

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
June 15, 2016**

<b>Present:</b>	Council Members:	Joshua Corney Jeremy Diehl Adam Rettig Victoria Ribeiro Richard Shiles Doug Young
	Engineer:	Jason Brenneman, P.E.
	Solicitor:	Michelle Pokrifka*
	Mayor:	John Trout
	Secretary:	Ann Merrick
	Visitors:	Four visitors

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

**No Public Comment**

\*M. Pokrifka arrived for the meeting at 7:02 PM.

Council welcomed newly appointed Councilman, J. Corney.

**Agenda**

1. Terry Steyer/Alyssa Steyer, Glen Rock Mill Inn  
Mr. Steyer informed Council of an expiring Rail Trail agreement between York County Department of Parks and Recreation (YC Parks) and Cecil Artrip. YC Parks is amendable to consider a new agreement with GR Mill Inn for parking lot area located behind Creekview Apartments, next to the Rail Trail. Alyssa Steyer provided an update on the recent 2016 GR Arts & Brew Fest, including that there was a good number of volunteers, some parts of the event were more organized, but the 5K Run was a disaster. There were no police or Fire Police at any of the intersections to direct traffic for the runners. The GR Arts & Brew Fest Committee will be meeting in early July to discuss feedback, vision of the event, location, etc.

**Announcements/Vacancies**

1. GR Planning Commission has one vacancy.

The following committee list is updated to account for the resignation of B. Wetzel:

**BUILDING AND PROPERTY COMMITTEE**

- A. Chair: Richard Shiles
- B. Member: Jeremy Diehl
- C. Member: Adam Rettig

## **ORDINANCE/REFUSE COMMITTEE**

- A. Chair: Rollin Apgar
- B. Member: Doug Young
- C. Member: Joshua Corney

## **PUBLIC SAFETY COMMITTEE**

- A. Chair: Rollin Apgar
- B. Member: Adam Rettig
- C. Member: Victoria Ribeiro

## **SPECIAL PROJECTS COMMITTEE**

- A. Chair: Jeremy Diehl
- B. Member: Victoria Ribeiro
- C. Member: Joshua Corney

## **FINANCE COMMITTEE**

- A. Chair: Doug Young
- B. Member: Victoria Ribeiro
- C. Member: Joshua Corney

## **PERSONNEL COMMITTEE**

- A. Chair: Rollin Apgar
- B. Member: Doug Young
- C. Member: Victoria Ribeiro

Adam Rettig is a member of the Police Commission.

## **Borough Engineer's Report**

1. The 2015 ARLE Grant Application submitted to upgrade the traffic signal was not selected. The 2016 grant submission date is June 30, 2016. V. Ribeiro moved to authorize the engineer to submit a 2016 ARLE grant to upgrade the traffic signal, seconded by J. Diehl. Motion carried. V. Ribeiro moved to adopt a Resolution in support of the 2016 ARLE Grant submission, seconded by J. Diehl. Motion carried.
2. J. Brenneman provided an update of the Rexwood micro – surface project. Most of the poly patch work has been completed. Stewart & Tate needed more poly patch material to complete the job; the cost of materials will be \$6000 higher than originally quoted. Rexwood Drive is in worse shape than originally anticipated. V. Ribeiro moved to approve the \$6000.00 increase in cost of materials for the Rexwood micro-surfacing project, to Stewart & Tate, seconded by R. Shiles. Motion carried. Stewart & Tate is responsible for notifying the residents of Colonial Meadows development, when the surfacing work is scheduled to begin.
3. The CDBG project began on Hanover Street on June 13, 2016. The Work Supervisor has been on site to oversee the project.
4. The engineer provided an update for the Ridge Avenue overlay; in the fall of 2015, the engineer submitted a letter to Keystone Custom homes informing them that the borough was requiring an overlay of the street cuts made by Keystone. Keystone has not contacted the engineer; Keystone did make contact with the Borough Office on June 15 and indicated they would follow up with

- engineer. V. Ribeiro moved to authorize the solicitor to write/send letter to Keystone Custom Homes, if Keystone did not contact J. Brenneman by June 17, and if Keystone does not commit to completing Ridge Avenue overlay by July 29, 2016, seconded by A. Rettig. Motion carried.
5. Council discussed the 2015 DCED Grant submission for Dog Park and park upgrades. The Commonwealth Financing Authority did not meet on June 13, 2016. The deadline to submit a grant application for the 2016 DCED funds is June 30, 2016. J. Diehl moved to adopt Resolution 2016 – 4, requesting and submitting a grant to greenways, trails, and recreation program from the Commonwealth Financing Authority to be used for upgrading the Glen Rock Borough Park, seconded by V. Ribeiro. Motion carried.
  6. J. Brenneman briefly reviewed the Mylar plans for the railroad pre-emption and gave his approval of the plans. J. Diehl moved to authorize the Council President to sign the plans, seconded by V. Ribeiro. Motion carried.

### **Old Business**

1. The Borough is still working on reimbursement with FEMA/PEMA for the snow event in January, 2016.
2. Milt's Repair Service has been contacted to order and install LED traffic signal inserts as part of the Green Light Go Grant.
3. The Borough received an estimate of \$600 to repair the leaks around the library windows from Lance Pokrifka. A. Rettig moved to accept the \$600 bid from Lance Pokrifka, to repair the library windows, seconded by J. Diehl. Motion carried.
4. A painting update was not available.

### **Solicitor's Report**

1. M. Pokrifka provided copies of Resolution 2016 – 11, 12, and 13 for signatures; these were adopted during the may 18, 2016 meeting.
2. General code has not provided an estimate yet for completion of the codification. A second company, American Legal Publishing Company has expressed interest in submitting an estimate. J. Corney moved to authorize the solicitor to submit ordinances to American Legal Publishing Company for a codification estimate, seconded by A. Rettig. Motion carried.

### **Secretary's Report**

1. The secretary provided an update on the Judicial Sale. Properties were sold by their parcel ID's. There were two bidders for the Baltimore St/Manchester St property. Bids increased by \$1000; the property sold for \$17,000.
2. The secretary mentioned there was a fire at 24 Hanover Street.
3. The secretary informed Council of a Zoning Hearing Board meeting scheduled for June 30, 2016 which includes a variance for 124 Church Street, for the installation of an ADA ramp, and a special exception/variance for 67 Valley Street, for building a garage.
4. Zoning Officer's notes for May includes completion of two rental inspections, three zoning permits issued, one residential building permit issued and one commercial building permit issued.
5. No Animal Control Officer's report received for May, 2016.
6. GR Hose & Ladder is requesting a dumpster in place of residential refuse pickup by Penn Waste. Penn Waste has been contacted and will supply a dumpster for the Fire Company with no additional fee for this service. R. Shiles moved to approve the request of a dumpster in place of residential refuse pickup for the GR Hose & Ladder, seconded by A. Rettig. Motion carried.

7. Twenty yards of mulch was ordered for the park from General Recreation, for a cost of \$489.80. General Recreation will call prior to delivery.

### **Approval of Minutes**

1. R. Shiles moved to approve the May 18, 2016 Council Meeting Minutes, seconded by V. Ribeiro. Motion carried.

### **GR Recreation Board Report**

1. Council discussed the parking lot lines for the park. Council decided to let the Recreation Board make the decision to keep diagonal lines or to straighten the lines.
2. J. Diehl moved for Recreation Board to pay for fertilizer for the park, seconded by V. Ribeiro. Motion carried.
3. A price for insurance coverage for 5K9 Bark for the Park was obtained from Keller-Brown. The recreation board is going to consider other options.
4. J. Diehl moved to hire Summer Park Program Staff as recommended by the Recreation Board, seconded by J. Corney. Motion carried.

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

1. A. Rettig reported that he will provide copies of reports from monthly meetings to the Borough Officer to be emailed to Council members.
2. A. Rettig stated that Southeastern School District will no longer be using a resource officer for the 2016/2017 school year.
3. Stewartstown Borough voted for 100% hour's formula.
4. New Freedom Borough announced holding a Public Meeting on August 8, 2016 to discuss their future with Southern Regional Police services.

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

1. Council discussed the breakdown of the John Deere Tractor and whether to repair, replace, lease and /or sell it. J. Diehl moved to accept the bid from Kohler Small Engine and Equipment Repair, \$9400.00 for parts, seconded by V. Ribeiro. Motion carried.
2. J. Diehl moved to accept payment from the insurance company, if coverage is available for the John Deere tractor repairs, seconded by R. Shiles. Motion carried.

### **Mayor's Report**

1. Mayor Trout participated in the Memorial Day Service.
2. Mayor Trout presented proclamations to the Glen Rock Cub Scout Pack and Glen Rock Arts & Brew Fest on June 4, 2016.

### **Personnel Report**

1. Council President D. Young is waiting for samples of Social Media Policies from R. Apgar and delayed discussion until next meeting.
2. Council discussed vacation time for part time employees as currently stated in the Employee Handbook and whether a change should be made to the current policy. J. Diehl moved to defer a decision to the personnel committee regarding vacation time for part time employees, seconded by V. Ribeiro. J. Corney, J. Diehl, A. Rettig, and V. Ribeiro voted in favor; R. Shiles and D. Young voted against the motion. Motion carried.

### **Public Safety Report**

1. Council discussed the failure of the Fire Police Captain to schedule Fire Police and/or obtain Fire Police from surrounding communities to help direct traffic for the 5K run and Glen Rock Arts & Brew Fest. This caused a significant safety issue for the Borough. J. Diehl moved to authorize the Borough to submit a letter to the GR Hose & Ladder requesting the immediate removal of Harold Surratt as Fire Police Captain and obtain new leadership in the Fire Captain role, seconded by A. Rettig. Motion carried.

### **Building and Property Report**

1. R. Shiles reported that a new POW – MIA Flag has been hung at the Veterans Park.
2. R. Shiles is still trying to obtain definitive landscaping quotes for Veterans Park; the permits issued from Code Administrators Inc., expire on July 1, 2016. R. Shiles moved to approve up to \$4000 for landscaping at the Veterans Park, seconded by J. Corney. Motion carried.
3. Council discussed whether there were agreements in place with the Hufnagel Public Library and the GR Hose & Ladder for use of the Neuhaus Building and maintenance responsibilities.

### **Special Projects Report**

1. Keel-Mar completed the landscaping and mulching of the Municipal Parking Lot.
2. R. Shiles mentioned there has been some interest in starting a Beautification Committee again. Council should consider budgeting funds for this committee, with Council approving all expenditures.

### **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 J. Corney:

a. Baker Tilly Virchow Krause, LLP	\$ 1300.00
b. First Student Inc.	1349.00
c. James R. Holley & Associates, Inc.	1502.83
d. Knapers Stop & Go	1330.00
e. Daniel B. Krieg, Inc.	1555.75
f. Peoples Bank Credit Card	930.80
g. South Penn Code Consultants LLC	850.00
h. Keel-Mar Enterprises, LLC	1600.00

Motion carried.
2. R. Shiles moved to pay Southern Regional Police Commission \$57658.00 for the third quarter, using the General Fund, seconded by A. Rettig. Motion carried.

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

4. M. Pokrifka located copies of leases and the library is responsible for maintenance along the side of the Neuhaus Building according to their lease. R. Shiles will remind the library of their responsibility.

\*M. Pokrifka left the meeting at 10:09 PM.

**New Business**

1. J. Diehl and R. Shiles attended an open house held by York County Planning Commission. They learned about low income grants available through YCPC and suggested information be placed in the next Borough Newsletter.

**President's Report**

1. Copies of the Borough's 2015 annual municipal audit were provided to council. The Finance Committee will review. The Auditor thanks Borough Treasurer, Ann Merrick, for organized and complete Borough books.

**No Public Comment**

President D. Young mentioned that he is not available to attend the July 27, 2016 Quarterly Council Meeting.

R. Shiles moved to adjourn the meeting at 10:17 P. M., seconded by A. Rettig. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer