

**GLEN ROCK BOROUGH
COUNCIL MEETING
May 15, 2024**

Present: Rollin Apgar, John Locke, Chad McCullough, Sean O'Connor, Amanda Rombach and Mike Shaver

Others Present: Evan Gabel, Esq., Jason Brenneman, P. E., Mayor John Trout, Ronald McCullough, Work Supervisor, Keith Hunnings, Zoning Officer and Ann Merrick, Sec/Treas.

Visitors: Four in person

Zoom: Three

The meeting was Called to Order at 7:00PM by President R. Apgar with the pledge to the flag.

No Public Comment

Borough Engineer's Report

1. S. O'Connor moved to approve Change Order #2, to purchase two additional trash cans for the GR Park Project for a cost of \$2465, seconded by C. McCullough. Motion carried.
2. A. Rombach moved to authorize the engineer to contact ECS to schedule an onsite meeting for Glen Avenue project, seconded by M. Shaver. Motion carried.
3. J. Brenneman discussed the additional costs of approximately \$5000 to survey the Trinity UCC Cemetery Subdivision project. C. McCullough moved for the Borough to pay the additional surveying costs associated with the Trinity UCC Cemetery Subdivision project, seconded by S. O'Connor. Motion carried.
4. J. Brenneman informed that water line adjustments may be needed for the Hanover Street Storm Sewer project due to shallow water line.
5. J. Brenneman provided an update for the Main Street project. The Borough received the TASA Grant Award Letter; the TASA contract has not been sent or signed. The Multimodal Grant contract has been signed electronically.
6. J. Brenneman informed that DEP permits do not have expiration dates.

Zoning Officer's Report

1. Keith Hunnings was present to address questions from Mike Wetzel for use of their commercial property located at 139 Manchester Street. Mike Wetzel was asking to lease additional space to new tenants. Adding additional tenants at the 139 Manchester Street property requires a Land Development Plan. The Borough is allowed to waive the Land Development plan but may not waive Building Code requirements. S. O'Connor moved to temporarily waive a Land Development Plan for internal, single use, existing space at 139 Manchester Street, as per Section 22-506 of Borough's Code of Ordinances, seconded by J. Locke. Motion carried.
2. Keith Hunnings discussed short-term rental requirements. Shrewsbury Borough allows short-term rentals in specific zones.
3. Keith Hunnings discussed requirements for Food Trucks. If a Food Truck is being used for single event, it is usually allowed; however, if owner of Food Truck plans for multiple uses at one location, then a Land Development Plan must be submitted.

Persons on Agenda

1. Mike Wetzel is going to work with Keith Hunnings on allowed uses for his building.

Announcements/Vacancies

1. Planning Commission has two vacancies and Sewer/Water Authority has one vacancy.

Approval of Minutes

1. M. Shaver moved to approve the April 17, 2024 Meeting Minutes, seconded by C. McCullough. Motion carried.

New Business

1. No Street Sweeping scheduled for 2024.

Recreation Board

1. The Board discussed Park Rules and Regulations. Rules and Regulations must be updated by Ordinance. M. Shaver moved to authorize the solicitor to investigate whether Glen Rock Borough, owner of park, may enforce rules/regulations in Shrewsbury Township, location of park, seconded by J. Locke. Motion carried.
2. The Board is discussing the Pavilion Rental Agreement.

Solicitor's Report

1. The solicitor received comments from YCPC for Zoning Permits. E. Gabel will provide updated amendments to Zoning Ordinance to Council.

*J. Brenneman left the meeting at 8:18 PM.

2. The solicitor is awaiting service of letter sent to owners of 167 Hanover Street.
3. The owner of 208 Hanover Street has until May 28 to decide of intent to defend the District Justice action.
4. The solicitor filed a Municipal Lien for 138 Park Avenue. Council discussed the execution process for the lien. M. Shaver moved to authorize the solicitor to force execution against the property owner of 138 Park Avenue, seconded by C. McCullough. Motion carried. M. Shaver amended his motion to authorize the solicitor to send a pre-execution letter with thirty-day deadline to the owner of 138 Park Avenue and if no response, then force execution for property owner of 138 Park Avenue, seconded by C. McCullough. Motion carried.
5. C. McCullough moved to authorize the solicitor to send pre-execution letters to all property owners with municipal liens, seconded by J. Locke. Motion carried.

Work Supervisor's Report

1. WS reported the 2003 Truck has been repaired and the Quinn's has certified the mileage and provided warranty of transmission work.
2. Repairs to be made on the Bucket Truck.
3. WS has been spraying for weeds.
4. Council discussed the Leaf Vac and the need to repair the vibrations in the equipment.

Secretary's Report

1. A. Rombach moved to approve the Raintree preventative maintenance quote of \$1550 and repairs for roof leaks of \$2500 for 1 Manchester Street property, seconded by J. Locke. Motion carried.
2. Council discussed the submission of a grant to improve the esthetic quality of the new building located at 1 Manchester Street for the YC Trail Towns Façade Grant, which offers maximum of \$10,000 funds and requires a fifty-percent match, but decided not to complete a grant submission.
3. Borough received a complaint about possible underground hornets on neighboring property. Council determined this is not a Borough matter.
4. A. Rombach moved to authorize the transfer of \$200,000 from the General Fund to the Reserve money market account, seconded by C. McCullough. Motion carried.

No Animal Control Report

Mayor's Report

1. Mayor J. Trout informed that Police, Fire Police and Sheriff's will be available for GR Arts & Brew Fest.
2. Mayor J. Trout informed that the Speed Sign Trailer will be placed on Hillside Terrace, for no extra cost to the Borough.

Beautification Report

1. Green in the Glen will be potting plants on May 18 with a rain date of May 19.
2. Green in the Glen will help clean up and prune 57/59 Main Street property.

Building & Property Report

1. Complaints for refuse and recycling service should go to Penn Waste.

Ordinance Committee

1. The Committee met and discussed Disruptive Conduct Reports (DCR) and the cost of Rental Licenses. Borough's current Rental License cost is \$25 per year per unit. The committee is going to wait for the Appeals Court decision before making recommendations to Council regarding DCR's.

No Personnel/Public Safety/Special Projects Reports

Strategic Planning

1. President R. Apgar plans to develop a priority project list with the Work Supervisor.

Finance Report

1. A. Rombach moved to authorize the payment of invoices over \$1000.00 using the General Fund, seconded by C. McCullough:
 - a. CGA Law Firm \$ 5164.72
 - b. H. Lee Hoffheins 1305.07
 - c. James R. Holley & Associates, Inc. 4896.80
 - d. South Penn Code Consultants LLC 2453.25Motion carried.

2. M. Shaver moved to authorize the payment of \$2727.75 to General Recreation, Inc using Recreation Funds, seconded by C. McCullough. Motion carried.
3. A. Rombach moved to approve the May Journal Entries and Check List, seconded by M. Shaver. Motion carried.

Old Business

1. Council is trying to resolve the Easement Agreement with owner of 5 Hanover Street so the ARLE project may move forward.
2. YC Library System has not provided an update for Hufnagel Public Library.

President Report

1. M. Shaver moved to approve the purchase of a new computer with Windows 11 for secretary, seconded by C. McCullough. Motion carried.

No Public Comment

A. Rombach moved to adjourn the meeting at 9:26 PM.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer