

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
October 19, 2016**

<b>Present:</b>	Council Members:	Rollin Apgar Joshua Corney Jeremy Diehl Adam Rettig Victoria Ribeiro Doug Young
	Solicitor:	Michelle Pokrifka*
	Mayor:	John Trout
	Secretary:	Ann Merrick
	Visitors:	Three 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**

**Announcements/Vacancies**

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

**Borough Engineer's Report**

1. CDBG Hanover Street project punch list will be completed by October 21, 2016.

**Old Business**

1. Neuhaus Building projects should begin before the end of October, 2016.
2. Council discussed parking ordinances, particularly vehicles parking on sidewalks. This is a violation as per Borough Ordinance.

\*M. Pokrifka arrived for the meeting at 7:08 PM.

Council discussed eliminating the sidewalk, moving a section of sidewalk, possibly making changes to Terrace Heights. No more information is available right now on Speed Humps/Speed Table.

**Agenda**

1. Lee Hoffheins, Tax Collector  
Mr. Hoffheins explained to Council that the Right to Know Law is not applicable to the Tax Collector's records. Mr. Hoffheins will no longer provide detailed backup records to the Borough Office.

### **Old Business continued**

3. Council discussed difference between weeds and perennials on a few properties; a steep hill on Cottage Avenue is not part of the yard, and therefore the steep hill does not require the same maintenance as the yard/lawn.

### **Solicitor's Report**

1. M. Pokrifka reported that an EIN has been successfully assigned for the Friends of Glen Rock Borough. The solicitor will help the group develop By-Laws.
2. The solicitor reported that General Code will need four to six months to review the Borough's current codification. Council discussed possible conflicts with several ordinances, including 428,443, 450, and the new version of 468. A. Rettig moved to authorize M. Pokrifka to review the differences between Ordinances 428, 443, 450, and 468, seconded by R. Apgar. Motion carried.
3. M. Pokrifka suggested a social media policy to be added to the Borough Employee Handbook; R. Apgar reviewed and agreed with the policy and presented it to Council. V. Ribeiro moved to adopt a social media policy as an addendum of the Borough's Employee Handbook, seconded by R. Apgar. Motion carried.
4. The solicitor mailed the Lease Agreement to the Hufnagel Library President.
5. The solicitor is still reviewing ordinance penalties from the Borough Engineer's recommendations and will update General Code as necessary.
6. Council discussed the SRPD Joint Municipal Agreement and development of a separation agreement. Glen Rock's initial 2017 cost for Police Services is \$303,774 without Stewartstown Borough's Buy-in. An item included in this cost is \$26,400 towards a new police station. M. Pokrifka said she can develop a separation agreement between Glen Rock Borough and the Southern Regional Police Commission. The Public Safety Committee members should meet, discuss Borough needs, available resources and provide recommendations to the rest of Council.

\*J. Corney left the meeting at 9:03 PM.

R. Apgar moved to reject the 2017 draft of the Police Commission Budget, seconded by V. Ribeiro. Motion carried. J. Diehl moved to authorize the solicitor to investigate development of a separation agreement with Southern Regional Police Commission, seconded by R. Apgar. Motion carried. Council discussed the provisions of Article V, Section A of the Intergovernmental Agreement. V. Ribeiro moved to authorize M. Pokrifka to write a letter as per Intergovernmental Agreement, Article V, Section A, stating that a fourteen percent increase is unreasonable, seconded by R. Apgar. Motion carried.

\*A. Rettig left the meeting at 9:21 PM.

\*\*Council recessed to Executive Session at 9:22 PM to discuss upcoming litigation.

\*\*The Council meeting resumed at 9:36 PM.

### **Secretary's Report**

1. South Penn Code Consultants issued one building permit, one driveway permit and three zoning permits during September, 2016.
2. There were no billable calls for service for Erdman Animal Control Services for September, 2016.

3. The secretary requested a motion to transfer \$125,000 from General Fund Reserve to General Fund to pay upcoming Borough Expenses. R. Apgar moved to transfer \$125,000 from General Fund Reserve to General Fund to pay upcoming Borough Expenses, seconded by J. Diehl. Motion carried.
4. The secretary requested a motion authorizing the solicitor to review the SPCA's 2017 Animal Care and Housing Agreement for approval during the November, 2016 council meeting. R. Apgar moved to authorize the solicitor to review the SPCA's 2017 Animal Care and Housing Agreement for approval during the November, 2016 council meeting, seconded by J. Diehl. Motion carried.
5. York Area Metropolitan Planning Organization (YAMPO) is seeking nominations for the term Jan, 2017 – Dec, 2020.
6. Ron Dise is requesting permission to temporarily close Water Street on Sunday, November 27, 5:30 – 7pm for the Christmas Tree Lighting; Ron also would like to request Fire Police assistance. J. Diehl moved to approve the temporary closure of Water Street on Sunday, November 27, 5:30 – 7pm for the Christmas Tree Lighting, and approved use of GR Fire Police assistance for this event, seconded by V. Ribeiro. Motion carried.
7. The secretary requested Council's input for the annual Animal/Chicken Permit Application. R. Apgar said he will review the ordinance for any inconsistencies. .

#### **Approval of Minutes**

1. V. Ribeiro moved to approve the September 21, 2016 Council Meeting Minutes, seconded by J. Diehl. Motion carried.

#### **GR Recreation Board Report**

1. The Recreation Board raised \$1000 at the 5K9 Bark for the Park event.
2. The Recreation Board presented a 2017 budget which includes relocating the horseshoe pits. Future projects discussed include resurfacing the tennis courts, a park walking trail, re-developing the volleyball court. The Recreation Board will search for a grant to replace the tennis court and basketball court fencing. GRAA obtained a quote of \$12,600 to replace the baseball field backstop. V. Ribeiro moved to approve the Recreation Boards 2017 Budget as presented, seconded by R. Apgar. Motion carried.

#### **Secretary's Report continued**

8. Penn Waste contacted the Borough Office to ask whether an exemption was granted to the owners of 24 Hanover Street due to their kitchen fire. Council briefly discussed. R. Apgar moved to not approve an exemption for refuse for 24 Hanover Street, seconded by V. Ribeiro. Motion carried.

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

1. Winter Avenue roadwork is complete.
2. Junior Street roadwork will be complete on October 20, 2016.
3. Keystone Custom Homes had difficulty finding a contractor to complete the Ridge Avenue project. J. Diehl moved to authorize M. Pokrifka to write a letter to Keystone Custom Homes regarding their necessity to complete the road repair on Ridge Avenue, seconded by V. Ribeiro. Motion carried.

#### **Mayor's Report**

1. Mayor Trout reported that he attended the second meeting with EMA group. The EMA Committee is looking for feedback for their final draft version of the EMA Agreement & Bylaws. Initially, Glen Rock Borough would like a more simplified plan.

2. Mayor Trout informed Council that GR EMS received ambulance call to one of the apartments with the address 61 A & B Manchester Street through 69 A & B Manchester Street. The ambulance driver could not find the apartment location. Although the address is Manchester Street, the apartments cannot be accessed from Manchester Street; these apartments are accessed from Pleasant Street. The Borough will look into this matter further.

\*Mayor J. Trout left the meeting at 10:22 PM.

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

7. The solicitor needs to know whether the Glen Rock Mill Inn is interested in renewing the Pennsylvania Liquor Control Board License, to continue using the Borough's Noise Ordinance to regulate outside music and/or noise. V. Ribeiro will contact the GR Mill Inn.

\*M. Pokrifka left the meeting at 10:30 PM.

### **No Personnel Report**

### **Public Safety Report**

1. A suggestion was made to place an article in the next Borough Newsletter with directions for reporting street light outages to the Borough Office.

### **Building and Property Report**

1. The trees and plants recently planted at the Veterans Park need watered.

### **No Special Projects/Ordinance/Refuse Reports**

### **Finance Report**

1. D. Young reviewed highlights of the 2017 Budget which includes possible road work projects such as Winter Avenue storm sewer repairs, Hanover Street storm sewer repairs, Codorus Street paving and a portion of paving on High Street. Codification costs and advertising of the Codification project needs to be added to the 2017 draft budget.
2. 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. CGA Law Firm	\$ 1617.00
b. George Ely Associates, Inc.	55292.00
c. George Ely Associates, Inc.	2862.50
d. James R. Holley & Associates, Inc.	2357.80
e. South Penn Code Consultants LLC	1150.00
f. Southern Regional Police Commission	57658.00

Motion carried.
3. D. Young presented an invoice from George Ely Associates, Inc. of \$2862.50 and an invoice from Quinn's Repair and Fabrication of \$2135.94 which was already paid and requested a motion for Council to acknowledge the payment of these invoices using the General Fund. J. Diehl moved for Council to acknowledge the payment of \$2862.50 to George Ely Associates, Inc. and the payment of \$2135.94 to Quinn's Repair and Fabrication using the General Fund, seconded by V. Ribeiro. Motion carried.

4. D. Young presented an invoice from Kevin's Sealcoating of \$1650.00 which was already paid and requested a motion for Council to acknowledge the payment of this invoice using the GR Recreation Fund. R. Apgar moved for Council to acknowledge the payment of \$1650.00 to Kevin's Sealcoating using the GR Recreation Fund, seconded by V. Ribeiro. Motion carried.
5. D. Young presented invoices from McGrew Equipment Company of \$1000.00 and \$18399.00 which were already paid and requested a motion for Council to acknowledge the payment of these invoices using the General Fund. R. Apgar moved for Council to acknowledge the payment of \$1000.00 and \$18399.00 to McGrew Equipment Company using the General Fund, seconded by J. Diehl. Motion carried.

**No New Business/No President's Report**

**No Public Comment**

A Quarterly Meeting is scheduled for October 26, 2016 at the Borough Office.

J. Diehl moved to adjourn the meeting at 10:45 PM, seconded by R. Apgar. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer