



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

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

Others present: Borough Manager Samuel Sulkosky and Josh Deering.

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

Chairman Youngerman announced there was an Executive Sessions held on February 28, 2019 for legal issues. No decisions were made.

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

Public Input Period: None

On a motion by Reese, seconded by Feuerstacke, to approve the minutes from the February 28, 2019 meeting, *Motion carries.*

Administration, Budget, and Finance:

A discussion occurred concerning Resolution No. 9-19, Department of Education Keystone Grant for Public Libraries. Sulkosky explained that this grant was requested by the Milanof-Schock Library for a new roof and interior lighting upgrades. On a motion by Reese, seconded by Feuerstacke to forward to Council, all in favor.

The Committee discussed Resolution No. 10-19, FEMA Hazard Mitigation Grant for the retrofit of the Borough's Stormwater Basin. Sulkosky reported that earlier that week that a letter was sent to Congressman Smucker's office in order to get Amtrak to provide necessary information for the Borough's engineer. Secondly, Borough staff is working with Gus's Restaurant to address the curbing issue in their parking lot. On a motion by Reese, seconded by Feuerstacke, to refer Resolution No. 10-19 to full Council, all in favor.

Sulkosky explained the Crafcro Melter Applicator to replace the current agreement with a new agreement involving Mount Joy Twp, East Donegal Twp and Mount Joy Borough. Previous member Rapho Twp and Penn Twp have withdrawn from agreement. The equipment will be stored at Mount Joy Twp. O a motion by Reese, seconded by Feuerstacke, to move the Agreement to Council, all in favor.

The Committee discussed the Residential Lease Agreement concerning 15 East Main Street. On a motion by Reese, seconded by Feuerstacke, to move the Lease Agreement to full Council, all in favor.

Councilor Reese discussed the Evaluation/Salary Review. The years of service was provided to the Committee by the Borough Manager. Reese met with the Public Works Director and the Borough Manager in which a performance evaluation form, utilized by the Authority, was discussed. Reese said he thought the performance review form was sufficient for our purposes. Sulkosky stated that question number 6 may need to be revised in order to address non-supervisory positions. The Committee discussed the minimum, mid-range and maximum rates. The point of this exercise is to have a merit based annual salary adjustment process. Youngerman explained the salary survey spreadsheet that he put together and will distribute to the Committee. Reese stated after the next meeting that we need to get something to Council. Youngerman and Sulkosky stated that Council approval may not be needed since this would be an administrative tool. Sulkosky stated that this should be reviewed with the management staff initially in order to secure staff input. Reese stated that he would like to meet with staff within the next 30 days. Youngerman and Sulkosky said he would be fine with reviewing with the entire Council, but formal Council action would not be needed.

Manager's Report:

1. Reviewed the PLGIT report where a \$300,000 transfer from PLGIT General Fund to the Northwest General Fund in order to cover the real estate purchase.
2. Marietta Avenue Project all ROW acquisitions have been completed. Bidding will be June 6, 2018 and Notice to proceed on July 22, 2019.
3. Jacob Street Bridge Pre-construction meeting was on March 5, 2019. Contractor is Clearwater Construction with work in June 2019 and a July 1, 2019 completion date.
4. Provided the Committee with a written update on the Train Station Project. There have been calls to the Borough concerning when the station will open for disability access.
5. The 902 Refuse Grant has been submitted to the PA DEP.
6. The Borough's Auditors have requested that their presentation be delayed until the April 2019 Administration and Finance Committee meeting due to GASB 75 requirements.
7. Sulkosky provided the Committee with the DCED Financial Report. Sulkosky pointed out the revenue exceeded expenses by \$395,000 for 2018. Sulkosky reported that the due to the fourth quarter trust agency (pension funds) was down about 5% for the year. Sulkosky asked when the Committee when they would like to have Principal Funds address the Committee.
8. Sulkosky reported on the Lancaster County Tax Claim Bureau. The LCTCB strongly recommends all municipalities to run someone for the tax collector position.
9. Sulkosky reported that the Commonwealth Financing Agency did not approve the Borough's DCED Multimodal Grant application. \$50 million was awarded out of \$399 million that was applied for statewide. Sulkosky is requesting feedback on the grant application in order to identify what deficiencies may have existed in the grant application.
10. Sulkosky, the Committee and Councilor Deering discussed the email sent inquiring about the possible distribution of draft minutes. Sulkosky stated that the A&F Committee was meeting on Thursday, the Council meeting is on Monday therefore it would not be possible to get draft minutes to Council prior to a Council meeting for decisional purposes. The problem could arise if there are corrections made in draft minutes and uncorrected draft minutes are distributed to Council. Sulkosky reviewed the Borough Council policy adopted in 2016 which states the draft minutes are not public records. Sulkosky stated that this proposal would have almost no effect on getting current meeting minutes to Council in any way that would change the current practice of sending approved minutes. Reese said that he failed to see the point of the whole thing.
11. The Committee discussed the Council action needed to appoint voting delegates to the PSAB Conference. Sulkosky suggested the Councilor Deering serve as voting delegate and the manger as an alternate delegate. Youngerman made a motion, seconded by Reese to move to Council an item appointing delegates to the PSAB Conference, all in favor.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

Youngerman asked a procedural question on whether to vote yes on this request. Sulkosky reported that the Code Officer Gibbs has reported that the Borough's ordinances have not changed so there is no reason to not approve. On a motion by Reese, seconded by Feuerstacke to recommend to Council the Laurel Harvest Labs request for a 90-day extension to file Subdivision and Land Development Plans, Reese and Feuerstacke, yes; Youngerman abstained.

Public Input Period:

Josh Deering asked that as the Committee works through the salary/evaluation process that the Committee carefully works through the process.

Executive Session: None

Other items:

Sulkosky asked whether Council Fahndrich contacted the A&F Chairmen concerning a Borough credit card.

Adjournment:

On a motion by Feuerstacke, seconded by Reese, all in favor, the meeting was adjourned at 8:19 pm.



Submitted by: Samuel Sulkosky, Borough Manager/Secretary