

GLEN ROCK BOROUGH
Borough Council Meeting
August 15, 2012

Present:	Council Members:	Rollin Apgar Lucy Cadwallader Eugene Delahanty Richard Shiles Carleen Warner Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	Jason Brenneman
	Secretary:	Ann Merrick
	Visitors:	One visitor

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

Public Comment

No Comments.

No Announcements

Persons on Agenda

1. Glen Rock Hose & Ladder – This group requested to address Council regarding the possibility of implementing a Fire Tax to Glen Rock Borough residents, however, no one from the group showed up for the meeting. The solicitor prepared a memo for Council which included restrictions and the uses of a Fire Tax in accordance with the PA Borough Code. The Fire Tax may not be higher than three mills on the assessed valuation of real estate within the Borough as per Section 1302(a)(6) of the Borough Code. If a municipality has a “Local Services Tax”, twenty-five percent of the revenue generated must be used for public safety purposes.

Borough Engineer’s Report

1. J. Brenneman stated that the rock finish was installed on the shotcrete for the School Street retaining wall project. The engineer also provided a Recommendation for Payment totaling \$141578.32 for work completed to date.
2. J. Brenneman provided a Recommendation for Payment of \$117192.15 for the Municipal Parking Lot and Stream Bank Stabilization Project. This amount does not

include the Change Work Order #2, which Council approved to pay one-half during their July Meeting, since the contractor has not yet signed that Change Work Order.

3. J. Brenneman also provided the following Change Work Orders for the Municipal Parking Lot and Stream Bank Stabilization Project:

#3. The original completion date in the contract is August 15, 2012. The Completion Date will be moved until October 12, 2012, to complete the plantings for the rain garden. The contractor has been told he may plant after Labor Day.

#4. This includes forming and pouring the ends of the wall with concrete to tie-in to the Neuhaus Building and Mignano's Restaurant for a cost of \$1858.73.

#5. This eliminates porous paving in front of the library and adds Superpave as an overlay, requested by Council for a cost of \$8970.50 (the Borough is not charged \$11,300.50 for porous paving).

#6. The installation of stone under conduit for electricity to the Parking Lot lights for a cost of \$1080.25.

#7. Line the rain garden with a rubber liner for a cost of \$1560.40. Backfill stone is not an option for use in and near the rain garden, as it would drain to close to the wall and not into the ground.

With the Change Work Orders and the changes to paving, the final cost for the project is \$205664.35, not including engineering and inspections. B. Wetzel moved to approve Change Work Orders #3 through #7, seconded by R. Apgar. Motion carried.

4. R. Apgar informed Council that while Shiloh was paving, they paved over the pin which marks the Neuhaus Buildings' property line. J. Brenneman said that property pins are allowed to be paved over; the pin may not be removed. J. Brenneman will locate the property pin and will report his findings to Council next month.

5. J. Brenneman confirmed that Council approved his completion of bid documents for the Codus Street and Wall project, with two phases for this FEMA project, for an estimated three to four thousand dollars for bid document preparation only. Additional work on the project includes surveying and completion of an existing conditions plan for approximately \$3500.00, DEP permitting for approximately \$4000.00 (if a GP11), drainage design behind the existing wall for approximately \$2000.00, and on site construction inspections. Survey work is scheduled to begin the week of September 13, 2012. Steve Lathrop provided encouragement for Council to consider contacting DEP for grant funds to complete the Codus Street and Wall project. Council discussed various ways to complete another grant process. C. Warner moved to authorize the engineer to apply for DEP grant funds, if the funds are available through DEP, seconded by L. Cadwallader. Motion carried.

6. J. Brenneman stated that the Penn DOT permit is being prepared and will be submitted within the next week or two for the storm sewer work as part of the Growing Greener II Grant project for Church Street.
7. Council discussed using the General Fund to pay for engineering for the CDBG project for Church Street versus using CDBG funds to pay for engineering. D. Young moved to use the General Fund to pay for engineering and designated James R. Holley & Associates as the engineer for the Church Street CDBG project, seconded by L. Cadwallader. Motion carried.
8. J. Brenneman stated that two phone quotes were obtained for rebuilding the Hanover Street inlet: Shiloh – approximately \$1900.00 and Bernard Anthony - \$890.00. L. Cadwallader moved to accept the quote of \$890.00 from Bernard Anthony for rebuilding the Hanover Street inlet using either State Highway Aid or Growing Greener II Grant funds to pay for the project, seconded by D. Young. Motion carried.

*J. Brenneman left the meeting at 8:15 P. M.

GR Planning Commission's Report

1. Attorney Charles Rausch attended the Planning Commission's August 14, 2012 meeting on behalf of Ray Secrist, the owner of three lots on Valley Street, to discuss the use of grinder pumps for sewer on these lots and removing the easement for sewer lines for these properties. No formal plans were submitted. The Planning Commission said they would recommend to Borough Council the approval of use of the grinder pumps as one option, but to also keep use of existing sewer line easement as the second option for these properties. The Planning Commission did not agree to remove the easement from the plans for the Valley Street Properties. The Planning Commission asked the Council to make a conditional approval based upon their recommendations. The solicitor said that in her opinion, conditional approvals should be reserved for formal plans. The Planning Commission also discussed a letter of credit held by the GR Water & Sewer Authority. The Borough Secretary informed Council that the Borough has a letter of credit for Valley Street. (The Planning Commission was not aware of the Borough's letter of credit). The solicitor spoke with Attorney Rausch and he indicated that the Planning Commission was in agreement of his client's proposal for grinder pumps and that he was not going to be filing formal plans or even make changes to the existing plans; he is proposing to create an agreement.

Approval of Minutes

1. D. Young moved to table approving the July 18, 2012 minutes until the September 19 meeting, seconded by R. Apgar. Motion carried. The July 18 Minutes remain Draft Minutes until they are approved.

Zoning Officer's Report

1. The ZO provided a monthly summary report for July 2012, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were two zoning permits issued and three Zoning Certificates of Occupancy issued. There were no Rental Inspections completed this month.
2. The property 28 – 30 Water Street has submitted a Building Permit Application as a result of receiving an NOV. The Plan Review has not been completed by CAI.

Solicitor's Report

1. Ordinance 470 (2012-3) was advertised and is ready for adoption. D. Young moved to adopt Ordinance 470 (2012-3), an ordinance establishing a tax certification fee and collection thereof and repealing Ordinance 335 (92-2) as amended by Ordinance 427 (2004-2), seconded by B. Wetzel. Motion carried.
2. D. Young moved to adopt Resolution 2012 – 3, a resolution that expresses both the citizens of Glen Rock and Borough Council's appreciation to David Lipinski for his dedication to public service, seconded by L. Cadwallader. Motion carried.
3. M. Pokrifka stated that Ordinance 471 (2012 – 4), the ordinance establishing a stop intersection on Camp Road in Glen Rock Borough will be advertised for adoption at the September Council meeting.
4. M. Pokrifka informed Council that York Waste Disposal has requested permission from Glen Rock Borough to file Municipal Lien's for lack of payment. Without Council's approval, York Waste Disposal may file Civil Action for lack of payment. Council discussed at length. C. Warner moved to reject York Waste Disposal's request to file Municipal Liens for lack of refuse payment and does not authorize the solicitor to investigate this matter further, seconded by L. Cadwallader. C. Warner, L. Cadwallader, R. Apgar, and E. Delahanty voted in favor of this motion; D. Young, B. Wetzel, and R. Shiles voted against this motion. Motion carried.

Mayor's Report

No report.

Work Supervisor's Report

No report.

Secretary's Report

1. A. Merrick, as the Chief Administrative Officer of the Borough's pension plan, requested a motion to meet the Borough's MMO (Minimum Municipal Obligation) of \$8676 for 2013. R. Apgar moved to meet the Borough's MMO (Minimum Municipal Obligation) of \$8676 for 2013, seconded by L. Cadwallader. Motion carried.
2. The secretary indicated that the Finance Committee will begin working on the 2013 Budget. Items to be considered should be submitted to committee members as soon as possible.
3. The secretary requested that articles for the next newsletter be submitted to the office no later than Friday, August 17, 2012.
4. The secretary stated that she will be requesting reimbursement of \$51959.45 in the Construction category for the Section 319 Grant. Ten percent of the total amount or \$11002.90 must be held by the grant until the project is completely finished.
5. The secretary did not transfer any funds from the Section 319 Grant Fund Account into the General Fund, as previously requested during the July 18 Meeting.
6. The secretary requested a motion to transfer \$8188.55 from the General Fund to the Section 319 Grant Fund because the funds were initially deposited into the incorrect account. B. Wetzel moved to transfer \$8188.55 from the General Fund to the Section 319 Grant Fund, seconded by L. Cadwallader. Motion carried.
7. The secretary requested a motion to transfer \$30,000.00 from the GRB Section 319 Grant Funds to the General Fund to reimburse the General Fund for expenses paid for the grant. D. Young moved to transfer \$30,000.00 from the GRB Section 319 Grant Funds to the General Fund to reimburse the General Fund for expenses paid for the grant, seconded by B. Wetzel. Motion carried.
8. The secretary requested a motion to transfer \$250,000.00 from the General Fund Reserve (Money Market Account) to the General Fund to pay for expenses from the Municipal Parking Lot and School Street Project. D. Young moved to transfer \$250,000.00 from the General Fund Reserve (Money Market Account) to the General Fund to pay for expenses from the Municipal Parking Lot and School Street Project, seconded by L. Cadwallader. Motion carried.
9. The secretary requested a motion to request twenty percent of upfront funds from the Growing Greener II Grant, to be deposited into a new non-interest bearing account, for the purpose of establishing an account for these funds and reimbursing for expenses paid through the General Fund. D. Young moved for the secretary to request twenty percent of upfront funds from the Growing Greener II Grant, to be deposited into a new non-interest bearing account, for the purpose of establishing an account for these funds and reimbursing for expenses paid through the General Fund, seconded by L. Cadwallader. Motion carried.

Police Commission's Report

1. The August 1, 2012 meeting was cancelled and re-scheduled for September 21, 2012.
2. Council discussed the best way to keep residents informed about crimes occurring within the Borough. Council would like all crime stats to be posted on Southern Regional's Website. A reminder article could be placed in the Borough's quarterly newsletter too.

Building/Property's Report

1. The Work Supervisor will be sealing cracks with caulk, on the Neuhaus Building roof.

Special Project's Report

1. D. Young attended an informative York County sponsored program which discussed ways to revitalize the community.
2. L. Cadwallader submitted an invoice for reimbursement of \$70.00 for a rain barrel as part of the Municipal Parking Lot project.

Public Safety Report

1. R. Apgar submitted a list of problem street lights to the Borough Office, to be submitted to Met-Ed.
2. R. Apgar stated that the parking lot lights are not lit in the Municipal Parking Lot. The secretary will contact Zeigler Electric to pull the wiring for electricity to these lights.

Personnel Report

1. R. Apgar said he would meet with L. Cadwallader prior to discussing employee benefits with the rest of Council.

Ordinance/Refuse Report

1. B. Wetzel suggested again, that Council consider eliminating Ordinance 442, the mandatory dumpster enclosure ordinance. B. Wetzel moved to eliminate Ordinance 442 with written notification to current business owners. The motion died for lack of a second. Council asked that the secretary electronically send out copies of Ordinance 442 and any other related ordinances, for further review and discussion at next month's meeting.
2. D. Young provided copies of an amended draft version of the Rental Ordinance and discussed some of the changes. He has requested that Council, the solicitor, and the secretary review this version for further discussion at the September Meeting. After receiving more input, then the ordinance should be reviewed by Norm Strenger, at Code Administrators Inc, prior to preparing to advertise and adopt.

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. Core-Design Group LLC \$ 4020.01
 - b. James R. Holley & Associates, Inc. 16502.25
 - c. Shiloh Paving & Excavating 549.04
 - d. Shiloh Paving & Excavating 117192.15
 - e. Stewart & Tate 131728.32C. Warner moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
2. R. Shiles requested a motion for paying Stewart & Tate \$9850.00 using the State Highway Aid Fund. L. Cadwallader moved to pay Stewart & Tate \$9850.00 using the State Highway Aid Fund, seconded by D. Young. Motion carried.

President's Report

1. R. Shiles met with a special committee from the Library Board to discuss possible expansion options in the Neuhaus Building. Fire Chief, Gene Anstine was present and suggested that the train show displays might be moveable, but would need the support of all involved participants. Stella Raffensberger of Southern Management Rentals has suggested that a portion of the Enterprise Building would be available, rent free, for the Fire Company to relocate the train show. R. Shiles asked Gene Anstine to communicate with the Fire Company and train show members, to ask whether the members are willing and able to help relocate the trains. Library Board member, Joe Heisler, is an architect and he has volunteered to draw sample plans to include the library expansion, Municipal Office space, storage space and a meeting room in the rear of the Neuhaus Building.
2. R. Shiles plans to meet with Caitlyn from the YC Economic Development Corp and a landscape architect to share ideas for developing a small park on the vacant borough lot along Baltimore Street.
3. The secretary asked M. Pokrifka for further advice regarding the New Borough Code and the impact to Recreation Board treasury funds. M. Pokrifka stated that several attorneys in her firm, representing different municipalities, have conflicting responses to the New Borough Code. She plans to continue to review the new code and wants to review the summary of legislative notes prior to offering a final opinion for how the Borough and the GR Recreation Board must manage the Recreation Board's funds. M. Pokrifka did request that a letter be written to the GR Recreation Board to request any and all documentation regarding the Smith and Mowery Trusts, to be turned over to the GR Borough Council.

Public Comment

Mark Bortner asked whether there is any information available which addresses “common” dumpster use in the Borough, since some business locations do not have any available land to place a dumpster, so the use of a “common” dumpster might be helpful. This matter is not currently addressed nor is it a Borough requirement. Mr. Bortner also asked about the removal of vegetation along the Codorus Stream Bank. He was told that “the tree of heaven” may be removed but other vegetation helps to slow the flow of water during larger rain events and/or flooding. The stream banks may not be barren with all vegetation removed.

The secretary asked the solicitor if there were any provisions in the new Refuse Contract for Recycling only, for sites using dumpsters for their refuse pickups. The solicitor stated that this is not an option as part of the new refuse and recycling contract.

C. Warner moved to adjourn the meeting at 10:25 P. M., seconded by L. Cadwallader.
Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer