

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

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

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

Announcements

Council President K. Wells announced that there is a vacancy on the Glen Rock Planning Commission.

Person's on the Agenda

1. Lee Hoffheins – appointed member of the Act 32 Committee
Mr. Hoffheins attended the first Act 32 meeting, which is the restructuring of the collection of earned income tax for school districts and municipalities. Currently there are 560 tax agencies which will be consolidated to 69 tax agencies. Mr. Hoffheins stated that there will be minimal, if any impact on Glen Rock Borough. The next meeting is scheduled for June, 2010. Written information about Act 32 is available in the borough office.
2. Jon Page, owner of 31 Cottage Avenue, asked Council how “timely manner” is decided by the borough and wanted to know how long burnt out houses may remain before they are demolished. Council indicated that letters have been mailed to affected owners with a deadline for deciding whether to rebuild or demolish their properties.

*J. Glatfelter arrived for the meeting at 7:15 P. M.

Borough Engineer's Report

1. Glen Rock Borough received the Growing Greener Grant Award letter from DEP. D. Lipinski is working with DEP to finalize the grant agreement between DEP and the Borough, which must be returned by December 17, 2009, for \$233,750.00. D. Lipinski requested a motion to authorize the secretary and/or the Council President to execute the agreement once it is finalized. J. Peters moved to authorize the secretary and/or the Council President to execute the agreement once it is finalized, seconded by R. Shiles. Motion carried.
2. D. Lipinski provided an update on the most recent revised Glen Rock Vista Plan which is a three lot subdivision. D. Lipinski spoke with Eric Johnston who stated the applicant's intent is to ask the GR Planning Commission and Council review the concept drawing and if council is agreeable, the applicant will withdraw their current plan and file a three lot subdivision plan as a "Final Minor Subdivision Plan". The time extension for the current plan expires at the December Council meeting. The GR Planning Commission reviewed the sketch concept drawing at their November meeting and suggested a request to grant a right of easement to neighboring properties off one of the driveways and would like a clause stating no further subdivision of each lot on the final plans. D. Lipinski asked if the "no further subdivision of each lot" requirement is allowable. The solicitor stated she thinks the requirement is allowable and an additionally each deed should include the statement that no further subdivision of the lot is allowed.
3. D. Lipinski recommends that Council authorize the payment of \$30,592.43 using Liquid Fuel Funds to Stewart & Tate for the Wolf Street Project. The payment is \$1517.33 under the original contract price based on the as-built quantities compared to the bid quantities in the contract. K. Wells moved to authorize the payment of \$30,592.43 using Liquid Fuel Funds to Stewart & Tate for the Wolf Street Project, seconded by R. Shiles. Motion carried.
4. D. Lipinski discussed the secretary's request for Holley & Associates to prepare a request for proposal for the three structural engineers contacted by the Borough for the School Street project. The request for proposal would include design, bidding, and construction inspection for a temporary repair. He asked whether Council was considering a permanent repair as well and reminded Council that the PA Infrastructure Bank, which is a low interest loan, could be a potential funding source for this work. Council discussed temporary repairs and planning for more permanent repairs in a few years. K. Wells moved to authorize Holley & Associates to act as the project manager for the School Street project, to request proposals for temporary repairs, seconded by K. Krebs. Motion carried.

5. D. Lipinski submitted new requirements for Penn DOT Sign Regulations to the Borough. Regulatory and warning signs must be replaced by January 2015 and street signs must be updated by January 2018.
6. D. Lipinski worked with the secretary to complete the FEMA NFIP Report.
7. D. Lipinski provided an update for the Work Supervisor for the Field of Broad Springs development.

*D. Lipinski left the meeting at 7:54 P. M.

Planning Commission Report

1. Discussed Glen Rock Vista sketch concept.
2. Commission elected John Lutz as chairman.

Approval of the Minutes

1. R. Shiles moved to approve the October 21 Council Minutes, seconded by K. Krebs. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for October, 2009, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were four zoning permits issued and four certificates of occupancy issued; there were no new zoning violations or existing zoning violation, and one abated zoning violation; there is one existing property maintenance issues and no new property maintenance issues; there was one request for determinations/questions. CAI completed twenty Rental inspections.

Solicitor's Report

1. The solicitor provided Resolution 2009 – 14, a fee schedule for employee services, subdivision and land development plans and reviews, and miscellaneous borough fees, for Council to review. K. Wells moved to adopt Resolution 2009 – 14, a fee schedule for employee services, subdivision and land development plans and reviews, and miscellaneous borough fees, seconded by K. Krebs. Motion carried.
2. The solicitor has been in contact with Jon Page's Insurance Company.
3. The solicitor provided an update for the discussion concerning surety bonds for projects such as the Lester Court retaining wall. The MPC refers to a Building Permit as Land development. The solicitor is going to review the borough's nuisance ordinance, because failure to finish a project may be considered a Zoning or Nuisance violation.

4. The solicitor provided an update on a previous discussion regarding annexation of the Glen Rock Park. Changing boundary lines requires a referendum. The Borough would start the process by filing a petition.

Mayor's Report

1. There has been vandalism, spray painting, at the Glen Rock Park and on Glen Avenue. The Mayor is working closely with the police.
2. Recently the water main broke on Pine Street and was repaired by GR Water & Sewer Authority.

Work Supervisor's Report

1. Leaf pick up is going well.
2. There have been several requests for line painting; task will be completed when the days are warmer and dry.
3. Traffic signal light has been repaired due to an accident.

Secretary's Report

1. The secretary requested a motion to adopt Resolution 2009 – 15, to re-appoint William Dorsey to the GR Zoning Hearing Board for another three year term, which will expire on December 14, 2012. K. Krebs moved to adopt Resolution 2009 – 15, to re-appoint William Dorsey to the GR Zoning Hearing Board for another three year term, which will expire on December 14, 2012, seconded by J. Peters. Motion carried.
2. The secretary requested a motion to accept SF & Company's November 9, 2009 engagement letter, to provide GR Borough's audit for the next three years and authorize the Council President to sign the engagement letter. K. Krebs moved to accept SF & Company's November 9, 2009 engagement letter, to provide GR Borough's audit for the next three years and authorize the Council President to sign the engagement letter, seconded by L. Cadwallader. Motion carried.
3. The secretary requested a motion to adopt Resolution 2009 – 16, to appoint SF & Co, Inc. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2008, as required by and in compliance with the Borough Code. K. Krebs moved to appoint SF & Co, Inc. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2008, as required by and in compliance with the Borough Code, seconded by J. Peters. Motion carried.
4. The secretary stated that the one month CD matures on November 24, 2009 and asked Council to decide if the funds should remain in a one month CD.

- K. Krebs moved to maintain a one month CD, seconded by L. Cadwallader. Motion carried.
5. The secretary asked for a procedure for animal control after the borough office is closed. Council suggested placing Terry Hemler's name and phone number on the answering machine message when the office is closed.
 6. The secretary stated that the Realtors Association is collecting municipal information to post on their website for their members to use and requested permission to provide updated information. L. Cadwallader moved for the secretary to provide up to date information concerning GRB to the Realtors Association for placement on their website, seconded by J. Peters. Motion carried.
 7. The secretary requested a motion to transfer \$1000.00 from the Rental Fund into the General Fund to receive higher yield of interest. K. Krebs moved to transfer \$1000.00 from the Rental Fund into the General Fund to receive higher yield of interest, seconded by L. Cadwallader. Motion carried.
 8. The secretary reminded the Ordinance Committee to discuss possible parking changes throughout the borough. The Kids Academy Childcare Center requested limited parking in front of the daycare between the hours of 7am – 9am and 3 – 6pm, Monday through Friday. This was discussed by council at their April meeting. Council asked the secretary to send a letter to the daycare indicating that they may post professional, temporary signs to limit parking, but the signs are not enforceable by law.
 9. The secretary requested a motion to pay additional Municipal Pension contributions for the borough employees of \$2977.79. K. Krebs moved to pay additional Municipal Pension contributions for the borough employees of \$2977.79, seconded by L. Cadwallader. Motion carried.
 10. The secretary requested a motion to authorize the secretary and the Chief Administrative Officer to sign and submit the 2009 Act 205 Actuarial Valuation Report. K. Krebs moved to authorize the secretary and the Chief Administrative Officer to sign and submit the 2009 Act 205 Actuarial Valuation Report, seconded by J. Peters. Motion carried.
 11. The secretary requested a motion to authorize PSAB-MRT to initiate payment from GR Borough's non-uniformed pension plan for the preparation of the January 1, 2009 Act 205 Actuarial Valuation Report. K. Krebs moved to authorize PSAB-MRT to initiate payment from GR Borough's non-uniformed pension plan for the preparation of the January 1, 2009 Act 205 Actuarial Valuation Report, seconded by L. Cadwallader. Motion carried.
 12. GR Borough received note of thanks from South Central York County Senior Center for the borough's 2009 donation of \$500.00.

13. The secretary requested a motion to authorize the Council President to sign an amendatory contract for the CDBG Project #45531639, demolition of 13/17 Baltimore Street, which extends completion of the project to June 30, 2010. L. Cadwallader moved to authorize the Council President to sign an amendatory contract for the CDBG Project #45531639, demolition of 13/17 Baltimore Street, which extends completion of the project to June 30, 2010, seconded by K. Krebs. Motion carried.
14. The secretary requested a motion to grant a Handicapped Parking space in front of 208 Hanover Street, since all necessary paperwork has been received including a written request. J. Peters moved to grant a Handicapped Parking space in front of 208 Hanover Street, since all necessary paperwork has been received including a written request, seconded by K. Krebs. Motion carried.
15. The secretary stated that she has started to receive complaints again regarding the borough's invasion of turkey vultures. Council discussed and asked secretary to gather information for further discussion.

Ordinance/Refuse Report

1. Although the committee is scheduled for a meeting tomorrow, the meeting will be re-scheduled due to conflicts with schedules.

Secretary's Report continued

16. Secretary suggested that all Council members review the 2010 meeting dates for potential conflicts; advertisement for 2010 meetings is paid for by the Southern Regional Planning Commission.

Special Projects Report

1. Winter flags will be hung soon.
2. L. Cadwallader suggested December 20 as a possible date for the Christmas party, 5PM and said she would follow up with everyone.
3. The next Sesquicentennial meeting is tomorrow night at 7PM in the basement of Zion Lutheran Church.

Police Commission/Public Safety Report

1. Written report for September, 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 – 35
 - b. New Freedom Borough – 99
 - c. Shrewsbury Borough – 98
 - d. Southern School District – 21

e. Railroad Borough – 7

f. Other jurisdictions – 6

The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 7; written warnings, 5; summary arrests, 0; and criminal arrests, 2.

2. With costs being limited, the 2010 budget is lower than previous years.
3. State Police may be charging townships for services next year.
4. J. Peters asked how the borough handles abandoned cars. The solicitor will investigate.

Public Safety Report

1. Council will need to make a decision regarding their participation with regional police services for 2011, at their December 2009 meeting.
2. Council discussed the Valley Street bridge and how/who decides when the bridge is repaired.
3. J. Peters provided more information regarding the Code Red program. Council encourages researching the project for all unanswered questions prior to signing any agreements for participation.
4. PEMA provided an initial damage report worksheet and assessment procedures for each municipality. More information is available in the borough office.
5. Chairman J. Peters asked if funding for a borough website was included in the borough's 2010 budget. The committee did not include this item in the budget due to many unanswered questions. Finance Committee suggested developing a plan to include the cost and implementation of a potential website. J. Peters stated he will assemble a committee to research the cost and implementation of a website.

Personnel Report

1. The Personnel meeting is re-scheduled for Wednesday December 2, 2009 at 7:30PM.

Building/Property Report

1. The porch lights were replaced at the Neuhaus Building.
2. Council discussed pricing a timer for the outside lights at the Neuhaus Building.

Finance Report

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

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|---------------------------------------|-----------|
| a. CGA Law Firm | \$4407.52 |
| b. Code Administrators, Inc. | 1068.75 |
| c. James R. Holley & Associates, Inc. | 625.75 |
| d. Ken Greer | 722.00 |
| e.V. L. Tracey Sales | \$3302.60 |
- Motion carried.
2. K. Wells moved to pay the following invoice over \$500.00 through the Liquid Fuels Account, seconded by L. Cadwallader:

a. James R. Holley & Associates, Inc.	2496.00
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 Motion carried.
 3. K. Wells provided a copy of the 2010 Draft Budget to each council member. The proposed budget does not raise taxes in 2010 and includes a three percent raise for the borough employees. Council members discussed many line items. K. Wells moved to advertise the proposed 2010 budget for adoption at the December Council meeting, seconded by K. Krebs. Motion carried.

Public Comment

1. Ken Dry, resident of 133 Manchester Street, expressed his concerns stating that Southern Regional Police (SRP) have incorrect information in their files. Mr. Dry has contacted his attorney, who directed Mr. Dry to limit his contact with SRP. Council and the Mayor reiterated that Mr. Dry should voice his concerns with SRP, during public comment of the Police Commission meeting, not Glen Rock Borough Council.

President's Report

1. Council discussed the Glen Rock Recreation Board's 2010 Budget. On their budget the recreation board estimates the borough's contribution to be \$11000.00. On Glen Rock Borough's 2010 budget the borough's contribution is \$7000.00. K. Krebs stated that in past years, Council always gave the funds received from the Cable Franchise to the recreation board. The recreation board does not have enough income to manage the expenses for the park. Council requested a timeline of proposed projects for the park. Council asked for open communication. Council said the borough can budget for large projects but needs to know what the recreation board is planning.

R. Shiles moved to adjourn the Council Meeting at 9:45 P. M., seconded by J. Peters. Motion carried.

Summary of Motions

1. J. Peters moved to authorize the secretary and/or the Council President to execute the agreement once it is finalized, seconded by R. Shiles. Motion carried.
2. K. Wells moved to authorize the payment of \$30,592.43 using Liquid Fuel Funds to Stewart & Tate for the Wolf Street Project, seconded by R. Shiles. Motion carried.
3. K. Wells moved to authorize Holley & Associates to act as the project manager for the School Street project, to request proposals for temporary repairs, seconded by K. Krebs. Motion carried.
4. R. Shiles moved to approve the October 21 Council Minutes, seconded by K. Krebs. Motion carried.
5. K. Wells moved to adopt Resolution 2009 – 14, a fee schedule for employee services, subdivision and land development plans and reviews, and miscellaneous borough fees, seconded by K. Krebs. Motion carried.
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10. L. Cadwallader moved for the secretary to provide up to date information concerning GRB to the Realtors Association for placement on their website, seconded by J. Peters. Motion carried.
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b. Code Administrators, Inc.	1068.75
c. James R. Holley & Associates, Inc.	625.75
d. Ken Greer	722.00
e.V. L. Tracey Sales	\$3302.60

Motion carried.
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Motion carried.
19. K. Wells moved to advertise the proposed 2010 budget for adoption at the December Council meeting, seconded by K. Krebs. Motion carried.
20. R. Shiles moved to adjourn the Council Meeting at 9:45 P. M., seconded by J. Peters. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer