



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
November 16, 2016

Members present: Chairman Youngerman and Council President Glessner. Councilor Murray - absent

Others present: Kim Brewer, Main Street Mount Joy Manager; Samuel Sulkosky, Borough Manager

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

Youngerman announced that the Committee did not have any Executive Sessions since the last meeting on October 26, 2016

On a MOTION by Glessner and second by Youngerman, the agenda was approved with no revisions. *Motion carries unanimously.*

Public Input Period
None

The Minutes of the October 26, 2016, regular meeting were approved as presented.

Sulkosky provided the following information with discussion and decisions as noted:

1. Administration, Budget, and Finance
 - A. 2017 Budget Draft was presented to the Committee and the entire Council has been emailed a draft of the General Fund, Refuse Fund, Highway Aid Fund and Capital Fund. A discussion ensued concerning the deficit in the budget and the Debt Service section 471 of the budget.
 - B. The Budget Meeting scheduled for November 22nd and 30th are scheduled to be advertised in the Lancaster Newspaper on Friday, November 18, 2016.
2. 2017 Administration and Finance Committee Meeting dates were discussed. Due to a conflict with the Lancaster County Boroughs Association meetings on the fourth Wednesday of the month on a quarterly basis. It was agreed to looking into changing meeting dates to the fourth Thursday of each month.
3. The appointment/reappointment of the following were discussed and agreed to appoint the following. The Civil Service regular and alternate member will be decided at a later Council meeting. This is to be placed on the December 5, 2016 meeting agenda.
 - A. John Rebman Authority Board
 - B. John Rebman, Planning Commission
 - C. Robert Jerman to the Vacancy Board
 - D. ARRO Consultants Inc. as Borough Engineer
 - E. Lindsey Edgell as HIPAA Officer
 - F. Cindy Jerman to the Zoning Hearing Board
 - G. Robert Marker as the Building Codes Appeals Board Representative
 - H. Civil Service Commissioner candidates Dave Eichler and Jeff Bare
 - I. Mike Melhorn as Alternate to the Zoning Hearing Board
4. Discussion with Kim Brewer on the MSMJ Resolution and designation as a Keystone Main Street Program. Kim explained the advantages of receiving the Keystone designation.
5. Discussion was held on the Health Savings Accounts (HSA) concerning:

- A. The frequency of employee changes to be allowed in 2017 outside of a life changing event. It was discussed and agreed to allow two changes per year in January and June for the first year only and once per year thereafter.
- B. Borough HSA contributions will be pro-rated for new employees hired after 1/1/2017 on a monthly basis.
- C. The need to set up a Joint Borough/Authority HSA bank account to handle contributions to the HSA accounts was discussed.

6. Land Development, Zoning, & Codes

- A. Discussion was held on the development of a Fees Resolution to address property maintenance, storm water and the recently passed disruptive conduct ordinance. Councilor Youngerman mentioned that the lack of an appeals process was one of his reasons for voting no on the disruptive conduct ordinance. There will also be fees removed since for example the County will be collecting real estate taxes instead of the Borough.
- B. Discussion on the Free Library potential ordinance. Committee agreed to authorize staff to develop an ordinance.
- C. LERTA update: The Borough has forward the resolution to the County Commissioners and County Solicitor for official action. The Commissioners to consider adopting the LERTA at their meeting in December 2016.

7. Manager's Report

- A. Projects update
 - i. Marietta Avenue Pedestrian Improvements and Paving - work on updating plans following the on-site meeting with PennDOT is in progress.
 - ii. Rail Enhancements Project Phase 2- all Agreements have been executed. Met with Beth Bonini, Toby Fauver, Lisa Heilner and R&R Automotive about Church of God parking lot leasing. Mr. Fauver indicated that he is willing to work out a lease at the appropriate time.
 - iii. Jacob Street Bridge Removal- no update
 - iv. Signalization- the Borough is exploring an upgrade in currently available technology and reviewing a comprehensive report prepared by Steve Gault
- B. Sulkosky complimented former manager Scott Hershey, current staff, employees and the Authority for the cooperation during my first two weeks.

Public Input Period - there was no additional public input

There being no additional matters to come before the Committee the meeting was adjourned at 7:45 PM

Submitted by: Samuel Sulkosky, Borough Secretary