

The City of York, Pennsylvania

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

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COMMITTEE MINUTES October 28, 2015 6:00 p.m.

| Police | Fire | Public Works | E&C Development | Business Admin | Rules & Admin |
|--|--|-------------------------------------|--|--|--------------------------------------|
| Nixon Hill-Evans Helfrich | Nixon Hill-Evans Helfrich | Satterlee Nelson Nixon | Nelson Satterlee Helfrich | Helfrich Hill-Evans Satterlee | Hill-Evans Nelson Nixon |

*Bold text indicates Chairperson

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

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

Administration in attendance: Michael Doweary, Business Administrator; David Michaels, Fire Chief; Captain Steve Butler, Police; Jim Gross, Public Works Director; 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 4 & 17, 2015 legislative Agenda as follows:

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

1. Resolution authorizing a budget transfer

Director Gross explained that this item is to transfer \$130,000.00 within the WWTP's inter-municipal sewer fund to cover various other professional services and other contractual services.

Councilman Helfrich said he would be interested in reviewing a breakdown of the other professional services and other contractual services agreements.

DECISION: A motion was made by Satterlee, seconded by Nixon, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Nixon, Nelson, Satterlee – 3; Nays – 0.

2. Resolution approving a special events services contract

Director Gross stated that this is a special events contract between the city and Mary Yeaple in the amount of \$60,600.00 annually. Ms. Yeaple's contract will include services such as marketing, public relations, vendor and volunteer recruitment for special events, and event fundraising and sponsorships.

DECISION: A motion was made by Satterlee, seconded by Nixon, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Nixon, Nelson, Satterlee – 3; Nays – 0.

FIRE ([View Issues Chart](#))

1. Resolution authorizing a budget transfer of \$20,924.81

Chief Michaels explained that this is a 2015 budget transfer request in the amount of \$20,924.81 as some of our line items have become depleted and we need to move those monies to fund other accounts to pay for services such as vehicle and fire engine maintenance.

DECISION: A motion was made by Nixon, seconded by Helfrich, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Helfrich, Hill-Evans, Nixon – 3; Nays – 0.

2. Bill amending the 2015 budget in the amount of \$97,988.00 for a SAFER grant award

Chief Michaels stated that the city was awarded a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant. He explained that SAFER was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards. He said there are no matching fund requirements and they are not obligated to retain the SAFER funded positions after the two year grant funding period. ([Click here](#) to view frequently asked questions).

DECISION: A motion was made by Nixon, seconded by Helfrich, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Helfrich, Hill-Evans, Nixon – 3; Nays – 0.

POLICE ([View Issues Chart](#))

1. Amending the Budget in the amount of \$179,609.00 for an Equitable Sharing award from the Dept. of Justice Assistance

Captain Butler stated that this is a \$179,609.00 funding award granted to the city through the Equitable Sharing program. The equitable sharing program is a program in which the proceeds of liquidated seized assets from asset forfeiture are shared between state and federal law enforcement authorities, which serves not only to deter crime but also to provide valuable additional resources to state and local law enforcement agencies. He said the funds will be used to purchase new vehicles and equipment for the city's drug task force.

DECISION: A motion was made by Nixon, seconded by Hill-Evans, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Helfrich, Hill-Evans, Nixon – 3; Nays – 0.

2. Resolution authorizing a budget transfer in the amount of \$108,579.99 for the crossing guards' contract

Captain Butler explained that this transfer will be used to cover a contractual agreement with All City Management Services, Inc. (ACMS) for management of our school crossing guards. ACMS specifically and exclusively provides School Crossing Guard Services to cities, towns, communities, schools and school districts nationwide with safe and professional crossing guard services. He said we are required to have a certain number of crossing guards assigned to specific locations but it's hard to get these positions fully staffed; therefore, ACMS has taken over this task for us and they have been able to achieve the staffing requirements.

DECISION: A motion was made by Nixon, seconded by Hill-Evans, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Helfrich, Hill-Evans, Nixon – 3; Nays – 0.

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

1. Resolution appointing probationary police officers

Business Administrator Doweary said through attrition, by the end of 2016, we are looking at only having roughly 80 uniformed police officers staffing our police force. Therefore, in order to slow down the erosion of our force, we need to bring in more officers to ensure public safety.

Councilman Helfrich stated that he'd prefer to have the 2016 budget in his hands before he acts on appointing probationary police officers. He asked if this is time sensitive.

Business Administrator Doweary responded that this is bigger than any one budget. He explained that one candidate will be deployed for the entire 2016 year and won't be able to go to training until 2017 with a starting year of 2018, so that appointment won't even be part of the 2016 budget. He said as long as we can keep staff levels at 95, we are not adding any undue burden on our budget. Additionally, we received grant money to help defray costs. He said the academy starts in January so we need to get this taken care of now because we still need to do security clearances and psychological testing before they can even start the academy.

Councilman Satterlee said no matter what we'll still have to do this process anyway in order to staff our police force.

Captain Butler explained that this is not a simple process. He said we first have to go through the testing, then the applicant chooses which municipality they want to work for, then we need to do background checks, then we need polygraphs. At this point conditional offers of employment are sent to applicants. Once this is approved, they have to pass a physical exam, another written test, and psychological test. Once they pass all of the conditional requirements, then they go to the academy. He said if we wait, it may be too late and we may lose these candidates to another municipality which means we have to start this process all over again.

Administrator Doweary reiterated that we are not increasing the force, we are replacing bodies that are leaving.

Future budgets and pension obligations were discussed.

DECISION: A motion was made by Satterlee, seconded by Hill-Evans, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Hill-Evans, Satterlee, Helfrich – 3; Nays – 0.

2. 2015 MNOA for Information Services - \$320,766.49

Business Administrator Doweary stated that this amendment will be to make an appropriation for money not otherwise appropriated in the amount of \$320,766.49 as a carryover from the 2014 Budget to fund the expense for the new financial management system.

DECISION: A motion was made by Satterlee, seconded by Hill-Evans, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Hill-Evans, Satterlee, Helfrich – 3; Nays – 0.

3. Resolution adopting the revised Business Privilege and Mercantile Tax Regulations

Al Timko, Director, York Area Tax Bureau, said York's current Regulations were last revised in January, 2004. Over time, the way tax ordinances are interpreted and applied changes. These changes result when the Pennsylvania Legislature enacts or amends tax-related statutes, and when the courts render decisions to clarify how the statutes or ordinances should be interpreted. In the last twelve years, the Local Tax Enabling Act (Act 511) has been re-codified and amended several times. The purpose of the revised Regulations currently under consideration is to update interpretive guidance and to eliminate ambiguities. In short, he said, the goal is to help both the taxpayers and the Tax Bureau to correctly determine who is taxable and how the tax is calculated.

DECISION: A motion was made by Satterlee, seconded by Hill-Evans, to place this item on the **11/4/15** legislative agenda. The motion passed by the following vote: Yeas – Hill-Evans, Satterlee, Helfrich – 3; Nays – 0.

II. Council Comment: None

III. Administration Comment: None

IV. Next Committee Meeting Monday, November 23, 2015 at 6:00 p.m. in Council Chambers

V. Adjournment: There being no further business, the October 28, 2015 committee meeting adjourned at 7:07 p.m.

Dianna L. Thompson-Mitchell, City Clerk

Carol Hill-Evans, President of Council