

**GLEN ROCK BOROUGH
ORGANIZATIONAL MEETING
January 6, 2020**

Present: Rollin Apgar, Clay Gallegos, Jason Loudermilk, James Merrick, Victoria Ribeiro, and Doug Young

Others Present: Hunter Schenck, Esq., Mayor John Trout, Ann Merrick, Sec/Treas.

The meeting was Called to Order by Mayor J. Trout at 7:00PM 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. V. Ribeiro nominated Jim Merrick; J. Merrick nominated Doug Young. Receiving no other recommendations, nominations were closed. Jim Merrick did not receive the majority vote; Doug Young received the majority vote from R. Apgar, C. Gallegos, J. Merrick, and D. Young for Council President.

Mayor Trout opened the floor for nominations for the position of Vice-President. V. Ribeiro nominated Jim Merrick; Jim Merrick initially declined. V. Ribeiro nominated Rollin Apgar; Rollin Apgar declined the position. V. Ribeiro nominated Jim Merrick again; Jim Merrick received majority vote from R. Apgar, J. Loudermilk, V. Ribeiro, and Mayor J. Trout as the Vice-President. As J. Merrick is related to A. Merrick, he will not be a check signer for any of the Borough Accounts. Rollin Apgar volunteered to remain a check signer for all Borough Accounts.

No Public Comment

Announcements/Vacancies

1. Newly elected council member Fred Kroft resigned from Council. J. Merrick moved to accept Fred Kroft's resignation immediately, seconded by R. Apgar. Motion carried.
2. R. Apgar moved to appoint Joseph DiCandeloro to Council effective immediately, seconded by J. Merrick. Motion carried.

Appointments and Salaries

1. Secretary requested a motion to appoint the following:
 - a. Borough Secretary/Treasurer: Ann E. Merrick - \$22.78/hour
 - b. Assistant Secretary: Stacy Gallegos - \$14.00/hour
 - c. Work Supervisor: Ronald K. McCullough, Jr. - \$27.39/hour
 - d. Highway Worker: Steven Bowers - \$17.00/hour
 - e. Solicitor: Evan Gabel - \$120.00/hour as billed
 - f. Borough Engineer: J.R. Holley & Associates, Inc. - \$115.00/hour as billedR. 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. R. Apgar moved to authorize the Work Supervisor to hire seasonal help for a maximum hourly rate of \$15.00/hour, seconded by J. Merrick. Motion carried.

Borough Policies

1. Secretary requested a motion to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$1,000,000.00. R. Apgar moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$1,000,000.00, seconded by J. Merrick. Motion carried.
2. Secretary requested a motion to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00. V. Ribeiro moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by R. Apgar. 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 V. Ribeiro. 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 V. Ribeiro. Motion carried.
5. Secretary requested a motion to require the following two signatures on all checks.
 - a. Council President and Ann Merrick or
 - b. Council member Rollin Apgar and Ann Merrick.J. Merrick moved to require two signatures on all checks as presented, seconded by R. Apgar. 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 J. Merrick. 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.
9. J. Merrick moved to adopt Resolution 2020-1, code of conduct for elected and appointed officials, seconded by C. Gallegos. C. Gallegos, J. Merrick and D. Young voted in favor; R. Apgar,

- J. Loudermilk and V. Ribeiro voted against; Mayor J. Trout voted in favor to break the tie; motion carried.
10. R. Apgar moved to adopt Resolution 2020-2, establishing public conduct procedures, seconded by C. Gallegos. Motion carried.
 11. R. Apgar moved to adopt Resolution 2020-3, allowing for Council members participation and voting by telecommunications device, seconded by C. Gallegos. R. Apgar, C. Gallegos, J. Merrick and D. Young voted in favor; J. Loudermilk and V. Ribeiro voted against. Motion carried.
 12. J. Merrick moved to adopt Resolution 2020-4, accepting the waiver of compensation by Mayor J. Trout, seconded by R. Apgar. Motion carried.
 13. V. Ribeiro moved to adopt Resolution 2020-5, accepting the waiver of compensation by Borough Council members, seconded by J. Merrick. A question was raised if the waived compensation could be specifically used as a donation to GR Hose & Ladder, rather than using on possible unbudgeted projects later during the year. Attorney H. Schenck said she would discuss with Attorney E. Gabel. Motion carried.
 14. R. Apgar moved to adopt Resolution 2020-6, fee schedule for subdivision and land development plans, reviews, and miscellaneous borough fees, seconded by C. Gallegos. Motion carried.
 15. R. Apgar moved to adopt South Penn Code Consultants LLC Fee Schedule, seconded by J. Merrick. Council discussed the topic of fees charged for permits currently do not include questions asked by permit applicants; the Borough is charged by SPCC for all questions associated with permit applications. Council asked how many permits are issued each year, and what are the associated costs for questions by the applicants. Motion tabled until more information is provided.
 16. R. Apgar moved to adopt Resolution 2020-7, fee schedule for Enforcement of Regulating Residential Rental Units, Providing for The Licensing and Inspection of Residential Rental Units and Requiring Landlords to Ensure Tenants Comply with Applicable Borough Code Of Ordinances and Regulations, seconded by V. Ribeiro. Motion carried.
 17. R. Apgar moved to adopt Resolution 2020-8, fee schedule for Enforcement of Borough Code of Ordinances Related to Regulating the Unlawful Growth of Grass or Weeds, seconded by C. Gallegos. Motion carried.
 18. R. Apgar moved to adopt Resolution 2020-9, fee schedule for Enforcement with Borough Code of Ordinances and Any Amendment Thereto, Regulating the Control of Dogs, Cats and Other Animals, seconded by J. Merrick. Motion carried.

Appointments of Committees/Liaisons

1. The following list is the approved committee chair/member list for 2020:

BUILDING AND PROPERTY COMMITTEE

- A. Chair: Jim Merrick
- B. Member: Rollin Apgar
- C. Member: Joe DiCandeloro

ORDINANCE COMMITTEE

- A. Chair: Doug Young
- B. Member: Rollin Apgar
- C. Member: Jason Loudermilk

PUBLIC SAFETY COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Jim Merrick
- C. Member: Joe DiCandeloro

SPECIAL PROJECTS COMMITTEE

- A. Chair: Clay Gallegos
- B. Member: Jason Loudermilk
- C. Member: Victoria Ribeiro

FINANCE COMMITTEE

- A. Chair: Doug Young
- B. Member: Clay Gallegos
- C. Member: Jim Merrick

PERSONNEL COMMITTEE

- A. Chair: Doug Young
- B. Member: Clay Gallegos
- C. Member: Victoria Ribeiro

- 2. **Appointment of Liaisons:**
 - Recreation Board Rep: Jim Merrick
 - Library Board Rep: Jim Merrick
 - Water & Sewer Authority Rep: Jim Merrick
 - Webmaster: Doug Young
- 3. R. Apgar moved to appoint Jim Merrick as Primary SCEMA representative and himself as alternate, seconded by C. Gallegos. Motion carried.
- 4. R. Apgar moved to appoint Jeremy Diehl as the registered elector of the Borough to the Vacancy Board, seconded by V. Ribeiro. Motion carried.
- 5. R. Apgar nominated to appoint Clay Gallegos as Chair Pro Tem, seconded by V. Ribeiro. Motion carried.
- 6. R. Apgar moved to appoint H. Lee Hoffheins as the Borough's representative to the York Adams Tax Bureau, seconded by V. Ribeiro. Motion carried.
- 7. R. Apgar moved to appoint D. Young as the Borough's alternate representative to the York Adams Tax Bureau, seconded by J. Merrick. Motion carried.
- 8. R. Apgar moved to appoint H. Lee Hoffheins as the Tax Collection Committee (TCC) representative, seconded by J. Merrick. Motion carried.
- 9. J. Merrick moved to appoint D. Young as the Tax Collection Committee (TCC) alternate representative, seconded by R. Apgar. Motion carried.
- 10. R. Apgar moved to appoint Clay Gallegos as the Southern Regional Planning Commission representative, seconded by J. Merrick. Motion carried.
- 11. No one appointed as Borough's Representative and alternate representative to the Local Government Advisory Committee.
- 12. Representative and alternate were not appointed to YC Storm Water Consortium.

Approval of Minutes

1. V. Ribeiro moved to approve the December 18, 2019 Council minutes, seconded by R. Apgar. Motion carried.

Old Business

1. No updates for traffic calming.
2. Live Streaming of Council meetings is planned in the near future.

Announcements

1. D. Young announced there are three vacancies on the GR Planning Commission. R. Apgar said he would volunteer for one of the vacancies. J. Merrick moved to immediately appoint R. Apgar to the GR Planning Commission, seconded by V. Ribeiro. Motion carried.

Solicitor's Report

1. E. Gabel emailed a copy of the Agreement for sale of 1.73-acre parcel on Rockville Road between Andrew/Lisa Stewart and Glen Rock Borough; agreement will be forwarded to the Stewart's for review and their signatures.
2. Borough is still waiting to hear back from DCNR regarding procedures for the sale of 25.16-acre parcel on Rockville Road.
3. E. Gabel will draft a letter to the RV Owner who resides on Argyle Avenue.

Ordinance Enforcement Report

1. Permits are not required for repairs to shed/garage at 5 Terrace Heights. The owner is requesting an additional extension to complete repairs. R. Apgar moved to grant additional ninety-day extension, seconded by V. Ribeiro. R. Apgar, J. Loudermilk, J. Merrick and V. Ribeiro voted in favor; C. Gallegos and D. Young opposed. Motion carried.

Police Commission Report

1. Mayor Trout reported that Chief Boddington suggests Glen Rock Borough obtain their own ticket books for writing tickets in snow emergencies and street sweeping. Council had lengthy discussion about writing tickets. C. Gallegos moved to authorize E. Gabel to investigate legality of Council members writing tickets, seconded by R. Apgar. R. Apgar, C. Gallegos, J. Loudermilk, J. Merrick and V. Ribeiro voted in favor; D. Young opposed. Motion carried.
2. No incidents on Christmas Eve; one caroler passed out.

No Recreation Board Report

Work Supervisor's Report

1. WS is looking for used pickup truck.
2. WS and highway worker are replacing and updating street signs.

Secretary's Report

1. Elected Officials (Council Members) are required to have NIMS Training (National Incident Management System). Elected Officials can take either IS-100 and IS-700 or G-402. Training is governed by FEMA. Training is free and can be completed conveniently online.

2. A. Merrick requested authorization to transfer \$5000.00 from Rental Fund to General Fund for budgeted expenses. R. Apgar moved to authorize A. Merrick to transfer \$5000.00 from Rental Fund to General Fund for budgeted expenses, seconded by J. Merrick. Motion carried.
3. Borough Office received Thank you from YC Senior Center for 2019 donation and a thank you for festive holiday decorations.
4. Received notice from York County Library System, announcing that Arthur Hufnagel Public Library is now a YCL Branch Library. A. Merrick requested authorization for E. Gabel to update the lease agreement to reflect these changes. R. Apgar moved to authorize E. Gabel to update the lease agreement between Glen Rock Borough and York County Library System, seconded by J. Merrick. Motion carried.
5. Borough received a letter from Senator Kristin Phillips-Hill, congratulating the Borough on being awarded a grant totaling \$204,592 for ARLE from Penn DOT. Council briefly discussed an email received from Barret Williams, regarding the historical value of GR's current four-way traffic light.
6. York County Conservation District has a large woody debris cost-share program, 50% to municipalities and 75% to residents. Cost share is available on large woody debris repositioning/anchoring or removal, and other stream stabilization measures, including preventative measures. A. Merrick will email guidelines/information to Council.
7. A. Merrick will try to obtain SCEMA Bylaws for adoption during the January 29 Quarterly Meeting.

Animal Control Report

1. Kim Erdman, Animal Control Officer is requesting the Borough adopt his 2020 Animal Control Agreement and pay \$300 for retention of services. R. Apgar moved to adopt Kim Erdman's 2020 Animal Control Agreement and pay \$300 for retention of services, seconded by V. Ribeiro. Motion carried.

No Zoning Officer's Report/No Mayor's Report

Borough Engineer's Report

1. An update was provided from the on-site meeting with Penn DOT for the intersection American Legion driveway with Manchester Street roadway. Penn DOT representative said he will look for old documents and suggested the Borough look for photos of Manchester Street prior to most recent paving. No one wants to take ownership of water runoff at this location. J. Merrick volunteered to look through old Borough records.

Building/Property Report

1. Two landscape maintenance quotes were obtained for weeding/mulching the rain garden which surrounds the Municipal Parking Lot on Main Street:

a. Summit Landscape	\$1650
b. Keel-Mar Enterprises, LLC	\$1925

 Council discussed differences between the two quotes. R. Apgar moved to approve Summit Landscapes quote to weed and mulch the rain garden for a cost not to exceed \$1750, seconded by C. Gallegos. Motion carried.

No Public Safety Report/No Ordinance Committee Report

Restoration/Revitalization Report

1. The Borough should find out soon, whether funds will be awarded for pre-consulting hours for development of restoration project.

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 J. Merrick:
 - a. CGA Law Firm: December, 2019 Invoice \$ 1169.00
 - b. YC Storm Water Consortium (YCPC) 1591.00Motion carried.

No New Business

President's Report

1. D. Young announced CGA Boot Camp scheduled on January 29, 3:30 – 5pm

No Public Comment

Police Commission Appointments

1. Council discussed who would serve the Borough as representatives/alternates to Police Commission. Although J. DiCandeloro was not present for the Organizational Meeting, he expressed interest in serving as a representative. R. Apgar moved to appoint Mayor J. Trout as a representative to Police Commission, seconded by C. Gallegos. Motion carried.
2. R. Apgar moved to appoint V. Ribeiro as a representative to Police Commission, seconded by J. Merrick. R. Apgar, J. Loudermilk, J. Merrick and V. Ribeiro voted in favor; C. Gallegos and D. Young opposed. Motion carried.
3. C. Gallegos moved to appoint J. DiCandeloro as the alternate to Police Commission, seconded by R. Apgar. R. Apgar, C. Gallegos, J. Loudermilk, J. Merrick and D. Young voted in favor; V. Ribeiro opposed. Motion carried.
4. C. Gallegos moved to appoint Rollin Apgar as the Borough's Intergovernmental Agreement Representative, seconded by J. Merrick. Motion carried.
5. No one was appointed as the Civil Service Representative.

Quarterly Council Meeting is scheduled for January 29, 2020, 7PM at the Borough Office. Next regular Council Meeting is scheduled on February 19, 2020, 7PM at 59 Water Street.

J. Merrick moved to adjourn the meeting at 8:44 PM, seconded by C. Gallegos. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer