



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
November 21, 2019

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

Others present: Borough Manager Samuel Sulkosky.

Chairman Youngerman called the meeting to order at 6:38 PM.

Executive Sessions: Executive session was held November 21, 2019 for personnel issues. No decisions were made.

Council Youngerman added agenda item 9-A a discussion on agenda items. On a motion by Reese, seconded by Youngerman to approve the November 21, 2019 agenda as amended. *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 appointment resolution. Sulkosky presented the Committee with a letter from Matt Brown, CEO of ARRO which was a request to appear before Council on December 2, 2019. On a motion by Youngerman, seconded by Reese to request Council allow for Matt Brown to appear before Council on December 2, 2019, motion carries. Sulkosky will forward the ARRO letter to the entire Council along with the Committees recommendation tomorrow. Sulkosky pointed out that the responsibility to set the agenda as per the Borough Manager Ordinance is the Borough Manager §40-6(B)(9).

Sulkosky informed the Committee that the Borough Basin NPDES would not be published in the Pennsylvania Bulletin on November 30, 2019. Any party can appeal for an informal hearing in 30 days or December 30, 2019 and a hearing would be until January or February 2020. Councilor Reese stated that this process is very logical. Sulkosky stated the Conservation District approval letter was emailed to the entire Council which the referral and appeal process was clearly defined.

The Committee discussed the appointments to the Authority Board. Sulkosky reminded the Committee that the Authority falls under the Municipal Authorities Act. Sulkosky explained past practice and the recommending bodies generally make a recommendation to Council for appointments. Youngerman discussed the Authority's procedure to fill vacancies. Sulkosky recommended that Councilor Youngerman send a request to the Authority with his request.

The Committee discussed notification of residents that were changed to new wards and the January 2020 change in collection schedules. Sulkosky informed the Committee that a targeted mailer would be sent to all residents that will have a change in the refuse collection schedule due to the new wards.

Concerning the appointments, Sulkosky stated that anyone interested in alternate position on the Planning Commission, Zoning hearing Board and Civil Commission, please send them over. Sulkosky further explained the splitting up of the Planning Commission length of terms so instead of 3 coming up for

appointment at one time we will have two seats coming up every two years. This is the recommendation of the Municipal Planning Code to not have more than two appointment in any given year.

The Committee discussed Resolution No. 28-19, establishing 2020 refuse rates. Sulkosky noted that rates remain unchanged. There will be a use of \$7,800 of fund balance to balance the refuse budget. The current refuse fund balance is \$723,000.

The Committee discussed Resolution No. 29-19 – advertising the 2020 meeting dates, times and locations for Council, Boards, Commissions and Committees. Sulkosky noted one change with e Civil Service Commission meetings all starting at 5:30 pm immediately before the Public Safety Committee as requested by the Civil Service Commission.

The Committee discussed Ordinance No. 6-19 which is the 2020 tax rate which is scheduled for advertising on November 22, 2019 as required for the ten days of advertising prior to adoption of the budget.

Youngerman made a motion to move all Resolutions to full Council, seconded by Reese, all in favor

Manager's Report:

1. PLGIT Report and transaction were reviewed.
2. Sulkosky reported that at the Chamber of Commerce Legislative Luncheon, all three County Commissioners provided an update on the County Drug task Force. The Commissioners reported that they set up an escrow account of \$1 per capita or about \$519,000 to serve as a match to all municipal contribution. This is in addition to the \$110,000 already contributed by the Commissioners. Sulkosky stated that he is confident that the resolutions passed by the numerous municipalities, LCBA and LCATS was helpful in the stopgap measure without the County raising taxes.
3. Sulkosky reported to the Committee the actual salary of the Elizabethtown Borough Manager as per their Borough Manager which is completely different then what was reported at the November 19, 2019 Budget meeting.
4. Sulkosky reported that employee evaluations have been completed and were a factor in salary increases for 2020 along with Nancy Hess Salary Study recommendations.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

The Committee discussed the request from Wenger Group to accept in lieu of bond, two checks of \$1,000 each for street excavation at 713/715 and 719/721 Wood Street. On a motion by Reese, seconded by Youngerman to recommend to full Council, unanimously approved.

Grant Updates: Grant update was given on the DCED Multimodal, the 902 Grant, the PA-LGI Grant, the H2O Grant. The police Vest grants and the DOG NCS-X Implementation Grant were awarded which has been aided to the Capital Budget. Sulkosky provided the Committee a complete Grant Report listing all grants approved, denied and pending along with matching requirements.

Youngerman discussed placing items on the Council agenda. Sulkosky stated that the Council agenda consists of legislative action items and not administrative tasks. The Public Works Committee did have a discussion but never made a motion at their November 11, 2019 to recommend to full Council.

Public Input Period: None

Executive Session: The Committee went into to executive session at 8:10 pm for personnel issues and came out of executive session at 9:13 pm. No decisions were made.

Other items: Sulkosky reported that Jay Mueller Chairman of the Civil Service Commission sent an email at 8:13 pm that evening with the meeting time change request.

Sulkosky confirmed that the Lancaster County Conservation District (LCCD) letter was sent via email to Council on November 8, 2019 approving the Borough's NPDES Permit. Sulkosky read to the Committee the appeal process allowed by the DEP that was in the LCCD letter already provided to the entire Council. Reese stated that it thought it reasonable that a citizen has the option to appeal the Borough basin design if they desire. Reese stated that he did not agree with spending another \$3,000 for the Borough Basin.

Adjournment:

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 9:24 pm.

A handwritten signature in blue ink that reads "Samuel Sulkosky". The signature is written in a cursive style.

Submitted by Samuel Sulkosky, Borough Manager/Secretary