

**Felton Borough, York County ~ Reorganization & Council Meeting  
Monday, January 5, 2026**

**Meeting Date and Time:** Monday, January 5, 2026 at 6:30 pm at the Felton Borough Office located at 88 Main Street, Felton Pa.

**Council Members present:** Gary Martin, John Trout, Sherry Arnold, Zac Klock, Dan Green, Jordan Keeny and Mayor Bryan McManus

**Council Members absent:** Mike McPherson

**Other present:** Kim McPherson, Lori Allen, Krista Green, Scott Gingrich, Jeff Koons, Brently Keeny, B. Timothy Quinan of NHTPD, James Vergos and Joy Flinchbaugh, Borough Secretary.

**Opening:** Mayor Bryan McManus opened the meeting with the pledge allegiance to the flag at 6:30 pm.

**Mayor Bryan proceeded to swear in the following Council Members:** Zac Klock, Dan Green & Jordan Keeny and **Elected Auditor:** Kim McPherson

**Auditor Position:** This position is open due to the write in winner not accepting the position.

**Nomination and Election of Council President:** A nomination of Gary Martin for Council President was made and was approved.

**Nomination and Election of Vice President:** A nomination for Zac Klock for Vice President was made and a nomination for John Trout was made. John denied the nomination. Zac Klock was approved for the Vice President. **Upon completion, the Mayor turned the meeting over to the president**

**Nomination and Election of Pro Tem:** Sherry Arnold was nominated and accepted the position of Pro Tem.

**Nomination and Election of Vacancy Board Chair:** James Vergos was nominated and accepted the position of Vacancy Board Chair.

**A motion to approve the following appointments was made by Sherry Arnold and 2<sup>nd</sup> by Zac Klock:** **Borough Secretary / Treasurer** Joy Flinchbaugh, **Borough Solicitor** Jeff Rehmeyer, CGA Law Firm, **Zoning Officer** Joy Flinchbaugh, **Borough Engineer** Bryon Trout of Gordon Brown & Associates, **Building Inspector** Commonwealth Code Inspection Service, **Open Records Officer** Joy Flinchbaugh and **Sewage Enforcement Officer** Site Design Concepts. The motion passed without opposition.

**Check Signers:** The current check signers for General Fund are Joy Flinchbaugh & Gary Martin. The current check signers for State Fund are Joy Flinchbaugh & Bryan McManus. A motion to approve these plus add Gary onto the State Fund and Bryan onto the General Fund was made by Zac Klock & 2<sup>nd</sup> by Sherry Arnold. The motion passed without opposition.

**Resolution 2026-01** was presented to the council for the Fees for 2026. There was discussion on increasing the cost of a Zoning hearing. The council agreed on \$750. A motion to approve Resolution 2026-01 adopting the 2026 Fee Schedule was made by Zac Klock and 2<sup>nd</sup> by Sherry Arnold. The motion passed without opposition.

**2026 Budget** – There was no motion made to reopen the budget.

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**Approval of Minutes:** A motion to approve the December 5th council meeting minutes was made by John Trout and 2<sup>nd</sup> by Dan Green. The motion passed without opposition.

**Approval of Treasurer's Report:** A motion to approve the treasurer's report with the following additions GF: CGA \$673.75, LEAF \$66.50, Wayne Smith \$550, North Hopewell Twp Police \$2057.00, Penn Waste \$8032.68. State Fund: Met-Ed Street Lights \$644.04 was made by John Trout and 2<sup>nd</sup> by Sherry Arnold. The motion passed without opposition.

