

**GLEN ROCK BOROUGH COUNCIL
ORGANIZATIONAL MEETING**

January 2, 2024

Present: Rollin Apgar, John Locke, Sean O'Connor, Amanda Rombach and J. Michael Shaver, Jr.

Visitors: One on Zoom and two in person.

Others Present: Liliana Fisher, 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 completed Oath of Office with Rollin Apgar, John Locke and J. Michael Shaver, Jr.

Mayor Trout opened the floor for nominations for the position of Council President. S. O'Connor 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. S. O'Connor 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. A. Rombach nominated Sean O'Connor. Nominations were closed, receiving no other recommendations. Sean O'Connor received unanimous vote.

Public Comment

1. Victoria Ribeiro stated that she is interested in being a member of the Special Projects Committee.

Appointments and Salaries

1. A. Rombach moved to approve the following appointments as presented, seconded by S. O'Connor:
 - a. Borough Secretary/Treasurer: Ann E. Merrick
 - b. Work Supervisor: Ronald K. McCullough, Jr
 - c. Highway Worker: Steven Bowers
 - d. Solicitor: Evan Gabel
 - e. Borough Engineer: J.R. Holley & Associates, Inc.
 - f. Sewage Enforcement Officer/Zoning Officer: South Penn Code Consultants, LLC, as billed per fee schedule
 - g. Building Code Official: Kevin Hertzog, Dependable Construction Code Services, as billed per fee schedule
 - h. Seasonal help as neededMotion carried.

Borough Policies

1. S. O'Connor moved to establish the Secretary/Treasurer's Bond with Selective Insurance Company at \$2,000,000.00, seconded by M. Shaver. Motion carried.

2. A. Rombach moved to establish the Elected Official's Bond with Selective Insurance Company at \$25,000.00, seconded by S. O'Connor. Motion carried.
3. S. O'Connor moved to designate the following insurance carriers as presented, seconded by M. Shaver:
 - a. PA Association of Boroughs for Unemployment Insurance;
 - b. Reliance Standard for Disability Insurance for fulltime employees;
 - c. Selective Insurance Company for 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.
 Motion carried.
4. S. O'Connor moved to designate Peoples Bank of Codorus Valley for bank depositories for the following GR Borough Accounts, seconded by A. Rombach:
 - 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
 Motion carried.
5. A. Rombach moved to require the following two signatures on all checks, seconded by S. O'Connor:
 - a. Council President and Ann Merrick or
 - b. Vice-President and Ann Merrick.
 Motion carried.
6. S. O'Connor moved to authorize immediate payment of utility, fuel, vehicle maintenance, insurance, retirement pension, payroll liabilities and salt purchases; invoices under \$1000.00 as received; and invoices over \$1000.00, upon authorization of Borough Council, seconded by M. Shaver. Motion carried.
7. S. O'Connor moved to establish the third Wednesday of each month at 7 PM as the day and time for regular Council meetings, seconded by J. Locke. Motion carried.
8. S. O'Connor moved to designate York Adams Tax Bureau as the collection agency for delinquent Per Capita and Emergency Management Taxes, seconded by M. Shaver. Motion carried.
9. A. Rombach moved to adopt Resolution 2024-1, allowing for Council members participation and voting by telecommunications device, seconded by S. O'Connor. Motion carried.
10. A. Rombach moved to adopt Resolution 2024-2, accepting the waiver of compensation by Mayor J. Trout, seconded by M. Shaver. Motion carried.
11. S. O'Connor moved to adopt Resolution 2024-3, accepting the waiver of compensation by Borough Council members, seconded by M. Shaver. Motion carried.
12. S. O'Connor moved to adopt Resolution 2024-4, the fee schedule for subdivision and land development plans, reviews, and miscellaneous borough fees, seconded by A. Rombach. Motion carried.

13. A. Rombach moved to adopt Resolution 2024-5, the fee schedule for regulation of grass/weeds, adopt Resolution 2024-6, the fee schedule for enforcement of street excavation, and adopt Resolution 2024-7, the fee schedule for enforcement of residential rental units, seconded by S. O'Connor. Motion carried.
14. S. O'Connor moved to adopt South Penn Code Consultants LLC Fee Schedule, seconded by A. Rombach. Motion carried.
15. S. O'Connor moved to adopt Dependable Construction Code Services LLC Fee Schedule, seconded by A. Rombach. Motion carried.
16. A. Rombach moved to adopt Resolution 2024-8, authorizing the work supervisor to issue parking tickets for street sweeping and winter storm emergency route violations, seconded by J. Locke. Motion carried.

Appointments of Committees/Representatives

1. Council discussed and will appoint Committees/Representatives during the January 17 Council Meeting for the following list: Building and Property, Ordinance, Public Safety, Special Projects, Finance, Personnel, Strategic Planning, Hufnagel Public Library, GR Recreation Board, GR Water & Sewer Authority, Alternate for SCEMA.
2. A. Rombach moved to appoint L. James Merrick as the Representative to SCEMA and as the registered elector to the GRB Vacancy Board, seconded by S. O'Connor. Motion carried.
3. A. Rombach moved to appoint H. Lee Hoffheins as the Borough's representative for the York Adams Tax Bureau and appoint Rollin Apgar as the alternate representative for the York Adams Tax Bureau, seconded by S. O'Connor. Motion carried.
4. A. Rombach moved to appoint H. Lee Hoffheins as the Borough's representative for the Tax Collection Committee (TCC) and appoint Rollin Apgar as the alternate representative for the TCC, seconded by M. Shaver. Motion carried.
5. A. Rombach moved to appoint A. Merrick as the representative to the Southern Regional Planning Commission, seconded by J. Locke. Motion carried.
6. S. O'Connor moved to appoint James R. Holley & Associates and the representative and alternate representative to the York County Storm Water Consortium, seconded by A. Rombach. Motion carried.

No Public Comment

2024 Budget

1. No interest to re-open the budget by the new Council members.

S. O'Connor moved to adjourn the meeting at 7:40 PM.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer