

GLEN ROCK BOROUGH
Borough Council Meeting
October 19, 2011

Present:	Council Members:	Lucy Cadwallader Warren Cadwallader Jane Glatfelter* Ken Krebs Richard Shiles Kathy Wells Doug Young
	Borough Solicitor:	Michelle Pokrifka
	Substitute Attorney:	Mike Caum
	Borough Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Four 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. Richard Pace, 30 Dustys Lane/Attorney Charles Rausch: Proposed Final Minor Subdivision Plan
Attorney Rausch provided copies of the newest version of the minor subdivision plan to Council for review during the meeting. Attorney Caum stated that since this newest version was not provided to Council prior to the GR Planning Commission meeting, the Borough Engineer, the commission, the attorney and Council did not have time to review the plan. D. Lipinski provided his comments for this latest version during the meeting tonight. Attorney Caum stated that Council may not give approval to the applicant, to build in Shrewsbury Township's right-of-way. He suggested that the plan be submitted to Shrewsbury Township for their approval, prior to being approved by GR Borough. Additional minor conditions must also be met for Council to consider an adoption of this plan.

*J. Glatfelter arrived for the meeting at 7:28 P. M.

R. Pace verbally requested a waiver for SALDO requirements Section 604.g, "street trees" and Section 604.h, "street lights". K. Wells moved to grant the waivers for SALDO requirements Section 604.g, "street trees" and Section 604.h, "street lights" for this R. Pace proposed final minor subdivision plan, with R. Pace placing his

request in writing, seconded by D. Young. Motion carried. K. Krebs moved to grant conditional approval, with completion of the following requirements: written approval from Shrewsbury Township for the roadway improvements shown within the Township right-of-way, documentation added on the plans for the approved waivers for Section 604.g, "street trees" and Section 604.h, "street lights", written approval from GR Sewer Authority for the sanitary sewer improvements shown on the plan including an "agree to serve" letter, written approval from the GR Water Authority for the water system improvements shown on the plan including an "agree to serve" letter, approval of sewage planning module by DEP, payment of all fees, and lastly, revising the plan to show the required 15 foot easement for the gas line, for the R. Pace proposed final minor subdivision plan, seconded by K. Wells. W. Cadwallader, K. Krebs, R. Shiles, K. Wells, and D. Young voted aye, and L. Cadwallader voted nay, the motion carried.

GR Planning Commission's Report

1. The Planning Commission reviewed the newest version of the minor subdivision plan from R. Pace and without the engineer's comments, voted to approve the plan.

*Attorney M. Caum left the meeting at 7:50 P. M.

Persons on Agenda continued

2. Chief Boddington, Southern Regional Police
Chief Boddington provided Council with an update on the outstanding investigation involving purposeful damage to the rear of Neuhaus Building from April, 2010. He also reminded Council to consider the level of enforcement needed for the GR Caroler's on Christmas Eve. Chief Boddington recommended that three SRP officers and two sheriff deputies could probably manage the crowd. Lastly, the Chief is trying to control expenses for a reasonable 2012 budget.

Borough Engineer's Report

1. D. Lipinski provided Council with an update for flood damaged areas in the Borough including Manchester and Codorus Streets. FEMA has declared a disaster for York County municipalities, which makes funding available to damages, as approved by FEMA. R. Shiles moved to authorize the engineer to begin investigating and assessing damages for flooded areas including Codorus Street, retaining walls along the Codorus Creek, the municipal parking lot and stream bank stabilization at the municipal lot and the Neuhaus Building, seconded by D. Young. Motion carried.
2. The engineer recommended placing cones along the School Street retaining wall to help prevent traffic from driving close to the wall. The engineer will prepare bid documents to repair the wall, and will add storm sewer improvements and street

- reconstruction, so this work will be ready for bidding in late winter/early spring, as weather permits. During the storm sewer construction and street reconstruction the road will be closed for all vehicle traffic.
3. The Cottage Avenue Project is complete including final inspection. The engineer recommends that Council authorize YCPC to pay Fitz & Smith, for Cottage Avenue Street Reconstruction, CDBG Activity # 45521792 and CDBG Activity # 45531808, in the amount of \$106,000.00, and for the Borough to use the General Fund for the additional amount of \$46.27. K. Krebs moved to authorize the Council President to sign the Requests for Payment which authorizes YCPC to pay Fitz & Smith, for Cottage Avenue Street Reconstruction, CDBG Activity # 45521792 and CDBG Activity # 45531808, in the amount of \$106,000.00, seconded by K. Wells. Motion carried. K. Wells moved to authorize payment of \$46.27 to Fitz & Smith using General Funds, seconded by K. Krebs. Motion carried.
 4. The engineer provided a reminder that the Borough may hold off on their sign replacement schedule due to pending revisions to the MUTCD.
 5. The engineer provided an update for the Growing Greener Grant. Shortly the advertising for bidding the video portion of the project will be complete. Some lines will need to be cleaned prior to the video inspection. The bid documents include cleaning and video inspection of the storm sewer on Church Street, older storm sewer on Hanover Street. The Conduit from Water Street up to Main Street is not included due to large amounts of sediment. Council did discuss including Manchester Street but noted that since this area is private property, this area will not be inspected by the Borough.
 6. D. Lipinski provided an update on the Field of Broad Springs development. He met with Gary Masten and George Klein from M & T Bank to discuss the development and remaining outstanding items that must be addressed. D. Lipinski will put together a cost estimate for completing the remaining items toward completion of the development. The engineer indicated that Gary Masten has requested to be placed on the agenda for the November Meeting. D. Lipinski will recommend that cracks along the edge of portions of the streets located in the development must be sealed with a rubberized sealant prior to adoption by the Borough.
 7. D. Lipinski provided written documentation from Mike Martin, Penn DOT, which states that Penn DOT will repair the inlet grate on Church Street and they are evaluating their position related to the wall along south Main Street.
 8. GRB did receive a 2012 CDBG \$100,000.00 grant for curb and sidewalk replacement along Hanover Street from Link Street to Glenvue Road. The Borough may anticipate receiving information from YCPC in the spring of 2012.
 9. D. Lipinski will be attending a meeting hosted by YCPC regarding the mandatory Storm Water Management Ordinance on October 20, 2011.

10. Council discussed the Section 319 Grant with the engineer. L. Cadwallader moved to authorize the Borough engineer to take the lead on the Section 319 Grant, seconded by W. Cadwallader. Motion carried.
11. The engineer has not received any information regarding the DCNR Grant.

*D. Lipinski left the meeting at 9:00 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 for members.Residents interested in these vacancies should submit a letter of interest to the Borough office.

Zoning Officer's Report

1. The ZO provided a monthly summary report for September 2011, which is available for review in the Borough Office. The secretary provided the following summary: one existing zoning violations and one abated zoning violations; one existing property maintenance violation and one abated property maintenance violation. CAI completed seven Rental inspections.

Approval of Minutes

1. D. Young moved to approve all of the following minutes, seconded by W. Cadwallader:
 - a. July 7 Work Session Meeting Minutes;
 - b. September 21 Council Meeting Minutes; and
 - c. October 6 Work Session Meeting Minutes.K. Wells abstained from the vote for the July 7 minutes, because she was not in attendance for that meeting; J. Glatfelter abstained from the vote for the October 6 minutes, because she was not in attendance for that meeting. Motion carried.

** Council recessed to Executive Session at 9:05 P. M. to discuss personnel information.

**The council meeting resumed at 9:38 P. M.

Solicitor's Report

1. M. Pokrifka provided Council with Resolution 2011 – 9, which renews and amends the cable television franchise agreement, and was previously adopted during the September 21, 2011 Borough Council meeting, for signatures.

