

**GLEN ROCK BOROUGH
COUNCIL MEETING MINUTES
February 18, 2009**

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

The meeting was Called to Order at 7:05 P. M. by President K. Wells beginning with the pledge to the flag followed by a moment of silence.

Announcements

Council President K. Wells announced that Council would be recessing for Executive Session during the Solicitor's Report to discuss litigation.

Borough Engineer's Report

1. D. Lipinski asked whether the Borough has received the contract for the CDBG 2009 Grant from the County. The Borough has not received the Contract.
2. On February 16, 2009, D. Lipinski had a phone conversation with Eric Johnston, regarding the Glen Rock Vista Plan. Eric Johnston would like D. Lipinski to review and comment on the resubmitted plan. Once the technical aspects of the project are resolved, Eric Johnston will request to be placed on the upcoming Planning Commission agenda for action on the plan. D. Lipinski informed Eric Johnston that Council will have to approve or deny the plan in March unless another time extension is granted. Eric Johnston indicated that he will grant additional time extensions as needed until the engineering aspects of the project are resolved. Then Eric Johnston will request to be placed on the Planning Commission and Borough Council agendas. Both the GR Planning Commission and York County Planning Commission have stated that the development does not meet the definition of

- a "Cluster Division." Since there is "no open space for public use" then the development does not meet the "Cluster Provision." Council held a lengthy conversation discussing their concerns with the most recent submittal for the Glen Rock Vista project and how the plans do not meet health and safety concerns for all residents in the Borough.
3. D. Lipinski stated that it is his understanding that an application for a Zoning Hearing was submitted to the Borough for the Grove Subdivision Plan. He is concerned with the time frame for the subdivision: if the time frame began in January at the Planning Commission meeting, then action on the plan will be required at the March Borough Council meeting unless the applicant grants a time extension. The solicitor stated that the severity of the non-conformance is increased by the subdivision and although this is a minimal situation, a decision from the Zoning Hearing Board is still needed. D. Lipinski will contact John Meyers from Shaw Surveying, to discuss granting a time extension for the subdivision.
 4. D. Lipinski discussed several emails that were sent which discussed the Growing Greener II Grant Application. D. Lipinski discussed the information with Roy Livergood and Samantha from the County. He described the DEP process to Council. D. Lipinski asked Council to authorize A. Merrick to send a letter (with the engineer's input) requesting additional funds from the County, including justification for securing the additional funds.

*J. Glatfelter arrived for the meeting at 7:30 P. M.

K. Krebs moved to authorize the secretary to send a letter to York County requesting additional funds for the Growing Greener II application, seconded by J. Peters. Motion carried. The Growing Greener II funds must be spent by June or July of 2010. Water quality inlets must be installed. D. Lipinski also asked that Council authorize changes to the application to include a 15 % match or a 25 % match depending on action taken by the County Commissioners. K. Krebs moved to authorize changes to the application for the Growing Greener II Grant application to include either a 15 % match or a 25% match, seconded by J. Peters. ~~With four ayes and one nay~~ **With J. Glatfelter, K. Krebs, J. Peters, and K. Wells voting aye, and L. Cadwallader voting nay**, the motion carried.

*D. Lipinski left the meeting at 7:41 P. M.

Zoning Officer's Report

1. The ZO provided a monthly summary report from January 22, 2009 through February 18, 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 five zoning violations in the Borough and there were four requests for determinations/questions. The ZO completed thirty-six Rental inspections.
2. Council reviewed Ordinance 420 with the Zoning Officer, at Keith Godfrey's request. The ZO provided a sample list of Code violations that she has consistently found in Rental property inspections throughout the Borough. The ZO provides each property owner/management company with a condensed version of inspection requirements so properties may be prepared for their inspections. Council discussed and expressed their concern for the health and safety for the approximately three hundred rental units located in the Borough. Council members stated that the health, safety and welfare of rental properties routinely are not maintained to the same level as owner occupied residences. The solicitor stated that Rental Inspection Ordinances and fees have been upheld in the court as long as the fees are reasonable costs. Although Mr. Godfrey attempted to interrupt the solicitor, M. Pokrifka added that "in an open forum, the solicitor is allowed to provide information to both the public and Council." Mr. Godfrey stated that he still would like a committee formed to review the Rental Inspection process and he wants to be a part of the committee. Council stated that they appreciate Mr. Godfrey's input, but have decided that the current Rental Ordinance is working and no changes will be made at this time.

Agenda

1. Lee Hoffheins – treasurer for the Library Board
Mr. Hoffheins presented blueprints, prepared by J. Warner, to Council for their review of possible expansion of the library, and space for both a Borough Office and meeting room in the rear of the Neuhaus Building.

*L. McEntarfer left the meeting at 8:12 P. M.

J. Peters moved for the formation of a Grant Committee made up of both Library Board members and Council members to pursue and investigate possible expansion of the library and movement of the Borough Office to the Neuhaus Building, seconded by L. Cadwallader. Motion carried.

Planning Commission Report

1. During their January meeting, the Planning Commission unofficially reviewed the newest version of the Glen Rock Vista plan.
2. The Grove Subdivision Plan needs to go before the Zoning Hearing Board to request several variances.

Approval of the Minutes

1. L. Cadwallader stated that the following additions/corrections be made to the minutes under the Special Projects Report:
 - a. #3. Change what is written to: **L. Cadwallader suggested that she would investigate possible funding sources for the purchase of a sidewalk plaque commemorating Roland Seitz, in support of the Borough's 150th year celebration.**
 - b. Eliminate the wording "and Police" from #5.L. Cadwallader moved to approve the January 21, 2009 Minutes with the following additions and corrections:
 - a. #3. Change what is written to: **L. Cadwallader suggested that she would investigate possible funding sources for the purchase of a sidewalk plaque commemorating Roland Seitz, in support of the Borough's 150th year celebration.**
 - b. Eliminate the wording "and Police" from #5, seconded by J. Glatfelter.Motion carried.

Appointments/Resignations

1. Borough Council received one letter of interest from Richard Shiles for the vacancy on Council. The solicitor stated that Council must take a public vote when appointing a replacement to a Council vacancy. J. Peters moved to appoint Richard Shiles to the current Council Vacancy, seconded by L. Cadwallader. Motion carried.

Police Commission's Report

1. J. Peters stated that he would like Council to consider authorizing the secretary to write and send a letter to SRPD stating Glen Rock Borough's intention to withdraw as a full time member for 2011, with the possibility of purchasing services to commence on the date of withdrawal. The Police Commission is trying to make changes to their spending but have limitation because of the Police Union. Other municipalities are concerned with their finances. After some discussion, J. Peters moved to authorize the secretary to write and send a letter to SRP Commission stating Glen Rock Borough's

- intention to withdraw as a fulltime member for 2011, with the possibility of purchasing services to commence on the date of withdrawal, seconded by L. Cadwallader. Motion carried.
2. J. Peters announced that March 4 is the SRP Commission Award Program, so the Police Commission will be meeting on March 18 at 7 P. M. J. Peters and L. Cadwallader may be late for the March 18, 2009 Borough Council meeting.
 3. The D. A. R. E. Program has been suspended for the 2009 – 2010 School year due to lack of funding.
 4. Written report for December, 2008, 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 – 53
 - b. New Freedom Borough – 116
 - c. Shrewsbury Borough – 114
 - d. Southern School District – 15
 - e. Railroad Borough – 7
 - f. Other jurisdictions – 12The specific breakdown for Glen Rock Borough’s “Calls for Service” includes the following: Citations, 4; written warnings, 4; summary arrests, 9; and criminal arrests, 2.

**Council recessed to Executive Session at 8:50 P. M. to discuss litigation.

**The Council meeting resumed at 9:20 P. M.

Solicitor’s Report

1. J. Peters moved to authorize the solicitor to file a response to amended complaint for J. Litz and authorized A. Merrick to sign the verification on the Borough’s behalf, seconded by R. Shiles. Motion carried.
2. The solicitor continues to review the codification submitted to the Borough by Keystate Publishing.
3. The solicitor prepared Resolution 2009 – 1, appointing Richard Shiles to the vacancy on Council. J. Peters moved to amend his motion appointing Richard Shiles to the current Council vacancy to include the adoption of Resolution 2009 – 1, appointing Richard Shiles to the vacancy on Borough Council, seconded by L. Cadwallader. Motion carried.

Mayor’s Report

No report.

Work Supervisor's Report

1. WS would like permission to meet with the engineer to discuss resurfacing Wolfe Street and Water Street, to be paid with Liquid Fuel Funds. Currently there is approximately \$118,000.00 in the State Highway Aid Account. School Street also needs to be repaired, so depending on the cost to repair Wolfe and Water Street, maybe School Street could be a third possible project. The WS must meet during the day with the engineer, so they can see the road conditions. K. Krebs moved to authorize the WS to meet with the engineer, seconded by J. Peters. Motion carried.
2. WS received a phone call from Jim Caldwell who advised the WS that the County will be paying for the extras on the Water Street CDBG project. Mr. Caldwell would like to meet with the WS to discuss issues that surfaced during the Water Street project.
3. During an ice storm, L. Cadwallader rode along with the WS to learn what issues impact the WS while he is plowing or treating the roadway with anti-skid material.
4. The WS has used approximately 125 tons of salt and 150 tons of anti-skid material during the 2008 – 2009 Snow Seasons. Some of the material was supplied by Shrewsbury Township.
5. Fire extinguishers have been inspected and tagged in all Borough Buildings. Batteries have been purchased and were installed by K. Krebs in all emergency lighting fixtures in the Neuhaus Building.
6. Approximately one-third of the street and road signs have been replaced with new high visibility signs throughout the Borough. The secretary found a grant, through the 3M Company, that may be able to help the Borough fund additional signs or at least provide the funding to purchase the visibility coating material for our current signs. The WS and Secretary are working together on this grant project.
7. The WS will need to meet with the engineer prior to the beginning of paving of Glen Avenue in the Field of Broad Springs development. Additional base repair is necessary before the final paving can be started and completed.
8. Oil and filters have been ordered so the Borough vehicles can be serviced. The loader and the John Deere tractor will also require servicing later in the summer.

Secretary's Report

1. Lorallyne Schneider, resident of 130 Hanover Street said the Handicapped Parking space near 141 Hanover Street is too far away for her and she is requesting a parking space closer to her home. J. Peters moved to designate

- a parking space beside 130 Hanover Street as a Handicapped Parking Space, seconded by L. Cadwallader. Motion carried.
2. York County Commissioners approved the request from Rettew Associates/GRB for additional funding to pay for completed Water Street CDBG project. YCPC will be issuing an Amendatory Contract for Water Street CDBG Project # 45511440, increasing the funds to include the additional work by Barnes & Barnes. The secretary requested a motion to execute the Amendatory Contract with YCPC for Water Street CDBG Project # 45511440. K. Krebs moved to execute the Amendatory Contract with YCPC for Water Street CDBG Project # 45511440, seconded by L. Cadwallader. Motion carried.
 3. The secretary requested a motion for GRB (through the General Fund) to pay Barnes and Barnes for the additional work for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$1473.58, to then be reimbursed by YCPC through the Request for Payment form. K. Krebs moved for GRB (through the General Fund) to pay Barnes and Barnes for the additional work for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$1473.58, to then be reimbursed by YCPC through the Request for Payment form, seconded by J. Peters. Motion carried.
 4. The secretary requested a motion for GRB (through the General Fund) to pay Rettew Associates, Inc. for final engineering for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$2214.41, to then be reimbursed by YCPC through the request for Payment form. K. Krebs moved for GRB (through the General Fund) to pay Rettew Associates, Inc. for final engineering for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$2214.41, to then be reimbursed by YCPC through the request for Payment form, seconded by J. Peters. Motion carried.
 5. The secretary requested a motion to authorize the Council President to sign the Certificate of Substantial Completion, as requested by YCPC for completion of the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440 project. L. Cadwallader moved to authorize the Council President to sign the Certificate of Substantial Completion, as requested by YCPC for completion of the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440 project, seconded by J. Glatfelter. Motion carried.
 6. The Borough received notification from the Animal Control Officer, Terry Hemler, that the Return to Owner Fee, (Item L in the contract) may be increased to \$50.00 according to new state policy. Hemler has requested

- Council's permission to increase the cost from the current amount, \$25.00 to \$50.00, in the contract with Glen Rock Borough. The secretary requested a motion to make this change. K. Krebs moved to increase the Return to Owner Fee to \$50.00 according to new state policy, in the Borough's Contract with Hemler Animal Control Officer, seconded by J. Peters. Motion carried. Council requested the secretary to add an article to the Borough Newsletter to notify residents of this change.
7. The secretary requested a motion to pay final payment of \$1654.07 for 2008 Municipal contribution for non-uniformed pension plan (which is the borough's remaining Municipal Obligation). K. Krebs moved to authorize the final payment of \$1654.07 for 2008 Municipal contribution for non-uniformed pension plan, seconded by J. Glatfelter. Motion carried.
 8. The secretary requested a motion to approve the Chief Administrator Officer to sign the authorization form for Thomas J. Anderson & Associates, Inc. to begin preparation of the borough's January 1, 2009 Act 205 Actuarial Valuation Report. L. Cadwallader moved to approve the Chief Administrator Officer to sign the authorization form for Thomas J. Anderson & Associates, Inc. to begin preparation of the borough's January 1, 2009 Act 205 Actuarial Valuation Report, seconded by K. Krebs. Motion carried.
 9. The secretary asked whether Council had any questions regarding the letter from Springfield Township Board of Supervisors dated January 28, 2009. Council briefly discussed the Borough's process for invoicing surrounding municipalities for their portion of the cost of Worker's Compensation for both Ambulance and Glen Rock Hose & Ladder volunteers.
 10. Codorus Township is requesting a letter of support for a grant application they are submitting for a new recreational park in Codorus Township. The secretary asked whether Council wishes to submit a letter of support. J. Peters moved to submit a letter of support to Codorus Township for a grant application they are submitting for a new recreational park, seconded by R. Shiles. Motion carried.
 11. Reilly Sweeping proposal is \$1536.00 for two days. The secretary requested a motion to accept proposed agreement. J. Peters moved to accept the proposed agreement with Reilly Sweeping of \$1536.00 for two days, seconded by L. Cadwallader. Motion carried.
 12. The Borough office has submitted for Liquid Fuel Tax refund for 2008.
 13. The secretary requested a motion to transfer \$5000.00 from the General Fund into the Neuhaus Fund for payment of the Neuhaus Building Loan. K. Krebs moved to transfer \$5000.00 from the General Fund into the Neuhaus Fund for payment of the Neuhaus Building Loan, seconded by J. Glatfelter. Motion carried.

14. The secretary requested a motion to transfer \$5000.00 from the Rental Fund into the General Fund to receive a higher yield of interest. K. Krebs moved to transfer \$5000.00 from the Rental Fund into the General Fund to receive a higher yield of interest, seconded by J. Glatfelter. Motion carried.
15. The secretary requested a motion to transfer up to \$125,000.00, which is currently in a one month CD, into a five month CD with Peoples Bank (currently Peoples Bank has a 1-3 month CD with 1.25 % interest rate, and a five month CD with 2.50 % interest rate). K. Krebs moved to transfer up to \$125,000.00, which is currently in a one month CD, into a five month CD with Peoples Bank, seconded by J. Glatfelter. Motion carried.

**Glen Rock Borough Council
Committee Member List
(As of February 18, 2009)**

1. **BUILDING AND PROPERTY COMMITTEE**
 - A. Dan Eadie, chairman
 - B. Richard Shiles, vice-chairman
 - C. John Peters
2. **FINANCE COMMITTEE**
 - A. Kathy Wells, chairperson
 - B. Janie Glatfelter, vice-chairperson
 - C. Ken Krebs
3. **ORDINANCE/REFUSE COMMITTEE**
 - A. Richard Shiles, chairperson
 - B. Dan Eadie, vice-chairman
 - C. Janie Glatfelter
4. **PUBLIC SAFETY COMMITTEE**
 - A. John Peters, chairman
 - B. Lucy Cadwallader, vice-chairperson
 - C. Janie Glatfelter
5. **PERSONNEL COMMITTEE**
 - A. Janie Glatfelter, chairman
 - B. Ken Krebs, vice-chairperson
 - C. Kathy Wells

6. **SPECIAL PROJECTS COMMITTEE**

- A. Lucy Cadwallader, chairperson
- B. John Peters, vice-chairman
- C. Ken Krebs

Personnel Report

No report.

Building/Property Report

No report.

Public Safety

No report.

Special Project's Report

1. L. Cadwallader provided an update on Jake Romig and Gary Peacock's grant efforts on behalf of Glen Rock Borough.
2. L. Cadwallader will be contacting Comcast to take down the winter flags and will schedule the installation of the Fourth of July flags for June.
3. L. Cadwallader expressed interest in taking an infant and child First Aid and CPR class being held at the Susquehannock High School for \$55.00 per person. J. Peters also wants to participate. Both council members would like Council pay the participation fee. R. Shiles moved for Council to pay \$110.00 for L. Cadwallader and J. Peters to take the infant/child First Aid/CPR Course. The motion died for lack of a second.

Ordinance/Refuse Report

No report.

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	\$1044.00
b. Code Administrators, Inc.	1332.75
c. James R. Holley & Associates, Inc.	1682.50
d. V. L. Tracey	1444.75

Motion carried.

President's Report

No report.

Public Comment

1. Keith Godfrey asked what is happening with the old Borough Building. *The Borough is waiting for a contract and paperwork from YCPC for the 2009 approved CDBG Demolition Project of 13/17 Baltimore Street.*

J. Peters moved to adjourn the Council Meeting at 10:22 P. M., seconded by J. Glatfelter. Motion carried.

Summary of Motions

1. K. Krebs moved to authorize the secretary to send a letter to York County requesting additional funds for the Growing Greener II application, seconded by J. Peters. Motion carried.
2. K. Krebs moved to authorize changes to the application for the Growing Greener II Grant application to include either a 15 % match or a 25% match, seconded by J. Peters. With four ayes and one nay With J. Glatfelter, K. Krebs, J. Peters, and K. Wells voting aye, and L. Cadwallader voting nay, the motion carried.
3. J. Peters moved for the formation of a Grant Committee made up of both Library Board members and Council members to pursue and investigate possible expansion of the library and movement of the Borough Office to the Neuhaus Building, seconded by L. Cadwallader. Motion carried.
4. L. Cadwallader moved to approve the January 21, 2009 Minutes with the following additions and corrections:
 - a. #3. Change what is written to: **L. Cadwallader suggested that she would investigate possible funding sources for the purchase of a sidewalk plaque commemorating Roland Seitz, in support of the Borough's 150th year celebration.**
 - b. Eliminate the wording "and Police" from #5, seconded by J. Glatfelter. Motion carried.
5. J. Peters moved to appoint Richard Shiles to the current Council Vacancy, seconded by L. Cadwallader. Motion carried.
6. J. Peters moved to authorize the secretary to write and send a letter to SRP Commission stating Glen Rock Borough's intention to withdraw as a fulltime member for 2011, with the possibility of purchasing services to commence on the date of withdrawal, seconded by L. Cadwallader. Motion carried.
7. J. Peters moved to authorize the solicitor to file a response to amended complaint for J. Litz and authorized A. Merrick to sign the verification on the Borough's behalf, seconded by R. Shiles. Motion carried.

8. J. Peters moved to amend his motion appointing Richard Shiles to the current Council vacancy to include the adoption of Resolution 2009 – 1, appointing Richard Shiles to the vacancy on Borough Council, seconded by L. Cadwallader. Motion carried.
9. K. Krebs moved to authorize the WS to meet with the engineer, seconded by J. Peters. Motion carried.
10. J. Peters moved to designate a parking space beside 130 Hanover Street as a Handicapped Parking Space, seconded by L. Cadwallader. Motion carried.
11. K. Krebs moved to execute the Amendatory Contract with YCPC for Water Street CDBG Project # 45511440, seconded by L. Cadwallader. Motion carried.
12. K. Krebs moved for GRB (through the General Fund) to pay Barnes and Barnes for the additional work for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$1473.58, to then be reimbursed by YCPC through the Request for Payment form, seconded by J. Peters. Motion carried.
13. K. Krebs moved for GRB (through the General Fund) to pay Rettew Associates, Inc. for final engineering for the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440, in the amount of \$2214.41, to then be reimbursed by YCPC through the request for Payment form, seconded by J. Peters. Motion carried.
14. L. Cadwallader moved to authorize the Council President to sign the Certificate of Substantial Completion, as requested by YCPC for completion of the Water Street Curb/Sidewalk/Drainage Improvements, CDBG #45511440 project, seconded by J. Glatfelter. Motion carried.
15. K. Krebs moved to increase the Return to Owner Fee to \$50.00 according to new state policy, in the Borough's Contract with Hemler Animal Control Officer, seconded by J. Peters. Motion carried.
16. K. Krebs moved to authorize the final payment of \$1654.07 for 2008 Municipal contribution for non-uniformed pension plan, seconded by J. Glatfelter. Motion carried.
17. L. Cadwallader moved to approve the Chief Administrator Officer to sign the authorization form for Thomas J. Anderson & Associates, Inc. to begin preparation of the borough's January 1, 2009 Act 205 Actuarial Valuation Report, seconded by K. Krebs. Motion carried.
18. J. Peters moved to submit a letter of support to Codorus Township for a grant application they are submitting for a new recreational park, seconded by R. Shiles. Motion carried.
19. J. Peters moved to accept the proposed agreement with Reilly Sweeping of \$1536.00 for two days, seconded by L. Cadwallader. Motion carried.

20. K. Krebs moved to transfer \$5000.00 from the General Fund into the Neuhaus Fund for payment of the Neuhaus Building Loan, seconded by J. Glatfelter. Motion carried.
21. K. Krebs moved to transfer \$5000.00 from the Rental Fund into the General Fund to receive a higher yield of interest, seconded by J. Glatfelter. Motion carried.
22. K. Krebs moved to transfer up to \$125,000.00, which is currently in a one month CD, into a five month CD with Peoples Bank, seconded by J. Glatfelter. Motion carried.
23. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:

a. CGA Law Firm	\$1044.00
b. Code Administrators, Inc.	1332.75
c. James R. Holley & Associates, Inc.	1682.50
d. V. L. Tracey	1444.75

 Motion carried.
24. J. Peters moved to adjourn the Council Meeting at 10:22 P. M., seconded by J. Glatfelter. Motion carried.

Summary of “To-Do” List

1. D. Lipinski will contact John Meyers from Shaw Surveying, to discuss granting a time extension for the Grove subdivision.
2. Secretary to write letter to SRP Commission regarding Borough’s intention to withdraw as a fulltime member in 2011.
3. WS to meet with Engineer to discuss Wolfe and Water Street projects.
4. WS and Secretary to continue working on Road Sign Grant.
5. WS to install Handicapped Parking Space new 130 Hanover Street.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer