

**GLEN ROCK BOROUGH
Borough Council Meeting
February 16, 2011**

Present:	Council Members:	Lucy Cadwallader Warren Cadwallader Jane Glatfelter* Ken Krebs Richard Shiles Kathy Wells* Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Mayor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Seven visitors

The Council meeting was Called to Order at 7:03P.M. by Council President R. Shiles, with the pledge to the flag.

Persons on Agenda

1. Steven J. Fair, CPA and Rachel Scarpato, CPA, SF & Co: GRB's Independent Auditor
Mr. Fair and Mrs. Scarpato provided "draft" copies of the borough's audit for year ending December 31, 2010. As part of their audit process, SF & Co provides a management letter each year, which includes recommendations for strengthening internal control, accounting and financial reporting, and operating efficiency. Comments for the audit year ending December 31, 2009 included improving controls over check disbursements, which was not implemented, and clearing old un-reconciled items from bank accounts, which was implemented. Mr. Fair suggested authorizing all Council members as signers on checks and removing the Secretary/Treasurer as a signer. Secretary would still need to be bonded and then all Council members would need to be bonded as well.
Comments for the audit year ending December 31, 2010 include improving controls over Glen Rock Recreation Board and increasing the treasurer's bond. Specific to the GR Recreation Board, SF & Co recommends that monthly financial statements be provided to the Council for review. Also, as per IRS guidelines, the GR Recreation Board needs to decide whether they are hiring independent contractors, who receive prepared 1099-MISCs, or employees, who will be paid through the Borough's payroll system. Mr. Fair defined an employee as one who

completes specific tasks at a designated time each day. SF & Co suggests increasing the treasurer's bond to the highest total cash available, to protect the Borough's interests. Mr. Fair also recommended purchasing a bond for the treasurer of the GR Recreation Board.

*K. Wells arrived for the meeting at 7:22 P. M.

2. Lee Hoffheins, Borough Tax Collector and Treasurer for Hufnagel Library Board
As the Borough's Tax Collector, Mr. Hoffheins is bonded for \$180,000.00. Mr. Hoffheins presented an update for the library including information about their 2011 budget and other programming updates. About one-half of Hufnagel Library's income comes from State and County Aid; the other half of their income has to be raised through contributions, donations, and fund raising events. Electronic books will be available beginning April 1, 2011 and the library is now accepting credit card payments.

Announcements/Vacancies

1. The following commission and boards have vacancies:

- A. Southern Regional Planning Commission;
- B. Glen Rock Recreation Board; and
- C. GR Zoning Hearing Board.

Resident Richard Benfer submitted a letter of interest for the Southern Regional Planning Commission. W. Cadwallader moved to appoint Richard Benfer to the Southern Regional Planning Commission, seconded by K. Krebs. Motion carried. Resident L. James Merrick submitted a letter of interest for the vacancy on the GR Zoning Hearing Board. L. Cadwallader moved to appoint L. James Merrick to the GR Zoning Hearing Board, seconded by K. Krebs. Motion carried. Attorney Bruce Bankenstein has requested that an alternate be appointed for the GR Zoning Hearing Board. R. Shiles moved to recruit and appoint an alternate for the GR Zoning Hearing Board, seconded by L. Cadwallader. Motion carried.

Borough Engineer's Report

1. D. Lipinski will be working on the first deliverable item (bidding the tv portion), and plans to have this completed by April 30, 2011.

*J. Glatfelter arrived for the meeting at 7:35 PM.

2. D. Lipinski reminded Council that a decision needs to be made regarding the School Street Retaining Wall. Council discussed the costs to repair the retaining wall and possible options for obtaining access to the School Street property. D. Young

- moved to authorize the Borough engineer to prepare RFP for retaining wall and road repairs and advertise the bid documents, seconded by L. Cadwallader. Motion carried.
3. D. Lipinski discussed Act 167, a Storm water Study being done by York County and the affects it will have on the Borough. James R. Holley and Associates will be completing this process for all municipalities they serve, so he suggested that the cost will be shared among all of their municipalities. Council agreed with this process.
 4. D. Lipinski discussed the DCNR Grant, available to small communities, which is due April 20. He shared information from his meeting with Lori, DNCR representative and the process to apply, with no guarantee of obtaining the grant, which includes: securing partnerships (cash or non-cash contributions in writing), Resolution, Public Meeting, to scale site plan with contours and proposed project(s), detailed budget, etc. per check DCNR application checklist. He estimates the engineering costs to be between \$4,000 or \$5,000 to submit the grant application. K. Wells moved to authorize the solicitor to develop a resolution for GRB to complete the DCNR Grant application, seconded by D. Young. Motion carried. K. Wells moved to advertise a public meeting for 6:30 PM on March 16, 2011, seconded by W. Cadwallader. Motion carried. The Council President and Secretary will mail out letters to surrounding municipalities requesting their time, services, and/or a donation to help aid GRB with the proposed project.
 5. D. Lipinski provided an estimate for the cost of completing the municipal parking lot: \$6,000 for engineering services, \$80,000 to \$100,000 for porous pavement work (Lot is approximately 20,000 sq-ft, and porous pavement is \$4 to \$5 per sq-ft), while the proposed project still includes installation of a rain garden, planting areas, piping systems, Jersey barriers adjacent to creek, and bank stabilization. Plus the borough engineer is unsure of what is being proposed for bank stabilization. D. Lipinski's best estimate for total cost of this project is \$120,000. J. Romig has requested that the Borough engineer complete the erosion control plan and J. Romig will complete the permits for the project. J. Romig has secured \$10,000.00 of additional funds through Gary Peacock. The Borough will try to schedule a meeting between Joe Kelly, DEP, several Council members, the Borough Engineer, and J. Romig to discuss any outstanding issues.
 6. D. Lipinski discussed the current status of the Fields of Broad Springs development. Amendments to final recorded plans have not been finished. Currently 18 of 25 homes have been built and the recreation fees have not been paid yet.
 7. D. Lipinski has received word that the owner of Glen Rock Vista is trying to sell the property. He reminded the owner's engineer, Eric Johnston that a decision must be made before the March 16 Council Meeting, so the Borough can act on the subdivision plan.

8. D. Lipinski discussed the YCCD MOU with council and reviewed his concerns, recommendations and responsibilities per the agreement.

GR Planning Commission's Report

1. The Planning Commission discussed on-going issues related to the Glen Rock Vista subdivision during their monthly meeting.

Approval of Minutes

1. Council discussed an error in the January 19 Minutes: President's Report, #1, remove the word "rather" from the end of the first sentence. D. Young moved to approve the January 19 minutes, removing the word "rather" from the end of the first sentence, #1, under the President's Report, page 7, seconded by K. Krebs. Motion carried.

* D. Lipinski left the meeting at 8:45 P. M.

Zoning Officer's Report

1. The ZO provided a monthly summary report for January 2011, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were two zoning permits issued; there were no new zoning violations; four existing zoning violations; and three abated zoning violations. CAI completed twenty-three Rental inspections.

Solicitor's Report

1. M. Pokrifka reviewed and discussed the York County Boundary and Annexation Survey (BAS) Consolidation Agreement with Council. York County has requested that municipalities execute the agreement by April 1, 2011.
2. R. Shiles asked the solicitor about Act 90 and Blighted Properties and what procedures the Borough would be required for the Borough to use this law. The solicitor will provide more information at another meeting.

Mayor's Report

1. The Police are planning to search and remove abandoned vehicles located in the Borough.

Work Supervisor's Report

1. So far, the WS has only ordered and used one drum of additive on icy roadways.
2. WS discussed purchasing several needed items for the pickup truck: lights, truck bed liner, and floor mats. The lights will be expensive and the WS will continue to

- research these costs. The WS suggested using rust removing spray, and then spraying the truck bed with protective coating at a cost of approximately \$200.00. K. Krebs moved to authorize the WS to purchase roll on and spray bed liner, and floor mats for a cost not to exceed \$250.00, seconded by K. Wells. Motion carried.
3. The WS requested permission to hire Steve Bowers for three or four days, four hours each day, to help clean, paint and service the pickup truck. Council discussed and agreed since these hours are already budgeted for 2011. When the WS has received additional pricing on the lights, he will schedule Steve Bowers to help service the truck and plans for this work to be completed in early March.
 4. WS discussed purchasing salt through co-stars next year, with Shrewsbury Township.

Secretary's Report

1. The secretary asked for a motion to execute the agreement between York County and GRB for the Boundary and Annexation Survey. K. Krebs moved to execute the YC BAS Consolidation Agreement, seconded by L. Cadwallader. Motion carried.
2. Council discussed increasing the secretary/treasurer bond and asked the secretary to research the costs.
3. The secretary asked Council if they wanted to waive their right to compensation for budgetary reasons. As set per Ordinance, each Council member could receive a monthly paycheck of \$50.00. All Council members waived their rights to receive compensation. L. Cadwallader moved to waive all Council members' rights to receive compensation due to budgetary reasons for 2011, seconded by K. Krebs. Motion carried.
4. As set per Ordinance, the Mayor may also receive a monthly paycheck of \$50.00 for his duties. Mayor R. McCullough said he is willing to waive his rights to receive compensation. K. Krebs moved to waive the Mayor's right to receive compensation for 2011, seconded by K. Wells. Motion carried.
5. The secretary requested a motion to execute the CDBG Contract between YCPC and GRB for the Cottage Avenue Street reconstruction project. L. Cadwallader moved to execute the CDBG Contract between YCPC and GRB for the Cottage Avenue Street reconstruction project, seconded by D. Young. Motion carried.
6. The secretary requested a motion to approve the 2010 DCED Audit completed by SF & Company. D. Young moved to approve the 2010 DCED Audit completed by SF & Company, seconded by K. Krebs. Motion carried.
7. The secretary requested a motion to authorize the payment of the MMO, \$7411.00, for fulltime Borough Employees. K. Krebs moved to authorize the payment of the MMO, \$7411.00, for fulltime Borough Employees, seconded by L. Cadwallader. Motion carried.

8. The secretary requested a motion to transfer \$4500.00 from the Rental Fund to the General Fund in order to yield highest percentage of interest. K. Krebs moved to transfer \$4500.00 from the Rental Fund to the General Fund in order to yield highest percentage of interest, seconded by L. Cadwallader. Motion carried.
9. The secretary requested a motion to designate Richard Shiles as Glen Rock Borough's official voting delegate during PSAB's Annual Conference. K. Wells moved to designate Richard Shiles as Glen Rock Borough's official voting delegate during PSAB's Annual Conference, seconded by L. Cadwallader. Motion carried.

Police Commission's Report

1. Written reports for December 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 November:
 - a. Glen Rock Borough – 98
 - b. New Freedom Borough – 229
 - c. Shrewsbury Borough – 196
 - d. Southern School District – 20
 - e. Railroad Borough – 14
 - f. Other jurisdictions – 8The specific breakdown for the month of December for Glen Rock Borough's "Calls for Service" includes the following: Citations, 6; written warnings, 12; summary arrests, 2; and criminal arrests, 4. Time analysis for GRB was 161.11 hours.
2. The Police Commission will be meeting with New Freedom Borough to discuss a letter that New Freedom Borough mailed to their residents.
3. SRPD is holding an event on April 30, so residents may properly dispose of unused drugs.
4. Police Commission continues to meeting with officers regarding their contract.

Other Updates

1. L. Cadwallader announced that Clean the Stream Day is scheduled for May 14, 2011.

Public Safety Report

No report.

Special Project's Report

1. D. Young is coordinating with community civic organizations for Cleanup Day, scheduled for May 14, 2011.
2. This committee is discussing Dog Cleanup Stations for 3 Main Street and other locations in the Borough.

3. The committee briefly discussed banner pole replacements.
4. Next meeting is scheduled for March 9, 2011.

Building/Property's Report

No report.

Work Supervisor's Report continued

5. WS is obtaining pricing for lettering all the trucks to include the borough's website.

Personnel Report

1. The Employee Handbook was adopted in 2008. The committee will be working on additions to the handbook.

Ordinance/Refuse Report

1. The committee continues to work on the Codification Draft, one chapter at a time.

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	\$ 1063.54
b. Code Administrators Inc.	\$ 1947.50
c. GR Water & Sewer Authority	\$ 7000.00
d. James R. Holley & Associates, Inc.	\$ 915.75
e.V. L. Tracey	\$ 534.97

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

President's Report

1. The GR Street Fair Committee has disbanded; Bob Nicklow provided a packet of information. Although there isn't a Committee at this time, R. Shiles will be contacting Community Organizations, asking for one member from each group to form a new committee.
2. R. Shiles has begun investigating available medical insurance plans. M. Pokrifka suggested obtaining booklets from all companies, so clearly defined benefits and costs may be reviewed by the Personnel Committee.
3. R. Shiles discussed providing a clothing allowance of \$100.00 to the Work Supervisor. R. Shiles moved to provide the Work Supervisor with a \$100.00 clothing allowance, seconded by L. Cadwallader. Motion carried.

4. R. Shiles attended an informative class which discussed Act 90 and he learned useful information regarding blighted properties, and how the homes affect a community.

Public Comment

1. Dave Sheffer is interested in helping to plan a Halloween Parade for Glen Rock Borough.

K. Krebs moved to adjourn the meeting at 10:25 P. M., seconded by L. Cadwallader.
Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer