



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes for February 25, 2015**

Members present: Chairman Glessner, Council President Gohn, and Councilor Youngerman.

Others present: Main Street Manager Kim Brewer and Borough Manager Scott Hershey

Chairman Glessner called the meeting to order at 6:35 PM

Public Input Period

Kim Brewer asked for direction from the Committee and Council for Main Street Mount Joy. She said that the Borough and MSMJ must work together to move forward. She stated that the Facade Grant funding has been approved by DCED and that the documents are being processed after which the funds will be available from the state.

Approval of the Minutes of the January 28, 2015, regular meeting- approved as presented.

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

1. Administration, Budget, and Finance

- A Police Pension Resolution- each year, Council must adopt a resolution eliminating uniformed employee pension contributions. There was no resolution adopted in 2014 or for 2015. During the recent on-site work by the Borough Auditors, the Auditors reminded the Borough that Act 600 requires a resolution to be adopted. The Committee directed that the resolution should be included for Council's consideration on the March 2, 2015, Council meeting agenda.
- B Audit- field work for the 2014 audit is nearly complete. The Audit went well. The audit will be presented at the March 25, 2015, Admin and Finance Committee meeting and at the April 6, 2015, Borough Council meeting.
- C Workplace Safety and Accident Prevention Policy- The Borough Authority had some comments. Comments/responses are expected from Benecon soon.
- D Comcast- work has begun to move forward with the conversion.
- E Website- Borough and Authority Staff continue to gather information. Staff will be participating in a conference call/demo with a company that specializes in government websites. Councilor Youngerman stated that he and Councilor Deering had been researching the Pennsylvania State Association of Boroughs website services and thought they were reasonably priced and acceptable. Hershey will discuss these services with Borough and Authority Staff.
- F Discussion of adding a public input period at the end of Committee meetings- following brief discussion, the Committee directed that an additional public input period should be added to future meeting agendas just before "Any other matters to come before the Committee".
- G Manager's Report
 - i. Hershey reminded the Committee of the presentation at the January Committee meeting of:
 - a) 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.
 - b) 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.

- c) CSG Permit Manager Software Agreement
- d) Councilor Youngerman asked if there could be revisions to the ordinance. Hershey responded that the ordinance has already been advertised. Any revisions would require the ordinance to be re-advertised. Youngerman identified some areas that he believed needed "cleaned up". Hershey will check with the Solicitor about corrections in grammar and to typographical errors.

- ii. Hershey reminded the Committee of Sidewalk and Curb Ordinance revisions, which will be included under Public Works on the March 2, Council Agenda.
- iii. Manufactured Gas Plant Environmental Remediation- work to relocate the regulator station is expected to begin next month
 - i. Joy Land- there is no conclusive answer to the question whether the Borough must use the competitive bidding process if the Borough is to be the vehicle for expenditure of the funds. It may be possible for the Borough to handle funds considering the project a replacement of an existing "Public Work", a facility of the Borough, which it is. The bigger question is, does this qualify as a "replacement"? Most likely, that question would only be answered if someone challenged the Borough's interpretation. I challenged, the Borough would need to defend. There could also be a finding by the auditors in the 2015 audit. Following discussion, the Committee decided that the competitive bid process should be used for any materials, equipment, etc., that are questionable as to whether they should be purchased through the competitive bid process.

2. Land Development, Zoning, & Codes

A Codes Report

B Local Economic Revitalization Tax Assistance Act (LERTA)

- i. Hershey with School District Reps to further discuss LERTA. General consensus was that it was worth further consideration. A general discussion will be requested for the School Board at the March 12, meeting.
- ii. Hershey provided information that was just received on a LERTA ordinance recently enacted by Elizabethtown Borough.
- iii. The Committee agreed that this information should be shared with the entire Council and be included in the March 2, 2015, meeting packets.

3. Projects

A Union School Road Project

- i. Construction contract documents are being processed
- ii. Part of project involves relocation of a stormsewer pipe in the Cross Roads Church parking lot. An agreement establishing a revised easement for the new pipe and extinguishes the old easement that runs along the Church building. The Borough will share the easement with the Authority. The Authority is currently reviewing the agreement. The Committee directed that this item be included on the March 2, Agenda for Council's consideration for approval or conditional approval.

B Marietta Avenue Paving- Hershey and Public Works Director, Dennis Nissley attended the Councu MPO meeting on Monday, February 23. Because East Donegal Township is unable to participate in the project, the MPO voted to remove funding for the project. Council will now need to decide

C Rail Enhancements Project- work continues on Phase 2 plans for bidding. Staff is reviewing an agreement from PennDOT that Council will need to consider action to approve at some point.

D Jacob Street Bridge- nothing new to report

4. Any Other Matter to Come Before the Committee

- A Authority Refinancing- Hershey reported that the Borough Authority has been exploring refinancing some of their debt. The Authority has found that the market is favorable to do a refinancing and realize a substantial savings. Stephen Flaherty with RBC Capital, Sean Frederick, Bond Attorney with Barley Snyder, and Authority Manager, John Leaman will be attending the March 2, Council meeting to provide information on the refinancing to Council and will request that Council consider approving guaranteeing the refinancing at the April 6, 2015, meeting. The Committee had no issues with the proposed presentation at the March 2, Borough Council meeting.

There being no further business, the meeting was adjourned at 7:35 PM