

**GLEN ROCK BOROUGH
COUNCIL MEETING
December 21, 2016**

Present:

Council Members:	Joshua Corney	Victoria Ribeiro*
	Jeremy Diehl	Richard Shiles
	Adam Rettig	Doug Young
Solicitor:	Michelle Pokrifka	
Mayor:	John Trout	
Secretary:	Ann Merrick	
Visitors:	Seven visitors	

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

No Public Comment

Agenda

1. Warren and Lucy Cadwallader, 176 Hanover Street property owners, submitted a letter to Council regarding recent damage to a section of sidewalk and curbing located on the southwest corner of Link and Hanover Streets. The Cadwallader's state they will not be responsible for injuries that may occur, nor will they be responsible for repairing the damaged area. Council discussed, stating that although the Borough obtained a CDBG Grant to replace these curb and sidewalks, curb and sidewalk replacement is each property owner's responsibility. The Cadwallader's written submission to Council does not absolve them of Borough requirements.
2. EMA Regionalization presentation by Stan Walters, EMA Coordinator for Shrewsbury Borough/Shrewsbury Township and Art Rutledge, Shrewsbury Township Supervisor Each municipality has a volunteer Emergency Management Coordinator, appointed by the Governor, who maintains the municipal's Emergency Operations Plan, participates in training and drills and maintains the Emergency Operations Center and staff. Regionalization means there is one EOP for all participants and is encouraged by the York County Office of Emergency Management.

*V. Ribeiro left the meeting at 7:20pm for family emergency.

The EOC does not respond to every fire or emergency, but does respond when contacted. The formulation committee has developed By-Laws and an Intergovernmental Cooperation Agreement, which includes municipal contributions of \$590 (2017), \$440 (2018, and \$290 (2019) for Glen Rock Borough. Other participating municipalities include Railroad Borough, Shrewsbury Borough, and Shrewsbury Township. The next committee meeting will be held on January 17, 2017.

3. Parking along Manchester Street from Pleasant Street to one space above Manchester Street intersection with Terrace Heights:
 - a. Richard Shaffer, owner of 41 Manchester Street: Mr. Shaffer provided a list of suggestions for Council to consider instead of removing parking spaces from Pleasant Street to one space above Manchester Street intersection with Terrace Heights including no left turn from Pleasant Street, no truck or van parking from 41 Manchester Street eastbound on Rt. 216, no parking from 9am – 4pm, make Pleasant Street and/or Terrace

Heights One-Way streets, limit Rt. 216 to local deliveries only, reduce speed limit, yield to oncoming traffic along Manchester Street, install speed bumps, or widen Manchester Street. Mr. Shaffer stated several reasons for not eliminating the parking spaces, including difficulty for the elderly and handicapped to access their properties, the movie theatre has no off street parking options, to provide for guest parking at properties along this section of Manchester Street, and to help retain property marketability.

b. Todd McCubbin/Amy Gemmill, residents of 53 Manchester Street: Mr. McCubbin and Ms. Gemmill are concerned with the inconvenience to residents by eliminating the parking spaces.

*A. Rettig left the meeting at 7:39pm to receive a phone call.

c. William Waugh, owner of 51 – 53 Manchester Street: Mr. Waugh's property does not have parking in the rear of the property; he is also concerned with the impact to his property value without on street parking directly in front of his property.

Council thanked all residents and property owners for their input.

*A. Rettig returned to the meeting at 7:43pm.

Old Business

1. Council President D. Young met with LTAP Engineer and walked Manchester, Hanover, and Church Streets. Traffic Count Sensors were installed for one week on each street and after reviewing the data, the engineer provided an assessment of the following traffic conditions:

Hanover St (Speed Limit = 25 MPH)

EB – 85th percentile = 33 MPH

WB – 85th percentile = 34 MPH

Manchester St (Speed Limit = 25 MPH)

NB – 85th percentile = 34 MPH

SB – 85th percentile = 35 MPH

Church St (Speed Limit = 25 MPH)

NB – 85th percentile = **38 MPH**

SB – 85th percentile = 34 MPH

Penn DOT Publication 383, which relates to traffic calming, defines a speeding problem when the 85th percentile speed is greater than 10MPH over the posted speed limit. The engineer states that the data shows there is a speeding problem on Church Street in the northbound direction.

D. Young will follow up with the traffic engineer to obtain possible traffic calming suggestions.

D. Young shared some traffic calming solutions including the addition of parking spaces for both sides of the street, permanent installation of Radar signs, and painting the wall across from 47 Manchester Street, as a way to slow down traffic. Speed humps are not allowed along a State Highway. Council tabled any further preparation of changes to parking ordinance and will develop a plan for Manchester Street.

Announcements/Vacancies

1. GR Planning Commission has one vacancy.

Borough Engineer's Report

1. Council President D. Young provided the following DCED Grant update for GR Park: the Borough excavated for the Swing Set/Spinami, pulled out cement and timbers surrounding the large play structure. Shrewsbury Township has been helpful with equipment and manpower. Fencing has been completed for the dog park however, there were issues with the gates: the opening between the gate doors on the double doors and self closing hinges were not installed on the entrance gates. These fencing issues will be fixed. The Borough has now received the signed grant agreement from DCED.
2. Council President D. Young informed Council that the next CDBG Cycle is 2018 – 2020. Applications will be due in June, 2017. D. Young asked Council to prioritize projects, for further discussion and development.

Solicitor's Report

1. M. Pokrifka prepared Resolution 2016 – 17, a resolution to substitute the Glen Rock Borough noise ordinance for the Pennsylvania Liquor Control Board regulations. The GR Mill Inn has not received any noise violations. J. Diehl moved to adopt Resolution 2016 – 17, a resolution to substitute the Glen Rock Borough noise ordinance for the Pennsylvania Liquor Control Board regulations, seconded by R. Shiles. Motion carried.
2. The solicitor presented Resolution 2016 – 18, a resolution appointing Lauren Milliken to the Recreation Board, term ending December, 2019, for signatures. This resolution was previously adopted at the November 16, 2016 meeting.
3. A. Rettig moved to adopt Ordinance 485 (2016 – 02), an ordinance establishing real estate tax rates for general purposes and for emergency services for the year 2017, seconded by J. Corney. Motion carried.
4. M. Pokrifka presented an updated Lease Agreement between the Borough and GR Hose & Ladder. Council suggested extending the term to five years.
5. Council discussed authorizing the solicitor to write a letter to Shrewsbury Township, to amend the Intergovernmental Agreement so both the Borough and Shrewsbury Township are listed as additional insured on each other's insurance policies. R. Shiles moved to authorize the solicitor to write the letter to Shrewsbury Township, to amend the Intergovernmental Agreement so both the Borough and Shrewsbury Township are listed as additional insured on each other's insurance policies, seconded by J. Diehl. Motion carried.
6. The solicitor has reviewed suggestions referencing penalties made by the Borough Engineer for Codification of the Ordinances.
7. Council discussed updating both the Fee Resolution and the Rental Fees Resolution.
8. M. Pokrifka informed Council that in order to change addresses, for example, 61 Manchester Street to 61 Pleasant Street, a Resolution must be advertised and adopted. Council continues to discuss the safety concerns related to the apartments along Manchester Street but no access available to the apartments directly from Manchester Street. The Municipality has the right to establish property addresses. The secretary was asked to email the property owner, Keith Godfrey, to obtain his initial reaction.
9. The solicitor will review Rental Ordinance regulations with the secretary prior to the January, 2017 Council meeting.
10. M. Pokrifka presented By-Laws for Friends of Glen Rock Borough, to be reviewed.

Approval of Minutes

1. J. Corney moved to approve the November 16, 2016 Council Meeting Minutes, seconded by J. Diehl. Motion carried.

No Recreation Board Report

Police Commission Report

1. M. Pokrifka reviewed the Police Commission Attorney Peter Ruth's response letter to GR Borough in Accordance to Article V, Section A of the Joint Municipal Agreement for Law Enforcement Services. M. Pokrifka stated that the graph information does not support the information provided in Attorney Ruth's letter. GR Borough is requesting annual response/patrol police hours. Mayor Trout said he would try to obtain the information GR Borough is requesting.
2. The Police Commission has hired W. Ronald Smeal, a Police Management Consultant, who will study the Operations of the Southern Regional Police Department.
3. The Police Commission is asking each member municipality to consider a change to the term of the Intergovernmental Agreement and commit to remain a full-time member through December 31, 2019, to allow the Police Commission to review and apply results from the consultants' study. New Freedom Borough did not act on this request; Shrewsbury Borough decided to approve this term change. Glen Rock Borough decided to take no action.
4. Final costs for 2017 Police Services include a liability increase cost of \$1859 and a Workers Compensation increase cost of \$5873. There was also a \$66,000 error when preparing the budget; Health Rebate funds will make up the \$66,000 difference for the 2017 budget. GR Borough's overall increase is an additional \$1159.80; GR Borough's cost for 2017 Police Services is \$252,063.80.
5. On Christmas Eve, one SRPD officer and two YC Sheriff's will provide safety for GR Caroler's.

**Council recessed to Executive Session at 9:20PM to discuss results of District Justice decision.

**The Council meeting resumed at 9:31PM.

Solicitor's Report continued

11. J. Diehl moved to authorize the solicitor to file an appeal on recent District Justice decision, seconded by A. Rettig. Motion carried.

*M. Pokrifka left the meeting at 9:32PM.

Secretary's Report

1. The secretary requested a motion to transfer \$30000 from the reserve funds into the General Fund to cover budgeted expenses. R. Shiles moved to transfer \$30,000 from the reserve funds into the General Fund to cover budgeted expenses, seconded by A. Rettig. Motion carried.
2. The secretary requested a motion to adopt Resolution 2016 – 19, to appoint Hamilton & Musser, P.C. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2016 as required by and in compliance with the Borough Code. J. Diehl moved to adopt Resolution 2016 – 19, to appoint Hamilton & Musser, P.C. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2016 as required by and in compliance with the Borough Code, seconded by J. Corney. Motion carried.
3. The secretary requested a motion to adopt the appropriations resolution, Resolution 2016 – 20, that unexpected revenue remaining in the 2016 budget be transferred to any and all budget

accounts that have over-expended balances. J. Diehl moved to adopt the appropriations resolution, Resolution 2016 – 20, that unexpected revenue remaining in the 2016 budget be transferred to any and all budget accounts that have over-expended balances, seconded by J. Corney. Motion carried.

4. The secretary requested a motion to authorize the Finance Committee to close out the 2016 fiscal year. R. Shiles moved to authorize the Finance Committee to close out the 2016 fiscal year, seconded by J. Corney. Motion carried.
5. The secretary requested a motion to transfer \$566.02 from the “In Lieu of Land Fee” Funds to the General Fund to reimburse the General Fund for expenses paid for the Veterans Memorial Park. R. Shiles moved to transfer \$566.02 from the “In Lieu of Land Fee” Funds to the General Fund to reimburse the General Fund for expenses paid for the Veterans Memorial Park, seconded by A. Rettig. Motion carried.
6. The secretary requested a motion to pay GR EMS, Inc. \$727.91 for the Fire/Emergency Services Tax as budgeted for 2016. J. Corney moved to pay GR EMS, Inc. \$727.91 for the Fire/Emergency Services Tax as budgeted for 2016, seconded by R. Shiles. Motion carried.
7. The secretary requested a motion to continue as a Wellspan DOT Consortium Member and pay the annual membership fee of \$100.00. J. Diehl moved to continue as a Wellspan DOT Consortium Member and pay the annual membership fee of \$100.00, seconded by J. Corney. Motion carried.
8. The Borough received a thank you from Hufnagel Public Library for the \$1500 donation.

No Mayor’s Report

Personnel Report

1. J. Diehl moved to approve a 2016 Christmas Bonus of \$500 for Steve Bowers and \$750 for Ronald McCullough and Ann Merrick, seconded by A. Rettig. Motion carried.

No Public Safety Report

No Ordinance/Refuse Reports

Building/Property Report

1. Window resealing has been completed and LED lights and ballasts have been installed in the Neuhaus Building.
2. Mold remediation quotes were obtained, but seem extravagant for the amount of mold on drywall surface in one area under one window. The Borough will contact D.A.D. Construction to obtain a quote to remedy this smaller project.
3. J. Diehl met with Jeanne Smith, Director of Hufnagel Public Library and Dana Shearer, chairman of the GR Hose & Ladder Train Garden Fundraiser. The library has requested storage space in the Neuhaus Building basement. The Train Garden participants need access to their space by mid October.

Special Projects Report

1. Spring Clean up date will be discussed during the January, 2017 Council Meeting.

Finance Report

1. J. Corney moved to adopt the 2017 Budget as advertised, seconded by A. Rettig. Motion carried.

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

a. CGA Law Firm	\$ 1642.00
b. Gregory Fink	566.02
c. GR Recreation Fund (Mowery Trust)	2791.54
d. James R. Holley & Associates, Inc.	998.55
e. Lancaster Truck Bodies	30350.00
f. Quinn's Repair & Fabrication	557.44
g. South Penn Code Consultants LLC	575.00

Motion carried.

New Business

1. A suggestion was made for the Borough to issue a Proclamation in memory of John Hufnagel's service to the Glen Rock Borough Community.

President's Report

1. President Young asked for Council's input to the Borough's Fee Resolution.

No Public Comment

R. Shiles moved to adjourn the meeting at 9:52 PM, seconded by A. Rettig. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer