



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
October 24, 2019

Members present: Chairman Youngerman, Councilor Reese. Councilor Feuerstacke (absent).

Others present: Borough Manager Samuel Sulkosky, Codes Officer Stacie Gibbs and Josh Deering.

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

1. Executive Session: Executive session was held on October 24, 2019 for personnel issues. No decisions were made.

On a motion by Reese, seconded by Youngerman to approve the November 21, 2019 agenda. *Motion carries.*

Public Input Period:

On a motion by Reese, seconded by Youngerman, to approve the minutes from the October 24, 2019 meeting. *Motion carries.*

Administration, Budget, and Finance:

The Committee started the budget discuss with Ms. Gibbs. Gibbs stated that she is recommending a reduction in the building permit fees due to lessening demand for new housing permits. This is due to Phase 3 Florin Hill not expected in 2020. There may be a few high properties coming online. The department revenue is at \$101,500, which is an 11% drop. On the expense side, Gibbs stated that there has only been one ZHB hearing so costs are low. Few ZHB meeting is a good sign that major issues are not occurring. Gibbs reviewed individual line items such as vehicle expenses, contracted services, inspections fees. Gibbs reported that she met with Commonwealth Codes to discuss rental inspections. Gibbs reported overall expenses were reduced resulting in a net revenue over expenses by \$10,000.

Gibbs explained to Committee the Wenger Feeds request for Council to except two \$1,000 checks in lieu of Bond. On a motion by Youngerman, seconded by Reese to recommend to Council the Wenger Feeds request, unanimously approved.

Gibbs explained to the Committee the D & R Charles Construction LLC times extension request until August 1, 2020 concerning Council's August 6, 2018 partial relief of the July 16, 2018 Property Maintenance Violation Letter. The Committee reviewed the new sales agreement between Gatesburg Road Development and D & R Charles. Gibbs reported that Gatesburg was encouraged to reapply for financing through the PHFA. If the agreement is not executed by August 1, 2020, the Property Maintenance Violation will be reinstated. Gibbs stated that there have been numerous complaints about broken out window on the upper floors that are not boarded up. Gibbs stated she had an issue with the D&R Charles request to come back before Council within 60 days after the August 1, 2020 extension. The Committee discussed whether a new violation notice would be needed, or the previous complaint is reinstated. Gibbs stated that the previous violation was conditional, and the condition was not met so the July 16, 2018 violation notice is still in force. On a motion by Youngerman and seconded by Reese to recommend to full Council the D&R Charles Construction LLC requests a time extension until August 1, 2020 of Council's August 6, 2018 partial relief of the July 16, 2018 Property Maintenance Violation Letter conditioned upon the new agreement of sale being executed by August 1, 2020, and with the condition that

if the contract is not executed by August 1, 2020, D&R Charles Construction LLC will be required to comply with the July 16, 2018, violation notice of blight and will be required to board up the exposed floors with solid sheathing within 90 days, unanimously approved.

The Committee continued the discussion on the 2020 General Fund Budget. The Committee recommended that the PLGIT interest line item be reduced to \$35,000. The Committee discussed the dept service line item 472-100 and what should be appropriated for the Borough building expansion project. The Committee recommended \$100,000 for 472-100 which changed the deficit to \$306,000. Sulkosky discussed line items 410.137, 410.491 and 410.314 which the police chief requests were adjusted by the Borough Manager. The Committee further discussed real estate taxes and earned income tax, which is a forecast by the LCTCB. Sulkosky also reviewed the tax millage rate spreadsheet which shows property tax at various millage and collection rates. Sulkosky reviewed for the committee the employee benefit section 487 which included health premiums, workers compensation, life insurance, vision insurance and HRA or self-insured payments. The last two years the Borough has saved \$250,000 in health premiums and \$60,000 in self-insured payments. Sulkosky explained to the committee that in the capital budget that there are large expenses involving stormwater infrastructure repairs on Pinkerton Road, Locust Lane and N Angle Street to the amount of which will be in the H2O grant for approximately \$500,000. The NFWF Grant was submitted last week for \$100,000 to finish off Rotary Park with hydroseeding.

Youngerman brought up a discussion on salary increases possibly using the CPI. Youngerman stated that the Borough Manager was tasked according to the Borough Manager ordinance §40-6(B)(2). Youngerman suggested an increase 2.5%, which Reese did not support. Sulkosky reminded the Committee that the Public Works and Parks Technician position are current \$.01 over the minimum range. Reese brought up increasing the employee contribution to health insurance. Sulkosky reminded the Committee that due to the low Borough wages compared to the private sector that the health insurance coverage is being used as a recruiting tool. Sulkosky raised the topic of changing job title for Jill Frey from Accountant/Bookkeeper to Finance and Business Administrator. The Committee discussed pay ranges for the different possible position. The Committee directed the Borough Manager to allocate a 3.5% pool to the employees. Sulkosky said the current draft budget had salaries plugged at 3% just to get a to a bottom line.

The Committee reviewed the requests made categories 456 Library and Other Organizations and 463 Economic Development. The amounts in the draft budget are requested amounts. The Committee recommends that the employee contributions to health insurance be raised \$5 per pay.

Resolution No. 23-19 the H2O Grant will be on Council's agenda on November 4, 2019.

Discussion over the 457 Plan with Ascensus no longer has any active employees, expenses have increased with reduced assets. Sulkosky's recommendation is to terminate the plan. The Committee recommended that this resolution goes to full Council on a recommendation by Youngerman, seconded by Reese, all in favor.

Manager's Report:

1. PLGIT Report and transaction were reviewed.
2. Marietta Avenue had utility relocation occurring near the cemetery.
3. The LCBA was held last night. A resolution concerning the Lancaster County Drug Task Force resolution will be on the Public Safety Committee agenda on October 28, 2019.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

Grant Updates: Grant update was given on the DCED Multimodal, the PA-LGI Grant, the H2O Grant, the Flood Mitigation Grant and the Keystone Library Grant.

Public Input Period: None

Executive Session: The Committee went into to executive session at 8:45 pm for real estate and personnel issues and came out of executive session at 9:03 pm. No decisions were made.

Other items: The Committee instructed the Borough Manager to continue looking in the Marietta Avenue Property for economic development initiatives. Sulkosky reported that the Refuse Contract has been fully executed.

Youngerman discussed the possibility of opening Committee executive sessions to all present Councilor regardless of Committee assignment if this was uniformly applied.

Adjournment:

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 9:06 pm.



Submitted by Samuel Sulkosky, Borough Manager/Secretary