

GLEN ROCK BOROUGH
Borough Council Meeting
June 15, 2011

Present:	Council Members:	Lucy Cadwallader Warren Cadwallader Ken Krebs Richard Shiles Doug Young
	Solicitor:	Michelle Pokrifka
	Project Manager:	Mark Clark
	Secretary:	Ann Merrick
	Visitors:	Five Visitors

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

Persons on Agenda

1. Terry Steyer/Cindy Duzan: GR Mill Inn Owners – Noise Ordinance
The owners of the GR Mill Inn provided a copy of a signed petition from neighbors and patrons primarily in support of outdoor music being offered by this establishment and being exempted from the PA Liquor Control Board’s regulations. Council discussed the next step of the process; Council must review of the Borough’s current noise ordinance, which deals primarily with residential noise levels and does not indicate a decibel limit. Boundary requirements for filing the petition need to be discussed. In addition, any fees incurred by the Borough, including but not limited to engineering or solicitor fees related to preparation and filing of the application with the PLCB must be paid by the owners of the GR Mill Inn.
2. Bob Gotwols – Steam into History, Inc.
This organization, a not-for-profit corporation, plans to operate an 1863 era, steam-driven locomotive and passenger trail to promote tourism and education on the former Northern Central rail line. Their current project schedule is to begin tourism travel in the spring of 2013.

Announcements/Vacancies

1. The following board has a vacancy:
 - A. An alternate is needed for GR Zoning Hearing Board.

Borough Engineer's Report

1. Mark Clark, Project Manager for James R. Holley & Associates, Inc., presented a summary of the proposals received for the Cottage Avenue Reconstruction CDBG Project #45521:
 - a. Fitz & Smith, Inc. \$111,070.56
 - b. Shiloh Paving & Excavating \$111,710.06
 - c. Kinsley Construction \$129,966.96
 - d. Stewart & Tate Inc. \$129,999.00

L. Cadwallader moved to accept all the bids as presented, seconded by W. Cadwallader. Motion carried. D. Young moved to award the bid to the lowest bidder, Fitz & Smith, Inc., seconded by L. Cadwallader. Motion carried. D. Young moved to use State Highway Aid Funds for payment on the balance of this CDBG project and authorized Holley & Associates to contact municipal services to establish a project number for this project, seconded by L. Cadwallader. Motion carried. The remainder of the Engineer's Notes was read by the Secretary; the Engineer was away on vacation:
2. When D. Lipinski returns from vacation, he will be working on the School Street Retaining Wall project.
3. D. Lipinski recommends that the Borough not execute the MOU with YCCP until the Borough has adopted their new storm water ordinance. No decision is being made by Council at this time.
4. D. Lipinski filed CDBG applications for 2012 – 2014 with YCPC for Hanover Street curb and sidewalk, reconstruction of Winter Avenue (as much of the road as possible), and Church Street curb and sidewalk.
5. Presently Penn DOT, LTAP, etc is not offering training courses for the MUTCD.
6. D. Lipinski supplied additional information for the already submitted DCNR Grant application.
7. James R. Holley & Associates is waiting for Jerome Litz to schedule his on-site meeting to perform an inspection per the approved Land Development Plan.

GR Planning Commission's Report

1. The Planning Commission members reviewed the Dick Pace Subdivision Plan. The members discussed the following reasons for not recommending approval of the plan: 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. Lots must also be on public water system, not a well system. The commission indicated that these items must also be addressed: there are four other driveways entering a private drive, which is ten feet in width and the private drive is a dead end, not a cul de sac, which is very difficult for emergency vehicles to access. The

solicitor suggested if approving the submitted plan with changes, to mandate a maintenance agreement from all who use the private drive.

Approval of Minutes

1. D. Young moved to approve the May 18 minutes with the following corrections, seconded by K. Krebs:
 - a. page 4, #4 of Engineer's Report, removal of wording "Pedestrian Lighting in Downtown area to enhance pedestrian walkways and safety" and replace with "Church Street curb and sidewalk"; and
 - b. page 5, #1 of the Zoning Officer's Report, addition of the word "existing" zoning violations.

Motion carried.

Zoning Officer's Report

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

Solicitor's Report

1. M. Pokrifka asked Council if she should contact the solicitor for the PLCB. R. Shiles moved to authorize the solicitor to contact the attorney for the PLCB to determine "Boundary Lines" for filing the petition on behalf of the GR Mill Inn, seconded by D. Young. Motion carried.
2. M. Pokrifka sent a letter to Rail Trail Tavern, Lisa Looks, who is not the owner of the property. Lisa Looks met with the Mayor and Council President and indicated that a volume limiter was installed on the Jukebox, to limit how loud the music may be inside the Tavern. Ms. Looks also said she is installing additional lighting outside the Tavern to try to deter problems. A copy of the letter was also mailed to the owner, Steven Schiding.
3. M. Pokrifka provided a synopsis regarding Sign Reflectivity Compliance (MUTCD). The plan does not have to be filed with anyone, but must be kept on file/record at the Borough Office. Each municipality must determine if its signs are in compliance with the reflectivity standards. Each municipality is encouraged to create a sign inventory spreadsheet and include whether the sign is in compliance, the assessment method used to determine compliance, and when it is slated for replacement.
4. M. Pokrifka prepared Resolution 2011 – 7, Recognition of years of service to GRB by Attorney Bruce Bankenstein. K. Krebs moved to adopt Resolution 2011 – 7,

expressed appreciation for dedication to public service by Attorney Bruce Bankenstein, seconded by L. Cadwallader. Motion carried.

5. M. Pokrifka provided a copy of the letter she mailed to property owner, Donna Shores, 205 – 213 Hill Street, requesting that Donna Shores provide agent certification, legally appointing an agent, or her son, Joshua Shores, to act on her behalf when making decisions for this property.
6. M. Pokrifka discussed the line of credit issue for Field of Broad Springs. The original line of credit was with Key Bank and is now M & T Bank. The solicitor will need a report to submit for Letter of Credit. Although she verified that there are available funds in the line of credit, the solicitor is unsure whether the Recreation Fees may be paid with the Letter of Credit.
7. Council asked for more information regarding zoning status of the Hill Street property. Historically, there has been a residential unit within this Commercial Property. Council is concerned that the owners installed a perimeter fence without proper permits. Council asked Borough secretary to submit a complaint form to CAI regarding installation of fence without a permit. Council discussed Hill Street owners' refusal to properly fill out Rental Registration Forms for all units within the Hill Street location. L. Cadwallader moved to authorize the solicitor to notify Donna Shores of the necessity for filing proper Rental Registration Forms for 2010, seconded by W. Cadwallader. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

1. WS repaired a sinkhole on Water Street; filled with stone and cold patch.
2. There is pot holes that need repaired on the following streets: Church, Main, and Manchester.

Personnel Report

1. The June 16 meeting was cancelled and will need to be rescheduled. The Committee would like the solicitor to attend the meeting. M. Pokrifka stated that Attorney Benjamin Pratt's primary practice is in the areas of employment and labor.

Secretary's Report

1. Penn DOT will be providing additional funding of \$522.10 for reimbursement of costs related to the 2010 – 2011 Snow Season.
2. A. Merrick requested a motion to approve the GR Recreation Board's recommendation to hire returning assistants Adam Bocek, Kate Jones, Steven Lutz, and Breanne Chandler for \$9.00/hour, hire a new assistant, Krystal Steenwyk for

\$8.50/hour and hire returning director, Rebecca Rohrbaugh for \$14.00/hour, contingent upon receiving background check receipts by July 1, 2011. Council discussed and decided to not hire assistants who have not completed their background checks and to hire three new assistants to replace the assistants not hired, who must have their background check receipts submitted to the Borough Office by June 30, 2011. W. Cadwallader moved to not hire assistants who have not completed their background checks and to hire three new assistants to replace the assistants not hired, who must have their background check receipts submitted to the Borough Office by June 30, 2011, seconded by L. Cadwallader. Motion carried. K. Krebs moved to pay the Summer Park Program employees based upon the GR Recreation Board's recommendations, seconded by W. Cadwallader. Motion carried.

3. A. Merrick requested a motion to transfer \$50000.00 from the General Fund to the General Reserve/Money Market Savings Account in order to earn the highest percentage of interest. D. Young moved to transfer \$50000.00 from the General Fund to the General Reserve/Money Market Savings Account in order to earn the highest percentage of interest, seconded by L. Cadwallader. Motion carried.
4. A. Merrick requested a motion to participate in the planning process of the YC Multi-Hazard Mitigation Plan Update. R. Shiles moved to participate in the planning process of the YC Multi-Hazard Mitigation Plan Update, seconded by D. Young. Motion carried.

Special Project's Report

1. Next meeting is scheduled for July 13, 2011.

Police Commission's Report

1. Written reports for April 2011 are available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality for April:

- a. Glen Rock Borough – 71
- b. New Freedom Borough – 140
- c. Shrewsbury Borough – 175
- d. Southern School District – 16
- e. Railroad Borough – 5
- f. Other jurisdictions – 10

The specific breakdown for the month of April for Glen Rock Borough's "Calls for Service" includes the following: Citations, 10; written warnings, 5; summary arrests, 4; and criminal arrests, 5. Time analysis for GRB was 181.05 hours.

2. L. Cadwallader moved for Council to submit a written letter in support of SRPD providing five hours of service per week from June through December, 2011 to Loganville Borough, seconded by W. Cadwallader. Motion carried.

Public Safety Report

1. L. Cadwallader is attending FEMA Training on June 29, 1-4pm at no cost to the Borough.
2. L. Cadwallader would like to submit membership application to YC Economic Development Corporation, for no cost since the Borough is considered "Public" Sector. Council agreed.
3. L. Cadwallader is requesting that volunteers Sign Up for watering the Borough plants. Anyone interested in Beautification should also submit their name and contact information to Lucy Cadwallader.
4. L. Cadwallader is submitting another quarterly report to Joe Kelly for the Section 319 Grant. She anticipates that either Gary Peacock or Jake Romig will attend the July or August meeting with a design for Stream Bank Stabilization.

Building/Property's Report

No report.

Ordinance/Refuse Report

1. R. Shiles reiterated that three representatives related to Rental Properties attended the May 18 Council meeting, suggesting that Council consider eliminating the "change of tenant" rental inspection and require five year annual inspections rather than the current four year inspection requirement when there is no change in tenant within the four year time span. Council discussed these suggestions with CAI. CAI responded that if the Borough decided to eliminate the "change of tenant" inspection, then they would suggest that the annual inspection be completed every three years. After additional discussion, Council asked the Ordinance Committee to review and make specific recommendations during a future Council meeting.

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	\$ 1561.22
b. Code Administrators, Inc.	\$ 1580.00
c. GR Recreation Board	\$ 3168.43
d. James R. Holley & Associates, Inc.	\$ 5593.39
e. Media One PA	\$ 1049.80
f. Southern Police Commission	\$ 56445.00

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

President's Report

1. R. Shiles reported that the meeting with CAI on June 10 was beneficial; the group discussed the costs associated with completing a Rental Inspection. When an owner fails a Rental Inspection, it is necessary for CAI to mail out a detailed inspection recap which identifies specific violations to code requirements. The Borough has been incurring the cost for these mailings. CAI agreed to provide inspection reports at the time of the inspection, if the unit passes. If a re-inspection is required, the actual cost of a re-inspection is \$56.00 which incorporates the cost of mailing the detailed inspection recap report. R. Shiles moved to adopt Resolution 2011-8, increasing rental inspection fees to \$56.00 for a re-inspection, if necessary, and providing the requirement that all inspection fees be paid in advance, prior to the rental inspection, seconded by L. Cadwallader. Motion carried.
2. The Borough received a letter from resident Sally Zimmerer, 126 Park Avenue, regarding an ongoing drainage problem she is experiencing. The WS/Council President investigated and they observed that the curbing along this portion of Park Avenue is higher in one section and much lower in another section. Some settling of the curb may be a contributing factor to this drainage problem. Council discussed and may need to contact the Borough Engineer for his expertise.
3. The Borough received a letter from resident Martin Joines, 115 Hayward Heights, who is requesting a meeting at his residence to discuss storm water from the road running onto his property. Council discussed; the Borough Ordinance regarding curb and sidewalk indicates that the owner is responsible for its repair and maintenance. The Borough Office is directed to write Mr. Joines a response letter.

Public Comment

1. Eugene Delahanty, a write-in candidate from the Municipal Primary, attended tonight's meeting. Council discussed the length of each meeting and will aim for a two and one-half hour meeting.

** Council recessed to Executive Session at 10:10 P. M. to discuss personnel issues.

**The council meeting resumed at 10:55 P. M.

R. Shiles moved for Glen Rock Borough to pay eighty percent of the monthly premium for health insurance through the GR Water & Sewer Authority's medical insurance plan for employee Ronald McCullough, Jr., have this same employee pay twenty percent of the remaining premium, and have Glen Rock Borough pay the \$500.00 deductible for same

employee through December 31, 2011, seconded by D. Young. Motion carried. Council will begin to investigate health insurance costs for all fulltime employees in 2012.

Council discussed grass cutting in the Field of Broad Springs development and the Borough's involvement in this project. Several Council members stated their concerns regarding liability, wear and tear of Borough equipment, negotiated price, and perception by others. The solicitor stated that the developer is owner and responsible for the grass care in the Common Areas of the development. This subject was briefly discussed at a previous meeting; however, no motion was taken regarding an agreement between the Borough and Field of Broad Springs home owners. W. Cadwallader moved for Glen Rock Borough to not cut grass in the Field of Broad Springs development, seconded by K. Krebs. R. Shiles abstained from the vote, due to residing in said development; L. Cadwallader, W. Cadwallader, K. Krebs, and D. Young voted in agreement to the motion. Motion carried.

D. Young moved to adjourn the meeting at 11:29 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer