



The City of York Pennsylvania

Office of City Council
101 S. George St.
York, PA 17401

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COMMITTEE MINUTES MARCH 26, 2025

6:00 p.m.

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2025 MEETINGS: Click [here](#) to view 2025 Council Meetings Dates

Fire/Police	Public Works	Econ & Comm Development	Business Admin	Rules & Admin
Washington Buckingham Dennis	Dennis Washington Johnescu	Washington Buckingham Johnescu	Buckingham Johnescu Bupp	Bupp Washington Dennis

***Bold text indicates Chairperson**

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

CALL TO ORDER: President Washington called the March 26, 2025, committee meeting to order at 6:00 p.m. in Council Chambers, 101 S. George St., York, PA, with the following members present: Elizabeth Bupp, Teresa Johnescu, Felicia Dennis, Betsy Buckingham, Vice President, and Edquina Washington, President.

Members of the Administration in attendance included: Michael Helfrich, Mayor; Kim Robertson, Business Administrator; Dan Hevner, Deputy Business Administrator; India Banks, Interim Director of Public Works, Dave Rudolph, Electrical Supervisor; Safire Linares, Environmental Services Supervisor; Nona Watson, Director, Economic & Community Development; Michael Buckingham, Controller; Amy Diggs, Deputy Controller; Monic Kruger, Director of Health; Kittrell Barnes, Parking Bureau Director; Joe Jefcoat, Treasurer; and Assistant Solicitor Brett Flower.

Members of York City Council staff in attendance included: Dianna L. Thompson, City Clerk.

- I. Called committee meeting to order at 6:00 p.m.
- II. Committee Issues for the **April 1 & 15, 2025** legislative Agendas as follows:

PRESENTATION

Brian Marchuck, CPA, Brown Plus Accountants and Advisors – Brief presentation on the 2019 audit report.

President Washington opened by stating that [Article 137.07](#) of the Codified Ordinances reads that the independent certified public accountant or firm hired by the city shall formally present the audit findings and report(s) to the Council at a session open to the public. As such, she said she invited Mr. Marchuck of the city's accounting firm, Brown Plus Accountants and Advisors, to give a brief presentation on the [2019 audits](#).

Mr. Marchuck outlined Brown Plus' credentials and education, and stated that they must remain neutral in their auditing process and provide due professional care. He said the Federal audit deals mainly with grants, but the main audit is the financial statement numbers and that he'll be giving a report on just the numbers and if they are in accordance with US Generally Accepted Accounting Principles.

Audit of Financial Statements Opinion Levels are as follows:

Unmodified/Clean Opinion – Everything is in accordance with US Generally Accepted Accounting Principles.

Qualified Opinion/Modification – Some type of exception was found in an area but the rest is acceptable.

Adverse Opinion – Numbers on the financial statements are misstated, errors were found, and not fixed.

Disclaimer – Not able to give an opinion because not enough evidence was obtained.

Main Financial Statement Audit – Qualified Opinion on component units containing the Sewer Authority, Parking Authority and Redevelopment Authority. This makes up around 27% of the assets and about 9% of the revenue. Another auditing firm did this audit.

◆ Redevelopment Authority - Qualified Opinion. RDA did not capitalize all purchases of capital assets.

◆ General Fund – Disclaimer. They couldn't provide an opinion because they didn't get enough evidence to support the numbers. Part of this was due to a change in administration, auditors and system software.

Federal Audit findings as follows:

Mr. Marchuck said there were eleven findings but he will only report on the most significant findings.

There are two levels of deficiency: Significant Deficiency and Material Weakness. Material weakness means something that would not detect an error that would change someone's mind if they were looking at the report. Significant Deficiency means it's enough of an error to let the government know this is happening. Due to the number of deficiencies, he said they had to step it up to Material Weakness.

◆ Report of Internal Controls over Financial Statements and Compliance – Disclaimer. Significant Deficiency. Reason is because they were unable to obtain information such as grant agreements. He said the opinion is given on the effectiveness of the controls.

◆ Lack of support – Disclaimer. Significant Deficiency. Reason is due to turnover of key employees, software is different, issues with the servers, and trouble finding grant agreements from 5-6 years ago, bank reconciliations, etc. This was the most significant finding.

◆ Internal Review of Financial Statements - Material Weakness. This should be done on a monthly basis to make sure the Council knows what's going on with cash flows. This was lacking.

◆ Schedule of Federal Expenditures/Awards – Significant Deficiency. Federal grants are received, spent and then a schedule of those grants and expenditures were completed. Issues included incorrect schedule of expenses to several programs. Missing federal expenditures. Incorrect passthrough entity information. We couldn't get a lot of information. Also, for Assistance Listing, titles and information was incorrect.

◆ Incorrect Data being provided to actuaries who determine the pension asset/liability. Incorrect information could cause the liability provided to the actuary to be incorrect. This could result in a significant variance.

◆ Lack of timely/accurate reconciliation – in 2019 there were delays in the bank reconciliation being prepared and some amounts that couldn't be determined. They weren't large numbers but it could be a bunch of negatives, positives or net amounts.

◆ 2018 Audit – Federal Data Collection Form needed to be submitted in a required timeframe and was not filed within the allocated amount of time.

◆ Uploading of Audit of Financial Statements to the Electronic Municipal Access System. Significant Deficiency. Material Weakness. This is a process where the documents are uploaded to the website and used by bond funders to make sure the bond holders are following the appropriate protocols.

◆ Statement of Federal Expenditures. Four findings which were very similar in fact to the previous facts provided.

President Washington thanked Mr. Marchuck for his presentation.

ECONOMIC & COMMUNITY DEVELOPMENT (Washington, Chair; Buckingham, Johnescu)

1. **Bill amending the FY2025 Budget for CDBG/HOME 2024 to 2025 rollover funds** ([View](#))

Submitted by: K. Robertson, Business Administrator for Bureau of Housing Services

► **Legislative Agenda: April 1, 2025**

Tammy Harvey-Bethea, Program Analyst, Bureau of Housing Services, said this is a rollover from 2024 to 2025 budget. She said when she does the prior year's budget, she projects funding amounts, which when realized, are then amended to reflect actuals.

Councilwoman Bupp asked which the rollover are amounts and if they were not spent in 2024. Ms. Bethea said the first two columns are the estimated budget; the second column reflects the actual numbers. So, \$1,585,822.28 is the actual amount.

Administrator Robertson said we budget for Fund 32 expected revenue every year. We are pulling from the 32 Fund balance to allow them to spend this funding.

Councilwoman Bupp asked where that money came from originally. Ms. Harvey said loans from the CDBG rehab program.

DECISION: A motion was made by Johnescu, seconded by Buckingham, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Washington, Buckingham, Johnescu – 3; Nays – 0.

2. Resolution revising the 2020-2024 Annual Action Plan for CDBG/HOME ([View](#))

Submitted by: K. Robertson, Business Administrator for Bureau of Housing Services

► Legislative Agenda: April 15, 2025

Ms. Bethea said this is basic housekeeping for HUD so we can stay in compliance or we'll end up with findings.

Councilwoman Bupp asked if these numbers equal the amount we've spent.

Ms. Bethea said yes, it always has to be the same, it just moves to different categories. She said if it's just moving one cent from one line item to the next, HUD has to be informed.

Councilwoman Bupp said so the totals are not changing, it's just shifting within line items. Ms. Bethea said that is correct.

Administrator Robertson said we get a certain amount of funding each year. We receive multiple HUD grants each year and with each grant year of funding, there is a plan put in place to spend that funding. That is what's called the Action Plan.

Councilwoman Bupp said the resolution wording kind of confused her.

Councilwoman Johnescu asked what a Section 108 loan is. Ms. Bethea explained that back around 2000, the city took out one loan because we can take out a loan against federal funding. We used that loan for street paving. We have three payments left on the loan and then we'll be done.

DECISION: A motion was made by Johnescu, seconded by Buckingham, to place this item on the **4/15/25** legislative agenda. The motion passed by the following vote: Yeas – Washington, Buckingham, Johnescu – 3; Nays – 0.

PUBLIC WORKS (Dennis, Chair; Washington, Johnescu)

3. Resolution awarding a contract to Good's Disposal for large item pick up ([View](#))

Submitted by: K. Robertson, Business Administrator & I. Banks, Interim Dir. of Public Works

► Legislative Agenda: April 1, 2025

Director Banks said originally the large item program was going to be done inhouse but Goods offered a proposal to cut our costs in half and the contract amount is now \$212,000.

Councilwoman Johnescu said this offer from Goods comes in substantially less than what it would have cost us to do this in-house.

Solicitor Flower said the large item contract was originally bid out and Goods came in at \$500,000, so we pulled out from contracting with them for this service and decided to do it in house. However, Goods gave us their bottom-line number, so we accepted that offer.

DECISION: A motion was made by Washington, seconded by Dennis, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Dennis, Washington, Johnescu – 3; Nays – 0.

4. **Resolution authorizing signatures for DCNR Grant Application (Farquhar Park Master Plan)** ([View](#))
Submitted by: I. Banks, Interim Dir. of Public Works
► Legislative Agenda: April 1, 2025

Director Banks said we are applying for a DCNR grant for the Farquhar Park Master Plan project and they required a resolution to authorize the mayor to sign documents.

DECISION: A motion was made by Washington, seconded by Dennis, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Dennis, Washington, Johnescu – 3; Nays – 0.

POLICE (Washington, Chair; Buckingham, Dennis)

5. **Amending the FY2025 Budget - \$33,438.89 for purchase of laptops/supplies for GVI initiatives** ([View](#))
Submitted by: K. Robertson, Business Administrator for Police
► Legislative Agenda: April 1, 2025

Administrator Robertson said this is funding the Police Dept received from the County of York as a pass-through for an award from the Pennsylvania Commission on Crime and Delinquency (PCCD) for a subgrant of Federal Coronavirus State and Local Fiscal Recovery in the amount of \$33,438.89 to fund purchase of laptops and school supplies for students attending HACC through the GVI initiative. The funding was scheduled to expire at the end of 2024, but that deadline has been extended through the end of 2025. So, this amendment incorporates that funding back into the 2025 budget.

President Washington said she spoke with Commissioner Muldrow, and he reported that 27 people have applied to the More Graduations, Less Funerals program and the program is doing well.

DECISION: Motion made by Washington, seconded by Dennis, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Washington, Buckingham, Dennis – 3; Nays – 0.

GENERAL (Washington, Chair; All Council Members)

6. **Bill amending the FY2025 Budget - \$10,000 for other professional services** ([View](#))
Submitted by: Treasurer J. Jefcoat
► Legislative Agenda: April 1, 2025

Treasurer Jefcoat said we have an unplanned absence in the Treasurer's office due to a staff member being scheduled out of the office for a considerable amount of time. We have a surplus of about \$12,000 in the 2024 budget so we'd like to carry \$10,000 over to the 2025 budget to cover the expense of hiring another staff person to fill this void.

Councilwoman Bupp asked if this will make the Treasurer's office fully staffed. Treasurer Jefcoat said

not quite but they have a job description for another staff person that is currently going through the approval process. Once all approvals are done, he said we will post that position for hire. It will be for a Clerk/Cashier position.

DECISION: A motion was made by Johnescu, seconded Buckingham, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Bupp, Johnescu, Dennis, Buckingham, Washington – 5; Nays – 0.

7. Resolution authorizing legal counsel for the Treasurer’s office ([View](#))

Submitted by: J. Jefcoat, Treasurer

► Legislative Agenda: April 1, 2025

Treasurer Jefcoat outlined the ordinance that authorizes Council to approval legal counsel for the Treasurer’s office.

Councilwoman Johnescu said so this isn’t any different from if Council securing its own counsel. She asked what the Treasurer might need independent counsel for.

Treasurer Jefcoat said to answer questions about various city, state and federal laws. He said we have major financial problems looming, including balancing the budget, so we’d like to have legal counsel to help us through that process.

Solicitor Flower said the city solicitor is the attorney to the entire city, including the Treasurer’s office. She said he has access to the Solicitor’s office but he’s requesting outside counsel.

DECISION: A motion was made by Johnescu, seconded Washington, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Bupp, Johnescu, Dennis, Buckingham, Washington – 5; Nays – 0.

8. Resolution amending the UCC Board of Appeals Cooperation Agreement ([View](#))

Submitted by: York County Planning Commission

► Legislative Agenda: April 1, 2025

Solicitor Flower said the City is a participant in a cooperation agreement with the County Planning Commission for a countywide Uniform Construction Code Board of Appeals. The County has requested an amendment to the agreement to adjust the requirements for membership to mirror the provisions under the Pennsylvania Code.

Councilwoman Bupp outlined the qualifications required to serve on the board.

DECISION: A motion was made by Buckingham, seconded by Dennis, to place this item on the 4/1/25 legislative agenda. The motion passed by the following vote: Yeas – Bupp, Johnescu, Dennis, Buckingham, Washington – 5; Nays – 0.

RULES & ADMINISTRATIVE CODE (Bupp, Chair; Washington, Dennis)

9. Bill amending Article 181 “General Provisions” to establish application process for Boards ([View](#))

Submitted by: D. Thompson, City Clerk for Councilwoman T. Johnescu

► Legislative Agenda: April 1, 2025

Councilwoman Johnescu read the following quote, “Boards and commissions are designed to give citizens knowledgeable with their respective field a voice in their government and provide a means of influencing decisions that shape the quality of life for the residents of our city. Participation on a board or commission is one of the most effective steps citizens can take in having an active voice in their

government.” She said she attends several board meetings and feels this quote perfectly outlines the need for adequate administrative procedures in selecting board appointees.

Councilwoman Johnescu said she worked closely with City Clerk Thompson on drafting this legislation. She then went on to outline the amendments. She said there is a need for administrative procedures in the selection process for our city boards. Because of the importance of these boards, we need to establish an administrative process to build and retain members on our boards. She said she researched other municipalities, and they have such an application process available. She said we recently approved someone for a board position and later found out that appointee was not a resident of the city. If an application was in place and completed, we would have known he wasn’t a city resident. These applications should go to the director or personnel managing these boards. In this legislation, she suggests Directors follow up with an interview of the applicants to share with them their expectations. We’ve also established an attendance policy because she’s witnessed boards having to cancel meetings because they don’t have quorum, and some people don’t ever both to show up to any meetings. A Council liaison is also being recommended to serve as a facilitator to the various boards as she feels this will benefit the city if Council is more engaged. She said she wanted training requirements included but we did not offer that because we didn’t know how to execute such a mandatory requirement. We passed on including a residency requirement and term limits because for the most part, state law regulates that type of criteria. Councilwoman Johnescu thanked Clerk Thompson, who plays a huge role in the appointment process, in helping to draft this legislation. She said this is a good starting point to ensure we have the most knowledgeable appointees serving on our boards.

Vice President Buckingham thanked Clerk Thompson and Councilwoman Johnescu for working on this legislation and said she looks forward to serving as a liaison to the boards.

Councilwoman Bupp also thanked Clerk Thompson and Councilwoman Johnescu for this legislation and agreed with the process.

DECISION: A motion was made by Washington, seconded by Dennis, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas – Bupp, Washington, Dennis – 3; Nays – 0.

10. Bill amending Article 513 “Vehicle Operation & Parking” to include parking restrictions during special events ([View](#))

Submitted by: B. Flower, Assistant Solicitor for Parking

► [Legislative Agenda: April 1, 2025](#)

Kittrell Barnes, Director, Parking Bureau, said this is an update to the current ordinance to cover events declared by the city that require parking restrictions. There will be more events at York Fairgrounds this year with the next one being in May where they expect over 20,000 in attendance.

Councilwoman Johnescu asked whenever there is a large event, will residents have to get a pass.

Director Barnes said we’ll take a look on a case-by-case basis to determine the need for parking restrictions.

President Washington asked has there been complaints from residents.

Director Barnes said most complaints come from events held at the Fairgrounds. The event coming to the Fairground in May is expected to be huge, so he said we want to have this in place to be prepared.

Vice President Buckingham asked how residents will be notified.

Director Barnes said we'll do a press release on how and when to apply for a permit and instructions on how to place the parking permit in their vehicle window. We give the residents 3-4 weeks to pick up their permit.

Councilwoman Johnescu asked if there is any thought to allowing one blanket permit.

Director Barnes said they'll continue to look at that to see if they can refine the process.

Councilwoman Bupp said in speaking with the residents, it is a burden for them to come pick up parking placard, so hopefully a method will be put in place to make it easier for our residents.

Director Barnes said in some circumstances, they have driven placards to residents' homes.

DECISION: A motion was made by Washington, seconded by Johnescu, to place this item on the **4/1/25** legislative agenda. The motion passed by the following vote: Yeas - Bupp, Washington, Dennis - 3; Nays - 0.

11. Bill amending Article 1761 "Licensing and Inspection of Tenant Occupied Residential and all Institutional Occupancies" - To establish requirements for local supervision of residential rental units and providing definitions ([View](#))

Submitted by: B. Flower, Assistant Solicitor for Councilwoman B. Buckingham

► Legislative Agenda: April 1, 2025

Vice President Buckingham said this item is being pulled from tonight's agenda and pushed to the April committee meeting to allow for further revisions.

III. Council Comment

Councilwoman Bupp said at the March 18th Council meeting, School Board Director Margie Orr asked about parking on the lot at the corner of Princess and Beaver Streets and if board members and residents attending evening board meetings are required to pay to use that lot. She said she confirmed there is no charge to the school district for using this parking lot. She said a question was also raised about the school district paying property taxes.

Parking Director Barnes said between 8am and 5pm parking in the lot is by permit only or be ticketed. However, after 5 pm parking is free. Treasurer Jefcoat said the school district is not required to pay property taxes on school district owned property.

IV. Administration Comment: None

V. Next Committee Meeting April 23, 2025 in Council Chambers. Agenda items due by 12 noon and 4/16/25.

VI. Adjournment: There being no further business, the March 26, 2025 committee meeting adjourned at 7:04 p.m.



Dianna L. Thompson, City Clerk



Edquina Washington, President of Council