

**GLEN ROCK BOROUGH**  
**Borough Council Meeting**  
**November 17, 2010**

<b>Present:</b>	Council Members:	Lucy Cadwallader* Warren Cadwallader* Jane Glatfelter* Ken Krebs Richard Shiles Kathy Wells Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Five visitors

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

**Persons on Agenda**

1. Jake Romig, DEP Section 319 Grant: J. Romig provided a brief update for Council regarding this grant project. After reviewing additional contractor's pricing, he has determined that the requested funds are approximately \$30,000.00 short for completing this project. J. Romig notified Joe Kelly, Environmental Planner for DEP, who indicated there may be additional funds available through DEP for completion of this project. J. Romig also mentioned to Joe Kelly that the Borough Engineer recommended raising the end of the lot near the stream by eighteen inches and then tapering off the slope. A perk test is still being requested as part of the project. Council and/or the Solicitor need to research the Design/Build process and investigate that all costs are covered prior to requesting additional funds from DEP. J. Romig stated he would administer the grant and apply for all necessary permits.
2. Keith Godfrey, property owner, non-resident of the Borough: K. Godfrey expressed his concerns with the Rental Ordinance. He is requesting clarification for his "Appeal" letter, dated August 10, 2010. M. Pokrifka responded that Council will discuss this matter during Executive Session and will follow up with written response to him. K. Godfrey stated that he is trying to resolve this matter and be compliant with Borough Ordinances.

\*J. Glatfelter left the Borough Meeting at 7:28 P. M.

3. Donna Shores, owner of 205-213 Hill Street, non-Borough Resident: D. Shores expressed her concern with the clogged storm drain located on Hill Street. Council discussed and indicated that the problem could be roots growing in the storm drain, or that the pipe is too small to accommodate all storm water runoff. The Borough plans to use or rent a camera to assess the problem. Council will provide a written response to this owner when this work is complete.
4. SRP Officer Darryl Smuck attended the meeting. The officers plan to be more visible at Council meetings and will either provide answers to questions or will communicate questions from Council Meetings directly to Chief Boddington.

### **Borough Engineer's Report**

1. DEP has completed processing the Growing Greener Grant Agreement. The Borough has received a copy of the Grant Agreement in the amount of \$233,750.00 and the grant is scheduled to terminate on September 24, 2012.
2. Council granted a time extension until their March 2011 meeting for the Glen Rock Vista Plan. This information was communicated through a certified letter mailed to the engineer, Eric Johnston.
3. Last month D. Lipinski emailed sidewalk construction specifications to Brent Capatch, Kinsley Construction for a project for Susquehanna Bank and informed him to contact James R. Holley & Associates, Inc. prior to the start of work so an inspection schedule could be developed. The work is complete and Holley's office was not contacted so no inspections took place. Although Kinsley is a reputable company, there is no way to know whether the sidewalk was built correctly. Since the Borough does not have its own construction standards, there is no ordinance to enforce. Council is waiting for the adoption of the Codification of Ordinances, to make all additions and/or changes to Ordinances.
4. James R. Holley & Associates, Inc. was not contacted by H & H Excavating to inspect their replacement of the storm drain at 39 – 43 Main Street.
5. At their expense, Penn DOT has repaired the sink hole located on Main Street near the Penn DOT Bridge.
6. D. Lipinski assisted the Borough Secretary to obtain information regarding the start date for the re-connection of gas service by Columbia Gas to the Neuhaus Building. The secretary is now trying to obtain a refund from Columbia Gas for paid invoices by the Borough for gas service that was disconnected by Columbia Gas during the time period July – November, 2010.
7. D. Lipinski stated that if the E & S measures installed by Lester Matthews are not functioning adequately, the Borough may contact him to install more or additional measures. If he does not comply, then the Borough may contact the YC Conservation District and register a complaint, to assure compliance.

8. James R. Holley & Associates, Inc. has completed the survey on the School Street retaining wall. A copy of the survey will be forwarded to Mitch Weaver at Core-Design. D. Lipinski stated that as soon as the wall is repaired, School Street will have to be repaired. Some adjustments were made to accommodate for the Borough's Right of Way, which currently goes through the adjacent property owner's home.
9. The engineer discussed the traffic signal repairs/changes with Council. The Borough received one quote for replacing the Traffic Controller, changing the signal lamps to LED lamps and installing an Emergency Pre-Emption. The total cost of this project is \$12,169.00. Council discussed splitting up the project into three mini projects, but that is not allowed as per the Borough Code. R. Shiles moved to obtain two more quotes for replacing the LED lights and the signal controller and authorized the Secretary to apply for a grant for the Emergency Pre-Emption portion of the project, seconded by L. Cadwallader. Motion carried. The inspection of the traffic control still needs to be completed, on an annual basis and is mandatory and not part of the bid process.

\* D. Lipinski left the meeting at 8:05 P. M.

\*\* Council recessed to Executive Session at 8:10 P. M. to discuss pending litigation.

\*\*The council meeting resumed at 8:46 P. M.

R. Shiles moved to authorize the solicitor to provide a written reply to K. Godfrey's letter dated August 10, 2010, addressing his concerns and defining the Appeal Board process for Rental Ordinance disputes, seconded by W. Cadwallader. Motion carried.

\*L. and W. Cadwallader left the meeting at 8:50 P. M.

### **GR Planning Commission's Report**

No report.

### **Approval of Minutes**

1. D. Young moved to approve the October 20 minutes seconded by K. Wells. Motion carried.

### **Zoning Officer's Report**

1. The ZO provided a monthly summary report for October 2010, which is available for review in the Borough Office, if requested. The secretary provided the

following summary: there were two zoning permits issued; there are five new zoning violations; two existing zoning violations; and two abated zoning violations. CAI completed five Rental inspections.

2. CAI requested more information from Council concerning the issuance of NOV's. Council suggested that CAI use their discretion for NOV's: if the violation is a safety concern, then CAI is to issue an NOV right away. If personal safety is a concern when following up after an NOV has been issued, and the violator has not complied, then the Borough Office may give all documents to the solicitor for District Magistrate action. The Mayor is tagging vehicle violations and follow up will be done by SRP.

\*W. Cadwallader returned to the meeting at 9 P. M.

### **Announcements/Vacancies**

1. Council President R. Shiles announced the following committees/organizations have one vacancy each:
  - a. Glen Rock Planning Commission (four year term);
  - b. Southern Regional Planning Commission (representative);
  - c. Emergency Management Coordinator; and
  - d. Glen Rock Recreation Board (three year term).The Borough has received several letters of interest for these vacancies. Interested parties shall attend the December meeting for interviews and a decision by Council.

### **Solicitor's Report**

1. During the November 22 Personnel Committee Meeting, the Committee discussed defining "nepotism" in the Employee Handbook. The solicitor provided definitions for the Personnel Committee.

### **Mayor's Report**

No report.

### **Work Supervisor's Report**

1. Leaf pickup is going well.
2. WS has been asked to remove the chair out of the creek.
3. The WS is filling pot holes with cold patch on School Street, Valley Street and other various areas.
4. R. Shiles spoke with the three local churches regarding the use of their parking lots when the Borough's Snow emergency plan is in effect. The Municipal Lot is also available. R. Shiles still plans to speak with the two local banks regarding use of their parking lots. This information will be available to residents through the early winter newsletter.

## Secretary's Report

1. The secretary requested a motion to amend the engineering contract with JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, to increase total funds from \$14388.00 to \$15000.00 (due to identification and abatement of asbestos, as well as the structural engineer's visual review of the existing retaining wall), and authorize the Council President to sign Amendment 1 on behalf of the Borough, for Contract of Professional Services by and between JMT and the Borough for Demolition of 13/17 Baltimore Street, CDBG # 45531639. D. Young moved to amend the engineering contract with JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, to increase total funds from \$14388.00 to \$15000.00 (due to identification and abatement of asbestos, as well as the structural engineer's visual review of the existing retaining wall), and authorize the Council President to sign Amendment 1 on behalf of the Borough, for Contract of Professional Services by and between JMT and the Borough for Demolition of 13/17 Baltimore Street, CDBG # 45531639, seconded by W. Cadwallader. 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 \$1810.00. K. Wells moved to authorize YCPC to pay JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$1810.00, seconded by R. Shiles. Motion carried.
3. The secretary requested a motion to authorize YCPC to pay H & H General Excavating Co., Inc., for Clearance/Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$72047.00. K. Krebs moved to authorize YCPC to pay H & H General Excavating Co., Inc., for Clearance/Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$72047.00, seconded by D. Young. Motion carried.
4. The secretary informed Council that there are four properties scheduled for Sheriff Sale in December, 2010.
5. The secretary completed Rental Registration Invoices for 2010 for 349 Units.
6. The secretary requested a motion to transfer \$150,000.00 from the General Fund into the Money Market Savings Account, to receive highest yield of interest possible. D. Young moved to authorize the secretary to transfer \$150,000.00 from the General Fund into the Money Market Savings Account, to receive highest yield of interest possible, seconded by K. Wells. Motion carried.
7. The secretary requested a motion to transfer \$6000.00 from the Rental Fund into the General Fund to receive higher yield of interest. K. Krebs moved to authorize the secretary to transfer \$6000.00 from the Rental Fund into the General Fund to receive higher yield of interest, seconded by K. Wells. Motion carried.

### **Special Project's Report**

1. The Special Projects Committee has not met since the last Council meeting.
2. D. Young provided a Web Site update. He indicated that PSAB has been much slower than what he was told to expect from the PSAB web developer. D. Young was able to develop a more compact header design, with help from Roger Butz. D. Young is waiting for PSAB to finish the site.
3. D. Young attended two DCNR webinars (Developing "Ready to Go" Grants and Green Grants) on C2P2 grant application processes, green design, and best practices. He said that the grants would benefit both the Glen Rock Recreation Board to pursue for park projects and stream bank rehabilitation.
4. D. Young sent an email to Tammy Klunk, Director of York County Department of Parks and Recreation about fostering a working relationship to mutually benefit the Rail Trail users and our community. He also submitted a few mural pictures, possibly for their web site.

### **Police Commission's Report**

1. Written reports for September 2010 are available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality for September:
  - a. Glen Rock Borough – 107
  - b. New Freedom Borough – 168
  - c. Shrewsbury Borough – 170
  - d. Southern School District – 16
  - e. Railroad Borough – 8
  - f. Other jurisdictions – 4The specific breakdown for the month of September for Glen Rock Borough's "Calls for Service" includes the following: Citations, 39; written warnings, 5; summary arrests, 4; and criminal arrests, 3. Time analysis for GRB was 165.02 hours.
2. Beginning September 1, 2010, SRP Officers will not be writing reports for simple police assists which includes the following types of calls: ambulance and fire calls, public assistance, highway related, person check, and business check. These "assists" are documented on their daily's (daily logs: time on duty to time off duty).
3. The cost for services with SRP for 2011 is \$225,778.00 for Glen Rock Borough, which is \$1042.00 less than the cost for services for 2010.

### **Public Safety Report**

No report.

### **Building/Property's Report**

1. When Columbia Gas re-installed the gas line to the Neuhaus Building, they conducted a final inspection. During the inspection Columbia Gas determined that the cold air return duct for heating and cooling the library is not sufficient.
2. As an update to a previous discussion about weeding the Memorial Garden at the Ambulance Club, the Ambulance Club never agreed to maintain the Memorial Garden that was planted on their property, with their permission, by the Beautification Committee. The Ambulance Club members were told that the Beautification Committee would maintain the garden.
3. Council discussed usage of the sign located at 3 Main Street. The Fire Company has developed specific directions for "Use" of the sign at this location. Anyone interested in using the sign should contact the GR Fire Company directly. The Borough Office has copies of the directions for disbursement.

### **Personnel Report**

1. The Committee is scheduled to meet at Noon on November 22, 2010.

### **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	\$ 2136.00
b. Code Administrators Inc.	\$ 1302.50
c. Core-Design Group, LLC	\$ 3800.01
d. Ken Greer Plumbing, Heating & AC	\$ 801.04
e. James R. Holley & Associates, Inc.	\$ 907.50
f. R. A. Bair & Son, Inc.	\$ 519.56
g. Smitty's Garage	\$ 1353.58
h. Stewart & Tate, Inc.	\$ 544.46

K. Wells moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by K. Krebs. Motion carried.
2. The Finance Committee presented the 2011 Proposed Budget to the rest of Council. Council discussed the increase proposed for the Glen Rock Recreation Board from \$7000.00 to \$15000.00. Council also discussed the procedure for requesting appointments to a vacancy on any committee, commission or board appointed by Council. Council decided that the public should be notified when terms are ending, so all letters of interest can be accepted for these vacancies. K. Krebs moved to advertise the 2011 Budget as presented for adoption during the December 2010 Council meeting, seconded by K. Wells. Motion carried.

3. Council discussed the collection of Earned Income Taxes. K. Wells moved to re-affirm the collection of Earned Income Taxes by York County, seconded by D. Young. Motion carried.

### **President's Report**

1. R. Shiles, D. Young and L. Cadwallader met with four businesses to discuss revitalization in Glen Rock Borough. The initial meeting was successful and the group will continue to meet.
2. R. Shiles invited everyone to an Open House at his home on December 11, 2010 from 2 – 7P. M.

### **Public Comment**

1. Keith Godfrey asked Council to consider forming a group, including property owners, to review current property standards.
2. Council expressed their thanks to the Sesquicentennial Committee for the beautiful mural located at the rear of the Getty building.
3. K. Krebs announced that the current GR Street Fair/Christmas Decorating Committee is disbanding; new volunteers are needed to help organize and manage these events. Council would like this information to be announced in the next Borough Newsletter.

K. Wells moved to adjourn the meeting at 10:04 P. M., seconded by W. Cadwallader. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer