

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
August 9, 2017**

**Present:** James Merrick, Victoria Ribeiro, Richard Shiles, and Doug Young

**Others Present:** Michelle Pokrifka, Esq., John Trout, Mayor, Ann Merrick, Sec/Treas., seven visitors

**The regular meeting was Called to Order** at 7:05 P.M. by Council President D. Young beginning with the pledge to the flag.

**No Public Comment**

**Agenda**

1. Lester Matthews, owner of townhouses on Lester Court: As per plans for Phase III of Lester Court, the driveways for the additional eleven units will have a pitch of 5 – 6 feet and a steep bank of ten feet in the front yards, off of Winter Avenue. Mr. Matthews is proposing to move the driveways to other side of homes, off of Lester Court or keep driveway locations on Winter Avenue, but install a twelve feet high retaining wall along set back line, near Lester Court roadway. J. Brenneman is concerned with stormwater runoff and suggested that a stormwater plan be designed and submitted for review, to make sure either plan will work. Mr. Matthews should submit a Stormwater Plan to the Borough Office.
2. Kayla Lehigh, owner and resident, 10 Winwood Road: Ms. Lehigh is requesting that Council publicly post finalized agendas on the Borough Website on a monthly basis prior to every Council meeting. Council discussed and decided the agendas will not be posted at this time.

**Announcements/Vacancies**

1. President D. Young announced an executive session to be held near the end of the meeting to discuss a police matter and litigation issue.
2. President D. Young announced one vacancy each for the Glen Rock Borough Council, GR Planning Commission and the GR Recreation Board.

**Old Business**

1. D. Young is passing traffic calming project off to J. Merrick.
2. The assistant secretary will begin working on the LED Street Lights project.
3. M. Pokrifka looked further into the deed references to Project 70 Land Acquisition and Borrowing Act for the Rockville Road Property. There is a petition process to release the deed restrictions, with DCNR as the starting point. R. Shiles moved to authorize M. Pokrifka to contact DCNR to investigate the process for releasing the deed restrictions for the Rockville Road property, seconded by V. Ribeiro. Motion carried.

**Approval of Minutes**

1. V. Ribeiro moved to approve the July 19, 2017 Council Meeting Minutes, seconded by R. Shiles. Motion carried.
2. V. Ribeiro moved to approve the July 26, 2017 Quarterly Council Meeting Minutes, seconded by J. Merrick. Motion carried.

### **Solicitor's Report**

1. R. Shiles moved to adopt Ordinance 488 (2017 – 03), an ordinance authorizing an amended and restated intergovernmental cooperation agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction plan, seconded by J. Merrick. Motion carried.
2. M. Pokrifka provided Council with her update with Tim Tate, Stewart and Tate, to extend the Performance Bond Agreement for Rexwood Drive project, limited only to micro-surface peeling away from the asphalt below, and does not include any cracking or surface scrub marks by the trash trucks or vehicles backing out of driveways onto the road. Council is concerned with degradation of the driving surface. Joshua Kopp, the Borough's Liquid Fuels Municipal Services representative suggested that he would provide inspection for the placement of materials the next time a project is completed using Liquid Fuel Funds. J. Merrick moved to authorize J. Brenneman to schedule an on-site meeting on Rexwood Drive with Joshua Kopp and several council members, to discuss Rexwood Drive micro-surfacing project completed in fall, 2016 seconded by V. Ribeiro. Motion carried.
3. M. Pokrifka provided an update regarding the Codification project. She emailed updates to General Code and has not received a final draft back for review. Council would like to adopt the codification of Borough Ordinances in September, 2017. The solicitor said that Council could approve the Codification with incorporated changes, assuming that there are no additional changes to resolve. J. Merrick moved to advertise the Codification of Borough Ordinances, seconded by R. Shiles. Motion carried. M. Pokrifka will contact General Code to report that Council has approved the Codification for advertisement.
4. M. Pokrifka reported receiving a letter from Summit Risk regarding the Borough's insurance coverage. Summit Risk identifies receiving letters from the ACLU. M. Pokrifka would like to verify that the documents referenced by Summit Risk have been received by Glen Rock Borough. V. Ribeiro moved to authorize M. Pokrifka to contact Summit Risk to gather all documentation submitted by the ACLU to Summit Risk, seconded by R. Shiles. Motion carried.
5. Council discussed obtaining Borough Insurance from a new company, PIRMA, Pennsylvania Risk Management Association, as recommended by agent, Keller-Brown. PIRMA provides a non-profit pool of Liability and Workers Compensation. Council discussed items included in the insurance package, but is not aware of excluded items. The overall premium of the PIRMA Insurance is a savings of \$2000 and the liability limit is \$10 million. The Workers Compensation package includes coverage for the Fire Company.

### **No Borough Engineer's Report**

### **Police Commission Report**

1. Detective Shaffer will complete PPU presentation during the September 6, 2017 Commission Meeting.

### **No Recreation Board Report** (next meeting scheduled on August 15, 2017)

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

1. Borough is using Liquid Fuel Funds to pay for paving Circle Drive. WS wants Council to consider also paving Pleasant Street. Borough has a quote of \$11143.00 from Shrewsbury Township and had planned to use the General Fund for this project and several other street projects, but pending litigation costs put a halt to paving projects originally budgeted for 2017. Liquid Fuel Funds are

restricted and can only be used for specific projects/expenses. A decision will be re-addressed later.

### **Solicitor's Report continued**

5. The solicitor informed Council of the proposed insurance coverage outlining inclusions but not exclusions. After additional discussion, J. Merrick moved for the Borough to accept the PIRMA insurance proposal, seconded by V. Ribeiro. Motion carried. V. Ribeiro moved to authorize D. Young and A. Merrick as signers for the Intergovernmental Agreement with PIRMA, seconded by J. Merrick. Motion carried. J. Merrick moved to advertise Ordinance 489, an ordinance authorizing Glen Rock Borough to join with other local government units as a member of the Pennsylvania Intergovernmental Risk Management Association, seconded by R. Shiles. Motion carried. V. Ribeiro moved to sign a proxy designating D. Young and/or J. Merrick as Glen Rock Borough's representatives to the Pool, seconded by J. Merrick. Motion carried.

### **Secretary's Report**

1. The Borough received a verbal request from a resident to verify and seal a letter to the Court of Puerto Rico regarding her residency. The solicitor recommended requesting a copy of the actual written request. The resident could take a copy of her lease and utility bill to a Notary, for verification of address.

\*V. Ribeiro left the meeting at 9:12PM and returned at 9:14PM.

2. Secretary requested a motion to transfer \$9000 from the Rental Fund to the General Fund to pay upcoming borough expenses. R. Shiles moved to transfer \$9000 from the Rental Fund to the General Fund to pay upcoming borough expenses, seconded by V. Ribeiro. Motion carried.
3. Secretary requested a motion to authorize the payment of \$8400 to GR Hose & Ladder from Fire/Emergency Services Tax Fund as budgeted. J. Merrick moved to authorize the payment of \$8400 to GR Hose & Ladder from Fire/Emergency Services Tax Fund as budgeted, seconded by R. Shiles. Motion carried.
4. Secretary requested a motion to authorize the payment of \$1907.16 to Glen Rock EMS, Inc. from Fire/Emergency Services Tax Fund as budgeted. R. Shiles moved to authorize the payment of \$1907.16 to Glen Rock EMS, Inc. from Fire/Emergency Services Tax Fund as budgeted, seconded by V. Ribeiro. Motion carried.
5. Secretary requested a motion to authorize the payment of \$1068.27 to Glen Rock EMS, Inc., from the General Fund for collected 2017 LST Taxes, as budgeted. V. Ribeiro moved to authorize the payment of \$1068.27 to Glen Rock EMS, Inc., from the General Fund for collected 2017 LST Taxes, as budgeted, seconded by J. Merrick. Motion carried.
6. South Penn Code Consultants completed 20 Passed Rental Inspections and 1 Failed Rental Inspection, issued one zoning permit and one building permits in July, 2017.
7. No report received from Kim Erdman Animal Control Officer for July 2017 activity.
8. Secretary requested to amend one of last month's motions to reimburse Rebecca Rohrbaugh \$787.43 for actual expenses during the 2017 Summer Park Program. R. Shiles moved to amend a previous motion to reimburse Rebecca Rohrbaugh \$787.43 for actual expenses during the 2017 Summer Park Program, seconded by V. Ribeiro. Motion carried.
9. As the Chief Administrative Officer of the Borough's pension plan, A. Merrick requested a motion to meet the borough's MMO of \$11015 for 2018. J. Merrick moved to meet the borough's MMO of \$11015 for 2018, seconded by V. Ribeiro. Motion carried.

\*M. Pokrifka left the meeting at 9:25PM.

### **Mayor's Report**

1. Mayor Trout will follow up with resident for peafowl request.

### **No Personnel or Public Safety Reports**

#### **Building/Property Report**

1. Painting project planned for rear of Bailey's Archery building.
2. R. Shiles will attend the August 23 Storm Water Consortium meeting. (This is a parallel group to the Chesapeake Bay Pollutant Reduction Plan committee.)
3. Roof bids were collected from Heidler Roofing to repair rubber roof, for a cost not to exceed \$1800 and/or replace the shingled area of roof, protecting salt bins, \$7000. Previously D.A.D. Construction submitted a quote of \$24,000 to replace the entire roof. Although the shingles are in bad shape, there are additional, necessary wall repairs too. R. Shiles moved to accept Heidler's bid to repair the rubber roof for a cost not to exceed \$1800, seconded by V. Ribeiro. Motion carried.

### **No Special Projects Report**

#### **Friends of Glen Rock Borough**

1. SRPD recommended obtaining a cone to cone Liquor License for the 2018 GR Arts & Brew Fest; the committee will investigate this option. The layout of vendors worked well; 2018 may or may not include a Run. There will be new vendor rate structure in 2018, with lower cost for vendors who sign up early.
2. Community outdoor movie night scheduled for July was rained out; the movie Sing is now scheduled on August 25 in Ruins Park.

### **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 V. Ribeiro:

a. Monarch Products Co., Inc.	\$ 1680.00
b. South Penn Code Consultants LLC	1825.00
c. CGA Law Firm: July, 2017 Invoice	2052.00
ACLU Legal Matter	11284.00
PHRC Complaint	1695.00

Motion carried.
2. The Borough may have insurance coverage of up to \$10,000.
3. Council re-discussed using possible General Fund or Liquid Fuel Funds for Pleasant Street paving project. J. Merrick moved to pave Pleasant Street in 2017 using Liquid Fuel Funds, seconded by V. Ribeiro. The Borough will need to obtain a project number to use Liquid Fuel Funds for Pleasant Street. J. Merrick amended his previous motion to include the use of Liquid Fuel Funds to pave Pleasant Street contingent upon obtaining a project number, seconded by V. Ribeiro. Motion carried.

4. D. Young stated that the Borough's 2017 donation of \$8000, as budgeted, to the GR Fire Company will be placed in a separate Fire Company Reserve Fund, to build up match funds for purchasing equipment.
5. Finance Committee is beginning work on the 2018 budget and would like input from Council Committees.

**No New Business**

**President's Report**

1. The Taps Project Committee meeting was held on July 27 and includes a variety of perspectives. Shrewsbury Township's noise ordinance is a non-issue; the ST supervisors were receptive to playing of Taps at the GR Park.

**No Public Comment**

\*\*Council recessed to Executive Session at 9:55 PM to discuss a police matter and litigation issue.

\*\*The Council meeting resumed at 10:16 PM.

J. Merrick moved to adjourn the meeting at 10:17 PM, seconded by V. Ribeiro. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer