

**GLEN ROCK BOROUGH  
Borough Council Meeting  
July 17, 2013**

<b>Present:</b>	Council Members:	Rollin Apgar Lucy Cadwallader* Eugene Delahanty L. James Merrick Benjamin Wetzel Richard Shiles Doug Young
	Engineer:	Jason Brenneman
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Three visitors

**The meeting was Called to Order** at 7:01 P.M. by President R. Shiles, with the pledge to the flag.

**No Public Comment**

**Vacancies**

1. The following organizations still have vacancies:
  - a. GR Recreation Board, and
  - b. Civil Service Representative (Borough Resident) for Southern Regional Police.

**Borough Engineer's Report**

1. Wexcon will begin the Church Street project on July 30 or 31. Work hours will be 8am – 4pm, and no local traffic will be allowed through the construction area. In addition, no parking will be available during the work hours. The Water line was incorrectly marked; Penn DOT supplement was completed for changing the storm sewer to the opposite side of the street for a few inlets near the post office.
2. Columbia Gas has several gas leaks in the main on Church Street. Columbia Gas has suggested relocating the main, with placement under the sidewalk on Church Street, but due to other emergency work, will not be able to start the Church Street main relocation until January, 2014. Wexcon suggested that they could install gravel stone behind a rolled curb on Church Street as a temporary measure, until Columbia Gas is able to begin this project. After a lengthy Council discussion,

B. Wetzel moved to postpone the Curb and Sidewalk replacement project on Church Street to allow Columbia Gas to relocate the Church Street gas main underneath the curb and sidewalk, seconded by J. Merrick. Motion carried. Wexcon has agreed to place hot patch at the rolled curb rather than cold patch.

3. The engineer discussed a storm water issue at 101 Manchester Street. The property owner, Dennis Copp, stated that storm water is coming out of the ground near the foundation of his garage. The engineer stated that the borough is responsible for storm water piping within the Borough's right of way. The solicitor said that the natural flow of storm water is private property owners' responsibility; when storm water is diverted, whoever creates the diversion is responsible. The solicitor suggested completing a title search to investigate whether any changes were filed of record. R. Apgar moved to authorize the engineer and work supervisor to investigate the storm water issues at the storm water drain located on Manchester Street near 101 Manchester Street and begin a Growing Greener II Grant application for a storm water project on Manchester Street, if this project would meet the grant requirements as an acceptable project, seconded by B. Wetzel. Motion carried.

\*L. Cadwallader arrived for the meeting at 7:52 P. M.

\*J. Brenneman left the meeting at 7:53 P. M.

## **No GR Planning Commission Report**

### **Approval of Minutes**

1. On page 5, #5 of the Special Projects report, Council suggested the following correction: **L. Cadwallader mentioned that the grant application for Keep PA Beautiful, 2013, Fresh Paint Days, is available.** B. Wetzel moved to approve the June 19, 2013 Council Meeting minutes with the correction to page 5, #5 of the Special Projects report: L. Cadwallader mentioned that the grant application for Keep PA Beautiful, 2013, Fresh Paint Days, is available, seconded by L. Cadwallader. Motion carried.

### **GR Recreation Board Report**

1. Council observed that mesh has been placed on the outfield fence of the baseball field. Council discussed use of the property versus ownership of the property. Council would like to be notified by the Recreation Board and the Athletic Association of any additions to the park. Council would like open communication by the GR Athletic Association.

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

1. Code Administrator's Inc. provided a monthly summary report for June 2013.
2. D. Young discussed that his Zoning Permit application was denied by CAI.

### **Solicitor's Report**

1. A. Hiebler, the owner of a Borough rental property, sent another written response to the solicitor's letter regarding rental inspections requirements and associated fees. Council discussed and asked the solicitor to inform Ms. Hiebler that she must schedule a re-inspection of her rental property, she must be present for the inspection, and if she does not schedule the inspection within five days of the receipt of this letter, her rental license will be pulled and the property must be vacated. The Borough will incur the cost of this re-inspection as long as A. Hiebler meets all of the requirements in the solicitor's letter.
2. The solicitor and the Ordinance Committee met and discussed the Codification process. She is working on the final review/changes. The solicitor will schedule a meeting with Keystate Publishers and the Ordinance Committee.

### **Mayor's Report**

1. The Mayor issued parking tickets prior to Street Sweeping in May. Two unpaid tickets for two vehicles have resulted in District Magistrate action; court date is scheduled for July 24, 2013.

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

1. WS informed Council that two inlets need to be replaced: the inlet near the salt bin/Maintenance Building and one located on Hillside Terrace. Replacement grates for these sites cost \$380 and \$400.
2. WS has not purchased tires yet for the 2008 Truck.
3. The WS will need to purchase paint for line painting.
4. WS has been spraying weeds with previously purchased weed killer.
5. WS asked Council whether a decision was ever made to remove parking spaces on Manchester Street, from Pleasant Street toward Terrace Heights. Council discussed. R. Apgar made a motion to remove all parking spaces along Manchester Street from Pleasant Street to Terrace Heights. Motion did not receive a second. R. Apgar modified his motion to authorize the WS to remove two parking spaces along Manchester Street, from Pleasant Street, heading west toward Terrace Heights, seconded by L. Cadwallader. Motion carried.
6. WS suggested that he complete the Church Street project inspections instead of Holley's office. R. Apgar moved to authorize the WS to complete inspections, as needed, for the Church Street project, and to contact Holley's office as needed, seconded by B. Wetzel. Motion carried.

### **Secretary's Report**

1. The secretary informed Council of Selective Insurance's notice of cancellation for Worker's Compensation for class code #994, Firefighter-Volunteer Fire Company due to potential severity of this exposure, effective September 1, 2013. Keller-Brown will assist the Borough in obtaining WC coverage for class code #994 through the State of Pennsylvania.
2. Joyce Hemler of Hemler Animal Control Services is retiring at the end of 2013; three new animal control officers may provide proposals to the Borough for 2014 services.
3. The secretary requested a motion to transfer \$2800.00 from the Rental Fund to the General Fund to cover budgeted expenses. R. Apgar moved to transfer \$2800.00 from the Rental Fund to the General Fund to cover budgeted expenses, seconded by L. Cadwallader. Motion carried.
4. The secretary requested a motion to transfer \$30,000.00 from the General Fund to the General Fund Reserve, to receive the highest yield of interest. L. Cadwallader moved to transfer \$30,000.00 from the General Fund to the General Fund Reserve, to receive the highest yield of interest, seconded by J. Merrick. Motion carried.

### **Personnel Report**

1. The WS asked Council to explain their purpose of requiring Borough employees to fill out the new Time Sheet/Time Card. Council is trying to determine how much time is spent by employees on specific job tasks.
2. R. Apgar informed Council that Red Lion Borough employees have the same health insurance coverage as the Red Lion Municipal Authority employees, using different federal tax numbers. R. Apgar moved to authorize the solicitor to schedule a meeting with Atty Mike Craley and Dale Getz, GR Water & Sewer Authority to discuss health insurance options and authorized the secretary to obtain health insurance quotes for group rates, seconded by J. Merrick. Motion carried.
3. R. Apgar discussed information from the York Water Company. R. Apgar moved to contact the York Water Company Chief Operating Officer, to schedule a Question and Answer discussion for the next Council meeting, seconded by J. Merrick. Motion carried.

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

1. Comcast informed that they will no longer be changing the banners for the Borough.
2. L. Cadwallader asked Council members to sign up to help water the flower pots along Main Street.
3. L. Cadwallader thanked the WS for draining the water from the tank at the edge of the rain garden.
4. L. Cadwallader asked whether Southern Regional was participating in a National Night out Program this year; no plans were made for a program this year.

### **Police Commission Report**

1. The Police Commission Budget committee provided a “draft” budget for 2014, with an estimate of \$258,000 for GRB if Stewartstown becomes a member of Southern Regional Services.
2. On August 20, 2013, Southern Regional Police will hold a meeting to discuss the cost of services for 2014 and invited all Council members and the public to attend.

### **No Building/Property’s Report**

### **Public Safety Report**

1. R. Apgar requested permission from Council to borrow the Borough Sign currently located in the lobby of the Neuhaus Building, so that a mold of the sign can be made. Council gave verbal permission.

### **Ordinance/Refuse Report**

1. The solicitor provided a modified draft of the ordinance committees’ recommendations of the parking lot/weight restrictions ordinance, for Council to review.
2. The ordinance committee has completed their review of the storm water ordinance.

### **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	\$ 1379.84
b. James R. Holley & Associates, Inc.	2415.83
c. GR Recreation Board	3219.06

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

### **President’s Report**

1. Borough Resident, Sean Quintilian, 46 Hanover Street, has requested a permit to keep six chickens at his property and has paid the permit fee of \$25.00. R. Apgar moved to approve Sean Quintilian’s request for a chicken permit for 46 Hanover Street, seconded by B. Wetzel. Motion carried.
2. FEMA is holding a meeting to discuss their updating the Flood Insurance Study and Flood Insurance Rate Maps for York County, PA, on August 6, 2013. R. Shiles will be attending the meeting on behalf of the Borough.
3. R. Shiles provided an update regarding the Baltimore Street Park. The project is scheduled to start in September, 2013.

4. R. Shiles and R. McCullough will schedule a meeting with Shrewsbury Township Manager to discuss a possible partnership. B. Wetzel is interested in attending the meeting as well.

R. Apgar moved to adjourn the meeting at 10:15 P. M., seconded by D. Young. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer