

71ST REGULAR SESSION, WORK SESSION AND EXECUTIVE SESSION – May 26,
2015

EXECUTIVE SESSION – May 26, 2015

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to meet in closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, #1 (Section 10-508(a)), and to consult with counsel to obtain legal advice, #7 (Section 10-508(a)), on Tuesday, May 26, 2015 at 4:06 p.m. in Room 407, 4th floor, City Hall, Hagerstown, Maryland. The following people were in attendance: Mayor D. S. Gysberts, Councilmember K. B. Aleshire, Councilmember M. E. Brubaker, Councilmember L. C. Metzner, Councilmember D. F. Munson, Councilmember P. M. Nigh, City Administrator Bruce Zimmerman, Karen Paulson, Director of Human Resources, Michael Spiker, Director of Utilities, Michelle Hepburn, Director of Finance, Mark Boyer, City Attorney, and Donna K. Spickler, City Clerk. The meeting was held to discuss various personnel issues, and to consult with legal counsel regarding the MELP property. No formal action was taken at the meeting. On a motion duly made, seconded and passed, the executive session was adjourned at 4:40 p.m.

WORK SESSION – May 26, 2015

Mayor D. S. Gysberts called this Work Session of the Mayor and City Council to order at 5:00 p.m., Tuesday, May 26, 2015, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, M. E. Brubaker, L. C. Metzner, D. F. Munson, and P. M. Nigh; City Administrator Bruce Zimmerman, and Donna K. Spickler, City Clerk.

Second Saturday Event

Karen Giffin, Community Affairs Manager, Jill Frick, Economic Development, and Rori Daughtridge, were present to provide information about an event series planned for downtown Hagerstown.

City Staff have been meeting with Main Street Hagerstown's Promotions Workgroup and The Downtown Movement regarding a Second Saturday Event. The event would entail monthly Second Saturday festivities from 2:00 p.m. to 6:00 p.m., beginning in August and ending indefinitely. This outdoor event will highlight existing downtown shops and restaurants by creating a fun, family friendly atmosphere within the Main Street area. Local food options, healthy lifestyles, and community building activities will be featured.

This Second Saturday event meets the goals of the Main Street Program, the goals of the Arts & Entertainment District board and also catalyst project number six of the

Community City Center Plan, which encourages the leveraging of resources to produce more events downtown.

City staff will work with the group to assist with a safe layout of the event and help with event promotion. The City will also assist by sponsoring musical entertainment during the event. Expenses associated with these sponsoring activities will be paid for through the current Public Functions Account.

Since the City will be a sponsor of this event, there would not be rental fees for the use of University Plaza or the use of the restrooms located at 60 West Washington Street.

Mayor Gysberts asked if the promotion would continue into the winter. Ms. Daughtridge stated it may, if the momentum continues.

It was the general consensus to support the Second Saturday events.

Ms. Daughtridge reminded everyone that the next Pop Up Shop event will be held in conjunction with the Blues Fest.

Councilmember Munson suggested including a skateboard exhibition in the lineup for the Second Saturday events.

Update on Banners That Honor Veterans

Eric Deike, Director of Public Works, provided information and updates on the display banners throughout the downtown honoring veterans as proposed by Tim Thompson.

Staff has met and spoken to Tim Thompson on several occasions to review the details of displaying banners downtown to honor veterans. Mr. Thompson expects to have 14 to 18 banners ready for display in the near future. The banners are expected to be hung sometime around Memorial Day and continue to be displayed until Veteran's Day in November. The veteran banners will then be removed and replaced with holiday banners.

The details of the process are as follows:

1. Mr. Thompson will be the point of contact for this program. Those wishing to have a banner created and displayed can go to www.hag-washcobanners.com for details. Mr. Thompson will process the application.
2. Each basic banner currently costs \$ 166.95 according to the website. Checks will be written to GS Images, not to Mr. Thompson. Additional images to the banner will increase the cost by \$ 65.00.
3. The application and check will be taken to GS Images where it will take approximately 10 days to create a banner.

4. The new banners will be delivered to the Public Works offices for staff to hang the banners. The banners will be displayed on Washington Street and Franklin Street between the streets of Cannon Avenue and Walnut Street.
5. Staff will remove the banners in November after Veteran's Day. The banners will be returned to Mr. Thompson who will return them to their rightful owners.

There are currently a total of 75 light poles (30 foot tall) along Washington and Franklin Streets where banners can be displayed. Sixty-two of these locations currently have banners installed promoting downtown. Of the downtown banners, over half display the Main Street designation.

It has been decided to display the banners on every other pole. Approximately 30 veteran banners could be displayed without removing any Main Street designation banners.

Mr. Thompson already has at least one dozen applications for banners. Staff will begin installing the banners sometime around the Memorial Day weekend. It could be the week before or the week of Memorial Day depending upon receipt of the banners by the Public Works staff. The banners will remain in place until Veteran's Day in November 2015. The process will begin anew in 2016. The plan is to have new banners each year.

Councilmember Metzner clarified that the banners placed in the City will be of City residents. Councilmember Nigh stated that is correct, other municipalities will be placing banners as well.

Building and Trade Code Updates

Blaine Mowen, Chief Code Official, was present to discuss updates to the Building and Trade Codes. Mr. Mowen stated the codes are updated based on a three year cycle.

Staff has reviewed the 2015 International Codes, internally, with the building and trade contractor licensee work groups and Washington County, for adoption as the City of Hagerstown Building and Trade Codes. Staff is proposing that most of the original amendments to the Codes remain as previously adopted but have included format changes and additional amendments to provide consistency throughout the individual building and trade codes.

New provisions per changes to the 2015 International Codes include:

1. Key changes will require that all new one-and-two family dwelling units must be provided with an automatic fire sprinkler system. Local jurisdictions are prohibited from lessening these requirements.

2. Any code requirements for public and private swimming pools will now be found in the separate 2015 International Swimming Pool and Spa Code. This code contains barrier, material, and construction standards for residential and commercial above-ground and in-ground pools and spas.

New local amendments include:

1. Added administration sections regarding inspections, testing of installations, and utility connections.

Councilmember Brubaker asked if there are unique regulations for the City. Mr. Mowen stated a fee for inspection will be implemented and the contractor will be held responsible for inspection requests.

Councilmember Aleshire asked if the new requirements for pools or spas would apply when a filter replacement is needed. Mr. Mower stated if the filtering system is for an in-ground pool, the new regulations will apply. If the repair involves a permit, an inspection is required. If the inspection shows a hazard, compliance with the new regulations may be required.

Regulations for pools are dictated by State Code and are intended to increase safety for the users.

Councilmember Brubaker thanked members of the Code Division for all their efforts.

The Work Session was adjourned at 5:39 p.m.

71ST REGULAR SESSION – May 26, 2015

Mayor D. S. Gysberts called this 71st Session of the Mayor and City Council to order at 7:03 p.m., Tuesday, May 26, 2015, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, M. E. Brubaker, L. C. Metzner, D. F. Munson, and P. M. Nigh; City Administrator Bruce Zimmerman, City Attorney Mark Boyer, and Donna K. Spickler, City Clerk.

The invocation was offered by Mayor David S. Gysberts. The Pledge of Allegiance was then recited.

Mayor Gysberts announced the Rules of Procedure for this meeting will be followed as adopted September 24, 2013. It was announced that the use of cell phones during meetings is restricted and that all correspondence for distribution to elected officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.

The next scheduled meetings are: Work Sessions beginning at 4:00 p.m. on Tuesday, June 2, 2015, Tuesday, June 9, 2015, and Tuesday, June 16, 2015, and the Regular Session at 7:00 p.m. on Tuesday, June 23, 2015.

APPOINTMENTS

On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to appoint Gregory Deck to the Board of Zoning Appeals, with a term to expire May 31, 2018.

On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember K. B. Aleshire, the Mayor and City Council unanimously agreed by voice vote to appoint Michael Gehr, Daniel Matonak, and Steven Silas to the Historic District Commission, all with terms to expire June 30, 2018

GUESTS

Mayor Gysberts read a proclamation recognizing the 35th anniversary of the Hagerstown Suns and the centennial anniversary of baseball in Hagerstown. Dan Spedden, Executive Director of the Convention and Visitors Bureau, and Chris Easom, General Manager for the Hagerstown Suns, were present for the recognition.

Stephen Bockmiller, Zoning Administrator, and Christina Davis, Historic District Commission, presented the following awards in recognition of Preservation Month:

1. Maryland Theatre, 21 S. Potomac Street – Interior rehabilitation work to the auditorium
2. Bridge of Life, 14 S. Potomac Street – Façade renewal of the old Colonial Theater
3. David and Amalie Wink, 817 The Terrace – Exterior rehabilitation and renovation of the house

CITIZEN COMMENTS

Bentley Wigfield, Hagerstown, Hagerstown, Maryland, stated there needs to be more benches around Hagerstown.

Steven Silas, 932 Oak Hill Avenue, Hagerstown, Maryland, discussed the lighting on Oak Hill Avenue. Lights were changed in late 2014, which are causing bright light to enter the living room and bedroom at this house. He was told the lights were changed to increase safety. However, break ins have only occurred during the day. He understands a shield to deflect the light from the house is available.

Mayor Gysberts stated he knows there would be a cost but he is not sure if the City or the homeowner would pay for it.

Councilmember Metzner suggested discussing this during a work session.

CITY ADMINISTRATOR COMMENTS

Bruce Zimmerman, City Administrator, reminded residents that refuse and recycling collection will be delayed one day this week due to the Memorial Day holiday.

MAYOR AND COUNCIL COMMENTS

Councilmember K. B. Aleshire had no comments at this time.

Councilmember M. E. Brubaker hopes a solution can be found to keep the Suns in Hagerstown. The City can't subsidize a team but a partnership could make it work.

Councilmember L. C. Metzner attended the Memorial Day recognition in the square, as did Councilmember Nigh and Councilmember Brubaker. Attendance at the event was disappointing.

He has served as a Councilmember for 20 years. During this entire time, Bruce Zimmerman has been the City Administrator. This meeting is Mr. Zimmerman's last Regular Session. The City is much better off than it was 20 years ago. He thanked Mr. Zimmerman for his service to the City.

Councilmember D. F. Munson agrees with Councilmember Metzner about Mr. Zimmerman. He complimented all the work that is being done to get ready for the Blues Fest.

Councilmember P. M. Nigh had no additional comments.

Mayor D. S. Gysberts mentioned the 10th anniversary USMH graduation was held last week. There will be 5,000 people in the community for the geocache Woodstock. He thanked staff for their hard work in all areas. He thanked all soldiers who paid the ultimate price while serving the country. The 20th annual Blues Fest will be held this coming weekend. He thanked everyone who makes this event a great success.

MINUTES

On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to approve the minutes, as presented, for the Mayor and Council meetings held on March 24, 2015, April 13, 2015, April 14, 2015, April 15, 2015, April 18, 2015, April 21, 2015, and April 28, 2015.

CONSENT AGENDA

On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember D. F. Munson, the Consent Agenda was approved as follows:

- A. Department of Community and Economic Development:
 - 1. Street Closure – Chick-Fil-A 5K – July 25, 2015
 - 2. Summer Slide Festival – August 29, 2015

- B. Department of Utilities:
 - 1. Light: Emergency Procurement – Repairs to Lower Boom Assembly for Truck 124 – TEREX Services (Thomasville, PA) \$ 25,842.00

- C. Department of Parks and Engineering:
 - 1. Handicap Ramp Contract – Concrete Central, LLC (Hagerstown, MD) Not to Exceed \$ 75,000.00

UNFINISHED BUSINESS

A. Approval of an Ordinance: Amendments to Chapter 117, Recycling and Refuse Collection, Establishing a Fee for Abatement of Violations and Clarifying Code Language

- Action:** On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the Code of the City of Hagerstown, Chapter 117, Recycling and Refuse. Specifically the amendments will:
- 1. Establish the imposition of an abatement fee for removing trash set-out on the incorrect day.
 - 2. Clarify enforcement language indicating who may be charged and the fine amount. This amendment aligns this Chapter with the City's Property Maintenance Code.

Discussion: A public campaign will be started to inform residents of this legislation.

B. Approval of an Ordinance: Tax Rates Beginning July 1, 2015

- Action:** Councilmember L. C. Metzner made a motion to approve an ordinance as introduced on May 19, 2015 to establish the City's tax rates for the fiscal year July 1, 2015 through June 30, 2016 on the basis of \$0.913 per \$100 of assessed value of all real property and \$2.283 per \$100 of assessed value of all business personal property within the City of Hagerstown. These rates reflect an increase of \$0.015 (1.5 cents) per \$100 for real property and \$0.038 (3.8 cents) per \$100 for business personal property over the current year. Councilmember M. E. Brubaker seconded the motion.

Discussion: Councilmember Aleshire pointed out the average homeowner will notice about \$ 15.00 more on their tax bill. He supports the change in the tax rate. Other services continue to rise as well. The General Fund

revenue is used to fund police, fire, and public transportation. These services cannot stay in a static state forever.

Councilmember Brubaker stated the proposed budget included a 5 cent tax rate increase. Through discussions and review of the budget, the Council was able to bring the tax rate to a 1.5 cent increase. He thanked his peers and City staff for working hard on this.

Motion carried, 4-1 with Councilmember P. M. Nigh voting No.

C. Approval of an Ordinance: Budget FY 2015-2016

Action: Councilmember D. F. Munson made a motion to approve an ordinance as introduced on May 19, 2015 to adopt the City's budget for fiscal year July 1, 2015 through June 30, 2016 in the total amount of \$ 125,922,673. Councilmember L. C. Metzner seconded the motion.

Discussion: Councilmember Brubaker stated he is disappointed Councilmember Nigh voted no for the tax rate. He thought there was unanimous agreement on the budget.

Councilmember Aleshire stated it is clear to him that the Mayor and Council has to address the proliferation of social service institutions. It is the Mayor and Council's duty to see the assessable base grow. It is a budget issue that continues the degradation of the property base. It is a disservice to the budget and the tax rate if the services continue to increase. When he hears about housing for 14 individuals with one shared bathroom it is not ok. It is not ok when seniors are displaced due to treatment of bed bugs that were brought into a facility from younger transients. It is not ok to have treatment facilities that are three times larger than they were before. It is not ok that the Dagmar is not paying hotel/motel tax or required to participate in the rental licensing program. Something has to change.

Councilmember Brubaker agrees. The key is to find a balance between the services.

Mayor Gysberts stated the topic warrants more discussion. He reminded everyone these conditions did not happen overnight. There was a decision made decades ago to make subsidized housing the cornerstone of downtown. All members of the Mayor and Council share the goal of increasing property values to stabilize the neighborhoods.

Councilmember Munson stated this budget took a lot of discussion and adjustments. Even with the cuts that were made, the City will continue to provide quality services.

Motion carried 4-1, with Councilmember P. M. Nigh voting No.

NEW BUSINESS

A. Introduction of an Ordinance: Amending Chapter 64, Building Construction, Article IV, Electrical Standards.

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the City's Code by deleting and repealing Chapter 64 Building Construction, Article IV, Electrical Standards, and replacing it with a new Article IV, Electrical Standards, which provides for updated electrical requirements, licensing, and penalties. This code will become effective for electrical permit applications received on or after September 1, 2015.

B. Introduction of an Ordinance: Amending Chapter 64, Building Construction, Article I, Building Standards

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the City's Code by deleting and repealing Chapter 64 Building Construction, Article I, Building Standards, and replacing it with a new Article I, Building Standards, which provides for updated building requirements, licensing, and penalties. This updated code includes the recently adopted sprinkler requirements and exceptions. This code will become effective for building permit applications received on or after September 1, 2015.

C. Introduction of an Ordinance: Amending Chapter 64, Building Construction, Article V, Plumbing Standards

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the City's Code by deleting and repealing Chapter 64 Building Construction, Article V, Plumbing Standards, and replacing it with a new Article V, Plumbing Standards, which provides for updated plumbing requirements, licensing, and penalties. This code will become effective for plumbing permit applications received on or after September 1, 2015.

D. Introduction of an Ordinance: Amending Chapter 64, Building Construction, Article VI, Mechanical Standards

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the City's Code by deleting and repealing Chapter 64 Building Construction, Article VI, Mechanical Standards, and replacing it with a new Article VI, Mechanical Standards, which provides for updated mechanical requirements, licensing, and penalties. This code will become effective for mechanical permit applications received on or after September 1, 2015.

E. Introduction of an Ordinance: Amending Chapter 64, Building Construction, Article I, Building Standards by Deleting and Repealing Sprinkler Standards to Comply with State Regulations

Action: On a motion duly made by Councilmember M. E. Brubaker and seconded by Councilmember D. F. Munson, the Mayor and City Council unanimously agreed by voice vote to introduce an ordinance to amend the City's Code by deleting and repealing § 64-1.1 of Chapter 64 Building Construction, Adoption of Standards for Residential Sprinkler, and deleting and repealing §64-1.2 of Chapter 64, Sprinkler Amendments to comply with state requirements for residential sprinkler standards to now include installation in all one-and-two family dwellings. This code will become effective for building permit applications received after December 31, 2015.

Discussion: Councilmember Brubaker stated sprinkler requirements are frequently misunderstood. The City is required to adopt these requirements. Sprinkler systems have saved a lot of lives around the State.

F. Approval of a Resolution: Residential Leas Agreement for Property at 23510 Warner Hollow Road

G. Approval of a Resolution: Residential Lease Agreement for Property at 10831 Water Works Road

H. Approval of a Resolution: Residential Lease Agreement for Property at 12140 Crystal Falls Road

Action: Councilmember P. M. Nigh made a motion to approve resolutions authorizing the execution of lease agreements between the City of Hagerstown and Dwayne Miller, for the residence located at 12727 Ritchie Road, Smithsburg, Maryland, John and Michele Rinehart for the residence located at 23510 Warner Hollow Road, Smithsburg, MD, and Charles and Laurie Henson for the residence located at 12140 Crystal

Falls Road, Smithsburg, Maryland. Councilmember D. F. Munson seconded the motion.

Motion carried 4-0, with Councilmember M. E. Brubaker abstaining because he is related to one of the occupants.

I. Approval of a Resolution: Residential Lease Agreement for Property at 280 Mill Street

J. Approval of a Resolution: Residential Lease Agreement for Property at 570 Jefferson Street

K. Approval of a Resolution: Residential Lease Agreement for Property at 728 Frederick Street

L. Approval of a Resolution: Residential Lease Agreement for Property at 124 Charles Street

M. Approval of a Resolution: Residential Lease Agreement for Property at 120 Key Street

Action: On a motion duly made by Councilmember A. B. Aleshire and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to approve resolutions authorizing the execution of lease agreements between the City of Hagerstown and Eric Hastings (for the residence located in Hager Park at 280 Mill Street); Gerald Bernhisel (for the residence located in Funkhouser Park at 570 Jefferson Street); Lewie Thomas (for the residence located in Staley park at 728 Frederick Street); Emily Conrad (for the residence located in City Park at 120 Key Street); and Timothy and Tina Shafer (for the residence located in Wheaton Park at 124 Charles Street).

N. Approval of a Resolution: Lease Renewal with State of Maryland at 14 N. Potomac Street

Action: On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to approve a resolution to authorize the execution and delivery of a lease between the City of Hagerstown and the State of Maryland – Division of Occupational Safety and Health (MOSH) for office space located at 14 North Potomac Street, Suite B-3. The office space will continue to be occupied by MOSH during the term of the lease.

O. Approval of Improvements to Park Circle

Action: Councilmember M. E. Brubaker made a motion to authorize staff to implement improvements to Park Circle by approving the following:

1. Award contract 15-SD-03 to Huntzberry Brothers, Inc. of Smithsburg, Maryland in the amount not to exceed \$ 175,765 for the construction of a stormwater facility, construction of additional islands for pedestrian safety and overall pavement reduction;
2. Authorize an Additional Work Change Order in the amount not to exceed \$72,710 to the competitively bid 2014 Pavement Preservation Contract #14-14-PP-10 with Craig Paving of Hagerstown, Maryland. This work includes milling, paving, traffic control, and decorative asphalt for the truck apron;
3. Authorize an Additional Work Change Order in the amount not to exceed \$ 10,000 to the competitively bid pavement Marking Contact #12-12-PM-06 with Alpha Space Control of Chambersburg, Pennsylvania for pavement marking;
4. Authorize staff to install signs (estimated cost of \$ 1,525) and pavement markings to convert the Circle's traffic operations to a roundabout configuration;
5. Authorize the Mayor to execute a standard license agreement with the Park Circle Animal Clinic to allow them to utilize surplus City property in the southeast corner of the circle for their parking.

Funding in the amount of \$ 260,000 for the project is from a variety of sources, including grant funding, highway user funds, and CIP funds. Details are included in packet memo.

Councilmember D. F. Munson seconded the motion.

Discussion: Councilmember Brubaker reiterated this is being funded with a significant grant from the State of Maryland. This will be a change, but it will be a normal roundabout. He thanked staff for the hard work they have put into this effort.

Councilmember Aleshire supports most of the plan but will be voting No because the traffic coming from the east is being stopped and because of the width of the bike lane around the circle. This intersection has one of the lowest accident rates in the City.

Councilmember Munson noted Rodney Tissue, City Engineer, has put a lot of work into this project to make it safer for the neighborhood.

Mayor Gysberts thanked the Board of Traffic and Parking for reviewing the traffic patterns at this intersection.

Motion carried 3-2 with Councilmember P. M. Nigh and Councilmember K. B. Aleshire voting No.

P. Approval of a Memorandum of Understanding with Community Action Council to Distribute Utility Relief Concert Proceeds

Action: Councilmember P. M. Nigh made a motion to approve a Memorandum of Understanding between the City of Hagerstown and the Community Action Council to distribute Utility Relief Concert proceeds. Sponsorship proceeds for the Event are to be distributed to utility providers on behalf of individual City residents who reside within the City limits and who meet financial and other eligibility criteria for utility relief set by the Community Action Council. Councilmember L. C. Metzner seconded the motion.

Discussion: Councilmember Aleshire stated he will be voting no on this agreement because this organization recently expressed dissatisfaction with the City over the issue of unpaid utility bills of one business.

Mayor Gysberts agrees; however the City is in an awkward position because money is raised through a City sponsored fundraiser to pay on HLD customer bills.

Councilmember Nigh noted it is a good effort for the City to help residents who struggle to pay their bills. Those that at CAC that made the comment should be held responsible, not the residents.

Mayor Gysberts stated it is a good idea to have someone other than staff make the decision who gets the assistance.

Motion carried, 4-1 with Councilmember K. B. Aleshire voting No.

Q. Approval of Stop Loss Insurance – Highmark (Fairfax, VA) \$ 277,424.00

Action: On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to approve of Highmark to administer the stop loss insurance for the medical plan for FY 2015-16, for an annual cost of \$ 277,424.00.

R. Approval of Administration of Medical Claims – UnitedHealthcare – \$ 290,348.00

Action: On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote to approve of UnitedHealthcare to administer the medical claims for FY 2015-16, for an annual cost of \$ 290,348.00.

S. Approval of Administration of Dental Claims – United Concordia (Hunt Valley, MD) \$ 25,663.00

Action: On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember M. E. Brubaker, the Mayor and City Council unanimously agreed by voice vote to approve of United Concordia to administer the dental claims for FY 2015-16, for an annual cost of \$ 25,663.00.

T. Approval of Non-Union Salary Adjustment

Action: Councilmember K. B. Aleshire made a motion to approve of a 1.00% cost of living adjustment to the non-union, regular full time employee salary scale effective July 6, 2015, which is the beginning of the first full pay period for FY16. Additionally, all regular full time, non-union employees who are eligible for a step increase will receive one (1) step adjustment from the step they maintained as of June 30, 2015. The base wage salary adjustment has a total cost of \$ 288,840.76 across all funds, and is fully funded in the proposed FY16 budget. Councilmember D. F. Munson seconded the motion.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded and passed, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler, City Clerk

Approved: June 23, 2015