

**GLEN ROCK BOROUGH
Borough Council Meeting
December 15, 2010**

Present:	Council Members:	Lucy Cadwallader Warren Cadwallader* Ken Krebs Richard Shiles Kathy Wells* Doug Young
	Engineer:	David Lipinski
	Solicitor:	Michelle Pokrifka
	Secretary:	Ann Merrick
	Visitors:	Four 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 moved to accept the resignation of Eric Webb, from the Glen Rock Zoning Hearing Board, due to his moving out of the Borough, seconded by D. Young. Motion carried.
2. R. Shiles announced that Council will be going into Executive Session to discuss on-going litigation, following the Borough Engineer's report.
3. R. Shiles received a letter of interest from Joe Heisler, 27 Cottage Avenue, for the vacancy on the Glen Rock Planning Commission. R. Shiles moved to adopt Resolution 2010-11, appointing Joe Heisler to the vacancy on the Glen Rock Planning Commission, seconded by K. Krebs. Motion carried.

*K. Wells arrived for the meeting at 7:05 P. M.

The Council Members in attendance discussed moving the Glen Rock Planning Commission meetings to the second Tuesday of each month.

*W. Cadwallader arrived for the meeting at 7:06 P. M.

4. Borough resident Robert Becker, 367 Church Street, submitted a letter of interest for possible appointment to the Southern Regional Planning Commission which currently meets every other month. No motion was received to appoint Mr. Becker, so the discussion was tabled for another Council Meeting.

5. Borough resident Jon Abbott, 26 High Street, submitted a letter of interest for the Borough's Emergency Management Coordinator. K. Krebs moved to appoint Jon Abbott as the Borough's Emergency Management Coordinator, contingent upon completion of the Background Investigation and required training, seconded by L. Cadwallader. Motion carried.
6. Council received two letters of interest for the Glen Rock Recreation Board vacancy: Sue Good and Mike Lovejoy. K. Krebs moved to re-appoint Sue Good for the vacancy on the Glen Rock Recreation Board, seconded by K. Wells. Council discussed that Mike Lovejoy had previously submitted a letter of interest which was overlooked by the current Glen Rock Recreation Board members. M. Pokrifka stated that the Borough Code has no contingency for being re-appointed for consecutive terms. Recreation Board members may only be appointed for five years. Council voted and the motion carried. Sue Good has continuously served on the Recreation Board since 1990. R. Shiles moved to amend the previous motion to re-appoint Sue Good to the Glen Rock Recreation Board contingent upon the solicitor's research of the Borough Code regarding the legal length of membership on the Recreation Board, with a final decision to be made at the January Council meeting, seconded by L. Cadwallader. Motion carried. Council asked the Secretary to send a letter to Mr. Lovejoy notifying him of the January 19, 2011 Council meeting, asking him to attend, and inform him of his possible appointment to the Recreation Board.
7. In addition, the following committees/organizations have vacancies:
 - a. One vacancy on the Glen Rock Zoning Hearing Board (term expires on 12/17/2011); and
 - b. Two vacancies on the Glen Rock Water & Sewer Authorities (five year terms).Letters of interest will be accepted at the Glen Rock Borough Office.

Persons on Agenda

1. Phil Andre, non-resident, property owner of 14 Water Street. Mr. Andre stated that during the winter of 2010 the Work Supervisor piled snow on the Borough's lot next to his property. As the snow melted and re-froze, the foundation of his property at 14 Water Street shifted and the front corner of the property cracked. In order to prevent this situation from reoccurring, Mr. Andre asked the Work Supervisor for permission to place new soil on the Borough's lot to taper the ground away from his property. The lot was seeded and strawed. Mr. Andre paid \$400.00 to Matthews Excavating for this work and requests that the Borough reimburses him for this upgrade. R. Shiles moved to reimburse Mr. Andre \$400.00 to improve the Borough Lot after confirming that the Work Supervisor gave permission, seconded by L. Cadwallader. Motion carried.

Borough Engineer's Report

1. D. Lipinski provided an update to Council regarding the Growing Greener Grant. Council may request twenty percent of working capital up front for the grant, to be placed in a non-interest bearing account. The grant funds may not be used for paving, so the paving work may become part or all of the matching funds for the project. R. Shiles moved to request twenty percent of working capital up front for the grant, to be placed in a non-interest bearing checking account, seconded by K. Krebs. Motion carried. D. Young moved to authorize the secretary to sign the application for reimbursement, seconded by K. Wells. Motion carried. D. Lipinski will change deliverables to accommodate for less video and more construction for the match to this project.
2. D. Lipinski informed Council that there is another sink hole appearing on Church Street. A temporary repair may be necessary.
3. D. Lipinski provided five copies of the survey of School Street. He received an email from Core-Designs; Dave plans to review information and will provide Council with an update during the January meeting.
4. D. Lipinski briefly discussed the traffic signal updates. The secretary asked for authorization to work with the engineer to develop an RFP for the traffic signal project. D. young moved to authorize the secretary to work with the engineer to develop an RFP for the traffic signal project, seconded by L. Cadwallader. Motion carried.

* D. Lipinski left the meeting at 8:05 P. M.

** Council recessed to Executive Session at 8:05 P. M. to discuss pending litigation.

**The council meeting resumed at 8:27 P. M.

R. Shiles moved to authorize the solicitor to write a letter of agreement to Keith Godfrey with a final deadline of January 31, 2011 for compliance on Rental Inspections, contingent upon the extension of the Continuance Date and that he must address other outstanding NOV issues for additional properties, seconded by K. Krebs. Motion carried.

GR Planning Commission's Report

1. As previously discussed the Planning Commission will meet on the second Tuesday of each month, 7:30 P. M., in the Borough Office.

Approval of Minutes

1. L. Cadwallader moved to approve the November 17 minutes seconded by D. Young. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for November 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were four zoning permits issued; there are three new zoning violations; four existing zoning violations; and three abated zoning violations. CAI completed thirty-three Rental inspections.
2. Council discussed letters of compliance being mailed to property owners by CAI. Council would like the Borough Office to mail these letters to property owners instead of CAI.

Solicitor's Report

1. The 2010 Budget was advertised.
2. Ordinance 465 (2010 – 1), establishing the Real Estate Tax at 2.8 mills for 2011 was advertised. L. Cadwallader moved to adopt Ordinance 465 (2010-1), establishing the Real Estate Tax at 2.8 mills for 2011, seconded by K. Wells. Motion carried.
3. M. Pokrifka reviewed CAI's fee schedule and suggested that Council execute the agreement, with the addition of the following language, to be added directly above the Council President's signature: "acceptance of the fee schedule as attached hereto, such acceptance is not an employment contract". D. Young moved to accept CAI's agreement with the addition of the following language: "acceptance of the fee schedule as attached hereto, such acceptance is not an employment contract", seconded by K. Krebs. Motion carried.
4. M. Pokrifka stated that it is not a conflict for a Borough Council member to be appointed to the Glen Rock Water & Sewer Authority Board.

Mayor's Report

No report.

Work Supervisor's Report

1. Work Supervisor requested that Council approve the purchase of at least one drum of additive, for the cost of approximately \$1300.00. K. Krebs moved to authorize the Work Supervisor to purchase Not to Exceed two drums of additive, seconded by L. Cadwallader. Motion carried.
2. Work Supervisor informed Council that the 2008 truck needs pump checked: the pump runs the hydraulics for both the bed and salt spreader; this work will need to be completed in Reading, PA. Council approved this work.

3. Work Supervisor also informed Council that regular preventative maintenance, including servicing on hydraulics, needs to be completed on the Front-end Loader. WS estimates the cost at approximately \$600.00. Council approved this work.

Secretary's Report

1. The secretary requested a motion to transfer \$2000.00 from the Rental Fund into the General Fund to receive higher yield of interest. L. Cadwallader moved to authorize the secretary to transfer \$2000.00 from the Rental Fund into the General Fund to receive higher yield of interest, seconded by K. Wells. Motion carried.
2. The secretary requested a motion to adopt Resolution 2010-12, to appoint SF & Co, Inc. as an Independent Auditor to examine the Borough's accounting records for the fiscal year ending December 31, 2010, as required by and in compliance with the Borough Code. L. Cadwallader moved to adopt Resolution 2010-12, to appoint SF & Co, Inc. as an Independent Auditor to examine the Borough's accounting records for the fiscal year ending December 31, 2010, as required by and in compliance with the Borough Code, seconded by K. Wells. Motion carried.
3. Glen Rock Borough received a note of thanks from South Central York County Senior Center for the borough's donation of \$500.00.
4. DEP approved the Borough's Act 101 Recycling Program Performance Grant in the amount of \$2160.00 for 2008 residential and commercial recycling.
5. YCPC will continue to charge for Traffic Engineering Studies. The fee will remain at \$250.00 for a single traffic study.
6. The promotion ceremony for Chief James Boddington will be held on January 5, 2011 at 7 P. M. RSVP's are due by December 22, 2010.
7. The secretary requested a motion to adopt Resolution 2010-13, the appropriations resolution, that unexpected revenue remaining in the 2010 budget be transferred to any and all budget accounts that have over-expended balances. D. Young moved to adopt Resolution 2010-13, the appropriations resolution, that unexpected revenue remaining in the 2010 budget be transferred to any and all budget accounts that have over-expended balances, seconded by L. Cadwallader. Motion carried.
8. The secretary requested a motion to authorize the Finance Committee to close out the 2010 fiscal year. L. Cadwallader moved to authorize the Finance Committee to close out the 2010 fiscal year, seconded by K. Wells. Motion carried.

Police Commission's Report

1. Written reports for October 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 September:
 - a. Glen Rock Borough – 36
 - b. New Freedom Borough – 58

- c. Shrewsbury Borough – 66
- d. Southern School District – 13
- e. Railroad Borough – 8
- f. Other jurisdictions – 10

The specific breakdown for the month of October for Glen Rock Borough's "Calls for Service" includes the following: Citations, 2; written warnings, 3; summary arrests, 1; and criminal arrests, 1. Time analysis for GRB was 177.05 hours.

- 2. Police want to alert residents that a "Grandparents Scam" has been identified in the Southern York County area. The caller asks for money to be wired for a child in trouble.
- 3. Police suggest that residents carry their "Gold Card" in their wallet and not on a key chain.
- 4. Announcement of Promotion for Chief James Boddington.
- 5. L. Cadwallader announced that Southern Regional Police Department may be expanding to include Shrewsbury Township, Loganville, and Stewartstown.
- 6. Southern Regional Police Department has begun work on the PA Law Enforcement Accreditation Program.
- 7. Council discussed "Opting In or out" for services in 2012. Some concerns include bottom line of cost for services and making a decision without knowing the Borough's Budget. W. Cadwallader moved for Glen Rock borough to "opt out" of Southern Regional Police services in 2012, seconded by K. Wells. Motion carried.

Public Safety Report

No report.

Other Comments

- 1. L. Cadwallader announced the following items:
 - A Flower Shop and Antique Store opened next to the GR Mill Inn. Perhaps this new business could be featured in the next newsletter.
 - The GR Mill Inn has been kind enough to lend out the banquet room for the borough's next Business/Downtown Revitalization meeting on January 21, 2011.
 - Glen Rock Church of Christ has once again offered their services to the Borough. If there are elderly residents in need of simple house improvements, they may contact the Church for more information.
- 2. L. Cadwallader provided a newspaper article which discussed "Ad signs planned for Small Athletic Field" and suggested that the Recreation Board consider a similar project.

Special Project's Report

- 1. The Special Projects Committee has not met since the last Council meeting.

2. D. Young announced that the website is live at www.glenrockpa.org. He asked for feedback and will be continuing to fine tune the website.
3. D. Young placed an advertising page for a Junior Council person on the website and asked Council for their support. Council agreed with this addition to the website.

Building/Property's Report

1. GR Water & Sewer Authority has a 2000 Chevy Truck with a utility body, four-wheel drive and tool boxes, and two new all weather tires, for sale. The vehicle has 60,000 miles and costs \$7000.00. Council discussed purchasing the vehicle for use by the Work Supervisor. K. Krebs moved to purchase the truck contingent upon the vehicle passing an independent inspection, which will be paid for by the Borough prior to purchasing the truck, seconded by W. Cadwallader. Motion carried.

Personnel Report

1. Borough employees filled out evaluations and will meet with the Personnel Committee tomorrow to discuss further.

Ordinance/Refuse 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. CGA Law Firm	\$ 1950.00
b. Code Administrators Inc.	\$ 2832.50
c. Core-Design Group, LLC	\$ 1400.00
d. Ford Credit	\$ 15249.63
e. James R. Holley & Associates, Inc.	\$ 4242.50

K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
2. R. Shiles announced that Council needed to adopt the advertised 2011 Budget. K. Wells moved to adopt the 2011 Budget, as advertised, seconded by K. Krebs. Motion carried.

President's Report

1. R. Shiles mentioned that the Personnel Committee is discussing hiring a part-time employee to work four to eight hours a week in the office. He asked that Council consider this matter for further discussion at a later date.
2. Trees for 13 Baltimore Street property may be available through a grant in York County.

3. Although Council previously discussed removing a parking space on Manchester Street, just above the Pleasant Street/Manchester Street intersection, Council never made a final decision. K. Wells move to remove the first parking space beyond Pleasant Street, along Manchester Street, seconded by L. Cadwallader. Motion carried.
4. Due to the Christmas Holiday schedule, both employees unused vacation and/or holidays from 2010. Council discussed and stated that the employees may carry over any unused vacation and/or holidays from 2010, if due to unavoidable circumstances.
5. R. Shiles discussed employees who may need medical insurance in 2011 and will start to research what insurance is available and the cost of the insurance.
6. R. Shiles discussed the Rail Trail License Agreement with the rest of Council. The solicitor will research whether the area is owned by YC Parks and whether it is an easement or right of way. (The Borough pays \$366.00 per year to be able to utilize the space between the Rail Trail and the front of the library).
7. PSAB's Annual Conference is April 11 – 15, 2011. The cost to attend one day is \$100.00.
8. R. Shiles received a letter from Pittsburgh Council regarding "fracking" and discussed this subject with Council.
9. R. Shiles received some information from New Freedom Borough regarding a "Tourist Train" and will be try to research further.

Public Comment

No comments.

K. Wells moved to adjourn the meeting at 10:21 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer