



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**May 25, 2017**

Members present: Chairman Youngerman, Councilor Murray and Councilor President Glessner (arrives at 7:15 pm).

Others present: Samuel Sulkosky

Chairman Youngerman called the meeting to order at 6:43 PM.

Chairman Youngerman announced that no Executive Sessions were held.

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

**Public Input Period:** None

**Minutes:** On a motion by Murray and seconded by Youngerman, the Minutes of the April 27, 2017, regular Committee meeting were approved with changes.

**Administration, Budget, and Finance:**

Discussion was held on accepting a cash escrow of \$1,000 of lieu of a bond which is allowed with Council approval according to Section 232-7. C. The request was made by HRG Engineering on behalf of their client TE Connectivity. The work would involve two groundwater monitoring wells at the former AMP facility located at 218 Plum Street. Committee agrees to place it on the Council agenda for June 5, 2017.

Discussion was held on the Borough's Engineer, ARRO, recommendation to accept the lowest responsible bid for the South Plum Street paving Project from Pennsy Supply in the amount of \$91,213.14. Committee agrees to place it on the Council agenda for June 5, 2017.

Discussion was held on the Borough's Engineer ARRO, recommendation to accept the lowest responsible bid for the Curb, Sidewalk and Handicap Ramp Installation/Replacement Project in the amount of \$71,750.07 from S.M. Johns & Sons Construction. Manager explained that the Borough will not need to spend the entire \$71,750 since many of the property owners have contracts with contractors to replace curbing and sidewalks at the property owner's expense as required by Borough ordinance. The Committee agrees to place it on the Council agenda for June 5, 2017.

Discussion was held on a potential upgrade of the street lights within the Borough to LED lights. This would replace all lights over ten years old numbering 453 lights at no cost to the Borough since equipment maintenance is paid on the Borough's monthly PPL bills. Sulkosky also discussed that he had initial discussions with MSMJ concerning seeking a grant for decorative lighting in the Main Street business district. Any decorative lighting would be owned and maintained by the Borough. Any Borough owned street lighting would reduce the monthly equipment maintenance charge.

A discussion was held concerning PPL Electric Utilities request for a Right of Way for County tax parcel 4500094800000 located along Park Avenue for location of one utility pole one anchor and overhead facilities per work order No. 58115244. Sulkosky noted that the Public Works Committee recommended this request at their 8/8/2016 meeting. This is required due to the new well installation by the Mount Joy Borough Authority. The Committee agrees to place it on the Council agenda for June 5, 2017.

Manager Sulkosky informed the Committee the Notice of Intent (NOI) Smart growth Program Funding has been revised to more closely match the program funding criteria and increase the Borough's chances in being

successful in securing funding. The revision has increased the costs and Borough share from \$4,700 to \$16,550. The revised NOI has more of a complete streets concept instead of a way finder focus. The Committee discussed Council's motion on May 1, 2017 in approving the submission of the NOI. Since Council's motion did not include a dollar amount it was agreed that new action by Council was not required.

Discuss was held concerning budget change #1 were Highway Aid Fund line item #35-439.000 would be reduced from \$140,000 to \$100,000 since bids came in at \$91,213. Line item # 35-438.313 would be increased by \$25,000 to \$71,200. Under line item # 35-439.000 a new line item would be created named Old Market St. & Manheim St. handicap ramps with \$15,000 appropriated. Committee agrees to place it on the Council agenda for June 5, 2017.

Discussion was held on ideas for investing Borough funds with PLGIT. Chairman Youngerman shared some ideas on how best to maximize the Borough's interest yield. Manager Sulkosky informed the Committee that four accounts have been established and we were waiting for account numbers to be assigned by PLGIT.

**Minutes:** On a motion by Glessner and seconded by Youngerman, the Minutes of the March 23, 2017, regular Committee meeting were approved as presented. Murray abstained due to being absent on March 23, 2017.

Discussion was held on the Municipal Retirement Trust. Sulkosky explained that he met with Joe Scott at the PSAB Annual Conference and was unable to locate any other vendor offering these services. Scott offered to come out to a future A & F Committee meeting to discuss their services.

Discussion was held on Police OPEB funding. Chairman Youngerman explained that we could possibly use some of the savings on the recent debt payoff to fund the OPEB liability.

Discussion was held on the Borough's health insurance. Sulkosky reported that along with John Leaman of the Borough Authority have been researching options on the Borough/Authority insurance coverages. Initial results reflect that substantial savings can be realized by switching the Borough's health insurance and multi-line coverages. A Joint meeting with the Borough Authority will need to be scheduled to have a presentation on the various insurance options. Sulkosky informed the Committee that according to Inter-Municipal Agreements with Benecon, a notice of termination is required for Benecon by June 30<sup>th</sup> of the year that the Borough would withdraw from Benecon which would be on December 31<sup>st</sup>.

### **Manager's Report:**

Manager Sulkosky presented a written report to the committee. Sulkosky stated that the PLGIT accounts have been established and we were awaiting issuance of account numbers by PLGIT.

The Union Community Bank Series 2010 A Bonds were paid in full on May 3, 2017.

Sulkosky is scheduled for National Incident Management Systems (NIMS) training on June 9, 2017 at PSATS in Enola, PA. NIMS is part of the Borough Manager job description and ordinance.

Sulkosky reviewed numerous meetings attended during May such as the PSAB Annual Conference, Chiques Creek Manager's meetings, Union Community Bank, Benecon Union Community Bank Economic Forum, EDC of Lancaster County Parking Forum, Public Safety Committee, Borough Planning Commission and Lancaster County Manager's meeting.

### **Land Development, Zoning & Codes:**

Codes Report was provided in writing.

Sulkosky informed the Committee that Ordinance No. 2-17 which amends the zoning ordinance with respect to accessory free libraries, mini cell tower facilities, rezones 800 Donegal Springs Road has been advertised by the Borough's solicitor. Sulkosky informed the Committee that the Borough's Planning Commission the Lancaster County Planning Commission, Solicitor Cleary and the Cohen Law Group has recommended that Council to approve Ordinance and allow 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. Sulkosky stated that Ordinance has been advertised without the fee by resolution provision as approved by Council on May 1, 2017.

### **Project Updates:**

**Rail Enhancement:**

Details covered in Manager's Report.

**Jacobs Street Bridge:**

Details covered in Manager's Report.

**Signalization Project:**

Nothing new to report

**Public Input Period: None**

**Executive Session:** The Committee went into Executive Session at 9:10 pm to discuss legal issues. The Committee came out of Executive Session at 9:43 pm. No decisions were made.

**Other items:**

Councilor Youngerman advised the Committee that once the health insurance issue is addressed he wanted to work on funding of OPEB, look at pension actuary and investment services.

Councilor Murray stated that this would be his last Council or Committee meeting due to his resignation effective on June 2, 2017. Councilor Murray is relocating to Rapho Township.

Chairman Youngerman stated that it has been a pleasure to serve with Councilor Murray and will miss working with him.

Council President Glessner offered similar sentiments to Councilor Murray.

Manager Sulkosky wished Councilor Murray well and said he will miss working with him.

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

On a motion by Murray, seconded by Youngerman, all in favor, the meeting was adjourned at 10:15 pm.

Submitted by: Samuel Sulkosky, Borough Secretary