

**GLEN ROCK BOROUGH  
REORGANIZATIONAL MEETING  
January 2, 2018**

**Present:** Rollin Apgar, Kayla Lehigh, James Merrick, Victoria Ribeiro, Andrew Stewart, Nick Wagner and Doug Young

**Others Present:** Michelle Pokrifka, Esq., Mayor John Trout, Ann Merrick, Sec/Treas., approximately fifteen visitors

**The meeting was Called to Order** by Mayor J. Trout at 7:02PM beginning with the pledge to the flag. Ann Merrick was asked to record the minutes.

Mayor Trout opened the floor for nominations for the position of Council President. J. Merrick nominated Doug Young, seconded by V. Ribeiro. A. Stewart nominated Rollin Apgar, seconded by K. Lehigh. Receiving no other recommendations, nominations were closed. Doug Young received the majority vote from R. Apgar, J. Merrick, V. Ribeiro and D. Young for Council President.

Mayor Trout opened the floor for nominations for the position of Vice-President. J. Merrick nominated Victoria Ribeiro, seconded by R. Apgar. A. Stewart nominated Rollin Apgar, seconded by K. Lehigh. Receiving no other recommendations, nominations were closed. Victoria Ribeiro received the majority vote from R. Apgar, J. Merrick, V. Ribeiro and D. Young for Vice-President.

**Public Comment**

1. Resident Ken Dry stated that he is looking for common sense to prevail for Taps and police matters in 2018.

**Appointments and Salaries**

1. Secretary requested a motion to appoint the following:
  - a. Borough Secretary/Treasurer: Ann E. Merrick - \$20.55/hour
  - b. Assistant Secretary: Stacy Gallegos - \$12.25/hour
  - c. Work Supervisor: Ronald K. McCullough, Jr. - \$24.90/hour
  - d. Highway Worker: Steven Bowers - \$15.00/hour
  - e. Solicitor: Michelle Pokrifka - \$110.00/hour as billed
  - f. Borough Engineer: J.R. Holley & Associates, Inc. - \$109.00/hour as billed
  - g. Sewage Enforcement Officer/Zoning Officer: South Penn Code Consultants, LLC – as billed per approved fee scheduleR. Apgar moved to approve all appointments and salaries as presented, seconded by V. Ribeiro. J. Merrick recused himself from the vote. Motion carried.
2. Secretary requested a motion to authorize the Work Supervisor to hire seasonal help for a maximum hourly rate of \$15.00/hour. J. Merrick moved to authorize the Work Supervisor to hire seasonal help for a maximum hourly rate of \$15.00/hour, seconded by R. Apgar. Motion carried.

## **Borough Policies**

1. Secretary requested a motion to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00. R. Apgar moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00, seconded by V. Ribeiro. Motion carried.
2. Secretary requested a motion to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00. R. Apgar moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by V. Ribeiro. Motion carried.
3. 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 for fulltime employees;
  - c. Selective Insurance Company for Council's Bond, Treasurer's Bond, and Flood Insurance;
  - d. AmTrust North America for Worker's Compensation and PIRMA (PA Intergovernmental Risk Management) general insurance package; and
  - e. Keller Brown Insurance Services as the Borough's insurance broker.R. Apgar moved to designate all insurance carriers as presented, seconded by J. Merrick. Motion carried.
4. Secretary requested a motion to designate Peoples Bank of Codorus Valley for bank depositories for the following GR Borough Accounts:

a. General Fund Checking	e. Liquid Fuels Fund
b. Reserve Fund Money Market	f. Tax Collector's Accounts
c. Rental Checking Account	g. Recreation Checking Account
d. Fire, Emergency Services Tax Checking Account	

R. Apgar moved to designate Peoples Bank of Codorus Valley for all of Glen Rock Borough Accounts, seconded by J. Merrick. Motion carried.
5. Secretary requested a motion to require the following two signatures on all checks.
  - a. Council President and Ann Merrick or
  - b. Vice-President and Ann Merrick.R. Apgar moved to require two signatures on all checks as presented, seconded by V. Ribeiro. Motion carried.
6. Secretary requested a motion to authorize immediate payment of utility, fuel, vehicle maintenance, insurance, retirement pension, and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council. R. Apgar moved to authorize immediate payment of utility, fuel, vehicle maintenance, insurance, retirement pension, and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council, seconded by V. Ribeiro. Motion carried.
7. Secretary requested a motion to establish the third Wednesday of each month at 7 PM as the day and time for regular Council meetings. R. Apgar moved to establish the third Wednesday of each month at 7 PM as the day and time for regular Council meetings, seconded by N. Wagner. Motion carried.
8. Secretary requested a motion to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes. J. Merrick moved to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes, seconded by R. Apgar. Motion carried.

## **Appointments of Committees/Liaisons**

1. The following list is the approved committee chair/member list for 2018:

### **BUILDING AND PROPERTY COMMITTEE**

- A. Chair: Jim Merrick
- B. Member: Rollin Apgar
- C. Member: Andrew Stewart

### **ORDINANCE COMMITTEE**

- A. Chair: Doug Young
- B. Member: Victoria Ribeiro
- C. Member: Kayla Lehigh

### **PUBLIC SAFETY COMMITTEE**

- A. Chair: Rollin Apgar
- B. Member: Jim Merrick
- C. Member: Nick Wagner

### **SPECIAL PROJECTS COMMITTEE**

- A. Chair: Rollin Apgar
- B. Member: Nick Wagner
- C. Member: Kayla Lehigh

### **FINANCE COMMITTEE**

- A. Chair: Doug Young
- B. Member: Jim Merrick
- C. Member: Victoria Ribeiro

### **PERSONNEL COMMITTEE**

- A. Chair: Doug Young
- B. Member: Victoria Ribeiro
- C. Member: Andrew Stewart

2. The following list is the approved liaisons:  
Recreation Board Rep: Doug Young  
Library Board Rep: Kayla Lehigh  
Water & Sewer Authority Rep: Jim Merrick  
LGAC Rep:  
Webmaster: Doug Young
3. R. Apgar moved to appoint Mayor John Trout and Andrew Stewart as Police Commission representatives and appoint Nick Wagner as the alternate, seconded by J. Merrick. Motion carried.
4. Borough resident Amy Wagner volunteered to serve as the Civil Service Representative for Southern Regional Police. A. Stewart moved to appoint Amy Wagner as the Civil Service Representative for Southern Regional Police, seconded by R. Apgar. Motion carried.
5. D. Young moved to appoint Jim Merrick as Primary SCEMA representative and Nick Wagner as alternate, seconded by A. Stewart. Motion carried.
6. V. Ribeiro moved to appoint Jeremy Diehl as the registered elector of the Borough to the Vacancy Board, seconded by N. Wagner. Motion carried.

7. V. Ribeiro moved to appoint Rollin Apgar as Chair Pro Tem, seconded by J. Merrick. Motion carried.
8. R. Apgar moved to appoint H. Lee Hoffheins as the Borough's representative to the York Adams Tax Bureau, seconded by N. Wagner. Motion carried.
9. R. Apgar moved to appoint Kayla Lehigh as the Borough's alternate representative to the York Adams Tax Bureau, seconded by A. Stewart. Motion carried.
10. R. Apgar moved to appoint H. Lee Hoffheins as the Tax Collection Committee (TCC) representative, seconded by V. Ribeiro. Motion carried.
11. R. Apgar moved to appoint Kayla Lehigh as the Tax Collection Committee (TCC) alternate representative, seconded by N. Wagner. Motion carried.
12. J. Merrick moved to appoint Nick Wagner as the Southern Regional Planning Commission representative, seconded by R. Apgar. Motion carried.
13. No one appointed as Borough's Representative and alternate representative to the Local Government Advisory Committee.
14. R. Apgar moved to appoint Andrew Stewart as the YC Storm Water Consortium representative and Richard Shiles as the YC Storm Water Consortium alternate representative, seconded by V. Ribeiro. Motion carried.

### **Old Business**

1. V. Ribeiro moved to adopt the SCEMA Bylaws, seconded by J. Merrick. Motion carried.
2. Council members recently met with Jason Bewley, Traffic Engineer with Penn DOT to discuss volume and speed of traffic on Church Street. Mr. Bewley said he would schedule a traffic study, thirty to sixty days to complete, for Church Street to evaluate speed and signage. May be possible to apply the same elements to other Borough/State roads. The Borough is still investigating purchasing a radar speed sign to use as a tool to augment speed enforcement by SRPD.

### **Announcements**

1. D. Young announced that Council would go to Executive Session near the end of the meeting to discuss possible District Justice action.
2. Recently the Borough received a few complaints from Borough residents. D. Young asked the public if complainants wanted to address Council tonight. No response for complainants.

### **Solicitor's Report**

1. M. Pokrifka presented Ordinance 492 for adoption. V. Ribeiro moved to adopt Ordinance 492, the Glen Rock Borough Comprehensive Noise Control Ordinance, seconded by R. Apgar. Council discussed definitions, prohibited acts, and exemptions. Motion unanimously carried.
2. Solicitor prepared Resolution 2018 - 02, accepting the waiver of compensation of the Mayor. J. Merrick moved to adopt Resolution 2018 - 02, accepting the waiver of compensation of the Mayor, seconded by R. Apgar. Motion carried.
3. Solicitor prepared Resolution 2018 - 03, accepting Borough Council members waiver of compensation. R. Apgar moved to adopt Resolution 2018 - 03, accepting the Borough Council members unanimous waiver of their compensation, seconded by J. Merrick. Motion carried.
4. Resolution 2018 - 01, allowing participation and voting by telecommunications' device was read and presented to Council for adoption by D. Young. R. Apgar moved to adopt Resolution 2018 - 01, allowing participation and voting by telecommunications' device, seconded by V. Ribeiro. Motion carried.

**No Police Commission Report  
No Recreation Board Report**

**Mayor's Report**

1. Mayor Trout informed that there were no reported incidents by the Police on Christmas Eve in Glen Rock.

**No Work Supervisor's Report**

**Secretary's Report**

1. Secretary reported that the Modine Heater in the basement of the Neuhaus Building is forty years old and parts are not available for repairs. Borough received a replacement cost of approximately \$2000 from Greer Plumbing for a new unit and installation. Secretary requested a motion to purchase. A. Stewart moved to purchase Modine heater from Greer plumbing for \$2000 seconded by R. Apgar. Motion carried.
2. Previous Council members turned in their keys; currently no one on Council is requesting keys to the Borough Office.

**Finance Report**

1. D. Young presented the invoices over \$500.00 for payment through the General Fund. R. Apgar moved to pay the following invoices over \$500.00, using the General Fund, seconded by A. Stewart:

a. CGA Law Firm: December, 2017 Invoice	\$ 1845.00
b. Southern Regional Police Commission	67780.00
c. YC Storm Water Consortium (YCPC)	1591.00

Motion carried.

**President's Report**

1. D. Young shared his goals for 2018 including:
  - Possible sale of Rockville Road, approximately twenty acres; schedule meeting with DCNR, Borough, and Representative Kate Klunk's office.
  - Police coverage; Mayor Trout to arrange a PPU presentation for January 31 Quarterly meeting.
  - Execution of the ARLE Grant – replacement of traffic signal.
2. D. Young shared resources available to Council members including Borough News, PSAB's website, [www.borough.org](http://www.borough.org), and PSAB discussion group, [www.linkedin.com](http://www.linkedin.com).
3. D. Young asked Council members to check their emails daily for possible time sensitive information and to enable efficient meetings.
4. D. Young asked Council to "Debate the issues, not each other."

**Executive Session**

\*\*Council recessed to Executive Session at 8:33 PM to discuss possible District Justice action.

\*\*The Council meeting resumed at 9:11PM.

V. Ribeiro moved to authorize South Penn Code Consultants to file District Justice action for 35 Junior Street and 41 Cottage Avenue, seconded by R. Apgar. Motion carried.

**No Public Comment**

R. Apgar moved to adjourn the meeting at 9:13 PM, seconded by A. Stewart. Motion carried.

**Respectfully submitted,**

Ann E. Merrick  
Secretary/Treasurer