

Council of the City of York, Pennsylvania

Carol Hill-Evans, President of Council
Michael Ray Helfrich, Vice President of Council
Henry Hay Nixon, Member of Council
Renee S. Nelson, Member of Council
Sandie Walker, Member of Council

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COMMITTEE MINUTES MARCH 30, 2016 6:00 PM

Police	Fire	Public Works	Econ & Comm Dev.	Business Admin	Rules & Admin
Walker Hill-Evans Nelson	Walker Hill-Evans Nelson	Nelson Hill-Evans Helfrich	Nixon Hill-Evans Walker	Helfrich Nixon Nelson	Hill-Evans Helfrich Walker

***Bold text indicates Chairperson**

Note: General Committee is chaired by Council President or designee and includes all Council members.

Council Members in attendance: Sandie Walker, Henry Hay Nixon, Renee S. Nelson, Michael Ray Helfrich, Vice President, and Carol Hill-Evans, President.

Administration in attendance: David Michaels, Fire Chief; Shilvosky Buffaloe, Interim Director of Economic & Community Development; James Crosby, Deputy Director, Bureau of Housing; Tammy Harvey-Bethea, Bureau of Housing Services; and Don Hoyt, Assistant City Solicitor.

City Council staff in attendance: Dianna L. Thompson-Mitchell, City Clerk.

- I. Called committee meeting to order at 6:00 p.m.
- II. Committee Issues for the **April 5 & 19, 2016** legislative Agendas as follows:

PUBLIC WORKS ([View Issues Chart](#))

Councilwoman Nelson stated that Director Gross was unable to attend tonight's meeting; however, he provided information on his agenda items via email to Council on March 11th.

1. Resolution to authorize PennDOT to install an adaptive signal system on Rt. 30.

Councilwoman Nelson explained that PennDOT will be installing an Adaptive Traffic Signal System on the Route 30 corridor. This new system will affect four municipalities that have or share traffic signals on Route 30 including West Manchester Twp., Manchester Twp., Springettsbury Twp., and the City of York. PennDOT is funding the project and will pay for the first five years of maintenance and warranty on the system. After the five year period the municipalities will pick this cost up based on the number of intersections located in each municipality. The estimated cost per intersection once the system is turned over is \$750.00 to \$1000.00 per intersection. The City is responsible for one intersection and shares two others on the Route 30 corridor.

2. Resolution to authorize PennDOT to install an adaptive signal system on Richland Avenue and Carlisle Avenue.

Councilwoman Nelson explained that this item is the same as above except the Adaptive Traffic Signals will be installed on Richland Avenue and the Carlisle Ave. corridor. West Manchester Twp. and the City of York are the two

municipalities involved in this project. The City has four signalized intersections on Richland Ave. and three on Carlisle Ave.

3. Bill authorizing budget amendment for the 2015 WWTP budget.

Councilman Nelson said she did not have information on this agenda item but that Director Gross will be in attendance at the April 5 meeting and can explain more at that time. Since this is just an introduction, she said Council won't act on this until its second meeting in April.

4. Resolution authorizing the sale of surplus vehicles.

Councilwoman Nelson explained that this Resolutions allows for the sale of 7 surplus vehicles that have been accumulated over the past two to three years. The vehicles will be sold at a Public Auction along with other State owned vehicles at the Manheim Auto Auction.

5. Resolution authorizing the purchase of vehicles for the Department of Public Works and the Department of Community and Economic Development.

Councilwoman Nelson explained that this Resolution authorizes the purchase of two (2) 3/4 ton pick-up trucks with plows, and one (1) ton truck with plow for Public Works and two (2) Ford Escapes for Community and Economic Development. The trucks will replace a 1998 Dodge Truck and a 2001 Dodge Truck, and a 1998 Dodge 1 Ton Truck. The SUV's will replace a 1999 Chevy Lumina and a 1998 Jeep. All of the equipment is being purchased through the PA Co-stars purchasing program from Apple Automotive and will be financed through a 5 year Lease purchase program with a \$1.00 buyout through Fulton Leasing Company.

6. Resolution authorizing budget transfers for the 2015 WWTP budget.

Councilwoman Nelson explained that this Resolution cleans up the 2015 WWTP budget so that all invoices can be paid and closed out.

DECISION: A motion was made by Hill-Evans, seconded by Helfrich, to place items 1-6 on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Helfrich, Hill-Evans, Nelson – 3; Nays – 0.

FIRE ([View Issues Chart](#))

1. Resolution approving a roof replacement project at 43 S. Duke St.

Fire Chief Michaels stated that this purchase is being made through U.S. Communities, a nonprofit government purchasing cooperative that assists public agencies in reducing the cost of purchased goods and services through pooling the purchasing power of public agencies nationwide. The contractor for this service will be Garland with the project costs being \$49,939.00. Garland will install of one (1) ply StressBase 80 in hot asphalt; remove and dispose of existing roofing; install 3" isocyanurate roof insulation, mechanically attached; install tapered insulation crickets between drains; install 1/2" high density fiberboard set in hot asphalt; and install wood blocking as necessary.

Councilman Nixon asked if HARB approval was needed.

Chief Michaels said he hadn't checked with HARB but that this project is not visible from the street.

Vice President Helfrich responded that if it's not visible from the street then it shouldn't need HARB approval.

President Hill-Evans asked Chief Michaels to confirm with HARB. Chief Michaels agreed.

DECISION: A motion was made by Hill-Evans, seconded by Nelson, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Hill-Evans, Walker – 3; Nays – 0.

POLICE ([View Issues Chart](#))

- 1. Bill appropriating monies not otherwise appropriated for the Police Dept. in the amount of \$56,026.04 for capital purchase.**

Councilwoman Walker explained that this amendment is to rollover monies not otherwise appropriated from the 2015 budget into the 2016 budget for a donation from WellSpan Health for the purchase of body cameras.

Administrator Doweary added that the amendment is required because the project is being carried over too far into 2016 so we need to amend the budget to give us the ability to spend funds beyond March 31st.

DECISION: A motion was made by Hill-Evans, seconded by Nelson, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Hill-Evans, Walker – 3; Nays – 0.

ECONOMIC & COMMUNITY DEVELOPMENT ([View Issues Chart](#))([View Issues Chart – Loan Extensions](#))

- 1. Resolution approving the 2015 CAPER.**

Director Crosby outlined that the City of York receives allocations under two Federal programs – the Community Development Block Grant (CDBG) program and the HOME Investment Partnership Program. The City’s Federal program begins on January 1st and ends on December 31st. Within 90 days after the end of its program year, the City must submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. The primary purpose of the CAPER is to report on accomplishments of the CDBG and HOME funded activities during a program year and to evaluate the City’s progress in meeting the one-year goals described in the City’s Annual Action Plan and the long-term goals described in its Consolidated Plan. This CAPER will cover reporting period January 1 – December 31, 2015.

DECISION: A motion was made by Hill-Evans, seconded by Walker, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

- 2. Resolution amending the 2015 Annual Action Plan.**
- 3. Resolution amending the 2016 Annual Action Plan.**
- 4. A Bill amending the 2016 Budget for CDBG/HOME program budgets.**

Director Crosby outlined agenda items 2-4 together as they relate to the Action Plans. He explained that the amendment to the 2015 Action plan is basically us moving unexpended funds from 2015 into the 2016 budget year. These are funds that were not expended by our sub-recipients in the past year. As for the 2016 Action Plan amendment, he stated that this is our 2016 allocations from HUD and we are just putting those funds into our 2016 budget to allow for expenditures. The final item is a budget amendment to reflect the changes made to the 2015 & 2016 Action Plans.

DECISION: A motion was made by Hill-Evans, seconded by Walker, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

- 5. A Resolution extending the loan on Liberty Apartments an additional 15 years. (37 E. Philadelphia St.)**
- 6. A Resolution extending the loan on King Street Apartments an additional 15 years. (312, 314, & 334 E. King St.)**

Committee members discussed agenda items 5 & 6 together.

Councilman Nixon asked that we move these items forward to Council’s legislative agenda providing an extension of one year, instead of 15 years, at 0% interest to give us an opportunity to explore the ramification of potential actions on these properties.

Debbie Loucks, York Area Housing Group, gave a brief outline of the actions and requests by the York Area Housing Group and Council taken so far on these properties. She explained the income requirements for these properties through their existing regulations and that they are agreeable to the one year loan extension at this point.

Director Buffaloe explained that the financing for Liberty Apartments comes due in April of this year, and in June of this year for the King St. Apartments. With that said, he stated that they will work the language in the Resolution and agreement to allow approval of a one year extension for both properties, at the same time, to avoid having to come back to Council in 3 months requesting the exact same extension for the King St. Apartments.

Vice President Helfrich said part of his interest is investing money in improving the downtown business district.

DECISION: A motion was made by Hill-Evans, seconded by Walker, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

BUSINESS ADMINISTRATION ([View Issues Chart](#))

1. Resolution approving the 2016 - 2018 International Brotherhood of Electrical Workers Local 229 Collective Bargaining Agreement (CBA).

Administrator Doweary outlined that this entire agreement is pretty much the same as the previous agreement with amendments to rates of pay and health insurance, as well as a slight increase in members' health care contributions. He said the contract is straight forward and all parties are in agreement.

DECISION: A motion was made by Nixon, seconded by Nelson, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Nixon, Nelson, Nixon – 3; Nays – 0.

2. Amendment to City of York Paid Firefighters Pension Fund.

Administrator Doweary summarized amendments made to the City of York Firefighter's Pension fund agreement made between the City of York, the International Association of Firefighters Local No. 627, the City's actuary advisor, Conrad Segal, and City Staff, as follows:

1. Table of contents – Added Article XI Deferred Retirement Option Plan
2. Article I – Definitions Article XI §1.8(c) – defines spouse per recent case law.
3. Article I – Definitions Article XI §1.10(e) – adds language defining credit for military service per an arbitration award and language recommended by the City's actuary.
4. Article III – Retirement Benefits §3.2(f) – amending language to allow for an election by a retiree to take a variable rate annual increase or a fixed 2.5% increase; and defines the annual increase for employees hired on or after January 01, 1988.
5. Article V Termination of Employment Benefits §5.1 – Adds language defines the number of service years for vesting.
6. Article VI – Contributions §(D)(2) – Amends the rule for “Special Rule Relating to Time for Written Explanation.”
7. Article VII – Additional Qualification Rules §3 – further clarifies when compensation is to be paid relative to limitation year
8. Article XI – Deferred Retirement Option Plan – New language as per a recent arbitration award.

Administrator Doweary expounded on the addition of Article XI “Deferred Retirement Option Plan” (DROP). He explained that a DROP plan is basically an arrangement under which an employee who would otherwise be entitled to retire and receive benefits under an employer's defined benefit retirement plan instead continues working. However, instead of having the continued compensation and additional years of service taken into account for purposes of the defined benefit plan formula, the employee has a sum of money credited during each year of the continued employment to a separate account under the employer's retirement plan. The account earns interest (either at a rate stated in the plan, or based on the earnings of the trust underlying the retirement plan). The account is paid to the employee, in addition to whatever benefit the employee has acquired under the defined benefit plan based on earlier years of service, when the employee eventually retires.

DECISION: A motion was made by Nixon, seconded by Nelson, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Nixon, Nelson, Nixon – 3; Nays – 0.

3. Authorizing a contract for payroll and tax processing services.

Administrator Doweary explained that the cost will be lower than originally submitted to Council because he has decided to remove the retirees' payroll and tax processing option from the proposal, which will decrease the overall cost by about \$15,000.

Councilman Helfrich asked who is cutting checks for the retirees now. Administrator Doweary said we are doing that in-house.

Administrator Doweary then went on to explained the difference between doing the payroll in-house and having it outsourced. He said although the outsourcing will come at a cost to the city, it will add a layer of compliance and checks and balances to our payroll process because there were too many errors occurring in our current payroll system. Administrator Doweary said Council previously approved the Sage ABRA payroll system, which is the back end portion of this program. The agreement with ADP is now the front end of the project. He said he knows the approval process was done out of sequence but either way we have to upgrade to allow integration of a new payroll platform.

DECISION: A motion was made by Nixon, seconded by Nelson, to place this item on the **4/5/16** legislative agenda. The motion passed by the following vote: Yeas – Nixon, Nelson, Nixon – 3; Nays – 0.

III. Council Comment

President Hill-Evans announced that the city will launch a Residential Electronics Recycling Program for all of York County beginning Tuesday, April 5, 2016. The program is free and open to York County residents only and will be conducted on Tuesdays, Wednesdays and Thursdays from 3 PM to 6:30 PM every week at the York County Solid Waste Authority's site located off of Flour Mill Rd. in Manchester Twp. For more information, please visit www.ycswa.com.

Vice President Helfrich said he received several calls from second shift residents who felt the hours of the e-cycling program don't take into consideration their work hours.

Vice President Helfrich then discussed [Article 137.15 "Establishment of Loan Committee"](#) of the Codified Ordinances. He said this committee was established to review and recommend approval or denial of applications or the modification, waiver or forgiveness of loans in excess of \$15,000. He said this is a municipal law and if the committee was active, the Liberty & King Street Apartments issue would have gone through them instead of Council. He asked that the committee be re-established.

President Hill-Evans said she would discuss this with the Mayor.

IV. Administration Comment: None

V. **The April Committee Meeting has been canceled.** The next committee meeting is scheduled for Wednesday, May 25, 2016 at 6:00 p.m. to discuss items for the June legislative agenda (Committee agenda items due by 12 noon on Wednesday, May 18th).

VI. Adjournment: There being no further business, the March 30, 2016 committee meeting adjourned at 7:49 p.m.

Dianna L. Thompson-Mitchell, City Clerk

Carol Hill-Evans, President of Council