

**GLEN ROCK BOROUGH
REORGANIZATIONAL MEETING
January 3, 2012**

Present:	Council Members:	Rollin Apgar Lucy Cadwallader Eugene Delahanty Richard Shiles Carleen Warner Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Five visitors

The meeting was Called to Order at 7:00 P.M. by Mayor McCullough beginning with the pledge to the flag. Ann Merrick was asked to record the minutes.

The Mayor opened the floor for nominations for the position of Council President. L. Cadwallader nominated Richard Shiles. Since no other council members were nominated to this position, the nominations were closed. The vote was unanimous for Richard Shiles as Council President.

The Mayor opened the floor for nominations for the position of Vice President. B. Wetzel nominated Doug Young. R. Shiles nominated L. Cadwallader. The nominations were closed. L. Cadwallader and B. Wetzel voted in favor of Doug Young. R. Apgar, E. Delahanty, R. Shiles, and C. Warner voted for Lucy Cadwallader. Due to receiving the majority of votes, Lucy Cadwallader is the Vice President of Council.

President Shiles assumed his position as President and proceeded with the reorganization meeting.

Announcements

1. President Shiles announced the vacancy on the GR Water & Sewer Authority. Anyone interested should submit a letter to the attention of GR Borough Council.

Appointments and Salaries

1. D. Young moved to appoint the following, seconded by L. Cadwallader:
 - a. Borough Secretary/Treasurer: Ann E. Merrick - \$17.74/hr
 - b. Work Supervisor: Ronald K. McCullough, Jr. - \$21.47/hr
 - c. Solicitor: Michelle Pokrifka - \$100.00 per hour as billed
 - d. Borough Engineer: James R. Holley & Associates, Inc. – \$100.50 per hour as billed
 - e. Sewage Enforcement Officer: David R. Brown – as billed
 - f. Zoning Officer: CAI, Inc. – as billed per approved fee scheduleMotion carried.
2. L. Cadwallader moved to authorize the Work Supervisor to hire seasonal help at a maximum hourly rate of \$10.00, seconded by B. Wetzel. Motion carried.

Borough Policies

1. The secretary requested a motion to appoint a registered elector of the borough to the Vacancy Board. D. Young moved to appoint Warren Cadwallader to the Vacancy Board, seconded by C. Warner. L. Cadwallader abstained from voting. Motion carried.
2. C. Warner moved for D. Young to be appointed as chairman pro tem, who will preside in the absence of the president and vice president (only if there is a quorum), seconded by L. Cadwallader. Motion carried.
3. L. Cadwallader moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00, seconded by D. Young. Motion carried.
4. L. Cadwallader moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by C. Warner. Motion carried.
5. L. Cadwallader moved to designate the following as insurance carriers, seconded by B. Wetzel:
 - 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. D. Young moved to designate the following as bank depositories, seconded by L. Cadwallader:

a. General Fund Checking	-Peoples Bank of Codorus Valley
b. State Highway Aid	-Peoples Bank of Codorus Valley
c. Reserve Fund Money Market	-Peoples Bank of Codorus Valley
d. Tax Collector's Accounts	-Peoples Bank of Codorus Valley
e. Rental Checking Account	-Susquehanna Bank

Motion carried.

7. L. Cadwallader moved to require the following two signatures on all checks as follows, seconded by C. Warner:
 - a. Richard Shiles and Ann Merrick or in the absence of Richard Shiles, Lucy Cadwallader and Ann Merrick.Motion carried.
8. The secretary requested a motion to authorize immediate payment of utility, fuel, insurance, retirement pension, and salt purchases through contract; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council. R. Shiles asked that the annual truck payment be added to this motion. B. Wetzel moved to authorize immediate payment of utility, fuel, insurance, retirement pension, salt purchases through contract, and the annual truck payment; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council, seconded by L. Cadwallader. Motion carried.
9. L. Cadwallader moved to set the third Wednesday of each month at 7 P. M. as the day and time for regular Council meetings, seconded by R. Shiles. Motion carried.
10. D. Young moved to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Local Services Tax (LST), seconded by C. Warner. Motion carried.
11. R. Shiles moved to appoint Lucy Cadwallader as the Borough's representative to the Local Government Advisory Committee, seconded by B. Wetzel. Motion carried.
12. L. Cadwallader moved to appoint Richard Shiles as the Borough's Representative to the York Adams Tax Bureau, seconded by C. Warner. Motion carried.
13. C. Warner moved to appoint Ben Wetzel as the Borough's Alternate Representative to the York Adams Tax Bureau, seconded by L. Cadwallader. Motion carried.
14. D. Young moved to appoint H. Lee Hoffheins as the TCC Representative to the York Adams Tax Bureau, seconded by R. Shiles. Motion carried.

*C. Warner left the meeting at 7:24 P. M. to respond to a phone call.

15. D. Young moved to appoint Richard Shiles as the TCC Alternate Representative to the York Adams Tax Bureau, seconded by B. Wetzel. Motion carried.

*C. Warner returned to the meeting at 7:26 P. M.

16. The secretary requested a motion to appoint a Borough Council member to the Hufnagel Library Board, in a liaison position. D. Young moved to appoint Carleen Warner to the Hufnagel Library Board, seconded by B. Wetzel. Motion carried.
17. The secretary requested a motion to appoint a Borough Council member to the GR Recreation Board, in a liaison position. L. Cadwallader moved to appoint Doug Young to the GR Recreation Board, seconded by R. Apgar. Motion carried.

President Shiles initiated discussion with Council regarding Borough Committees. One suggestion is to revise the format as to how often and when the committees meet. Instead of meeting monthly or bi-monthly as a committee of three members, the chair for each committee could present their ideas to all Council members for their input and further discussion during the quarterly work session meetings. Decisions will be made during monthly Council Meetings. Two of the committees, Finance and Personnel, will continue to have three members and will meet more frequently. The following list is the approved committee chairpersons and committees for 2012:

1. **BUILDING AND PROPERTY COMMITTEE**
 - A. Chairperson: Gene Delahanty
2. **ORDINANCE/REFUSE COMMITTEE**
 - A. Chairperson: Ben Wetzel
3. **PUBLIC SAFETY COMMITTEE**
 - A. Chairperson: Rollin Apgar
4. **SPECIAL PROJECTS COMMITTEE**
 - A. Co-Chairpersons: Doug Young/Lucy Cadwallader
5. **FINANCE COMMITTEE**
 - A. Chairperson: Richard Shiles
 - B. Ben Wetzel
 - C. Doug Young
6. **PERSONNEL COMMITTEE**
 - A. Chairperson: Lucy Cadwallader
 - B. Richard Shiles
 - C. Carleen Warner

GR Planning Commission Report

No report.

Approval of Minutes

1. D. Young moved to approve the December 21, 2011 minutes, with the following additions/corrections, seconded by L. Cadwallader:
 - a. pg 3, #10 of Borough Engineer's Report: addition of wording "for Codorus Street flood damages" at the end of the first sentence;

- b. page 6, #3 of the Work Supervisor's Report: remove verbiage "since the asphalt is only two inches thick" and replace with "due to sand" and at end of the sentence, add the wording "where vehicles could get stuck.", and
 - c. page 9, #2 of Finance Report: remove verbiage "over \$500.00" and replace with "to be paid using State Highway Aid Fund".
- Motion carried.

Zoning Officer's Report

Report is not available at this time.

Solicitor's Report

1. The solicitor provided an outline of the requirements for any person interested in the GR Water & Sewer Authority Board vacancy, which includes but is not limited to the following: does not have to be a Borough resident but must be a tax payer.
2. M. Pokrifka provided Resolution 2012 – 1, accepting Borough Council member's waiver of compensation until rescinded. Each Council member agreed to waive their compensation. L. Cadwallader moved to adopt Resolution 2012 – 1, seconded by C. Warner. Motion carried.
3. M. Pokrifka provided Resolution 2012 – 2, accepting the Mayor's waiver of compensation. Mayor R. McCullough did not agree to waive his compensation for 2012, so the resolution was discarded.
4. M. Pokrifka mailed a letter to Code Administrators, Inc., requesting the addition of referencing zoning work and the fees for these services, and the addition of services being provided on an at-will basis rather than an annual agreement. Glen Rock Borough has now received an updated agreement with the additional reference of zoning work and the fees related to zoning work. The solicitor stated that the "at-will" provision could be added by Council prior to signing the agreement. R. Shiles moved to adopt the new agreement with changes and the addition of the "at-will" provision, seconded by B. Wetzel. Motion carried.
5. Regarding the letter which was authorized to be written to Attorney W. Poole during the December, 2011 Council meeting, the solicitor states that no formal response is necessary, so she did not write this letter.

*D. Lipinski arrived for the meeting at 8:05 P. M.

Agenda

1. GR Recreation Board/Glen Rock Athletic Association (GRAA): Representatives from these organizations were asked to attend the Council Meeting to discuss the placement of mesh on the new outfield fence at the GR Park, and the damage that resulted. Kim McCullough stated that the GRAA verbally asked the fence installation

company, Pro Maxx, whether the mesh netting could be installed on the fence and verbally, Pro Maxx indicated that the mesh netting could be installed without any possibility of failure. However, due to the extreme weather experienced in September, 2011, the mesh netting blocked wind from blowing through the fence, and the end result is damage to the new fence. The GRAA is a non-profit organization and does not have equipment liability insurance. Although GR Borough does have liability insurance, GR Borough Council was never asked permission to install the mesh netting onto the fence. And submission of this claim could result in an increase to the Borough's rates. Council discussed possible solutions and authorized the engineer to investigate the damage to the sixteen foot high fence at the baseball field to determine whether construction standards were met when the fence was originally installed. Council asked the GR Recreation Board to gather estimates for making repairs, and to bring the information for further discussion during their February 15 Council Meeting.

Mayor's Report

1. Mayor McCullough received emails from Darryl Engler and Ed Bailey, thanking the Borough for increased security during the GR Caroler's event Christmas Eve. Southern Regional Police and the Sheriff Department's presence was apparent. There was only one underage drinking matter that was handled by the Sheriff Department.

Work Supervisor's Report

1. WS informed Council that the damaged fence (caused by the flood) along the Codorus Creek has been replaced.
2. WS has been assisting with the video inspection and flushing of storm sewer lines on Hanover Street as part of the Growing Greener II Grant.
3. Council asked about the status of the basement of the Neuhaus Building (as a result of flood water damage). Council discussed the importance of mitigation when replacing water damaged walls, to try to prevent similar damage in the future.
4. WS stated that the 2003 truck has broken fuel gauges. The WS will try first to repair what is broken; as a last resort he will take the vehicle for servicing.

Secretary's Report

1. The Borough received an overpayment of \$90.00 from David Landis, 110 Manchester Street for payment of District Magistrate Fees invoiced by the Borough. The secretary requested a motion to reimburse this overpayment to David Landis. B. Wetzel moved to reimburse \$90.00 overpayment by David Landis, 110 Manchester Street for payment of District Magistrate Fees invoiced by the Borough, seconded by L. Cadwallader. Motion carried.

2. The secretary announced that the GR Zoning Hearing Board hired Attorney Gavin Markey as their solicitor; his fee is \$100.00 per hour.
3. The secretary presented electricity proposals from APPI for discussion by Council. The Borough will need to continue paying Met-Ed for distribution of the electricity. The secretary requested a motion to accept APPI's recommendation of the 24 month term, fixed-price with Nextera Energy. D. Young moved to approve APPI's recommendation of the 24 month term, fixed-price with Nextera Energy, seconded by C. Warner. Motion carried.
4. The secretary requested a motion to be authorized to complete any and all applications on behalf of GRB to participate in the Federal Surplus Property Program. R. Shiles moved to authorize the secretary to complete any and all applications on behalf of GRB to participate in the Federal Surplus Property Program, seconded by L. Cadwallader. Motion carried.
5. Jim Merrick's term expired in December, 2011 for the GR Zoning Hearing Board. He is willing to continue serving on the GR Zoning Hearing Board. The secretary is requesting a motion for Council to reappoint Jim Merrick to the GR ZHB by adopting Resolution 2012 – 2. R. Shiles moved to adopt Resolution 2012 – 2, re-appointing L. James Merrick to the GR Zoning Hearing Board for another three year term, seconded by L. Cadwallader. Motion carried.
6. The secretary requested a motion to authorize the Council President and Secretary to sign the document "Return of uncollected RE Taxes for 2011" for the GRB Tax Collector to turn over to York County. C. Warner moved to authorize the Council President and Secretary to sign the document "Return of uncollected RE Taxes for 2011" for the GRB Tax Collector to turn over to York County, seconded by L. Cadwallader. Motion carried.
7. Pennsylvania Association of Borough's (PSAB) is sponsoring "Elected Officials Training" for a cost of \$150 per member. The secretary asked if any of the new Council members would like to attend. D. Young moved for the Borough to pay the registration fee for any or all interested Council members. As there was no interest in attending, the motion did not receive a second.
8. The secretary announced that the GR Hose & Ladder has invited one Council member and guest to attend their banquet on March 24, 2012. The Banquet will be held at the GR Hose & Ladder, 15-17 Hanover Street. Anyone interested in attending should contact the Borough Office.
9. The secretary reported that the Borough received a donation of a filing cabinet from Ammon Heisler Sachs Architects; a thank you note will be mailed.

Police Commission Report

1. Next meeting is January 4, 2012.

Public Safety

No report.

Building/Property Report

No report.

Special Project Report

No report.

Personnel Report

1. 2011 Employee Evaluations have not been completed; previous committee members who are 2012 Council Members will complete evaluations and meet with employees.

Ordinance/Refuse Report

1. The current Refuse Contract expires on July 31, 2012.
2. Changes to the Rental Ordinance were pending.

Borough Engineer's Report

1. D. Lipinski recommended payment to A&M Fencing for \$2750.00 for installation of the fence along the Borough's Water Street property (due to 2011 Flood damages). Replacement of the fence on the Borough's property should be reimbursed by FEMA. L. Cadwallader moved to authorize payment to A&M Fencing for \$2750.00 for installation of the fence along the Borough's Water Street property, seconded by B. Wetzel. Motion carried.
2. The Borough Engineer announced that bid documents will be prepared for an April bid opening, for the Municipal Parking Lot, Section 319 Grant Project.
3. As part of the Growing Greener II grant project, the contractor is proceeding with cleaning and video inspection of the storm sewer along Hanover Street. Then the contractor will proceed to Church Street.
4. The Borough Engineer will have the bid documents complete for an April bid opening for the School Street and retaining wall repairs.
5. D. Lipinski will work with the solicitor and Atty. Jody Leighty to revise the document to be recorded for the Fields of Broad Springs development.
6. D. Lipinski is waiting for answers from both DEP and York County prior to finalizing the mandatory Storm Water Management Ordinance. He estimates that the ordinance will be ready for adoption in March or April. Once the ordinance is finalized, D. Lipinski will forward the document to the Borough Solicitor for necessary legal revisions.

7. Penn DOT applications will be an electronic format from now on, so the Borough must obtain a password from Penn DOT so the Borough can electronically sign the Penn DOT permit applications. Holley's office is willing to help as needed.
8. D. Lipinski asked if Penn DOT repaired the inlet top on Church Street. Some work was completed but there is still a dip, but not as severe, in the road. Penn DOT has not repaired the wall along SR 216 near the Glen Rock Mill Inn.
9. Council asked for an update regarding the awarded DCNR Grant for GR park improvements. D. Lipinski stated that he just returned from vacation, but will make sure that all deadlines are met. Council stated their willingness to work with the GR Recreation Board for selection of appropriate park equipment and completion of this grant project.

Police Commission Report continued

2. L. Cadwallader submitted a letter of resignation as the Borough's Police Commission member. Council discussed the appointment of a new member to the Police Commission Board. C. Warner moved to appoint Eugene Delahanty as the Borough Council Police Commission member, seconded by L. Cadwallader. Motion carried.

Finance Report

1. R. Shiles presented the invoices over \$500.00 for payment through the General Fund. L. Cadwallader moved to pay the following invoices over \$500.00, using the General Fund, seconded by B. Wetzel:
 - a. Code Administrators, Inc. \$ 550.00
 - b. Southern Regional Police Commission \$ 58744.00Motion carried.

*D. Lipinski left the meeting at 9:15 P. M.

President's Report

No report.

Information for New Council Members

1. The Borough's Website is www.glenrockpa.org.
2. PSAB's website is www.boroughs.org, which provides a great deal of information to both elected officials and municipal employees.
3. Council discussed establishing an email address just for Borough business. Currently personal emails are not subject to the Right to Know Law, but changes occur frequently.
4. All questions for the solicitor and/or the engineer must be directed through the Borough Office.

5. In order to be eligible for grants, all Council members must complete NIMS Training.

Public Comment

1. Mark Bortner provided positive comments regarding the addition of portable potties on Christmas Eve and welcomed the Council members to their new positions.

L. Cadwallader moved to adjourn the meeting at 9:22 P. M., seconded by C. Warner.
Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer