

GLEN ROCK BOROUGH
Borough Council Meeting
March 17, 2010

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

The meeting was Called to Order at 7:01 P.M. by Council President R. Shiles, with the pledge to the flag.

Announcements

1. Council President R. Shiles announced that Council would be going to Executive Session after Persons on the Agenda to discuss personnel related issues.

Borough Engineer's Report

1. D. Lipinski has corresponded with Jineen Boyle, DEP by email and phone and I am working on the paper work that she needs to complete the Growing Greener Grant application. As I stated last month, Jineen Boyle is the only watershed manager for the south central office and her responsibilities include 17 counties with approximately 90 projects to handle. I will continue to correspond with her so we can complete the information required. Once I have completed the necessary forms I will forward them to her for review prior to the official submission, which is sent to DEP central office. The grant is valid upon full execution of the agreement from September 25, 2009 through September 24, 2012. The solicitor has not spoken with Jineen Boyle regarding the written easement issue, but D. Lipinski stated that under the Borough Code, written easements may not be necessary.
2. The GR Planning Commission unofficially discussed the Glen Rock Vista Plan, because YCPC comments were not received prior to the GR Planning Commission meeting. Two items discussed by the GR Planning Commission also need to be discussed by Council: the applicant is willing to agree not to perform any further subdivision of the property, but he is not willing to add a note to the plan prohibiting

future subdivision by other parties; second, the PC wants the proposed dwellings to contain fire suppression systems. These should be discussed by council with legal opinions from their solicitor. Time extensions were sent to the Borough for both projects: the 25 lot subdivision and the 3 lot subdivision. Council should act on these extensions. The extension letter indicates the applicant's willingness to withdraw the 25 lot subdivision plan once the 3 lot subdivision plan is 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. Per a phone conversation with Eric Johnston, due to the time required to resolve a quiet title action, the applicant may not pursue this course of action but may use the existing condition as is. The solicitor stated that Council may negotiate conditions and suggested listing conditions because of the relevant steep slope issue.

*K. Wells arrived for the meeting at 7:15 P. M.

If the owner of the property does not accept the conditions, Council may deny the plan. K. Krebs moved for Council to grant an extension for both the 25 lot subdivision plan and the 3 lot subdivision plan until May 19, 2010, seconded by L. Cadwallader. Motion carried.

3. Last month the secretary gave D. Lipinski a Bridge Inspection notification, dated February 1, 2010. The letter is relative to the biannual inspection requirement for the Argyle Avenue Bridge. The County Bridge Engineer (CSD) conducts this inspection for the Borough and their fees are paid for by the County. Two previous areas of concern included guide rails and signage for the bridge.

*J. Glatfelter arrived for the meeting at 7:30 P. M.

4. Holley's office continues to research the letter from FEMA dated February 8, 2010 recommending changes to your newly adopted floodplain ordinance. This information is dated after the September 25, 2009 deadline date imposed by FEMA. I will report to Council once FEMA and/or DCED provide clarification. The solicitor agrees with the engineer, to hold off until a deadline has been provided.
5. D. Lipinski discussed the situation where building permits might be or have been issued for improvements within existing easements and/or right-of-ways. The engineer suggests resolving this matter by having CAI check the adopted street right-of-way, although this may not include dedication of right-of-way. D. Lipinski suggested to CAI that a Pennsylvania One Call Notice to mark underground utilities be performed prior to CAI's site visit. If they have documentation that no utilities were located within the project area, this could avoid some potential problems in the

future. The engineer asked who would be responsible to perform this notice, CAI or the property owner. Proof of notification should be sent to the borough. Currently CAI is not reviewing for easements or right-of-ways. Council questioned how the plow hitting the fence incident seemed to become a much larger issue. Council decided to further discuss and review what specific projects are affected and make a decision during another Council meeting.

6. D. Lipinski stated that previous councils have discussed updating the Borough's Street Map; the last update of the map occurred in 1998. James R. Holley & Associates, Inc., estimates the cost to update the map at \$1000.
7. The engineer suggested that Council may want to address the fee schedule for submission of plans and asked whether the current fee schedule covers the borough expenses. Some municipalities require an escrow for engineering and solicitor fees and if this escrow is exhausted, then additional fees are forwarded to the applicant for reimbursement or a standard deposit amount can be established. If Council considered adding the requirement to escrow funds with a SALDO submission, this would probably need to be changed by Ordinance and not just by Resolution.
8. The borough may want to consider including in its codification addressing steep slopes, private roads, pan handle lots, etc. to protect the borough residents. The MPC says if ordinances are vague or conflicting, the regulation is ruled in favor of the applicant.
9. The Borough received two proposals for structural engineering services for the School Street Retaining Wall: CSD's bid is \$21,500 and CORE Design's bid is \$14,900. The Borough is not required to use the lowest responsible bid for professional services. D. Lipinski indicated that both firms are qualified. Council discussed whether they should wait to make a decision or choose a structural engineer tonight. Although the wall is not in imminent danger, Council will need to move forward on this project.
10. GRB received bids from Washington and Dowling, Bernard Anthony, Fitz and Smith, and A&E Quality Construction for the 35 Cottage Avenue Demolition:
 - a. Washington and Dowling: \$20,720 for demolition and \$11,250 to repair party wall;
 - b. Bernard Anthony: \$21,200 for demolition and \$12,100 to repair party wall;
 - c. Fitz and Smith: \$24,400 for demolition;
 - d. A&E Quality Construction: \$28,000 for demolition and \$8,200 to repair party wall.Washington and Dowling is available to start work sometime next week; Bernard Anthony is available to start work sometime the week of March 29, 2010. Borough Council is not required to use the lowest bid for this project. If CAI will not issue a letter requiring the building to be demolished, then James R. Holley & Associates, Inc., recommends a structural engineer be hired to place in writing, the requirement for demolition prior to the Borough demolishing the structure. Although Council

discussed that CAI is UCC certified, the borough currently does not have a written document which states the property is structurally unsound and must be demolished. D. Young moved to hire Washington & Dowling to demolish 35 Cottage Avenue, the week beginning March 29, 2010, pending the borough's receipt of the NOV issued by CAI, with all information being sent to the owners of 33 Cottage Avenue, seconded by K. Wells. Motion carried.

Persons on Agenda

1. Jon Page – resident of 31 Cottage Avenue
Ms. Page explained to Council that Ellen Stewart told her that she is planning on demolishing her home at 33 Cottage Avenue. Ms. Page is concerned because her single house may not be structurally sound to stand alone. The Borough has not been told this information. Ms. Page asked Council what she should do. The solicitor said that Council cannot advise her. Ms. Page indicated that her contractor may be interested in purchasing 33 Cottage Avenue and asked for Hillside Financials' phone number. R. Shiles suggested having her contractor contact the Borough office for contact information.

*The meeting adjourned for Executive Session at 8:35 P. M.

*The meeting reconvened at 8:37 P. M. because Council decided not to go to Executive Session.

GR Planning Commission's Report

1. The Planning Commission unofficially discussed the request to convert the old bike shop into five apartments by Mr. Sacilotto. The Commission is concerned that this request may violate the following portions of the GRB Zoning Ordinance:
 - Article III – Zone regulations: Section 305 Village Center Zone
 - a. Purpose: The standards...are designed to prevent overcrowding of land by restricting maximum housing densities; ...to minimize traffic congestion and to...
 - b. Uses by Right: item 15 – Apartment in conjunction with commercial establishment.
 - c. Uses by special Exception: Apartments are not addressed.
 - Article IV – General Provisions: Section 408 Parking
 - a. Spaces required: Residential dwelling – two spaces per dwelling unit.

The property located at 31/33 Main Street currently has six apartment units and should have twelve parking spaces, but only has three spaces. Council discussed getting more proactive about encouraging business growth in the Borough through

incentives. Mr. Sacilotto's verbal proposed project has been reviewed and a written response from Council is necessary.

Approval of Minutes

1. J. Peters moved to approve the February 17, 2010 minutes, seconded by L. Cadwallader. During discussion, Council discussed whether it was important to note that each Councilor was individually polled regarding the compensation. The secretary raised this question when the vote was taken because she did not hear every Council member's response. Under the Secretary's Report, #9, Council asked for the secretary to include the breakdown of expenses in the minutes. J. Peters then amended his previous motion to approve the February 17, 2010 minutes with the addition of the detail breakdown of expenses to be added to the Secretary's Report, item #9, seconded by L. Cadwallader. Motion carried.

Borough Engineer's Report continued:

11. Council asked the engineer for the process to adopt a road in the Borough. D. Lipinski indicated that roads are adopted by Ordinance. Council specifically discussed the Fields of Broad Springs development: the developer is waiting for final engineering paperwork and then he will address Council, to request adoption of the roads in the FBS development. The Engineer wanted to wait to see how the final wearing course would withstand the winter season. Final paving is complete in the development. The engineer needs to do a final inspection, prior to the developer dedicating the road back to the borough. The engineer suggested Council consider a security provision if there are still houses to be built in the development.
12. A resident complained to the Borough that his alley was not plowed during the winter. The engineer said the Borough is not responsible for plowing a road not adopted by the Borough.
13. L. Cadwallader moved to authorize James R. Holley & Associates, Inc., to update the Borough Street Maps for an approximate fee of \$1000.00, seconded by J. Glatfelter. Motion carried.

*D. Lipinski left the meeting at 9:12 P. M.

Zoning Officer's Report

1. The ZO provided a monthly summary report for February 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, existing or abated zoning violations; there were two existing property maintenance issues and two requests for determinations/questions. CAI completed one Rental inspections.

Solicitor's Report

1. The solicitor prepared Resolution 2010 – 5, a resolution authorizing entry into an agreement with the Pennsylvania Department of Transportation (“Penn Dot”) to authorize electronic access to Penn Dot systems for on-line reporting. K. Wells moved to adopt Resolution 2010 – 5, designating the Council President and the secretary the authority to execute and provide all information necessary for the completion of “dot grants” on-line reporting system, seconded by L. Cadwallader. Motion carried.
2. The solicitor provided Council with a draft of Ordinance 2010 – 1, an ordinance regulating the parking of vehicles during periods of snowfall, prohibiting the dumping, shovelling, pushing or placement of any snow or ice into the public highways and streets, and prescribing penalties for violations. The ordinance committee will review the draft ordinance in detail.
3. The solicitor suggested completing a search of easements for the Growing Greener Grant with DEP.

Mayor's Report

1. The mayor received an unpaid invoice from Cameo Services for board-up services for the properties on Cottage Avenue. Cameo is requesting that the Borough pay Cameo for the unpaid invoice to Melinda Albright, 35 Cottage Avenue. Council discussed. L. Cadwallader moved to deny payment to Cameo Services and direct them to take their own legal action against Melinda Albright as necessary, seconded by J. Peters. Motion carried.
2. Council asked the secretary to write a letter to Cameo Services, informing them of Council's decision and asked secretary to quote applicable portions of Ordinance 387 (98-6) as necessary.

Work Supervisor's Report

1. The Borough received a Street Sweeping Proposal from Reilly Sweeping, Inc., for an estimated amount, \$1600.00 for two days. K. Krebs moved to accept Reilly Sweeping's proposal for street sweeping, seconded by L. Cadwallader. Motion carried.

Secretary's Report

1. The secretary informed council that the Friends of the Library are interested in scheduling another Town Hall Meeting and asked whether Council is interested in participating. If yes, FOL proposes this be held on April 23, 30 or May 7 from 7 – 8:30PM. The secretary also asked whether there is a Council member interested in discussing advertising, subjects for discussion, etc with FOL Committee. The contact for the Friend's group is Patty Howell. Council decided that

- April 30 is the date that best suits the Council members and asked the secretary to inform Patty Howell.
2. The secretary asked if Council interested in being a member of PA Borough Councils Association. The annual fee is \$25.00. More information is available by contacting Ed Knittel, PSAB, x-27. Council is not interested in being a member of this organization.
 3. The secretary requested that information for the next Borough Newsletter be submitted no later than April 1, 2010.
 4. The secretary requested a motion to appoint an Acting Municipal Emergency Management Coordinator, to replace J. Peters whose resignation is effective today. J. Peters moved to appoint Richard Zambito as the Acting Municipal Emergency Management Coordinator, seconded by L. Cadwallader. Motion carried.
 5. The secretary informed Council that for the 2010 – 2011 Snow Season, GRB has been offered the opportunity to be included in Shrewsbury Township's purchase of salt through the Costars program. The price per ton is not known at this time, but for the 2009 – 2010 Snow Season, costar members paid \$15.00 less than the \$69.77 the Borough paid per ton. The WS and Secretary discussed this information with the Council President because a decision needed to be made by March 12. The rest of Council concurred with the decision made by the council President, WS and Secretary.
 6. The secretary reminded Council that Statements of Financial Interest forms have been distributed and must be returned no later than May 1, 2010.
 7. The secretary provided a Turkey Vulture update: the cost is approx \$1000 to have USDA –Wildlife Services' hang effigies, shoot pyro's at present birds and place Mylar tape on roof tops, if necessary. Or the borough can provide USDA's information to those who contact the borough for assistance. Council decided to have the office provide USDA's information to resident's who experience problems with Turkey Vultures.
 8. The secretary requested a motion to maintain current saving funds in a one month CD, which matures on March 24, 2010, with an interest rate of .5%. J. Peters moved to maintain current saving funds in a one month CD, seconded by K. Krebs. Motion carried.
 9. The secretary requested a motion to transfer \$3000.00 from Rental Fund into General Fund to receive highest yield of interest. K. Krebs moved to transfer \$3000.00 from Rental Fund into General Fund to receive highest yield of interest, seconded by K. Wells. Motion carried.
 10. The secretary requested a motion to grant permission to the Sesquicentennial Committee to hold a Parade on June 12, 2010, with the Borough submitting the street closing permit request to Penn DOT. L. Cadwallader moved grant permission

to the Sesquicentennial Committee to hold a Parade on June 12, 2010, with the Borough submitting the street closing permit request to Penn DOT, seconded by K. Krebs. Motion carried.

11. The secretary requested a motion to provide municipal donation of \$7000.00 as budgeted for the 2010 Budget to the GR Recreation Board. J. Peters moved to provide municipal donation of \$7000.00 as budgeted for the 2010 Budget to the GR Recreation Board, seconded by K. Krebs. Motion carried.
12. The secretary requested a motion to pay the Municipal Pension contributions for borough employees (MMO is \$7038.00 for secretary and WS). K. Krebs moved to pay \$7038.00 (MMO for 2010) the Municipal Pension contributions for borough employees, seconded by L. Cadwallader. Motion carried.
13. The secretary asked Council about a possible vacancy on the Southern Regional Planning Commission; it was brought to the attention of the Borough office, that Adam Rettig has not been attending any meetings with this organization. The Borough Office emailed A. Rettig but has not received a letter of resignation.
14. The secretary provided the following information about the Kiosk Project, SRPC: the KIOSK Project is entirely funded by a grant is an interest encyclopedia about our region which will inform those who access it, all information pertaining to businesses, institutions, and facilities available in the Southern York Region. The KIOSK's major purpose is to introduce and attract jobs, prosperity and interest in the Southern York Region. The KIOSK needs to be implemented and then kept up to date, so it always has accurate information.

Work Supervisor's Report continued

2. Council discussed that carbon monoxide poisoning is the cause of some fires. Council would like to know, specifically, how many fires or calls there are for this type of poisoning.

Personnel Report

1. The Personnel Committee meeting is rescheduled for April 8, 2010 at 7:30 P. M.

Ordinance/Refuse Report

1. The committee's next meeting is tomorrow, March 18.
2. The committee will discuss extending the refuse contract.
3. R. Shiles provided a letter to all Council members regarding the review of the Codification of Ordinances. Since the Codification needs to be advertised, the solicitor suggests making all corrections to ordinances at this one time, to limit advertising fees. R. Shiles has requested that comments be submitted no later than the April Council meeting.

Building/Property's Report

No report.

Special Project's Report

1. The Borough's Spring Cleanup/Clean the Stream is slated for April 17 or 24, 2010.
2. D. Young looked into the C2P2 Grant for cleaning up the Greek Ruins property, but since Cecil Artrip does not own the land, he cannot give the property to the Borough. With a due date of April, this grant is out of reach for this year, but may be a possibility for next year.
3. D. Young provided a web site research update. The cost of a web site through PSAB is minimal: \$350.00 for the first year, which includes five hours of professional design help and \$50.00 per year for maintenance of the web site. The solicitor stated that if the Borough has a web site, Right to Know information must be available on the web site.
4. The Spring Banners will be displayed within the next two weeks.
5. NIMS Certificates must be filed with the Borough Office.

Public Safety

1. J. Peters might be late for the next Council meeting due to the Police commission meeting scheduled for the same night as the Council meeting.

Police Commission's Report

1. Written report for January 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 – 50
 - b. New Freedom Borough – 88
 - c. Shrewsbury Borough – 98
 - d. Southern School District – 09
 - e. Railroad Borough – 16
 - f. Other jurisdictions – 12The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 12; written warnings, 15; summary arrests, 0; and criminal arrests, 1.
2. Awards Night is scheduled for April 7, 2010 at 7 P. M.

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 \$ 1455.91

- b. Douglas Equipment & Supply Co. 946.50
 - c. James R. Holley & Associates, Inc. 2242.88
- K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by J. Peters. Motion carried.
2. K. Wells moved to pay the following invoice using State Highway Aid Funds, seconded by K. Krebs:
 - a. Finch Services, Inc. \$3616.00
 Motion carried.
 3. The Finance Committee has reviewed the Annual Audit Report for 2009 and has addressed the issues and concerns raised by the auditor. The Committee will continue to monitor our finances against the auditor's recommendations.
 4. The Finance Chairman proposed that Glen Rock Borough pay as much of the following accounts from the Liquid Fuel Funds as possible versus paying with the General Fund. The Borough is accruing funds in the Liquid Fuel Account in excess of current expenditures with very little interest being accrued. In 2009 the expenditures were:
 - a. Street Lighting, \$18697.00;
 - b. Street Cleaning, \$1248.00;
 - c. Traffic Control, \$3857.00; and
 - d. Repair of roads and bridges, \$29880.00.
 The Borough received \$38170.00 of State Highway Aid in 2009. After Council discussed, K. Wells moved to use the State Highway Aid Fund to pay for monthly street lighting and traffic control invoices, and Annual street cleaning, seconded by L. Cadwallader. Motion carried.
 5. The Finance Committee recommends that Council consider replacing the truck bed with a stainless steel bed to eliminate the rust problems caused by salt. This replacement should enable the Borough to keep the trucks in service longer and reduce the need to purchase new equipment. Also if Council continued to save funds, as if always paying back a loan, Council will be able to reduce the amount necessary to be financed for each vehicle purchase, with a goal of eventually being able to purchase under a cash basis. The Finance Committee asked the Work Supervisor to get estimates for steel truck beds.

President's Report

1. R. Shiles described to Council that the York Area Metropolitan Planning Organization (YAMPO), who is the official decision making body for transportation planning and project programming within York County, is asking for nominations to fill the term from July 2010 through July 2014. Jason Snyder has expressed interest in being nominated. J. Peters moved to nominate Jason Snyder to YAMPO as the Region 1 representative, seconded by D. Young. Motion carried.

2. R. Shiles requested that Council members pick up their mail distribution from the Borough Office on a regular basis and particularly prior to Council meetings so that they are prepared to discuss any issues that may arise during the meeting.

Public Comment

No comments.

K. Krebs moved to adjourn the meeting at 10:47 P. M., seconded by L. Cadwallader.
Motion carried.

Summary of Motions

1. K. Krebs moved for Council to grant an extension for both the 25 lot subdivision plan and the 3 lot subdivision plan until May 19, 2010, seconded by L. Cadwallader.
Motion carried.
2. D. Young moved to hire Washington & Dowling to demolish 35 Cottage Avenue, the week beginning March 29, 2010, pending the borough's receipt of the NOV issued by CAI, with all information being sent to the owners of 33 Cottage Avenue, seconded by K. Wells. Motion carried.
3. J. Peters then amended his previous motion to approve the February 17, 2010 minutes with the addition of the detail breakdown of expenses to be added to the Secretary's Report, item #9, seconded by L. Cadwallader. Motion carried.
4. L. Cadwallader moved to authorize James R. Holley & Associates, Inc., to update the Borough Street Maps for an approximate fee of \$1000.00, seconded by J. Glatfelter. Motion carried.
5. K. Wells moved to adopt Resolution 2010 – 5, designating the Council President and the secretary the authority to execute and provide all information necessary for the completion of "dot grants" on-line reporting system, seconded by L. Cadwallader.
Motion carried.
6. L. Cadwallader moved to deny payment to Cameo Services and direct them to take their own legal action against Melinda Albright as necessary, seconded by J. Peters.
Motion carried.
7. K. Krebs moved to accept Reilly Sweeping's proposal for street sweeping, seconded by L. Cadwallader. Motion carried.
8. J. Peters moved to appoint Richard Zambito as the Acting Municipal Emergency Management Coordinator, seconded by L. Cadwallader. Motion carried.
9. K. Krebs moved to transfer \$3000.00 from Rental Fund into General Fund to receive highest yield of interest, seconded by K. Wells. Motion carried.
10. L. Cadwallader moved grant permission to the Sesquicentennial Committee to hold a Parade on June 12, 2010, with the Borough submitting the street closing permit request to Penn DOT, seconded by K. Krebs. Motion carried.

11. J. Peters moved to provide municipal donation of \$7000.00 as budgeted for the 2010 Budget to the GR Recreation Board, seconded by K. Krebs. Motion carried.
12. K. Krebs moved to pay \$7038.00 (MMO for 2010) the Municipal Pension contributions for borough employees, seconded by L. Cadwallader. Motion carried.
13. 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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 - c. James R. Holley & Associates, Inc. 2242.88K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by J. Peters. Motion carried.
14. K. Wells moved to pay the following invoice using State Highway Aid Funds, seconded by K. Krebs:
 - a. Finch Services, Inc. \$3616.00Motion carried.
15. K. Wells moved to use the State Highway Aid Fund to pay for monthly street lighting and traffic control invoices, and Annual Street cleaning, seconded by L. Cadwallader. Motion carried.
16. J. Peters moved to nominate Jason Snyder to YAMPO as the Region 1 representative, seconded by D. Young. Motion carried.
17. K. Krebs moved to adjourn the meeting at 10:47 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer