

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
May 20, 2015**

<b>Present:</b>	Council Members:	Eugene Delahanty Victoria Ribeiro Mike Shaver, Jr. Richard Shiles Benjamin Wetzel Doug Young
	Mayor:	John Trout
	Borough Engineer:	Jason Brenneman, P. E
	Solicitor:	Michelle Pokrifka*
	Secretary:	Ann Merrick
	Work Supervisor:	Ronald McCullough, Jr.

**The meeting was Called to Order** at 7:00 P.M. by Council President Richard Shiles beginning with the pledge to the flag.

**No Public Comment**

**Borough Engineer's Report**

1. Kinsley Contractors will be repairing the handicapped ramp on New Street.
2. J. Brenneman has received one quote so far for the GR Park upgrades as part of the DCED Grant application process. The engineer will forward a Resolution to the Borough Secretary, which needs to be adopted as part of the DCED Grant application during the June Council Meeting.
3. Council asked whether J. Brenneman would recommend the compaction of stones prior to installation of asphalt for the GR Park parking lot project; the engineer concurred.
4. J. Brenneman discussed YCPC's new procedure for use of CDBG funds for projects. The total amount which could be awarded is \$100,000 which includes \$15,000 for engineering and \$85,000 for construction. Since the Borough opted to pay for engineering using General Funds, YCPC indicates that only \$85,000 is available for construction. The Borough Engineer has submitted an estimate for \$100,000 of construction for the Hanover Street CDBG project and is awaiting a response from YCPC.
5. The engineer met with Milt regarding the ARLE Grant; Milt recommended contacting Penn DOT and TRG Engineers to ask for their requirements, if the Borough were to improve the traffic signal light. V. Ribeiro moved to authorize James R. Holley & Associates to schedule meeting with Penn DOT and TRG as part of the ARLE Grant project, seconded by B. Wetzel. Motion carried.
6. Council asked for an update on Church Street line painting. J. Brenneman informed Council that no progress has been made; Penn DOT must authorize Columbia Gas to fix the line painting. President Shiles said he would contact Rep. Kate Klunk to report Council's frustration with lack of communication and follow up.

\*M. Pokrifka arrived for the meeting at 7:16 PM.

7. J. Brenneman requested the signed plans for 39 Cottage Avenue; he will have the plans recorded once all fees have been paid to the Borough.

8. The Borough received one bid from Springfield Contractors, Inc. for Water Street Storm Water and concrete pad for the Mill Race, total price is \$66222.00. B. Wetzel moved to accept the Water Street project bid, seconded by D. Young. Motion carried. B. Wetzel moved to approve Springfield Contractors, Inc.'s bid of \$66222.00, pending receipt of all bid documents and will use some liquid fuel funds pending receipt of project number from Municipal Services, seconded by D. Young. Motion carried.
9. The Work Supervisor requested a design for the GR Park Parking Lot, to include depth and width of the stone trench. J. Brenneman stated that GR's Zoning Ordinance stipulates parking spaces twenty feet long and ten feet wide, with a twenty- two or twenty- four feet aisle way. Council discussed possibly widening the parking lot; dimensions of the current lot are not known at this time.

\*J. Brenneman left the meeting at 7:45 P. M.

### **Work Supervisor's Report**

1. Street Sweeping is going well; with rain in forecast for second day, task may take a few extra hours to complete.
2. The bridge on the large playground equipment has been tightened as recommended by Selective Insurance's equipment audit.
3. WS plans to repair the baseball bleachers after street sweeping and line painting tasks are completed. A few members of the GRAA attended a recent GR Recreation Board meeting and volunteered to help with bleacher repairs.
4. Brown's Glass will provide the Borough with an estimate for replacing windows at the Neuhaus Building. Council suggested also contacting Castle Windows, K & M Home Center and Garrety Glass.
5. EM Kutz is working on a new design for leaf box.
6. The Boom Mower has been ordered.
7. Handicapped Parking Signs have been ordered for requested parking spaces.
8. Council asked Mike Shaver to look at sealing the cracks on the side of the Neuhaus Building.
9. Glenn Geiple has provided a Hearse and Horse design for the mural on the side of the Neuhaus Building; a design is still needed from the GR Hose & Ladder.
10. WS purchased a load of ballast stone and a tri-axle of crusher waste.

### **No Glen Rock Planning Commission Report**

#### **Vacancies**

1. GR Planning Commission: one vacancy.
2. GR Recreation Board: two vacancies.

#### **Approval of Minutes**

1. B. Wetzel moved to approve the April 15, 2015 Council Meeting Minutes, seconded by V. Ribeiro. E. Delahanty, V. Ribeiro, R. Shiles and B. Wetzel approved; D. Young disapproved the minutes. M. Shaver abstained from the vote. Motion carried.

#### **Zoning Officer's Report**

1. Code Administrator's Inc. provided a monthly summary report for April, 2015.

### **Police Commission's Report**

1. Two deputies from the Sheriff's office will be assisting SRPD for the GR Arts & Brew Fest.
2. A new secretary will begin working soon for the SRPD/Police Commission.

### **GR Recreation Board Report**

1. GRRB (Glen Rock Recreation Board) members created an Off Leash Dog Park Petition and gathered signatures in support of Dog Park to be constructed at the Glen Rock Park. Council members discussed their views regarding this project.
2. GRRB requested permission to purchase \$500 of mulch for placement at the park. D. Young moved to authorize GRRB to purchase \$500 of mulch for the park, seconded by V. Ribeiro. Motion carried.
3. GRRB is aware of the bumble bee problem at the park; K. Krebs is filling holes and staining the wood benches as a way to prevent additional boring by the bees.
4. Next DCED Grant committee meeting is scheduled for the first week of June.
5. GRRB has been contacted regarding holding a Dog Frisbee event again this year; GRRB may support this event again this year.
6. Director of Summer Park Program is working with Borough Secretary to finalize background checks needed for counselors.
7. Marty Heyne attended recent GRRB meeting to discuss posting signs at the baseball field to notify the public that they are parking and attending the baseball games at their own risk. The solicitor said that the posting of this type of sign will not prevent the public from being able to seek liability, should an incident occur.

### **GR Arts & Brew Fest Report**

1. Volunteers have been secured for the GR A&B Fest.
2. The GR Mill Inn will be staffing the Ruins Hall area.
3. GRRA will provide volunteers for parking at the GR Park and a Theatre Group, not affiliated with the High School will provide volunteers to park vehicles at Susquehannock High School.

### **Property Maintenance**

1. President R. Shiles recommends that Council consider authorizing Code Administrators, Inc. to inspect all Borough properties for property maintenance violations. A decision regarding this matter was tabled until the June Council Meeting.

### **Solicitor's Report**

1. M. Pokrifka has updated the Indemnification Agreement and will re-send to YC Parks & Recreation Department, GR Carolers, and Attorney M. Craley for their comments.
2. M. Pokrifka is waiting for comments from Shrewsbury Township for the Intergovernmental Agreement with Glen Rock Borough.
3. Refuse Bids have been advertised.
4. Council has asked the solicitor to review the website agreement with NCD and provide comments. Council discussed entering agreement with NCD for website updates and hosting. V. Ribeiro moved to approve NCD Solutions website agreement, pending receipt of the solicitor's agreement review and recommendations, seconded by B. Wetzel. Motion carried. D. Young moved to authorize R. Shiles to sign agreement with NCD Solutions, seconded by V. Ribeiro. Motion carried.

5. The solicitor provided a copy of Resolution 2015 – 7, a resolution previously adopted, authorizing the Borough's participation in the PA State Association of Borough's Junior Council person program, for signatures.
6. The solicitor discussed developing an agreement regarding provisions for the statue.
7. M. Pokrifka provided a report to Council for Codification of the Borough Ordinances. She will review Ordinance 468 to make sure that the requirements of this ordinance mirror the requirements of previously adopted Ordinance 472, the newest rental property ordinance. All new ordinances have been submitted to Keystate Publishers. The solicitor has reviewed notes and editorial draft of the Codification and plans to finish reviewing all associated documents, in order to finalize the codification project for the June Borough Council meeting.
8. M. Pokrifka will be filing District Justice action for non-payment of rental fees for rental properties that do not have valid rental license and/or have not been inspected. The solicitor may need to issue a final notification to rental property owners of the Borough's intention, prior to filing for DJ Action. D. Young moved to authorize the solicitor to write final notice letter to rental property owners for rental ordinance violations, seconded by V. Ribeiro. Motion carried.

### **Mayor's Report**

1. Mayor J. Trout and Secretary A. Merrick provided a local government presentation for a local Girl Scout Troop.
2. Mayor Trout contacted Southern Regional Police Department to request their assistance with compliance and/or issue tickets for vehicles parked illegally, as needed.
3. The Mayor is concerned with the Borough's current parking violation fee of only \$15.00.

### **Secretary's Report**

1. The secretary requested a motion to authorize the Glen Rock Fire Police and members of the volunteer fire company to assist with some and/or all non-emergency events planned for Springfield Township, Fawn Grove Borough and Fawn Township. B. Wetzel moved to authorize the Glen Rock Fire Police and members of the volunteer fire company to assist with some and/or all non-emergency events planned for Springfield Township, Fawn Grove Borough and Fawn Township, seconded by M. Shaver. Motion carried.
2. The secretary requested a motion to transfer \$8000.00 to the GR Recreation Fund as per the 2015 budget. B. Wetzel moved to authorize the treasurer to transfer \$8000.00 to the GR Recreation Fund as per the 2015 budget, seconded by D. Young. Motion carried.
3. The secretary requested a motion to transfer \$100,000 from the General Fund to the General Reserve Money Market Acct to receive highest yield of interest. B. Wetzel moved to transfer \$100,000 from the General Fund to the General Reserve Money Market Acct to receive highest yield of interest, seconded by D. Young. Motion carried.
4. The secretary requested a motion to advertise the 2014 Annual Audit and Financial Report. D. Young moved to advertise the 2014 Annual Audit and Financial Report, seconded by M. Shaver. Motion carried.

### **No Building/Property or Special Project Reports**

### **Personnel Report**

1. Members will follow up with employees regarding lists of job tasks.

### **No Ordinance/Refuse Report**

**Finance Report**

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

M. Shaver:

a. CGA Law Firm	\$ 2193.23
b. Code Administrators, Inc.	1030.00
c. James R. Holley & Associates, Inc.	6900.20
d. Ream, Carr, Markey & Woloshin, LLP	720.00
e. Southern Police Commission	54811.00

Motion carried.

**President's Report**

1. R. Shiles asked the solicitor for the process to downsize the number of members on Council, since he is aware of only one current council member interested in running for another term. The solicitor provided the process which includes filing a petition with five percent of the registered electors and the Court holds a hearing for final approval.

B. Wetzel moved to adjourn the meeting at 9:42 P. M., seconded by M. Shaver. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer