



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes for August 24, 2016**

Members present: Chairman Youngerman and Council President Glessner and Councilor Murray

Others present: Councilors Deering, Seidel and Smeltz; Scott Hershey, Borough Manager

Chairman Youngerman called the meeting to order at 7:40 PM following the conclusion of the Joint meeting of the Borough Council and the Borough Authority Board.

Youngerman 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 June 22, 2016, regular meeting, and the July 27, 2016, regular meeting were approved as presented.

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

1. Administration, Budget, and Finance

A. Budget

- i. Fund Balance as of 8/19/16 = \$2,108,502.77, with 72% of budgeted revenue received and 64% of expenditures expended.
- ii. Pension- the Borough received information that the pension State Aid Unit Value will be \$4,375.00 per unit rather than the October 2015, estimate of \$3921.00 per unit. Uniformed employees count as two units each. Non-Uniformed employees count as one unit each. The Borough's State aid for the pension fund will be just under \$15,000 more than budgeted.
- iii. Budget line 01.361.600 is a revenue line for "Tax Collection". Included are the fees that the Borough receives for collecting taxes, which is \$0.75/parcel or just over \$2,100.00. Also included in this line is revenue received for tax certifications which are provided upon request. In the past there were large requests from mortgage companies with the three largest generating over \$10,000. The large requests were not submitted this year, and so the budgeted \$17,000.00 will most likely not be attained. This revenue line will be adjusted accordingly in the 2017 draft budget.

B. Tax Collection- the Borough currently collects property taxes for the Borough and Lancaster County. The Borough receives \$0.75 per parcel to collect the taxes which provides just over \$2,100.00 per year in revenue. Multiple Administrative staff members are involved in receiving and processing payments generating the required reports, etc. In addition, a separate checking account must be maintained specifically for this process. Tax certifications, exonerations, interim assessments and excesses are all processed by Borough Staff as part of the Borough's responsibilities as Tax Collector. Collecting these taxes is not operationally or economically effective. Borough staff has therefore requested that the Committee consider forwarding to Borough Council, a recommendation that the Borough discontinue collecting property taxes and that the County be appointed to collect the taxes. Following discussion, the Committee directed that this item should be included on the September 12, 2016, Borough Council agenda for Council's consideration to appoint the County to collect the property taxes effective January 1, 2017.

C. Disruptive Tenant Ordinance Update- A notice of the ordinance was placed on website. Included was a mechanism for folks to share comments by email. The emails went to Stacie and Chief Williams. No

comments were received via the website. At their August 22, meeting, Public Safety Committee discussed the ordinance and recommended that it be moved to Council for consideration to enact at the September 12, meeting.

D. Manager Search- the Committee discussed the ongoing Manager search for Hershey's replacement when he retires. Each member of the Committee will identify his top five candidates. The Committee will then pool the ranking results to come up with the overall top five candidates. Committee members will contact references for the five top candidates. The candidates will be split- two candidates for two of the Committee members and one candidate for the remaining Committee member.

E. Manager's Report

Hershey provided the following information not included on his written report:

- The Borough Authority expects to have the bond guaranty ordinance on the Sept 12 Agenda for Council's consideration.
- The Borough/Borough Authority Open House is confirmed for September 24. Hot dogs and Rita's ice will be available at Borough Office. Visitors will need to present cards showing that they visited other Borough/Borough Authority sites in order to receive hot dogs and Rita's ice.
- Building Code Official (BCO) coverage until new employee becomes certified. Newly hired Stormwater Enforcement Officer, David Salley will also be filling the responsibilities of Assistant BCO. In order to receive his BCO certification, he must take classes and pass an exam. The classes and exams are only offered at certain times of the year. There may be a need for coverage if David is not able to obtain certification prior to current Assistant BCO, Ken Barto's retirement. Since this will be a short term need if needed at all, staff is requesting that ARRO Consulting be appointed as alternate BCO to serve when the Borough's BCO and Assistant BCO are not available. Staff researched an agreement with a neighboring municipality, but because of the short term nature of this potential need, appointing ARRO was a more efficient and cost effective route to take.

Hershey provided the following information that was included on his written report:

- ii. A reminder that the September Council meeting will be one week later, September 12 because of the Labor Day holiday.
- iii. Right to Know Requests Update- PA Right to Know Law (RTKL) requests continue to be submitted. Some do not take a lot of staff time and other do. Hershey reported that he had just completed a large request on which he spent just under 38 hours to provide a response. In addition, \$507.50 in legal costs were incurred. For 2016 the two largest requesters submitted a total of 16 requests since February 17, 2016
 - Hershey's time spent on responding to these requests was 97.25 hours and this total does not include 4 of the 16 requests because time was not tracked. Between June 20, and August 17, Hershey spent 61.5 hours on two of those 16 requests. In addition \$507.00 in Legal costs (for legal review and guidance and for review of files for documents the need to be provided) and \$409.00 in Engineering costs (for review of files for documents that need to be provided) were incurred.
- iv. Records disposal- as time permits, staff continues to work on identifying records that need to be retained and those that can be disposed.
- v. Other items on the Manager's report were covered throughout the agenda.

2. Land Development, Zoning, & Codes

A. Codes Report

B. LERTA Ordinance- Certified copies of the Ordinance have been sent to the Donegal School District, the Lancaster County Solicitor (for the Commissioners) and the Lancaster County Assessment Office. Staff is awaiting a response from School District on when the Board may consider action to adopt their LERTA resolution. The County Commissioners will be last body to consider action.

3. Projects Update

A. Marietta Avenue Pedestrian Improvements and Paving- Nothing new to report

B. Rail Enhancements Project Phase 2

i. Schedule is as follows:

- a) Project was advertised: 7/29/16
- b) Pre-Bid conference was held at the Borough Office: 8/18/16
- c) Anticipated Bid Opening: 9/29/16
- d) Anticipated Notice To Proceed: 11/7/16

C. Jacob Street Bridge Removal

- i. Staff continues working on the PennDOT grant application process for the additional \$24,000 needed for AMTRAK review of plans.
- ii. AMTRAK Agreement finalization is in progress. Staff hopes to have it ready Council's consideration at the September 12, 2016, Council meeting, but if not, then the October 3, 2016, Council meeting.
- iii. Nothing new to report on the PUC time extension.

D. Signalization Improvements Project- Notice to proceed is to be issued in mid-November

4. Public Input Period- NONE

A. Deering commented on tax collection and the BCO appointment.

5. The Committee went into Executive Session to discuss personnel matters at 8:23 PM and came out of Executive Session at 8:50 PM.

6. The Committee discussed the ongoing search for Hershey's replacement when he retires. Each member of the Committee will identify his top five candidates. The Committee will then pool the ranking results to come up with the overall top five candidates. Committee members will contact references for the five top candidates. The candidates will be split- two candidates for two of the Committee members and one candidate for the remaining Committee member.

There being no further business to come before the Committee, the meeting was adjourned at 8:50 PM.