



**Mount Joy Borough Council
Administration & Finance Committee
October 28, 2015
Meeting Minutes**

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

Others present: Kim Brewer, Main Street Manager and Scott Hershey, Borough Manager

Chairman Youngerman called the meeting to order at 6:30 PM.

The agenda was approved by the Committee

Chairman Youngerman announced that an Executive Session to discuss potential litigation would be held at the end of the meeting. No decisions expected.

Public Input Period- Brewer stated that on average municipal funding of Main Street Programs equals approximately 22% of the Main Street organizations' operating budget. She noted that extra services and programs are not included in that calculation.

Approval of the Minutes of the September 14, 2015, regular meeting- approved as presented.

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

1. Administration, Budget, and Finance

A. Budget

- i. 2016 Budget- work is in progress, however RTKL Requests and other "pressing" matters are reducing the time available to work on the budget.
 - The Public Works Committee directed that 3% increases for all Public Works/Parks employees should be included in the 2016 budget.
 - The Administration and Finance Committee directed that all Borough non-uniformed employees' wages should be compared to recent wage survey data and adjustments considered for those employees whose wages are low.
 - There was discussion about hiring a second PT Secretary/Receptionist. The Committee suggested the position be included in the 2016 draft budget.
- ii. Fund Balance as of 10/5/15 = \$1,982,492
 - 86.76% of budgeted revenue received
 - 71.84% of expenditures expended

B. Manager's Report

- i. Reminder that the November 2, 2015, Borough Council begins at 6:00 PM, because of the election preparation that needs to be completed that evening.
- ii. Reminder that the November Administration and Finance Committee meeting is scheduled for November 18, 2015, at 6:30 PM, because of the Thanksgiving Holiday
- iii. Reminder that the Mount Joy Borough Authority Debt refinancing will be an item on the November 2, Borough Council Agenda for Council to consider action to approve guarantying the Borough Authority's Water debt refinancing.
- iv. LERTA- following brief discussion the Committee directed that LERTA Ordinance process, which was put on hold, should be a discussion item on the November 2, 2015, Borough Council agenda. Committee's recommendation is that the process should be continued.

- v. H&R Transload, LLC, 900 Square Street- reminder that the request to rezone property will be included on the December 7, 2015 Borough Council meeting agenda. Included on the agenda will be a public hearing, which will take place prior to Council considering action to enact the rezoning ordinance.
- vi. EIT (Earned Income Tax)- In November, the Lancaster County Tax Collection Bureau (LCTCB) will be doing a one time distribution of unclaimed funds and funds made available from reconciliations from past years. The Borough will receive approximately \$10, 800.00 through this distribution. This type of distribution will not be done on an annual basis, but rather every few years. This distribution was not included in projections from LCTCB for 2015, and therefore in the Borough's Budget. The Borough has received information that no fees will be charged by LCTCB for the 2015 November and December collections. The LCTCB has collected sufficient funds through fees to cover their 2015 budget. LCTCB indicated that there is no change in fees (2.2%) expected for 2016.
- vii. Staffing- second interviews of PT Receptionist/Secretary candidates has been completed. A selection has been made and an offer will be extended. Staff hopes to conduct interviews for the full-time Administrative Assistant position soon.
- viii. Right to Know Law ((RTKL) Requests- Two additional RTKL Requests were received on September 17. Staff is working to respond to them. During the period August 18, 2015, through October 22, 2015, the Borough received 18 PA RTKL requests from the same individual. Time expended thus far:
 - Manager- 37.5 hours
 - Codes and Zoning/Assistant Stormwater Officer- 57 hours
 There will be legal charges as we work through fulfillment of the requests.
 There will be charges from the Borough Engineer because we needed them to review documents to see if they had any that met the parameters of the requests.
- ix. Website- staff has previewed the "draft" website. There are a few things that need to be revised and addressed.
- x. Union Community Bank (UCB) has notified the Borough that they will stop accepting Borough and Authority utility payments at the end of 2016. There is no immediate impact, but plans need to be made for when this happens. Staff expects an increase in foot traffic here at the office and the workload is expected to increase because of the need to process the payments. Payments currently processed by UCB could be posted in one entry. Those payments will need to be entered individually.

2. Land Development, Zoning, & Codes
 A. Codes Report

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- awaiting a response on application for funding.
- B. Marietta Avenue Bridge Replacement- expected completion sometime October/November timeframe.
- C. Rail Enhancements Project Phase 2- additional delays in contracts between PennDOT and AMTRAK. Bids now probably will not go on the street until early 2016.
- D. Jacob Street Bridge- awaiting a draft agreement from AMTRAK so the plans can be reviewed. Awaiting a response from the County on the Borough's request for TIP funding to remove the bridge. There has been some communication with a PUC Attorney, who is working to assist. An update was provided to him. He was going to forward to the rail division and request a status on our request for an extension of time.

Public Input Period- Comments of Any Borough Resident or Property Owner NONE

Any Other Matter to Come Before the Committee- NONE

The Committee began an Executive Session to Discuss Possible Litigation at 8:40 PM. The Executive Session ended at 8:55 PM. No decisions followed the Executive Session.

There being no further business, the meeting was adjourned at 8:55 PM.