

**Mount Joy Borough Council
Building Ad Hoc Committee
Meeting Minutes
December 14, 2021**

The Mount Joy Borough Council Building Ad Hoc Committee held a meeting on Monday, December 14, 2021.

Committee Chair Deering called the meeting to order at 5:00 pm.

Roll Call: Present were Councilor/Chair Deering, Council President Hall, Mayor Bradley, Chief Goshen, Borough Authority Chair Rebman, Authority Manager Ardini and Borough Manager Pugliese.

Also present was Todd Vukmanic of Crabtree, Rohrbaugh & Associates.

Public Input:

Dave Schell, MSMJ, offered to complete a needs analysis.

Ned Sterling, requested to know if this was a joint meeting with Authority. Advised Authority has always been part of the Ad-Hoc Committee.

Tod Dohl stated that he was present to hear the results of the survey. Also questions regarding the police dept being moved to the west end of the property and how the traffic light pre-empter would work.

Dale Murray mentioned that this needs to be sold to the community and that some community members should be part of the committee. Also stated that he would like more transparency in the process...listing pros and cons.

Approval of the Minutes: Motion by Hall, seconded by Goshen to approve the minutes of November 15, 2021. Motion carried unanimously.

Property Survey: Todd Smeigh, DC Gohen & Associates, provided information as to the results of the survey conducted on properties owned by the Borough (15, 17, & 21 East Main Street). Property lines have been determined. Only issue presented is that the structure on the western portion of the property encroaches between 2.17' to 2.29' on the property of 9 East Main Street. Mr. Smeigh further related that all other property lines match and expected. Electronic copies would be submitted to the Borough.

Program Analysis: Mr. Vukmanic further reviewed the Program/Needs Analysis, CRA No. 3271 as updated from the previous meeting. Mr. Rebman and Mr. Ardini stated that 1.2.05 and 1.2.06 could be eliminated, 1.2.08 should be expanded to 200 Sq Ft. and 1.2.07 should be reduced for 1 individual.

Mayor Bradley questioned the amount of parking spaces and felt 3 more spaces should be added. Also pointed out that as previously stated at the November meeting, 1.1.07 should be listed as Mayor's Office.

There was discussion of how the administrative staff's office areas would look like. Pugliese mentioned that he felt it should be more of an open space concept. Both administrative staff (Borough &

Authority) work together on multiple projects including addressing customers at the reception window and the answering of phones.

Mayor Bradley asked if there had been a process or how do we determine needs versus wants. Mr. Vukmanic advised that there had been a feasibility study completed some time ago, but it had been continuously updated especially as it pertained to the police department. He further stated that prior to the committee re-engaging, he had met with the Police Chief and Borough Manager and did a review and made updates to the program analysis.

Pugliese questions the number of interview room, feeling that there should be more than 1 and that there should be a "soft interview room" at the very front of the police department for minor complaints, etc.

Chief Goshen indicated that he would prefer to remain at the east end of the building for access to Main Street as they currently have. There are concerns with exiting onto Apple Alley with the daycare at St Mark's Church as well as exiting onto South Market Street and running into stopped traffic. President Hall stated that there is technology that could be utilized. Pugliese mentioned the possibility of the sally port being in the middle of the building since the current concept suggests a second floor for the police department would be over top of the sally port.

Mayor indicated that there should be time set aside for public comment.

President Hall asked if there is a standard, example, and administrative person's office should have X amount of square feet. Mr. Vukmanic stated that they do use a system to look at that but that is also dependent on the persons functions.

Financing:

Chair reviewed financing as prepared by Zach Williard of PFM Financial Advisors LLC and what options were available should the Borough receive a grant after the financing was completed.

Spring Open House:

Chair open discussion of have an open house in the spring so that the public would have an opportunity to see the current conditions that staff, and the police are working in.

Mr. Ardini asked if would be inclusive of all Borough and Authority properties. Chair felt that it would just be the municipal building. President Hall indicated that he was against a larger open house as it may dilute the reason or purpose of the open house.

Mayor Bradley questioned the need for an open house stating that we would be able to take pictures of the conditions.

Mr. Vukmanic indicated that he has seen the open housework on other projects.

Recommendations For Council Chair asked if there were any recommendations to take to Council. Mayor advised that the recommendation would be to determine the Authorities level of commitment before we proceed any further.

At 6:25 pm, President Hall, Mayor Bradley and Mr. Pugliese, the recording secretary had to depart for another meeting/commitment. No additional minutes were taken.

The following portion of the minutes were offered and adopted at the January 17, 2022, meeting as recorded by Joe Ardini, Authority Manager.

Chair stated that the Authority if they intended on moving or staying with the Borough Both Mr. Ardini and Mr. Rebman responded that they have no intention of moving at this time. The Chair asked about having a written agreement drawn up. The members of the Authority present questioned why there would be a need for such an agreement after all these years. Chair responded that the Borough did not want to design and build for "Authority space" if the Authority would be looking to leave and the Borough would save money. Authority responded by indicating that Council should draft something up and present it to the Authority.

Next meeting is scheduled for Monday, January 17, 2022, at 5:00 pm.

Respectfully submitted,

Mark G. Pugliese I
Borough Manager/Secretary