

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
August 21, 2019**

**Present:** Rollin Apgar, Clay Gallegos, Jason Loudermilk, James Merrick, Nick Wagner and Doug Young

**Others Present:** Evan Gabel, Esq., John Trout, Mayor, 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. GR Zoning Hearing Board has one vacancy.
2. GR Planning Commission has two vacancies.

**No Public Comment**

**Approval of Minutes**

1. R. Apgar moved to approve the July 17, 2019 Council Minutes seconded by J. Merrick. Motion carried.

**Borough Engineer's Report presented by President D. Young**

1. Hanover Street CDBG project has begun; destruction is complete.
2. Phase 3 Hanover Street C/S/D Improvement project was discussed. A new process is required to determine participation in the Federal Community Development Block Grant (CDBG) Program; an Income Survey is necessary for the residents within the project area. All surveys are returned to YCPC for final tabulation. The Borough mailed letters to the residents in the project area for Phase 3 Hanover St project and will follow up as needed. One-hundred percent response is necessary.
3. 1<sup>st</sup> Impression will begin 9 Church Street project when 50 Water Street project is complete.
4. Council discussed cleaning out the sediment buildup in the Mill Race. 1<sup>st</sup> Impression has equipment and provided a verbal quote of \$2000, as long as a local dump site is available. R. Apgar moved to spend up to \$2500 to 1<sup>st</sup> Impression for clean out of the Mill Race, seconded by C. Gallegos. Motion carried.

**Old Business**

1. Radar Speed Sign is currently posted on Manchester Street.
2. Council discussed truck enforcement on Church Street. Current ordinance is outdated and needs new information to account for combination vehicles/mobile home campers. SRPD is only able to enforce "no box trucks or tractor trailers" on Church Street due to new Penn DOT signage. The Borough plans to update the ordinance and then write letter to Senator Kristen Phillips-Hill.
3. Live-Streaming update was provided. You Tube has new requirement of at least 1000 followers to use mobile/tablet device. Suggestion was made to purchase a small laptop/Chromebook and a webcam for video/audio. Victoria Ribeiro volunteered to continue working on the project.
4. No update for renewal of Cable Franchise Agreement with Comcast.

### **Solicitor's Report**

1. CGA is waiting for response from the owner of 3 Holly Lane regarding payment plan for outstanding fees owed. If response is not received, CGA will file a second lien on this property.
2. E. Gabel discussed current zoning ordinance and animal ordinance with BCO, Keith Hunnings. The solicitor is suggesting the Borough make a few changes to zoning ordinance including defining what Agriculture is and is not. He provided a sample Animal Ordinance from Shrewsbury Township and some possible definitions of Agriculture. Council asked for a sample ordinance from another Borough for comparison. E. Gabel will draft a final document for Council to review.
3. E. Gabel outlined a draft version of Agreement of Sale for 1.73-acre parcel on Rockville Road. The Agreement includes down payment of \$2000 within ten calendar days of acceptance of the Agreement and balance of \$18,000 due at settlement; buyer pays real estate taxes and pays for all title work. Property is sold in "AS IS condition. Because no bids were received through Glen Rock Borough's advertisement of the sale of the property, Council must announce the terms and conditions of the sale and then wait thirty days to authorize the sale of the property.
4. E. Gabel is still working on an Agreement of Sale for 25.16-acre parcel on Rockville Road; he is waiting for responses from DCNR and Representative Kate Klunk's office.
5. E. Gabel provided an update on the Hanover Street lien; initially a few payments were made toward the balance, but no payments have been received in 2019. The fees will have to be paid, if the property is sold.

### **Ordinance Violation Report**

1. The owner of 37 Glen Avenue has requested a six-month extension to complete repairs to their front porch. R. Apgar moved to grant three-month time extension until November 21, 2019, seconded by J. Merrick. Motion carried.
2. The Borough continues to issue letters to property owners for abandoned vehicles and tall grass and weeds.

### **Police Commission Report**

1. Mayor Trout provided the following updates:
  - Officer Derrick Smith and Canine Dog, Ransom, graduated from Canine Training and immediately participated in an arrest.
  - Funding is still being donated for Ransom's expenses.
  - National Night Out was well attended in Stewartstown Borough.
  - Recently began working on the 2020 budget.
  - An agreement for hire has been given to Stephen Boddington, Chief Boddington's son; start date is September 3, 2019.
  - Still working on phone system upgrade.
  - Southwestern Police Department is discussing a possible merger with SRPD. DCED has been contacted to complete a feasibility study.
  - Draft Intergovernmental Agreement is not ready for review by any member council or even the commission. Attendance to IGA meetings is poor. GR Borough Council is concerned about the content of the IGA and their lack of input into the document. First draft of the IGA should be ready for September 5 Commission meeting.

### **Recreation Board Report**

1. J. Merrick moved to authorize payment of \$889.30 from Recreation Fund to Alexandra Collier for reimbursement of 2019 Summer Playground expenses, seconded by R. Apgar. Motion carried.
2. Jeff Heyne presented information about Pickle Ball game, which is played on tennis courts; Mr. Heyne said he would paint all the lines. Recreation Board responded favorably to this suggestion; however, the tennis court is currently unsafe due to several large cracks. The Board plans to obtain quotes for replacing the surface and painting for tennis and pickle ball. Council suggested the Recreation Board consider a DCNR grant.
3. A Halloween Costume event is planned for Dog Park on October 27, 5-6:30PM.
4. Recreation Board obtained a quote from Adam Kerchner of \$1636.97 to upgrade security cameras at the park, which includes five cameras and ninety feet of night vision; the quote includes use of the existing cable. Recreation Board approved the \$1636.97 quote provided by Adam Kerchner. R. Apgar moved to accept the quote from Adam Kerchner of \$1636.97 to upgrade five security cameras at the Glen Rock Park, seconded by N. Wagner. Motion carried.
5. Current member Jeremy Diehl has verbally resigned from the Board. Rosemary Diehl also announced that she will be resigning soon. The current board members would like J. Merrick to serve as the vice-president or maybe even president of the Recreation Board. Jim Merrick is requesting that these vacancies be filled as soon as possible or that Council consider taking over the Recreation Board duties.
6. A. Merrick requested a motion to authorize Recreation Fund reimbursement of \$3934.09 to the General Fund for the 2019 payroll and payroll taxes for the summer playground program. R. Apgar moved to authorize Recreation Fund reimbursement of \$3934.09 to the General Fund for the 2019 payroll and payroll taxes for the summer playground program, seconded by C. Gallegos. Motion carried.

### **Work Supervisor's Report presented by President D. Young**

1. President D. Young presented paving project for Valley Street; Shrewsbury Township provided handwritten quote, forwarded as a photograph, for review. The cost to pave Valley Street, from Camp Road to the GRB Maintenance Building is \$49,444; cost to Tar & Chip Valley Street, from Camp Road to GRB Line is \$6500; cost to repave Valley Street from Camp Road to GRB Line is \$19,384. Tar & Chip process will extend the life of a recently paved street. President D. Young stated the 2019 General Fund budget has \$72,475 funds available and budgeted for road maintenance. J. Merrick moved to spend \$55,944 on Valley Street repaving and tar & chip with Shrewsbury Township completing the work. The motion died for lack of a second. Council requested additional details on Shrewsbury Township's quote and would also like to review a second quote for the same project.

### **Secretary's Report**

1. A. Merrick requested a motion to adopt Resolution 2019-20, resolution modifying addresses for a property located at 39-43 Main Street in the Borough of Glen Rock. J. Merrick moved to adopt Resolution 2019-20, resolution modifying addresses for a property located at 39-43 Main Street in the Borough of Glen Rock, seconded by R. Apgar. Motion carried.
2. A. Merrick described modification of addresses for several properties: 28-30 Water Street, 32 Water Street and 40-46 Water Street. A. Merrick requested a motion to advertise Resolution 2019-21, modifying addresses for several properties on Water Street in the Borough of Glen Rock. R. Apgar moved to advertise Resolution 2019-21, modifying addresses for several

- properties on Water Street in the Borough of Glen Rock, seconded by N. Wagner. GR Postmaster was invited to meeting to discuss address changes, but he chose not to attend. Motion carried.
3. A. Merrick requested a motion to authorize an Amendment to Hanover Street CDBG #45522303 Contract with YCPC for Time Extension of December 31, 2019. J. Merrick moved to authorize and execute an Amendment to Hanover Street CDBG #45522303 Contract with YCPC for Time Extension of December 31, 2019, seconded by R. Apgar. Motion carried.
  4. As the Chief Administrative Officer of the Borough's pension plan, A. Merrick requested a motion to meet the Borough's MMO (Minimum Municipal Obligation) of \$11000 for 2020. R. Apgar moved to approve the Borough's MMO of \$11000 for 2020, seconded by N. Wagner. J. Merrick abstained from the vote; motion carried.
  5. A. Merrick requested a motion for authorization to sign the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough with Penn DOT for the 2019-2020 snow season. R. Apgar moved to authorize A. Merrick to sign the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough with Penn DOT for the 2019-2020 snow season, seconded by N. Wagner. Motion carried.
  6. Grace Electrical Services, LLC provided an estimate of \$738.66 to convert the Municipal Parking Lot lights to LED's and an estimate of \$1905.68 to convert four remaining Borough owned street light to LED's. A. Merrick requested a motion to approve Grace Electrical Services' quote of \$2644.34 to convert the municipal parking lot lights to LED's and four Borough owned street lights to LED's. R. Apgar moved approve Grace Electrical Services' quote of \$2644.34 to convert the municipal parking lot lights to LED's and four Borough owned street lights to LED's, seconded by N. Wagner. Motion carried.
  7. Borough received a request for installation of a Handicap Parking Space at or near 210 Hanover Street: owner/resident has health issues. All necessary paperwork has been provided to the Borough. A. Merrick requested a motion to install a Handicap Parking Space at or near 210 Hanover Street. J. Merrick moved to install a Handicap Parking Space at or near 210 Hanover Street, seconded by N. Wagner. Motion carried.
  8. Workers Compensation premium has dropped significantly; the Borough's overall cost savings for our insurance package is \$6509 for 2019-2020.
  9. A. Merrick requested a motion to authorize the payment of approved 2019 donation of \$3000 to Arthur Hufnagel Public Library. R. Apgar moved to authorize the payment of approved 2019 donation of \$3000 to Arthur Hufnagel Public Library, seconded by J. Merrick. Motion carried.
  10. A. Merrick informed Council that the Borough Office Hours will be 9am – 2pm week of August 26-29, 2019, while Ann is on vacation.

### **No Animal Control Officer's Report**

### **South Penn Code Consultant's Report**

1. SPCC completed two rental inspections, issued two zoning permits, and one building permit in July, 2019.

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

\*E. Gabel left the meeting at 8:41 PM.

### **Building/Property Report**

1. Steps/Ramp repairs at the Neuhaus Building should be completed by the end of August, 2019.

2. Borough received a quote of \$5425 from BLM Construction & Remodeling, LLC to install ribbed metal and metal trim on the walls in the basement of the Neuhaus Building, which were damaged during the 2018 floods. R. Apgar moved to accept the quote of \$5425 from BLM Construction & Remodeling, LLC for wall repairs in the basement of the Neuhaus Building, seconded by N. Wagner. Motion carried.

### **GR Water & Sewer Authority**

1. Water & Sewer Authority is concerned about newest member, Keith Hershner; he has not attended a meeting since he was appointed. R. Apgar will contact Keith Hershner, to ask his intentions.

### **Public Safety Report**

1. All Traffic Solutions software renewal is due on November 19, 2019; R. Apgar plans to make recommendation to Council during September meeting.
2. R. Apgar is requesting the installation of Speed Limit Signs on Rexwood Drive; there are no sidewalks in the development and people must walk in the street. R. Apgar moved to install double-faced speed limit signs in Rexwood Drive development, seconded by J. Merrick. Motion carried.
3. R. Apgar suggested the installation of a bright light on the GR Park Pavilion as a way to prevent people loitering in the parking lot after dark.
4. R. Apgar mentioned that several street lights are out and/or have not been replaced to LED's including the light in front on CS Convenience Store, street light between 32 Main Street and 34-40 Main Street and street light next to GR EMS Building. R. Apgar will provide pole numbers to the Borough Office.

### **Ordinance Committee Report**

1. D. Young requested authorization to contact J. Brenneman for input on the Street Cut Application. R. Apgar moved to authorize the ordinance committee to work with J. Brenneman on the Street Cut Application, seconded by J. Merrick. Motion carried.

### **No Special Projects Report/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 C. Gallegos:

a. Grace Electrical Services, LLC	\$ 575.53
b. James R. Holley & Associates, Inc.	566.50
c. South Penn Code Consultants LLC	1125.00

Motion carried.
2. D. Young presented an invoice over \$500.00 for payment through the Liquid Fuel Funds. R. Apgar moved to pay 1<sup>st</sup> Impression Stormwater & Excavating \$34,139.90 for project # 19-66410-001 using Liquid Fuel Funds, seconded by N. Wagner. Motion carried.
3. D. Young provided an update on the 2019 budget; engineering costs are significantly higher than the amount budgeted, but most other expenses are lower than the budgeted amounts.
4. Finance Committee will begin working on the 2020 Budget in early September. D. Young requested input including projects and equipment purchases.

**No New Business**

**President's Report**

1. D. Young, J. Brenneman and A. Merrick will be attending the 2021 Transportation Improvement Program meeting on September 12; information will be provided regarding the replacement of the Main Street bridge.

\*\*Council recessed to Executive Session at 8:58 PM to discuss pending litigation.

\*\*The Council meeting resumed at 9:00 PM.

**No Public Comment**

R. Apgar moved to adjourn the meeting at 9:01 PM, seconded by N. Wagner. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer