



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
May 25, 2016

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

Others present: Scott Hershey, Borough Manager

Chairman Youngerman called the meeting to order at 7:56 PM. (The meeting followed a joint meeting of the Borough Council and Borough Authority Board)

Public Input Period- NONE (No one from the public in attendance)

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

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

1. Administration, Budget, and Finance

A. Discussion of Council packet distribution prior to Council meetings- included in the Committee's meeting packets was a draft policy based on suggested language provided by Councilor Murray. Also included in the meeting packets were emails from Councilors Youngerman, Deering, Reese and from Barbara O'Neal with the First Presbyterian Church. Following discussion, the Committee directed that the draft policy provided should be revised, simplified with the following documents included in the public packet:

- i. Draft Agenda
- ii. All Staff reports
 - the Committee recommended that the Codes Officer's report should either not be included because of PA Right to Know Law exempted information or if it did not require a large staff time investment, include an abbreviated version of the Code Officer's report with PA Right to Know Law exempted information removed.
 - the Committee recommended that the Police Department report should either not be included because of sensitive information or include an abbreviated version of the Police Department report with sensitive information removed if that type of report could be generated without a large time investment by Police Department Staff.
- iii. Available reports from non-Borough organizations.
- iv. Ordinances and Resolutions

The information would be scanned and saved in pdf format and posted on the website.
The Committee directed that in no case should any draft minutes be distributed.

B. Budget and Finance

- i. Fund Balance as of 5/19/16 = \$2,012,876
 - 45.43% of budgeted revenue received
 - 39.91% of expenditures expended
 - Reflects the loan payoffs, but not transfers to Capital Fund
- ii. Staff is awaiting response from UCB on request to remove the floor from the interest rate on the 2010 "A" GO Note

C. Manager's Report

i. LERTA UPDATE

- Codes and Zoning Officer Gibbs and Hershey met with Lancaster County Commissioner Parsons and County Solicitor Hausner on May 13. Each had some questions and comments, which will be addressed.
- Comments were received from the School District's Solicitor. Borough Staff and the Borough Solicitor are in the process of putting together responses.

ii. FEMA/PEMA Blizzard Reimbursement- Public Works Director Nissley and Hershey attended a FEMA "kickoff meeting" for the Borough's "official" application for funding. The meeting went well. The Borough is ahead of the curve with submissions because preliminary paperwork has already been submitted to PEMA.

iii. Health Insurance Surplus Distribution- on May 18, 50% of the 2015 claim fund surplus was received. It amounted to over \$24,000, and will be split with the Authority. The second half of the distribution will be coming later this year.

iv. Other items on the Manager's report are covered throughout the agenda

2. Land Development, Zoning, & Codes

A. Codes Report

B. Request by the Lancaster County Career and Technology Center for Plan Deferral to Mount Joy Township for a Final Minor Subdivision Plan to subdivide and construct 3 single family residential lots located along Old Market Street in Mount Joy Township. Approval is conditioned upon the substitution of a new Exhibit A attached to the existing Sublease Agreement to eliminate the area marked "future area to be leased for parking." The Borough Planning Commission recommends approval. Councilor Youngerman expressed concern about losing potential parking in eliminating the area to be leased for future parking. He had several questions. Hershey recommended that he contact Codes and Zoning Officer Gibbs as she has more in-depth knowledge of the subject than Hershey. The Committee directed that this item be included for Council's consideration on the June 6, 2016, Borough Council meeting agenda.

C. Motion to enact Ordinance # 3-16, revising floodplain regulations- Ordinance to address the issue with the floodplain language in the Zoning Ordinance that FEMA would not accept. The Committee directed that this item be included for Council's consideration on the June 6, 2016, Borough Council meeting agenda.

3. Projects

A. Marietta Avenue Pedestrian Improvements and Paving- funding included on the draft 2017 TIP which will be considered for approval by the MPO in June 2016.

B. Rail Enhancements Project Phase 2- the Borough received a copy of a letter from PennDOT to the Mount Joy Church of God notifying the Church that PennDOT has filed a Declaration of Taking, beginning the Eminent Domain condemnation process.

C. Jacob Street Bridge Removal- Staff continues to look for potential funding for additional \$25,000 needed over consultant's estimate for AMTRAK review of plans- Capital Fund?

- i. A conference call between AMTRAK, Congressman Pitts' office and Deputy Secretary of Transportation, Toby Fauver took place on Monday, April 25, 2016. The call generated no relief from AMTRAK. Hershey spoke with Deputy Secretary Fauver and he provided

information on a possible grant opportunity. There will be a motion under Public Works on the June 6, Council Mtg agenda to authorize staff to apply for the grant. The project is included on the 2017 Draft TIP which will be considered for approval at the June meeting of the MPO. There was nothing new to report on the PUC time extension request.

Public Input Period- NONE (No one from the public in attendance)

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