

**GLEN ROCK BOROUGH
COUNCIL MEETING
March 20, 2019**

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

Others Present: Evan Gabel, Esq., John Trout, Mayor, Jason Brenneman, P.E. *, Ann Merrick, Sec/Treas., and 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. President D. Young reminded everyone of the list of Public Conduct Procedures for all public meetings.
2. GR Planning Commission has two vacancies.
3. GR Zoning Hearing Board has one vacancy.
4. GR Recreation Board received a letter of interest from L. James Merrick for vacancy. V. Ribeiro moved to appoint L. James Merrick for a five-year term, expiring December 31, 2023 with the Glen Rock Recreation Board, seconded by N. Wagner. Motion carried.

No Public Comment

Agenda

1. Kevin Hale, Assistant Chief, GR Fire Police, presented request for six helmets, four signs and four directional LED arrow lights, to replace older, outdated equipment, total cost of \$1813.00 (estimate obtained in 2018). R. Apgar moved to approve the GR Fire Police request for helmets, signs and directional LED arrow lights, for a cost not to exceed \$2000, seconded by N. Wagner. Motion carried.
2. Mike Knott, GR Baseball Team Coach, member of GRAA, informed Council that many owners/dogs are not using the designated Dog Park and are instead using the baseball field, off leash. Mr. Knott requested permission to obtain/post signs, "No Dogs Allowed on Baseball Field". J. Merrick moved to approve the posting of "No Dogs Allowed on Baseball Field" signs, seconded by R. Apgar. Motion carried.
3. Ed Bailey, representative of GR Emergency Services, provided income and expenses for GR EMS, Inc. and their shortage of volunteers to provide services for GRB and surrounding communities. Mr. Bailey would like to meet with the Public Safety Committee to further discuss daily operations of emergency services for GRB. President D. Young thanked GR EMS, Inc. for their service.

Rental Property Appeal

1. Barbara and Dennis Champney, owners of 57 and 59 Manchester Street, submitted written Rental Property Appeals for late fees and Notice of Violation charges. After discussion, V. Ribeiro moved to deny the Rental Property Appeals for 57 and 59 Manchester Street, seconded by J. Merrick. Motion carried.
2. Council discussed an action plan for 33 Ridge Avenue, a Rental Property owned by Jenine Hearn. This property currently has a revoked rental license. R. Apgar moved for Borough Office to mail

another Notice of Violation letter, assessing monthly fees for continued violation and also sending letter to tenants, informing of necessity to vacate property, seconded by A. Stewart. Motion carried.

Approval of Minutes

1. R. Apgar moved to approve the January 16, 2019 Minutes seconded by J. Merrick. Motion carried.

Old Business

1. R. Apgar emailed speed sign data to Council members. Sign records the speed of vehicles and then measures the reaction of the drivers. Sign will be moved throughout the Borough.
2. Deadline to submit bids to purchase Rockville Road properties is April 15. Next week are the Assessment Hearings.
3. Council discussed Live Streaming options for Borough Council meetings.
4. York County Storm Water Authority may or may not take action on Storm Water issues. R. Apgar working on letter to YCPC to inform of GRB's concerns with this possible mandated organization.
5. President D. Young and Work Supervisor followed up with Bill Stroud, 143 Hanover Street and discussed his concerns. Nothing is wrong with inlet, Borough Maintenance will patch the dip in the road, and property owners must manage stormwater on their properties and may not direct stormwater from their property onto someone else's property.

Solicitor's Report

1. E. Gabel presented Ordinance 497 for adoption. R. Apgar moved to adopt Ordinance 497, an ordinance amending certain sections of the Glen Rock Borough Code of Ordinances, seconded by J. Merrick. Motion carried.
2. E. Gabel provided status updates for 207 Hanover Street and 3 Holly Lane. A lien has been filed for 207 Hanover Street and E. Gabel drafted a letter to the owner of 3 Holly Lane.
3. Council discussed draft ordinance for Foreclosure Property Registry and Maintenance. V. Ribeiro moved to advertise Ordinance 498, Foreclosure Property Registry and Maintenance, seconded by A. Stewart. Motion carried.
4. Council discussed the IPMC Appeals Process, including staggered and over lapping terms. Appeals Committee may be Borough Council Members but this is not a requirement. Currently, the GR Zoning Hearing Board members are the Borough Code Appeals Board.

*J. Brenneman arrived for the meeting at 8:11PM.

- R. Apgar moved to appoint the following members to the IPMC Appeals Committee: W. Richard Super, three-year term, Polly Thompson, two-year term, Andrew Stewart, one-year term, and alternates, Nick Wagner and Jim Merrick, three-year terms, seconded by J. Merrick. Motion carried.
5. Council discussed Snow Emergencies and who should have authorization to write parking tickets. R. Apgar moved to authorize Work Supervisor, R. McCullough to write tickets during snow emergencies. After further discussion, R. Apgar moved to amend his motion to authorize R. McCullough and all Council Members to write tickets during snow emergencies, seconded by V. Ribeiro. Motion carried.

Ordinance Violation Report

1. Skyler Campbell, 9 New Street, applied for permit and is awaiting approved permit.
2. Theron Jeffrey, 44 Hanover Street missed deadlines and Council authorized Borough to send Notice of Violation.
3. Glenn and Linda Engler, 100 Church Street, requested a time extension of March 31 to complete chimney repairs. R. Apgar moved to grant time extension of March 31 for owners of 100 Church Street, to complete chimney repairs, seconded by N. Wagner. Motion carried.
4. Council discussed the Animal Permit Application submitted by J. Litz, 106 Terrace Heights. J. Merrick moved to deny J. Litz, 106 Terrace Heights, 2019 Annual Animal Permit application for lack of information, seconded by N. Wagner. After further discussion, V. Ribeiro moved to amend the motion to deny J. Litz, 106 Terrace Heights 2019 Annual Animal Permit Application, including a fourteen-day deadline to come into compliance, seconded by J. Merrick. Motion carried.
5. Council discussed sending J. Litz, 106 Terrace Heights a Courtesy letter concerning storage of junk vehicles on his property.
6. Council is addressing the storage of all abandoned vehicles throughout the Borough.

Borough Engineer's Report

1. Mr. LeRoy Gamble, 9 Church Street, expressed concern with stormwater pushing up through sidewalk in front of his house. After discussion, V. Ribeiro moved to authorize J. Brenneman, Work Supervisor and Council President to meet on site with Mr. Gamble, prior to April 1, seconded by R. Apgar. Motion carried.
2. J. Brenneman is recommending a partial payment of \$4996.11 to 1st Impressions for Stormwater pipe and inlet work at 129 Manchester Street. R. Apgar moved to authorize a partial payment of \$4996.11 to 1st Impressions for Stormwater pipe and inlet work at 129 Manchester Street, seconded by N. Wagner. Motion carried.
3. J. Brenneman reviewed the following bids received for Hanover Street CDBG Curb & Sidewalk Phase 1 and Phase 2 Projects:
 - a. Shiloh Paving & Excavating - \$398,345.00
 - b. Kinsley Construction - 402,953.00R. Apgar moved to accept the bids for Hanover Street CDBG Curb & Sidewalk Phase 1 and Phase 2 Projects, seconded by J. Merrick. Motion carried. YCPC is not recommending that the project be re-bid; CDBG funds are available for this 2019 grant cycle; however, the scope of the work could be limited to \$200,000. R. Apgar moved to award Shiloh Paving & Excavating, a maximum cost of \$200,000, for the Hanover Street CDBG Curb & Sidewalk Phase 1 and Phase 2 Projects, pending the receipt of all other project bid documents, and authorized E. Gabel to write a separate agreement, to execute, reducing the scope of work to a maximum cost of \$200,000, seconded by N. Wagner. Motion carried.
4. J. Brenneman discussed ARLE Grant estimates, possible additional grant funds, and decision to proceed or turn back grant funds. If the borough continues with signal pole upgrade, Penn DOT requires ADA ramps on all four corners of the intersection. Poles are custom made and once ordered, will take at least six months to make. J. Brenneman will discuss reducing scope of work to only adding preemption to current signal with Penn DOT. The Borough will discuss repairs to current pole and preemption with Milt's Signal Repair Service. Council will continue to discuss project during next Council meeting.

*J. Brenneman left the meeting at 9:25 PM.

Police Commission Report

1. Mayor Trout and Representative A. Stewart presented the following updates:
 - New officer learning procedures.
 - Insurance rebates of \$80,000 received by Commission; GRB's portion will be roughly \$11,000 and will be applied to the second quarter invoice.
 - Once Canine Dog arrives, handler and dog will go away for training together.
 - Intergovernmental Agreement Committee met on February 19; SRPD wants to use hours instead of PPU's.
 - New car was purchased and was part of the 2019 budget.

Recreation Board Report

1. Meeting could not be held due to lack of quorum on March 19, but the following items need discussed:
 - Motion to hire a new director for Summer Playground Program: R. Apgar moved to hire Natasha Olszewski as the director for the Summer Playground Program at a rate of \$14.00/hour if she successfully completes all background checks, seconded by V. Ribeiro. Motion carried.
 - Motion to provide \$700 for Summer Playground Program director to purchase supplies. J. Merrick moved to provide \$700 to N. Olszewski to purchase supplies for Summer Playground Program, seconded by R. Apgar. Motion carried.
 - Metal structures have been removed from Veterans Park, 13 Baltimore Street.

Work Supervisor's Report

1. Work Supervisor is having surgery on April 1 and will be off work for at least eight to twelve weeks.
2. Steve Bowers will be filling pot holes, cutting grass, and installing signs while the Work Supervisor is off.
3. Council discussed possible paving projects.
4. Work Supervisor provided quote for sharing the cost of purchasing a crack sealer from Crafcoc, with Shrewsbury Township and Shrewsbury Borough; total cost is \$51,700; GRB's one-third cost is \$17,234. R. Apgar moved to approve purchase of crack sealer, for one-third cost of \$17,234 with Shrewsbury Township and Shrewsbury Borough, seconded by J. Merrick. Motion carried.
5. Borough discussed the clogged drain in BB&T's parking lot; Borough will mail letter to owner requesting the drain be cleaned out.
6. Quote from Reilly Sweeping was provided: hourly cost is \$139. R. Apgar moved to approve Service Agreement with Reilly Sweeping, for two days, total cost of \$2240.00, seconded by N. Wagner. Motion carried.
7. County of York Department of Emergency Services is requesting authorization for two Borough members to serve as the officials with authority to sign off on changes to the Fire and/or EMS responses within Glen Rock Borough. J. Merrick moved to approve John Trout and Ann Merrick as GRB's Officials with Authority and submit information to York County, seconded by A. Stewart. Motion carried.
8. Council discussed providing portable potty for Maintenance Workers, to be placed next to the Maintenance Building. Three quotes were obtained; the lowest cost is \$90/four weeks with Knaper's Stop & Go, and includes weekly cleanings. R. Apgar moved to authorize the rental of a portable potty from Knaper's Stop & Go, \$90/month, seconded by V. Ribeiro. Motion carried.

*R. McCullough and E. Gabel left the meeting at 9:52 PM.

Secretary's Report

1. A. Merrick requested a motion to authorize the use of Glen Rock Fire Police to assist with traffic control for 2019 Dallastown Borough events. R. Apgar moved to authorize the use of Glen Rock Fire Police to assist with traffic control for 2019 Dallastown Borough events, seconded by J. Merrick. Motion carried.
2. A. Merrick requested a motion to authorize the use of Glen Rock Fire Police for 2019 Fawn Grove Borough events. R. Apgar moved to authorize the use of Glen Rock Fire Police for 2019 Fawn Grove Borough events, seconded by J. Merrick. Motion carried.
3. A. Merrick provided an update for 114-118 Church Street escrow funds: fire damages at this property did not exceed 60% of the aggregate limits of liability covering the building restructure so no fire escrow funds were provided to the Borough.
4. A. Merrick requested a motion authorizing the transfer of \$100,000 from General Fund Reserve Funds to General Fund for use on upcoming budgeted expenses. R. Apgar moved to authorize the transfer of \$100,000 from General Fund Reserve Funds to General Fund for use on upcoming budgeted expenses, seconded by N. Wagner. Motion carried.
5. A. Merrick requested consideration for integration of newly adopted ordinances with Borough Code. Council would like an estimate for the costs to supplement the current Code.
6. Met-Ed is installing LED street lights throughout the Borough. Residents with questions or concerns may contact Met-Ed customer service by providing pole number; Met-Ed will accommodate calls concerning the intensity or angle of the lights.

No Animal Control Officer's Report

South Penn Code Consultant's Report

1. SPCC completed one rental inspection and issued one zoning permit in February, 2019.

Mayor's Report

1. Mayor Trout is serving on the Bridge Dedication Committee.
2. Mayor Trout attended SYCSD Community Night and learned about the Adverse Childhood Experiences Program.

Building/Property Report

1. Repairs are completed to fence along creek, on Water Street.
2. Rain garden rain collection barrel and weeds in the rain garden need attention.

No Public Safety Report

Ordinance Committee Report

1. Committee's next project is a Swimming Pool maintenance ordinance.

Special Projects Report

1. R. Apgar provided an update for the Valley Street Bridge dedication planned for March 29, 2019; Black Hawk helicopters' Flyover is being planned.

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. CGA Law Firm
 - i. January, 2019 Invoice \$ 2393.00
 - ii. February, 2019 Invoice 629.00
 - b. James R. Holley & Associates, Inc. 770.00
 - c. South Penn Code Consultants LLC 787.50
 - d. Southern Regional Police Commission 71171.00Motion carried.
2. D. Young requested affirmation of payment of invoices over \$500 through the General Fund. R. Apgar affirmed payment of the following invoices over \$500.00 using the General Fund, seconded by N. Wagner:
 - a. Southern Regional Police Commission \$ 71171.00
(First Quarter, 2019)
 - b. James R. Holley & Associates 3685.07
 - c. South Penn Code Consultants LLC 1312.50Motion carried.
3. D. Young requested a motion to sign and adopt the Eligible Governmental 457-B Plan. R. Apgar moved to sign and adopt the Eligible Governmental 457-B Plan, seconded by N. Wagner. Motion carried.

New Business

1. Secretary requested a motion to adopt Resolution 2019-10, a resolution adopting the York County 2019 Hazard Mitigation Plan. R. Apgar moved to adopt Resolution 2019-10, seconded by N. Wagner. Motion carried.
2. Secretary requested a motion to adopt Resolution 2019-11, a resolution adopting participation in the 2019-2023 York County Bridge Inspection Program. R. Apgar moved to adopt Resolution 2019-11, seconded by N. Wagner. Motion carried.
3. D. Young requested a motion to appoint Stan Walters to represent SCEMA on the York County Emergency Management Program Advisory Committee. J. Merrick moved to appoint Stan Walters to represent SCEMA on the York County Emergency Management Program Advisory Committee, seconded by R. Apgar. Motion carried.

**Council recessed to Executive Session at 10:06 PM to discuss pending litigation.

**The Council meeting resumed at 10:09 PM.

President's Report

1. D. Young referenced an email received from Patrick Barry regarding participation in local Rotary Club and suggested this might be a good opportunity for members of Council.
2. Next YCBA Meeting is scheduled for March 28, 2019; invitation was emailed to Council members.
3. D. Young informed Council of a letter which was mailed to residents of Terrace Heights regarding parking on Refuse pick up days. The letter was not regulatory, but rather a risk assessment, requested by Penn Waste.

No Public Comment

R. Apgar moved to cancel the April 24, 2019 Quarterly Council Meeting, seconded by N. Wagner. Motion carried.

R. Apgar moved to adjourn the meeting at 10:14 PM, seconded by J. Merrick. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer