



## Mount Joy Borough Council Administration & Finance Committee Meeting Minutes October 26, 2017

Members present: Chairman Youngerman, Councilor President Glessner (arrived at 6:37 PM) and Councilor Reese.

Others present: Borough Manager Samuel Sulkosky, David Fee, Principal Financial Advisors, Robert Hall, RJ Hall, Kevin Hall, RJ Hall and Rob Lutz, RJ Hall, John Leaman, MJBA and Dennis Nissley, Public Works Director.

Chairman Youngerman called the meeting to order at 6:35 PM.

Chairman Youngerman announced that a Committee Executive Session was held on September 28, 2017 for legal issues, no decisions were made. An Executive Session of Council was held on October 11, 2017 for labor issues, no decisions were made.

On a MOTION by Reese and second by Youngerman, the agenda for the October 26, 2017 meeting was approved. *Motion carries unanimously.*

**Public Input Period:** None.

**Minutes:** On a motion by Reese and second by Youngerman, the minutes for the September 28, 2017 meeting were approved as presented. *Motion carries unanimously*

### **Administration, Budget, and Finance:**

The Committee heard a presentation from RJ Hall and Principal Funds. Those present to give the presentation were Robert Hall, Kevin Hall and Rob Lutz from RJ Hall and David Fee from Principal Financial Advisors. Robert Hall presented and answered questions concerning the Non-Uniformed Retirement Plan and Police Retirement Plan Actuarial Valuation Reports for the plan year January 1, 2017 through December 31, 2017. Robert Hall, Kevin Hall and Rob Lutz also reviewed and answered questions concerning the Retirement Plan Fee Summary.

David Fee, Principal Financial Advisors presented to the Committee the Investment Advisory Reports for the Non-uniform and Police Retirement Plans for the period through September 30, 2017. David Fee answered a number of questions from the Committee and the Borough Manager.

Borough Manager Sulkosky asked the panel to discuss 457(b) Plans. Robert hall discussed RJ Halls relationship with VOYA Financial in assisting clients with their 457(b). Hall presented the Performance Update which reflected the historical returns of the investment options available within the VOYA 457(b) Plan.

Due to time constraints, the Committee agreed to table the social media policy until the next meeting.

Manager Sulkosky provided the Committee an update on the status of the employees group health insurance plan and discussed the Benecon Termination Agreement. Employee enrollment meeting were being held.

The Committee, after a discussion, agreed that it was a good idea to purchase a MSMJ Banner to be displayed on Main Street.

A lengthy discussion was held concerning the 2018 General Fund Budget. Manager Sulkosky explained a few of the differences in the 2018 budget compared to the 2017 budget. Line item 01.392.270 was reduced to previous year's level, line item 01.301.001 was reduced to \$0, line item 01.471.100 was retained at last year's amount. Sulkosky explained that the Lancaster County Assessment office may not have final property reassessment numbers until November 15, 2017. Sulkosky reviewed with the Committee a 2018 Tax Increases/Funds generated based on preliminary tax reassessment numbers provided by the County. Sulkosky informed the Committee that in a reassessment year tax increase were limited by law to a maximum of 10%.

The Committee decided to recommend to Council that non-uniformed employees receive a 2% pay increase with an additional 1% bonus paid in a lump sum payment.

The Committee discussed pre-funding ideas concerning OPEB and pension plans.

**Manager's Report:**

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

1. The Committee was presented with a draft civic group financial reporting resolution.
2. The Old Standby Park ribbon cutting is scheduled for November 1, 2017 at 4:00 pm.
3. Manager Sulkosky informed the Committee that an email concerning the Laurel Harvest Labs was sent to the entire Council.
4. An update on the RTKL requests during the past 12 months was provided to the Committee.
5. Discussion was held concerning the Council reorganization meeting. Sulkosky shared with the Committee the last two reorganization meetings with respect to the Council's appoints to various boards and commissions and swearing in of elected officials. The Committee agreed to place the appointment/reappointment Resolution on the December 2017 Council agenda. The Committee agreed to recommend that the Borough's Engineer be changed back to a two-year appointment after two one-year appointments. Public Works Director Dennis Nissley spoke in favor the current engineer and a two-year appointment.

**Land Development, Zoning & Codes:**

Codes Report was provided in writing.

**Project Updates:**

**Marietta Avenue:**

Manager Sulkosky and Public Works Director Nissley informed the Committee of their meeting with PennDOT on October 25, 2017. Bid letting is scheduled for January 2019.

**Jacob Street Bridge Removal Project:**

No updates.

**Public Input Period:** None

**Executive Session:**

The Committee went into Executive Session at 9:50 pm to discuss personnel issues. The Committee came out of Executive Session at 10:47 pm. The Committee agreed to recommend to Council that Storm Water Officer Dave Salley be made a salaried employee at \$48,500 annually effective January 1, 2018.

**Other items:**

No other matters came before the committee.

On a motion by Reese, seconded by Glessner, all in favor, the meeting was adjourned at 10:52 pm.

Submitted by: Samuel Sulkosky, Borough Manager/Secretary