

**GLEN ROCK BOROUGH  
Borough Council Meeting  
September 15, 2010**

<b>Present:</b>	Council Members:	Lucy Cadwallader Warren Cadwallader Kenneth Krebs Richard Shiles Kathy Wells* Doug Young
	Solicitor:	Michelle Pokrifka
	Engineer:	David Lipinski
	Mayor:	Ronald McCullough, Jr.*
	Secretary:	Ann Merrick
	Visitors:	Five visitors

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

**Announcements/Vacancies**

1. Council President R. Shiles announced the following committees/organizations have one vacancy each:
  - a. Glen Rock Planning Commission (four year term);
  - b. Southern Regional Planning Commission (representative);
  - c. Citizen at Large, Southern Regional Police Commission; and
  - d. Emergency Management Coordinator.Interested Borough residents should submit their letters of interest to the Borough Office. For the three commission vacancies, meetings are usually once a month. The EMC does not have to be a Borough resident, but someone who is interested in Emergency Services. More information is available through the Borough Office.
2. Council President R. Shiles announced that Council would be going to Executive Session later in the meeting, to discuss pending litigation.

**Persons on Agenda**

1. Rurik Loder, one of the owners of School Street Property  
Mr. Loder expressed his concern with the condition of School Street. He is requesting that the road be patched as a temporary repair, until the retaining wall is repaired and the street can then be repaved. Council indicated that they would instruct the Work Supervisor to repair the road with cold patch.

*Cynthia Taylor offered to assist the Borough by providing asphalt rather than cold patch to repair potholes on School Street and provided her contact information to Mr. Loder. She said she would contact the Work Supervisor and discuss with him. Council expressed gratefulness for her generosity.*

### **Borough Engineer's Report**

1. The engineer is waiting for a response from DEP for the Growing Greener Grant.

\*K. Wells arrived for the meeting at 7:10 P. M.

2. As per information from the solicitor, Act 46 does not apply to conditional approvals, and the solicitor mailed a certified letter to Glen Rock Vista's engineer, Eric Johnston (copy provided to Council tonight). Glen Rock Vista has an October 20, 2010 deadline to meet the conditions of approval or must request another time extension. D. Lipinski recommends granting another six month time extension due to the economic climate, which would give the applicant a total of one year to meet the conditions.
3. Engineer described two types of memberships (Facility Owner Member and Users) available through PA One Call System, Inc., and asked Council which membership they voted to join during last month's meeting. Engineer explained that as a Facility Owner Member, council will have to delegate who is responsible for locating sewer lines in the Borough. Council said they would discuss this subject later in the meeting.
4. Bernard Anthony has repaired four sink holes on Church Street. James R. Holley & Associates, Inc. recommends payment of two invoices for the four sink holes. The engineer obtained a Penn DOT permit for the first two sink holes and applied for a supplemental to the original Penn DOT permit when the third sink hole developed. Then the engineer obtained a second Penn DOT permit when the fourth sink hole appeared and was repaired after the previous work had been completed. The first invoice of \$2900.00 includes the repairs of the first three sink holes. Bernard Anthony did not charge the Borough for the third sink hole repair; he performed the repair work to the third sink hole and included the cost into the first invoice. The second invoice of \$890.00 is for the fourth sink hole repair.
5. The engineer and Work Supervisor met with Penn DOT regarding the sink hole located within the sidewalk on the northwest corner of the Penn DOT Bridge on Main Street. Penn DOT has agreed that this repair is their responsibility and they will address this issue. Penn DOT did not provide a timetable for completion of work. The engineer will notify Penn DOT that the sink hole is larger than it was two weeks ago.

6. The engineer reviewed a plan provided by an architect for the owners of 39 – 43 Main Street and met on site with the property management company in charge of the repair work. An existing clay storm drain pipe previously conveyed the storm water runoff from the back yard area to storm sewer collection system along Main Street. This clay pipe can no longer convey runoff for the existing dwelling. The plan proposes to install a sump pit in the rear yard to collect the storm water runoff. The sump pit is connected to a six inch pipe that will take the runoff through the existing dwelling from the rear to the front of the property. This pipe will exit through the side wall and is proposed to be placed on top of the existing sidewalk that is located next to the dwelling. D. Lipinski has issued a letter to the Borough regarding his concerns with proposed repairs. During the winter there is potential for the runoff within the pipe to freeze which will eventually clog the proposed pipe. Storm water from the proposed drainage system cannot discharge onto the surface of the public or private sidewalk. Council discussed the proposal and engineer's recommendation of burying the pipe beneath the sidewalk. W. Cadwallader moved to notify the property owner and property management company, that the Council is requesting the pipe to be buried under the sidewalk as recommended by the Borough Engineer via his written letter, seconded by L. Cadwallader. Motion carried.

### **Council President's Report**

1. Council President welcomed acting Chief Boddington to the Council Meeting. Acting Chief Boddington expressed interest in Glen Rock Borough's community and asked if anyone had any questions. He provided the following information to Council:
  - a. Charges have been filed for the individuals who damaged the Neuhaus Building earlier this year.
  - b. With the start of the new school year, the police are aware of more residents walking beside the road, buses picking up and dropping off students. The police issued twenty-two tickets for speeding vehicles the first week of school. Police continue to monitor speeding violators.
  - c. Several weeks ago, there was a bad accident on Church Street involving an intoxicated motorcycle rider who was racing up Church Street, 70 mph. The rider has been cited accordingly for all violations.
  - d. While in Glen Rock, acting chief Boddington witnessed a driver almost back her car into the creek from the Municipal Parking Lot between Mignano's and the Neuhaus Building. He is concerned about this safety hazard and recommended to Council to consider purchasing used "Jersey Walls" which could be used as a temporary barrier, until the parking lot project is complete.

### **Borough Engineer's Report continued**

7. D. Lipinski informed Council that a sink hole is developing near the entrance to the Municipal Parking Lot.
8. Council informed the engineer that the office has received concern for a drain on Hill Street which may not be accommodating all rain water and asked for possible solutions. The engineer stated that both Brian Sweitzer, WS for Shrewsbury Borough and the Glen Rock Water & Sewer Authority have video cameras that maybe the Borough could borrow to investigate if there is blockage in the pipe. Another scenario might be that the pipe is too small to accommodate all runoff water. Council would like the Work Supervisor to investigate this potential problem.
9. Council discussed prioritizing street projects with the engineer. D. Lipinski suggests using the majority of the Growing Greener Grant funds for repairs to Church Street and then using the matching funds for paving restoration rather than videotaping, because the grant funds may not be used for paving costs.
10. Council discussed with the engineer, whether the Lester Court retention pond met final approval requirements. D. Lipinski stated that the Approved plan should include storm water runoff detail and if recorded with the detail, then the owner would need to correct any problems.
11. Council discussed the School Street retaining wall project. The secretary provided an update from Mitch Weaver. Mr. Weaver said the RFP was very specific and did not require a survey so that is why one was not included with his quote for the project. D. Lipinski said he would contact M. Weaver to discuss the project.

\*R. McCullough arrived for the meeting at 7:50 P. M.

R. Shiles moved for James R. Holley & Associates, Inc. to perform a survey for a cost not to exceed \$1500.00, if required, for stabilization of the School Street retaining wall, seconded by D. Young. Motion carried.

12. The Borough Engineer and Work Supervisor were previously authorized to complete a perk test on the municipal parking lot; this work has not been completed yet.
13. Unadopted streets including Glen Avenue extended, Wildflower Court and Meadowsweet Lane are included on the new Street Map for Glen Rock Borough. D. Lipinski reminded Council that he is waiting for authorization to finalize this version of the street map.

\* D. Lipinski left the meeting at 8:15 P. M.

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

1. No action was taken during their recent meeting; the minutes were reviewed from the prior meeting.

## Approval of Minutes

1. D. Young moved to approve the August 18 minutes, seconded by K. Krebs. Motion carried.

## Zoning Officer's Report

1. The ZO provided a monthly summary report for August 2010, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were two zoning permits and two Certificates of Occupancy issued; there are three new zoning violations; and one abated zoning violation through a granted variance by the GR Zoning Hearing Board; nine NOV's were mailed for compliance issues for rental properties and several requests for determinations/questions. CAI completed twenty-seven Rental inspections.
2. Council has requested that details be provided for both zoning violations and notices of violations during this portion of the meeting.

## Solicitor's Report

1. The solicitor mailed a letter to the resident of 34 Pleasant Street and provided a copy of the letter to the Borough.
2. The solicitor mailed a certified letter to engineer, Eric Johnston, regarding the Glen Rock Vista Subdivision Plan, and provided a copy of the letter to the Borough.
3. The solicitor mailed a certified letter to Columbia Gas of Pennsylvania regarding the Glen Rock Borough Valley Street repair and provided a copy of the letter to the Borough.
4. The solicitor received a copy of letter requesting an assessment hearing for the property 205 – 213 Hill Street. The property is currently assessed for \$301,240.00. The hearing is scheduled September 21, 2010. The solicitor said she could attend, to validate an appraisal, if the current owner's bring one with them. L. Cadwallader moved to authorize M. Pokrifka to attend the assessment hearing on behalf of the Borough, seconded by K. Krebs. ~~With one negative vote by D. Young, and five affirmative votes from L. and W. Cadwallader, K. Krebs, R. Shiles and K. Wells, the motion carried.~~ **The motion carried unanimously.**
5. The solicitor reviewed the rules for using State Highway Aid funds to pay for electricity for street lights. If the Borough currently collects other taxes for street lights, then they may not use SHA to pay for electricity for street lighting. GRB does not have a separate tax for street lighting, so they may use SHA to pay for street light electricity.

## **Mayor's Report**

1. Mayor McCullough contacted Borough resident, John Trout, to discuss possible interest in the vacancy as Citizen at Large for the Southern Regional Police Commission.

## **Work Supervisor's Report**

1. The WS continues to upgrade stop signs and speed limit signs using the new visibility transparencies and has replaced many street posts throughout the Borough.
2. The WS requested that 2011 budget reflect enough funding to replace thirty-six signs.
3. Council discussed Cynthia Taylor's offer of donating asphalt to repair potholes on School Street. Ms. Taylor asked that the Borough supply the tack needed for this project, which can be purchased for \$50.00 per can. Ms. Taylor also stated that the costs of the "Jersey Wall" units are \$150.00 a piece. WS said he would measure the opening prior to purchasing the units.
4. WS stated that he needs approximately two tons of cold patch to make several street repairs. Since WS is approved for \$500.00 purchases, a motion was not required.
5. Council previously approved 240 hours of work by a temporary, part-time employee to assist the work supervisor. The WS may need some additional hours to complete leaf pickup this fall. Council asked how many hours it usually takes for leaf pickup. The WS will provide these hours to Council during their October meeting.

## **Secretary's Report**

1. Secretary researched moving General Reserve Funds from a one month CD into another account. Peoples Bank has a Money Market Account that currently is earning 1.05% interest. The secretary requested a motion to close the one month CD and move the General Reserve Funds into a Money Market Account with Peoples Bank. D. Young moved to close the one month CD and move the General Reserve Funds into a Money Market Account with Peoples Bank, seconded by L. Cadwallader. Motion carried.
2. With assistance from L. Cadwallader, the Borough Office mailed out five weed/grass notices.
3. The secretary received the 2011 Animal Care and Housing Agreement for the SPCA of York County and the 2011 Animal Control Officer's Contract. She provided copies to the solicitor for review, discussion, and possible adoption during the October Council meeting.
4. The secretary requested a motion to authorize YCPC to pay JMT for engineering work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$1087.00. L. Cadwallader moved to authorize YCPC to pay JMT for engineering

- work for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$1087.00, seconded by K. Wells. Motion carried.
5. The secretary requested a motion to authorize YCPC to pay Code Administrators, Inc. for Building and Zoning Permits for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$269.00. L. Cadwallader moved to authorize YCPC to pay Code Administrators, Inc. for Building and Zoning Permits for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, in the amount of \$269.00, seconded by K. Wells. Motion carried.
  6. The secretary requested a motion to waive any permit fees that would be imposed by Glen Rock Borough for the Demolition of 13/17 Baltimore Street, CDBG # 45531639. L. Cadwallader moved to waive any permit fees that would be imposed by Glen Rock Borough for the Demolition of 13/17 Baltimore Street, CDBG # 45531639, seconded by K. Wells. Motion carried.
  7. The secretary provided the following update for the demolition project: the Asbestos Inspection is complete; subcontractor for H & H estimates that removal costs and the initial inspection will be less than \$3000.00. YCPC has approved the additional funding of up to \$3000.00, as per an email received from Joiann Galiano, YCPC.
  8. The secretary participated in a training sponsored by PSAB for Act 44 Disclosure Compliance for participants of Municipal Pension Plans. With imminent deadlines, the secretary requested a motion authorizing the secretary to work with solicitor to develop disclosure forms. All documents received during the training have been copied for the solicitor to review and provide guidance. Upon initial review of Act 44 information, the solicitor stated that she thinks that the Municipal Retirement Trust must disclose information to the municipality and she thinks the Borough may not have to comply. K. Krebs moved to authorize the secretary to work with the solicitor, if necessary, to develop disclosure forms, seconded by L. Cadwallader. Motion carried.
  9. The Borough Office has not received a response back from PEMA regarding the Neuhaus Parking Lot project.

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

1. D. Young provided an update regarding the Borough's website: he has recently completed draft pages for borough businesses, Borough administration, local links of interest, trash and recycling, and history. He is still looking for pictures for the history page. He is still trying to coordinate the GR Park page with the GR Recreation Board. He hopes to submit the entire project to PSAB within the next two weeks.
2. D. Young, R. Shiles and L. Cadwallader met with York county Economic Development Corporation, YCPC, and PA Downtown Center on August 23. Highlights of the meeting included discussing the rail trail as a seasonal, economic

asset, the process for starting a revitalization committee in Glen Rock, and levels of service available with the PA Downtown Center.

3. The committee members met with Chief Gross from York Area Regional Police and Chief Bean of Southwestern Regional Police Department. These fact finding meetings provided information about police protection services available to Glen Rock.
4. D. Young attended the Police Commission meeting on September 1. He also attended New Freedom Borough's Council meeting on September 13 to appeal the increase in Southern Regional Police Department's rent for next year. The current twenty percent increase in cost has a direct impact on how much Glen Rock Borough pays for police services.
5. All other ongoing projects are unchanged from last month.
6. Next Special Projects Committee meeting is October 5, 2010.

### **Ordinance/Refuse Report**

1. This committee's next meeting is September 16, 2010 at 7pm. The agenda includes discussing the codification of the Borough's Ordinances.

### **Personnel Report**

No report.

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

No 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. CGA Law Firm \$ 1743.00
  - b. Code Administrators Inc. \$ 2308.75
  - c. James R. Holley & Associates, Inc. \$ 3439.80
  - d. Southern Regional Police Comm. \$ 56705.00K. Krebs moved to pay the invoices over \$500.00 through the General Fund, as presented, seconded by L. Cadwallader. Motion carried.
2. R. Shiles presented a list of the following invoices over \$500.00 to be considered for payment using the State Highway Aid Fund:
  - a. Bernard Anthony \$ 2900.00
  - b. Bernard Anthony \$ 890.00
  - c. James R. Holley & Associates, Inc. \$ 694.00
  - d. ~~Southern Regional Police Comm.~~ ~~\$56705.00~~
  - d. Springfield Contractors \$ 3150.00



K. Krebs moved to pay the invoices over \$500.00 through the State Highway Aid Fund, as presented, seconded by L. Cadwallader. Motion carried.

3. R. Shiles briefly discussed the proposed 2011 Budget. Income is projected at least \$9000.00 less than the 2010 Budget. The cost of Police Services will most likely remain at the same cost as 2010's budget. More information will be available during the October meeting. Currently there is no tax increase planned.

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

7. Comcast has hung all of the Fall Banners.
8. Jake Romig is researching two additional grants to help with overage costs for completing the Municipal Parking Lot project. DEP does have some additional funding available. The Borough could request an extension to complete the project. L. Cadwallader suggested authorizing Jake Romig to apply for additional grants on behalf of the Borough to complete the Municipal Parking Lot project. After some discussion L. Cadwallader moved to authorize Jake Romig to apply for additional grants to complete the Municipal Parking Lot project, with either Council President and/or Secretary signing completed grant applications on behalf of the Borough, seconded by K. Wells. Motion carried.
9. L. Cadwallader stated that the current estimated cost of Police Services through Southern Regional for 2011 is \$226,000.00. The final cost should be available in early November.

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

1. Written reports for July 2010 are available for review in the Borough Office. For comparison purposes, the following is a list of "Calls for Service" for each municipality for July:
  - a. Glen Rock Borough – 57
  - b. New Freedom Borough – 95
  - c. Shrewsbury Borough – 119
  - d. Southern School District – 6
  - e. Railroad Borough – 9
  - f. Other jurisdictions – 6The specific breakdown for the month of July for Glen Rock Borough's "Calls for Service" includes the following: Citations, 3; written warnings, 1; summary arrests, 3; and criminal arrests, 1.

### **Public Safety Report**

1. L. Cadwallader is researching the costs of purchasing and installing speed tables or bumps to slow traffic on various Borough Streets. She has contacted

- Senator M. Waugh and Representative R. Miller to research possible funding to purchase these items.
2. Council discussed the wording "End of" 25 mph speed limit sign at the end of the Borough Limit on Church Street.
  3. L. Cadwallader provided information that she has submitted for the next Borough Newsletter.
  4. L. Cadwallader attended an informational presentation held at the Paul Smith Library which was titled, "Run for Office".

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

2. R. Shiles announced the next Town Hall Meeting is scheduled for October 22, 2010 at 7pm at the Hufnagel Public Library. The main topic for this meeting is to provide information to the public regarding how to become an elected official, the responsibilities of Council members, and deadlines when running for office.
3. A Revitalization Discussion Meeting is being planned for mid week in November, 2010 at the ambulance building. More information will follow in the Borough Newsletter.
4. The Borough Newsletter should be mailed to residents no later than October 1, 2010.
5. The next Work Session is scheduled for October 12, 2010 at 7PM at the Borough Meeting Room.
6. The President signed the Notice to Proceed for the demolition project, 13/17 Baltimore Street.
7. The Borough received a letter of intention from resident John Trout, for the Citizen at Large vacancy on the Southern Regional Police Commission Board. R. Shiles moved to appoint J. Trout to the Citizen at Large vacancy on the Southern Regional Police Commission Board, seconded by K. Wells. Motion carried.
8. Council discussed appointing a Borough Council member as a permanent alternate to the Southern Regional Police Commission Board, if a regular member were unable to attend a specific meeting. K. Wells moved to appoint D. Young as the Borough's permanent alternate to the Southern Regional Police Commission Board, if a regular member were unable to attend a specific meeting, seconded by W. Cadwallader. Motion carried.
9. An individual in the audience (who never signed in or introduced himself) asked if Glen Rock Borough was interested in regionalizing Emergency Management Services with Shrewsbury Township, Glen Rock Borough, Shrewsbury Borough, and New Freedom Borough. Council did discuss but no decision was made.
10. Council further discussed the PA One Call subject. Council designated the Work supervisor as the position to locate storm sewer lines and the office as the position to retrieve information received from PA One Call, and return

information/documentation to PA One Call. R. Shiles moved for Glen Rock Borough to join PA One Call as a Facility Owner Member and a User, seconded by K. Wells. Motion carried.

**Public Comment**

1. Cynthia Taylor introduced herself, local business owner and Shrewsbury Township Supervisor, to Council. She agreed with L. Cadwallader's earlier comment about supporting the use of radar by all police, not just State Police.

\*\* Council recessed to Executive Session at 9:17 P. M. to discuss pending litigation.

\*\*The Council meeting resumed at 9:44 P. M.

R. Shiles moved to authorize the solicitor to meet with Zoning Officer, Inessa Rodriguez, to resolve discrepancies with mailed certified letters from Code Administrators, Inc., and to discuss the content of the letters, seconded by K. Krebs. Motion carried.

Council discussed future plans to issue parking permits after the municipal parking lot is repaired.

R. Shiles moved to adjourn the meeting at 9:57 P. M., seconded by K. Wells. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer