

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

Present:	Council Members:	Jeremy Diehl Adam Rettig Victoria Ribeiro Richard Shiles Doug Young
	Engineer:	Mark Clark, Project Manager
	Solicitor:	Michelle Pokrifka*
	Mayor:	John Trout
	Work Supervisor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Four visitors

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

Public Comment

1. Warren Cadwallader, homeowner of 176 Hanover Street: Mr. Cadwallader stated his concern about the increased traffic flow on Hanover Street since the start of the bridge repair on Rt. 216. Council contacted Southern Regional Police Department (SRPD) to request one hour per day, Monday through Friday, enforcement specifically on Hanover Street and also contacted the State Police for additional enforcement services.

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

Agenda

1. GR Fire Chief Ron McCullough/GR Fire President/Assistant Chief Jeff Dell and Tax Collector, Lee Hoffheins: Mr. Hoffheins helped the GR Fire Company develop a plan to substantiate their request to increase the Fire/Emergency Services Tax and presented information to Council. Council will continue discussing as the 2017 budget is developed.

Announcements/Vacancies

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

Borough Engineer's Report

1. The final walk through was held on September 13, 2016 for the CDBG Hanover Street Curb & Sidewalk project. A few minor corrections are needed. Mark Clark requested a motion for conditional approval to authorize YCPC to pay Washington & Dowling \$2170.00 for the CDBG project # 45592091 Hanover St. Curb & Sidewalk Improvements, once the minor corrections are completed. V. Ribeiro moved to conditionally approve the authorization of YCPC to pay Washington & Dowling \$2170.00 for the CDBG project # 45592091 Hanover St. Curb & Sidewalk Improvements, once the minor corrections are completed, seconded by A. Rettig. Motion carried.

2. Mark Clark requested a motion for Doug Young to sign the Certificate of Substantial Completion. J. Diehl moved to authorize Doug Young to sign the Certificate of Substantial Completion, seconded by R. Shiles. Motion carried.

*A. Rettig and Mayor J. Trout left the meeting at 7:40 PM.

3. Mark Clark provided an update on the completed Rexwood Drive micro-surfacing project and submitted a Request for Payment of \$70,955.00 from Stewart & Tate.

*A. Rettig returned to the meeting at 7:44PM and J. Trout returned to the meeting at 7:45PM.

R. Shiles moved to approve the payment of \$70,955.00 to Stewart & Tate for the Rexwood Drive micro-surfacing project, seconded by J. Diehl. R. Shiles amended his motion to approve the payment of \$70,955.00 to Stewart & Tate for the Rexwood Drive micro-surfacing project, using one-half of the funds from Liquid Fuels Account and one-half of the funds from the General Fund, seconded by J. Diehl. Motion carried.

4. Mark Clark provided the following change orders for consideration for the DCED Park Grant:
 - a. Revision to excavate and place the 3/4" water line to 18" rather than 48";
 - b. Revision to purchase a different type of water fountain other than the two proposed by Ely;
 - c. Revision to install the water fountain at a shorter depth and connect to the water line at a shorter grade; and
 - d. What type of concrete does the borough want to use, regular vs. porous concrete.V. Ribeiro moved to change the depth of the water line ditch from 48" to 18" and the Borough will winterize the water fountains, seconded by J. Diehl. Motion carried. V. Ribeiro moved to approve a change order to change the pathway to the dog park to regular concrete, seconded by J. Diehl. Motion carried.
5. Keystone Custom Homes is still committed to completing the work on Ridge Avenue but is having a difficult time trying to find a contractor to complete the work. Council encouraged M. Clark to remind Keystone of the September 30, 2016 deadline to complete the work.
6. Mark Clark presented information for Opt – In or Opt – Out to participate in the development of the development of the York County Regional Pollutant Reduction Plan. The design only shall be with no charge. J. Brenneman recommends that the Borough Opt – In for this portion of the plan. R. Shiles moved for the Borough to Opt – In with the adoption of Resolution 2016 -16, seconded by A. Rettig. Motion carried. Council designated Richard Shiles and Adam Rettig as the Borough representatives.
7. Mark Clark reviewed some of the Borough Ordinances as part of the codification process. He said that some of the penalties seemed low and recommended that Council change penalties by Resolution. Michelle Pokrifka will review the engineer's recommendations for any possible changes.
8. Mark Clark asked Council who will be completing the inspections for the park project and recommended setting a schedule. The Recreation Board is going to try to secure donations for a sign and waste stations.

Old Business

1. The Borough received one quote from a contractor for replacing the windows in the rear of the Neuhaus Building and need two more quotes. Two quotes were received for replacing the interior lights of the library and hallway to LED style lighting in the Neuhaus Building:

- a. New Freedom Remodeling \$7800.00
- b. D.A.D. Construction \$4850.00

V. Ribeiro moved to award the replacement of the interior lights of the library and hallway to LED style lighting in the Neuhaus Building to D. A. D. Construction, seconded by J. Diehl. Motion carried. J. Diehl stated he may have contractors who are willing to quote projects.

Solicitor’s Report

1. M. Pokrifka provided an updated version of the Borough’s lease agreement with the library, highlighting the section regarding improvements and adding an amendment at the end of the lease regarding the library cat. J. Diehl moved to approve the library lease with solicitor’s additions, to be sent to the library for their signatures, seconded by R. Shiles. Motion carried.
2. M. Pokrifka will provide recommendations for the Borough’s Social Media Policy to R. Apgar for further discussion and a decision at next month’s meeting.
3. General Code has requested confirmation that M. Pokrifka is their main contact for the codification process. J. Diehl moved to authorize M. Pokrifka as the Borough’s main contact with General Code, seconded by R. Shiles. Motion carried.
4. M. Pokrifka provided an updated version of the Employee Handbook, which includes changes to wording under the following sections: Holidays, Vacation Time, and Voluntary Termination. J. Diehl moved to approve the changes recommended by the solicitor to the employee handbook, updating the sections of Holidays, Vacation Time, and Voluntary Termination, seconded by A. Rettig. Motion carried.
5. M. Pokrifka requested a motion to authorize the filing of District Justice action for a current rental violation at 31 Baltimore Street. A final notice of violation was mailed and the solicitor has received no response to the notice. V. Ribeiro moved to authorize the solicitor to file District Justice action for a current rental violation at 31 Baltimore Street, seconded by J. Diehl. Motion carried.

Secretary’s Report

1. The secretary requested a motion to transfer \$100,000 from the General Fund Reserve to the General Fund to pay upcoming Borough Expenses. J. Diehl moved to transfer \$100,000 from the General Fund Reserve to the General Fund to pay upcoming Borough Expenses, seconded by V. Ribeiro. Motion carried.
2. South Penn Code Consultants issued two Building Permits and five Zoning Permits during August, 2016.
3. Red Lion Borough has approved a donation to Glen Rock Hose & Ladder for the help of Fire Police during their Borough events.
4. The secretary requested a motion to transfer \$3787.00 from the In Lieu of Land Fees Account to the General Fund to reimburse for GR Veterans Park expenses. R. Shiles moved to transfer \$3787.00 from the In Lieu of Land Fees Account to the General Fund to reimburse for GR Veterans Park expenses, seconded by J. Diehl. Motion carried.
5. As the Chief Administrative Officer of the Borough’s pension plan, a motion is requested to meet the borough’s MMO (Minimum Municipal Obligation) of \$10850 for 2017 for the two fulltime employees. A. Rettig moved to meet the borough’s MMO (Minimum Municipal Obligation) of \$10850 for 2017 for the two fulltime employees, seconded by J. Diehl. Motion carried.
6. Erdman Animal Control Services captured three cats and took them to the SPCA in August, 2016.
7. The cost of the road salt contract for the 2016 – 2017 Snow Season is \$57.50/ton; last year the Borough paid \$75.10/ton.

Approval of Minutes

1. V. Ribeiro moved to approve the August 17, 2016 Council Meeting Minutes, seconded by R. Shiles. Motion carried.

GR Recreation Board Report

1. The Recreation Board obtained two quotes for seal coating the parking lot; the Recreation Board approved the quote from Kevin's Sealcoating, \$1300 for seal coating and \$350 for line painting. The Borough will post signage for ADA compliance.
2. The Recreation Board approved payment of \$4558.00 to the Borough for reimbursement of payroll costs for the summer park program and security. The Board also approved a gift card bonus of \$100 for Ryan Pugaczewski.
3. The Recreation Board approved payment of \$2300 overage costs for the DCED Grant Park project.
4. The Recreation Board is trying to establish a tear down date for the large play structure.
5. Several council members expressed concern that the Borough has difficulty finding corporate sponsorships for events because the Borough does not have 501 (c) (3) non-profit status. The new group will need By-Laws, officers, and all funds raised will pass through for the Borough's use. J. Diehl moved to authorize CGA Law Firm to apply for a simple 501 (c)(3) for Friends of Glen Rock Borough using Borough funds not to exceed the cost of \$2000.00, seconded by V. Ribeiro. Motion carried.
6. The Recreation Board requested approval for the payment of \$712.75 for t-shirts for the 5K9 Bark for the Park event. V. Ribeiro moved to approve the payment of \$712.75 for t-shirts for the 5K9 Bark for the Park event, seconded by J. Diehl. Motion carried.

Police Commission's Report

1. The Police Commission received a Health Insurance Rebate of approximately \$70,000; health rebates may occur bi-annually. The funds are not going to be dispersed back to each municipality.
2. New Freedom Borough has submitted a letter of withdrawal from the Southern Regional Police Commission effective December 31, 2017.
3. The Commission's 2017 Budget is currently being developed.
4. Council discussed the commission's budget process. The Borough commission members did inform the Council that GRB may stay with SRPD as a non-fulltime member.

Work Supervisor's Report

1. WS reported that road work on Pine Street is completed. The Borough still has to seal the seams.
2. Winter Avenue roadwork will begin shortly; Junior Street will be completed last.
3. All repairs have been completed on the 2014 truck.

Mayor's Report

1. Mayor Trout reported that Shrewsbury Township, Shrewsbury Borough, Glen Rock Borough and Railroad Borough met to discuss regionalization of emergency management. By-Laws and an intergovernmental agreement will be developed and will need Council's approval.

No Personnel Report

*M. Pokrifka left the meeting at 10 P. M.

Public Safety Report

- 1. President D. Young has begun researching the use of Speed Humps and/or Speed Tables for traffic calming. Penn DOT’s LTAP program has an engineer who could provide some expertise on this matter. York County Planning Commission (YCPC) can provide traffic studies which provide volume and speed; the cost of the first location is \$250 and each additional study is \$200 each.

Building and Property Report

- 1. R. Shiles provided an update on the GR Veterans Park. Suggestions were made to install a drip irrigation system and providing a low voltage light system to light the trees along the Baltimore Street side of the park, for an estimated cost of \$1577.00 for the materials. R. Shiles requested a motion, not to exceed \$2000 for lighting system for GR Veterans Park. J. Diehl moved to approve use of In Lieu of Land Funds, not to exceed \$2000.00 for low voltage lighting for GR Veterans Park, seconded by V. Ribeiro. Motion carried.

Special Projects Report

- 1. 5K9 Bark for the Park event is being held Saturday, September 24. Currently there are thirty-five volunteers, thirty-five pre-registered runners, twenty-six vendors, free dog games, and State Police Dog Demos throughout the event.

No Ordinance/Refuse Report

Finance Report

- 1. D. Young informed Council that the Finance Committee plans to meet throughout the next month, to work on the 2017 Budget.
- 2. 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. CGA Law Firm: August Invoice	\$ 1405.00
b. James R. Holley & Associates, Inc.	5292.07
c. South Penn Code Consultants LLC	2140.80

 Motion carried.
- 3. The GR Hose & Ladder is asking Council to consider an increase of the Fire/Emergency Services Tax to .3 mils or .4 mils. .

No New Business/No President’s Report

R. Shiles moved to adjourn the meeting at 10:25 P. M., seconded by A. Rettig. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer