



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
February 24, 2016

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

Others present: Maurice Williams, Jr., Chief of Police and Scott Hershey, Borough Manager

Chairman Youngerman called the meeting to order at 6:34 PM.

Chairman Youngerman announced that Executive Sessions would be held following the public input period and at the end of the meeting to discuss personnel and contract matters.

Public Input Period- None. No one from the public was in attendance.

The Committee went into Executive Session to discuss personnel matters at 6:35 PM and came out of Executive Session at 7:11 PM. No decisions followed the Executive Session.

Approval of the Minutes of the January 27, 2016, regular meeting- approved as presented.

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

1. Administration, Budget, and Finance

A. Health Insurance

- i. Hershey presented general information about the Borough's current health insurance coverage, information about options to assist in lowering cost and about Health Savings Accounts (HSA's). There was discussion about providing some type of incentive for employees not using Borough insurance coverage and possibly an incentive for employees using single coverage rather than family coverage. Following discussion, the Committee's recommendations were as follows:

- Staff should continue to work on gathering information on implementation of the HSA and if the HSA is implemented:
 - The current HRA would be eliminated as would the actual employee deductibles funded by the HRA
 - Highmark deductible of \$2,000 single/\$4,000 family would remain.
 - Employee contributions would continue but would be put in the employee's HSA.
 - A co-pay of \$20.00 at time of service for doctor visits should be implemented.
 - Co-insurance on Major medical coverage (hospital stays, surgery, etc.) should be implemented at an 80/20 split.
 - A maximum out of pocket cost per year of \$6,000.00 would be implemented.
 - Spouses would not be eligible for coverage if coverage were available elsewhere.
 - Council would need to establish how much additional funding would be contributed to the employees' individual HSA's.

- B. Appointment of representative to Lancaster County Tax Collection Bureau- as was shared at the January 27, 2016, Administration and Finance Committee meeting, there is a Supervisor from East Donegal Township who we are told is willing to serve. At the January 27, 2016, meeting, the Committee requested that a resume be provided for the committee to review. To date, no resume has been received.

- C. Resignation from and appointment to the Mount Joy Borough Authority Board- John Weidman has resigned from the Mount Joy Borough Authority Board. The Borough Authority provided a letter to the Borough notifying of Weidman's resignation and requesting the Chris Metzler be appointed to fill the

balance of Weidman's term. The Committee was in favor of approving Metzler and directed that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration.

- D. Codes Vehicle Replacement- the Committee reviewed Resolution #4-16, authorizing the purchase of a 2012 Chevrolet Cruz Sedan from Whitmoyer Auto Group, and authorizing Borough Manager/Secretary Scott Hershey, to execute any and all documents as may be required by the dealer in connection with the purchase of the new vehicle. Hershey reported that Borough Staff had contacted local dealerships and found this vehicle to be the most cost effective to purchase. Following discussion, the Committee directed that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration.
- E. The Committee reviewed Resolution #5-16, authorizing the trade-in of a 1998 Ford Taurus Sedan toward the purchase of a 2012 Chevrolet Cruz Sedan from Whitmoyer Auto Group for a trade-in value of no less than \$500.00 and directed that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration
- F. Florin Station Deed- at last month's Administration and Finance Committee meeting, Hershey reported that the deed for the Florin Station property was never conveyed from Fire Department Mount Joy (FDMJ) to the Borough as was to happen per a Quitclaim deed dated July 29, 1997. Hershey reported that FDMJ's Board has indicated that the appropriate officials have been authorized to sign the documents needed to convey the property. The Committee approved authorizing the Borough Solicitor to prepare the Quitclaim Deed for the transfer of the property from FDMJ to Mount Joy Borough and directed that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration.
- G. 2011 GO Note Excess Funds- the Borough's 2011 General Obligation Note was overdrawn by \$20,000 because at the time the funds were drawn, the deadline to draw funds was approaching, but some items were not able to be purchased because of availability. The draws were made based on estimated costs for the items. When the invoices for the items were received, the actual costs were less than estimated costs, creating the overage. Following discussion of options, the Committee directed that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration.
- H. Budget
 - i. At last month's meeting, Councilor Youngerman spoke about the Borough's debt and the Committee requested information on refinancing and/or modifying the current General Obligation (GO) Notes with the possibility of paying off one or more of the notes. Hershey provided an overview of the Borough's three current GO Notes and indicated that he would be talking with bond counsel to gather additional information.
- I. Manager's Report
 - i. Employee Handbook- a copy of the draft employee handbook was distributed to the Council earlier. Councilor Murray expressed concern about included language relative to classes that were not established as protected in the Anti-Harassment section of the handbook. He asked that those be removed. There was discussion about the firearms prohibition language in Violence in the Work Place section of the handbook. The Committee recommended that this language be removed. Hershey will check with Labor Counsel for guidance on both of these matters. In addition, because the handbook is shared with the Borough Authority, they will need to consider the suggested changes as well.
 - ii. Audit is in progress- the Auditors began work on the 2015 audit on Tuesday, February 16, and will be ready to do their presentation at the March 23, 2016, Administration and Finance Committee meeting and at the April 1, 2016, Borough Council meeting. The March 23, audit presentation to the Administration and Finance Committee will be more in-depth than the presentation at the April 1, 2016, Borough Council meeting. All Councilors are invited and encouraged to attend the Administration and Finance Committee meeting for the in-depth presentation.
 - iii. Staffing- Receptionist/Secretary position was offered to an individual. Offer has been accepted. Pre-employment checks have been completed. She will begin working Tuesday, March 1, 2016.

- iv. Non-Uniformed Pension Plan Expense Reduction- the Borough has been notified by R. J. Hall, Pension Administrator, that effective April 1, 2016, annual plan expenses for the Non-Uniformed Pension Plan will be reduced by \$1,492.00, from \$6,709.00 to \$5,217.00.
 - v. January 22/23 Snowstorm- the County has met the threshold to qualify for Federal Disaster Relief. The Governor has sent a letter to the President requesting a Disaster Declaration. If approved, coordination of the disaster assistance will be overseen by LEMA.
2. Land Development, Zoning, & Codes
- A. Codes Report
 - B. Motion to approve the draft LERTA Ordinance and draft property lists and to authorize the Borough Solicitor to advertise a public hearing, the ordinance and property lists. This action does not enact the ordinance, but approves the draft so that it can be sent to the school district and county for review and comment. It also authorizes the Borough Solicitor to advertise the public hearing and the ordinance. Following discussion, the Committee directed that the public hearing and consideration to enact the ordinance should be advertised to take place at the same Council meeting and that this item should be included on the March 7, 2016, Borough Council meeting agenda for Council's consideration.
 - C. Zoning Ordinance Revision- The Lancaster County Planning Commission will be reviewing the revised ordinance at their March 14, 2016, meeting. At the April 4, 2016, Borough Council meeting, the Council can consider action to repeal existing and enact the new Zoning Ordinance.
3. Projects
- A. Marietta Avenue Pedestrian Improvements and Paving- funding has been approved by the County MPO with final approval of the TIP being considered in June 2016.
 - B. Rail Enhancements Project Phase 2- nothing new to report.
 - C. Jacob Street Bridge- as previously reported, the Borough received a draft plan review agreement from AMTRAK. That agreement is being reviewed by the Borough Solicitor. Included with the agreement documents was a cost estimate from AMTRAK for their review of the plan. The consultant's estimate for the plan review was \$50,000, which is what was budgeted. AMTRAK's estimate was \$106,000. PennDOT has been advocating for the Borough and requested that AMTRAK consider a reduction of \$35,000 to the estimate. The project has been included on the draft 2017 TIP. Nothing new to report on the Borough's request for an extension of time from PUC to remove the bridge.

Public Input Period- None. No one from the public was in attendance.

Any Other Business to Come Before The Committee- Councilor Youngerman and Councilor Murray provided the Committee with sample Council Rules of Order, a resolution adopting rules of order for meetings and a resolution allowing participation and voting by telecommunications device. The Committee discussed all of the items, no decisions were made. If participation and voting by telecommunication device were implemented, it was noted that the proper equipment would need to be acquired to meet the requirements of the Borough Code. The Committee directed that an information only item should be included on the March 7, 2016, Borough Council meeting agenda during which time, Councilor Youngerman will present this information to the Council.

The Committee went into Executive Session to discuss contract matters at 9:24 PM and came out of Executive Session at 9:35 PM. No decisions followed the Executive Session.

There being no further business to come before the Committee, the meeting was adjourned at 9:35 PM.

Respectfully submitted,
 Scott Hershey
 Borough Manager/Secretary