

Mount Joy Borough Council

Special Meeting Minutes

November 24, 2015

The Mount Joy Borough Council held a special meeting on November 24, 2015, at the Mount Joy Borough Office.

President Glessner called the meeting to order at 6:30 PM, and announced that an Executive Session to discuss personnel matters would be held following agenda item number four, the presentation by Nancy Hess of N. J. Hess Associates.

Roll Call - Present were: Councilors Deering, Ginder, Metzler, Murray, Reese, Youngerman, President Glessner, and Mayor Bradley. Councilors Mowrer and Seidel arrived at 6:35 PM.

Also present were; Public Works Director, Dennis Nissley; Borough Accounting Specialist, Jill Frey; Police Chief, Maurice Williams, Jr. and Borough Manager, Scott Hershey.

Public Input Period

Ned Sterling asked if the budget deficit changed from last meeting. Hershey answered yes. He asked what percent raise Borough employees were receiving. Hershey responded that has not yet been determined. He asked about the number of police officers. Mayor Bradley responded that there are 10 patrol officers, one detective and the chief. He asked when the police contract was up. Mayor Bradley responded 2017.

Nancy Hess of N.J. Hess Associates, Human Resources Consultants presented background information and an overview of her findings from a compensation study that compared Mount Joy Borough Non-Uniformed wages with the results of previously completed studies in Lancaster County and with information from the Economic Research Institute and the Bureau of Labor Statistics. Ms. Hess noted that the study showed that some of the Borough's Non-Uniformed Employees are at the level they should be and some are under where they should be, but that none of the employees is overpaid. Hershey noted that the Administration and Finance Committee recommended that employees who are currently under compensated should receive increases to bring them to the level recommended in the study. There were a few questions about benefits. Ms. Hess responded that the study only considered compensation, not benefits.

Council went into Executive Session at 7:30 PM to discuss personnel matters. Council came out of Executive Session at 7:40 PM.

Hershey provided information about the schedule for approving and advertising the Proposed Budget, approval of the Final Budget and the tax ordinance. He noted that information on costs for improvements to Florin Station compared to construction of a new addition at the existing Public Works Building were provided at the Councilors' seats.

Hershey reported that Earned Income Tax revenue is ahead of projection by just over \$88,800.00. Real Estate Transfer Tax revenue is ahead of budgeted by \$118,000.00. As of 10/30/15, the fund balance is \$1,991,353 with 99.32% of budgeted revenue received with over one month's receipts still to be received. 82.02% of expenditures expended and \$737,207.00 remaining to be spent if 100% of budgeted funds are expended.

Council began budget discussions.

Representatives of the Public Safety Committee provided information relative to 2015 expenditures.

On a **MOTION** by Metzler and second by Deering, Council approved purchasing a computer server and backup in 2015 at a cost not to exceed \$11,000.00, and reducing budget line 410.750 by \$11,000.00 to \$19,000.00 and increasing budget line 410.183 by \$11,000.00 to \$71,000.00 in the 2016 draft budget. *Motion carried unanimously*

Council then discussed the results of the Compensation Study. Hershey noted that per direction from the Administration and Finance Committee, the draft budget included no increases for Non-Uniformed employees. He indicated that in order to follow the recommendations of the wage study, total wages for Non-Uniformed employees would need to be increased by \$40,289.00. There was additional discussion about wages.

There was a **MOTION** by Reese and a second by Metzler, to increase the total amount budgeted for wages in the 2016 draft budget by \$23,394.00 with the distribution of those funds to be determined by management with guidance on the Manager's salary from the Administration and Finance Committee. Following discussion, on a motion by Deering and second by Metzler, the *motion was tabled*

Further discussion followed.

There was a **MOTION** by Deering and a second by Metzler to eliminate budget line 400.142, Salary of Receptionist. Following discussion, the vote was called. Three Councilors voted yes and six voted no. *Motion failed to pass*

Discussion resumed. Hershey presented a proposal to eliminate the proposed second part-time, 20 hour per week Receptionist position and increase the current Receptionist's hours from 20 to 29 hours per week, for a reduction of \$8,762 in line 400.142 of the draft budget.

On a **MOTION** by Youngerman and a second by Murray Council approved eliminating the proposed second part-time, 20 hour per week Receptionist position and increasing the current Receptionist's hours from 20 to 29 hours per week, reducing budget line 400.142, by \$8,762 to \$20,358.00 in of the draft budget. *Motion carried with Deering voting no.*

The tabled **MOTION** to increase the total amount budgeted for wages in the 2016 draft budget by \$23,394.00 with the distribution of those funds to be determined by management with guidance on the Manager's salary from the Administration and Finance Committee was brought back to the floor and approved. *Motion carried unanimously*

On a **MOTION** by Youngerman and a second by Murray, Council approved reducing budget line 446.130, Stormwater Enforcement Officer Wages by \$10,000.00 from \$20,000.00 to \$10,000.00, from six months to three months in 2016. *Motion carried with Seidel and Mowrer voting no*

On a **MOTION** by Metzler and second by Deering, Council approved reducing budget line 410.238 by \$3,500.00 from \$20,000.00 to \$16,600.00 and budget line 410.750 by \$1,200.00 from the previously reduced amount of \$19,000.00 to \$17,800.00. *Motion carried unanimously*

Additional discussion followed.

There was a **MOTION** by Seidel and a second by Ginder to reduce budget line 430.360 by \$4,000.00 from \$10,000.00 to \$6,000.00. Following discussion, Seidel amended his motion with a second by Mowrer to reduce budget line 430.360 by \$3,500.00 from \$10,000.00 to \$6,500.00. *Motion carried unanimously*

On a **MOTION** by Seidel and second by Ginder, Council approved reducing budget line 430.330 by \$4,000.00 from \$16,000.00 to \$12,000.00. *Motion carried unanimously*

On a **MOTION** by Metzler and second by Deering, Council approved reducing budget line 410.330 by \$4,000.00 from \$17,000.00 to \$13,000.00. *Motion carried unanimously*

There was a **MOTION** by Youngerman and second by Murray to reduce budget line item 446,450 by \$4,500.00 from \$70,900.00 to \$67,400.00. Following discussion and additional information being provided by Borough Staff, the *Motion failed to pass with all Councilors voting no*

On a **MOTION** by Reese and second by Murray, Council approved reducing budget line 487.156 by \$6,000.00 from \$660,150 to 654,150. *Motion carried unanimously*

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There was a **MOTION** by Seidel and a second by Murray to increase budget line 399.000 by \$279,804.00 from \$72,000.00 to \$351,804.00 and increase budget line 492.100 by 150,000.00 from \$100,800.00 to \$250,800.00. Following discussion Seidel amended the **MOTION** with Murray seconding to increase budget line 399.000 by \$129,804 from \$72,000.00 to 201,804.00 with no changes to budget line 492.100. *Motion carried unanimously.*

There was discussion about the draft Refuse, Capital and Highway Aid Budgets. Hershey noted that the 2016 Capital Fund budget included \$50,000.00 for the Jacob Street Bridge removal project and that in the 2015 Capital Fund budget, Council approved \$45,00.00 for that project and \$32,000.00 for the purchase of a new police car without showing any revenue into the Capital Fund, which resulted in reducing the Capital Fund Balance by those amounts. Councilor Youngerman expressed concern about spending down the Highway Aid Fund. Hershey noted that Liquid Fuels funds received from the State are intended to be spent on highway projects, which is what is being done. Nissley noted that 2016 will be a busy year for highway projects with a few years of smaller projects and costs to follow.

On a **MOTION** by Metzler and a second by Reese, Council approved the Proposed General Fund, Refuse Fund, Capital Fund and Highway Aid Fund Budgets, maintaining the tax rate at 4.91 mills and maintaining fees for residential refuse service at \$236.00 per year and residential Woody Waste service at \$26.00 per year, and fees for commercial refuse service at \$286.00 per year and commercial Woody Waste service at \$26.00 per year and establishing a \$5.00 discount for Residential and/or Commercial payments if received by January 31, 2016. *Motion carried unanimously*

Councilor Metzler encouraged the Council not to establish a trend of using the General Fund balance to balance the budget. He encouraged that Council do its due diligence in reviewing the Borough's financial position each year prior to making any decisions.

Mayor Bradley shared that he has concerns about spending additional funds on the Florin Station building. He questioned whether there will be additional large costs in the future to maintain the building such as roof replacement.

Councilor Youngerman reminded Council of outstanding debt, the post employment benefit liability, underfunded pension liability and encouraged Council to be aware of these things moving forward.

There being no further business, on a **MOTION** by Reese and a second by Metzler, the Council approved adjourning the meeting at 10:23 PM. *Motion carried unanimously*

Respectfully Submitted,



Scott Hershey
Borough Manager/Secretary

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