2. The solicitor mailed a letter for the GR Athletic Association regarding the fence issues.
3. Judgement for a payment agreement was entered by the recent District Justice matter for a Manchester Street property.
4. The solicitor mailed letters to G. Spencer and M. Albright regarding payment of outstanding fees with the Borough for weed ordinance violations.
5. M. Pokrifka reviewed Hemler ACS' contract for 2012 and she suggests requesting the following information: copy of liability insurance coverage declaration, identification of what is the "home base" as referred to in the contract, identification of specifically who will be enforcing the dog law ordinance/statutes, and copies of resumes, including any certifications, should be on file in the borough office. The solicitor will address these concerns through a letter to Hemler ACS.
6. M. Pokrifka modified and presented Council with a final version of the new Earned Income Tax. L. Cadwallader moved to authorize the solicitor to advertise 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 W. Cadwallader. Motion carried.
7. M. Pokrifka prepared a Petition and Resolution for the PLCB matter for the GR Mill Inn. She is still waiting for information from the applicant.
8. M. Pokrifka provided an update to Council regarding the rental properties owned by MW Properties.
9. M. Pokrifka provided a draft copy of a Blight Ordinance for review by the Ordinance Committee.
10. M. Pokrifka discussed probable intentions of Ordinance 297, which controls the construction, maintenance, repair and replacement of Borough curbs and sidewalks. The engineer should provide guidelines for all approved permit applicants.
11. The Real Estate Tax increase must be advertised and adopted by December 31, 2011. R. Shiles moved to authorize the solicitor to advertise Ordinance 467 (2011- 02), establishing the Real Estate Tax Rate for the year 2012 at 2.95 mills, seconded by W. Cadwallader. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

No report.

Secretary's Report

1. The secretary requested a motion to transfer \$3700.00 from the Rental Fund into the General Fund for the highest yield of interest. K. Krebs moved to transfer \$3700.00 from the Rental Fund into the General Fund for the highest yield of interest, seconded by D. Young. Motion carried.
2. The secretary requested a motion to adopt Resolution 2011 – 10, to appoint SF & Co, Inc. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2011, as required by and in compliance with the Borough Code. K. Krebs moved to adopt Resolution 2011 – 10, to appoint SF & Co, Inc. as an Independent Auditor to examine the borough's accounting records for the fiscal year ending December 31, 2011, as required by and in compliance with the Borough Code, seconded by K. Wells. Motion carried.
3. The secretary announced that DEP approved the Borough's Act 101 Recycling Program Performance Grant in the amount of \$2013.00 for 2009 residential and commercial recycling.
4. The YCBA Annual Banquet is scheduled for November 12, at the York Expo, for a cost of \$35.00 per person.
5. The secretary requested a motion to donate \$6000.00 as budgeted, to the GR Fire Company. K. Krebs moved to donate \$6000.00 as budgeted, to the GR Fire Company, seconded by K. Wells. Motion carried.
6. The secretary requested a motion to donate \$4000.00 as budgeted, to the GR Ambulance Club. K. Krebs moved to donate \$4000.00 as budgeted, to the GR Ambulance Club, seconded by K. Wells. Motion carried.
7. The secretary requested a motion to donate \$500.00 as budgeted, to the Senior Center. K. Krebs moved to donate \$500.00 as budgeted, to the Senior Center, seconded by K. Wells. Motion carried.
8. The secretary requested a motion to donate \$1500.00 as budgeted, to the Hufnagel Public Library. K. Krebs moved to donate \$1500.00 as budgeted, to the Hufnagel Public Library, seconded by K. Wells. Motion carried.
9. The secretary reminded Council that the solicitor previously suggested staggering the terms of service for the GR Recreation Board members.
10. The secretary will be attending Floodplain Training on October 25, 2011, as necessary, for all floodplain managers.

Solicitor's Report continued

12. M. Pokrifka will be attending the Act 167 Storm Water Management training, along with R. Shiles and A. Merrick, scheduled October 20, 2011.

Police Commission's Report/Public Safety Report

1. For comparison purposes, the following is a list of "Calls for Service" for each municipality for August:
 - a. Glen Rock Borough – 78
 - b. New Freedom Borough – 234
 - c. Shrewsbury Borough – 227
 - d. Southern School District – 10
 - e. Railroad Borough – 9
 - f. Loganville Borough - 10
 - g. Other jurisdictions – 18

The specific breakdown for the month of August for Glen Rock Borough's "Calls for Service" includes the following: Citations, 8; written warnings, 9; summary arrests, 2; and criminal arrests, 2. Time analysis for GRB was 212.44 hours.

2. The 2012 cost for Police Services for GRB is \$235,025.00.
3. Council discussed whether or not to schedule a Public Hearing in order to make an informed decision regarding the Letter of Intent for Police Services in 2013. The Letter of Intent for 2013 must be postmarked no later than December 31, 2011. W. Cadwallader moved to advertise a special meeting to discuss the Real Estate Tax increase for 2012, and to hold a hearing regarding the continuation of police services by Southern Regional Police Department for 2013, seconded by R. Shiles. Motion carried.
4. L. Cadwallader moved to approve the 2012 Southern Regional Police budget of \$235,025.00, seconded by K. Krebs. Motion carried.
5. The GR Caroler's are requesting security for Christmas Eve. Council discussed how many officers and deputy sheriffs are necessary for the evening. R. Shiles moved to hire two police officers and two deputy sheriffs for Christmas Eve and authorized L. Cadwallader to notify SRP of this request, seconded by W. Cadwallader. Motion carried.

Personnel Report

1. J. Glatfelter moved to authorize a two percent pay raise for the two full-time employees for 2012, seconded by L. Cadwallader. W. Cadwallader, L. Cadwallader, J. Glatfelter, K. Krebs, R. Shiles and D. Young voted aye; K. Wells voted nay. Motion carried.
2. J. Glatfelter announced that employment reviews would begin the first week of December for the full-time employees.

Special Project's Report

1. Committee members are still soliciting volunteers for the Beautification Committee and the Street Fair Committee. An article was placed in the recent newsletter requesting volunteers.
2. The Keep PA Beautiful Fresh Paint Days grant has been executed for the maintenance building. D. Young expressed thanks to all involved with the project. The Final Report is being prepared. Special Projects Committee hopes to win one of the two additional \$500.00 awards for the best visual impact and best revitalization story. The additional funds would be used for landscaping around the maintenance building and/or signage that identifies the building.
3. Next Special Projects meeting is November 9 at 7:30 P. M.

Building/Property's Report

No report.

Ordinance/Refuse Report

1. The current Refuse Contract expires in July, 2012. Council is interested in encouraging more recycling by residents and businesses.
2. Council discussed making changes to the Rental Ordinance. R. Shiles moved to authorize M. Pokrifka to assist Council with re-writing the Rental Ordinance, seconded by K. Krebs. Motion carried.

Finance Report

1. R. Shiles presented a list of the following invoices over \$500.00:

a. CGA Law Firm	\$ 3541.33
b. Code Administrators, Inc.	\$ 567.50
c. James R. Holley & Associates, Inc.	\$ 4855.65

R. Shiles moved to pay these invoices using the General Fund, and pay employee A. Merrick \$500.00 for a one-time re-imbursement of her current health insurance, seconded by L. Cadwallader. Motion carried.
2. The Finance Committee presented the proposed 2012 budget for Council to review. The committee hopes for a motion to advertise the budget following the November meeting, with adoption of the budget during the December meeting.

President's Report

1. R. Shiles announced that two letters were mailed out to provide clarification for previous questions. These letters were mailed to Ed Chandler, Jr. and Larra Lucas.

Public Comment

1. Borough resident, Rollin Apgar asked whether Council ever considered selling their twenty-six acres of land located along Rockville Road. Council has not considered this matter. Prior to this consideration, Council will need to investigate the purchase and planned use by the Borough for this property.
2. A question was asked about which windows were broken in the borough. This incident occurred in April of 2010, and SRP has recently begun another investigation of this incident.

K. Wells moved to authorize M. Pokrifka to advertise the Special meeting for November 16, 2011 from 6 to 7 PM, seconded by K. Krebs. Motion carried. D. Young moved to adjourn the meeting at 11:23 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer