

GLEN ROCK BOROUGH
Borough Council Meeting
June 16, 2010

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

The meeting was Called to Order at 7:02P.M. by Council President R. Shiles, with the pledge to the flag.

Announcements/Vacancies

1. Council President R. Shiles announced that Council might go to Executive Session later in the meeting to discuss pending litigation.
2. Council President R. Shiles announced the resignation of Councilman, John Peters effective immediately, from both Glen Rock Council and the Southern Police Commission. L. Cadwallader moved to accept the resignations of J. Peters as of June 16, 2010, from Council and the Southern Police Commission, seconded by D. Young. Motion carried.
3. Council President R. Shiles announced the resignation of Adam Rettig from the Glen Rock Planning Commission, with a term that expires November 3, 2010. L. Cadwallader moved to accept the resignation of Adam Rettig from the Glen Rock Planning Commission, with a term expiration of November 3, 2010, seconded by K. Krebs. Motion carried.

The Borough Solicitor will research the requirements for filing these vacancies and provide the information to Council, later during this meeting.

GR Planning Commission's Report

No report.

**Since Jerome Litz was not currently present for the meeting, "Person's on the Agenda" was skipped, and the engineer was asked to provide his report.*

Borough Engineer's Report

1. D. Lipinski noted that it is too late for Council to consider possible street work projects for 2010 and suggested thinking about what street work projects they would like to consider for 2011.
2. The Growing Greener Grant application has been submitted to Jineen Boyle. Once she gives final consent, D. Lipinski will submit the application to central office for processing. The engineer anticipates being able to complete the video inspection this fall, complete design work and bidding during winter months and complete the storm sewer repairs during the summer of 2011.
3. D. Lipinski confirmed that Council granted conditional approval with a six month deadline for the Glen Rock Vista Plan during their April 21, 2010 Council meeting, so all conditions must be met by the October 20, 2010 Council meeting.
4. D. Lipinski provided six revised full size drawings of the Borough Street Map, for Council to continue to review. Revisions completed at this time include the name change for Lester Court, West Court added to the map, and the Shrewsbury Township Street (Wren) near the Third Annexation was removed. Council discussed the procedure for adopting new roads in the Borough. D. Lipinski stated that the Borough would incur significant expense for the approval of unadopted roads since the Borough does not currently have their own construction material specs for roads. The engineer uses Standard Engineering Practices, which are minimal standards, enabling the Borough to use their Liquid Fuel Funds for street projects. The Borough could use the Standard Engineering Practices, as a guideline, to develop their own requirements.
5. The Cottage Avenue demolition is complete and the disturbed area has been graded and seeded. The Borough Office received a phone call from Hillside Financial; they gave their property at 33 Cottage Avenue, to Jon Page, the owner of 31 Cottage Avenue.

* J. Glatfelter arrived for the meeting at 7:25 P. M.

6. D. Lipinski reminded Council that they should act on the Land Development Plan submitted by Jerome Litz during tonight's meeting. Council discussed the definitions of single family, multi-dwelling, and two-family dwellings, as outlined in the Borough's **SALDO Zoning Ordinance**.

Persons on Agenda

1. Jerome Litz – owns and resides at 106 Terrace Heights: Present Land Development Plan
Mr. Litz presented his Land Development Plan for 107, 115 & 117 Church Street to Council. He asked for Council to approve his plan as presented and to waive all

engineering fees associated with the review of his plan. Council discussed possible conditional approval of the plan.

** Council recessed to Executive Session at 8:02 P. M. to discuss pending litigation.

**The council meeting resumed at 8:19 P. M.

For Jerome Litz's Land Development Plan, R. Shiles moved to waive the requirement of repairing the curb and sidewalk and conditionally approved the Land Development Plan for 107, 115, and 117 Church Street, contingent upon the removal of Cedar Alley from the plans, as a Public Alley, and payment of all fees, with both conditions to be met within sixty days, seconded by K. Krebs. Motion unanimously carried.

Secretary's Report

1. The secretary requested that the engineer be present while Council discussed the CDBG project, 13/17 Baltimore Street demolition. The secretary provided an updated project schedule from JMT for the project. An item of concern was the note that the site can only be backfilled and seeded. No other plantings or other improvements can be done for five years following the demolition. Council questioned this notation, but no one from JMT was present to answer the question. The solicitor is not familiar with the format used to prepare the bid documents by JMT. Council also discussed the disconnection of Water and Sewer at the sidewalk versus disconnecting at the main which is located on the opposite side of Baltimore Street (the creek side of the street).The Borough Engineer reminded Council that it is important to act on the contract to demolish the building. L. Cadwallader moved to execute the contract between Glen Rock Borough and JMT for the CDBG Project #45531639, Demolition of 13/17 Baltimore Street, seconded by K. Krebs. Motion carried.

*D. Lipinski left the meeting at 8:40 P. M.

Approval of Minutes

1. L. Cadwallader moved to approve the May 19, 2010 minutes, seconded by K. Krebs. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for May 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, existing or

abated zoning violations; there are two existing property maintenance issues and eight requests for determinations/questions. CAI completed one Rental inspection.

2. Secretary will be meeting with the solicitor to discuss content of letter to CAI.

Solicitor's Report

1. M. Pokrifka reminded Council that final drafts of Ordinance 465 (2010 – 1) and Resolution 2010 – 8, relating to snow activity, were previously provided but not adopted.
2. M. Pokrifka filed the Municipal Lien for 35 Cottage Avenue in April, 2010.
3. M. Pokrifka mailed a letter to Penn Waste with regard to the Borough's intentions for extending their contract for two more years. She will insure that the letter was received.
4. M. Pokrifka discussed her concerns with the JMT Service Contract for the demolition project. She suggested that Council consider the additional costs the Borough pays when asking for assistance from the Borough Engineer, who is not providing engineering services as a part of separate grant projects.

Mayor's Report

No report.

Work Supervisor's Report

No report.

*Work Supervisor is accomplishing tasks with extra summer help.

Solicitor's Report continued

5. The solicitor provided a copy of Resolution 2010 – 7, which was adopted at the April, 2010 meeting.
6. M. Pokrifka provided an update from her discussion with Mike Craley, attorney for the GR Water & Sewer Authorities. The GR Water & Sewer Authorities are in compliance with their licenses. Currently employee Duane Waltemire holds the Sewer License and Director Dale Getz holds both the Water and Sewer Licenses.
7. The Solicitor provided an update on filling the Council vacancy. Glen Rock Borough Council has thirty days from accepting the resignation, to fill the vacancy. If the vacancy is not filled, then the Vacancy Board has an additional fifteen days to make a recommendation to Council.

Secretary's Report continued

2. Council discussed filling the Council vacancy during their July 13 Work Session meeting and re-affirming the motion during their regular Council meeting on July 21, 2010.
3. The secretary requested a motion to advertise for the Public Meeting to discuss the CDBG Project #45531639, Demolition of 13/17 Baltimore Street. D. Young moved to advertise the 6:30 P. M. Public Meeting to discuss the CDBG Project #45531639, Demolition of 13/17 Baltimore Street, seconded by K. Krebs. Motion carried.
4. The secretary updated Council that t Penn DOT will be paying Glen Rock Borough an additional \$2032.94 for reimbursement of costs related to the 2009 – 2010 snow season snow removal.
5. The GR Recreation Board provided the following information and asked for Council's approval regarding the 2010 Summer Playground Program: Director Rebecca Rohrbaugh, \$14.00/hour; Assistants Kate Jones, Caitlyn Eckersley, Adam Bocek, Steven Lutz, and Krystal Steenwyk: \$9.00/hour and Assistants Breanne Chandler and Spencer Wetzel, \$8.50/hour. The Playground Program will begin July 6 through July 29, every Tuesday, Wednesday, and Thursday from 9:30am – noon at the Glen Rock Park. The program is free to children who reside in the 17327 zip code who have pre-registered. K. Krebs moved to hire Director Rebecca Rohrbaugh for \$14.00/hour, Assistants Kate Jones, Caitlyn Eckersley, Adam Bocek, Steven Lutz, and Krystal Steenwyk for \$9.00/hour and Assistants Breanne Chandler and Spencer Wetzel for \$8.50/hour, seconded by K. Wells. Motion carried.
6. The secretary requested a motion to authorize Glen Rock Hose & Ladder Fire Police to assist the Jefferson Volunteer Fire Company for the Jefferson Carnival July 12 – 17, 2010. L. Cadwallader moved to authorize Glen Rock Hose & Ladder Fire Police to assist the Jefferson Volunteer Fire Company for the Jefferson Carnival July 12 – 17, 2010, seconded by K. Wells. Motion carried.
7. The secretary discussed with Council which were the best days to close School Street to have three borings completed, one hour for each boring. Council decided the best days were Wednesday or Thursday. Secretary will schedule with Mitch Weaver.
8. The Borough received a request from GR Water & Sewer Authority, asking for support for their H2O Grant. L. Cadwallader and R. Shiles will write letters of support, as well as the Mayor. This grant would help to reduce the cost of the Chesapeake Bay upgrade project.
9. The secretary requested a motion to maintain funds in a one month CD, which matures on June 24, 2010, with a current interest rate of .5%. L. Cadwallader moved to maintain funds in a one month CD, which matures on June 24, 2010, with a current interest rate of .5%, seconded by K. Krebs. Motion carried.

10. D. Young asked for an update regarding the funds for 33 Cottage Avenue. The Borough has not received a written request for return of the funds. The solicitor will investigate the time line for keeping/returning the funds.

Building/Property's Report

1. Volunteers are still willing to help paint the Borough Maintenance Building; this project needs to be scheduled.

Personnel Report

1. The meeting which was scheduled for June 17, 2010 was cancelled and re-scheduled for June 30, 2010 at 7:30 P. M.

Special Project's Report

1. L. Cadwallader has verified with WAY, that the Borough may continue the Stream Cleanup Day in upcoming years. (The original contract, written for a three year period, expired).
2. The final work plan for the Municipal Parking Lot grant has been accepted by DEP. The grant will be packaged with other grants and forwarded to the EPA.
3. D. Young has completed the design concept for the homepage of the website. He also acquired graphics for the web page as well as assistance from Roger Butz.
4. The effort to reinstitute the Beautification Committee is ongoing. The Special Projects Committee is building a continuity book, which will include guidance in the way of a charter or goals for their operation. A partial list of tasks includes responsibility for the banners and planters, manage the Spring Stream cleanup, operate a certificate of recognition program for those who make significant improvements to their homes/landscaping, maintain a list of volunteers that could help the elderly or disabled to improve their properties, and provide quarterly updates to Council. If anyone has additional ideas, please forward them to D. Young.
5. D. Young provided a handout with information about a junior council person program, as a possible way to encourage the younger generation to get involved with Local Government.
6. The Special Projects Committee discussed the revitalization of Glen Rock. The next step will be to contact the York County Economic Development Corporation.
7. J. Peters has completed all required NIMS Training. K. Wells has completed one training and J. Glatfelter has to complete both training sessions.
8. In an effort to increase illumination around the new mural on the back of the Getty Station, D. Young made a few informal phone calls and requests. He contacted Southern Management about fixing the double street light that is adjacent to the Enterprise Building sign. They have already ordered the parts so the light should be

fixed soon. He contacted the realtor for the Oakworks Building to try to get the light turned on that is attached to the building. The realtor will contact the owner to see if this is possible. D. Young also contacted the owners of the Getty to ask if they could fix the broken light on the back corner of the station. Tom McCullough said he would look into it. D. Young suggests requesting that the G R Historic Preservation Committee for permanent direct lighting, billboard style, off the Getty or a spotlight from the Ambulance Club, as a way to both illuminate the mural and vandalism prevention.

