

MOUNT JOY BOROUGH COUNCIL
February 6, 2017 Minutes

The Mount Joy Borough Council held its regular meeting on February 6, 2017, at the Mount Joy Borough Office.

President Glessner called the meeting to order at 7:02 pm.

Roll Call- Present were Councilors Joshua Deering, Mary Ginder, Jon Millar, Dale Murray, Michael Reese, Hans Seidel, Jake Smeltz, Brian Youngerman, President Glessner and Mayor Timothy Bradley. Also present were Borough Manager, Samuel Sulkosky; Public Works Director, Dennis Nissley; Stormwater Officer, Dave Salley; Police Chief, Maurice Williams; Zoning and Codes Officer, Stacie Gibbs and Administrative Assistant, Andrea Zell.

Mayor Bradley gave the invocation, and the Pledge of Allegiance followed.

President Glessner announced that no executive sessions were held since the last Council meeting. He also announced that there will be an executive session after the meeting and a decision may follow.

On a **MOTION** by Reese, and a second by Murray, approval was given to accept the agenda for the February 6, 2017, Borough Council meeting. *Motion carries unanimously.*

Public Input Period

No public input.

Report of Mayor

Mayor Bradley provided and reviewed a written monthly report for January. Mayor Bradley reported that he has been working on the local medal and honors program with members of the Fire Department and the Police Department. He explained that the program is designed to honor local emergency responders and citizens. Mayor Bradley gave an update on the next steps that the Lancaster County Anti-Heroin Task Force will be taking to address the heroin epidemic.

Report of the Chief of Police

Maurice Williams, Police Chief, provided and reviewed a written monthly report for December 15, 2016, through January 14, 2017. The report showed 20 traffic arrests and 25 criminal arrests for the month. There were 78 UCR reportable incidents and 469 CAD incidents for the month, with a total of 6,157 incidents year to date. Monies collected by the Police Department for the month for tickets, permits, reports, and services totaled \$10,135.33. Williams said Christopher Keller was sworn in as a part time officer. Williams said Keller is an experienced officer currently working fulltime at the Manheim Borough Police Department.

Ginder asked if Williams could provide a traffic accident report for 2016 for the intersections in the Borough. Williams said yes.

Smeltz described a recent interaction that he had with an Officer. He said over the weekend his garage door was accidentally left open overnight and at 2:00 AM, a Police Officer knocked on his door and alerted him. Smeltz appreciated the Officer's actions and thanked the Police Department for their care.

Report of Fire Department Mount Joy (FDMJ)

Philip Colvin, Fire Chief, FDMJ, provided and reviewed a written monthly report for December as well as a yearly report for 2016. Colvin reported that the new ladder truck could be delivered as soon as May 2017.

Seidel asked how the number of volunteers per call compared to previous years. Colvin said he could run a report for the last five years. Seidel asked if the truck would be delivered before the Memorial Day Parade. Colvin said it is possible but the truck would not have the lettering on it by that time.

Reese inquired about how the number of dispatched and cancelled en route calls can be reduced. Colvin said those calls occur when we are dispatched to assist another fire department but we are not needed. He said it is difficult to manage because due to the volunteer system, we are utilizing other departments in the same way. Mayor Bradley said the reason these calls happen is because we are a volunteer department and in case we do not get out, another department will be there. We follow this course of action planning for the worst case scenario. He explained it is not as easy as asking other departments to take us off their calls unless they really need us because we are utilizing other fire departments in the same way. Colvin said it is a double edge sword.

Report of Main Street Mount Joy (MSMJ)

Kim Brewer, MSMJ Manager, provided and reviewed a written monthly report for January. Brewer reported that the chocolate boxes for the Chocolate Tour are \$15.00 and the event has double this year.

Reese asked if the shops at Florin Hill are part of the Main Street Program. Brewer said no but we do refer people there and partner with business at that location. She explained that the traditional downtown always has to be at the center of the project area. MSMJ is looking at how far that can be extended with designation. Seidel thanked Brewer for providing the five year plan. Brewer answered questions regarding the five year strategic plan for MSMJ. Brewer said she is hoping to have the designation grant completed by the end of March 2017.

Report of the Milanof-Schock Library (MSL)

Barbara Basile, Executive Director of Milanof-Schock Library, provided a written monthly report for December.

Mayor Bradley said the Anne Frank display is opened at the MSL and encouraged Council members and residents to visit the display.

Report of Codes and Zoning Officer

Stacie Gibbs, Codes and Zoning Officer, provided and reviewed a written monthly report for January. Gibbs reported that she has been fielding calls regarding the LERTA. Gibbs said she is receiving back a number of the rental licenses and tenant forms that were distributed in January to all rental owners and she has been logging them into the permit and codes software system. She stated that the rental program is up to date and the most current it has ever been. Gibbs explained that during inspections we are insuring that smoke detectors and fire extinguisher are in the appropriate locations in the rental units.

Reese asked if the number of rental units in the Borough is a high number. Gibbs said she would check on the percentage of rental units to owner occupied units and provide that information to him.

Report of Stormwater Officer

Dave Salley, Stormwater Enforcement Officer, provided and reviewed a written monthly report for January.

Ginder asked if any residents from Plum Street have responded to the letter informing them of sidewalk repairs. Salley said that calls have been coming in and any concerned residents will be attending the next Public Works Committee meeting.

Mayor Bradley asked for an update on the collaborative work on Stormwater. Salley said the Susquehanna River Basin Commission (SRBC) handed out numbers for pollutant loads for each municipality. He said in comparison to the pollutant loads that ARRO provided to the Borough, there is quite a difference. Sulkosky said the number is four times larger from SRBC then the number that ARRO provided. Salley said the Borough is continuing to work with ARRO and trying to stay within the Chiques Creek Watershed Alliance to work with them. The information coming from Department of Environmental Protection (DEP) and the SRBC is vague. Salley said the Borough is working on ways to reduce our pollutant load. Sulkosky said he feels like the Borough is being treated like guinea pigs in this process because DEP received a grant and they are trying to justify it. He said a meeting is going to be set up by Representative Fee's office in the next couple weeks. Gibbs said the deadline to apply for the five year permit is September 2017 and the Borough has been proactive in our planning to meet this deadline. Salley said we are already prepared with our delineated sewer sheds and working on our strategy plan in order to meet our required reduction. Youngerman asked if we would get credit for removing the tennis courts. Nissley said it will reduce the load on that particular lot.

Report of the Borough Authority Manager

John Leaman, Authority Manager, provided a written monthly report for January.

Report of the Borough Manager

Samuel Sulkosky, Borough Manager, provided and reviewed a written monthly report for January. Sulkosky reported that the Jonas Disaster snow emergency reimbursement was received last week.

Approval of the Minutes of the Previous Meeting

On a MOTION by Youngerman, and a second by Ginder, approval was given for the minutes of the regular Borough Council meeting held on January 9, 2017. *Motion carries unanimously.*

Administration and Finance Committee

On a MOTION by Youngerman, and a second by Murray, approval was given for Resolution #3-17, a Resolution of Borough Council authorizing the Filing of an Application for the Keystone Communities Main Street Program Designation with the Department of Community and Economic Development.

Smeltz said a concern was raised by members of Council that if MSMJ applies for this program, we would be committing to 5 years of payment. Smeltz explained that we are signaling Council's intention to support the program and that it is a year to year decision. This resolution does not obligate Council to contribute to MSMJ for five years.

Deering asked if the MSMJ vision statement will be provided to Council to review. Brewer said that Council will receive the entire designation package with all of the information once it is completed. Deering said that it is specifically stated in the resolution that Council has reviewed the vision statement but it has not been provided.

Motion carries unanimously.

On a MOTION by Youngerman, and a second by Murray, a request was made to approve Resolution #5-17, a Resolution of Borough Council to Adopt an Investment Policy for the Deposit and Investment of Public Funds.

Sulkosky said this investment policy was recommended by the Auditors. He said that last year the state legislation passed Act 10 which broadens areas that the Borough can invest, such as commercial paper. We could be looking at 1% returns according to current rates. Sulkosky said he highly recommends that Council passes this resolution.

Ginder asked who will advise the Borough on what to invest and where to invest. Sulkosky said the Borough is limited in what can be invested. He said many organizations are interested in performing this service to the Borough. Pennsylvania Local Government

Investment Trust (PLGIT) is an organization that the Administration Finance Committee will be speaking with in regards to this matter. He said Fulton Bank and Union Community Bank are other financial institution he has contacted. Ginder read section 4.3. of the policy, "Authority to manage is granted to the Borough Manager." Ginder asked if that is in full accord or if the Borough Manger will be taking this to the Committee for approval. Sulkosky said he would take it to the Committee. Ginder stated that the policy does not state it that way. Sulkosky said he is the pension administrator but all of his decisions go through the Administration Finance Committee. He stated that someone needs to oversee.

Deering said that item 9 Roman numeral is not properly written and needs corrected. Deering asked what percentage rate is the money currently earning. Sulkosky said .08%. Deering asked how much money is going to be moved. Sulkosky said the policy has to be approved before the amount is determined. Deering also inquired about how liquid the monies would be. Murray said a basic cash flow analysis will need to be conducted. He stated that there are options for investing such as 90 day and 180 day time periods. He said it would be smart to decide on this after the audit is completed in March 2017.

Mayor Bradley strongly encouraged Council to follow up this policy with established written procedures. He said the authority is delegated to the Borough Manger according to this policy. Written procedures direct the process in terms of acquiring approval from Council before making financial decisions. Bradley said the written procedures will articulate exactly how the process should unfold.

Seidel said tax collection should have been retained in our reserve if we are looking at this option. He said now we have to pay to have the taxes collected. Seidel also asked what the fees would cost for the services of the investment institutions. Sulkosky said he does not have an answer to that question but the companies he has spoken with do not charge fees.

Murray said Borough Council always has direct control. Mayor Bradley said delegating authority means that person who has been delegated the authority is not required to ask for approval. He said if there is a certain procedure that Council would like for the Borough Manger to follow, then that procedure needs articulated. He said this document references written procedures in multiple sections yet there are no written procedures to go along with this policy. Bradley suggested that written procedures would eliminate any confusion.

Deering said he would like to see written procedures as well as see the analysis of the cash flow. Seidel asked for an approximate amount on the cash flow analysis. Sulkosky said he believe that a cash flow analysis can be done in house. Murray agreed and said it would be the job of the Borough Manager to provide the cash flow analysis. Seidel said he is against this policy at this time.

Ginder said this resolution is premature and believes it does not need to be done immediately and written procedures need to be in place. She said it would be more financially responsible to acquire the answers to these questions that have been brought before Council before proceeding.

Youngerman withdrew the MOTION.

Report of the Public Safety Committee

On a MOTION by Reese, and a second by Deering, approval was given for Resolution #4-17, a Resolution of Borough Council to allow the suspension of a banner across SR 230 from May 30, 2017 to June 10, 2017 near the Borough Offices at 21 East Main Street, Mount Joy. *Motion carries unanimously.*

On a MOTION by Reese, and a second by Deering, approval was given for the closure of Main Street between Angle Street and Barbara Street from 1:30 PM to 4:00 PM, on May 27, 2017, and authorize Police Chief Williams to submit the necessary applications to PennDOT for the closure permit for the Memorial Day Parade, conditioned upon the Mount Joy Memorial Day Parade Committee providing all necessary completed forms and documentation. *Motion carries unanimously.*

On a MOTION by Reese, and a second by Smeltz, approval was given for a request by the Mount Joy Cyclones football team for an exemption to the Borough Noise Ordinance under section 170-6 (C) at Lakes Park for the 2017 regular season games, and division playoff games and activities as provided on their schedule. *Motion carries unanimously. Deering abstained.*

Report of the Public Works Committee

Dennis Nissley, Public Works Director, provided and reviewed the written monthly report for January. Nissley reported that a meeting was held for the Rail Enhancement Project and options were discussed on where Wagman Construction would be placing their temporary offices for the duration to the project. He said Wagman Construction and Gannet Fleming are working on a communication plan that will spell out how they will be communicating to the residents as well as the Borough staff. Nissley said the Borough is working on getting the plans into the PennDOT format for the Marietta Avenue Pedestrian Improvement Project and that PennDOT is requiring an archeological study in the area of the cemetery. The Borough is getting prices on the study. Nissley stated that the letters have been sent to homeowners regarding the South Plum Street paving project. Nissley reported that surveyors are locating all of the right of ways so that we are able to design the North Plum Street paving project. He said that the Rotary Park path extension is still in the planning stages. Through this process we contacted PennDOT to try to get accessibility at the intersection on Manheim Street. Nissley said that PennDOT invited him to attend a meeting in Harrisburg regarding 772 on February 16, 2017. Nissley reported that PennDOT, Michael Baker International, Telco Inc., Signal Control Products, Inc. and Borough staff met to discuss the Signalization project and we are working on getting upgraded equipment. He said we are waiting to hear back from PennDOT on whether the funding for the extra costs can be rolled into the project. Installation is projected to be completed by April 2017.

President Glessner left the meeting due to a family emergency and turned the meeting over to Vice President Murray.

Ginder asked who will own the land up to the Jacob Street Bridge once it is removed. Nissley said the Borough owns it and it may remain as a parking area like it is right now but it has not been discussed. He said there will be a barricade at that location.

Deering asked if the Marietta Avenue paving project will begin this year. Nissley said no, it will begin in 2018. Deering asked if letters were sent to the residents on New Haven Street informing them of the upcoming project. Nissley said yes.

Gibbs reported that the notice to proceed for the Rail Enhancement Project went out on January 9, 2017. Gibbs said there are many projects going on at this time and that it has been a pleasure working with Nissley. The Borough is lucky to have him.

Public Input Period

Kim Brewer, MSMJ, thanked Council for passing the resolution. Brewer asked that Council members use discernment when discussing other Main Street programs from other Boroughs. Brewer stated she is the person that is contacted when incorrect information is discussed.

Bruce Haigh, 504 Rose Petal Lane, said a concern was brought to him by a resident of the Arbor Rose Community regarding the Ward boundaries in the Borough. Haigh said the boundaries were established in 1892 for the East and West Wards and the Florin Ward was annexed in 1957. In 1892, it was established that 3 Council members would represent each ward. The 2010 census shows that there is a significant disparity between boundaries. Haigh said the Borough Code was updated in 2014 and there are no provisions for nine Borough Council members, only seven. Haigh asked that Council would look at the boundaries and also decide how they want to govern. Haigh said he realizes this will take some work. Mayor Bradley said that two years ago he looked at populations and realized that the East Ward was vastly underpopulated. He said he contacted Geographic Information System (GIS) and they had provided him with data. Mayor Bradley offered to supply the data to Council for their review.

Any other matter proper to come before Council

Deering asked when the Borough website calendar will be completed and available to view. Gibbs said that today staff was trained on how to add events to the new calendar. She said it should be ready to view tomorrow.

Authorization to Pay Bills

On a MOTION by Youngerman, and a second by Reese, the Council approved paying the bills as presented.

GENERAL FUND	\$	188,245.28
REFUSE/RECYCLING	\$	40,594.18
CAPITAL IMPROVEMENTS FUND	\$	-
HIGHWAY AID FUND	\$	12,484.55
TAX ACCOUNT	\$	10,217.44
ESCROW FUND	\$	-
JOY LAND ACCOUNT	\$	-
GRAND TOTAL EXPENDITURES	\$	251,541.45

Motion carries unanimously.

Meetings and dates of importance

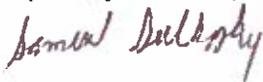
See the pink calendar for the month of February 2017.

Vice President Murray announced there will be an executive session to discuss personnel matters. Council went into executive session at 8:40 PM and came out at 9:43 PM. No decisions were made.

Adjournment

On a MOTION by Youngerman, and a second by Reese, approval was given to adjourn the meeting at 9:43 PM. *Motion carries unanimously.*

Respectfully Submitted,



Samuel Sulkosky
Borough Manager/Secretary