

GLEN ROCK BOROUGH
Borough Council Meeting
December 19, 2012

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| Present: | Council Members: | Rollin Apgar Lucy Cadwallader* Eugene Delahanty Richard Shiles Carleen Warner* Benjamin Wetzel Doug Young |
| | Mayor: | Ronald McCullough, Jr. |
| | Solicitor: | Michelle Pokrifka |
| | Secretary: | Ann Merrick |
| | Visitors: | Two visitors |

The meeting was Called to Order at 7:00 P.M. by Council President, R. Shiles, with the pledge to the flag and a moment of silence was observed for the victims/families of the Connecticut massacre.

Announcements

1. R. Shiles announced that Council would be going to Executive Session later in the meeting, to discuss personnel.
2. R. Shiles announced the following vacancies:
 - a. Borough Council;
 - b. GR Recreation Board; and
 - c. GR Planning Commission.

Agenda

1. Attorney Mike Craley, GR Water & Sewer Authority
Attorney Craley provided an update/associated costs related to the completion of unfunded mandates which required upgrades to the Sewer Plant. There is no rate increase planned for 2013. Detailed notes are available in the Borough Office.
2. Ken Krebs, GR Recreation Board Member
Mr. Krebs requested that Council consider both the installation of new electrical wire for possible dusk to dawn lighting at the tennis courts to try to limit vandalism, and upgrade the wiring for the large baseball field's vending area. Mr. Krebs estimates the cost to be \$1850 for materials. Mr. Krebs and the Work Supervisor are able to complete the labor portion of the project.

** Council recessed to Executive Session at 7:30 P. M. to discuss personnel issues.
**The council meeting resumed at 8:07 P. M.

B. Wetzel moved for the Borough to reimburse R. McCullough \$2736 towards the annual cost of his own health insurance policy, which would be reimbursed on a monthly or quarterly basis, after R. McCullough provides proof of payment for health insurance coverage, seconded by D. Young. L. Cadwallader, E. Delahanty, R. Shiles, C. Warner, B. Wetzel and D. Young voted in favor of the motion; R. Apgar voted against the motion; motion carried.

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 | \$ 2196.81 |
| b. GR Recreation Board | 3062.14 |
| c. Keller-Brown | 600.00 |

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

2. B. Wetzel moved to adopt the 2013 Budget as advertised, seconded by L. Cadwallader. Motion carried.

3. The following donations were considered for payment using the General Fund:

- a. GR Hose & Ladder - \$6000.00;
- b. Glen Rock EMS, Inc. - \$4000.00;
- c. Hufnagel Public Library - \$1500.00; and
- d. Senior Center - \$500.00.

Council discussed whether all donations were necessary. B. Wetzel moved to donate \$6000.00 to the GR Hose & Ladder and \$4000.00 to the Glen Rock EMS, Inc., seconded by D. Young. Motion carried.

*L. Cadwallader left the meeting at 8:30 P. M., due to illness.

R. Apgar moved to donate \$500.00 to the Senior Center, seconded by C. Warner. R. Apgar, R. Shiles, C. Warner, and D. Young voted in favor of the motion; E. Delahanty and B. Wetzel voted against the motion. Motion carried. C. Warner moved to donate the annual contribution of \$1500.00 to the Hufnagel Public Library, seconded by R. Shiles. R. Shiles, C. Warner, B. Wetzel and D. Young voted in favor of the motion; R. Apgar and E. Delahanty voted against the motion. Motion carried. Council discussed making changes to the donations planned for 2013; a suggestion was made to notify the recipients as soon as possible.

Special Project's Report

1. As part of the Keep PA Beautiful Grant, previously awarded in 2011, the Borough gathered estimates for new signage for the Maintenance Building on Valley Street; Signs by Sal provided an estimate of \$320.00.
2. The Borough received a complaint regarding the placement of port-a-potties on Christmas Eve last year. Council was asked to consider placement in a different area; Council discussed and decided the portable units be placed in the Municipal Parking Lot and one between the Fire Company building and the Peoples Bank parking lot located on Hanover Street.

President's Report

1. R. Shiles met with the York County Economic Alliance Group to discuss possible uses of 13 Baltimore Street. An engineer from RCS developed a sketch design for a small platform. A local landscaper may be willing to donate time and materials to this project. C. Warner moved to submit a letter to YCPC, informing them of the Borough's proposed plans for use of 13 Baltimore Street, seconded by D. Young. Motion carried.

*C. Warner left the meeting at 8:55 P. M.

Borough Engineer's Report

1. The Borough received DEP's approved permit for the Codorus Street and Wall project. Bid documents will be completed, advertised and bids will be opened on January 15, 2013. The Borough will need to contact ECS for an agreement for soil testing.
2. Penn DOT approved a trenching detail which does not require a complete overlay of Church Street. Revised Penn DOT plans were re-submitted recently.
3. Church Street Curb and Sidewalk has been added to the CDBG list for 2013.

GR Planning Commission's Report

1. The Planning Commission did not meet in December, 2012 due to lack of agenda.
2. Attorney Rausch is requesting additional feedback and would like to meet with the GR Planning Commission again. Council indicated that fees must now be paid prior to any additional review by the GR Planning Commission.

Approval of Minutes

1. The following is a list of minutes presented for approval:
 - a. April 5 Quarterly Work Session Minutes;
 - b. April 18 Town Hall Meeting;
 - c. July 5 Quarterly Work Session Minutes;

- d. November 14 Public Hearing; and
- e. November 14 Council Meeting Minutes.

For the November 14 Council Meeting Minutes, the following addition/correction was suggested: page 4, #3 of the Finance Report, “and create” was removed and the word “including” was added and on the top of page 5, the same change was suggested. B. Wetzel moved to adopt all minutes, including the additions/corrections, seconded by E. Delahanty. Motion carried.

Zoning Officer’s Report

1. The ZO provided a monthly summary report for November 2012, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there was one zoning permit issued and one existing property maintenance issue. There were two Rental Inspections completed this month.

A suggestion was made to add a GR Recreation Board Report to the agenda for all Council meetings.

Solicitor’s Report

1. Ordinance 472 (2012 – 5) was advertised and is ready for adoption. D. Young moved to adopt Ordinance 472 (2012 – 5), an ordinance repealing and replacing Ordinance 420 (2003-1), Ordinance 421 (2003-2), and Ordinance 462 (2009-4), to regulate residential rental units, to provide for the licensing and inspection of residential rental units and to require landlords to insure that tenants comply with applicable codes and regulations, seconded by R. Apgar. Motion carried.
2. The solicitor prepared and reviewed the first draft copy of the Disruptive Conduct Report.
3. The solicitor presented Resolution 2012 – 7, a fee schedule for employee services, subdivision and land development plans and reviews, and miscellaneous borough fees. After some review, Council requested that all fees related to the enforcement of Ordinance 472 (2012-5) be separated into a separate Resolution 2012 – 8. D. Young moved to adopt Resolution 2012 - 7, a fee schedule for employee services, subdivision and land development plans and reviews, and miscellaneous borough fees and Resolution 2012 – 8, a fee schedule for use in enforcement of Ordinance 472 (2012 – 5) to regulate residential rental units, to provide for the licensing and inspection of residential rental units and to require landlords to insure that tenants comply with applicable codes and regulations, seconded by R. Apgar. Motion carried.
4. Ordinance 473 (2012 – 6) was advertised and is ready for adoption. D. Young moved to adopt Ordinance 473 (2012 – 6), an ordinance establishing real estate tax

rates for general purposes and for emergency services for the year 2013, seconded by R. Apgar. Motion carried.

5. The solicitor indicated receipt of letter from DCNR, acknowledging GRB's withdrawal response letter was received.
6. The solicitor provided a copy of Ordinance 160 for permanent Borough Records.
7. The solicitor stated that since no response was made regarding an NOV issued for the property 1, 3 Baltimore Street/2, 4, 6 Manchester Street, she will move to District Justice action on behalf of the Borough.
8. The solicitor provided an update to municipal bid thresholds:
 - Purchases and contracts below \$10, 200.00 require no formal bidding or written/telephonic quotations;
 - Purchases and contracts between \$10, 200.00 - \$18,900.00 require three written/telephonic quotations; and
 - Purchases and contracts over \$18, 900.00 require formal bidding.

