



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
March 23, 2016

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

Others present: Megan Senkowski and Jill Gilbert with Trout Ebersole and Groff, Borough Auditors; Councilors Deering and Reese; and Scott Hershey, Borough Manager

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

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

Approval of the Minutes of the February 24, 2016, regular meeting- approved with one revision.

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

1. Administration, Budget, and Finance

- A. Ms. Senkowski and Ms. Gilbert presented the results of the 2105 Audit.
- B. Health Insurance- In early April, Authority Manager, John Leaman and Hershey will be meeting with the Borough's representative from Benecon to further discuss options. The Committee's suggestions have been forwarded to the Benecon representative.
- C. Appointment of representative to Lancaster County Tax Collection Bureau- the Committee has been awaiting a resume from an individual who expressed interest in serving. Having not received the resume after a few months, the Committee requested that Hershey checks to see if there is anyone else willing to serve
- D. Florin Station Deed Update- the Borough Solicitor has prepared the Quitclaim Deed. Only signatures from Fire Department Mount Joy are required. When completed the document will be returned to the Borough Solicitor to be recorded at the Lancaster County Courthouse
- E. Resolution 13-16 Designating Public Depository and Authorizing Withdrawal of Public Moneys- updates the individuals authorized to sign checks. Two signatures are required on all checks. Following brief discussion, the Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve.
- F. Resolution 14-16, Designating Scott M. Hershey, Borough Manager/Secretary, as the Borough's Agent to sign any and all documents as required by the Federal Emergency Management Agency (FEMA) and the Pennsylvania Emergency Management Agency (PEMA) for application(s) for federal Disaster assistance for the January 28, 2016, snow event. Even though a disaster has not yet been declared, PEMA has requested that all municipalities involved complete this action at their April meetings. Signatures of all Council members required on FEMA Document. The Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve.
- G. Motion to authorize staff to complete and the appropriate Borough Officials to sign the PEMA Public Disaster Assistance Application and Agreement for Financial Assistance or the January 28, 2016, Snow Event.
- H. Budget- the Committee discussed the fund balance as provided by the Audit information. Borough debt reduction and transferring funds to the Capital Projects Fund will be discussed at the next Administration and Finance Committee meeting.

- I. Manager's Report Most items in my report are covered throughout the agenda. A few updates not included in my report:
 - i. Ordinance numbering correction- two ordinances were given the same number. A copy of the Authority water refunding ordinance- #6-16 was not received to be placed in the ordinance book. The rezoning of H&R Transload properties was assigned #6-16. The H&R Transload ordinance has been revised to #6A-16. No action by Council needed.
 - ii. Pension Investment Return Assumption- at last month's meeting, Hershey was asked to contact RJ Hall relative to the pension return assumption and if it should be lowered. Hershey reported that he spoke with Bob Hall of RJ Hall about the return assumption. Hall indicated that the long term is considered for the return assumption, 20-30 years. The assumption is "trued up" every two years when the actuarial valuation study is done. All facets are monitored together to arrive at the return assumption. Lowering the return assumption by 0.25% would result in an increase of approximately 15% in the Borough's deposit requirement. Based on the Borough's 2016 MMO, the required contribution would increase by approximately \$43,430. Excessive lowering of the assumption could price the Borough out of its ability to meet the required funding. The Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve.

2. Land Development, Zoning, & Codes

A. Codes Report

B. Motion to approve and authorize the appropriate Borough officials to execute:

- a Stormwater Management Agreement and Declaration of Easement, between Jonathan E. Charles and Rhoda R. Charles, and Mount Joy Borough
- a Declaration of Easement and Maintenance Agreement with Consent of Lien Holder between Jonathan E. Charles and Rhoda R. Charles, the Mount Joy Borough Authority, Steve Strode and Christine Strode, and Mount Joy Borough.

Approval is conditioned upon financial security being posted, Condominium Declarations being recorded, fee in lieu of dedication of park land being received by the Borough, and all documents as required by the Mount Joy Borough Authority being approved and executed by the Mount Joy Borough Authority. All docs are nearly ready with no issues to finalize expected. The Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve.

C. Motion to approve the draft LERTA Ordinance and draft property lists and to authorize the Borough Solicitor to draft and advertise a public hearing, the ordinance and property lists. Councilor Seidel's request for additional properties to be added to the existing list was sent to the Borough Planning Commission members. Some responded and two properties were recommended to be added. Following brief discussion, the Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve with the two recommended properties added to the existing list. 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. The Committee directed that this item be included on the April 4, 2016, Borough Council meeting agenda for Council's consideration to approve.

D. Zoning Ordinance Revision Update- Lancaster County Planning Commission comments and email from Stacie distributed to Council and Mayor on 3/22/16 via email and hard copy to mailboxes. Remaining items to be completed: Public Hearing, then Council to consider action to repeal existing Zoning Ordinance and enact the new Zoning Ordinance.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- Funding approved by MPO. 2017 TIP will be considered for approval in June 2016.
- B. Rail Enhancements Project Phase 2- Nothing new to report.

C. Jacob Street Bridge- Consultant's estimate for AMTRAK review was \$50,000. AMTRAK's original estimate was \$106,000, which included a \$35,000 environmental fee. Since there is no earth disturbance proposed in the AMTRAK right of way, they agreed to remove. There were some other adjustments made to the estimate with the final estimate being just under \$74,000. Borough budgeted \$50,000. Staff is working to see if there is any funding available to make up the difference. The project has been included on the draft 2017 TIP. Nothing new to report on the PUC time extension from last meeting

4. Public Input Period- Comments of Any Borough Resident or Property Owner- None, no one from the public in attendance.

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