

Red Lion Borough Council Reorganization Meeting Minutes
Tuesday, January 2nd, 2024

Council present

Amy Lau
Cindy Barley
Chris Minnich
Dennis Klinedinst
Evan Hiester
Mark Holloway
Tony Musso

Others present

Dan Shaw, Borough Manager
Michelle Poole, Asst. Boro Mgr.
Mayor Gene Lau

1. The meeting was called to order by Mayor Lau followed by the pledge to the flag.
2. **Oath of Office was administered by Mayor Lau to the following elected Council members—**
 - Dennis L. Klinedinst
 - Evan M. Hiester
 - Mark R. Holloway
3. **Reorganization of Council—Mayor Lau**
 - Election of a President for a two-year term—Cindy Barley nominated Tony Musso for a 2-year term; Chris Minnich seconded the nomination. All were in favor; motion carried.
 - Election of a Vice-President for a two-year term—Tony Musso nominated Cindy Barley for a 2-year term; Dennis Klinedinst seconded the nomination. All were in favor; motion carried.
 - Election of a President Pro Tem—Tony Musso nominated Dennis Klinedinst; Cindy Barley seconded the nomination. All were in favor; motion carried.
4. **At this time, Mayor Lau turned over the gavel to President Tony Musso.**
5. **Vacancy Board appointment—**Mrs. Barley made a motion to reappoint Scott Kopp to the Vacancy Board; Mr. Klinedinst seconded. All were in favor; motion carried.
6. **Borough Solicitor for calendar years 2024-2025—**Mrs. Barley made a motion to appoint D. Michael Craley's office as Borough Solicitor for 2024-2025; Mr. Klinedinst seconded. All were in favor; motion carried.
7. **Borough Engineer for calendar year 2024—**Mrs. Barley made a motion to appoint C.S. Davidson as Borough Engineer for 2024; Mr. Minnich seconded. All were in favor; motion carried.
8. **Reappointment to Red Lion Municipal Authority—**Mr. Minnich made a motion to reappoint Dennis Klinedinst to the Red Lion Municipal Authority Board for a 5-year term; Mr. Musso seconded. All were in favor; motion carried.
9. **Resolutions 2024-1 & 2024-2—**appointing Hamilton & Musser as Auditors for calendar years 2023 & 2024. Mrs. Barley made a motion to adopt Resolutions 2024-1 and Resolution 2024-2. Mr. Minnich seconded. All were in favor; motion carried.
10. **Council members designated to sign checks—**currently, all of Council are able to sign checks. Mr. Hiester made a motion to designate Mr. Klinedinst, Mrs. Barley & Mr. Musso to sign checks. Mr. Minnich seconded. All were in favor; motion carried.
11. **Reappoint Windsor Township as the representative and alternate to the York Area Earned Income Tax Bureau—**Jenny Gunnet/Windsor Township has agreed to serve as Red Lion Borough's representative and alternate to YATB. Mr. Hiester made a motion to reappoint Windsor Township to these positions; Mr. Minnich seconded. All were in favor; motion carried.
12. **Resolution 2024-3—**reappointing Robert Frutiger to a 3-year term on the Zoning Hearing Board. Mrs. Barley made a motion to adopt Resolution 2024-3; Mr. Minnich seconded. All were in favor; motion carried. Available positions for ZHB are to be posted on the website & Borough newsletter.
13. **Reappointment to Planning Commission—**Mrs. Barley made a motion to reappoint Muriel Slenker to a 4-year term on the Planning Commission; Mr. Hiester seconded. All were in favor;

motion carried. Available positions for this committee are to be posted on the website & Borough newsletter.

14. **Possible Ordinance amendment requiring house/building numbering on the rear of properties backing up to alleyways.** Discussion was held on this, as Michelle said ownership is difficult to identify when investigating code violations, but more importantly, to be helpful to emergency services. It will be part of a House Numbering Ordinance that will require 4" letters to be posted in the rear of the property (on a garage, on the back of the house facing the alley, etc.). The Council believes it may be better received by residents if the numbering was "heavily suggested" rather than required. Maybe it could be a program for Recreation or another group to help volunteer to number houses for such properties. Michelle will put together suggested language for the Borough newsletter.
15. **New Codes Enforcement Officer**—Jay Nolt was introduced to Borough Council as he just started his position today.
16. **Discussion regarding the new Borough Offices**—the following items will be discussed at next week's meeting when Joe Mulá is present:
 - CSI (security/alarm system installer) installed additional wire after carpet was installed, letting debris lay around, in addition to scratching some ceiling tiles. The work was sloppy. The contractor offered to touch up the scratches, but Council wants the tiles to be replaced.
 - Because of the shower installation in the building (& all the bathrooms) a 50-gallon hot water heater was installed which Mr. Klinedinst believes will use a lot of electricity.
 - Panels to the electric boxes are due to arrive soon.
 - Furniture is to arrive from the manufacturer on January 17th.
 - One of the toilets was installed incorrectly. None of the utilities (furnace, water heater, etc.) have been installed yet. Mr. Klinedinst doesn't believe any more money should be paid until that is done, in light of some past problems with this contractor.
 - The interior doors are solid, but Mr. Klinedinst requested a 5" x 20" piece of glass be installed in the meeting room door.
 - Vents to the outside of the building are open & need to be closed to prohibit the water pipes from freezing.
 - Carpet is installed. Mr. Klinedinst suggested getting rid of the old window treatments in the lobby & meeting room (that were there when the Borough bought the building) & purchasing new. There's money in the project budget that can be used. In addition, he wants to have a window cleaning company clean all the windows inside & out.
 - Mr. Klinedinst doesn't foresee a move-in date until March or after.
 - Next Construction Meeting will be held Wed, January 10th.
17. **Other items for discussion & possible action at a regular Council meeting--**
 - N. Franklin Street plan—Mr. Klinedinst questioned an addition that was built on the loading dock. The plans can be referenced to ensure that was included.
 - S. Franklin & Boundary Avenue intersection—Mr. Hiester suggested making this a 4-way Stop. A traffic study will need to be done.
 - Dixie Drive parking—it was suggested to make parking only on one side because of the narrowness of the street.
 - Mayor Lau reported a problem regarding tractor trailers driving into the alley behind the karate school, mainly to deliver to Sign of the Horse. The Sysco truck has hit his building/garage twice. He's taken pictures, talked to the Manager at Sign of the Horse & Mrs. Lau has also called Sysco, all to no avail. The alley is too narrow for tractor trailers. The Borough should discuss whether to make the alley "one way" or prohibit large trucks (or at least those of a certain weight) like that altogether. They block the alley while they're unloading at the restaurant, which shouldn't be allowed either.

- Borough Council should decide what type of sign should be installed at the new Borough Offices & let Mayor Lau know.
- Mrs. Lau mentioned some concerns regarding the Recreation Department & the following discussion was held:
 - She received a partial report on the Food Truck events, not a complete report which she's asked for several times (since September). The report showed some vendors had paid; however, it appears that at least two of the vendors were charged nothing. Evidently, those two vendors were the biggest "draw" to the event, but to have some pay & some not, is unacceptable. Who made the decision to do that?
Borough Council, specifically the Park & Recs Committee should've been aware of that & it should've been the committee's decision, not the Manager's decision. Mrs. Lau believes the vendors who were charged should be reimbursed immediately. Vendors typically pay a portion of their revenue to the municipality, so the largest "draw" to the event would've made the most money. The huge delay in getting the requested report makes it appear as if someone was/is hiding something. It was never stated at a Rec meeting that certain vendors were not being charged. Charging a flat rate for food trucks to participate ensures they'll show up. Then charging a percentage of their profit can come out of that. Michelle has a friend who owns a food truck & attends events in several areas. In Shrewsbury, the food truck must pay \$150 up front to be at the event + 15% of their profit. If the \$150 covers their profit, they don't need to pay more, but if they make over the \$150, they pay 15% of the difference. So, they always get paid and if they don't show up, they don't get their deposit returned.
Another question....When did we start charging \$500 for a band to play at the food truck events for 1½ hours? Council doesn't agree with this.
 - Several requests were also made for income & expense reports from the Suds 'n' Song event, not only the monetary portion but also for accountability. Santa's Shanty has no report because Mrs. Lau was told "no revenue is generated from it", but a report of who was Santa, the dates it was held, how many children attended, candy canes distributed, etc. should still be documented. Public Works sets up the Shanty, the tree, lights, etc., so the event does have costs associated with it.
 - Breakfast with Santa—Mrs. Lau kept track of attendance this year, which hadn't been done in previous years. This event + the Easter Bunny Breakfast generates revenue, which should be documented.
 - Council agrees Recreation meetings should have minutes so they can be referenced later. They also agree that policies & procedures for events must be set, and if they're not followed, the event will be shut down which will encourage events to be managed correctly.
 - Why is there a separate Rec account from General? It's always been that way, because everything goes through the General fund. Even if it stays that way, only Rec stuff should go in & out of that account, to prohibit "Rec owing General a certain amount for etc." which gets confusing. Dan said everything is coded stating what it's for, but this issue too, relates back to instituting policies & procedures.
 - Mrs. Lau also suggested long-term planning of Rec event revenue to possibly be used for Splash Pad improvements, or as such things arise.
 - Another unknown is that, since Meredith is out on medical leave, who is running Recreation? Katie does a great job with special events, but Mrs. Lau is unsure if the February Father/Daughter Dance is taking place on Feb. 10th, nor details about it.
 - Rec meetings consist of a rundown of what's going on, but what about rental fee changes or other decisions to be made. Meredith isn't asking the committee their opinion on anything & it didn't used to be like that, per Mrs. Barley.

- Mrs. Lau also reported that a resident who had an idea for Rec, called the office about it (as Mrs. Lau suggested she do) and was told there wasn't enough money in the budget for it. Who decides what events Rec does & doesn't plan?
She doesn't expect or want to be anyone's boss, but when someone is asked to do something like present a report, etc. & they don't, what happens then?
- Michelle said every transaction (vendor money, fees paid, etc.) should happen at the Borough Office, nowhere else. Mrs. Barley does feel this may be easier to do once the offices move to the new location. This must all be discussed at the next Rec meeting or Council meeting. But the less hands on the money, the better.
The Borough Manager is in charge of the employees & Borough Council guides the Manager. The next meeting that Parks & Recreation Committee has with Meredith, requirements must be laid out. If there's any issues, Meredith can report to Dan Shaw. Or Dan can go to Meredith with Council's wishes.
- Other Committee discussion:
 - The Administration Committee (Barley, Lau, Klinedinst) can meet with Dan & Michelle to create policies, controls & procedures for, not only Rec, but for all employees & departments.
 - Committee breakdown/layout should be clear so Council can be aware of where they're needed & where they can help out.
 - Mr. Hiester spoke to someone from York County Landbank Authority, who assists municipalities with condemned properties & their cleanup. A couple years ago, they assisted Red Lion Borough with the former Jedco property on Lancaster Street. The property was becoming a safety hazard, was demolished & some cleanup was done, but more must be done. Michelle can look into that.
The Landbank Authority has resources available, so if they want to attend a meeting to give a short presentation, Council is agreeable.

18. **Adjournment**—With no further business before Council, Work Session adjourned @ 8:47p.m.

Respectfully submitted by:

Stacy Myers, Recording Secretary