

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

|                 |                    |   |
|-----------------|--------------------|---|
| <b>Present:</b> | Council Members:   | Lucy Cadwallader<br>Warren Cadwallader<br>Jane Glatfelter<br>Ken Krebs<br>Richard Shiles<br>Kathy Wells<br>Doug Young |
|                 | Borough Solicitor: | Michelle Pokrifka   |
|                 | Borough Engineer:  | David Lipinski  |
|                 | Mayor:             | Ronald McCullough, Jr.  |
|                 | Secretary:         | Ann Merrick   |
|                 | Visitors:          | Sixteen Visitors  |

Following the Public Meeting to discuss the 2012 RE Tax increase and possible continuation of police services by Southern Regional Police Department for 2013, **the Council meeting was Called to Order** at 7:10P.M. by Council President R. Shiles, with the pledge to the flag.

**Persons on Agenda**

1. Dave Keller and Ellen Darby, owners of Seitzland Property located in Shrewsbury Township: Seeking support of neighboring communities; not present for the meeting. D. Keller submitted a letter to Borough Council, which indicates his intentions to restore the Seitzland Store, a property located in Seitzland, Shrewsbury Township. Mr. Keller has the support of the York County Parks system, and anticipates York County government support as well and is seeking the support of Glen Rock Borough Council. R. Shiles moved to provide a letter of support to Mr. Keller, for restoration plans of his Seitzland Property, seconded by W. Cadwallader. Motion carried.
2. Kayla and Steve Lehigh, owners of 10 Winwood Road: Concerned about disrepair of Winwood Road. K. Lehigh expressed concern for the lack of regular road maintenance to Winwood Road and requested that the road be paved, tar and chipped, or at least filled in with stones. Two hundred feet of Winwood Road was legally adopted in 1962. The remainder of the road was not adopted and is not maintained by the Borough. Council discussed and stated they would review and follow up in writing to the Lehigh's.

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

No report.

## **Borough Engineer's Report**

1. D. Lipinski provided an update to Council for specific flood damaged areas of the Borough. The engineer suggested that the Borough notify the property owners along Manchester Street where there is possible conduit damage, of the FEMA Disaster relief deadline. Although D. Lipinski met with a structural engineer on October 31, who indicated that the Codorus Street retaining wall is structurally sound except in the location of the failure, D. Lipinski was notified on November 10 that additional areas of depression were occurring on Codorus Street and the Codorus retaining wall appeared to have moved and cracked. D. Lipinski then contacted a geotechnical engineer to meet with the Borough and himself to complete another on-site evaluation. The geotechnical engineer issued a letter, stating his observations, and suggested that additional testing was necessary to be performed to determine the level of damage. Borough Council agreed to the next step of determining the level of damage behind the retaining wall and under the Codorus Street roadway. An estimate was provided for replacement of the chain link fence along Codorus Street.
2. D. Lipinski obtained two estimates for stream bank stabilization as designed by NRCS, and paving of the Municipal Parking Lot project. For stream bank stabilization, Kinsley Construction's estimate is \$89,150 and Fitz & Smith's estimate is \$57,600; for the porous paving, Kinsley Construction's estimate is \$78,800 and Fitz & Smith's estimate is \$77,770. As per a meeting with Jake Romig and Gary Peacock, Mr. Peacock stated he may be able to secure additional funds of \$24,000, but the Borough would have to match those funds by twenty-five percent. D. Lipinski asked Council if this project is ready to go to a formal bid, but Council would like to use the obtained estimates to first request additional funding from DEP. D. Lipinski also suggested planning for installation of a safety barrier above the retaining wall system and discussed several options with Council.
3. One bid was opened on November 15, 2011 for the video inspection and cleaning of Church and Hanover Street storm sewers, for the Growing Greener II Grant. A bid was received by Utility Services Group, for \$5697.00. The cleaning is based on an hourly charge and Holley & Associates, Inc., estimated the work would require twenty hours; depending upon what is encountered, more or less time may be needed. L. Cadwallader moved to accept and award the bid to Utility Services Group for \$5697.00, seconded by K. Wells. Council discussed the possibility of completing extra videotaping with the low bid price, but concluded that extra funds may be needed for the construction portion of the project. The projected completion date for the video inspection is December, 2011.

4. D. Lipinski provided an update on Fields of Broad Springs. He stated that Gary Masten emailed the Borough, indicating that he will contact the Borough when he is ready to proceed, as per his attorney. D. Lipinski asked if M & T Bank has the Surety Bond and whether they are honoring the Bond. M. Pokrifka stated that the Bond is valid.
5. Based upon information provided during an October training hosted by York County, Holley & Associates are making revisions to the Storm water Management Ordinance. As a supplement to the ordinance, a storm water permit is being prepared and associated information will be provided to the permit officer to issue. Holley & Associates suggests a storm water permit as the best answer to keep track of impervious coverage being added to properties after the effective date of this ordinance.
6. Bid documents are being prepared for advertising the School Street retaining wall project during the winter months.

\*D. Lipinski completed his report at 7:40 P. M.

### **Announcements/Vacancies**

1. The following boards have vacancies:
  - a. GR Zoning Hearing Board – one vacancy for an alternate; and
  - b. GR Recreation Board – two vacancies and one extension of a term.The Borough received two letters of interest: one from Kathy Wells, and one from Sue Good. Current Recreation Board By-Laws state that the length of each term is three years. Judy Flemmens has requested to continue serving the GR Recreation Board for another two years. K. Krebs moved to re-appoint Judy Flemmens for another two year term, and appoint both Kathleen Wells and Sue Good to three year terms, seconded by J. Glatfelter. K. Wells recused herself from the vote; all other Council members voted in favor of the motion. Motion carried.

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

1. The ZO provided a monthly summary report for October 2011, which is available for review in the Borough Office. The secretary provided the following summary: six zoning permits were issued; one existing zoning violations; no new or abated zoning violations; one existing property maintenance violation and no abated property maintenance violations. CAI completed ten Rental inspections.
2. Council asked about the intentions of a property owner of a vacant lot located on Winter Avenue. The property owner secured a Zoning Permit for installation of a driveway. He also installed a gravel parking pad. He paid for a street cut permit and has connected to Water & Sewer. So far, he has met all Borough requirements.

## **Approval of Minutes**

1. D. Young moved to approve the October 19, 2011 Minutes, seconded by K. Krebs. Motion carried.

\*\* L. Cadwallader left the meeting at 8:02 P. M., to speak with the Borough Engineer.

## **Solicitor's Report**

1. M. Pokrifka provided Council with Ordinance 466 (2011 – 1), which amends and deletes previous Earned Income Tax ordinances and adopts current legislation to levy and impose a tax for general revenue purposes on earned income and net profits of residents as well as non-residents deriving income from within Glen Rock Borough, for adoption. R. Shiles moved to adopt Ordinance 466 (2011 – 1), which amends and deletes previous Earned Income Tax ordinances and adopts current legislation to levy and impose a tax for general revenue purposes on earned income and net profits of residents as well as non-residents deriving income from within Glen Rock Borough, seconded by K. Krebs. Motion carried.
2. M. Pokrifka provided Council with Ordinance 467 (2011- 02), establishing the Real Estate Tax Rate for the year 2012 at 2.95 mills, for adoption. K. Krebs moved to adopt Ordinance 467 (2011- 02), establishing the Real Estate Tax Rate for the year 2012 at 2.95 mills, seconded by W. Cadwallader. Motion carried.
3. M. Pokrifka has reviewed the newest Hemler ACS Contract. She would like clarification from Joyce Hemler, prior to Council entering into the 2012 Agreement.
4. M. Pokrifka has clarified with the SPCA that all items listed in the animal care and housing agreement pertain to all Borough residents.

\*\* L. Cadwallader returned to the meeting at 8:08 P. M.

## **Mayor's Report**

1. R. McCullough reported that on Christmas Eve there should be two SRPD officers and two YC Sheriff Deputies, to help manage the crowd. There will be zero tolerance throughout the event. The GR Hose & Ladder Fire Police will direct traffic.
2. R. McCullough encouraged Council to not withdraw from services provided by Southern Regional Police Department.

## **Work Supervisor's Report**

1. The WS informed Council that the 2008 truck needs all four ball joints replaced and two new batteries.
2. The WS informed Council that the red pickup truck needs an alternator.
3. Leaf pick up is going well.

4. The WS is willing to help the Borough Secretary complete necessary grant applications for a new leaf box.
5. Council informed the WS that his assistant, Steve Bowers, is out of hours for 2011, so any hours worked must be carefully monitored.
6. The WS explained that although ash may be used as an anti-skid material, it is very dirty and is easily dragged into properties, so it is not a viable option.

\*\*R. McCullough left the meeting at 8:15 P. M.

### **Secretary's Report**

1. A. Merrick requested a motion for the solicitor to assist with updating the Act 44 Disclosure Forms for 2011. D. Young moved for the solicitor to assist with updating the Act 44 Disclosure Forms for 2011, seconded by K. Krebs. Motion carried.
2. A. Merrick asked if Council is interested in using alternative technology lighting for the Borough owned street lights. A. Merrick was asked to contact Met-Ed for more information including costs.
3. A. Merrick provided an update for the Borough's flood damaged projects.

### **Police Commission's Report/Public Safety Report**

1. For comparison purposes, the following is a list of "Calls for Service" for each municipality for September:
  - a. Glen Rock Borough – 93
  - b. New Freedom Borough – 167
  - c. Shrewsbury Borough – 142
  - d. Southern School District – 19
  - e. Railroad Borough – 25
  - f. Loganville Borough - 11
  - g. Other jurisdictions – 4The specific breakdown for the month of August for Glen Rock Borough's "Calls for Service" includes the following: Citations, 15; written warnings, 13; summary arrests, 2; and criminal arrests, 7. Time analysis for GRB was 216.26 hours.
2. The current 2012 cost for Police Services for GRB is \$235,453.00.
3. The Police Commission would like each participating municipality to form a committee to consider re-writing the joint municipal agreement, but suggested waiting until after reorganizational meetings.
4. L. Cadwallader attended a training regarding ADA requirements and suggested that the Borough create a Transition Plan, to include changes that must be made to become compliant of the new regulations.

\*\*R. McCullough returned to the meeting at 8:28 P. M.

## **Personnel Report**

1. Personnel Reviews are scheduled to be completed in December, 2011.

## **Special Project's Report**

1. Two volunteers have expressed their interest for each open committee: Beautification Committee and Street Fair Committee.
2. This committee will begin reviewing the GR Recreation Board By-Laws.

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

1. The WS has requested additional hours for Steve Bowers, to help with drywall project at the Neuhaus Building.
2. R. Shiles provided an update for Keep Pennsylvania Beautiful Grant project.

## **Ordinance/Refuse Report**

1. R. Shiles discussed possible changes to the current Rental Ordinance, to include a three year cycle for inspections.
2. R. Shiles re-stated that Council is interested in encouraging more recycling by both residents and businesses.
3. R. Shiles asked that the solicitor investigate Penn Waste's notification of increasing costs to Glen Rock Borough residents.

## **Finance Report**

1. R. Shiles presented a list of the following invoices over \$500.00:
  - a. CGA Law Firm \$ 3159.21
  - b. Code Administrators, Inc. \$ 957.50
  - c. James R. Holley & Associates, Inc. \$ 5589.70L. Cadwallader moved to pay these invoices using the General Fund, seconded by K. Krebs. Motion carried.
2. R. Shiles presented the following invoice over \$500.00:
  - a. James R. Holley & Associates, Inc. \$ 2610.30K. Krebs moved to pay this invoice using the State Highway Aid Fund, seconded by D. Young. Motion carried.
3. R. Shiles, along with the Finance Committee presented the final draft of the proposed 2012 budget for Council to review. K. Krebs moved to authorize the solicitor to advertise the 2012 proposed budget for adoption at the December 21 meeting, seconded by K. Wells. Motion carried.

## **President's Report**

1. R. Shiles provided a brief update regarding the SYC Regional Planning Commission. Further discussion was tabled until the January, 2012 meeting.

2. Council received a note of thanks from the South Central YC Senior Center for the Borough's donation.
3. A. Merrick asked to verify meeting schedule dates for the advertising of 2012 meetings by the SYC Regional Planning Commission. Council decided to advertise the meetings for Council, GR Recreation Board, GR Planning Commission, and the GR Zoning Hearing Board, if needed. Committee meetings will not be advertised.

### **Public Comment**

1. The "unofficial" results for winners of the recent election are as follows: Richard Shiles, two year term; and Eugene Delahanty, Carleen Warner, Ben Wetzel and Rollin Apgar, four year terms.
2. The new council members will be sworn in prior to the start of the reorganizational meeting on Tuesday, January 3, 2012, 7 P. M.

### **Solicitor's Report continued**

5. According to the Borough Code, rescheduled meetings and Special meetings must be advertised twenty-four hours prior to the meeting.
6. M. Pokrifka received a phone call from Attorney Jody Leighty, Stock & Leader, who is representing Shelmas at Broad Springs. She asked that the Line of Credit be released, specifically for proper construction of roads and storm water facilities. Council briefly discussed and would like to request that a portion of the funds be retained to repair cracks along the edges of the roads in the Fields of Broad Springs development.

### **President's Report continued**

4. Council briefly discussed withdrawal versus remaining members for 2013 with Southern Regional Police services. New Freedom Borough rescinded their letter of withdrawal during their November meeting. Council decided to table their decision until the December 21 Council meeting.

K. Krebs moved to adjourn the meeting at 9:10 P. M., seconded by L. Cadwallader. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer