

**GLEN ROCK BOROUGH
COUNCIL MEETING
August 15, 2018/August 29, 2018**

Present August 15: R. Apgar, Kayla Lehigh, James Merrick, Victoria Ribeiro, Nick Wagner and Doug Young

Others Present: Evan Gabel, Esq., Ann Merrick, Sec/Treas., est. six visitors

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

Announcements/Vacancies

1. GR Planning Commission has two vacancies.
2. GR Zoning Hearing Board has one vacancy.
3. President D. Young announced an executive session for later in the meeting, to discuss pending litigation.

No Persons Present for Agenda

Public Comment

1. Ken Dry, owner and resident of 133 Manchester Street, thanked Council for helping Borough Resident B. Riehl and said that he wants State Police coverage for Glen Rock Borough.

Approval of Minutes

1. J. Merrick moved to approve the July 18, 2018 Minutes, seconded by R. Apgar. Motion carried.

Old Business

1. Stan Walters, EMC for SCEMA, provided an overview of the Emergency Operations Plan (EOP).

*Council President D. Young announced that Mike Jansen was recording the Council Meeting.

- Every two years the EOP must be revised; if the majority of Council changes, then the EOP must be updated and re-adopted by the new Council. Mr. Walters also discussed the National Incident Management System (NIMS). NIMS Training relates to components of Preparedness, Communications, and Information/Resource Management and Command and Management; classes are available for Council members. V. Ribeiro moved to adopt Resolution 2018-06, a resolution adopting the Emergency Operations Plan (EOP) of Glen Rock Borough, seconded by R. Apgar. Motion carried.
2. The equipment for playing Taps has been purchased and is currently being stored with the Legion. R. Apgar reported he is attending the GR Recreation Board Meeting on August 21 to finalize the plan for installation of equipment for playing of Taps at the GR Park.
3. Next steps are needed for Traffic Calming in Glen Rock Borough; D. Young and J. Merrick will meet to discuss the next steps.
4. Highway Permit (HOP) is ready for street work on Manchester Street. The Borough has received an Agreement from First Impressions for pipe replacement at 129 Manchester Street and inlet replacement on Manchester Street. Work Supervisor will do all storm water pipe inspections; the replacement of inlet inspections will be completed by J. R. Holley & Associates, Inc. R. Apgar

moved to accept the agreement from First Impression Stormwater and Excavating for replacing stormwater pipe at 129 Manchester Street, inspected by Work Supervisor, and replacement of inlet on Manchester Street, inspected by J. R. Holley & Associates, Inc., seconded by J. Merrick. Motion carried.

5. ARLE Grant update was provided to Council. J. R. Holley & Associates, Inc. completed traffic intersection survey. TRG will complete signal plan and submit to Penn DOT for approval. Once approval is received, the new poles will be ordered; 16 to 18 weeks to get new poles. The traffic signal project will not be completed in 2018.

Solicitor's Report

1. E. Gabel and Council discussed the draft resolution and ordinance for fire/emergency services volunteer tax credits. Shrewsbury Township, Shrewsbury Borough and New Freedom Borough are also discussing credits for volunteers. An updated draft will be shared to gather more feedback prior to deciding on final draft.
2. CGA Law Firm has completed application for tax assessment appeals for two Rockville Road properties; President D. Young signed the documents. Next steps are filing the documents and waiting for YC Assessment Office to review and decide on the appeals. Two buyers expressed interest, one for each parcel.
3. E. Gabel presented a copy of Stormwater Facilities Agreement for 129 Manchester Street. J. Merrick moved to approve the Stormwater Facilities Agreement for 129 Manchester Street, seconded by N. Wagner. Motion carried. Next step is acquiring B. Riehl's signature.
4. Council discussed the Appeals Board for International Property Maintenance Code (IPMC) violations. E. Gabel recommends using the Zoning Hearing Board for all IPMC Appeals. All appeals must be received in writing.
5. E. Gabel reviewed a sample social media response for council members, when they are posed questions. Individual council members should not be answering questions for Council on Social Media.

Executive Session

**Council recessed to Executive Session at 7:45 PM to discuss possible litigation.

**The Council meeting resumed at 8:05 PM.

*K. Lehigh stepped out of the meeting from 8:06 PM to 8:09 PM.

Ordinance Violation Report

1. V. Ribeiro moved for GR Borough to hire a cleanup company for 10 Junior Street and 207 Hanover Street, seconded by N. Wagner. Motion carried.

*E. Gabel left the meeting at 8:12 PM.

Police Commission Report

1. Commission is working on long term lease with New Freedom Borough. The Commission is also considering other possible locations for the Southern Regional Police Department.
2. Commission purchased another new vehicle.
3. N. Wagner volunteered to serve as GR Borough's representative on the Intergovernmental Agreement Committee. R. Apgar moved to appoint Nick Wagner as GR Borough's representative for the Commission's Intergovernmental Agreement Committee, seconded by K. Lehigh. Motion carried.

Recreation Board Report

1. 2018 Summer Park Program stats were shared with Council. Program averaged 44 children. Fifteen children from outside Glen Rock 17327 zip code area participated in the three week, four days/week program. Two days were cancelled due to rain. Both children and staff enjoyed the programing.

Work Supervisor's Report

1. WS inspected Hayward Heights retaining wall; his opinion is that a partial wall has fallen down but is not eroding or an active washout area. There is no curbing along this portion of Hayward Heights. WS suggests properly sloping the road, re-paving the road and the addition of curbing to help mitigate this area. Last month Council approved spending \$51,200 to pave/repair Walnut and West Street. Council discussed using these funds on a Hayward Heights project. WS will contact Shrewsbury Township for an estimate. R. Apgar moved to use \$51,200 funds to pave /repair Hayward Heights project instead of Walnut Street/West Street repair, seconded by V. Ribeiro. Motion carried.
2. Council discussed possible flood prevention including increasing the height of the retaining walls, building a retaining wall between the Neuhaus Building and the Oakworks Building, and possibly stream rehab (last time the stream was dredged was after the Agnes Flood, 1972). Borough is looking for mitigation grants.
3. WS suggests reactivating the siren at the top of Church Street, to warn residents of flooding creek. GR Hose & Ladder is investigating the associated costs of reactivating the siren.

Secretary's Report

1. South Penn Code Consultants issued one zoning permit and completed seven rental inspections in July, 2018.
2. No report provided by Erdman Animal Control Services.
3. A. Merrick requested a motion to authorize the payment of \$8726.31 for 2018 Fire/Emergency Services Tax Fund to GR Hose & Ladder as budgeted. R. Apgar moved to authorize the payment of \$8726.31 for 2018 Fire/Emergency Services Tax Fund to GR Hose & Ladder as budgeted, seconded by N. Wagner. Motion carried.
4. A. Merrick requested a motion to authorize the payment of \$2461.26 for 2018 Fire/Emergency Services Tax Fund to GR EMS, Inc. as budgeted. R. Apgar moved to authorize the payment of \$2461.26 for 2018 Fire/Emergency Services Tax Fund to GR EMS, Inc. as budgeted, seconded by K. Lehigh. Motion carried.
5. A. Merrick requested a motion to transfer \$600.00 from the General Fund to the Fire/Emergency Services Tax Fund to maintain a minimum balance of at least \$1000. K. Lehigh moved to transfer \$600.00 from the General Fund to the Fire/Emergency Services Tax Fund to maintain a minimum balance of at least \$1000, seconded by J. Merrick. Motion carried.
6. As the Chief Administrative Officer of the Borough's pension plan, a motion is requested to meet the Borough's Minimum Municipal Obligation (MMO) of \$12000 for 2019. R. Apgar moved to meet the Borough's Minimum Municipal Obligation (MMO) of \$12000 for 2019, seconded by K. Lehigh. J. Merrick abstained from the vote. Motion carried.
7. A. Merrick informed receiving the Winter Municipal Services Renewal Agreement from Penn DOT for the 2018 – 2019 snow season. A. Merrick requested a motion for authorization to sign the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough. R. Apgar moved to authorize the signing of the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough, seconded by J. Merrick. Motion carried.

8. A. Merrick discussed a draft of Resolution 2018 – 07, expressing support of maintaining the collection of earned income tax at the county level as authorized by Act 32 of Glen Rock Borough. V. Ribeiro moved to adopt Resolution 2018 – 07, a resolution expressing support of maintaining the collection of earned income tax at the county level as authorized by Act 32 of Glen Rock Borough, seconded by R. Apgar. Motion carried.

No Mayor’s Report

No Friends of Glen Rock Borough Report

Building/Property Report

1. The Borough’s flood insurance only covers the Neuhaus Building, 32 Main Street. Council discussed flood damages to Borough properties, including retaining walls, Glen Avenue, fences, and basement of Neuhaus Building. J. Merrick moved for the Borough to file a claim with flood insurance, seconded by V. Ribeiro. Motion carried.
2. J. Merrick stated that minor repairs and painting of the Neuhaus Building steps are needed; he plans to bring quotes next month.

Public Safety Report

1. Council discussed New Street parking on South side of street. Council members looked at the site and decided there were several choices: remove all the parking on South side of street, as is written in Code of Ordinances, or keep one, two or three parking spaces. Residents who were present for the meeting shared their opinions and concerns. V. Ribeiro moved to designate three, eighteen-foot parking spaces on the south side of New Street, starting the first space thirty-six feet from the stop sign, amending Borough Code with these changes, seconded by J. Merrick. J. Merrick, V. Ribeiro, and D. Young voted affirmative; R. Apgar, K. Lehigh, and N. Wagner voted opposed. Motion did not pass. K. Lehigh moved to designate three, eighteen-foot parking spaces on the south side of New Street, starting the first space forty-five feet from the stop sign, amending the Borough Code with these changes, seconded by R. Apgar. Motion carried.

Special Projects Report

1. R. Apgar announced the naming of Valley Street bridge in memory and honor of Martin Edward Bixler who was a Vietnam Veteran. When the bridge work is complete there will be a dedication.

No Personnel Report

No Ordinance/Refuse Report

Finance Report

1. Finance Committee needs to meet to begin working on the 2019 Budget.
2. D. Young presented the invoices over \$500.00 for payment through the General Fund. J. Merrick moved to pay the following invoices over \$500.00, using the General Fund, seconded by R. Apgar:

a. CGA Law Firm	\$ 2417.00
b. Ken Greer Plumbing, Heating & AC	591.23
c. James R. Holley & Associates, Inc.	1392.00
d. South Penn Code Consultants LLC	1216.26

Motion carried.

No New Business

President's Report

1. D. Young mentioned the loan documents for Glen Rock Sewer Authority.

No Public Comment

V. Ribeiro moved to recess tonight's meeting at 9:21PM and to reconvene to a joint meeting with Glen Rock Sewer Authority, on August 29, 2018, 7PM at the GR EMS Building, Meeting Room, 59 Water Street, Glen Rock, PA 17327, seconded by R. Apgar. Motion carried.

Present August 29: R. Apgar, K. Lehigh, J. Merrick, N. Wagner

Others Present: Evan Gabel, Esq., John Trout, Mayor, Ann Merrick, Sec/Treas.,

The Council Meeting reconvened on August 29, 2018, 7:02PM, at the GR EMS Building, 59 Water Street, with GR Water & Sewer Authority Board members present.

Agenda

1. Jamie Schlesinger, director of PFM Financial Advisors LLC, discussed Glen Rock Sewer Authorities' guaranteed sewer revenue note, 2018 series, with Delaware Valley Regional Finance Authority and run by Calhoun Baker, Inc. The loan requires a municipal guarantee; the debt does not count against the Borough's ability to borrow funds. J. Merrick moved to adopt Ordinance 494, an ordinance that authorizes the incurrence of lease rental debt by the Borough of Glen Rock pursuant to the execution and delivery of a guaranty agreement for the Glen Rock Sewer Authority; approves certain capital projects; approves the issuance and negotiated sale of the guaranteed sewer revenue notes, 2018 series to the Delaware Valley Regional Finance Authority in the aggregate par amount of \$2,585,000; approves the forms of the loan documents; sets forth the range of the annual lease rental payments due under the guaranty agreement; authorizes and awards a transaction under a qualified interest rate management agreement and authorizes and directs a filing to the Department of Community and Economic Development; pledges the full faith, credit, and taxing power of the Borough for the timely repayment of the participant note, including the regularly scheduled payments due under the qualified interest rate management agreement; covenants to pay any termination charges; authorizes the preparation and filing of all necessary documents for approval of the guaranty agreement to the Department of Community and Economic Development; authorizes advertisement of enactment and repeals inconsistent ordinances, seconded by N. Wagner. Motion carried.
2. K. Lehigh moved to adopt all other documents associated with the adoption of Ordinance 494, including the Debt Statement, Interest Management Plan, Interest Rate Swap Management Policy, and Ordinance Certification, seconded by N. Wagner. Motion carried.

**Council recessed the meeting to sign all associated documents at 7:18PM.

**The meeting resumed at 7:44PM.

3. Council discussed changing the previously approved Stormwater Facilities Agreement with B. Riehl, 129 Manchester Street to include that the Borough is responsible for the storm sewer piping and structures within the Penn DOT right of way line and anything outside the right of way line is B. Riehl's responsibility. Council also discussed a formal Operation and Maintenance Agreement, which once signed by all parties, will be recorded with the Office of the Recorder of Deeds, York County, Pennsylvania. J. Merrick moved to adopt the changes to the Stormwater Facilities Agreement document between R. Riehl and the Borough with President D. Young signing the document on behalf of the Borough, seconded by K. Lehigh. Motion carried. K. Lehigh moved to adopt the Operation and Maintenance Agreement between B. Riehl and the Borough, being recorded at the Office of the Recorder of Deeds, York County, Pennsylvania, with President D. Young signing the document on behalf of the Borough, seconded by N. Wagner. Motion carried.
4. Council discussed the recently received email from M. Joines, 115 Hayward Heights. K. Lehigh moved to authorize the engineer and/or the solicitor's involvement at President D. Young's discretion for 115 Hayward Heights matter, seconded by N. Wagner. Motion carried.

J. Merrick moved to adjourn the meeting at 8:12 PM, seconded by N. Wagner. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer