



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
September 28, 2017

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

Others present: Borough Manager Samuel Sulkosky and Mayor Bradley

Councilor Reese called the meeting to order at 6:32 PM.

Councilor Reese announced that a Committee Executive Session was held on August 24, 2017 for legal issues. No decisions were made.

Chairman Youngerman arrived at 6:36 pm.

On a MOTION by Glessner and second by Youngerman, the agenda for the September 28, 2017 meeting was approved. *Motion carries unanimously.*

Public Input Period: None

Councilor Reese turned the meeting over to Chairman Youngerman.

Minutes: On a motion by Reese and second by Glessner, the minutes for the August 24, 2017 meeting were approved as presented. *Motion carries unanimously*

Administration, Budget, and Finance:

The Committee was presented with Draft Ordinance #3-17.

Discussion occurred with Committee and Mayor about reducing the time of Council meetings. Ideas discussed included department reports length, attendees of council meetings, Councilor training, Public Works reports being moved under reports. The Committee agreed to move the Public Works report to the Reports section of the agenda for November's Council meeting.

The Committee held a discussion concerning the development of a reporting requirements policy/resolution pertaining to Borough supported civic groups. Council agreed to take a look at a basic policy with provisions for an annual audit and continued monthly written reports.

The Committee selected times to recommend to Council for Council Budget meetings. The dates selected were for November 2, November 14 and November 20, 2017.

The Committee was presented with a 2017 Draft Budget reflecting departmental requests, departmental budget meetings. The Committee discussed the budget items such as salaries, performance evaluations, pending budget line items, budgeting for pension and/or OPEB obligations, revenue and expenditure totals.

The Committee was presented with a meeting calendar dates for 2018.

The Committee discussed the Mount Joy Borough Authority letter recommending the appointment to the Board due to the resignation of Mr. Robert Golicher which is effective October 31, 2017.

Manager's Report:

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

1. The Committee was presented with a draft social media policy.

2. The Committee was notified that the Borough received a letter from Benecon of a change HSA custodian as of November 14, 2017.
3. The manager discussed that Council action would be required on October 2, 2017 to change the Borough's employees group health insurance plan.
4. Manager informed the Committee that after thorough review, it is advisable to keep our current insurance coverage for property, casualty and liability coverages.
5. Manager advised the Committee that the Authority and the Borough has been looking into implementing an ACH payment plan through Municipipay.
6. Manager stated the Scott Pearson is the new project manager for the Mount Joy Train Station.
7. Manager reported about a conversation with PennDOT's Beth Bonini about the Amtrak's parking lot maintenance agreement. Amtrak will continue winter maintenance for 2018.
8. Manager provided an update Jacobs Street Bridge Removal Project.
9. The MS4 PRP Plan was submitted on to PA DEP.
10. Manager reported Old Standby Park will be on the Council's agenda for October 2, 2017.
11. Manager informed the Committee of discussions about electrifying pavilions 1 and 2.
12. Manager informed Council of the Ash Trees Ash Borer infestation plan.
13. The Committee agreed to have a presentation from RG Hall on October 26, 2017.
14. Manager informed the Committee of correspondence sent concerning the FLM Development matter
15. The Committee discussed the Facilities Use Form currently under development by staff.

Land Development, Zoning & Codes:

Codes Report was provided in writing.

The Committee was informed about the Accept Deed of Dedication for Old Standby Park, to accept the Access and Utility Easement Agreement and consider Resolution No. 19-17

Project Updates:

Marietta Avenue:

Manager provided updates concerning archeological studies being scheduled over the next few months.

Jacob Street Bridge Removal Project:

Update provided in Manager's report

Public Input Period: None

Executive Session:

The Committee went into Executive Session at 8:40 pm to discuss legal issues. The Committee came out of Executive Session at 8:50 pm. No decisions were made.

Other items:

Mayor Bradley discussed with the Committee that a work group made up the chairmen of each Committee be established to review of Borough ordinances for dated, duplication and inconsistencies in all the Borough's ordinances.

Mayor Bradley discussed with the Committee the need for reapportionment due to the population differences in the three wards within the Borough.

Chairman Youngerman discussed the future possible use of teleconferencing of Councilors at Council meetings. Manager Sulkosky provided the Committee a Revenue vs Expense report as of 9/28/2017.

No other matters came before the committee.

On a motion by Reese, seconded by Glessner, all in favor, the meeting was adjourned at 9:16 pm.

Submitted by: Samuel Sulkosky, Borough Secretary