

**GLEN ROCK BOROUGH
COUNCIL MEETING
December 19, 2018**

Present: Rollin Apgar*, Jason Loudermilk, James Merrick, Victoria Ribeiro, Nick Wagner, and Doug Young

Others Present: Evan Gabel*, Esq., John Trout, Mayor, Ann Merrick, Sec/Treas., and seven 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. GR Recreation Board has one vacancy.

Public Comment

1. Phil Robinson of Halisco Land Developers, representing Joe Messina, shared information for a Dollar General Store, planned location in Shrewsbury Township near Messina Plaza. Mr. Robinson will keep Council apprised of plans as the project develops.

Agenda

1. Ken Dry, resident and owner of 133 Manchester Street shared his concerns with a large vehicle parking in front of his house.

*R. Apgar arrived for the meeting at 7:09 PM.

2. Council discussed; this matter is a neighborly dispute and will not be resolved by Council. Dave Seitz was not present for the meeting.

Approval of Minutes

1. R. Apgar moved to approve the November 14, 2018 Minutes, seconded by N. Wagner. Motion carried.

Old Business

1. J. Brenneman, JR Holley & Associates, is coordinating with TRG and Penn DOT for the ARLE Grant. TRG has submitted the design to Penn DOT and will provide comments when provided.
2. On-site meeting took place for Hanover Street CDBG Curb & Sidewalk Project to discuss specific adjustments. Funding is now available through YCPC.
3. Inlet construction for 129 Manchester Street will be completed when the C Top inlet is ready for installation.
4. Radar Speed Sign equipment has been purchased. The batteries are charged; brackets must be mounted and employees/council will be trained on the system.

***At this point it was announced that the meeting was being videotaped.**

Solicitor's Report

1. E. Gabel presented Ordinance 495, an ordinance establishing a volunteer service credit program, enacting tax credits for volunteer member of volunteer fire companies and nonprofit emergency medical service agency and establishing administrative procedures and appeals, for adoption. R. Apgar moved to adopt Ordinance 495, seconded by N. Wagner. Motion carried.
2. E. Gabel presented Resolution 2018-11, 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, for adoption. R. Apgar moved to adopt Resolution 2018-11, seconded by N. Wagner. Motion carried.
3. E. Gabel presented Ordinance 496, an ordinance establishing real estate tax rates of 3.45 mills for general purposes and emergency services tax rates of 0.10 mills for the year 2019, for adoption. R. Apgar moved to adopt Ordinance 496, seconded by N. Wagner. Motion carried.
4. Council discussed the next steps for Rockville Road properties: file for tax assessment appeal, contact potential buyer to request written offer and create an agreement of sale.
5. Council discussed the installation of "unofficial" road signs and maintenance/snowplowing on public roads versus private alleys. If unofficial road signs are placed on Borough posts, they must be removed. Attorney E. Gabel suggested providing a plowing agreement to restrict liability for residents on private lanes/alleys.
6. Collection letters sent to 3 Holly Lane and 207 Hanover Street came back as undeliverable. Next steps will be taken in the lien process.

Ordinance Committee

1. Committee members discussed additions and changes to Glen Rock Borough Code of Ordinances. E. Gabel will provide all changes in draft form for the January, 2019 Council meeting.

Ordinance Violation Report

1. South Penn Code Consultants met with several Borough members and the solicitor to discuss refining the process to address ordinance violations.
2. Updates were provided for the following properties:
 - Elder Healthcare agreed to use remaining fire escrow funds for NOV fees for 3 Terrace Heights and will pay off the balance before the end of the year.
 - 144 Church Street property ownership went from an estate back to the bank. Borough will send one more NOV to the bank for cleanup of weeds. If there is no contact or progress, the Borough will hire contractor to clean up the weeds.
 - 7 Baltimore Street has been cleaned up on the outside and inside of property, however, the property is still not secure and is listed for a short sale.
 - Permits were issued for demolition of the deck at 75 Manchester Street.
 - 35 Junior Street is still unsecured and has a boat in the rear of the property.
 - The ramp was removed from 124 Church Street, a requirement of previous GR Zoning Hearing Board requirement.

Police Commission Report

1. Mayor Trout presented the following information from the November Commission meeting:
 - Mayor read the Borough's letter agreeing to pay 7.5 PPU's for services in 2019, at the Commission Meeting.

- Commission's Finance Committee met and recommend hiring one additional officer, not two officers.
- Commission wants to work towards solutions to meet the needs of each Borough.
- Officer Heffner will contact Ken Dry, to follow up on a previously discussed matter.
- Commission will evaluate the amount of reserve funds in February, 2019, to determine if there are extra funds that need to be distributed back to each fulltime member municipality.
- Intergovernmental Agreement Committee meets the second Tuesday of each month.
- Commission is still negotiating with the officers.
- SRPD and YC Sheriff's are prepared to work on December 24 in Glen Rock Borough.
- Mayor Trout discussed department expenses.
- SRPD needs to direct stray animal complaints to Kim Erdman, Animal Control Officer.

Recreation Board Report

1. Recreation Board submitted their 2019 Budget for approval, \$20,951 of income and expenses. R. Apgar moved to approve the Recreation Board's 2019 Budget, seconded by V. Ribeiro. Motion carried.

*Mayor J. Trout stepped out of the meeting at 8:18 PM.

2. Recreation Board is recommending improvements to the softball field by installing an outfield fence, with a quote from A & M Fencing for a cost of \$7300. N. Wagner moved to approve the installation of an outfield fence to the GR Park Softball Field, accepting the quote of \$7300 from A & M Fencing, seconded by R. Apgar. Motion carried.

No Work Supervisor's Report

Secretary's Report

1. South Penn Code Consultants issued two zoning permits, one building permit and completed two demolition permits in November, 2018.
2. Secretary requested a motion to adopt Resolution 2018-12, appointing L. James Merrick to the GR Water & Sewer Authority for another five-year term. R. Apgar moved to adopt Resolution 2018-12, seconded by N. Wagner. J. Merrick abstained from the vote. Motion carried.
3. Secretary requested a motion to adopt Resolution 2018-13, appointing Larry Flemmens to the GR Water & Sewer Authority for another five-year term. R. Apgar moved to adopt Resolution 2018-13, seconded by N. Wagner. Motion carried.
4. Secretary requested a motion to adopt Resolution 2018-14, appointing Hamilton & Musser, P.C. as an independent auditor to examine the Borough's accounting records for the fiscal year ending December 31, 2018, as required by and in compliance with the Borough Code. R. Apgar moved to adopt Resolution 2018 – 14, seconded by N. Wagner. Motion carried.
5. Secretary requested a motion to adopt Resolution 2018-15, providing for supplemental appropriations and transfers remaining in the 2018 Budget be transferred to any and all budget accounts that have over-expended balances. J. Merrick moved to adopt Resolution 2018-15, seconded by R. Apgar. Motion carried.
6. Secretary requested a motion to appoint Kim Erdman as the Animal Control Officer and sign his 2019 Agreement. V. Ribeiro moved to appoint Kim Erdman as the Animal Control Officer and sign his 2019 Agreement, seconded by R. Apgar. Motion carried.

7. Secretary requested a motion to execute the contract with YCPC for the CDBG Hanover Street Curb & Sidewalk Improvements Project, Phase 1 and 2, with completion date of September 30, 2019. J. Merrick moved to execute the YCPC Contract for the CDBG Hanover Street Curb & Sidewalk Improvements Project, Phase 1 and 2, seconded by N. Wagner. Motion carried.
8. Secretary requested a motion to authorize the Finance Committee to close out the 2018 Fiscal Year. N. Wagner moved to authorize the Finance Committee to close out the 2018 Fiscal Year, seconded by J. Merrick. Motion carried.
9. Secretary requested a motion to accept and approve a three-year proposal from Hamilton & Musser, P.C., as the Borough's Independent Auditor, for the following fees: 2019 - \$5950, 2020 - \$6100 and 2021 - \$6250. V. Ribeiro moved to accept and approve a three-year proposal from Hamilton & Musser, P.C., as the Borough's Independent Auditor, for the following fees: 2019 - \$5950, 2020 - \$6100 and 2021 - \$6250, seconded by R. Apgar. Motion carried.
10. Secretary informed that YCPC has scheduled a Stormwater Authority Meeting for Southcentral York County on Thursday, January 24, 2019, 7PM at the Shrewsbury Borough Building.
11. Secretary requested a motion to transfer \$5800 from Rental Fund to General Fund for budgeted expenses. J. Merrick moved to transfer \$5800 from Rental Fund to General Fund for budgeted expenses, seconded by R. Apgar. Motion carried.
12. Secretary requested a motion to transfer \$50,000 from General Fund Reserve to General Fund for budgeted expenses. R. Apgar moved to approve the transfer of \$50,000 from General Fund Reserve to General Fund for budgeted expenses, seconded by N. Wagner. Motion carried.
13. Secretary provided an update on the Argyle Avenue Bridge Report.

Mayor's Report

1. Mayor Trout attended GR's Tree Lighting activity; good crowd, no issues.

Building/Property Report

1. Fence along the creek being repaired by A & M Fencing due to flood damages in August, 2018.
2. Repair of steps/painting the ramps/rails in the front of the Neuhaus Building projects will be completed when the weather is cooperative.

Public Safety Report

1. Met-Ed Street Light project replacing LED's is scheduled to begin in January, 2019.
2. Several Borough owned street lights were recently repaired and upgraded to LED's.
3. Columbia Gas is working on moving their main gas line from Water Street to Main Street.

Special Projects Report

1. American Legion Post #403 will be writing a letter to Council requesting that the statues/sculptures be removed from Veterans Park.
2. R. Apgar requested use of GR Fire Police on March 29, 2019, for the Valley Street Bridge Dedication. R. Apgar moved to authorize the use of GR Fire Police to direct traffic for the Valley Street Bridge Dedication, seconded by J. Merrick. Motion carried.

No Personnel Report

Finance Report

1. 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 N. Wagner:

a. A & M Fencing	\$ 1450.00
b. CGA Law Firm	1993.63
c. CGA Law Firm, legal fees	1417.00
d. James R. Holley & Associates, Inc.	5664.00
e. Selective Insurance Company	2500.00
f. South Penn Code Consultants LLC	962.50

Motion carried.
2. President D. Young presented a request to transfer \$1373.33 from the Norma Riley Escrow Funds Account to the General Fund to reimburse the Borough for the 3 Terrace Heights outstanding NOV Balances, including grass, weeds, and junk nuisance cleanup. R. Apgar moved to authorize the transfer of \$1373.33 from the Norma Riley Escrow Funds Account to the General Fund, seconded by J. Merrick. Motion carried.

Arts & Brew Fest Update

1. Arts & Brew Fest Committee requested permission to close Water Street and the use of GR Fire Police on June 1, 2019. R. Apgar moved to grant permission to close Water Street and authorize the use of GR Fire Police on June 1, 2019, seconded by N. Wagner. Motion carried.

New Business

1. Council discussed establishing guidelines to Borough Council Meetings.

President's Report

1. President D. Young requested information and articles for the Borough Newsletter.

Public Comment

1. J. Trout requested a meeting between GR EMS, Inc. and the Public Safety Committee.
2. J. Trout mentioned the GR EMS, Inc. is purchasing a new ambulance, with delivery planned for June or July, 2019.
3. A resident asked who is responsible to plowing the parking spaces on Manchester Street. President D. Young said he will ask the Work Supervisor.
4. A resident asked who is responsible to plow the alley behind Manchester Street, near Wetzel's property. The Borough is not responsible to plow alley's; this area is not a Borough adopted road.
5. Ken Dry thanked Council for their time, dedication and service.

R. Apgar moved to adjourn the meeting at 9:03 PM, seconded by N. Wagner. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer