



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
May 23, 2019

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

Others present: Borough Manager Samuel Sulkosky and Josh Deering (arrived 7:40pm).

Chairman Youngerman called the meeting to order at 6:34 PM.

Executive Session: None

On a motion by Reese, seconded by Feuerstacke to approve the May 23, 2019 agenda as presented. *Motion carries.*

Public Input Period: None

On a motion by Reese, seconded by Feuerstacke, to approve the minutes from the April 25, 2019 meeting. *Motion carries.*

Administration, Budget, and Finance:

The Committee discussed the PLGIT Procurement Card and how it was to be used. The desire for the Procurement Card initiated by the police department and Public Safety Committee. Sulkosky shared with the Committee a Purchasing Card Program Cardholder Manual as provided by PLGIT. Sulkosky stated that he would be opposed to anything more than three cards. Sulkosky explained that he meant with the PLGIT representative and discussed where payment can be deducted from the Northwest General Fund Account instead of PLGIT General Fund Account. The Committee discussed a \$2,500 credit limit. There would be a sales tax savings with the utilization of procurement card since the Tax ID number would be on the card. The current Borough purchasing procedure does require multiple persons to review all purchases so fraud opportunities would be minimized. The Committee decided to wait and discuss at the next Administration and Finance Committee meeting in June.

The Committee discussed the need to update the pension plan document to match with the Collective Bargaining Agreement. Sulkosky requested that the pension document be changed to match the CBA. The Committee discussed the possibility of having RJ Hall do a cost study on altering the interest rate assumption from 7.75%. It would cost \$600 per plan to run assumptions on three different rates. The Committee decided to wait until the meeting in July 2019 Administration and Finance Committee meeting so we can ask RJ Hall directly.

The Committee discussed the Lancaster County Conservation District Memorandum of Understanding. The LCCD performs various services for the Borough primarily under stormwater. The revisions were minor and included wording and punctuation corrections. On a motion by Reese, seconded by Youngerman to refer the LCCD MOU to full Council for approval, unanimously approved.

The Committee discussed the DCED Multimodal grant and reviewed the email from Michael Baker consultant. Ms. Shamberg recommended that the Multimodal Grant could be submitted as a scalable project where a partial award would be accepted. Sulkosky explained that you could write the grant as a Part A with bus shelters and crosswalks and Part B with street lighting. This would put the decision on the CFA to decide whether to fund all of the grant or part of the grant. The motion that was tabled in May was for strictly crosswalks which would not even meet the criteria of the name of the grant Multimodal since only one mode of transportation would be covered. The Committee discussed that possibly 11 crosswalks on Main Street would be a bit much and would see reduced effectiveness because of visual indifference of too many lighted crosswalks on a single street. The Committee agreed to put the Multimodal Grant on as a discussion item for the June 3, 2019 Council meeting.

Councilor Reese discussed the Evaluation/Salary Review by recommending this be brought to Council as a discussion item. The objective is to have a personnel review and salary recommendation ready by the budget meetings in November.

Manager's Report:

1. Sulkosky reviewed the PLGIT transactions. The Borough did receive most of the annual real estate revenue on May 10, 2019.
2. Marietta Avenue Project to be bid until June 6, 2019.
3. Jacob Street Bridge will be come down in June 2019.
4. Provide a grant update on the HMGP, FMP and GTRP.
5. The Market Street Bridge opening is delayed due to a gas line relocation by UGI.
6. Sulkosky explained the PennDOT site visit on June 6th will only be for the first meeting and not the second meeting.
7. Sulkosky reviewed the request from Ben Heisey concerning the Little Chiques Park Disc Golf Course campaign to donate money to the Borough or the Mount Joy Community Foundation. The group expected to need to raise about \$6,500. The Committee thought that donations should be made to the Mount Joy Community Foundation.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

On a motion by Feuerstacke, seconded by Reese to move the Amendment to the Stormwater management Agreement and Declaration of Easement from Farmview Community Homeowners Association to full Council, unanimously approved.

Public Input Period: None

Executive Session: None

Other items: Sulkosky reported that the property at 15 East Main Street is in the process of being vacated. Sulkosky mentioned that the demolition of the garage and installation of a gravel parking lot strictly for Borough employees and officials may be something worth consideration.

Youngerman discussed the possibility of PennDOT purchasing the house on the triangle off Marietta Avenue and put in parking. Youngerman cited the Mayor that PennDOT should be a better community partner. Deering and Sulkosky reminded the Committee that if the train station was not upgraded it would not have been located within the Borough. Sulkosky reminded the Committee that PennDOT was making substantial infrastructure improvements to streets and parking areas owned by the borough entirely at PennDOT expense without any Borough costs. Additionally, PennDOT has provided multiple Borough grants in excess of \$269,000. Youngerman suggested the AMTRAK riders parking should be free and visitors to downtown businesses could be charged. Deering stated he was opposed to that idea. The Committee further discussed long-term parking in the lot behind the Borough Building.

Youngerman cited the 20% of the municipalities in Pennsylvania used 7.5% as an expected rate of return. The Committee had further discussions on expected rate of return, OPEB accrual and pension liabilities.

Adjournment:

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



Submitted by Samuel Sulkosky, Borough Manager/Secretary