

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

Present:	Council Members:	Lucy Cadwallader Daniel Eadie 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 7:05 P. M. by President K. Wells beginning with the pledge to the flag followed by a moment of silence.

Borough Engineer's Report

1. For the 2009 CDBG Grant, York County is waiting on a letter from HUD for funding. The project contracts will be distributed when the HUD letter is received.
2. For the Growing Greener II Grant Application, the letter to the County Commissioners requesting an increase in funding level from the County, will be acted upon at tonight's Commissioner Meeting. The engineer should know by tomorrow if the increase in funds was approved. The York county Planning Commission (Roy Livergood) and the Commissioner's Grant Coordinator (Samantha Dorm) have recommended approval of the increase. The engineer will tell the Borough Secretary the status as soon as he knows. If the County's funds are increased, the engineer will revise the Growing Greener Grant application accordingly and resubmit to DEP.
3. During the recent Planning Commission meeting, the members discussed the Glen Rock Vista Plan. The engineer will review the plans for technical compliance. When the technical aspects of the plan are resolved, the plan will be placed on the Planning Commission agenda. A time extension has been granted by the applicant until June 30, 2009. D. Lipinski said that each plan is a revision to the original plan. L. Cadwallader moved to accept the

- time extension from Johnston and Associates, Inc., for the Glen Rock Vista Preliminary Plan, seconded by D. Eadie. Motion carried.
4. For the Grove Subdivision Plan a Zoning Variance is required. The Planning Commission reviewed the application and made recommendations to the Zoning Hearing Board. The Zoning Hearing is scheduled for March 23 after which the direction the plan has to take will be understood. A time extension has been granted by the applicant until June 18, 2009. The Borough Council should make a motion tonight to accept the time extension. L. Cadwallader moved to accept the time extension from David Dalpezzo for the Grove Subdivision Plan, seconded by D. Eadie. Motion carried. (The solicitor requested a copy of the GR Planning Commission's comments which need to be given to the GR Zoning Hearing Board.)
 5. The WS and engineer met yesterday and looked at School Street and Wolf Street. The engineer will estimate the cost for each project so the Borough can decide how they want to proceed. Once council makes the decision, the engineer will prepare construction drawings and bid the project.
 6. The Hanover Street York Housing Authority Project proposes to connect a proposed yard inlet to the Borough's storm sewer facilities. The engineer will discuss with the Zoning Officer that if a Building Permit requires connection to Borough facilities, both the Borough and the engineer should be notified so the proposal can be reviewed to assure that work will be performed in the best interest of the Borough. The engineer is requiring an inlet to be installed to make this connection and flow able fill used as backfill to prevent settlement. The newly micro-surfaced street will have to be saw cut and patched. The engineer will issue a letter clearly explaining the method of connection and repair of the street to the Borough, Solicitor, York Housing Authority and the contractor. D. Eadie moved to authorize the Borough Engineer to write letters to the York Housing Authority on behalf of the Borough, seconded by L. Cadwallader. Motion carried.

*D. Lipinski left the meeting at 7:30 P. M.

Agenda

1. Barry Urian – Borough Property Owner, non-resident: Although Barry Urian arrived for the meeting and had requested to address Council, he stated that his fiancé had made the request and he did not want to address Council; he said he was able to resolve his issues with the Zoning Officer.
2. Carl Andre – Borough Property Owner, non-resident: Mr. Andre asked Council whether they have any input to the cost of Water and Sewer in the

Borough. Borough Council's only authority with the GR Water & Sewer Authority is to appoint the Board members. Council suggested that Mr. Andre contact Dale Getz to discuss his concerns.

Planning Commission Report

1. R. Shiles stated he will submit the Planning Commission's recommendations for the Grove Variance for the Zoning Hearing Board to the Borough Office tomorrow.

Approval of the Minutes

1. L. Cadwallader requested that her name be identified in the minutes as the "No" vote under the Borough Engineer's Report, #4. Council discussed and stated that always for votes on financial issues, the secretary should note how Council members vote, if the vote is not unanimous. L. Cadwallader moved to approve the February 18 Minutes with the addition of the identified names for voting under the Borough Engineer's Report, #4, seconded by J. Glatfelter. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report from February 19, 2009 through March 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 two existing zoning violations, three abated zoning violations and three new zoning violations in the Borough. There were three requests for determinations/questions. The ZO completed forty-three Rental inspections.

Solicitor's Report

1. The solicitor discussed several Open Records Policy issues including records retention. M. Pokrifka suggested to Council that they consider adopting the entire Historical and Museum Commission Retention Schedule as included in the Municipal Records Manual, or parts of the manual. Cell phone numbers are not a matter of public record, but emails are public records.
2. The solicitor is reviewing the preliminary editorial report for Codification of the Borough's Ordinances. The solicitor asked to distribute a copy of the report to both the engineer and the Zoning Officer for their review and comments. K. Krebs moved for the solicitor to distribute and schedule a meeting to discuss Codification of the Borough Ordinances with the engineer and the ZO, seconded by L. Cadwallader. Motion carried.

3. On February 20, 2009 the PA Supreme Court overturned the Commonwealth Court's decision in Allegheny Inspection Services allowing individuals to choose a building inspector other than the one(s) designated by the municipality. The PA Supreme Court's decision now only allows individuals to use the building inspector(s) designated by the municipality.
4. ~~The solicitor will look for a simple policy for the collection of Rental Fees~~ **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 ~~begin working on an Identity Theft Compliance Policy~~ **look for a sample policy regarding Identity Theft Compliance as recommended by the Federal Trade Commission**, seconded by L. Cadwallader. Motion carried.

Secretary's Report

1. The secretary requested a motion to transfer all funds from the Borough's one month CD into the General Fund. D. Eadie moved to transfer all funds from the Borough's one month CD into the General Fund, seconded by L. Cadwallader. Motion carried.
2. The secretary requested a motion to transfer \$3500.00 from the Rental Fund into the General Fund to receive a higher yield of interest. D. Eadie moved to transfer \$3500.00 from the Rental Fund into the General Fund to receive a higher yield of interest, seconded by L. Cadwallader. Motion carried.
3. The secretary requested a motion to re-affirm all motions and/or seconds made by R. Shiles during the February 18, 2009 Council Meeting. L. Cadwallader moved to re-affirm all motions and/or seconds made by R. Shiles during the February 18, 2009 Council Meeting, seconded by J. Glatfelter. Motion carried.
4. The secretary requested a motion to authorize the GR Fire Police to provide assistance as needed, for activities/events scheduled by the Dallastown Rescue Fire Company and Fire Police. D. Eadie moved to authorize the GR Fire Police to provide assistance as needed, for activities/events scheduled by the Dallastown Rescue Fire Company and Fire Police, seconded by J. Glatfelter. Motion carried.
5. The secretary requested a motion to grant permission to the Austin L. Grove Post #403, the American Legion, to hold a parade on May 25, 2009 in Glen Rock. D. Eadie moved to grant permission to the Austin L. Grove Post #403, the American Legion, to hold a parade on May 25, 2009 in Glen Rock, seconded by J. Glatfelter. Motion carried.

6. The secretary has passed out Statements of Financial Interest and the forms must be returned no later than May 1, 2009.
7. The secretary requested a motion to advertise "Notice of Audit" for year ending December 31, 2008. L. Cadwallader moved to advertise "Notice of Audit" for year ending December 31, 2008, seconded by J. Glatfelter. Motion carried.
8. The secretary advised council that on Monday March 23, an audit will be conducted for the borough's non-uniformed Pension Plan.
9. The secretary asked if any council members contacted Pam Shellenberger regarding the Adoption Process for the Southern York County Region Comprehensive Plan. Municipalities are to forward any comments, suggestions, or recommended changes to Pam, and then she will compile and distribute to each municipality and the SYCRPC for final review. Several Council members reviewed the plan at length. A list of all recommended changes will be sent to each municipality for their review prior to public meetings being scheduled.
10. The Borough received a packet of information related to the National Flood Insurance Program as administered by FEMA. Current ordinances should be submitted as soon as possible to our state Coordinator, Daniel Fitzpatrick. The solicitor has already been through this process with another municipality. R. Shiles moved to approve the research necessary to revise/create and adopt a floodplain management ordinance consistent with the new FEMA Flood Insurance study and to look into DCED funding support of up to 50% of the cost to create and adopt said ordinance, seconded by D. Eadie. Motion carried. The solicitor will bring a sample to next month's meeting.
11. A local church group is interested in volunteering some time to spread mulch, if the Borough desires on April 11, 2009. L. Cadwallader is planning a Clean the Creek day for later in April, so she decided to schedule the cleanup day for the same day the volunteers could spread mulch. L. Cadwallader volunteered to contact the Church Group to schedule them for mulching and/or clean up. Council discussed ordering and purchasing mulch, how much mulch was purchased in prior years and the approximate cost of the mulch. D. Eadie moved to purchase 15 yards of mulch, seconded by J. Glatfelter. Motion carried.

*J. Peters arrived for the meeting at 8:30 P. M.

12. The Borough office received a phone call and follow up email from Deborah Slawson, FX Browne, Inc. who suggested that under the Stimulus Package, there is an opportunity to remove dams and restore floodplains and address

frequently flooded properties. Ms. Slawson suggested that the Borough's small dam on Rockville Road on the Centreville Creek might be a possible project. Council discussed details including possible cost to the Borough and W & S Authority's input for use of the dam. D. Eadie moved for the secretary to prepare the application if GR W & S Authority were in agreement, and approved L. Cadwallader to meet with Deborah Slawson and NRCS representative on March 20, seconded by L. Cadwallader. Motion carried. L. Cadwallader stated she would contact the GR W & S Authority for their involvement in March 20 meeting as well.

Personnel Report

1. The Personnel Committee did not meet in January or February, but plans on meeting for their next regularly scheduled meeting on June 18, 2009.

Ordinance/Refuse Report

1. The Ordinance/Refuse Committee meeting scheduled for March 19, 2009 at 7:00PM is cancelled.

*R. McCullough arrived for the meeting at 8:34P. M.

2. Council discussed recycling for businesses in the Borough. In order to be able to continue receiving recycling grants, recycling must be mandatory for businesses as well as the residents. This topic requires further discussion.
3. The Getty Station needs to be notified to enclose their dumpster.

Mayor's Report

1. A Memorial Day Service is planned for 11:00A. M. on May 25 in the cemetery on the right side on Hanover Street. The American Legion will be holding a Memorial Day Parade with formation at Noon and the parade beginning at 1P. M.

Work Supervisor's Report

1. WS is installing Handicapped Parking spaces.
2. WS is assisting the Eagle Scout with his sign project at 3 Main Street.
3. All vehicles have been serviced. The tractors will need to be serviced prior to the summer season.
4. The roof is deteriorating quickly at 2 Valley Street and must be repaired this year. Council advised the WS to obtain quotes and bring them to next month's meeting.

5. WS mentioned that he will need to purchase a drum of weed killer. K. Krebs moved to purchase a drum of weed killer, seconded by J. Glatfelter. Motion carried.

Building/Property Report

No report.

Special Project's Report

1. L. Cadwallader requested that another Council member attend the York county Borough's Association dinner scheduled for March 26, 2009. J. Peters said he would check his schedule.
2. L. Cadwallader reminded Council that the Comprehensive Plan issues are really important and asked all Council members to take time to review and make recommendations.
3. L. Cadwallader provided Council will an update on the downtown stream/flood/revitalization grants. She is still working with Jake Romig, who is currently looking into two grant possibilities for Glen Rock: an H2O Grant and a Local Government Advisory Committee for the Chesapeake Bay Program. EPA is looking for the grant to be County wide, not just within the watershed.
4. Comcast will be notified to remove the winter banners. L. Cadwallader is presently working on obtaining spring and summer banners through an anonymous donation.
5. Clean the Creek Day will be held April 11, 2009. L. Cadwallader is looking into securing a mulcher to assist with the clean up, all branches will be mulched and trash will be put out for pick up on Tuesday. L. Cadwallader requested all of Council's support and help.
6. L. Cadwallader requested First Aid/CPR Training through the local Ambulance Club; contact is Steve Bowers, Club President.
7. L. Cadwallader expressed her thanks to R. McCullough and A. Merrick for adjusting to their work loads and stated they are doing a "superb job".

Police Commission's Report

1. Written report for January, 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 – 60
 - b. New Freedom Borough – 93
 - c. Shrewsbury Borough – 113
 - d. Southern School District – 25

e. Railroad Borough – 5

f. Other jurisdictions – 10

The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 2; written warnings, 1; summary arrests, 1; and criminal arrests, 2.

Public Safety

No report.

Finance Report

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

a. CGA Law Firm	\$ 2002.00
b. Code Administrators, Inc.	1647.50
c. James R. Holley & Associates, Inc.	1586.75
d. Southern Police Commission	62437.00

Motion carried.
2. K. Wells stated the Audit for the year ending December 31, 2008 is now complete. She reviewed the Management Letter and discussed the procedure for paying invoices less than \$500.00 with the rest of Council. The Borough finished 2008 with a deficit of \$65,000.00. In order to combat the negative trend, the Finance Committee aggressively made cutbacks, raised taxes and made adjustments to the 2009 budget in hopes of breaking the deficit cycle. At this point R. Shiles mentioned his disappointment with the GR Planning Commission. R. Shiles stated his opinion that the Planning Commission is not really providing planning advice to Borough Council. He suggested that training opportunities might be beneficial for the Planning Commission members.

President's Report

No report.

D. Eadie moved to adjourn the Council Meeting at 9:24 P. M., seconded by K. Krebs. Motion carried.

Summary of Motions

1. L. Cadwallader moved to accept the time extension from Johnston and Associates, Inc., for the Glen Rock Vista Preliminary Plan, seconded by D. Eadie. Motion carried.

2. L. Cadwallader moved to accept the time extension from David Dalpezzo for the Grove Subdivision Plan, seconded by D. Eadie. Motion carried.
3. D. Eadie moved to authorize the Borough Engineer to write letters to the York Housing Authority on behalf of the Borough, seconded by L. Cadwallader. Motion carried.
4. L. Cadwallader moved to approve the February 18 Minutes with the addition of the identified names for voting under the Borough Engineer's Report, #4, seconded by J. Glatfelter. Motion carried.
5. K. Krebs moved for the solicitor to distribute and schedule a meeting to discuss Codification of the Borough Ordinances with the engineer and the ZO, seconded by L. Cadwallader. Motion carried.
6. K. Krebs moved to authorize the solicitor to begin working on an Identity Theft Compliance Policy **look for a sample policy regarding Identity Theft Compliance as recommended by the Federal Trade Commission**, seconded by L. Cadwallader. Motion carried.
7. D. Eadie moved to transfer all funds from the Borough's one month CD into the General Fund, seconded by L. Cadwallader. Motion carried.
8. D. Eadie moved to transfer \$3500.00 from the Rental Fund into the General Fund to receive a higher yield of interest, seconded by L. Cadwallader. Motion carried.
9. L. Cadwallader moved to re-affirm all motions and/or seconds made by R. Shiles during the February 18, 2009 Council Meeting, seconded by J. Glatfelter. Motion carried.
10. D. Eadie moved to authorize the GR Fire Police to provide assistance as needed, for activities/events scheduled by the Dallastown Rescue Fire Company and Fire Police, seconded by J. Glatfelter. Motion carried.
11. D. Eadie moved to grant permission to the Austin L. Grove Post #403, the American Legion, to hold a parade on May 25, 2009 in Glen Rock, seconded by J. Glatfelter. Motion carried.
12. L. Cadwallader moved to advertise "Notice of Audit" for year ending December 31, 2008, seconded by J. Glatfelter. Motion carried.
13. R. Shiles moved to approve the research necessary to revise/create and adopt a floodplain management ordinance consistent with the new FEMA Flood Insurance study and to look into DCED funding support of up to 50% of the cost to create and adopt said ordinance, seconded by D. Eadie. Motion carried.
14. D. Eadie moved to purchase 15 yards of mulch, seconded by J. Glatfelter. Motion carried.

15. D. Eadie moved for the secretary to prepare the application if GR W & S Authority were in agreement, and approved L. Cadwallader to meet with Deborah Slawson and NRCS representative on March 20, seconded by L. Cadwallader. Motion carried.
16. K. Krebs moved to purchase a drum of weed killer, seconded by J. Glatfelter. Motion carried.
17. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by D. Eadie:

a. CGA Law Firm	\$ 2002.00
b. Code Administrators, Inc.	1647.50
c. James R. Holley & Associates, Inc.	1586.75
d. Southern Police Commission	62437.00

Motion carried.
18. D. Eadie moved to adjourn the Council Meeting at 9:24 P. M., seconded by K. Krebs. Motion carried.

Summary of “To-Do” List

1. The solicitor requested a copy of the GR Planning Commission’s comments.
2. R. Shiles stated he will submit the Planning Commission’s recommendations for the Grove Variance for the Zoning Hearing Board to the Borough Office tomorrow.
3. The solicitor will bring a sample floodplain management ordinance to next month’s meeting.
4. The Getty Station needs to be notified to enclose their dumpster.
5. Council advised the WS to obtain roof quotes and bring them to next month’s meeting.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer