

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
October 17, 2018**

**Present:** Rollin Apgar, James Merrick, Victoria Ribeiro, Andrew Stewart\*, and Doug Young

**Others Present:** Evan Gabel, Esq., Ann Merrick, Sec/Treas., four visitors

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

Council President D. Young thanked all emergency responders/volunteers for their service in Glen Rock Borough, especially on Sunday, October 14.

**Announcements/Vacancies**

1. K. Lehigh submitted a letter of resignation from Council; she has moved out of the Borough. V. Ribeiro moved to accept K. Lehigh's letter of resignation from Council, seconded by R. Apgar. Motion carried.
2. GR Planning Commission has two vacancies.
3. GR Zoning Hearing Board has one vacancy.
4. President D. Young announced an executive session for later in the meeting, to discuss personnel and litigation matters.

**Public Comment**

1. Resident David Wooden provided the name of a private contractor for possible Borough projects.
2. Resident Jason Loudermilk thanked GR Hose & Ladder and GR EMS, Inc for their service.

**Approval of Minutes**

1. V. Ribeiro moved to approve the September 19, 2018 Minutes, seconded by R. Apgar. Motion carried.

**Agenda**

1. Daniel Bosenbark, Field Engineer for Columbia Gas of PA/MD, described obtaining an easement from York County Parks, to run a new two-inch gas line on the south side of the rail trail, located from Water Street to Main Street. The new main will provide an alternate feed to customers in this area and allow Columbia Gas to abandon the existing main on the Main Street bridge. This work is scheduled to begin in December, 2018. If plants are disturbed, they will be replaced and maintained by Columbia Gas for 18 months to two years after the project.

\*A. Stewart arrived for the meeting at 7:09 PM.

**Old Business**

1. Taps committee requested access to the storage closet at the Park; Borough Office/Recreation Board members have keys.
2. LTAP is holding a Traffic Calming seminar on March 13, 2019, Shrewsbury Borough.
3. JR Holley & Associates is working on bid documents for Hanover Street CDBG project; an on-site meeting will be scheduled soon.

4. ARLE Grant – TRG wants to schedule a new on-site meeting; Council should email Borough Office their availability to attend this meeting.
5. 1<sup>st</sup> Impressions, contractor for 129 Manchester Street, stormwater inlet and pipe project, plans to start on October 29, latest, and maybe on October 22, 2018.

### **Solicitor's Report**

1. E. Gabel provided final draft of Ordinance 495, establishing a volunteer service credit program and Resolution 2018 – 09, a resolution establishing the annual criteria that an active volunteer must meet under the Glen Rock Borough volunteer service credit program to claim local tax credits for service. V. Ribeiro moved to advertise Ordinance 495, with adoption of Ordinance 495 and Resolution 2018 – 09 during the December, 2018 Council Meeting, seconded by R. Apgar. Council discussed adding Rose Fire Company and Shrewsbury Volunteer Fire Company to the Ordinance. V. Ribeiro moved to amend her motion to include advertise Ordinance 495, including volunteers/residents from GRB volunteering with Rose Fire Company and Shrewsbury Volunteer Fire Company, for adoption of Ordinance 495 and Resolution 2018 – 09 during the December Council Meeting, seconded by R. Apgar. Motion carried.
2. Borough has received some interest in the Rockville Road properties.
3. Council discussed Speed Limits in the Borough. Borough Code provides information of maximum speed limits established on specific streets but does not include all streets. Council wants to know whether a blanket statement like "speed limit on Borough Street is 25mph unless otherwise posted" is sufficient. Attorney E. Gabel said he could investigate and report back to Council in November. R. Apgar moved to authorize E. Gabel to look into requirements for traffic regulations including speed limits for Borough Streets, seconded by J. Merrick. Motion carried.
4. Attorney E. Gabel discussed municipal claims and liens process. He said that notice requirements must be followed exactly as described in the Borough's Code of Ordinances and described the process. Property violations cited using only the IMPC must be enforced through the District Magistrate's Office. E. Gabel suggested the Borough adopt a resolution establishing a schedule of Attorney's Fees and provided a sample resolution for Council to review. Council discussed foreclosure procedure. J. Merrick moved to adopt Resolution 2018 – 8, a resolution establishing a schedule of attorney's fees and other charges, expenses and costs for certain fees as permitted, seconded by R. Apgar. Motion carried.
5. Council discussed the pros and cons of using a company such as Pro Champs, headquartered in Florida, to help manage vacant, foreclosed properties in the Borough. D. Young will obtain a model ordinance. R. Apgar moved to authorize E. Gabel to develop an ordinance to engage the Pro Champs Company, seconded by A. Stewart. Motion carried.

### **Ordinance Violation Report**

1. Updates were provided for the following properties:
  - 75 Manchester Street – an appeal for time frame to demo and repair the collapsed deck was received; Borough sent a letter approving their deadline to complete demo/repair. However, the owner has not yet applied for demolition permit.
  - 81 Manchester Street has obtained a Building Permit to demo their collapsing porch and rebuild.
2. Council discussed non-specific deadlines and limited follow up from SPCC for their violation letters. The Borough will meet with SPCC on October 23, hoping to establish clear, concise violation letters going forward.

3. Borough received three bids for demolition of burned out garages/barns located at 3 Terrace Heights:

- C. P. Reineberg Co., LLC - \$1529.60\*\*
- George's Hauling - \$3000.00
- Washington & Dowling Contractors, Inc. - \$14,000.00

**\*\*Contractor was going to require that the Borough obtain all vehicle titles.**

R. Apgar moved to accept bid from George's Hauling, for a cost of \$3000 as per quote, to clean up fire damages garages/barns at 3 Terrace Heights, seconded by V. Ribeiro. Motion carried.

4. Spring House demolition and repair is now complete at 3 Holly Lane.

### **Executive Session**

\*\*Council recessed to Executive Session at 8:22 PM to discuss current litigation and personnel matters.

\*\*The Council meeting resumed at 8:58 PM.

### **Police Commission Report**

1. Representative A. Stewart informed Council of the following items:

- 2019 Budget/PPU price is not final.
- Meetings to discuss the Intergovernmental Agreement have not begun.
- SRPD will begin a Canine Program using charity and donations; no police commission funds will not be expended for Canine Program.

Council discussed previously proposed cost for services in 2019, potentially a 20% increase over the costs for 2018; Shrewsbury Borough's increase could be 9%; New Freedom Borough's increase could be 13%; and Stewartstown Borough's cost decreasing by 1%. Council has not received any written documentation from the Commission which indicates the necessity to increase costs of service by 20% to Glen Rock Borough. Council discussed accepting, rejecting or freezing the proposed budget for next year. V. Ribeiro moved to reject the Commission's 2019 Budget, seconded by J. Merrick. After further discussion, V. Ribeiro amended her previous motion to reject the budget and now moves to freeze the budget, requesting a detailed, written explanation of cost increases to Glen Rock Borough as required by the current Intergovernmental Agreement, seconded by J. Merrick. Motion carried.

2. A. Stewart described a recent solicitation incident in the Borough. Glen Rock Borough does not require solicitors to obtain permits. R. Apgar moved to authorize the attorney to develop a Solicitation Ordinance for the Borough, seconded by J. Merrick. Motion carried.

### **Recreation Board Report**

1. Recreation Board meeting was cancelled on October 16, due to lack of quorum.
2. 2018 5K9 Bark for the Park event went well.

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

1. Council discussed purchasing a brand-new tar buggy along with two other municipalities for an approximate cost of \$17,233. No decisions were made.

### **Secretary's Report**

1. South Penn Code Consultants issued two zoning permits, two building permits and completed thirteen rental inspections in August, 2018.

2. No report provided by Erdman Animal Control Services.
3. A. Merrick requested a motion to authorize the payment of approved 2018 donation of \$3000 to Arthur Hufnagel Public Library. R. Apgar moved to authorize the payment of approved 2018 donation of \$3000 to Arthur Hufnagel Public Library, seconded by J. Merrick. Motion carried.
4. A. Merrick requested a motion to approve the SPCA's 2019 Animal Care and Housing Agreement and pay fee of \$1013.00. V. Ribeiro moved to approve the SPCA's 2019 Animal Care and Housing Agreement and pay fee of \$1013.00, seconded by R. Apgar. Motion carried.
5. A. Merrick requested a motion to pay municipal contribution of \$2300.00 to Municipal Retirement Trust for 2018 Municipal Pension as per MMO. R. Apgar moved to pay municipal contribution of \$2300.00 to Municipal Retirement Trust for 2018 Municipal Pension as per MMO, seconded by V. Ribeiro. Motion carried.
6. A. Merrick requested a motion to pay \$500 donation to the Senior Center as budgeted. R. Apgar moved to pay \$500 donation to the Senior Center as budgeted, seconded by J. Merrick. Motion carried.
7. A. Merrick requested motion to transfer \$100,000 from General Fund Reserve Account to General Fund for budgeted expenses. R. Apgar moved to transfer \$100,000 from General Fund Reserve Account to General Fund for budgeted expenses, seconded by V. Ribeiro. Motion carried.
8. GR Postmaster is requesting permission to move the mailboxes to opposite side of Street on Argyle Avenue (nine) and on Valley Street (approximately ten). After council's discussion, R. Apgar moved to approve the Postmaster's request and authorized him to direct the homeowners to move the mailboxes on Argyle Avenue and Valley Street, seconded by J. Merrick. Motion carried.
9. A. Merrick requested a motion to authorize the installation of a Handicapped Parking space in front of 99 Glenvue Road, contingent upon receipt of all documentation. V. Ribeiro moved to authorize the installation of a Handicapped Parking space in front of 99 Glenvue Road, contingent upon receipt of all documentation, seconded by A. Stewart. Motion carried.

### **No Mayor's Report**

### **Building/Property Report**

1. J. Merrick received a second quote of over \$6000 for repair of steps/painting the ramps/rails in the front of the Neuhaus Building. L. Cook has been contacted; he will repair the steps/painting the ramps/rails in the front of the Neuhaus Building, cost of \$1275, and plans to complete the work beginning November 5, 2018.

### **Public Safety Report**

1. R. Apgar will send information for further discussion at the November Council meeting.

### **Special Projects Report**

1. Valley Street Bridge Dedication is scheduled for March 29, 2019, and will be named Martin Edward Bixler Bridge. R. Apgar requests closing Valley Street from Baltimore Street to Junior Street from 10am – 2pm. A reception at the Legion will follow the ceremony. R. Apgar moved to approve closing of Valley Street from Baltimore Street to Junior Street, 10am – 2pm, on March 29, 2019, seconded by J. Merrick. Motion carried.

### **Personnel Report**

1. Personnel Committee is working on employee evaluations.

**Ordinance Report**

1. Ordinance Committee will schedule a meeting in November, 2018.

**Finance Report**

1. 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	\$ 843.00
b. CGA Law Firm, legal fees	1500.00
c. CGA Law Firm, legal fees	3758.00
d. D.A.D. Construction	5400.00
e. Daniel B. Krieg, Inc.	1145.00
f. James R. Holley & Associates, Inc.	989.00
g. South Penn Code Consultants LLC	1076.20
h. Southern Reg. Police Commission	67780.00
i. Stone Valley Landscapes LLC	525.00
j. York Materials Group	30824.48

Motion carried.
2. President D. Young presented initial draft of the 2019 Budget, including consideration for hiring Summer Help to cut grass, paint curbs etc., budgeting \$3000, paying \$10/hour. Budget will be refined for November Council Meeting.

**No New Business**

**President's Report**

1. D. Young provided a reminder for YCPC meeting scheduled on November 8, to discuss the possible formation of a County Stormwater Authority.

**No Public Comment**

V. Ribeiro moved to cancel the October 24 Quarterly Council Meeting, seconded by A. Stewart. Motion carried.

R. Apgar moved to adjourn the meeting at 10:12PM, seconded by J. Merrick. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer