



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**April 27, 2017**

Members present: Chairman Youngerman, Councilor Murray. Councilor President Glessner was absent.

Others present: Samuel Sulkosky, Debra Dupler, Mount Joy Township Supervisor and Matthew Conlin from the Pennsylvania Local Government Investment Trust (PLGIT).

Chairman Youngerman called the meeting to order at 6:30 PM.

Chairman Youngerman announced that an Executive Session was held on 4/24/2017 for personnel issues. No decisions were made.

On a MOTION by Murray and second by Youngerman, the agenda was approved as presented. *Motion carries unanimously.*

**Public Input Period:** None

**Minutes:** The Minutes from the March 23, 2017 meeting were tabled until the May 25, 2017 meeting. The absence of Councilor Glessner at this meeting and the previous absence of Councilor Murray at the March 23, 2017 prevented a second for a motion.

**Administration, Budget, and Finance:**

Matthew Conlin a Representative from PLGIT gave a presentation to the Committee, Supervisor Debra Dupler and the Borough Manager. Matthew Conlin reviewed the background and history of PLGIT. PLGIT was formed in 1981 as a Trust specifically for the purpose of servicing Pennsylvania municipalities, public school district, authorities, counties and other public entities. PLGIT manages over \$4 billion in assets and has 2,979 public entities as members. PLGIT's investment objectives are safety of principal, liquidity, competitive yield and legal compliance. The Trust seeks to maintain a constant net asset value ("NAV") per share of \$1.00. The Trust invests in high-quality, short-term U.S. debt securities including obligations of the United States and its Federal Agencies, bank deposits, either insured or appropriately collateralized, obligations of the Commonwealth of Pennsylvania, state-level agencies, or political subdivisions.

Conlin explained the various types of investment options that are available such as PLGIT Class, Plus Class, Class Prime, Term and CD Purchase Program. Conlin explained the liquidity of each type of investment and the procedures in accessing the investments.

The Committee, Supervisor Dupler and Borough Manager Sulkosky asked questions of Mr. Conlin concerning applicable fees for various investment products, deposit and withdrawal of proceeds procedures, risk vs. return, investment rates, local municipal members within Lancaster County, differences between PLGIT and a bank.

A discussion was held concerning staff's efforts to pursue a Smart Growth Transportation Funding for a Multi-Modal Transportation Plan and Wayfinder Feasibility Study and the need to submit a Notice of Intent. The grant would be and 80-20 with a local match of 20% with \$3 million in this funding cycle. ARRO has estimated that the total cost of the Study would be \$23,500 with the Borough's share of \$4,700. The Committee agreed to place this on the Council Agenda on May 1, 2017.

A discussion was held on Resolution No. 13-17 which would oppose the Federal Government's elimination of the Community Development Block Grant Program (CDBG). Sulkosky mentioned that Resolutions of this type were passed by the Lancaster County Boroughs Association (LCBA), numerous Boroughs and Cities throughout the state and is being recommended by the PSAB. The Committee agreed to not include Resolution No. 13-17 on the May 1, 2017 Council meeting but will discuss further at an upcoming A&F Committee Meeting.

A discussion was held on the payoff of the Series 2010 A General Obligation Note. Sulkosky reviewed the total payoff number provided by Union Community Bank as of May 1, 2017 was \$327,478.31. It was discussed that the funds had to be internal and not borrowed funds.

A discussion was held on the Turkey Hill Conditional Licensing Agreement (CLA) and the Inter-municipal liquor license transfer. Councilor Murray discussed a number of reasons why he did not support granting of the liquor license transfer. Councilor Youngerman stated that his previous email to the Committee did not have updated information.

**Manager's Report:**

Manager Sulkosky presented a written report to the committee. Sulkosky informed the committee The Train Station Project bi-weekly were continuing and are constructive. Sulkosky informed the Committee that the Borough's website has been updated by Andrea Zell and Stacie Gibbs.

Sulkosky informed the Committee that he would be awarded his PSAB CBO Certification on May 9, 2017 at the PSAB Annual Conference in Hershey.

Sulkosky reported the staff has met with Barbara Baker of LCSWMA concerning the Refuse Contracts with Lebanon Valley Farms which expires on 12/31/2017. Ms. Baker recommended that the Borough exercise the 1<sup>st</sup> of 2 renewal provisions. The recommendation is due to refuse bidding that occurred in 2016 in West Hempfield, Ephrata and West Donegal. Mount Joy's rates are lower than the communities that bid their contracts in 2016.

Sulkosky reported to the Committee that the regional effort for stormwater issues was not progressing very well. In fact two of the eight municipalities have already withdrawn themselves from the regional efforts. The Borough has been preparing and is prepared to go it alone.

Sulkosky gave the Committee an update on the RTKL requests. The Borough 17 RTKL requested in November and December 2016. In 2017, the Borough has processed 10 RTKL requests with one RTKL appeal pending.

**Land Development, Zoning & Codes:**

Codes Report was provided in writing.

The Committee discussed the Ordinance No. 2-17 which amends the zoning ordinance with respect to accessory free libraries, mini cell tower facilities, rezones 800 Donegal Springs Road. The Borough's Planning Commission has issued a recommendation for Council to approve. The ordinance if adopted does have a provision for an annual fee to be set by resolution to cover the Borough's expenses for reviewing, inspecting, supervising, administration of public rights of ways. The Committee agreed to place before Council for approval of advertising on May 1, 2017.

Discussion was held on the Escrow Agreement for the Walter Ebersole Post of the American Legion for the developing of a new building and associated parking. The Borough's engineer, AROO, recommends an escrow of \$8177.40. The Borough shall be reimbursed by the developer for any legal, engineering and administrative costs that the Borough may incur.

Discussion was held by the Committee on the Stormwater Management Agreement and Declaration of Easement. This details the Legion's responsibilities and obligations concerning Best Management Practices concerning stormwater issues association with the construction activities at the location of 500 Clay Alley.

**Project Updates:**

**Rail Enhancement:**

Details covered in Manager's Report.

**Jacobs Street Bridge:**

PennDOT District 8 has issued a supplemental work order to HNTB to address Amtrak Engineering questions.

**Signalization Project:**

PennDOT District 8, Signal Control and TELCO conducted a 30 day inspection on April 19, 2017. The system is functioning normally.

**Other items:**

The Committee inquired about how the World Famous Clydesdales coming to Mount Joy on September 7, 2017 transpired. Sulkosky explained that he met with Crystal Hartz, Marketing Director for Wilsbach Distributors, Inc.

Sulkosky summarized the Chiques Creek Stormwater meetings are not progressing well with respect to regionalization efforts. Of the eight municipalities, two have indicated their withdrawal from a regional effort. East and West Hempfield has indicated that they will be implementing MS 4 plans on their own.

Sulkosky reported to the Committee that a discrepancy or conflict in language concerning the Collective Bargaining Agreement and the Pension Governing Documents exists. The conflicting language pertains to what is compensation in the determination of pension income. The CBA states W-2 income. The Governing Document excludes unpaid vacation and sick leave. Sulkosky recommended that the conflicting language needs to be addressed in the new CBA.

Councilor Youngerman asked the Borough Manager to check how many liquor licenses were in the Borough.

**Public Input Period: None**

**Executive Session: None**

**No other matters came before the committee.**

On a motion by Murray, seconded by Youngerman, all in favor, the meeting was adjourned at 8:53 pm.

Submitted by: Samuel Sulkosky, Borough Secretary