

**GLEN ROCK BOROUGH**  
**Borough Council Meeting**  
**October 20, 2010**

<b>Present:</b>	Council Members:	Lucy Cadwallader Warren Cadwallader Jane Glatfelter* Richard Shiles Kathy Wells* Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Mayor:	Ronald McCullough, Jr.*
	Secretary:	Ann Merrick
	Visitors:	One visitor

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

**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); and
  - c. Emergency Management Coordinator.Interested Borough residents should submit their letters of interest to the Borough Office. For each of the commission vacancies, meetings are usually once a month. The EMC does not have to be a Borough resident, but someone who is interested in Emergency Services. More information is available through the Borough Office.

**Persons on Agenda**

1. Patricia Howell, President of Friends of the Library organization  
The FOL organization initiated Town Hall Meetings three years ago as an event sponsored by the library, but held by the Borough. Scheduled twice a year, the meetings have been held in April and October. Ms. Howell requested that Council contact FOL if they are interested in continuing the meetings, one month prior to the month the meeting is being scheduled.

\*K. Wells arrived for the meeting at 7:05 P. M.

\*J. Glatfelter arrived for the meeting at 7:07 P. M.

Ms. Howell also requested the contact information/guidelines for posting events on the sign at 3 Main Street. If Community Organizations may not use the sign at 3 Main Street to advertise their events, the library might purchase and post their own sign. Council will request the contact information/guidelines and provide to the FOL organization. Council thanked FOL Organization for their efforts.

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

1. Jineen Boyle has indicated that the Growing Greener Grant is in the signatory stage.
2. D. Lipinski supports the extension request by Eric Johnston for the Glen Rock Vista Plan, until April 12, 2011. Council discussed. L. Cadwallader moved to grant the extension request by Johnston and Associates, Inc. until March 16, 2011, seconded by K. Wells. After discussing that the Glen Rock Vista Plan does not qualify under Act 46, K. Wells amended the previous motion to grant the extension request by Johnston and Associates, Inc. until March 16, 2011, to meet all conditions outlined in the Borough's April 26, 2010 approval letter (attached), seconded by L. Cadwallader. Motion carried. The solicitor stated she would write this letter.
3. D. Lipinski emailed sidewalk construction specifics to Brent Capatch of Kinsley Construction and informed him to contact Holley & Associates prior to the start of work, so an inspection schedule could be developed. The Borough does not have their own construction material specifics documentation; the engineer stated this document would need to be adopted by ordinance.
4. D. Lipinski spoke with Stevan Dietz, Penn DOT District Maintenance Manager on September 20 and told him that the sink hole at the Main Street Bridge was getting worse and more of the sidewalk has subsided. Stevan said he will have his field man check it out.
5. D. Lipinski reviewed the work being completed by Lester Matthews and informed the Borough that Mr. Matthews should install E & S measures for his earthmoving activities, as per Chapter 102 of the regulations. D. Lipinski also stated that if any developer is not compliant then the Borough has the right to contact York County Conservation District. Council discussed whether the storm water runoff is properly installed for Lester Courts. D. Lipinski suggested locating the approved drawing for Lester Courts to review for specifics.
6. D. Lipinski discussed the School Street Retaining Wall project with Mitch Weaver. Mr. Weaver would like the survey to assure the soil nails do not extend beyond the Street right of way and he took rough measurements of the wall but a survey of the wall location and elevation will yield a better design. The Borough Engineer will have to survey School Street, the wall and adjacent properties now or later in order to prepare a drawing to reconstruct the road, install drainage facilities and bid the project. The approximate cost of the survey is \$4000.00. D. Young moved to

authorize James R. Holley & Associates, Inc. to survey School Street for a cost not to exceed \$4000.00, seconded by J. Glatfelter. Motion carried.

7. D. Lipinski received information from Penn DOT regarding Columbia Gas cutting the gas line to 32 Main Street. Columbia Gas is waiting for easement approval from Mignano's and then they will replace the gas line.
8. Engineer asked whether a design was available for the Borough's Municipal Parking Lot project. Currently a design has not been prepared for this project.
9. Council and the engineer discussed the Hill Street storm drain. The current pipe may not be large enough to accommodate all storm water runoff. The engineer suggested having the WS use a camera to view inside of current piping. Although the Water & Sewer Authority has a camera, it is currently being repaired.
10. Council discussed the installation of standard curb and sidewalk at 13/17 Baltimore Street. If the contractor replaces the curb at this location, state permits will be required. The cost of applying for the state permits was not included in this CDBG project.

