

**GLEN ROCK BOROUGH  
Borough Council Meeting  
July 20, 2011**

<b>Present:</b>	Council Members:	Warren Cadwallader Jane Glatfelter* Ken Krebs Richard Shiles
	Solicitor:	Michelle Pokrifka*
	Borough Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Four Visitors

**Absent:** Council Member: Lucy Cadwallader is absent from this Council Meeting because she is attending the Southern Regional Police Commission meeting, scheduled for the same date and time.

**The Council meeting was Called to Order** at 7:00P.M. by Council President R. Shiles.

**Announcements/Vacancies**

1. The following board has a vacancy:
  - A. An alternate is needed for GR Zoning Hearing Board.
2. Borough Council will be going to Executive Session at the end of the meeting, to discuss personnel issues.

**Zoning Officer's Report**

1. The ZO provided a monthly summary report for June 2011, which is available for review in the Borough Office. The secretary provided the following summary: there were four zoning permits issued; there was one new zoning violation, but no existing or abated zoning violations; one existing property maintenance violation. CAI completed sixteen Rental inspections.

\*M. Pokrifka arrived for the meeting at 7:03 P. M.

**Borough Engineer's Report**

1. D. Lipinski received a letter from FEMA regarding known flood areas in municipalities that might not be captured in current flood maps. He will provide additional detail during next month's meeting.

\*J. Glatfelter arrived for the meeting at 7:05 P. M.

2. D. Lipinski informed Council that he is currently working on the construction and bid documents for the School Street retaining wall. The wall repair has some unknown factors because of limited testing. The design documents show the wall anchors but indicate if subsurface conditions are different than what is expected, more anchors, longer anchors, etc. may be required. With these variables for the contractor, two bidding options are created: lump sum or unit prices. All work is going to be bid as two contracts: one for temporary and permanent wall repairs and one for the storm sewer and street work. D. Lipinski recommends bidding the first contract as a unit price, per anchor. R. Shiles moved to authorize the engineer to advertise the project as a two-bid contract, seconded by K. Krebs. Motion carried. W. Cadwallader moved to accept the engineer's recommendation to bid the first contract as a unit price, per anchor, seconded by K. Krebs. Motion carried.
3. D. Lipinski confirmed receipt of 319 Grant extension, and will proceed with final design when DEP issues the stream bank stabilization permit.
4. Springfield Contractors is replacing the water line for the Water Authority with work scheduled to be completed before the end of July. Then the gas company anticipates replacing the gas lines within two additional weeks. Once both utilities are complete, the street reconstruction will commence on Cottage Avenue, beginning with a pre-construction meeting. Columbia Gas has requested that the Borough waive their street cut permit for Cottage Avenue. R. Shiles moved to waive the street cut permit fee of \$25.00 for Columbia Gas for this Cottage Avenue gas line replacement.
5. The list of approved 2012 – 2014 CDBG projects should be available in the fall of 2011.
6. R. Shiles mentioned that the Community Development staff of the YCPC is recommending an additional \$6000.00 of CDBG funding for the Borough's Cottage Avenue Road Reconstruction project. If approved by the Commissioner's, an additional contract will be prepared and sent to the Borough for execution.
7. James R. Holley and Associates will be sending out a letter to discuss how they plan to help their municipal clients with the MUTCD.
8. D. Lipinski provided Council with a pdf file of Penn DOT's Publication 383 regarding speed bumps. If the speed bumps are not compliant with Penn DOT guidelines, the Borough could lose Liquid Fuel Funds.
9. D. Lipinski specifically thanked Lucy Cadwallader, Ron McCullough, and Ann Merrick for their assistance, to meet the deadlines for the DCNR Park Grant Application. DCNR is expected to make their decisions during the fall of 2011.
10. D. Lipinski is working with A. Merrick to complete the Penn DOT ARLE Grant for upgrades to the traffic signal, new controller, LED's, and emergency preemption. Although no match is required, D. Lipinski asked whether Council would consider

contributing some funds toward the project. R. Shiles moved to apply \$2000.00 of matching funds from State Highway Aid, seconded by K. Krebs. Motion carried.

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

1. The Planning Commission met to begin the review of the Richard Pace Subdivision. Many corrections were updated for the most recent plan document, but the applicant will still need a waiver from the Borough's SALDO, for Section 604 (c), "Every lot shall abut by their full frontage on a dedicated public street". The Planning Commission recommends that Council deny this waiver. Richard Pace has requested a time extension. R. Shiles moved to grant a time extension of August 17, 2011, for the Richard Pace subdivision plan, seconded by W. Cadwallader. Motion carried.

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

11. Council asked the engineer about the October 12 deadline with DEP regarding the Storm water Management Ordinance. He indicated that as long as the Borough is working to completion, he thinks that DEP will most likely waive the October 12 deadline. If the Borough's Zoning Ordinance and SALDO have storm water references, these items should be removed. The SALDO should also reference the new Storm Water Management Ordinance.
12. The Council President and Work Supervisor are examining the curbing along 126 Park Avenue. The Work Supervisor plans to borrow a milling machine from Shrewsbury Township to mill and replace an area of curbing.

### **Approval of Minutes**

1. K. Krebs moved to approve the June 15 minutes with the following corrections, seconded by W. Cadwallader:
  - a. page 2, #1 of the GR Planning Commission's Report, "a zoning waiver is required due to the fact that the driveway is within forty feet of an intersection. The plan also requires a SALDO waiver because the lot does not face a public street and due to the driveway being within sixty feet of an intersection".Motion carried.

### **Personnel Report**

1. The committee met with Attorney Benjamin Pratt to discuss personnel matters and information in the Borough's Employee Handbook.
2. The committee meets again on October 20, 2011.

### **Solicitor's Report**

1. M. Pokrifka informed Council that she has not yet received a response back from the GR Mill Inn regarding the information she provided to them for the requirements for their PLCB petition.
2. The solicitor and Norm Strenger, Jr., CAI employee, are working together when posting properties for NOV violations.
3. M. Pokrifka reviewed several Noise Ordinances to compare guidelines for the definition of "decibels".
4. M & T Bank has agreed that a Letter of Credit for \$225,000.00 exists for Field of Broad Springs. However, the purpose of the letter of credit is to secure the proper construction and installation of streets and storm water management facilities for the FBS subdivision. In order to pull the Letter of Credit, the following items are needed: a site plan draft, engineer's estimate of costs and submission of the original "Letter of Credit". Council discussed whether the Borough has final plans with the walking trail removed, emergency access road removed, and changes to street lights vs. street lamps and whether the recreational fees were included on the plans.
5. The solicitor will review the Comcast Cable Franchise Agreement.
6. The solicitor will not be present for the August, 2011 Council meeting, but Council may contact her by phone, if needed.

### **Mayor's Report**

No report.

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

1. Council President re-affirmed Council's motion to authorize an additional 120 hours for the temporary, part-time employee, Steve Bowers.
2. Council discussed purchasing weed control chemicals from a new company, as a means of comparing price and product.

### **Secretary's Report**

1. The Borough has received their Winter Municipal Services Renewal Agreement from Penn Dot, for the 2011-2012 snow season. The secretary requested a motion to authorize the Council President to sign the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough. K. Krebs moved to authorize the Council President to sign the Winter Municipal Services Renewal Agreement on behalf of Glen Rock Borough, seconded by W. Cadwallader. Motion carried.
2. The secretary requested a motion to transfer \$2000.00 from the Rental Fund to the General Fund to earn highest yield of interest. K. Krebs moved to transfer \$2000.00 from the Rental Fund to the General Fund to earn highest yield of interest, seconded by J. Glatfelter. Motion carried.

3. The secretary requested a motion to authorize the Council President to sign the updated contract with YCPC for the CDBG Cottage Avenue Road Reconstruction Project, if the Commissioner's approve an increase of \$6000.00. K. Krebs moved to authorize the Council President to sign the updated contract with YCPC for the CDBG Cottage Avenue Road Reconstruction Project, if the Commissioner's approve an increase of \$6000.00, seconded by R. Shiles. Motion carried.
4. The Secretary will be on vacation during the week of July 25 – 29, 2011. The Borough Office will be closed; this information will be posted on the office door and on the website.

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

1. During the July 13 meeting, the committee discussed focusing on the reconstitution of the Beautification Committee and the Street Fair Committee. Special Projects committee members are in the process of contacting potential candidates to find people interested in these committees, four people for Beautification Committee and six people for the Street Fair Committee. Once the needed number of volunteers is recruited, an organizational meeting will be held to kick off the new committees.
2. The Street Fair Committee already has a "How To" continuity folder containing information on how the previous committee members organized the Street Fair. The same type of folder shall be organized for the Beautification Committee. Both of these folders will include ideas for the committees to consider for the future.
3. The committee would like to provide a small yearly budget of \$500.00 to the Beautification Committee. Additional funds would have to be raised by the committee through fund raising projects. The Finance Committee members agreed to budget \$500.00 for use by the Beautification Committee.
4. The next meeting is September 14, 2011.

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

1. K. Krebs stated that maintenance will be required soon on the ramp outside the Neuhaus Building. In addition the Neuhaus Building will need to be re-painted.

### **Ordinance/Refuse Report**

1. The Refuse/Recycling Contract expires on July 31, 2012.

### **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	\$ 2063.50
b. Code Administrators, Inc.	\$ 1212.50
c. James R. Holley & Associates, Inc.	\$ 5418.91

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

### **President's Report**

1. R. Shiles presented information for "Fresh Paint Days Pennsylvania Grant Application" with a deadline date of July 31, 2011. K. Krebs moved to authorize the Council President, L. Cadwallader, and D. Young to submit a grant application on behalf of the Borough to include both the Municipal Maintenance Building and the Neuhaus Building, seconded by W. Cadwallader. Motion carried.
2. Council received a request from Carrie Kleiman, 2827 Rexwood Drive, to acquire a permit to raise and keep outside chickens in an enclosed pen on her property. M. Pokrifka stated that the miscellaneous permit fee of \$25.00 is appropriate for this type of permit. W. Cadwallader moved to approved Carrie Kleiman to acquire a miscellaneous permit for \$25.00 annually, to keep eight chickens at her property, 2827 Rexwood Drive, seconded by K. Krebs. Motion carried.
3. Council discussed scheduling the presentation of Resolution and Plaque to Attorney Bruce Bankenstein during the August 17, 2011 Council Meeting and asked the secretary to try to contact GR Zoning Hearing Board members.
4. R. Shiles reminded Council of visit and presentation by Keith Godfrey, Southern Management Rentals, and R. Estill, who have requested a modification to the Borough's current rental ordinance. R. Shiles suggested that this subject be tabled until a full council is present for possibly the next Council meeting.

### **Public Comment**

No Public Comment.

\*\* Council recessed to Executive Session at 8:26 P. M. to discuss personnel issues.

\*\*The council meeting resumed at 8:52 P. M.

W. Cadwallader moved to update information in the Borough Employee Handbook, seconded by K. Krebs. Motion carried. W. Cadwallader moved to authorize the solicitor to write letter to Ronald McCullough, Jr., offering him medical insurance for up to one year, beginning August 1, 2011, with the Borough paying 80% of the premium cost and also providing up to \$500.00 toward deductible charges incurred, and R. McCullough paying 20% of the premium cost, seconded by J. Glatfelter. Motion carried. W. Cadwallader moved to authorize the solicitor to write letter to Ann Merrick, offering her a onetime

payment of \$500.00 in lieu of Medical Insurance, for the time period, August 1, 2011 through July 31, 2012, seconded by K. Krebs. Motion carried.

K. Krebs moved to adjourn the meeting at 8:57 P. M., seconded by J. Glatfelter. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer