

**GLEN ROCK BOROUGH
COUNCIL MEETING
October 16, 2019**

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

Others Present: Evan Gabel, Esq., Jason Brenneman, P.E. *, John Trout, Mayor, Ann Merrick, Sec/Treas., and four 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. D. Young announced an Executive Session for later in the meeting to discuss personnel matters.
2. Borough Council currently has one vacancy with a term expiring January 1, 2022. C. Gallegos expressed interest to fill the vacancy and wants to resign from his current appointment, expiration term on January 1, 2020. R. Apgar moved to accept C. Gallegos resignation effective immediately, term ending January 1, 2020, seconded by J. Merrick. R. Apgar, C. Gallegos, J. Merrick and D. Young voted in favor; J. Loudermilk voted against. Motion carried. R. Apgar moved to appoint C. Gallegos to Council vacancy, term ending January 1, 2022, seconded by J. Loudermilk. Motion carried. Mayor J. Trout swore-in C. Gallegos for this Council Member appointment.
3. Borough Council still has one vacancy, term expires on January 1, 2020.
4. Borough resident Samantha Cole submitted a Community Volunteer Form, expressing interest in GR Recreation Board vacancy. J. Merrick moved to appoint Samantha Cole to the GR Recreation Board, term expiring December 31, 2022, seconded by C. Gallegos. Motion carried.
5. GR Zoning Hearing Board has one vacancy.
6. GR Planning Commission has two vacancies.

No Public Comment

Agenda

1. Judy Flemmens, South Central York County Senior Center
J. Flemmens thanked Council for past donations. She presented an overview of the services provided to communities including home meal delivery to eight residents of Glen Rock Borough. SCYC Senior Center Board recently re-organized, have increased fundraising efforts and are working with Representative Kate Klunk's office to apply for a grant. SCYC Senior Center is appreciative of the \$500 donation from Glen Rock Borough and is requesting an increase donation for 2020.

Approval of Minutes

1. J. Merrick moved to approve the September 18, 2019 Council Minutes seconded by R. Apgar. Motion carried.

Old Business

1. Five-year enforcement data for Church Street was forwarded to Penn DOT; no update available at this time.
2. Radar Speed Sign is being moved around the Borough; next location to be posted is Valley Street.

3. SRPD reported about an incident involving a box truck; there may be some damage at the intersection of Hayward Heights and Church Street.
4. Equipment is being updated for possible Live-Streaming of November Borough Council Meeting.
5. Borough is waiting for response from Comcast about renewal of Cable Franchise Agreement.

Solicitor's Report

1. E. Gabel provided a draft of Animal Ordinance for review. He will prepare final draft for the November Meeting.

*J. Brenneman arrived for the meeting at 7:33PM.

2. Council discussed possible changes to the Zoning Ordinance with regard to Agriculture and Keeping of Livestock in the Borough. Council should email suggestions to E. Gabel. E. Gabel will present final draft of Zoning Ordinance changes during the November Meeting.
3. R. Apgar moved to accept the bid of \$1600.00 from the Repository List, County of York Tax Claim Bureau for 35 Cottage Avenue, seconded by J. Merrick. Motion carried.
4. R. Apgar moved to approve the sale of 1.73-acre parcel on Rockville Road to A. Stewart for \$20,000, seconded by C. Gallegos. Motion carried.
5. E. Gabel is scheduling a meeting with Representative K. Klunk's office to discuss the process for removing deed restrictions from Project 70 Act for 25.16-acre parcel on Rockville Road.
6. Council discussed implementing a registry for Vacant Properties as well as the newly adopted Ordinance for registration of foreclosed properties.
7. 3 Holly Lane was not sold at recent YC Sheriff Sale; the bank now has ownership of the property.

Borough Engineer's Report

1. Hanover Street CDBG project:
 - Final walk-thru needs to be scheduled with YCPC
 - Change Order #2 was provided and needs approved for the installation of knee walls, \$90 per foot with approximately 100 feet required, total of \$9000. R. Apgar moved to approve Change Order #2 for the installation of knee walls for the Hanover Street CDBG project #45522303 for a cost of \$9000, seconded by J. Merrick. Motion carried.
 - Initial payment request of \$163,033.20 was submitted for payment by YCPC. R. Apgar moved to authorize YCPC to make initial payment of \$163,033.20 to Shiloh Paving & Excavating, Inc. for the Hanover Street Curb/Sidewalk Improvement project, phase 1 and 2, CDBG project #45522303, seconded by C. Gallegos. Motion carried.
 - Borough received a complaint from one homeowner from broken handrailing; Borough repaired and homeowner is pleased with final outcome.
2. Council discussed Income Survey process necessary for CDBG Hanover Street Curb/Sidewalk/Drainage Improvements, Phase 3 project. There are twenty-five properties within the project area. Nine properties have been unresponsive to letters mailed directly to their homes and to door-to-door canvassing. Several Council members volunteered to go door-to-door one more time, trying to gain 100% compliance.
3. Stormwater repairs at 9 Church Street are almost complete; concrete scheduled to be poured on October 22. J. Brenneman requested approval to authorize payment of invoices when concrete is poured and inspected. R. Apgar moved to approve payment of \$2590 to 1st Impressions when concrete work is complete and inspected, seconded by C. Gallegos. Motion carried.

4. J. Brenneman described slope of Mill Race; area filled with six to eight inches of sediment. Atlantic Stormwater will be able to vacuum this area, estimates one, eight-hour day, for a cost of \$2000. R. Apgar moved to authorize Atlantic Stormwater to vacuum Mill Race for cost of \$2000, once they provide proper Certificate of Liability Insurance to the Borough, seconded by J. Merrick. Motion carried.
5. 1st Impressions has not provided accurate, detailed invoicing for payment of \$40,000 for GR Mill Race project. Final invoice of \$13,158.88 includes purchase and installation of concrete vault but will not be approved until accurate invoices are provided.
6. R. Apgar moved to authorize J. Brenneman to contact Penn DOT regarding Manchester Street collapse in front of entrance to the American Legion, seconded by C. Gallegos. Motion carried.

*J. Brenneman left the meeting at 8:12 PM.

Ordinance Violation Report

1. Owner of 133, 135 Main Street is working on building plans to repair the property and will apply for permits. SPCC is giving the owner time to complete plans.
2. SPCC will coordinate an on-site meeting with owner of 35 Junior Street in the near future.
3. Four properties received late fees for non-compliance of Rental Ordinance; did not complete rental inspections by the September 30 deadline. Three of the properties have paid late fees; one property has rental inspection scheduled for week of October 21.

Police Commission Report

1. Mayor Trout and Borough Representatives, C. Gallegos and R. Apgar provided the following updates:
 - Draft of IGA received right before Council meeting; R. Apgar will email to Council.
 - Vehicle was totaled and is being replaced; officer was not injured.
 - 2020 Budget process was presented by Chief Boddington and Gail Prego. SRPD is proposing an increase to GR's PPU's from 7.5 to 7.65; GRB's projected increase is 6.45%; 2020 budgeted amount is \$289,382.
 - SRPD is investigating the tragic train accident from last week.
2. R. Apgar moved to approve Southern Regional Police Commission's Budget as presented for Glen Rock Borough, total of \$289,382, seconded by J. Merrick. Motion carried.

Recreation Board Report

1. J. Merrick presented GR Recreation Board's 2020 Budget for review. R. Apgar moved to accept the GR Recreation Board's 2020 Budget, seconded by C. Gallegos. Motion carried.
2. GR Recreation Board thanked Brandon Hufnagel for his donation of cameras to supplement the park's new security system.
3. GR Park Security employee was dismissed for not doing the job as hired.
4. Recreation Board is investigating the installation of timed locks for the restrooms.
5. Recreation Board is scheduling Grub Treatment for the grounds at the park.

Work Supervisor's Report

1. WS returned to fulltime work on October 16, 2019.
2. Garage door seals were replaced at the maintenance building.

Secretary's Report

1. Larry Trimmer, the owner of 147 Manchester Street, three-unit property, is requesting a refuse waiver for two of the units. After discussion, J. Merrick moved to deny Larry Trimmer's request for refuse waivers for three-unit property located at 147 Manchester Street, seconded by C. Gallegos. Motion carried.
2. A. Merrick requested a motion to transfer \$90,000 from General Fund Reserve to General Fund for budgeted expenses. R. Apgar moved to approve the transfer \$90,000 from General Fund Reserve to General Fund for budgeted expenses, seconded by J. Merrick. Motion carried.
3. A. Merrick presented a proposal from Engles & Fahs, Inc., Peoples Bank Electrical Contractor, to install six additional dedicated receptacles in the Borough Office/meeting room for a cost of \$2375.00. R. Apgar moved to approve Engles & Fahs, Inc. quote of \$2375 for the installation of six additional dedicated receptacles in the Borough Office/meeting room, seconded by C. Gallegos. Motion carried.
4. A. Merrick requested a motion to purchase \$631 of new office furniture for the Borough Office. R. Apgar moved to approve the purchase of new office furniture for cost of \$631, seconded by J. Merrick. Motion carried.
5. A. Merrick requested a motion to purchase blueprint storage unit and plan tags for the Borough Office. R. Apgar moved to approve the purchase of blueprint storage unit and plan tags for the Borough Office, seconded by C. Gallegos. Motion carried.
6. A. Merrick reviewed online plus QuickBooks proposal from Hamilton & Musser. R. Apgar moved to approve the online plus QuickBooks proposal from Hamilton & Musser, seconded by C. Gallegos. Motion carried.

No Animal Control Officer's Report

South Penn Code Consultant's Report

1. SPCC completed six rental inspections, and issued four zoning permits and two building permits in September, 2019.

Mayor's Report

1. Mayor Trout reported that GR EMS Inc has purchased a 2019 Road Rescue vehicle.

Building/Property Report

1. Neuhaus Building steps/ramp project is now complete.
2. J. Merrick obtained and presented a quote for maintenance of the Rain Garden from Keel Mar Enterprises, total cost of \$1925 to pull weeds and place fresh mulch. Council asked J. Merrick to obtain another quote.

No Public Safety Report

No Ordinance Committee Report

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 J. Merrick:
 - a. CGA Law Firm
 - i. September Invoice \$ 924.00
 - b. James R. Holley & Associates, Inc. 2906.75
 - c. South Penn Code Consultants LLC 1950.00
 - d. Southern Regional Police Commission 71171.00
 - e. T&L Painting Plus 912.50
 Motion carried.
- 2. D. Young presented an invoice from C. S. Davidson for engineering to design the Mill Race Headwall, cost of \$2106.97, using Liquid Fuel Funds. R. Apgar moved to pay C. S. Davidson for engineering to design the Mill Race Headwall, cost of \$2106.97, using Liquid Fuel Funds, seconded by C. Gallegos. Motion carried.
- 3. Council reviewed 2020 Budget notes. Council discussed increasing the SYC Senior Center's donation from \$500 to \$2000. The increase will be part of the 2020 Budget; Council will authorize to advertise the budget during their November meeting and adopt 2020 budget during their December meeting.

No New Business

Executive Session

**Council recessed to Executive Session at 9:28 PM to discuss personnel matters.

**The Council meeting resumed at 10:17 PM.

*E. Gabel left the meeting at 10:15 PM.

- 1. R. Apgar moved to pay Ron McCullough a \$5000 performance bonus for work in the first quarter of 2019, \$3000 performance bonus to Ann Merrick, \$2000 performance bonus to Steve Bowers, and \$1000 to Stacy Gallegos, to be paid immediately, seconded by C. Gallegos. J. Merrick abstained from the vote; motion carried.

President's Report

- 1. York County Borough's Association's next meeting is scheduled on November 9, 2019.

No Public Comment

Quarterly Council Meeting is scheduled for October 30, 2019, 7PM at the Borough Office.

R. Apgar moved to adjourn the meeting at 10:24 PM, seconded by J. Merrick. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer