

**GLEN ROCK BOROUGH
COUNCIL MEETING MINUTES
April 15, 2009**

Present:	Council Members:	Lucy Cadwallader Jane Glatfelter Kenneth Krebs John Peters Richard Shiles Kathleen Wells*
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.*
	Borough Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Four Visitors

The meeting was Called to Order at 7:09 P. M. by council member L. Cadwallader beginning with the pledge to the flag followed by a moment of silence.

Borough Engineer's Report

1. D. Lipinski asked if the Borough received the information from York County regarding selection of an engineering firm for the CDBG project. The office did receive information and the subject will be discussed later in the meeting.
2. The County Commissioners have approved the increase in funding level for the Growing Greener 2 Grant Application; the Borough will have to provide a 15% match (\$41,250) for the grant. D. Lipinski is working with YCPC to obtain the necessary paperwork and will revise the application accordingly for resubmission to DEP. The application should be ready to resubmit next week.
3. A review letter was issued for the revised plan for Glen Rock Vista and the engineer is waiting on the response from the owner's engineer Johnston Associates. A time extension has been approved by Borough Council until the June 2009 Borough Council meeting.
4. The GR Zoning Hearing Board granted a Zoning Variance for the Grove Subdivision Plan. A time extension has been approved by Borough Council until the June 2009 Borough Council meeting for the Grove Subdivision Plan. Although the Planning Commission recommended that sidewalk be installed along the affected properties, the Zoning Hearing Board did not make this a requirement of the variance. However, D. Lipinski suggested that Council consider still requiring the sidewalk, if they so choose. D. Lipinski presented

- this information as an option, so Council would have time to review the affected properties prior to making a final decision for the 117/121 Manchester Street Subdivision.
5. D. Lipinski provided a cost estimate for the reconstruction of School Street and Wolf Street. He pointed out that the condition of the retaining wall along School Street is in need of repair; a section of the wall is broken away and is pushing out. The street in this location has depressed because of the walls' movement. The engineer is currently working on various options and estimates to repair the broken section of the retaining wall. Any roadway repairs in this location may fail if the wall continues to push. The construction equipment necessary to reconstruct the street will place additional dynamic load on this section of the wall. Unless the Borough has a record of how this wall was constructed, it is difficult to determine how stable the wall might be. The Borough Engineer recommends that the borough hire a structural engineer to perform an analysis of the wall and make recommendations. Since the Borough may want to further investigate the School Street project, D. Lipinski suggested Council consider Wolf Street as an immediate project. The engineer suggested keeping a gutter line to keep water from Church Street on Church Street. In order to accomplish this, Wolf Street will need to be higher than Church Street. Council discussed possibly widening Wolf Street by obtaining some additional Right of Way from the property owner of Fox Run Realty. Council did not make a decision during the April meeting to authorize the engineer to begin on either Wolf Street or School Street.
 6. The Hanover Street (York Housing Authority project proposes to connect a proposed yard inlet to the Borough's storm sewer facilities. The Borough Engineer has issued a letter to the Housing Authority indicating how the connection to the borough's facilities shall be made. Based upon the letter, York Housing Authority's architect, Jim McCall, met with D. Lipinski and developed three options to make the connection. The engineer discussed all three options with Council: cutting a trench from one side of Hanover Street to the other side and repaving, cutting a trench next to the curb and repaving, or authorizing the York Housing Authority to place the trench in the right-of-way, under the sidewalk, parallel to the curb and then replacing the sidewalk. The Borough Engineer recommended the third option; Council discussed. L. Cadwallader moved to accept Option three, authorizing the York Housing Authority to place the trench in the right-of-way, under the sidewalk, parallel to the curb and then replacing the sidewalk, as recommended by the Borough Engineer, seconded by J. Peters. Motion carried. D. Lipinski will issue a letter to York Housing Authority and Jim McCall notifying all of the Borough's decision, so the project may proceed. Council discussed the current

placement of the portable potty. Council requested that the Work Supervisor notify the contractors and/or York Housing Authority to relocate the portable potty onto one of the Hanover Street properties and off of the Borough's Right-of-Way.

7. D. Lipinski notified the Borough that Mr. Colledge let the Erosion and Sediment Control (E&S) permit expire for the Field of Broad Springs development and did not extend the permit for earth moving activities. The Borough Engineer explained to Eric Jordan of YCCD, that the Borough is anxious to have this development completed and stabilized. Eric said that once the permit expires it cannot be extended. James R. Holley & Associates, Inc. are currently working on a new E&S plan and permit application for the owners of the development and the new application will have to comply with all the current regulations which now includes a post-construction storm water management plan that addresses water quality. As soon as it is determined how the new E&S plan affects the site, D. Lipinski will finalize the subdivision plan amendments and forward to the attorney.
8. The engineer reminded Council that the building permit for the Lester Court retaining wall might expire soon and as long as Lester Matthews is continuing to make progress on the project, Council should consider extending his building permit. The secretary stated that Mr. Matthews is aware of the deadline and has already communicated with CAI to ask for an extension, so he can complete the retaining wall.
9. The temporary erosion control measures at the GR Park can be removed and the areas stabilized. The erosion along the embankment should be repaired and stabilized with netting.
10. In March the engineer attended a seminar on the New FEMA maps and studies hosted by YCPC and DCED. The Borough has until September 25, 2009 to amend or adopt a new floodplain ordinance that is in compliance with the FEMA requirements. D. Lipinski discussed information that was provided at the seminar and proposed how Holley & Associates, Inc. would like to invoice each municipality for the ordinance work. Holley & Associates, Inc. represents thirteen municipalities and plans to have all participating parties share the cost. The Model Ordinance is the minimum standard that must be adopted. R. Shiles explained how he tried to merge the Borough's current ordinance with the new recommendations in the Model Ordinance and said he will share his work with the engineer. The engineer provided an Explanatory Note, providing a summary explaining what needs to be completed (attached to the end of the minutes). DCED has an application for reimbursement of engineering and solicitor fees up to 50%, however, the funds might not be received until approximately one year later after being

submitted. L. Cadwallader moved to authorize the Borough Engineer and the solicitor to proceed with amendments to the FEMA Floodplain Ordinance and accepted the proposed billing for the ordinance, seconded by R. Shiles.

Motion carried.

11. The GR Planning Commission requested the engineer's attendance at their May 13 meeting to continue the review of the Glen Rock Vista plans. The solicitor also requested authorization from Council to render opinion's related to the same plans. R. Shiles moved to authorize the engineer to attend the May 13 GR Planning Commission meeting and authorize the solicitor to provide opinion's for the Glen Rock Vista plans prior to the May 13 GR Planning Commission meeting, seconded by L. Cadwallader. Motion carried.
12. The secretary asked if Council is prepared to authorize the signature of the Council President for the written consent requested by Penn DOT which authorizes York County to act as the contracting agency for the inspection of municipal bridges during the 2009 – 2013 inspection cycles. D. Lipinski provided an update regarding the Argyle Avenue and Valley Street bridges. R. Shiles moved to authorize the Council President to sign the written consent requested by Penn DOT which authorizes York County to act as the contracting agency for the inspection of municipal bridges during the 2009 – 2013 inspection cycles, seconded by J. Peters. Motion carried.

Planning Commission Report

1. The Comprehensive Plan for the Southern Region suggests looking into unutilized buildings within each municipality, so the GR Planning Commission has begun this process by starting with the Oak Works Building along Main Street. The Planning Commission will then make recommendations to Borough Council regarding their findings. The Planning Commission is interested in helping to eliminate more deterioration or blight in our community, improve the environment for current and new businesses and improve the quality of life for Borough residents.

*D. Lipinski left the meeting at 8:18 P. M.

*K. Wells arrived for the meeting at 8:20 P. M.

Approval of the Minutes

1. Solicitor M. Pokrifka suggested the following correction to the March 18 Borough Council Minutes, under the Solicitor Report, #4:
The solicitor will look for a sample policy regarding Identity Theft Compliance as recommended by the Federal Trade Commission. Because the Borough collects Rental Fees, the solicitor suggested the

implementation of this type of policy. K. Krebs moved to authorize the solicitor to look for a sample policy regarding Identity Theft Compliance as recommended by the Federal Trade Commission, seconded by L. Cadwallader. Motion carried.

J. Peters moved to approve the March 18 Minutes, with the suggested correction to the Solicitor's Report #4 and approved the April 14 Work Session Minutes, seconded by L. Cadwallader. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report from March 19, 2009 through April 15, 2009, which is available for review in the Borough Office, if requested. The secretary provided the following summary to Council and the public: currently there are two existing zoning violations and three abated zoning violations in the Borough. There were three requests for determinations/questions. The ZO completed twenty-eight Rental inspections.

Solicitor's Report

1. M. Pokrifka provided Council with a draft copy of a resolution adopting a policy to Identity and preventing identity theft. The Ordinance/Refuse Committee needs to review prior to next month's meeting.
2. M. Pokrifka has clarified with the Open Records Office that the first five business days are considered actual business days of the municipality. M. Pokrifka suggested that Council consider adopting a resolution, specifically stating the Borough's business days. Council discussed. L. Cadwallader moved to authorize the solicitor to create a resolution for the Borough designating the business days as Monday through Thursday, 9am – 3pm, seconded by R. Shiles. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

1. The WS has met with one contractor to discuss repair of the roof. This contractor provided an approximate estimate of just under \$10000.00. The WS is still working on other quotes. The Special Projects Committee is interested in meeting with the WS as soon as possible.

Secretary's Report

1. The secretary requested a motion to transfer \$2000.00 from the Rental Fund into the General Fund to receive higher yield of interest. J. Peters moved to transfer \$2000.00 from the Rental Fund into the General Fund to receive higher yield of interest, seconded by L. Cadwallader. Motion carried.
2. The secretary has passed out Statements of Financial Interest and the forms must be returned no later than May 1, 2009. The secretary is still waiting for forms from two Council members.
3. The Borough received a request from Kids' Academy Childcare Center for specific limited parking in front of the daycare between the hours of 7am – 9am and 3 – 6pm, Monday through Friday. Council discussed several options. The solicitor stated that parking changes would need to be designated by changing the current parking ordinance. There are other adjustments to the ordinance that could be made at this time including removal of the parking space on Manchester Street before the Winter Avenue intersection, and the limitations for one parking space near the curb cut in front of Zion Lutheran Church. L. Cadwallader moved to authorize the solicitor to compare ordinances and make amendments as necessary, for review during the May Council meeting, seconded by R. Shiles. Motion carried.
4. The secretary advised Council about a Webinar scheduled for April 23, 2009, 6:30 – 7:30pm, for a cost of \$30.00, which will be discussing the Earned Income Tax Collection Reform. The date and time was not convenient to anyone's schedule and Council asked if the material would be available for review at another time. The secretary will investigate further.
5. The Borough received a letter from Dorothea and Ronald F. Thomason who reside at 8 Winwood Road. The Thomason's have requested that the Borough secretary write a letter on their behalf stating that the address they do reside at is 8 Winwood Road and not 35 Glen Avenue, which is actually another Borough residence. M. Pokrifka stated that a verification letter might need to be obtained by York County Assessment Office and not Glen Rock Borough. The Solicitor wants to verify before having Council giving the secretary the authority to write a letter.
6. The April 2009 Borough Newsletter was mailed at the Post Office today.
7. GRB has been selected for an audit of Act 101, Section 904 Recycling Program Performance Grant application for 2006. The secretary will be busy preparing for that audit.
8. The Borough needs to select three to four elected officials and/or staff to begin the selection process for reviewing proposals and conducting interviews as outlined in the selection process provided by the YCPC for the

CDBG 2009 Demolition of 13/17 Baltimore Street and schedule a date and time to meet. Council discussed who should be involved in this process. The Committee will be K. Wells, R. Shiles, J. Peters, and A. Merrick.

9. The secretary requested a motion to pay Municipal Pension contributions for the borough employees (MMO is \$2685.00 for Secretary and \$3715.00 for WS, which totals 6400.00). L. Cadwallader moved to pay Municipal Pension contributions for the borough employees, seconded by K. Krebs. Motion carried.
10. The secretary requested a motion to provide municipal donation of \$7000.00 as budgeted for 2009 to the Glen Rock Recreation Board. J. Peters moved to pay the municipal donation of \$7000.00 as budgeted for 2009 to the Glen Rock Recreation Board, seconded by K. Krebs. Motion carried.

*R. McCullough, Jr. arrived for the meeting at 8:52 P. M.

Police Commission's Report

1. Written report for February, 2009 is available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality:
 - a. Glen Rock Borough – 49
 - b. New Freedom Borough – 78
 - c. Shrewsbury Borough – 113
 - d. Southern School District – 21
 - e. Railroad Borough – 13
 - f. Other jurisdictions – 4The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 5; written warnings, 5; summary arrests, 1; and criminal arrests, 4.
2. J. Peters was advised by Chief Childs that the current graffiti throughout the Borough is gang related and is referred to "tagging" by a gang called the "Silent Killers". This gang is affiliated with the gang called "The Crypt". Chief Childs stated the best way to address this problem is by removing the graffiti as soon as possible. Property owners and residents who filed complaints with the police were advised to follow this same procedure.

Public Safety

1. J. Peters moved to request a traffic study for the intersection of Baltimore Street and Valley Street. He was asked by other Council members why he was requesting the study. He stated that he is concerned with current traffic situations and would like to see the bridge repaired rather than being just

- a single lane bridge. The Valley Street Bridge is maintained by York County. Another option the County could have decided is to close the bridge to all traffic. The motion never received a second. After discussion, Council asked that the secretary write a letter to York County requesting a status update on planned repairs for the Valley Street Bridge.
2. J. Peters recently attended the York County Borough's Association meeting. Ed Knittel presented information regarding economic conditions throughout Pennsylvania for the next few years, and the outlook is dim. J. Peters received a packet of information and will share it with other Council members.
 3. J. Peters stated that he was asked by the Southern Police Commission to address Council regarding their attitude toward the Southern Regional Police Department (SRPD) and their police services. J. Peters asked that Council members stop communicating that Glen Rock Borough is "getting rid of the SRPD and that the State Police do a better job". J. Peters said that this negative communication is placing undue stress on all police officers. He also communicated that now the officers do not want to respond to calls in Glen Rock Borough. J. Peters did state that this information was not said to him in an "official capacity." Council discussed and asked that J. Peters communicate back to the Southern Police Commission, requesting the SRPD "to just do their job."

Building/Property Report

No report.

Special Project's Report

1. L. Cadwallader stated that the Glen Rock Spring Clean up took place on April 11. She submitted an article to the York Daily Record thanking the GR United Church of Christ, WAY, Borough residents and GR Borough staff for all of their help. Mignano's donated pizza and Keel Mar will be delivering and blowing mulch when the weather is drier. The Borough will be paying \$24.00/yard for fifteen yards of mulch, with the price per yard less than what was paid for mulch in 2007.
2. L. Cadwallader met with Deb Slawson and the representative from NCSR. The project was declined by the Borough due to GR Water & Sewer Authority and GR Fire Department needing the dam on Rockville Road for fire trucks and future needs. L. Cadwallader reminded Council that projects using Stimulus funds need to be "shovel ready."
3. Comcast is coming to the Borough later this week to change the winter flags.
4. L. Cadwallader will contact Pam Shellenberger regarding the deadline for submitting comments for the Comprehensive Plan.

5. L. Cadwallader reminded Council that there is an upcoming LGAC meeting/dinner scheduled on May 13, 2009.
6. L. Cadwallader moved for Council to approve the Special Project's committee to submit a grant application to DCED for the Maintenance Building roof repair, seconded by J. Peters. Motion carried. L. Cadwallader did say that this grant does not require matching funds.

Personnel Report

No report.

Ordinance/Refuse Report

1. The chairman is scheduled to attend a DEP Regional Recycling Roundtable on May 5, 2009.

Finance Report

1. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:

a. CGA Law Firm	\$ 1419.24
b. Code Administrators, Inc.	1842.50
c. SF & Company	5700.00
d. James R. Holley & Associates, Inc.	2455.50
e. V. L. Tracey	2100.20

Motion carried.

President's Report

No report.

Public Comment

1. Although there was no public comment, J. Peters provided a binder of the 2008 Yearly Report for Southern Regional Police Department and asked all Council members to review.
2. L. Cadwallader stated that the total cost of the mulch being delivered later this week is \$310.00 and there was a cost of \$150.00 for the roll-a-way dumpster for the Clean the Creek event, which the Watershed Alliance of York donated for the event.

K. Wells moved to adjourn the Council Meeting at 9:31 P. M., seconded by R. Shiles. Motion carried.

Summary of Motions

1. L. Cadwallader moved to accept Option three, authorizing the York Housing Authority to place the trench in the right-of-way, under the sidewalk, parallel to the curb and then replacing the sidewalk, as recommended by the Borough Engineer, seconded by J. Peters. Motion carried.
2. L. Cadwallader moved to authorize the Borough Engineer and the solicitor to proceed with amendments to the FEMA Floodplain Ordinance and accepted the proposed billing for the ordinance, seconded by R. Shiles. Motion carried.
3. R. Shiles moved to authorize the engineer to attend the May 13 GR Planning Commission meeting and authorize the solicitor to provide opinion's for the Glen Rock Vista plans prior to the May 13 GR Planning Commission meeting, seconded by L. Cadwallader. Motion carried.
4. R. Shiles moved to authorize the Council President to sign the written consent requested by Penn DOT which authorizes York County to act as the contracting agency for the inspection of municipal bridges during the 2009 – 2013 inspection cycles, seconded by J. Peters. Motion carried.
5. J. Peters moved to approve the March 18 Minutes, with the suggested correction to the Solicitor's Report #4 and approved the April 14 Work Session Minutes, seconded by L. Cadwallader. Motion carried.
6. L. Cadwallader moved to authorize the solicitor to create a resolution for the Borough designating the business days as Monday through Thursday, 9am – 3pm, seconded by R. Shiles. Motion carried.
7. J. Peters moved to transfer \$2000.00 from the Rental Fund into the General Fund to receive higher yield of interest, seconded by L. Cadwallader. Motion carried.
8. L. Cadwallader moved to authorize the solicitor to compare ordinances and make amendments as necessary, for review during the May Council meeting, seconded by R. Shiles. Motion carried.
9. L. Cadwallader moved to pay Municipal Pension contributions for the borough employees, seconded by K. Krebs. Motion carried.
10. J. Peters moved to pay the municipal donation of \$7000.00 as budgeted for 2009 to the Glen Rock Recreation Board, seconded by K. Krebs. Motion carried.
11. Council asked the secretary to write a letter to York County requesting a status update on planned repairs for the Valley Street Bridge.
12. L. Cadwallader moved for Council to approve the Special Project's committee to submit a grant application to DCED for the Maintenance Building roof repair, seconded by J. Peters. Motion carried.

13. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:
 - a. CGA Law Firm \$ 1419.24
 - b. Code Administrators, Inc. 1842.50
 - c. SF & Company 5700.00
 - d. James R. Holley & Associates, Inc. 2455.50
 - e. V. L. Tracey 2100.20Motion carried.
14. K. Wells moved to adjourn the Council Meeting at 9:31 P. M., seconded by R. Shiles. Motion carried.

Summary of “To-Do” List

1. Council requested that the Work Supervisor notify the contractors and/or York Housing Authority to relocate the portable potty onto one of the Hanover Street properties and off of the Borough’s Right-of-Way.
2. The temporary erosion control measures at the GR Park can be removed and the areas stabilized.
3. The erosion along the embankment should be repaired and stabilized with netting.
4. R. Shiles will provide the engineer with his preliminary merging of the Borough’s current Flood Ordinance and the new planned amendments.
5. The Special Projects Committee is interested in meeting with the WS as soon as possible.
6. The secretary is still waiting for Statements of Financial Interest from two Council members.
7. The secretary will investigate to see if Webinar information is available on another date and time.
8. The Solicitor wants to verify the 8 Winwood Road address before having Council give the secretary the authority to write a letter on behalf of the Thomason’s .
9. The secretary will be preparing for the Act 101, Section 904 Recycling Program Performance Grant audit.
10. The Committee K. Wells, R. Shiles, J. Peters, and A. Merrick needs to schedule a date and time to review proposals for the 2009 CDBG project.
11. J. Peters was asked by Council to communicate to the Southern Police Commission, requesting the SRPD “to just do their job.”

12. L. Cadwallader will contact Pam Shellenberger regarding the deadline for submitting comments for the Comprehensive Plan.
13. R. Shiles will attend a DEP Regional Recycling Roundtable on May 5, 2009.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer