

**GLEN ROCK BOROUGH  
COUNCIL MEETING MINUTES  
June 17, 2009**

<b>Present:</b>	Council Members:	Lucy Cadwallader Jane Glatfelter* Kenneth Krebs John Peters Richard Shiles Kathleen Wells
	Solicitor:	Michelle Pokrifka
	Borough Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Nine Visitors

**The meeting was Called to Order** at 7:04 P. M. by Council President, K. Wells beginning with the pledge to the flag followed by a moment of silence.

**Announcements**

1. Council President, K. Wells announced Council will go to Executive Session following the Engineer's report to discuss litigation.

**Persons on the Agenda**

1. Susan Good – Chair for the GR Recreation Board  
Ms. Good requested that Council approve hiring another Assistant Director, Jordan Wida, for the 2009 Summer Playground Program. Ms. Good also asked, on behalf of the rest of the Recreation Board, that Council consider increasing the Recreation Fees to \$2500.00. Surrounding municipalities have fees of up to \$2500.00 and as low as \$960.00. Council discussed and indicated that projects currently in progress will not be impacted by this increase in fees. Council usually evaluates the current fee schedule and makes changes annually. L. Cadwallader moved for Council to approve hiring Jordan Wida as another Assistant Director for the 2009 Summer Playground Program, seconded by J. Peters. Motion carried.
2. Connie Alban – 8 High Street  
Ms. Alban requested that Council consider naming the property 3 Main Street, Roser Square, in honor of Connie's grandparents, who previously owned the property at the same location. The "Crystal Ball Restaurant" was located at the top of an apartment building at 3 Main Street. Ms. Alban said she would purchase a plaque. Council suggested that Ms. Alban contact the

Sesquicentennial Committee to see if the dedication could take place during the 2010 celebration. J. Peters moved to adopt Resolution 2009 – 6, officially naming 3 Main Street Roser Square, seconded by L. Cadwallader. Motion carried.

### **Borough Engineer's Report**

1. The engineer submitted the Growing Greener 2 Grant Application to DEP, but has not received a response yet. The engineer reminded Council that the Borough's match is \$41,250.00 and that this is a reimbursement type of grant so the Borough will have to pay the invoices up front and then submit the claims to DEP for reimbursement.
2. As discussed in last week's Planning Commission meeting, Glen Rock Vista's engineer has granted a time extension until September 30, 2009. The time extension should either be accepted or action on the plan is required tonight.
3. The engineer reviewed the Grove Subdivision Plan at the Planning Commission meeting last week. Council must take on the plan tonight. Action can be in form of a conditional approval. Conditions that have not been met include Engineer's Comments # 8, 12, 18, and 19. Comment #12 is the Waiver of the curb and Sidewalk. Council discussed and agreed with the engineer, that the placement of curb and sidewalk at this location is not feasible.

\*J. Glatfelter arrived for the meeting at 7:32 P. M.

R. Shiles moved to waive the requirement for curb and sidewalk for the Grove Subdivision Plan, seconded by L. Cadwallader. Motion carried. The motion was then amended to include conditional approval, meeting all outstanding conditions and receiving payment of all outstanding fees. K. Wells moved to waive the requirement for curb and sidewalk for the Grove Subdivision Plan and to conditionally approve the Grove Subdivision Plan, after meeting the outstanding conditions, comments #8, 18, and 19 of the engineer's review, and receiving payment of all outstanding fees, seconded by K. Krebs. Motion carried.

4. The engineer passed out information on the wall along School Street last month. The borough has to decide how they wish to proceed. As a reminder, when council starts to discuss the budget at the end of the year they should be considering the construction projects for next year. It takes time to design, bid and construct street projects so if we start design in the winter, we can bid early in the year so construction can begin spring or early summer, which allows the street work to be used prior to the winter season.

5. York Housing Authority has completed the storm sewer installation beneath the sidewalk and the sidewalk has been installed. Holley & Associates has inspected the work as it was being performed. The majority of the project is now complete.
6. The new E&S permit has been issued by YCCD for Fields of Broad Springs. The engineer will be forwarding the proposed changes to the attorneys so the amendments to the plan can be finalized, approved and recorded. All outstanding issues will be discussed prior to finalizing the development, including street lights and emergency access roads.
7. The engineer discussed the new FEMA maps and ordinance with Council and obtained their input on the optional items so the draft could be completed and forwarded to DCED. The engineer provided a picture of the Floodway schematic for Council. The engineer reminded Council to keep track of all expenses related to the adoption of the floodplain management ordinance, as 50% of the cost will be reimbursed.

\*\*Council recessed to Executive Session at 8:25 P. M. to discuss litigation.

\*\*D. Lipinski left the meeting at 8:55 P. M.

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

### **Solicitor's Report**

1. M. Pokrifka emailed Traffic Ordinances to R. Shiles.
2. The solicitor prepared Resolution 2009 – 5, adopting Act 537 Plan revisions and special study on nutrient removal capabilities and alternatives, which were prepared by the Sewer authority on behalf of the Glen Rock Borough. Council discussed. M. Pokrifka suggested making sure that the YCPC's recommendations were incorporated in the final plan. K. Wells moved to adopt Resolution 2009 – 5, Act 537 Plan revisions and special study on nutrient removal capabilities and alternatives, seconded by K. Krebs. Motion carried.
3. The solicitor provided a copy of Ordinance 460 ( 2009 – 2), amending the Glen Rock Borough Zoning Ordinance, as previously discussed and recommended by Council. L. Cadwallader moved to authorize the solicitor to advertise Ordinance 460 (2009 – 2), amending the Glen Rock Borough Zoning Ordinance, Ordinance 284 (1986 – 2), Section 303(j)(1-6), as amended, regarding cluster development in a residential-suburban zone (R-1), seconded by R. Shiles. Motion carried.

4. The solicitor discussed a matter regarding fees for the property 205-213 Hill Street with Council. The previous owner had rental five units; the property went to Sheriff Sale and Fulton Bank is now the owner of the property, but only has two renters. Council discussed and stated that Fulton Bank must pay for each Rental Unit, whether there are tenants or not for each established rental unit.
5. The solicitor prepared a memo for Council regarding the subject of Conflict of Interest. The memo is attached at the end of the minutes.

### **Planning Commission Report**

1. In response to the Borough's September 15, 2008 letter mailed to E Squared LLC, for the Field of Broad Springs Extension, Jason Brenneman, PE from James R. Holley & Associates, Inc., prepared a response offering a few suggestions regarding the possible degradation of Camp Street due to construction traffic. E Squared has offered to pay \$5590.00 for repaving Camp Street. J. Brenneman has requested a letter back from the Borough accepting or denying this proposal. Council discussed. K. Krebs moved to accept the E Squared proposal of \$5590.00 for repaving Camp Street, seconded by L. Cadwallader. Motion carried.
2. E. Johnston submitted a letter to Glen Rock Borough, granting another extension until the end of September, 2009 for Glen Rock High, LLC, and the Glen Rock Vista project. L. Cadwallader moved to accept the extension until September 16, 2009, seconded by J. Glatfelter. Motion carried.

### **Persons on the Agenda**

3. Robert Becker – 367 Church Street  
Mr. Becker asked Council to re-consider their previous decision banning golfing at the Glen Rock Park. Council thanked him for his input.

### **Approval of the Minutes**

1. J. Peters moved to approve the May 20 Minutes with the following changes:
  - a. page 5, R. McCullough arrived for the meeting at 8:00 P. M.;
  - b. page 7, under Public Safety report, J. Peters moved to authorize current and future Emergency Operation Coordinators and an alternate member of the Public Safety Committee to complete CPR and First Aid Training to be paid by Glen Rock Borough Council, seconded by L. Cadwallader. Motion carried.

### **Zoning Officer's Report**

1. The ZO provided a monthly summary report from May 21, 2009 through June 17, 2009, which is available for review in the Borough Office, if requested. The secretary provided the following summary to Council and the public: there were two Zoning Permits issued and one Certificate of Occupancy issued; two existing zoning violations in the Borough. There were several requests for determinations/questions. CAI completed thirty-five Rental inspections.
2. Council discussed an existing violation for noise in the Borough. J. Peters volunteered to be a contact person for complaints relating to noise and/or barking dogs.

### **Mayor's Report**

No report.

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

No report.

### **Secretary's Report**

1. A Compliant Audit Report for the Glen Rock Borough's Nonuniformed Pension Plan for the period of January 1, 2008 – December 31, 2008 was received.
2. Comcast customer service center in York will be open Mon – Fri, 8am – 6pm and Sat 8:15am – 4pm beginning July 1, 2009.
3. The Borough received notification that DEP has approved the Borough's Act 101 Recycling Program Performance Grant. The Borough should receive the award within the next three months. The grant reflects 233 tons of residential and commercial materials recycled during 2007.
4. YCPC has several programs that assist homeowners in maintaining their homes in a safe, sanitary and healthy environment. The programs are only available for owner occupied properties. Please see the borough office for more information.
5. Penn State University is conducting a Survey regarding the impact of the UCC on rural communities. The secretary requests a motion to work with the BCO to complete the survey. Council discussed. K. Wells moved to authorize CAI to complete the survey for a cost NTE two hours, seconded by K. Krebs. Motion carried.
6. The secretary requested a motion to execute the CDBG 2009 contract with YCPC. K. Krebs moved to execute the CDBG 2009 contract with YCPC, seconded by J. Glatfelter. Motion carried.

7. K. Wells announced that the CDBG Committee interviewed three potential engineering firms to provide the engineering services to Glen Rock Borough for the duration of the Baltimore Street CDBG project. Several of the firms had good presentations and experience with CDBG demolition projects. The firms interviewed as a part of the process were James R. Holley & Associates, Inc, C. S. Davidson, and JMT. K. Krebs moved to award JMT the engineering bid for the Baltimore Street CDBG project, seconded by L. Cadwallader. Motion carried.
8. The secretary requested a motion authorizing the borough secretary and/or the President of Council to execute all necessary documents to commence work on the Baltimore Street CDBG project, with the intent to award the bid to the engineering firm of Johnson, Mirmiran & Thompson, the commencement of such work to be conditioned upon receiving written approval by York County Planning Commission. J. Peters moved to authorize the borough secretary and/or the President of Council to execute all necessary documents to commence work on the Baltimore Street CDBG project, with the intent to award the bid to the engineering firm of Johnson, Mirmiran & Thompson, the commencement of such work to be conditioned upon receiving written approval by York County Planning Commission, seconded by L. Cadwallader. Motion carried.
9. The secretary asked about council's interest to participate in a community Municipal salt bid again this year. L. Cadwallader moved to participate in the community Municipal salt bid program, seconded by K. Krebs. Motion carried.

### **Police Commission's Report**

1. Written report for April, 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 – 56
  - b. New Freedom Borough – 101
  - c. Shrewsbury Borough – 96
  - d. Southern School District – 25
  - e. Railroad Borough – 8
  - f. Other jurisdictions – 5The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 6; written warnings, 5; summary arrests, 1; and criminal arrests, 1.

2. The Police Commission has requested that Glen Rock Borough give notice of intent for services in 2011 no later than July 1, 2010 and must provide an agreed dollar figure by September 15, 2010.

### **Public Safety**

1. J. Peters announced that he will be late for the July Council meeting.
2. J. Peters stated that he will be on vacation July 17 – 25, 2009.
3. Council discussed the borough's options for Police Services in 2011. The Police Commission asked L. Cadwallader to contact Representative Ron Miller, to see if there are any grants available to help pay for Police coverage.

### **Special Project's Report**

1. L. Cadwallader responded to a PSAB conference survey and indicated that she cannot attend conferences because the cost exceeds her monthly salary of \$50.00 (Council opted to refuse their monthly payment due to budget cuts).
2. L. Cadwallader met with Jake Romig, who is writing a Growing Greener grant for the Borough. Although the grant has a match of 15%, York County Community Foundation will provide the matching funds and pay for J. Romig's grant writing fee. The grant will address porous paving for the municipal parking lot and stream restoration on Valley Street. L. Cadwallader moved for Council to approve J. Romig to write the Growing Greener grant proposal for Glen Rock Borough, with a deadline of July 17, 2009, seconded by J. Peters. Motion carried.
3. York County 911 is updating their emergency information on file and asked who residents should contact for Animal Control issues when the borough office is closed. Council discussed and stated that the Police should be contacted after borough office hours.
4. L. Cadwallader moved to authorize the secretary to send a "Right to Know" Information letter to the Glen Rock Recreation Board, the Zoning Hearing Board, and the Glen Rock Planning Commission, seconded by J. Peters. Motion carried.
5. L. Cadwallader provided information to Council regarding a program sponsored through the York County Sheriff's Office, called Inmate Work Crew's. More information is available and specific requirements must be met.

### **Ordinance/Refuse Report**

1. York County Solid Waste Authority (YCSWA) will begin monthly electronic recycling starting the third Saturday in July. R. Shiles suggested using some of the borough's recycling grant funds to begin a municipal electronic recycling program in the borough.

### **Special Project's Report continued**

6. L. Cadwallader stated that the WS suggested removing some plants and shrubs from 3 Main Street and the Memorial Garden and possibly replanting the plants and shrubs at the Glen Rock Park.

### **Personnel Report**

1. The Personnel Committee is scheduled to meet tomorrow night at 7 P. M.

### **Building/Property Report**

No report.

### **Finance Report**

1. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by L. Cadwallader:
  - a. CGA Law Firm \$ 1316.46
  - b. James R. Holley & Associates, Inc. 1974.40
  - c. Reilly Sweeping 1248.00Motion carried.

### **President's Report**

No report.

### **Public Comment**

1. J. Peters read the Nuisance Ordinance requirements. Visitor Keith Godfrey suggested that the borough send a letter to both parties concerning the complaint.
2. The local CPR class was cancelled due to lack of interest.
3. Visitor Ken Dry stated that he would be willing to volunteer to investigate complaints in the borough.

R. Shiles moved to adjourn the Council Meeting at 10:58 P. M., seconded by J. Glatfelter. Motion carried.

### **Summary of Motions**

1. L. Cadwallader moved for Council to approve hiring Jordan Wida as another Assistant Director for the 2009 Summer Playground Program, seconded by J. Peters. Motion carried.
2. J. Peters moved to adopt Resolution 2009 – 6, officially naming 3 Main Street Roser Square, seconded by L. Cadwallader. Motion carried.

3. K. Wells moved to waive the requirement for curb and sidewalk for the Grove Subdivision Plan and to conditionally approve the Grove Subdivision Plan, after meeting the outstanding conditions, comments #8, 18, and 19 of the engineer's review, and receiving payment of all outstanding fees, seconded by K. Krebs. Motion carried.
4. K. Wells moved to adopt Resolution 2009 – 5, Act 537 Plan revisions and special study on nutrient removal capabilities and alternatives, seconded by K. Krebs. Motion carried.
5. L. Cadwallader moved to authorize the solicitor to advertise Ordinance 460 (2009 – 2), amending the Glen Rock Borough Zoning Ordinance, Ordinance 284 (1986 – 2), Section 303(j)(1-6), as amended, regarding cluster development in a residential-suburban zone (R-1), seconded by R. Shiles. Motion carried.
6. K. Krebs moved to accept the E Squared proposal of \$5590.00 for repaving Camp Street, seconded by L. Cadwallader. Motion carried.
7. L. Cadwallader moved to accept the extension until September 16, 2009, seconded by J. Glatfelter. Motion carried.
8. J. Peters moved to approve the May 20 Minutes with the following changes:
  - a. page 5, R. McCullough arrived for the meeting at 8:00 P. M.;
  - b. page 7, under Public Safety report, J. Peters moved to authorize current and future Emergency Operation Coordinators and an alternate member of the Public Safety Committee to complete CPR and First Aid Training to be paid by Glen Rock Borough Council, seconded by L. Cadwallader. Motion carried.
9. K. Krebs moved to execute the CDBG 2009 contract with YCPC, seconded by J. Glatfelter. Motion carried.
10. K. Krebs moved to award JMT the engineering bid for the Baltimore Street CDBG project, seconded by L. Cadwallader. Motion carried.
11. J. Peters moved to authorize the borough secretary and/or the President of Council to execute all necessary documents to commence work on the Baltimore Street CDBG project, with the intent to award the bid to the engineering firm of Johnson, Mirmiran & Thompson, the commencement of such work to be conditioned upon receiving written approval by York County Planning Commission, seconded by L. Cadwallader. Motion carried.
12. L. Cadwallader moved to participate in the community Municipal salt bid program, seconded by K. Krebs. Motion carried.
13. L. Cadwallader moved for Council to approve J. Romig to write the Growing Greener grant proposal for Glen Rock Borough, with a deadline of July 17, 2009, seconded by J. Peters. Motion carried.

14. L. Cadwallader moved to authorize the secretary to send a "Right to Know" Information letter to the Glen Rock Recreation Board, the Zoning Hearing Board, and the Glen Rock Planning Commission, seconded by J. Peters. Motion carried.
15. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by L. Cadwallader:
  - a. CGA Law Firm \$ 1316.46
  - b. James R. Holley & Associates, Inc. 1974.40
  - c. Reilly Sweeping 1248.00Motion carried.
16. R. Shiles moved to adjourn the Council Meeting at 10:58 P. M., seconded by J. Glatfelter. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer