

GLEN ROCK BOROUGH
Borough Council Meeting
March 21, 2012

Present:	Council Members:	Rollin Apgar Lucy Cadwallader Eugene Delahanty Richard Shiles Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Eleven visitors
	Absent:	Council Member:

The meeting was Called to Order at 7:02P.M. by Council President R. Shiles, with the pledge to the flag.

Persons on Agenda

1. Mr. Steve Fair, CPA for SF & Company
Mr. Fair provided a summary of the Borough's 2011 Audit. One item was addressed in the Management Letter: segregation of duties. Since the Borough has one office employee, this item will always be addressed in the Management Letter. Internal Controls for the Borough are followed, precisely adhered to, and are working, as per Mr. Fair. The Borough has excess Revenues of \$77,000 at the end of 2011 and at this point, has weathered the economic storm. The Borough maintains the following Fund Accounts: General Fund, State Highway Aid Fund, Rental Fund, and a Recreation Fund, which is managed by the GR Recreation Board.
2. H. Lee Hoffheins, GR Tax Collector
Mr. Hoffheins has held the office of Tax Collector for the last nine years. He is requesting permission to increase the tax certification charge from \$10 to \$20. A tax certification is requested by a settlement company, in order to determine if taxes are paid for current and prior years, and obligates the Tax Collector to research this information. Council discussed. R. Apgar moved to increase the tax certification charge by the tax collector to \$20.00, seconded by L. Cadwallader. Motion carried.
3. Kathy Wells, GR Recreation Board Member
The GR Recreation Board has received and reviewed the new specifications for the repair of the damaged portion of the baseball outfield fence and will be contacting

potential companies for bids. Council provided clarification for the completion of background checks for the summer park program and the costs involved for completion. The 2012 Borough Budget includes funds for this process. M. Pokrifka confirmed her opinion of hires over eighteen years of age should complete the FBI check at least every three years. L. Cadwallader moved for new employees who are 18 years or older must complete all three background checks (State Police, Department of Public Welfare, and FBI Clearance), new employees who are under 18 years of age must complete State Police and Department of Public Welfare background checks; returning employees, under 18 years of age, must complete the State Police and Department of Public Welfare background checks every three years, and returning employees, who are 18 years or older must complete the State Police, Department of Public Welfare, and the FBI Clearance every three years, seconded by R. Apgar. Motion carried.

4. Officer Woznak, Deputy PA Game Commissioner Officer
Officer Woznak said the PA Game Commission was contacted by Southern Regional Police and was asked to attend tonight's meeting. Council provided an update of the Borough's Vulture problem and contact with USDA. A Town Hall Meeting is scheduled for April 18 at 6pm, with Borough residents, Council, USDA representatives to discuss the Borough's vulture problem. Council asked the PA Game Commission's attendance as well. Officer Woznak did indicate that the PA Game Commission does not have the ability to perform services similar to USDA. Officer Woznak suggested that tracking the renewal date (must be renewed annually) of the depredation permit, once it is issued.

Announcements/Vacancies

1. Council received a letter of resignation from John Hufnagel, from the GR Recreation Board, announced this current vacancy, and announced that letters of interest to fill the vacancy should be submitted to the Borough Office, for appointment at the April Meeting. The Borough Office received one letter of interest from Ken Krebs; this will be held for a decision at the April 18 meeting.

Borough Engineer's Report

1. D. Lipinski provided an update regarding the Municipal Parking Lot project, with ECS scheduled to perform the soil borings on March 23. The Borough received US Fish and Wildlife Service permit but is still waiting for the DEP permit.
2. D. Lipinski provided an update for the Growing Greener Grant project. He will be requesting a one year extension to the grant deadline. The greatest difficulty encountered is various pipes (gas, water or sewer) are run through the top, middle and bottom of the concrete channel. During construction phase of this project, sidewalk and curbing may collapse and Jineen Boyle has confirmed that the grant

will not pay for curb and sidewalk damages. At this time the engineer thinks the entire grant will be spent to repair/replace the storm sewer along Church Street and specific inlet repair on Hanover Street. Council asked if CDBG funds could be applied to the Church Street repairs rather than to the original priority of Hanover Street. D. Lipinski will contact Joiann Galiano at YCPC to request this possible change.

3. Bids are due by April 13 for the School Street repairs; Council will be able to approve and award the bid at their April 18 meeting.
4. The engineer has finalized and forwarded the Storm Water Management Ordinance to the solicitor for review, comments, and revisions. Once her review is complete, the engineer will review the proposed ordinance with Council, as sections may need modification.
5. The engineer confirmed that Council has received the grant agreement from DCNR; the grant is valid until December 31, 2015 and at best, Council will begin work during 2013.
6. D. Lipinski discussed Council's request for proposal for repair of the existing damaged sixteen foot chain link fence in the outfield of the baseball field at the GRB Park. He suggested that it might be more cost effective to install new three inch diameter posts in a smaller foundation than trying to install double posts.
7. D. Lipinski confirmed that the ECS contract for services will include two invoices for the Municipal Parking Lot project and the flood damaged creek retaining wall, and this work was approved by Council during the February, 2012 meeting.

Solicitor's Report

1. The solicitor was contacted regarding the subdivision of Ray Secrist's property along Valley Street and she contacted the Borough Engineer for his comments or any comments that were originally provided by him. In a letter dated October 4, 2005, Holley's office indicated that they did not review the design of the water or sanitary sewer systems for the subdivision lots and the review should have been completed by the Authority and their engineer. D. Lipinski explained his comments pertaining to this plan, sent in an email to the solicitor on March 8, 2012. The comments will be maintained in the Borough's records for this Secrist Subdivision. L. Cadwallader moved to authorize M. Pokrifka to contact GR Water & Sewer Authority and Ray Secrist's attorney, Charles Rausch regarding this project, seconded by R. Apgar. Motion carried.

Borough Engineer's Report continued:

8. D. Lipinski asked Council for a decision regarding the use of old versus new poles for the repair for the outfield baseball fence at the park. D. Young moved for the engineer to make adjustments to the bid proposal, setting new poles with the

Borough disposing of the old poles, with the engineer to email the new Request for Proposals to the Borough Office ASAP, seconded by B. Wetzel. Motion carried. The Borough Secretary will email the new document to the GR Recreation Board and Council.

9. Council continued to discuss the fence project and contacting the insurance company to report the damages. B. Wetzel moved for the Borough to pay the \$500.00 deductible and contact the insurance company to report the damages to the fence, seconded by R. Apgar. Motion carried. The insurance company may investigate for possible negligence because the fence is so new.

GR Planning Commission's Report

No report.

Approval of Minutes

1. B. Wetzel moved to approve the February 15, 2012 minutes, seconded by R. Apgar. B. Wetzel, R. Apgar, L. Cadwallader, R. Shiles, and E. Delahanty voted yes; D. Young voted no. The motion carried.

*D. Lipinski left the meeting at 8:27 P. M.

Zoning Officer's Report

1. The ZO provided a monthly summary report for February 2012, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were no zoning permits issued; no new or existing zoning violations; there is one existing and one abated zoning violation; there is one existing property maintenance issue. CAI completed five Rental inspections. CAI is requesting clarity regarding the appeals process for violations to zoning/property maintenance violations.

Solicitor's Report continued:

2. M. Pokrifka prepared a memorandum for Council regarding the specifics related to the local services tax and possible fire tax. The Memorandum will be attached to the end of the minutes.
3. The solicitor discussed a request from the Warrior Youth Wrestling Club for designation as a Civic Organization by adoption of a Resolution by GRB Council. The Club was requesting this status to be able to obtain a raffle license. The Club ended up obtaining a resolution from the School District.
4. M. Pokrifka informed Council that due to a change in regulations to administrative law, adopted on December 11, 2011, the PA LCB has suspended acceptance of any petitions. The solicitor has asked for clarification regarding whether the Borough

may approve the use of amplified outdoor music through its own ordinance, since the PA LCB is now not making these decisions due to the adoption of Act 11 of 2011.

5. The solicitor forwarded a copy of all three rental ordinances, formatted into a Word Document, to Council, for further discussion.
6. The solicitor updated Council regarding the cul-de-sac located at the end of Glen Avenue, in Shrewsbury Township; E-squared has tabled their plans with Shrewsbury Township at this time. She indicated there is no reason to enter into an indemnification agreement at this time.
7. M. Pokrifka stated she will begin reviewing the borough's Storm Water Management Ordinance.
8. M. Pokrifka stated that there is no specific language in the Borough's agreement for services with Southern Regional Police for appointing an alternate. D. Young moved to appoint L. Cadwallader as an alternate for the Commission, in the absence of one of the Borough's appointed members, seconded by R. Apgar. R. Apgar, E. Delahanty, B. Wetzel, R. Shiles, and D. Young voted in favour; L. Cadwallader abstained. The motion carried.
9. A question was raised by the secretary regarding vandalism to Borough property. The solicitor stated that all vandalism should be reported immediately to the police; vandalism could create a nuisance.

Mayor's Report

No report.

Work Supervisor's Report

1. R. Shiles reviewed a list of tasks completed by the Work Supervisor and his part-time help, which includes the emptying of some of the trash cans throughout the Borough. Mr. Shiles will inform the Work Supervisor that all trash cans outside of the Neuhaus Building are to be emptied by the Borough.

Secretary's Report

1. The secretary informed Council that the office is closed on Thursday, March 22, 2012.
2. The secretary informed Council that the GR Zoning Hearing Board is scheduled to meet on April 12, 2012, 6:30 P. M., for a Variance Request for a property on Winter Avenue.
3. The secretary informed Council that the Recreation Fees have been paid to the Borough in lieu of designated recreation land in the Field of Broad Springs Development.

4. The secretary announced that the Borough will not have an annual truck payment in 2012; payments are complete for the 2008 Dump Truck.

Police Commission's Report

1. Written report for January 2012 is available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality:

- a. Glen Rock Borough – 108
- b. New Freedom Borough – 149
- c. Shrewsbury Borough – 203
- d. Southern School District – 16
- e. Railroad Borough – 20
- f. Loganville Borough - 05
- g. Other jurisdictions – 04

The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 33; written warnings, 11; summary arrests, 3; and criminal arrests, 5. Glen Rock Borough's Time Analysis is 225.35 hours.

2. The Police Commission is beginning to update the by-laws.
3. R. Shiles requested that Southern Regional Police attend tonight's meeting.
4. Council requested that speeding on Valley Street and Manchester Street be addressed.

Public Safety

1. R. Apgar suggested that several traffic studies be considered within the Borough: the intersection of Camp Road and Glen Avenue and the intersection of Water Street and Main Street. The intersection of Camp Road and Glen Avenue does not have a stop sign and he suggested a Right Turn Only from Water Street onto Main Street with the exception of emergency vehicles. Council discussed information from previous traffic studies. R. Apgar moved to submit a request to YCPC for a traffic study at the intersection of Camp Road and Glen Avenue; the motion died for lack of a second.

Special Project's Report

1. The Special Projects Committee is going to try to purchase flowers for Borough pots for reduced and/or no cost from Brown's or K & S Flowers.
2. An anonymous donation to the Borough purchased new Welcome Signs and new summer banners, sixteen banners total, for the Borough.
3. The Field of Broad Springs Development has scheduled their Spring Cleanup for May 5, 2012.
4. The current Recreation Board By-Laws were emailed to Council; please submit your input to D. Young prior to the April Council meeting.

5. Council discussed the possibility of using paid advertising to help defray newsletter costs.

Building/Property's Report

1. Council discussed the possibility or interest of purchasing the old AMF Building. The Revitalization Committee previously discussed this subject, but to bring the building up to code is completely cost prohibitive.
2. The wooden portion of the Maintenance Building must still be painted, to complete the Keep Pennsylvania Beautiful Fresh Paint Days Grant obtained in 2011.
3. The funds leftover (\$91.68) on the Home Depot Card from the Keep Pennsylvania Beautiful Fresh Paint Days Grant should be used to purchase shrubs, to be planted around the outside of the Maintenance Building.

Personnel Report

1. Employee benefits will be discussed later in the meeting during executive session.

Ordinance/Refuse Report

1. Council will discuss various refuse/recycling options for the new contract during their upcoming quarterly meeting on April 5, 2012.
2. Council briefly discussed the SPCA's suggested tethering ordinance and decided to delay any decisions until more information is available.

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. Apple Ford	\$ 2741.95
b. CGA Law Firm	2482.01
c. Code Administrators, Inc.	510.00
d. James R. Holley & Associates, Inc.	10314.10
e. SF & Company	3907.50
f. Southern Regional Police	58744.00

R. Apgar moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
2. Council discussed the need for itemized details on all invoices from Holley's Office.

President's Report

1. Council discussed the estimates received from USDA for visits, hanging of effigies, harassment, and lethal removal of vultures. At this time, Council is applying for a depredation permit. Pyrotechnic devices and bangers have been provided by the Borough to the following Borough residents: R. Apgar, and J. Trout. A team approach to harassment is being established to scare roosting vultures. During the

Town Hall Meeting Council would like to discuss the vulture problem with all residents and will try to answer questions.

Public Comment

1. Barb Krebs credited R. Apgar's father for his persistence in purchasing the Neuhaus Building and encouraged R. Apgar to continue pursuing his own ideas for Glen Rock Borough.

**Council recessed to Executive Session at 10:16 P. M. to discuss personnel issues.

**The Council meeting resumed at 10:55 P. M.

D. Young moved for the secretary to submit an application for R. McCullough, for Dental Insurance, and if approved, R. McCullough will have to pay all associated costs, seconded by R. Apgar. R. Apgar, E. Delahanty, B. Wetzel, R. Shiles and D. Young voted yes; L. Cadwallader voted no. Motion carried.

R. Shiles moved to adjourn the meeting at 10:57 P. M., seconded by L. Cadwallader. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer