

**GLEN ROCK BOROUGH
REORGANIZATIONAL MEETING
January 4, 2010**

Present:	Council Members:	Lucy Cadwallader Jane Glatfelter* Kenneth Krebs John Peters Richard Shiles Kathleen Wells Doug Young
	Solicitor:	Michelle Pokrifka
	Mayor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	Two visitors

The meeting was Called to Order at 7:11 P.M. by Mayor McCullough beginning with the pledge to the flag followed by a moment of silence. Mrs. Merrick was asked to record the minutes.

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

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

Announcements

1. President Shiles announced that the formation of new Committee's would be discussed prior to the Borough Engineer's Report.

Appointments and Salaries

1. J. Peters moved to appoint the following, seconded by L. Cadwallader:
 - a. Borough Secretary/Treasurer: Ann E. Merrick - \$16.88/hr
 - b. Work Supervisor: Ronald K. McCullough, Jr. - \$20.44/hr
 - c. Solicitor: Michelle Pokrifka - \$100.00 per hour as billed
 - d. Borough Engineer: James R. Holley & Associates, Inc. – as billed
 - e. Sewage Enforcement Officer: David R. Brown – as billed
 - f. Zoning Officer: CAI, Inc. – as billed per approved fee schedule, Resolution 2009 - 18Motion carried.

*J. Glatfelter arrived for the meeting at 7:16 P. M.

2. L. Cadwallader moved to authorize the Work Supervisor to hire seasonal help at a maximum hourly rate of \$10.00, seconded by K. Wells. Motion carried.

Borough Policies

1. The secretary requested a motion to appoint a registered elector of the borough to the Vacancy Board. K. Krebs moved to appoint Warren Cadwallader to the Vacancy Board, seconded by J. Peters. L. Cadwallader abstained from voting. Motion carried.
2. K. Krebs moved for K. Wells 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 J. Peters. Motion carried.
3. K. Krebs moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$25,000.00, seconded by L. Cadwallader. Motion carried.
4. J. Glatfelter moved to designate the following as insurance carriers, seconded by L. Cadwallader:
 - 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.
5. J. Glatfelter 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. General Fund CD's	-Peoples Bank of Codorus Valley
d. Tax Collector's Accounts	-Peoples Bank of Codorus Valley
e. Rental Checking Account	-Susquehanna Bank

- Motion carried.
6. K. Krebs moved for requiring the following two signatures on all checks as follows, seconded by J. Peters:
 - a. Richard Shiles and Ann Merrick or in the absence of Richard Shiles, Lucy Cadwallader and Ann Merrick.
 Motion carried.
 7. K. Krebs moved 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, seconded by L. Cadwallader. Motion carried.
 8. 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 J. Peters. Motion carried.
 9. L. Cadwallader moved to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Local Services Tax (LST), seconded by K. Wells. Motion carried.
 10. J. Peters moved to appoint Lucy Cadwallader as the Borough's representative to the Local Government Advisory Committee, seconded by D. Young. Motion carried.
 11. K. Krebs moved to appoint Richard Shiles as the Borough's Representative to the York Adams Tax Bureau, seconded by L. Cadwallader. Motion carried.

President Shiles initiated discussion with Council regarding the Committee Member List. The following list is the approved committees for 2010:

1. **BUILDING AND PROPERTY COMMITTEE**
 - A. Ken Krebs, chairman
 - B. Doug Young, vice-chairman
 - C. Kathy Wells
2. **FINANCE COMMITTEE**
 - A. Richard Shiles, chairperson
 - B. Kathy Wells, vice-chairperson
 - C. Ken Krebs
3. **ORDINANCE/REFUSE COMMITTEE**
 - A. Richard Shiles, chairperson
 - B. Lucy Cadwallader, vice-chairman
 - C. John Peters

4. **PUBLIC SAFETY COMMITTEE**
 - A. John Peters, chairman
 - B. Janie Glatfelter, vice-chairperson
 - C. Lucy Cadwallader

5. **PERSONNEL COMMITTEE**
 - A. Janie Glatfelter, chairman
 - B. Doug Young, vice-chairperson
 - C. Richard Shiles

6. **SPECIAL PROJECTS COMMITTEE**
 - A. Doug Young, chairperson
 - B. Lucy Cadwallader, vice-chairman
 - C. John Peters

Appointments/Resignations

1. Council received a letter of interest from R. Zambito for the Citizen-at-Large position on the Southern Regional Police Commission. K. Krebs moved to appoint R. Zambito for the Citizen-at-Large position on the Southern Regional Police Commission, seconded by J. Peters. Motion carried.
2. J. Peters moved to adopt Resolution 2010 – 1, appointing Lucy Cadwallader to a four year term on the Glen Rock Planning Commission, seconded by K. Wells. L. Cadwallader abstained from voting. Motion carried.

Borough Engineer's Report

1. Borough Secretary informed Council, via D. Lipinski, that R. DeVore no longer works for DEP. At this time DEP does not know who will be completing the tasks which were previously assigned to Mr. DeVore. Council requested that the Borough Engineer continue to communicate with DEP and provide updates back to Council regarding potential progress with the Growing Greener Grant.

GR Planning Commission's Report

No report.

Approval of Minutes

1. J. Peters moved to approve the December 16, 2009 minutes, with the following spelling correction to # 1 of the Agenda, **Lis Pendens**, seconded by K. Krebs. Motion carried.

Zoning Officer's Report

1. The ZO provided a monthly summary report for December 2009, which is available for review in the Borough Office, if requested. The secretary provided the following summary: there were no zoning permits issued, but two Certificates of Occupancy issued; there were no new zoning violations, existing zoning violations, or abated zoning violations; there are three existing property maintenance issues and four requests for determinations/questions. CAI completed thirty-five Rental inspections.

Solicitor's Report

1. M. Pokrifka mailed out letters to attorney representatives for unresponsive owners of the Cottage Avenue fire. She tried to file the Lis Pendens for 35 Cottage Avenue, but wasn't aware of the \$175.00 filing fee. The solicitor was going to ask Council for authorization to pay the fee, but found out it may not be necessary, since Balboa Insurance is ready to issue an escrow check to the Borough. The check has been received by the Borough. Council discussed other outstanding issues, which includes the decision to demolish or rebuild the property. R. Shiles moved to authorize the solicitor to write a letter indicating the Borough's intent to demolish 35 Cottage Avenue property unless the Borough receives written instructions from owner indicating her intentions for the property, with a thirty day deadline, seconded by L. Cadwallader. Motion carried.

Mayor's Report

1. The Mayor received one phone message regarding snow storm plowing procedures. He followed up as needed.

Work Supervisor's Report

1. WS informed Council of the details of his first vehicle accident. The 2008 truck slid on ice during the December 19 snow storm, hitting a telephone pole, which damaged the truck bed and salt spreader.
2. The WS has used four loads of salt for road maintenance in 2009.
3. WS asked Councilman, K. Krebs to ride along during snow removal, to provide another view of the obstacles the WS faces when completing this part of his job.
4. WS asked the Public Safety Committee to consider developing a snow emergency plan for Glen Rock Borough, which would enable the WS to clear the streets of all snow.
5. A tire and rim were damaged while clearing snowfall and replacements parts have been ordered.

Secretary's Report

1. The secretary stated that the one month CD matures on January 24, 2010 and asked Council to decide if the funds should remain in a one month CD. J. Peters moved to maintain a one month CD, seconded by K. Krebs. Motion carried.
2. The secretary provided information regarding an available training through PSAB called 2010 Newly Elected Officials Training and asked Council to authorize attendance if they so chose. D. Young expressed interest in attending, if the dates suit his work schedule. L. Cadwallader moved to authorize D. Young's attendance at the 2010 Newly Elected Officials Training, with the fee of \$150.00 to be paid by Glen Rock Borough Council, seconded by K. Wells. Motion carried. D. Young will notify secretary of his intentions.
3. The secretary requested a motion to accept the resignation of J. Peters as the Borough's Emergency Management Coordinator, effective March 17, 2010. K. Krebs moved to accept the resignation of J. Peters as the Borough's Emergency Management Coordinator, effective March 17, 2010, seconded by L. Cadwallader. Motion carried.

Police Commission's Report

1. Next meeting is January 6, 2010.
2. Installation of new Officer is February 3, 2010.

Public Safety

No report.

Building/Property's Report

No report.

Special Project's Report

1. NIMS Training must be completed by all Council members; the deadline for 2009 was November. In order to be eligible for grants, all NIMS Training must be completed.

Personnel Report

No report.

Ordinance/Refuse Report

No report.

Council President R. Shiles asked whether Council was to vote on the Southern Regional Planning Commission Comprehensive Plan. The secretary indicated that she thought

Council was to wait for direction from York County Planning Commission. Council decided to wait until formal direction was provided from YCPC or the SRPC.

Finance Report

1. R. Shiles moved to pay the following invoices over \$500.00 through the General Fund, seconded by K. Krebs:
 - a. CGA Law Firm \$ 1668.00Motion carried.

President's Report

No report.

Public Comment

No comments.

J. Peters moved to adjourn the meeting at 8:33 P. M., seconded by L. Cadwallader. Motion carried.

Summary of Motions

1. K. Wells 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.
2. R. Shiles nominated Lucy Cadwallader. Since no other council members were nominated to this position, the nominations were closed. The vote was unanimous for Lucy Cadwallader as Vice President.
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18. J. Peters moved to approve the December 16, 2009 minutes, with the following spelling correction to # 1 of the Agenda, **Lis Pendens**, seconded by K. Krebs. Motion carried.
19. J. Peters moved to maintain a one month CD, seconded by K. Krebs. Motion carried.
20. L. Cadwallader moved to authorize D. Young's attendance at the 2010 Newly Elected Officials Training, with the fee of \$150.00 to be paid by Glen Rock Borough Council, seconded by K. Wells. Motion carried.
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Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer