

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 MINUTES November 29, 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 Ritter-Dickson, Sandie Walker, Renee S. Nelson, Henry Hay Nixon, Vice President, and Michael Ray Helfrich, President.

Administration in attendance: Michael Doweary, Business Administrator; Shilvosky Buffaloe, Interim Director of Economic & Community Development; James Crosby, Deputy Director of the Bureau of Housing Services; and Don Hoyt, Assistant 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 December 5 & 19, 2017 legislative Agendas as follows:

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

1. Bill amending the 2017 Budget to transfer \$60,000 of CDBG program funding to the Emmanuel/St. Joseph School Revitalization Project.

Director Buffaloe explained that Dr. Deborah McMillian has a proposal to open a clinic to assist with health residents' physical and emotional needs covering all spectrums of life. He said the school will be converted into a community center where staff will provide recreational activities, clinical assistance, and education to residents.

President Helfrich said he's supportive of this initiative and asked if they have developed sufficient plans to operate this facility.

Director Buffaloe said this budget amendment will help fund the tools necessary to complete the formal application for funding assistance which will include a more comprehensive plan.

Councilwoman Walker said this building has been boarded up for years and it clearly has potential. She said with the size of the church's congregation and the influence that Dr. McMillian has in the community, this will be a perfect fit for the neighborhood.

DECISION: A motion made by Ritter-Dickson, seconded Walker, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon – 3; Nays – 0.

2. Resolution amending the 2017 Annual Action Plan to transfer \$60,000 of CDBG program funding to the Emmanuel/St. Joseph School Revitalization Project.

Director Buffaloe stated that this Resolution is the companion piece to agenda item #1. He said the budget amendment must be approved before they can move the money. Therefore, he requested this Resolution be placed on the 12/19/17 agenda for action.

DECISION: A motion made by Ritter-Dickson, seconded Walker, to place this item on the **12/19/17** legislative agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon – 3; Nays – 0.

3. Bill vacating York St., Loucks Mill Rd., Maple Alley, and a portion of Winterset Ave. to consolidate to allow for development.

Dan Creep, Warehaus (formerly LSC Design), was onboard and explained that Saddleback Properties, LP, is requesting to vacate said streets for future improvements such as a word class data center. He said the applicant does have supporting letters from the York Rail Company and surrounding property owners and that they are currently working on an agreement with the city for the applicant to contribute to streetscape improvements along Chestnut St., Walnut St. & N. Pine St.

Councilwoman Ritter-Dickson asked how this would affect traffic patterns. Mr. Creep showed how traffic will be diverted and outlined how those patterns would change, which he said will not be dramatic.

Vice President Nixon asked how this will affect ingress and egress for the apartment building affected by the vacation of York St.

Mr. Creep responded that rear apartment access will still be maintained off of York St.

Andrew Paxton, United Fiber & Data, added that the agreement with AFI - the owner of the apartment complex - is that we'll provide them continued access to their apartment building. The apartment has a Queen St. address, but they do require access from the York St. side, which they will maintain access.

President Helfrich questioned how these traffic diversions will affect those traveling eastbound using Walnut St.

Greg Creasey said they did a study and it found that approximately 1/2 of the traffic would go to Chestnut St. & Walnut St. and the other traffic would divert to other connecting streets. He said the busiest hours are the morning and evening rush hours and even during those busiest parts of the day, it's still not a heavily traveled road.

President Helfrich said amendments were discussed to make these vacations effective when construction begins at the former York County Prison site.

Andrew Paxton responded that he'd agree on the contingency, but would rather it read, "until required by a financing source" or "when the land development plans are submitted." He said the funding sources include commercial, private and possible RACP funding, which will require the roads to be closed.

President Helfrich said the second contingency discussed was streetscape and sidewalks improvements be made on Chestnut St. prior to the closure. Mr. Paxton said that is correct and improvements should begin Spring of 2018.

President Helfrich said that, the actual closing of the streets will be delayed until the last moment necessary before planning and construction can begin.

Mr. Paxton will that is correct, and he'll send the amended language to Director Buffaloe.

DECISION: A motion made by Ritter-Dickson, seconded Walker, to place this item on the **12/19/17** legislative agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon – 3; Nays – 0.

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

1. Resolution authorizing the use of procurement cards for purchase of goods and services.

Administrator Doweary said we are basically updated our credit cards to take advantage of some of the bonuses such as cash back. He added that PFM (the city's financial advisors) will provide us with reviews on yearly purchase activity and how we can improve.

Vice President Nixon asked approximately how many credit cards issued to city employees.

Administrator Doweary said about 6 but no more than 10.

DECISION: A motion made by Nixon, seconded Nelson, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Nixon, Helfrich – 3; Nays – 0.

2. Resolution authorizing an agreement with Unimerica Insurance Company, Optum, for stop loss insurance for city employees.

Administrator Doweary said this is an annual renewal for self-funded health insurance and that RFP's were sent out and this provider was the winning bid because their rebate package placed them ahead of the competitors.

DECISION: A motion made by Nixon, seconded Nelson, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Nixon, Helfrich – 3; Nays – 0.

3. Resolution approving the 2018-2022 IAFF Union Contract.

Administrator Doweary explained that this is just a formality to correct typos before sending out for signature and the intent of the original agreement remains intact.

DECISION: A motion made by Nixon, seconded Nelson, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Nelson, Nixon, Helfrich – 3; Nays – 0.

GENERAL ([View Issues Chart](#))

1. Bill authorizing a York City Sewer Authority Bond in the amount of \$29,985,000.00.

Steve Hovis, Bond Council for York City Sewer Authority, explained that this is somewhat of a rush project for the YCSA because the federal government's proposed tax code changes are taking away advanced refundings. He said this is a Guaranteed Bond and to proceed with this funding, the municipality must approve an ordinance, which will then be sent to DCED for approval. Associated with this application is a self-liquidating debt report to show there is a debt that will eventually be removed from the city's debt ceiling.

Chris Givens, Concord Public Financial Advisors, added that the city's net worth savings over a 10-year period will be \$1 million.

Due to the timing constraints, Council voted unanimously to hold a Special Meeting on 12/4/17 at 10 a.m. to introduce this legislation and then will meet again in a Special Meeting on 12/8/17 at 9:30 a.m. to consider final passage. Both meetings will be held in Council Chambers, 101 S. George St., York, PA.

DECISION: A motion was made by Nixon, seconded by Walker, to place this item on the **12/4/17** special meeting agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays – 0.

2. Resolution approving the 2018 City Council meeting dates.

City Clerk Dianna Thompson-Mitchell explained that this Resolution will approve the legislative and committee meetings for year 2018.

DECISION: A motion was made by Nixon, seconded by Walker, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays – 0.

3. Approving salary increases for Directors effective 1/1/18.

President Helfrich said he's surprised that the outgoing Mayor is giving substantial raises to Directors. He said this is unfortunate and some are receiving up to a 20% pay raise. He said he sees the rationale of comparing general salaries but he's hoping to see more of what percentage of other municipalities' budgets salaries take up. He said there must be due diligence in submitting these increases. As Mayor-Elect, he said he feels this is putting him in a tough spot. He said he's really concerned about how this going down. He asked if all other Council members are comfortable with these salary increases.

Councilwoman Walker said she compared the salaries and in some municipalities these positions have assistants doing the job that single employees are doing in York. She noted Harrisburg and Lancaster Directors' salaries are more substantial than ours and they have more staff assistance.

Councilwoman Nelson said some of these raises equal approximately \$3-\$8 more an hour which is substantial.

Administrator Doweary salary increase have been in the works for months so it just didn't come out after the election. He said there are a ton of factors such as staffing, responsibilities, etc.

President Helfrich asked if any other comparisons have been done such as tax comparisons.

Administrator Doweary said there are other documents that contributed to these salary recommendations but as far as tax comparisons, etc., we do not have that.

Councilwoman Ritter-Dickson asked if the budget is balanced with these raises.

Administrator Doweary said "yes."

Vice President Nixon said since there will be a change in the Administration it's important that we offer competitive salaries to obtain and retain qualified staff. He stated that we have had difficulties in the past filling the Economic & Community Development Director position because of the pay. He said these dollars are in the budget, the budget is balanced, and Administrator Doweary has given us a long term financial plan to keep us on track.

Administrator Doweary said that these increases are not going to make or break other factors affecting our budget such as the distressed pension plans. He said these salaries are sustainable.

Vice President Nixon said if we can sustain this over the next several years and we can retain quality staff to make sure that this city is moving forward, then he's in favor of it.

Discussion ensued on the future financial state of the city based on its financial plan.

Councilwoman Ritter-Dickson said retention is important if any of our Directors leave, filling these positions would be challenging if we don't offer competitive wages.

President Helfrich said there is an effort to get up to the average but in some cases, this goes above the average.

Administrator Doweary said that's because COLA's are included, which cannot be denied to our employees.

President Helfrich said this entire process is putting him in a difficult position and that he's either forced to increase the expenses to the taxpayers without having a say on determining whether these raises are merited.

DECISION: A motion made by Nixon, seconded by Ritter-Dickson to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas - Ritter-Dickson, Walker, Nixon - 3; Nays - Nelson, Helfrich - 2.

4. Bill amending Article 509 "Parking Meters" subsections 509.01(a), 509.02) and 509.06.

Administrator Doweary said these proposed amendments won't take effect on 1/1/18 because the Administration needs time to research the specifics on the purchase of kiosks but that this is being presented to show Council the direction we are looking at taking with regards to parking.

President Helfrich asked how this is connected to the budget.

Administrator Doweary responded that regarding kiosks, we are not expecting any financial change in 2018. However, removing some meters may affect us and that an analysis is still ongoing on the positive and negative aspects of implementing kiosks. He said no revenue adjustments have been made based on these amendments.

President Helfrich asked if there was a letter from the General Authority on their recommendations.

Administrator Doweary said the GA asked him to present this to Council.

Councilwoman Ritter-Dickson asked if the amendment to section 509.02 means kiosks will be placed in those areas.

Administrator Doweary said the only change is that we are looking at having parking meters on Market St. continue up to Penn St. instead of all the way up to Carlisle Ave.

Vice President Nixon clarified that this is basically for informational purposes and no Council action is required at this point.

Administrator Doweary said that is correct but keep in mind that this is most likely the direction we will be going in the future.

DECISION: A motion was made by Ritter-Dickson, seconded by Walker, **to keep this item in committee at this time**. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays – 0.

5. Bill amending Article 951 "Municipal Solid Waste Management Act," Subsection 951.12 "Annual Collection Fee Schedule" to increase refuse fees.

Administrator Doweary said this is the second phase of implementing the new refuse contract. In May 2017 the new contract went into place. So, May of 2018 will be the first fulfillment year and this increase, which equals \$0.50¢ more per month, will cover our contractual obligation.

DECISION: A motion was made by Nixon, seconded by Nelson, to place this item on the **12/5/17** legislative agenda. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays – 0.

- 6. Bill approving the 2018 Budget
- 7. Bill approving the 2018 Tax Rate

DECISION: A motion was made by Walker, seconded by Nixon, to move agenda items #6 (2018 Budget), and #7 (2018 Tax Rate), directly to the **12/5/17** legislative agenda for further discussion. The motion passed by the following vote: Yeas – Ritter-Dickson, Walker, Nixon, Nelson, Helfrich – 5; Nays – 0.

III. Council Comment: None


IV. Administration Comment: None

V. Next Committee Meeting January 24, 2018 at 6:00 p.m. in Council Chambers.

VI. Adjournment: There being no further business, the November 29, 2017 committee meeting of Council adjourned at 7:57 p.m.



Dianna L. Thompson-Mitchell, City Clerk



Michael Ray Helfrich, President of Council