



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

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

Others present: Scott Hershey, Borough Manager; Mayor Bradley attended until 6:50 PM

Chairman Youngerman called the meeting to order at 6:30 PM and announced that an Executive session to discuss personnel matters would be held at the end of the meeting.

The agenda was approved with no revisions.

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

The Minutes of the May 25, 2016, regular meeting were approved as presented. The minutes of the June 22, 2016, regular meeting will be considered for approval at the August 24, 2016, Administration and Finance Committee meeting.

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

1. Administration, Budget, and Finance

A. Budget

- i. Fund Balance as of 7/20/16 = \$2,215,422, with 68.28% of budgeted revenue received and 58.15% of expenditures expended. The balance reflects loan payoffs totaling \$250,824.40 and the transfer of \$150,000 to Capital Fund all of which were approved by Council at the May 2, 2016, meeting.

- B. 2010 A General Obligation Note Modification Agreement- a request to remove interest floor from remaining bank loan- 2010A GO Note was submitted to Union Community Bank. The bank could not totally remove the floor, but was able to offer lowering it from the current 4% to 2.85%. The costs involved to accomplish this revision are minimal. Agenda items 1B & 1C are required to complete the revision. The process will be for Council to approve the modification agreement, authorize President Glessner to sign it and then adopt resolution 23-16, Regarding Modification of 2010 A General Obligation Note

- C. Health Insurance Update and Discussion- Hershey provided a review of the May 25, 2016, joint meeting of the Borough Council and Borough Authority Board where health insurance was discussed. At that meeting, Hershey and Borough Authority Manager, John Leaman presented information on the current insurance and a concept proposal on implementation of a Health Savings Account (HSA) which would replace the current Health Reimbursement Account (HRA). Direction from the Council and Authority Board was for Hershey and Leaman to research the utilization history for each subgroup (Borough Non-Uniformed, Borough Uniformed and Authority) and also the possibility and feasibility of splitting the subgroups into separate and independent groups with the Intergovernmental Insurance Cooperative (IIC). Information received from Benecon, the insurance plan administrator indicated that it was not cost effective to split into three separate groups. The Committee agreed that a split would not be recommended. Hershey indicated that if a transition to an HSA plan was to happen by January 1, 2017, the decision to make the transition and the configuration of the HSA would need to be made very soon. There would be time required for the plan documents to be generated and time required to educate the staff on the HSA. The Committee expressed concern that a decision from Borough Council could not be made in time to make the transition by January 1, 2017, but possibly mid-year 2017. The Committee directed that this item be included as a discussion item on the August 1, Borough Council agenda. Hershey provided the following additional information about the current insurance. 2015 was a fairly good claim year and produced a claim fund refund of over \$48,000 which will be split between the Borough and

Authority. Unfortunately, as of June 30, utilization for 2016 is at 140%, which if maintained will most likely produce a substantial increase in our cost for 2017. In the fully insured market increases are expected to be 30%, but the Borough/Authority should not that large an increase with the IIC.

D. Manager's Report

- i. Hershey noted that this item did not appear on his written report. Borough/Authority Open House scheduled for September 24. Tentatively planning to have hot dogs and Rita's ice at Borough Office. Will have some type of card that requires a visit to a few facilities to get food. Staff is still working out the details.
- ii. Hershey noted that this item did not appear on his written report. There have been some concerns raised by a resident about the responsibility of the Codes and Zoning Officer to notify HOA's (Home Owners Associations) when issuing building permits. The concern was whether or not building permits could be withheld pending confirmation that the resident/property owner, if in a subdivision with an HOA, had approval of the HOA for the proposed project. Per the Solicitor's guidance, the Borough cannot withhold permits based on approval of an HOA and there is no requirement for the Borough to notify the HOA of permits applied for or issued. The Solicitor recommended that the Borough not have a policy of notifying an HOA of a permit being applied for or issued. The Solicitor indicated that the Borough could include language on the permit application reminding the applicant, if part of an HOA, to contact the HOA for requirements that the HOA might have. This language will be added, but there will be no notifications and permits withheld other than as permitted by the Borough Code. The Committee had no issues with the updated process and their guidance was to proceed as advised by the Solicitor.
- iii. BCO Coverage until new employee becomes certified- with the upcoming retirement of Assistant Codes and Zoning Officer, Ken Barto, there may be the need to fill the gap until a new Assistant Officer is appointed and certified. Staff is working on filling that gap through an agreement or through agreements with neighboring municipalities. Additional information will be provided at the August Committee meeting with possible action by Council at the September meeting.
- iv. Reminder that the September Council meeting will be one week later, September 12 because of the Labor Day holiday.
- v. Right to Know Requests
 - PA Right to Know Law (RTKL) requests continue to come in. Some have/will require a fair amount of time to search records and respond. Staff is endeavoring to track time spent on these records. Hershey has spent 23.5 hours on one request that was recently completed. In total since June 20, Hershey has 38 hours in RTKL requests from two individuals with more requests from the same two individuals to complete. Expenses have been incurred for engineering (search of their records) and legal costs (review of records and assistance with the requests). All invoices are not in at this point. Hershey suggested that the Committee and Council should be thinking about how these requests will be handled in the future after Hershey's retirement. The time spent on these requests is impacting other work being completed, but the requests must be fulfilled.
- vi. Records disposal- staff is working on identifying records that need to be retained and those that can be disposed. Before records can be disposed, Council will need to consider adopting a resolution identifying the records that will be disposed.
- vii. Jacob Street Bridge Removal Project- continue to await AMTRAK's response on the requested changes to the agreement for them to review the removal plans and specifications.

2. Land Development, Zoning, & Codes

A. Codes Report

- B. The Committee considered a request by Ketterline Builders for release of the entire construction escrow in the amount of \$14,951.04 for a three lot subdivision on North Jacob Street. The Borough Engineer recommends approval of the request. The Committee directed that this request should be included on the August 1, 2016, Borough Council meeting agenda for Council's consideration.

- C. The Committee considered a request by the Mount Joy Borough Authority for deferral of a Land Development Plan to East Donegal Township to construct a Water Treatment Plant, access drive and stormwater management facilities, and waive the requirements of the Subdivision and Land Development Ordinance to file, obtain approval of, and record a land development plan for the development of a Well Site, located off of Lefever Road which includes a well house, driveway, stormwater management facilities, and underground water lines, conditioned upon Mount Joy Borough Authority entering into a Storm Water Management Agreement for the Well Site, and a Storm Water Management Agreement for the facilities in the Borough as shown on the Land Development Plan. Hershey noted that the motion language was provided by the Borough Solicitor. All documents are as recommended by the Solicitor per requirements of the MPC (Municipalities Planning Code). The Committee directed that this request should be included on the August 1, 2016, Borough Council meeting agenda for Council's consideration.
- D. LERTA- the ordinance and public hearing have been advertised. At the Borough Council meeting, the Public Hearing on the boundaries (property list) will be held first and then Council can consider action to enact the Ordinance.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- Funding approved by MPO for 2017. Staff and the Borough Engineer will be working on finalizing plans
- B. Rail Enhancements Project Phase 2- The process of PennDOT's condemnation of the Mount Joy Church of God parking lot continues. Latest information received from PennDOT is that construction is expected to begin in the fourth quarter of 2016.
- C. Jacob Street Bridge Removal- staff will be applying for a grant for the additional \$24,000 needed for AMTRAK review of plans. Nothing new to report on the PUC time extension.
- D. Signalization Improvements Project- PennDOT has indicated that the notice to proceed on the project should to be issued in mid-November

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

Any Other Matter to Come Before the Committee

Councilor Younger presented information from a constituent relative to electronic application and payment for Borough permits. Hershey stated that staff is researching possible changes to accounting software and that until a decision is made and implemented, electronic payment would not be able to be implemented.

There being no further business to come before the Committee, the meeting was adjourned at 8:28 PM