



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
January 28, 2021

Members present: Chairman Youngerman, Councilor Hall, and Councilor Reese.

Others present: Borough Manager Casey Kraus, Mayor Bradley, Josh Deering, Dave Schell, and Bob Ruschke.

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

Executive Sessions: None

On a **MOTION** by Hall, seconded by Reese, to approve the January 28, 2021 agenda. An **AMENDMENT** by Hall, seconded by Reese, a request was made to add an item under 6 B, Manager Job Description and 6 C, Act 17 Policy. *Amendment carries unanimously. Main motion as amended carries unanimously.*

Public Input Period:

None

On a **MOTION** by Reese, seconded by Hall, to approve the Minutes from the December 17, 2020, meeting. *Motion carries unanimously.*

Administration, Budget, and Finance:

Manager's Report:

Kraus provided a written report.

Manager's Job Description discussion: Hall commented that he would like to see a more detailed report from the Manager. He also said he does not like the use of the word "liaison" on the first page, item #5.

On a **MOTION** by Youngerman, seconded by Hall, a request was made to amend the job description from the draft form to add section 7 h, Perform other duties as specified in Borough Ordinance Chapter 40. *Motion carries unanimously.*

On a **MOTION** by Hall, seconded by Youngerman, a request was made to add under Job Specifications, National Incident Management Training System; ICS 800 National Response Framework, IS 559 Damage Assessment, G 0402 Overview for senior and elected officials, and IS 2200 Basic Emergency Operations Center Functions. *Motion carries unanimously.*

Hall would like Physical Requirements of the Job added somewhere. He would like the next Borough Manager to revise all Borough job descriptions and add that in description.

On a **MOTION** by Youngerman, seconded by Hall, a to amend the job description under section F and renumber the job duties to reflect a new duty, Perform or supervise an annual reconciliation of all leave time and compensatory time for Borough personnel. *Motion carries 2-1, Reese voting no.*

On a **MOTION** by Hall, seconded by Youngerman, a request was made to send the revised Manager Job Description to full Council for consideration and discussion. *Motion carries unanimously.*

Act 17 Policy:

On a **MOTION** by Hall, seconded by Reese, a request was made to move the Act 17 Covid-19, Police Officer Salary Benefit Application, emailed documents received from the Borough's Labor Attorney to full Council. *Motion carries unanimously.*

Land Development, Zoning & Codes:

Code Report was provided in writing.

Grant Updates:

None

Project Updates:

None

Public Input Period:

None

Any Other Matters to Come Before Committee:

Reese lead a discussion regarding the change in a Borough employee's job duties/title and salary. Youngerman said he would be willing to entertain this if he had something specific like job description/title, pay raise recommendation, etc. Reese responded that he had sent an email with that information in December. Hall stated they probably all realize that the job or tasks being performed by this employee does not align with the job title and description and this employee is probably performing more. He feels they should redefine the job or give it a new title and redefine the salary range. Hall suggested the employee write down all of the tasks/duties and sit-down next month and compare them. He agrees with Mike that the employee is getting underpaid. Reese stated that Casey already sent out comps for similar positions at other places along with the recommendation for the amount of money. Reese said this keeps getting delayed. Youngerman commented that they can make this retroactive if they would like. Kraus said he has a very detailed job description for her. He stated she has a lot of responsibility when it comes to the budget, the money, time, payroll, she is HR, she takes care of everything including the Police Department. She handles all HR problems and issues. Youngerman would like Reese to take the responsibility of getting the information to justify an increase on paper and into the packet.

Mayor Bradley said he sent out an email on January 12th in response to a conversation revolving around properties on Park Avenue and property markers on three parcels and the centerpiece of land. The Mayor feels the Borough needs to get to the bottom of this. He would like to see this on the agenda for next month so that some kind of action can be taken. He feels no action by the Borough is not an appropriate way for the municipality to address the problem. Hall agreed, this needs to be put on next month's Administrative and Finance Committee agenda.

Executive Session: None.

Adjournment: On a **MOTION** by Reese, second by Hall, the meeting was adjourned at 7:57 pm. *Motion carries unanimously.*

Charles M. Kraus III

Submitted by Charles Kraus, III, Interim Borough Manager/Secretary