

**GLEN ROCK BOROUGH
Borough Council Meeting
January 19, 2011**

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

The Council meeting was Called to Order at 7:00P.M. by Council President R. Shiles, with the pledge to the flag.

Announcements/Vacancies

1. Council President welcomed Chief Boddington to the meeting. Chief Boddington thanked L. Cadwallader, her family and all attendees for their support for his promotion ceremony. Chief Boddington discussed historical and current crowd control needed for the Glen Rock Carolers' on Christmas Eve.

*K. Wells arrived at 7:03 P. M. and J. Glatfelter arrived at 7:05 P. M. for the meeting.

He suggested advertising zero tolerance and stated that the York County Sheriff Department could provide assistance with crowd control. Chief Boddington suggested meeting with Council members to develop the best plan for controlling the crowd for future events. Council was receptive to the Chief's suggestions. Council indicated they would consider all options and keep in touch with the police, to put a plan in place for next year. The Chief also provided an update regarding an identity theft issue which occurred in West Manheim Township and listed steps residents should consider when being pulled over by an un-marked police car. He also suggested that parents limit how much information is shared by their children on the internet in sites like "Facebook".

*W. Cadwallader arrived for the meeting at 7:13 P. M.

Lastly, the Chief stated that SRPD is working with the FBI on a lead for a Bank Robbery that took place in the fall in Glen Rock.

2. The following commission, boards, and authority have vacancies:
 - A. **Southern Regional Planning Commission** – Borough resident Richard Benfer has expressed a verbal interest and the Council has received a letter of interest from another resident Robert Becker. Council decided to defer their decision until the February Council meeting.
 - B. **Glen Rock Recreation Board** – The solicitor confirmed that Sue Good may not be re-appointed to the current vacancy for this board. Volunteers may only be appointed for up to five consecutive year terms. Mike Lovejoy has withdrawn his letter of interest for the recreation board vacancy, so there is currently one vacancy.
 - C. **GR Zoning Hearing Board** – Currently there are two vacancies, one from last month and another term which ends on January 21. The Borough has received a letter of interest for re-appointment from W. Richard Super, 34 Glen Avenue. R. Shiles moved to re-appoint W. Richard Super to the Glen Rock Zoning Hearing Board, adopting Resolution 2011 – 1, seconded by L. Cadwallader. Motion carried.
 - D. **GR Water & Sewer Authority** – Two terms ended on December 31, 2010; two letters of interest were received from Bart Glatfelter and Jac Seitz. R. Shiles moved to re-appoint Bart Glatfelter, adopting Resolution 2011-2, and re-appoint Jac Seitz, adopting Resolution 2011-3, to the GR Water & Sewer Authority, seconded by W. Cadwallader. Motion carried.Letters of interest will be accepted by the Borough Office for vacancies on the Southern Regional Planning Commission, the Glen Rock Recreation Board, and the Glen Rock Zoning Hearing Board.

Borough Engineer's Report

1. D. Lipinski emailed DEP (Jineen Boyle) on December 21, 2010 to notify her that the first deliverable (bidding the TV portion) will be delayed until April 30, 2011.
2. The engineer reminded Council about the sink hole on Church Street and suggested considering a temporary repair, as necessary.
3. D. Lipinski reminded Council that a decision needs to be made regarding the School Street retaining wall. D. Lipinski discussed costs and suggested the Borough consider a low interest loan to complete the work. Bid documents will need to be prepared for the project. Council asked D. Lipinski to forward information regarding low interest loans to the Borough Office.
4. D. Lipinski provided information for a DCNR Grant, which is due on April 15, for small communities of less than 5000 residents. The total grant cannot exceed \$60000.00 and the first \$20,000.00 must be used to purchase materials. The next \$20,000.00 must be matched dollar for dollar. The engineer thought there might be projects at the park that would be acceptable. R. Shiles moved to authorize D. Lipinski to

contact Lori from DCNR, to work with the Borough and the GR Recreation Board to submit an eligible project, seconded by W. Cadwallader. Motion carried.

Additional comments to Engineer's Report

5. A. Merrick asked which GR Recreation Board member's information should be submitted to DCED for completion of "Appointed and Elected Officials" online form. Judy Flemmens is currently the secretary and she was agreeable to her information being submitted.
6. Council discussed the CDBG Short List with the engineer and eligible projects. K. Wells moved for secretary to confirm council's decision to pay for engineer/design of Cottage Avenue project using Borough funds and use CDBG funds for construction only, if the Cottage Avenue project is considered on the County's Short List, seconded by D. Young. Motion carried.
7. D. Lipinski asked Council to begin thinking about the 2012 – 2014 CDBG cycle and what projects should be considered for Glen Rock Borough.
8. Council discussed the need to have a decision regarding the Glen Rock Vista project no later than the March 16, 2011 meeting.

* D. Lipinski left the meeting at 8:09 P. M.

GR Planning Commission's Report

1. The group welcomed their newest member, Joe Heisler and discussed their roles and functions as the Planning Commission and their role as the Appeals Board for Rental disputes.

Approval of Minutes

1. L. Cadwallader moved to approve the December 15 minutes seconded by W. Cadwallader. Motion carried.

K. Krebs stated that he was not notified about the change in schedule for the Quarterly Work Session meetings.

Zoning Officer's Report

1. The ZO provided a monthly summary report for December 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 were no new zoning violations; seven existing zoning violations; and one abated zoning violations. CAI completed forty Rental inspections.

2. Council discussed the non-response for NOV issued to property owner with an unsafe chimney. R. Shiles moved to authorize M. Pokrifka to contact CAI to discuss additional conditions which might make the property inhabitable and to file DJ Action as necessary, seconded by K. Krebs. Votes in agreement with motion were received from J. Glatfelter, D. Young, K. Krebs, W. Cadwallader, K. Wells, and R. Shiles. L. Cadwallader voted against the motion. Motion carried.

Solicitor's Report

1. An update was provided to Council via the secretary regarding current, scheduled DJ Action.

Mayor's Report

No report.

Work Supervisor's Report

1. An update was provided to Council regarding the pending truck purchase via the secretary. The vehicle passed an inspection by an independent mechanic. K. Wells moved to authorize the Work Supervisor and/or Secretary to complete all necessary paperwork for truck purchase, seconded by L. Cadwallader. Motion carried.
2. Council asked whether the parking space on Manchester Street had been removed. This work has not been completed yet.
3. Council requested that a letter be mailed to the owner of 304 Church Street notifying them to cut back a bush located on their property which currently blocks the view of drivers who are trying to pull out onto Church Street from Walnut Street.
4. Council asked for an update regarding the purchase and placement of barriers for the Municipal Parking Lot between the library and Mignano Brothers' Restaurant. No information is currently available.

Secretary's Report

1. The secretary informed Council that she met with Jon Abbott and completed the Request for his Criminal Record Check.
2. The secretary provided copies of Statement of Financial Interest Forms to each Council member and stated that the forms are due back to the office by May 1, 2011.
3. The secretary informed Council that 84 Argyle Avenue and 34 Hanover Street are scheduled for Sheriff Sale on February 7, 2011.
4. The secretary informed Council that Penn DOT provided an updated process for Race Permits, Parade Permits, Special Events, Signs and Banner Permits.
5. The secretary requested a motion to appoint a representative and an alternate to the Board of Directors for the York Adams Tax Bureau. R. Shiles moved to appoint

Harold L. Hoffheins as the representative and L. Cadwallader as the alternate to the Board of Directors for the York Adams Tax Bureau, seconded by K. Krebs. Motion carried.

6. The secretary requested a motion to release escrowed funds of \$7500.00, which were being held for Jon Page, 31 Cottage Avenue. The certificate of occupancy was issued today for completion of the house. D. Young moved to release escrowed funds of \$7500.00 to Jon Page, 31 Cottage Avenue, seconded by L. Cadwallader. Motion carried.
7. The secretary requested a motion to pay additional funds for the Municipal Pension for 2010 for both full-time employees. R. Shiles moved to pay the appropriate retirement amount of additional Municipal Pension funds for the full-time employees, seconded by L. Cadwallader. Motion carried.
8. The GR Recreation Board requested to their \$15000.00 donation, as budgeted. Council discussed the Recreation Board's pending project for replacing the outfield fence on the baseball field used by the Glen Rock Athletic Association (GRAA). The GR Recreation Board decided to make a donation to the GRAA and then have them replace the fence, so that the GR Recreation Board would not have to follow the Borough's Bid Process. Council President, R. Shiles suggested that Council, the Solicitor, GRAA and GR Recreation Board members meet for a special meeting to discuss procedures as regulated by the Borough Code.

*R. McCullough, Jr. arrived for the meeting at 8:55 P. M.

Council contacted M. Pokrifka by phone and she concurred that holding a special meeting with all involved groups would be the best way to discuss future projects for the park. She did say that funneling money into another organization to avoid the bid process is illegal and Borough Council members could be held responsible. The solicitor also stated that agreements/resolutions should be re-affirmed by each new Council, every two years. L. Cadwallader moved to schedule and advertise a special meeting to discuss agreements and projects planned for the Glen Rock Park, seconded by K. Krebs. Motion carried. Council chose two dates, either Wed, February 9 or Tuesday, February 15, 2011, as possible meeting dates. K. Krebs volunteered to contact members of the GRAA and the Glen Rock Recreation Board, to find out which date suits the best for the special meeting with Council and the solicitor.

Police Commission's Report

1. Written reports for November 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 – 37
- b. New Freedom Borough – 67
- c. Shrewsbury Borough – 70
- d. Southern School District – 8
- e. Railroad Borough – 4
- f. Other jurisdictions – 7

The specific breakdown for the month of November for Glen Rock Borough’s “Calls for Service” includes the following: Citations, 6; written warnings, 4; summary arrests, 2; and criminal arrests, 4. Time analysis for GRB was 146.29 hours.

- 2. SRPD has recently hired a new officer, Derek Smith, who will be Sworn In on February 2, 2011.
- 3. L. Cadwallader continued to discuss the possible expansion of SRPD.
- 4. L. Cadwallader informed Council that the procedure discussed during the December 2010 Council meeting is incorrect. In order to withdraw from regional police services, as per the Joint Municipal Agreement, all municipalities have to hold a public meeting with a stenographer present for legal minutes.
- 5. L. Cadwallader informed Council that New Freedom Borough Council mailed a letter to their residents concerning the Southern Regional Police Department and Commission.

Other Updates

- 1. L. Cadwallader reminded Council not to forget to set dates for the Clean the Stream.
- 2. L. Cadwallader stated that new poles are needed for hanging seasonal flags and asked the finance committee to consider this purchase.
- 3. L. Cadwallader asked Council who collects the funding for advertisements on the fence around the GRAA baseball field. Jeff Hines, a member of the GRAA, might be able to answer this type of question.
- 4. L. Cadwallader submitted a quarterly report for the Section 319 Grant. J. Romig is still searching for additional funding for this project.

Public Safety Report

No report.

Special Project’s Report

- 1. The Committee meeting was postponed until January 27, 2011.
- 2. The Borough website has many updates and changes. So far the site has over 2000 visitors.
- 3. D. Young presented a final copy of the Volunteer Form which was discussed at the Quarterly Work meeting.

Work Supervisor's Report revisited

1. Work Supervisor said he would check the status of the video camera with GR Water & Sewer Authority.
2. WS stated that the GR Water & Sewer Authority paid for the independent inspection of the truck, which was requested by the Borough.
3. WS stated that he may be able to haul two barriers at a time in the Borough truck.
4. WS stated that the Borough has received three loads of salt so far this snow season. None of the salt has been paid for yet.

Building/Property's Report

No report.

Personnel Report

1. The Personnel Committee met with the Borough employees to discuss their annual evaluations.

Ordinance/Refuse Report

1. This committee will meet tomorrow night.

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	\$ 1238.00
b. Code Administrators Inc.	\$ 2690.00
c. GR Recreation Board	\$ 2958.56
d. James R. Holley & Associates, Inc.	\$ 934.50
e. Southern Police Commission	\$ 56445.00

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

President's Report

1. R. Shiles discussed planning for help to remove snow. R. Shiles moved to develop an RFP for a contingent contract for snow removal, as needed, seconded by W. Cadwallader. Motion carried.
2. R. Shiles suggested that Council consider a contingency weather schedule for Borough Council meetings and suggested that if the weather is bad on the third Wednesday, that the Borough Council meeting be held the fourth Wednesday of the month. All of Council concurred and asked that this addition be added to the advertisement for the Special meeting in February, if allowable; Council stated not to advertise this addition, if it has to be completed separately.

3. R. Shiles asked if K. Krebs would consider being the Council's representative to the Hufnagel Library Board for one more year, through the end of his term on Council. K. Krebs said he was agreeable. K. Wells moved to appoint K. Krebs as the Borough Representative to the Hufnagel Library Board for one year, term to end on 1/1/2012, seconded by D. Young. Motion carried.
4. As previously discussed at the December meeting, R. Shiles moved to hire a part-time employee for up to four hours per week, for minimum wage, to work in the Borough Office, seconded by D. Young. Motion carried.
5. R. Shiles stated that part-time help for the Work Supervisor will be revisited later in the year, after further budget reviews.
6. R. Shiles previously stated that he is interested in attending one day of PSAB's Annual conference. D. Young moved for the Borough to pay the admission fee of \$100.00, for R. Shiles to attend one day of PSAB's Annual Conference, seconded by W. Cadwallader. Motion carried.

Public Comment

1. Mr. Larry Flemmens, a Glen Rock Caroler, stated that the carolers picked up a huge crowd of rowdy people at the top of Hanover Street. The carolers are interested in having a fun but safe night. On behalf of the carolers, Mr. Flemmens asked that additional police be present to help with crowd control. Council indicated that as discussed at the beginning of the meeting, they will meet with Chief Boddington to develop a workable plan to insist for zero tolerance and have additional help through the Sheriff's Department for Christmas Eve.

D. Young moved to adjourn the meeting at 9:46 P. M., seconded by W. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer