



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
February 28, 2019

Members present: Chairman Youngerman, Councilor Reese and Councilor Feuerstacke.

Others present: Borough Manager Samuel Sulkosky.

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

Chairman Youngerman announced there were no Executive Sessions held.

On a motion by Reese, seconded by Feuerstacke to approve the February 28, 2019 agenda as revised. *Motion carries.*

Public Input Period: None

On a motion by Reese, seconded by Youngerman, to approve the minutes from the January 24, 2019 meeting, *Motion carries.*

Administration, Budget, and Finance:

A discussion occurred concerning Resolution No. 4-19, Recycling Grant which is for the acquisition of a leaf collector, compost site gating and surveillance system. Sulkosky explained that this was related to Ordinance No. 1-2019, Intergovernmental Agreement with East Donegal Township that will be on Council Agenda on March 4, 2019. There is a local match with a 60-40 match on non-recycling equipment. Sulkosky further explained that Council has been budgeting money for five years for the purchase of a leaf collector. On a motion by Youngerman, seconded by Reese to forward to Council, all in favor.

The Committee discussed Resolution No. 5-19, appointment to Authority Board of Steven Weems. On a motion by Reese, seconded by Youngerman, to refer Resolution No. 5-19, Authority Board appointment to full Council, all in favor.

Sulkosky discussed the LEMA Hazard Mitigation Plan which is almost 2,000 pages. The Public Safety Committee did refer the Plan to the full Council. Sulkosky explained that adoption on the plan was a prerequisite to be eligible for a Hazard Mitigation Grant. The Grant would cover the Borough Stormwater Basin retrofit. Sulkosky informed Council that the Borough submitted a Letter of Intent to PEMA as the initial step in applying for the grant. If PEMA approves the Letter of Intent, the Borough will be sent a full application package. For the full application a Resolution will be presented to Council for consideration approving the application of the Hazard Mitigation Grant. Resolution No. 6-19 has been recommended by the Public Safety Committee to the full Council.

Councilor Reese reviewed with the Committee the Nancy Hess Salary Survey and developing a salary review and a simple employee performance review. The Committee discussed the need to develop a merit-based pay adjustment and an employee performance review process. Reese asked to meet with the Borough Manager and PW Director Nissley to further the process. Youngerman stated that he thought that the Hess Survey recommendation were implemented by Council over a two-year period. Sulkosky provided the Committee with a 2019 salary survey done by Nancy Hess for Denver Borough which included 18 Lancaster municipalities. The Committee discussed some of the position titles and do not accurately reflect the employee duties.

Manager's Report:

Manager Sulkosky welcome David Feuerstacke to the A&F Committee.

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

1. PLGIT is paying 2.56%. Transaction of \$250,000 from the Northwest Refuse Account to the PLGIT Refuse Account on 2/6/2019.
2. Marietta ROW Acquisition report (2/21/2019) was provided to the Committee breaking down the current status of Marietta Avenue acquisition of Rights of Way. One property remains not settled. The Marietta project is to be bid on June 6, 2019.
3. The Jacob Street Bridge Removal Project has been awarded to a contractor Clearwater Construction from Mercer County with a pre-construction meeting on March 5, 2019.
4. The train station is progressing ahead of schedule.
5. MJCF just finished site visits of three local recreation facilities. Sulkosky reviewed the reasons for forming the foundation.
6. Sulkosky shared the Committee that the PSAB has invited the Borough Manager to participate in the Inside PA Boroughs television program on municipal budgeting. Sulkosky mentioned that the Borough has benefited greatly from television programs of the PSAB. Last year, the Borough of Mount Joy was featured on the Exploring Pennsylvania Boroughs program which is posted to the Borough's website.
7. Sulkosky informed the Committee that Polygon US delivered the restored flood damaged documents that were damaged on August 31, 2018. Polygon returned.38 boxes of documents were delivered and stored at the Florin Building.
8. Youngerman gave a report on the Senator Aument's Legislative Breakfast. Some issues discussed included property taxes and pending state issues.
9. The Borough Auditors were on site from February 11th to the 18th. The Audit Report is scheduled for March's A&F Committee and April's Council meeting.
10. Sulkosky reported on the LCBA meeting the previous night in Millersville.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

The Committee held a discussion on the Mount Joy Planning Commission Letter recommending that Borough Council hire an independent third-party consultant to review and recommend possible amendments to the sidewalk ordinance. Reese made a motion to recommend the Planning Commission Letter to full council, seconded by Youngerman, all in favor.

Sulkosky informed the Committee that the PennDOT Multimodal Transportation Grant for sidewalks for the 2019 and 2020 paving projects was not approved.

Sulkosky reported that the DCED Multimodal for the bus shelters and decorative street lighting will be going before the PA Commonwealth Financing Agency Board on March 26, 2019. Sulkosky discussed the Hazard Mitigation Grant and the Greenways, Trails and Recreation Program (GRTP) Grant. The GTRP will be used to address connectivity of the Emerald Necklace and upgrades to a couple of the Borough Parks.

Public Input Period: None

Executive Session: The Committee went into executive session at 8:03 for legal issues. The Committee came out of Executive Session at 8:15 pm. No decisions were made.

Other items:

The Committee discussed recent issues with respect to the Borough's Labor Attorney. It was discussed that the Labor Attorney is the attorney for Council, and it is Council's decision on who if anyone that should be. Sulkosky said that he would need to look into the proper process before answering the Committee's questions.

Youngerman explained briefly RTKL, executive sessions and sunshine law provisions.

Adjournment:

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 8:29 pm.



Submitted by: Samuel Sulkosky, Borough Manager/Secretary