



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes for April 22, 2015**

Members present: Chairman/Council President Glessner and Councilor Youngerman.

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 (No one from the public in attendance)

Chairman/Council President Glessner announced that he would be stepping down as Chairman of the Committee and that he was appointing Councilor Youngerman Chairman of the Committee

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

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

1. Administration, Budget, and Finance

- A Comcast Conversion is complete and went well. There were a few minor issues, but they were quickly resolved.
- B Budget
 - i. Fund Balance as of 4/15/15 = \$1,401,135.89
 - ii. 23.65% of budgeted revenues have been received- doing well because of large Real Estate Transfer Tax deposit earlier in the year. \$145,000.00 was budgeted for the year. Currently over \$150,000.00m has come in.
 - iii. 22.93% of expenditures have been expended.
- C Website
 - i. Borough and Authority Staff have been researching website service vendors.
 - ii. Based on direction from the Borough and Borough Authority Joint Administration Committee meeting earlier this year and research completed by Borough and Borough Authority staff, Schell's Web Design is recommended for the website rebuild. The Committee agreed.
- D Vacant Council Seat
 - i. Four Letters of Intent and resumes have been received thus far. One of those was not eligible because he did not meet the residency requirement of the Borough Code. The Committee directed that staff should advertise that the May 4, 2015, Borough Council meeting will begin at 6:00 PM, so that Council can conduct interviews of candidates for the vacant Council seat.
- E Manager's Report
 - i. Audits of the Borough's Liquid Fuels Accounts for FY 2013 and FY 2014 were recently completed. The results were excellent with no findings or areas of concern for either year. Borough Bookkeeper, Jill Frey did an outstanding job of preparing and providing the information needed by the Auditor to complete the audit.
 - ii. Correction to November 11, 2014, Special Council Meeting Minutes- In researching a question related to the 2015 budget, staff discovered an error in the November 11, 2014, Special Council Meeting Minutes. Fire Chief Hall presented the revised capital plan for FDMJ in which he stated that the Borough's contribution to the FDMJ capital fund could be reduced by \$63,227.00. There

was a motion to reduce the contribution to the FDMJ capital fund by that amount. The minutes read: *“Reduce line item 410.750 by \$63,227.00 per Fire Chief Hall’s presentation”*. The minutes should have read: *“Reduce line item 411.740...”* as that is the correct budget line code for contributions to the FDMJ capital fund. The Committee directed that this item should be included on the May 4, 2015, Borough Council agenda for Council’s consideration.

- i. Manufactured Gas Plant Remediation located at 225 West Main Street. The Committee discussed whether or not Mark Harman, PG, with ARRO Consulting, the Borough’s consulting firm should be requested to be more deeply involved in monitoring the remediation of this site. The Committee felt that since the PA Department of Environmental Protection is monitoring the project, Mr. Harman’s current level of involvement is sufficient. Manager Hershey will continue to forward information and citizen comments to Harman for his review. This item will be included on the May 4, 2015, Borough Council agenda for Council to discuss.

2. Land Development, Zoning, & Codes

- A Codes Report

3. Projects

- A Union School Road Project- Construction scheduled to begin in early May

- B Marietta Avenue Pedestrian Improvements and Paving

- i. Representative Hickernell is looking into resurrecting the project. He spoke with PennDOT. PennDOT wants assurances that Borough will follow through. The Borough wants assurances that funding will be there before we spend any more funds on engineering, etc. Representative Hickernell requested additional information from the Borough, which staff will provide.

- C Marietta Avenue Bridge Replacement- current information indicates that the road will be closed at the end of April. The project will begin after the road is closed and the detour is put in place.

- D Rail Enhancements Project- Phase 2. PennDOT has requested Borough be bidding agent. PennDOT will provide support and reimbursement. This level of Borough involvement will most likely require single audits in years where over \$75,000 of Federal funds are expended. An Intergovernmental agreement will need to be put in place. Staff is awaiting a draft of that document.

- E Jacob Street Bridge

- i. 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. Borough Staff is awaiting response to that letter
- ii. Survey work has begun for the design of the bridge removal.

4. Public Input Period- None (no one from public in attendance)

5. Any Other Matter to Come Before the Committee

6. The Committee went into Executive Session to Discuss Personnel Matters at 7:30 PM and came out of Executive Session at 7:35 PM. No decisions followed the Executive Session

7. There being no further business to come before the Committee, the meeting was adjourned at 7:36 PM.