



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
January 27, 2016

Members present: Chairman Youngerman, Council President Glessner and Councilor Murray.

Others present: Scott Hershey, Borough Manager; Kim Brewer, Main Street Manager; Manny Hoffer, Resident

Chairman Youngerman called the meeting to order at 6:31 PM.

Chairman Youngerman announced that an Executive Session would be held at the end of the meeting to discuss personnel matters.

Public Input Period

1. Manny Hoffer asked when snow would be removed from Main Street in the business district. He shared that the snow creates a hardship on businesses. He also suggested that alleys be prioritized by those that have residences in them.
2. Kim Brewer updated the Committee on several items including a Guinness record project. She also shared the snow along Main Street causes a hardship on businesses in the downtown business district. Brewer suggested that snow be removed further to the east on Main Street because there are additional businesses located in that area.

Approval of the Minutes of the November 18, 2015, regular meeting. Minutes approved as presented. Youngerman noted that the December Administration and Finance Committee meeting was cancelled, so there would be no minutes to approve.

Hershey provided the following information with discussion and decisions as noted:

1. Administration, Budget, and Finance
 - A. Resolution 1-16, eliminating police pension contributions. There was no action by Committee.
 - B. Appointment of representative to Lancaster County Tax Collection Bureau- the Borough received an email from the Lancaster County Tax Collection Bureau requesting that a representative be appointed to serve on the board. This representative would be collectively appointed by the municipalities included in the Donegal School District- Mount Joy Borough, Mount Joy Township, East Donegal Township and Marietta Borough. An East Donegal Township supervisor expressed interest in filling the position. The Committee requested that a resume for the individual be provided.
 - C. Florin Station Deed- In doing the research for the permit for Parks building renovations, the Codes and Zoning Officer discovered that the County Assessment information shows Florin Fire Company as the owner of record. When Florin Fire Company no longer existed and the building was no longer used as a fire station, the deed should have been transferred to the Borough, but was not. The Borough Solicitor will need to draft a Quitclaim Deed to convey the property from FDMJ to the Borough. Both Borough Council and Fire Department Board will need to consider action to approve and authorize signatures on the Quit Claim deed.
 - D. Budget
 - i. Motion to Authorize Expenditure of \$12,000.00 from Capital Fund Budget for phone system upgrades.

- The transfer of funds from the General Fund to the Capital Fund was included in the approved 2016 General Fund Budget, but the transfer in and expenditure out were not shown in Capital. The transfer in will be to line item 30.392.400 and the funds will be expended from line item 30.400.701. There will be no net impact on bottom line of Capital Fund Budget.
- ii. Fund Balance as of 12/31/15 = \$1,860,697.86. This figure is unaudited and most likely will change when the 2015 Audit is completed. 105% of budgeted revenue was received and 93% of expenditures expended.
 - iii. Earned Income Tax (EIT) for December- Net for month ahead by just under \$16,000. Net for year ahead by just over \$104,000 (Unaudited)
 - iv. Real Estate Transfer Tax (RTT)- Finished the year 156,332.59 (unaudited), over what was budgeted. Approximately \$130,000.00 of that was from sale of Mount Joy Shopping Center

E. Manager's Report

- i. Snowstorm- Borough Staff did a great job through the largest snowfall on record. Public Works worked hard to maintain major streets and open secondary streets. Administrative Assistant, Andrea Zell did an outstanding job fielding calls on Monday and Tuesday. Some were not very respectful, but she maintained her composure and was patient and courteous.
 - Main Street snow removal- Preparation is underway, the dump site is being cleared and equipment being lined up. It is estimated that it will take two nights to clear the area identified in the Main Street Snow removal policy. PennDOT is partnering with the Borough to clear the Angle Street Bridge.
- ii. Codes Vehicle- search is in progress, but has been slowed by snowstorm. A Resolution will be needed for trade-in of old codes vehicle.
- iii. Main Street Snow removal policy- the Committee discussed extending the area in which snow is removed to the east to Chestnut Street. On a motion by Murray and second by Glessner, the Committee unanimously approved the extension of the Main Street snow removal area east to Chestnut Street and a motion should be included on the February 1, 2016, Borough Council agenda to ratify the policy change retroactive to January 27, 2016. Glessner noted that other members of Council had recognized the need to extend the removal area.
- iv. LERTA- the draft ordinance has been received from Borough Solicitor. Staff is reviewing. When finalized, the draft will be distributed to Council and then the school district and County for review.
- v. Staffing- candidates for part-time Receptionist/Secretary position have been interviewed, but progress has stopped due to snowstorm
- vi. Jacob Street Bridge
 - A draft agreement was received from AMTRAK. Consultant's estimate for AMTRAK review was \$50,000. AMTRAK's estimate is \$106,000. PennDOT is trying to advocate for the Borough to have the estimate reduced.
 - Awaiting a response from the County on request for TIP funding to remove the bridge.
 - Staff and the Solicitor continue to work on obtaining an extension of time from the PUC to remove the bridge.

2. Land Development, Zoning, & Codes

A. Codes Report

- B. Motion to authorize the Borough Planning Commission and Borough Staff to research grant opportunities and begin discussions regarding biking and hiking connections within the Borough. The Planning Commission recommended Council authorize the Planning Commission and Borough Staff to research grant opportunities, and begin discussions regarding a biking and hiking connections within the Borough. The Zoning Officer recommends that a new Feasibility Study be conducted to create a multi-phased

Master Plan that is consistent with the Official Map. During discussion, members of the Committee questioned the need for this study.

- C. Zoning Ordinance Revision Update- the Mount Joy Borough Planning Commission recommended that Borough Council repeal Chapter 270, Zoning in its entirety and enact the newly revised Chapter 270, Zoning as presented. The Solicitor will be advertising the Ordinance and Public Hearing in March in accordance with the MPC. The proposed new Ordinance and Map are on the Borough website under Borough News/Notices. At the April 4, 2016, meeting, the public hearing can be held and Council can consider action to repeal current ordinance and enact new ordinance.
- D. Resolution #2-16, appointing members to the Zoning Hearing Board and the Civil Service Commission. Two Letters of Intent and Resumes were received. Zoning Hearing Board recommends Mike Melhorn for the position. In addition, there is a need to correct the original appointment resolution- Ferne Silberman should have been appointed to a six year term on Civil Service Commission rather than the two year term on the original resolution. The Committee directed that this item should be included on the February 1, 2016, Borough Council meeting agenda.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- Funding for the pedestrian improvements has been approved by MPO. Final approval of the TIP will be considered for approval in June 2016.
- B. Rail Enhancements Project Phase 2- Nothing new to report.
- C. Jacob Street Bridge- was covered under Manager's report

4. Public Input Period- Comments of Any Borough Resident or Property Owner

- A. MSMJ Manager, Kim Brewer indicated that she will soon provide a resolution template for Main Street Designation for the Committee's review

5. Any Other Matter to Come Before the Committee

- A. Councilor Youngerman presented a spreadsheet he created with publicly available information. General Fund Budget line 471.100 is the repayment of 3 loans with Union Community Bank. 471.100 is, except for employee costs, the single largest line item expense in our budget. Interest rates vary among the notes. The 3 notes have varying dates of maturity, but Note #3 can actually be paid off in < 3 years, if current level of quarterly payments continues. This sheet is obtained from publicly generated and available records, and is available on the web. Email byoungerman@mountjoypa.org for the URL. You can see the interest we are paying each month, and each year, on individual notes and in the aggregate. I recommend we consider ways to reduce this interest, if it can be done without much expense. Option #1: Reduction in interest can come from refinancing or paying down or paying off the notes. 3% refinancing interest can be a benchmark. Lancaster Parking Authority recently refinanced \$200 million in loans down to 2.95%. Option #2: Continue paying down the debts on schedule, and take \$80,000 per year to assist in the pay down. The \$80,000 represents about .2 mills of taxes, or a 4.1% tax increase for as long as the debt pay down continues. Councilor Youngerman mentioned other debts and obligations of the borough. Note that the pension #1 and pension #2 unfunded liabilities is a moving target, and based on councilman Youngerman's recollection of the last report received from the plan administrator in 2015. This can be updated later.

6. Executive Session to Discuss Personnel Matters- the Committee went into Executive Session at 8:55 PM. The Executive Session ended at 9:15 PM. No decisions followed the Executive Session.

7. The meeting was adjourned at 9:15 PM