

**GLEN ROCK BOROUGH
REORGANIZATIONAL MEETING
January 4, 2016**

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| Present: | Council Members: | Rollin Apgar Jeremy Diehl Victoria Ribeiro Richard Shiles Benjamin Wetzel Doug Young |
| | Solicitor: | Michelle Pokrifka |
| | Mayor: | John Trout |
| | Secretary: | Ann Merrick |
| | Visitors: | One visitor |
| Absent: | Council Member: | Adam Rettig, due to work conflict |

The meeting was Called to Order at 7 P.M. by Mayor Trout beginning with the pledge to the flag, followed by a moment of silence. Ann Merrick was asked to record the minutes.

The Mayor opened the floor for nominations for the position of Council President. R. Shiles nominated Ben Wetzel. V. Ribeiro nominated Doug Young. R. Apgar, R. Shiles, and B. Wetzel voted for B. Wetzel; J. Diehl, V. Ribeiro and D. Young voted for D. Young. Mayor J. Trout voted for B. Wetzel; with B. Wetzel receiving the majority vote, he is the Council President.

Council President B. Wetzel opened the floor for nominations for the position of Vice President. V. Ribeiro nominated Doug Young; D. Young said he would not serve as Vice-President. R. Apgar nominated Victoria Ribeiro; V. Ribeiro stated she would not serve as Vice-President. Council President B. Wetzel asked whether R. Shiles or R. Apgar would take the position of Vice-President and both replied they would serve as Vice-President if no one else would take the position. No voting took place and the Vice-President position was left vacant.

Appointments and Salaries

1. R. Shiles moved to appoint the following, seconded by D. Young:
 - a. Borough Secretary/Treasurer: Ann E. Merrick - \$19.28/hr
 - b. Work Supervisor: Ronald K. McCullough, Jr. - \$23.33/hr
 - c. Solicitor: Michelle Pokrifka - \$100.00/hour as billed
 - d. Borough Engineer: J.R. Holley & Associates, Inc. – \$107.00/hour as billed
 - e. Sewage Enforcement Officer: David R. Brown – as billed
 - f. Zoning Officer: South Penn Code Consultants, LLCMotion carried.
2. V. Ribeiro moved to authorize the Work Supervisor to hire seasonal help at a maximum hourly rate of \$15.00, seconded by R. Shiles. Motion carried.

Borough Policies

1. The secretary requested a motion to appoint a registered elector of the borough to the Vacancy Board. This matter will be determined during the February meeting.

2. The secretary requested a motion to appoint a Council member as chair pro tem, to preside in the absence of the president and vice-president. No appointment was made and will need to be addressed at February meeting.
3. The secretary requested a motion to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00. D. Young moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00, seconded by R. Shiles. Motion carried.
4. The secretary requested a motion to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00. R. Shiles moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by V. Ribeiro. Motion carried.
5. The secretary requested a motion to designate the following as insurance carriers:
 - a. PA Association of Boroughs for Unemployment Insurance;
 - b. Reliance Standard for Disability Insurance;
 - c. Selective Insurance Company for all other insurances; and
 - d. Keller Brown Insurance Services as the Borough's insurance broker.
 V. Ribeiro moved to designate the following as insurance carriers, seconded by R. Apgar:
 - a. PA Association of Boroughs for Unemployment Insurance;
 - b. Reliance Standard for Disability Insurance;
 - c. Selective Insurance Company for all other insurances; and
 - d. Keller Brown Insurance Services as the Borough's insurance broker.
 Motion carried.
6. The secretary requested a motion to designate Peoples Bank of Codorus Valley for bank depositories for the following GR Borough Accounts:

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| a. General Fund Checking | b. State Highway Aid |
| c. Reserve Fund Money Market | d. Tax Collector's Accounts |
| e. Rental Checking Account | |

 V. Ribeiro moved to designate the following as bank depositories, seconded by R. Apgar:

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|------------------------------|-----------------------------|
| a. General Fund Checking | b. State Highway Aid |
| c. Reserve Fund Money Market | d. Tax Collector's Accounts |
| e. Rental Checking Account | |

 Motion carried.
7. The secretary requested a motion to require the following two signatures on all checks: Council President and/or Vice-President and Ann Merrick. R. Apgar moved to require two signatures on all checks, as follows: Council President and/or Vice-President and Ann Merrick, seconded by V. Ribeiro. Motion carried.
8. The secretary requested a motion to authorize immediate payment of utility, fuel, insurance, retirement pension, and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council. R. Shiles moved to authorize immediate payment of utility, fuel, insurance, retirement pension, and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council, seconded by R. Apgar. Motion carried.
9. The secretary requested a motion to set the third Wednesday of each month at 7 P. M. As the day and time for regular Council meetings. J. Diehl moved to set the third Wednesday of each month at 7 P. M. as the day and time for regular Council meetings, seconded by V. Ribeiro. Motion carried.
10. The secretary requested a motion to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes. R. Apgar moved to designate York

Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes, seconded by J. Diehl. Motion carried.

11. The secretary requested a motion to appoint a representative and alternate to the York Adams Tax Bureau and as the TCC Representative. D. Young moved to appoint Lee Hoffheins as the Borough's representative to the York Adams Tax Bureau and as TCC Representative, seconded by V. Ribeiro. Motion carried. R. Apgar moved to appoint B. Wetzel as the Borough's Alternate Representative to the York Adams Tax Bureau and as the TCC Alternate, seconded by V. Ribeiro. Motion carried.
12. The secretary requested a motion to appoint two representatives and one alternate to the Southern Regional Police Commission. B. Wetzel and Mayor Trout both volunteered to serve as Glen Rock's representatives. A. Merrick stated she is no longer interested in serving on this commission. V. Ribeiro moved to appoint Ben Wetzel and Mayor John Trout as Glen Rock Borough's representatives to the Southern Regional Police Commission, seconded by J. Diehl. Council announced a vacancy for the Police Commission alternate.

*J. Trout left the meeting at 7:24 PM, to attend the GR EMS, Inc. meeting.

13. The secretary requested a motion to appoint a representative to the Local Government Advisory Committee. Council discussed no relevance to Glen Rock Borough and did not appoint a representative.
14. The secretary requested motions to appoint liaisons for the Library Board, GR Recreation Board and GR Water & Sewer Authority. D. Young moved to appoint R. Shiles as the Library Board Liaison, seconded by R. Apgar. Motion carried. J. Diehl moved to appoint D. Young as the GR Recreation Board Liaison, seconded by R. Apgar. Motion carried. R. Shiles moved to appoint R. Apgar as the GR Water & Sewer Authority Liaison, seconded by J. Diehl. Motion carried.
15. The secretary requested a motion to use the GR Zoning Hearing Board as the Appeals Board for IPMC Appeals. D. Young moved to use the GR Zoning Hearing Board as the Appeals Board for IPMC Appeals, seconded by J. Diehl. Motion carried.

*J. Diehl left the meeting at 7:29 PM.

The following list is the approved committee chairs/member list for 2016:

BUILDING AND PROPERTY COMMITTEE

- A. Chair: Richard Shiles
- B. Member: Jeremy Diehl
- C. Member: Adam Rettig

ORDINANCE/REFUSE COMMITTEE

- A. Chair: Ben Wetzel
- B. Member: Doug Young
- C. Member: Rollin Apgar

PUBLIC SAFETY COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Ben Wetzel
- C. Member: Victoria Ribeiro

SPECIAL PROJECTS COMMITTEE

- A. Chair: Jeremy Diehl
- B. Member: Victoria Ribeiro
- C. Member: Adam Rettig

FINANCE COMMITTEE

- A. Chair: Doug Young
- B. Member: Victoria Ribeiro
- C. Member: Ben Wetzel

PERSONNEL COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Adam Rettig
- C. Member: Ben Wetzel

GR Planning Commission Report

Since the GR Planning Commission did not meet at all in 2015, Planning Commission meetings will be advertised on an as needed basis in 2016.

Solicitor's Report

1. The solicitor presented filing a Petition with the Liquor Control Board to substitute use of the Borough's municipal Noise Ordinance for the LCB's regulation for the GR Mill Inn. D. Young moved for Council to authorize the solicitor to file a Petition with the Liquor Control Board to substitute use of the Borough's municipal Noise Ordinance for the LCB's regulation for the GR Mill Inn, seconded by V. Ribeiro. Motion carried.
2. The solicitor discussed her review of on street parking for Flowers by Cindy. M. Pokrifka stated that the Borough's Zoning Ordinance must protect, provide traffic safety. Although designating private parking spots on Borough streets is allowable, this could set precedence. Council discussed designating two parking spaces as loading zones, twelve feet wide, fifty feet long. The solicitor suggested adding loading zone language to the Zoning Ordinance, indicating the two parking spaces be posted a Loading Zone, 9am – 5pm, Mon – Sat and not using parking space size guidelines. V. Ribeiro volunteered to contact Flowers by Cindy owner to discuss.

Police Commission Report

1. New Freedom Borough approved the Southern Regional Police Commission's 2016 Budget.

Solicitor's Report continued

3. M. Pokrifka emailed the Borough's Codification updates to Keystate Publisher's several weeks ago but has not received a response. She will try to contact again.
4. The solicitor suggested that Council re-visit appointment of Vice-President.

R. Shiles moved to adjourn the meeting at 8:15 P. M., seconded by R. Apgar. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer