

**GLEN ROCK BOROUGH  
COUNCIL MEETING  
December 18, 2024**

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

**Others Present:** Evan Gabel, Esq., Mayor John Trout, and Ann Merrick, Acting Sec/Treas.

**Zoom:** Jason Brenneman, P. E. and a few visitors

**Visitors:** Seven in-person

**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 an amended agenda for December 18 to include consideration for the transfer of \$150,000 from Money Market Reserve funds to General Fund for budgeted expenses and consideration for construction by Orrstown Bank, to widen the ATM room door at the Borough Building, seconded by M. Shaver. Motion carried.

**Announcements**

1. Executive Session is planned at the end of the meeting to discuss a personnel matter.

**Public Comment**

1. Borough Resident Lucy Cadwallader expressed thanks to GR Planning Commission, shared her concern for lack of parking at the GR Post Office and requested an update on the status of the library.
2. Borough Resident Joe Heisler shared an update about the library's fundraising efforts: the Friends of the Library have raised close to \$90,000. This total includes the Borough's planned donation of \$30,000 and the insurance funds of \$15,000 from YCL. The Friends group continues to make progress toward their goal of building remediation and repair to re-open the library.

**Borough Engineer's Report**

1. J. Brenneman provided an update for Krebs Park. A Grant contract must be in place before design proposals are submitted for the project. M. Shaver moved to authorize the engineer to coordinate with HRG to obtain a proposal for Krebs Park, seconded by A. Rombach. R. Apgar, S. O'Connor, A. Rombach and M. Shaver are in favor of the motion; J. Locke is opposed. Motion carried.
2. The Borough received a question about who is responsible for the maintenance of buildings and retaining walls along Winter Avenue. J. Brenneman reminded Council that the roadway has been surveyed and buildings and retaining walls along Winter Avenue are not included in the Borough's Right of Way. Property owners are responsible to maintain buildings and retaining walls.
3. The Hanover Street Storm Sewer project is complete. Change Order #1 includes conditions leading to extra work by the contractor including unmarked utilities, for a total of \$34,196.67 after negotiations. M. Shaver moved to approved Change Order #1 with Kinsley Construction for \$34,196.67, seconded by S. O'Connor. Motion carried.
4. Change Order #2 includes changed pavement restoration unit pricing to only include base paving instead of base and top coat since the Hanover Street roadway will need overlaid in the near future

and base paving will be substantial for approximately seven years. M. Shaver moved to approve Change Order #2 with Kinsley Construction to reduce the pavement restoration unit price by \$4.95 to \$42.25/SY, seconded by J. Locke. Motion carried.

5. Change Order #3 adjusts estimated quantities to as built quantities as required by Kinsley. The As Built quantities led to an additional \$35,689.37. M. Shaver moved to approved Change Order #3 with Kinsley Construction for as built quantities totaling \$35,689.37, seconded by S. O'Connor. Motion carried.
6. M. Shaver moved to approve Payment #2 to Kinsley Construction, invoice total is \$180,216.96, including all change orders, seconded by S. O'Connor. Motion carried.
7. The Cemetery Subdivision project should be ready for approval during the next meeting.
8. J. Brenneman will obtain pricing for replacing pipe and repairing inlets near High Street.
9. Kinsley Construction replaced the Fire Company's water line and submitted a bill of \$3645. The Fire Company wants to make sure they are receiving a fair bill from Kinsley Construction for the work that was completed. A. Rombach moved to authorize J. Brenneman to intervene for the Fire Company/Kinsley Construction project, seconded by J. Locke. Motion carried.
10. J. Brenneman discussed the culvert located under 6 Hanover Street; the culvert may need repairs in the near future.
11. Council has received complaints about the GR Authorities' Street Cut permit project. Final paving is planned for the spring of 2025.

#### **Vacancies**

1. Planning Commission has three vacancies as of Dec 31, 2024.
2. GR Water & Sewer Authority has two vacancies as of Dec 31, 2024.
3. GR Zoning Hearing Board has one term ending as of Dec 31, 2024.
4. A. Rombach moved to adopt Resolution 2024-18, appointing Michael Stamey to the GR Recreation Board for a one-year Term beginning January 1, 2025 as voted and approved during the November 20 Council meeting, seconded by S. O'Connor. Motion carried.
5. GR Recreation Board will have one vacancy as of Dec 31, 2024.

#### **Approval of Minutes**

1. M. Shaver moved to approve the November 20, 2024 Meeting Minutes, seconded by A. Rombach. Motion carried.

#### **Complaints**

1. Borough Resident Richard Shiles reminded Council that the electricity in Veterans Park needs repaired.

#### **No New Business**

#### **Recreation Board**

1. Council is concerned about the lack of maintenance to the Garden Plots at the park. A. Rombach will follow up with the Board Members.

#### **Solicitor's Report**

1. E. Gabel reviewed Ordinance 527. M. Shaver moved to adopt Ordinance 527, an ordinance establishing Real Estate Tax rates for general purposes and for Emergency Services for 2025, seconded by S. O'Connor. Motion carried.
2. E. Gabel discussed the borough's Per Capita Tax. He informed that many municipalities are removing the tax due to the extensive administration burden it places on the office staff. He recommended the Ordinance Committee to discuss and report back to Council. If changes are recommended, a decision by Council is necessary by the November meeting.
3. M. Shaver moved to adopt the 2025 Fee Schedule for Dependable Construction Code Services, seconded by S. O'Connor. Motion carried.
4. E. Gabel reviewed Ordinance 528. S. O'Connor moved to adopt Ordinance 528, an ordinance amending Chapter 13, Part 1, Section 5, for Disruptive Conduct, in the Glen Rock Borough Code of Ordinances, seconded by J. Locke. Motion carried.
5. District Justice actions have been filed for 7 Pleasant Street, 10 Junior Street, 207 Hanover Street and 209 Hanover Street and the solicitor is waiting for service to each property owner.
6. Council discussed the next steps needed for 100 Church Street property.
7. The solicitor provided an update for 133-135 Main Street.

#### **Work Supervisor's Report**

1. A. Rombach moved to approve the purchase of a bundle of sign posts, seconded by M. Shaver. Council discussed making joint purchases with other municipalities to obtain the best price.
2. New tires were purchased for the 2020 Ram 1500 pickup truck; the price was under \$1000.

#### **Secretary's Report**

1. General Code has recommended Code Supplement changes. Council has asked that the solicitor review the recommendations and report back to Council in January.
2. M. Shaver moved to adopt Resolution 2024-19, the Appropriations Resolution, seconded by S. O'Connor. Motion carried.
3. M. Shaver moved to adopt Resolution 2024-20, to appoint Hamilton & Musser PC as the Independent Auditor for the 2024 Audit, seconded by J. Locke. Motion carried.
4. M. Shaver moved to adopt Resolution 2024-21, amending the fee schedule for enforcement of Residential Rental Units, seconded by J. Locke. Motion carried.
5. A. Rombach moved to authorize the transfer of \$150,000 from the Money Market Reserve Fund to the General Fund to be used for budgeted expenses, seconded by S. O'Connor. Motion carried.
6. An update was provided for the Peoples Bank/Orrstown Bank merger and discussed items for consideration.

#### **No Reports for Animal Control or Zoning Officer**

#### **Mayor's Report**

1. The Borough's monthly calls for service are stable with SRPD.
2. Mayor J. Trout reported that everything is ready for Christmas Eve.
3. During the last Police Commission Meeting, Mike Werdin addressed the Commission about consideration of Neighborhood Watch groups for all of the communities serviced by SRPD.

#### **Beautification Report**

1. Various borough locations have been decorated for Christmas
2. April 19, 2025 is a possible date for the Borough's Earth Day Clean up.

3. Karen Gahs reiterated that repairs to electricity are needed for Veterans Park.

### **Building & Property Report**

1. S. O'Connor moved to approve the 2025 Preventative Maintenance Agreement with C. M. High, Inc. for the Traffic Signal, seconded by M. Shaver. Motion carried.
2. Orrstown Bank has requested permission to widen the ATM interior doorway at the Borough Building. Council assigned the Work Supervisor to meet with the Orrstown Bank representative and asked the solicitor to review the borough's lease with Orrstown Bank.

### **Ordinance Report**

1. Council discussed Rental License fees with regard to property ownership changes. Currently language in the Code of Ordinances does not allow for the transfer of rental licenses from one owner to another. Recently a rental property was purchased and the new owner is requesting all fees be waived. After review from Council and the advice from the solicitor, Council is requiring the new owner to pay for new rental license fees but will waive the inspection fees and inspection requirements.
2. Rental Property updates were provided to Council.

### **No Reports for Public Safety, Special Projects, or Strategic Planning**

### **Finance Report**

1. A. Rombach moved to authorize the payment of invoices over \$1000.00 using the General Fund, seconded by M. Shaver:

a. CGA Law Firm	\$ 4557.04
b. James R. Holley & Associates, Inc.	2774.00
c. Ream, Carr, Markey, etc, LLP	1520.00

Motion carried.
2. J. Locke moved to approve the monthly Journal Entries and Check List, seconded by M. Shaver. Motion carried.

### **No Old Business**

### **President Report**

1. The new fulltime employee is starting at the end of January.
2. The Borough is aware of an issue with Google's Link to the Borough's website.

### **No Public Comment**

### **Executive Session**

\*\*Council recessed to Executive Session at 8:46 PM to discuss a personnel matter.

\*\*The Council meeting resumed at 8:50 PM.

### **Personnel Report**

1. J. Locke moved to authorize Christmas Bonuses for S. Bowers, R. McCullough and A. Merrick, seconded by A. Rombach. Motion carried.

M. Shaver moved to adjourn the meeting at 8:51 PM.

**Respectfully submitted,**

Ann E. Merrick  
Acting Secretary/Treasurer