

**GLEN ROCK BOROUGH
COUNCIL MEETING
August 17, 2016**

Present:	Council Members:	Rollin Apgar Joshua Corney Jeremy Diehl Victoria Ribeiro Richard Shiles Doug Young
	Engineer:	Jason Brenneman, P.E.
	Solicitor:	Michelle Pokrifka
	Mayor:	John Trout
	Work Supervisor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Eight visitors

The meeting was Called to Order at 7:01 P.M. by Council President D. Young beginning with the pledge to the flag.

Agenda

1. Glen Rock Historical Preservation Society: Requested permission to close Water Street from 59 Water Street to Codorus Street on September 10, 2016, 5 – 7PM for a Roland Seitz Concert. R. Shiles moved to approve the request from the GRHPS to close Water Street on September 10, 2016 from 5 – 7PM for the Roland Seitz concert, seconded by R. Apgar. Motion carried. Fire Police, GR EMS, Inc, GR Hose & Ladder and Southern Regional Police need to be notified.
2. GR Fire Chief Ronald McCullough/GR Fire President/Assistant Chief Jeff Dell addressed Council to request an increase to Glen Rock Borough’s Fire Tax. Council discussed and is willing to work together for a solution. Council will make sure necessary funds are provided for Fire/Emergency Services.
3. Jeanne Smith, Director of the Hufnagel Public Library, is asking for permission for the Library to adopt a cat. The Library currently has liability insurance, a risk mitigation plan, an air purifier, and is willing to isolate the cat, if the library receives complaints/concerns about allergic reactions. The Library hopes to reach new patrons. The solicitor mentioned that the Library Lease expired at the end of December, 2015 and a renewal is overdue. An addendum to the Lease could be added for the cat, to include an indemnification for the library. R. Shiles moved to authorize the solicitor to prepare a new lease and addendum for the cat, seconded by R. Apgar. R. Apgar, J. Corney, J. Diehl, R. Shiles, and D. Young voted in favor; V. Ribeiro opposed. Motion carried.

Announcements/Vacancies

1. GR Planning Commission has one vacancy.
2. GR Recreation Board has one vacancy.

Borough Engineer’s Report

1. J. Brenneman informed Council that Washington & Dowling has almost completed the CDBG project # 45592091 Hanover St. Curb & Sidewalk Improvements project. The engineer provided a

Request for payment of \$28,869.13 and retained \$1500 for several punch list items. R. Apgar moved to authorize YCPC to pay Washington & Dowling \$28,869.13 for the CDBG Project # 45592091 Hanover St. Curb & Sidewalk Improvements, seconded by R. Shiles. Motion carried.

2. J. Brenneman stated that the Rexwood micro-surfacing work is scheduled to begin the week of August 22, or at the very latest, prior to Labor Day. Stewart & Tate is not mailing letters to residents but plans to post a notice and go door to door notifying the residents of Colonial Meadows development.
3. J. Brenneman shared the results of the bids received for the DCED Grant Project 2016 Borough Park Improvements:
 - a. Springfield Contractors \$106,059 + \$20,746.50
 - b. DeTraglia Excavating \$146,250 + \$61,500.Ely's proposal totals \$109,774. Council discussed several changes. J. Diehl moved to accept the bids from Springfield Contractors and DeTraglia Excavating, seconded by V. Ribeiro. Motion carried. J. Diehl moved to award the Borough Park Improvement project to Springfield Contractors, with a request for a change work order to remove the purchase and installation of the arborvitae, and keeping the spring riders, requesting approval of change work order prior to September Council meeting and not accepting any of the alternate bids, seconded by V. Ribeiro. Motion carried. J. Brenneman requested a motion to authorize the Council President to sign Ely's agreement proposal, with the following changes: removal of mulch installation, and resolve the costs of the water fountains. J. Diehl moved to authorize the Council President to sign Ely's agreement proposal, after the removal of the mulch installation and pending resolution regarding the water fountains, seconded by J. Corney. Motion carried.
4. J. Brenneman did not have an update on the Ridge Avenue matter and no progress to report on the Borough Ordinance project.
5. Council discussed the 126 Park Avenue curb matter. Council noted that there is not much curb reveal at this location. Curb & sidewalk replacement are the property owner's responsibility. Council suggested that the owner could raise the curb to help address the issue. J. Diehl moved to send a letter to the homeowner of 126 Park Avenue, seconded by J. Corney. Motion carried.

Old Business

1. The Borough received quotes from two contractors for several separate projects at the Neuhaus Building:
 - A. Resealing the windows inside the library (along the side of the Neuhaus Building, facing the Oakworks Building):
 - a. New Freedom Remodeling \$ 432.00
 - b. D.A.D. Construction \$1200.00J. Diehl moved to award the resealing the windows project to New Freedom Remodeling for a cost of \$432, seconded by R. Apgar. Motion carried.
 - B. Painting the exterior wall (facing the Oakworks Building):
 - a. New Freedom Remodeling \$9315.00
 - b. D.A.D. Construction \$4300.00R. Apgar moved to award the exterior wall painting of the Neuhaus Building to D.A.D. Construction for a cost of \$4300, seconded by J. Corney. Motion carried.
 - C. Replace two exterior basement doors and repair/replace hardware on the front entrance doors on the Neuhaus Building:
 - a. New Freedom Remodeling \$5638.72

b. D.A.D. Construction \$4100.00

J. Diehl moved to award replacement of two exterior basement doors and repair of front doors at Neuhaus Building to D.A.D. Construction, seconded by R. Shiles. Motion carried.

For the last two projects, LED Lighting in the library and replacement of the original steel-framed windows located in the Train Room, New Freedom Remodeling only provided a labor price but no materials pricing. The Borough will contact New Freedom Remodeling to request pricing for materials on these two projects. The Borough will also need to obtain a third quote for replacing the train room windows due to bidding thresholds.

Solicitor's Report

1. The solicitor highlighted available options available for the proposals received for codification services from General Code and American Legal Publishing Corporation. V. Ribeiro moved to adopt General Codes Codification Proposal, seconded by R. Apgar. Council discussed specific options. V. Ribeiro amended her motion to adopt General Codes Codification Proposal, including the Standard eCode360 component and the custom eCode360 Banner, seconded by R. Apgar. Motion carried.
2. The solicitor discussed changes to the employee handbook and provided updated record.
3. Council discussed Ordinance 451 and the issuance of permits for chickens vs. roosters. M. Pokrifka indicated that Ordinance 451 allows for certain types of animals by permit and that roosters are not specifically excluded. V. Ribeiro moved to authorize the solicitor to send a letter to resident J. Litz, to inform him that certain animals are permitted in the Borough by obtaining a permit, seconded by R. Shiles. Motion carried.

Secretary's Report

1. The Zoning Officer's notes for July include the issuance of two zoning permits and two building permits.
2. Erdman Animal Control Services captured four cats and transported them to the SPCA.
3. The secretary requested a motion to transfer \$9000 from the Rental Fund to the General Fund for upcoming Borough expenses. R. Apgar moved to transfer \$9000 from the Rental Fund to the General Fund for upcoming Borough expenses, seconded by J. Corney. Motion carried.
4. The secretary requested a motion to authorize the payment of \$8325 for 2016 Fire/Emergency Services Taxes to GR Hose & Ladder as budgeted. R. Apgar moved to authorize the payment of \$8325 for 2016 Fire/Emergency Services Taxes to GR Hose & Ladder as budgeted, seconded by J. Diehl. Motion carried.
5. The secretary requested a motion to authorize the payment of \$2019 for 2016 Fire/Emergency Services Taxes to GR EMS, Inc. as budgeted. J. Corney moved to authorize the payment of \$2019 for 2016 Fire/Emergency Services Taxes to GR EMS, Inc. as budgeted, seconded by R. Apgar. Motion carried.
6. The Borough Office provided a copy of a letter from the PA Office of the State Fire Commissioner announcing the 2016 – '17 Grant Program to both GR EMS, Inc. and GR Hose & Ladder.
7. The secretary informed Council the Jake Fair, the new Fire Police Captain, has requested dates for all Borough events for the rest of 2016, which would require Fire Police assistance, so he has ample time to request assistance, if needed. Borough event dates include September 10, September 24, and December 24.
8. The Borough Office will be closed August 19 – 26, 2016.

Approval of Minutes

1. R. Apgar moved to approve the July 20, 2016 Council Meeting Minutes, seconded by V. Ribeiro. Motion carried.

GR Recreation Board Report

1. J. Diehl presented quotes for liability insurance for the 5K9 Bark for the Park event. "Event Helper" provides general liability insurance but the insurance does not cover participant liability. The solicitor suggested purchasing a policy with participant coverage, especially for 5K participants, and noted that the "Event Helper" insurance limits were much lower than the quote obtained through Keller-Brown Insurance from Francis L. Dean & Associates, LLC. J. Diehl moved to approve the General Liability Insurance and participant insurance from Francis L. Dean & Associates, LLC for a cost of \$949.00, seconded by R. Apgar. Motion carried.
2. The sign has been hung naming the Ken Krebs pavilion.
3. The GRAA is still interested in pursuing replacement of the backstop fencing and is willing to try to match funds with the GR Recreation Board/Borough for the total cost.
4. 2016 Summer Park Program averaged 27 children a day.

Police Commission's Report

1. The Police Commission is purchasing a new vehicle.
2. New Freedom Borough held their public meeting but did not provide a decision to continue or discontinue police services with the Southern Regional Police Commission.
3. Recently Shrewsbury Borough declared that they are ready to discuss changes to the formula.
4. President Young asked Mayor Trout to provide documentation from the intergovernmental agreement that states it is the Council Presidents of the fulltime commission members that are now tasked with deciding the formula process. Mayor Trout said he would ask the Commission solicitor for guidance.

*M. Pokrifka left the meeting at 10 P. M.

Work Supervisor's Report

1. WS reported to Council that the porous pavement in the Municipal Parking Lot is not working as originally designed. He also asked when the water tank may be removed from the lot. The grant requirements will have to be reviewed prior to the water tank being removed.
2. WS reported that the 2014 truck is still being repaired and the work is covered under warranty.
3. WS informed Council that the 2003 truck is due for inspection and service; it will need new rear brakes and two front tires to pass inspection.
4. WS reported that the John Deere tractor has been repaired, but the mechanic experienced problems obtaining replacement parts while repairing. WS obtained three quotes to replace the tractor:

a. John Deere Tractor	\$62,279 minus \$21,000 trade in (Costars member)
b. Wertz Farm & Power Equipment	\$45,500 minus \$15,000 possible trade in (not Costars member)
c. McGrew Equipment Company	\$39,975 minus trade in of \$18,000 - \$21,000 (Costars Member)

McGrew Equipments' tractor is a Mahindra, 65hp with closed cab, heating and air conditioning. The Boom Mower and Snow Blower will fit the new tractor. J. Corney moved to authorize the purchase of Mahindra Tractor, seconded by J. Diehl. Council discussed current finances,

upcoming expenses, and possible projects. J. Corney amended his motion to purchase the Mahindra tractor with \$21,000 trade in value of John Deere Tractor, seconded by J. Diehl. Motion carried.

5. WS reported on bids received from Shrewsbury Township for street repairs for Winter Avenue, Pine Street and Junior Street. Winter Avenue repairs include 1.5" scratch and top coat, Pine Street repairs include 1" scratch and 1.5" top coat and Junior Street repairs include 3" scratch coat. The work is not required to be bid since the Borough has an intergovernmental agreement with Shrewsbury Township. V. Ribeiro moved to approve Shrewsbury Township's bids of \$23,905 for Winter Avenue repair, \$23,905 for Pine Street repair, and \$31,900 for Junior Street repair, to be scheduled and completed in 2016, seconded by R. Shiles. Motion carried.
6. Codorus Street needs repaired and should be added to a future list of road repairs.

Mayor's Report

1. Mayor Trout will attend a meeting on September 13 to discuss sharing a regional emergency management coordinator with surrounding communities. The meeting is being organized and held at the Shrewsbury Township Municipal Building.

Personnel Report

1. R. Apgar provided a draft copy of a Social Media Policy for GR Borough employees. R. Apgar moved to authorize M. Pokrifka to review and comment on the Social Media Policy, seconded by V. Ribeiro. Motion carried.

Public Safety Report

1. R. Apgar will report the list of burned out street lights to the Borough Office, to submit to Met-Ed for repair.
2. Council discussed the use of speed humps to help slow down speeding vehicles. Penn DOT Publication 383 describes types of approved speed humps for communities. More research is needed prior to making a decision.
3. R. Apgar informed Council of Ordinance 201 (72-8), which prohibits the obstruction of sidewalks. Council discussed vehicles parked on sidewalks along Manchester and Hanover Streets.
4. R. Apgar told Council that he, President Young and V. Ribeiro attended an informative meeting with Chief Bean, Southwestern Regional Police.

Building and Property Report

1. R. Shiles informed Council that a nucleolus of the Beautification Committee met and weeded the garden located along the railroad tracks near Flowers by Cindy business.
2. R. Shiles obtained a quote of \$3692 from Manor View Farm for vegetation for the GR Veterans Park. R. Shiles moved to authorize payment of \$3692 to Manor View Farm for new vegetation for the GR Veterans Park, seconded by J. Corney. Motion carried.

No Special Projects Report/No Ordinance/Refuse Report

Finance Report

1. D. Young presented the invoices over \$500.00 for payment through the General Fund. R. Shiles moved to pay the following invoices over \$500.00, using the General Fund, seconded by R. Apgar:
 - a. CGA Law Firm: July Invoice \$ 681.00

b. James R. Holley & Associates, Inc.	3276.05
c. MediaOnePA	561.80
d. Milt's Repair Service	1643.00
e. Ream Carr Markey & Woloshin, LLP	930.00

Motion carried.

2. D. Young presented an invoice from Kohler Small Engine and Equipment Repair totaling \$2743.27 to be paid by the General Fund. R. Shiles moved to pay \$2743.27 to Kohler Small Engine and Equipment Repair, seconded by J. Diehl. Motion carried.

President's Report

1. President Young informed Council that the sign at the park is impressive and Barbara Krebs is appreciative.

R. Shiles moved to adjourn the meeting at 10:52 P. M., seconded by R. Apgar. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer