



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
April 26, 2018

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

Others present: Borough Manager Samuel Sulkosky and Councilor Josh Deering.

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

Chairman Youngerman announced that an Executive Session was held on March 22, 2018 for personnel and legal issues. No decisions were made.

On a MOTION by Reese and second by Glessner, the agenda for the April 26, 2018 meeting was approved. *Motion carries unanimously.*

Public Input Period: Josh Deering asked about the ability to pay bills online. Sulkosky stated that Municipipay implementation is progressing and should be ready before your next refuse bill.

Deering asked about the resignation of the Main Street Manager and the oversight of the MSMJ office. Deering stated he observed a moving van at the location. Sulkosky stated that the Borough does not have any property at the MSMJ location, so oversight would come from the MSMJ Executive Board. A discussion of the MSMJ process in replacing the MSMJ Manager occurred. Sulkosky stated the Council is going to need to have discussion over the next few months on the issue of economic development depending on the development with MSMJ.

Motion made by Reese, seconded by Youngerman to approve the minutes from March 22, 2018. Motion carried with Glessner abstaining.

Administration, Budget, and Finance:

Ordinance No. 4-18, reapportionment of wards was discussed and will be on Council's agenda on May 7th for approval for advertising. Sulkosky informed the Committee that he had just forwarded information from Ed Knittel, PSAB Director of Training concerning reapportionment efforts in Bangor PA.

The Committee discussed Resolution No. 15-18 authorizing Flexible Spending Accounts (FSA). Sulkosky stated that Council had previously approved participating in the FSA but Maestro Health requires a Resolution. On a motion by Reese, seconded by Youngerman, all in favor, the Committee approved recommending the Resolution to Council.

The Committee discussed Resolution No. 14-18, the Resolution is required to implement the Collective Bargaining Agreement (CBA) provision allowing the Police Association to select up to two financial advisors to the 457 Plan. The current 457 Plan Agreement from 2006 does not provide for additional advisors thus the Resolution amends the 457 Plan Document to provide additional advisors. Sulkosky further explained to the Committee that due to previous issues with the Police Association, efforts are underway to add three provisions to the Plan Document which would be a Hardship Provision, a Loan Provision with a 5% interest rate annually and a Military Service Buy-Back Provision. Sulkosky informed the Committee that the 457 Plan does not cost the Borough anything. The 457 Plan is a participant payroll withholding plan which is on a pre-tax basis and all plan fees are paid entirely by the participants.

The Committee had a discussion concerning the Social Media Policy. Chairman Youngerman presented a document with suggested changes that he is recommending to the Social Media Policy.

Youngerman made a motion to remove the word "inappropriate and" from the preamble, motion dies for lack of a second.

Youngerman made a motion to remove “employees/officials and replace with employees”. There was no second for the motion. Councilor Reese stated that he was uncomfortable reviewing these changes and a legal review is necessary. Councilor Deering recommended taking some time to review the changes since the Committee just received the changes from Chairman Youngerman. Councilor Glessner stated that he would need time to review the recommended changes.

Sulkosky stated that the reason for the Social Media Policy is the current policy in place is one paragraph and completely inadequate. The new Social Media Policy revisions are needed to modernize the policy and a concern that non-public records and information that is confidential in nature should not be posted on social media sites of employees and officials.

Sulkosky mentioned that one issue that needs addressed is that Executive Session information needs to remain private and should not be discussed or posted on social media outside of Executive Session.

Councilor Deering stated that this is a needed conversation that many municipalities are undertaking the same discussion right now. Youngerman said that this discussion will save time in the future.

Councilor Reese suggested that the discussion be ended on the social media topic and legal reviews be conducted prior to any consideration by Council.

Manager's Report:

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

1. PLGIT interest rate up to 1.87%.
2. Financial reports with fund balances.
3. Parking study grant has been approved.
4. Written report on the train station.
5. Marietta Ave. ROW acquisition.
6. Jacob Street Bridge: Traffic Control Plan and Utility Verification

Land Development, Zoning & Codes:

Codes Report was presented in writing.

- a. 950 Square Street requests a 90-day extension to record plans with the County until August 5, 2018. Committee recommended request to Council on a motion by Reese, seconded by Glessner, unanimously approved.

Public Input Period: Josh Deering questioned about the process of hiring a professional services firm. Sulkosky and Youngerman explained the process of hiring professional services firms which would not need to be bid out and may utilize an RFP process that would include references and interviewing potential firms.

Deering asked about the parking issue with the new brewery soon to be opening at 93 East Main Street. Glessner stated that he heard that they may be working on parking agreements. Reese mentioned that a parking plan is often required. Sulkosky stated that due to the structure remaining the same dimensions and the building's footprint is unchanged, a parking plan is not required by the Borough's zoning ordinance.

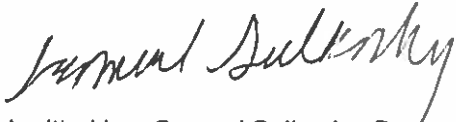
Executive Session: Moved into executive session at 8:08 pm. The Committee came out of executive session at 8:31 pm. Real estate and personnel issues were discussed. No decisions were made.

Other items: Chairman Youngerman discussed some parliamentary procedures such a breaking down into sub-groups as occurred in last year's budget meeting. A discussion occurred concerning the recording of Committee and Council meetings without inquiry of who may be recording the public meeting.

Sulkosky mentioned that Statement of Financial Interests are due May 1, 2018. PSAB registration is due by May 08, 2018. Discussed possible locations for the Lancaster County Boroughs Association meeting to be held in Mount Joy on September 26, 2018.

Adjournment:

On a motion by Reese, seconded by Glessner, all in favor, the meeting was adjourned at 8:43 pm.

A handwritten signature in cursive script, appearing to read "Samuel Sulkosky".

Submitted by: Samuel Sulkosky, Borough Manager/Secretary