



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
October 26, 2016

Members present: Chairman Youngerman, Council President Glessner, and Councilor Murray

Others present: Barbara O'Neal; Kim Brewer, Main Street Mount Joy Manager; Dennis Nissley, Borough Public Works Director; Sam Sulkosky, newly hired Borough Manager and Scott Hershey, retiring Borough Manager

Chairman Youngerman called the meeting to order at 7:15 PM following the conclusion of the Special Borough Council meeting.

Youngerman announced that the Committee met in Executive Session with Labor Counsel on September 27, 2016, and on October 7, 2016, to discuss personnel matters.

On a MOTION by Murray and second by Glessner, the agenda was approved with no revisions. *Motion carries unanimously.*

Public Input Period

Kim Brewer, Main Street Mount Joy (MSMJ) Manager presented the MSMJ 2017 budget request of \$45,000.00. Brewer indicated the need for Council to adopt a resolution supporting MSMJ designation with the State. She also commented that information shared at the September Borough Council meeting which Brewer was not able to attend, was inaccurate. She stated that the information provided to Council relative to the Historical Society and the Chamber of Commerce not participating in the Taste of Mount Joy event was not accurate and that in fact, both organizations financially supported the event.

The Minutes of the August 24, 2016, regular meeting were approved as presented. It was noted that the September Committee meeting was cancelled due to lack of a quorum, so there were no meeting minutes for September.

Hershey provided the following information with discussion and decisions as noted:

1. Administration, Budget, and Finance

A. Budget

i. Fund Balance

- Fund Balance as of 10/19/16 = \$1,943,098, with 88% of budgeted revenue received and 84% of expenditures expended. The fund balance reflects Council Authorized unbudgeted expenditures funded from the fund balance for loan payoffs totaling \$250,824.40, and a transfer of \$200,000 to Capital Fund

- ii. Hershey noted that in the past, the Administration and Finance Committee provided guidance on Non-Uniformed employee wage rates for the upcoming budget year. A memo was sent to the Committee on 10/11/16, and a copy of the memo provided in the Committee's meeting packets. Hershey referenced the 2016 wage rate recommendations provided by Nancy Hess Associates. He noted that in 2016, a pool of funds was placed in the budget to move employees closer to the recommended wage for their positions. There are still some employees who are not at the recommended 2016 rate. Nancy Hess Associates recommended a 1% to 1.5% in wages each year so that the Borough did not get into the situation in which the Borough was in for 2015-2016 where some employees were substantially under the recommended wage rate. Three scenarios were provided:

- Approximately \$20,300.00 (total) would need to be included in the 2017 budget to get all Non-Uniformed employees to recommended 2016 rates.

- Approximately \$26,900.00 (total) would need to be included in the 2017 budget to get all Non-Uniformed employees to recommended 2016 rates plus 1%
- Approximately \$29,990.00 (total) would need to be included in the 2017 budget to get all Non-Uniformed employees to recommended 2016 rates plus 1.5%

Following discussion, the Committee directed that \$29,990.00 should be included in the 2017 budget to get all employees to the recommended 2016 rates plus 1.5%.

B. Resignations effective October 30, 2016

- Tax Collector
- Open Records Officer
- Borough Secretary
- Assistant HIPAA Officer

Hershey noted that the action by Council to hire Sam Sulkosky at the special meeting held prior to the Committee meeting addressed all the vacancies created by the above mentioned resignations except the Assistant HIPAA Officer position. Sulkosky indicated that he was willing to serve in that position, but would need to be HIPAA trained prior to being appointed. He will participate in training and then can be appointed to the position.

C. 2017 Administration and Finance Committee Meeting Dates- the Committee indicated that the Administration and Finance Committee will not change the Committee meeting day and time. It will remain the fourth Wednesday of the month at 6:30 PM, unless impacted by a holiday or other conflict.

D. Reappointment of John Rebman to the Mount Joy Borough Authority Board- a letter from Borough Authority Manager, John Leaman was included in the Committee's packets. The letter requested, on behalf of the Authority Board, that Council reappoint John Rebman to the Borough Authority Board. Hershey noted that the reappointment would appear on the Appointment resolution that would come to Council at the December 2016, meeting.

E. Manager's Report

- The November 7, 2016, Borough Council Meeting Begins at 6:00 PM to allow the election folks to set up for the election.
- The November Administration and Finance Committee Meeting will be held on November 16, because of the Thanksgiving holiday the following week.
- Other items on the report covered throughout the agenda.

2. Land Development, Zoning, & Codes

A. Codes Report

B. LERTA update: The Donegal School Board adopted their LERTA resolution at the October 13, 2016, meeting. The Borough should be receiving a copy of the resolution by the end of the week. The Borough will then forward the resolution to the County. The last step is for the Commissioners to consider adopting the LERTA on behalf of the County.

3. Projects

A. Marietta Avenue Pedestrian Improvements and Paving - work on updating plans following the on-site meeting with PennDOT is in progress.

B. Rail Enhancements Project Phase 2- bids were opened on Friday, October 14. Ground breaking held today (10/26/16). Anticipated NTP (Notice to Proceed): 11/7/16

C. Jacob Street Bridge Removal- the Borough was successful in applying for grant funding for the additional \$24,000 needed for AMTRAK review of plans. Signature copies of the agreement with AMTRAK were received returned. Awaiting next step from AMTRAK. Nothing new on the PUC time extension to report from last meeting.

D. Signalization- Notice to proceed expected to be issued in mid-November

Public Input Period- there was no additional public input

There being no additional matters to come before the Committee the meeting was adjourned at 8:28 PM