



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
June 22, 2016

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

Others present: Scott Hershey, Borough Manager; Mayor Bradley arrived at 7:50 PM

Chairman Youngerman called the meeting to order at 6:39 PM and announced that an Executive session to discuss personnel matters would be held at the end of the meeting.

The agenda was approved noting that the May 25, 2016 meeting minutes would be considered for approval at the July 27, Administration and Finance Committee meeting.

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

The of the Minutes of the May 25, 2016, regular meeting will be considered for approval at the July 27, 2016, Administration and Finance Committee meeting.

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

1. Administration, Budget, and Finance

- A. Records Disposition/Retention Resolution- records disposal requires a process. Step one is to adopt a resolution adopting the Municipal Records Manual as the Borough's records disposition/retention policy. The resolution presented to the Committee does this. Step two will be for Council to consider adopting a resolution that identifies the records being disposed. Staff will review records to determine which ones can be disposed, and will create an inventory which will be used to generate the records disposal resolution for Council to consider at a later meeting. The Committee directed that this item should be included on the agenda for the July 11, 2016, Borough Council meeting for Council's consideration.
- B. Budget- the current Fund Balance as of 6/13/16 = \$1,841,512, with 50.13% of budgeted revenue received and 48.53% of expenditures expended. These figures reflect loan payoffs totaling \$250,824.40 and the transfer of \$200,000.00 to Capital Fund. Staff is awaiting a response from Union Community Bank on request to remove the floor from the interest rate on the 2010 "A" GO Note.
- C. Manager's Report
 - i. Hershey and Authority Manager Leaman discussed holding a Borough/ Borough Authority Open House sometime in the fall. The Committee was not opposed to the holding an open house.
 - ii. Staff is awaiting a date for the Lancaster County Planning Commission presentation on pedestrian/bicycle friendly communities.
 - iii. The draft Right of Way Agreement establishing rights of way across Little Chiques Park for the raw water line from the Authority's Well 3 to the new water plant, and for existing sanitary sewer lines already in the park will be included under Public Works on the July 11, 2016, Borough Council Meeting Agenda. Hershey noted that this item has been reported on at several previous Committee and Borough Council meetings.
 - iv. Hershey and Leaman will be meeting with a representative from Benecon to discuss Health insurance on June 23, 2016.

2. Land Development, Zoning, & Codes

- A. Codes Report was included in the meeting packets. There were no questions on the report.
- B. Request by Messiah Family Services for reduction of construction escrow for Mount Joy Country Homes, Phase 2A in the amount of \$70,222.90, leaving a balance of \$7,920.00 remaining in the construction escrow. The Borough Engineer recommends approval of the request. The Committee directed that this item should be included on the agenda for the July 11, 2016, Borough Council meeting for Council's consideration.
- C. LERTA Draft Ordinance- Hershey attended the June 16, Donegal School Board meeting to discuss the LERTA Ordinance as revised per comments from the County Solicitor and the School District Solicitor. Council received a copy of the revised ordinance on June 2, and the Committee received a copy with their meeting packets. The School Board did not have any issues with the revised Ordinance as provided. A public hearing will need to be held prior to Council considering action on the revised ordinance. The proposed schedule includes Council considering approval of the revised draft ordinance at the July 11, Borough Council meeting, if approved, the public hearing and ordinance being advertised and the public hearing and consideration to enact the ordinance for the August 1, Borough Council meeting. The Committee directed that this item should be included on the agenda for the July 11, 2016, Borough Council meeting for Council's consideration.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- the Transportation Improvement Program (TIP) will be considered for approval on June 27, 2016. With that approval, staff and the Borough Engineer will begin work on finalizing plans for the project.
- B. Rail Enhancements Project Phase 2- the process of condemnation of the Mount Joy Church of God parking lot continues. Latest info received from PennDOT is that construction is expected to begin in the fourth quarter of 2016.
- C. Jacob Street Bridge Removal- PennDOT will assist Borough Staff in the grant application process for the additional \$25,000 needed for AMTRAK review of plans. This project is also on the draft 2017 TIP which will be considered for approval on June 27, 2016. Nothing new to report on the request for a time extension from the PUC.

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

- 5. Any Other Matter to Come Before the Committee- the Committee discussed the request for parking to be permitted on Bridge Boulevard following the completion of the improvements project. Councilor Youngerman expressed his concern about losing parking around the Borough. Hershey stated that the Borough engineer is reviewing the plans and will provide a recommendation on whether or not to allow parking on Bridge Boulevard. There was also additional discussion about the eminent domain condemnation of the Mount Joy Church of God parking lot.
- 6. The Committee went into Executive Session to discuss personnel matters at 7:55 PM and came out at 8:17 PM. No decisions followed the Executive Session.

There being no further business to come before the Committee, the meeting was adjourned at 8:17 PM.

Respectfully submitted,
Scott Hershey
Borough Manager/Secretary