



**Mount Joy Borough Council
Administration & Finance Committee
Meeting Minutes June 24, 2015**

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

Others present: Mayor Tim Bradley, Councilor Deering, Denine Ward, and Borough Manager Scott Hershey

Chairman Youngerman called the meeting to order at 6:30 PM and announced that an Executive Session to discuss personnel matters would be held at the end of the meeting with no decisions expected.

Public Input Period- Denine Ward asked if there would be discussion about the employee health care contributions and deductible. Hershey replied that there would be.

Approval of the Minutes of the May 27, 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. 2016 Budget

- a) Departments have begun working on pulling numbers together- with info currently available.
- b) Councilor Murray has requested that costs be broken down by department- staff will work on that.
- c) Hershey requested guidance on proposed pay increases for Non-U staff to be plugged into the 2016 draft budget. No decision.

ii. Fund Balance as of 6/18/15 = \$2,650,860.00

- a) 70.00% of budgeted revenue received
- b) 38.77% of expenditures expended.

iii. Earned Income Tax (EIT)- with the June distribution, EIT revenue is running about \$43,700.00 ahead of projections/budget.

iv. Staff recently received notification of "extra" payment \$7,086.00 from PennDOT for this past winter. In 2014, the winter maintenance supplies budget line was \$8,926.00 over budget. With this payment, the deficit is reduced to \$1,840.

B. Health Insurance

- a) The Affordable Care Act Cadillac tax goes into effect 2018. Borough health insurance administrator, Benecon provided cost projections based on current conditions. The projection showed a liability of slightly over \$33,000.00. The projection assumes little over 8% "inflation" in health care costs per year through 2018. The Borough's increase for 2015 was 14.1% Borough and Authority Staff have requested that Benecon provide information on options to reduce/minimize this liability

ii. Non-Uniformed Employee Contributions and HRA

- a) Budget line item 487.155, Self-Insured Medical Payments (HRA) at current rate of spending is projected to end the year at around \$65,228.00. \$66,500.00 was budgeted. Currently running about as expected.
- b) A \$3,600.00 rebate was received from the IIC for the 50% of our surplus 2014 claim fund health insurance costs.

- c) Benecon/IIC also reports that for the period Jan 1, 2015, to April 30, 2015, the Borough's claim fund utilization is at 117%.
- d) The Committee directed that this item should be included for discussion on the July 6, 2015, Borough Council meeting agenda.

C. Pension- An Investment policy statement template provided was reviewed, but no decision was made.

D. LERTA Draft Ordinance

- i. The Mount Joy Borough Planning Commission (MJPC) discussed at their June 10, meeting. The MJPC recommended that all commercial properties Main St and some other commercial properties be included. A list was provided to the Committee.
- ii. In simple terms, the decisions are:
 - a) Which property or properties will be included.
 - b) What is the length of time for a person or company to apply and move through the process.
 - c) What is the term of the "relief"? Recent ordinances enacted by other local municipalities contained a 10 year term.
 - d) The Committee recommended that all commercial and mixed use properties along East and West Main Street should be included and that the term of relief be set at 5 years for undeveloped property and 10 years for developed property.
 - e) The Committee directed that this item should be included for discussion on the July 6, 2015, Borough Council meeting agenda.

E. Manager's Report

- i. Public Works Facility Stormwater Basin Agreement with Charter Homes- This item will be included under Public Works on the July 6, Council Agenda for Council to consider approving. The Borough Solicitor has reviewed and approved agreement
- ii. Handbook- Authority Manager, John Leaman and Manager Hershey have spent a fair amount of time reviewing and making revisions to the employee handbook. Leaman and Hershey will be meeting with labor counsel to discuss the draft. Labor counsel will then review and comment. The draft will then go to the Administration Committees of the Borough and Authority for review and comment. Ultimately Council and the Authority Board will need to consider action to approve and adopt the revised handbook.
- iii. Job Descriptions- Final Drafts are in review. When completed, they will be provided to the Administration and Finance Committee for review and then on to Borough Council for consideration for approval.
- iv. Manufactured Gas Plan (MGP) update- Public Works Committee reviewed latest plan and proposal and found them to be acceptable. Public Safety Committee also reviewed and accepted by a vote to 2 to 1. This item will be in
 - a) This item will be included on the July 6, Council agenda for Council's consideration to approve
- v. Hershey reported that he would be out of the office on June 25 and 26.

2. Land Development, Zoning, & Codes

A. Codes Report

- i. 29 New Haven Street- the June 21 deadline for codes issues to be addressed has passed. The barn is down, but still some piles of "junk" remain. Volunteers are working to clean them up. Most other codes issues have not been addressed Per Council's direction and authorization, Borough Staff and the Borough Solicitor have begun the legal process for compliance.

- B. Request by Sage Technologies for Release of Construction Surety- The Borough Engineer has inspected the site, found everything to be acceptable and recommends release of the surety which equals about \$2,500.00.

3. Projects

- A. Union School Road Project- construction began week of 5/18/15, and continues.
- B. Marietta Avenue Pedestrian Improvements and Paving- staff continues to work to gather information for right of way and temporary construction easement acquisition. Staff is also working on applications for funding for the project through the County.
- C. Marietta Avenue Bridge Replacement- the Project is underway with expected completion sometime October/November timeframe.
- D. Rail Enhancements Project Phase 2- PennDOT is now indicating it will be the bidding agent. An intergovernmental cooperation agreement will be required. The Borough Solicitor will review and comment on the draft agreement, which Council will ultimately be asked to consider approving.
- E. Jacob Street Bridge-
 - i. Design of the removal project is underway.
 - ii. PUC time extension
 - a) Another letter requesting update was sent to PUC
 - b) To date- no response from PUC.

Public Input Period no comments

The Committee went into Executive Session to Discuss Personnel Matter at 8:40 PM and came out of Executive Session at 8:47 PM. No decisions followed.

There being no further business, the meeting was adjourned at 8:47 PM.