\* D. Lipinski left the meeting at 8:15 P. M.

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

No report.

### **Approval of Minutes**

1. D. Young moved to approve the September 15 minutes with the following corrections:
  - a. page 5, remove the wording "With one negative vote by D. Young, and five affirmative votes from L. and W. Cadwallader, K. Krebs, R. Shiles and K. Wells, the motion carried" and replace with **The motion carried unanimously.**; and
  - b. page 8, remove item d. Southern Regional Police Comm. \$56705.00 from #2. This motion was seconded by W. Cadwallader. Motion carried.

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

1. The ZO provided a monthly summary report for September 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were four zoning permits issued; there are seven new zoning violations; and three abated zoning violations. CAI completed seven Rental inspections.

### **Solicitor's Report**

1. The solicitor reviewed Animal Control Officer, T. Hemler's 2011 contract. She made the following recommendations: the Borough should request a copy of the liability

insurance coverage declaration sheet; "Home Base" should be identified in the contract; and lastly suggested that Council keep track of the number of fees collected by owners vs. any fees that the municipality had to pay. L. Cadwallader moved to approve Hemler ACS 2011 Contract with solicitor's suggestions, seconded by D. Young. Motion carried.

2. The solicitor reviewed the 2011 SPCA of York County's Animal care and housing agreement and approved it as written. D. Young moved to accept and sign the SPCA 2011 agreement for \$905.00, seconded by L. Cadwallader. Motion carried.
3. The solicitor prepare the Borough's Disclosure Form for Act 44, regarding the municipal pension, and forwarded documents to the Borough for further follow up.
4. The solicitor has filed District Magistrate actions as previously authorized by Council.
5. The solicitor answered a question raised through the Borough's Association discussion group regarding the necessity for a traffic study for snow emergency routes. According to the Official Traffic Control Devices Publication Section 212.114 (f) (1) "local authorities or the Department may restrict or regulate parking without an engineering and traffic study to accomplish the following...provide for snow emergency routes".

*At this point in the meeting J. Glatfelter interjected that she is concerned with parked cars along Manchester Street just above Pleasant Street intersection. When a vehicle is parked in the first parking space, a vehicle pulling out from Pleasant Street has their line of site blocked by this vehicle. R. Shiles suggested discussing further with WS and will provide an update to the rest of Council during another meeting.*

6. The solicitor discussed the contents of response from Columbia Gas with Council. Council discussed and suggested discussing with WS. D. Young moved to discuss the incident with WS regarding Columbia Gas street repair on Valley Street and authorized the solicitor to write a second letter to Columbia Gas, seconded by W. Cadwallader. Motion carried.

### **Mayor's Report**

No report.

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

1. The WS will need approximately 96 hours of help from a part-time employee to complete leaf pickup. J. Glatfelter moved to hire S. Bowers for 96 hours of temporary, part-time help for leaf pickup in the Borough, seconded by L. Cadwallader. Motion carried.
2. The WS will need the help of an assistant to complete road patching of School Street. D. Young moved to authorize the WS to complete road patch with "hot" patch

if available through C. Taylor and hire S. Bowers for NTE sixteen hours part-time, temporary help, to complete the School Street road repairs, seconded by K. Wells. Motion carried.

### **Secretary's Report**

1. Last month Secretary reported that five weed/grass informative letters were mailed; these same five properties received NOV letters this month. In addition, five new informative letters were mailed for weed/grass growth.
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 \$3088.30. L. Cadwallader moved to authorize YCPC to pay JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$3088.30, seconded by K. Wells. Motion carried.
3. The YC Borough Association will hold its annual banquet on November 13, 2010 at 6:30PM. Anyone interested in more information, please call the Borough Office.
4. The secretary provided Council with a copy of the Recreation Board's 2011 Budget. Council discussed funding for the new fence project.

\*R. McCullough arrived for the meeting at 9:34 P. M.

5. The secretary explained to Council that Sue Good's three year term on the GR Recreation Board expired on October 12, 2010. Sue Good has expressed interest in being re-appointed to the GR Recreation Board for another three year term. The secretary requested a motion to re-appoint Sue Good to the GR Recreation Board for another three year term. Council discussed and did not make a motion to re-appoint Sue Good. Council discussed vacancy during public meeting and noted that any community resident may submit letter of interest to Council for vacancies to any Board appointed by Borough Council.
6. The secretary requested a motion to authorize A. Merrick to file a Business Application for Credit with Apple Ford. J. Glatfelter moved to authorize A. Merrick to file a Business Application for Credit with Apple Ford, seconded by L. Cadwallader. Motion carried.
7. Secretary discussed seeking "Energy bids" for the Borough, with Capped Rates expiring at the end of 2010. K. Wells moved to authorize the solicitor to research Request for Proposal (RFP) for energy bidding process, seconded by L. Cadwallader. Motion carried.
8. Discussed people walking their pets in the Borough; Council wants both informative and/or NOV letters mailed to pet owner's regarding the Borough's Ordinances.

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

1. The October 5 meeting was cancelled due to scheduling conflicts.
2. D. Young submitted the website application to PSAB two weeks ago, and recently submitted the website concept, design, and page data for seventeen pages.
3. Meeting set for November 10 with GR businesses, YC Economic Development Corporation, YCPC, and PA Downtown Center. Details may be found in the recent GR newsletter.
4. All other ongoing projects are unchanged.
5. The next Special Projects meeting will be in 2011.

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

1. Written reports for August 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 August:
  - a. Glen Rock Borough – 40
  - b. New Freedom Borough – 64
  - c. Shrewsbury Borough – 60
  - d. Southern School District – 3
  - e. Railroad Borough – 5
  - f. Other jurisdictions – 6The specific breakdown for the month of August for Glen Rock Borough's "Calls for Service" includes the following: Citations, 10; written warnings, 10; summary arrests, 0; and criminal arrests, 5.
2. The highest cost for 2011 Police services will be \$225275.00 as per P. Miller, SR Administrative Assistant. J. Glatfelter moved to agree to remain as a full member with police services through contract with Southern Regional Police for 2011 but reserve the right to withdraw for 2012 contracted services with Southern Regional Police, due to unknown increase in costs, seconded by W. Cadwallader. Motion carried.

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

6. L. Cadwallader next stated that due to insufficient space in the Fall 2010 newsletter, her seasonal suggestions, meant to enhance the beauty and safety in the Borough, were omitted, but the Webmaster offered to post the following list on the GR Borough website:
  - Improve the appearance of your house and yard by disposing of clutter: limit of four bags of trash per pick up day. Place contained trash on curb after 5pm day before or morning of ... Tuesday is trash and recycle; Friday is only trash pickup. One bulk item may replace one bag of trash; keep grass cut under twelve inches and pull

weeds; removed unused vehicles; clear porches and tidy your yard; a gallon of paint makes a big difference.

- Follow proper procedures for burning: do not burn pressure treated lumber; contact the Borough Office for a Burning Permit; call 911 to inform of controlled burn date.
- While walking your pet, keep it on a leash and carry along a baggy, to clean up after your pet.
- Snow must be removed from sidewalks within twenty-four hours of the end of the snowfall. Be mindful of your neighbors' sidewalk – clear the sidewalk after cleaning the snow off your car and do not shovel snow into the road.

7. Jake Romig is ill and unable to attend the meeting tonight.

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

No report.

### **Personnel 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	\$ 2624.50
b. Code Administrators Inc.	\$ 1668.75
c. James R. Holley & Associates, Inc.	\$ 2082.60
d. Smitty's Garage	\$ 797.52

L. Cadwallader moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by K. Wells. Motion carried.

### **President's Report**

1. President Shiles received a letter of interest from a resident who volunteered to help the Borough maintain the Memorial Garden located near the Ambulance Club. Since the property is owned by the Ambulance Club, it is their responsibility to maintain the garden. Council asked the Borough Secretary to notify the volunteer, as well as the Ambulance Club.
2. Council discussed Assessment Appeals with the Borough Solicitor. The Assessment Appeals Office has been lowering assessments for Commercial Properties in the Borough.

\*M. Pokrifka left the meeting at 10:39 P. M.

The Finance Committee presented the 2011 Budget and discussed individual line items, as needed.

K. Wells moved to adjourn the meeting at 11:07 P. M., seconded by L. Cadwallader. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer