

**GLEN ROCK BOROUGH
COUNCIL MEETING
June 19, 2024**

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

Others Present: Evan Gabel, Esq., Mayor John Trout, Ronald McCullough, Work Supervisor, and Ann Merrick, Sec/Treas.

Visitors: Six in person and six on Zoom.

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

Amended Agenda

1. A. Rombach moved to approve the amended Agenda to consider the next steps for a rental property located at 12 Manchester Street under the Secretary's Report, seconded by J. Miller. Motion carried.

Public Comment

1. Gabrielle Townsend Widener and Randy Widener, residents of 208 Hanover Street, asked for guidance about the necessary clean up and repairs of 208 Hanover Street property, which is owned by James Townsend. Solicitor, E. Gabel, provided copies of all letters mailed to the property owner and provided information for the District Magistrate Hearing scheduled on June 25. The Widener's are actively working to clean up the property. A. Rombach moved to authorize E. Gabel to request a thirty-day continuance for the District Magistrate Hearing for 208 Hanover Street, seconded by J. Miller. Motion carried. The secretary will inspect the property for compliance and report back to Council prior to July Council meeting.
2. Lucy Cadwallader, resident of 176 Hanover Street, asked if the Borough would consider sending a generic letter to all residents to inform of property maintenance requirements, etc. Council discussed the use of mailing newsletters to all residents. Further discussion about using a Newsletter to update residents will be added to the July Agenda. E. Gabel shared that some municipalities use Apps like Savy Citizen and Text My Gov to notify citizens with alert messages and events.

Borough Engineer's Report (Jason Brenneman not present for meeting)

1. After an initial onsite meeting with ECS for Glen Avenue project, ECS is now proposing to complete additional drilling to confirm the stability of soils under the roadway and embankment. J. Brenneman is suggesting the use of fill dirt to stabilize bank, repave a portion of Glen Avenue and install a higher curb. M. Shaver moved to authorize the engineer to attend another onsite meeting and provide a proposal by the July, 2024 meeting for the Glen Avenue project to include installation of concrete curbing, blacktop curbing and stabilization of the embankment with a mixture of crusher run and cement, seconded by J. Locke. Motion carried. Council would like to consider using Liquid Fuel Funds for this project.
2. J. Miller moved to approve the payment of \$49,255.37 to Keystone Sports Construction for the GR Park Courts LSA Grant project, seconded by A. Rombach. Motion carried.

3. J. Miller moved to approve Change Order #3 with Keystone Sports Construction for the installation of concrete sidewalk from the basketball court to the parking lot for a cost of \$4042.97, which is part of the GR Park project, seconded by A. Rombach. Motion carried.
4. M. Shaver moved to accept the following bids as proposed for the Hanover Street Storm Sewer project, seconded by J. Locke:

a. Kinsley Construction, LLC	\$243,100.00
b. Springfield Contractors, Inc.	248,844.54
c. Final Grade Excavation, LLC	310,234.20
d. Mason Dixon Contractors, LLC	367,841.04
e. Clear View Excavation, Inc.	377,900.00

 Motion carried.
5. S. O'Connor moved to accept and award to the lowest bidder, Kinsley Construction, LLC, for a cost of \$243,100.00, pending the receipt of all bid documents, seconded by J. Miller. Motion carried.
6. Consideration to schedule a pre-application meeting with DEP for the Krebs Park project will be added to the July Agenda. A request for a letter of support was submitted to Senator Kristin Phillips-Hill for the Krebs Park project.
7. Council discussed the possible subdivision of the Neuhaus'es Building property, which would separate the building and the parking lot. The solicitor stated that this suggestion of a subdivision would create a pre-existing, non-conforming use. Council took no action on this item.

Announcements/Vacancies

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

Approval of Minutes

1. J. Miller moved to approve the May 15, 2024 Meeting Minutes, seconded by A. Rombach. Motion carried.

Recreation Board

1. E. Gabel's research of park rule enforcement reveals that Shrewsbury Township must adopt an Ordinance allowing the Borough to enforce rules and regulations at the park. M. Shaver moved to authorize the solicitor to assist the secretary to request the Shrewsbury Board of Supervisors consider the adoption of an ordinance to allow Glen Rock Borough to enforce rules and regulations at Glen Rock Park, seconded by S. O'Connor. Motion carried. The Recreation Board is encouraged to submit their suggestions of additional rules/regulations to Council for consideration.
2. The Rec Board is working on a draft form for Use of Park Fields by donation and/or volunteer time.
3. The Board set the hours of operation for the GR Park restrooms. J. Miller moved to support the Recreation Board's hours of operation for the GR Park restrooms, 8:30 AM – 8:00 PM, seconded by M. Shaver. Motion carried.
4. Council discussed the Maintenance List for GR Park provided by the Rec Board. Items that remain incomplete include repairs to concrete around the fence posts of the Dog Park and repairs to park benches. A. Rombach moved to authorize the Work Supervisor to purchase wood and hardware to repair/replace park benches as needed using Recreation Funds, seconded by J. Miller. Motion carried.
5. Council discussed replacement of Playworld Panel. J. Miller moved to purchase the ABC/123 panel and replacement climbing cleats as quoted from Ely Associates using Recreation Funds, seconded by S. O'Connor. Motion carried.

Solicitor's Report

1. If and when the second judgement is received for 167 Hanover Street following a thirty-day appeal period, CGA could transfer the judgements to the Court of Common Pleas for execution if Council wishes. This item will be kept on the agenda for further action by Council.
2. E. Gabel reported that there is a one-year waiting period before executing on a municipal lien. Pre-execution letters were mailed to the owners of 138 Park Avenue and 207 Hanover Street. Execution of the lien on 138 Park Avenue may take place in April, 2025. M. Shaver moved to authorize the solicitor to execute on the lien with Sheriff's Sale for 207 Hanover Street, seconded by S. O'Connor. Motion carried.
3. YCPC recommends providing definitions for zoning determinations and opinion determinations for amendments to the Zoning Ordinance. E. Gabel will provide a draft ordinance for review during the July meeting.
4. E. Gabel gathered short term rental ordinances from several municipalities. He will forward the information to the Ordinance Committee for discussion.
5. The tenants from 18 Junior Street have moved. The Ordinance Committee will meet and discuss recommendations for possible changes to the Rental Ordinance.

Work Supervisor's Report

1. Maintenance of the leaf vac is scheduled for next week.
2. Investigation continues for a leak of fluids on the Bucket Truck.
3. Christmas Lights have been transferred from the old utility pole to the new pole at corner of Manchester St and Baltimore Street.
4. The original Traffic Signal has been painted and will be stored at Borough Office until installation.
5. Penn DOT has received final plans for repairs to the Baltimore Street creek wall.
6. Curb painting will commence when the temperatures cool.
7. WS asked that crack seal material be added to the 2025 Budget.
8. WS will meet with Shrewsbury Township to discuss Lester Court paving project for 2025.
9. WS requested adding regular servicing of trucks to annual Budget.

Secretary's Report

1. The Borough has not received any anonymous requests under the Right to Know Law, so Council did not take any action for a decision to amend the borough's Resolution to accept or not accept anonymous Right to Know requests.
2. J. Miller moved to execute the YC Open Space Grant Agreement for the Borough's prior purchase of Krebs Park property, seconded by S. O'Connor. Motion carried.
3. M. Shaver moved to approve a temporary road closure of Meadowsweet Lane on July 20 (rain date July 27), 12-6pm for neighborhood block party, seconded by J. Miller. Motion carried.
4. S. O'Connor moved to authorize GR Fire Police to assist with non-emergency events planned for Springfield Twp, Dallastown Borough and Stewartstown Borough/Eureka Fire/Ambulance Companies, seconded by J. Miller. Motion carried.
5. Council discussed the next steps for the failed rental inspection at 12 Manchester Street, after approval of numerous extensions to complete the inspection, which was originally due for completion by September 30, 2023. M. Shaver moved to authorize the solicitor to issue a Notice of Violation to the property owner, revoking rental license as of September 30, 2023 deadline and fine the owner monthly for operating a rental unit without an approved rental license, seconded by J. Locke. Motion carried.

No Animal Control Report/No Zoning Officer's Report

Mayor's Report

1. Mayor J. Trout attended recent SRPC meeting; the Chief reported no issues with GR Arts & Brew Fest event.
2. The Commission recognized the retirement of Officer Hornberger.
3. GR Historical and Preservation Society announced this year is the Borough's 165th Anniversary of Incorporation.

Beautification Report

1. Green in the Glen meets the third Saturday of each month, 9am, in the Municipal Parking Lot on Main Street. The next meeting will be held on July 20.

Building & Property Report

1. Council discussed the status of water damages at Neuhaus'es Building. The Borough's contractor completed remediation and reconstruction. YC Library System completed additional testing and inspection of the basement. The Borough is waiting for an update from YC Library System.

Ordinance Committee

1. The Committee will schedule meeting to discuss recommendations for possible changes to Rental Ordinance and will discuss short-term rentals with the information provided by the solicitor.
2. Council confirmed their policy that anonymous complaint forms will not be addressed by the Borough. The solicitor shared that Complaint Forms are exempt from Right to Know Requests.

No Personnel/Public Safety/Special Projects/Strategic Planning Reports

Finance Report

1. A. Rombach moved to authorize the payment of invoices over \$1000.00 using the General Fund, seconded by J. Miller:
 - a. Barley Snyder \$ 1375.00
 - b. CGA Law Firm 3141.36
 - c. C. M. High, Inc. 2322.60
 - d. James R. Holley & Associates, Inc. 5343.05
 - e. South Penn Code Consultants LLC 2942.20
 - f. Southern Reg. Police Commission 75000.00Motion carried.
2. S. O'Connor moved to approve the June Journal Entries and Check List, seconded by J. Miller. Motion carried.

No Old Business

President Report

1. The Borough was informed that another municipality recently retired their Eagle Traffic Signal; Kutztown Borough gave the signal to their contractor. Glen Rock reached out to the contractor, but was informed they plan to keep the traffic signal. Council discussed submitting a formal letter to Kutztown Borough, expressing interest to obtain the traffic signal for future use. S. O'Connor

moved to authorize the solicitor to write a formal letter of interest to Kutztown Borough for the Eagle Traffic Signal, seconded by J. Miller. Motion carried.

No Public Comment

M. Shaver moved to adjourn the meeting at 9:31 PM.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer