

**GLEN ROCK BOROUGH
COUNCIL MEETING MINUTES
October 21, 2009**

Present:	Council Members:	Jane Glatfelter*
		Kenneth Krebs
		John Peters
		Richard Shiles
		Kathleen Wells
	Solicitor:	Michelle Pokrifka
	Borough Engineer:	David Lipinski
Mayor:	Ronald McCullough, Jr.*	
Secretary:	Ann Merrick	
Visitors:	Twelve Visitors	

The meeting was Called to Order at 7:10 P. M. by Council President K. Wells beginning with the pledge to the flag followed by a moment of silence.

Announcements

Council President K. Wells announced that Council would be recessing for Executive Session after the Borough Engineer's Report to discuss litigation.

Person's on the Agenda

1. Jon Page, owner of 31 Cottage Avenue, asked Council for the Borough's procedure for determining whether properties involved in a fire must be demolished or re-built. Council indicated that the Borough must give all property owners a reasonable amount of time to make their decision. Ms. Page expressed concern that although she is ready to make her decision regarding her property, she would like to know the decision of her neighbors, prior to making a final decision. Scott Knaub, Cameo Services, (did not follow the borough's procedure to be placed on the agenda), presented Council with his own questions regarding collection of fees for services Cameo provided, as directed by the Building Code Official (BCO).

*J. Glatfelter arrived for the meeting at 7:15 P. M.

The solicitor stated that it is not the Borough's responsibility to pay for any outstanding fees, as a result of the Cottage Avenue fire. After further discussion by Council, J. Peters moved to schedule a meeting with the BCO, the solicitor, the secretary and Mayor, and several council members, to

- discuss the borough's procedures and follow up needed related to the Cottage Avenue fire, seconded by J. Glatfelter. Motion carried.
2. Ken Dry, owner and resident of 133 Manchester Street provided Council with a detailed description of his possible harassment by the officers of the Southern Regional Police Department. Council may not intervene and act on a borough resident's behalf and said that he needs to contact SRP with his concerns. Council directed Mr. Dry to go to Southern Regional Police Department to file his complaint.
 3. Jill Lutz, owner and resident of 36 Hayward Heights, expressed concern regarding the number of rodents, including ground hogs, skunks, rats, and raccoons, in her yard this summer, possibly as a result of several vacant properties along Church Street with high grass and weeds. Council currently has a procedure in place. Residents with concerns should file a Complaint Form, so concerns may be immediately addressed. Mrs. Lutz expressed her support of the installed sign at 3 Main Street. She asked who to contact with suggestions for completing the sign and was told that the sign was purchased by the GR Fire Company and the GR Borough is the owner of 3 Main Street.
 4. Keith Godfrey, property owner, non-resident of Glen Rock Borough (did not follow the borough's procedure to be placed on the agenda) shared his views regarding the borough's Rental Ordinance, asked Council to provide clear guidance as to why he needs to make upgrades to his rental properties, and stated that he will not be making any repairs to his rental properties located in Glen Rock Borough.

Borough Engineer's Report

1. Additional funding of \$27500.00 through DEP has been located for the Growing Greener II Grant, making the total of the grant the original amount of \$233,750.00. The engineer will have to modify the application and re-submit to incorporate the additional funding. The borough does not currently have a contract with DEP, but may have a contract by December, 2009.
2. A completion report will be filed with Municipal Services for the Wolf Street project. D. Lipinski anticipates a final invoice from Stewart & Tate for the November Council meeting.
3. The previous recommendation to pay H & H General Excavating \$5575.00 from Liquid Fuels Fund for the Terrace Heights project has to be revised, because \$575.00 of the project was used for bank restoration and stabilization and these fees are not allowable expenditures through the Liquid Fuel Fund. H & H General Excavating will submit new invoices to the borough breaking out the pricing for each part of the project.

4. Engineer reminded Council to keep moving forward on the School Street project.
5. Reimbursement forms should be forwarded from DCED for the new FEMA maps and ordinance.
6. Lester Matthews has indicated that he is out of money and is not able to finish his retaining wall project at this time. The engineer asked if the borough can do something to prevent this from happening in the future, like having an applicant post a surety bond for the improvement prior to obtaining a building permit. The solicitor has begun researching this topic and is still looking for more information.
7. D. Lipinski forwarded the borough information on a potential funding source for infrastructure projects through the PA Infrastructure Bank. The School Street wall could fall into this category.
8. New information regarding the sign replacement requirements imposed by Penn DOT was forwarded to the borough. D. Lipinski stated that public agencies will have until January 2015 to replace any regulatory, warning, or post-mounted guide (except street name) signs and until January 2018 to replace any street name signs and overhead guide signs that are identified by the assessment or management method as failing to meet the minimum retro reflectivity levels.
9. A. Merrick asked for a motion authorizing the engineer to assist the secretary to file the National Flood Insurance Program report. K. Krebs moved to authorize the engineer to assist the secretary to file the National Flood Insurance Program report, seconded by J. Peters. Motion carried.

** Council recessed to Executive Session at 8:20 P. M. to discuss litigation.

*D. Lipinski left the meeting at 8:30 P. M.

**The council meeting resumed at 8:59 P. M.

Planning Commission Report

1. No new business during their October 14, 2009 meeting.
2. The Commission reviewed the York County Conservation District's comments for the Glen Rock Vista Project and compared YCCD comments to the Borough's SALDO and Zoning Ordinance.

Approval of the Minutes

1. J. Peters moved to approve the September 16 Council Minutes, seconded by J. Glatfelter. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for September, 2009, is available for review in the Borough Office, if requested. The secretary provided the following summary: there were five zoning permits issued and two certificates of occupancy issued; there were no new zoning violations, one existing zoning violation, and one abated zoning violation; there are three existing property maintenance issues, one new and satisfied property maintenance issues; there were three requests for determinations/questions. CAI completed twenty-three Rental inspections.

Solicitor's Report

1. The solicitor provided Ordinance 463 (2009 – 5), an ordinance amending the subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land. R. Shiles moved to adopt Ordinance 463 (2009 – 5), an ordinance amending the subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land, seconded by K. Krebs. Motion carried.

Mayor's Report

1. Trick or Treat Night is October 31, 2009, 6 – 8 P. M.

Work Supervisor's Report

1. Work Supervisor requested a motion to purchase two drums of Liquid Mag (additive) for the beginning of the 2009 – 2010 Snow Season. The cost last year ranged from \$1350 to \$1539 per drum. Although no price is available at this time, the Work Supervisor anticipates a price increase next year. K. Wells moved to purchase two drums of Liquid Mag for the beginning of the 2009 – 2010 Snow Season, seconded by K. Krebs. Motion carried.
2. The truck is prepared for leaf collection. Leaves will be collected on the following dates: October 27, Nov 3, 10, and 17. Leaves will be collected on Dec 1 if needed and the weather permits.

Secretary's Report

1. The secretary stated that the one month CD matures on October 24, 2009 and asked Council to decide if the funds should remain in a one month CD. J. Peters moved to maintain a one month CD, seconded by J. Glatfelter. Motion carried.
2. The secretary requested a motion to make the following donations, as budgeted, to the Borough organizations: \$6000.00 to the GR Hose and Ladder; \$4000.00 to Glen Rock EMS, Inc (GR Ambulance Club); \$500.00 to

- the Senior Center; and \$1500.00 to the Hufnagel Public Library. K. Krebs moved to make the following donations, as budgeted, to the Borough organizations: \$6000.00 to the GR Hose and Ladder; \$4000.00 to Glen Rock EMS, Inc (GR Ambulance Club); \$500.00 to the Senior Center; and \$1500.00 to the Hufnagel Public Library, seconded by J. Glatfelter. Motion carried.
3. The secretary announced that the York County Borough's Association has scheduled their Annual Banquet for Saturday November 14, 2009. The cost is \$35.00 per person and is being held at the York Expo Center. The secretary requested to receive RSVP's by October 29, 2009.
 4. The secretary informed Council that the Borough has received notification from the PA Liquor Control Board that they have received an application for the transfer of the Liquor License from York (900 West, Inc.) to Glen Rock (Tavern location).
 5. The secretary requested a motion to enter into the 2010 Renewal Contract with Hemler/ACS. K. Krebs moved to enter into the 2010 Renewal Contract with Hemler/ACS, seconded by J. Peters. Motion carried.
 6. The secretary requested a motion to adopt Resolution 2009 – 11, re-appointing Ronald Erdman to another three year term on the GR Recreation Board. K. Krebs moved to adopt Resolution 2009 – 11, re- appointing Ronald Erdman to another three year term on the GR Recreation Board, seconded by J. Glatfelter. Motion carried.
 7. The secretary requested a motion to adopt Resolution 2009 – 12, re-appointing John Hufnagel to another three year term on the GR Recreation Board. K. Krebs moved to adopt Resolution 2009 – 12, re- appointing John Hufnagel to another three year term on the GR Recreation Board, seconded by J. Peters. Motion carried.
 8. The secretary requested a motion to adopt Resolution 2009 – 13, re-appointing Garry Ferree to another three year term on the GR Recreation Board. K. Krebs moved to adopt Resolution 2009 – 13, re- appointing Garry Ferree to another three year term on the GR Recreation Board, seconded by J. Peters. Motion carried.
 9. The secretary asked Council to consider recommendations from the York County Fire Police Association: to mandate training standards and require certification for the entire Borough's local Fire Police Officers. The Solicitor suggested having the designated Council Member, as per Act 8, discuss the Fire Company's interest in having the Borough authorize more training for their Fire Police Officers.
 10. The secretary explained to Council that the Borough received an over-payment for their 2007 Act 101, section 904, Recycling Performance Grant. The secretary requested a motion to refund the Commonwealth of

- Pennsylvania \$3036.00 for the over-payment of the borough's 2007 Act 101, section 904, Recycling Performance Grant. K. Krebs moved to refund the Commonwealth of Pennsylvania \$3036.00 for the over-payment of the borough's 2007 Act 101, section 904, Recycling Performance Grant, seconded by J. Peters. Motion carried.
11. The secretary informed Council that L. James Merrick's four year term on the GR Planning Commission ends on Nov 3, 2009. Mr. Merrick respectfully declines re-appointment to the GR Planning Commission. This creates a vacancy for their November meeting. Any residents wishing to be considered for the GR Planning Commission vacancy should submit their letters of interest to the GR Borough Office.
 12. The secretary stated that Dale Getz of GR Water & Sewer Authority is currently waiting for at least one more proposal for engineering services for the proposed upgrades necessary for the Sewer Plant.
 13. The Borough Newsletter and Property Maintenance letters are almost completed. Council President stated that two Council members and the secretary have identified a list of properties located in the Borough that have and/or had Property Maintenance violations this summer.
 14. Council discussed the "blight factor" for some vacant properties in the Borough. While discussing vacant properties, Council discussed the homes affected in the August 29, 2009 fire. J. Peters moved to authorize the secretary to write a letter to the Cottage Avenue homeowners who were involved in the fire, notifying them of the thirty day deadline for their decision to either re-build or demolish their home, seconded by K. Krebs. Motion carried.

Ordinance/Refuse Report

1. R. Shiles moved to repeal his motion to adopt Resolution 2009 – 10, which placed a moratorium on windmills and small wind energy systems, seconded by K. Krebs. Motion carried.
2. R. Shiles asked the solicitor if the wording, "Reasonable amount of time" designates a specific time period. The solicitor stated that "Reasonable amount of time" is determined by the BCO and/or Zoning Officer, especially if a health and safety issue is being violated.

Personnel Report

1. Next meeting is November 10, 2009.

*R. McCullough, Jr. arrived for the meeting at 9:50 P. M.

Police Commission/Public Safety Report

1. Written report for August, 2009 is available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality:

- a. Glen Rock Borough – 59
- b. New Freedom Borough – 131
- c. Shrewsbury Borough – 113
- d. Southern School District – 6
- e. Railroad Borough – 7
- f. Other jurisdictions – 14

The specific breakdown for Glen Rock Borough's "Calls for Service" includes the following: Citations, 11; written warnings, 6; summary arrests, 2; and criminal arrests, 2.

Public Safety Report

No report.

Special Projects Report

No report.

Building/Property Report

1. R. Shiles met with three different structural engineers, to request short-term and long-term suggestions for the repair of the School Street retaining wall. Two of the three engineering firms have invoiced the borough for the work they provided to the borough. Council discussed the need to prevent costly communication errors in the future. The Borough Engineer would have asked each structural engineer for a Request for Proposal for the School Street Project. Council asked the secretary to contact each structural engineer to try to determine their hourly cost to provide services to the borough.

Finance Report

1. K. Wells moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:

- | | |
|---------------------------------------|-----------|
| a. CGA Law Firm | \$1431.47 |
| b. Code Administrators, Inc. | 1142.75 |
| c. County of York | 664.23 |
| d. CORE Design Group | 700.00 |
| e. C. S. Davidson, Inc. | 2720.68 |
| f. H & H General Excavating Co., Inc. | 575.00 |
| g. James R. Holley & Associates, Inc. | 2310.15 |

- h. Daniel B. Krieg, Inc. 1040.65
- i. Swam Electric Co., Inc. 1076.40
- Motion carried.
- 2. K. Wells moved to pay the following invoice over \$500.00 through the Liquid Fuels Account, seconded by K. Krebs:
 - a. H & H General Excavating Co., Inc. 5000.00Motion carried.
- 3. K. Wells provided a copy of the 2010 Draft Budget to each council member. The proposed budget does not raise taxes in 2010 and includes a three percent raise for the borough employees. Council members were asked to review the Draft 2010 Budget and be prepared for further discussion during the November Council meeting.
- 4. K. Wells stated that the estimated Liquid Fuels allocation for 2010 may be less than what was received previously.

President's Report

- 1. K. Wells stated that the public will be notified regarding the Borough's policy of mandatory maintenance of their property.
- 2. K. Wells asked Council to consider ways of caring for vacant properties in the borough and effective maintenance of the properties.

Public Comment

- 1. K. Krebs stated that the sign at 3 Main Street has been installed. The Fire Company will establish a Policy & Procedure for use of the sign.
- 2. K. Krebs noted that a camera surveillance system has been installed at the GR Park to hopefully deter vandalism. This summer there was an estimated \$20,000.00 worth of damage at the park.
- 3. Visitor Doug Young stated that he never received an invitation to the Town Hall Meeting. He was told that the Library was in charge of the meeting. Mr. Young asked that Council continue to proceed with weed and grass violations.

K. Wells moved to adjourn the Council Meeting at 10:39 P. M., seconded by R. Shiles. Motion carried.

Summary of Motions

- 1. J. Peters moved to schedule a meeting with the BCO, the solicitor, the secretary and Mayor, and several council members, to discuss the borough's

- procedures and follow up needed related to the Cottage Avenue fire, seconded by J. Glatfelter. Motion carried.
2. K. Krebs moved to authorize the engineer to assist the secretary to file the National Flood Insurance Program report, seconded by J. Peters. Motion carried.
 3. J. Peters moved to approve the September 16 Council Minutes, seconded by J. Glatfelter. Motion carried.
 4. R. Shiles moved to adopt Ordinance 463 (2009 – 5), an ordinance amending the subdivision and land development ordinance of the Borough of Glen Rock, fixing the fee in lieu of dedication of land, seconded by K. Krebs. Motion carried.
 5. K. Wells moved to purchase two drums of Liquid Mag for the beginning of the 2009 – 2010 Snow Season, seconded by K. Krebs. Motion carried.
 6. J. Peters moved to maintain a one month CD, seconded by J. Glatfelter. Motion carried.
 7. K. Krebs moved to make the following donations, as budgeted, to the Borough organizations: \$6000.00 to the GR Hose and Ladder; \$4000.00 to Glen Rock EMS, Inc (GR Ambulance Club); \$500.00 to the Senior Center; and \$1500.00 to the Hufnagel Public Library, seconded by J. Glatfelter. Motion carried.
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 12. K. Krebs moved to refund the Commonwealth of Pennsylvania \$3036.00 for the over-payment of the borough's 2007 Act 101, section 904, Recycling Performance Grant, seconded by J. Peters. Motion carried.
 13. J. Peters moved to authorize the secretary to write a letter to the Cottage Avenue homeowners who were involved in the fire, notifying them of the thirty day deadline for their decision to either re-build or demolish their home, seconded by K. Krebs. Motion carried.

14. R. Shiles moved to repeal his motion to adopt Resolution 2009 – 10, which placed a moratorium on windmills and small wind energy systems, seconded by K. Krebs. Motion carried.
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 - b. Code Administrators, Inc. 1142.75
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 - d. CORE Design Group 700.00
 - e. C. S. Davidson, Inc. 2720.68
 - f. H & H General Excavating Co., Inc. 575.00
 - g. James R. Holley & Associates, Inc. 2310.15
 - h. Daniel B. Krieg, Inc. 1040.65
 - i. Swam Electric Co., Inc. 1076.40Motion carried.
16. K. Wells moved to pay the following invoice over \$500.00 through the Liquid Fuels Account, seconded by K. Krebs:
 - a. H & H General Excavating Co., Inc. 5000.00Motion carried.
17. K. Wells moved to adjourn the Council Meeting at 10:39 P. M., seconded by R. Shiles. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer