

**GLEN ROCK BOROUGH**  
**Borough Council Meeting**  
**April 21, 2010**

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

**The meeting was Called to Order** at 7:03P.M. by Council President R. Shiles, with the pledge to the flag.

**Announcements**

1. Council President R. Shiles announced that Council would be going to Executive Session after the Borough Engineer's Report to discuss personnel related issues.

**Persons on Agenda**

1. Cindy Duzan/Terry Steyer, Owners of the Glen Rock Mill Inn  
The owners of the Glen Rock Mill Inn addressed Council, seeking their support, as they request for an exemption from the Pennsylvania Liquor Control Board regarding the rules for amplified music. The GR Mill Inn would like to provide music from a stereo during most of their normal business hours and live music on Friday and Saturday evenings during the summer months.

\*J. Glatfelter arrived for the meeting at 7:08 P. M.

Council requested that the owners take a survey of nearby property owners. The solicitor will review the PA LCB's rules/guidelines. Council will discuss further. The GR Mill Inn owners will follow up with Council at another Council meeting.

\*K. Wells arrived for the meeting at 7:12 P. M.

2. Eric Johnston, P. E. – Johnston and Associates, Inc., Glen Rock High engineer  
Eric Johnston presented the Glen Rock Vista three lot plans to Council and is asking for conditional approval of the plans. E. Johnston provided explanations for the comments addressed by the Borough engineer, in his letter dated April 20, 2010. The GR Planning Commission recommended that a waiver be granted to SALDO Section 710 pertaining to the installation of three concrete monuments for the subdivision as per the request from Johnston and Associates, Inc. The GR Planning Commission also recommended approval of the Final Minor Subdivision Plan for the Glen Rock Vista Subdivision with the caveat that the plan be reviewed by the Borough Engineer and Solicitor pending final approval. The solicitor stated that Mr. Johnston needs to make an amendment to Note 17 on the plans, “indicating that such access and utility easement shall inure the benefit of the adjoining lot owners and their heirs and assigns.” L. Cadwallader moved to conditionally approve the three lot Final Minor Subdivision of Glen Rock Vista plans upon meeting all comments as outlined by the Borough engineer, in his letter dated April 20, 2010, making an amendment to Note 17 on the plans, to include indicating that such access and utility easement shall inure the benefit of the adjoining lot owners and their heirs and assigns, seconded by K. Krebs. During the discussion of the motion, Council discussed adding a six month deadline for all conditions to be met. L. Cadwallader amended her previous motion to conditionally approve the three lot Final Minor Subdivision of Glen Rock Vista plans upon meeting all comments as outlined by the Borough engineer, in his letter dated April 20, 2010, making an amendment to Note 17 on the plans, to include indicating that such access and utility easement shall inure the benefit of the adjoining lot owners and their heirs and assigns, with a six month deadline for all conditions to be met, seconded by K. Krebs. Motion carried. L. Cadwallader moved to approve the waiver requested by the developer, to install three concrete monuments, seconded by K. Krebs. Motion carried.
3. Wayne Kemp, Hufnagel Library Board Member  
Mr. Kemp thanked council for their on-going support of the library. Currently the Board is concerned with the pavement located directly in front of the library. The Board is requesting that the Borough consider repairs to this area as soon as possible. Council responded that a grant has been approved for surfacing the municipal parking lot. As an allowable option of the grant, an amendment to the work plan might address repaving the area located in front of the library, if funding allows.
4. 33/35 Cottage Avenue – demolition  
Washington & Dowling began the demolition of 35 Cottage Avenue on April 21, 2010. They then sealed the opening at 33 Cottage Avenue with heavy gauge plastic. The owners of 33 Cottage Avenue continue to wait for a final decision from

their insurance company, Nationwide. The owners of 33 Cottage Avenue have begun to apply for a Building Permit, but never paid for the permits, as the final step of the process. An NOV must be issued as per Nuisance Ordinance for non-compliance.

\*J. Peters arrived for the meeting at 7:53 P. M. due to obligations to attend the Southern Regional Police Commission meeting.

5. Jon Page, owner of 31 Cottage Avenue  
Ms. Page continues to express her frustrations with the entire cleanup process and the amount of time she has spent away from her home. Although Council understands her concerns, Council must follow the letter of the law.

### **GR Planning Commission's Report**

1. The GR Planning Commission has tabled the two lot land development plan submitted by Jerome Litz, pending the addition of required comments and the addressing of the required four parking spaces for lot 116 per section 408 of the GR Borough Zoning Ordinance. When presenting his plan to the GR Planning Commission, Mr. Litz claimed that the Borough Solicitor said that Cedar Alley is a borough adopted road. The Borough engineer defined that Cedar Alley is a private strip of land that is used by the public. L. Cadwallader moved to authorize the solicitor to write a letter, if necessary, to Mr. Litz's counsel, to clarify the status of Cedar Alley, seconded by D. Young. Motion carried. The Borough Engineer will check the condition of the curb and sidewalk along Church Street. If in poor condition, Council may require it to be repaired and/or replaced as part of the land development process.

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

1. D. Lipinski spoke with Jineen Boyle, DEP by phone this week, regarding the Growing Greener Grant. She was sending an email to Wayne at Central Office regarding the application and as soon as he responds to her she will forward the information to me. While waiting for this response I can prepare most of the final documents. Jineen said that Central Office is just now starting to review the GG2 grant applications. The grant is valid upon full execution of the agreement from September 25, 2009 through September 24, 2012.
2. D. Lipinski asked if Council discussed when building permits might be or have been issued for improvements within existing easements and/or right-of-ways, how does Council want this resolved. He suggested resolving this dilemma by having CAI check the adopted street right-of-way. However, this may not include dedication of right-of-way. D. Lipinski suggested to Kevin that a Pennsylvania One Call Notice to

mark underground utilities be performed prior to CAI's site visit. If they have documentation that no utilities were located within the project area, this could avoid some potential problems in the future. Would CAI be responsible to perform this notice or the property owner? Proof of notification should be sent to the borough. The Borough wants to encourage residents to apply for Building Permits, so the Borough will research these questions further.

3. James R. Holley & Associates, Inc. will have the updated Borough Street Map prepared for the May Council meeting.
4. D. Lipinski asked if Council has decided to make changes to their fee schedule for submission of plans and does the current fee schedule cover borough expenses. Some municipalities require an escrow for engineering and solicitor fees and if this escrow is exhausted, then additional fees are forwarded to the applicant for reimbursement or a standard deposit amount can be established. Council discussed and may make changes when reviewing the Ordinance codification.
5. D. Lipinski suggested that Council consider including in its codification addressing steep slopes, private roads, and pan handle lots, etc. to protect the borough residents. The solicitor stated that if these items are not specifically excluded by Ordinance, then they are allowed.
6. Although authorization was never given by Council, for a structural engineer to review the demolition of 35 Cottage Avenue, the solicitor and engineer both concurred that sometimes an immediate decision is necessary. This was the case of 35 Cottage Avenue. CORE Design was hired by the Borough, to make a final determination, prior to the Borough's authorization to demolish 35 Cottage Avenue.
7. D. Lipinski suggested establishing a procedure, so that should the need arise, the Council President, Work Supervisor, and/or Secretary may make a decision, in an emergency situation, without having to wait until a Council meeting.
8. D. Lipinski asked if Council has decided which structural engineering firm they want to hire for the School Street Retaining Wall project. CSD cost is \$21,500 and CORE Design is \$14,900. The Borough is not required to use the lowest responsible bid for professional services. The wall is significantly damaged. Minimally, a temporary repair is necessary now. School Street will need to be repaired after the wall is repaired. K. Wells moved to award the structural engineering to CORE Designs at a cost of \$14900.00, seconded by J. Peters. Motion carried.

\*\* Council recessed to Executive Session at 8:36 P. M. to discuss personnel related issues.

\*\*The council meeting resumed at 9:04 P. M.

\*D. Lipinski left the meeting at 9:05 P. M.

### **Approval of Minutes**

1. J. Peters moved to approve the March 17, 2010 minutes, seconded by L. Cadwallader. Motion carried.

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

1. The ZO provided a monthly summary report for March 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there was two zoning permits issued; there were no new, existing or abated zoning violations; there was one existing property maintenance issue and five requests for determinations/questions. CAI completed six Rental inspections.

### **Solicitor's Report**

1. The Ordinance Committee provided the Solicitor with recommendations for the Snow Removal Ordinance. M. Pokrifka added the recommendations and presented the ordinance for final review by Council. Council discussed penalties for both Snow Emergencies and Snow Removal. For sections 3 and 6, Council suggested changes be made by resolution. The Solicitor will make final updates and present the ordinance to council at next months' meeting.

### **Mayor's Report**

No report.

### **Work Supervisor's Report (presented by Secretary)**

1. WS needs to make repairs to inlets located on Lester Court and Circle Drive. He is requesting additional help. L. Cadwallader moved to authorize the WS to hire Steve Bowers to assist with road repairs on Lester court and Circle Drive, seconded by J. Peters. Motion carried.
2. WS asked if Council is considering any street repairs for this summer and suggested that either Junior Street or Water Street be considered. K. Krebs moved to approve the Borough Engineer to provide estimates for both Water Street and Junior Street repairs/repaving to aid the Borough in determining which is most affordable for the Borough to consider this year, seconded by L. Cadwallader. Motion carried.

### **Secretary's Report**

1. The secretary requested a motion to maintain funds in a one month CD, which matures on April 24, 2010, with a current interest rate of .5%. L. Cadwallader moved to maintain funds in a one month CD, which matures on April 24, 2010, with a current interest rate of .5%, seconded by J. Peters. Motion carried.

2. The secretary requested a motion to authorize JMT to begin the engineering project for 13/17 Baltimore Street CDBG Project. J. Peters moved to authorize JMT to begin the engineering project for 13/17 Baltimore Street CDBG Project, seconded by K. Wells. Motion carried.
3. FEMA announced that snow assistance for emergency protective measures will be provided for a period of 48 hours. An Applicant Briefing is scheduled for April 28, 2PM at the Emergency Services Center, and the secretary and work supervisor will be attending.
4. The secretary requested a motion to be designated as the Borough's Agent for filing all necessary paperwork to receive FEMA funds. K. Krebs moved to designate the Secretary as the Borough's Agent for filing all necessary paperwork to receive FEMA funds, seconded by L. Cadwallader. Motion carried.
5. The secretary asked Council/Solicitor for comments regarding the newest submission from Cameo Services, dated April 1, 2010. The solicitor reviewed and stated that the Borough is legally bound by the document the Mayor signed on behalf of the borough. The invoice will be approved to be paid.

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

1. D. Young did not receive any feedback regarding the creation of a borough web site. D. Young moved to approve the cost of \$350.00 to start the process of building a borough web site, with responsibility for maintaining the web site to not fall upon the secretary, but by designating a webmaster at the beginning of each year, seconded by J. Peters. Motion carried.
2. The committee is discussing ways to form another Beautification Committee.
3. The committee is considering ways to recognize volunteers through the use of certificates.
4. The committee is discussing options for use of the lot when the old community building is demolished.
5. L. Cadwallader discussed having the borough purchase mulch from Keel Mar again this year. J. Peters moved to approve the purchase of fifteen yards of mulch for the Stream Cleanup Day, seconded by D. Young. Motion carried.
6. DEP 319 Grant was approved for porous paving of the Municipal Parking lot.
7. L. Cadwallader discussed council's invitation to the LGAC meeting which is May 19, 2010, the same night as the next Borough Council meeting.
8. A Handicapped Parking space for Mr. Townsend on Hanover Street was approved by Council during the December 2009 meeting, but was never installed. Mr. Townsend has a driveway and off-street parking. Council discussed whether this information was provided when Mr. Townsend applied for the Handicapped Parking Space. The solicitor stated that the installation of the Handicapped space occurs at Council's discretion. J. Peters moved to write a letter to Mr. Townsend to clarify why

on street parking is not necessary in this instance, seconded by K. Krebs. Motion carried.

9. L. Cadwallader asked for clarification regarding who is the Board of Appeals and was told that GR Planning Commission members are the Board of Appeals.
10. L. Cadwallader reminded Council members that the NIMS Training must be completed.

### **Ordinance/Refuse Report**

No report.

### **Building/Property's Report**

No report.

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

1. Written report for February 2010 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 – 43
  - b. New Freedom Borough – 107
  - c. Shrewsbury Borough – 81
  - d. Southern School District – 09
  - e. Railroad Borough – 4
  - f. Other jurisdictions – 5The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 3 written warnings, 3 summary arrests, 1 and criminal arrests, 1.
2. SR Police Chief has asked whether the police are needed for the Sesquicentennial Parade. Council stated that the Sesquicentennial Committee needs to be contacted.
3. Representative Ron Miller indicates that 75% of local municipalities participate with Regional Police or have their own police services. That means the other 25% use State Police Services.
4. J. Peters stated that the borough's costs for Police Services for 2011 could be \$270000.00. He is fielding questions as to when Council will decide whether they are participating or not with Southern Regional Police Services.
5. SR Police has a new police dog, which is energetic but listens well.

## **Public Safety**

1. J. Peters suggests that Council consider following the recommendations from the traffic study completed for Hanover Street by YCPC. The traffic study suggested replacing current signs with larger signs, painting the word "SLOW" on the street, and providing extra traffic enforcement, to try to deter speeders on Hanover Street.

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

3. Street Sweeping has been scheduled for May 5 and 6, 2010.
4. Council asked about sign replacement, but no information is available at this time.

## **Personnel Report**

1. The Personnel Committee met with the Borough employees to discuss the employees' goals for 2010. The committee suggested using a document similar to a Work Order, to help track time and materials needed by the Work Supervisor.

## **Finance Report**

1. R. Shiles presented a list of the following invoices over \$500.00 to be considered for payment using the General Fund:

a. CGA Law Firm	\$ 2142.00
b. Core-Design Group LLC	830.74
c. Ken Greer Plumbing, Heating & AC	743.73
d. Lee Hoffheins	1066.84
e. James R. Holley & Associates, Inc.	5656.49
f. SF & Company	5875.00
g. Southern Police Commission	56705.00
h. Cameo Services	1020.05

J. Peters moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.

## **President's Report**

1. R. Shiles asked that Council continue reviewing Codification assignments.
2. Council received a letter from a Borough resident who is requesting a handicapped parking space on Hanover Street, near or in front of 30 Hanover Street. K. Wells moved to approve the request for a handicapped parking space near or in front of 30 Hanover Street, seconded by L. Cadwallader. Motion carried.
3. D. Young moved to authorize the Council President to provide written responses to Mr. Sacilotto and Mr. Litz, seconded by K. Krebs. Motion carried.
4. Council discussed the proposed resolution involving cooperation with community volunteer organizations. R. Shiles moved to adopt Resolution 2010 – 7, which encourages volunteer community organizations in the borough, seconded by

- L. Cadwallader. Motion carried.
5. R. Shiles proposed that Borough Organizations be invited to attend Council meetings to provide updates to Council. D. Young moved to authorize the secretary to send written letters to Borough Organizations requesting their attendance quarterly for Borough Council meetings, seconded by L. Cadwallader. Motion carried.
  6. R. Shiles asked Committee Chairs to turn in a copy of their annual Goals and Objectives, to the Borough Office.
  7. R. Shiles reminded Council to provide a copy of their notes, in advance of the Council meeting, to help the secretary with taking accurate minutes during the meeting.

### **Public Comment**

1. Council thanked resident Ken Dry and Dave Shaffer for their all day participation for the Stream Cleaning.

J. Peters moved to adjourn the meeting at 10:42 P. M., seconded by K. Wells. Motion carried.

### **Summary of Motions**

1. L. Cadwallader amended her previous motion to conditionally approve the three lot Final Minor Subdivision of Glen Rock Vista plans upon meeting all comments as outlined by the Borough engineer, in his letter dated April 20, 2010, making an amendment to Note 17 on the plans, to include indicating that such access and utility easement shall inure the benefit of the adjoining lot owners and their heirs and assigns, with a six month deadline for all conditions to be met, seconded by K. Krebs. Motion carried.
2. L. Cadwallader moved to approve the waiver requested by the developer, to install three concrete monuments, seconded by K. Krebs. Motion carried.
3. L. Cadwallader moved to authorize the solicitor to write a letter, if necessary, to Mr. Litz's counsel, to clarify the status of Cedar Alley, seconded by D. Young. Motion carried.
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7. K. Krebs moved to approve the Borough Engineer to provide estimates for both Water Street and Junior Street repairs/repaving to aid the Borough in determining which is most affordable for the Borough to consider this year, seconded by L. Cadwallader. Motion carried.
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11. D. Young moved to approve the cost of \$350.00 to start the process of building a borough web site, with responsibility for maintaining the web site to not fall upon the secretary, but by designating a webmaster at the beginning of each year, seconded by J. Peters. Motion carried.
12. J. Peters moved to approve the purchase of fifteen yards of mulch for the Stream Cleanup Day, seconded by D. Young. Motion carried.
13. J. Peters moved to write a letter to Mr. Townsend to clarify why on street parking is not necessary in this instance, seconded by K. Krebs. Motion carried.
14. R. Shiles presented a list of the following invoices over \$500.00 to be considered for payment using the General Fund:
 

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J. Peters moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
15. K. Wells moved to approve the request for a handicapped parking space near or in front of 30 Hanover Street, seconded by L. Cadwallader. Motion carried.
16. D. Young moved to authorize the Council President to provide written responses to Mr. Sacilotto and Mr. Litz, seconded by K. Krebs. Motion carried.
17. R. Shiles moved to adopt Resolution 2010 – 7, which encourages volunteer community organizations in the borough, seconded by L. Cadwallader. Motion carried.

18. D. Young moved to authorize the secretary to send written letters to Borough Organizations requesting their attendance quarterly for Borough Council meetings, seconded by L. Cadwallader. Motion carried.
19. J. Peters moved to adjourn the meeting at 10:42 P. M., seconded by K. Wells. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer