



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
November 15, 2018

Members present: Chairman Youngerman, Councilor Reese.

Others present: Borough Manager Samuel Sulkosky, Councilor Bill Hall.

Chairman Youngerman called the meeting to order at 6:48 PM.

Chairman Youngerman announced there were not any Executive Sessions. There will be an Executive Session this evening.

Sulkosky asked that Resolution No. 35-18, amending Borough fees. On a MOTION by Reese and second by Youngerman, the agenda as amended for the November 15, 2018 meeting was approved. *Motion carries unanimously.*

Public Input Period: None

On a MOTION by Reese and second by Youngerman, corrections to minutes is Roads Scholar, fourth paragraph – a copy will be provided to the committee. The minutes for the October 25, 2018 meeting was approved as amended. *Motion carries unanimously.*

Administration, Budget, and Finance:

The Committee unanimously recommended that Ordinance No 6—18, Tax Rate for 2019, to full Council.

The Committee unanimously recommended that Resolution No. 32-18, Refuse Rates for 2019, to full Council. A discussion occurred about whether the full Council needs to take official action on exercising the option years.

The Committee unanimously recommended that Resolution No. 33-18, Borough Appointments, to full Council. A discussion occurred concerning the resignation of current Treasurer John Leaman at the end of the year. Sulkosky explained the Borough's practice of having four approved signatures which includes the Borough Manager, Borough Treasurer, Council President and Administrative Assistant. The Committee and Councilor hall has a discussion on the Borough Treasurer as defined by the Borough Code. Sulkosky suggested the that the manager be named Treasurer and creating and naming someone Assistant Treasurer who could also serve as a bank signature. The Committee recommended the Borough Manager be appointed Treasurer and name an Assistant Treasurer with an annual pay of \$500.00. The Committee recommended that this be referred to full Council.

The Committee unanimously recommended that Resolution No. 34-18, Meeting Dates for 2019, to full Council.

Discussion occurred concerning the allocation of Capital Fund pension transfer to allocate \$30,381 in the Capital Fund line item 30.487.160. Sulkosky recommended that since the non-uniform is underfunded, the allocation be dedicated to the non-uniform pension plan. The Committee recommended that the Capital Fund pension allocation be forwarded to Council.

The Committee unanimously recommended that Resolution No. 35-18, amending Borough Fees under section 21 Resolution No. 35-18 – amending or eliminating the certain fees for 2019 specifically under section 20E and Section 21E, F, G, H, I, J and K be moved to full Council.

Social media policy was deferred until a full A&F Committee was in place.

Manager's Report:

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

1. The PennDOT Multimodal grant was submitted on November 15, 2018.
2. The Planning Commission has started the process of reviewing the Official Borough Map.
3. Marietta Avenue Right of Way acquisitions have started with nothing to report as yet.
4. A meeting with the PA DEP and Representative Mindy Fee concerning PRP and MS-4 issues.
5. Reported that there has been initial discussion on a potential Chiques Creek Council of Government (COG) for the eight municipalities for stormwater activities within the watershed.
6. Reported on the status of Jury property. Some parameters on terms for a short-term basis were discussed. The Committee recommended this to full Council.
7. The Budget and East Ward Council vacancy notices are being published in the Merchandiser on 11/21/2018 and 11/14/2018 respectfully.
8. The Jacob Street Bridge Reimbursement Agreement needs a signature from the President of Council.

Land Development, Zoning & Codes:

Codes Report was not available due to the early committee meeting this month.

Public Input Period: None

Other items:

Councilor Hall asked about the Capital Fund pension allocation. Sulkosky explained that this was a 2018 allocation to the Capital Fund pension line item that was originally \$70,000 that was reduced to \$30,381. The need is to allocate this one of the pension funds.

A discussion occurred concerning the Refuse Fund interfund transfer of \$200,000 to the General Fund which is to reimburse the General Fund for costs associated with refuse and recycling costs.

The Committee discussed the refund of prior expenditures line which is made up of refund of health insurance dividends with Benecon and pre-payments to AMTRAK for Jacob Street Bridge.

Youngerman had a question concerning the total revenue and what was included in the total. Sulkosky explained that the total revenue includes revenues and use of fund balance.

Executive Session: Committee went into executive session at 8:16 pm for personnel issues. The Committee came out of executive session at 8:47 pm. No decisions were made.

Sulkosky provide the Committee and Councilor Hall with a revised Manager Salary Survey with updated grant numbers.

Adjournment:

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 8:49 pm.



Submitted by: Samuel Sulkosky, Borough Manager/Secretary