



**Mount Joy Borough Council**  
**Administration & Finance Committee**  
**March 25, 2015**  
**Meeting Time 6:30 PM**

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

Others present: Borough Manager Scott Hershey

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

Public Input Period- None

Approval of the Minutes of the February 25, 2015, regular meeting- approved as presented

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

1. Administration, Budget, and Finance

- A Draft Audit Presentation- Carol Roland and Megan Senkowski with Borough Auditing Firm, Trout Ebersole and Groff presented the draft 2014 Audit. The Committee accepted the Draft Audit. Final Audit will be presented to Borough Council at the April 6, 2015 meeting.
- B Borough Authority Refinancing guaranty will be included the April 6, 2015, Borough Council meeting agenda for Council's consideration. The Authority's Bond Council is currently working with the Borough Solicitor to finalize the ordinance so that it meets all needs.
- C Workplace Safety and Accident Prevention Policy Manual- minor revisions to the approved manual based the Workers Comp Insurance provider's requirements. Council is asked to approve the revisions. The Committee directed that this item should be included for Council's consideration on the April 6, 2015, Council meeting agenda.
- D Comcast- agreements have been signed and returned to Comcast. Wiring has been completed. Actual conversion from Windstream to Comcast will occur on April 6. IT and phone system technicians will be on-site for the conversion in the event that they are needed.
- E Website- Borough and Authority Staff continue to gather information. Borough and Authority Staff are reviewing the website services offered by PSAB
- F Manager's Report
  - i. Secretary/Receptionist position is filled. Lindsey Walter will start on Monday March 30.
  - ii. Pension Audit- staff has been contacted by a representative from the Auditor General's office requesting to schedule an audit of the pension plans. Previous non-uniformed pension audit findings have been addressed. There are several findings in the police pension that have not been addressed and will be findings again
  - iii. Liquid fuels audit- Field work was completed
  - iv. Kids Joy Land- staff is working to finalize an agreement between the Borough and Rotary Club outlining responsibilities.
  - v. Another PA Right to Know Law request has been received from the same requester as last large request. A previous response has been appealed to the Office of Open Records. Working with the Solicitor on a response to the appeal.

2. Land Development, Zoning, & Codes

- A Codes Report
- B Request by Donsco, Inc., for approval of a Stormwater Management Plan and Stormwater Management Agreement, to expand and pave an equipment storage yard, and re-grade the side yard using DEP approved foundry sand at 101 S. Jacob St, conditioned upon Borough Solicitor, Borough Engineer, and Borough Staff comments being addressed. The Committee directed that this item should be included for Council's consideration on the April 6, 2015, Council meeting agenda.
- C UGI/PPL Manufactured Gas Plant Remediation- use of remediated property. The Borough Planning Commission recommended that a waiver of Land Development Plan be granted. Following brief discussion, the Committee directed that this item should be included for Council's consideration on the April 6, 2015, Council meeting agenda.
- D Property Maintenance Code Revisions- the Committee was reminded that the property maintenance code ordinance and fee resolution will be included on the April 6, 2015, agenda for consideration by Council
- E Local Economic Revitalization Tax Assistance Act (LERTA)- The School Board discussed this at their March 12, meeting found the concept favorable.

3. Projects

- A Union School Road Project- contract documents completed. A preconstruction meeting is scheduled for 8:00 AM, on Wednesday, April 1, 2015 at the site.
- B Marietta Avenue Pedestrian Improvements and Paving- Per Council's request, Representative Hickernell is looking into resurrecting the project.
- C Rail Enhancements Project- work continues on Phase 2 plans for bidding. Intergovernmental agreement between the Borough and PennDOT is being reviewed by Borough Solicitor
- D Jacob Street Bridge- per guidance from Dave Royer, LCPC, a letter requesting the removal project be included on the current TIP was sent to the MPO Chairman, Commissioner Scott Martin, LCPC staff and PennDOT. Awaiting response to that letter. A design kickoff meeting will be held at 1:00 PM, on Thursday, March 26, here at the Borough Office

4. Public Input Period- None

5. Any Other Matter to Come Before the Committee- None

6. The Committee went into Executive Session to Discuss Personnel Matters at 8:45 PM and came out of Executive Session at 9:05 PM. No decisions followed the Executive Session.

There being no further business the meeting was adjourned at 9:05 PM

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING- Wednesday, April 22, 2015, at 6:30 PM.**