

**GLEN ROCK BOROUGH  
Borough Council Meeting  
August 18, 2010**

<b>Present:</b>	Council Members:	Warren Cadwallader Jane Glatfelter* Kenneth Krebs Richard Shiles Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Six visitors

**The Council meeting was Called to Order** at 7:00P.M. by Council President R. Shiles, with the pledge to the flag.

**Announcements/Vacancies**

1. Council President R. Shiles announced that Council would be going to Executive Session following the engineer's report, to discuss potential litigation matters.
2. Council President R. Shiles announced the following committees/organizations have one vacancy each:
  - a. Glen Rock Planning Commission (four year term);
  - b. Southern Regional Planning Commission (representative), and
  - c. Citizen at Large, Southern Regional Police Commission.Interested Borough residents should submit their letters of interest to the Borough Office. For all three vacancies, the commissions usually meet one time per month.

\*J. Glatfelter arrived for the meeting at 7:05 P. M.

**Persons on Agenda**

1. Gina Mumaw and Lee Hoffheins, Director and Board member for the Hufnagel Public Library: Provided Council with an update on State and Local Funding for libraries. These library representatives provided Council with a copy of their 2010 budget. All libraries will experience another 9% cut in state aid this year. The library board is concerned about the future stability of the library due to lack of funding. With such limited funding being provided by the state, the Hufnagel Public Library has become aggressive with their fund raising activities. The library mails out a fall fund letter, plans to hold their annual wine Tasting Event on November 12, 2010 and is meeting with local and York County companies to ask and secure their financial support. The

library thanked Council for their continued support through a monetary donation and use of the Borough's Neuhaus Building. Council is currently working on their 2011 budget and will carefully consider all donations to local organizations. Council did ask if there are ways to donate while visiting the library, like pledge cards. The library displays a donation jar and will consider the pledge card suggestion. Council requested that the library submit an article for the Borough Fall Newsletter.

2. Corey Becker, owner of 35 Hayward Heights: has an approved Zoning Permit for installing a shed on her property.

Ms. Becker provided her side of obtaining a Zoning Permit to install a shed on her property. The Zoning Permit was issued and included the following wording stated directly on the permit: "Shed must be at least ten feet from the principal structure and five feet from side and rear property lines". Corey stated she did not know that she was not able to place the shed in her front yard. Unfortunately the Glen Rock Borough's Zoning Ordinance clearly states that the shed may not be located in the front yard. Council apologized for any confusion. The solicitor stated that Section 702 describes "Erroneous Permits", further stating that "no action may be taken by a board, agency, or employee of the Borough purporting to validate such a violation." Furthermore, the solicitor said that Council cannot validate an invalid permit. The Borough Engineer asked the Solicitor whether Ms. Becker could pursue a special exception or variance through the Zoning Hearing Board. The solicitor's response was, if appropriate, Ms. Becker could apply for a special exception or variance through the Zoning Hearing Board, but Council may not legally make a decision and accept placement of the shed in the front yard.

3. Introductions by Park Armagost, Acting EMS Captain, Glen Rock EMS, Inc. P. Armagost explained that effective August 2, 2010, GR EMS, Inc., has dedicated paramedic units, providing 24 hours/seven days per week coverage. This unit is staffed by RN's or paramedics and respond to calls as needed. All care that is provided at the hospital is now available in the ambulance, on the way to the hospital. This program is funded through a grant, and will be available for at least the next three years.

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

1. D. Lipinski explained to Council that the DEP reviewer for the Growing Greener Grant, Wayne Lingle, has passed away, and no replacement has been named in his place. D. Lipinski is now suggesting that Council limit the amount of video inspection so more funds are available for construction as related to the sink holes on Church Street.
2. Borough Engineer reminded Council that Conditional approval was granted by the Borough for the Glen Rock Vista project, with a decision needing to be made by the October Council meeting. D. Lipinski received an email from Eric Johnston, who is

questioning whether Act 46 applies to this conditional approval. The engineer recommends that the Solicitor provide this answer. Act 46 passed in July 2010, with very broad terms, stating any approval by the governing body, from December 31, 2008 and forward, is automatically extended until July 2, 2013. The Municipal Planning Code grants this five year expiration deadline, with the purpose to aid developers with financial hardships. Each developer/engineer must ask the governing body if Act 46 applies to their project, submitting the following fees: \$100.00 for residential projects, and \$500.00 for commercial projects.

3. Jerome Litz Land Development Plan has been recorded and the Borough has received a copy of the recorded plan for their records.
4. The engineer asked Council whether Code Administrator's Inc., investigates all subdivision plan requirements and/or deed restrictions, prior to issuing a Building Permit. Council discussed and indicated that they are not aware of any investigations by CAI. When a buyer plans to purchase a property, a title search should be completed, which would then provide deed restriction information.
5. The engineer's office has met with Penn DOT regarding the sink holes and temporary repairs on Church Street. A Penn DOT highway permit is required. D. Lipinski provided a cost estimate for repairing the two known sink holes on Church Street. The first sink hole repair includes labor, saw cutting the roadway, removing existing asphalt and stone, drilling #3 rebar into existing concrete road, placing and finishing the concrete. The estimated cost for this work is \$2630.00. The second sink hole repair includes removing grates, drilling rebar into eroded area to hold new concrete in place, placing plywood across hole and bracing to the opposite side of the inlet. The estimated cost for sink hole #2 is \$300.00. The Borough would also need approximately \$1000.00 to apply for the initial Penn DOT permit. Since the costs are under \$4000.00, the projects do not have to be bid, and the engineer indicated that these projects need immediate attention.
6. D. Lipinski has been corresponding with Penn DOT regarding the sink hole on Main Street near the bridge. Penn DOT will be setting up a meeting, on-site, to evaluate the problem. As per Penn DOT records, the right-of-way at this location is thirty-two feet. The engineer is attempting to have Penn DOT repair this problem.
7. Follow up for the 319 Grant includes the Borough mailing a letter to FEMA and PEMA to determine if this project is in accordance with the requirements and deed restrictions placed on the library property because of the FEMA/PEMA grant to demolish part of the Neuhaus Building. The engineer has submitted an email to the Borough, which estimates the build costs for the design/build project, but does not include the estimated costs for the design portion of the project and the engineer's concern related to the underlying soil and if it does not infiltrate or there is a high ground water table. Per the Pennsylvania Storm water BMP Manual, salt can be spread on porous pavement but cinders/sand cannot. Less toxic, organic de-icers

are preferred for porous pavement. Also porous pavement should be vacuumed with a commercial cleaning unit, two to three times per year. The engineer estimates the cost of a percolation test taking four to six hours may cost \$500.00. Both the engineer and the solicitor agreed that the project must be publically bid, for estimated costs greater than \$25,000.00. The engineer used aerial photography, from York County, to estimate the size of the lot, which is 20,000 square feet or about one-half acre.

8. D. Lipinski discussed the Borough's status for participation with the PA One Call program per act 121. The Borough is the owner and operator of the storm sewer (underground utility) within the Borough. The engineer provided an update on the Valley Street/Columbia Gas repair. When Columbia Gas was cutting gas to a Valley Street property, they called PA One Call, and started digging in the road. Columbia Gas broke the Borough's storm sewer pipe. They left the broken pipe, back filled and closed up the hole without repairing the broken pipe. The solicitor indicated that Columbia Gas may still be liable for closing the road, knowing that there was a broken pipe at this location. Council discussed becoming a member of PA One Call. The secretary is to contact Municipal Services to ask if Liquid Fuel Funds may be spent for the Borough's repair of Valley Street.  
K. Krebs moved to authorize the Borough Engineer to proceed with two sink hole projects at the base of Church Street and Main Street intersections, seconded by J. Glatfelter. Motion carried.  
K. Krebs moved to authorize the Borough Engineer to perform a percolation/infiltration test with the Work Supervisor, for the Municipal Parking Lot, seconded by W. Cadwallader. Motion carried.  
D. Young moved for the Borough to join PA One Call, seconded by W. Cadwallader. Motion carried.  
K. Krebs moved to adopt Resolution 2010 – 10, which establishes fees for verification under Act 46, the Permit Extension Act, seconded by W. Cadwallader. Motion carried.  
K. Krebs moved to authorize the solicitor to respond to Glen Rock Vista's emailed request to the Borough Engineer regarding the extension of their permit, seconded by W. Cadwallader. Motion carried.
9. The engineer provided a list of items that require attention within the Field of Broad Springs development, prior to the Borough's adoption of the streets in the development.
10. D. Lipinski provided additional detail regarding the Valley Street Gas Main repair. Columbia Gas may not have been aware of the location of the storm sewer, but still had responsibility for repairs once the sewer pipe was broken, instead of just closing the hole. D. Young moved to authorize the solicitor to write a letter to Columbia Gas

regarding the damage caused by their initial Gas Main repair, on behalf of Glen Rock Borough, seconded by W. Cadwallader. Motion carried.

11. D. Lipinski reminded Council that he has submitted a Borough Street Map for their review, and he asked for comments and/or corrections by the next Council Meeting.

\* D. Lipinski left the meeting at 8:50 P. M.

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

1. No action taken during their recent meeting; they reviewed minutes from prior meeting.

### **Approval of Minutes**

1. K. Krebs moved to approve the July 21 minutes, seconded by W. Cadwallader. Motion carried.

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

1. The ZO provided a monthly summary report for July 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were three zoning permits issued; there were no new, or abated zoning violations; there was one existing zoning violation which is scheduled for a Zoning Hearing Meeting on August 25, 2010; eleven NOV's were mailed for compliance issues for rental properties and four requests for determinations/questions. CAI completed one Rental inspection.

### **Solicitor's Report**

1. The solicitor will be proceeding to District Magistrate action for non-compliance of NOV's for two properties.
2. The solicitor discussed receiving a letter from Keith Godfrey. She suggested mailing a letter to the tenant regarding the inspection, which is mandated by the Borough Ordinance. D. Young moved to authorize the solicitor to mail a letter to Mr. Godfrey's tenants at 34 Pleasant Street, to explain the necessity of the inspection process, seconded by K. Krebs. Motion carried.

### **Mayor's Report**

No report.

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

No report.

## Secretary's Report

1. The secretary requested to amend the previous month's motion for the Borough's MMO for 2011, to include cost of administrative fees. As the Chief Administrative Officer of the Borough's pension plan, a motion is needed to request to meet the borough's MMO (Minimum Municipal Obligation) of \$7411.00 for 2011. K. Krebs moved to meet the borough's MMO (Minimum Municipal Obligation) of \$7411.00 for 2011, seconded by J. Glatfelter. Motion carried.
2. The secretary requested a motion to authorize YCPC to pay JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$993.68. D. Young moved to authorize YCPC to pay JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$993.68, seconded by K. Krebs. Motion carried.
3. The secretary requested a motion to authorize YCPC to pay MediaOnePA for advertising the Invitation to Bid for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$668.80. K. Krebs moved to authorize YCPC to pay MediaOnePA for advertising the Invitation to Bid for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$668.80, seconded by W. Cadwallader. Motion carried.
4. The secretary requested a motion to maintain funds in a one month CD, which matures on August 24, 2010, with a current interest rate of .5%. W. Cadwallader moved to maintain funds in a one month CD, which matures on August 24, 2010, seconded by K. Krebs. Motion carried. Council previously asked for information regarding an Insured Money Fund and asked what the interest rate is for this type of account.
5. The secretary requested a motion to accept the three bids received for Demolition of 13/17 Baltimore Street, CDBG # 45531639: H & H General Excavating, Inc., \$67,447.00; LaMora Field Services, \$84, 771.00; and Washington & Dowling Contractors, \$86, 770.00. K. Krebs moved to accept the three bids received for Demolition of 13/17 Baltimore Street, CDBG # 45531639: H & H General Excavating, Inc., \$67,447.00; LaMora Field Services, \$84, 771.00; and Washington & Dowling Contractors, \$86, 770.00, seconded by W. Cadwallader. Motion carried.
6. The secretary requested a motion to award the bid to H & H General Excavating, Inc. at a cost of \$67,447.00 for Demolition of 13/17 Baltimore Street, CDBG # 45531639. K. Krebs moved to award the bid to H & H General Excavating, Inc. at a cost of \$67,447.00 for Demolition of 13/17 Baltimore Street, CDBG # 45531639, seconded by W. Cadwallader. Motion carried.
7. The secretary requested a motion to execute contract between GRB and H & H General Excavating, Inc. for Demolition of 13/17 Baltimore Street, CDBG # 45531639, authorizing Council President to sign on behalf of the GRB.

The solicitor was concerned that maybe the Borough received an incomplete document and suggested contacting Andy Mears to insure that the complete document was received. D. Young moved to execute contract between GRB and H & H General Excavating, Inc. for Demolition of 13/17 Baltimore Street, CDBG # 45531639, authorizing Council President to sign on behalf of the GRB when the solicitor has confirmed that the entire document was received, seconded by W. Cadwallader. Motion carried.

8. The secretary provided council with an update regarding Earned Income Taxes allocated to each municipality, through distributions made through requested budgets. Many municipalities over estimated their earned income budgets and will be paying York Adams Tax Bureau back for the overages they received. Currently GRB does not fall into that category.
9. D. Young requested an update for the School Street project, but none is available.

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

1. D. Young continues to develop the Borough's website and is waiting for information including Borough forms from the secretary.
2. Several Council members will be meeting with the York county Economic Development Corporation, YCPC, and PA Downtown Center on August 23, 2010.
3. Several Council members met with Eric Jordan, YC Conservation District.
4. R. Shiles met with a representative from Halothane Lighting, to discuss possible new street lighting options for the Borough.
5. The committee is meeting with businesses in the Borough to see if there is interest for developing a Business Association.
6. Next Special Projects Committee meeting is October 5, 2010.

### **Ordinance/Refuse Report**

1. R. Shiles suggested that the Borough write a letter to the Getty Store owner, to discuss the sign and weed violations.
2. R. Shiles asked if there was any news regarding a "new" driveway being developed off Glen Avenue toward a Junior Street property. No updates were available.
3. R. Shiles asked about the abandoned car located on Valley Street; the secretary mentioned this vehicle to the Mayor and he said he would tag the vehicle.
4. The committee needs to schedule mini sessions with each Council member, to discuss possible changes and/or corrections to their reviewed codification chapters.

### **Personnel Report**

1. The Personnel Committee met with Borough Employees on August 2, to review goals and expectations.
2. The next meeting is scheduled on October 21, 2010.

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

No report.

## **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. Allison & Marshall Plumbing \$ 1197.00
  - b. Core-Design Group LLC \$ 4149.99
  - c. CGA Law Firm \$ 1511.84
  - d. Code Administrators Inc. \$ 1067.50
  - e. James R. Holley & Associates, Inc. \$ 599.50D. Young moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by K. Krebs. Motion carried.
2. The WS has requested that Council consider replacing the broken Commercial Grade push mower with a Gravely mower he found for the cost of \$650.78. K. Krebs moved to authorize the WS to purchase the Gravely Mower for a cost of \$650.78, seconded by W. Cadwallader. Motion carried.
3. R. Shiles asked that recommendations or additions to the 2011 Budget be submitted to the Finance Chairman and/or Budget committee. The next budget committee is meeting on Wednesday's at 12:30 P. M.

## **Police Commission's Report**

1. Written reports for May and June 2010 are available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality for May; and June:
  - a. Glen Rock Borough – 72; 65
  - b. New Freedom Borough –97; 99
  - c. Shrewsbury Borough –108; 94
  - d. Southern School District –13; 7
  - e. Railroad Borough –11; 9
  - f. Other jurisdictions –7; 7The specific breakdown for the month of May for Glen Rock Borough's "Calls for Service" includes the following: Citations, 17; written warnings, 3; summary arrests, 2; and criminal arrests, 2. The specific breakdown for the month of June for Glen Rock Borough's "Calls for Service" includes the following: Citations, 3; written warnings, 5; summary arrests, 6; and criminal arrests, 0.
2. L. Cadwallader is attending the Police Commission Meeting this evening, for further work on the 2011 budget. Most recently Glen Rock Borough's portion may be \$235,000.00 for SRP services in 2011. The Budget committee is currently



negotiating prices for health insurance. Council discussed the pros and cons to buying hours versus paying for hours through the current contract.

3. Council discussed the current vacancy for Glen Rock Borough for the Citizen at Large position on Southern Regional Police Commission. W. Cadwallader moved to appoint Doug Young as a temporary Citizen at Large to the Police Commission for up to sixty days, seconded by J. Glatfelter. Motion carried.

### **Public Safety Report**

No report.

### **President's Report**

1. R. Shiles stated that the Borough received a response from FEMA regarding the Municipal Parking Lot; the letter needs to be sent to PEMA first and then PEMA will send their response onto FEMA.
2. The Borough received thank you notes from both the Senior Center and the Hufnagel Public Library for the donations.
3. When the Borough renews the payroll portion of Quick Books, the purchase must be made on a Credit Card. The Borough currently does not have a credit card, so in the past employees have used their own credit cards to make purchases and then are reimbursed by the Borough. R. Shiles concurred with the Borough Secretary, that the Borough should have their own credit card, with specific conditions about use of the card. R. Shiles moved for the Borough Secretary to investigate and register for a credit card, with use and expenditure limitations to be approved by the Finance Chairman, seconded by W. Cadwallader. Motion carried.

### **Public Comment**

1. Dave Shaffer mentioned that he thought there was a Borough resident carrying a weapon. Council said he should contact the Police with his concerns.

K. Krebs moved to adjourn the meeting at 10:01 P. M., seconded by J. Glatfelter. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer