



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes for January 28, 2015**

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

Others present: Borough Manager Scott Hershey, Denine Ward, Police Department Administrative Assistant and Dennis Nissley, Borough Public Works Director

Chairman Glessner called the meeting to order at 6:30 PM, and announced an Executive Session to discuss personnel matters would be held at the end of the meeting. No decisions were expected.

Public Input Period- Comments of Any Borough Resident or Property Owner- None

Approval of the Minutes of the November 19, 2014, regular meeting (there was no meeting in December 2014)- approved as presented

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

1. Administration, Budget, and Finance

- A Budget vs. Expenditure Reports not available until end of year processes are completed
- B EIT for January about \$8,350.00 less than projected.
- C Resolution #____-15, designating public depository and authorizing withdrawal of municipal public moneys for the Joy Land Playground project. Establishes signatories for the checking account. . Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the February 2, 2015, Borough Council meeting.
- D Discussion of employee health insurance contributions and deductible. Following discussion, the Committee directed that this item should be included on the February 2, 2015, Borough Council meeting agenda for discussion by the Council.
- E Workplace Safety and Accident Prevention Policy
 - i. The State and the Borough's Workers Compensation insurance provider require a workplace safety and accident prevention manual to be in place.
 - ii. A template for the manual was provided by the insurance company.
 - iii. Per insurance company guidance, Borough staff adapted the template to fit Borough and Authority operations.
 - iv. It is Borough staff's understanding that the Borough Authority will consider adopting the manual at their February 3, 2105, meeting.
 - v. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the February 2, 2015, Borough Council meeting.
- F Record Retention Policy
 - i. It is suggested that a records retention policy be put together.
 - ii. The policy would assist in retaining records as needed and disposing of those not needed.
 - iii. Staff will begin work on this as time permits.

G Comcast

- i. Staff is requesting authorization to move to Comcast for internet and phone.
- ii. The change will greatly improve internet speed and service and provide a cost savings
- iii. Out of service response within 4 hours, but usually within one hour.
- iv. East Donegal Township and Mount Joy Township provided positive responses.
- v. Northwest Regional Police and Elizabethtown Police just switched to Comcast
- vi. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the February 2, 2015, Borough Council meeting.

H Website

- i. Staff has scheduled meetings with local website service providers to discuss the website rebuild. Staff has also been researching the website services being used by other Lancaster County municipalities.
- ii. Staff will continue to gather information as time permits.

I Manager's Report

- i. Youngerman asked if the Borough could participate with the Authority in health insurance through PMAA- answer is yes.
- ii. Manufactured Gas Plant Environmental Remediation
 - a) UGI and PPL representatives will be attending the February 9, 2015, Public Works Committee meeting to provide information on the project. All Council members are invited and encouraged to attend.
- i. Joy Land
 - a) On January 28, staff met with Rotary Joy Land Committee members to discuss how best to use the funds that the Borough has received from MSMJ.
 - b) Information on proposed expenditures will be provided to the Borough for review and determination if bidding will be required.
 - c) Awaiting sealed plans from Joy Land Committee, so they can be reviewed by Commonwealth Codes and ultimately a permit can be issued.
 - d) All permit and inspection fees will be waived for this project

2. Land Development, Zoning, & Codes

A Codes Report

B Request by Messiah Family Services for reduction of construction escrow in the amount of \$141,754.53 as recommended by the Borough Engineer. Request was for \$142,868.28, but was reduced following inspection by Borough engineer. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the February 2, 2015, Borough Council meeting.

C Request by Sage Technology Solutions, Inc. for reduction in construction escrow in the amount of \$65,761.13. Request was for \$68,261.13, but was reduced following inspection by Borough engineer. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the February 2, 2015, Borough Council meeting.

- D Ordinance #___-15, amending the code of ordinances of the Borough of Mount Joy, Chapter 195, Property Maintenance, to adopt the “International Property Maintenance Code/2009,” as the Property Maintenance Code of the Borough of Mount Joy. Council authorized this at January meeting. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the March 2, 2015, Borough Council meeting.
- E Resolution #___-15, reestablishing, amending and imposing fees to be charged in connection with the administration of the Mount Joy Borough property maintenance code, stormwater management ordinance, and subdivision and land development ordinance. Neighboring municipalities have advised that their normal repeat offenders are taking care of things because they do not want to continue to be fined. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the March 2, 2015, Borough Council meeting.
- F CSG Permit Manager Software Agreement- codes and zoning software agreement. Positive responses have been received from neighboring municipalities who use this software. The software Agreement has been reviewed by the Solicitor. The software Agreement specifications have been reviewed by the Borough’s IT service provider and found to be compatible with the Borough’s equipment. Following brief discussion, the Committee directed that this item should be forwarded to Borough Council to be considered at the March 2, 2015, Borough Council meeting.
- G Local Economic Revitalization Tax Assistance Act (LERTA)- Hershey has had preliminary discussions with the Donegal School District. Discussions will continue.

3. Projects

- A Union School Road Project
 - i. Bids were opened 1/27/15. Seven bids received and ranged from \$351,776.50 to \$219,911.00. Apparent low bidder at \$219,911.00, is Farhat Excavating, LLC, from Halifax, PA. ARRO is reviewing bid docs and expects to provide a recommendation to award for Feb Council meeting. Item will be included under the Public Works Committee portion of the Borough Council meeting agenda.
- B Marietta Avenue Paving- additional funding has been requested for project. Awaiting response from County
- C Rail Enhancements Project- PennDOT continues to work on Phase 2 plans and specifications for bidding.
- D Jacob Street Bridge
 - i. Unsuccessful in application for Multimodal Transportation Fund Grant
 - ii. Looking for other funding to complete the project.

4. Any Other Matter to Come Before the Committee

- A At the next meeting, the Committee will discuss adding additional public input period at end of Committee meetings.

5. The Committee went into Executive Session to Discuss Personnel Matters at 7:50 PM and came out of Executive Session at 8:00 PM. No decisions followed the Executive Session.

6. There being no further business to come before the Committee, the meeting was adjourned at 8:02 PM.