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MEETING MINUTES

August 14, 2025, held at Hanover Junction Train Station

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

Members absent: Silas Chamberlin, Sean Kenny, Mike Pritchard

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

1. **Call to Order-** meeting called to order by Frank at 3:20 PM. Prior to the meeting, Gwen provided examples of where weed control maintenance is needed along existing sections of the Hanover Trolley Trail (HTT).
2. **Opportunities for the public to address the Authority** – No members of the public were in attendance.
3. **Approval of July 2025 minutes-** A motion to accept the July minutes was made by Brandon and seconded by Karen Knupfer, the motion was approved.
4. **Additional Communications-** Gwen mentioned the following:
 - a. Update on Give Local York- Final amount received by YCRTA is \$22,600.
 - b. Strategic Plan- Lancaster County Conservancy holds a Trail Fest as a fundraiser; flyer distributed.
 - c. Volunteers have completed fence repairs in Jackson Twp. and there is also a volunteer group doing weed wacking and hand trimming to keep the weeds at bay.
 - d. PBS will air a special in October titled Rails to Trails. No date set as of now.
 - e. Hanover Borough wants to install some story boards along their section of the HTT.
 - f. Gwen has received email from HTT users complaining of weed growth along the HTT.
5. **Strategic Planning Check-in-** Brandon reported that there is no news to report on the Strategic Plan. Some work is being done on Goal 2- Achieve Financial Stability but until sustainable funding for the Operating Budget is achieved, there is no point in exploring other financial processes.
6. **Hanover Trolley Trail Operating Committee Report-** Gwen reported 3 recommendations from the Operating Committee

- a. YCRTA should participate in the SG Pumpkin Trail on Oct. 11 at Little Creek Park.
 - b. YCRTA has nice photos that could be used at events but a big screen is needed to display the photos.
 - c. The Rt. 116 parking lot should be visible from Rt. 116; also have Regional Police look at the plans.
7. **Hanover Trolley Trail Development Committee-** Frank reported that at the July meeting, CSD was asked to submit proposals for the design and bidding of the Rt. 116 parking lot and the TASA project.
8. **Executive Directors Report-** The Executive Directors report was distributed prior to the meeting. Gwen highlighted the following:
- a. On her monthly report, Gwen is listing what Strategic Plan goal each of her activities is supporting.
 - b. DCNR will hold a trails summit in Harrisburg September 23. Gwen distributed a flyer and encouraged people to sign up.
9. **Treasurer Report-** Various financial reports for June 2025 were distributed prior to the meeting. Karen Kuhn reported on materials that were included:
- a. Karen met with bank loan officer regarding Line of Credit – since YCRTA has very few assets that could be used as collateral for a line of credit, the two options for receiving a line of credit would be:
 - 1. Have the County of York guarantee repayment of the loan, or
 - 2. Have a cash secured line of credit where a YCRTA account equal or greater than the line of credit that would be used as collateral against the line of credit.

Neither option seems viable.
 - b. Karen reviewed the Project Cash Flow projection as well as the Operating Fund Cash flow. The Project Cash flow does not appear as dire as previous reports but Karen stressed the need to quickly recover the reimbursement type grant money. John indicated that the contract provisions of the Kinsley contract require payments to be made within 45 days of the date of AFP approval by YCRTA.
 - c. This is the first time Karen has produced the Operating Fund Cash flow and it will be a useful tool in planning future budgets as well as showing variations in spending and income from month-to-month. We must keep an eye on the General Fund balance because of the lack of stable funding for Operations.
 - d. The 2024 Audit Report was completed and the required DCED filing is completed.
 - e. Motion to accept the Treasurers Report for May 2025 from Karen second by Jake, motion passed.
 - f. Frank asked Karen to provide a list of exactly what documents are being accepted when a motion is passed to accept the monthly Treasurer’s Report.
10. **Solicitor Report-** Scott reported:
- a. YCRTA approved by-laws changes at the June and July meetings. Scott incorporated the changes and has produced new versions of the by-laws

dated June 2025 and July 2025. Frand asked that the new versions show the new version date on each page.

- b. Transfer of the remaining portion of the Northern Extension from the YCRTA to the County – this is low on Scott’s priority list.
- c. MOU for the County of York and the YCRTA for the Hanover Trolley Trail – still awaiting feedback/update from the County of York Solicitor. Scott has emailed the County Solicitor to move the process along.
- d. Scott is also following up to make sure the YCRTA retains liability protection, historically under the County of York’s liability coverage.
- e. Hanover borough plans to install a water line under the HTT just west of Gitts Run Rd. Scott asked Gwen to coordinate the required agreements with Hanover Borough.
- f. Scott was asked if a non-member of the YCRTA board could serve as Secretary and prepare the monthly meeting minutes. The YCRTA by-laws do not allow a volunteer non-member to serve as Secretary.

11. Engineer’s Report- The Engineer’s report was distributed prior to the meeting. John elaborated on several items.

- a. Kinsley project- AFP #4 (\$366,723.72) from Kinsley is recommended for payment by CSD. Stream restoration work is slightly behind schedule due to heavy rains; ARRC will catch up. There are subgrade issues on the trail near the “horseshoe.” A change order to remedy this situation is anticipated. Kinsley will be paving the trail in August and September.
- b. Rt. 116 Parking lot/trailhead- Design is being advanced; will present the project at the Heidelberg Planning Commission and Zoning Hearing Board in October. YCRTA members are encouraged to attend these meetings which are open to the public.
- c. John is working with Gwen to pre-purchase the Oil Creek pedestrian bridge.
- d. TASA project- field view with PennDOT on September 18.
- e. Grant application has been submitted to DCED to construct HTT from Jacobs Mill Rd. to Old Hanover Rd.
- f. Community Planting Day- CSD and ARRC are proposing to plant trees along the recently completed 1600’ section of the HTT between the Herr Property and the Warehime Enterprises property. This would be done at no cost to YCRTA. All agreed that it’s a good idea but watering is critical if the trees are to survive. John will provide additional details at the September meeting- number of volunteers needed, date for event, number and size of trees, when watering would be necessary, etc.

12. Old Business

- a. HRT-HTT connection- no news to report.

13. New Business

- a. Invoices- All invoices were distributed with agenda packets prior to the meeting.
Ann motioned to accept 7 invoices from CS Davidson totaling \$34,8053.55:
CSD Inv 183987: \$2,840.00
CSD Inv 183993: \$12,394.58
CSD Inv 183996: \$2,116.76

CSD Inv 183997: \$1,731.51
CSD Inv 183998: \$2,483.88
CSD Inv 183999: \$11,736.81
CSD Inv 184400: \$1,860.01

The motion was seconded by Brandon. Motion passed unanimously.

Ann motioned to accept invoice #15741 from Land Studies for \$8,609.10; second by Brandon; motion passed unanimously.

Ann motioned to accept a \$2,500.00 invoice from Yard Images for dead tree removal on the HTT; second by Jake; motion passed unanimously.

14. Funding

- a. RACP Reimbursement Submittal – Reimbursement request submitted to Governor’s Office of the Budget on July 15. Need to keep checking on status of this \$1M grant.
- b. PA DCED Multi-modal Transportation Grant Application- this grant application for \$2.3M was discussed with the Engineer’s report.
- c. Explore York Grant application- the MOU application for \$150,000 was accepted. Anticipate 3 payments of \$50k/each. 85% is for projects expenses and 15% is for operating expenses.
- d. Oil Creek Wetlands Site inspection and maintenance- this is a 6 year requirement. Gwen is looking for additional sources to fund this work. Ann noted that each York County municipality can apply for \$40k in Open Space money. If Heidelberg is not applying, perhaps YCRTA could ask Heidelberg if we could apply to the grant on their behalf. Discussion ensued about grant eligibility and requirements. Gwen will apply on behalf of YCRTA for this grant. Grant applications are due September 30.
- e. Grant Status Report 2025-8 – the report was distributed at the meeting. Gwen noted 4 grants that are highlighted in yellow. The “balance” numbers on the chart reflect Gwen’s attempt to track how much of the grant money is still available. These balances are planning numbers and do not reflect money currently available to YCRTA.

15. Promotion and Marketing-

- a. Hanover Snack Town Street Fair; Spring Grove Pumpkin Trail- Gwen said the YCRTA booth location was great and that the volunteers who staffed the booth were very impressed by the turnout. A sign-in sheet for the SG Pumpkin Trail was passed around. Event is September 20.
- b. WGAL-TV News- 90 second spots featuring the HTT ran on August 12 at 5PM & 6 PM. Good publicity for YCRTA.
- c. 2026 YCRTA calendar and photo contest- No sponsor has come forward for calendar. Could use gift cards for photo contest prizes. Few people use paper calendars anymore. Denise will not be available to assist since she is leaving. Status of calendar is fluid.
- d. Website, Facebook, Instagram-Definitely more traffic on YCRTA FB and Instagram sites. Current FB traffic is 7.4k.

16. **Denise Tushingham** will be moving and will leave YCRTA. Her contribution to YCRTA over the last 2 years has been invaluable and she will be greatly missed.

- 17. Next meeting** – the next meeting is set for September 11, 2025, at 3:00 PM at the Hanover Junction Train Station.
- 18. Adjournment**- Jake made a motion to adjourn, second by Brandon, the motion was approved and the meeting adjourned at 4:50 PM.