



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
August 22, 2019

Members present: Chairman Youngerman, Councilor Reese (absent) and Councilor Feuerstacke.

Others present: Borough Manager Samuel Sulkosky and Josh Deering.

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

Executive Session: Executive sessions were held on July 25, 2019 and August 17, 2019 for personnel reasons. No decisions were made.

On a motion by Feuerstacke, seconded by Youngerman to add the August 17, 2019 executive session to the agenda.

On a motion by Feuerstacke, seconded by Youngerman to approve the July 25, 2019 agenda as amended. *Motion carries.*

Public Input Period:

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

Administration, Budget, and Finance:

Sulkosky reviewed the budget calendar with the Committee.

Sulkosky provided an update on the refuse contract bidding process. A pre-bid meeting was held on August 19, 2019. Bids will be opened on September 9, 2019 at 10:00 am.

The Committee discussed the Capital Budgets Project Letter from Representative Hickernell dated August 6, 2019. Sulkosky did have an email from Representative Hickernell with additional information. Sulkosky noted the development of housing units is not eligible so the Gerberich Payne Building is not an eligible project. Additionally, the Gatesburg Road Development is planning on resubmitting a financial application to the PA Housing Finance Agency. Submitting a request for the Governor's Capital Budget when there is a developer still involved with the project is not a good idea. The Borough Municipal Building Expansion Project and the Mount Joy Area Aquatic and Recreational Facility are the only viable projects. Chairman Youngerman is to discuss this issue with the Council President.

Sulkosky reviewed the Benecon dividend reimbursement of \$59,106 for the run-out costs for the previous health insurance group policy.

The Committee discussed the need for a Right to Know Open Records Officer policy covering Council, Committee, Commission and Board meeting packets. This would address how meeting packets are to be handle and not distributed without document requests be directed to the Borough's appointed Right to Know Officer. The Committee directed the Borough Manager to develop a policy on a motion by Youngerman, seconded by Feuerstacke, all in favor.

Evaluation/Salary Review – The Manager has not gone through the evaluation process so no other evaluations can be done until the manager's evaluation has occurred. Since this is a new process, the manager's evaluation shall occur first. As per salary review, Sulkosky shared a municipal manager 2018 salary survey reflecting about a dozen Lancaster County municipalities. The salary survey also included a grant report of all received and pending grants. Youngerman discussed that employee pay increased could include both a percentage increase and a performance-based pay adjustment.

Manager's Report:

1. Sulkosky discussed the press release from PennDOT on the Marietta Avenue Project. Information on the Marietta Avenue Project is posted on the website and will be updated as information becomes available.
2. Sulkosky reviewed the current fund balances and the year to date interest reports.
3. Budget report was reviewed. Sulkosky specifically reported on the Stormwater engineering and Stormwater legal line items are over budget primarily due to the Borough Stormwater Basin. Sulkosky noted that per the Auditors Report, the Borough reduced expensed in 2018 by \$740,000 across all funds. Of that total, \$351,000 was due to reduced health insurance costs.
4. Preliminary health insurance costs projected for 2020 will increase about 4% to 5%. For 2020, Capital Blue Cross will be in the \$51,000 a month range.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

Grant Updates: Grant update provided in writing.

Public Input Period: Deering talked about grants that were discussed at the last Council meeting by the Lancaster County Redevelopment Authority.

Executive Session: The Committee went into to executive session at 7:26 pm for real estate issues and came out of executive session at 7:46 pm. No decisions were made.

Other items: None

Adjournment:

On a motion by Feuerstacke, seconded by Youngerman, all in favor, the meeting was adjourned at 7:47 pm.



Submitted by Samuel Sulkosky, Borough Manager/Secretary