

GLEN ROCK BOROUGH
Borough Council Meeting
July 21, 2010

Present:	Council Members:	Warren Cadwallader Jane Glatfelter Kenneth Krebs Richard Shiles Kathleen Wells Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Nine visitors

The Public Meeting for the CDBG Grant Project, #45531639, Demolition of 13/17 Baltimore Street convened at 6:30 P. M. prior to the Council Meeting. Michael Miller and Ryan Mattie, JMT, presented the project information to residents and Council members in attendance. Joiann Galiano, Projects Coordinator for the York County Planning Commission was also present. M. Miller highlighted that stabilization of the wall is included in the project, with JMT's structural engineer determining final stability. The demolition project also includes restoring the site with topsoil and grass seeding. A Project Schedule was previously provided to Council: bid opening is scheduled for July 29, 2010. JMT will review bids, check references and make a recommendation to Council by August 6, so that Council can Award the bid during their August 18 meeting. During the demolition, traffic on Baltimore Street will be single lane, and "No Parking" signs will be posted in both the front and rear of the property. The projected start date is September 6 and the closeout date is May 15, 2011.

Council discussed use of the property once the demolition is complete. J. Galiano indicated that the Borough Council must submit, in writing, their proposed plans for the property to YCPC, for approval prior to starting any projects. If the Borough's proposal meets CDBG guidelines, Council may then apply for more CDBG grant funds to reuse the property or may use their own funds to reuse the property as proposed. If the Borough's proposal does not meet CDBG guidelines, Glen Rock Borough will have to wait five years before beginning their project. If the Borough started their project sooner than the five years, the Borough would have to pay back all CDBG funds received for the demolition project.

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

Announcements/Vacancies

1. Council President R. Shiles announced that Council accepted the resignation of Councilman John Peters during their June 16 meeting. Council had thirty days to appoint a Borough resident into the Council vacancy. With the thirtieth day being July 15, Council received two letters of interest and appointed Warren Cadwallader to Council during their July 13 Work Session meeting.
2. The following committees/organizations have one vacancy each:
 - a. Glen Rock Planning Commission, and
 - b. Southern Regional Planning Commission.Interested Borough residents should submit their letters of interest to the Borough Office.

Borough Engineer's Report

1. D. Lipinski noted again, that it is too late for Council to consider possible street work projects for 2010 and reminded Council to develop a list of possible street work projects now for 2011. He also stated that as the Borough begins working on the Growing Greener Grant, if streets need repairs, the Borough may use Liquid Fuel Funds for these street repairs.
2. Jineen Boyle reviewed the Growing Greener Grant application and suggested making changes, to not include as much detail and to shorten the tasks and deliverables. However, Rick DeVore stated he wanted more detail. Jineen recommended that the engineer change the application per her instructions, however, she also recommended saving the previous detailed version of the application just in case central office needs more detail. As of today, the engineer has not heard from Jineen or Central Office.
3. D. Lipinski reminded Council granted that the six month deadline for the conditional approval for the Glen Rock Vista Plan is the October 20, 2010 Council meeting.
4. D. Lipinski delivered revised copies of the Borough Street Map last month. He asked for any corrections or modifications, so he can revise the plan accordingly.
5. D. Lipinski reminded Council that they conditionally approved the J. Litz Land Development Plan at the June Council meeting. If all the conditions have been met, Council can sign the plan tonight and D. Lipinski will have the plan recorded. The engineer discussed how the plan is dated by Council. The solicitor stated that the plans should be dated using the date the plan was conditionally approved. All the conditions have been met, so Council signed the plans and the engineer will now record the plans.
6. Council notified the engineer that there is another sink hole developing at the bottom of Church Street and asked him to investigate and provide possible repair solutions at the next Council meeting.

7. Council announced to the engineer that they received a DEP Section 319 Grant. The grant was written using a Design – Build process and asked the engineer if Holley & Associates would be interested in providing the engineering for this project, in this type of capacity. D. Lipinski stated he thought that Holley & Associates would be interested. Council asked whether the engineer had ever heard of no salting or cindering of a porous surface. D. Lipinski stated he had not ever heard of these kinds of restrictions when working with a porous surface and would investigate further. A porous surface is a rough looking but plowable surface. At this point the Borough has not yet received a signed copy of the Agreement back from DEP, so council did not provide any specifics to the project.

* D. Lipinski left the meeting at 7:25 P. M.

Persons on Agenda

1. Sue Good, Judy Flemmens, and John Hufnagel: GR Recreation Board and Jeff Heyne and Kim McCullough: GR Athletic Association presented information to Council for replacing the fences at the GR park baseball field, for an estimated cost of \$30,000.00.
Borough Council told the presenters that this project must be advertised to be bid by interested contractors. The Recreation Board representatives stated they were not aware of this Borough guideline. The representatives asked when the Recreation Board would be receiving the Recreation Fees from the Field of Broad Springs development in lieu of land. Council explained that there are specific rules for how the fees are spent. The fees may not be spent on general repairs but actually on a new park. Council suggested that the Recreation Board consider looking for grants or provide project proposals prior to needing actual replacement to help Council budget for projects. The representatives listed the following projects for Council to consider currently: replacing the fence at the baseball field, paving the parking lot, replacing the fencing around the tennis and basketball courts, replacing or installing perimeter posts around the park, and replacing the large playground equipment. The representatives again, asked that all of the Cable Franchise Fees be given to the Recreation Board, to use for expenses and projects at the park. Council suggested that the representatives attend the Finance Committee meeting scheduled for August 17, 2010 at 7:30pm at the Borough Office. Council thanked the representatives for their numerous years of service on the Recreation Board.

GR Planning Commission's Report

No report.

Approval of Minutes

1. Council discussed a minor error in the June 16 Minutes: under the Engineer's Report, #6, the word SALDO is to be crossed out and the words Zoning Ordinance inserted. K. Wells moved to approve the June 16, 2010 minutes to include the minor change of crossing out SALDO and inserting Zoning Ordinance, seconded by D. Young. Motion carried.
2. D. Young moved to approve the April 13 Work Session minutes, seconded by K. Krebs. Motion carried.
3. D. Young moved to approve the July 13 Work Session minutes, seconded by K. Wells. Motion carried.
4. D. Young moved to approve the June 24 Special Meeting minutes, seconded by K. Wells. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for June 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were six zoning permits issued; there were no new, existing or abated zoning violations; there were two existing property maintenance issues and five requests for determinations/questions. CAI completed nine Rental inspections.
2. Council asked for an update on the 205 – 213 Hill Street property. Although residents indicated that they saw earth moving, the Work supervisor investigated and saw no outside evidence of a violation. However, if the property is a commercial property, then a Commercial Building Permit is required for upgrades inside the property. The secretary will contact CAI about this possible violation.

Solicitor's Report

1. The solicitor discussed the escrowed funds which were held by the Borough for demolition of 33 Cottage Avenue. M. Pokrifka has confirmed that the escrowed funds must be refunded back to the named insured for the property. D. Young moved to verify the named insured as Ellen Stewart for 33 Cottage Avenue and release the escrowed funds of \$16000.00 to the named insured, seconded by K. Krebs. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

No report.

Solicitor's Report continued

2. Council discussed posting Speed Limit signs on the unadopted portion of Glen Avenue. Solicitor said that Council may request that the developer pay for the required signs. The development should be dedicated within the next year. All streets in the Borough are posted for 25 mph. The Borough may need to have a traffic study prior to placement of the signs. Solicitor will continue to investigate.

Secretary's Report

1. The Borough's MMO for Glen Rock's Pension Plan for 2011 is \$7112.00. 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 \$7112.00 for 2011. K. Krebs moved to meet the Borough's MMO (Minimum Municipal Obligation) of \$7112.00 for 2011, seconded by K. Wells. 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 \$8020.32. 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 \$8020.32, seconded by K. Krebs. Motion carried.
3. The Borough has received our new Municipal Winter Agreement from Penn Dot, which is a five year plan for snow plowing. The plan includes an increase compared to the previous agreement. Motion is needed to authorize the Council President to sign the five year Winter Agreement on behalf of Glen Rock Borough and execute the Municipal Five Year Agreement between Glen Rock Borough and PA Dept. of Transportation. D. Young moved to authorize the Council President to sign the five year Winter Agreement on behalf of Glen Rock Borough and execute the Municipal Five Year Agreement between Glen Rock Borough and PA Dept. of Transportation, seconded by K. Krebs. Motion carried.
4. The secretary requested a motion to maintain funds in a one month CD, which matures on July 24, 2010, with a current interest rate of .5%. K. Krebs moved to maintain funds in a one month CD, which matures on July 24, 2010, with a current interest rate of .5%, seconded by W. Cadwallader. Motion carried.
5. The secretary provided a brief School Street Wall project update. Mitch Weaver, Core Designs, indicated that the boring results are being analyzed to determine the best anchorage method and layout.

Special Project's Report

1. R. Shiles spoke with YC Economic Development Corp and plans to meet with Pam Shellenberger and Kenetha Hansen to discuss possible eligible programs for the Borough to develop its Business district.

2. R. Shiles will be meeting with a representative on Friday, July 23, 2010 to discuss possible Halothane Lighting for the Municipal Parking Lot.
3. R. Shiles will be meeting with Eric Jordan, YCCD, on Tuesday, July 27, 2010 to discuss what methods are allowable for cleaning and maintaining the stream banks in Glen Rock Borough.
4. Discussed starting a Business Association in Glen Rock. Several business owners are receptive.
5. D. Young has been compiling data for the Borough's Website.
6. D. Young is still trying to have the street light on the Oakworks Building turned on.
7. Several Council members must complete their NIMS training.
8. The next Special Projects meeting has been moved to August 10, 2010 at 7pm.

Ordinance/Refuse Report

1. This committee would like to meet with each Council member to discuss Codification reviews. The solicitor stated that if new information is being discussed, then the meetings must be advertised.
2. Council President, R. Shiles, appointed W. Cadwallader to the Ordinance/Refuse Committee and the Special Projects Committee.
3. The committee asked whether the Getty's hand written signs are in violation of any borough ordinance. Council discussed and decided the signs are a violation of the Zoning Ordinance.
4. A council member asked whether a driveway permit had been secured for a driveway from Glen Avenue to Junior Street. No permits have been applied for said driveway.

Personnel Report

1. The meeting scheduled for June 17, 2010 was postponed. The Committee decided tonight to re-schedule for Wednesday, July 28, 2010 at 7:30 P. M. at R. Shiles house.

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. CGA Law Firm	\$ 1661.33
b. Code Administrators Inc.	878.75
c. James R. Holley & Associates, Inc.	3621.15

d. Daniel B. Krieg, Inc.

930.65

K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by J. Glatfelter. Motion carried.

2. R. Shiles requested that Council consider making a motion to pay the following donations, as budgeted, to Borough Organizations: \$6000.00 to the GR Hose & Ladder; \$4000.00 to the Glen Rock EMS, Inc. (formerly Glen Rock Ambulance Club); \$500.00 to the Senior Center; and \$1500.00 to the Hufnagel Public Library. K. Krebs moved to pay the following donations, as budgeted, to Borough Organizations: \$6000.00 to the GR Hose & Ladder; \$4000.00 to the Glen Rock EMS, Inc. (formerly Glen Rock Ambulance Club); \$500.00 to the Senior Center; and \$1500.00 to the Hufnagel Public Library, seconded by K. Wells. Motion carried.

Police Commission's Report

1. New Freedom Borough appointed alternates, Mr. Ken Connelly and Mr. Brady Terrell to replace Mr. Ed Tinder for the next Police Commission meeting, in the event that Mr. Tinder is unavailable to attend. This information was submitted in writing to participating Borough's in accordance with all agreements. D. Young moved to accept New Freedom Borough appointed alternates, Mr. Ken Connelly and Mr. Brady Terrell to replace Mr. Ed Tinder for the next Police Commission meeting, seconded by K. Krebs. Motion carried.
2. Glen Rock Borough needs to investigate who may be appointed as their alternate and report to Council during next month's meeting.

Public Safety Report

1. The procedure for managing abandoned vehicles in the Borough is to notify L. Cadwallader of the make, model, and description of the vehicle. She will then contact the Borough Office who will then notify Southern Regional Police.

President's Report

1. R. Shiles announced that the borough received a donation for snow plowing from Shrewsbury Township resident, David Seitz.

Public Comment

No comments.

K. Wells moved to adjourn the meeting at 9:25 P. M., seconded by K. Krebs. Motion carried.

Summary of Motions

1. K. Wells moved to approve the June 16, 2010 minutes to include the minor change of crossing out SALDO and inserting Zoning Ordinance, seconded by D. Young. Motion carried.
2. D. Young moved to approve the April 13 Work Session minutes, seconded by K. Krebs. Motion carried.
3. D. Young moved to approve the July 13 Work Session minutes, seconded by K. Wells. Motion carried.
4. D. Young moved to approve the June 24 Special Meeting minutes, seconded by K. Wells. Motion carried.
5. D. Young moved to verify the named insured as Ellen Stewart for 33 Cottage Avenue and release the escrowed funds of \$16000.00 to the named insured, seconded by K. Krebs. Motion carried.
6. K. Krebs moved to meet the Borough's MMO (Minimum Municipal Obligation) of \$7112.00 for 2011, seconded by K. Wells. Motion carried.
7. 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 \$8020.32, seconded by K. Krebs. Motion carried.
8. D. Young moved to authorize the Council President to sign the five year Winter Agreement on behalf of Glen Rock Borough and execute the Municipal Five Year Agreement between Glen Rock Borough and PA Dept. of Transportation, seconded by K. Krebs. Motion carried.
9. K. Krebs moved to maintain funds in a one month CD, which matures on July 24, 2010, with a current interest rate of .5%, seconded by W. Cadwallader. Motion carried.
10. 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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K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by J. Glatfelter. Motion carried.
11. K. Krebs moved to pay the following donations, as budgeted, to Borough Organizations: \$6000.00 to the GR Hose & Ladder; \$4000.00 to the Glen Rock EMS, Inc. (formerly Glen Rock Ambulance Club); \$500.00 to the Senior Center; and \$1500.00 to the Hufnagel Public Library, seconded by K. Wells. Motion carried.
12. D. Young moved to accept New Freedom Borough appointed alternates, Mr. Ken Connelly and Mr. Brady Terrell to replace Mr. Ed Tinder for the next Police Commission meeting, seconded by K. Krebs. Motion carried.

13. K. Wells moved to adjourn the meeting at 9:25 P. M., seconded by K. Krebs. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer