

**GLEN ROCK BOROUGH
ORGANIZATIONAL MEETING
January 3, 2022**

Present: Rollin Apgar, Joe DiCandeloro, Joshua Miller, Sean O'Connor, and Amanda Rombach.
Present on Zoom: Jason Loudermilk and Victoria Ribeiro

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. J. DiCandeloro nominated Rollin Apgar. Receiving no other recommendations, nominations were closed. Rollin Apgar received unanimous vote.

Mayor Trout opened the floor for nominations for the position of Vice-President. J. DiCandeloro nominated Amanda Rombach. Nominations closed, receiving no other recommendations. Amanda Rombach received unanimous vote.

Mayor Trout opened the floor for nominations for the position of Chair Pro Tem. R. Apgar nominated Joe DiCandeloro. Nominations were closed, receiving no other recommendations. Joe DiCandeloro received unanimous vote.

No Public Comment

Appointments and Salaries

1. Secretary requested a motion to appoint the following:
 - a. Borough Secretary/Treasurer: Ann E. Merrick
 - b. Assistant Secretary: Stacy Gallegos
 - c. Work Supervisor: Ronald K. McCullough, Jr
 - d. Highway Worker: Steven Bowers
 - e. Solicitor: Evan Gabel
 - f. Borough Engineer: J.R. Holley & Associates, Inc.
 - g. Seasonal help as neededA. Rombach moved to approve all appointments as presented, seconded by J. DiCandeloro. Motion carried.

Borough Policies

1. J. DiCandeloro moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$2,000,000.00, seconded by A. Rombach. Motion carried.
2. J. DiCandeloro moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by S. O'Connor. 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.
- A. Rombach moved to designate all insurance carriers as presented, seconded by S. O'Connor. 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
 - b. General Fund Reserve Money Market Account
 - c. COVID19 ARPA Fund Checking
 - d. Rockville Road Recreation Fund Account
 - e. Street Cut Escrow Fund Checking
 - f. Recreation Fund Account
 - g. Rental Checking Account
 - h. Liquid Fuel Fund Checking Account
 - i. Fire, Emergency Services Tax Checking Account
 - j. Tax Collector Fund Checking Account
- J. DiCaneloro moved to designate Peoples Bank of Codorus Valley for all of Glen Rock Borough Accounts, seconded by A. Rombach. 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.
- J. DiCaneloro moved to require two signatures on all checks as presented, seconded by S. O'Connor. Motion carried.
6. J. DiCaneloro moved to authorize immediate payment of utility, fuel, vehicle maintenance, insurance, retirement pension, payroll liabilities and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council, seconded by S. O'Connor. Motion carried.
7. J. DiCaneloro moved to establish the third Wednesday of each month at 7 PM as the day and time for regular Council meetings, seconded by S. O'Connor. Motion carried.
8. J. DiCaneloro moved to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes, seconded by S. O'Connor. Motion carried.
9. S. O'Connor moved to adopt Resolution 2022-1, allowing for Council members participation and voting by telecommunications device, seconded by J. DiCaneloro. Motion carried.
10. J. DiCaneloro moved to adopt Resolution 2022-2, accepting the waiver of compensation by Mayor J. Trout, seconded by S. O'Connor. Motion carried.
11. S. O'Connor moved to adopt Resolution 2022-3, accepting the waiver of compensation by Borough Council members, seconded by J. DiCaneloro. Motion carried.
12. J. DiCaneloro moved to adopt Resolution 2022-4, the fee schedule for subdivision and land development plans, reviews, and miscellaneous borough fees, seconded by A. Rombach. Motion carried.
13. S. O'Connor moved to adopt Resolution 2022-5, the fee schedule for use in enforcement of Borough's Code of Ordinances and any amendment thereto, regulation the unlawful growth of grass or weeds, seconded by J. Miller. Motion carried.

14. S. O'Connor moved to adopt Resolution 2022-6, the fee schedule for use in enforcement of Borough's Code of Ordinances and any amendment thereto, regulating excavations in streets, seconded by A. Rombach. Motion carried.
15. J. DiCaneloro moved to adopt Resolution 2022-7, the fee schedule for use in enforcement of Borough's Code of Ordinances and any amendment thereto, regulating residential rental units, to provide for the licensing and inspection of residential rental units and to require landlords to ensure that tenants comply with applicable codes and regulations, seconded by J. Miller. Motion carried.
16. J. DiCaneloro moved to adopt South Penn Code Consultants LLC Fee Schedule, seconded by A. Rombach. Motion carried.
17. S. O'Connor moved to adopt Resolution 2022-8, authorizing the work supervisor to issue parking tickets for street sweeping and winter storm emergency route violations, seconded by J. Miller. Motion carried.

Appointments of Committees/Liaisons

1. The following list is the approved committee chair/member list for 2022:

BUILDING AND PROPERTY COMMITTEE

- A. Chair: Joe DiCaneloro
- B. Member: Amanda Rombach
- C. Member: Joshua Miller

ORDINANCE COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Amanda Rombach
- C. Member: Jason Loudermilk

PUBLIC SAFETY COMMITTEE

- A. Chair: Sean O'Connor
- B. Member: Mayor John Trout
- C. Member: Rollin Apgar

SPECIAL PROJECTS COMMITTEE

- A. Chair: Victoria Ribeiro
- B. Member: Joe DiCaneloro
- C. Member: Amanda Rombach

FINANCE COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Sean O'Connor
- C. Member: Joshua Miller

PERSONNEL COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Jason Loudermilk
- C. Member: Victoria Ribeiro

2. **Appointment of Liaisons:**
Hufnagel Public Library: Rollin Apgar
Recreation Board Rep: Amanda Rombach
Water & Sewer Authority Rep: Rollin Apgar
3. J. DiCaneloro moved to appoint Mayor John Trout and Joshua Miller as the Borough's Representatives and Sean O'Connor as the alternate for Southern Regional Police Commission, seconded by J. Miller. Motion carried.
4. Civil Service Representative appoint was tabled until later date.
5. J. DiCaneloro moved to appoint Jim Merrick as the representative for SCEMA, seconded by A. Rombach. Motion carried.
6. J. DiCaneloro moved to appoint Rollin Apgar as the alternate representative for SCEMA, seconded by S. O'Connor. Motion carried.
7. A. Rombach moved to appoint Jim Merrick as the registered elector for the GRB Vacancy Board, seconded by J. DiCaneloro. Motion carried.
8. S. O'Connor moved to appoint H. Lee Hoffheins as the Borough's representative for the York Adams Tax Bureau and the Tax Collection Committee (TCC) and appoint Rollin Apgar as the alternate representative for the York Adams Tax Bureau and the TCC, seconded by A. Rombach. Motion carried.
9. S. O'Connor moved to appoint Ann Merrick as the representative and Rollin Apgar as the alternate representative for the Southern Regional Planning Commission, seconded by A. Rombach. Motion carried.
10. Representative and alternate were not appointed to YC Storm Water Consortium.
11. A. Merrick informed council of 2022 Rental Inspection Fee increase, \$55 to \$60.50. S. O'Connor moved to approve initial 2022 rental inspection invoices of \$55 and then increase any subsequent invoices to \$60.50, seconded by J. DiCaneloro. Motion carried.
12. A. Rombach moved to adopt Resolution 2022-9, appointing Madison Schreyer to GR Recreation Board with term expiring December 31, 2024, seconded by J. Miller. Motion carried.
13. S. O'Connor moved to adopt Resolution 2022-10, authorizing the Council President to sign the Highway Occupancy Permit Application for the Manchester Street parking lot, seconded by J. DiCaneloro. Motion carried.
14. Council discussed the letter sent to SR Police Commission to freeze approval of budget for thirty days. J. DiCaneloro moved to rescind the freeze letter that was mailed to SR Police Commission, seconded by J. Miller. R. Apgar, J. DiCaneloro, J. Miller, S. O'Connor and A. Rombach voted in favor; J. Loudermilk and V. Ribeiro voted against. Motion carried.

No Public Comment

President's Report

1. President R. Apgar stated there must be a quorum of Council members present for the meeting.

S. O'Connor moved to adjourn the meeting at 7:42 PM.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer