



ESTABLISHED 1972

March, 2011

The Glen Rock Recreation Board met Tuesday, March 15, 2011 at the borough building. Chairman Hufnagel called the meeting to order at 7:05PM; attendees were GRRB members : Ferree, Flemmens, Hufnagel; guests: Sue Good, Ken Krebs, Doug Young.

February minutes were approved, motion by Ferree.

Treasurer's Report:

Balance 2/15/11 \$ 8,922.60

Income: \$ 3,606.93 (\$3,000 from Street Fair)

Expense: 60.88  
Balance 3/15/11

\$12,529.53

12,468.75

NEW BUSINESS:

Ferree announced that the GRRB received a 'thank you' from the Street Fair Committee for the previous years of support and monetary contributions along with a check for \$3,000.

Becky Rohrbaugh reported on attendance and activities at the GRRB 2010 Summer Playground Program (see attachment). She also presented the board with a 'thank you' card made and signed by participants in the 2010 program. Cost of the 2010 program was \$3,704.18. Rohrbaugh has agreed to direct the 2011 playground program which will be held during the month of July -7/5-7/28- every Tuesday, Wednesday, Thursday, 9:30A-12N. Since there are currently no plans for a 2011 Street Fair, pre-registration will be held on the following dates/times: 6/8, 6-8P; 6/20, 6-8P; 6/25, 10A-12N, all at the Hufnagel Library. The program is free to children who have completed K through 6<sup>th</sup> grade and reside in the 17327 zip code; there is a \$5 per day charge for children outside of the GR zip code. A late fee of \$20 will be charged for those not pre-registered. Becky will provide the names of her assistants by May. The GRRB agreed that the wages for the director and assistants would remain the same as 2010 - \$14/hr for director; \$9 for returning assistants and \$8.50 for new- Rohrbaugh will be paid for the same amount of planning hours as 2010 (30hrs): motioned by Flemmens, 2<sup>nd</sup> Ferree.

Hufnagel will contact Roger Butz regarding posters and other information forms which are used for the playground program.

P.O. BOX 52  
GLEN ROCK, PA  
17327

Flemmens to contact B. Landis to prepare BR's to open 4/1. Currently there is no one to daily open and lock the BR's (4/1-10/30). The previous person was paid \$35/week. Volunteers will open and close for a limited period of time. It was suggested that the borough should advertise this position. Flemmens and Good volunteered to write a job description and expectations. K.Krebs will present this issue at the borough council meeting 3/16.

Bids received by the borough for the baseball fence will be opened and awarded at the borough council meeting 3/16. The question about a permit was mentioned; Jeff Heyne to be contacted to determine if the GRAA had thought of this.

Good presented information received from Greg Fink for replacing the vandalized flag light. Two options were given: 1 to replace the light as was, the other to place "in ground" lights which may reduce repeat vandalism. Flemmens motioned that the inground light proposal be accepted in an amount of up to \$1,000; Ferree 2<sup>nd</sup>. Good to contact Fink to proceed with replacing the flag light.

Flemmens reported on GR Borough Audit Report Presentation delivered to the borough council on 2/16. See attached recommendations related to the GRRB as a portion of the Internal Control Matters.

#### UNFINISHED BUSINESS:

Hufnagel to contact Signs by Sal regarding rules/regulation signs for park.

GRRB continues to have 1 vacancy; no letter of interest received by the borough for that position.

Meeting was adjourned @ 8:45PM; next meeting Tuesday, April, 19<sup>th</sup>, 7PM at the borough office.

  
Judy Flemmens, Secretary

*approved as connected*  
*2/19/11*

**No campers from outside of Glen Rock Zip code**

**Attendance 2010**

<b>Week</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Average</b>
1	42	35	38	38
2	43	22	28	31
3	41	32	34	36
4	35	40	45	40
<b>Average</b>				<b>36</b>

**No complete cancellation due to weather, but did end an hour early one day.**

**Themes and special guests:**

**Week one – Carnival (Rev Lantz magic show)**

**Week two – Water (York Waste Authority recycled paper and Fire Truck)**

**Week three – Sports (Downtown York Rev Mascot)**

**Week four – Holiday (Santa)**

**Borough of Glen Rock, Pennsylvania**  
**Audit Presentation**  
**February 16, 2011**

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**Internal Control Matters**

1. Continue requiring two (2) signatures on all checks, but eliminate the Secretary/Treasurer as an authorized signor. Instead, have all Borough Council members authorized to sign checks.
2. Resolve old outstanding items in the bank reconciliations. Uncashed checks must be forwarded to the Pennsylvania Department of Treasury each year by April 15<sup>th</sup>.
3. The activities of the Glen Rock Recreation Board are governed by the Pennsylvania Borough Code. Under the Borough Code, the Borough Council is responsible for the activities of the Recreation Board whom they appoint. In order for Borough Council to monitor those activities, it

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is essential that the Recreation Board provide detailed and complete financial information to Borough Council.

\* Additionally, the Recreation Board should review their relationship with independent contractors to confirm that they meet the definition of an independent contractor, or whether they are in fact employees of the Borough. Independent contractors must be provided an IRS Form 1099-MISC each year. Employees must have various taxes withheld from their wages, and must be provided an IRS Form W-2 each year. Failure to comply with these rules may result in IRS penalties of \$30 to \$250 per form.

4. The Secretary/Treasurer is currently bonded up to \$25,000. We suggest that the bond limit be evaluated to determine if it is sufficient.

We found that, during 2010, the highest total cash available at any time was \$650,492. This is the Borough's potential exposure, should a defalcation occur.

DRAFT/4/5/2011

GLEN ROCK RECREATION BOARD

Seasonal Employee  
April 1-October 31

Job Description: To complete duties as directed by the Glen Rock Recreation Board at the Glen Rock Community Park during the 6 month period April 1 through October 31.

Duties Include:

1. Unlocking and locking the bathrooms daily starting April 1<sup>st</sup> and ending October 31<sup>st</sup>.  
Bathrooms are to be open by dawn or 7AM; closed at dusk.
2. Complete daily checks of bathrooms:
  - Commodes, sink faucets, hand dryers, and lights are functioning properly.  
Report any problems to ?
  - Empty trash receptacles.
  - Replace toilet paper and hand soap as needed.
3. Removal of refuse:
  - Remove trash from receptacles to dumpster as needed Saturdays, Sundays, Holidays ; place clean bags in receptacles.
  - Provide extra trash bags when pavilion is reserved.
  - Collect any general trash in park as needed.
4. Place and remove reserved signs.
5. Report any vandalism to ?
6. Other duties as may be directed by the GRRB (Glen Rock Recreation Board)

Requirements: 16 years of age, reliable, responsible, able to perform duties and manual labor as per job description. Days off must be requested through and approved by the GRRB.

Wages: \$50.00/week