



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
August 24, 2017

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

Others present: Borough Manager Samuel Sulkosky

Chairman Youngerman called the meeting to order at 6:40 PM.

Chairman Youngerman announced that no Committee Executive Sessions were held. Council Executive Sessions for labor issues were held on August 8 and 9, 2017 which will be on Council's agenda for September 11, 2017.

On a MOTION by Glessner and second by Youngerman, the agenda for the August 24, 2017 meeting was approved. *Motion carries unanimously.*

Public Input Period: None

Minutes: On a motion by Glessner and second by Youngerman, the minutes for the July 27, 2017 meeting were approved as presented.

Administration, Budget, and Finance:

Chairperson Youngerman Initiated a discussion about ideas for reducing the time of Council meetings. Items discussed were public input via email, dual-delegation of responsibilities to committee, meeting cut-off times, 2nd meeting a month, special meeting for presentations, President of Council tightening control of debate and adopting Roberts Rules.

The Committee discussed developing a policy which will be acted upon by the entire Council that will specify what type of reports will be required from civic groups that receive substantive funding from the Borough. Some of the items discussed included only those groups that receive \$20 to \$30 thousand annually from the Borough. The types of reports required could include monthly Council reports, annual audit or financial statements, periodic revenue vs. expense reports, periodic grant reports.

Manager's Report:

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

1. A discussion was held on the need to update the Borough's social media policy. Sulkosky provided the Committee with the current Borough Social media policy consisting of one paragraph, the East Hempfield Township Social Media Policy consisting of three pages and the Fairfax County VA 12-page Social Media Policy. Sulkosky indicated to the Committee that he believed that the Borough needs to upgrade their Social Media Policy. The Committee will review the information provided and revisit the issue at the September Committee meeting.
2. The Committee reviewed the ELA letter on behalf of the American legion post 185 requesting parking prohibition request for Lemon Street. The Public Works Committee already recommended this to full Council.
3. The Committee reviewed the Trinity Evangelical Congregational Church request for a waiver of Chapter 232.59(E) for stormwater discharge. Public Works Committee recommends to full Council.
4. Sulkosky reviewed various meetings throughout the month.
5. Sulkosky provided an update on the MS4 PRP Plan that was presented to Council on August 7, 2017. Council will need to approve the plan on September 11, 2017 for submission by the September 15, 2017 deadline.

6. Sulkosky informed the Committee about a meeting between the Borough Manager, Brian Floyd, Police Association insurance consultant, Officer Wood and Detective Keiffer concerning the Capital Blue Plan.
7. Sulkosky updated the Committee on research in process concerning municipal managers with in Lancaster County and their respective actuaries and investment advisors.
8. Sulkosky advised Council that the Clydesdale Banner provide for hanging on Main Street did not meet Borough specifications and will not be put up. The banners were on display for the Committee to inspect. The Committee agreed that the banners did not meet specifications.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

The Committee reviewed the request by Charter Homes for reduction of financial security for Florin Hill Phase 2B in the amount of \$120,053.12 as recommended by the Borough Engineer. The Committee recommended this to the Council agenda.

Project Updates:

Marietta Avenue:

Borings holes were done to identify utility line location and easement work was continuing. The Borough was in the process of getting contracts from archeological study firms. Sulkosky reported that he received a response from Representative Hickernell and it was not good news. PennDOT was not going to reprogram in place funding to cover utility relocation costs. Sulkosky asked the Committee to lobby Representative Hickernell for alternate funding to cover utility relocation costs.

Jacob Street Bridge Removal Project:

HNTB was awaiting a response from Amtrak on HNTB's submission of a response to the January 7, 2017 Amtrak engineering review comments.

Public Input Period: None

Executive Session:

The Committee went into Executive Session at 7:43 pm to discuss legal issues. The Committee came out of Executive Session at 7:49 pm.

Other items:

Councilor Reese discussed the budget overages.
The Committee discussed the preliminary budget.

No other matters came before the committee.

On a motion by Glessner, seconded by Reese, all in favor, the meeting was adjourned at 8:28 pm.

Submitted by: Samuel Sulkosky, Borough Secretary