Mayor's Report

1. The Mayor reported that a borough resident has been requesting to rake leaves for payment. He is not violating any local ordinance.

Work Supervisor's Report

1. Although the WS has been completing crack sealing on Rexwood Drive, there are too many cracks and will need an overlayment soon or the road will need complete re-construction.
2. The Work Supervisor has discussed purchasing a used Modine Heater from Mark Bortner, for the basement of the Neuhaus Building.
3. The Work Supervisor expressed his opinion regarding the Council's decision to not provide Health Insurance through the Borough for its employees. Most benefits have been cut from the employees due to tight budgets. Council discussed and stated that the Employee Handbook states the Work Supervisor should be receiving \$350.00 reimbursement for clothing and steel-toed shoes. Council decided to give the Work Supervisor a clothing allowance of \$350.00 for 2013.

Secretary's Report

1. The secretary requested a motion to transfer \$5000.00 from the Rental Fund into the General Fund to receive highest yield of interest. R. Apgar moved to transfer \$5000.00 from the Rental Fund into the General Fund to receive highest yield of interest, seconded by B. Wetzel. Motion carried.
2. The secretary requested a motion to adopt Resolution 2012-9, to appoint SF & Co, Inc., as an Independent Auditor to examine the Borough's accounting records for the fiscal year ending December 31, 2012, as required by and in accordance with the

- Borough Code. B. Wetzel moved to adopt Resolution 2012-9, to appoint SF & Co, Inc., as an Independent Auditor to examine the Borough's accounting records for the fiscal year ending December 31, 2012, as required by and in accordance with the Borough Code, seconded by R. Apgar. Motion carried.
3. The secretary requested a motion to adopt Resolution 2012-10, the appropriations resolution, that unexpected revenue remaining in the 2012 budget be transferred to any and all budget accounts that have over-expended balances. R. Apgar moved to adopt Resolution 2012-10, the appropriations resolution, that unexpected revenue remaining in the 2012 budget be transferred to any and all budget accounts that have over-expended balances, seconded by B. Wetzel. Motion carried.
 4. The secretary requested a motion to authorize the Finance Committee to close out the 2012 Fiscal year. B. Wetzel moved to authorize the Finance Committee to close out the 2012 Fiscal year, seconded by R. Apgar. Motion carried.
 5. The secretary requested a motion to transfer \$8000.00 from the Section 319 NSM Grant Funds Account into the General Fund to reimburse the Borough for already incurred expenses paid through the General Fund. D. Young moved to transfer \$8000.00 from the Section 319 NSM Grant Funds Account into the General Fund to reimburse the Borough for already incurred expenses paid through the General Fund, seconded by B. Wetzel. Motion carried.
 6. The secretary requested a motion to authorize Thomas J. Anderson & Associates, Inc., to begin the preparation and completion of the Act 2005 Actuarial Valuation Report for the Municipal Pension, beginning January 1, 2013 and due by March 31, 2014. D. Young moved to authorize Thomas J. Anderson & Associates, Inc., to begin the preparation and completion of the Act 2005 Actuarial Valuation Report for the Municipal Pension, beginning January 1, 2013 and due by March 31, 2014, seconded by R. Apgar. Motion carried.

Police Commission's Report

1. The current cost for police services for 2013 is \$243,000 for GRB.
2. The Police Commission continues active discussions with Stewartstown Borough regarding their interest in joining the Commission as a member.
3. Two developments located in Shrewsbury Township are interested in purchasing police coverage from Southern Regional Police Department.

Public Safety Report

1. A few parking spaces may need removed due to safety concerns. Removal of parking spaces must be completed by ordinance.

Ordinance/Refuse Report

1. Council was asked to consider a possible ordinance pertaining to the expenditure of Borough funds: if Council is voting to spend more than thirty-five percent of their budget on one line item, such as Police Services, then Council must hold a special Public Meeting, to hear residents' opinions. Council briefly discussed but no decision was made.

Secretary's Report continued

7. The secretary informed Council that the Borough received an agreement from CAI for 2013 and asked that the solicitor review.

Building/Property's Report

No report.

D. Young moved to adjourn the meeting at 10:40 P. M., seconded by R. Apgar. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer