

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 October 26, 2016 6:00 p.m.

Police	Fire	Public Works	E&C Development	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; Jim Gross, Director of Public Works; Chaz Green, Deputy Director of Public Works; Shilvosky Buffaloe, Interim Director of Economic & Community Development; James Crosby, Director of the 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 **November 1 & 15, 2016** legislative Agenda as follows:

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

1. Resolution authorizing a budget transfer for the WWTP.

Director Gross explained that this is a budget transfer in the amount of \$80,000 that will be used to bridge the gap in projected line items to carry them through year's end.

DECISION: A motion was made by Nelson, seconded by Helfrich to place this item on the **11/1/16** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Helfrich, Hill-Evans – 3; Nays – 0.

2. Resolution awarding a contract for solid waste collection services.

Director Gross outlined that this contract was previously awarded to Penn Waste from 2006-2013, then Republic Services from 2013-2017. The contract has been bid for years 2017-2021 with Republic Services being the lowest responsive bidder coming in at a cost of \$1,765,649.87. He said the increase compared to the 2006 Penn Waste contract amounts to approximately 15% or less than 1.5% per year from 2006 to 2017. After reviewing the bids, which appeared to be in order, he said the City recommends awarding this contact to Republic Services for the 2017-2021 contract period.

DECISION: A motion was made by Nelson, seconded by Hill-Evans to place this item on the **11/1/16** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Helfrich, Hill-Evans – 3; Nays – 0.

FIRE ([View Issues Chart](#))

1. Resolution authorizing a budget transfer.

Chief Michaels explained that this is a budget transfer in the amount of \$13,123.00 that will be used to cover building repair services and supplies through the end of the year. He said the “contributions” line item is being decreased because these figures fluctuate depending on our number of volunteers but even with this transfer, we'll still have enough money to cover this line item through year end.

DECISION: A motion was made by Nelson, seconded by Hill-Evans to place this item on the **11/1/16** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Hill-Evans, Walker – 3; Nays – 0.

TREASURER (GENERAL COMMITTEE) ([View Issues Chart](#))

1. Resolution establishing fees for transaction histories (\$5/parcel) and duplicate receipts (\$3/parcel).

Vice President Helfrich stated that this item was pulled from the October 4th legislative agenda at the request of the Administration. In an email received from Treasurer Jefcoat dated September 30th, he explained that he noted that there was neither a fee for duplicate receipts or a transaction histories specified in the city's ordinances. While the duplicate bill fee has been in practice since before he became Treasurer, he didn't see that fee established anywhere in the ordinance. Further, the Treasurer's email read that although \$3 has been the charge for transaction histories it should be more because this requires his staff to compile records from several years and that some other tax collectors charge more than the \$5 he's requesting for these records.

Councilman Nixon asked the City Clerk to research whether these fees already exist or if they are newly established fees. The City Clerk said she would comply. (Note: Research showed that there were no fees previously established for transaction histories or duplicate receipts.)

DECISION: A motion was made by Hill-Evans, seconded by Nelson, to place this item on the **11/1/16** agenda pending research. The motion passed by the following vote: Yeas – Walker, Helfrich, Nixon, Nelson, Hill-Evans – 5; Nays – 0.

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

1. Resolution approving the 2017 Annual Action Plan.

Director Buffaloe outlined that the Annual Action Plan is designed to help states and local jurisdictions assess its affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from formula block grant programs such as CDBG and HUD. For the 2017 year, the City anticipates receiving \$1,250,712 in CDBG funds and \$376,389 in HOME funds.

Vice President Helfrich asked several funding questions such as streetscaping, neighborhood rehabilitation, home repairs, and economic development education and the differences in allocations, which was explained by Directors Buffaloe and Crosby. Vice President Helfrich said he wishes there was more participation from the public in the action plan process and suggested possibly combining the public hearings with a Council meeting to garner more attention.

Directors Buffaloe and Crosby then outlined eligibility requirements for program funding.

Vice President Helfrich asked if we are still working with Historic York because their services are being referenced on pg. 42 of the plan. Director Buffaloe said that language is an error and should be stricken. Vice President

Helfrich also noted a typo on page 45 wherein the total project income should read \$15,000 not \$158,000. Director Buffaloe said that is also an error and should be corrected to read \$15,000.

DECISION: A motion was made by Hill-Evans, seconded by Walker, to place this item on the **11/1/16** agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

2. Bill amending Article 753 “Streets & Sidewalks” to establish subsection 753.05 “Construction Closures of Sidewalks.”

Director Buffaloe explained that from time to time it is necessary for a property owner or developer to block, restrict or close a sidewalk during construction or redevelopment, which could have a negative impact on public safety and vehicular and pedestrian traffic. As a result, this ordinance is being proposed in order to protect public safety and to ensure traffic safety and safe passage of pedestrians during construction when sidewalks are closed.

Vice President Helfrich said he's concerned that businesses are losing customers when sidewalks are closed. He asked if there could be some sort of incentive for the inconvenience and possible revenue loss to business owners.

Director Buffaloe responded that although he is not insensitive to this issue, to entertain an incentive - especially if it's financial - may not be economically feasible for the city particularly when we have an opportunity to generate revenue.

DECISION: A motion was made by Nixon, seconded by Walker, to place this item on the **11/1/16** agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

3. Resolution establishing fees related to Article 753.05 “Construction Closures of Sidewalks.” (Initial ninety {90} day Sidewalk Closure Permit fee: \$50.00; Ninety {90} day Sidewalk Closure Permit Renewal fee: \$100.00)

Vice President Helfrich asked if the fee is commensurate with costs for staff time and supplies. Director Buffaloe responded that when considering hours of staff time and materials required to create a permit, these fees seem reasonable.

Councilman Nixon said he would like to keep the fee reasonable so as to not inhibit or discourage development.

Discussion took place on whether to waive permit fees for jobs requiring minimal days for sidewalk closures like 3 or 5 days, however, no recommendations or motions were put forth.

DECISION: A motion was made by Nixon, seconded by Hill-Evans, to place this item on the **11/1/16** agenda. The motion passed by the following vote: Yeas – Walker, Hill-Evans, Nixon – 3; Nays – 0.

II. Council Comment: None

III. Administration Comment: None

IV. Next Committee Meeting **Monday, November 21, 2016** at 6:00 p.m. in Council Chambers

V. Adjournment: There being no further business the October 26, 2016 committee meeting adjourned at 6:38 p.m.

Dianna L. Thompson-Mitchell, City Clerk

Carol Hill-Evans, President of Council