

**GLEN ROCK BOROUGH
COUNCIL MEETING
November 16, 2016**

Present:	Council Members:	Rollin Apgar Jeremy Diehl Adam Rettig Victoria Ribeiro Doug Young
	Solicitor:	Michelle Pokrifka
	Mayor:	John Trout
	Secretary:	Ann Merrick
	Visitors:	Six 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. Dana Shearer, GR Hose & Ladder, Chairman of the Train Garden Fundraiser
Mr. Shearer explained that the Train Garden participants are concerned about security of the room. In the past the library used the train room for temporary storage, but within the last year seem to be using the train room as more permanent storage. Mr. Shearer is requesting permission to re-key the train room, as a way to ensure the room is always secure. There are currently three keys to the room: the Fire Company members have a key, the Borough Work Supervisor has a key and the library has one key. Councilman J. Diehl volunteered to intervene between the Fire Company members and the library members. Council stated that the library should use a portion of the basement for storage rather than using the Train Room.

Announcements/Vacancies

1. GR Planning Commission has one vacancy.
2. GR Recreation Board has one vacancy. Lauren Milliken submitted a letter of interest for the vacancy on the GRRB. J. Diehl moved to appoint Lauren Milliken to fill the vacancy on the GR Recreation Board, seconded by A. Rettig. Motion carried.
3. A. Rettig submitted his letter of resignation as a member of the Southern Regional Police Commission. R. Apgar volunteered to replace A. Rettig as the Borough's member; V. Ribeiro volunteered to be the Borough's alternate for the Southern Regional Police Commission. A. Rettig moved to appoint R. Apgar as one of the Borough's members to the Southern Regional Police Commission, seconded by V. Ribeiro. Motion carried. J. Diehl moved to appoint V. Ribeiro as the Borough's alternate for the Southern Regional Police Commission, seconded by R. Apgar. Motion carried.

Old Business

1. Painting and replacement of the LED Lights projects for the Neuhaus Building are now complete. The library staff found mold on the wall behind a book shelf in the children's room; the Work Supervisor will be opening the wall to investigate further.

Announcements/Vacancies continued

4. V. Ribeiro moved to appoint D. Young as a second alternate to the Southern Regional Police Commission, seconded by A. Rettig. Motion carried.

Solicitor's Report

1. M. Pokrifka informed Council that the District Magistrate matter has been re-scheduled to November 22, 2016, at 2PM.
2. M. Pokrifka has updated the Employee Handbook to include the new Social Media Policy and provided signature pages for each Borough employee to sign.
3. M. Pokrifka provided a Memo explaining the process to change a street name. This Memo is in reference to the Ambulance not being able to locate the properties 61 A & B Manchester Street to 69 A & B Manchester Street because these addresses cannot be accessed from Manchester Street. These addresses are accessed from Pleasant Street. Council is still investigating this matter.
4. M. Pokrifka provided a copy of the letter she sent to Southern Regional Police Commission's attorney, Peter Ruth. Attorney P. Ruth is preparing a response.
5. M. Pokrifka informed Council that Schuylkill County EMA is already using the acronym SCEMA, so the South Central EMA/EMC may want to use a different acronym to avoid confusion.
6. M. Pokrifka reviewed and recommends signing the SPCA Agreement. R. Apgar moved to authorize A. Merrick to sign the 2017 Animal Care & Hosing Agreement with the SPCA, seconded by J. Diehl. Motion carried.
7. M. Pokrifka informed Council that no motion is needed for Penn Waste's increased cost for tipping fees.
8. The borough received a signed copy of the Library's Lease and Amendment of Lease, signed by Michele Marchese, President of the Arthur Hufnagel Public Library Board. V. Ribeiro moved to authorize D. Young, Council President, to sign the Arthur Hufnagel Public Library Lease and Amendment on behalf of Glen Rock Borough, seconded by J. Diehl. Motion carried. This new lease expires in August 31, 2021.
9. The solicitor has not completed the review of ordinance penalties.
10. With regard to the Intergovernmental Agreement between Glen Rock Borough and Shrewsbury Township, Council discussed the matter of needing to be listed as additional insured when Shrewsbury Township does work on Glen Rock Borough streets. J. Diehl moved to authorize the solicitor to review the Borough's intergovernmental agreement to possibly change the language, so the Borough is listed as additional insured, seconded by V. Ribeiro. Motion carried.
11. The Fire Company's Lease with the Borough expired in 2011 for use of the Neuhaus Building. Currently Jeff Dell is the Fire Company President. A. Rettig moved to authorize the solicitor to update the Borough's Lease Agreement with the GR Hose & Ladder, seconded by J. Diehl. Motion carried.

Secretary's Report

1. The secretary reported that there were no billable calls for service for Erdman Animal Control Services in October, 2016.
2. South Penn Code Consultants issued two Zoning Permits, and completed 24 Rental Inspections, with three fails and 21 passing, during October, 2016.
3. The secretary requested a motion to accept all proposals for Independent Auditor and a motion to appoint the Independent Auditor. R. Apgar moved to accept proposals from Hamilton & Musser, P. C. and Smith Elliott Kearns & Company, LLC, seconded by J. Diehl.

- Motion carried. V. Ribeiro moved to appoint Hamilton & Musser, P. C. as the Borough's at-will, independent auditor for three years, seconded by A. Rettig. Motion carried.
4. The secretary requested a motion to transfer \$282.73 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. Apgar moved to transfer \$282.73 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 J. Diehl. Motion carried.
 5. The secretary requested a motion to pay \$1500 donation to the Hufnagel Public Library as budgeted. V. Ribeiro moved to pay \$1500 donation to the Hufnagel Public Library as budgeted, seconded by R. Apgar. Motion carried.
 6. The secretary requested a motion to pay \$500 donation to the Senior Center as budgeted. V. Ribeiro moved to pay \$500 donation to the Senior Center as budgeted, seconded by A. Rettig. Motion carried.
 7. The secretary requested a motion to appoint Kim Erdman as the Animal Control Officer and sign his 2017 Agreement. J. Diehl moved to appoint Kim Erdman as the Animal Control Officer and sign his 2017 Agreement, seconded by V. Ribeiro. Motion carried.
 8. The secretary requested a motion to continue services with SPCC for Code Enforcement, as per their 2016 Agreement, for 2017. R. Apgar moved to continue services with SPCC for Code Enforcement, as per their 2016 Agreement, for 2017, seconded by J. Diehl. Motion carried.
 9. The secretary informed Council that the assistant secretary, Lara McKusky-Taylor resigned.

Approval of Minutes

1. V. Ribeiro moved to approve the October 19, 2016 Council Meeting Minutes, seconded by R. Apgar. Motion carried.
2. V. Ribeiro moved to approve the October 26, 2016 Quarterly Council Meeting Minutes, seconded by R. Apgar. Motion carried.

GR Recreation Board Report

1. The Recreation Board has decided to meet on the third Tuesdays, 6:30PM, Jan – April, Oct. and Nov. at the Borough Office and May – September at the GR Park.
2. GRRB will sponsor the 5K9 Bark for the Park on September 23, 2017.
3. The recreation board will be looking for grants to fund the building of another pavilion and upgrades to the basketball and tennis courts.
4. An update was provided for the DCED grant park project. Highlights include: the pathway edging and trees will be completed in the spring, 2017, the water fountains have been drained and winterized, and as soon as the new playground equipment is installed, the mulching will need completed.

Police Commission Report

1. The 2017 Budget was discussed and finalized; Glen Rock Borough's cost is \$250,904, an increase of 8.79% over 2016.
2. GRB received a copy of the Southern Police Commission's Audit ending December 31, 2015.
3. Several police officers attended the meeting and voiced their concern with lack of continuity between member municipalities. The Commission is discussing hiring a consultant to evaluate the formula for Southern Regional Police Commission, at a cost not to exceed \$6750.

*M. Pokrifka left the meeting at 8:47PM.

Work Supervisor’s Report

- 1. Ridge Avenue street work has been completed by Keystone Custom Homes.
- 2. The new tractor has been repaired.
- 3. Storm sewers are cleaned out on an as needed basis.

Mayor’s Report

- 1. Mayor Trout reported that the next EMA meeting is November 22, 2016 at 7PM.
- 2. York County Advisory Council is looking for committee members.

No Personnel Report

Public Safety Report

- 1. R. Apgar is still investigating pricing, options and specifications of radar enforcement signs.
- 2. Recently two accidents have occurred in front of Terrace Heights/Manchester Street intersection.
- 3. Council discussed the traffic flow along Manchester Street, including speeding and parking. Council discussed removing parking spaces from Pleasant Street to just above Terrace Heights, along Manchester Street. R. Apgar moved to eliminate the parking spaces on Manchester Street, from Pleasant Street to the space above the intersection with Terrace Heights, painting the curb accordingly and designating the first parking space as ADA accessible, by amending the parking ordinance, authorizing M. Pokrifka to advertise this amendment for adoption during the December Council meeting, seconded by V. Ribeiro. Motion carried.

No Building/Property Report

No Special Projects

No Ordinance/Refuse Reports

Finance Report

- 1. The Borough received a recommendation of payment from James R. Holley & Associates for payment of \$49,130.32 to Springfield Contractors for work at the GR Park. V. Ribeiro moved to approve payment #1 of \$49,130.32 to Springfield Contractors for work at the GR Park, seconded by R. Apgar. Motion carried.
- 2. D. Young reviewed 2017 budget with Council. The Personnel Committee recommends the following 2016 Christmas bonuses for employees, to be paid through payroll: \$750 net pay for R. McCullough and A. Merrick, and \$500 net pay for S. Bowers. A. Rettig moved to approve the 2017 Budget for advertising and adoption during the December Council meeting, seconded by R. Apgar. Motion carried.
- 3. D. Young presented the invoices over \$500.00 for payment through the General Fund. R. Apgar moved to pay the following invoices over \$500.00, using the General Fund, seconded by V. Ribeiro:

a. D.A.D. Construction	\$ 2550.00
b. James R. Holley & Associates, Inc.	1967.92
c. Shrewsbury Township	20176.17
d. South Penn Code Consultants LLC	1887.50
e. SPCA of York County	1013.00

 Motion carried.
- 4. D. Young presented an invoice from D.A.D. Construction of \$12600.00 which was already paid and requested a motion for Council to acknowledge the payment of this invoice using the General

- Fund. R. Apgar moved for Council to acknowledge the payment of \$12600.00 to D.A.D. Construction using the General Fund, seconded by V. Ribeiro. Motion carried.
5. The secretary requested a motion to approve the transfer of \$50,000 from Reserve Fund to General Fund to pay budgeted expenses. V. Ribeiro moved to approve the transfer of \$50,000 from Reserve Fund to General Fund to pay budgeted expenses, seconded by R. Apgar. Motion carried.

New Business

1. A. Rettig expressed concern regarding parking spaces on Junior Street. Prior to this street being paved, there were about seventeen parking spaces along the railroad tracks. Now there are nine parking spaces along the front of the houses on Junior Street and some homes have no parking. A. Rettig suggested having parallel parking without designated parking space lines. A. Rettig will follow up with the Work Supervisor and Council President.
2. New Freedom Remodeling has not scheduled the work they were awarded to seal the windows along the side of the Neuhaus Building. Council discussed obtaining additional quotes to complete the work this year. V. Ribeiro moved to contact New Freedom Remodeling to give them an appropriate deadline, within a two week period of time, seconded by R. Apgar. The work supervisor still needs to cut into the wall underneath one of the windows to assess for mold damage. V. Ribeiro withdrew her motion. V. Ribeiro moved to give New Freedom Remodeling a two week deadline to complete the work, and if not completed, to authorize work by another contractor for a price not to exceed \$1200 to seal the four windows, seconded by J. Diehl. Motion carried.

President's Report

1. D. Young has asked Council members to be more responsive to emails.

No Public Comment

R. Apgar moved to adjourn the meeting at 9:42 PM, seconded by A. Rettig. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer