

**GLEN ROCK BOROUGH
Borough Council Meeting
May 18, 2011**

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| 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: | Nineteen Visitors |

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

Public Meeting: Cottage Avenue Street Reconstruction, 2008 CDBG Program Year Activity

Engineer, D. Lipinski provided Council and the public with an overview of the above referenced project. Specifics for the project include but are not limited to the following items: ten inches of existing roadway will be excavated or milled, the sub base will be prepared and compacted, six inches of crushed stone base, 2 ½ inches of binder and 1 ½ inches of wearing surface will be installed. The roadway will be crowned along the upper curbed portion of the street. Where concrete gutters exist, they will be removed if possible and if not removed, asphalt paving geo-textile material will be installed to help prevent reflective cracking and provide additional strength to the paving section. The existing sidewalk that is not in use along 21 and a portion of 27 Cottage Avenue will be removed to widen and adjust the roadway location. A shrub at 21 Cottage Avenue that extends over the sidewalk will be removed. The steep portions of the roadway at both ends of Cottage Avenue will be super elevated based on the horizontal curves in the road and to direct storm water runoff to the existing inlets. Weather permitting; the project will take between two and three weeks. The project must be completed no later than September 30. The contractor will provide for emergency services to all residents that which is reasonably possible. Residents will be given a minimum of 48 hours notice prior to the start of construction.

The engineer will coordinate construction activities with the home owner that uses the handicap parking space, the Post Office, and Refuse/Recycling hauler. D. Lipinski will contact Columbia Gas to confirm old gas lines and if so, stress that replacement should occur prior to the construction of the new street. Residents asked where they can park. Hanover Street has public on-street parking, with the possibility of using the church parking lot. The Borough will contact the church to see if this is acceptable or not. Residents want to be informed of the pre-construction meeting so they can attend.

*M. Pokrifka arrived for the meeting at 7:05 P. M.

*J. Glatfelter arrived for the meeting at 7:08 P. M.

Persons on Agenda

1. Eric Jordan/Ms. Ward: YCCD – MOU Agreement
E. Jordan introduced himself and explained YCCD's reason for requesting a MOU Agreement is to avoid duplication of services and clearly define and coordinate services. Prior to this request, GRB did not have a MOU Agreement. E. Jordan did explain that participation is voluntary and items of concern could be removed on a case by case basis. M. Pokrifka expressed concern regarding withholding building permits for lack of paid fees. D. Lipinski expressed concern with the designation of duties and defining the responsible party to pay for services, if Council were to execute a MOU Agreement.
2. Keith Godfrey: Property owner/non-resident – Questions regarding repair to property off of Pleasant Street
K. Godfrey asked if the Borough has a subdivision plan from 1975 which designates the length of Pleasant Street. There may be an easement to the street light on his property, off of Pleasant Street. M. Pokrifka stated that the ordinance adopting Pleasant Street is written with Pleasant Street intersecting with Circle Drive.

*L. Cadwallader arrived for the meeting at 7:52 P. M. She is late due to attendance at a Southern Regional Police Commission meeting.

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3. Keith Godfrey/R. Estille/SMR Representative: Rental Property owners/Management Company – Rental Ordinance
These representatives submitted a letter of concern with the current rental ordinance in Glen Rock Borough. They agreed that good landlords are "beat up" and bad landlords are still sliding under the radar. They do not like having their properties

inspected when they have a turnover of tenants. They suggested breaking GRB into rental districts, and scheduling routine inspections each year by district. They would prefer to pay for services on an hourly basis than per inspection. They suggested increasing the length of time to every five years for routine inspections and suggested eliminating change of tenant inspections. Council stated that it is the borough's responsibility to provide health and safety to all residents. The Borough currently has 353 rental units. The owners/property management company individuals present tonight may represent approximately 120 units. Council is willing to consider some changes to the current ordinance. Council indicated that they would discuss and then get back in touch with the present representatives.

*R. McCullough arrived for the meeting at 7:55 P. M. He is late due to attendance at a Southern Regional Police Commission meeting.

4. Terry Steyer/Cindy Duzan: GR Mill Inn Owners – Noise Ordinance
The owners are petitioning their neighbors to then seek the Borough's permission to be exempted from the PA Liquor Control Board's noise regulations so they may then follow the noise rules as written in the borough's Ordinance 450 (2008-02).
5. SR Police Chief J. Boddington: Police Update
Chief Boddington stated that he is trying to cut costs for his department while also considering expanding services to other municipalities. SRPD was approached by Loganville Borough. SRPD has proposed to provide five hours a week of service to Loganville Borough for traffic control and ordinance maintenance for \$10,000.00 from June through December, 2011. Shrewsbury Borough and New Freedom Borough has already stated their approval of this proposal. W. Cadwallader moved to support SRPD providing five hours of service per week from June through December, 2011 to Loganville Borough, seconded by J. Glatfelter. Motion carried.

Announcements/Vacancies

1. The following boards have vacancies:
 - A. Glen Rock Recreation Board; and
 - B. GR Zoning Hearing Board alternate.Resident, Anne Creamer of 59 Baltimore Street, filled out a Community Volunteer form and expressed interest in filling the vacancy on the GR Recreation Board. W. Cadwallader moved to appoint Anne Creamer to the vacancy on the GR Recreation Board, seconded by D. Young. Motion carried.

Borough Engineer's Report

1. D. Lipinski sent Jineen Boyle an email letting her know I had to delay the first deliverable item for the Growing Greener Grant.

2. D. Lipinski just starting to work on these bid documents for the School Street Retaining Wall.
3. D. Lipinski requested a copy of the sign in sheet from the Public Meeting for the 2008 CDBG Cottage Avenue Street Reconstruction project. There is a clause in the bid documents allowing the Borough to add, delete, increase or decrease items depending upon the total cost of the project. Advertisement will be Friday May 20 and Wednesday, May 25.
4. D. Lipinski requested the Borough's final list of projects for the CDBG 2012-2014 Application. LED street lights are not an option because Met Ed does not allow anything to be added to their street poles. Council discussed all options. D. Young moved to approve Resolution 2011 – 5, to submit CDBG 2012 – 2014 applications for replacement of curb and sidewalk on parts of Hanover Street, Street reconstruction of Winter Avenue and replacement of curb and sidewalk on Church Street, seconded by L. Cadwallader. Motion carried.
5. D. Lipinski received a copy of Sally Zimmerer letter dated April 27, 2011 and asked if Council wants him to investigate the issue and report back. At this time, D. Lipinski does not need to do anything.
6. D. Lipinski is waiting for on-site inspection to be scheduled with CAI and J. Litz regarding verification of construction performed in accordance with the approved Land Development Plan. Inspection still has not been scheduled but Borough received a letter from J. Litz's attorney.
7. D. Lipinski discussed plan requirements for MUTCD, which is a Federal document. Penn DOT has Power Point document with details for plan requirements.
8. D. Lipinski reviewed drawings with Council for the 319 Grant. He will email a pdf file of the plans to Borough Office. In order to maximize parking spaces, D. Lipinski suggests using perpendicular parking spaces rather than one-way angled parking spaces. D. Lipinski is now waiting for J. Romig to complete his stream bank stabilization plan.
9. YC submitted a model ordinance to DEP which has now been approved for Integrated Water Resources. All municipalities must adopt a new Storm Water Ordinance consistent with the YC Plan. James R. Holley & Associates will be doing plans for all the municipalities they serve, so the municipalities may then share the cost.

* D. Lipinski left the meeting at 9:30 P. M.

GR Planning Commission's Report

1. The Planning Commission began their preliminary review of the Dick Pace Subdivision Plan.

Approval of Minutes

1. D. Young moved to approve the April 15 minutes, seconded by K. Krebs. W. Cadwallader, J. Glatfelter, K. Krebs, R. Shiles, K. Wells, and D. Young voted yes; L. Cadwallader voted no. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for April 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, existing or abated zoning violations. CAI completed twenty- three Rental inspections.

Solicitor's Report

1. M. Pokrifka prepared Resolution 2011 – 6, adopting written procedures in how professional services are chosen for its pension plans in order to comply with Act 44 of 2009 and the Auditor General's recommendations. K. Krebs moved to adopt Resolution 2011 – 6, seconded by K. Wells. Motion carried.
2. M. Pokrifka discussed issued NOV's. No District Justice actions have been taken.
3. Council discussed having the solicitor prepare an ordinance regarding Permitted Parking in a Residential Zone.
4. Council discussed a few more changes to the resolution which adopts the most current fee schedule.
5. The Ordinance Committee discussed their lack of progress despite many hours of review of the Ordinance Codification. The committee suggested authorizing the solicitor's firm to complete the initial review of the Codification of Ordinances. R. Shiles moved to authorize CGA Law Firm to complete the Codification of Ordinances review and make recommendations to Council, seconded by L. Cadwallader. Motion carried.
6. Council asked when is the re-organizational meeting in January, 2012, due to a possible conflict.
7. M. Pokrifka provided an update on the status of rental inspections required for 205 – 213 Hill Street.
8. Council discussed some of their concerns with CAI regarding changes in fees being charged to the Borough. D. Young moved to authorize the solicitor to attend a meeting with CAI and Council President/Secretary to review the Borough's Agreement for services, seconded by L. Cadwallader. Motion carried.

Mayor's Report

1. R. McCullough thanked all residents and volunteers for helping with the Downtown/Stream Spring Cleanup.

Work Supervisor's Report

1. R. McCullough requested a motion to purchase \$600.00 worth of small hand tools to be stored on the new pickup truck. Council discussed purchasing tools at a discount store versus purchasing Craftsman Tools and decided that quality tools should last longer than cheap tools. R. Shiles moved to authorize the Work Supervisor to purchase up to \$600.00 worth of Craftsman Tools, seconded by L. Cadwallader. Motion carried.
2. WS has street repairs planned for this summer.
3. WS has been busy cutting grass.
4. WS discussed sign replacement throughout the borough. The 2011 budget included \$2500.00 for high visibility signs; Council asked WS to limit sign expenditures to \$2000.00 this year.
5. WS discussed available hours to employ part-time highway employee; WS thought the hours were previously approved for summer employment. Council discussed. D. Young moved to authorize eighty hours for part-time highway employee (S. Bowers), seconded by K. Wells. Motion carried.
6. Although the WS had previous approval to replace the broken power washer, he was able to have it repaired for lower price than to replace it.

Secretary's Report

1. A. Merrick requested a motion to transfer \$2500.00 from the Rental Fund to the General Fund in order to earn the highest percentage of interest. K. Krebs moved to transfer \$2500.00 from the Rental Fund to the General Fund in order to earn the highest percentage of interest, seconded by L. Cadwallader. Motion carried.
2. A. Merrick requested a motion to approve the GR Recreation Board's recommendation to hire Austin Hart as their Seasonal Employee, contingent upon the Borough receiving a copy of this Work Permit. K. Krebs moved to approve the GR Recreation Board's recommendation to hire Austin Hart as their Seasonal Employee, contingent upon the Borough receiving a copy of this Work Permit, seconded by L. Cadwallader. Motion carried.

Personnel Report

1. The meeting time was changed from evening to 1 P. M. on June 16, 2011.

Special Project's Report

1. D. Young praised the outstanding organization by L. Cadwallader for the Fourth Annual Downtown/Stream Cleanup. Volunteers helped to clean the stream, plant flowers in planters for Main Street, trim and prune bushes and spread many yards of mulch.

2. May 11 Special Projects meeting was cancelled; the next meeting is scheduled for July 13, 2011.

Police Commission's Report

1. Written reports for March 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 March:
 - a. Glen Rock Borough – 88
 - b. New Freedom Borough – 178
 - c. Shrewsbury Borough – 190
 - d. Southern School District – 16
 - e. Railroad Borough – 12
 - f. Other jurisdictions – 06The specific breakdown for the month of March for Glen Rock Borough's "Calls for Service" includes the following: Citations, 13; written warnings, 6; summary arrests, 3; and criminal arrests, 10. Time analysis for GRB was 217.43 hours.
2. The arbitration attorney for SRP is requesting data from each participating municipality including last three to five year budgets, number of rental properties versus owner residing in home, government housing, what businesses have left the borough in the last three to five years, tax re-assessments, borough debts, services cut, average income of residents and foreclosed properties.
3. L. Cadwallader moved for Council to rescind their withdrawal letter, seconded by D. Young. Motion carried.

Public Safety Report

No report.

Building/Property's Report

No report.

Ordinance/Refuse Report

No report.

Finance Report

1. R. Shiles presented a list of the following invoices over \$500.00 to be considered for payment using the General Fund:

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| a. CGA Law Firm | \$ 1516.12 |
| b. Code Administrators, Inc. | \$ 1745.00 |
| c. James R. Holley & Associates, Inc. | \$ 6482.52 |
| d. Pro Max Fence Systems | \$ 11861.00 |

- D. Young moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
2. R. Shiles presented the following invoice over \$500.00 to be considered for payment using the State Highway Aid fund:
 - a. Reilly Sweeping \$ 1663.50K. Krebs moved to pay the invoice over \$500.00 using the State Highway Aid Fund, as presented, seconded by L. Cadwallader. Motion carried.

President's Report

1. R. Shiles has invited individuals representing the group, "Steam into History" to the June Council meeting.
2. Council members have investigated the proposal by Giuseppe Mignano for possible Rail Trail Festivities, offering acoustic guitar music during the daytime hours. Since outside noise does not seem to travel beyond property limits, R. Shiles moved to approve the request for acoustic guitar music during daytime hours from the Café location, seconded by L. Cadwallader. Motion carried.
3. Attorney Bruce Bankenstein has resigned as solicitor of the Zoning Hearing Board and R. Shiles asked Council to consider a token of appreciation for the service he has provided. M. Pokrifka suggested that Council adopt a resolution recognizing his many years of service. Council was agreeable.
4. R. Shiles announced that the Borough has received a complaint regarding noise levels from the Rail Trail Tavern. Council discussed suggesting that complainant contact the police as a short-term solution. R. Shiles moved to authorize the solicitor to write a letter to the Tavern owner informing of the Borough's Noise Ordinance, seconded by L. Cadwallader. Motion carried.
5. R. Shiles has requested that WS meet with K. Wells to discuss various Medical Insurance options. Council did note that they would consider getting group insurance for both employees if this aides in the process to secure insurance for the Work Supervisor.
6. Work Supervisor has requested that if Council members has immediate work suggestions, that they fill out a Job Work Order for the Work Supervisor.

No Public Comment

R. Shiles moved to adjourn the meeting at 10:47 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer