on legal aspects of endowments.
6. **Executive Directors Report-** The Executive Directors report was distributed prior to the meeting. GL called out:
 - a. The Oil Creek restoration tour on Monday went great, thanks to Land Studies for getting information to DEP. York County Planning Commission posted a lot of information from the tour onto their Facebook page which was shared. That information was shared to the York County Penn State Master Watershed Stewards.
 - b. GL is adding a note for each item in her ED Report to identify where they fall in relation to each strategic goal in the strategic plan.
7. **Treasurer Report-**
 - a. The treasurer report for May 2025 were distributed prior to the meeting. Project Cash Flow was not distributed. Operating Fund Cash Flow actuals are in up to May, over budget on legal fees and computer/services.
 - b. Meeting with bank loan officer on Line of Credit is being scheduled – would need 2022-23 audited financial statements, 2023-24 draft audited financial statements and well as projections and grants that were submitted/applied for and amounts.
 - c. Working on 2024 audit.
 - d. Motion to accept the Treasurers Report for May 2025 from KK second by BW, motion passed.
 - e. Motion to accept the 2024 YCRTA Financial Statement (audit) and authorize auditors to proceed with their required annual DCED filing, contingent on final review made by KK and second by AY, motion passed.
8. **Solicitor Report-** SB noted:
 - a. Transfer of the remaining portion of the Northern Extension from the YCRTA to the County – SB is assembling documents to send to the County.
 - b. MOU for the County of York and the YCRTA for the Hanover Trolley Trail – still awaiting feedback/update from the County of York Solicitor. SB following up to make sure the YCRTA liability protection, historically under the County of York’s liability coverage.
 - c. DT noted the increase in legal fees was due to the transfer tax with the deed recording for the parcel of the future parking lot.
9. **Engineer’s Report-** JA reported on several items.
 - a. Construction moving forward on combo project – retaining walls are just about completed with the top course to be placed at the top of the abutment.
 - b. Change order #1 is on the agenda for removal of rail line and repaving at Jacobs Mill Road. Wasn’t originally planned to be done in this phase but since Kinsley Construction is near the area now, it was felt to add it to this phase.
 - c. Despite the recent heavy rains, Kinsley and ARRC have continued to make good progress.

- d. Route 116 Trail Head – JA has two quotes not included in the report for pre-order of the bridge. One quote is in the Costars program, the other is cheaper but the supplier is not in the Costars program – JA is encouraging them to become an official Costars supplier.
- e. Field meeting with PennDOT taking place this month on the TASA projects (four trail crossings and Sunnyside Rd Bridge).

10. Old Business

- a. YCRTA By-Laws Change
Motion to amend the YCRTA By-Laws as follows: (Notice was given to YCRTA members on 6/17/25 via email) Section 8.1.b of the YCRTA bylaws currently state: All withdrawals or payments of \$5,000.00 or greater require the signatures of two officers of the Authority. To be amended as follows: All withdrawals or payments of \$5,000.00 or greater require the signatures of two officers of the Authority, except only one signature is required on payment of invoices for contracts previously awarded by the Authority. Motion was made by BW, seconded by AY, the motion was approved.
- b. Meeting with County Commissioners – scheduling times for meeting is still being worked on. Commissioners would like to meet internally prior to meeting with the YCRTA.

11. New Business

- a. Tree Removal Proposal
Motion to accept the Yard Images contract for cutting of 30 dead trees along the rail corridor in Heidelberg Township at a cost of \$2,500.00 by BW, seconded by KK, the motion passed.
- b. Jacobs Mill Rd Crossing: Change Order & PA DCNR Proposal
Motion to accept the Kinsley CO1 in the amount of \$15,575 for removal of Jacobs Mill Rd railroad crossing, increasing the contract value from \$2,171,710 to \$2,187,285 made by AY, seconded by JT, the motion passed.
- c. York County Planning Commission CAP #3 Agreement Amendment
Motion to execute the CAP 3 Agreement Amendment dated June 16, 2025. Amendment is required to add Exhibit “E” Department of Environmental Protection Federal Requirements and to amend Section 5. Miscellaneous. Motion was made by AY, seconded by BW, the motion passed (MP abstained)
- d. HTT & HRT Connection (Feasibility Study)
FK noted that a budget needs to be created and sent to YCEA for review and submission.
- e. Invoices, Change Orders, Proposals (LandStudies, CSD, Kinsley)
Motion was made on the following:
 1. LandStudies Inv 15568: \$8,483.74: Oil Creek Phase 2
 2. CSD Inv 183310: \$11,075.49: Connector to Jacobs Mill Rd CM & I
 3. CSD Inv 183311: \$6,106.16: Bridge Abutment & Piers CM&I
 4. CSD Inv 183312: \$4,026.72: Heidelberg Trailhead Design & Permitting
 5. CSD Inv 183313: \$3,060.00: Oil Creek Phase 2 CM
 6. Aquatic Resource Restoration AFP 1: \$1,850; Oil Creek Phase 1 Maintenance and Monitoring.
 Motion was made by AY, seconded by JT, the motion passed.

- f. Motion to approve the proposals from C.S. Davidson, Inc. for Oil Creek Bridge Design in the amount of \$20,000.00, and Trail Construction Management and Inspection in the amount of \$68,000.00. Motion by AY, seconded by BW, the motion passed.
- g. Motion to approve the proposals from C.S. Davidson, Inc. for abutment and piers construction management and construction inspection in the amount of \$8,500.00. Motion by AY, seconded by JT, the motion passed.

12. Funding

- a. RACP Reimbursement Submittal – Reimbursement request has been sent to the Tetra Tech consultant for review prior to being formally submitted to the Governor’s Office of Budget.
- b. PA DCED Multi-modal Transportation Grant Application
Motion, contingent on Chairman’s discretion, to approve \$2,500.00 to C.S. Davidson, Inc. to assist YCRTA with an application to the PA DCED Multi-modal Transportation Grant Program. To include a resolution as required by the grant document for a request of \$2,300,000.00. Motion made by AY, seconded by BW, the motion passed.
- c. J. William Warehime Foundation Operation Grant – GL reported that the application was unsuccessful. It was noted that the Foundation has given significant project funding.
- d. Explore York Grant Application
GL noted the YCRTA has a balance of \$150,000.00 in the MOU commitment, need to submit an application to have those funds granted. GL will submit grant applications in the amount of \$150,000.00 under the current MOU and \$20,000.00 under the Tourism Grant Program to support RT 116 Visitor Trailhead.
- e. Codorus Watershed Endowment (Oil Creek Wetlands Site Stabilization)
GL noted this endowment at the York County Community Foundation, and plans to submit an application to cover the cost of the monitoring/site stabilization.
- f. Grant Status Report 2025-6
Was including in the meeting packet – included a balance comment, which is based on current invoices.

13. Promotion and Marketing-

- a. Hanover Snack Town Street Fair
Volunteer time slots are filled.
- b. Website, Facebook, Instagram
DT noted volunteers need more information when staffing tables. FAQ sheets with a project map have been created to better explain what’s happening with the YCRTA, and will be available for volunteers to use at the Hanover Snack Town Street Fair.

14. Next meeting – the next meeting is set for August 14, 2025, at 3:00 PM at the Hanover Junction Train Station.

Adjournment- JT made a motion to adjourn, second by AY, the motion was approved and the meeting adjourned at 4:50 PM.