



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes for May 27, 2015**

Members present: Chairman Youngerman, Council President Glessner, Councilor Murray

Others present: Borough Manager Scott Hershey

Chairman Youngerman called the meeting to order at 8:25 PM, immediately following the Special Borough Council Meeting which began at 6:30 PM

Approval of the Minutes of the April 22, 2015, regular meeting- approved as presented

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

1. Administration, Budget, and Finance

A. Budget

- i. Fund Balance as of 5/19/15 was \$2,576,380.00 with 61.70% of budgeted revenue received and 32.29% of expenditures expended.
- ii. A budget vs. expenditure report from May 19, 2015, was provided in the Committee members' packets.
- iii. Earned Income Tax (EIT) is running about \$30,000.00 net ahead of projections.

B. Website- Dave Schell has begun work on the website. Staff from Borough and Authority met with Dave for preliminary discussions on the website rebuild. Dave will put together preliminary design for our review. JMJ, the current website provider, has been gracious in providing what is needed for the conversion/rebuild.

C. Ordinance #5-15, Amending Chapter 46, Article 1, Non-Uniformed Pension Plan per Amendment No. 3 as approved by the Borough Council on May 4, 2015.

- i. When the pension plan is amended, the pension ordinance must be revised to recognize the amendment. The Committee directed that this item should be included on the June 1, 2015, Borough Council meeting agenda for Council's consideration.

D. Manager's Report

- i. Updates provided throughout the agenda.

2. Land Development, Zoning, & Codes

A. Codes Report

- i. 29 New Haven Street- June 21 is deadline for code issues to be addressed. Staff requested direction from the Committee on waiving permit and other fees. The Committee directed that fees should not be waived. The Committee directed that a motion to authorize Borough Staff and the Borough Solicitor to proceed with legal action against the property owner if the June 21 deadline for all code issues to be addressed is not met.

3. Projects

A. Union School Road Project

- i. Construction began week of 5/18/15.

- B. Marietta Avenue Pedestrian Improvements and Paving
 - i. Appears that the only option is to reapply for the 2017 round of grant funding. Public Works Committee approved a motion to be included on the Council agenda to authorize staff to apply for the grant funding. Staff submitted an NOI (Notice of Intent) which was due May 18, to be eligible to apply for the funding. Next step is for County to approve NOI and then provide an application. Staff will be attempting to obtain ROW and Construction Easements prior to grant- less costly and arduous.
- C. Marietta Avenue Bridge Replacement
 - i. Project is underway with expected completion sometime October/November timeframe.
- D. Rail Enhancements Project- Phase 2
 - i. Last month staff reported that PennDOT had requested that the Borough be the bidding agent for the project. Awaiting draft intergovernmental agreement from PennDOT. Solicitor will review and comment.
- E. Jacob Street Bridge
 - a) 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. Response letter was received from Commissioner Scott Martin. The letter advised that later this year, LCPC Staff will be soliciting requests for projects for the 2017 TIP. Borough Staff will do our best to stay on top of this.
 - ii. Design of the removal project is underway.
- 4. Public Input Period
 - A. Councilor Deering asked for clear guidance for staff and the Solicitor on the 29 New Haven Street matter, so the Borough can proceed to have the issues addressed.
- 5. Any Other Matter to Come Before the Committee
 - A. Staff has been working on a Public Works Facility stormwater detention basin agreement with Charter for quite some time. The Borough Solicitor has reviewed and approved the draft agreement. The Public Works Committee has also reviewed and approved. Agreement went back to Charter. Recently a signed copy of the agreement was received from Charter. Because of length of time since it was last seen by Public Works Committee, it will be included on their agenda for June 8. Staff expects this item to be on July 6, Council agenda under Public Works for Council to consider approving.

There being no further business to come before the Committee, the meeting was adjourned at 9:30 PM.