

**GLEN ROCK BOROUGH
REORGANIZATIONAL MEETING
January 6, 2014**

Present:	Council Members:	Rollin Apgar Jeremy Diehl Eugene Delahanty Mike Shaver Richard Shiles Benjamin Wetzel Doug Young
	Solicitor:	Michelle Pokrifka
	Borough Engineer:	Jason Brenneman, PE
	Mayor:	Ronald McCullough, Jr.
	Secretary:	Ann Merrick
	Visitors:	One visitor

The meeting was Called to Order at 6:57 P.M. by Mayor McCullough beginning with the pledge to the flag, followed by a moment of silence. Ann Merrick was asked to record the minutes.

The Mayor opened the floor for nominations for the position of Council President. D. Young 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.

Council President opened the floor for nominations for the position of Vice President. R. Apgar nominated Ben Wetzel. Receiving no other recommendations, nominations were closed. The vote was unanimous for Ben Wetzel as Vice President of Council.

Vacancies

1. The following vacancies were announced:
 - a. Civil Service Representative (Borough Resident) for Southern Regional Police;
 - b. GR Planning Commission, one vacancy as of Nov 3, 2013;
 - c. GR Zoning Hearing Board, one vacancy as of Dec 14, 2013.
2. R. Shiles resigned from the two-year Council term, creating a vacancy on Borough Council. GRB received a letter of interest from John M. Shaver, Jr. R. Apgar moved to appoint John M. Shaver, Jr. to the two-year term vacancy as per Resolution 2014 – 4, seconded by B. Wetzel. Motion carried.

Borough Engineer's Report

1. J. Brenneman informed Council that Wexcon has submitted several change work orders for water and sewer repairs on the Church Street project. M. Clark will be meeting with Wexcon, Dwayne Waltemire from GR Water & Sewer Authority, and Ron McCullough to discuss the change work orders.
2. J. Brenneman announced that the next round of CDBG block grants are due in June, 2014. He asked Council to consider developing a list of priority projects for the Borough. R. McCullough informed Council that an inlet on Winter Avenue by Prueitt's will need replaced by the Borough and Columbia Gas will be replacing their main along Winter Avenue, so Council should consider Winter Avenue as a project.
3. J. Brenneman asked for an update on the Borough's Stormwater Ordinance. The solicitor will schedule a meeting with the Ordinance Committee, D. Young, and the engineer to review additions/changes. Council will then discuss these changes during their January 22, 2014 Quarterly Council meeting.

**J. Brenneman left the meeting at 7:19 P. M.

**Council recessed to Executive Session at 7:19 P. M. to discuss personnel issues.

**The Council meeting resumed at 7:26 P. M.

Appointments and Salaries

1. B. Wetzel moved to approve a 1.5% cost of living and 1.5% raise, a total of 3%, for R. McCullough and A. Merrick for 2014, seconded by R. Apgar. Motion carried.
2. B. Wetzel moved to appoint the following, seconded by R. Apgar:
 - a. Borough Secretary/Treasurer: Ann E. Merrick - \$18.27/hr
 - b. Work Supervisor: Ronald K. McCullough, Jr. - \$22.11/hr
 - c. Solicitor: Michelle Pokrifka - \$100.00/hour as billed
 - d. Borough Engineer: J.R. Holley & Associates, Inc. – \$104.00/hour as billed
 - e. Sewage Enforcement Officer: David R. Brown – as billed
 - f. Zoning Officer: CAI, Inc. – as billed per approved fee scheduleMotion carried.
3. B. Wetzel moved to authorize the Work Supervisor to hire seasonal help at a maximum hourly rate of \$10.00, seconded by D. Young. 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 R. Apgar. Motion carried.

2. B. Wetzel moved to appoint D. Young as chairman pro tem, to preside in the absence of the president and vice president (only if there is a quorum), seconded by R. Apgar. Motion carried.
3. R. Apgar moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$700,000.00, seconded by B. Wetzel. Motion carried.
4. R. Apgar moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by B. Wetzel. Motion carried.
5. R. Apgar 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. B. Wetzel moved to designate the following as bank depositories, seconded by R. Apgar:

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. B. Wetzel moved to require the following two signatures on all checks as follows, seconded by R. Apgar:
 - a. Richard Shiles and Ann Merrick or in the absence of Richard Shiles, Ben Wetzel and Ann Merrick.
 Motion carried.
8. The secretary requested a motion to authorize immediate payment of utility, fuel, insurance, retirement pension, and salt purchases; invoices under \$500.00 as received; and invoices over \$500.00, upon authorization of Borough Council. B. Wetzel moved to authorize immediate payment of utility, fuel, insurance, retirement pension, salt purchases, invoices under \$500.00 as received, and invoices over \$500.00, upon authorization of Borough Council, seconded by R. Apgar. Motion carried.
9. R. Apgar moved to set the third Wednesday of each month at 7 P. M. as the day and time for regular Council meetings, seconded by B. Wetzel. Motion carried.
10. B. Wetzel 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.

11. B. Wetzel moved to appoint Doug Young as the Borough's representative to the York Adams Tax Bureau, seconded by R. Apgar. Motion carried.
12. B. Wetzel moved to appoint Lee Hoffheins as the Borough's Alternate Representative to the York Adams Tax Bureau, seconded by R. Apgar. Motion carried.
13. B. Wetzel moved to appoint H. Lee Hoffheins as the TCC Representative, and to appoint Doug Young as the TCC alternate, seconded by R. Apgar. Motion carried.
14. GRB received letters of interest from John Trout, Lucy Cadwallader, Rollin Apgar and Ann Merrick for the two Police Commission representative vacancies and one alternate vacancy. Council members were asked to vote for two representatives and one alternate. R. Shiles tallied the votes. B. Wetzel moved to appoint John Trout and Rollin Apgar as the Borough's representatives, and Ann Merrick as the alternate representative, seconded by J. Diehl. R. Apgar abstained from the vote. Motion carried.
15. B. Wetzel moved to appoint Jeremy Diehl as the Borough's representative to the Local Government Advisory Committee, and Mike Shaver as the alternate, seconded by R. Apgar. Motion carried.
16. R. Shiles volunteered as the liaison for the Library Board, D. Young volunteered for the liaison of the GR Recreation Board, and R. Apgar volunteered as the liaison for the GR Water & Sewer Authority.
17. The following list is the approved committee chairs/member list for 2014:

BUILDING AND PROPERTY COMMITTEE

- A. Chair: Eugene Delahanty
- B. Member: Rollin Apgar
- C. Member: Ben Wetzel

ORDINANCE/REFUSE COMMITTEE

- A. Chair: Ben Wetzel
- B. Member: Doug Young
- C. Member: Mike Shaver

PUBLIC SAFETY COMMITTEE

- A. Chair: Rollin Apgar
- B. Member: Ben Wetzel
- C. Member: Eugene Delahanty

SPECIAL PROJECTS COMMITTEE

- A. Chair: Jeremy Diehl
- B. Member: Richard Shiles
- C. Member: Rollin Apgar

FINANCE COMMITTEE

- A. Chair: Doug Young
- B. Member: Richard Shiles
- C. Member: Ben Wetzel

PERSONNEL COMMITTEE

- A. Chair: Ben Wetzel
- B. Member: Richard Shiles
- C. Member: Mike Shaver

No GR Planning Commission Report

Approval of Minutes

1. On page 5, Ordinance/Refuse Report, #3, B. Wetzel asked the wording of the first sentence to be changed to "B. Wetzel suggested that Council consider instituting a stipulation that if the SRPC presents a budget of more than the cost of living plus two percent, then GRB would automatically schedule a Public Meeting, as a way of trying to control the increasing costs of police services for GRB." D. Young moved to approve the December 18, 2013 minutes, with this change, seconded by B. Wetzel:
 - a. On page 5, Ordinance/Refuse Report, #3, B. Wetzel suggested that Council consider instituting a stipulation that if the SRPC presents a budget of more than the cost of living plus two percent, then GRB would automatically schedule a Public Meeting, as a way of trying to control the increasing costs of police services for GRB.Motion carried.

Zoning Officer's Report

1. Code Administrator's Inc. provided a monthly summary report for December, 2013.

Solicitor's Report

1. The solicitor provided a copy of a letter received from the realtor for Robert Schuchart, 14 Church Street. There is no disclosure of water damage. The solicitor asked that a copy of this letter be provided to the Borough's Insurance Company representative.
2. The solicitor has not received a signed copy of SRPC's Joint Municipal Agreement.

3. The solicitor provided a copy of Resolution 2014 – 1, an updated fee schedule for employee services, SALDO plans and reviews and miscellaneous borough fees. D. Young moved to adopt Resolution 2014 – 1, seconded by B. Wetzel. Motion carried.
4. The solicitor provided a copy of Resolution 2014 – 2, a resolution establishing fees for third party administrator Code Administrators, Inc., zoning and property maintenance fee schedule and uniform construction code fee schedule for 2014. B. Wetzel moved to adopt Resolution 2014 – 2, seconded by D. Young. Motion carried.
5. The solicitor provided a copy of Resolution 2014 – 3, a resolution appointing Recreation Board members and terms. B. Wetzel moved to adopt Resolution 2014 – 3, seconded by R. Apgar. Motion carried. Christen Anderson was authorized to vote prior to the start of her term.
6. B. Wetzel moved to amend the adoption of 2014 – 1 to include a zero turn mower for \$65.00 per hour under Employee Service Fees, seconded by R. Apgar. Motion carried.

Mayor's Report

1. Mayor McCullough stated there was a large crowd on Christmas Eve for the GR Caroler's; the event went well.

Work Supervisor's Report

1. WS informed Council that while plowing snow on December 26, a tire was punctured on the new truck. WS asked to check with insurance company to see if the deductible is lower than the cost of purchasing a new tire. The wheel cover may also need to be replaced.
2. WS has experienced problems with the hydraulics on the new truck and has contacted EM Kutz.

Secretary's Report

1. The secretary announced a FEMA Floodplain Ordinance meeting is scheduled for January 7, 2 – 4 P.M. R. Shiles said he would attend.

Police Commission Report

1. Invoices were dropped off at the Borough Office today; the Borough's final price is \$55031.00/quarter and \$220,524.00 for 2014.
2. Three of the four police officers from Stewartstown Borough were hired by Southern Regional Police Department.

Public Safety

1. The transaction window has been ordered for the Borough Office door.

No Building/Property Report

No Special Project Report

Personnel Report

1. 2013 Employee Evaluations were completed today.

No Ordinance/Refuse Report

Finance Report

1. M. Pokrifka presented Resolution 2014 – 5, accepting Borough Councilmen’s waiver of compensation. B. Wetzel moved to adopt Resolution 2014 – 5, seconded by R. Apgar. Motion carried.
2. R. Shiles presented the invoices over \$500.00 for payment through the General Fund. B. Wetzel moved to pay the following invoices over \$500.00, using the General Fund, seconded by R. Apgar:
 - a. CGA Law Firm \$ 2346.67
 - b. James R. Holley & Associates, Inc. 761.00
 - c. Southern Regional Police Commission 55031.00Motion carried.

President’s Report

1. R. Shiles welcomed the new Council members.
2. A Quarterly Council Meeting will be held January 22, 2014, 7pm at the Borough Office; the next Council Meeting is scheduled for February 19, 2014, 7pm at 59 Water Street.

No Public Comment

B. Wetzel moved to adjourn the meeting at 8:54 P. M., seconded by R. Apgar. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer