

**GLEN ROCK BOROUGH
Borough Council Meeting
December 21, 2011**

Present:	Council Members:	Lucy Cadwallader Warren Cadwallader* Jane Glatfelter* Ken Krebs Richard Shiles Kathy Wells* Doug Young
	Borough Solicitor:	Michelle Pokrifka
	Borough Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	One Visitor
	Press:	Barb Krebs, York Daily Record

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

*W. Cadwallader arrived for the meeting at 7:02 P. M.

Persons on Agenda

1. Chief Boddington, Southern Regional Police Department
The Chief provided a brief update for Christmas Eve and the GR Caroler's event: two SRPD officers are scheduled to be in Glen Rock for the duration of the event, 11 P. M. through 6:30 A. M. Two Sheriff Deputies will be working from 11 P. M. through 4 A. M. The Chief is pleased that Council has scheduled to rent two portable potties for Christmas Eve, to be placed on the Borough's property on Main Street.

*K. Wells arrived for the meeting at 7:04 P. M.

Chief Boddington provided contact information to Council, for a free program available through the Governor's Center for Local Government Services, DCED, which provides a Local Government Policy Specialist to work with municipalities, to evaluate spending. Lastly, the Chief will continue to work with the Commission to examine the formula which is used to calculate the cost of services for each municipality. The Chief will be encouraging the use of a Per Capita formula.

Borough Engineer's Report

1. D. Lipinski received a copy of the report from ECS on December 21 for subsurface exploration and preliminary analysis of the Codorus Street retaining wall and provided a copy to the Borough but did not have a chance to review and did not provide his comments.
2. D. Lipinski provided two proposals for the fence replacement for the fence which was damaged during the flooding on September 7 and 8, 2011. As part of the process, Holley & Associates recommended adding the bottom rail for stability and to aid in protecting the fence in a future flood event:
 - a. Security Fence - \$3168.00
 - b. A & M Fencing - \$2750.00

Holley & Associates has used A & M Fencing for projects in other municipalities and have been pleased with their work. D. Lipinski recommended that the Borough awarded the contract to A & M Fencing for \$2750.00. L. Cadwallader moved to award the fence contract to A & M Fencing for \$2750.00, seconded by K. Krebs. Motion carried.

3. Holley & Associates is waiting to proceed with the Municipal Parking Lot project until the Borough determines if additional funding is available from DEP. DEP provided verbal approval of additional \$44,000.00 and Gary Peacock has \$24,000 through an NRCS grant, which the Borough must match with 25%. Council discussed a variety of options for stream bank stability. D. Lipinski will prepare documents to put the project out to bid in late February, to then award and begin work in April, 2012.
4. Storm sewer cleaning and videotaping began today for the Growing Greener II grant. The contractor should be finished by the end of 2011. Holley & Associates anticipates the cost exceeding the bid price of \$5697.00 due to the September 2011 flood which increased the deposit of stones, soil and debris in the lines, which previously was not present. This expenditure will be part of the Borough match to the grant. (The engineer's estimate was three times the bid amount. Depending on what is encountered, cleaning may require more hours, which is based on an hourly charge. The secretary was asked to contact FEMA to see if they will pay the increased costs due to flood damages.
5. The engineer is preparing the bid documents for the School Street retaining wall project and recommends opening the bids in early April so the contract may be awarded at the April Council meeting. Due to the uncertainty of asphalt prices, pricing should be stabilized in April, and the Borough should be able to obtain more efficient bids from contractors.
6. D. Lipinski emailed M. Pokrifka and Attorney Jody Leighty the proposed changes to the recorded plan for Fields of Broad Springs, which D. Lipinski gave to Randy Shelley and Gary Masten in 2008/2009. This original document will have to be amended to meet today's requirements.

*J. Glatfelter arrived for the meeting at 7:40 P. M.

Attorney Leighty is proposing payment of \$750.00 per lot for Recreation Fees in lieu of land and \$1250.00 for crack sealing for the Fields of Broad Springs development and would like to finalize by the end of 2011. D. Lipinski discussed preparing an agreement for undeveloped lots, which would require every builder who applies for a building permit for the undeveloped lots in Fields of Broad Springs to escrow funds. The engineer and Building Codes Officials would need to coordinate inspections. R. Shiles moved to accept the offer of \$750.00 per lot for payment of Recreation Fees for Fields of Broad Springs development, increased crack sealing repair fee to \$3000.00, and stipulated that Shelmas at Broad Springs, LLC., pay all fees related to the re-writing the amended documents and revisions to the Fields of Broad Springs Subdivision Plans, seconded by L. Cadwallader. Motion carried.

7. Holley & Associates is waiting for guidance from York County and DEP for finalizing the required storm water management ordinance, which may occur in January, 2012.
8. The R. Pace plan was granted conditional approval, but no time line was designated for completion of the conditions. Because not all of the conditions have been met, the Borough Office should mail out statements, indicating the outstanding fees for the plans, including attorney and engineering fees.
9. The Borough was awarded a DCNR Grant for the Borough Park. Council plans on coordinating all decision making with the GR Recreation Board. D. Lipinski stated that the Borough may be able to purchase discontinued play equipment models, if available.
10. The Borough must execute the contract with ECS for provided professional services for Codorus Street flood damages. R. Shiles moved to execute the ECS Agreement, not including the service of Utility Clearance for \$3000.00, for services already performed, seconded by K. Krebs. Motion carried.
11. D. Lipinski announced that Shrewsbury Borough recently appointed Eric Stoley as their SYC Regional Planning Commission representative, to help stay aware of funds being retained by this Commission. Glen Rock Borough has a representative, Richard Benfer, who has never attended a single meeting, due to all the meetings being cancelled in 2011.

*D. Lipinski completed his report at 7:50 P. M.

GR Planning Commission's Report

No report.

Announcements/Vacancies

1. The following boards have vacancies and/or resignations:

a. GR Zoning Hearing Board – one vacancy for an alternate; and
b. GR Water & Sewer Authorities – one resignation and one re-appointment.
W. Cadwallader volunteered for the alternate vacancy on the GR Zoning Hearing Board. R. Shiles moved to appoint W. Cadwallader to the “alternate” vacancy on the GR Zoning Hearing Board, seconded by D. Young. L. Cadwallader abstained from the vote; all other Council members voted in favor of the motion. Motion carried.
Council received the resignation from Ronald McCullough, Sr. from the GR Water & Sewer Authority, whose term will end December 31, 2013. K. Krebs moved to accept the resignation of Ronald McCullough, Sr. from the GR Water & Sewer Authority, seconded by D. Young. Motion carried. C. Edward Long’s term is due to expire on December 31, 2011 for the GR Water & Sewer Authority and he is interested in being re-appointed. L. Cadwallader moved to re-appoint C. Edward Long to the GR Water & Sewer Authority, seconded by K. Krebs. Motion carried.

Zoning Officer’s Report

1. The ZO provided a monthly summary report for November 2011, which is available for review in the Borough Office. The secretary provided the following summary: one zoning permit was issued; one existing zoning violations; no new zoning violations; one abated zoning violations; two new property maintenance violations and no abated property maintenance violations. CAI completed six Rental inspections.
2. Council received a letter from Attorney William Poole, Jr. The Zoning Officer, Inessa Rodriguez, CAI, mailed a response.

Approval of Minutes

1. D. Young moved to approve the following minutes, seconded by K. Krebs:
 - a. November 16 Special Public Meeting Minutes; and
 - b. November 16 Council Meeting Minutes.Motion carried.

Solicitor’s Report

1. M. Pokrifka restated that the SPCA’s animal care and housing agreement pertains to all Borough residents. K. Krebs moved to accept the 2012 Animal Care and Housing Agreement with the SPCA, seconded by L. Cadwallader. Motion carried.
2. Joyce Hemler has satisfied all of the Borough’s requests for the services now provided by Hemler ACS. K. Krebs moved to accept the 2012 Animal Control Contract with Hemler ACS, seconded by L. Cadwallader. Motion carried.

3. M. Pokrifka reviewed the letter the borough received from Penn Waste regarding a \$1.86 increase per semi-annual billing cycle due to the rising costs for disposal rates at the York County Resource Recovery Facility. The Borough's contract with Penn Waste does not include an escalation clause; however, many municipalities are agreeing to pay the increase. L. Cadwallader moved to accept the \$1.86 increase per semi-annual billing per unit in GRB, seconded by K. Krebs. Motion carried.
4. M. Pokrifka reviewed an agreement for services provided by Code Administrators, Inc. She suggested adding an "At will" statement to the agreement, similar to the statement added to the 2011 Agreement. CAI's agreement also does not reference providing Zoning Officer services. M. Pokrifka volunteered to send a letter to CAI addressing these concerns. R. Shiles moved to authorize the solicitor to send a letter to CAI on behalf of the Borough addressing the lack of reference to Zoning Officer services and addition of "at will" statement to the Borough's approval of CAI's agreement for services for 2012, seconded by L. Cadwallader. Motion carried.
5. M. Pokrifka stated that the GR Mill Inn may have already been invoiced by CGA Law Firm for services provided for initial services related to the preparation of the application for exemption with the Pennsylvania Liquor Control Board. M. Pokrifka will confirm and follow up with the Borough.
6. MW Properties have paid all fees related to their rental properties which required inspections. Specific units are vacant and they have not scheduled inspections due to completing repairs. K. McCullough stated that prior to re-renting the units, he would schedule appropriate inspections. M. Pokrifka stated that the Borough should document their approval of this plan, in writing to MW Properties.
7. The Cable Franchise Agreement is already effective but has not yet been signed by Comcast. M. Pokrifka will contact Comcast.
8. M. Pokrifka suggested completing an investigation as to who provided the approval for installation of mesh to the baseball field fence. Borough Council needs to know what happened and an agreement must be reached to try to prevent the breakdown in communication in the future. Council would like to invite both members of the GR Recreation Board and members of the GR Athletic Association to attend their January 3, 2012 meeting, to discuss the damages, and who will be repairing and paying for the repairs.

Mayor's Report

1. Council President R. Shiles stated that the Borough would be paying \$100.00 for two portable potties for use on Christmas Eve.

Work Supervisor's Report

1. Council President R. Shiles and the Work Supervisor viewed many ruts on Winwood Road. R. Shiles directed the WS to purchase one load of crusher waste, up to

\$200.00, to improve the driving surface of Winwood Road. This work has been completed. R. Shiles will write a follow-up letter to the Leigh's, indicating that the Borough made this one time improvement to their road and from this point forward, maintenance of Winwood Road is their responsibility, since the road is not Borough approved.

2. R. Shiles announced that video inspection started today, as part of the Borough's Growing Greener Grant.
3. R. Shiles asked the WS to post portions of Codorus Street as not driveable due to sand in several areas of the street where vehicles could get stuck.

Secretary's Report

1. A. Merrick completed the Bond Application and submitted it to Selective Insurance for review. A. Merrick requested a motion for increasing the secretary/treasurer's Bond to \$700,000 for a cost of \$600.00, effective immediately. K. Krebs moved to increase the secretary/treasurer's Bond to \$700,000 for a cost of \$600.00, seconded by D. Young. Motion carried.
2. The secretary suggested that contract reviews are completed by the solicitor prior to projects going out to bid. Council agreed that this is a Borough operational procedure and that contract reviews must be completed by the solicitor prior to projects being bid.
3. The secretary explained that the owner of 140 Walnut Street was issued invoices for two units at this location, but when the property was inspected by CAI, the inspector stated that the property is only one unit. The secretary requested a motion to reimburse Robert Pullman for \$25.00 for 2011 Rental Registration fees and \$38.50 for inspection fees for the second unit. L. Cadwallader moved to reimburse Robert Pullman for \$25.00 for 2011 Rental Registration fees and \$38.50 for inspection fees for the second unit, seconded by K. Wells. Motion carried.
4. The secretary is submitting all costs incurred by both GRB and Selective Insurance to the YC Youth Aid Panel for an incident that occurred in April, 2010 (broken windows at the rear of the Neuhaus Building). The Youth who committed the crime are being held responsible for the damages.
5. The secretary requested a motion to be designated as the Borough's Agent for filing all necessary paperwork to receive FEMA Funds for flood damages. W. Cadwallader moved to designate the Borough Secretary as the Borough's Agent for filing all necessary paperwork to receive FEMA Funds for flood damages, seconded by L. Cadwallader. Motion carried.
6. The secretary requested a motion to transfer \$2200.00 from the Rental Fund into the General Fund to receive the highest yield of interest. D. Young moved to transfer \$2200.00 from the Rental Fund into the General Fund to receive the highest yield of interest, seconded by L. Cadwallader. Motion carried.

7. The secretary requested a motion to adopt the appropriations resolution, designating that unexpected revenue remaining in the 2011 budget is transferred to any and all budget accounts that have over-expended balances. L. Cadwallader moved to adopt the appropriations resolution, designating that unexpected revenue remaining in the 2011 budget is transferred to any and all budget accounts that have over-expended balances, seconded by K. Wells. Motion carried.
8. The secretary requested a motion to authorize the Finance Committee to close out the 2011 fiscal year. K. Wells moved to authorize the Finance Committee to close out the 2011 fiscal year, seconded by L. Cadwallader. Motion carried.
9. The secretary provided Council with APPI's analysis of the Borough's electricity accounts and their evaluation of current market opportunities and conditions. APPI provided electricity supplier responses and recommended that Council consider a 24-month term, with a fixed price from Nextra Energy. GRB is currently paying 9.39 cents per KWH from Met-Ed. Nextra Energy's indicative price is 6.92 cents per KWH. Council asked the secretary to find out what Met-Ed's distribution cost is, and whether that cost will remain the same or whether it is part of the cost per KWH.

Personnel Report

1. The Personnel Committee met on December 20 and reviewed the employees' self-evaluations. The Committee will meet again in 2012 to complete the evaluations and then will schedule time to meet with the employees. The question was asked whether a Council member whose term expires may continue to be on the Personnel Committee to complete the 2011 evaluations. M. Pokrifka stated that the Council member with the expired term may attend the newly formed Personnel Committee meeting, as a member of the public, but once a term is expired, the person is no longer a Council member.

Special Project's Report

No report.

Building/Property's Report

No report.

Police Commission's Report

1. For comparison purposes, the following is a list of "Calls for Service" for each municipality for October:
 - a. Glen Rock Borough – 61
 - b. New Freedom Borough – 126
 - c. Shrewsbury Borough – 160
 - d. Southern School District – 13

- e. Railroad Borough – 8
- f. Loganville Borough - 8
- g. Other jurisdictions – 5

The specific breakdown for the month of October for Glen Rock Borough’s “Calls for Service” includes the following: Citations, 8; written warnings, 4; summary arrests, 1; and criminal arrests, 0. Time analysis for GRB was 131.55 hours.

2. The contract cost for 2011 was \$225,778.00; the final contract cost for 2012 is \$234,977.00.
3. R. Shiles prepared a letter to Southern Regional Police Commission (SRPC) regarding opting in for services in 2013. He indicated that a public meeting was held on November 16 and most of the public responses were positive for future participation. He suggested informing SRPC of the Borough’s intentions to remain a member in 2013 but indicate that rising costs will always greatly concern GRB. Council discussed and shared their opinions. K. Wells moved to inform SRPC of GRB’s intentions to remain a member for 2013, by mailing the letter written by R. Shiles, seconded by D. Young. Motion carried.
4. Council discussed the receipt of Shrewsbury Borough’s letter, for Southern Regional Police Department to be a first response to the district magistrate’s office located in Shrewsbury Township, near the Shrewsbury Borough line, with all response time being billed to the Magistrate’s office based on the hourly rate that is billed to Railroad Borough, the Southern School District and Loganville Borough. K. Krebs moved to send a letter to Southern Regional Police Commission, in agreement with Shrewsbury Borough’s response, seconded by L. Cadwallader. Motion carried.

Public Safety Report

No report.

Ordinance/Refuse Report

1. This committee will begin reviewing information for a new contract; the current contract expires July 31, 2012.

Finance Report

1. R. Shiles presented a list of the following invoices over \$500.00:
 - a. CGA Law Firm \$ 1916.97
 - b. Code Administrators, Inc. \$ 512.50
 - c. GR Recreation Board \$ 3168.43
 - d. Godfrey’s Heavy Equip Repair Service \$ 700.00
 - e. James R. Holley & Associates, Inc. \$ 4412.68
 - f. MediaOne PA \$ 1002.80
 - g. PSAB Municipal Retirement Trust \$ 1100.00

- h. Selective Insurance \$ 600.00
- i. Smitty's Garage \$ 968.00

K. Krebs moved to pay these invoices using the General Fund, seconded by L. Cadwallader. Motion carried.

- 2. R. Shiles presented the following invoice to be paid using State Highway Aid Funds:
 - a. James R. Holley & Associates, Inc. \$ 234.00L. Cadwallader moved to pay this invoice using the State Highway Aid Fund, seconded by W. Cadwallader. Motion carried.
- 3. The secretary requested a motion to reimburse R. Shiles for his expenses at Susquehanna Glass. D. Young moved to reimburse R. Shiles for his expenses at Susquehanna Glass, seconded by L. Cadwallader. Motion carried.
- 4. R. Shiles requested a motion to adopt the 2012 Budget, as presented. K. Wells moved to adopt the 2012 Budget, seconded by K. Krebs. Motion carried.

President's Report

- 1. R. Shiles announced that "Thank you notes" were received from the GR EMS, Inc., and Hufnagel Public Library, for the Borough's donations to these organizations.
- 2. R. Shiles reminded outgoing Council members to return their borough office keys, their draft copy of the Codification of Ordinances, and the Borough Code and supplements.
- 3. R. Shiles thanked outgoing Council members for their years of service and presented each with an engraved mug.

Public Comment

- 1. Barb Krebs asked if the Borough Council would be meeting twice in January or only once. Council has advertised to meet on January 3, 2012, at 7 P. M. for their re-organizational meeting.

** Council recessed to Executive Session at 9:48 P. M. to discuss pending litigation.

**The council meeting resumed at 9:55 P. M.

D. Young moved to authorize the solicitor to write a letter to Attorney William Poole, regarding Jerome Litz, his current Zoning Permit and the expiration date for that Zoning Permit, seconded by L. Cadwallader. Motion carried.

L. Cadwallader moved to adjourn the meeting at 9:57 P. M., seconded by W. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer