



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**October 25, 2018**

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

Others present: Borough Manager Samuel Sulkosky and Public Works Director Dennis Nissley.

Chairman Youngerman called the meeting to order at 6:31 PM.

Chairman Youngerman announced there were Executive Sessions on September 27, 2018 for personnel and real estate issues. No decisions were made. There will be an Executive Session at the end of this meeting.

On a MOTION by Reese and second by Youngerman, the agenda for the October 25, 2018 meeting was approved. *Motion carries unanimously.*

**Public Input Period: None**

On a MOTION by Reese and second by Youngerman, the minutes for the September 27, 2018 meeting was approved. *Motion carries unanimously.*

**Administration, Budget, and Finance:**

The Committee and Manager had a discussion concerning the 2019 Budget. Reese asked whether the transfer from the refuse fund and from general fund to capital. Sulkosky stated the transfer will be in a few weeks. Reese inquired about contracted services and legal services. Reese inquired about certain revenue items.

The Committee about the real estate acquisition use of fund reserve 01.301.001 to apply to real estate purchase. The Committee asked to remove the fund balance line item 01.301.001 for fund reserve. The Committee reviewed the real estate tax worksheet. The Committee discussed line item 01.471.100 new line item for costs of the new property engineering and construction. The debt service is based on six months debt service at 3.75% for 15 years which estimates to \$306,000 annually or \$153,000 for six months. The debt service estimate is subject to change depending on terms of the debt issuance. Item 01.492.100 was reduced from \$337,981 to \$200,000. The Committee discussed the MMO pension obligation. The Committee discussed the increase in Administrative legal fees necessitated by potential PLCB legal fees. Public Safety legal fees were reduced slightly due to labor negotiation being completed. New line items were added per request of the Public Safety Committee for Civil Service Commission costs.

Public Works Director Nissley discussed with the Committee the proposal to increase the base starting salary from \$14.47 to \$15.50 for Public Works Maintenance Technicians due to 100% turnover in 2018 and the candidates declining the position due to the low starting rate. The rate would increase \$1:00 and increase incentive for CDL and pesticide certification to \$.50 and possible for LTAP Road Scholar certification. The concept of doing performance reviews was discussed.

The Committee discussed the starting pay rate for a new employee in the police department being the same as an established long-term employee and more than a full-time administrative employee. The Nancy Hess Salary Study was discussed, and a copy will be provided to the Committee.

The Committee, Manager and Nissley discussed Resolution No. 29-18 PennDOT Multimodal Grant to be used for sidewalks, curbs and ADA ramps for 2019 and 2020 Borough road projects. The Multimodal grant requires a 30% local match to be accessed to the affected property owners required to do sidewalks and curbing. The deadline is November 15, 2018. The Committee discussed the grants criteria and local match aspect. The Committee agreed to refer Resolution No. 29-18 to full Council.

The Committee discussed the Borough Manager Salary increase for 2019. The Committee asked the Manager to provide a survey of surrounding municipal managers. The Committee discussed a few performance items such as reduced costs and increased revenues. The Committee directed the Manager to put in \$79,500 in the 2019 budget. The Committee wanted to keep the TBD in the proposed budget and this can be discussed further after the manager salary survey is compiled.

The Committee discussed the flood damaged records and referred to Council a motion to approve the Borough Manager to execute an agreement for restoration of water damaged records. Sulkosky informed the Committee that a MARAC Grant was written, and the loss will be covered by the Borough insurance. Sulkosky reported that there were not three firms available to do this type of work. The Committee agreed to refer to full Council.

The Committee discussed Resolution No. 28-18 that is the Federal-Aid Bridge Project Reimbursement Agreement for Jacob Street Bridge. Sulkosky explained that the Borough's Solicitor did review the Agreement. The Committee recommended the Resolution go to full Council.

social media policy discussion was deferred.

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

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

1. PLGIT interest rate up to 2.25%. One \$175,000 transaction was done.
2. Marietta Ave. – Right of Way acquisition letters are being sent.
3. Jacob Street Bridge: Reimbursement Agreement needs signed.
4. Sulkosky thanked Councilors for attending the LCBA dinner.
5. Sulkosky gave a report on the Community Foundation. The Foundation Board has decided not to move forward with the Lion's Club property do lack of size. The Foundation Board minutes were provided to the Committee. The exact location of the year-round aquatic facility has not been determined.
6. Waste Industries is in full compliance with the 2<sup>nd</sup> year renewal option. The Borough's rates will increase 2.9% whereas new bidding county-wide has seen 20%-30% increases.
7. Sulkosky presented the Committee with documents concerning the Jury property and gave an update on meetings with Attorney Scott Albert who represents the property owner. Two actions required will be Resolution No. 30-18 and an Assignment of Right of First Refusal Agreement with the Borough Authority. The Committee recommends moving the Resolution 30-18 and related documents to full Council.
8. Sulkosky provide a packet with Civic Groups budget requests and other informational budget material.

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

Codes Report was presented in writing.

Sulkosky presented Borough and County Planning Commission information recommended to not approve the Farmview Lane vacating request from Sandra Melhorn. The Committee discussed tiny homes and the Committee recommended to full Council. Council would allow staff and the planning commission to develop amendments to the zoning and other ordinances.

**Public Input Period:** None

**Executive Session:** Committee went into executive session at 9:02 pm personnel issues. The Committee came out of executive session at 9:14 pm. No decisions were made.

**Other items:** None

#### **Adjournment:**

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 9:15 pm.



Submitted by: Samuel Sulkosky, Borough Manager/Secretary