



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

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

Others present: Councilor Deering, and Borough Manager Scott Hershey

Chairman Youngerman called the meeting to order at 6:37 PM.

Public Input Period- No comments.

Approval of the Minutes of the June 24, 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) Codes Car is in need of replacement. Staff will research pricing on a replacement for the 2016 budget.
- b) Staff wages: The Public Works Committee recommends 3% increase for staff. There was discussion about considering a wage survey or use recent wage survey completed by another municipality to establish min/mid/max pay ranges. By doing this, provide potential employees with Borough's wage plan to aid in an effort to attract and retain employees. The Borough has lost 5 employees in Parks/Public Works over past three years and it has become more difficult to hire qualified employees because those interviewed have indicated that they cannot afford to work at the pay rate offered by the Borough. The Committee agreed with the concept presented.

ii. Fund Balance as of 7/16/15 = \$2,464,012.00

- a) 73.22% of budgeted revenue received
- b) 46.55% of expenditures expended.

B. LERTA Draft Ordinance- staff continues to work on gathering information to answer questions from last Borough Council meeting.

C. Request for Relief From Refuse Charges- a property owner having financial difficulty requested relief. Past practice was to "freeze" accumulation of penalties if property owner began payment plan, stayed with it and also kept up with current bills. Staff has tried to contact the property owner, but have not been able to speak with him. Currently on plan paying \$75.00/month. If penalties were frozen, he could pay about \$78.00/month and retire the amount owed in three years. Committee asked staff to contact property owner to see if this proposal is what he is requesting.

D. Manager's Report

- i. Receptionist resignation effective 7/28/15- this coming Tuesday. Following discussion about the Receptionist position and Administrative Assistant positions, the Committee approved sending to Borough Council, a proposal to hire a full-time Administrative Assistant and a part time receptionist. Hershey emphasized that hiring a Admin Assistant- means the position needed to be budgeted for it in 2016, and that the impact to the budget would be around \$10,000.00.
- ii. Joint meeting with the Borough Authority would be held at 6:30 PM, on August 18, 2015. The meeting will be advertised as a meeting of the Borough Council.

- iii. At the last meeting, Councilor Youngerman asked about age banded health premiums as part of the ACA. Per Jon Ebersole with Benecon: Small groups (less than 100 employees) are age banded in the fully insured market. Mount Joy Borough and Authority are self-funded through the IIC and age banded rates do not apply.
 - iv. Pension
 - a) At the last meeting, there was a question asking if early retirement (mainly of police officers) positively impacts the % funding of the pension plan? The answer from Bob Hall from R.J. Hall was that Act 24, which permits police officers to retire after 20 years of service without an age requirement is a break even cost issue for the plan. The officers benefit is reduced to his actual accrued liability, so there is no savings or additional cost to the plan.
 - b) At the last meeting, there was a question asking if lowering the target investment return rate would provide a positive impact % funding of the plan. The answer from Bob Hall from R.J. Hall was that the lower the interest assumption, the greater the Minimum Municipal Obligation, or plan deposit requirements or the amount that the Borough must contribute on an annual basis.
 - v. Handbook is with labor counsel for review.
 - vi. 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. The Committee was reminded that the Administrative Assistant and Receptionist job descriptions would need to be revised if Council approved the full-time Administrative Assistant and part-time Receptionist as proposed by the Committee
 - vii. Manufactured Gas Plant Site Remediation- UGI consultants are assessing feasibility of addressing latest requests from the Borough- speed table and lighting.
2. Land Development, Zoning, & Codes
- A. Codes Report
 - i. Building Demo Order- Gerberich Payne Office Building and rear outbuilding 240 West Main Street. Unless the Committee has objections, the Codes Officer will be sending demo order letter to the property owner. Weed notice will also go out. The Committee had no issues with the Codes Officer moving ahead.
 - ii. The Codes Officer is working to address other property maintenance issues at other properties in the area and throughout the Borough.
 - iii. 29 New Haven Street- Legal process continues. Papers served by Sherriff's Department and were accepted by property owner. Owner had until today, July 22, 2015, to respond. Response would go to Borough Solicitor.
3. Projects
- A. Union School Road Project- Construction is complete. Request for reimbursement from the County for remaining grant funds has been submitted. Expect to receive the reimbursement within the next week or two. The project included sidewalks and curbs being installed at no cost to property owners, drainage facilities being installed and relocation of stormsewer line at Crossroads Church. There are however, Issues with paving Borough Staff, Borough Engineer and PennDOT find the paving to be unacceptable. Contractor has refused to address issues. Attorneys and bonding company are involved.
 - B. Marietta Avenue Pedestrian Improvements and Paving
 - i. Applications for funding through Smart Growth Transportation and Transportation Alternatives programs are nearly complete. Letters of support have been or will be received from Mount Joy Planning Commission, Senator Ryan Aument, Representative Dave Hickernell, Main Street Mount Joy, the Milanof-Schock Library, and the Mount Joy Chamber of Commerce. The applications are due July 31, 15.
 - C. Marietta Avenue Bridge Replacement- project is underway with expected completion sometime October/November timeframe. Main beams to be set overnight on August 1, 2015, by a 600 ton crane.

- D. Rail Enhancements Project- Phase 2 Additional delays due to AMTRAK. PennDOT still hopes to have bids on the street soon.
- E. Jacob Street Bridge- Design of the removal project is underway. Staff and Borough Solicitor continue to work on PUC time extension. Multiple letters have been sent to PUC, but to date, no response from PUC.

Public Input Period- Comments of Any Borough Resident or Property Owner

Councilor Deering asked about the status of the Borough website rebuild. Hershey responded that a draft was received. Staff provided comments. Suggested that a decent codes car should be able to be purchased used. Asked whether Main Street Mount Joy (MSMJ) was current on payments for wages paid by the Borough. Hershey responded that MSMJ was not. He will be contacting MSMJ to see when payment can be expected.

There being no further business to come before the committee, the meeting was adjourned at 8:37 PM.

Respectfully submitted,
Scott Hershey, Borough Manager/Secretary