

**Felton Borough, York County ~ Council Meeting
Monday November 3, 2025**

Meeting Date and Time: Monday November 3, 2025 6:30 pm at the Felton Borough Office located at 88 Main Street, Felton Pa.

Council Members present: Gary Martin, Sherry Arnold, James Vergos, Zac Klock, and Mayor Bryan McManus

Council Members absent: John Trout, Mike McPherson and Mary Lader

Other present: Anthony Williams and Joy Flinchbaugh, Borough Secretary.

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

Public Comment: Anthony Williams Sr. was present at the meeting because of his interest in the Borough's Emergency Management Coordinator Position that is available. Anthony is currently the EMC for Windsor Township as well as Yorkanna Borough. He was previously an EMA in Lancaster County as well as volunteer firefighter and retired police. A motion to appoint Anthony as the Borough's Emergency Management Coordinator was made by Sherry and 2nd by Zac. The motion passed without opposition.

Approval of Minutes: A motion to approve the October 6th council meeting minutes was made by James and 2nd by Sherry. The motion passed without opposition.

Approval of Treasurer's Report: A motion to approve the treasurer's report with the following additions GF: Penn Waste \$8032.68, North Hopewell Police \$2227.00, Michael Craley \$362.50, LEAF for copier \$66.50, State Fund: Met-Ed \$644.04 was made by Zac and 2nd by James. The motion passed without opposition.

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

Police: North Hopewell Police

- Anthony from NH Police was present to review the October reports with the council. There was a total of 41 contacts in the borough in October. There were 19 calls for service, 22 traffic stops of which 11 traffic citations were issued, 7 written warnings given and 4 verbal warnings. There were 2 dog bite incidents in the borough last month. One was dog to dog and one was dog to resident. Dog ordinance violations were issued. A total of 32.75 hours was spent in the borough in October.
- They were present for the Borough's Trick or Treat Night
- They are selling yard signs to raise money for the department and cost \$20 each. They can stop by the police station to purchase one.

Alliance Fire and Rescue – Scott Gingrich

- Scott is out of town for work but will send the reports as soon as he returns.

Solicitor – Memo

- **Bus Stop** - Jeff prepared a letter to be sent by the Borough to parents/guardians of students using the bus stop at the Borough Office. Joy said this letter was sent to the school to be distributed to the parents. There has been no response from any of them to the office.

- **2026 Fee Resolution** - Jeff prepared the first page of the fee resolution to include doubling of permit fees for work begun prior to obtaining a permit. A copy is attached. Joy said this will be adopted with the fee schedule in 2026.
- **13 Maul Avenue** - Jeff analyzed the Floodplain Ordinance regarding inquiries from the Borough Secretary and provided a response. Joy informed the council that this property is doing a Substantial Improvement to the home which prompts the need to bring the home up to current flood regulations. This being the case, they need to have their 1st floor 1 1/2' above the Base Flood Elevation and fill in the basement. Notice is being sent tomorrow. They can apply for a variance to the Zoning Hearing Board.
- **Reminder** - Deadlines for the adoption of the Budget, Tax Ordinance or Resolution is December 31, 2025. If you want CGA to prepare the Tax Document please provide the tax rate. Joy mentioned that we need to have a quorum at the budget meeting in order for the draft budget to be approved for advertising as well as any increase in taxes that has to be done by ordinance.
- **2025 Municipal Election** - Since this is a municipal election year an Organization Meeting must be held on January 5, 2026.
- **Collection Report** – The council reviewed the collection report.

Engineer – Byron Trout of Gordon Brown

- **Penn Dot Multimodal Grant Award Water Street & Moore Lane** – The Borough received reimbursement of \$52,631.88 and has applied for final a payment of \$3,212.29
- **Covid 19 ARPA Grant – Red Lion Ave Stormwater** – There has been communication with the York Water Company and we will need to bill the company they use to mark the sewer lines. The Borough did receive a reimbursement of \$133,231.00. Joy and Byron are meeting on sight with JVI and The York Water Company to do a final walk through on Tuesday, November 4th.
- **Local Share Statewide Grant 2024 Main Street Stormwater** – We are still awaiting grant award announcements
- **Local Share Category 4 2024 & York County Open Space Marcellus Shale Grant** – Playground parking lot – Stewart & Tate has completed the paving and will wrap up shortly. The baseball team’s manager contacted the Borough about putting up Park at Your Own Risk signs. Joy will look into getting them being made and installed. Joy asked the council if we should look at putting in parking bumpers. The council decided to hold off for now and see if there are any issues with people running through the grass. Camera quotes are on hold to see how the budget turns out for the project. There should be around \$10,000 available after the project is complete.
- **CDBG Grant** – Information sent to PennDOT no response has been received.
- **Transportation Alternatives Set-Aside Program – Main Street / Church Avenue Sidewalks** – Joy submitted the application on 10/28/25.

Code Enforcement –

- **Updates on letters sent** – the only update we have is on 352 Main Street – Joy informed the council that there has been communication with the residents with Joy and Wayne but no on-site meeting has been scheduled. There has been no new permit application turned in either. A motion to turn this over to Jeff for enforcement was made by Sherry and 2nd by Zac. The motion passed without opposition.
- **2026** – Joy asked the council if they would like to look at having someone closer to the area. Jeff Koons has showed interest before and is now handling Chanceford Twp again. The council asked Joy to find out his rates and how that would be with properties that Wayne is already handling. Also, ask to have Jeff Koons attend a meeting.

SEO – Site Design Concepts

- Nothing to report.

Zoning –

- Decision from Zoning Hearing for 13 Maul Avenue was given to the council for review. The issues with the floodplain were discussed earlier. The council does have the opposition to turn down the Zoning Hearing Board's decision,

Old Business:

- **Appointment of Emergency Management Coordinator** – was done previously in the meeting.
- **NIMS Training** – Joy tried to provide the links to training but the websites are down during the shutdown.
- **Charles Street tractor and trailer restriction sign** – Joy needs to follow up as she has not heard anything more from LTAP.
- **Liberty Tree planting April 11, 2026** – need stump removed but will hold off until the spring to do so.
- **Street sweeping in 2026** – Due to the cost, Red Lion Borough will not do the Borough's Street sweeping in 2026. Joy reached out to All Seasons and Brett Shoffner to get quotes for Main Street and High Street only.
- **Penn Waste Contract amount for 2026** – we have received the final price for 2026. It will be \$40.15 per month per unit. In order to cover the cost, the quarterly rate for 2026 will need to be \$120.50 per quarter.

New Business:

- **Ambulance report** – there were 2 calls in the borough in October. 1 was handled and 1 was passed onto the next due.
- **Estimated Liquid Fuels for 2026** – the estimated allotment for 2026 is 16,982.47. The amount has been going down a little each year because of the electric vehicles.
- **Electricity rates** – Joy will have the rates for the budget meeting.
- **Missed garbage collection on Main Street & High Street on 10/27** – This mass violation was on 10/27 and the council agreed to fine Penn Waste the \$500 for that missed collection.
- **Gazebo Decorations** – Kim McPherson and the group that takes care of the decorations is asking for the money to purchase the necessary supplies. They may look at buying an artificial tree this year because of the rising costs of a real tree. A motion to provide \$500 to Kim to get the decorations and tree was made by James and 2nd by Zac. The motion passed without opposition. She will return whatever isn't used of the amount. Kim also asked if the Borough would have the 3 large overgrown bushes at the gazebo removed. The council agreed to have Pennell Services do the work before they decorate for Christmas. A motion to approve Pennell Services to remove the bushes was made by James and 2nd by Sherry. The motion passed without opposition.

Comments from Council –

- James asked if the furnace has been working ok now. It has since Gary looked at it. We shouldn't need to budget for new one yet.

- Gary asked if everything is ok to have his FFL license address changed to his home. Joy said he is good to go as per CCIS.

Secretary:

- Essentials of Floodplain Management Training Nov 18-20th – Joy asked if she can attend this free training. She estimates the cost of hotel, milage and food to be around \$600. A motion to approve this training for Joy was made by James and 2nd by Zac. The motion passed without opposition.

Public Comment: None

Adjournment:

A motion to adjourn was made by Zac and 2nd by Sherry at 8:16 pm. The motion passed without opposition.

Borough Secretary ~ Joy Flinchbaugh