



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**March 22, 2018**

Members present: Chairman Youngerman, Councilor Reese. Councilor Glessner absent.

Others present: Borough Manager Samuel Sulkosky, Barb O'Neal, Ferne Silberman, Ned Sterling, Sandy Kime from ELA Group, Constantina Hajioornou, Kim Brewer, Steve Gault, Art Mann, Bruce Haigh, Ed Troxell the PSAB Government Affairs Director and Mrs. Troxell.

Chairman Youngerman called the meeting to order at 6:34 PM.

Manager Sulkosky introduced Ed Troxell, Government Affairs Director of the PSAB as an invited guest of the Borough Manager.

Chairman Youngerman announced that Executive Sessions were held on February 22, 2018 for personnel and legal issues. No decisions were made.

On a MOTION by Reese and second by Youngerman, the agenda for the March 22, 2018 meeting was approved. *Motion carries unanimously.*

**Public Input Period:** Ned Sterling asked about the email he sent to the Admin. & Finance Committee about the Borough extending the Main Street Revitalization area and the Borough changing the Ordinance 232.46 so property owners would need permission from the Borough to remove street trees.

Youngerman asked when the email was sent and if it was after the Public Works Committee. Sterling responded it was after the Public Works Committee.

Reese asked for an explanation from Mr. Sterling. Ned explained that there are currently 39 trees in the Revitalization area and by extending the Revitalization area to all of East and West Main Street, an additional 33 trees would be controlled by the Borough.

Sulkosky stated that the Public Works Committee in the past few months did discuss this issue and the Committee decided not to move forward with the proposal.

Youngerman stated that these needs to go before the Public Works Committee and that Committee would probably be more receptive to the Admin. & Finance Committee.

Sterling asked if this could be brought before the entire Council without going through a Committee. Sulkosky stated that a citizen can bring up a topic during public input and it would be Council's prerogative to act or not.

Motion made by Reese, seconded by Youngerman to approve the minutes from February 22, 2018 with correction on page two. Motion carried unanimously.

**Administration, Budget, and Finance:**

**Reapportionment public comment:**

Ned Sterling asked who with the Borough was the expert on the Borough code. Youngerman stated that the Solicitor Josele Cleary. The Borough has already secured the Solicitor's opinion. Sulkosky explained that the two options on the table were 7 Councilors elected At-large or new boundaries for the current three ward three Councilor system.

Stave Gault stated he favored the At-large system with seven councilors due to the small size of the Borough, promotion of the Borough as a whole, reduced costs with fewer Councilors and eliminate the need to reapportion every ten years. Gault continued that some wards do not get enough Council candidates during municipal elections.

Sterling asked if there was a deadline. Sulkosky and Youngerman answered that there is not a set deadline and reviewed Borough Code 601.

Ed Troxell, PSAB Government Affair Director, stated that his township went from a ward system to an At-large system which was twice the size of Mount Joy. One consideration was the administration of government.

Kim Brewer, MSMJ, stated she has spoken many citizens, volunteer and businesses who favored an At-large system.

Bruce Haigh favored an At-large system due to the inefficiencies of the Committee system. You could have two meetings a month. Haigh stated he only found one Borough with nine Councilors and cited the lack of interest in people running for Councilor. There should not be an issue with Councilors losing their seats since that is covered in the Borough Code.

Reese mentioned that the Arbor Rose position was in favor of new ward boundaries and why the position change.

Haigh stated Arbor Rose asked for addressing population census data be resolved which did not necessarily mean new ward boundaries but could include At-large.

Sulkosky read the January 26, 2017 Arbor Rose letter last paragraph that stated "the Executive Board of the Arbor Rose Community Association is requesting the Borough Council take immediate action to adjust the ward boundaries as required by PA Borough Code Section 601(d) and that this information be provided to the Lancaster County Board of Elections in adequate time for the November 2017 elections. Five of the nine Borough Councilor terms expires January 1, 2018."

Haigh responded that adjusting the ward boundaries also includes doing away with the ward boundaries.

#### **Trout, Ebersole and Groff presentation:**

Carol Roland introduced Megan Senkowski. Megan proceeded to review the Independent Auditor's Report which reflected that the Borough received an unmodified or clean opinion. Senkowski reviewed the State of Net Position which reflected total assets of \$10,472,681, police pension funding is positive, net liabilities totaled \$4,652,603 which reflected paying off debt. Senkowski reviewed Statement of Activities, increased PLGIT investment earnings, Government Funds Balance Sheet, Statement of Revenue, Expenditures and Changes in Fund Balances, Mount Joy Borough Authority Component Unit. Senkowski covered the Notes to the Financial Statements including OPEB Liabilities of \$7.5 million, Investment Policy adoption, segregation of duties. Senkowski reviewed the Pension Plans explaining the Police Pension Fund net position is increased to a positive \$336,069. A lengthy discussion occurred with the Committee and Trout, Ebersole and Groff about pension details to include Investment Rate of Return and the effects of changing assumptions, reconciling pension language discrepancies with the CBA and pension documents. Senkowski reviewed the Pension Plan investment return of 17.50% (police) and 15.14% (non-uniform).

Carol Roland reviewed the Auditor's supporting letters, commended Borough staff for their cooperation, clearing up previous sick leave discrepancies, no difficulties with management occurred and no significant difficulties occurred. Roland explained some of the difficulties with respect to the small staff and the inability to prepare financial statements independent of an Auditor. Roland cited an internal control issue in Reconciling of Permits with no segregation of duties. Roland explained issues in general with Cybersecurity considerations.

The Committee unanimously recommended the 2017 Audit Report be moved to the entire Council and authorized the Committee Chairperson to sign the Management Representation letter dated March 22, 2018.

Sulkosky requested of the Committee Chair to move item 7(B) to next on the agenda, the Committee agreed.

Sandy Kime with ELA gave a short presentation on the Laurel Harvest Labs documents before the Committee. The documents included, as recommended by the Mount Joy Borough Planning Commission, per Section 240-45.B(4) a stormwater easement change from 30 feet to 20 feet, Section 232-60B(1) to reduce the curb reveal to six inches outside of the public right-of-way, Laurel Harvest Lab Preliminary Final Plan Approvals and Approval of Laurel Harvest

Lab Agreements to include Stormwater Management Agreement. Kime explained the two-minor variances and the Borough's right to have the property owner address these issues in the future as the need arises. Sulkosky asked Kime when they plan on beginning construction. Kime said most likely in May or June 2018. Sulkosky noted the cooperation between the Borough staff, Borough Engineer, the Authority staff and Laurel Harvest Labs which included numerous meetings to address everyone's concerns.

The Committee recommended that the matter to referred to the Council for their consideration.

Sulkosky informed the Committee about the unnumbered Resolution offered by Councilor Smelts. The Committee recommended the Resolution to Council since any Councilor has the right to bring any matter before the entire Council for their consideration.

Sulkosky asked the Committee to recommend to Council the waiving of excess penalties from the refuse account of Joe Zito, 922 West Main Street in the amount of \$1,272.36. The Committee recommended the matter go before Council.

**Manager's Report:**

Manager Sulkosky reviewed the report with the Committee. Items covered included:

1. PLGIT interest rate up to 1.55%.
2. Informed the Committee of a change in Ordinance No. for 1-18 to 3-18 due to the unavailability of 1-18. The Ordinances 2-13 and 3-13 is being advertised on March 24, 2018.
3. Gannett Fleming meetings are continuing.
4. Lions Club – not much to report.
5. Hempfield RecCenter meeting.
6. Penn State Extension NFWF meeting on the two stormwater projects.
7. Sulkosky stated he was elected LCBA Treasurer and asked the Committee if there was an interest in hosting the September 2018 LCBA meeting. The Committee said they were interested.
8. Sulkosky and the Committee discussed the PSAB PCN Exploring Pennsylvania Borough which was filmed on March 9, 2018 and will air on April 5, 2018 at 7:30 pm.

**Land Development, Zoning & Codes:**

1. Codes Report.
  - a. Was presented in writing.

**Project Updates:**

Sulkosky presented the Committee with the final bid bids for the Pink Alley and Rotary Park Stormwater Projects and the New Haven and North Plum Street. Sulkosky informed the Committee that the Public Works Committee has already reviewed the bids and has recommended the lowest responsible bidder to Council.

**Public Input Period:** Bruce Haigh stated that he favored an at-large system and his comments are his alone and do not reflect the position of the Arbor Rose Homeowners Association. Further, Haigh stated that he is no longer President of Arbor Rose HA.

**Executive Session:** Moved into executive session at 8:51 pm. The Committee came out of executive session at 9:04 pm. Personnel and legal issues were discussed. No decisions were made.

**Other items:** No other items for discussion.

**Adjournment:**

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 9:05 pm.



Submitted by: Samuel Sulkosky, Borough Manager/Secretary