

**Felton Borough
Council Meeting Agenda ~ May 6th**

Approval of April 1, 2024 minutes	Motion	2 nd
Approval of Treasurers report	Motion	2 nd

Called to be on agenda:

Public Citizen Comment 10 minutes per issue

Fire Company

Solicitor – Jeff Rehmeyer – CGA Law Firm Memo

- Lot 7 & 8 Occupancy Permits
- Cornerstone Letter of Credit release
- Airbnb's & short-term rentals

Engineer – Byron Trout of Gordon Brown

- CDBG Grant – waiting for signed contract with York Excavating
- Penn Dot Multimodal Grant Award – Water Street & Moore Lane
 - Bids
- Covid 19 ARPA Grant – Red Lion Ave Stormwater – Going out for bid
- Local Share Account Statewide Grant for Church Lane
 - Contract signed
 - Final survey being done
- 297 Main Street – impervious area added

Code Enforcement – Wayne Smith

- 3 Main Street – completed
- 47 Main Street – Passed onto Wayne
- 42 Beaver Street – dangerous dog charges made
- 39 Main Street

SEO – Adam Anderson of Design Concepts

- Memo – nothing to report

Old Business:

- Open Burn Ordinance revisions
- Banners
- Electric service at pavilion
 - Quotes
- Gazebo – power washing
- Felton's 125th anniversary - June 21-23rd
 - Fireworks scheduled
 - Portable Restrooms - ordered
 - Mulch on the playgrounds - completed
 - Entertainment – Shane Fregm
 - South Central PA Search and Rescue donation?

New Business:

- Ambulance report
- Inlet on Main Street and Charles Street – done
- Tree in Pine Run Creek at Main Street bridge
- Stone in holes on Water Street and paving patch at bridge
-

Comments from Council

Secretary:

- Statement of Financial Interest Forms for 2023
- Dirt & Gravel Road re-certification
 - Wednesday, Aug 14, 2024 to Thursday, Aug 15,
- November council meeting

Public Comment:

Adjournment: Motion: 2nd

Upcoming Meetings: Monday, June 3rd 5:30 pm

Felton Borough, York County ~ Council Meeting
Monday, April 1, 2024

Meeting Date and Time: Monday, April 1, 2024 6:30 pm at the Felton Borough Office located at 88 Main Street, Felton Pa.

Council Members present: Gary Martin, James Vergos, John Trout, Sherry Arnold, Mike McPherson, and Mayor Bryan McManus

Council Members Absent: Mary Lader and Zac Klock

Other present: Tracy Halbleib, Chad Arnold of Alliance Fire and Rescue and Secretary Joy Flinchbaugh.

Gary Martin opened the meeting with the pledge allegiance to the flag at 6:30 pm.

Approval of Minutes: A motion to approve the March 4th meeting minutes was made by John and 2nd by Mike. The motion passed without opposition.

Approval of Treasurer's Report: A motion to approve the treasurer's report with the following additions: GF: Lori Allen \$247.18, Kim McPherson \$158.90, Knappers Stop & Go \$9.57, Gordon Brown \$192.20, State Fund: Street Lights Met-Ed \$599.89 was made by James and 2nd by John. The motion passed without opposition.

Called to be on agenda: No one was present for Felton Mad Dogs Baseball Team. Joy mentioned that there had been a game scheduled for home on June 22nd but with the celebration, she asked that they relocate it. She thought they were going to ask for a donation due to changing the time because of the money they would be losing on concessions. John said the team has been doing well and will be ok.

Public Comment: Tracy H was present to show the council what her neighbors did on her property today. When she came home from work, there were doors and other boards on her property leaning up against the fence on her neighbor's property. She also showed pictures of all the "junk" in their backyard and asked that something be done. This matter will be turned over to the boroughs' Codes Enforcement Officer, Wayne.

Alliance Fire and Rescue – Chad Arnold

- The reports for March and the 1st quarter are not yet done due to being the 1st of the month. Chad will email them soon.
- Gun raffle tickets are now available
- They are in the process of revamping the call boxes for the area
- Ladder truck is out of service
- Brush truck is being housed at Red Lion Station

Solicitor – Jeff Rehmeyer of CGA Law Firm, Memo

- **46 Sechrist Flat Road** - The money that was drawn on the Letter of Credit has been returned and added back into the Letter of Credit, which is back to its original full-face value of \$60,000. We have not received any further communication from Gemcraft or its attorneys.
- **Gemcraft Homes (Cornerstone at Concord Commons Stormwater Management Issues)** - The Borough Secretary provided correspondence she received from the County Conservation District regarding the corrective action plan for lots 7&8. We are in the process of analyzing the letter and seeking additional information. James mentioned that they were back out and did more

work on the storm basins and there is standing water by the on-lot septic system on Lot 8. Joy will check with Byron on these two issues.

- **Certificate of Deposit** - We provided guidance regarding rates and a bank contact to the Borough Secretary.
- **Comcast Franchise Agreement** - The Agreement is currently under review.
- **Burn Ban Ordinance** - We are ready to assist with finalization and adoption of the Ordinance upon direction from Council.
- **Collection Report** - The report will be provided by Paralegal Ross. The council reviewed the report.

Engineer – Byron Trout of Gordon Brown

- **CDBG Grant** – The increased amount of \$112,134 was approved by the County Commissioners
 - An amendatory contract to increase the grant by \$112,134 was provided to the council. The wording on the document stated “*Increase \$112,134 for a total grant amount of \$112,134*” Joy will confirm that this is an increase to the \$40,000 we already have. A motion to approve the amendatory contract and award the grant to the lowest bidder, York Excavating for \$152,134 if the \$112,134 is in addition to the current \$40,000 was made by James and 2nd by Sherry. The motion passed without opposition.
- **Penn Dot Multimodal Grant Award – Water Street & Moore Lane** – the revised documents have been provided to Penn Dot for review. We are now waiting for them to approve so the project can go out for bid.
- **Covid 19 ARPA Grant – Red Lion Ave Stormwater** – We have received permission to put this out for bid. Byron will advertise for bids in the next week or so.
- **Local Share Account Statewide Grant for Church Lane** – the borough has been approved for \$106,459 grant to do improvements on Church Lane.
- **297 Main Street impervious area added** – Byron will be sending out a letter to them soon.

Code Enforcement – Wayne Smith

- **3 Main Street** – Building permit has been issued and work should begin soon.
- **47 Main Street** – all the information has been passed onto Wayne to investigate.
- **42 Beaver Street** – There has been another incident of the Great Dane going after people and attacking their dog. The state police were called and a report filed. Michelle, the borough’s animal control officer has been out and spoken with the owner. They could not provide a license or rabies vaccination papers. They need to provide information on the dog or Dangerous Dog Law charges will be filed.

SEO – Adam Anderson of Design Concepts

- There was no activity in February and have not received anything yet on march.

Old Business:

- **Open Burn Ordinance revisions** – Bryan provided the council with a marked up copy of the borough’s current Burn Ordinance with the comments from himself and Chad Arnold of Alliance Fire and Rescue. The council went through and had some discussion on the ordinance. The council will review and come back with comments. Chad will also have the other officers of the fire company look at it too. Jeff will review once the council is finalized with their comments.
- **Banners** – We have 14 current banners but Joy asked for 20 so we can put up some additional ones. We are waiting for Explore York to approve and order them.

- **Electric service at pavilion** – Exelon is not able to pull a permit to do the work at the pavilion for the new electric service. We will need to get quotes on this new service. Met-Ed has been contacted.
- **Airbnb's & short-term rentals** – Have not received anything yet from Jeff on this.
- **Red Lion Avenue bridge replacement** – this project will begin the beginning of June.
- **EV charger at borough office** – Joy asked the council if they want to proceed with donation. The council is not interested currently.

New Business:

- **Ambulance report** – there were no calls in the borough in March.
- **Felton's 125th anniversary - June 21-23rd:**
 - Fireworks will cost \$4,000 and be a 12–14-minute display from Skysooter Fireworks.
 - York Traditions is giving a donation of \$100; Gordon Brown is paying for the additional bounce house, someone has offered to cover the expense for the Red Lion Felton Band, Burns Tree Service is going to give a donation. Joy also reached out to Jeff of CGA but has not heard anything back yet.
 - Budget for event – the council approved a budget of \$6500 for the fireworks and any other expense for the Celebration on June 22nd. The funds come from the interest income in 2023. A motion to approve a budget of \$6500 was made by Sherry and 2nd by James. The motion passed without opposition.
 - Portable Restrooms – quotes from Knapers Stop and Go and Associated products was received. Knapers came in at a lower price of \$495 for 4 portable restrooms and one wash station for the weekend.
 - Mulch on the playgrounds – Joy reached out to 3 contractors to give a price for mulch. Pennell services was only one to respond with the following prices: To install 6" in both playgrounds would be \$6200 and 3" in both playgrounds would be \$3900. A motion to approve Pennell Services to install 3" in both playgrounds for \$3900 was made by James and 2nd by Sherry. The motion passed without opposition.
- **PLGIT** – Joy investigated putting the borough's savings in Pennsylvania Local Government Investment Trust. The borough can get better rates than the local banks. To do so, the borough will need to adopt Resolution 2024-05 to join PLGIT. A motion to approve this resolution was made by James and 2nd by Sherry. Joy will open a new CD when the ones at Traditions bank matures.
- **Speeding on Main Street and Moore Lane** - Joy informed the council of more complaints of speeding in the borough and if they would like to investigate getting the speed checker signs that were discussed before. The council does not feel they will make a difference. Joy asked about speed bumps on Moore Lane. The thought is that they will drive around them and go onto the field to bypass them. There was discussion on having them installed when they do the Multi Modal grant work on Water Street and Moore Lane. Joy will discuss with Byron.
- **Fire Police Request for Red Lion Borough** – A request for fire police assistance in Red Lion Borough was received by the borough. A motion to approve the request was made by James and 2nd by Mike. Sherry abstained. The motion passed without opposition.
- **Gazebo** – Joy got a quote from Scenic View Power washing to do the gazebo for them to paint and to touch up the railing at the borough office. After discussing what needs to be done it was determined that some members of the council will take care of the power washing of the gazebo.

- **Audit** – the 2023 audit has been completed and submitted to the state for approval.

Comments from Council – no comments from council.

Secretary:

- Statement of Financial Interest Forms for 2023 need to be returned by May 1st.
- Dirt & Gravel Road re-certification – Joy has not had a chance to check into this more yet.

Adjournment:

A motion to adjourn was made by James and 2nd by Sherry and 8:24 pm. The motion passed without opposition.

Borough Secretary ~ Joy Flinchbaugh

Felton Borough General Fund Unpaid Bills Detail As of May 31, 2024

	Date	Memo	Due Date	Open Balance
American Pride Lawn care	05/02/2024	April mowing	06/05/2024	887.50
CGA Law Firm				
	04/11/2024	Gemcraft Homes Cornerstone at Concord Commons SW management	04/21/2024	104.00
	04/11/2024	Occupancy permit & Related matters for 46 SFR	04/21/2024	171.00
	04/11/2024	348 Main Street	04/21/2024	50.00
	04/11/2024	47 church ave	04/21/2024	50.00
	04/23/2024	General Business	05/06/2024	1,421.36
Comcast Cable	04/23/2024	4/25-5/24	05/10/2024	114.06
CourseVector	05/01/2024	Website renewal	05/06/2024	619.20
Klugh Animal Control	02/15/2024	42 Beaver Street	02/05/2024	55.00
Knapers Stop & Go	04/24/2024	3/23-4/19	05/04/2024	134.00
Met-Ed	04/15/2024	ST Blinking Lights 3/5-4/2	05/10/2024	24.53
Michelle Klugh	04/03/2024	42 Beaver Street	05/06/2024	55.00
Penn Waste	04/18/2024	April 2024	05/18/2024	7,562.24
Pennell Services	05/02/2024	Clean up inlet at corner of Main and Charles	05/06/2024	250.00
Rick's Home Center	04/30/2024	Weed killer x 2	05/06/2024	99.98
Robert Trout	04/30/2024	Tilling and grading of Felton Borough baseball field	05/10/2024	250.00
Windsor Twp	04/23/2024	18 tons of anti skid & 18 tons of salt	05/06/2024	1,946.16
York County Municipal Administrators	04/29/2024	2024 membership	05/09/2024	25.00
		TOTAL		13,819.03

Felton Borough General Fund

5/2/2024 11:03 AM

Register: General Fund

From: 04/01/2024 through 05/02/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/01/2024			1299 · Undeposited Funds	Deposit		100.00	19,997.67
04/02/2024			-split-	Deposit		10,958.09	30,955.76
04/02/2024	9175	CGA Law Firm	2010 · Accounts payable		2,545.50		28,410.26
04/02/2024	9176	Comcast Cable	2010 · Accounts payable	3/25-4/24	114.42		28,295.84
04/02/2024	9177	Gordon L. Brown & Associat...	2010 · Accounts payable		822.95		27,472.89
04/02/2024	9178	Kim McPherson	2010 · Accounts payable	Audit 2024	158.90		27,313.99
04/02/2024	9179	Knapers Stop & Go	2010 · Accounts payable	3/21-3/22	9.57		27,304.42
04/02/2024	9180	Lori J. Allen	2010 · Accounts payable	Audit 2024	247.18		27,057.24
04/02/2024	9181	Penn Waste	2010 · Accounts payable	March 2024	7,562.24		19,495.00
04/02/2024	9182	Richard Sterner	2010 · Accounts payable	Volunteer Service Ct...	90.79		19,404.21
04/02/2024	9183	Sharon Wolfe	2010 · Accounts payable		572.06		18,832.15
04/08/2024			1299 · Undeposited Funds	Deposit		105.00	18,937.15
04/08/2024			GENERAL FUND INCOME:3...	Deposit		1,911.00	20,848.15
04/08/2024	9184	Skysooter Displays Inc	2010 · Accounts payable	50% deposit for June...	2,000.00		18,848.15
04/10/2024	online	Elan Financial Services	2010 · Accounts payable		182.93		18,665.22
04/10/2024	online	Met-Ed	2010 · Accounts payable		79.07		18,586.15
04/11/2024			-split-	Deposit		7,939.47	26,525.62
04/11/2024			-split-	Deposit		1,171.21	27,696.83
04/11/2024	online	Marlin Business Bank	2010 · Accounts payable	Copier Lease	65.00		27,631.83
04/15/2024			1299 · Undeposited Funds	Deposit		105.00	27,736.83
04/15/2024			-split-	Deposit		101.10	27,837.93
04/17/2024			GENERAL FUND INCOME:3...	Deposit		1,919.25	29,757.18
04/18/2024			-split-	Deposit		3,196.30	32,953.48
04/18/2024			-split-	Deposit		1,025.00	33,978.48
04/18/2024			-split-	Deposit		525.00	34,503.48
04/19/2024			-split-	Deposit		295.60	34,799.08
04/22/2024			1299 · Undeposited Funds	Deposit		105.00	34,904.08
04/22/2024			1299 · Undeposited Funds	Deposit		105.00	35,009.08

Felton Borough General Fund

5/2/2024 11:03 AM

Register: General Fund

From 04/01/2024 through 05/02/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/22/2024			GENERAL FUND INCOME:3...	Deposit			39,344.78
04/22/2024	online	The York Water Company	2010 · Accounts payable	3/7-4/8	86.90	4,335.70	39,257.88
04/23/2024			1299 · Undeposited Funds	Deposit		105.00	39,362.88
04/23/2024	online	PA Department of Revenue	2010 · Accounts payable	1341 2382	202.06		39,160.82
04/23/2024	online	PA UC Fund	2010 · Accounts payable	67-20461	97.99		39,062.83
04/23/2024	9185	Commonwealth Code Inspec...	2010 · Accounts payable	Permit # 0001-24 for...	99.50		38,963.33
04/23/2024	9186	United States Treasury	2010 · Accounts payable	23-2131936 Form 94...	1,461.82		37,501.51
04/23/2024	9187	York Adams Tax	2010 · Accounts payable	1st qtr 2024 23-2131...	65.80		37,435.71
04/24/2024			-split-	Deposit		305.00	37,740.71
04/25/2024			-split-	Deposit		2,195.10	39,935.81
04/25/2024			-split-	Deposit		2,326.00	42,261.81
04/26/2024			1299 · Undeposited Funds	Deposit		105.00	42,366.81
04/30/2024	9188	Joy Flinchbaugh	2010 · Accounts payable		1,477.21		40,889.60
05/02/2024			-split-	Deposit		2,153.70	43,043.30
05/02/2024			-split-	Deposit		1,841.90	44,885.20
05/02/2024			-split-	Deposit		210.00	45,095.20

Felton Borough General Fund

5/2/2024 11:04 AM

Register: GENERAL FUND - MONEY MARKET ACC

From 04/01/2024 through 05/02/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/30/2024			GENERAL FUND INCOME:3...	Interest	X	321.60	263,648.30

Felton Borough General Fund

5/2/2024 11:04 AM

Register: STATE FUND York Traditions
 From 04/01/2024 through 05/02/2024
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/02/2024	1112	Met-Ed	2010 - Accounts payable		624.30	X		50,016.08
04/30/2024			STATE FUND INCOME:341.0...	Interest		X	51.07	50,067.15

Felton Borough General Fund

5/2/2024 11:07 AM

Register: 10 Month Her Tradition CD

From 01/01/2024 through 05/02/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/05/2024	DEP	York Traditions Bank	GENERAL FUND INCOME:3...	Interest		342.08	103,428.19
04/09/2024	Dep	York Traditions Bank	GENERAL FUND INCOME:3...	Interest		1,325.44	104,753.63

Felton Borough General Fund

5/2/2024 11:07 AM

Register: 7 Month CD

From 01/01/2024 through 05/02/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/15/2024		York Traditions Bank	GENERAL FUND INCOME:3...	Deposit		1,251.36	102,502.40
03/14/2024		York Traditions Bank	GENERAL FUND INCOME:3...	Deposit		385.03	102,887.43



Felton Borough <feltonboroughoffice@gmail.com>

May 6, 2024 Solicitor's Report

1 message

Jeffrey L. Rehmeyer II <jrehmeyer@cgilaw.com>

Tue, Apr 30, 2024 at 11:05 AM

To: "Joy Flinchbaugh (feltonboroughoffice@gmail.com)" <feltonboroughoffice@gmail.com>

Hello Joy:

The following are the items we have been working on:

1. Gemcraft Matters. It is our understanding that the stormwater facilities installed on lots 7 and 8 are in place and functioning. Additionally, the facility that was moved at 46 Sechrist Flat Road appears to be functioning as well. Therefore, all the public improvements secured by the Letter of Credit that was provided by Cornerstone at Concord Commons, LP have been installed and confirmed to be acceptable by your Engineer. Counsel for Cornerstone at Concord Common, LP has requested that the Letter of Credit be released. I suggest that it be released. It would take a motion, second and formal vote by Council. The release is appropriate in accordance with the Municipalities Planning Code if all improvements for which the Letter of Credit acted as surety are installed.

2. Burn Ban Ordinance. If the Borough wants to empower the Fire Company with enforcement of this Ordinance it can per Section 10A07 of the Borough Code, allowing the mayor to enforce ordinances and regulations and Section 1202 of the Borough Code authorizing the Borough to provide for enforcement and penalties for violation of ordinances, but there should be language to that effect specified in the Ordinance. Additionally, the Borough should determine who from the Fire Company is willing and able to carry out these enforcement duties. For example, would it be the Chief or some others in leadership positions. Would it be the highest-ranking individual who might be on site if there is a burn issue? And who would that person be (by title). If you can offer more, I can assist with the continued development of this Ordinance

3. Franchise Agreement. My review will be done in the near future.

4. Collection Report. The report will be provided by Paralegal Ross.

If there are questions or I can do anything else, please let me know.

Jeff

Jeffrey L. Rehmeyer II

Attorney, Shareholder & Past President

Licensed in Pennsylvania & Maryland

Title Insurance Agent