

GLEN ROCK BOROUGH
Borough Council Meeting
May 19, 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:	Three visitors

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

Announcements

1. Council President R. Shiles announced that Council would not be going to Executive Session this evening.

GR Planning Commission's Report

1. The GR Planning Commission met on May 12 and discussed the J. Litz Land Development Plan. The Planning Commission agrees with the recommendations of the Borough Engineer, and recommend that the Borough Council consider approving the two lot Final Land Development Plan with the following caveats: the Solicitor needs to provide a determination on the status of Cedar Alley; the Borough Council needs to determine whether the existing curb and sidewalk along Church Street must be repaired or replaced by the applicants; and the applicant must pay all fees. Council started to discuss and a question was raised as to whether J. Litz was currently involved in litigation with Glen Rock Borough regarding the current land development project. The Solicitor concurred that the Borough has pending litigation and suggested that Council could approve the plan contingent upon the withdrawal of pending litigation with the Borough. On the Final Land Development Plan Cedar Alley is misrepresented as a Public street. The Solicitor provided copies of a draft letter for Council, which she will submit to J. Litz's counsel, with Council's approval, to address this misrepresentation.

**At this point in the meeting, J. Litz stood up and started defending his Land Development Plan and the representation of Cedar Alley listed as a Public Street.*

President Shiles explained that J. Litz was not on the agenda and currently Council was discussing the plans.

** Mr. Litz requested to be placed on the Agenda for the June 16, 2010 Council Meeting.*

Council did not make a decision regarding approval of the Land Development Plan tonight and opted to table the plans until the June meeting so that Council members will have time to become more familiar with the Final Land Development Plans and surrounding issues.

**J. Glatfelter arrived for the meeting at 7:15 P. M.*

Borough Engineer's Report

1. D. Lipinski provided a cost estimate for repairing Water Street (\$30,300.00) and Junior Street (\$26,550.00). Currently the roads show no major base failure, but very old, worn out asphalt. Ten percent of the engineering costs may be paid for street projects, using Liquid Fuel Funds. Council discussed whether the borough already had a list of priorities and decided that the following streets were listed in the following order, as needing repaired, from a previous meeting (May, 2008):

1. Hanover Street – Arch Area
2. Church Street
3. Winter Avenue
4. Wolf Street
5. Cottage Avenue

The Work Supervisor was not present for tonight's meeting or this discussion. Wolf Street was repaired in 2009. Council discussed projects currently committed in the 2010 General Fund budget. At this time, no action will be taken on the cost estimates for Water and Junior Streets.

Council discussed the impact of public versus private roads according to J. Litz's Land Development Plan, regarding Cedar Alley. There is an implied right for the public to use the alley. The engineer said it is important that the plan gets changed, since Cedar Alley is not a Public Road. On the J. Litz Land Development Plan, Cedar Alley is misrepresented as a Public Road.

D. Young moved to officially table the J. Litz plan until the June meeting, seconded by L. Cadwallader. Motion carried.

2. D. Lipinski is still working on the Growing Greener II reimbursable grant application and is currently waiting for some answers from Wayne at the Central Office.
3. At April's Council meeting, Borough Council conditionally approved the three lot subdivision plan for Glen Rock Vista. The applicant has officially withdrawn the 25 lot subdivision plan. The solicitor has sent a conditional approval letter to the applicant. The applicant was given six months from the date of approval to comply with the outstanding conditions.
4. The engineer asked again, if Council has made a determination to the situation when Building Permits might be issued for improvements within existing easements and/or right-of-ways. The engineer suggested that CAI could check the adopted street right-of-way although this may not include dedication of right-of-way. A Pennsylvania One Call Notice to mark underground utilities should be performed prior to CAI completing a site visit. If CAI then has documentation that no utilities were located within the project area, this may help to avoid some potential problems. The engineer suggested that Council consider whose responsibility it is to complete this one call notice and proof of notification should be sent to the Borough Office. Council discussed this matter and will need to follow up with CAI.
5. D. Lipinski provided one full size drawing and several 11 x 17 drawings of the Borough's Street Map for Council to review and recommend changes. His office does not have all street adoption information, but if the borough provides this information, then it will be included on the map.
6. D. Lipinski reminded Council that while the codification of the ordinances are occurring, Council may want to include a new submission fee schedule that includes escrow for engineering and solicitor fees.
7. D. Lipinski reminded Council to consider including provisions to address steep slopes, private roads, and pan handle lots when completing the codification of ordinances.
8. D. Lipinski mailed a rejection letter to CSD for the School Street retaining wall structural design.
9. The engineer asked whether 31 Cottage Avenue was going to be re-built or demolished. Currently the owner of 31 Cottage Avenue has a Building Permit to rebuild her home.

*D. Lipinski left the meeting at 8:00 P. M.

*Secretary A. Merrick left the meeting at 8:00 P. M. and returned at 8:02 P. M.

Approval of Minutes

1. J. Peters moved to approve the April 21, 2010 minutes, seconded by K. Wells. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for April 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were eight zoning permits issued; there were no new, existing or abated zoning violations; there was one existing property maintenance issue and six requests for determinations/questions. CAI completed three Rental inspections.
2. Council discussed correspondence received from CAI regarding follow up from a previous meeting between several Borough representatives and CAI staff November, 2009. Borough Council is concerned about CAI's lack of attention to questions and discussed requesting proposals from other potential providers. CAI is an appointed, at-will provider for the Borough.

Solicitor's Report

1. The solicitor provided Proof of Service to GR High, LP and Johnston and Associates, Inc. for Glen Rock Vista Conditional approval letter.
2. M. Pokrifka provided final draft of Ordinance 465 (2010 – 1), 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, for council to review.
3. M. Pokrifka provided a final draft of Resolution 2010 – 8, establishing several Borough streets as snow emergency routes, pursuant to Ordinance 465, 2010 – 1, for Council to review.
4. M. Pokrifka provided a copy of an Application to be filed out by any borough resident who is requesting a Handicapped Parking Space.
5. Council noted that the Work Supervisor remove the Handicapped Parking Space sign located on Hanover Street, just below Link Street.
6. M. Pokrifka provided information to Council regarding PLCB and the Borough's Noise Ordinance. Provisions established by PLCB are enforced by State Police. The Borough would have to file a petition with the LCB and adopt a resolution, stating exemptions and a written description of the "Noise" proposed area. The solicitor suggested that Council consider conditions that the GR Mill Inn incur the burden and reimbursement of costs associated with completion of this process. The solicitor noted that approval is usually provided for one year and the owners must prove what the boundary is for their property.

Mayor's Report

No report.

Work Supervisor's Report

1. WS requested and was approved, during the April 21, 2010 meeting, to hire

2. S. Bowers to assist with repairing two inlets located on Lester Court and Circle Drive. Council discussed hiring an assistant, like S. Bowers, for a period of six weeks, commencing immediately, to complete a list of tasks to be determined by Council, including preparations for Sesquicentennial Celebration, to work with the Work Supervisor. L. Cadwallader moved to hire a part-time assistant, to work with the Work Supervisor, for up to 240 straight time hours, seconded by J. Peters. Motion carried.

Secretary's Report

1. The secretary requested a motion to maintain funds in a one month CD, which matures on May 24, 2010, with a current interest rate of .5%. L. Cadwallader moved to maintain funds in a one month CD, which matures on April 24, 2010, with a current interest rate of .5%, seconded by K. Wells. Motion carried.
2. The secretary requested a motion to withdraw \$8272.93 from the non-interest bearing checking account titled GRB 35 Cottage Avenue, closing this account and depositing the funds into the General Fund toward the Borough's expenses of demolition of 35 Cottage Avenue. D. Young moved to withdraw \$8272.93 from the non-interest bearing checking account titled GRB 35 Cottage Avenue, closing this account and depositing the funds into the General Fund toward the Borough's expenses of demolition of 35 Cottage Avenue, seconded by L. Cadwallader. Motion carried.
3. The secretary requested a motion to execute the amendatory contract for the Demolition of 13/17 Baltimore Street with YCPC, which extends the time for completion of the project to December 31, 2010. D. Young moved to execute the amendatory contract for the Demolition of 13/17 Baltimore Street with YCPC, extending the time for completion of the project to December 31, 2010, seconded by L. Cadwallader. Motion carried.
4. The secretary provided an update regarding the filing of FEMA paperwork for the 2010 Snow Assistance. FEMA will be reimbursing qualifying municipalities for 75% of their costs during one 48-hour time period.

Building/Property's Report

No report.

Personnel Report

1. Next meeting is scheduled for June 17, 2010, at 7:30 P. M.
2. Committee will be discussing possible implementation of a "Work Order" for the Work Supervisor, to help track specific work tasks, and the completion of those tasks.
3. The committee will be discussing specific job descriptions for each employee.

Special Project's Report

1. D. Young provided an update for the parking lot grant. The work plan has been written, revised and resubmitted to the state for final comments/approval. Then the work plan will go to the EPA packaged with other PA state grants for their approval and funding. The current project schedule, including task description and anticipated completion date is:
Bid package prepared and submitted to DEP...August/September, 2010
Contractor Selection (DEP approval)September, 2010
Survey/Design.....October, 2010
Permit Application Submitted (January 2011)...December, 2010
Pre-Construction Survey/Stakeout.....March, 2011
Stream Bank Stabilization.....June 30, 2011
As-Built Survey/Plan/Report/Final Report.....July 31, 2011
2. D. Young has been in contact with PSAB, to notify of funding approval for the Borough's Web Site and is currently working on the application and web design.
3. D. Young announced that one person from the Town Hall meeting expressed interest in helping the Beautification Committee. The subject will be discussed again, at their next Special Projects Meeting.
4. Next Special Projects meeting is scheduled for June 1, 2010, at 7 P. M.

Police Commission's Report

1. Written report for March 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 – 51
 - b. New Freedom Borough – 83
 - c. Shrewsbury Borough – 86
 - d. Southern School District – 7
 - e. Railroad Borough – 11
 - f. Other jurisdictions – 4The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following:
Citations, 8; written warnings, 4; summary arrests, 1; and criminal arrests, 1.
2. Chief Childs has been placed on administrative leave, with pay, due to complaint filed with the Southern Police Commission by Glen Rock Borough. No information may be released during the on-going investigation with regard to "Open Records".

Public Safety Report

No report.

Special Projects Report continued

5. A. Merrick confirmed that the Dumpster Invoice was submitted to WAY following the April 17 Clean the Stream event.
6. L. Cadwallader reminded Council that NIMS Training must be completed by all Council Members.

Ordinance/Refuse Report

1. The next meeting scheduled for May 20, 2010 is cancelled.
2. Borough Council discussed extending the refuse contract with Penn Waste for an additional two years. R. Shiles moved to extend the refuse contract with Penn Waste for a period from August 1, 2010 to July 31, 2012, seconded by D. Young. Motion carried.

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	\$ 2651.27
b. Code Administrators Inc.	551.00
c. James R. Holley & Associates, Inc.	2305.55
d. Reilly Sweeping	1698.00
e. Schmidts Line Service	897.50
f. V. L. Tracey Sales	1895.00
g. Washington & Dowling	20720.00

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 discussed the damage to Neuhaus Building windows during the April 21 Council meeting. L. Cadwallader moved to approve payment of the Borough's \$500.00 deductible, for repairing the damaged windows, seconded by K. Wells. Motion carried.

President's Report

1. R. Shiles initiated a discussion with Council referencing licenses being carried by GR Water and Sewer Authority. Council discussed their concern about how licensed employees are replaced by new, unlicensed employees. M. Pokrifka stated that she could contact Mike Craley, GR Water & Sewer's solicitor, to verify that standards are being met by the GR Water & Sewer Authority.
2. R. Shiles discussed choosing a date to paint the Borough Maintenance Building and both he and J. Peters stated they would volunteer their services.

3. R. Shiles stated that monthly, there are a multitude of meetings available to Council members. He requested that all Council members share the responsibility by participating in these meetings.
4. R. Shiles initiated a discussion regarding enforcement of Borough Ordinances. Consistent enforcement, as outlined in each ordinance, should be followed. Council expressed their interest in enforcement of current Borough Ordinances.
5. Again, R. Shiles requested that each Council member submit their Codification reports to him, as soon as possible.
6. R. Shiles requested that each Council member identify goals for their committees for 2010, which will help with budgeting and insure forward motion with necessary actions.
7. Council discussed the Rental Inspection process. The Rental Ordinance was updated last year to include IPMC regulations as per CAI's recommendations. Council is requesting that the BCO/ZO send appropriate NOV's to all property owners with violations. CAI must provide a copy of each NOV to the Borough Solicitor, who will then file DJ action as needed. Once DJ action has been filed, CAI must not have any contact with the violator. Council asked the Borough Secretary and solicitor to compose a letter, to then be mailed to CAI.

Public Comment

1. Ken Dry, resident of 133 Manchester Street stated his personal concerns with Southern Regional Police.
2. David Prueitt has committed three vehicles to transport Council members through the Sesquicentennial Parade.

J. Peters moved to adjourn the meeting at 9:39 P. M., seconded by L. Cadwallader. Motion carried.

Summary of Motions

1. D. Young moved to officially table the J. Litz plan until the June meeting, seconded by L. Cadwallader. Motion carried.
2. J. Peters moved to approve the April 21, 2010 minutes, seconded by K. Wells. Motion carried.
3. L. Cadwallader moved to hire a part-time assistant, to work with the Work Supervisor, for up to 240 straight time hours, seconded by J. Peters. Motion carried.
4. L. Cadwallader moved to maintain funds in a one month CD, which matures on April 24, 2010, with a current interest rate of .5%, seconded by K. Wells. Motion carried.

5. D. Young moved to execute the amendatory contract for the Demolition of 13/17 Baltimore Street with YCPC, extending the time for completion of the project to December 31, 2010, seconded by L. Cadwallader. Motion carried.
6. R. Shiles moved to extend the refuse contract with Penn Waste for a period from August 1, 2010 to July 31, 2012, seconded by D. Young. Motion carried.
7. 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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g. Washington & Dowling	20720.00

 K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
8. L. Cadwallader moved to approve payment of the Borough's \$500.00 deductible, for repairing the damaged windows, seconded by K. Wells. Motion carried.
9. J. Peters moved to adjourn the meeting at 9:39 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer