



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
November 18, 2015

Members present: Chairman Youngerman, Council President Glessner. Councilor Murray was unable to attend.

Others present: Scott Hershey, Borough Manager

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

Public Input Period- None (no public present)

Approval of the Minutes of the October 28, 2015, regular meeting- approved as presented.

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

1. Administration, Budget, and Finance

A. Appointment Resolution

i. An Appointment Resolution will be included on December 7, Council meeting agenda.

- Authority Board
 - Ken Gainer not seeking reappointment- 34 years on the Authority Board
 - Recommendation for Rick Hamm to fill Ken's seat.
- Planning Commission
 - Steve Gault does not wish to be reappointed, but would serve as alternate member.
 - Councilor Josh Deering expressed interest in filling Steve's position, but staff will need to confirm his willingness to fill the seat.
- ZHB- Alternate position is vacant
 - letters of interest and resumes have been received.
 - ZHB will review and make a recommendation for an appointment at their next meeting, but that recommendation will not be received in time for this resolution. A separate resolution will be done at a later time.
- The Committee found the proposed appointments acceptable and directed the resolution should be included for Council's consideration on the December 7, 2015, Council meeting agenda.

B. Meeting Date/Time Resolution- the proposed meeting times and dates were discussed. The Committee found the proposed dates and times acceptable and directed that the resolution should be included for Council's consideration on the December 7, 2015, Council meeting agenda.

C. Budget

i. 2016 Budget

- Staff is awaiting final numbers on some of the insurance coverages.
- Wages
 - N.J. Hess recommendations from the wage study were discussed.
 - The Committee directed that the recommendations from the wage study should be forwarded to Council as presented.

ii. Fund Balance as of 10/30/15 = \$1,991,353.25

- 99.32% of budgeted revenue received
- 82.02% of expenditures expended

D. Manager's Report

- i. Hershey and other Borough Staff members attended a webinar on stormwater audits. Following the webinar, a staff member from East Lampeter Township provided information on an audit of the Township by DEP. The information shared reinforced what was presented in the webinar. DEP's and EPA's expectations are that everything needs to be documented. The audits are in depth reviews of documentation and field practices.
- ii. LERTA- Borough Solicitor has been directed to continue work
- iii. Staffing- PT Receptionist/Secretary began working last week and is doing well. Interviews for the full-time Administrative Assistant position are scheduled for Thursday, November 19 and Monday November 23.
- iv. 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. Responses to the 18 RTKL requests received between August 18, 2015, through October 22, 2015, have been completed. Time expended thus far:
 - Manager- 38 hours
 - Codes and Zoning/Assistant Stormwater Officer- 67 hours
 - Received an additional request on 11/16/15- not a difficult response, but still will take time to respond.
- v. Website- staff continues to work with consultant to refine the "draft" website.
- vi. Jacob Street Bridge Removal- staff continues to wait a draft agreement from AMTRAK so the plans can be reviewed by AMTRAK. Staff also continues to await a response from the County on our request for TIP funding to remove the bridge. Staff continues to work on the PUC extension of time to remove the bridge.

2. Land Development, Zoning, & Codes

A. Codes Report

- B. Request by H&R Transload, LLC, located at 900 Square Street, Mount Joy, to change the zoning classification of a tract of land containing 0.38 acre, more or less, situate of the south side of Square Street and West side of South Market Avenue, (known as 207 South Market Avenue) which now includes the adjoining Penn Central Transportation Co. Easement being 8 feet by 216 feet, more or less and which was part of 900 Square Street, from Medium Density Residential to Light Industrial Zoning District. Following brief discussion, the Committee directed that this item should be included for Council's consideration on the December 7, 2015, Council meeting agenda.
- C. Request by H&R Transload, LLC, located at 900 Square Street, Mount Joy, to join the property known as 207 South Market Avenue, and identified on the proposed plan as Lot B, with the lot to the west known as 900 Square Street and identified on the proposed plan as Lot A.

The requests in items B and C above have been presented to the Committee and Council multiple times for several months. A public hearing will be held prior to considering action on the rezoning. Upon completion of the public hearing, Council can consider action to enact the ordinance to rezone the land. Following that action, Council can consider action to approve the lot add-on plan. Following brief discussion, the Committee directed that this item should be included for Council's consideration on the December 7, 2015, Council meeting agenda.

- D. Draft Revisions to Zoning Ordinance- This is a completely new ordinance, not a revision to the existing ordinance, so Council will need to consider action to repeal current ordinance and enact new ordinance. The Committee was asked to forward questions and comments to Hershey. Council will receive electronic copies. Hard copies will be provided upon request. The tentative schedule is as follows:
- i. 11/11/15 PC reviewed all amendments. There are still a few to be made, i.e. some grammar, lighting section.
 - ii. 11/18/15 Administration and Finance to review and comment for the first time. The Borough Solicitor will also receive during this time for review and comment.
 - iii. 12/7/15 Borough Council agenda item for discussion and comment for the first time.
 - iv. 12/9/15 PC final review and recommend Council authorize Solicitor to advertise.
 - v. 12/23/15 Administration and Finance to review and comment for second time.
 - vi. 1/4/16 Borough Council agenda item for discussion and comment for second time. And then second agenda item for authorization for Solicitor to advertise and send notices.
 - vii. 1/13/16 PC to recommend Council repeal and adopt Zoning Ordinance.
 - viii. 1/22/15 Josele to send notices to LCPC and advertise by this date.
 - ix. 3/14/15 LCPC should have it on their agenda for this date.
 - x. 4/4/15 Council to repeal existing and adopt new Zoning Ordinance.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- the County Smart Growth Task Force recommended the Marietta Avenue Project be funded. That recommendation went to the Transportation Technical Advisory Committee (TTAC) who also recommended funding for the project. The TTAC recommendation will go to the MPO at their next meeting.
- B. Marietta Avenue Bridge Replacement- project is underway with expected completion sometime October/November timeframe.
- C. Rail Enhancements Project Phase 2- Nothing new to report.
- D. Jacob Street Bridge- was reported in Manager's report

Public Input Period- None (no public present)

There being no further business to come before the Committee, the meeting was adjourned at 8:40 PM

Respectfully Submitted

Scott Hershey
Borough Manager/Secretary