

**GLEN ROCK BOROUGH
COUNCIL MEETING MINUTES
September 16, 2009**

Present:	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:	Three Visitors

The meeting was Called to Order at 7:02P. M. by Council President K. Wells beginning with the pledge to the flag followed by a moment of silence.

*J. Glatfelter arrived for the meeting at 7:03 P. M.

Announcements

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

Person's on the Agenda

1. Attorney Heim was present, representing Lisa Looks, the owner of 900 West Bar & Grill, to request a hearing before Council, to complete a place to place transfer of her liquor license. M. Pokrifka completed the hearing process and asked questions of Lisa Looks, including her reason for wanting to leave her current location and plans to lease the Tavern Building location for the next five years. Council also asked questions. Lisa Looks stated she does not have any relationships with the current owners of the Tavern. M. Pokrifka requested a copy of the lease agreement. L. Looks may not submit an application with the Liquor Control Board until the Borough passes a Resolution, approving the transfer of the liquor license into the Glen Rock Borough. J. Peters moved to adopt Resolution 2009 – 8, transferring the liquor license from York to Glen Rock Borough, seconded by L. Cadwallader. Motion carried.

Borough Engineer's Report

1. D. Lipinski recommended that Council accept the time extension filed by Glen Rock Vista to Glen Rock Borough. Glen Rock Vista emailed a letter to the Borough granting another extension until December 31, 2009. Council discussed. L. Cadwallader moved to grant the Glen Rock Vista an extension until December 16, 2009. The motion did not receive a second. K. Krebs moved to grant the Glen Rock Vista an extension until December 16, 2009, and require a signature on the Waiver Form, seconded by L. Cadwallader. Motion carried.
2. The Wolf Street project was awarded to Stewart & Tate for \$32,209.76. D. Lipinski requested the Council President to sign the contract and then work could start as early as the end of the following week, weather permitting.
3. The Terrace Heights project was awarded to H & H General Excavating for \$5575.00. The job was inspected and is now complete. The Borough Engineer recommends payment to H & H General Excavating Company for \$5575.00. K. Wells moved to pay H & H General Excavating Company for \$5575.00 using Liquid Fuel Funds, seconded by K. Krebs. Motion carried.
4. D. Lipinski asked whether Council investigated another source of accessing the School Street apartments and whether the borough has interviewed and/or received proposals from structural engineers. Council members discussed and stated that access from a different entrance is not a solution. Councilman, R. Shiles is meeting with structural engineers from prices and quotes of a temporary solution and long term solutions.
5. The engineer recommended adopting the floodplain ordinance tonight and forwarding a copy of it to DCED. DCED will take care of processing the information through FEMA. Reimbursement is certainly underfunded.
6. The engineer stated that Mr. Lester Matthews is out of money and has stopped working on the retaining wall at 200 – 226 Lester Courts. The engineer asked whether the Borough could require an applicant to post a surety bond for improvements prior to obtaining a permit, to help prevent this from happening in the future. The solicitor will investigate if Council is allowed to adopt an ordinance to protect the Borough to prevent this type of action.

Planning Commission Report

No report.

Approval of the Minutes

1. J. Peters moved to approve the August 19 Council Minutes with the addition of “**L. Cadwallader**” to the beginning of item 10 of the Special Project’s Report, seconded by R. Shiles. Motion carried.

*D. Lipinski left the meeting at 7:48 P. M.

** Council recessed to Executive Session at 7:50 P. M. to discuss litigation.

**The council meeting resumed at 8:30 P. M.

Zoning Officer’s Report

1. The ZO provided a monthly summary report for August, 2009, is available for review in the Borough Office, if requested. The secretary provided the following summary: there were three zoning permits issued and two certificates of occupancy issued; there is one new zoning violation and one existing zoning violation; there are six existing property maintenance issues; there were two requests for determinations/questions. CAI completed fourteen Rental inspections.
2. The secretary expressed concern that property maintenance and/or zoning violations seem to be on-going problems month after month. Council directed that two letters could be mailed for a violation, but the third letter must be an NOV outlining specific correction procedures and if the violator still does not respond or take corrective action, then all documents including an itemized invoice from CAI is to be turned over to the Borough for the solicitor to begin legal action as necessary. For Building and Zoning Permits applied for but not paid for, the Borough Office needs to mail a non-certified letter to applicant, providing a deadline to pick up permit or face possible violations. CAI must be copied on each letter. J. Peters moved to authorize the Borough Secretary and Council President to schedule a meeting with CAI to discuss Council’s guidelines for Zoning and/or Property Maintenance violations, seconded by L. Cadwallader. Motion carried.

Solicitor’s Report

1. The solicitor provided Ordinance 460 (2009 – 2), an ordinance amending the Glen Rock Borough zoning ordinance, Ordinance 284 (1982 – 2), Section 303(j)(1 – 6), and 304(j)(1-5), as amended, regarding cluster development in a residential-suburban zone (R-1). K. Krebs moved to adopt Ordinance 460 (2009 – 2), an ordinance amending the Glen Rock Borough zoning ordinance,

- Ordinance 284 (1982 – 2), Section 303(j)(1 – 6), and 304(j)(1-5), as amended, regarding cluster development in a residential-suburban zone (R-1), seconded by R. Shiles. Motion carried.
2. The solicitor provided Ordinance 461 (2009 – 3), an ordinance amending the code of ordinances of Glen Rock Borough, York County, Pennsylvania by repealing ordinance 256, Ordinance 340, and all amendments thereto, known as the floodplain ordinance and construction in flood prone areas in their entirety and in lieu thereof adopting a floodplain management ordinance requiring all persons, partnerships, businesses, and corporations to obtain a building permit for any construction or development within a defined floodplain; providing for the issuance of such building permits; setting forth certain minimum requirements for new construction and development within areas of Glen Rock Borough which are subject to flooding; and establishing penalties for any persons who fail, or refuse to comply with, the requirements or provisions of this ordinance. K. Krebs moved to adopt Ordinance 461 (2009 – 3), an ordinance amending the code of ordinances of Glen Rock Borough, York County, Pennsylvania by repealing ordinance 256, Ordinance 340, and all amendments thereto, known as the floodplain ordinance and construction in flood prone areas in their entirety and in lieu thereof adopting a floodplain management ordinance requiring all persons, partnerships, businesses, and corporations to obtain a building permit for any construction or development within a defined floodplain; providing for the issuance of such building permits; setting forth certain minimum requirements for new construction and development within areas of Glen Rock Borough which are subject to flooding; and establishing penalties for any persons who fail, or refuse to comply with, the requirements or provisions of this ordinance, seconded by R. Shiles. Motion carried.
 3. The solicitor provided Ordinance 462 (2009 – 4), an ordinance amending the Glen Rock Borough Ordinance 420 (2003 – 1) and Ordinance 421 (2003 – 2), to regulate residential rental units, to provide for maintenance, inspection, and registration of residential rental units and to require landlords to comply with applicable codes and regulations. K. Krebs moved to adopt Ordinance 462 (2009 – 4), an ordinance amending the Glen Rock Borough Ordinance 420 (2003 – 1) and Ordinance 421 (2003 – 2), to regulate residential rental units, to provide for maintenance, inspection, and registration of residential rental units and to require landlords to comply with applicable codes and regulations, seconded by L. Cadwallader. Motion carried.
 4. The solicitor discussed that any Ordinances that change the Borough's SALDO or Zoning Ordinance, must be reviewed by York County Planning Commission. So Ordinance 463 (2009 – 5), an ordinance amending the

subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land, could be advertised, for adoption at the October meeting. K. Krebs moved to advertise Ordinance 463 (2009 – 5), an ordinance amending the subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land, seconded by R. Shiles. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

No report.

Secretary's Report

1. The secretary stated that the one month CD matures on September 24, 2009 and asked Council to decide if the funds should remain in a one month CD. R. Shiles moved to maintain a one month CD, seconded by L. Cadwallader. Motion carried.
2. The secretary explained to Council that the Borough's insurance rates have increased by 11% for 2009 – 2010.
3. The secretary requested a motion to approve the 2010 Animal Care and Housing Agreement with the SPCA of York County. R. Shiles moved to approve the 2010 Animal Care and Housing Agreement with the SPCA of York County, seconded by J. Peters. Motion carried.
4. The SRP Commission is requesting that Glen Rock Borough give their intent to remain a member no later than April 1, 2010. R. Shiles moved to provide the Glen Rock Borough's intentions to remain a member of the SRP Commission no later than April 1, 2010, seconded by J. Peters. Motion carried. After some more discussion, R. Shiles moved to withdraw his previous motion, to provide the Glen Rock Borough's intentions to remain a member of the SRP Commission no later than April 1, 2010, seconded by J. Peters. Motion carried. Glen Rock Borough wants to know whether the SRP Commission is willing to agree to amend the contract stipulations which reference when a member must notify the SRP Commission of their intentions to participate or not in the contract. Council is still waiting for information regarding the estimated hourly cost for buying services vs. the cost for a full-time member.
5. The secretary informed Council that the Neuhaus Loan is paid in full.

6. The secretary informed council that due to the severe winter of 2008 – 2009, Penn DOT paid additional funds to help cover snow removal and ice maintenance costs.
7. YCPC has requested support for implementing the PA Wayfinding Signage Program in York County by allowing the installation of signs in our community, at no cost to the Borough. J. Peters moved to support YCPC with the implementation of the PA Wayfinding Signage Program in York County, seconded by L. Cadwallader. Motion carried.
8. The secretary informed Council that the Sesquicentennial Committee has asked whether Council would consider showing their support by purchasing an advertisement for the History Book. K. Krebs moved to purchase a one-half page advertisement, seconded by J. Peters. Motion carried.
9. The secretary informed Council that the Sesquicentennial Committee has asked whether Council would consider committing to entering a float in the parade scheduled on June 12, 2010. K. Wells moved to commit to enter a float in the Sesquicentennial Parade on June 12, 2010, seconded by K. Krebs. Motion carried.
10. The secretary discussed the process of submitting a grant through 3M to upgrade road signs. Council said they are interested in continuing the grant process and would like to know the total cost amount.

Personnel Report

1. Next meeting is October 15, 2009.

Special Project's Report

1. Seasonal flags for fall are displayed throughout the Borough.
2. The NIMS website is <http://training.fema.gov>.
3. The next Sesquicentennial Meeting is scheduled for Sept. 17, 2009 at 7PM.
4. On Saturday Sept. 19, 2009, from 4:30 – 6:30PM the Immanuel United Methodist Church Youth Group is holding their monthly spaghetti dinner, with the proceeds benefitting the victims from the fire on Cottage Avenue.

Ordinance/Refuse Report

1. R. Shiles asked for a sign to notify the public that the Ordinance/Refuse Committee cancelled their meeting for Sept. 17, 2009 due to no agenda.
2. The Borough has executed their contract with YCPC for the CDBG project. The Borough is waiting for the completion of the environmental review.
3. R. Shiles and A. Merrick have scheduled a meeting with Ken Rotz, Keystate Publishers for Sept. 24, 2009.

4. R. Shiles asked about the process of incorporating the Glen Rock Park into the Borough by changing boundary lines, in order to clarify liability rules. M. Pokrifka stated that changing boundary lines is a complicated process when annexing land from one municipality to another.
5. Two Council members and the Borough secretary drove through the Borough and created a list of potential property maintenance issues. Letters will be mailed out to all property owners to address specific violations.

Building/Property Report

No report.

Police Commission/Public Safety Report

1. Written report for July, 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 – 57
 - b. New Freedom Borough – 129
 - c. Shrewsbury Borough – 109
 - d. Southern School District – 1
 - e. Railroad Borough – 10
 - f. Other jurisdictions – 11The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 1; written warnings, 3; summary arrests, 1; and criminal arrests, 1.

Public Safety Report

1. Chairman and Council member, L. Cadwallader attended the Wrightsville Borough Meeting held on Sept. 14, 2009. Wrightsville Borough is currently paying \$300,000.00 for two full-time police officers, the Police Chief, and two part-time officers. They do not have twenty-four hour/seven days per week coverage.

*M. Pokrifka left the meeting at 9:54 P. M.

Police Commission Report continued

2. Local youth are testing the Southern Regional Police officers by lingering behind the Enterprise Building, the Getty Mart, and in Mignano's/Municipal Parking Lot.

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 \$3368.00
 - b. Code Administrators, Inc. 955.50
 - c. James R. Holley & Associates, Inc. 2332.56
 - d. Southern Regional Police 62437.00
 - e. York Newspaper Company 1638.00Motion carried.

President's Report

1. Hufnagel Public Library's newsletter was passed out to Council. The library is averaging 125 patrons per day; many patrons use the internet and Wi-Fi service.
2. Council discussed considering to issue parking permits for some parking spaces in the Municipal Lot located along Main Street.
3. The next Town Hall Meeting is scheduled for October 23, 7 - 8:30 P. M.
4. The sign at 3 Main Street may be installed in a few weeks. T. Shearer was given permission from the Borough to post his advertising sign on the Borough's property, 3 Main Street in exchange for his generous donations of time and materials for the Boy Scout project at the 3 Main Street location.

J. Peters moved to adjourn the Council Meeting at 10:15 P. M., seconded by R. Shiles. Motion carried.

Summary of Motions

1. J. Peters moved to adopt Resolution 2009 – 8, transferring the liquor license from York to Glen Rock Borough, seconded by L. Cadwallader. Motion carried.
2. K. Krebs moved to grant the Glen Rock Vista an extension until December 16, 2009, and require a signature on the Waiver Form, seconded by L. Cadwallader. Motion carried.
3. K. Wells moved to pay H & H General Excavating Company for \$5575.00 using Liquid Fuel Funds, seconded by K. Krebs. Motion carried.
4. J. Peters moved to approve the August 19 Council Minutes with the addition of "L. Cadwallader" to the beginning of item 10 of the Special Project's Report, seconded by R. Shiles. Motion carried.
5. K. Krebs moved to adopt Ordinance 460 (2009 – 2), an ordinance amending the Glen Rock Borough zoning ordinance, Ordinance 284 (1982 – 2), Section

- 303(j)(1 – 6), and 304(j)(1-5), as amended, regarding cluster development in a residential-suburban zone (R-1), seconded by R. Shiles. Motion carried.
6. K. Krebs moved to adopt Ordinance 461 (2009 – 3), an ordinance amending the code of ordinances of Glen Rock Borough, York County, Pennsylvania by repealing ordinance 256, Ordinance 340, and all amendments thereto, known as the floodplain ordinance and construction in flood prone areas in their entirety and in lieu thereof adopting a floodplain management ordinance requiring all persons, partnerships, businesses, and corporations to obtain a building permit for any construction or development within a defined floodplain; providing for the issuance of such building permits; setting forth certain minimum requirements for new construction and development within areas of Glen Rock Borough which are subject to flooding; and establishing penalties for any persons who fail, or refuse to comply with, the requirements or provisions of this ordinance, seconded by R. Shiles. Motion carried.
 7. K. Krebs moved to adopt Ordinance 462 (2009 – 4), an ordinance amending the Glen Rock Borough Ordinance 420 (2003 – 1) and Ordinance 421 (2003 – 2), to regulate residential rental units, to provide for maintenance, inspection, and registration of residential rental units and to require landlords to comply with applicable codes and regulations, seconded by L. Cadwallader. Motion carried.
 8. K. Krebs moved to advertise Ordinance 463 (2009 – 5), an ordinance amending the subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land, seconded by R. Shiles. Motion carried.
 9. R. Shiles moved to maintain a one month CD, seconded by L. Cadwallader. Motion carried.
 10. R. Shiles moved to approve the 2010 Animal Care and Housing Agreement with the SPCA of York County, seconded by J. Peters. Motion carried.
 11. R. Shiles moved to provide the Glen Rock Borough's intentions to remain a member of the SRP Commission no later than April 1, 2010, seconded by J. Peters. Motion carried.
 12. After some more discussion, R. Shiles moved to withdraw his previous motion, to provide the Glen Rock Borough's intentions to remain a member of the SRP Commission no later than April 1, 2010, seconded by J. Peters. Motion carried.
 13. J. Peters moved to support YCPC with the implementation of the PA Wayfinding Signage Program in York County, seconded by L. Cadwallader. Motion carried.
 14. K. Krebs moved to purchase a one-half page advertisement, seconded by J. Peters. Motion carried.

15. K. Wells moved to commit to enter a float in the Sesquicentennial Parade on June 12, 2010, seconded by K. Krebs. Motion carried.
16. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:
 - a. CGA Law Firm \$3368.00
 - b. Code Administrators, Inc. 955.50
 - c. James R. Holley & Associates, Inc. 2332.56
 - d. Southern Regional Police 62437.00
 - e. York Newspaper Company 1638.00Motion carried.
17. J. Peters moved to adjourn the Council Meeting at 10:15 P. M., seconded by R. Shiles. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer