

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

<b>Present:</b>	Council Members:	Lucy Cadwallader Warren Cadwallader Jane Glatfelter Ken Krebs Richard Shiles Kathy Wells Doug Young
	Solicitor:	Michelle Pokrifka*
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Seven visitors

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

**Persons on Agenda**

1. Jake Romig: Provide an update for Section 319 Grant  
Mr. Romig attended a meeting with several Council members, the Borough Engineer, A. Merrick, Joe Kelly, and Jineen Boyle several weeks ago. Today he met with Natural Resources Conservation Service (NRCS) and Gary Peacock. NRCS will provide free of charge engineering (permit and design specifications) for the stream bank restoration portion of the project. Mr. Romig stated he will need a Land Owner Request Form signed by the property owner, Glen Rock Borough.

\*M. Pokrifka arrived for the meeting at 7:07 P. M.

The solicitor reviewed the Landowner Request Form and R. Shiles signed the form on behalf of the Borough. At this point D. Lipinski provided his update regarding perk test and probes of the Municipal Parking lot. While digging near the Neuhaus Building WS hit an old concrete floor slab. D. Lipinski indicated that a drain may have to be installed on top of the concrete, which could be tied into the rain gardens to help with drainage. Borough Engineer thinks that porous paving and rain gardens can be completed with available funds. Although porous concrete costs more than porous paving, the concrete is more stable and will be able to manage weight loads for truck traffic through the parking lot. The Borough Engineer needs to complete design work and put the project out to bid. The Stream restoration portion of the

project, which is estimated at \$10,000.00, can be used as matching funds for the grant.

### **Announcements/Vacancies**

1. The following commission and boards have vacancies:

- A. Glen Rock Recreation Board; and
- B. GR Zoning Hearing Board alternate.

No letters of interest have been received for either of these vacancies.

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

1. By the end of month bid documents for the first deliverable item (bidding the TV portion) should be complete for the Growing Greener Grant.
2. D. Lipinski wanted to confirm with Council that he is to proceed with the School Street Retaining Wall project. Council received the grant information provided by the engineer and confirmed that he is to proceed with this project as decided at the February meeting.
3. D. Lipinski provided an update for the DCNR Grant which is due on April 20, 2011. The grant applications requirements include partnerships (cash or non-cash contributions in writing), an adopted Resolution, which will be handled during the meeting tonight, a Public Meeting which was held prior to the Council meeting tonight, and the execution of a Signature Page, which must be authorized during the meeting tonight. D. Lipinski will be updating an old park plan as per grant requirements to apply for new playground equipment, handicap paving and handicap paved access to the new equipment.
4. D. Lipinski discussed the CDBG grant for Cottage Avenue Paving. The secretary sent a letter to YCPC regarding Borough's commitment to the project and YCPC instructed the Borough not to incur any expenses until the contract is in place between YPCP and Glen Rock.
5. D. Lipinski discussed status of the Glen Rock Vista subdivision plans. The Borough received a letter from new owner of this property, Bruce and Deborah Bauman, which indicates that they have no intentions of subdividing the property. M. Pokrifka stated that Council should deny the conditionally approved final subdivision plan for GR Vista and said that letters need to be mailed to the previous owner, engineer and new owner of the GR Vista Property, also known as the Katie Krebs Estate Property. W. Cadwallader moved to deny the conditionally approved final subdivision plan for GR Vista Project, seconded by D. Young. Motion carried.
6. D. Lipinski discussed the YCCD MOU and previously provided a copy of a "draft" agreement for Council to review, to help Council decide if they want to participate and if so, who will be responsible for handling the borough's part of the agreement.
7. D. Lipinski provided the following information for a Pleasant Street repair request

from Keith Godfrey: based on the engineer's research of the borough's street adopted ordinances, the adopted portion of Pleasant Street ends at the intersection with Circle Drive. The solicitor said she would plot information from the deed to confirm the engineer's response. The secretary was asked to respond in writing to Keith Godfrey.

8. Grant applications for CDBG 2012-2014 are due June 3, 2011 for the next round of CDBG funding. D. Lipinski asked the Borough to consider a list of projects to be considered for this funding. Council must take action by the May Council meeting to meet the June deadline. He recommends applying for three projects; GRB completely qualifies for this grant. Council asked if new LED street lights are a possible project. The engineer stated he could contact YCPC to see if this is an allowable project.

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

No report.

### **Approval of Minutes**

1. D. Young moved to approve the February 16 minutes, seconded by L. Cadwallader. Motion carried.

\* D. Lipinski left the meeting at 8:02 P. M.

### **Zoning Officer's Report**

1. The ZO provided a monthly summary report for February 2011, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were three zoning permits issued; there were no new zoning violations; one existing zoning violations; and two abated zoning violations. CAI completed three Rental inspections.
2. A. Merrick discussed that the Borough has several BP and/or ZP Applications that have been submitted for review, but by the time the project is approved, the applicants are not picking up or paying for the permits. Council discussed charging the applicant upfront for permits: \$44.00 for Zoning Permits and \$40.00 for plan review portion of the Building Permit application. Then when the permits are approved or denied, the remaining fees may be collected prior to issuance of the permits. The solicitor suggested adding these items to a new fee schedule, Resolution 2011 – 5, and said she would email her suggestions to Council for possible discussion/adoption at next month's meeting.

## Solicitor's Report

1. Several contractors who were interested in bidding the GR Park Fence project asked questions regarding several bid specifications. M. Pokrifka considered whether the questions were enough of a material change to require re-advertising the entire project or if contractors just needed clarification. She suggested providing answers to questions in writing to all potential bidders and postpone the opening of bids until the next Borough Council meeting.

\*J. Glatfelter left the meeting at 8:45 P. M. due to illness.

Another suggestion was to ignore the questions and just open the bids.

\*\* Council recessed to Executive Session at 8:55 P. M. to discuss possible litigation.

\*\*The council meeting resumed at 9:15 P. M.

- Council opened the bids and noted discrepancies in cost related to gates and posts for the fence project. The solicitor noted that all specifications from each bidder are different. She suggested clarifying size and number of gates, replacement of outfield fence only, cut versus removing posts, and posts and mesh fencing to be coated with vinyl. Several council members and a representative from GRAA will meet on Tuesday, March 22, 2011 at 7:00 P. M. to clarify bid specifications for the park fence project. Council discussed opening bids during their Work Session meeting on April 7, 2011. K. Krebs moved to delay the awarding of the GR Park Fence bids until April 7, 2011 and for Council to mail a letter of clarification to all contractors who originally requested bid specifications, seconded by L. Cadwallader. Motion carried.
2. K. Wells moved to authorize the Council President to sign Resolution 2011 – 4, DCNR Grant Application and execute agreement for DCNR Grant, seconded by L. Cadwallader. Motion carried.
  3. The solicitor reviewed the YCCD – MOU agreement and stated that E & S Plans will be reviewed by YCCD, which is the current procedure. GRB will keep residents informed through updates on their website. Council decided to ask Eric Jordan if he could attend a Council meeting to answer questions.
  4. M. Pokrifka suggested updating the Employee Handbook to include the addition of previously approved holidays, President's Day and Veteran's Day. Council discussed current wording in the Employee Handbook that is contradictory regarding how employees are paid when they work a holiday. R. Shiles moved to update employee handbook to include two new holidays and to change wording that "employees will be paid 2 ½ times their hourly wage, when working on a specified

holiday as outlined in the Employee Handbook”, seconded by K. Wells. Motion carried.

5. The Borough received a request from Penn Waste to suspend service for a very delinquent GRB resident. The solicitor reminded Council that Penn Waste’s contract includes the cost of collecting payment from Borough residents. Penn Waste should be encouraged to use all necessary means to collect all fees for mandatory refuse/recycling pickup in GRB. Council asked the secretary to provide written response to Penn Waste request.
6. M. Pokrifka has received differing opinions regarding Act 90, Blighted Properties. She has contacted and is waiting for a response back from PSAB.

### **Mayor’s Report**

No report.

### **Work Supervisor’s Report**

No report.

### **Secretary’s Report**

1. The secretary requested a motion to approve the Chief Administrator Officer to sign the authorization form for Thomas J. Anderson & Associates, Inc. to begin preparation of the borough’s January 1, 2011 Act 205 Actuarial Valuation Report. L. Cadwallader moved to approve the Chief Administrator Officer to sign the authorization form for Thomas J. Anderson & Associates, Inc. to begin preparation of the borough’s January 1, 2011 Act 205 Actuarial Valuation Report, seconded by K. Wells. Motion carried.
2. The Secretary requested a motion to authorize Glen Rock Hose and Ladder Fire Police and/or Fire fighters to possibly assist the Borough of Dallastown with activities as listed in their request letter. L. Cadwallader moved to Glen Rock Hose and Ladder Fire Police and/or Fire fighters to possibly assist the Borough of Dallastown with activities as listed in their request letter, seconded by K. Wells. Motion carried.
3. Reilly Sweeping proposal is \$1584.00 for two days. The secretary requested a motion to accept proposed agreement. L. Cadwallader moved to accept proposed agreement by Reilly Sweeping for \$1584.00 for two days, seconded by W. Cadwallader. Motion carried.
4. The secretary requested a motion to transfer \$1500.00 from Rental Fund into General Fund to receive highest yield of interest. L. Cadwallader moved to transfer \$1500.00 from Rental Fund into General Fund to receive highest yield of interest, seconded by K. Wells. Motion carried.

5. The secretary discussed the costs of increasing the Bond. Council asked the secretary to find out what the current bond covers and how much a \$250,000.00 Bond for the treasurer would cost and to report back during next month's meeting.

### **Police Commission's Report**

1. Written reports for January 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 January:
  - a. Glen Rock Borough – 112
  - b. New Freedom Borough – 198
  - c. Shrewsbury Borough – 170
  - d. Southern School District – 19
  - e. Railroad Borough – 10
  - f. Other jurisdictions – 6The specific breakdown for the month of January for Glen Rock Borough's "Calls for Service" includes the following: Citations, 22; written warnings, 7; summary arrests, 5; and criminal arrests, 2. Time analysis for GRB was 189.20 hours.
2. The Police Commission is still negotiating the contract with the union.
3. National Prescription Drug Take Back and Community Service Day will be held on April 30, 2011, 10am – 2pm, at the New Freedom Community Center.

### **Public Safety Report**

No report.

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

1. Clean the Stream and Downtown Borough is scheduled for May 14, 2011.
2. D. Young moved to purchase fifteen yards of mulch, seconded by K. Krebs. Motion carried.
3. Information was provided regarding the cost for purchasing a dog cleanup stations. The price ranges from \$69.00 to several hundred dollars.
4. Next meeting is scheduled for May 11, 2011.

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

No report.

### **GR Recreation Board Update**

1. K. Krebs informed Council that the Rec Board does not have anyone to open and close the restrooms, empty trash cans on weekends after events at the pavilion, or provide flag maintenance. Council requested a job description for this position.

2. Another current member of the Recreation Board, Garry Ferree, is considering quitting the Board.
3. Council discussed guidelines for hiring staff to work with children for the Summer Recreation Program. The solicitor stated she would provide a list of requirements for what background checks are necessary.

### **Personnel Report**

No report.

### **Ordinance/Refuse Report**

1. The committee continues to work on the Codification Draft.
2. The meeting scheduled for March 17 is cancelled and will be re-scheduled after checking members' schedules.

### **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	\$ 2469.52
b. James R. Holley & Associates, Inc.	\$ 2028.00
c. SF & Company	\$ 6350.00
d. Smitty's Garage	\$ 563.15
e.V. L. Tracey	\$ 1395.00

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

### **President's Report**

1. Personnel Committee needs to meet to discuss available medical insurance providers and associated costs.
2. The next Town Hall Meeting is May 13, 2011, at 7 P. M. at the Library.

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

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer