

**GLEN ROCK BOROUGH
COUNCIL MEETING
February 21, 2018**

Present: Rollin Apgar, Kayla Lehigh, James Merrick, Victoria Ribeiro, Andrew Stewart*, Nick Wagner and Doug Young

Others Present: Michelle Pokrifka, Esq., Mayor John Trout, Ann Merrick, Sec/Treas., fourteen visitors

The meeting was Called to Order at 7:00PM by Council President D. Young beginning with the pledge to the flag.

*A. Stewart arrived for the meeting at 7:01PM.

Announcements/Vacancies

1. Two vacancies on the GR Planning Commission.

No Public Comment

Persons on the Agenda

1. Joe Heisler, Arthur Hufnagel Public Library Board member: The library is trying to increase visibility in the Community and is proposing to paint "LIBRARY" above the front porch roof on the front of the Neuhaus Building. There are no plans to illuminate the area at this time. Council discussed painting the front of the building prior to lettering. J. Merrick moved to approve the Library's proposal of lettering the word "LIBRARY" on the front of Neuhaus Building, seconded by R. Apgar. Motion carried.
2. Jim Holley and Shelly Riedel requested the Borough's endorsement of a Rotary Project, to restore the World War I Living Memorial along the Susquehanna Trail from the Maryland border to the Borough of Jacobus, planting sycamore trees to dedicate said Memorial to all current and past veterans. R. Apgar moved to submit a letter of support to the Rotary Project for restoring and dedicating sycamore trees along the Susquehanna Trail, as a memorial to all veterans, seconded by N. Wagner. Motion carried.

Approval of Minutes

1. V. Ribeiro moved to approve the January 31, 2018 Quarterly Council Meeting Minutes, seconded by R. Apgar. Motion carried.
2. R. Apgar moved to correct page 3, January 2, 2018 Minutes, Appointments of Committees, Special Projects Committee Chair is Rollin Apgar and members are Nick Wagner and Kayla Lehigh, seconded by K. Lehigh. Motion carried.

Old Business

1. Joshua Corney provided a Taps update; plans for display case to be installed at Veterans Park and gathering quotes for installation of speakers at GR Park. Projected timeline includes estimated completion date of September, 2018.
2. Borough Office received a recent email from Jason Bewley, Penn DOT Traffic Engineer, with proposed signage plan as a result of Penn DOT's evaluation of truck restriction signs from Susquehanna Trail to Main Street, Glen Rock Borough. The plan provides removal of old signs and installation of new Penn DOT compliant signage.

3. Council discussed results from February 1 meeting with Representative Kate Klunk's office and DCNR regarding the Borough's Rockville Road properties. Project 70 funds were used to purchase the 25.16-acre lot but were not used to purchase the 1.73-acre lot. Council discussed obtaining an accurate appraisal of the lots. J. Merrick moved to spend up to one thousand dollars toward appraisals of both Rockville Road lots, seconded by N. Wagner. Motion carried.
4. Council discussed procedure for removing former resident Adam Rettig as the Constable for Glen Rock Borough and asked the secretary to write letter to District Justice office.
5. Mayor Trout stated GR Emergency and Fire Company responders have interest in possible tax credit through the Borough. M. Pokrifka will provide Council with a model ordinance and service award information.

No Borough Engineer's Report
Solicitor's Report

1. M. Pokrifka informed Council that the Code of Ordinances does not include "Seven Day Parking Zone". The Code of Ordinances adopted the Vehicle Code and removed older parking provisions.

*R. Apgar left the meeting at 7:52PM and returned at 7:55PM.

Council discussed and indicated it was not their intention to omit the seven-day parking zone from the new code of ordinances. R. Apgar moved to authorize M. Pokrifka to contact General Code to discuss seven-day parking zone omission, seconded by V. Ribeiro. Motion carried.

2. M. Pokrifka discussed the bid document for Borough's refuse contract and suggested advertising in May and adopting in June for agreement start date of August 1, 2018.
3. M. Pokrifka provided draft changes to the Borough's Zoning Ordinance referencing commercial recreation establishment. V. Ribeiro moved to approve Ordinance 493 (2018 – 2), amending the Glen Rock Borough Code of Ordinances, Chapter 27, Zoning, for submission to York County Planning Commission for review and recommendations, seconded by R. Apgar. Motion carried.
4. M. Pokrifka reviewed the Sunshine Act, highlighting that Council must deliberate in public, in an advertised, public meeting, when making decisions.

*K. Lehigh left the meeting at 8:35PM and returned to meeting at 8:38PM.

Police Commission Report

1. Council discussed New Freedom Borough's submission of a letter to Southern Regional Police Commission requesting support for a merger with another regional police department and/or growth of SRPD to increase member base, in order for New Freedom Borough to remain as a fulltime member of the Southern Regional Police Commission. Council President D. Young read the letter to all present for the meeting.
2. Chief Boddington will begin preparing for a police department without New Freedom Borough. Items to be considered include location of Police Department, number of officers and number of vehicles needed.
3. The Police Commission has mailed letters to neighboring municipalities requesting possible interest for police services with SRPD.
4. The Commission is requesting Glen Rock Borough's level of commitment to the PPU system. R. Apgar moved to submit a three-year commitment letter to the Police Commission, as long as Southern Regional Police Department remains viable and continues to try to grow, seconded by N. Wagner. Motion carried.

5. New Freedom Borough reimbursed the Police Commission \$365.27 for a meeting with Police Management Consultant Ronald Smeal.

Recreation Board Report

1. Recreation Board discussed the following matters during their recent meeting: funds are healthy, possible uses for Project 70 funds, grants, planting trees for the dog park, summer programs and other events to increase usage of the park.
2. J. Corney presented plans for Veterans Park.
3. March 11 the Board plans to walk through the park to determine work list.

Work Supervisor's Report

1. WS is developing project list for this year including road repairs, replacing signs and repairing storm drains.

Secretary's Report

1. South Penn Code Consultants issued one Commercial building permit, seven residential building permits, ten zoning permits and completed three rental inspections in January, 2018.
2. Kim Erdman Animal Control Officer is working on a dog jumping a fence on Church Street property; he has not billed the Borough for any of his time.
3. A. Merrick requested a motion to authorize the use of surrounding Special Fire Police for Glen Rock Borough events including June 2, September 22 and December 24, 2018. R. Apgar moved to authorize the use of surrounding Special Fire Police for Glen Rock Borough events including June 2, September 22 and December 24, 2018, seconded by V. Ribeiro. Motion carried.
4. A. Merrick requested a motion to authorize the Glen Rock Hose & Ladder Fire Police to assist with 2018 planned or unplanned events in Springfield Township, Dallastown Borough and Red Lion Borough. R. Apgar moved to authorize the Glen Rock Hose & Ladder Fire Police to assist with 2018 planned or unplanned events in Springfield Township, Dallastown Borough and Red Lion Borough, seconded by J. Merrick. Motion carried.
5. A. Merrick requested a motion to approve active fire police officers for the Glen Rock Hose & Ladder Company as off January 8, 2018 including Captain Jake Fair, Lieutenant Kevin Hale, Harold Surratt, Richard Gibbs and George Chronister. J. Merrick moved to approve active fire police officers for the Glen Rock Hose & Ladder Company as off January 8, 2018 including Captain Jake Fair, Lieutenant Kevin Hale, Harold Surratt, Richard Gibbs and George Chronister, seconded by R. Apgar. Motion carried.
6. David Hyson, the owner of 35 Hanover Street, six-unit rental property, is requesting that current refuse invoice fees be waived until the property is occupied. He is temporarily using a dumpster for roof repairs. Currently the rental units are unfit for habitation. J. Merrick moved to waive refuse invoice fees until the first unit is ready for rental, seconded by N. Wagner. Motion carried.
7. A. Merrick informed that the Borough Office completes all Census Bureau updates as needed.
8. Statement of Financial Interest forms must be completed and filed with the Borough Office by May 1, 2018.
9. A. Merrick requested a motion to transfer \$17,000 from the Rental Fund to the General Fund to pay Borough expenses. R. Apgar moved to transfer \$17,000 from the Rental Fund to the General Fund to pay Borough expenses, seconded by J. Merrick. Motion carried.
10. A. Merrick requested a motion to authorize the payment of borough's Minimum Municipal Obligation (MMO) for fulltime employees, \$11,015 toward pension. R. Apgar moved to authorize

the payment of borough's Minimum Municipal Obligation (MMO) for fulltime employees, \$11,015 toward pension, seconded by N. Wagner. Motion carried.

11. A. Merrick requested a motion to transfer \$8000 from General Fund to the Recreation Fund as budgeted for 2018. R. Apgar moved to authorize the transfer \$8000 from General Fund to the Recreation Fund as budgeted for 2018, seconded by V. Ribeiro. Motion carried.
12. A. Merrick requested a motion to authorize the payment of \$907.83 for 2017 LST Taxes to Glen Rock EMS, Inc. as budgeted. R. Apgar moved to authorize the payment of \$907.83 for 2017 LST Taxes to Glen Rock EMS, Inc. as budgeted, seconded by N. Wagner. Motion carried.
13. A. Merrick requested a motion to authorize the payment of \$2744.90 for 2017 Fire, Emergency Services Taxes to Glen Rock EMS, Inc. as budgeted. R. Apgar moved to authorize the payment of \$2744.90 for 2017 Fire, Emergency Services Taxes to Glen Rock EMS, Inc. as budgeted, seconded by N. Wagner. Motion carried.
14. A. Merrick requested a motion to approve insurance adjustments on attached document. R. Apgar moved to approve all insurance adjustments, seconded by N. Wagner. Motion carried.

Mayor's Report

1. Mayor Trout shared letter from Vice President Mike Pence honoring Glen Rock resident and Olympian, Summer Britcher.
2. Mayor Trout suggested creating a proclamation for Summer Britcher.

*N. Wagner left the meeting at 9:32PM and returned at 9:34PM.

No Personnel Report/No Public Safety Report

Building/Property Report

1. K. Lehigh is gathering floor quotes to replace the subfloor and floor in the hallway of the Neuhaus Building. Estimates received so far are \$9000 - \$10,000.

*R. Apgar left the meeting at 9:41PM and returned at 9:44PM.

No Special Projects Report

Friends of Glen Rock Borough

1. V. Ribeiro provided an update on 2018 GR Arts & Brew Fest event.

No Ordinance/Refuse 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	\$ 1764.76
b. D.E. Gemmill Inc.	2415.50
c. Ken Greer Plumbing, Heating & AC	2000.00
d. South Penn Code Consultants LLC	3278.28

Motion carried.
2. D. Young reviewed the income and expenses of the 2017 budget.
3. Glen Rock Hose & Ladder is requesting the 2017 and 2018 Annual Donation funds of \$16,000 from the Borough toward the purchase of a new fire engine. R. Apgar moved to donate \$24,000 of Borough funds to Glen Rock Hose & Ladder for the purchase of a new fire engine, seconded by

K. Lehigh. Discussion included questions regarding why GRH&L only asked for \$16,000 as opposed to \$24,000 originally anticipated from discussions at previous meeting. No representatives were available from GRH&L to respond to questions. After Council discussed, R. Apgar, K. Lehigh, J. Merrick, A. Stewart, N. Wagner and D. Young voted affirmative; V. Ribeiro voted negative to donating more than requested without representation or explanation. Motion carried.

4. Council discussed the pending closure of several key borough businesses including Wetzel's grocery store and BB&T Bank. R. Apgar volunteered to look into Peapod grocery delivery.

Executive Session

**Council recessed to Executive Session at 10:06 PM to discuss a District Justice update and possible additional litigation.

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

1. Council stated the District Justice matter for 35 Junior Street was resolved and withdrawn prior to hearing date.
2. R. Apgar moved to authorize the solicitor to file District Justice action for the owner of 3 Holly Lane, seconded by A. Stewart. Motion carried.

Secretary's Report continued

15. A. Merrick requested a motion approving the transfer of \$4061.92 from Friends of Glen Rock Borough Funds to Glen Rock Recreation Board. J. Merrick moved to approve the transfer of \$4061.92 from Friends of Glen Rock Borough Funds to Glen Rock Recreation Board, seconded by N. Wagner. Motion carried.

President's Report

1. D. Young provided information for grant writing.
2. Representative Kate Klunk is a candidate for the 2018 primary election.
3. D. Young announced the invitation from SYCSD for dinner and program.
4. The Borough received a letter of resignation from Michelle Pokrifka as the Borough's Solicitor effective March 1, 2018. Council discussed the Request for Proposal process.
5. D. Young thanked M. Pokrifka for twelve years of dedicated service, expressed gratitude for her significant impact and sent her off with well wishes.

No Public Comment

N. Wagner moved to adjourn the meeting at 10:40 PM, seconded by D. Young. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer