

**GLEN ROCK BOROUGH
COUNCIL MEETING
March 21/March 28, 2018**

Present: Kayla Lehigh*, James Merrick, Victoria Ribeiro, Andrew Stewart, Nick Wagner and Doug Young
Others Present: Craig Sharnetzka, Esq., Mayor John Trout*, Ann Merrick, Sec/Treas., seven visitors

The meeting on March 21 was continued until March 28 due to snow. **The March 28 meeting was Called to Order** at 7:00PM by Council President D. Young beginning with the pledge to the flag.

Announcements/Vacancies

1. Two vacancies on the GR Planning Commission.

No Public Comment

Persons on the Agenda

1. Nicholas Shearer, Hamilton & Musser P.C.
N. Shearer explained the audit process and provided a summary of the Borough's 2017 Audit. The Borough received a clean opinion, highest rating for an audit. Due to staffing limitations, internal controls are thoroughly evaluated. Detection processes are in place to prevent fraud. A. Stewart moved to approve the December 31, 2017 Audit as presented, seconded by N. Wagner. Motion carried.

*K. Lehigh arrived for the meeting at 7:03PM.

2. Steve McDonald was not present for the meeting.
3. Ken Dry, owner and resident of 133 Manchester Street, submitted a letter about Southern Regional Police Services in GR Borough and presented himself to answer any questions.
4. Jeff Dell, President of Glen Rock Hose & Ladder Board, thanked Council for \$24,000 donation toward the purchase of new fire truck.

Approval of Minutes

1. V. Ribeiro moved to approve the February 21, 2018 Minutes with changes, seconded by A. Stewart. Motion carried.

Old Business

1. Taps updated was provided; plan to have in place for Memorial Day.
2. New Penn DOT signs for Church Street have not been installed.
3. Appraisal company Remace Limited is willing to provide an appraisal of the Borough's parcel on Rockville Road, 25.16-acres, for a cost of \$400, but will not provide an appraisal of the smaller parcel, 1.73-acres. Council decided to request appraisal quotes from other companies.

*Mayor J. Trout arrived for the meeting at 7:30PM.

4. Removal of former constable is a complicated process and does not include contacting the District Magistrate's office. No further action will be taken on this matter.

5. President D. Young discussed implementation of tax credit for emergency responders and asked for a committee to review and provide recommendations to the rest of council. No one volunteered so the Ordinance Committee will begin reviewing the information.

No Borough Engineer's Report

Solicitor's Report

1. C. Sharnetzka informed for the Borough's Zoning Ordinance Amendment, no official action was taken due to YCPC's meeting being cancelled due to inclement weather and the staff report will serve as the official report for the YCPC. YCPC recommends the Borough adopt zoning ordinance amendments including the deletion of the definition of outdoor commercial recreational establishment, addition of the definition of commercial recreational establishment, and addition of commercial recreational establishment as a use by special exception in the village center and a use by right in the commercial industrial zone. He asked whether the GR Planning Commission reviewed the additions; the GR Planning Commission has not met for several years. V. Ribeiro moved to authorize the solicitor to advertise Ordinance 493 (2018-2), an Ordinance amending the Borough's Code of Ordinances, Chapter 27, Zoning, seconded by J. Merrick. Motion carried.
2. Evan Gable, CGA Law Firm contacted General Code regarding parking provision omitted from Codification adoption. The provision was a clerical error and does not require re-advertisement of the Code of Ordinances. The online code will be updated within a week and Supplementation No. 1 will be mailed to the Borough.

Executive Session

**Council recessed to Executive Session at 7:43 PM to discuss pending litigation.

**The Council meeting resumed at 7:52PM.

Police Commission Report

1. New Freedom Borough is now asking to purchase hours for a cost of \$88/hour.
2. South Eastern School District is requesting a School Resource Officer (SRO) for the rest of this year, and for the next school year. SYCSD is also requesting a SRO.
3. This is a contract year with the police officers.
4. Officer Bishop resigned from SRPD.
5. The commission's finance committee is trying to resolve the real cost per hour.
6. Part of a separation agreement is the allocation of costs and liabilities; the separation agreement needs to be resolved. Current agreements expire at the end of 2018.
7. April 5 is the next Commission meeting. All Council members are encouraged to attend.
8. Council discussed developing a policy for police to handle matters in the Borough. The Mayor has the authority to write tickets for parking violations. Council encouraged Mayor Trout to consider enforcement of parking violations in the Borough. Council discussed items like speed enforcement especially on Church, Hanover, and Manchester/Main Streets, truck enforcement on Church Street, drug enforcement throughout the Borough, vandalism of private property including Ruins Park, and officers present for Council meetings. President D. Young requested additional input from Council.

Recreation Board Report

1. On March 11 the Board walked through the park and developed an extensive list of projects including planting new trees, cutting and trimming other trees, new basketball nets, new swing mats, etc.

Work Supervisor's Report

1. WS provided a quote for a twelve-foot trailer, \$1849; 2018 budgeted amount is \$2000. J. Merrick moved to purchase the twelve-foot trailer for a cost of \$1849, seconded by N. Wagner. Motion carried.
2. WS provided a price of \$1819 to replace the leaf vac tubes/hoses and pick up handle; the 2018 budgeted amount is \$2000. N. Wagner moved to approve the purchase of new leaf vac tubes/hoses and pickup handle for a cost of \$1819, seconded by A. Stewart. Motion carried.
3. The transmission in the 2003 dump truck failed during recent snow storm. Quinn's Repair and Fabrication estimate the repair will cost \$6544.75. A. Stewart moved to approve the transmission rebuild by Quinn's Repair and Fabrication for a cost of \$6544.75, seconded by N. Wagner. Motion carried.
4. WS described internal transmission issues with the 2008 Dump Truck; the cost estimate for this repair work is \$792.07. N. Wagner moved to approve repair maintenance estimate of \$792.07 for the 2008 truck, seconded by A. Stewart. Motion carried.

Secretary's Report

1. South Penn Code Consultants issued one residential building permit, one zoning permit and completed twenty-three rental inspections in February, 2018.
2. Kim Erdman Animal Control Officer invoiced the Borough for time spent on dog jumping a fence on a Church Street property; problem is resolved.
3. A. Merrick requested a motion to authorize the treasurer to sign a document appointing Corporate Cost Control as Power of Attorney to act on the Borough's behalf with the Office of UC Benefits Policy and the Office of UC Service Centers and their successor agency or agencies within the Department of Labor & Industry in any matter relating to UC benefits. N. Wagner moved to authorize the treasurer to sign a document appointing Corporate Cost Control as Power of Attorney to act on the Borough's behalf with the Office of UC Benefits Policy and the Office of UC Service Centers and their successor agency or agencies within the Department of Labor & Industry in any matter relating to UC benefits, seconded by V. Ribeiro. Motion carried.
4. The Borough received reimbursement of \$38420.47 from Shrewsbury Borough for prior, incorrect traffic fine disbursements from York County Clerk of Courts. A. Merrick requested a motion authorizing the Council President to sign the receipt for reimbursement from Shrewsbury Borough for prior traffic fine disbursements. J. Merrick moved to authorize the Council President to sign the receipt for reimbursement of \$38420.47 from Shrewsbury Borough for prior traffic fine disbursements, seconded by V. Ribeiro. Motion carried.
5. A. Merrick requested a motion to authorize the Borough Engineer to review the Automated Red-Light Enforcement (ARLE) Agreement from Penn DOT, and with his approval, adopt Resolution 2018 – 4, a resolution authorizing the Council President and Secretary to sign and attest the ARLE Agreement/documents. A. Stewart moved to authorize the Borough Engineer to review the Automated Red-Light Enforcement (ARLE) Agreement from Penn DOT, and with his approval, adopt Resolution 2018 – 4, a resolution authorizing the Council President and Secretary to sign and attest the ARLE Agreement/documents, seconded by K. Lehigh. Motion carried.
6. The Borough received a quote of \$1056.00 per day for street sweeping from Reilly Sweeping. A. Merrick requested a motion to approve Reilly Sweeping's quote of \$2112.00 for two days of street sweeping. V. Ribeiro moved to approve Reilly Sweeping's quote of \$2112.00 for two days of street sweeping, using Liquid Fuel Funds, seconded by N. Wagner. Motion carried.
7. The Borough needs to appoint a Council Member to serve on the YCPC Local Government Committee for York County Storm Water Authority Feasibility Study project. Nick Wagner

- volunteered to serve the Borough. A. Stewart moved to appoint Nick Wagner to serve on the YCPC Local Government Committee for York County Storm Water Authority Feasibility Study project, seconded by J. Merrick. Motion carried.
8. A. Merrick requested a motion for the Borough to consent to Comcast Business right of entry for 32 Main Street property for the installation of fiber internet at Hufnagel Public Library. V. Ribeiro moved for the Borough to consent to Comcast Business right of entry for 32 Main Street property for the installation of fiber internet at Hufnagel Public Library, seconded by A. Stewart. Motion carried.
 9. Harold Lee Hoffheins, GR Borough Tax Collector is requesting that Council approve the appointment of Judith L. Kroh as Glen Rock Borough's Deputy Tax Collector if or when he becomes incapacitated. A. Merrick requested a motion to authorize the Council President to sign the form to approve the appointment of Judith L. Kroh as Glen Rock Borough's Deputy Tax Collector. V. Ribeiro moved to authorize the Council President to sign the form to approve the appointment of Judith L. Kroh as Glen Rock Borough's Deputy Tax Collector, seconded by J. Merrick. Motion carried.
 10. A. Merrick provided information about the York County Quick Response Team (YCQRT). YCQRT is requesting financial support to continue providing assistance to local law enforcement agencies in the management and resolution of special threats and high-risk incidents.

No Mayor's Report

Public Safety Report

1. K. Lehigh shared concern with safety at Camp Road/Glen Avenue intersection. K. Lehigh moved to install second stop sign on Glen Avenue, to adhere to traffic study and previously adopted ordinance, chapter 15-213, Borough Code of Ordinances, seconded by N. Wagner. During discussion of the motion, the street names are reversed in original Ordinance 471 (2012-04) and in newly adopted Ordinance 490 (2017-05). This information will be corrected with the adoption of the next supplement to the Code of Ordinances. Motion carried.

Building/Property Report

1. K. Lehigh provided quotes for new hallway flooring for the Neuhaus Building, 32 Main Street:

a. Bonitz Carpets & Flooring	\$ 9780.00
b. Carpets by Martin	9827.00
c. Wecker's Flooring LLC	11500.00

 J. Merrick moved to approve the proposal from Bonitz Carpets & Flooring, \$9780.00, seconded by A. Stewart. Motion carried.

Special Projects Report

1. Council discussed scheduling Spring Cleanup on April 21 and obtaining a dumpster for yard waste/bulk items from residents. N. Wagner moved for the Borough to obtain a dumpster for Spring Cleanup on April 21 to be used for yard waste and cleaning up residential properties, seconded by K. Lehigh. Motion carried.
2. Council discussed sponsoring a Community Yard Sale day; date is May 19, 2018. Borough will promote by advertising and Facebook posts.

Friends of Glen Rock Borough

1. V. Ribeiro mentioned a change in grant funds for 2018 GR Arts & Brew Fest.

No Ordinance/Refuse Report

Finance Report

1. D. Young presented the invoices over \$500.00 for payment through the General Fund. V. Ribeiro moved to pay the following invoices over \$500.00, using the General Fund, seconded by A. Stewart:

a. CGA Law Firm	\$ 2551.44
b. Hamilton & Musser, PC	5700.00
c. South Penn Code Consultants LLC	1737.50
d. Southern Regional Police Commission	67780.00
e. V.L. Tracey Sales	1897.50

Motion carried.
2. President D. Young requested a motion to confirm the payment of \$853.40 to Ben Druck Door Company for repair/replace of torsion springs on maintenance building overhead door. N. Wagner moved to confirm the of payment to Ben Druck Door Company, \$853.40, for repair/replace of torsion springs on maintenance building overhead door, seconded by A. Stewart. Motion carried.
3. President D. Young asked for ideas to use the reimbursement funds of \$38,000 which is not part of the 2018 budget.

No New Business

President's Report

1. D. Young reminded the Financial Statements are due by May 1, 2018.

Executive Session

**Council recessed to Executive Session at 9:10 PM to conduct interviews for Borough Solicitor vacancy.

**Mayor J. Trout left the meeting at 9:11 PM.

**The Council meeting resumed at 10:08PM.

Personnel Report

1. J. Merrick moved to hire Evan Gable, CGA Law Firm, \$110.00/hour for 2018, seconded by V. Ribeiro. J. Merrick, V. Ribeiro, N. Wagner and D. Young voted affirmative; K. Lehigh and A. Stewart voted negative to hire Evan Gable, CGA Law Firm, \$110.00/hour for 2018. Motion carried.
2. J. Merrick moved to authorize solicitor to begin working on interrogatories/legal matter, seconded by N. Wagner. Motion carried.

Public Comment

1. Ken Dry, property owner and resident of 133 Manchester Street said he submitted his letter to the Borough even though there could be further ramifications.

A. Stewart moved to adjourn the meeting at 10:12 PM, seconded by D. Young. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer