

The City of York, Pennsylvania

Michael Ray Helfrich, President of Council
Henry Hay Nixon, Vice President of Council
Renee S. Nelson, Member of Council
Sandie Walker, Member of Council
Judy A. Ritter-Dickson, Member of Council

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COMMITTEE AGENDA JANUARY 25, 2017 6:00 p.m.

Police	Fire	Public Works	E&C Development	Business Admin	Rules & Admin
Walker Helfrich Nelson	Walker Ritter-Dickson Nelson	Nelson Ritter-Dickson Helfrich	Nixon Ritter-Dickson Walker	Helfrich Nixon Nelson	Helfrich Nixon Walker

***Bold text indicates Chairperson**

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

Council members in attendance: Judy A. Ritter-Dickson, Sandie Walker, Renee S. Nelson, Henry Hay Nixon, Vice President, and Michael Ray Helfrich, President.

Administration in attendance: James Crosby, Director of the Bureau of Housing Services; Shilvosky Buffaloe, Interim Director, Economic & Community Development; Michael Doweary, Business Administrator; and Don Hoyt, Assistant Solicitor.

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 February 7 & 21, 2017 legislative Agendas as follows:

GENERAL ([View Issues Chart](#))

1. Public interview of candidates to fill the vacancy in the Office of York City Controller.

- Immediately following interviews, Council will recess its committee meeting and convene in Special Session to appoint an applicant to fill said vacancy. Council will then reconvene its committee meeting.

Council received three (3) applications to fill the vacancy of York City Controller created by the resignation of former Controller Robert F. Lambert who resigned to take on responsibilities as the President of the York Library System. Of the 3 applicants, one did not meet the one year residency requirement and was disqualified. Council chose to move forward with public interviews of the following applicants:

- Stephen W. Busch
- AliceAnne Frost

Both applicants were in attendance.

Each applicant answered three rounds of questioning, in rotating order, from each Councilmember.

Immediately following the public interviews, President Helfrich recessed the general committee meeting at 6:31 p.m. and convened in special session. ([View agenda](#))

During the special session Council voted to approve the appointment of AliceAnne Frost to fill the vacancy as York City Controller to serve in said capacity until the first Monday of January 2018.

The oath of office was not administered at the time of appointment because the newly appointed Controller must first obtain a \$10,000 bond (on or before February 24, 2017). Once the bond is secured, the oath of office will be administered. If the newly appointed Controller is unable to secure said bond, a vacancy will again be created in said office and the interview process will start anew.

President Helfrich adjourned the special meeting at 6:40 p.m. and immediately reconvened Council's committee meeting.

2. Resolution authorizing an easement agreement with Market Street LP for construction of a handicap ramp on Cherry Lane.

Director Buffaloe explained that the design solution the applicant has submitted for the ADA compliant ramp has been reviewed by staff and appears to be in order.

DECISION: A motion was made by Nixon, seconded Ritter-Dickson, to place this item on the **2/7/17** legislative agenda. The motion passed by the following vote: Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays - 0.

3. Discussion on Bill No. 3 – A Bill amending the 2017 Budget for the Treasurer's Office to increase revenue/expenditures.

President Helfrich said he and Councilwoman Walker have been meeting with the school district and the administration regarding this complex funding situation. He explained that the Treasurer's budget was reduced in anticipation of the county taking over some of the city Treasurer's duties; however, an agreement has not been reached and the Treasurer cannot operate on the current allocations. He said he has submitted recommended amendments to bring funds to the 2016 level. He said we are required by law to fund the Treasurer's office.

Councilwoman Walker stated that she wanted to hear what the school district and county had to say about an agreement and that it seems they are onboard as long as the contract language is agreed upon by all parties.

Vice President Nixon said Council received a letter from Mr. Snodgrass, Business Administrator, York City School District, stating that a proposal is on the table but nothing has been vetted. Vice President Nixon said he's leery to amend this budget until an agreement is ratified.

President Helfrich said there is no increase to the budget because the funds are already in the budget.

Administrator Doweary said these funds are above what's appropriated in the 2017 budget but the requested amount is in line with prior years' funding.

Councilwoman Ritter-Dickson said she agrees with Vice President Nixon that it seems logical to wait until an agreement is approved and fully executed.

President Helfrich questioned why Council approved reducing the Treasurer's budget without any agreements in place because that decision now places us in a position where we are dealing with the repercussions. He said the Treasurer's office is an independent office and they have to deputize the county to collect certain taxes on behalf of the city. He said he wants to put into place funding so that the Treasurer's office can continue to function until an agreement is reached.

Administrator Doweary said the County Commissioners are in favor of taking over some of the city's collection services but the school district hasn't weighed in on it yet. He said the requirement is to adequately fund the Treasurer's office to allow him to do his job. We cannot force the Treasurer into any agreement, he said, however, Council is not required to fund the Treasurer's office more than what's absolutely necessary to fulfill his duties. He stated that it is premature to take any action at this point. He added that we have until about June or July to come to an agreement before the Treasurer's office runs out of funding.

President Helfrich said the Treasurer submits to Council what monies are needed to fund his office and he doesn't understand why an independently run elected office has to come to the Administration to for approval of funding.

Administrator Doweary said the Administration has consolidated various line items into central services such as phone, printing & binding, postage, etc., which won't reflect in the Treasurer's budget but is there for his use.

Councilwoman Ritter-Dickson asked if we go with the plan to have the county take over some of the city's tax collection responsibilities, how much money will this save us.

Administrator Doweary said preliminarily about \$100,000 collectively between the three entities, however, there are still some variables that will impact that dollar amount.

Vice President Nixon said there is \$100,000 at stake so let's get this contract vetted before we start fiddling with the Treasurer's budget.

Treasurer Jefcoat said when he took over the office he was told that the County was going to take over the tax collection process but the County was not ready for that responsibility. He said the city's Administration has ignored the \$70,000 we are going to lose in revenue with this transition. He said there are no revenue allocations whatsoever in the Treasurer's budget for other services we provide such as LERTA/RETAP calculations, records retention, right to know requests, and collection/deposits from the Finance office, just to name a few. The County Commissioner's did not say they endorse this project. There is an effort from the County wanting to collect taxes but the issue is everyone is on a different software program. He said he has been working with the County to develop a software program to establish efficiency. He said his office is very efficient and our audit report was favorable. Treasurer Jefcoat added that we get numerous complaints about how the county never answers the phone, which will be a problem for our residents. The county is not prepared at this juncture to take over this responsibility. He said you are getting a deal with the money you spend on assuring his office is fully functional. Treasurer Jefcoat said he doesn't think we are ready to turn over responsibilities because there are too many unanswered questions which will negatively affect the transition.

Councilwoman Walker said we can go around and around on this issue but until and unless we have all entities here, we will continue to go back and forth on who said what, and who is ready, capable, etc.

President Helfrich said we need to call a meeting of all three taxing entities so that we can move forward.

Administrator Doweary said the 2nd Thursday of each month is a standing meeting he has with the county to discuss our options and that a member of Council is welcomed to attend.

Councilwoman Nelson stated that she doesn't think we'll be able to get all terms agreed upon before the Treasurer's office runs out of money. As such, she said we need to make sure we are giving the Treasurer enough money to take care of the responsibilities he needs to take care of. She said Council may need to vote on this sooner rather than later so the Treasurer can send out tax notices.

Vice President Nixon confirmed with Administrator Doweary that there is sufficient money in the budget right now to allow the Treasurer to send out tax notices so timing is not the pressing issue.

DECISION: President Helfrich explained that since this item was already introduced at Council's January 17th meeting, it will automatically be placed on the **2/7/17** agenda for consideration of final passage.

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

1. A Bill amending the 2017 CDBG/HOME budgets to reflect changes resulting from actual funding levels rolled over from 2016.

Director Buffaloe explained that this is a routine house cleaning item to amend the budget to allow reallocation of prior year's unallocated funds.

DECISION: A motion was made by Walker, seconded by Ritter-Dickson, to place this item on the **2/7/17** agenda. The motion passed by the following vote: Ritter-Dickson, Walker, Nixon – 3; Nays – 0.

2. A Resolution amending the 2017 CDBG/HOME budgets to reflect changes resulting from actual funding levels rolled over from 2016. (Companion piece to the previously discuss Bill)

Director Buffaloe said this is the companion piece to the budget amendment. This resolution will transfer CDBG/HOME funds from 2016 into the 2017 budget. He said the Bill must be approved prior to the transfer which is why they are requesting this item be placed on the February 21st agenda.

DECISION: A motion was made by Walker, seconded by Ritter-Dickson, to place this item on the **2/21/17** agenda. The motion passed by the following vote: Ritter-Dickson, Walker, Nixon – 3; Nays – 0.

RULES & ADMINISTRATIVE CODE ([View Issues Chart](#))

1. A Bill amending Article 933 "Sewer Rentals" of the Codified Ordinances to include regulations for permit denials.

Administrator Doweary explained that this legislation amends Article 933 to include language authorizing denial of a municipal permit if an applicant is in serious violation of state law or codes or is delinquent in sewer and/or refuse fees. It also defines the circumstances when a permit can be approved. For instance, he said this will also allow us to deny something like an addition to a house when you're delinquent in your sewer account but will allow the work if it is an emergency repair. Additionally, he said if a homeowner has several properties and they are delinquent on one property, they can be denied the ability to do certain development on their other properties as well.

DECISION: A motion was made by Walker, seconded by Nixon to place this item on the **2/7/17** agenda. The motion passed by the following vote: Helfrich, Walker, Nixon – 3; Nays – 0.

III. Council Comment

Councilwoman Ritter-Dickson alerted residents that a stop sign now exists on the corner of Duke St. & Maple St. so be aware.

President Helfrich thanked Officer Blymire for taking the time to play alleyway basketball with some kids and that he too joined in on the fun.

IV. Administration Comment: None

V. Next Committee Meeting **March 1, 2017** at 6:00 p.m. in Council Chambers

VI. Adjournment: There being no further business, the January 25, 2017 committee meeting of Council adjourned at 8:02 p.m.

Dianna L. Thompson-Mitchell, City Clerk

Michael Ray Helfrich, President of Council