

**GLEN ROCK BOROUGH  
Borough Council Meeting  
October 17, 2012**

<b>Present:</b>	Council Members:	Rollin Apgar Lucy Cadwallader Eugene Delahanty Richard Shiles Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka*
	Borough Engineer:	Jason Brenneman
	Secretary:	Ann Merrick
	Visitors:	Three visitors; one member of the press

**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.

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

**Announcements**

1. R. Shiles announced that Council would be going to Executive Session later in the meeting, to discuss personnel.
2. R. Shiles acknowledged the motions from the October 4 Quarterly Council Meeting; B. Wetzel moved to approve the acknowledgement of the motions from the October 4 Quarterly Meeting, seconded by L. Cadwallader. Motion carried.

**Borough Engineer's Report**

1. J. Brenneman provided Recommendation of Payment request and change work order for the School Street retaining wall project. This change work order relates to the elimination of a forty foot 12" pipe and replacing with two 8" pipes due to contractor finding an unmarked and unknown sanitary sewer lateral. The smaller pipe was required to move surface water into the storm sewer inlet. After discussion, B. Wetzel moved to accept Change Order #2 of \$2900.00 for the School Street Retaining Wall and Road Reconstruction Project, seconded by

- L. Cadwallader. L. Cadwallader, E. Delahanty, R. Shiles, and B. Wetzel voted yes; R. Apgar and D. Young voted no. Motion carried. Final Payment was not approved by Council at this time for further invoice review by Borough Treasurer.
2. J. Brenneman provided Recommendation of Payment request for the Municipal Parking Lot and Stream Bank Stabilization from Shiloh Paving & Excavating, which totals \$20422.82. B. Wetzel moved to pay final invoice of \$20422.82 to Shiloh after final review by Borough Treasurer, seconded by L. Cadwallader. Motion carried.
  3. J. Brenneman provided Recommendation of Payment for the Hanover Street Storm Water Inlet Repair by Bernard Anthony, Inc., \$890.00. R. Shiles moved to approved payment to Bernard Anthony, Inc, \$890.00, for the Hanover Street Storm Water Inlet Repair, seconded by L. Cadwallader. Motion carried.
  4. J. Brenneman provided an update regarding flood damages to Codorus Street and the retaining wall. The engineer will submit the DEP Permit applications within one week. J. Brenneman recommends designating the base bid as the portion of retaining wall that FEMA will be funding, with alternate bids to be obtained for the remaining wall and drainage.
  5. J. Brenneman received comments from Penn DOT regarding HOP Permit for Church Street. Comments will be addressed and permit will be re-submitted for further review.

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

No report.

\*J. Brenneman left the meeting at 7:46 P. M.

### **Approval of Minutes**

1. A correction was suggested to page 3, Work Supervisor's Report: replace the word "in now" to "is now". D. Young moved to approve the September 19, 2012 minutes with the correction on "in" to "is", seconded by L. Cadwallader. Motion carried.
2. A suggestion was made to include the following sentence to the October 4, 2012 Quarterly Work Session meeting minutes: "The GR Recreation Board members concurred with Council's recommendation to withdraw." B. Wetzel moved to approve the October 4, 2012 Quarterly Work Session meeting minutes, to include the following verbiage, "The GR Recreation Board members concurred with Council's recommendation to withdraw", seconded by L. Cadwallader. D. Young abstained from the vote because he was not present for the meeting. Motion carried.

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

1. The ZO provided a monthly summary report for September 2012, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there was one zoning permit issued and one existing property maintenance issue. There were nine Rental Inspections completed this month.

### **Solicitor's Report**

1. M. Pokrifka suggested reviewing NOV letters issued by CAI, to possibly make some changes to "appeal" language.
2. The solicitor stated that due to possible litigation regarding the DCNR Grant, she would discuss withdrawal from grant during Executive Session.
3. The solicitor informed Attorney Rausch that he/his client must formally present their plan to the Glen Rock Planning Commission regarding changes to the Valley Street subdivision.
4. The solicitor will email the amended draft rental ordinance to Council and Norm Strenger, CAI, for final review.
5. The solicitor will advertise the Town Hall meeting/hearing to discuss possible withdrawal from police services in 2014.
6. M. Pokrifka requested a motion to change the following Resolution numbers: change Resolution 2012 – 3 to Resolution 2012 – 4 and change Resolution 2012 – 5 to Resolution 2012 – 6. R. Shiles moved to change the following Resolution numbers: Resolution 2012 – 3 to Resolution 2012 – 4 and change Resolution 2012 – 5 to Resolution 2012 – 6, seconded by D. Young. Motion carried.
7. Council discussed possible modifications to Ordinance 429 (2004-4) with regard to roof repair requiring a Building Permit. The solicitor will add this Ordinance to the list of modifications prior to adopting the new codification.

### **Mayor's Report**

No report.

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

No report.

### **Secretary's Report**

1. The secretary asked for clarification regarding responsibility to empty trash cans at the park during the winter months and removal of the park dumpster and associated costs. The Recreation Board discussed paying a seasonal employee, but this is not an expense that they want to incur. R. Apgar moved to remove the park dumpster from November 1 through April 1, and assign the Work Supervisor to empty the trash cans every other week throughout the winter, seconded by

- L. Cadwallader. Motion carried.
2. The secretary requested a motion to transfer \$50,000 from the Section 319 Nonpoint Source Management Grant Funds account to the General Fund, to reimburse the GF for expenses paid for the Municipal Parking Lot Project. L. Cadwallader moved to transfer \$50,000 from the Section 319 Nonpoint Source Management Grant Funds account to the General Fund, to reimburse the GF for expenses paid for the Municipal Parking Lot Project, seconded by D. Young. Motion carried.
  3. The secretary addressed expired terms for GR Planning Commission members. D. Young moved to re-appoint R. Shiles to another four year term, seconded by L. Cadwallader. Motion carried.
  4. R. Shiles addressed two additional expired terms on the GR Planning Commission, one expired term on the GR Recreation Board, and two soon to be expired terms on the GR Sewer and Water Authorities.
  5. The secretary contacted Ed Ward, Penn Waste, to ask if he would buy back the unused extra "orange" bags from the Borough; he is going to purchase the bags for \$650.00.
  6. The secretary requested a motion to pay Bonitz Carpet & Flooring for ½ of their total payment for replacing the floors in the bathrooms of the Neuhaus building, \$1350.00. B. Wetzal moved to pay Bonitz Carpet & Flooring for ½ of their total payment for replacing the floors in the bathrooms of the Neuhaus building, \$1350.00, seconded by R. Apgar. Motion carried.
  7. The secretary requested that Council review copies of the proposal from SF & Co for DCED Audit, for discussion and a decision at the November Council meeting.
  8. The secretary asked Council about authorizing payment for donations to the Senior Center, Library, Ambulance Club and GR Hose & Ladder. No decision was made.
  9. GR Recreation Board employees will continue to be paid through the General Fund after new QuickBooks Account is established for Recreation Funds.
  10. The secretary requested a motion to transfer \$50,000 from the Reserve Funds to the General Fund to pay regular expenses. D. Young moved to transfer \$50,000 from the Reserve Funds to the General Fund to pay regular expenses, seconded by L. Cadwallader. Motion carried.

\*R. Apgar left the meeting at 9:00 P. M.

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

1. There is no update for the Borough's Budget regarding cost for police services for 2013 since the last Police Commission meeting.
2. Council discussed holding an informal meeting with the Chief; the solicitor said this meeting does not need to be advertised.

\*R. Apgar returned to the meeting at 9:05 P. M.

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

1. The secretary provided a PEMA Update regarding the Neuhaus Building flood damages from 2011. B. Wetzel moved to approve installation of mitigation improvements to the damaged area, seconded by R. Apgar. Motion carried. Council requested quotes for installing fibreglass and/or cement drywall.

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

1. L. Cadwallader requested newsletter articles.
2. The final report needs to be completed for Section 319 Grant and submitted to DEP for their approval.

### **Public Safety Report**

1. R. Apgar will submit digital photos as follow-up to Met-Ed street lights that are still out after the Borough requested repairs.
2. R. Apgar is interested in having new Borough signs made at the Foundry and will be financing this project himself.

### **Personnel Report**

1. Tractor trailers are making deliveries to Mignano's Restaurant and are backing up onto the porous paving in the Municipal Parking Lot. The WS has suggested placing additional signs indicating the weight limits, posting the sign closer to the entrance of this parking lot.
2. Personnel issues will be discussed during Executive Session.

### **Ordinance/Refuse Report**

1. Council discussed the GR Recreation Board By-Laws. Council discussed making a change to Article 11, A: All revenue shall be deposited into the GR Recreation Board Account. D. Young moved to approve the GR By-Laws with the amendment to Article 11, A: All revenue shall be deposited into the GR Recreation Board Account, seconded by R. Apgar. Motion carried.
2. The GR Recreation Board presented their 2013 Budget, with income and expenses totalling \$15600. D. Young moved to approve the 2013 GR Recreation Board Budget as presented, seconded by R. Apgar. Motion carried.
3. R. Apgar has requested input from Council members regarding the grass/weeds ordinance.
4. Council discussed the current parking ordinance, Ordinance 284, which stipulates that each housing unit provide two parking spaces. Council discussed that many residential units are in violation of this ordinance. The solicitor stated that this

ordinance can be enforced, even though it may not have been enforced in the past. The solicitor said she will review the current ordinance, to suggest possible additions and/or changes.

\*L. Cadwallader left the meeting at 10:00 P. M., due to illness.

### **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: August, 2012	\$ 1969.60
b. CGA Law Firm: September, 2012	1875.25
c. Code Administrators, Inc.	650.00
d. James R. Holley & Associates, Inc.	4037.14
e. Smitty's Garage	629.49

R. Apgar moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by B. Wetzel. Motion carried.
2. Council discussed James R. Holley & Associates invoice for MUTCD information because the Borough received the information directly from Penn DOT and had not requested that this service be provided. R. Apgar moved to withhold payment of \$216.00 to James R. Holley & Associates, and to request clarification regarding authorization, seconded by B. Wetzel. Motion carried.

\*R. Apgar left the meeting at 10:29 P. M.

3. Council discussed the current version of the 2013 Budget.

\*R. Apgar returned to the meeting at 10:35 P. M.

### **President's Report**

1. Council discussed specifics of scheduling a Town Hall Meeting for the Public to share their thoughts regarding Police Services for Glen Rock Borough. R. Apgar moved to authorize the solicitor to advertise a Town Hall Hearing, 6:30 – 8:00 P. M., on November 14, 2012 and to re-schedule the Borough Council meeting for November 14, 2012 beginning at 8:00 P. M., seconded by D. Young. Motion carried.

### **Public Comment**

Mark Bortner suggested a variety of ways to save some money in the budget including modifications to the Borough door and better pricing for replacing the Modine heater.

\*\* Council recessed to Executive Session at 11:02 P. M. to discuss personnel issues.

\*\*The council meeting resumed at 11:45 P. M.

### **President's Report continued**

2. Council discussed the Income and Expenses for the 2013 budget. Due to the expenses exceeding the income, a variety of options were presented to help resolve this issue: a tax increase, withdrawing from Police services in 2014, filing for bankruptcy, and/or withdrawing from incorporation.
3. D. Young moved to authorize M. Pokrifka to write a letter to DCNR regarding withdrawing from the Grant Agreement, seconded by R. Apgar. Motion carried.
4. R. Apgar moved to authorize the solicitor to write a letter to the Camp Street resident, seconded by B. Wetzel. Motion carried.
5. R. Apgar moved to provide each full-time Borough employee with one additional week of vacation effective January 1, 2013, seconded by B. Wetzel. R. Apgar, E. Delahanty, B. Wetzel, and D. Young voted yes; R. Shiles voted no. Motion carried.

R. Shiles moved to adjourn the meeting at 11:59 P. M., seconded by B. Wetzel. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer