

GLEN ROCK BOROUGH
Borough Council Meeting
February 17, 2010

Present:	Council Members:	Lucy Cadwallader Jane Glatfelter* Kenneth Krebs John Peters Richard Shiles Kathleen Wells Doug Young
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.*
	Secretary:	Ann Merrick
	Visitors:	Nine visitors

The meeting was Called to Order at 7:05 P.M. by Council President R. Shiles, with the pledge to the flag.

Borough Engineer's Report

1. Jineen Boyle is the new DEP contact for the borough's Growing Greener Grant. She has seventeen counties with approximately ninety projects to handle. D. Lipinski met with her to discuss the borough's project. DEP was supposed to forward additional forms to be completed for the project but due to furloughs, that was not accomplished. Jineen has provided the information and forms for D. Lipinski to complete and return to DEP. Jineen indicated that the borough will be approved for their project, but DEP must receive the additional paperwork. She also cautioned that once she processes the information, central office will have to approve it and since their current priority is to work on the economic stimulus projects because of federal deadlines, the Growing Greener Grants are not currently a priority and will be processed after the Federal Stimulus projects. The grant is valid upon full execution of the agreement from September 25, 2009 through September 24, 2012.

*J. Glatfelter arrived for the meeting at 7:07 P. M.

2. D. Lipinski has reviewed the revised plan (4 lot subdivision) and issued a comment letter on February 5, 1020 for the Glen Rock Vista Plan. The York County Planning Commission received the plan approximately the same date that our office did (January 26, 2010), however, the incorrect fees were paid, and therefore, YCPC did not officially accept and login the plan for processing. YCPC did receive the correct

payment on February 16, 2010 and will now review the plan. The plan was not reviewed at the Glen Rock Planning Commission meeting in February due to inclement weather. D. Lipinski is not sure if the YCPC's review will be complete by the GRB's March PC meeting since YCPC typically takes 30 days to review. The engineer stated that Council will have to keep track of the 90 day timeline for the Borough to take action on both plans. The older, 25 lot plan, has to be acted on at the March meeting or another time extension granted. For the current 4 lot plan, the clock starts at the first Borough Planning Commission meeting or 30 days after the official filing of the plan and acceptance by Borough, whichever occurred first. Per discussion with Eric Johnston, the applicant's engineer, he informed the engineer that the 25 lot subdivision plan will officially be withdraw once it appears that the 4 lot subdivision plan will be approved. Once the majority of the comments are addressed, Borough Council, at their discretion, can conditionally approve the plan. This means that the plan is approved once all of the conditions are met. There is a quiet title action that will have to be resolved prior to approval; this action can take several months, and therefore, a conditional approval would probably be appropriate for the 4 lot subdivision plan. I will confirm that Eric Johnston will attend the March Planning Commission meeting and inform the borough of his decision.

3. Holley's office has just become aware of a letter from FEMA, recommending changes to the newly adopted floodplain ordinance. This information is dated after the September 25, 2009 deadline date imposed by FEMA. D. Lipinski will investigate and report back to Council.
4. Council asked D. Lipinski to review the Bridge Inspection Report program and follow up with Council at their March meeting.
5. D. Lipinski will resolve the RFP for School Street wall project at the March meeting.

Agenda

1. Lee Hoffheins – Tax Collector
Mr. Hoffheins presented information discussed at a recent YATB Board of Directors meeting. Information discussed included the topic of weighted votes vs. one equal vote per taxing authority and Mr. Hoffheins asked Council for their opinion, if given a choice. Council would prefer one equal vote per taxing authority.
2. Mickey Sacilotto – Property owner, non-resident
Mr. Sacilotto is the owner of 31/33 Main Street; 31 Main Street is zoned commercial use while 33 Main Street is zoned residential use. Mr. Sacilotto spoke with the Zoning Officer about converting 31 Main Street into residential units and the ZO suggested discussing the project with Council before beginning any projects due to the lack of parking. Mr. Sacilotto is considering four units on the first floor and one unit on the second floor of the 31 Main Street property. Currently there are six units located at the 33 Main Street property and there is parking for three vehicles in front

of 31 Main Street. The rest of his current tenants are using the Municipal Parking lot for parking. Council previously discussed considering Permitted Parking. Council stated they would further discuss, review and evaluate related parking issues and try to follow up by the March Council meeting.

*R. McCullough arrived for the meeting at 7:25 P. M.

3. Kim Kiser – resident of 47 Cottage Avenue
Ms. Kiser is requesting that the escrowed funds for 37 Cottage Avenue be returned to her since she has completed the demolition of her former home located at 37 Cottage Avenue. Borough Secretary confirmed that the BCO has completed inspections for the demolition of this property. J. Peters moved to return the escrowed funds, \$23832.00 for 37 Cottage Avenue to Kim Kiser, seconded by K. Wells. Motion carried. Ms. Kiser also expressed her concerns with extra rodents, cats, and debris still littering the remaining properties. Council acknowledged that decisions need to be made concerning these properties and will discuss later in the meeting.
4. Jon Page – resident of 31 Cottage Avenue
Ms. Page shares similar concerns as Ms. Kiser and hopes Council can expedite decision making process. Ms. Page also asked whether she must pay for refuse invoice for time period beginning with the fire on August 29, 2009 through the current date, since she cannot currently reside at the property. Council asked Borough Secretary to contact hauler and remove these four houses, one permanently/three temporarily from Penn Waste Service beginning with the August 29, 2009 date.
5. Rebecca Zohrbaugh of 24 Valley Street was not in attendance for the meeting. Borough Secretary described her concern of snow that was plowed into her fence, damaging a portion of the fence.

GR Planning Commission's Report

No report.

Approval of Minutes

1. L. Cadwallader moved to approve the January 4, 2010 minutes, seconded by D. Young. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for January 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there was one zoning permit issued; there were no new zoning violations, existing zoning violations, or abated zoning violations; there were three

existing property maintenance issues and two requests for determinations/questions. CAI completed twenty-one Rental inspections.

2. Kevin Hertzog, the borough's BCO, attended tonight's meeting. He recommended to Council that the property at 35 Cottage Avenue be demolished. He stated it is an unsafe structure, as per both UCC and Fire Safety standards. Also, someone repeatedly took down the boards which were used to secure the property. Mr. Hertzog's recommendation is to mail a letter to the property owner indicating that the borough will begin the demolition process within ten days, if the property owner does not secure her own Building Permit to demolish the property. The solicitor indicated at this point that the Borough's Nuisance Ordinance states twenty days notice must be given, but added that the UCC might be more restrictive than the Borough's Nuisance Ordinance.

L. Cadwallader moved to authorize the Borough Solicitor to issue one final letter indicating that the Borough would begin the process to demolish the property within ten days, if the home owner did not apply for her own Building Permit to demolish her property, seconded by K. Krebs. Motion carried.

J. Peters moved to authorize the Borough Engineer to contact Fitz & Smith and Bernard Anthony to discuss the Borough's position for possibly demolishing 35 Cottage Avenue, seconded by L. Cadwallader. Motion carried.

The owner of 33 Cottage Avenue indicated her verbal intention to re-build 33 Cottage Avenue. Kevin Hertzog will issue an NOV to the owner of 33 Cottage Avenue, giving her a final thirty days to apply for a Building Permit to repair damages at 33 Cottage Avenue.

D. Young moved to authorize the solicitor to file a municipal lien for any outstanding fees related to the demolition of 35 Cottage Avenue, including the Borough's invoice for securing the property, the cost of demolition plus ten percent, minus current escrowed funds, seconded by L. Cadwallader. Motion carried.

Kevin Hertzog also recommended having the solicitor and himself present at the property if/when 35 Cottage Avenue is demolished by the Borough. J. Peters moved for the solicitor and the BCO to be present for the demolition of 35 Cottage Avenue by the Borough, seconded by L. Cadwallader. Motion carried.

*D. Lipinski and K. Hertzog left the meeting at 8:15 P. M.

Solicitor's Report

1. M. Pokrifka prepared Resolution 2010 – 2, to adopt the Southern York County regional comprehensive plan, final draft 2009, together with the addendum/errata sheet dated December, 2009. As Council discussed, Secretary mentioned that an updated version with new dates was to be adopted as per an email from YCPC. The solicitor was not aware of a different version. J. Peters moved for Council to adopt

Resolution 2010 – 2, as long as there are no significant changes upon further review and authorized the solicitor to contact YCPC about possible changes, seconded by L. Cadwallader. Motion carried.

2. M. Pokrifka received the Preliminary Draft of the Codification of Ordinances and suggested she could begin to review the document. R. Shiles asked Council to begin reviewing and stated that he would assign chapters to each Council member.

Mayor's Report

1. The Mayor reported how the three arson fires in the borough will impact the Southern Regional Police budget. Southern Regional Police and the State Fire Marshall are continuing to investigate.

Work Supervisor's Report

1. WS reported that he has used excessive materials to treat road surfaces this winter.
2. The tractor attached snow blower was damaged during the back to back snow storms and needed to be replaced. In addition to the new snow blower, the WS ordered a handle and valve to attach to the snow blower.
3. The snow foil is damaged on the 2008 truck and will need to be replaced at a later date.
4. One of the part-time employees was run off the road by another driver. He hit the curb with his truck and blew out a tire and damaged the rim. The tire and rim have been replaced.
5. The WS worked on President's Day and asked if he could have another holiday sometime in the summer. L. Cadwallader moved for the WS to receive an extra vacation day in lieu of President's Day holiday, to be taken at a later time, seconded by J. Peters. Motion carried.

Secretary's Report

1. The secretary asked council if they wanted to waive their right to compensation, for budgetary reasons. As set per Ordinance, each council member could receive a monthly paycheck of \$50.00. L. Cadwallader moved for Council to waive their right to compensation, seconded by J. Glatfelter. Motion unanimously carried. The secretary asked the solicitor to prepare a resolution for this action, to be signed at the March meeting.
2. As set per Ordinance, the Mayor can also receive a monthly paycheck of \$50.00 for his duties. R. McCullough needs to indicate whether he is willing to waive this right. R. McCullough agreed to waive his right to compensation for 2010. L. Cadwallader moved for the solicitor to prepare a Resolution for adoption at the March meeting, for the Mayor to waive his right to compensation for 2010, seconded by J. Peters. Motion carried.

3. The secretary requested submissions for the next Borough Newsletter by March 3, 2010.
4. Council needs to appoint a Representative and an alternate to the Act 32 York County Tax Collection Committee. J. Peters moved to appoint Lee Hoffheins as the Borough's Representative and Richard Shiles as the alternate for the Act 32 York County Tax Collection Committee, seconded by L. Cadwallader. Motion carried.
5. The secretary explained the importance of having the appointed Borough Council member attend the quarterly York Adams Tax Bureau Board Meetings is that Borough Council would have been informed that a unanimous decision was made at the October 2009 meeting to charge each member a 2% distribution fee every time funds are distributed to members, with the first distribution in Jan 2010. This change does impact the Borough's budget.
6. The secretary will pass out Statements of Financial Interest and the forms must be returned no later than May 1, 2010.
7. The secretary requested a motion for Council to approve the 2009 DCED Audit completed by SF & Co. L. Cadwallader moved to approve the 2009 DCED Audit completed by SF & Co, seconded by K. Krebs. Motion carried.
8. The secretary requested a motion to advertise "Notice of Audit" for year ending December 31, 2009. K. Wells moved to advertise "Notice of Audit" for year ending December 31, 2009, seconded by L. Cadwallader. Motion carried.
9. The secretary provided Council with a breakdown of expenses which occurred during the record back to back snowfalls earlier this month: **Equipment repairs, \$600.00; payroll, \$6,600.00; road salt, \$6463.00; anti-skid, \$575.00; and cost to haul snow, \$3,600.00.**
10. The secretary provided an update on the status of the Borough's CDBG Project.
11. The secretary requested a motion for Council to consent to NFB Council to appoint an alternate member to Police Commission during Ed Tinder's recovery. D. Young moved to consent to NFB Council to appoint an alternate member to Police Commission during Ed Tinder's recovery, seconded by K. Krebs. Motion carried.
12. The secretary requests permission to participate in the York County Municipal Administrator's Association. The meetings are once a month at various sites around York County and the cost to join is \$25.00. J. Peters moved to grant permission to the secretary to participate in the York County Municipal Administrator's Association, seconded by L. Cadwallader. Motion carried.
13. The secretary asked if any Council members completed their York County Rail Trail Plan survey. R. Shiles will complete the survey for the secretary to submit.
14. The secretary requested a motion to maintain funds in a one month CD, which matures on February 24, 2010. L. Cadwallader moved to maintain funds in a one month CD, which matures on February 24, 2010, seconded by K. Krebs. Motion carried.

15. The secretary requested a motion to transfer General Reserve Funds from the seven month CD to one month CD, when seven month CD matures on February 24, 2010. L. Cadwallader moved to transfer General Reserve Funds from the seven month CD to one month CD, when seven month CD matures on February 24, 2010, seconded by D. Young. Motion carried.
16. K. Krebs inquired whether the Borough was ready to donate funds to the GR Recreation Board this month. The secretary asked to wait one more month, due to excessive expenses and limited income during the first quarter of the year. K. Krebs indicated he would inform the GR Recreation Board.
17. The secretary will provide an update to Council regarding the turkey vultures at the March meeting.

Personnel Report

1. The Personnel Committee meeting previously scheduled for February 16 was cancelled and will be rescheduled at another time.

Ordinance/Refuse Report

1. The committee will meet on March 18 to discuss new ordinances and making changes to conflicting information in current ordinances.

Building/Property's Report

No report.

Special Project's Report

1. Committee will choose a date for the borough's Spring Cleanup.
2. The committee is interested in sponsoring a game for the GR Street Fair or possibly sponsoring a 5K Run/Walk event prior to the GR Street Fair.
3. The committee discussed the DCNR Grant Application process.
4. The committee is currently researching the costs for developing and implementing a Borough website.

Police Commission's Report

1. Written report for November and December, 2009 is available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality:

November

- a. Glen Rock Borough – 43
- b. New Freedom Borough – 89
- c. Shrewsbury Borough – 101
- d. Southern School District – 09

December

- a. Glen Rock Borough – 46
- b. New Freedom Borough – 89
- c. Shrewsbury Borough – 96
- d. Southern School District – 14

- e. Railroad Borough – 6
- f. Other jurisdictions – 16

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The specific breakdown for Glen Rock Borough’s “Calls for Service” for November includes the following: Citations, 5; written warnings, 1; summary arrests, 0; and criminal arrests, 1. The specific breakdown for Glen Rock Borough’s “Calls for Service” for December includes the following: Citations, 1; written warnings, 1; summary arrests, 2; and criminal arrests, 1.

- 2. Mayor Reedy passed away earlier in the year.
- 3. Mayor R. McCullough suggested that more information about calls for service is available on the SRPC Website.

Public Safety

- 1. J. Peters asked for an update on the Valley Street Bridge. WS stated that YC is responsible for making repairs to this bridge. YC has a maintenance list for all of their bridges and the Valley Street Bridge is on the list but no specific information is currently available.
- 2. J. Peters moved to write a thank you note from Council to Judge Reamer for his time and attendance to Swear in Council members prior to the January 4, 2010 Re-organizational meeting, seconded by D. Young. Motion carried.
- 3. Buck Buchanan is available to attend Council’s March meeting to discuss the Police Budget. Council suggested scheduling him to attend the next Work Session meeting on April 13, 2010.
- 4. The Emergency Management Coordinator, J. Peters, declared a Snow Emergency for the Snow Storm on February 5 – 7 and February 9 – 11, 2010.
- 5. The report for FEMA Snow Emergency funds needs to be completed by February 18, 2010.
- 6. WS has requested an Ordinance specific to snow emergencies and adopting snow emergency routes.
- 7. WS has asked for vehicles to be cleaned off and moved so Borough employees can adequately clean streets.

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	\$ 1168.00
b. Code Administrators Inc.	2037.25
c. Douglas Equipment & Supply Co.	4277.03
d. Finch Services, Inc.	3616.00
e. James R. Holley & Associates, Inc.	3422.00
f. Keystate Publishers, Inc.	1526.54

- g. Service Tire Truck Centers 527.80
L. Cadwallader moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by J. Peters. Motion carried.

President's Report

1. R. Shiles discussed the monthly cost of having CAI and the Borough Engineer attend every Council meeting. Council decided to try having CAI and the engineer attend alternating meetings.

Public Comment

No comments.

J. Peters moved to adjourn the meeting at 9:50 P. M., seconded by L. Cadwallader. Motion carried.

Summary of Motions

1. J. Peters moved to return the escrowed funds, \$23832.00 for 37 Cottage Avenue to Kim Kiser, seconded by K. Wells. Motion carried.
2. L. Cadwallader moved to approve the January 4, 2010 minutes, seconded by D. Young. Motion carried.
3. L. Cadwallader moved to authorize the Borough Solicitor to issue one final letter indicating that the Borough would begin the process to demolish the property within ten days, if the home owner did not apply for her own Building Permit to demolish her property, seconded by K. Krebs. Motion carried.
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7. J. Peters moved for Council to adopt Resolution 2010 – 2, as long as there are no significant changes upon further review and authorized the solicitor to contact YCPC about possible changes, seconded by L. Cadwallader. Motion carried.

8. L. Cadwallader moved for Council to waive their right to compensation, seconded by J. Glatfelter. Motion unanimously carried.
9. L. Cadwallader moved for the solicitor to prepare a Resolution for adoption at the March meeting, for the Mayor to waive his right to compensation for 2010, seconded by J. Peters. Motion carried.
10. J. Peters moved to appoint Lee Hoffheins as the Borough's Representative and Richard Shiles as the alternate for the Act 32 York County Tax Collection Committee, seconded by L. Cadwallader. Motion carried.
11. L. Cadwallader moved to approve the 2009 DCED Audit completed by SF & Co, seconded by K. Krebs. Motion carried.
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f. Keystate Publishers, Inc.	1526.54
g. Service Tire Truck Centers	527.80

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

19. J. Peters moved to adjourn the meeting at 9:50 P. M., seconded by L. Cadwallader.
Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer