



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**February 23, 2017**

Members present: Chairman Youngerman, Council President Glessner and Councilor Murray

Others present: Samuel Sulkosky, Bruce Haigh

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

Chairman Youngerman announced that Executive Sessions were held on January 26, 2017 and February 23, 2017 to discuss personnel issues.

On a MOTION by Murray and second by Glessner, the agenda to be approved as presented. *Motion carries unanimously.*

**Public Input Period**

Bruce Haigh, 504 Rose Petal Lane, inquired about which Committee was assigned the Borough Ward reapportionment letter that Mr. Haigh has sent to the Borough.

Chairman Youngerman responded to Mr. Haigh's inquiry and stated that this was a complicated issue and reapportionment was not going to happen for the 2017 election year.

The Minutes of the January 26, 2017, regular meeting were approved with one modification of adding the words medical marijuana in the first sentence under Land Development, Zoning & Codes. On a motion by Murray and seconded by Glessner, Motion carried unanimously.

**Administration, Budget, and Finance:**

The Committee discussed the Investment Policy, Resolution No. 5-17. Manager Sulkosky reviewed the corrections made as a result of comments made at the March 6, 2017 Council meeting. Sulkosky stated the revised Investment Policy had the following corrections: II Scope 1. Pooling of Funds, may consolidate; IV Standards of Care 1 Prudence, "written procedures and" was removed; IV. Standards of Care 3. Delegation of Authority, "established written procedures was removed and this investment policy" was added; VI. Internal Controls 1. "Any changes in the principal amount will be reported by the Investment officer to the Borough Council at the next regularly scheduled Council meeting" was added.

A discussion was held concerning the cash analysis. It was agreed to do a three year monthly cash analysis.

A discussion was held on whether to open the PLGIT presentation to neighboring municipalities in order to have a panel discussion. It was agreed that Councilor Youngerman would reach out to neighboring municipalities.

A discussion was held on the Application for Facilities Use Form. The Committee talked about Section G Liability Insurance and what groups or organizations would be subject to providing proof of insurance. Manager Sulkosky stated that the insurance requirement would be geared more towards organizations and events.

**Manager's Report:**

Manager Sulkosky presented a written report to the committee. Sulkosky informed the committee that Trout, Ebersole & Groff is has requested to give their Audit Presentation to the Committee on March 23, 2017 and to the entire Council on April 3, 2017. In light of the Auditor's presentation on March 23, 2017, the Committee agreed to reschedule the PLGIT Presentation to April 27, 2017. Manager Sulkosky will notify PLGIT of the change.

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

A Codes Report was not available this month.

## **Project Updates:**

### **Rail Enhancement:**

Sulkosky reported that PennDOT finished paving the former Church of God parking lot on February 23, 2017. Wagman is in the process of moving their field operations trailers on site. The Borough is awaiting a finalized Communication Plan that is under review by PennDOT legal Department. Plans are still underway to schedule a public meeting sometime over the next month.

### **Jacobs Street Bridge:**

Sulkosky reported that the Lancaster County Transportation Planning Commission (LCTPC) has been able to develop a basis for an agreement with PennDOT District 8 to provide technical expertise such as bid document preparation, bidding, pre-construction, construction and inspection processes. PennDOT District 8 will be working out a supplemental work order with HNTB to address Amtrak Engineering questions.

### **Signalization Project:**

Sulkosky reported that PennDOT District 8 has approved the Borough's request to upgrade equipment on the project. Work will be done in March and April 2017. The Borough will be receiving over \$10,000 of donated software and equipment from Signal Control Projects. The Borough will need to supply a computer which will be accomplished by keeping one of the current computers once new computers are purchased later this year.

### **Other items:**

Sulkosky reported that Resolutions Nos. 5-17, 6-17, 7-17, 8-17, 9-17 and 10-17 would be on Council's Agenda on March 6, 2017. These Resolutions are for the Investment Policy, EMC Governor's appointment, Parks mower, Public Works vehicle, and Police vehicle.

Sulkosky reported that the Old Stand-By Park Agreement was approved by the Public Works Committee and would be on Council's agenda on March 6<sup>th</sup>.

Sulkosky reported to Council the a PLGIT Ordinance would need to go before Council if a decision is made to invest any proceeds with PLGIT.

Sulkosky summarized to the Committee about upcoming meeting concerning Route 283/203 Corridor, Chiques Creek Stormwater with Representative Fee and DEP Chief Counsel,

The Committee discussed the expiration of the Lebanon Valley Farms refuse contract on 12/31/2017. Sulkosky indicated that he had reach out to barb baker, Lancaster County Recycling Coordinator, in order to initiate the process required with an expiring refuse contract.

Councilor Murray commented on the Bureau of Aviation hearing scheduled for April 7, 2017 at 10:00 am. Murray asked if it was affiliated with the Federal Aviation Association (FAA). Sulkosky said no that this was an agency of PennDOT.

## **Public Input Period:**

None

## **Executive Session:**

None

**Other matters to Come Before Council:**

The Committee had a discussion about executive sessions, the proper time to hold an executive session and the proper process to follow in holding executive sessions.

The Committee had a discussion about Other Postemployment Benefits (OPEB) and the liability resulting from OPEB benefits. The Committee discussed some ideas in dealing with the growing OPEB liability and ways to cut the Borough's liability in the future.

No other matters came before the committee.

On a motion by Murray, seconded by Glessner, all in favor, the meeting was adjourned at 8:25 pm.

Submitted by: Samuel Sulkosky, Borough Secretary