**Called to be on agenda:** No one called to be on the agenda.

**Police: North Hopewell Police** -Chief B. Tim Quinan

- Tim reviewed the December and year end reports with the Council which are as follows: In December there were 22 contacts of which 14 were calls for service and 8 traffic stops. 6 traffic citations were written and 2 verbal warnings. For 2025 there were a total of 347 contacts in the Borough. There were 156 calls for service, 191 traffic stops of which 103 citations were issued, 64 written warnings and 21 verbal warnings given.
- Tim mentioned that they have used up almost half of this month's allotted time due to the accident that occurred on January 1<sup>st</sup>. There will be more time spent on the case with an inspection of the tractor and trailer. Joy will look into billing the driver's insurance company for all the hours used.
- Tim also mentioned that they are still selling the yard signs for \$20 each. Tim left the meeting in order to attend another meeting.

**Alliance Fire and Rescue** – Scott Gingrich, Chief

- Scott Gingrich said he did not have the reports with him tonight but will send via email. Scott informed the Council that there was a total of 82 calls in December of which 1 was in the Borough.
- Scott spoke about the audit findings from the Relief Association Audit. There was a change of treasurers during this audit period and all the documentation for 2021 was lost. All the findings were due to this and they are in the process of providing the information to the auditor to correct the findings. This should all be taken care of by February. The only one that cannot be resolved is in regards to the name. They found out that a signature was missing on the document to change the name. The 2 misappropriations of funds were from using the Relief money by mistake to pay for baby/newborn AED pads which are not an authorized expense for Relief. This is corrected by the general fund paying this amount back to the Relief account.

**Public Comment:** **Jeff Koons** was present to discuss his interest in handling the Borough's Codes Enforcement. Jeff currently handles codes and zoning for Chanceford Twp and Jefferson Borough. Jeff lives in Springfield Twp and travels to Chanceford about 3 times per week so he is in the area. Jeff was asked about taking over the Zoning Officer role and he mentioned that he may do that in time. Jeff was asked about reporting and he said he will provide a time sheet and updates on all issues he is addressing. He will take phone calls. He will send letters in regards to violations and ask that the resident follow up with him as to when and how the situation will be resolved. He has been in Code Enforcement since 1992. He does have another meeting the same night as the Borough's but if there is a need for him to attend, he can come here first then leave for the other meeting. A motion to appoint Jeffrey Koons as the Borough's Codes Enforcement Officer was made by Zac Klock and 2nd by John Trout. The motion passed without opposition. Jeff left the meeting at 7:21 PM.

**Solicitor** – Memo

- Bidding Threshold Increase for 2026:
  - Purchases and contracts below \$13,200 require no formal bidding or written/telephonic quotations.
  - Purchases and contracts between \$13,200 and \$24,500 require three written/telephonic quotations.
  - Purchases and contracts over \$24,500 require formal public bidding.

- Collection Report – The Council reviewed the collection report and a motion to proceed with filing a lien on 3 properties for unpaid refuse fees was made by Zac Klock and 2<sup>nd</sup> by Sherry Arnold. The motion passed without opposition.

### **Engineer – Byron Trout of Gordon Brown**

- **Covid 19 ARPA Grant – Red Lion Ave Stormwater**
  - Invoiced USIC LLC for \$7600 on November 17<sup>th</sup> as per York Water Co. USIC has said they will not pay for the repairs made and The York Water Company has said they would not pay either. Joy will need to get Jeff, the Borough’s Solicitor involved in the collection. Gary would also like to be able to charge them for Jeff’s time.
  - JVI has requested a final payment \$106,236.50. This amount is over an above the original contracted amount at \$186,650.00. There are discrepancies in charges and billed items on change orders that were never approved by the Borough. Byron suggested that the council pay amount up to the original contract amount which would be a remaining \$36,806.50. A motion to approve payment of \$36,806.50 was made by John Trout and 2<sup>nd</sup> by Sherry Arnold. The motion passed without opposition.
- **Local Share Statewide Grant 2024 Main Street Stormwater** – We were not approved for this grant. Joy will keep an eye out on other funding opportunities to apply for this project.
- **Local Share Category 4 2024 & York County Open Space Marcellus Shale Grant** – Playground parking lot – Joy has submitted a reimbursement request to Local Share Grant. P.J. Piccone has been notified of the Borough’s acceptance of their bid with the addition of an inside camera at the office. The original amount was for \$10,287.00. The updated cost is now \$12,128.80 that included another camera for \$334.80 and another NVR for \$1057.00. Joy was asked to check to see if the cameras have night vision, are there any needed subscriptions and what are the warranties.
- **Transportation Alternatives Set-Aside Program** – Main Street / Church Avenue Sidewalks – there is nothing new to report.

### **Code Enforcement –**

- **Updates** – Wayne provided the council with an update on 352 Main Street and the list of completed rental inspections.
  - 352 Main Street – Wayne Met with owner on 12/15/2025 and took pictures. The Owner provided a current list of animals. Joy calculated the total animal weight from the list to be at 1157.5 lbs. There seems to be some confusion on the ordinance. Wayne pointed out that as per Section 1326 Non-Household Pets A. it says there shall be permitted one (1) animal unit *per acre* of Net Lot Acre. They have 3.3 acres and with the addition of the sheds on the updated permit they are at 3.6% impervious coverage. There is still a question of the distance of the shed for the animals and their proximity to the property lines. There is also an ongoing issue of smell. Joy will provide all the information to Jeff Koons and get his perspective on the issue and move forward from there.

### **SEO – Site Design Concepts**

- Nothing to report.

### **Zoning –**

**13 Maul Avenue Zoning Hearing** is scheduled for January 15<sup>th</sup> at 6:30 pm. Council members should be present to voice their concerns with the request for a variance. Joy as the Floodplain Administrator will have all the details of the process of the permit and the flood regulations.

### Old Business:

- **Street sweeping in 2026** – there have been on quotes received. Brett Shoffner contacted the office and said he will provide one soon.
- **NIMS Training** – Joy provided the council with a list of all the need trainings and links to them. The council should have these completed within the next 3 months.
- **Charles Street tractor and trailer restriction sign** – Joy will follow up again about the traffic study.
- **EMC** – A letter stated that Anthony Williams was officially approved by Governor Shapiro was received.
- **Electricity Contract with Constellation** – We were able to contract with Constellation Energy for a price of .07823 KWH for 49 Months.

### New Business:

- **Ambulance report** – there was 1 call in the Borough in December and it was handled by the next due company.
- **Resolution 2026-02 Amending Refuse Fees** – A motion to adopt Resolution 2026-02 amending the quarterly refuse fee for 2026 to \$120.50 per quarter was presented to the Council. A motion to approve Resolution 2026-02 was made by Sherry Arnold and 2<sup>nd</sup> by Zac Klock. The motion passed without opposition.
- **Tax Collector Agreement and Resolution 2026-03** – The Borough did not have someone elected to the position of Tax Collector in the 2025 election. An agreement and Resolution 2026-03 to appoint Sharon Wolfe, Chanceford Twp's tax collector to collect for the Borough was provided to the council. A motion to approve the Agreement and Resolution was made by John Trout and 2<sup>nd</sup> by Dan Green. The motion passed without opposition.
- **Vera Kywa Appointment to Zoning Hearing** in December Resolution 2026-04 – A motion was made at the December 1<sup>st</sup> meeting to appoint Vera Kywa to the Zoning Hearing Board and now a resolution needs to be done. A motion to approve Resolution 2026-04 was made by Jordan Keeny and 2<sup>nd</sup> by Zac Klock. The motion passed without opposition.

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Comments from Council – None

Secretary: Nothing additional to report.

### Public Comment:

**James Vergos** stated that there are items in the zoning ordinance that should be updated and he would be willing to sit on a committee to do that.

Adjournment: A motion to adjourn was made by Jordan Keeny and 2<sup>nd</sup> by Sherry Arnold at 8:39 pm. The motion passed without opposition.

*Borough Secretary ~ Joy Flinchbaugh*