

**GLEN ROCK BOROUGH  
Borough Council Meeting  
May 16, 2012/May 30, 2012**

<b>Present on 5/16:</b>	Council Members:	Rollin Apgar* Lucy Cadwallader Richard Shiles Carleen Warner Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	Five visitors
<b>Absent:</b>	Council Member:	Eugene Delahanty
<b>Present on 5/30:</b>	Council Members:	Rollin Apgar Lucy Cadwallader Eugene Delahanty Benjamin Wetzel Douglas Young
	Engineer:	David Lipinski
	Secretary:	Ann Merrick
	Visitors:	None

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

**Persons on Agenda**

1. Phillip Dryden, owner and resident of 2909 Rexwood Drive  
Mr. Dryden requested that the Borough release his escrowed funds of \$16000.00. The Certificate of Occupancy was issued today for completion of repair work to his house, 2909 Rexwood Drive. D. Young moved to release escrowed funds of \$16000.00 to Phillip Dryden, 2909 Rexwood Drive, seconded by C. Warner. Motion carried.

**Borough Engineer's Report**

1. With all conditions being met for the Field of Broad Springs Development, D. Lipinski will complete the legal description and exhibit drawings for adoption of Wildflower Court, Meadowsweet Lane, and Glen Avenue extended. L. Cadwallader moved to

authorize the engineer and solicitor to complete all necessary work for adoption of Wildflower Court, Meadowsweet Lane, and Glen Avenue extended, seconded by B. Wetzel. Motion carried.

2. The Bid deadline for the Municipal Parking Lot project is May 25, 2012. D. Lipinski suggested that Council recess today's meeting and reconvene the meeting at a date and time when at least four Council members could meet to vote on the successful bidder. The engineer also suggested recessing the June Council meeting, in order to authorize payment of materials and construction for the stream bank stabilization portion of the project, to then submit the invoice to YCCD for the Chesapeake Bay Programs Special Project Funding Program in advance of the June 30, 2012 deadline.
3. D. Lipinski reported that the Borough has received an extension of September 24, 2013 for their Growing Greener II Grant. The engineer has been meeting with Columbia Gas and Glen Rock Water & Sewer Authority to resolve the utility conflicts. The next item to be completed is the Penn DOT permit application for Church Street. A request and supporting documents have been submitted to YCPC to transfer the CDBG curb and sidewalk grant for Hanover Street to Church Street. D. Lipinski informed Council that he had several conversations with Joiann Galiano, YCPC, who felt that the project may be transferable, but there was no guarantee at this point.
4. D. Lipinski reported that all required bid documents have been received from Stewart and Tate for the School Street repair project. The Notice to Proceed will be issued next week.
5. York County has issued their FACT SHEET regarding the Storm Water Management Ordinance. The engineer will work with CGA, on revisions and a final draft will be provided to Council.
6. D. Lipinski presented four different options for street repair of Valley Street. (Options attached to the end of these minutes). The Council President authorized the completion of these cost estimates. After some discussion, B. Wetzel moved to retroactively authorize the completion of cost estimates to repair Valley Street, seconded by L. Cadwallader. Motion carried. The engineer recommends Option #1 or #2; the Work Supervisor recommends that Council consider Option #1. Council decided to table this discussion until next month, to review Valley Street and the recommendations.
7. R. Pace's plan was recorded and provided at the meeting.

\*D. Lipinski left the meeting at 7:50 P. M.

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

1. The Planning Commission met on May 8, 2012, to approve their October 11, 2011 meeting minutes.
2. The Planning Commission requested an update regarding the vacant lots on Valley Street. Plans for these lots are not confirmed at this time. The solicitor/engineering fees should be invoiced to Ray Secrist.

### **Approval of Minutes**

1. B. Wetzel moved to approve the April 18, 2012 minutes, seconded by C. Warner. Motion carried.

### **Southern Regional Police Department Update**

1. Officer Miller stated that the Manchester Street speed trap was successful but the speed trap on Main Street was unsuccessful.
2. Southern Regional Police are addressing the Borough's "drug" problems. Recently there was a home invasion related to drugs in the Borough.
3. The police have responded to numerous calls at the Rail Trail Tavern.
4. A new vehicle has been purchased by SRPD.

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

1. The ZO provided a monthly summary report for April 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 one certificate of occupancy issued; no new or abated zoning violations; there is one existing zoning violation; there is one new property maintenance issue, related to failure to obtain a rental inspection. CAI completed eight Rental inspections.

### **Solicitor's Report**

1. Bids for refuse and recycling collection for the Borough will be advertised on May 21 and May 28, 2012, so the contract may be awarded at the June 20 Council Meeting.
2. The solicitor completed investigation of increasing the tax certification fees for the tax collector. If the tax certification increase is part of the tax collector's income, then this increase must be authorized by Ordinance. B. Wetzel moved to authorize M. Pokrifka to draft an ordinance, increasing the Tax Certification Fee to \$20.00, to be reviewed by the Ordinance Committee and Council prior to formal advertisement and adoption, seconded by L. Cadwallader. Motion carried.
3. M. Pokrifka prepared a draft ordinance for Council to review, which separates the use of the International Property Maintenance Code as the mechanism for completion of all rental inspections and adoption of this same Code for regulating

and governing the conditions and maintenance of all Borough properties, buildings and structures.

\*R. Apgar arrived for the meeting at 8:07 P. M.

4. The solicitor mailed a letter to the Rail Trail Tavern owners.
5. M. Pokrifka provided an explanation and update to Council regarding the LCB, the Borough Noise Ordinance, and the GR Mill Inn.
6. Council discussed the provisions of Ordinance 420, and whether it was designed to relate to both residential and commercial properties. The adoption of Ordinance 462, which amends Ordinance 420, was not intended to exclude commercial properties. The solicitor and Council discussed definitions to compare Ordinance 420 and 462.
7. M. Pokrifka discussed appropriate topics for Executive Session, based upon the Sunshine Law. She stated that general policy should be discussed during the public meeting. When Council is discussing a specific employee and their specific benefits, this discussion should take place during executive session, but when Council is discussing an employee, this topic is considered general and should be part of an open discussion during the public meeting.

### **Mayor's Report**

1. Council should expect higher police hours for the next few months due to current police investigations for incidents in the Borough.

### **Work Supervisor's Report**

1. The Work Supervisor and part-time employee will begin filling pot holes.
2. The cost to rent a bucket vehicle, to paint the Neuhaus Building is \$170.00/day from True Value.
3. The WS used the fire truck to flush the storm sewer on Hayward Heights.
4. The WS is requesting permission to purchase a new tar buggy for \$975.00.  
D. Young moved to purchase the Tar Buggy with the General Fund, seconded by L. Cadwallader. Motion carried.

### **Secretary's Report**

1. The secretary requested a motion to transfer \$100,000.00 from the General Fund to the General Fund Reserve in order to earn the highest percentage of interest.  
B. Wetzel moved to transfer \$100,000.00 from the General Fund to the General Fund Reserve in order to earn the highest percentage of interest, seconded by L. Cadwallader. Motion carried.

2. The secretary requested a motion to approve the GR Recreation Board's recommendation to hire Zachary Shelley as an assistant for the Summer Park Program, contingent upon the Borough receiving a copy of his Work Permit and completion of background checks. B. Wetzel moved to approve the GR Recreation Board's recommendation to hire Zachary Shelley as an assistant for the Summer Park Program, contingent upon the Borough receiving a copy of his Work Permit and completion of background checks, seconded by C. Warner. Motion carried.
3. The secretary stated that if Dental Insurance is a Cafeteria Plan, then it is a pre-tax benefit. A. Merrick requested permission to participate in the Borough's Dental Insurance at her own expense. R. Apgar moved to authorize A. Merrick to participate in the Borough's Dental Insurance at her own expense, seconded by L. Cadwallader. Motion carried.
4. The secretary requested a motion to authorize the Council President to sign proposed Amendment No. 1 to the grant agreement with DEP for the Nonpoint Source Management, Section 319 Grant. D. Young moved to authorize the Council President to sign proposed Amendment No. 1 to the grant agreement with DEP for the Nonpoint Source Management, Section 319 Grant, seconded by L. Cadwallader. Motion carried.
5. The secretary requested a motion to authorize the President to sign the YC Juvenile Probation Notification Form, requesting to be informed of all home passes for the GRB Juvenile. C. Warner moved to authorize the President to sign the YC Juvenile Probation Notification Form, requesting to be informed of all home passes for the GRB Juvenile, seconded by L. Cadwallader. Motion carried.
6. The secretary requested a motion to authorize the Work Supervisor to sign Penn DOT 2012 – 2013 Winter Municipal Services Renewal Agreement. L. Cadwallader moved to authorize the Work Supervisor to sign Penn DOT 2012 – 2013 Winter Municipal Services Renewal Agreement, seconded by B. Wetzel. Motion carried.

### **Public Safety**

1. R. Apgar asked for the procedure for a Council member to request a purchase under \$500.00. C. President responded that the WS and Secretary may purchase items under \$500.00 without Council's approval. Council members do not have this same privilege. R. Apgar requested that a traffic study be completed at the Glen Avenue/Camp Road Intersection due to safety concerns. C. Warner moved to request a traffic study for the Glen Avenue/Camp Road intersection, seconded by B. Wetzel. Motion carried.

### **Special Project's Report**

1. The Stream Cleanup event was a success.

2. With no Beautification Committee, a watering schedule needs to be established for watering the Main Street flower pots. Anyone interested in helping should contact the Borough Office.

### **Personnel Report**

No report.

### **Ordinance/Refuse Report**

1. Council briefly discussed the SPCA's recommendation for passing a tethering ordinance. At this time Council has concerns, and does not want to make any quick decisions.

### **Police Commission's Report**

1. Written report for March 2012 is available for review in the Borough Office.

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

No report.

### **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. A & M Fencing	\$ 2600.00
b. CGA Law Firm	1629.61
c. Code Administrators Inc.	830.00
d. ECS LLC (Codus St. Retaining Wall)	3500.00
e. ECS LLC (Municipal Parking Lot)	3300.00
f. James R. Holley & Associates, Inc.	4086.55

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

### **President's Report**

1. R. Shiles provided an update regarding suggestions for a new municipal agreement for members of the Southern Regional Police Commission.
2. R. Shiles moved to authorize the engineer and secretary to complete the ARLE Grant for current cycle, seconded by B. Wetzel. Motion carried.
3. Governor Corbett recently signed the New Borough Code, which will become Law in mid July, 2012. One change is that all Recreation Boards may have to turn over all funds, to be maintained by the Borough Treasurer, who is bonded.
4. Council discussed the possibility of requiring transient vendors to obtain a permit, as a way of regulating compliance with state permitting procedures and tax id

requirements. The solicitor stated that the Borough is allowed to permit or license transient businesses. R. Shiles moved to authorize the solicitor to review codes for possible business permit requirement, seconded by C. Warner. Motion carried.

5. R. Shiles had his property reassessed; he has decided to donate his tax savings to the Borough for this year.

### **Public Comment**

1. Vicky Zembas, resident of 7 Camp Road, expressed her displeasure with the high grass from the FBS Sediment Pond, which is located behind her backyard. Council directed Ms. Zembas to complete and submit a Complaint Form.

### **Council Comments**

1. R. Apgar repaired the broken paper drawer in the Borough Office.
2. R. Apgar stated his concern about four drug overdoses in the last five months in the Borough.
3. R. Apgar shared his concern with the incident of the robbery of a drug dealer in the Borough.

C. Warner moved to recess tonight's meeting at 9:59 P. M. and to reconvene the meeting on May 30, 2012 at the Borough Office, seconded by L. Cadwallader. Motion carried.

**The Council Meeting** reconvened on May 30, 2012, 2:30 P. M., at the Borough Office.

D. Lipinski reviewed the summary of proposals received for the Municipal Parking Lot and Stream bank Stabilization Project. The following is the list of bids received using pervious bituminous pavement:

a. Shiloh Paving & Excavating	\$195,515.10
b. Kinsley Construction	195,970.00
c. Conewago Enterprises, Inc.	203,792.00
d. B. R. Kreider	214,944.45
e. Brett Bishard Excavating	247,816.90
f. York Excavating Co.	260,000.50

The following is the list of bids received using pervious concrete pavement:

a. Kinsley Construction	\$ 240,520.00
b. Conewago Enterprises, Inc.	255,033.00
c. Brett Bishard Excavating	287,812.90
d. York Excavating Co.	305,540.50

B. Wetzal moved to accept all proposed bids, seconded by L. Cadwallader. Motion carried.

D. Lipinski explained the bid item descriptions. He stated that typically a rain garden is not installed when pervious pavement is installed. The water will run right through the pervious pavement. He tried to contact Steve Lathrop, DEP, to ask whether a change could be made to the Work Plan; changes are possible, but DEP must approve all changes. The Rain Garden will require minimal maintenance. Council discussed all bids and asked questions regarding the bid documents.

DEP (Steve Lathrop) was contacted during the meeting and he informed Council that the rain garden could be moved to another flood prone location in the Borough. Due to time restraints, this is not possible and the rain garden will stay in the Municipal Parking Lot, as originally planned.

L. Cadwallader moved to award the bid to Shiloh Paving and Excavating, for the lowest bid price of \$195,515.10, pending the receipt of all required bid documents and authorized the vice-president to sign the project agreement, seconded by B. Wetzel. Motion carried.

B. Wetzel moved to adjourn the meeting at 3:31 P. M., seconded by L. Cadwallader. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer