



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
April 27, 2016

Members present: Council President Glessner and Councilor Murray. Chairman Youngerman arrived at 6:55 PM.

Others present: Mayor Tim Bradley; Councilor Seidel; John Leaman, Borough Authority Manager; Stephen Flaherty, RBC Capital; Sean Frederick, Authority Bond Counsel; and Scott Hershey, Borough Manager

Councilor Murray called the meeting to order at 6:32 PM.

Public Input Period- NONE

Approval of the Minutes of the March 23, 2016, regular meeting- approved as presented following Chairman Youngerman's arrival at 6:55 PM. Motion carries with Youngerman and Glessner voting yes. Councilor Murray abstained because he was not able to attend the March 23 meeting.

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

1. Administration, Budget, and Finance

- A. Mount Joy Borough Authority Water Treatment Plant Financing Presentation- John Leaman, Borough Authority Manager; Stephen Flaherty, RBC Capital Markets; and Sean Frederick, Bond Counsel presented information about the Borough Authority's proposed water plant and the plan for financing which the Borough will be asked to guarantee. The Authority will not be looking for formal action by the Council until later in 2016, but wanted to share the information now and get a general feeling from the Committee and the Council at its May 2, 2016, meeting. Following some questions, the Committee found the proposed financing acceptable.
- B. Council Meeting Packet Distribution Discussion- Councilor Murray provided an overview of his thoughts on Lancaster Newspaper's (LNP) request that Council meeting packets be provided to the LNP correspondent prior to the Borough Council meeting. Following discussion of Councilor Murray's thoughts, the Committee decided that discussion of the matter should be included as an agenda item on the May 2, 2016, Borough Council meeting agenda. No decision will be requested or expected, only Council's feeling on whether or not the Administration and Finance Committee should continue discussion on what information would be provided. For now, the Committee directed that all agendas should be marked and considered to be draft documents until approved by Council or the Committee.
- C. Health Insurance- Borough staff attended the quarterly meeting of the IIC (Intergovernmental Insurance Cooperative) on Thursday, April 21. Information provided on the Borough/Borough Authority's claim fund performance for 2015, indicated that utilization was very close to expected and the year was finished with a surplus of just over \$51,000, 50% of which will be distributed in the near future with the balance following in a few months.
- D. Appointment of representative to Lancaster County Tax Collection Bureau update- Hershey contacted Terry Hackman, Executive Director of LCTCB, about an individual interested in serving as the representative. This individual already serves as representative for another district. Mr. Hackman will research whether or not this is an issue.

E. Budget

- i. Fund Balance and Financial Options- the Committee discussed paying off one or more of the Borough's General Obligation (GO) notes and transferring funds from the General Fund balance to the Capital Fund. Councilor Youngerman presented a plan for reducing the Borough's debt and maintaining the General Fund Balance. Following discussion the Committee directed that a motion to approve and authorize paying off the balance owed on the Borough's General Obligation Notes Series 2010 B, and Series 2011, and transferring \$200,000.00 from the General Fund Balance to the Capital Reserve Fund should be included for Council's consideration on the May 2, 2016, Borough Council meeting agenda.
- ii. Fund Balance as of 4/25/16 = \$1,413,366, with 20% of budgeted revenue received and 29% of budgeted expenditures expended

F. Manager's Report

- i. The May 2, Borough Council meeting presentation on the value of a walkable, bicycle friendly community has been postponed until a later meeting.
- ii. The Borough was contacted by DEP with a request to schedule an MS4 inspection. The inspection will take place on May 12. DEP has provided a list of documents to be reviewed. There will also be an inspection of the Public Works Facility.
- iii. LERTA- Following Council's action to approve the draft LERTA Ordinance, it was forwarded to the Donegal School District and the County for their Solicitors to review and comment. Staff was advised that a new Solicitor will begin with the County on May 2, and so review of the draft ordinance will not be completed until sometime after that date. Commissioner Parsons, who took office at the beginning of the year will also be part of that meeting so that both he and the Solicitor can be provided with the information on what the Borough is proposing.
- iv. FEMA/PEMA Blizzard Reimbursement- Preliminary documents have been completed and sent to PEMA. It appears that the Borough will receive 75% reimbursement for approved costs over a 48 hour period during the event that the Borough chooses. Costs submitted will need to be verified and approved by PEMA/FEMA, so at this point, the amount of reimbursement is not confirmed, however, if approved as submitted, the reimbursement would be 75% of \$24,262 or just under \$18,200.
- v. The revised Employee Handbook was distributed several days ago and a mandatory employee meeting was held earlier today (5/27/16). Hershey and Authority Manager reviewed the handbook with Borough and Borough Authority staff. A few questions and comments were addressed.

2. Land Development, Zoning, & Codes

A. Codes Report

- B. Request by the Lancaster Career and Technology Center Authority (LCTCA) for waiver of Escrow Fees for plan deferral. The LCTCA is requesting that rather than having to establish a \$1,000.00 escrow as required, the Borough invoice them once per month for costs incurred for the plan deferral process. Hershey shared that the request could be accommodated, but would require additional staff time. Following discussion, the Committee was not in favor of granting the waiver, but because this was a decision that must be made by the Borough Council,

directed that the a motion to consider the request be included for Council's consideration on the May 2, 2016, Borough Council meeting agenda.

- C. Zoning Ordinance Revision Update- the ordinance revision to address the problem that FEMA had with the Borough's original floodplain ordinance is in process and will be advertised for action at the June 6, Borough Council meeting. A copy of the ordinance will be provided to the Committee at the May Administration and Finance Committee meeting

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- the project is included on the 2017 draft Lancaster County TIP, which will be considered for approval in June 2016.
- B. Rail Enhancements Project Phase 2- PennDOT has revived the work on the intergovernmental agreement for the project, but no draft documents have been received as yet. Staff has learned that PennDOT has begun the process of taking the Mount Joy Church of God parking lot by eminent domain.
- C. Jacob Street Bridge- staff is looking for potential funding for the additional \$25,000 needed for AMTRAK review of plans. A conference call between AMTRAK, Congressman Pitts' office and Deputy Secretary of Transportation, Toby Fauver was to have taken place on Monday, April 25, 2016. No news yet. The project has been included on the draft 2017 TIP. Nothing new to report on the PUC time extension request.

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