



**Mount Joy Borough Council
Administration & Finance Committee
September 23, 2015
Meeting Minutes**

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

Others present: John Leaman, Borough Authority Manager; Stephen Flaherty, RBC Capital Markets; Sean Frederick, Authority Bond Council; Borough Authority Board Chairman, Ken Gainer; Authority Board Members Bob Golicher and John Rebman; Main Street Manager, Kim Brewer; and Scott Hershey, Borough Manager

Councilor Murray called the meeting to order at 6:30 PM.

Councilor Murray announced that an Executive Session to discuss potential litigation would be held at the end of the meeting. No decisions expected

Public Input Period- None

Approval of the Minutes of the August 26, 2015, regular meeting- approved as presented.

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

1. Administration, Budget, and Finance

- A. Mount Joy Borough Authority Presentation on Refunding of the Authority's 2010 Water Debt- John Leaman, Stephen Flaherty, Sean Frederick
 - i. Stephen Flaherty, RBC Capital Markets distributed document providing an overview of the Borough Authority's proposed Series 2010 Bond refunding. He explained how the refunding would put the Authority in a better position for the Authority's future borrowing for construction of the new water treatment plant. He shared that the Authority reviewed multiple scenarios taking into account debt levels, rate payer impact, time of repayment and total dollars repaid. Option presented for new plant funding employs a wrap structure and a phase in of the new debt service and provides for lowest total permanent debt service level of all options examined by MJBA. This option allows for orderly rate increases over 5 year period, to minimize immediate impact on rate payers. The Committee had no issues with the proposal. Flaherty will provide Hershey with an electronic copy of the presentation. Hershey will forward to the Borough Council. Council will be asked to send questions and comments to Hershey. This item will be included for Borough Council's consideration on the November 2, 2015, Borough Council meeting agenda. John Leaman, Borough Authority Manager presented a brief history of the process leading up to the planned construction of the new water plant. He shared that the Authority has been planning the project for several years. He explained that the Borough Authority has only one water treatment plant. A second plant is needed not only to provide additional capacity, but to provide backup in the event of a problem at the Authority's current treatment plant.
- B. Resolution #14-15, appointing Kyle R. Miller to the Mount Joy Borough Planning Commission. The Committee directed that this item should be included for Council's consideration on the October 5, 2015, Borough Council meeting agenda.
- C. Motion to accept the resignation of Kyle R. Miller from the position of alternate on the Mount Joy Borough Zoning Hearing Board. The Committee directed that this item should be included for Council's consideration on the October 5, 2015, Borough Council meeting agenda.

D. Budget

- i. Fund Balance as of 8/21/15 = \$2,455,341
 - 82.08% of budgeted revenue received
 - 55.62% of expenditures expended

E. LERTA Draft Ordinance Update- the draft ordinance with revisions has been sent to Borough Solicitor for review and revision into proper form. When that is completed, draft will be forwarded the County and School Board for review and comments.

F. Manager's Report

- i. Hershey reminded the Committee that the per Council's direction, a 6:00 PM start time for the October 5, Borough Council meeting has been advertised. Interviews of individuals expressing interest in filling the vacant West Ward Council seat are scheduled for 6:00, 6:20 and 6:40 PM.
- ii. Council will need to elect a President Pro-Tem as this position is vacant due to the resignation of Josh Bower.
- iii. Hershey requested approval to carry over any vacation which he is unable to use by October 24, 2015, his anniversary date of hire. The Committee approved the request.
- iv. Right to Know Law Requests- three additional were received over September 17 and 18. This brings the total to 13 requests received from the same individual since August 18, 2015. The Borough will incur costs from the Borough Solicitor and the Borough Engineer in responding to these requests. Hershey reported that he has spent 22.5 hours and the Codes and Zoning Officer has spent considerable time on these requests with additional time required to complete the requests.
- v. The Borough received a large number of applications for the open administrative staff positions. The applications are being reviewed with the hope of scheduling interviews soon.
- vi. Job Description Update Project- draft job descriptions were forwarded drafts to Council via email and hard copy on 9/15/15. Hershey requested the Committee's approval to include approval of the job descriptions on the October 5, 2015 Borough Council meeting agenda. The Committee agreed that this item should be included for Council's consideration on the October 5, 2015, Borough Council meeting agenda.
- vii. Kids Joy Land Memorandum of Understanding (MOU) between the Borough and the Rotary Club- the document was revised per recommendations of Borough Council at their last meeting. The MOU has been executed by Rotary and Borough and so is complete in time for the build.

2. Land Development, Zoning, & Codes

A. Codes Report

- i. Building Demo Order for office building and rear outbuilding located at 240 West Main Street (former Gerberich Payne property). Last month staff reported that the owner requested that the demolition order not be issued until after the December 15, 2015, potential buyer's study period is completed. The Committee did not have an issue with that timeline. In reality it may be spring until demo could be completed because of the potential for bad winter weather. The Committee did not have an issue with the proposed revised timeline.
- ii. 29 New Haven Street code issues- legal process continues

B. Request for Council to authorize the Borough Solicitor to advertise and send appropriate notices for a Petition to Amend the Mount Joy Borough Zoning Ordinance, submitted by H&R Transload, LLC, located at 900 Square Street, Mount Joy, to change the zoning classification of a tract of land containing 38/100 acre, more or less, situate of the south side of Square Street and West side of South Market Avenue, (known as 207 South Market Avenue) which now includes the adjoining Penn Central Transportation Co. Easement being 8 feet by 216 feet, more or less which was part of 900 Square Street, from Medium Density Residential to Light Industrial Zoning District. Hershey requested that comments or questions on

this project be provided. Information has been provided to Council on multiple occasions over the past few months so that Council would have opportunity to review and provide comments and/or questions on the project. Hershey requested the Committee's approval for this item to be on the October 5, 2015, Borough Council meeting agenda for consideration to approve authorizing the Borough Solicitor to draft and advertise the ordinance, advertise the public hearing and send the appropriate notices. The Committee approved the request. Because of the timing between the October 5, and November 2, 2015, Borough Council meeting, the public hearing and action to enact the rezoning ordinance and approve the lot add-on would be included on the December 7, 2015, Borough Council meeting agenda.

3. Projects

- A. Marietta Avenue Pedestrian Improvements and Paving- Public Works Director Nissley and Hershey met with the Smart Growth Transportation (SGT) Task Force on September 16, 2015, for the project presentation and interview. The Task Force will review information with recommendations for funding to the MPO later in 2015.
- B. Marietta Avenue Bridge Replacement- project is underway with expected completion before the end of the year.
- C. Rail Enhancements Project Phase 2- Additional delay due to AMTRAK. Bids now probably will not go on the street until late this year or early next year.
- D. Jacob Street Bridge- 100% plans have been received. Plans must be reviewed by AMTRAK. Borough must have reimbursement agreement in place with AMTRAK before AMTRAK will review the plans. Staff is working to get that agreement in place, but since AMTRAK drafts the agreement, the Borough has to work on AMTRAK's timeline. Request for TIP funding has been submitted to the County. Nothing new to report on the Borough's request with the PUC for a time extension to remove the bridge.

Public Input Period- Comments of Any Borough Resident or Property Owner

- A. Ferne Silberman asked about the proposal to provide an additional \$10,000.00 in funding for Main Street Mount Joy (MSMJ) as presented at the September 8, 2015, Borough Council meeting. President Glessner responded that there is nothing new to report. She asked what will happen to the star decorations and planters if MSMJ dissolves. She asked if Winterfest would be held if MSMJ dissolved? There was discussion about what needed to be done and when if Winterfest was to take place. MSMJ Manager, Kim Brewer indicated that by the beginning of October, MSMJ should know if MSMJ will be doing Winterfest.

Any Other Matter to Come Before the Committee- None

The Committee began an Executive Session to Discuss Possible Litigation at 8:00 PM. The Executive Session ended at 8:15 PM. No decisions followed the Executive Session.

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