Police Commission's Report

1. Written report for April 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 – 46
 - b. New Freedom Borough – 108
 - c. Shrewsbury Borough – 102
 - d. Southern School District – 12
 - e. Railroad Borough – 12
 - f. Other jurisdictions – 4The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following:
Citations, 8; written warnings, 1; summary arrests, 2; and criminal arrests, 1.
2. No decisions have been made at this time for the on-going investigation of Chief Childs, Chief of Southern Regional Police. A decision should be made by their July 21, 2010 meeting.
3. With the resignation of John Peters during tonight's Borough Council meeting, there is a vacancy on the SRPC. L. Cadwallader expressed interest in representing Glen Rock Borough, but would only consider being the representative, if another Council Member becomes the Borough's representative for the Local Government Advisory Committee Appointment with YCPC. At this time, no one else expressed interest in the SRPC or the LGAC appointments.

Public Safety Report

No report.

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	\$ 1598.00
b. Code Administrators Inc.	505.00
c. Glen Rock Recreation Board	2958.56
d. James R. Holley & Associates, Inc.	2261.80
e. Southern Police Commission	56705.00

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 he agreed, on behalf of Council, to share the cost of Street Sweeping the streets following the Sesquicentennial Parade, with the Sesquicentennial Committee, for a total of \$228.00 each for both parties.

President's Report

1. R. Shiles received a letter from the YC Rail Trail which discusses interest in joint projects referencing maintenance, public safety, community recreation and the importance of protecting land parcels adjacent to the Rail Trail.
2. R. Shiles asked again, for comments pertaining to assigned sections of the Draft Codification, so that the project can move forward with the committee's recommendations. He stated the importance of covering any and all changes at once rather than in pieces at a later date.
3. R. Shiles encouraged fellow Council members to represent Glen Rock Borough at some of the regional meetings to ensure that the Borough is kept abreast of possible impacting issues. Anyone interested in attending a meeting should notify the Borough Secretary to help keep track of attendance.
4. The newest Business in Glen Rock Borough is the Gelato Shop across from Mignano's and R. Shiles encouraged Council members to visit the shop.
5. R. Shiles reminded Council of the Work Session meeting scheduled for July 13 at 7:00 P. M. The Recreation Board has expressed interest in attending the meeting to discuss a fence project.

Public Comment

No comments.

Outstanding Issues

1. The Solicitor provided the following additional information for filling the Council vacancy: if there is still a vacancy beyond forty-five days, the vacancy is turned over to the Courts for the appointment.

2. D. Young asked for an update on the 102 Hanover Street property. The property is currently vacant; the people who were residing in the property have moved out. The 100 – 102 Hanover Street property has been posted with a Sheriff Sale Notice.
3. D. Young moved to appoint L. Cadwallader to the vacancy on the Southern Regional Police Commission, seconded by J. Glatfelter. L. Cadwallader abstained from voting. Motion unanimously carried.

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

Summary of Motions

1. L. Cadwallader moved to accept the resignations of J. Peters as of June 16, 2010, from Council and the Southern Police Commission, seconded by D. Young. Motion carried.
2. L. Cadwallader moved to accept the resignation of Adam Rettig from the Glen Rock Planning Commission, with a term expiration of November 3, 2010, seconded by K. Krebs. Motion carried.
3. For Jerome Litz's Land Development Plan, R. Shiles moved to waive the requirement of repairing the curb and sidewalk and conditionally approved the Land Development Plan for 107, 115, and 117 Church Street, contingent upon the removal of Cedar Alley from the plans, as a Public Alley, and payment of all fees, with both conditions to be met within sixty days, seconded by K. Krebs. Motion unanimously carried.
4. L. Cadwallader moved to execute the contract between Glen Rock Borough and JMT for the CDBG Project #45531639, Demolition of 13/17 Baltimore Street, seconded by K. Krebs. Motion carried.
5. L. Cadwallader moved to approve the May 19, 2010 minutes, seconded by K. Krebs. Motion carried.
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11. D. Young moved to appoint L. Cadwallader to the vacancy on the Southern Regional Police Commission, seconded by J. Glatfelter. L. Cadwallader abstained from voting. Motion unanimously carried.
12. L. Cadwallader moved to adjourn the meeting at 9:50 P. M., seconded by K. Wells. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer