

**GLEN ROCK BOROUGH
COUNCIL MEETING
March 19, 2014**

Present:	Council Members:	Rollin Apgar* Jeremy Diehl Eugene Delahanty Mike Shaver Richard Shiles Benjamin Wetzel Doug Young
	Mayor:	Ronald McCullough, Jr.*
	Solicitor:	Michelle Pokrifka*
	Borough Engineer:	Jason Brenneman, PE
	Secretary:	Ann Merrick
	Visitors:	One visitor

The meeting was Called to Order at 7:00 P.M. by Council President Richard Shiles beginning with the pledge to the flag.

Public Comment

1. Borough Resident Victoria Ribeiro introduced herself and expressed interest in the Street Fair Committee and helping with the newsletter.

*R. Apgar arrived for the meeting at 7:02 P. M.

Announcements/Vacancies

1. The following vacancies were announced:
 - a. GR Planning Commission, one vacancy as of Nov 3, 2013;
 - b. GR Zoning Hearing Board, one vacancy as of Dec 14, 2013.
2. Ronald McCullough, Jr. expressed interest in serving as the Borough's Civil Service Representative for Southern Regional Police. B. Wetzel moved to appoint Ronald McCullough, Jr. as Glen Rock Borough's Civil Service Representative for Southern Regional Police, seconded by J. Diehl. Motion carried.

*M. Pokrifka arrived for the meeting at 7:04 P. M.

Borough Engineer's Report

1. J. Brenneman informed Council that the solicitor gave her approval for bidding asphalt material and asphalt placement as separate amounts but in one set of bid documents for the Church Street project.
2. The new target start date for Columbia Gas on Church Street is the end of last week of March or the first week in April, 2014.
3. J. Brenneman presented Council with Recommendation of payment #3 from Wexcon for Change Work Orders # 2 – 7, retaining five percent of the total cost, \$12482.82. D. Young moved to authorize payment # 3 of \$12482.82 to Wexcon for approved Change Work Orders #2 – 7, seconded by R. Apgar. Motion carried.
4. J. Brenneman suggested some possible projects for submission to YCPC for the next CDBG cycle. Projects discussed included Hanover Street Curb & Sidewalk, and street reconstruction of Winter Avenue and Junior Street. B. Wetzel moved to authorize J. Brenneman to submit CDBG 2015 – 2017 applications for the replacement of curb and sidewalk on parts of Hanover Street, Street reconstruction of Winter Avenue and Street reconstruction on Junior Street, seconded by R. Apgar. Motion carried.
5. J. Brenneman mentioned that the implementation of a landscaping ordinance is not applicable in Glen Rock Borough.
6. Church Street Curb & Sidewalk bids will be opened at YCPC on April 15 at 10 A. M.

**J. Brenneman left the meeting at 7:36 P. M.

No GR Planning Commission Report

GR Recreation Board Report

1. The 2014 Summer Park Program will be held July 8 – 31, Tuesday, Wednesday, and Thursdays, 9:30am – Noon. Rebecca Rohrbaugh is the returning Director. She will hire five counselors: three returning and two new counselors. D. Young moved to provide \$700.00 of advanced funds to R. Rohrbaugh for the purchase of supplies, seconded by R. Apgar. Motion carried.
2. The Recreation Board recommends paying \$9.00/hour to returning counselors, \$8.50/hour to new counselors, and \$16.00/hour to the director, which includes thirty hours of planning time. D. Young moved to authorize \$9.00/hour to returning counselors, \$8.50/hour to new counselors, and \$16.00/hour to the director, seconded by R. Apgar. Motion carried.
3. The Recreation Board is discussing the addition of a dog park on the grounds of the Glen Rock Park. Council is supportive of this endeavor. The Recreation Board invited R. Shiles to their April 15 meeting to discuss his process for gathering support/donations for the Baltimore Street Park.

4. The Recreation Board is having the flag pole repaired.
5. The Board has hired Emily Hart to open/close restrooms and Deb Smith to clean the restrooms May through September and will again use Portable Potty's in April and October.

Approval of Minutes

1. On page 2, Engineer's Report, #1, the wording was changed to indicate that the motions were individually approved. D. Young moved to approve the January 22 Quarterly Council Meeting Minutes and to approve the February 19 Council Meeting Minutes with the change in wording indicating individual motions under the Borough Engineer's Report, page 2, item #1, seconded by R. Apgar. Motion carried.

Zoning Officer's Report

1. Code Administrator's Inc. provided a monthly summary report for February, 2014.

Solicitor's Report

1. M. Pokrifka reviewed previously suggested changes for sections 301 and 302 of the newest draft for the storm water ordinance.
2. M. Pokrifka discussed Council's questions and comments to a draft of the Blight Ordinance. The solicitor will contact CAI to ask if they have a Blight Property permit application. B. Wetzel moved to approve the Glen Rock Neighborhood Blight Reclamation and Revitalization Ordinance, seconded by R. Apgar. Motion carried.
3. Council discussed the Codification of Ordinances. While reviewing the codification document for advertising and adoption, the solicitor recommends an amendment to the Borough's municipal solid waste and recycling ordinance, to include these specifics under service fees and billing: discontinuance of service due to non-payment of fees shall not relieve the resident or establishment from abiding by all requirements of the ordinance, service fees, billing and collection fees established shall also be established by Resolution and a penalty for late payment and attorney's fees for collection of late payment may be imposed against any person receiving refuse collection services. B. Wetzel moved to approve the Borough's Municipal Solid Waste and Recycling Ordinance amending a portion of the ordinance to include service fees, billing and collection fees, seconded by R. Apgar. Motion carried.
4. The solicitor asked for clarification from Council regarding the request from Robert Gotwols, to eliminate pedestrians from crossing back and forth over the train tracks beside the GR Mill Inn. The Solicitor must address this matter with YC Department of Parks and Recreation's Director, Tammy Klunk.
5. M. Pokrifka discussed outstanding rental fees and will file DJ Actions as necessary.

6. M. Pokrifka discussed outstanding refuse fees and will file liens, after confirming Republic has not received payment for each violation.
7. Council discussed re-visiting the adoption of a nepotism policy either as part of the employee handbook or separate ordinance.

No Mayor's Report

Work Supervisor's Report

1. The WS suggested that GRB bid the purchase of black top when Shrewsbury Township bids their own black top, so that GRB may use Liquid Fuel Funds to pay for Street paving/repair.
2. The WS discussed purchasing a zero turn mower from Wertz Farm & Power Equipment as part of the 2014 budget. A final price was not available for the meeting. B. Wetzel moved to approve the purchase of a zero turn mower, once a final cost is received and the finance committee determines that the cost to purchase is part of the 2014 budget, seconded by R. Apgar. Motion carried.
3. Reilly Sweeping's proposal for street sweeping is \$864.00 for eight hours daily, which includes one way travel from Lancaster. The WS stated that street sweeping will take two full days. D. Young moved to approve Reilly Sweepings proposal, using Liquid Fuel Funds to pay for the Borough's street sweeping this year, seconded by R. Apgar. Motion carried.
4. The WS and secretary are working together on a Sign Management Plan for GRB.

Secretary's Report

1. The secretary requested newsletter articles by March 25.

Work Supervisor's Report continued

5. Shrewsbury Township is holding winter debris drop-off events at their maintenance building, rear of Hametown Park. Acceptable materials include tree limbs and similar vegetation material. Shrewsbury Township will allow GRB Residents to participate. Photo ID is required to prove residency. Events are being held March 22, 7AM – Noon and April 12, 7AM – 3PM.

Secretary's Report continued

2. The Borough Office will be closed March 27 – 31, 2014.
3. The secretary requested a motion to transfer \$2500.00 from the Rental Fund to the General Fund to pay upcoming Borough expenses. R. Apgar moved transfer \$2500.00 from the Rental Fund to the General Fund to pay upcoming Borough expenses, seconded by B. Wetzel. Motion carried.

4. The secretary announced the York Area Metropolitan Planning Organization is requesting nominations to fill a term of July 2014 to 2018.
5. YC Commissioners are again acting as the contracting agency for the inspection of municipal bridges during the 2014 – 2018 inspection cycles. Penn DOT requires written consent from affected municipalities, authorizing the County to act as the contracting agency. The secretary requested a motion to authorize the Council President to sign a statement of concurrence with Penn DOT, authorizing York County to complete bridge inspections in Glen Rock Borough as part of the local bridge inspection program. R. Apgar moved to authorize the Council President to sign a statement of concurrence with Penn DOT, authorizing York County to complete bridge inspections in Glen Rock Borough as part of the local bridge inspection program, seconded by D. Young. Motion carried.
6. The secretary informed Council that GRB is registered to purchase salt for the 2014 – 2015 Snow Season through the State, Department of General Services.
7. Statement of Financial Interest forms are distributed and due back by May 1, 2014.
8. The 2013 Audit is complete and will be filed with DCED this week. Copies will be provided to all Council members when they are received from SF & Co.

*R. McCullough, Jr. left the meeting at 9:31 P. M.

Police Commission Report

1. R. Apgar mentioned the Police are placing cameras on the traffic signal poles near Case & Keg and the entrance to the Wal-Mart shopping center, to be used as a crime fighting tool.
2. Council discussed where police presence is needed on a weekend night at 11 pm and asked R. Apgar to discuss with the commission/chief.

Public Safety

1. R. Apgar asked whether the removal of bricks from walkways on Church Street will be a homeowner's expense, when the curb and sidewalks are replaced. Homeowner's will not have any expenses related to this project.
2. The transaction window will be installed in the Borough Office door within the next two weeks, for less than \$400.00.
3. R. Apgar asked whether the Borough will hold their own electronics recycling days, similar to events held in Shrewsbury Township. Holding this type of event is not cost effective for GRB. Electronics may be dropped off at Best Buy, Staples, Radio Shack and YCSWA.

Special Project Report

1. The Street Fair/Spring Fling meeting will be held on March 27 at 7pm at the Borough Office. The committee is discussing a two day event, to be held in May rather than June.
2. GRB's Spring Clean up Day will be April 26, 2014.

Building/Property Report

1. E. Delahanty stated that the WS has salt available for any possible early spring snow events.

Personnel Report

1. The committee provided Council with a list of job duties for an assistant secretary and asked for Council to consider hiring an employee for eight hours/week, \$10.00 per hour, using the funds which were budgeted for Councilman Salaries, since Council waived their salaries for 2014. R. Apgar moved to approve the job description for an assistant secretary, authorizing the solicitor to add this information to the Employee Handbook and authorize the personnel committee to begin the hiring process once the finance committee meets and approves this expenditure, seconded by J. Diehl. Motion carried.

Ordinance/Refuse Report

1. B. Wetzal asked Council to re-visit a previous discussion regarding the implementation of a stipulation that if the cost of police services increases more than the cost of living plus one or two percent, then GRB must automatically schedule a Public Meeting, as a way of trying to control the increasing costs of police services for GRB. Council discussed; no decisions were made regarding this matter.

Finance Report

1. R. Shiles 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 M. Shaver:

a. Apple Ford	\$ 1321.14
b. CGA Law Firm	900.26
c. James R. Holley & Associates, Inc.	1188.30
d. SF & Company	3000.00

Motion carried.

President's Report

1. R. Shiles will be attending the next Chesapeake Bay Pollution Reduction meeting.

2. Over the next five years, Liquid Fuel Funds are expected to increase up to sixty percent.
3. R. Shiles shared a copy of the letter he submitted to Met-Ed, requesting a \$500.00 donation to be used for pole and power for lighting at the Baltimore Street Park.
4. Keystone Custom Homes has sold a new house and the model home in Field of Broad Springs, and is currently building two more homes in the same development.
5. R. Shiles reminded Council of the April 16 Council Meeting and April 23 Quarterly Meeting.

R. Apgar moved to adjourn the meeting at 10:15 P. M., seconded by M. Shaver. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer