

**GLEN ROCK BOROUGH**  
**Borough Council Meeting**  
**September 19, 2012**

<b>Present:</b>	Council Members:	Rollin Apgar Lucy Cadwallader* Eugene Delahanty Richard Shiles Carleen Warner Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.
	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.

**Announcements**

1. Sue Good has submitted a letter of resignation from the GR Recreation Board effective December 31, 2012. Letters of interest for this new vacancy should be submitted to Borough Council.
2. R. Shiles announced that Council would be going to Executive Session later in the meeting, to discuss personnel.
3. E. Delahanty announced that Tony Myers, Shrewsbury Borough's Citizen at Large, is resigning from the Police Commission.

\*L. Cadwallader arrived for the meeting at 7:02P. M.

**Borough Engineer's Report**

1. Stewart & Tate have not submitted their final payment request yet.
2. J. Brennenman has located what he thinks is the property corner for 32 Main Street, with a metal detector and marked the area in orange. This is temporary and would have to be surveyed or the location would have to be dug up to see if the pin is found.

3. J. Brenneman has been working on the GP11 and GP4 General Permits for DEP for the Codorus Street and Wall Project. He plans to begin the Bid Documents, completing them with two phases:
  - Phase 1 – the wall and drainage behind the walls (work must be completed between October and March, due to a PNDI hit with the Fish and Boat Commission); and
  - Phase 2 – the paving (work must be completed between April 15 and October 15; the engineer suggests not bidding this work now, due to unknown prices for next year).
 Council discussed and wants the project to be broken into three different phases, due to possible financial restrictions:
  - Phase 1 – Damaged portion of wall which FEMA is funding repairs;
  - Phase 2 – Damaged portion of wall (FEMA) and Borough’s portion of concrete wall which appears to have rotation, separation and is out-of-plumb;
  - Phase 3 – Codorus Street reconstruction.
 The Secretary is to inform Engineer of these changes to phases.
4. The engineer submitted the Penn DOT permit for storm sewer work, part of the Growing Greener II Grant project, the first week in September.
5. A conference call is scheduled for September 25 with Beth from DCNR, to discuss the requirements of the GR Park DCNR Grant.

**GR Planning Commission’s Report**

No report.

**Approval of Minutes**

1. D. Young moved to approve the July 18, 2012 minutes, seconded by L. Cadwallader. Motion carried.
2. D. Young moved to approve the August 15, 2012 minutes, seconded by B. Wetzel. Motion carried.

**Zoning Officer’s Report**

1. The ZO provided a monthly summary report for August 2012, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there was one zoning permit issued. There were no Rental Inspections completed this month.

**Solicitor’s Report**

1. Ordinance 471 (2012-4) was advertised and is ready for adoption. R. Apgar moved to adopt Ordinance 471 (2012-4), an ordinance establishing a stop intersection on Camp Road within Glen Rock Borough, seconded by B. Wetzel. Motion carried.

2. M. Pokrifka provided payments for two of the three outstanding collection matters.
3. M. Pokrifka discussed the New Borough Code, specifically bank accounts related to the GR Recreation Board. She said that the Council has fiduciary responsibility for all Borough funds. After considerable discussion, C. Warner moved for the Council to review and approve the GR Recreation Board's annual budget, to authorize the Borough Treasurer to pay all GR Recreation Board invoices, and invoices greater than \$500.00 must be approved by Council, effective January 1, 2013, seconded by L. Cadwallader. R. Apgar, L. Cadwallader, E. Delahanty, R. Shiles and C. Warner voted yes; B. Wetzel and D. Young voted no. Motion carried.

*Southern Regional Police Officer Mike Miller was present for the meeting. Officer Miller stated that calls for example, burglaries or robberies, are placed on Southern Regional's website blotter; any calls involving further investigation, are not listed on the blotter. Officer Miller also indicated that Southern Regional has received calls from GRB residents regarding the turkey vultures.*

#### **Solicitor's Report continued**

4. M. Pokrifka discussed receiving a draft agreement from Attorney Charles Rausch regarding Ray Secrist's three Valley Street lots.

\*R. Apgar left the meeting at 8:20 P. M.

The solicitor is not in agreement with releasing the line of credit until all conditions of the subdivision are met.

\*R. Apgar returned to the meeting at 8:25 P. M.

- M. Pokrifka will contact Attorney Rausch and indicate that formal plans must be submitted to the GR Planning Commission, for their review and recommendation to Council, prior to Council making any decisions about releasing the line of credit.
5. A question was raised by Code Administrators regarding issuing a Notice of Violation without having a determined Appeal Process. M. Pokrifka stated that NOV's should be issued for violations, as regulated by Borough Ordinances.

#### **Mayor's Report**

No report.

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

1. The storm water drain has been flushed on Hayward Heights and one top is now in place to cover the inlet.

2. The WS has resealed the leaking windows on the Neuhaus Building.
3. The WS is concerned about the associated costs with painting the Neuhaus Building and suggested that Council consider installing vinyl siding, to eliminate continuous maintenance.
4. The WS has patched major potholes along Winter Avenue.
5. The WS reviewed a list of items to be considered on the 2013 budget.

\*R. McCullough left the meeting at 8:40 P. M.

### **Secretary's Report**

1. The secretary stated that Selective Insurance is encouraging their municipal clients to use a "uniform" contract for all independent contractors. Suggested items to be included on the contract are additional insured status on a primary and non-contributory basis; defense and indemnification wording; hold harmless wording, and naming the municipality as an additional insured on independent contractors' liability policies. The Borough's Agent, Keller-Brown, said they would provide a sample for M. Pokrifka to review/modify as needed. D. Young moved to authorize M. Pokrifka to review/modify the provided sample contract, seconded by C. Warner. Motion carried.
2. The secretary requested that Council authorize the solicitor to review Hemler's 2013 Animal Control Services Agreement. D. Young moved to authorize the solicitor to review Hemler's 2013 Animal Control Services Agreement, seconded by L. Cadwallader. Motion carried.
3. The secretary requested a motion to transfer \$10,000.00 from the Section 319 Nonpoint Source Management Grant Funds account to the General Fund, to reimburse the General Fund for expenses paid for the Municipal Parking Lot. L. Cadwallader moved to transfer \$10,000.00 from the Section 319 Nonpoint Source Management Grant Funds account to the General Fund, to reimburse the General Fund for expenses paid for the Municipal Parking Lot, seconded by C. Warner. Motion carried.
4. The secretary provided Council with an update regarding a broken water pipe in the men's bathroom at the Neuhaus Building.

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

1. E. Delahanty discussed the budget process and stated that the current 2013 budget estimate for the Borough is \$244,980.00; this figure may or may not change. Council discussed costs and the Police budget and how much the final cost affects GRB's final budget.

\*R. McCullough returned to the meeting at 8:48 P. M.

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

1. Regarding the flood damages in the basement of the Neuhaus Building, Council asked that the WS collect three quotes for replacing the damaged portion of the walls with regular drywall.

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

1. D. Young will update the Recreation Board By-Laws to reflect the changes discussed earlier in the meeting, due to changes in the New Borough Code.
2. R. Shiles will be attending the annual meeting for YC Economic Alliance, being held on September 26, Springettsbury Township, 5:30 – 7 P. M.
3. Council discussed advertising and holding a Borough Event on May 4, 2013, like a Municipal Flea Market, or Community Yard Sale Day.

### **Public Safety Report**

1. R. Apgar volunteered to complete a Safety Equipment assessment for the Borough.
2. R. Apgar shared his concerns with public access to the Borough Office and suggested alternate modifications to the entry door. He will continue to pursue this matter.

### **Ordinance/Refuse Report**

1. B. Wetzel suggested removing Section 3's requirements from Ordinance 442 (2006- 3). Council discussed some possibilities like requiring screening on three sides and not on the front.

\*R. Shiles announced that he would be leaving the meeting soon.

### **President's Report**

1. R. Shiles suggested authorizing the Borough Engineer to evaluate and provide a priority list for Borough street repairs.
2. The Maintenance Building was painted last year with Grant Funds received from Pittsburgh Paints; Roger Butz said he would make a design for a property sign.

### **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. CGA Law Firm	\$ 1848.00
b. James R. Holley & Associates, Inc.	17508.37
c. Southern Police Commission	58744.00
d. Zeigler Electric Company	1024.55

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

2. Council discussed current Engineering costs.

### **Ordinance/Refuse Report continued**

1. B. Wetzel moved to remove Section 3 from Ordinance 442 (2006-3), seconded by R. Apgar. R. Apgar, L. Cadwallader, E. Delahanty, R. Shiles and B. Wetzel voted yes; C. Warner and D. Young voted no. Motion carried.

The solicitor stated that if repealing an entire ordinance or a partial ordinance, the changes must be advertised. Council agreed to waive this advertisement of the repealed portion of Ordinance 442 until the time when the entire codification is advertised.

2. Council discussed modifications to the Rental Ordinance, which include, but are not limited to requiring completion of annual registration during the first quarter, Jan 1 – March 31, continuing to provide definitions from previous ordinances, providing an index, and removal of all commercial properties as rental units. D. Young will update the draft version and submit to the solicitor for additional updates. The solicitor will forward the final draft version to the Borough Office, to then send onto CAI for Norm Strenger to review and comment.
3. Discussion regarding the Weed Ordinance was tabled until next month.

\*R. Shiles left the meeting at 10:25 P. M.

### **Public Comment**

Mark Bortner shared his concerns with making changes to the dumpster ordinance and rental ordinance.

\*\* Council recessed to Executive Session at 10:30 P. M. to discuss personnel issues.

\*\*The council meeting resumed at 11:00 P. M.

B. Wetzel moved to adjourn the meeting at 11:01 P. M., seconded by C. Warner. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer