

**GLEN ROCK BOROUGH
COUNCIL MEETING
June 18, 2014**

Present:	Council Members:	Jeremy Diehl Eugene Delahanty Mike Shaver Richard Shiles Benjamin Wetzel Doug Young
	Engineer:	Jason Brenneman, PE
	Solicitor:	Michelle Pokrifka
	Secretary:	Ann Merrick
	Visitors:	Two visitors

The meeting was Called to Order at 7:02 P.M. by Council President Richard Shiles beginning with the pledge to the flag.

No Public Comment

Announcements/Vacancies

1. The following vacancies were announced:
 - a. GR Planning Commission, one vacancy as of Nov 3, 2013;
 - b. GR Zoning Hearing Board, one vacancy as of Dec 14, 2013;
 - c. GR Water & Sewer Authority Board, on vacancy as of May 21, 2014.Council received one letter of interest for the vacancy on GR Water & Sewer Authority Board from Borough resident, Aaron Waldon. J. Diehl moved to appoint Aaron Waldon to the GR Water & Sewer Authority Board vacancy, seconded by M. Shaver. Motion carried.

Borough Engineer's Report

1. J. Brenneman provided an update on the Church Street project. Highlights include: pre-construction meeting was held with York County and CDBG Church Street C/S Improvement project; Carbaugh may begin some curb and sidewalk replacement while Columbia Gas is still working on gas line work. Columbia Gas work will continue for at least the next six weeks. Carbaugh will have a full crew in place by mid to late August. Wexcon will then have time to finish their portion of the storm sewer and inlet replacements. The bids for paving will be presented to Council at the August meeting and the Borough's projects should be finished in September. All paving should be completed before October 15, 2014.

*M. Pokrifka arrived for the meeting at 7:08 P. M.

2. Columbia Gas has a project scheduled for Winter Avenue beginning in late 2014. The work will include installing a new gas line on Winter Avenue, from Manchester Street, extending 700 feet. Columbia Gas plans to mill and overlay this portion of Winter Avenue, 700 feet long and a maximum of fifteen feet wide. Council discussed storm sewer replacement in this area of Winter Avenue prior to Columbia Gas starting their project. Approximate costs of construction and engineering were not immediately available and Council needs to know whether Liquid Fuel funds could be used to pay for this type of project. J. Diehl moved to authorize the engineer to design storm sewer replacement/road reconstruction for Winter Avenue, seconded by D. Young. Motion carried.
3. J. Brenneman discussed the storm sewer pipe replacement on lower portion of Hanover Street project and sediment removal from the Mill Race project with Jineen Boyle, DEP; both of these projects would not be competitive for Growing Greener funds. Adding new BMP's, stream restoration, and rain gardens are the types of projects which are the most competitive to be eligible for Growing Greener funds. J. Brenneman described different funding available through DCED, Act 13 Marcellus Shale, which requires a fifteen percent match and has a deadline of July 21, 2014. There is not enough time to design/complete the application for the Hanover Street project and the cost of sediment removal from the Mill Race may be affordable using Borough funds. Council will direct the Work Supervisor to obtain estimates for sediment removal from the Mill Race.

*J. Brenneman left the meeting at 7:37 P. M.

Police Commission Report

1. John Trout thanked Council for the opportunity to serve the Borough of Glen Rock; he is currently the Chairman of the Police Commission.
2. The monthly Chief's report for April, 2014 is available in the Borough Office, regarding specific calls for service. Council may request the attendance of the Chief or any officer to attend Council meetings.
3. Most recently the Commission passed an updated version of Civil Service Commission Rules and Regulations. The Civil Service Commission will be meeting soon to reform and discuss the administration of the Sergeant's examination.
4. The Commission has decided not to install new GPS devices in the patrol vehicles, since the vehicles do have similar equipment. The Commission may purchase newer cameras.

5. The Commission is continuing to investigate possible participation in the PA Chief of Police Accreditation program. On-going costs of the Accreditation program are a factor as the Commission continues to discuss this matter.
6. The Commission sub-committees are working on an administrative handbook, substance abuse policy for officers, by-law revisions to reflect the addition of Stewartstown, and develop an annual review policy for all personnel.
7. The Commission has not received a letter from the Officer's union to enter into contract negotiations.
8. Council informed J. Trout of the Disruptive Conduct Report (DCR) which is part of Ordinance 472, the new rental property ordinance. Southern Regional Police Officer R. Blais was present and stated that the format of the DCR is lengthy. One suggestion is to shorten the DCR to include concise information: Name, address, date of incident, type of incident, officer's signature. M. Pokrifka stated that the current DCR is a working document and may be changed. Council expressed interest to review the DCR format and a willingness to work with the Chief and police officers.

No GR Planning Commission Report

GR Recreation Board Report

1. The Recreation Board approved requesting a minimum donation of \$25.00 for use of the pavilion, beginning in 2015, to help increase their revenue.
2. The Board is still discussing projects including replacement of the perimeter posts, and treating the clover/dandelions.
3. Recreation Board member Anne Creamer works for State Farm Insurance. She applied for a \$500 grant from State Farm's Good Neighbor program and the grant was approved.
4. Council discussed the necessity of the Recreation Board obtaining Certificates of Liability for third party sponsors of sporting events using the GR Park fields. As per the Borough insurance company, the Recreation Board's Park Reservation form also needs to contain a waiver of liability statement. A. Merrick will contact Judy Flemmens to obtain a copy of the current reservation form.

Approval of Minutes

1. B. Wetzel moved to approve the April 23 Quarterly Meeting Minutes, seconded by E. Delahanty. Motion carried.
2. M. Shaver moved to approve the May 21, 2014 Council Meeting Minutes, seconded by J. Diehl. B. Wetzel abstained from voting; the motion carried.

Zoning Officer's Report

1. Code Administrator's Inc. provided a monthly summary report for May, 2014.

Solicitor's Report

1. M. Pokrifka has contacted Tammy Klunk and Mike Forbes with YC Department of Parks and Recreation to discuss relocating the Rail Trail path between Enterprise Street and the GR Mill Inn. M. Pokrifka will confirm a meeting with Ms. Klunk and Mr. Forbes and several Council members for June 25 at 1pm.
2. M. Pokrifka confirmed Council's decision to suspend further collections with Republic Services and for CGA to send a letter to Republic Services requesting collection of outstanding legal fees currently owed to CGA. M. Pokrifka provided a letter for Council to review and approve. She also requested permission from Council to file two additional liens for outstanding refuse fees. B. Wetzel moved to authorize the solicitor to file two additional liens for outstanding refuse fees and mail the contract refuse collection letter to Republic Services, seconded by M. Shaver. Motion carried.
3. M. Pokrifka briefly discussed that an ordinance is necessary for the Glen Rock Hose & Ladder Fire Company to allow for third party collections from insurance companies. She has developed a list of questions to assist her development of an applicable ordinance for Glen Rock Borough. Council has requested that the Fire Chief and/or a representative from the third party billing company attend a Council meeting to provide answers regarding their billing process.

No Mayor's Report.

No Work Supervisor's Report

Secretary's Report

1. The Borough has received their Winter Municipal Services Renewal Agreement from Penn Dot, for the 2014 - 2015 snow season. The secretary requested a motion to approve the agreement and authorize the Council President to sign the Winter Municipal Services Renewal Agreement. B. Wetzel moved approve the Winter Municipal Services Renewal agreement from Penn Dot for the 2014 – 2015 snow season and authorize the Council President to sign the agreement, seconded by M. Shaver. Motion carried.
2. The secretary requested a motion to approve the Amendatory Contract with York County Planning Commission, for the Church Street C/S Improvements Project, CDBG # 45571941, to extend the completion date to Dec 31, 2014, and authorize the Council President to sign the contract. B. Wetzel moved approve the Amendatory Contract with York County Planning Commission, for the Church Street

C/S Improvements Project, CDBG # 45571941, to extend the completion date to December 31, 2014, and authorize the Council President to sign the contract, seconded by J. Diehl. Motion carried.

3. The secretary requested a motion to authorize the solicitor to review the Recreation Board's Pavilion Reservation Form and amend as necessary. D. Young moved to authorize the solicitor to review the Recreation Board's Pavilion Reservation Form and amend as necessary, seconded by B. Wetzel. Motion carried.
4. The secretary requested a motion to ask YCPC to reimburse GRB \$794.40 for the cost of advertising for the Church St C/S Improvements project, CDBG # 45571941. B. Wetzel moved to request reimbursement from YCPC to GRB \$794.40 for the cost of advertising for the Church St C/S Improvements project, CDBG # 45571941, seconded by J. Diehl. Motion carried.
5. The secretary informed council that the New Freedom Borough Recreation Council is sponsoring an annual parade on July 5, 4:30 PM.

Special Project Report

1. The next Brew/Art Fest Committee will be held June 26, at 7PM. The committee is developing a Mission Statement.
2. Advertisements for the Borough Wide Yard Sale brought buyers to the community. However, several Borough residents communicated that they were unaware of this event. Council discussed the use of the Borough Newsletter as form of communication to notify the residents of on-going Borough events.
3. The Summer Kickoff Party held in Ruins Hall was well attended.

Building/Property Report

1. Several Susquehannock High School students will be painting a mural on the side of the Neuhaus Building beginning June 19, 2014. The mural design includes a train, the GR Caroler's and First National Bank, now known as People's Bank.
2. The WS is trying to secure rental equipment to clean the rear side of the Neuhaus Building.
3. Street painting will begin in July, 2014.

No Ordinance/Refuse Report

Personnel Report

1. The assistant secretary advertisement was in the paper June 15, 16, and 17, 2014 and the Borough has received at least six interested applicants. The applications will be reviewed and interviews will be held within the next few weeks.

Public Safety Report

1. Members of the Public Safety Committee are Victoria Ribeiro, Ben Wetzel and Eugene Delahanty.
2. R. Shiles informed Council that currently GR EMS, Inc is renting EMT's from York Hospital. GR EMS, Inc. is considering hiring their own EMT's and has asked whether the Borough could provide payroll services for GR EMS, Inc. GR EMS, Inc. is currently gathering information and sample agreements from other ambulance companies. R. Shiles expressed that he would like Council to consider working together with local organizations for the good of the community.

Finance Report

1. R. Shiles presented the invoices over \$500.00 for payment through the General Fund. D. Young moved to pay the following invoices over \$500.00, using the General Fund, seconded by B. Wetzel:

a. CGA Law Firm	\$ 1202.49
b. Code Administrators, Inc.	585.00
c. James R. Holley & Associates, Inc.	1112.28
d. Sherwin Williams	536.80
e. Southern Police Commission	55031.00

Motion carried.
2. R. Shiles presented the invoice over \$500.00 for payment using Liquid Fuels (SHA). D. Young moved to pay Reilly Sweeping \$1728.00 using Liquid Fuel Funds, seconded by B. Wetzel. Motion carried.
3. D. Young announced that the Finance Committee will be meeting in July to review the Borough's current financial status.

President's Report

1. President Shiles announced that Borough resident Demi Stevens is receiving a Woman of Influence Award and suggested that Council consider establishing a proclamation to recognize Borough citizens for outstanding achievements.
2. President Shiles provided another update for the Chesapeake Pollution Reduction Program.
3. President Shiles applied for and was awarded a \$500 grant through Met-Ed for the installation of electricity in Veteran's Memorial Park on Baltimore Street.
4. President Shiles has obtained at least \$300 worth of materials from Bar Mac for the Baltimore Street Park.
5. President Shiles restated that Council should consider placing parking restrictions for motor homes parked along Borough Streets; the Borough may have to amend the Zoning Ordinance.

6. The solicitor will be prepared to discuss the Codification of Ordinances during the July Council Meeting.

Solicitor's Report continued

4. M. Pokrifka informed Council that if a fulltime employee is allowed by Council, which is the case in Glen Rock Borough as per the Borough employee handbook, to respond as a volunteer for a Fire Call and is injured, the Borough's Worker's Compensation insurance is liable for the injury, not the Fire Company's Worker's Compensation.

President's Report continued

7. President Shiles visited Bedford PA and the town's Main Street area is beautiful. He plans to contact their municipality.
8. J. Diehl announced that a local Youth Group contacted him with interest in providing Community Service.
9. President Shiles announced that Zion Lutheran Church will provide volunteer laborers on September 7 for any property in the Borough who needs repairs. Anyone interested should contact Zion Lutheran Church.

No Public Comment

J. Diehl moved to adjourn the meeting at 9:37 P. M., seconded by D. Young. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer