



**Mount Joy Borough Council**  
**Administration & Finance Committee**  
**February 28, 2019 at 6:30 pm**

1. Call to Order
2. Executive Session: None
3. Consider a motion to approve the agenda for the February 28, 2019, Administration and Finance Committee meeting.
4. Public Input Period - Comments of Any Borough Resident or Property Owner (3 Minute Limit).
5. Approval of the Minutes of the January 24, 2019 Administration & Finance Committee meeting.
6. Administration, Budget, and Finance
  - A. Resolution No. 4-19; 902 Recycling Grant.
  - B. Resolution No. 5-19; Authority Board Appointment.
  - C. Resolution No. 6-19; County Hazard Mitigation Plan (Public Safety Committee Agenda).
  - D. Evaluation/Salary Review per Councilor Reese.
  - E. Manager's Report.
7. Land Development, Zoning, & Codes
  - A. Codes Report.
  - B. Mount Joy Borough Planning Commission letter.
8. Grant Updates.
9. Project Updates.
10. Public Input Period - Comments of Any Borough Resident or Property Owner.
11. Executive Session for legal matters.
12. Any Other Matter to Come Before the Committee.
13. Adjourn

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING - Thursday, March 28, 2019, at 6:30 PM.**



## Mount Joy Borough Council Administration & Finance Committee Meeting Minutes January 24, 2019

Members present: Chairman Youngerman, Councilor Reese.

Others present: Borough Manager Samuel Sulkosky.

Chairman Youngerman called the meeting to order at 6:36 PM.

Chairman Youngerman announced there were Executive Session held on December 27, 2018 for personnel issues. There were no decisions made.

On a motion by Reese, seconded by Youngerman to approve the January 24, 2019 agenda as revised. *Motion carries.*

**Public Input Period:** None

On a motion by Youngerman, seconded by Reese to correct page two on the minutes changing Younger to Youngerman. Motion carries. On a motion by Reese, seconded by Youngerman to approve the December 27, 2018 minutes as corrected. *Motion carries.*

### **Administration, Budget, and Finance:**

Ordinance No. 01-19, discussion ensued that the Ordinance to amend the parking ordinance to establish 20-foot setbacks at all Borough crosswalks. The ordinance originated from the Public Safety Committee. No committee action was required.

On a motion by Reese, seconded by Youngerman, all in favor, to refer the Intergovernmental Agreement and associated Ordinance between Mount Joy Borough and East Donegal compost site to full Council.

On a motion by Reese, seconded by Youngerman, all in favor, the Committee agreed to refer the request from Jen Goehring for relief of excess refuse penalty charges in the amount \$1,151.50.

On a motion by Reese, seconded by Youngerman, all in favor, the Committee recommended to full Council the MSMJ street closure request for 2019.

On a motion by Reese, seconded by Youngerman, all in favor to recommend the Agreement between Mount Joy Township and Mount Joy Borough for the Borough to provide playground inspection services to the Mount Joy Township.

On a motion by Reese, seconded by Youngerman to refer to Council the Agreement for East Petersburg Borough to provide street sweeper services to Mount Joy Borough.

On a motion by Reese, seconded by Youngerman to refer to Council the Mount Joy Municipal Authority request to amend the retirement section page 19 on Unemployment Handbook. Sulkosky explained the Authority for new employees on or after January 1, 2019 will not have a defined benefit plan and moving to a defined contribution plan with a potential 457 plan matching contribution.

The Committee discuss the proposal by Councilor Reese to review the Nancy Hess Salary Survey and developing a simple employee performance review. Sulkosky noted that the employees welcomed the opportunity to develop a performance review process and merit-based pay adjustments.

**Manager's Report:**

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

1. PLGIT is paying 2.56%.
2. ROW Acquisition report was provided to the Committee breaking down the current status of Marietta Avenue acquisition of Rights of Way.
3. Jury Property down payment was made.
4. Sulkosky reviewed with the Committee the Recycling 902 Grant, the DCED Greenways, Trails and Recreation Program (GTRP), PEMA Hazard Mitigation Grant Program (HMGP), DCNR Bureau of Recreation and Conservation (BRC) and DCED Flood Mitigation Plan.
5. Jacob Street Bridge to be bid starting January 31, 2019 and work completed in May 2019. Jacob Street Bridge reimbursement agreement has been received.
6. Sulkosky shared the Committee that the PSAB has invited the Borough Manager to participate in the Inside PA Boroughs television program on municipal budgeting.
7. Sulkosky reminded the Committee the Public Works Committee special meeting is being advertised. A general discussion occurred on what qualifies as a newspaper of general circulation.
8. Sulkosky briefly explained some issues Waste Industries due to Waste Industries employee turnover.
9. SICO Building was for the purpose of answering questions concerning redevelopment of the property.

**Land Development, Zoning & Codes:**

Codes Report was provided in writing.

**Public Input Period: None**

**Executive Session:** The Committee went into executive session at 8:02 for legal and personnel issues. The Committee came out of Executive Session at 8:22 pm. No decisions were made.

**Other items:**

Sulkosky reviewed engaging Congressman Smucker's office with lack of response with AMTRAK concerning addressing the AMTRAK culvert at the Borough Stormwater Basin on West Main Street.

Sulkosky reported that six applicants responded to the vacant Florin Ward Council position.

Youngerman talked about working through the committees on issues prior to a Council meeting such as pay increases and OPEB costs. Youngerman talked about adopting a policy for waiving attorney client privilege. Sulkosky explained that Council has the ability to waive attorney client currently on any attorney letter to Borough Council.

**Adjournment:**

On a motion by Reese, seconded by Youngerman, all in favor, the meeting was adjourned at 8:42 pm.

Submitted by: Samuel Sulkosky, Borough Manager/Secretary

**BOROUGH OF MOUNT JOY****Lancaster County, Pennsylvania****RESOLUTION NO. 4-19****BE IT RESOLVED**, by authority of the Borough Council

(Name of governing body)

of the Borough of Mount Joy, Lancaster County, and it

(Name of POLITICAL SUBDIVISION)

is hereby resolved by authority of the same, that the Council President or Borough Manager

(designate official title)

of said POLITICAL SUBDIVISION be authorized and directed to sign the attached 902

Recycling Grant Funding Application and/or Agreement on its behalf.

I, Samuel Sulkosky, Borough Secretary

(Name)

(Official title)

of the Borough of Mount Joy, do hereby certify that the foregoing

(Name of governing body and POLITICAL SUBDIVISION)

is a true and correct copy of the Resolution adopted at a regular meeting of the

Borough of Mount Joy, held the 4 day of March, 2019.

(Name of governing body)

**ATTEST:**Borough of Mount Joy

(Name of POLITICAL SUBDIVISION)

By: \_\_\_\_\_ By: \_\_\_\_\_

Borough Secretary

Council President

[BOROUGH SEAL]

## Samuel Sulkosky

---

**From:** Bosnyak, Christopher <cbosnyak@pa.gov>  
**Sent:** Thursday, December 6, 2018 9:37 AM  
**To:** Samuel Sulkosky  
**Subject:** RE: [External] RE: Yard Waste Permit

Sam,  
Each eligible municipality can apply for up to \$350,000 in the current Round 58 902 Recycling Grant round.

**Chris Bosnyak** | Regional Recycling & Planning Coordinator  
Department of Environmental Protection  
Southcentral Regional Office  
Waste Management Program  
909 Elmerton Ave | Harrisburg, PA 17110  
Phone: 717.705.4927 | Fax: 717.705.4930  
[www.dep.pa.gov](http://www.dep.pa.gov)

*Spills and Environmental Emergencies can be reported at 1-866-825-0208*

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**From:** Samuel Sulkosky <samuel@mountjoypa.org>  
**Sent:** Thursday, December 6, 2018 8:59 AM  
**To:** Bosnyak, Christopher <cbosnyak@pa.gov>  
**Cc:** Oren, John <joren@pa.gov>  
**Subject:** [External] RE: Yard Waste Permit

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Chris,

It was nice meeting you also. Thank you for all the great information. We will definitely be applying for a 902 Grant in 2019.

Samuel Sulkosky, CPM, CBO  
Borough Manager  
21 East Main Street  
Mount Joy, PA 17552  
Phone: 717-653-2300  
Cell: 717-368-1125  
[samuel@mountjoypa.org](mailto:samuel@mountjoypa.org)

---

**From:** Bosnyak, Christopher <cbosnyak@pa.gov>  
**Sent:** Thursday, December 6, 2018 8:39 AM

**From:** Nicole DiGiorgio <ndigiorgio@lcswma.org>  
**Sent:** Tuesday, January 8, 2019 8:36 AM  
**To:**  
**Subject:** 902 Grant Pre-Application Meetings

Hello All,

Just a reminder that LCSWMA will be coordinating 902 pre-grant application meetings with DEP at LCSWMA's Main Office (1299 Harrisburg Pike) **Monday, February 11<sup>th</sup> and Tuesday, February 12<sup>th</sup>**. This meeting is required in order to apply for a 902 recycling grant. This grant reimburses municipalities 90% of eligible recycling program development and implementation expenses, including:

- *Processing equipment*
- *Storage equipment*
- *Education materials such as:*
  - *Fliers*
  - *Newsletters*
  - *Mailings (not postage)*
  - *Calendars*
  - *Design Costs*
  - *And more!*

Many of your existing programs and 2018 expenses will qualify for reimbursement through this grant, in addition to projected expenses for 2019. This is a great opportunity to consider expanding your efforts in educating your residents about the changes in recycling.

Please remember that the pre-application form must be completed. A compliance checklist is attached to review to ensure you comply with all Act 101 requirements. For reference, DEP lists guidelines here: <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/FinancialAssistance/Pages/902-Recycling-Grant-Application-Guidelines.aspx>

**To schedule a time, please respond to this email or give me a call at 717-553-5859.**



**Nicole DiGiorgio**  
Environmental Education Coordinator  
Phone: 717-553-5859  
Mobile: 610-952-4104

## DEP Accepting Applications For Act 101 Recycling Implementation Grants

Posted: 26 Oct 2018 11:00 AM PDT

The Department of Environmental Protection is now accepting applications for recycling implementation grants under Section 902 of Act 101, the Municipal Waste Planning, Recycling and Waste Reduction Act. The deadline for applications is March 22. ([formal notice](#))

Only those projects involving municipalities that have a mandatory trash collection program or projects seeking support for a residential recycling program that have a corresponding commercial recycling program will be considered for funding.

Applicants seeking funds to replace curbside collection containers or collection vehicles, or both, will need to demonstrate that the new equipment will increase collection efficiencies and tonnage of materials.

The following elements will receive priority for funding--

- Development and implementation of incentive-based pricing and collection programs designed to increase the quantities and types of recyclable materials and reduce the quantity of waste collected.
- Development and implementation of multi-municipal collection, processing and/or a materials marketing program where capital costs are reduced and/or recycling marketability is enhanced due to intergovernmental cooperation.
- Development and implementation of collection methods that will provide greater marketability and value to collected recyclable materials.
- New and innovative recycling educational programs that support the applicants' recycling collection efforts.

In addition, communities whose existing recycling programs contain the following components will receive additional consideration:

- Publicly provided or municipally contracted waste and recycling services.
- The collection of six or more of the following materials: newsprint, office paper, corrugated paper, other marketable grades of paper, aluminum cans, steel or bimetallic cans, colored glass containers, clear glass containers and plastics.
- Incentive-based pricing and collection programs designed to increase the quantities and types of recyclable materials and reduce the quantity of waste collected.

Potential applicants must contact the appropriate Department regional planning and recycling coordinator to schedule a pre-application conference to discuss application requirements and program particulars.

More information on Section 902 recycling grants will be available on DEP's [Recycling Financial Assistance](#) webpage. Read the full [October 27 PA Bulletin notice](#) for more information.



**Barbara A. Baker**

Recycling Manager

Phone: 717-735-0160

Mobile: 717-419-2360

**BOROUGH OF MOUNT JOY**  
**Lancaster County, Pennsylvania**  
**RESOLUTION NO. 5-19**

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MOUNT JOY,  
LANCASTER COUNTY, PENNSYLVANIA, APPOINTING AND/OR REAPPOINTING  
MEMBERS OF VARIOUS BOARDS, COMMISSIONS AND POSITIONS WITHIN THE  
BOROUGH ORGANIZATION.

WHEREAS, the Borough of Mount Joy acknowledges a vacancy due to resignation of John Hiestand effective on February 5, 2019 when the resignation was accepted by the Mount Joy Borough Authority Board;

WHEREAS, Borough Council acknowledges the resignation and vacancy of this position;

WHEREAS, Borough Council desires to appoint person to fill the position which is now vacant;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mount Joy, Lancaster County, Pennsylvania, as follows:

The Council of the Borough of Mount Joy, pursuant to the Municipality Authorities Act, appoints Steven Weems, as a member of the Mount Joy Borough Authority, who shall hold office until January 1, 2023.

The Council of the Borough of Mount Joy appoints Steven Weems to serve the remainder of John Hiestand's term.

DULY ADOPTED this 4th day of March 2019, by the Borough Council of the Borough of Mount Joy in lawful session duly assembled.

Attest: \_\_\_\_\_  
(Assistant) Borough Secretary

\_\_\_\_\_  
Council (Vice) President

[BOROUGH SEAL]



**MOUNT JOY BOROUGH AUTHORITY**  
P.O. Box 25  
MOUNT JOY, PENNSYLVANIA 17552



From the Office of:  
**Joseph M. Ardini**  
Authority Administrator

INCORPORATED 1948

TELEPHONE (717) 653-5938  
FAX (717) 653-6680  
E-MAIL: [joe@mountjoy.org](mailto:joe@mountjoy.org)

February 7, 2019

Mr. Sam Sulkosky, Borough Manager  
Mount Joy Borough Council  
21 East Main Street  
Mount Joy, PA 17552

RE: Mount Joy Borough Authority board member appointment

Dear Sam:

The Authority Chairman received notice dated from Authority Board Member John Hiestand advising he will be resigning from his appointment with the Authority. Due to changes in Mr. Hiestand's employment, he is unable to continue serving as an Authority Board Member. Mr. Hiestand provided the Authority, Borough and Community with many years of service. The guidance, dedication, leadership and professionalism from Mr. Hiestand will truly be missed.

At the February 5, 2019 meeting of Mount Joy Borough Authority, the board accepted the resignation of Mr. Hiestand.

Subsequent to accepting Mr. Hiestand's resignation the board made a motion to respectfully request Borough Council considers appointing Mr. Steven Weems to fill the unexpired term of Mr. Hiestand with the Borough Authority to January 1, 2023.

The Authority believes Mr. Weems's current and past experiences including Environmental, Safety, & Health management, Project Manager and Manufacturing Manager will benefit the Authority Board, customers and community. Mr. Weems currently resides at 1220 Janet Drive, Mount Joy, is a residential customer of the Authority and is also employed within the Borough, these attributes meet the requirements of the **Chapter 56 Municipal Authorities; Section: 5610. Governing body (b) Residency (1)** for appointment as a member of the Board.

The Authority Board appreciates the consideration given to this recommendation and looks forward to Mr. Weems providing his dedication and service to the Authority.

Respectfully,

Joseph M. Ardini

**Lancaster County Hazard Mitigation Plan  
Municipal Adoption Resolution**

Resolution No. 6-19

Borough of Mount Joy, Lancaster County, Pennsylvania

**WHEREAS**, the Borough of Mount Joy, Lancaster County, Pennsylvania, is most vulnerable to natural and human-made hazards, which may result in loss of life and property, economic hardship, and threats to public health and safety, and

**WHEREAS**, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

**WHEREAS**, the Borough of Mount Joy acknowledges the requirement of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

**WHEREAS**, the Lancaster County Hazard Mitigation Plan has been developed by Lancaster County Emergency Management Agency in cooperation with other County departments, and officials and citizens of Borough of Mount Joy, and

**WHEREAS**, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Lancaster County Hazard Mitigation Plan, and

**WHEREAS**, the Lancaster County Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

**NOW THEREFORE BE IT RESOLVED** by the governing body for the Borough of Mount Joy:

- The 2019 Lancaster County Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the Borough of Mount Joy, and
- The respective officials and agencies identified in the implementation strategy of the 2019 Lancaster County Hazard Mitigation Plan are hereby directed to execute the recommended activities assigned to them.

ADOPTED, by the Council of the Borough of Mount Joy, at a public meeting this 4th day of March 2019.

ATTEST:

\_\_\_\_\_  
(Assistant) Borough Secretary

\_\_\_\_\_  
Borough Council (Vice) President

[BOROUGH SEAL]

## Samuel Sulkosky

---

**From:** Municipal <municipal-bounces@lists.lancema.us> on behalf of Benjamin P. Herskowitz <bherskowitz@lancema.us>  
**Sent:** Thursday, January 31, 2019 10:14 AM  
**To:** 'Municipal Officials'  
**Cc:** Philip A. Colvin; 'DSmith@cityoflancasterpa.com'  
**Subject:** [Municipal Officials] Follow up: August 2018 PA flooding - Federal Disaster Declaration - Hazard Mitigation Grant Program  
**Attachments:** HMGP-4408 Initial Briefing-Final 03JAN2019.ppt; 00-HMGP-Letter of Intent Pre-Application Form.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

See the attached information related to grant money from the August flooding.

### A few Key Points

1. Municipalities' must have adopted the 2019 Hazard mitigation Plan
2. The Project requested must be in the 2019 Hazard Mitigation Plan
3. The specific letter of intent (attached to this email) must be submitted by February 28<sup>th</sup>, 2019
4. If Grant is awarded Funding 75% Federal 25% State
5. If Help is needed with applying, municipalities may consider using a contractor for assistance.

#### Examples are:

- a. Tetra Tech
- b. Baker (Michael Baker Jr, Inc)
- c. AECOM

V/R

## Benjamin Herskowitz

Radiological Trainer/Planner  
Lancaster County Emergency Management Agency  
[bherskowitz@lancema.us](mailto:bherskowitz@lancema.us) 717-664-1206

=====  
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N.J. Hess Associates

# Compensation Study

Mount Joy Borough, Pennsylvania



1106 Galway Court  
Hummelstown, Pennsylvania 17036  
(717) 566-6115  
[www.njhessassociates.com](http://www.njhessassociates.com)

Prepared by Nancy J Hess, Consultant  
11/17/2015

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## Introduction

This compensation study draws upon existing survey data sources to derive market pay ranges for all positions at the Borough except police. The consultant utilizes the market range to prepare recommendations for pay at the Borough. The findings and recommendations are detailed for each position and also summarized in this report. Finally, the consultant recommends compensation policy language to guide compensation decisions. All of the findings and recommendations will be reviewed and discussed with the Borough Manager and revised to reflect the needs of the Borough going forward.

As this report is read, several guiding principles in methodology are important to keep in mind:

1. "Market" is always a ballpark indicator and therefore the exact placement of a position in a market range should reflect consideration of other factors, such as the years of experience in the field of the survey participants as well as the years of experience of the job incumbent, the composition of the survey market (i.e., who was included) and the age of the data.
2. The key metric for survey data analysis is the Compratio. This represents the relationship between the survey average and the current pay of the job incumbent(s). If the ratio is "1" then the current pay is essentially equal to the market. If the ratio is ".90" this means the current pay is 90% of the market average. If it is "1.05" this means is 5% above the market average.
3. The first quartile can be useful to measure whether pay is progressing appropriately to the midpoint. In general, positions should be paid at the first quartile within three (3) years of placement in the pay range.
4. Not all positions are good benchmarks for surveys. They are too dissimilar to other organizations or simply not common enough to gather good data. In such cases, job evaluation methods are used to compare the position internally to other positions. This study utilizes a "slotting" method that is based on established job descriptions.
5. Once the preliminary market ranges are derived, it is necessary to "smooth" data to create a best fit for the organization. This helps to eliminate gaps and address such issues as promotion and internal equity (reasonable pay relationships within the organization). Job evaluation may assist with this, or the consultant may rely on one survey source rather than another to create a better fit for the organization.
6. Recommendations include time frames for adjusting pay to align with the market. It is important to consider that small structural adjustments to the pay ranges should also be made each year so in reality alignment with the midpoint may require small accelerated increases over several years to catch up.

## Survey Data Sources

The following sources were utilized for this study.

1. Denver Borough Survey – 2015 (adjusted 2%)
2. East Hempfield Township Survey – late 2013 (adjusted 3%)
3. East Lampeter Survey – early 2013 (adjusted 6%)
4. Economic Research Institute (ERI) – Current
  - Total compensation reports are provided for job positions covered by this survey
5. Bureau of Labor Statistics (BLS) – As noted
  - Links provided for BLS data can be accessed in the future for updated survey information. Scroll to the bottom of the screen and select state and local wages tab.

## BOROUGH MANAGER

Samuel Sulkosky

**GENERAL SUMMARY:** Under general direction from Borough Council, manage and direct operations to ensure effective delivery of programs and services; facilitate and direct planning for use of land and capital resources to make the Borough an attractive place to live and work; recommend policy and procedures to ensure compliance with laws, regulations and Borough objectives.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 67,985	\$ 84,981	\$ 101,977	0.87	\$ 76,483	1.09

The current pay for the Borough Manager is **\$73,971**; he has been in this position for four (4) years but previously held the position of Public Works Director for seventeen (17) years and has a total of thirty one (31) years of service with the Borough. In general, it is appropriate to start pay at the first quartile when an employee has previous experience with the organization and then adjust pay to the midpoint in one (1) to three (3) years of experience. Many incumbents who participated in the survey reported over ten (10) years of experience as Manager, so this may factor into the discrepancy with the market average. However, given the length of experience this incumbent has with the Borough in a management level position, it is appropriate to give heavy consideration for previous years of experience. Therefore, the recommendation is to adjust the pay to the first quartile and maintain an accelerated increase so that pay reaches the market midpoint within a one (1) to three (3) year time frame.

### RECOMMENDATION:

A market adjustment to the pay for Borough Manager should be applied to ensure he is at least at the first quartile and will reach the market average within a one (1) to three (3) year time frame.



## PLANNING ZONING CODES ADMINISTRATOR

Starie Gibbs 62,130

*GENERAL SUMMARY: Under general direction, coordinate and direct review of zoning hearing board applications, and subdivision and land development plans; serve as building codes official, respond to resident needs and resolve problems relative to Borough ordinances; meet with Planning Commission and Zoning Board to present plans and recommendations.*

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 46,599	\$ 58,249	\$ 69,898	0.93	\$ 52,424	1.16

Current pay for the PZC Administrator is **\$54,270**; she has been with the Borough approximately seven (7) years. She is currently paid above the first quartile. In general, it is appropriate to adjust pay to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. She has sufficient years of experience to warrant an adjustment in pay to the market midpoint. In general, where adjustments to the market midpoints are not attainable in one budget year, it is recommended that an accelerated increase be given over a period of one (1) to three (3) years to bring the pay in line with the market. Therefore, the recommendation is to adjust the pay closer to the market midpoint and maintain an accelerated increase so that pay reaches the market midpoint within one (1) to three (3) years.

### RECOMMENDATION:

A market adjustment to the pay for the PZC Administrator should be applied to ensure that pay for the position reaches the market average within a one (1) to three (3) year time frame.

## STORMWATER ENFORCEMENT OFFICER

*Dave Salley - 04.02*

**GENERAL SUMMARY:** Under direction; provide administrative direction and perform inspections to enforce the provisions of the Borough stormwater management code, state and federal regulations; serve as Assistant Borough Codes Officer in absence of Codes Official; performs duties of public works or parks maintenance technician as needed.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 20.14	\$ 25.17	\$ 30.20	0.83	\$ 22.65	1.03

Current pay for the Stormwater Enforcement Officer is **\$20.82**; he has been in this position for three (3) years but has thirty seven (37) years of service with the Borough. He is not yet paid at the first quartile. In general, it is appropriate to use the first quartile as a target starting rate for an experienced employee and to the market midpoint within three (3) to five (5) years. In general, where adjustments are not attainable in one budget year, it is recommended that an accelerated increase be given over a period of one (1) to three (3) years to bring the pay in line with the market. Therefore, the recommendation is to adjust the pay to the first quartile and maintain an accelerated increase so that pay reaches the market midpoint within one (1) to three (3) year time frame.

### RECOMMENDATION:

A market adjustment to the pay for the SEO should be applied to bring pay to the first quartile and ensure that pay for the position reaches the market average within a one (1) to three (3) year time frame.

### BLS SURVEY – ENVIRONMENTAL TECHNICIAN

<http://www.onetonline.org/link/summary/13-1041.01>

Lancaster, PA MSA 2014

Low Median High

Hourly \$14.33 **\$26.11** \$39.49

Yearly \$29,800 \$54,310 \$82,140

Median adjusted 3% - \$26.89

### ERI SURVEY - ENVIRONMENTAL TECHNICIAN

Years of Experience	Base				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 22.22	\$ 23.46	\$ 25.15	\$ 26.73	\$ 28.36
5	\$ 20.07	\$ 21.15	\$ 22.62	\$ 23.97	\$ 25.38
1	\$ 17.81	\$ 18.74	\$ 19.99	\$ 21.12	\$ 22.30

## ACCOUNTING SPECIALIST

*Jill Frey - 22.02*

**GENERAL SUMMARY:** Under direction, perform accounting tasks to support business and human resource functions; process accounts payable and receivable; process payroll, benefit, purchasing and related records; respond to request for information and assistance; post entries into general ledger; reconcile bank accounts.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 17.45	\$ 21.82	\$ 26.18	0.93	\$ 19.63	1.17

Current pay for the Accounting Specialist is **\$20.34**; she has eight (8) years of experience with the Borough and one and a half (1.5) years of experience in this position. She is currently paid above the first quartile. In general, it is appropriate to adjust pay to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. In this case, she started above the first quartile (as appropriate with her experience) and should reach the market midpoint within one (1) to three (3) years. The current pay rate is appropriate for the incumbent.

### RECOMMENDATION:

No market adjustment is currently necessary for Accounting Specialist.

### BLS SURVEY – BOOKKEEPING ACCOUNTING CLERK

<http://www.onetonline.org/link/summary/43-3031.00>

Lancaster, PA MSA 2014

Low Median High

Hourly \$10.49 **\$16.78** \$23.52

Yearly \$21,810 \$34,910 \$48,910

Median adjusted 3% - \$17.28

### ERI SURVEY – ACCOUNTING TECHNICIAN

Years of Experience	Base				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 21.12	\$ 22.29	\$ 23.88	\$ 25.35	\$ 26.89
5	\$ 19.23	\$ 20.25	\$ 21.65	\$ 22.93	\$ 24.26
1	\$ 17.32	\$ 18.22	\$ 19.44	\$ 20.53	\$ 21.68

## RECEPTIONIST SECRETARY

Jean Lull - 15.19

**GENERAL SUMMARY:** Under direction, perform a variety of administrative office tasks to ensure smooth and efficient processing of information and delivery of services to the public; manage incoming calls, greet visitors; provide information, process payments; provide administrative support in related areas.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 12.53	\$ 15.66	\$ 18.80	0.86	\$ 14.10	1.08

Current pay for the Receptionist Secretary is **\$13.50**; she is new to the position and is currently paid above the market starting rate. No market adjustments are necessary at this time.

### RECOMMENDATION:

No market adjustment is currently necessary for Receptionist Secretary.

### BLS SURVEY – RECEPTIONIST AND INFORMATION CLERK

<http://www.onetonline.org/link/summary/43-9061.00>

Lancaster, PA MSA 2014

Low Median High

Hourly \$8.85 **\$13.49** \$20.93

Yearly \$18,400 \$28,060 \$43,540

Median adjusted 3% - \$13.89

### ERI SURVEY - SECRETARY

Years of Experience	Base				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 15.63	\$ 16.69	\$ 18.16	\$ 19.42	\$ 20.76
5	\$ 13.64	\$ 14.55	\$ 15.84	\$ 16.94	\$ 18.12
1	\$ 11.47	\$ 12.19	\$ 13.24	\$ 14.11	\$ 15.09

## ADMINISTRATIVE ASSISTANT

Lisa Peffley - 17.25

**GENERAL SUMMARY:** Under direction, provide administrative support for management in the area of human resources and operations; work directly with Borough Manager to ensure smooth flow of communication and availability of information; serve as recording secretary for Borough Council meetings; serve as Recycling Coordinator.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 14.76	\$ 18.45	\$ 22.14	0.95	\$ 16.61	1.19

Current pay for the Administrative Assistant is **To Be Determined**; . No market adjustments are necessary at this time.

### RECOMMENDATION:

No market adjustment is currently necessary for Administrative Assistant.

### ERI SURVEY - ADMINISTRATIVE ASSISTANT

Years of Experience	Base				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 17.94	\$ 19.36	\$ 21.26	\$ 23.02	\$ 24.84
5	\$ 15.65	\$ 16.90	\$ 18.60	\$ 20.12	\$ 21.71
1	\$ 13.60	\$ 14.66	\$ 16.15	\$ 17.48	\$ 18.86

## PUBLIC WORKS DIRECTOR

Donnis Missley - 60,174

**GENERAL SUMMARY:** Under general direction, direct the supervision of public works employees in streets and parks; assist with development of vision for the future of the Borough Public Works Department; coordinate, plan and develop projects; manage public relations and recommend budgets.

(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
Min	Mid	Max			
\$ 50,151	\$ 62,689	\$ 75,227	0.80	\$ 56,420	1.00

Current pay for the Public Works Director is **\$50,000**; he has been with the Borough and in his current position for (1) year; he is not yet paid at the first quartile. In general, it is appropriate to adjust pay to the first quartile within three (3) years and to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. However, the length of experience of incumbents who participated in the survey was at least eight (8) to ten (10) years, so this may factor into the discrepancy with the market average. Therefore, the recommendation is to continue moving the pay closer to the market midpoint and maintain an accelerated increase so that pay reaches the market midpoint within the five (5) to eight (8) year time frame.

### RECOMMENDATION:

A market adjustment to the pay for Public Works Director should be applied to ensure he is at least at the first quartile within two (2) years and will reach the market average within the five (5) to eight (8) year time frame from the start date as PW Director.

	(Market Average)			COMPRA	FIRST	RANGE
	Min	Mid	Max	RATIO	QUARTILE	PENETRATION
Crew Leader	\$ 17.91	\$ 22.39	\$ 26.87	1.01	\$ 20.15	1 26
Parks Superintendent	\$ 17.91	\$ 22.39	\$ 26.87	1.01	\$ 20.15	1 26

#### CREW LEADER

James Messersmith - 25.60  
John Stine - 22.57

**GENERAL SUMMARY:** Under general direction; supervise maintenance technicians in performance of job duties and responsibilities; operate equipment; maintain and repair streets; maintain and repair vehicles and equipment; maintain and repair traffic signs; maintain and repair storm sewer system; maintain buildings and grounds, and assist other departments within the Borough.

The available survey data for crew leader is limited. The participants in the survey sources have a variety of titles that make it difficult to determine good matches. Therefore, the recommended range for this position is the result of averaging the findings for Crew Leader and Parks Superintendent.

The current pay for the incumbent is \$22.51; he has been in the position for fifteen (15) years and with the Borough for twenty eight (28). Currently he is above the midpoint. Therefore, no further market adjustments are necessary at this time.

**RECOMMENDATION:** No market adjustments are necessary.

#### PARKS SUPERINTENDENT

Brian Brubaker - 25.60

**GENERAL SUMMARY:** Under direction, supervise parks maintenance workers in performance of work; plan and direct work projects, ensure appropriate utilization of resources, respond to public inquiries and complaints, and assess the need for maintenance, repair and improvement in operations and assist with development of vision for the future of the Borough Public Works Department. Assist in preparation and submission of grant documents.

The current pay for Parks Superintendent is \$22.51; he has been with the Borough for fifteen (15) years and in his current position for eleven (11). Currently he is above the market average. Therefore, no further market adjustments are necessary.

**RECOMMENDATION:** No market adjustments are necessary.

#### BLS SURVEY - FIRST-LINE SUPERVISORS OF LANDSCAPING, LAWN SERVICE, AND GROUNDSKEEPING WORKERS

<http://www.onetonline.org/link/summary/37-1012.00>

Lancaster, PA MSA 2014

Low Median High

Hourly \$19.23 \$27.51 \$35.51

Yearly \$40,000 \$57,220 \$73,860

Median adjusted 3% - \$28.34

# **ERI SURVEY – GROUNDS MAINTENANCE FOREMAN**

	Base				
Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 21.81	\$ 23.11	\$ 24.85	\$ 26.49	\$ 28.17
5	\$ 19.63	\$ 20.75	\$ 22.26	\$ 23.67	\$ 25.12
1	\$ 17.74	\$ 18.72	\$ 20.05	\$ 21.25	\$ 22.51



## RECOMMENDATION:

A market adjustment to the pay for the Maintenance Technician should be applied to bring all incumbents in line with starting market rates and to continue accelerated adjustments to pay to the first quartile within three (3) years and the market average within a five (5) to eight (8) year time frame.

## BLS SURVEY – HIGHWAY WORKER

<http://www.onetonline.org/link/summary/47-4051.00>

Lancaster, PA MSA 2014

	Low	Median	High
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Hourly	\$12.82	\$19.24	\$23.76
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Yearly	\$26,660	\$40,030	\$49,410
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Median adjusted 3% - \$19.82

	(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
	Min	Mid	Max			
Parks (PT)	\$ 12.53	\$ 15.66	\$ 18.79	NA	\$ 14.09	NA
Parks (FT)	\$ 14.42	\$ 19.35	\$ 21.62	0.72	\$ 16.88	0.97
Maint Tech	\$ 14.42	\$ 19.35	\$ 21.62	0.72	\$ 16.88	0.97
Ins/Maint Tech	\$ 16.56	\$ 20.70	\$ 24.84	0.85	\$ 18.63	1.06

## INSPECTOR / TECHNICIAN

**GENERAL SUMMARY:** Under direction, perform inspections of various Borough construction projects to ensure conformance to Borough ordinances, regulations and standards; provide information to contractors as needed and solve problems encountered during projects; perform the duties and responsibilities of Maintenance Technician; may perform the duties of crew leader in his absence.

Good survey matches for this position are not available. Therefore, the recommended range for this position is the result of applying a one level midpoint progression (7%) to the midpoint of the market range for Public Works Technician.

The current pay for the incumbent is **\$17.58**; he has been with the Borough for eleven years (11) and in his current position for five (5). He is currently not paid up to the first quartile. In general, it is appropriate to use the first quartile as a target starting rate for an experienced employee and to the market midpoint within three (3) to five (5) years. In general, where adjustments are not attainable in one budget year, it is recommended that an accelerated increase be given over a period of one (1) to three (3) years to bring the pay in line with the market. Therefore, the recommendation is to adjust the pay to the first quartile and maintain an accelerated increase so that pay reaches the market midpoint within one (1) to three (3) year time frame.

### RECOMMENDATION:

A market adjustment to the pay for the Inspector/Maintenance Technician should be applied to ensure that pay for the position reaches the market average within a one (1) to three (3) year time frame.

## PUBLIC WORKS MAINTENANCE TECHNICIAN

**GENERAL SUMMARY:** Under direction; operate equipment; maintain and repair streets; maintain and repair vehicles and equipment; maintain and repair traffic signs; maintain and repair storm sewer system; maintain buildings and grounds, and assist other departments within the Borough.

The current pay for Public Works Maintenance Technician is \$14.00; this is closer to survey pay data for part-time laborer or groundskeeper. It is appropriate to adjust pay for all incumbents to the minimum market rate. After this, it is appropriate to adjust pay to the first quartile within three (3) years of the start date and to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. In general, where adjustments are not attainable in one budget year, it is recommended that an accelerated increase be given over a period of one (1) to three (3) years to bring the pay in line with the market. Therefore, the recommendation is to adjust the pay to the first quartile and maintain an accelerated increase so that pay reaches the market midpoint within one the five (5) to eight (8) year time frame.

Barry Gelfmarcher 16.50  
Shawn Long 16.50  
William Richardson 16.00

## PARKS MAINTENANCE TECHNICIAN

*GENERAL SUMMARY: Under general supervision, repair, upgrade and maintain parks and grounds, and perform other general maintenance tasks to improve grounds and facilities. May operate equipment or drive truck, or perform skilled work depending on level of experience and training, and needs of the department.*

The current pay for Parks Maintenance Worker is \$14.00; because the nature of this job position is typically seasonal, the market average has been set as the starting rate and is assigned to part-time as opposed to full-time employees. Based on survey findings, many municipalities pay full-time parks workers the same as general public works maintenance workers due to the amount of cross-over of work. This is an important factor for internal equity and the ability of the Borough to retain good workers. Full-time incumbents are currently new to the position and should progress to the first quartile within three (3) years and to the midpoint over five (5) to eight (8) years.

### RECOMMENDATION:

A market adjustment to the pay for the Parks Maintenance Technician should be applied to bring all incumbents in line with starting market rates and to continue accelerated adjustments to pay to the first quartile within three (3) years and the market average within a five (5) to eight (8) year time frame.

### BLS SURVEY

<http://www.onetonline.org/link/summary/37-3011.00>

Lancaster, PA MSA 2014

Low    Median    High

Hourly \$8.76 **\$13.56** \$18.29

Yearly \$18,220 \$28,210 \$38,040

Median adjusted 3% - \$13.97

Barry Getmanches 16.50

### ERI SURVEY – GROUNDSKEEPER

	Base				
Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
10	\$ 14.36	\$ 15.31	\$ 16.66	\$ 17.80	\$ 19.05
5	\$ 12.53	\$ 13.34	\$ 14.51	\$ 15.47	\$ 16.55
1	\$ 10.68	\$ 11.35	\$ 12.33	\$ 13.11	\$ 14.00

## ADMINISTRATIVE ASSISTANT (POLICE)

*Denine Ward - 19.22*

**GENERAL SUMMARY:** Under direction, provide administrative support to Chief of Police and officers to ensure timely transmittal or processing of information, efficient organization of department data and professional courtesy to office callers and visitors; provide oversight of office operations and coordinate work flow for office staff.

	(Market Average)			COMPRA RATIO	FIRST QUARTILE	RANGE PENETRATION
	Min	Mid	Max			
Admin Spec	\$ 14.00	\$ 17.50	\$ 21.00	1.02	\$ 15.75	1.20
Admin Asst	\$ 14.42	\$ 18.02	\$ 21.62	0.98	\$ 16.22	1.22

The current pay for Administrative Assistant in the police department is **\$17.60**; the incumbent has been with the Borough for nine (9) years. She is currently above the first quartile but not yet to the midpoint pay rate. In general, it is appropriate to adjust pay to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. Therefore, pay for this position should be brought to the midpoint within a one (1) to three (3) year framework.

## RECOMMENDATION:

Pay for Police Administrative Assistant should be brought to the midpoint within a one (1) to three (3) year framework.

*Karen Taylor - 18.70*

## ADMINISTRATIVE SPECIALIST (POLICE) *(part time)*

**GENERAL SUMMARY:** Under direction, provide administrative support to police department to ensure timely transmittal or processing of information, efficient organization of department data and professional courtesy to office callers and visitors.

The current pay for Administrative Specialist in the police department is **\$16.79**; the incumbents have been with the Borough for over five (5) years. They are currently paid above the first quartile but not yet to the midpoint pay rate. In general, it is appropriate to adjust pay to the midpoint where the incumbent possesses five (5) to eight (8) years of experience. Therefore, pay for this position should be brought to the midpoint within a one (1) to three (3) year framework.

**RECOMMENDATION:**

Pay for Police Administrative Specialist should be brought to the midpoint within a one (1) to three (3) year framework.

**RECOMMENDED PAY SCHEDULE**

Job Title	(Market Average)		
	Min	Mid	Max
Bor Mgr/Sect	\$ 67,985	\$ 84,981	\$ 101,977
P, C, Z Admin	\$ 46,599	\$ 58,249	\$ 69,898
StormEnf Off/Asst Codes	\$ 20.14	\$ 25.17	\$ 30.20
Acct Spec	\$ 17.45	\$ 21.82	\$ 26.18
Rec/Sect	\$ 12.53	\$ 15.66	\$ 18.80
Adm Asst	\$ 14.76	\$ 18.45	\$ 22.14
PW Dir	\$ 50,151	\$ 62,689	\$ 75,227
Ins/Maint Tech	\$ 16.56	\$ 20.70	\$ 24.84
Crew Leader	\$ 17.91	\$ 22.39	\$ 26.87
Maint Tech	\$ 15.48	\$ 19.35	\$ 23.22
Parks Supt	\$ 17.91	\$ 22.39	\$ 26.86
Parks Maint Tech	\$ 15.48	\$ 19.35	\$ 23.22
Police Adm Asst	\$ 14.55	\$ 18.19	\$ 21.83
Police Adm Clk	\$ 14.00	\$ 17.50	\$ 21.00



**BOROUGH OF MOUNT JOY  
MEMORANDUM**

**TO:** A&F Committee

**FROM** Samuel Sulkosky, Borough Manager

**DATE:** February 22, 2019

**RE:** February 28, 2019 Manager's Report

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**Administration:**

- PLGIT – Current yield as of 01-19-2018 is 2.56%. Transaction: \$250,000 transferred from Northwest Refuse to PLGIT Refuse on 2/6/2019.

**Marietta Avenue Pedestrian Project:** ROW Acquisition – one remaining property.

**Jacob Street Bridge:** Pre-construction meeting on March 5, 2019.

**Other Items of Note:**

- Public Works Committee meeting.
- Public Safety Committee meeting.
- Planning Commission.
- County manager's meeting.
- Gannett Fleming meeting.
- Chamber of Commerce meeting.
- Mount Joy Community Foundation update.
- Grant update: 902 Refuse Grant met with PA DEP and LCSWMA.
- PSAB Inside PA Boroughs to be aired on PCN in April 2019.
- Met with Councilor David Feuerstacke.
- Polygon US – delivered restored Borough documents – 38 boxes.
- Rotary Club
- Senator Aument's Legislative Breakfast.
- Dealt with a number of legal issues, pending litigation and RTKL Appeal (executive session).
- Borough auditors on site from 2/11/2019 to 2/20/2019. To appear before Administration & Finance Committee in March 2019.
- Lancaster County Boroughs Association quarterly meeting on 2/27/2019.

Mount Joy Borough  
Route 0772 Section 040  
Negotiation Progress Report

[illegible]

## Mount Joy Borough Meeting

02/21/19

Please see the status update below for the Amtrak Station project.

- Current Status:** Completed installation of scaffold around north tower.  
Continued construction of covered sidewalk on Market Street Bridge.  
Completed installing cap stones on the north tower.  
Commenced installing brick veneer on north tower.
- Night Work:** PP&L will be relocating a neutral wire on the Market Street Bridge.  
Work will begin on February 23, 2019 at 11:00pm and conclude February 24, 2019 at 6:00am.
- Parking Disruptions:** Cling and Comfort Allies to remain closed until further notice.  
West Henry Street parking lot will remain closed (This area will be used for construction parking and material storage).  
Commuter parking lot on East Henry Street continues to be closed off for construction activity. The area will remain closed until September 2019.  
Signs are posted directing commuters to use the overflow parking behind the borough offices.
- Road Closures:** Market Street bridge will remain closed until March 18, 2019.  
  
This is for the construction and installation of the steel truss canopies and pedestrian walkway between north and south towers.  
  
Flaggers will continue to be on site during working hours to assist with receiving structural steel deliveries.
- Upcoming Activities:** Continue site work for north side embankment and moment slab.  
Complete installation of brick veneer on north tower.  
Complete pedestrian bridge footer and backfill at Market Street and North tower entry.  
Weekend work is scheduled to be performed on 02/23 – 02/24 from 10:00am to 4:00pm.



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# Mount Joy Borough

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## Zoning & Code Department

### REPORT

To: Council Administration and Finance Committee; Borough Manager

From: Stacie Gibbs- Zoning, Codes and Planning Administrator

Date: February 2019

Re: February 2019 Zoning, Code and Planning Report

### UPDATES

- Laurel Harvest Labs: The plaintiffs' lawsuits against the State have been dismissed according to Laurel Harvest. They will be reapplying along with the other 7 clinical research license applicants in the next few months for approval.

### REPORT

- Conducted rental inspections.
- Entered into permit manager, 2019 license forms, tenant reports and payments received.
- Conference call with Mike Phillips, TE Connectivity, 1250 E. Main Street, regarding proposed project.
- Reviewed long list of permit questions from Steve Cullen with the County Assessment office.
- Review of proposed food truck on a lot. Review of Solicitor interpretation. Discussion with property owner and owner of food truck. No permits received to date.
- Reviewed UGI Restoration list provided by Dennis and provided comments.
- Drafted February 2019 PC minutes.
- Received and reviewed the Environmental Covenant between The Lions Club, UGI and PPL. This Covenant is almost the same as the Covenant for the Old Standby Park.
- Researched and provided information for zoning for an accessory structure project at 146 N. High Street. No permits received to date.

## **MEETINGS**

- Attended staff meetings.
- Attended Mount Joy Train Station bi-weekly meetings.
- Attended Council meeting.
- Attended Planning Commission meeting.
- Met with Cable Services Company, Inc., new business interested in occupying space at 14 Concord (previously Leffler), same use.
- Met with Tim Sturgiss, PPL; Brenaman Electric, and CCIS at 212 N. Market Avenue to discuss and observe electric service.
- Met with staff to discuss compost site grant application and Manheim Street swale.
- Met with owner of 212 N. Market Avenue property to discuss neighbor concerns.

## **TRAINING**

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**MOUNT JOY BOROUGH-Violations: " 2/1/2019 - 2/21/2019**

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**Fire  
Closed**

**Total number of Closed Fire Violations: 1**

**Open**

**Total number of Open Fire Violations: 2**

**Property  
Closed**

**Total number of Closed Property Violations: 9**

**Open**

**Total number of Open Property Violations: 8**

**StormWater  
Open**

**Total number of Open StormWater Violations: 1**

**Zoning  
Open**

**Total number of Open Zoning Violations: 1**

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**MOUNT JOY BOROUGH-MultiSelect Permits App Date: 2/1/2019 - 2/21/2019**

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
<b>Building</b>						
<b>Com-Accessory</b>						
<b>Pending</b>						
190332	2/6/2019		MURPHY ROLAND G	801 W MAIN ST	Accessory Commercial Garage	\$50.00
<b>Total Com-Accessory 1</b>						<b>\$50.00</b>
<b>Total Building 1</b>						<b>\$50.00</b>
<b>Plumbing</b>						
<b>Res-Plumbing</b>						
<b>Active</b>						
190358	2/6/2019	2/13/2019	GEHMAN BRIAN L GEHMAN JENNIFER L	337 W DONEGAL ST	Remodel 2nd floor bathroom	\$65.00
<b>Total Res-Plumbing 1</b>						<b>\$65.00</b>
<b>Total Plumbing 1</b>						<b>\$65.00</b>
<b>Zoning</b>						
<b>Fence</b>						
<b>Active</b>						
190384	2/15/2019	2/15/2019	MARC & JESSICA SCHAFER	24 N JACOB ST	Fence	\$40.00
<b>Total Fence 1</b>						<b>\$40.00</b>
<b>Light Home Occupation</b>						
<b>Active</b>						
190308	2/5/2019	2/5/2019	BAKER MICHAEL H & CHARLOTTE L	148 NEW HAVEN ST	Light Home Occupation: Office	\$40.00
<b>Total Light Home Occupation 1</b>						<b>\$40.00</b>
<b>Patio</b>						
<b>Active</b>						
190380	2/14/2019	2/14/2019	DENISE PORAMBO THOMAS PORAMBO	400 KEINATH ST	Paver walkway, paver patio and wall	\$40.00
<b>Total Patio 1</b>						<b>\$40.00</b>
<b>Shed</b>						
<b>Active</b>						
190378	2/14/2019	2/15/2019	DAYTON JACQUELINE & WILLIAM	315 BIRCHLAND AVE	shed	\$40.00
<b>Total Shed 1</b>						<b>\$40.00</b>
<b>Total Zoning 4</b>						<b>\$160.00</b>
<b>Total Permits: 6</b>						<b>\$275.00</b>

**MOUNT JOY BOROUGH-StormWater Permits App Date: 2/1/2019 - 2/21/2019**

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
<b>StormWater</b>						
<b>Exemption</b>						
<b>Active</b>						
190381	2/14/2019	2/14/2019	DENISE PORAMBO THOMAS PORAMBO	400 KEINATH ST	Paver walkway, paver patio, and wall	\$50.00
190379	2/14/2019	2/15/2019	DAYTON JACQUELINE & WILLIAM	315 BIRCHLAND AVE	Shed	\$50.00
<b>Pending</b>						
190333	2/6/2019		MURPHY ROLAND G	801 W MAIN ST	Commercial Accessory Garage	\$50.00
<b>Total Exemption 3</b>						<b>\$150.00</b>
<b>Total StormWater 3</b>						<b>\$150.00</b>
<b>Total Permits: 3</b>						<b>\$150.00</b>

# MOUNT JOY BOROUGH-Rental Permits App Date: 2/1/2019 - 2/21/2019

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
<b>Rental</b>						
<b>2019 Residential Rental</b>						
<b>Active</b>						
190314	2/5/2019	2/5/2019	RONALD H ROHRER INC	125 S MARKET AVE	125 S MARKET AVE	\$50.00
190325	2/6/2019	2/6/2019	ERB M GRACE ET AL	357 S ANGLE ST	357 S ANGLE ST	\$50.00
190302	2/4/2019	2/4/2019	BECKER HENRY A	145 NEW HAVEN ST	145 NEW HAVEN ST	\$50.00
190303	2/4/2019	2/4/2019	CORDOVA VELASQUEZ LOURDES	421 S PLUM ST	421 S. PLUM ST	\$50.00
190304	2/4/2019	2/4/2019	VOYTEK ANDREW	310 SAGAMORE HL	310 SAGAMORE HILL	\$50.00
190305	2/4/2019	2/4/2019	GROFF DEVON GROFF AUSTIN	26 W MAIN ST	26 W. MAIN ST UNIT 1	\$50.00
190306	2/4/2019	2/4/2019	FORRY JAMES S	827 CHURCH ST	827 CHURCH STREET	\$50.00
190307	2/4/2019	2/4/2019	HERNANDEZ JOSEPHINE H	30 W MAIN ST	28 W MAIN ST	\$50.00
190309	2/5/2019	2/5/2019	PAPPAS JOHN P & DAWN G	127-129 S BARBARA ST	127-129 S BARBARA ST	\$100.00
190310	2/5/2019	2/5/2019	PAPPAS DAWN AND JOHN	574 UNION SCHOOL RD	576-592 UNION SCHOOL RD	\$450.00
190311	2/5/2019	2/5/2019	PAPPAS DAWN AND JOHN	601 UNION SCHOOL RD	601-607 UNION SCHOOL RD	\$200.00
190300	2/4/2019	2/4/2019	NOLT RUTH	733 W MAIN ST	733 W MAIN ST	\$50.00
190313	2/5/2019	2/5/2019	PAPPAS JOHN P & DAWN G	206-208 S BARBARA ST	206-208 S BARBARA ST	\$100.00
190299	2/4/2019	2/4/2019	EDMONDS TYLER S	919 W MAIN ST	919 W MAIN ST SECOND FLOOR	\$50.00
190315	2/5/2019	2/5/2019	SHENK FAMILY TRUST ET AL	127 W MAIN ST	127 W MAIN ST	\$100.00
190316	2/5/2019	2/5/2019	ERB M GRACE ET AL	341 S ANGLE ST	341 SOUTH ANGLE ST	\$50.00
190317	2/5/2019	2/5/2019	ERB M GRACE ET AL	345 S ANGLE ST	345 SOUTH ANGLE ST	\$50.00
190318	2/5/2019	2/5/2019	ERB M GRACE ET AL	349 S ANGLE ST	349 SOUTH ANGLE ST	\$50.00
190319	2/5/2019	2/5/2019	ERB M GRACE ET AL	351 S ANGLE ST	351 SOUTH ANGLE ST	\$50.00
190320	2/5/2019	2/5/2019	FLORIN CHURCH OF THE BRETHRE	747 BRUCE AVE	747 BRUCE AVE	\$50.00
190321	2/5/2019	2/5/2019	MUSSER HARROLD Z MUSSER JUDITH AN	841 COLONY LN	841 COLONY LANE	\$50.00
190322	2/6/2019	2/6/2019	BECK THEODORE J BECK CONNIE L	19 W MAIN ST	17-19 W MAIN ST	\$150.00
190323	2/6/2019	2/6/2019	NEWCOMER JAMES A NEWCOMER EDNA	224 S MARKET ST	224 S MARKET ST	\$50.00
190275	2/1/2019	2/1/2019	DUNMYRE JOSH AND AMANDA	268 W MAIN ST FRONT	268 W MAIN ST REAR	\$50.00
190312	2/5/2019	2/5/2019	PAPPAS JOHN P & DAWN G	204 S BARBARA ST	204 S. BARBARA ST	\$50.00
190288	2/4/2019	2/4/2019	MORAN AUSTIN	436 S PLUM ST	436 S PLUM ST.	\$50.00
190276	2/1/2019	2/1/2019	KELLEY MILTON L & DAWN L	318 N BARBARA ST	318 N BARBARA ST	\$100.00
190277	2/1/2019	2/1/2019	EBERLE KENNETH L ET AL	562 W MAIN ST	562 W MAIN ST	\$50.00
190278	2/1/2019	2/1/2019	GEBHART DAVID E GEBHART CRYSTAL E	558 UNION SCHOOL RD	558 UNION SCHOOL RD	\$50.00
190279	2/1/2019	2/1/2019	GEBHART CRYSTAL & DAVID	554 UNION SCHOOL RD	554 UNION SCHOOL ROAD	\$50.00
190280	2/1/2019	2/1/2019	GEBHART DAVID E GEBHART CRYSTAL E	134 E MAIN ST	134 E MAIN ST	\$50.00
190281	2/1/2019	2/1/2019	GEBHART DAVID E GEBHART CRYSTAL E	905 CHURCH ST	905 CHURCH ST	\$50.00
190282	2/4/2019	2/4/2019	MILLER KARL E & BARBARA A	227 GRANDVIEW CIR	227 GRANDVIEW CIRCLE	\$50.00
190283	2/4/2019	2/4/2019	MILLER KARL E & BARBARA A	230 GRANDVIEW CIR	230 GRANDVIEW CIRCLE	\$50.00
190284	2/4/2019	2/4/2019	GOTTSHALL RICHARD F MARTINO	571 STAUFER CT	571 STAUFFER COURT	\$50.00
190285	2/4/2019	2/4/2019	BARTON EUGENE M	970 W MAIN ST	970 W MAIN ST	\$200.00
190301	2/4/2019	2/4/2019	NOLT RUTH	739 W MAIN ST	739 W MAIN ST	\$50.00
190287	2/4/2019	2/4/2019	BARTON EUGENE M SR	976 W MAIN ST	976 W MAIN ST	\$50.00
190326	2/6/2019	2/6/2019	ERB M GRACE ET AL	359 S ANGLE ST	359 SOUTH ANGLE ST	\$50.00
190289	2/4/2019	2/4/2019	MORAN AUSTIN AND ADDIE	268 MARIETTA AVE	268 MARIETTA AVE	\$50.00
190290	2/4/2019	2/4/2019	ESTEP KENNETH R & JANE L	60 OLD MARKET ST	60 OLD MARKET ST	\$200.00
190291	2/4/2019	2/4/2019	ESTEP KENNETH R & JANE L	229 N BARBARA ST	229 N BARBARA ST	\$100.00
190292	2/4/2019	2/4/2019	ESTEP KENNETH R & JANE L	131 COLUMBIA AVE	131 COLUMBIA AVE	\$100.00
190293	2/4/2019	2/4/2019	ZINK NANCY S	412 S PLUM ST	412 S PLUM ST	\$50.00
190294	2/4/2019	2/4/2019	ZINK NANCY S	322 E MAIN ST	322 E MAIN ST	\$100.00
190295	2/4/2019	2/4/2019	ESBENSHADE THEODORE L & A MARY	162 N MARKET ST	162 N MARKET ST.	\$50.00
190296	2/4/2019	2/4/2019	ESBENSHADE THEODORE L & A MARY	176 N MARKET ST	176 N MARKET ST	\$50.00
190297	2/4/2019	2/4/2019	STUCKEY BUCK M	53 MARIETTA AVE	53 MARIETTA AVE	\$50.00
190298	2/4/2019	2/4/2019	GREENAWALT ROGER	11 PINE ST	11 PINE STREET	\$50.00
190286	2/4/2019	2/4/2019	BARTON EUGENE M	130 N HIGH ST	130 N HIGH ST	\$50.00
190367	2/11/2019	2/11/2019	BRANDT ROGER J & BRANDT ARLENE	714 BERNHARD AVE	714 BERNHARD AVE	\$50.00

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
<b>Rental</b>						
<b>2019 Residential Rental</b>						
<b>Active</b>						
190324	2/6/2019	2/6/2019	ERB M GRACE ET AL	355 S ANGLE ST	355 SOUTH ANGLE ST	\$50.00
190355	2/6/2019	2/6/2019	ST MARKS UNIT METHODIST CHURCH	45 E MAIN ST	45 E MAIN ST	\$150.00
190356	2/6/2019	2/6/2019	SNOWDEN JOHN	84 E MAIN ST	84 E MAIN ST	\$200.00
190357	2/6/2019	2/6/2019	AUCIELLO JOHN J & DEBRA A	90 E MAIN ST	90 E MAIN ST & 6-8 S BARBARA ST	\$550.00
190359	2/7/2019	2/7/2019	DAVE RAJESH L & BHARGVI R	403 BIRCHLAND AVE	403 BIRCHLAND	\$50.00
190360	2/7/2019	2/7/2019	ROWLEY PAMELA	1066 DONEGAL SPRINGS RD	1066 DONEGAL SPRINGS ROAD	\$50.00
190361	2/7/2019	2/7/2019	CONIGLIARO GIUSEPPE & ANNA	415 S PLUM ST	415 S. PLUM ST	\$50.00
190362	2/7/2019	2/7/2019	CONIGLIARO GIUSEPPE & ANNA	413 S PLUM ST	413 S PLUM ST	\$50.00
190363	2/7/2019	2/7/2019	CONIGLIARO GIUSEPPE & ANNA	424 S PLUM ST	424 S PLUM ST	\$50.00
190364	2/7/2019	2/7/2019	CONIGLIARO GIUSEPPE & ANNA	422 S PLUM ST	422 S. PLUM ST	\$50.00
190353	2/6/2019	2/6/2019	AMSBAUGH GARRETT	140 N MARKET ST	140 N MARKET ST	\$50.00
190366	2/7/2019	2/7/2019	MURRAY DALE D & JULIA ANNE	120 FARMINGTON WAY	120 FARMINGTON WAY	\$50.00
190352	2/6/2019	2/6/2019	WINTERS JUSTIN & MARIA C/O PREFERR	493 S PLUM ST	493 S PLUM ST.	\$50.00
190368	2/11/2019	2/11/2019	EBERSOLE BRIAN K EBERSOLE DEBORAH	222 PARK AVE	222 PARK AVENUE	\$50.00
190369	2/13/2019	2/13/2019	GODSHALL ROBERT D & JUDITH	948 W MAIN ST	948 W MAIN ST	\$50.00
190370	2/13/2019	2/13/2019	MELHORN BOB & VIRGINIA	744 W MAIN ST	744 W. MAIN ST.	\$100.00
190371	2/13/2019	2/13/2019	BELL THOMAS & JEFFREY	129 MOUNT JOY ST	129 MOUNT JOY STREET	\$50.00
190372	2/14/2019	2/14/2019	HOFFMAN SAMUEL A & CAROLYN JOY	228 N BARBARA ST	228 N BARBARA ST	\$100.00
190374	2/14/2019	2/14/2019	C/O CROSSROADS PROPERTYT MGT KIMB	831 WATER ST	831 WATER STREET	\$50.00
190375	2/14/2019	2/14/2019	MINNICH JEFFERSON D MINNICH KAREN	561 CREEKSIDE LN	561 CREEKSIDE LANE	\$50.00
190376	2/14/2019	2/14/2019	HESLOP JAMES T	28 DETWILER AVE	28 DETWILER AVE	\$50.00
190377	2/14/2019	2/14/2019	MELLEBY RONALD N & MARIANNE	35 W DONEGAL ST	35 W DONEGAL ST	\$100.00
190382	2/15/2019	2/15/2019	MAMARY WILLIAM G JR MAMARY VANES	63 E MAIN ST	65-67 E MAIN ST	\$450.00
190365	2/7/2019	2/7/2019	MF YORK LANCASTER LLC CO MISSION F	330 E MAIN ST	330 E MAIN ST	\$3,200.00
190341	2/6/2019	2/6/2019	KING ALVIN J KING LILLIAN R	716 CHURCH ST	716 CHURCH ST	\$100.00
190327	2/6/2019	2/6/2019	HESS JOHN AND JACY	474 CHARTER LN	474 CHARTER LANE	\$50.00
190328	2/6/2019	2/6/2019	AGOURIDIS NICOLAS	540 CLAY ALY	540 CLAY ALLEY	\$50.00
190329	2/6/2019	2/6/2019	MUSSER HAROLD Z MUSSER JUDITH ANN	612 WOOD ST	612 WOOD ST	\$50.00
190330	2/6/2019	2/6/2019	MUSSER HAROLD Z MUSSER JUDITH ANN	624 DONEGAL SPRINGS RD	624 DONEGAL SPRINGS ROAD	\$50.00
190331	2/6/2019	2/6/2019	JOHNSON SHERILL B JOHNSON AMOS W	832 WOOD ST	832 WOOD ST	\$50.00
190334	2/6/2019	2/6/2019	DRAGER AARON C	1071 DONEGAL SPRINGS RD	1071-1077 DONEGAL SPRINGS RD	\$200.00
190335	2/6/2019	2/6/2019	ERB M GRACE ET AL	343 S ANGLE ST	343 SOUTH ANGLE ST	\$50.00
190336	2/6/2019	2/6/2019	ERB M GRACE ET AL	347 S ANGLE ST	347 SOUTH ANGLE ST	\$50.00
190337	2/6/2019	2/6/2019	ERB M GRACE ET AL	353 S ANGLE ST	353 SOUTH ANGLE ST	\$50.00
190338	2/6/2019	2/6/2019	BROSIUS LESLIE E JR BROSIUS JOAN L	372 CHOCOLATE AVE	372 CHOCOLATE AVE & 555 DONEGAL S	\$100.00
190354	2/6/2019	2/6/2019	WAGNER DONALD V	205 E MAIN ST	205-209 E MAIN ST	\$200.00
190340	2/6/2019	2/6/2019	RINEER DAVID K JR	70 W MAIN ST	70 W MAIN ST	\$100.00
190383	2/15/2019	2/15/2019	KERR CLAYTON LEE WALTZ AND CAROL	325 E MAIN ST	325 E MAIN ST.	\$50.00
190342	2/6/2019	2/6/2019	FELLENBAUM ROBERT E & MAY E	720 W MAIN ST	720-722 W MAIN ST	\$200.00
190343	2/6/2019	2/6/2019	LANDIS EDWIN E & CAROL ANN	724 CHURCH ST	724-730 CHURCH ST	\$200.00
190344	2/6/2019	2/6/2019	LANDIS TIMOTHY S LANDIS ADRIENNE M	121 N PLUM ST	121 N PLUM ST	\$50.00
190345	2/6/2019	2/6/2019	BRESCH STEPHEN A	940 CHURCH ST	940 CHURCH STREET	\$50.00
190346	2/6/2019	2/6/2019	FISHER WILMER	222 GRANDVIEW CIR	222 GRANDVIEW CIRCLE	\$50.00
190347	2/6/2019	2/6/2019	GORSKI GARRELL W & SHEREE L	215 MARIETTA AVE	215 MARIETTA AVE	\$150.00
190348	2/6/2019	2/6/2019	SHEETZ JONATHAN R SHEETZ DONNA M	4 E MAIN ST	4-10 E MAIN ST	\$200.00
190349	2/6/2019	2/6/2019	SHEETZ JONATHAN R SHEETZ DONNA M	210 S BARBARA ST	210 S BARBARA ST	\$50.00
190350	2/6/2019	2/6/2019	GORDON JOY	64 W MAIN ST	64 W MAIN ST	\$450.00
190351	2/6/2019	2/6/2019	SHEARER ROY	205 BIRCHLAND AVE	205 BIRCHLAND AVE	\$50.00
190339	2/6/2019	2/6/2019	HIXON L EDWIN & JUDITH D	55 E MAIN ST	53-57 E MAIN ST	\$200.00
<b>Total 2019 Residential Rental 100</b>						<b>\$12,300.00</b>
<b>Total Rental 100</b>						<b>\$12,300.00</b>

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
Total Permits: 100						\$12,300.00



**Mount Joy Borough**  
21 East Main Street  
Mount Joy, Pennsylvania 17552



From the Office of Stacie Gibbs,  
Zoning, Code & Planning  
Administrator

Incorporated 1851

(717) 653-2300  
Fax (717) 653-6680

February 21, 2019

Mount Joy Borough Council  
Attention: William A. Hall  
21 E. Main Street  
Mount Joy, PA 17552

**RE: Sidewalk Ordinance Criteria/Amendments**

Dear Councilor Hall:

During our regular scheduled meeting on February 13, 2019, the Mount Joy Borough Planning Commission acted, and recommended Mount Joy Borough Council hire and/or consult with a neutral professional to assist with the drafting of criteria and amendments for the Mount Joy Borough Street and Sidewalk Ordinance.

We appreciate your consideration. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Wendy S Melhorn".

Wendy Melhorn, Chair  
Mount Joy Borough Planning Commission

cc: Timothy D. Bradley, Jr., Mayor  
Samuel Sulkosky, Borough Manager  
Dennis Nissley, Public Works Director  
Planning Commission File



February 21, 2019

Samuel Sulkosky  
Borough Manager  
Borough of Mount Joy  
21 East Main Street  
Mount Joy, PA 17552

Re: 2019 Multimodal Transportation Fund  
Application Project ID 2019-08-36-060  
**SENT VIA E-MAIL**

Dear Mr. Sulkosky:

Thank you for submitting an application for assistance from the Multimodal Transportation Fund (MTF). This letter is to inform you that the Mount Joy Borough Pedestrian Safety 2019/20 Project was not selected for FY 2019-2020 Multimodal Transportation Funding. We appreciate your interest and the time you invested in preparing and presenting your proposed project to us.

We received 123 applications for financial assistance from the MTF during an open application window between October 2018 and November 2018 and an additional 72 resubmissions from the FY 2018-2019 funding round. The MTF evaluation team reviewed and evaluated all 195 applications. This was an extremely competitive process as numerous important transportation projects were proposed that would positively serve the citizens of Pennsylvania.

Although your project was not selected for funding for the 2019-2020 fiscal year, we encourage you to reapply during the next open application window. Please check for program updates on the Department of Transportation website at [www.penndot.gov](http://www.penndot.gov).

Should you have questions on the evaluation of your project, please contact me at (717) 705-1230 or via email at [djbratina@pa.gov](mailto:djbratina@pa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'David J. Bratina'.

David J. Bratina  
Office of Multimodal Transportation Fund

## Samuel Sulkosky

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**From:** Orth, Sandra <sorth@pa.gov>  
**Sent:** Wednesday, January 30, 2019 9:23 AM  
**To:** Samuel Sulkosky  
**Subject:** RE: [External] RE: CFA Board meeting

Yes, there is pre-screening when you send in the applications, we the analysts, review them for content, eligibility, budget, etc. If we determine them eligible, then they go to the board. I will let you know if the March board meeting is canceled, but as I stated in my first e-mail, keep an eye on the [www.dced.pa.gov/cfa](http://www.dced.pa.gov/cfa) website because if it gets re-scheduled they will post it there.

Sandi

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**From:** Samuel Sulkosky <samuel@mountjoy.pa.org>  
**Sent:** Wednesday, January 30, 2019 9:18 AM  
**To:** Orth, Sandra <sorth@pa.gov>  
**Subject:** RE: [External] RE: CFA Board meeting

Sandra,

Thank you for the information. In order to be included on the CFA agenda, is there a prescreening process that an application must go through? If the cancelled meeting gets rescheduled prior to the March 26, 2019 meeting, please let me know.

Samuel Sulkosky, CPM, CBO  
 Borough Manager  
 21 East Main Street  
 Mount Joy, PA 17552  
 Phone: 717-653-2300  
 Cell: 717-368-1125  
[samuel@mountjoy.pa.org](mailto:samuel@mountjoy.pa.org)

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**From:** Orth, Sandra <sorth@pa.gov>  
**Sent:** Wednesday, January 30, 2019 6:59 AM  
**To:** Samuel Sulkosky <samuel@mountjoy.pa.org>  
**Subject:** RE: [External] RE: CFA Board meeting

The MTF's were on the agenda which included Mount Joy Borough. So, MTF's were not approved since there was no meeting.

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**From:** Samuel Sulkosky <samuel@mountjoy.pa.org>  
**Sent:** Tuesday, January 29, 2019 11:03 AM  
**To:** Orth, Sandra <sorth@pa.gov>  
**Subject:** [External] RE: CFA Board meeting

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Sandra,

Thank you for the notification of the canceled meeting. Can you provide information as to what was on the agenda? Can you provide an update on Mount Joy Borough's - Single Application ID #201807312598?

Samuel Sulkosky, CPM, CBO  
Borough Manager  
21 East Main Street  
Mount Joy, PA 17552  
Phone: 717-653-2300  
Cell: 717-368-1125  
[samuel@mountjoypa.org](mailto:samuel@mountjoypa.org)

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**From:** Orth, Sandra <[sorth@pa.gov](mailto:sorth@pa.gov)>  
**Sent:** Tuesday, January 29, 2019 7:52 AM  
**To:** Samuel Sulkosky <[samuel@mountjoypa.org](mailto:samuel@mountjoypa.org)>  
**Subject:** CFA Board meeting

I am sorry to inform you that the CFA board meeting scheduled for today has been cancelled. Please refer to [www.dced.pa.gov/cfa](http://www.dced.pa.gov/cfa) to see if and when it will be rescheduled. As of now, the next scheduled CFA Board meeting is March 26, 2019.

Sandi

**Sandi Orth** | Economic Analyst  
PA Department of Community & Economic Development  
Site Development Office  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor | Harrisburg, PA 17120-0225  
Phone: 717-720-7337 | [sorth@pa.gov](mailto:sorth@pa.gov)  
[dced.pa.gov](http://dced.pa.gov) | [www.visitPA.com](http://www.visitPA.com)



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