



**Mount Joy Borough Council
Administration & Finance Committee
August 26, 2015
Meeting Minutes**

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

Others present: Diane McComsey; Kim Brewer, Main Street Manager; Scott Hershey, Borough Manager

Chairman Youngerman called the meeting to order at 6:30 PM.

Public Input Period

Main Street Manager, Kim Brewer provided updates on various projects and concerns.
Diane McComsey encouraged the Committee to support Main Street Mount Joy.

Approval of the Minutes of the July 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. Staff will be working to put together the 2016 draft budget. Multiple PA Right to Know requests have been received and are taking time away from that effort
- ii. Fund Balance as of 8/21/15 = \$2,101,398
 - 75.34% of budgeted revenue received
 - 57.53% of expenditures expended.
- iii. EIT- as of 8/25/15, we are approximately \$60,445 ahead of projected to date in 2015.

B. LERTA Draft Ordinance- Update

- i. Gibbs and Hershey will be meeting with the County Commissioners on Sept 1, to discuss the Borough's proposed LERTA Ordinance.
- ii. Mayor Bradley and Hershey will be attending the September 10, School Board meeting to present the proposed LERTA Ordinance.
- iii. Per discussion at the August Council meeting, staff researched establishing a minimum cost of improvements to qualify for a LERTA exemption. The original proposed amount of \$25,000.00 was acceptable to the Committee, because the total County, School and Borough tax on a \$25,000.00 improvement was approximately \$760.00.

C. Request for Relief From Refuse Charges- Update

- i. The request was presented at the last Administration and Finance Committee meeting. The Committee asked that staff confirm that the property owner was willing to establish the payment plan of \$78.00/month and retire the amount owed in three years if additional penalties did not accrue. The property owner agreed to the terms. The Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.

D. Manager's Report

- i. Vacant Council Seat has been advertised on the website and in the. The Committee directed that motion to accept Joshua Bower's resignation from Borough Council be included on the September 8, 2015, agenda.
- ii. Manufactured Gas Plant Remediation/Improvement Project- UGI is now requesting that Borough take ownership of property. This change will require multiple motions on a future Council agenda.

Some of those motions would typically be included under Administration and Finance on the Borough Council meeting agenda. Since Public Works Committee has been handling this project from the onset, the Committee found it acceptable that all motions should be included under the business of the Public Works Committee on future Borough Council meeting agendas.

- iii. A reminder that the September Borough Council meeting will be held on Tuesday, September 8, because of the Labor Day Holiday.
- iv. Kids Joy Land- sitework is underway. The Memorandum of Understanding (MOU) between the Borough and the Rotary Club has been received from Solicitor. A copy was forwarded to Rotary Club for review. Consideration to approve the MOU will be included on the September 8, Council meeting agenda under Public Works for Council's consideration to approve.
- v. Pension- as in past years and as required by Act 205, the state pension law, the Minimum Municipal Obligation (MMO) information will be presented at September 8, 2015, Borough Council meeting. As was the case last year, employee turnover has made putting the information together more time consuming.
- vi. Job Descriptions- nearly complete and ready for review by the Committee and then Council.
- vii. RTKL Requests- between August 18 and August 25, staff received five PA Right to Know Law requests which required a fair amount of time to be spent on responses with additional work to be done.

2. Land Development, Zoning, & Codes

A. Codes Report

- i. Building Demo Order- Gerberich Payne Office Building and rear outbuilding 240 West Main Street
 - At last meeting staff indicated that a demo order letter would be sent and the Committee had no objections. Following that meeting, the owner requested that a demolition order not be issued until after a potential buyer completes a study period which expires on December 15, 2015. The Committee found honoring the request acceptable and directed that the demolition order be held until completion of the potential buyer's study period.
 - ii. Gibbs is working to address other property maintenance issues at other properties in the area and throughout the Borough.
 - iii. 29 New Haven Street codes violation issues- legal process continues.
- B. Request by Keystone Pet Supply, 100 West Main Street, for release of entire remaining financial security in the amount of \$24,988.93. The Borough Engineer recommends approval of the request. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- C. Request by Reist Seed Company, 113 Manheim Street, for approval of a Waiver of §240-62 Wetland Study. There is no evidence of poor drainage or erosive conditions which could produce hydric soils and no wetlands plant species were observed. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- D. Request by Reist Seed Company, 113 Manheim Street, for approval of a Waiver of Section 240-25 Preliminary Plan process. Recommended because of the minor nature of the plan. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- E. Request by Reist Seed Company, 113 Manheim Street, for approval of a Waiver of Section 240-46.C(1) Concrete Curb. Due to the minor nature of the proposed development, the applicant is proposing to allow the existing curb along Manheim Street to remain. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- F. Request by Reist Seed Company, 113 Manheim Street, for approval of a Waiver of Section 240-55.G. Street Trees. Approval Conditioned upon additional trees are planted in the existing grass areas on the property. Due to limited site visibility, the applicant is proposing to allow the existing streetscape to

remain, but has proposed additional landscaping in front of the building. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.

- G. Request by Reist Seed Company, 113 Manheim Street, for approval of a Waiver of Section 240-61.C(3), Location of existing items within 200 feet of the subject tract. Due to the limited impact of this development on neighboring properties. The applicant is requesting only to show areas immediately adjacent to the project site. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- H. Request by Reist Seed Company, 113 Manheim Street, for approval of a Lot Add-On plan and a Final Land Development Plan to consolidate three existing properties into one located at 113 Manheim Street, to construct a 1,552 square foot building addition connecting two existing buildings, and to construct six (6) new grain bins. Approval is conditioned upon a new single lot perimeter legal description being recorded within 30 days after the release of the Plan. Following brief discussion, the Committee directed that this item should be included for Borough Council's consideration on the September 8, 2015, Borough Council meeting agenda.
- I. H&R Transload Rezoning and Lot-Add-On Update- Item 9A on the August 3, 2015, Borough Council Agenda, which was a *"motion to accept a Petition from H&R Transload, LLC, located at 900 Square Street, Mount Joy, to rezone 207 S. Market Avenue and the land immediately to the south (containing 8' by 216') from Medium Density Residential to Light Industrial Zoning District, and authorize the Borough Solicitor, Borough Engineer, Borough staff and the Lancaster County Planning Commission to commence review."* The project narrative provided in the August 3, 2015, Council meeting packets proposed adding 207 South Market Avenue to the existing 900 Square Street property. The information provided in the Committee's meeting packets contains some of the same information along with additional information relative to this proposed rezoning and lot add-on. There is no action requested by Administration and Finance Committee or the Borough Council at this time. The information is being provided so that the Committee and Council will have the opportunity to review, provide comments and/or ask questions. It is expected that this item to be on the September 23, 2015, Administration and Finance Committee agenda and then the October 5, 2015, Borough Council meeting agenda for consideration to approve authorizing the Borough Solicitor to draft and advertise the ordinance, advertise the public hearing and send the appropriate notices. The public hearing and action to enact the rezoning ordinance and approve the lot add-on would be on the December 7, 2015, Borough Council meeting agenda.

3. Project Updates

- A. Union School Road Project- Reimbursement from County has been received and when accounted for, should straighten out some of the overages in some of the Public Works budget accounts. Staff continues to work to have the paving issues addressed.
- B. Marietta Avenue Pedestrian Improvements and Paving- Applications for funding through SGT and TA were submitted. Letters of support were received from the Borough Planning Commission, Senator Ryan Aument, Representative Dave Hickernell (expected), Main Street Mount Joy, the Milanof-Schock Library and the Mount Joy Chamber of Commerce. Applications are due July 31, 2015.
- C. Marietta Avenue Bridge Replacement- project is underway with expected completion sometime October/November timeframe. Main beams to be set 8/1.
- D. Rail Enhancements Project, Phase 2- Additional delay due to AMTRAK. PennDOT continues to hope have bids out soon.
- E. Jacob Street Bridge Removal- Design of the removal project is underway. Request for TIP funding will be submitted prior to the August 31, 2015, due date. Nothing new to report on PUC time extension request.

Public Input Period- Comments of Any Borough Resident or Property Owner- None

Any Other Matter to Come Before the Committee- None

There being no further business to come before the committee, the meeting was adjourned at 7:20 PM.