

**GLEN ROCK BOROUGH**  
**Borough Council Meeting**  
**November 20, 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*
	Secretary:	Ann Merrick
	Visitors:	None

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

\*M. Pokrifka arrived for the meeting at 7:01 P. M.

**Public Comment**

None

**Vacancies**

1. The following vacancies were announced:
  - a. Civil Service Representative (Borough Resident) for Southern Regional Police;
  - b. GR Planning Commission, one vacancy as of Nov 3, 2013;
  - c. GR Zoning Hearing Board, one vacancy as of Dec 14, 2013; and
  - d. GR Water & Sewer Authority, two terms expire on Dec 31, 2013.
2. Council received two letters of interest for the two expiring GR Water & Sewer Authority terms from Larry Flemmens and L. James Merrick. After some discussion, L. Cadwallader moved to appoint Larry Flemmens and L. James Merrick to the GR Water & Sewer Authority Boards, seconded by B. Wetzel. J. Merrick abstained from the vote. Motion carried.

**Borough Engineer's Report**

1. J. Brenneman requested a motion to execute an amendatory contract with YCPC for Church Street Curb & Sidewalk Improvement, CDBG #45571941, extending the completion date to June 30, 2014. B. Wetzel moved to execute an amendatory

contract with YCPC for Church Street Curb & Sidewalk Improvement, CDBG #45571941, extending the completion date to June 30, 2014, seconded by L. Cadwallader. Motion carried.

2. A motion was requested to confirm Council's intention to authorize payment #2 of \$56269.92 to Wexcon for the GGII project on Church Street, which was paid after the October Council Meeting. B. Wetzel moved to confirm Council's intention to authorize payment #2 of \$56269.92 to Wexcon for the GGII project on Church Street, seconded by R. Apgar. Motion carried.
3. J. Brenneman received change orders from Wexcon but must discuss further with Wexcon before presenting them to Council.
4. J. Brenneman mentioned receiving a copy of a letter from John and Denise Inch.
5. GRB received a Street Cut Permit application from C. S. Davidson, Inc. who is representing Columbia Gas, for work within the Borough's Right of Way for gas main replacement and relocation. A. Merrick requested a motion to authorize the engineer to review the proposed application. B. Wetzel moved to authorize the engineer to review the proposed Street Cut Permit Application for work within the Borough's Right of Way for gas main replacement and relocation, seconded by R. Apgar. Motion carried. The engineer will establish a separate invoice for this review and when invoiced to the Borough, the secretary will invoice C. S. Davidson.
6. Penn DOT has completed their work on Manchester Street as proposed including rolled curbing and a paved channel, ending at the culvert near Wetzel's Market.
7. J. Brenneman confirmed that GRB has adopted York County's Hazard Mitigation Plan. PEMA recently announced available FEMA funding for Hazard Mitigation Grant Program projects. After discussion, B. Wetzel moved to authorize the engineer to submit a letter of intent for possible funding for a Hazard Mitigation Grant Program project, seconded by R. Apgar. Motion carried.

\*\*Council recessed to Executive Session at 7:22 P. M. to discuss possible litigation.

\*\*The Council meeting resumed at 7:55 P. M.

8. B. Wetzel moved to authorize the solicitor to write a letter to John Inch, indicating GRB's intentions, seconded by J. Merrick. Motion carried.
9. B. Wetzel moved to authorize the solicitor to represent GR Borough in the matter involving Attorney R. Shefter for 14 Church Street, seconded by L. Cadwallader. Motion carried.

## **No GR Planning Commission Report**

\*J. Brenneman left the meeting at 8:00 P. M.

### **GR Recreation Board Report**

1. The dumpster located at the park will be removed for the winter.
2. The Rec Board contacted DCNR to discuss grant potential.

### **Approval of Minutes**

1. J. Merrick moved to approve the October 3, 2013 Quarterly Council Meeting minutes, seconded by L. Cadwallader. Motion carried.
2. D. Young moved to approve the October 16, 2013 Council Meeting minutes, seconded by L. Cadwallader. Motion carried.

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

1. Code Administrator's Inc. provided a monthly summary report for October, 2013.
2. Council requested an update regarding 2013 Rental Inspections from the secretary.
3. The Zoning Officer requested input for proper enforcement of residents who fail to obtain a Zoning Permit when necessary. The solicitor stated that the Borough's Zoning Ordinance enforcement mirrors the enforcement provisions of the Municipal Planning Code.
4. The Borough received CAI's 2014 Contract for Services. D. Young moved to authorize the solicitor to review CAI's 2014 Contract for Services, seconded by B. Wetzel. Motion carried.

### **Solicitor's Report**

1. The Borough's Stormwater Management Ordinance needs to be approved by Council and then may be advertised with the codification. The engineer has asked to re-review the ordinance and Council would like the secretary to follow up with CAI for any comments. Council is concerned with the complexity of the ordinance. A model ordinance was provided by York County which includes mandatory requirements designated by DEP.
2. M. Pokrifka provided a final draft of the Blight Ordinance.
3. An Ordinance is necessary to adopt the inter-municipal agreement for the addition of Stewartstown Borough for police services. The solicitor is scheduled to meet with other member solicitor's on Friday, November 22, 2013. The agreement can be approved in December and adopted in January, 2014.
4. The solicitor provided a copy of a Resolution to accept Stewartstown Borough into the Southern Regional Police Commission. D. Young moved to adopt Resolution 2013 – 12, accepting Stewartstown Borough into the Southern Regional Police Commission, seconded by R. Apgar. Motion carried.
5. M. Pokrifka reviewed and approved the 2014 SPCA Agreement.

### **No Mayor's Report**

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

1. The WS obtained a quote for the cost to replace the Modine heater in the basement of the Neuhaus Building.
2. R. Shiles informed Council that he discussed scheduling an inspection for the traffic signal light with the Work Supervisor.

### **Secretary's Report**

1. The secretary sent a letter to Karin Krebs, York City Treasurer, to request reimbursement of \$800.00 for 2010 – 2013 Liquor License fees, which were inadvertently paid to York City for the license of the Rail Trail Tavern.
2. The secretary requested a motion to accept the 2014 Animal Care and Housing Agreement with the SPCA. B. Wetzel moved to accept the 2014 Animal Care and Housing Agreement with the SPCA, seconded by R. Apgar. Motion carried.
3. Council discussed several Animal Control Services Agreements; the secretary requested a motion to authorize the solicitor to review the agreements. J. Merrick moved to hire Kim Erdman, pending the solicitors' approval of his agreement and receipt of certificate of liability insurance, seconded by B. Wetzel. R. Apgar, J. Merrick, and B. Wetzel voted in favor; L. Cadwallader, E. Delahanty, R. Shiles, and D. Young voted against. The motion did not pass. R. Shiles volunteered to contact the three candidates to discuss their response times and will follow up with Council next month. B. Wetzel moved to authorize the solicitor to review the agreements, seconded by R. Apgar. Motion carried.

### **No Personnel Report**

\*R. Apgar informed Council that the new owner of 34-40 Main Street property has been power washing the buildings, and treated/painted the rusty metal garage located near the creek.

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

1. L. Cadwallader has not located the employee handbook.
2. L. Cadwallader informed Council that a car is parked on the Borough's property (on the grass) at 13 Baltimore Street.
3. L. Cadwallader saw the Pepsi Truck again, parked on the Municipal Parking Lot.
4. Keel-Mar will remove the poison sumac and plastic sheeting along the rail trail, behind Flowers by Cindy, and will be constructing flower beds at this same location.
5. L. Cadwallader will be placing luminaries along the rail trail for the GR Caroler's performance on Engine 17 on December 8, 2013.
6. L. Cadwallader encouraged Council members to consider volunteering for the LGAC position; LGAC meets the third Monday of each month.

### **Police Commission Report**

1. E. Delahanty stated that Cross Roads and Winterstown currently receive twenty-five hours a week of patrol time from Stewartstown Borough; with the merge, Cross Roads and Winterstown Borough may also need patrol time from SRPD.
2. E. Delahanty informed Council that the estimated cost of services for GRB is now up to \$235,000 to \$240,000 for 2014. This increase is due to the cost of pensions for the officers.

### **No Building/Property's Report**

### **Public Safety Report**

1. R. Apgar will be checking street lights for outages.
2. R. Apgar reminded the secretary to schedule Portable Potty's for Christmas Eve and to coordinate with Chief Boddington for additional police hours and possible help from the YC Sheriff's Dept for the GR Caroler's on Christmas Eve.

### **No Ordinance/Refuse 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. Advance Auto Parts	\$ 719.91
b. CGA Law Firm	2634.03
c. Douglas Equipment & Supply Co.	10392.71
d. James R. Holley & Associates, Inc.	2120.95
e. Ronald McCullough, Jr.	2267.96

B. Wetzel moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by R. Apgar. Motion carried.
2. The Borough received Audit Proposals from SF & Company, Smith Elliott, Kearns & Company, and Stambaugh Ness, with fees ranging from \$6000.00 to \$7300.00. B. Wetzel moved to appoint SF & Company as the Borough's Independent Auditor for the next three years, including the 2015 audit, seconded by J. Merrick. Motion carried.
3. GRB has received PEMA's reimbursement for the Codorus Street retaining wall flood damages.
4. Council reviewed/discussed the proposed 2014 budgets. B. Wetzel moved to advertise the 2014 budget, with no tax change, seconded by R. Apgar. Motion carried.

### **President's Report**

1. R. Shiles informed Council that the next Chesapeake Bay meeting with YCPC is scheduled for January, 2014. GRB submitted storm water BMP projects which have been completed since January, 2006. If opting out of participation, a decision must be made by March, 2014.
2. R. Shiles stated that the Election results determined Jeremy Diehl a winner for the four year write-in vacancy and Mike Shaver as the two year write-in winner.
3. Jeremy Diehl is interested in re-organizing a GR Street Fair, so anyone interested in volunteering should contact him.
4. R. Shiles provided another brief Baltimore Street park update.

### **No Public Comment**

B. Wetzel moved to adjourn the meeting at 9:58 P. M., seconded by L. Cadwallader. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer