

Detective Summary of Cases

| CASE DESCRIPTION | Previous Month 2020 | NEW CASES August 2020 | Monthly CLOSED CASES | TOTAL |
|---------------------------------|---------------------|-----------------------|----------------------|------------|
| Accident, Hit & Run | 0 | | | 0 |
| Arson | 1 | | | 1 |
| Assault | 1 | | | 1 |
| Assist Other Agency | 0 | | | 0 |
| Burglaries | 36 | | (5) | 36 |
| Criminal Mischief / Vandalism | 5 | | | 5 |
| Child & Family Offense (Abuse) | 1 | 3 | 1 | 3 |
| Death Investigation | 2 | | | 2 |
| Drug Offense | 0 | | | 0 |
| Harassment by Communication | 0 | | | 0 |
| Fraud (Forgery, Id Theft, etc.) | 20 | | | 20 |
| Receiving Stolen Property | 1 | | | 1 |
| Robbery | 8 | | | 8 |
| Suspicious Activity | 0 | | | 0 |
| Theft | 39 | 2 | (6) | 41 |
| Trespass | 0 | | | 0 |
| Miscellaneous | 2 | | | 2 |
| Threat to Official | 1 | | | 1 |
| Sex Offense | | | | |
| Adult | 1 | | | 1 |
| Juvenile | 5 | 1 | 2 | 4 |
| TOTAL OPEN CASES | 123 | 6 | 3 | 126 |
| New Cases Assigned | 6 | MTH | | |
| Closed Cases* | 45 | YTD | | |
| Warrants Served | 0 | MTH | | |
| Surveillance Hours Conducted** | 0 | MTH | | |

*cold cases are marked in ()



MOUNT JOY POLICE DEPARTMENT

Calls for Service

August 2020

| Code | Call for Service | Totals |
|-------------|-----------------------------------|---------------|
| 0440 | AGGRAVATED ASSAULT/HANDS AND FEET | 1 |
| 0510 | BURGLARY | 2 |
| 0614 | THEFT FROM VEHICLE (INSIDE) | 1 |
| 0619 | THEFT ALL OTHERS | 5 |
| 0800 | SIMPLE ASSAULT | 1 |
| 1130 | FRAUD ALL OTHERS | 5 |
| 1440 | CRIMINAL MISCHIEF ALL | 3 |
| 1720 | INDECENT EXPOSURE | 1 |
| 1810 | DRUG POSSESSION OFFENSE | 1 |
| 2020 | FAMILY OFF-CHILD ABUSE | 3 |
| 2040 | FAMILY OFFENSES - DOMESTIC | 5 |
| 2111 | DUI-ALCOHOL/UNDER INFL | 7 |
| 2310 | PUBLIC INTOXICATION / DRUNKENESS | 2 |
| 2410 | FIGHT | 2 |
| 2415 | DISPUTE | 1 |
| 2450 | NOISE COMPLAINT | 3 |
| 2619 | PFA/ICC VIOLATION | 2 |
| 2654 | DISTURBANCE | 3 |
| 2656 | THREATS | 4 |
| 2657 | HARASSMENT | 5 |
| 2660 | TRESPASSING | 3 |



MOUNT JOY POLICE DEPARTMENT

Calls for Service

August 2020

| Code | Call for Service | Totals |
|-------------|--|---------------|
| 2665 | FIREWORKS | 1 |
| 4014 | OPEN DOORS/WINDOWS GENERAL POLICE | 3 |
| 4018 | STREET LIGHTS-OUT/REPAIRS | 11 |
| 4021 | SUSPICIOUS ACTIVITY | 23 |
| 4023 | SHOTS FIRED - REPORTS | 1 |
| 4026 | DOWN-WIRES / POLES /TREES / LIMBS | 1 |
| 4052 | ALARM BURGLARY OR HOLDUP NON RESIDENCE | 11 |
| 4101 | FIRES (ALL WORKING FIRES) | 2 |
| 4139 | FIRE - CONTROLLED BURN | 1 |
| 5004 | FOUND ARTICLES | 6 |
| 5008 | LOST ARTICLES | 2 |
| 5510 | ANIMAL COMPLAINTS ALL | 10 |
| 6008 | REPORTABLE MV CRASH NO INJURIES | 11 |
| 6015 | REPORTABLE MV CRASH HIT & RUN | 2 |
| 6016 | NON REPORTABLE MV CRASH | 4 |
| 6303 | TRAFFIC OFFENSE ALL OTHER | 10 |
| 6305 | SELECTIVE ENFORCEMENT TRAFFIC | 17 |
| 6308 | TRAFFIC MV COMPLAINT | 1 |
| 6310 | TRAFFIC ENFORCE / STOP | 72 |
| 6335 | TRAFFIC HAZARD | 1 |
| 6336 | DISABLED MV | 4 |
| 6510 | PARKING ENFORCEMENT | 20 |



MOUNT JOY POLICE DEPARTMENT

Calls for Service

August 2020

| Code | Call for Service | Totals |
|-------------|---|---------------|
| 6511 | PARKING VIOLATION COMPLAINT | 23 |
| 6602 | ABANDONED IMPOUND/TOWAWAY | 2 |
| 6612 | SIGNALS SIGNS OUT | 3 |
| 6615 | TRAFFIC COUNTER DEPLOYMENT / RADAR SIGN | 1 |
| 6616 | TRAFFIC STUDY | 1 |
| 7002 | BUILDING CHECK | 32 |
| 7003 | PROPERTY CHECK / AREA CHECK | 2 |
| 7008 | MEDICAL ASSISTANCE | 66 |
| 7014 | OTH PUB SERV/WELFARE CHK | 12 |
| 7015 | ASSIST CITIZEN | 25 |
| 7025 | EMOTIONALLY DISTURBED PERSON (EDP) | 5 |
| 7502 | ASSISTING-FIRE DEPT | 1 |
| 7504 | ASSISTING-OTHER POLICE DP | 15 |
| 8010 | WARRANTS-LOCAL | 2 |
| 9002 | ADMINISTRATIVE DUTIES | 6 |
| 9005 | M.V. PURSUITS | 1 |
| 9008 | COURT | 29 |
| 9020 | POLICE INFORMATION | 46 |
| 9021 | TRAINING | 4 |
| 9025 | FIELD CONTACT INFORMATION | 3 |
| 9028 | FINGERPRINT | 3 |
| 9029 | CIVIL MATTER | 1 |



MOUNT JOY POLICE DEPARTMENT

Calls for Service

August 2020

| Code | Call for Service | Totals |
|-------------|---------------------------|---------------|
| 9030 | SPECIAL DETAIL ASSIGNMENT | 14 |
| 9034 | REPOSSESSION | 1 |
| 9112 | FOOT PATROL | 5 |
| 9115 | FOLLOW UP | 123 |
| 9137 | EVIDENCE DUTIES | 4 |
| 9192 | VEHICLE MAINTENANCE | 3 |
| 9989 | CALL BY PHONE | 4 |
| 9999 | NON-CAT DATA | 7 |
| | Grand Total | 718 |

Citation Output By Charge

Starting Issue Date 8/1/2020

to Ending Issue Date 8/31/2020

| Charge | Total |
|---|------------------|
| | 1 |
| 255.62 - VEHICLE AND TRAFFIC - GENERAL PARKING RESTRICTIONS | 1 |
| 255.66 - VEHICLES AND TRAFFIC - PARKING TIME LIMITS | 3 |
| 1301 - 1301 A - Dr Unregist Veh | 3 |
| 1371 - 1371 A - Veh Reg Suspended | 1 |
| 1543 - 1543 A - Driv While Oper Priv Susp Or Revoked | 5 |
| 1786 - 1786 A - Required Financial Responsibility | 1 |
| 1786 - 1786 F - Oper Veh W/O Req'd Financ Resp | 1 |
| 3111 - 3111 A - Obedience to Traffic-Control Devices | 14 |
| 3112 - 3112 A3I - Failure To Stop At Red Signal | 1 |
| 3309 - 3309 1 - Disregard Traffic Lane (Single) | 1 |
| 3310 - 3310 A - Follow Too Closely | 1 |
| 3323 - 3323 B - Duties At Stop Sign | 3 |
| 3331 - 3331 C - Disregard Traffic Devices | 1 |
| 3353 - 3353 D - Restrictions by Authorities | 2 |
| 3361 - 3361 - Driving at Safe Speed | 1 |
| 3362 - - | 1 |
| 3542 - 3542 A - Fail To Yield Right Of Way To Ped | 1 |
| 4107 - 4107 B2 - Oper/Perm Op W/Unsafe Eqmt/ | 1 |
| 4702 - 4702 A - Fail To Obtain Inspect | 1 |
| 4703 - 4703 A - Operat Veh W/O Valid Inspect | 3 |
| 4706 - 4706 C5 - Evidence Of Emission Inspection | 1 |
| | Total: 48 |

MOUNT JOY POLICE DEPARTMENT

21 E MAIN ST, MOUNT JOY,
PA 17552

Phone: 717-653-1650

Fax: 717-653-0062

Criminal Charges by Charge Type

Starting Issue Date 8/1/2020

to Ending Issue Date 8/31/2020

Charge Type: ARREST


| Charge | Total |
|---|-----------|
| 2701 A1 - PA TITLE 18, SECTION CS-2701 (A)(1): SIMPLE ASSAULT. | 1 |
| 2709 A7 - HARASSMENT - COMM. REPEATEDLY IN ANOTHER MANNER | 1 |
| 3301 A - FAIL TO KEEP RIGHT | 1 |
| 3304 A5* - CRIMINAL MISCHIEF - DAMAGE PROPERTY - COURT CASE | 1 |
| 3309 1 - DISREGARD TRAFFIC LANE (SINGLE) | 1 |
| 3361 - DRIVING @ (UN)SAF SPEED | 1 |
| 3714 A - CARELESS DRIVING | 1 |
| 3802 A1 - DRIVING UNDER THE INFLUENCE -GENERAL IMPAIRMENT | 2 |
| 3802 A1 - PA TITLE 75, SECTION VC-3802 (A)(1): DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE. GENERAL IMPAIRMENT. | 1 |
| 3802 B - DRIVING UNDER THE INFLUENCE-ALC - .10% TO .16% | 2 |
| 3802 B - PA TITLE 75, SECTION VC-3802 (B): DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE - HIGH RATE. | 1 |
| 3802 C - DRIVING UNDER THE INFLUENCE-ALC - .16% OR HIGHER | 1 |
| 3802 C - PA TITLE 75, SECTION VC-3802 (C): DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE. HIGHEST RATE OF ALCOHOL. | 1 |
| 4304 A1 - PA TITLE 18, SECTION CS-4304 (A)(1): ENDANGERING WELFARE OF CHILDREN. | 1 |
| 5104 - RESIST ARREST/OTHER LAW ENFORCE | 1 |
| 5503 A2* - DISORDERLY CONDUCT - UNREAS. NOISE - COURT CASE | 1 |
| 6308 A - PURCH ETC ALCOH BEV BY A MINOR | 1 |
| Total: | 19 |

Charge Type: COMPLAINT

| Charge | Total |
|--|-----------------|
| 2709 A1 - HARASSMENT/STRIKE, SHOVE, KICK, ETC. | 2 |
| 2709 A3 - HARASSMENT/REPEATEDLY ALARM, ANNOY | 1 |
| 5505 - PUBLIC DRUNKENNESS AND SIMILAR MISCONDUCT | 2 |
| | Total: 5 |

**MOUNT JOY BOROUGH POLICE DEPARTMENT
MONIES COLLECTED AUGUST 2020**

| | | | |
|--------|---------|--------------------------------|-------------------|
| | 331.120 | Borough Tickets (Other) | \$310.00 |
| | 321.310 | Bicycle Registration | \$0.00 |
| | 380.010 | Alarm Fees | \$800.00 |
| | 321.600 | Mercantile Licenses | \$0.00 |
| | 362.100 | Police Reports | \$75.00 |
| 331.11 | 331.120 | Clerk of Court Disbursement | \$1,071.33 |
| 331.11 | 331.120 | Magisterial Court Disbursement | \$2,475.28 |
| | 410.183 | SERT Reimbursement | \$1,227.81 |
| | | TOTAL Aug 2020 | \$5,959.42 |
| | | <i>Total Aug 2019</i> | <i>\$2,815.25</i> |

Submitted by: 

Received by: D. Ward

New Detective Cases

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------|------|------|------|------|------|------|------|------|------|
| January | 17 | 11 | 0 | 6 | 6 | 7 | 5 | 3 | 4 |
| February | 17 | 4 | 8 | 12 | 6 | 9 | 5 | 3 | 7 |
| March | 17 | 5 | 6 | 11 | 6 | 8 | 7 | 7 | 6 |
| April | 5 | 8 | 4 | 5 | 8 | 6 | 6 | 4 | 6 |
| May | 34 | 7 | 1 | 13 | 2 | 3 | 14 | 5 | 7 |
| June | 13 | 8 | 3 | 10 | 2 | 7 | 3 | 10 | 5 |
| July | 7 | 10 | 5 | 8 | 3 | 20 | 12 | 4 | 9 |
| August | 7 | 8 | 4 | 10 | 12 | 7 | 3 | 3 | 6 |
| September | 13 | 10 | 1 | 6 | 4 | 6 | 4 | 3 | |
| October | 9 | 9 | 11 | 6 | 13 | 7 | 6 | 6 | |
| November | 9 | 9 | 7 | 4 | 10 | 7 | 4 | 10 | |
| December | 10 | 4 | 12 | 6 | 10 | 9 | 4 | 3 | |

Police Activity Statistics 2020

| | Citation Charges | Criminal Charges | Deposits | Incidents | Total Inc YTD | Total Inc Prev YTD |
|--------------|------------------|------------------|------------|-----------|---------------|--------------------|
| Jan | 53 | 27 | \$0.00 | 574 | 574 | 547 |
| Feb | 33 | 11 | \$5,107.90 | 559 | 1133 | 1062 |
| Mar | 26 | 11 | \$3,412.52 | 486 | 1619 | 1626 |
| Apr | 8 | 13 | \$2,492.27 | 357 | 1976 | 2185 |
| May | 24 | 24 | \$2,792.69 | 553 | 2529 | 2862 |
| June | 43 | 14 | \$1,692.13 | 700 | 3229 | 3322 |
| July | 25 | 39 | \$5,440.84 | 668 | 3897 | 4015 |
| Aug | 48 | 24 | \$5,959.42 | 718 | 4615 | 4701 |
| Sept | | | | | | |
| Oct | | | | | | |
| Nov | | | | | | |
| Dec | | | | | | |
| TOTAL | | | | | | |

FDMJ Monthly Incident Report Summary

August 2020

Responded to 32 alarms for the month of August 2020 - 285 total alarms for year as of 08/31/20

Time in service for month: 15 hours and 54 minutes

Average manpower per incident: 9.5 members per call for month - (6a-4p 19 calls/4.6 members per call)

Total Man-hours: 115 hours & 15 minutes

Calls by Municipality First Due: 25 first due alarms - 7 Mutual aid alarms

- Mount Joy Borough - 13
- Rapho Township - 7
- Mount Joy Township - 4
- East Donegal Township - 1

Apparatus used;

- Engine 75-1 - 13
- Engine 75-2 - 12
- Truck 75 - 8
- Squad 75-1 - 2
- Traffic 75 - 8
- Duty Chief Vehicle - 6
- Duty Officer Vehicle - 12

Property pre-incident value: \$ 650,000.00

Property fire loss: \$1,000.00

Property post incident saved: \$649,000.00

2020 FDMJ responds to a call every 28 hours & 14 min

Total Training hours of 32 members trained for 170 hours

Fire Prevention Details - 0 for the month

Community Service Details for the month - 1 community service - Make a Wish convoy and 2 duty crews.

Notable First Due Calls:

8/25 - RT - Lancaster Estates - gas grill fire on porch - \$1,000.00 fire loss

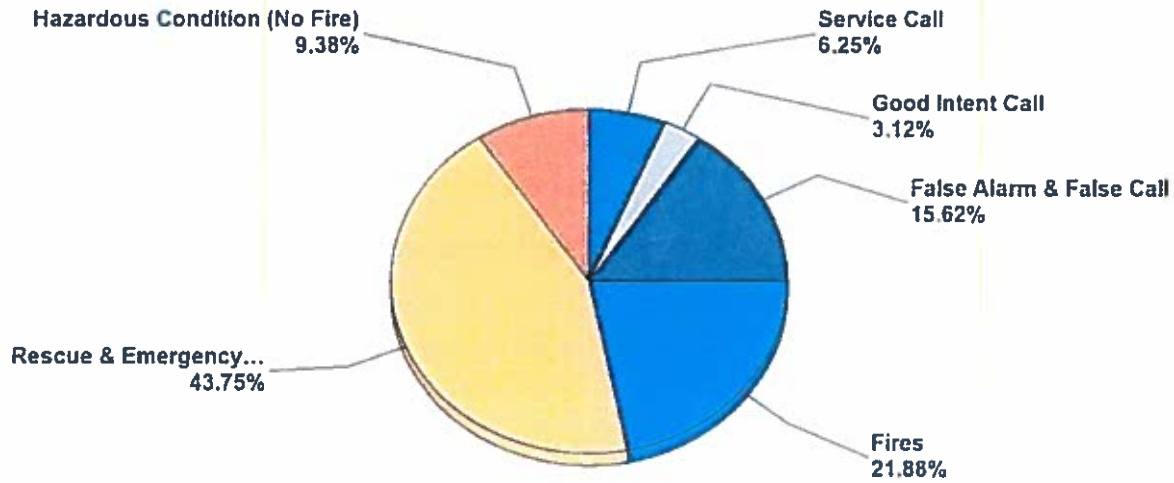
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/9/2020 9:12:34 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2020 | End Date: 08/31/2020



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 7 | 21.88% |
| Rescue & Emergency Medical Service | 14 | 43.75% |
| Hazardous Condition (No Fire) | 3 | 9.38% |
| Service Call | 2 | 6.25% |
| Good Intent Call | 1 | 3.12% |
| False Alarm & False Call | 5 | 15.62% |
| TOTAL | 32 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|-------------|-------------|
| 111 - Building fire | 6 | 18.75% |
| 116 - Fuel burner/boiler malfunction, fire confined | 1 | 3.12% |
| 311 - Medical assist, assist EMS crew | 1 | 3.12% |
| 322 - Motor vehicle accident with injuries | 3 | 9.38% |
| 324 - Motor vehicle accident with no injuries. | 5 | 15.62% |
| 353 - Removal of victim(s) from stalled elevator | 5 | 15.62% |
| 412 - Gas leak (natural gas or LPG) | 1 | 3.12% |
| 424 - Carbon monoxide incident | 1 | 3.12% |
| 444 - Power line down | 1 | 3.12% |
| 511 - Lock-out | 1 | 3.12% |
| 551 - Assist police or other governmental agency | 1 | 3.12% |
| 622 - No incident found on arrival at dispatch address | 1 | 3.12% |
| 700 - False alarm or false call, other | 1 | 3.12% |
| 735 - Alarm system sounded due to malfunction | 1 | 3.12% |
| 745 - Alarm system activation, no fire - unintentional | 3 | 9.38% |
| TOTAL INCIDENTS: | 32 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Fire Department Mount Joy



Mount Joy, PA

This report was generated on 9/9/2020 9:12:11 PM

Incident Statistics

Start Date: 08/01/2020 | End Date: 08/31/2020

| INCIDENT COUNT | | | |
|--|-------------------------------|-------------------------|-----------------------------|
| INCIDENT TYPE | | | # INCIDENTS |
| EMS | | | 14 |
| FIRE | | | 18 |
| TOTAL | | | 32 |
| TOTAL TRANSPORTS (N2 and N3) | | | |
| APPARATUS | # of APPARATUS TRANSPORTS | # of PATIENT TRANSPORTS | TOTAL # of PATIENT CONTACTS |
| TOTAL | | | |
| PRE-INCIDENT VALUE | | LOSSES | |
| \$650,000.00 | | \$1,000.00 | |
| GO CHECKS | | | |
| 424 - Carbon monoxide incident | | 1 | |
| TOTAL | | 1 | |
| MUTUAL AID | | | |
| Aid Type | | Total | |
| Aid Given | | 7 | |
| Aid Received | | 5 | |
| OVERLAPPING CALLS | | | |
| # OVERLAPPING | | % OVERLAPPING | |
| 2 | | 6.25 | |
| LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival) | | | |
| Station | EMS | FIRE | |
| Station 75 | 0:08:00 | 0:08:43 | |
| AVERAGE FOR ALL CALLS | | 0:09:00 | |
| LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute) | | | |
| Station | EMS | FIRE | |
| Station 75 | 0:04:23 | 0:03:58 | |
| AVERAGE FOR ALL CALLS | | 0:04:10 | |
| AGENCY | AVERAGE TIME ON SCENE (MM:SS) | | |
| Fire Department Mount Joy | 29:18 | | |

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



Fire Department Mount Joy

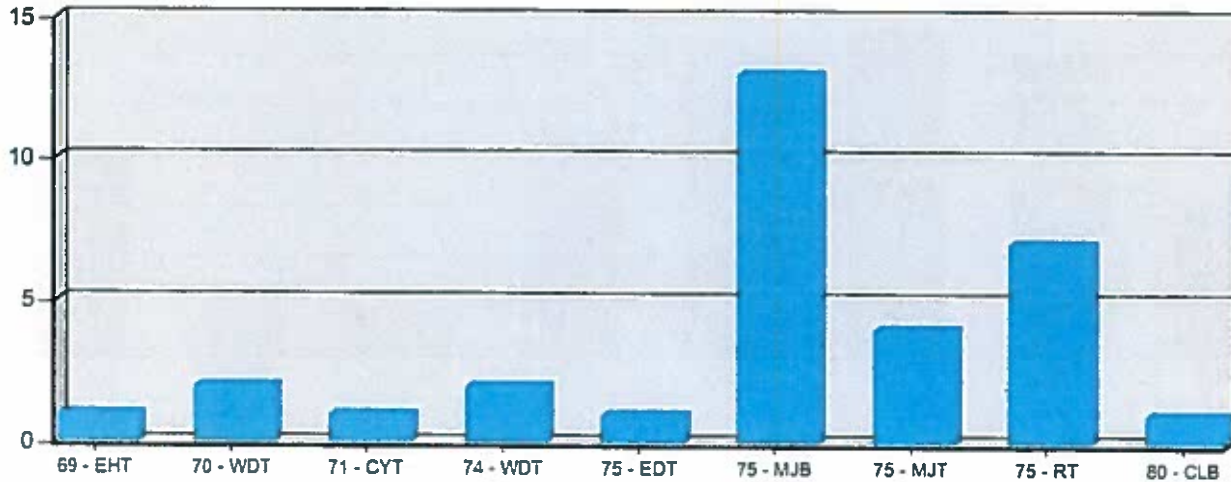


Mount Joy, PA

This report was generated on 9/9/2020 9:11:36 PM

Incident Count per Zone for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



| ZONE | # INCIDENTS |
|---------------------------------------|-------------|
| 69 - EHT - 69 East Hempfield Township | 1 |
| 70 - WDT - 70 West Donegal Township | 2 |
| 71 - CYT - 71 Conoy Township | 1 |
| 74 - WDT - 74 West Donegal Township | 2 |
| 75 - EDT - 75 East Donegal Township | 1 |
| 75 - MJB - 75 Mount Joy Borough | 13 |
| 75 - MJT - 75 Mount Joy Township | 4 |
| 75 - RT - 75 Rapho Township | 7 |
| 80 - CLB - 80 Columbia Borough | 1 |
| TOTAL: | 32 |

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.



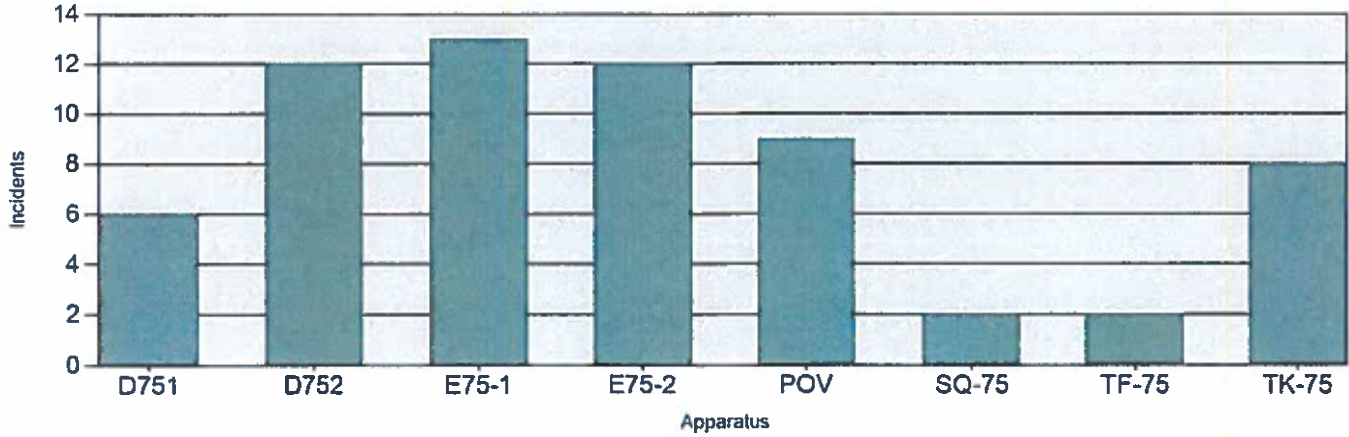
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/9/2020 9:17:59 PM

Incident Count per Apparatus for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



| APPARATUS | #of INCIDENTS |
|-----------|---------------|
| D751 | 6 |
| D752 | 12 |
| E75-1 | 13 |
| E75-2 | 12 |
| POV | 9 |
| SQ-75 | 2 |
| TF-75 | 2 |
| TK-75 | 8 |

Cancelled apparatus (per the THIS APPARATUS WAS CANCELLED checkbox on Basic Info 4) not included.
Only REVIEWED incidents included.



Fire Department Mount Joy



Mount Joy, PA

This report was generated on 9/9/2020 9:18:38 PM

Incident Count with Man-Hours per Zone for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020

| ZONE | INCIDENT COUNT | MAN-HOURS |
|---------------------------------------|----------------|---------------|
| 69 - EHT - 69 East Hempfield Township | 1 | 2.05 |
| 70 - WDT - 70 West Donegal Township | 2 | 11.33 |
| 71 - CYT - 71 Conoy Township | 1 | 39.26 |
| 74 - WDT - 74 West Donegal Township | 2 | 3.13 |
| 75 - EDT - 75 East Donegal Township | 1 | 1.38 |
| 75 - MJB - 75 Mount Joy Borough | 13 | 26.43 |
| 75 - MJT - 75 Mount Joy Township | 4 | 16.04 |
| 75 - RT - 75 Rapho Township | 7 | 26.30 |
| 80 - CLB - 80 Columbia Borough | 1 | 28.03 |
| TOTAL | 32 | 155:15 |

NOTE that this report takes into consideration ONLY those Personnel that are associated with an Apparatus, and that only Reviewed incidents are included in the counts.



Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/9/2020 9 19 46 PM

Losses for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020

| TOTAL INCIDENTS | TOTAL PROPERTY LOSS | TOTAL CONTENT LOSS | TOTAL LOSSES | AVERAGE LOSS |
|-----------------|---------------------|--------------------|--------------|--------------|
| 1 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 |

| INCIDENT NUMBER | DATE | Incident Type | PROPERTY LOSS | CONTENT LOSS | TOTAL | % of Total |
|-----------------|------------|---------------------|---------------|--------------|------------|------------|
| 2020-282 | 08/25/2020 | 111 - Building fire | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |

Only REVIEWED incidents included



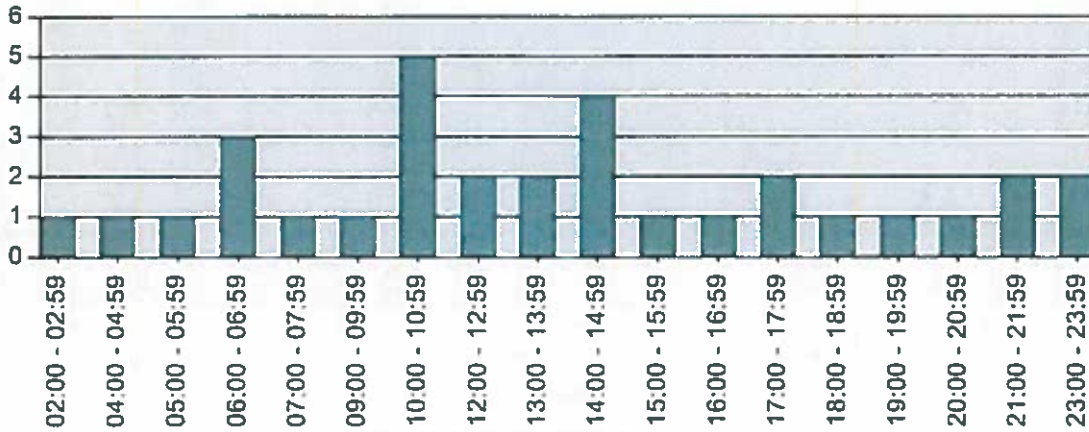
Fire Department Mount Joy

Mount Joy, PA

This report was generated on 9/9/2020 9:20:31 PM

Incidents by Hour for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



| Hour | # of CALLS |
|---------------|------------|
| 02:00 - 02:59 | 1 |
| 04:00 - 04:59 | 1 |
| 05:00 - 05:59 | 1 |
| 06:00 - 06:59 | 3 |
| 07:00 - 07:59 | 1 |
| 09:00 - 09:59 | 1 |
| 10:00 - 10:59 | 5 |
| 12:00 - 12:59 | 2 |
| 13:00 - 13:59 | 2 |
| 14:00 - 14:59 | 4 |
| 15:00 - 15:59 | 1 |
| 16:00 - 16:59 | 1 |
| 17:00 - 17:59 | 2 |
| 18:00 - 18:59 | 1 |
| 19:00 - 19:59 | 1 |
| 20:00 - 20:59 | 1 |
| 21:00 - 21:59 | 2 |
| 23:00 - 23:59 | 2 |

Only REVIEWED incidents included



Fire Department Mount Joy

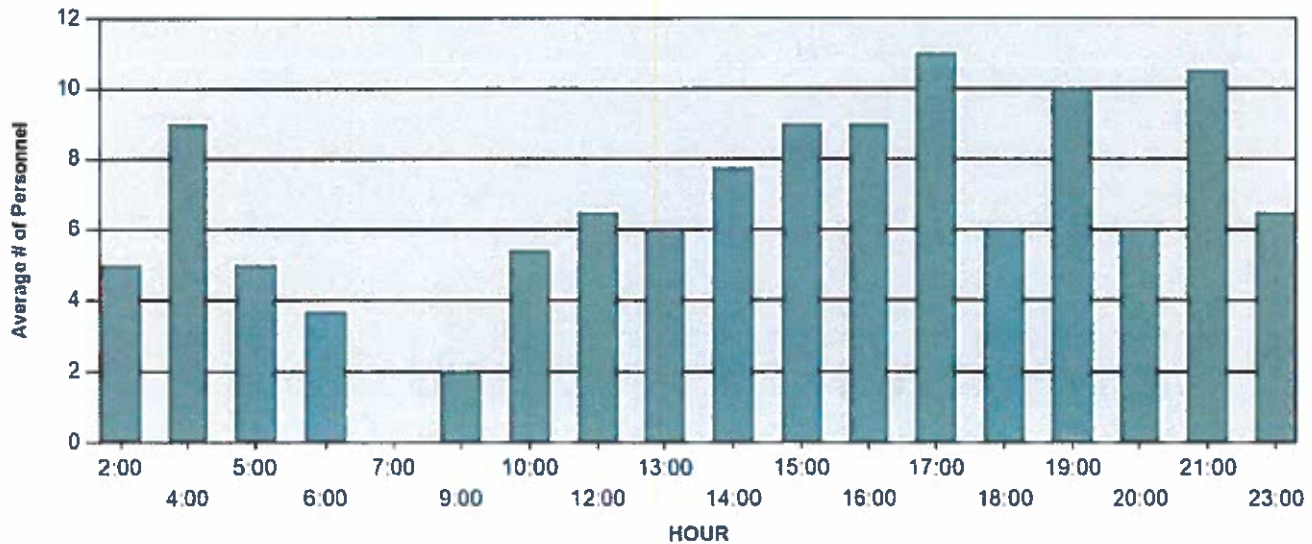


Mount Joy, PA

This report was generated on 9/9/2020 9:20:56 PM

Average Number of Responding Personnel per Hour for Date Range

Start Date: 08/01/2020 | End Date: 08/31/2020



| Hour | Avg. # Personnel |
|---------------|------------------|
| 02:00 - 02:59 | 5.00 |
| 04:00 - 04:59 | 9.00 |
| 05:00 - 05:59 | 5.00 |
| 06:00 - 06:59 | 3.67 |
| 07:00 - 07:59 | 0.00 |
| 09:00 - 09:59 | 2.00 |
| 10:00 - 10:59 | 5.40 |
| 12:00 - 12:59 | 6.50 |
| 13:00 - 13:59 | 6.00 |
| 14:00 - 14:59 | 7.75 |
| 15:00 - 15:59 | 9.00 |
| 16:00 - 16:59 | 9.00 |
| 17:00 - 17:59 | 11.00 |
| 18:00 - 18:59 | 6.00 |
| 19:00 - 19:59 | 10.00 |
| 20:00 - 20:59 | 6.00 |
| 21:00 - 21:59 | 10.50 |
| 23:00 - 23:59 | 6.50 |

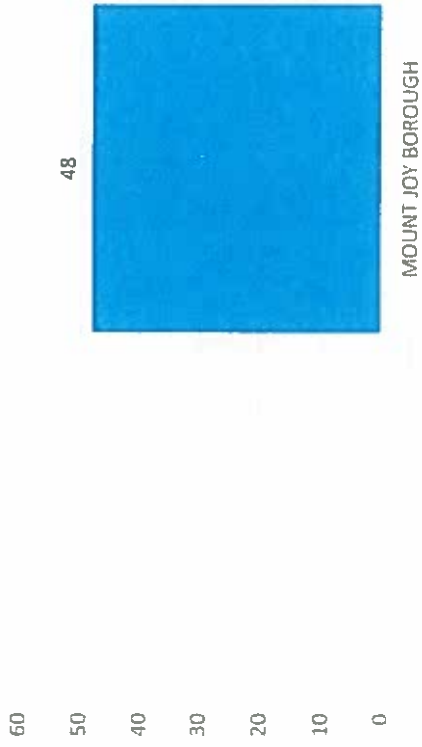
AVE. # PERSONNEL calculated from total number of personnel responding to incidents begun at the HOUR divided by total number of REVIEWED incidents for that HOUR. Includes personnel that responded both on or off apparatus.



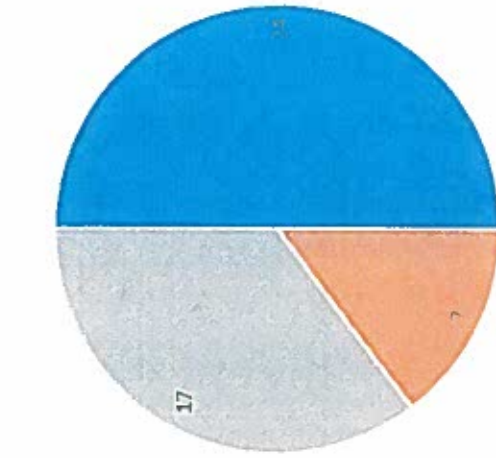
Susquehanna Valley EMS

September 2020

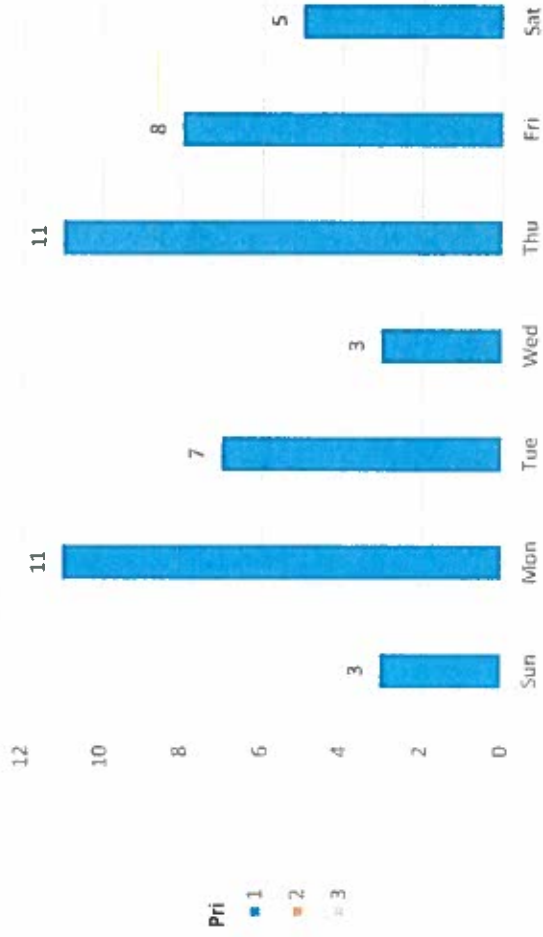
Total Calls by Municipality



Total Calls by Priority



Total Calls by Day of the Week



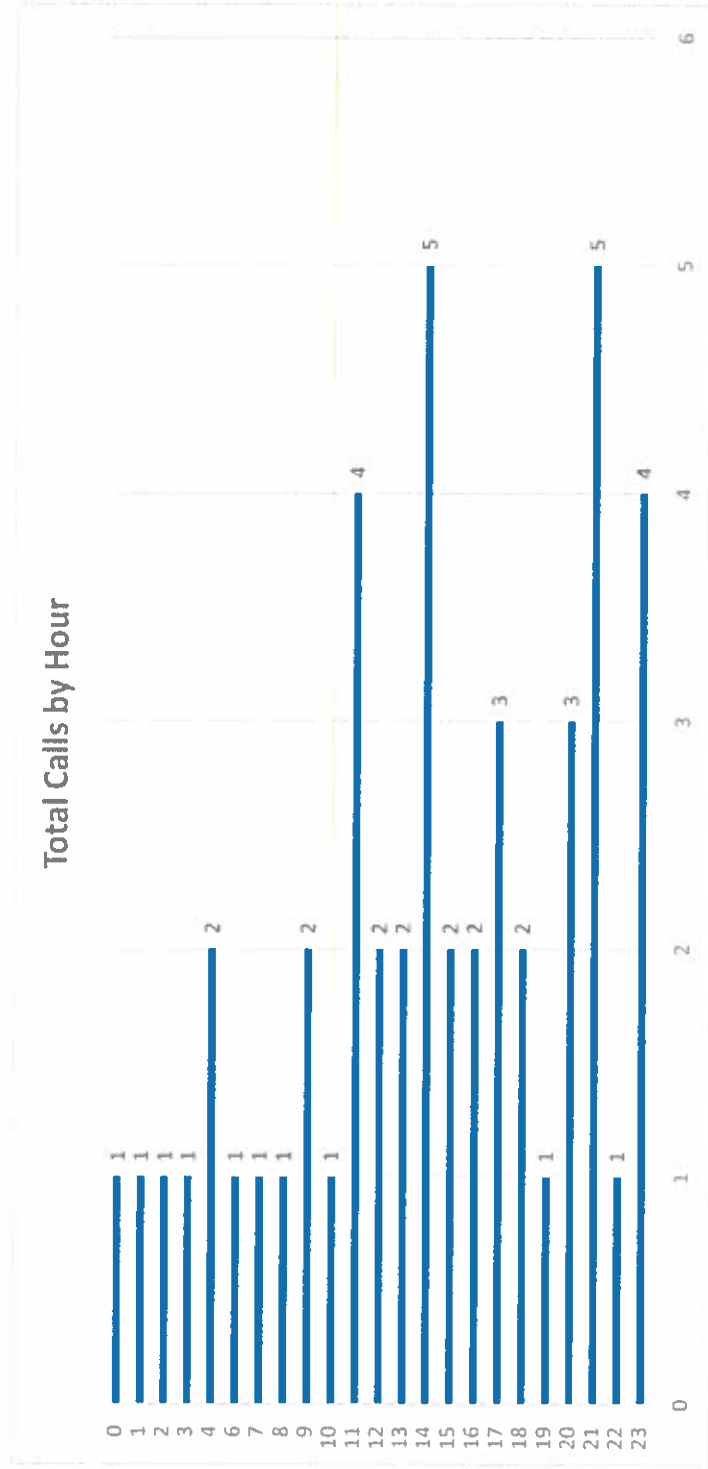
Susquehanna Valley EMS September 2020

Total Calls by First Unit Dispatched

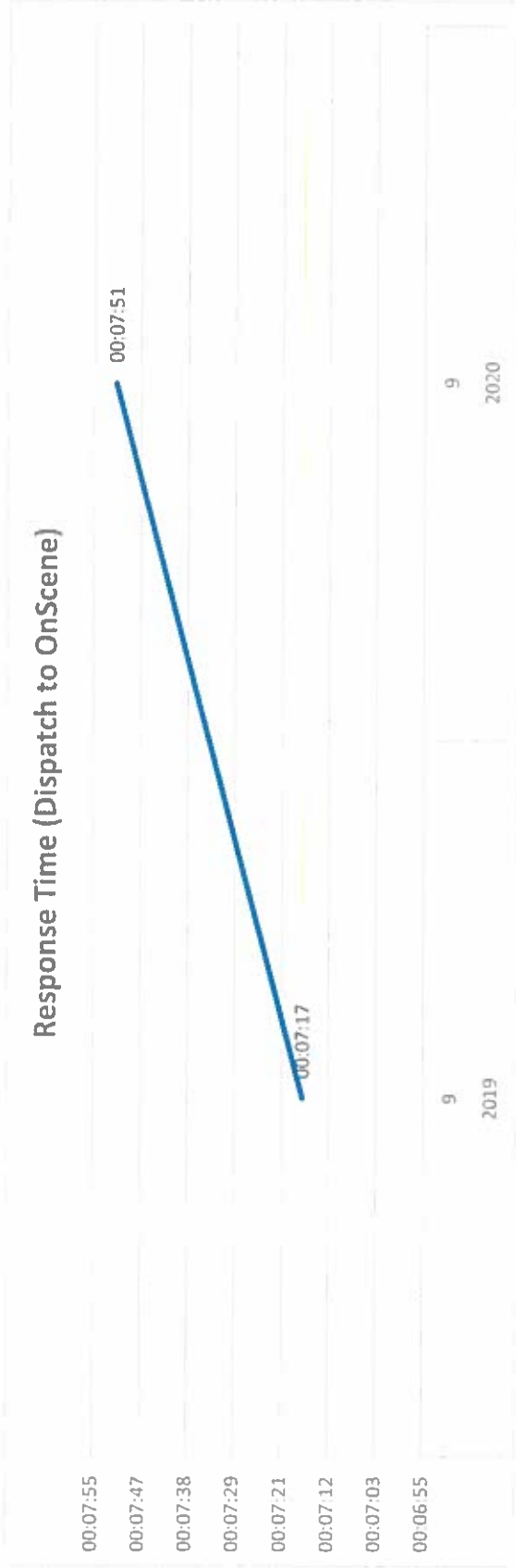


Susquehanna Valley EMS

September 2020



Susquehanna Valley EMS September 2020





55 East Main Street : Mount Joy, PA 17552 : 717.653.4227
mainstreetmountjoy.com : msmj@msmj.comcastbiz.net

MOUNT JOY BOROUGH COUNCIL REPORT FOR SEPTEMBER 2020 ACTIVITIES

We have been working one-on-one with several businesses downtown during this difficult time. We are also continuing with the regular Zoom / Webinars through Recovery Lancaster, PA Downtown Center and other groups.

- Worked with a business to develop online event ticketing system. Visitors can register for multiple events, purchase online with credit card.
- Worked with a business in developing an online video class business. Developed e-commerce platform to allow visitors to view, register and watch online classes.
- Worked with property owner to recruit potential commercial tenants for 2021/2022.
- Worked with realtor to recruit potential commercial tenants for property along Main Street.
- Consulted with business on new marketing ideas to help bring customers into business after having a low July & August visit rate.
- Organized the September 4th Friday – Blues, Brews & BBQs.
- Worked on Search Engine Optimization for a downtown business website.
- Attended (virtually) the PA Downtown Center’s Man Street Manager’s Conference.
- Met with the new owner of the Gerberich-Payne building to help recruit commercial space in lower level of building when ready.
- Working with two businesses that want to come downtown to open up businesses. There is currently no open space, so I am talking with property owners to see if they would be interested in opening up space as commercial rental space.

Main Street Mount Joy received our 2020 National Accreditation.



While there are no downtown businesses that have closed during the COVID pandemic, the longer this goes on, the greater the chance of it happening.

**Main Street Mount Joy is committed to enhancing the economic, social and cultural quality of downtown Mount Joy.
Main Street Mount Joy is a Nationally Accredited Main Street Program.**



MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.740.2140

www.mslibrary.org

Serving East Donegal Township, Marietta Borough, Mount Joy Borough,
Mount Joy Township and Rapho Township

**Milanof Schock Library is a community resource that enriches lives through,
education, information, exploration, and socialization.**

August 2020

Compiled by Barbara Basile, Executive Director

Contributors: Kim Beach, Susan Craine, Jan Betty, & Kirstin Rhoades

| August 2020 Statistics | 2020 | 2020 YTD | 2019 | 2019 YTD | 2018 |
|--------------------------|-----------------------|---------------|---------------|----------------|---------------|
| TOTAL CIRCULATION | 15,387 | 73,565 | 17,577 | 132,621 | 18,083 |
| Overdrive | 1,408 | 10,967 | 1104 | 7823 | 919 |
| NEW PATRONS | 52 | 284 | 94 | 648 | 82 |
| PATRON COUNT | 4000 (approx.) | 24,383 | 7,883 | 53,869 | 7,286 |
| DVD RENTALS | 0 | 1,572 | 263 | 2030 | 282 |
| Lobby Books Donations | \$424 | | | | |
| COMPUTER LOG-INS | 298 | 1,687 | 583 | 4,278 | 715 |
| WIRELESS ACCESS | 261 | 2,031 | 509 | 3,669 | 576 |
| PASSPORTS | 50 | 429 | 91 | 924 | 87 |
| Community Room Rentals | 0 | | | | |
| Test proctoring | 0 | | | | |
| Volunteer Hours | 61 | 840 | 160.25 | 1,333 | 178.25 |

| Youth Services | Programs | Children | JUV 6-9 | Teens | Adults |
|-------------------------|---------------|-----------|-----------|---------------------|--------|
| Children's programming | 6 | 47 | 19 | 2 | 34 |
| STEM (under 11) | 3 | 3 | 18 | 7 | 13 |
| STEM (11+) | 0 | 0 | 0 | 0 | 0 |
| Teen programs | | 0 | 0 | 0 | 0 |
| Video Programs | 18/1371 views | 279 total | Instagram | | |
| Video STEM Programs | | 4/218 | 4/260 | 7/666 | |
| 2020 SRP sign-ups: 525 | | | | | |
| 1000 Books Participants | 9 (2020) | | | | |
| Adult Programs | 4 | | | 37 attendees | |

Executive Summary

We have a new roof and gutters! There were times it seemed this project would never end. On August 26, the crews showed up and through the use of a hydraulic crane moved bundles of roofing materials on and off the roof. Though it was a noisy few days, it was dry weather and the results seems just right. Dennis Nissley and I have been up when dry and wet - things looked good to us.

We also had a lovely week for the book sale and the final days of Summer Reading Program. We are back to our school year schedule – closed on Friday and open until 4:00 on Saturday. Schedule changes have been impacted by the change in hours and new team members. DHS Senior intern Madi Reisinger started on August 26. New staff member Morgan MacVaugh has joined the team. Megan Craddock has been promoted to Library Assistant II/Passport Agent.

A variety of resources are in development and/or being promoted to families schooling at home. A general, non-scientific survey is being conducted to identify ages, grades, wants, and expectations.

SUSAN – Circulation Coordinator

- Helped with the organization and computer changes for the take home bags for homeschoolers
- Interviewed candidates for the Circulation Assistant.
- Continued with Megan's passport training

Community Relations (*Barbara et al*)

- Attended Borough council meeting.
- Coordinated a Director's Council meeting to discuss the upcoming changes coming from the District Library. LPL has decided it will no longer be the District Library for Lancaster County.
- Attended weekly Rotary meetings and the monthly Chamber meeting to speak about Library activities.
- Developed annual municipality requests for 2021.
- Friends of the Library annual book sale grossed \$15,748.08. Though a significant decrease, it was still a great sale.
- Planning has begun for Extra Give to create a donor matching pool just of MSL donors.
- Chamber of Commerce's annual BBQ sale was here. They increased their annual donation for the use of our lot – instead of making a contribution to the auction.
- Rotary Club has rescheduled their annual shredding day for the Library lot on October 24.

Youth Services (*Jan*)

- *There were also 2 more LSLC sponsored virtual programs we do not have attendance for these programs.
- Kirstin also came up with the Book Bundles: a mixture of 4 to 5 thematic books (fiction and nonfiction) assembled and displayed encouraging families to try new things and augment their lessons! Patrons may also call and request a "bundle" on a particular subject.
- Weekly videos continue as many homebound folks continue to watch them.
- Programs in September will continue outdoors when possible.
- Homeschool classes are full or almost full already. We look forward to the homeschool survey results that Barbara developed and Kim made into an easy online form!
- Summer Reading Program results were very interesting. More children participated than we thought.

Facility (*Barbara*)

- PPP forgiveness procedures have not arrived at this time.
- Roof and gutter project completed. The Security folks have been called to look into the alarm issues.
- Eagle Scout candidate installs U.S. Flag repository box on the Library grounds.

Public Relations/Promotions (*Kirstin*)

- CONSTANT CONTACT E-NEWS – September 2020 Enews: Added 23 new contacts; Sent to 2740 people
- SOCIAL MEDIA:
 - Facebook – 22 NEW follows – (1,910 total); 12,202 people reached; 5,208 post engagement
 - Instagram – promoted educational resources, story times, and positivity. 520 followers = 11 NEW
 - Created 2 videos for social media about quarantined books and sanitizing the Library
- 3 PRESS RELEASES
- WEBSITE: 3,825 website users; 7,086 page views; 648 page viewed calendar; 184 viewed "ways to donate"
- Recorded weekly videos with Jan for social media; scheduled posts to FB, posted manually to Instagram
- Created memorial bookplate for patron books
- Updated September print calendar

Volunteers/Programming/Fundraising (*Kim*)

- "Do Not Attend!" no-auction auction; Processed donations, created thank you letters.
- Developed 2 new adult programs: Adult Bingo and a monthly seniors-only library opening.
- Worked with Dillon Greenig to finalize his Eagle Scout project.
- Researched staff clearances and prepared document with links to sites. Wrote instructional materials.
- Barbara and I developed an online Homeschool Survey and corresponding hard copy survey.
- Worked with club leaders to restart club meetings.
- Offered to do Zoom training for Lit Lovers members so they can continue to participate.
- Reading Treasures @ MSL sales page. Resolved tax, shipping and credit card payment issues.
- Continued to work on upcoming adult events calendar.
- Interview volunteer candidates.

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Mount Joy Borough

Zoning & Code Department

REPORT

To: Mount Joy Borough Council; Borough Manager

From: Stacie Gibbs- Zoning, Codes and Planning Administrator

Date: September 2020

Re: September 2020 Zoning, Code and Planning Report

UPDATES

- 240 W. Main Street (Shoe Factory):
 - August 13, 2020 project is funded and design team under contract.
 - Closing on property no later than end of the year (should be earlier).
 - Four pieces of financing to get together
 - Borough should have sketch plan in couple of weeks and meeting will be scheduled.
 - construction/renovations to begin May 2021.
- Complete Streets Implementation Guidebook:
 - A delay in project execution due to COVID 19 has affected the planned progress on the guidebook, and everyone has been getting back into the project.
 - Raw data of the online Walking, Biking and Transit Survey for Mount Joy Borough has been received. Both rounds of the online surveys combined with the paper survey responses will be summarized and provided in a section of the Guidebook. These will be shared with the Council and public concurrent with the Guidebook presentations.
 - A Field Survey/Transit/Bike/Pedestrian Environmental Quality Audit of the Mount Joy Borough Transportation Network has been completed. The collected data will inform the development of the guidebook.
 - The public meeting with Council will be in January 2021 (tentative) to review the 75% Draft Guidebook.
- Laurel Harvest Labs, 28 S. Jacob Street:
 - A temporary wood structure used for growing will be installed to meet the Department of Health (DOH) timeline for growing in accordance with their state approvals.
 - Anticipation of construction for the main facility will start the first week of October.

REPORT

- Prepared Zoning Hearing Board Agenda for in-person public meeting on September 23, 2020; prepared public notice and posted public notice; prepared and sent legal advertisement. (This meeting practice social distancing guidelines and all participants and public will be required to wear a mask.)
- Worked and prepared draft 2021 budget for Zoning, Planning and Code Department.
- Met with owner of 556 W. Main St. to discuss fence.
- Researched and provided Zoning Sign regulations for political signs.
- Discussed paver patio project for 604 Rose Petal Lane with owner.
- Discussed accessory solar panel regulations with Trinity Solar.
- Spoke with tree company regarding removal of unsafe tree at 212 Marietta Avenue.
- Discussed requirements, if any, with 919 Wood Street for driveway replacement as it relates to their sewer lateral replacement.
- Met with representative from ServePro regarding 707 Square Street. They have been contracted to clean up and clean out the property.
- Reviewed property maintenance letters with Dennis that were sent to owners on Detwiler as it relates to curb and sidewalk.
- 9/24 – Met with owner of 104 Fairview Street Rear to discuss permit proposal and next steps.

MEETINGS

- 9/1- Met with Dave and staff as Dave DEP's 2022 model SWM Ordinance.
- 9/4- Meeting (virtual) with Brad Stewart, Lancaster County Community Planner, to discuss how the position of Community Planner can be revamped to be more effectively integrated into the policy framework of places2040. The Community Planners are transitioning to function more like "regional liaisons," who serve as an intermediary between municipalities in their assigned region and the resources and expertise being made available through County staff and their partner organizations.
- 9/8 – Staff meeting
- 9/8- Meeting (virtual) with folks regarding Laurel Harvest to discuss permit drawing progress and submittal process as well as the Department of Health's (DOH) regulatory requirements.
 - To meet the timeframe to be operational, for the DOH, Laurel Harvest will be submitting temporary engineered plans for a 576 square foot building to begin the growing process. The DOH must first approve these plans in order to become partially operational.
- 9/9- Conference call with new property managers for Sassafras Terrace. The Property Management Company did not change, just the managers.
- 9/14- Attended Council meeting (virtual)
- 9/21- Conference call with developer for 240 W. Main Street (Old Shoe Factory).
- 9/21 – Attended Public Works Committee Meeting (virtual)
- 9/23- Attended Zoning Hearing Board Meeting
- 9/24 - Department budget meeting.
- 9/24 – Attended Administration and Finance Committee meeting (virtual)
- 9/25 – Conference call with staff, manager and developer at the Lakes at Donegal Springs to discuss sidewalks.

TRAINING

- 9/16- PA State Association of Township Supervisors (PAAZO) (Virtual) Fall Seminar – Enforcement of dimensional standards, ways in which you can simplify your zoning, and a recent case update.

CERTIFICATE OF COMPLETION

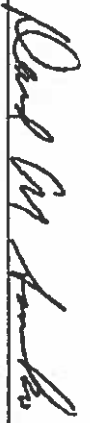
Stacie Gibbs

has successfully completed an intensive training course titled

2020 PAAZO Fall Seminar - 9/16/20 - Montgomery County

5.00 PMGA Planning/Zoning Points





Executive Director

MOUNT JOY BOROUGH-Violations: " 9/1/2020 - 9/30/2020

SEPTEMBER 2020 CODE REPORT

Property
Closed

Total number of Closed Property Violations: 11

Open

Total number of Open Property Violations: 23

Streets/Side
Open

Total number of Open Streets/Side Violations: 1

35

MOUNT JOY BOROUGH Inspections by STACIE GIBBS: 9/1/2020 - 9/30/2020

SEPTEMBER 2020 RENTAL INSPECTIONS

| Type / No / TaxNo / Subtype / Task / Notes | Pass/Fail/Comp Fee | Inspector | Date |
|---|--|-----------|-----------|
| Tenant - Property | | | |
| 1071 DONEGAL SPRINGS RD - Tenant - Property | 4505011300000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| 2 A fire; 10 year smokes each bedroom each floor | | | |
| 1073 DONEGAL SPRINGS RD - Tenant - Property | 4505011300000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| 2 A fire; 10 year smokes each bedroom each floor | | | |
| 1075 DONEGAL SPRINGS RD - Tenant - Property | 4505011300000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| 2 A fire; 10 year smokes each bedroom each floor | | | |
| 1077 DONEGAL SPRINGS RD - Tenant - Property | 4505011300000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| 2 A fire; 10 year smokes each bedroom each floor | | | |
| 624 DONEGAL SPRINGS RD - Tenant - Property | 4502919600000 | | |
| Tenant Space | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| peeling paint on ceiling of front porch; some kind of moss growth all over front porch roof; crack front porch step; check windows some not openable or able to be held by own hardware; 10 year smokes each bedroom and each floor; 2A fire ext. | | | |
| 18 DETWILER AVE APT B - Tenant - Property | 4505261700000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/24/2020 |
| 2A fire ext | | | |
| 112 FAIRVIEW ST - Tenant - Property | 4509309600000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/24/2020 |
| Reinspection of items from 1/17/20 inspection completed. | | | |
| - replace outlet for washer - replace ripped screen on side -install 10 year smoke in master bedroom | | | |
| 631 CHURCH ST - Tenant - Property | 4506311300000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/1/2020 |
| Address numbers to be placed on property | | | |
| 934 W MAIN ST - Tenant - Property | 4500707200000 | | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | | 9/17/2020 |
| 2 A fire ext; 10 year lithium in each bedroom and on each floor including basement; repair bottom or rear door, no easily openable; reconnect spouting in front. | | | |
| 207 W MAIN ST - Tenant - Property | 4508270900000 | | |

| Type / No / TaxNo / Subtype / Task / Notes | Pass/Fail/Comp Fee Inspector | Date |
|---|--|-----------|
| Tenant - Property | | |
| 207 W MAIN ST - Tenant - Property | 4508270900000 | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | 9/15/2020 |
| 2A fire extinguisher required 10-year smoke All good | | |
| 222 BIRCHLAND AVE - Tenant - Property | | |
| 222 BIRCHLAND AVE - Tenant - Property | 4508223700000 | |
| Tenant Space | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> SG | 9/17/2020 |
| 2A fire ext required; repair upstairs bath window not able to be held in open position; 10-year smokes in each bedroom and on each floor. | | |
| 435 S MARKET AVE - Tenant - Property | | |
| 435 S MARKET AVE - Tenant - Property | 4500473900000 | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | 9/17/2020 |
| Install address numbers; 10 year smoke in basement; deadbolt on basement door because bilco door is egress and cannot be locked; repair flooring on second floor; repair crack on ceiling in bedroom 1. | | |
| 843 COLONY LN - Tenant - Property | | |
| 843 COLONY LN - Tenant - Property | 4507666100000 | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | 9/17/2020 |
| Deadbolt on basement door because bilco to be used for egress and must remain unlocked; address numbers on mailbox as discussed | | |
| 329 W DONEGAL ST - Tenant - Property | | |
| 329 W DONEGAL ST - Tenant - Property | 4508896700000 | |
| Tenant Space | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SG | 9/17/2020 |
| 10-YEAR SMOKE IN BASEMENT | | |

Total Inspections: 14

MOUNT JOY BOROUGH-MultiSelect Permits App Date: 9/1/2020 - 9/30/2020

SEPTEMBER 2020 ZONING & CONSTRUCTION PERMIT REPORT

| PermitNo | App Date | Issue Date | Owner | Project Addr | Descript | Fee |
|--|-----------|------------|-------------------------------------|-------------------------|--|------------|
| Building | | | | | | |
| Com - Expansion | | | | | | |
| Denied | | | | | | |
| 200769 | 9/22/2020 | | ERB SHAWN & JILL | 104 REAR FAIRVIEW ST | Expansion of storage building | |
| Total Com - Expansion 1 | | | | | | |
| Com-Building | | | | | | |
| Pending | | | | | | |
| 200782 | 9/28/2020 | | 150 NEW STREET PARTNERS | 28 S JACOB STREET | Foundation and Temporary Grow Facility | \$325.00 |
| Total Com-Building 1 | | | | | | \$325.00 |
| garage | | | | | | |
| CO Issued | | | | | | |
| 200765 | 9/14/2020 | 9/21/2020 | DOHL THOMAS O DOHL TASHAUNA A | 9 E MAIN ST | New pole barn/garage | \$40.00 |
| Total garage 1 | | | | | | \$40.00 |
| hot tub | | | | | | |
| Active | | | | | | |
| 200773 | 9/23/2020 | 9/25/2020 | HAMILTON CRYSTAL F | 160 N MARKET ST | Install hot tub and patio addition | \$65.00 |
| Total hot tub 1 | | | | | | \$65.00 |
| mobile home | | | | | | |
| Active | | | | | | |
| 200761 | 9/10/2020 | 9/22/2020 | SWAREY ENOS & LYDIA | 454 W MAIN ST | Install new mobile home | \$65.00 |
| Total mobile home 1 | | | | | | \$65.00 |
| Res-Deck | | | | | | |
| Active | | | | | | |
| 200770 | 9/22/2020 | 9/24/2020 | TRAVIS MAGILL AND LINDA KOSICH | 830 HILL ST | Steps and railing repairs/replace | \$65.00 |
| Total Res-Deck 1 | | | | | | \$65.00 |
| Res-Porch | | | | | | |
| Active | | | | | | |
| 200749 | 9/3/2020 | 9/11/2020 | PAPPAS DAWN AND JOHN | 48 W DONEGAL ST | Remove wood porch/replace w/concrete | \$40.00 |
| Total Res-Porch 1 | | | | | | \$40.00 |
| Res-Renovations | | | | | | |
| Active | | | | | | |
| 200750 | 9/3/2020 | 9/11/2020 | PAPPAS DAWN AND JOHN | 48 W DONEGAL ST | Install new kitchen cabinets | \$65.00 |
| Total Res-Renovations 1 | | | | | | \$65.00 |
| roof over deck/electrical | | | | | | |
| Active | | | | | | |
| 200759 | 9/10/2020 | 9/21/2020 | CAMBRUZZI BLAZE L SCICCHITANO NICH | 603 SCHOOL LN | Roof over deck;deck addition;electric | \$153.00 |
| Total roof over deck/electrical 1 | | | | | | \$153.00 |
| SFD | | | | | | |
| Pending | | | | | | |
| 200784 | 9/30/2020 | | PENWAY CONSTRUCTION | 1078 DONEGAL SPRINGS RD | New single family Dwelling | \$1,041.00 |
| Total SFD 1 | | | | | | \$1,041.00 |
| solar panels | | | | | | |
| Active | | | | | | |
| 200753 | 9/4/2020 | 9/24/2020 | MILLER LINDA K & CIESLINSKI CATHERI | 237 PARK AVE | Install 36 solar panels | \$193.00 |
| Total solar panels 1 | | | | | | \$193.00 |
| Total Building 11 | | | | | | \$2,052.00 |
| Electrical | | | | | | |
| Electrical | | | | | | |
| Active | | | | | | |
| 200757 | 9/10/2020 | 9/21/2020 | FORRY KATHRYN M FORRY JOHN S | 51 E MAIN ST | Electrical Service Upgrade | \$65.00 |

| PermitNo | App Date | Issue Date | Owner | Project Addr | Descript | Fee |
|------------------------------|-----------|------------|------------------------------------|------------------|---|----------|
| Electrical | | | | | | |
| Electrical | | | | | | |
| Total Electrical 1 | | | | | | \$65.00 |
| Res-Electric | | | | | | |
| Active | | | | | | |
| 200751 | 9/4/2020 | 9/11/2020 | GARDNER NEIL AND JOANNA | 401 S MARKET ST | Upgrade electric/rewire | \$113.00 |
| Total Res-Electric 1 | | | | | | \$113.00 |
| Total Electrical 2 | | | | | | \$178.00 |
| Mechanical | | | | | | |
| Comm Mech | | | | | | |
| Active | | | | | | |
| 200762 | 9/11/2020 | 9/21/2020 | DOGWOOD MOON PROPERTY LLC | 537 W MAIN ST | New A/C | \$115.00 |
| Total Comm Mech 1 | | | | | | \$115.00 |
| Total Mechanical 1 | | | | | | \$115.00 |
| Plumbing | | | | | | |
| Res-Plumbing | | | | | | |
| Active | | | | | | |
| 200771 | 9/22/2020 | 9/24/2020 | LEAMONS KERE E L | 304 N MARKET AVE | Install two riser | \$65.00 |
| Total Res-Plumbing 1 | | | | | | \$65.00 |
| Total Plumbing 1 | | | | | | \$65.00 |
| Use | | | | | | |
| Use | | | | | | |
| Active | | | | | | |
| 200758 | 9/10/2020 | 9/21/2020 | DH & PM PROPERTIES LP | 13 MOUNT JOY ST | New business - Free Flow Medical Device | \$60.00 |
| Total Use 1 | | | | | | \$60.00 |
| Total Use 1 | | | | | | \$60.00 |
| Zoning | | | | | | |
| Fence | | | | | | |
| Active | | | | | | |
| 200775 | 9/23/2020 | 9/30/2020 | BRETT KATHLEEN AND ROBERT | 1100 COLLINA LN | Install fence | \$40.00 |
| Total Fence 1 | | | | | | \$40.00 |
| garage | | | | | | |
| Active | | | | | | |
| 200780 | 9/24/2020 | 9/24/2020 | SCHELL JESSICA | 137 COLUMBIA AVE | New garage and driveway | \$40.00 |
| Total garage 1 | | | | | | \$40.00 |
| Patio | | | | | | |
| Active | | | | | | |
| 200755 | 9/10/2020 | 9/10/2020 | DAVIS JASON M DAVIS ALLISON R | 131 CHARLAN BLVD | Patio Extension | \$40.00 |
| Total Patio 1 | | | | | | \$40.00 |
| Shed | | | | | | |
| Active | | | | | | |
| 200763 | 9/11/2020 | 9/11/2020 | GREEN DAVID W GREEN JOY E | 369 MARTIN AVE | Install shed | \$40.00 |
| Total Shed 1 | | | | | | \$40.00 |
| Special Event | | | | | | |
| Active | | | | | | |
| 200783 | 9/30/2020 | 10/23/2020 | W S EBERSOLE POST OF THE AMERI LEG | 560 CLAY ALY | Fundraiser Special Event | \$60.00 |
| Total Special Event 1 | | | | | | \$60.00 |

| PermiNo | App Date | Issue Date | Owner | Project Addr | Descript | Fee |
|---------------|----------|------------|-------|--------------|-----------------------|-------------------|
| Zoning | | | | | | |
| | | | | | Total Zoning | 5 |
| | | | | | | \$220.00 |
| | | | | | Total Permits: | 21 |
| | | | | | | \$2,690.00 |

BUILDING PERMITS ANALYSIS OF FEES RECEIVED

| MONTH | 2016 | 2017 | 2018 | 2019 | 2020 |
|---------------|--|---------------------------------------|---------------------------------------|---------------------------------------|--|
| JANUARY | \$ 450.00 | \$ 792.00 | \$ 496.00 | \$ 645.00 | \$ 4,874.00 |
| FEBRUARY | \$ 1,500.00 | \$ 1,196.00 | \$ 837.00 | \$ 375.00 | \$ 525.00 |
| MARCH | \$ 1,268.00 | \$ 4,532.00 | \$ 3,729.00 | \$ 1,293.00 | \$ 4,212.00 |
| APRIL | \$ 930.00 | \$ 1,190.00 | \$ 2,980.80 | \$ 3,160.00 | \$ 631.00 |
| MAY | \$ 3,501.00 | \$ 5,312.00 | \$ 7,371.00 | \$ 1,910.00 | \$ 967.00 |
| JUNE | \$ 4,185.00 | \$ 1,324.00 | \$ 1,295.00 | \$ 3,058.00 | \$ 4,025.00 |
| JULY | \$ 9,363.00 | \$ 3,650.00 | \$ 10,276.00 | \$ 1,905.00 | \$ 987.00 |
| AUGUST | \$ 3,633.00 | \$ 1,996.00 | \$ 4,237.00 | \$ 5,645.00 | \$ 2,324.00 |
| SEPTEMBER | \$ 1,020.00 | \$ 2,046.00 | \$ 2,273.00 | \$ 3,752.00 | \$ 2,690.00 |
| OCTOBER | \$ 4,255.00 | \$ 4,030.00 | \$ 6,431.10 | \$ 1,714.00 | |
| NOVEMBER | \$ 1,120.00 | \$ 6,478.00 | \$ 2,027.00 | \$ 1,994.00 | |
| DECEMBER | \$ 1,923.00 | \$ 1,370.00 | \$ 593.68 | \$ 859.00 | |
| TOTALS | (\$ 33,148.00 Budgeted \$30,000) | (\$33,916.00 Budgeted \$30,000) | (\$42,546.58 Budgeted \$35,000) | (\$26,310.00 Budgeted \$35,000) | (\$21,235.00 Budgeted- \$25,000) |

MOUNT JOY BOROUGH-StormWater Permits App Date: 9/1/2020 - 9/30/2020

SEPTEMBER 2020 STORMWATER PERMIT REPORT

| PermitNo | App Date | Issue Date | Owner | Project Addr | Descript | Fee |
|------------------------------|-----------|------------|------------------------------------|------------------|-------------------------|-----------------|
| StormWater | | | | | | |
| Exemption | | | | | | |
| Active | | | | | | |
| 200774 | 9/23/2020 | 9/25/2020 | HAMILTON CRYSTAL F | 160 N MARKET ST | Paver patio expansion | \$50.00 |
| 200772 | 9/22/2020 | 9/22/2020 | SWAREY ENOS & LYDIA | 454 W MAIN ST | New trailer | \$50.00 |
| 200764 | 9/11/2020 | 9/11/2020 | GREEN DAVID W GREEN JOY E | 369 MARTIN AVE | Install shed | \$50.00 |
| 200760 | 9/10/2020 | 9/21/2020 | CAMBRUZZI BLAZE L SCICCHITANO NICH | 603 SCHOOL LN | Expand Deck | \$50.00 |
| 200756 | 9/10/2020 | 9/10/2020 | DAVIS JASON M DAVIS ALLISON R | 131 CHARLAN BLVD | patio extension | \$50.00 |
| Total Exemption 5 | | | | | | \$250.00 |
| garage | | | | | | |
| Active | | | | | | |
| 200766 | 9/14/2020 | 9/21/2020 | DOHL THOMAS O DOHL TASHAUNA A | 9 E MAIN ST | Install barn/garage | \$50.00 |
| Total garage 1 | | | | | | \$50.00 |
| Small Project | | | | | | |
| Active | | | | | | |
| 200781 | 9/24/2020 | 9/24/2020 | SCHELL JESSICA | 137 COLUMBIA AVE | New garage and driveway | \$175.00 |
| Total Small Project 1 | | | | | | \$175.00 |
| Total StormWater 7 | | | | | | \$475.00 |
| Total Permits: 7 | | | | | | \$475.00 |

STORMWATER PERMITS COMPARISON SPREADSHEET

| MONTH | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------|--------------------------------------|---------------------------------------|--|--|---------------------------------------|
| JANUARY | X | X | X | \$ 100.00 | \$ 50.00 |
| FEBRUARY | \$50.00 | \$ 100.00 | \$ 100.00 | \$ 200.00 | \$ 225.00 |
| MARCH | \$300.00 | \$ 250.00 | \$ 325.00 | \$ 325.00 | \$ 600.00 |
| APRIL | \$400.00 | \$ 250.00 | \$ 200.00 | \$ 500.00 | \$ 100.00 |
| MAY | \$550.00 | \$ 300.00 | \$ 350.00 | \$ 450.00 | \$ 300.00 |
| JUNE | \$550.00 | \$ 300.00 | \$ 250.00 | \$ 525.00 | \$ 675.00 |
| JULY | \$375.00 | \$ 350.00 | \$ 375.00 | \$ 400.00 | \$ 300.00 |
| AUGUST | \$325.00 | \$ 400.00 | \$ 150.00 | \$ 425.00 | \$ 300.00 |
| SEPTEMBER | \$500.00 | \$ 300.00 | \$ 50.00 | \$ 250.00 | \$ 475.00 |
| OCTOBER | \$675.00 | \$ 275.00 | \$ 200.00 | \$ 50.00 | |
| NOVEMBER | \$250.00 | \$ 100.00 | \$ 50.00 | X | |
| DECEMBER | \$100.00 | X | \$ 50.00 | \$ 100.00 | |
| TOTALS | (\$4,025.00 Budget \$2,500.00) | (\$2,625.00 Budget \$2,500.00) | (\$2,100.00 Budgeted \$2,500.00) | (\$3,325.00 Budgeted \$2,000.00) | (\$ 3,025.00 Budgeted- \$2,000) |

MOUNT JOY BOROUGH-Rental Permits App Date: 9/1/2020 - 9/30/2020

SEPTEMBER 2020 RENTAL LICENSE REPORT

| PermitNo | App Date | Issue Date | Owner | Project Addr | Descript | Fee |
|--|-----------|------------|-----------------------------|-------------------|-----------------------|-----------------|
| Rental | | | | | | |
| 2020 Residential Rental | | | | | | |
| Active | | | | | | |
| 200779 | 9/23/2020 | 9/23/2020 | SR HOLDINGS | 329 W DONEGAL ST | 329 W. DONEGAL STREET | \$50.00 |
| 200747 | 9/1/2020 | 9/21/2020 | SR HOLDING OF MOUNT JOY LLC | 843 COLONY LN | 843 COLONY LANE | \$50.00 |
| Pending | | | | | | |
| 200778 | 9/23/2020 | | AGNEW MELISSA | 410 BIRCHLAND AVE | 410 BIRCHLAND AVE | |
| 200776 | 9/23/2020 | | JME HOLDINGS LLC | 200 N MELHORN DR | 200 N MELHORN DRIVE | |
| 200748 | 9/2/2020 | | HORST LORI AND ROGER | 231 MOUNT JOY ST | 231 MOUNT JOY STREET | |
| Total 2020 Residential Rental 5 | | | | | | \$100.00 |
| Total Rental 5 | | | | | | \$100.00 |
| Total Permits: 5 | | | | | | \$100.00 |

RENTAL LICENSES COMPARISON SPREADSHEET

| MONTH | 2016 | 2017 | 2018 | 2019 | 2020 |
|---------------|--|--|--|---|---|
| JANUARY | \$ 700.00 | \$ 7,600.00 | \$ 23,600.00 | \$ 32,100.00 | \$ 33,500.00 |
| FEBRUARY | \$25,850.00 | \$26,800.00 | \$ 29,650.00 | \$ 18,375.00 | \$ 14,620.00 |
| MARCH | \$31,750.00 | \$31,350.00 | \$ 14,250.00 | \$ 17,650.00 | \$ 19,200.00 |
| APRIL | \$ 3,500.00 | \$ 2,900.00 | \$ 1,050.00 | \$ 450.00 | \$ 1,350.00 |
| MAY | \$ 3,850.00 | \$ 50.00 | \$ 150.00 | \$ 50.00 | \$ 200.00 |
| JUNE | \$ 750.00 | \$ 50.00 | \$ 100.00 | \$ 150.00 | X |
| JULY | \$ 500.00 | \$ 100.00 | \$ 150.00 | \$ 100.00 | \$ 200.00 |
| AUGUST | \$ 50.00 | \$ 250.00 | \$ 400.00 | \$ 250.00 | \$ 100.00 |
| SEPTEMBER | \$ 150.00 | \$ 150.00 | \$ 200.00 | \$ 50.00 | \$ 100.00 |
| OCTOBER | \$ 200.00 | \$ 50.00 | \$ 100.00 | \$ 100.00 | |
| NOVEMBER | \$ 100.00 | X | X | X | |
| DECEMBER | | | X | \$ 50.00 | |
| TOTALS | \$67,400.00 (Budgeted \$62,000.00) | \$69,300.00 (Budgeted \$65,000.00) | \$69,700+ \$725 late fees = \$70,425 (Budgeted \$68,000) | \$69,325.00 + \$900.00= \$70,225 late fees (Budgeted \$70,000) | (\$69,270.00 + \$750.00 late fees= \$70,020 (Budgeted- \$70,000) |

STREET OPENING PERMITS COMPARISON SPREADSHEET

| MONTH | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------|--|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| JANUARY | \$ 50.00 | \$ 50.00 | \$ 375.00 | \$ 300.00 | \$ 75.00 |
| FEBRUARY | \$100.00 | X | \$ 75.00 | \$ 150.00 | X |
| MARCH | \$450.00 | \$ 50.00 | \$ 130.00 | X | \$ 150.00 |
| APRIL | \$ 50.00 | \$100.00 | X | \$ 75.00 | X |
| MAY | \$ 50.00 | X | \$ 225.00 | \$ 220.00 | X |
| JUNE | \$100.00 | \$150.00 | \$ 75.00 | \$ 75.00 | X |
| JULY | \$150.00 | \$100.00 | \$ 150.00 | \$ 75.00 | X |
| AUGUST | \$ - | \$ 50.00 | \$ 300.00 | \$ 75.00 | \$ 75.00 |
| SEPTEMBER | \$ - | \$ 50.00 | \$ 150.00 | \$ 75.00 | X |
| OCTOBER | \$ - | \$150.00 | \$ 75.00 | \$ 450.00 | |
| NOVEMBER | \$ 50.00 | X | \$ 300.00 | \$ 450.00 | |
| DECEMBER | \$100.00 | \$ 50.00 | \$ 225.00 | \$ 300.00 | |
| TOTALS | (\$1,100.00 Budgeted \$1,000.00) | (\$750.00 Budgeted \$1,000.00) | (\$2,080.00 Budgeted \$1,000) | (\$2,245.00 Budgeted \$1,300) | (\$300.00 Budgeted - \$1,500) |



**BOROUGH OF MOUNT JOY
STORMWATER MANAGEMENT REPORT**

TO: Mount Joy Borough Council

FROM: Dave Salley, Stormwater Enforcement Officer

DATE: September 30, 2020

RE: Stormwater Management Report for September 2020

Stormwater/Public Works:

- Stormwater budget preparation and organization
- Staff budget meetings
- Williams Alley reconstruction
- Creation of CCWA scholarship program
- Penn State webinar on Urban Forestry
- Review 1078 Donegal Springs Rd SW Permit
- Review 137 Columbia Ave SW Permit
- NFWF PA-LGI grant agreement execution
- Meeting w/ The Reserves HOA about SW concerns and grant research for the HOA
- Meeting w/ Councilor Eichler about Wood Duck boxes at Little Chiques Park and grant research
- Walk thru @ The Lakes
- 2022 SW Model ordinance meeting with staff
- SW Fall/Winter newsletter
- Mowing for the Parks Dept.
- Meeting w/ County Planner about future duties
- Staff meetings
- Council meeting
- A&F Committee meeting
- PW Committee meeting



8-j

**BOROUGH OF MOUNT JOY
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Casey Kraus, Borough Manager

FROM: Dennis Nissley, Public Works Director

DATE: September 30, 2020

RE: Public Works Department Activities for September 2020

Following is a list of activities for the Public Works Department for September 2020:

- Parks – Mowing
- Parks – Weed spraying
- Parks - Spraying Spotted Lantern Flies
- Parks – Facilities inspections
- PW – Vehicle and equipment maintenance
- Streets – Crack sealing streets
- Streets – Prep Williams Alley and Oak Alley for paving
- Streets – Inspect curbs and participate in walk-thru inspection at Lakes
- Stormwater – Clean stormwater inlets and inspect facilities after rain events
- Stormwater – Meet with staff to review model stormwater ordinance
- Signs – Repair and replacement as needed
- Compost Site – Construct concrete pads for new gate equipment
- Compost Site – Cut trenches and repave after conduits were installed for new gate equipment
- Compost Site – Deliver compost and mulch to borough residents upon receiving orders
- Compost Site – Continue to staff compost site during open times of Monday 3 PM to 6 PM and Saturday 9 AM to 12:00 PM.
- List and monitor sale of pick up truck on Municibid
- Attend virtual Borough Council meeting
- Attend virtual Public Works Committee meeting
- Attend staff meetings
- Attend virtual Administration and Finance Committee meeting
- Attend virtual meeting with Brad Stewart from LCPC
- Attend on-site meeting to review change to placement of manhole at Laurel Harvest project
- Attend webinar on Municipal Governance Tools
- Attend LTAP webinar on Asset Management

To: Mount Joy Borough Councilors, Borough Manager Kraus & Mayor Bradley

From: Joseph Ardini

September 2020 Authority Administrator Report

1. Water Distribution Hydrant Flushing: Authority staff began flushing Section B of the distribution system; this would be the Northwest section of our system.
2. AT&T began work on their upgrade to their antenna system located on the Lumber Street Standpipe.
3. Clarifier/Thickener Project:
 - Contractor mobilization to the WWTP occurred.
 - Contractor began removal of the mechanicals from clarifier #2 in preparation to remove the bridge structure for sandblasting.
4. Springville Road waterline replacement:
 - The remaining watermain has been installed.
 - Hydrostatic testing and bacteria samples were conducted, passing results were achieved.
 - Authority staff began connecting the existing customer service lines onto the new watermain.

8-1

BOROUGH OF MOUNT JOY
21 EAST MAIN STREET
MOUNT JOY, PENNSYLVANIA 17552



From the Office of:
Charles M. Kraus, III
Interim Borough Manager

INCORPORATED 1851

TELEPHONE (717) 653-2300
FAX (717) 653-6680
E-MAIL: Casey@mountjoypa.org

October 5, 2020

Re: Interim Manager's report for the October 5, 2020 Council Meeting

The Administration and Finance Committee at their September 24, 2020 meeting collectively agreed to suggest the following to council for council's consideration.

1. Provide all council members with a copy of Borough Ordinance 40 (Manager). This ordinance gives specific powers to the manager. Council is asked to review the ordinance and markup their copy with any additions, deletions, or wording editing and return their marked up copy to me by Friday October 16 to provide sufficient time for the information to be collated and presented to the Administration and Finance Committee for their review and final recommendation to be discussed at their meeting on October 22, 2020.
2. Provide all council members with the Manager's Job Description as approved by council on October 5, 2015. Council members to markup their copies with any additions, deletions, or wording editing and return their marked up copy to me by Friday October 16 to provide sufficient time for the information to be collated and presented to the Administration and Finance Committee for their review and final recommendation to be discussed at their meeting on October 22, 2020.

Main issues the staff is dealing with currently

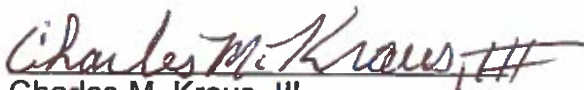
1. Open allies. There are numerous "open allies" in the borough that run through various properties owner's private land. Open allies were popular in subdivisions in the early 1900's. They have remained a nonissue for close to 100 years. However, over the last 15 to 20 years, new subdivisions have been built adjacent to several of these open allies. Recently, conflicts have occurred and continue to occur between property owners over how these open allies are being used. The property owners call the borough staff seeking an intervention from either the police, zoning officer, borough manager, or anyone else they feel should intervene. The open alley issue has been addressed in a legal opinion. Our solicitor advises the borough not to get involved in these disputes since they are private property disputes and therefore need to be handled between the parties. These

issues are civil matters for which the borough employees nor the Borough Police have any means of enforcement.

General overview of Interim Manager activities for September

1. Spoke on phone at length with property owner regarding an open alley
2. Continue to gather information for 2021 budget
3. Downloaded 2020 wage and salary survey done by PSAB. This is a very comprehensive study done throughout the state and includes many boroughs. One table breaks out data by population, which is a convenient way to compare apples to apples. This is available for council as a budgeting tool.
4. Completed a budget review as of the end of September for budget vs. actual. Kudos to department heads and all staff for managing their respective budgets. Kudos to Jill Frey for doing a remarkable job on revenue projections for 2020. Revenues collected to date are plus 13% over budgeted amount. Expenditures to date are 2% under the budgeted amount. As I stated last month, there were some large transfers Jill made in September. That is the reason the expenditures went from 13% below budget to 2% below budget for the year to date. A review of each line item reveals annual projections were very accurate. A few small budget line items are over budget but are insignificant in the overall budget.
5. Thanks to all staff, council members, and Mayor Bradley for assisting me with coming up to speed on so many items. I have had more questions than answers. I feel the tide starting to change.

Sincerely,


Charles M. Kraus, III

Title: Interim Borough Manger

Date: 10/01/2020

**Borough of Mount Joy
Lancaster County, Pennsylvania**

Resolution No. 22-20

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MOUNT JOY, LANCASTER COUNTY, PENNSYLVANIA, APPOINTING THE INTERIM BOROUGH MANAGER TO SERVE AS THE BOROUGH SECRETARY.

WHEREAS, the Borough of Mount Joy (Borough) appointed the Borough Manager to serve as the Borough Secretary;

WHEREAS, the Borough Council terminated their Borough Manager effective September 14, 2020;

WHEREAS, the Borough Council appointed an Interim Borough Manager effective September 15, 2020;

WHEREAS, the Borough Council desires to fill the vacated position of Borough Secretary.

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

That the Borough Council hereby appoints the following individual as the Borough Secretary.

Borough Secretary

Charles M. Kraus, III Interim Borough Manager

ADOPTED, by the Council of the Borough of Mount Joy, at a public meeting this 5th day of October 2020.

ATTEST:

(Assistant) Borough Secretary

Borough Council (Vice) President

[BOROUGH SEAL]

[HISTORY: Adopted by the Borough Council of the Borough of Mount Joy 12-7-1970 by Ord. No. 342 (Ch. 1, Part 1B, of the 1992 Code of Ordinances). Amendments noted where applicable.]

§ 40-1 Creation of office.

The office of Borough Manager is hereby created by the Borough of Mount Joy.

§ 40-2 Appointment; removal.

The Manager shall be appointed for an indefinite term by a majority of all members of Council. The Manager shall serve at the pleasure of the Council, and he may be removed at any time by a majority vote of all its members. At least 30 days before such removal is to become effective, the Council shall furnish the Manager with a written statement setting forth its intention to remove him. In the event of such a removal for any reason other than charges sustained under those enumerated in Section 1190(1) through (5) of the Borough Code, 53 P.S. § 46190, he shall be granted three months' termination pay.

§ 40-3 Qualifications.

[Amended 3-8-1982 by Ord. No. 425]

The Manager shall be chosen solely on the basis of his executive and administrative abilities, with special reference to the duties of his office as outlined in § 40-6 hereof. The Manager need not be a resident of the Borough or of the Commonwealth of Pennsylvania at the time of his appointment but, upon appointment, must become and remain a resident of the Borough during his tenure in office; provided, however, that the Manager may reside a reasonable distance beyond the corporate limits of the Borough upon being granted permission to do so by the Borough Council at any time following his appointment. Such permission, if granted, shall be considered permanent for the Manager requesting said permission and may not be revoked during his tenure in office.

§ 40-4 Bond.

Before entering upon his duties, the Manager shall give a bond to the Borough with a bonding company as surety, to be approved by the Council, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by the Borough, except where he is automatically bonded or otherwise insured via the Borough's general insurance coverage.

§ 40-5 Compensation.

The salary of the Borough Manager shall be fixed from time to time by the Council.

§ 40-6 Powers and duties.

[Amended 2-11-1974 by Ord. No. 359]

- A. The Manager shall be the chief administrative officer of the Borough, and he shall be responsible to the Council as a whole for the proper and efficient administration of the affairs of the Borough. The powers and duties of administration of all Borough business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other Borough officers.
- B. Subject to recall by ordinance of Council, the powers and duties of the Borough Manager shall include the following:
 - (1) He shall supervise and be responsible for the activities of all municipal departments, except for the Police Department, which may be granted to him at the discretion of the Mayor.
 - (2) He shall hire and, when necessary for the good of the service, shall suspend or discharge any employee under his supervision, provided that persons covered by the civil service provisions of the Borough Code shall be hired, suspended or discharged in accordance with such provisions, and provided further that the Manager shall report, at the next meeting thereafter of Council, any action taken by authority of this subsection. Council shall at such time either affirm the action taken or shall direct the reinstatement of the employee so suspended or so discharged.
 - (3) He shall have the power to fix wages and salaries of all personnel under his supervision, within a range previously authorized by Council.

- (4) He shall prepare and submit annually to Council, according to state uniform budget requirements, a budget for the next fiscal year. In preparing the budget, the Manager, or an officer designated by him, shall obtain from the head of each department, agency or board, or any qualified officer thereof, estimates of revenues and expenditures and such other supporting data as he requires. The Manager shall review such estimates and may revise them before submitting the budget to the Council.
- (5) He shall be responsible for the administration of the budget after its adoption by the Council.
- (6) He shall, in conjunction with the preparation of the yearly budget, develop long-range fiscal plans for the municipality, such plans to be presented as necessary to the Council for its review and adoption.
- (7) He shall hold such other municipal or Borough authority offices and head such municipal departments as the Council may from time to time direct.
- (8) He shall attend all meetings of Council and its committees with the right to take part in the discussions and shall receive notice of all special meetings of Council and its committees.
- (9) He shall prepare the agenda for each meeting of Council and supply facts pertinent thereto; he shall be responsible for recording minutes of each meeting and distributing them to members no later than 48 hours prior to the next regular meeting; and he shall perform or be responsible for the performance of all duties generally required to be performed by a Borough Secretary.
- (10) He shall keep the Council informed as to the conduct of Borough affairs; submit periodic reports on the condition of the Borough finances and such other reports as the Council requests; and make such recommendations to the Council as he deems advisable.
- (11) He shall submit to Council from time to time a complete report on the finances and the administrative activities of the Borough.
- (12) He shall see that the provisions of all franchises, leases, and permit privileges granted by the Borough are observed.
- (13) He may employ, by and with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.
- (14) He shall attend to the letting of contracts in due form of law, and he shall supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon some other Borough officer.
- (15) He shall see that all money owed the Borough is promptly paid, and that proper proceedings are taken for the security and collection of all the Borough's claims.
- (16) He shall be the purchasing officer of the Borough, and he shall purchase, in accordance with the provisions of the Borough Code, all supplies and equipment for the agencies, boards, departments, and other offices of the Borough. He shall keep an account of all purchases and shall, from time to time or when directed by Council, make a full written report thereof. He shall also issue rules and regulations, subject to the approval of Council, governing the procurement of all municipal supplies and equipment. He shall be responsible for the care and maintenance of all Borough property, buildings and equipment.
- (17) All complaints regarding Borough services shall be referred to the office of the Manager. He, or an officer designated by him, shall investigate and dispose of such complaints, and the Manager shall report thereon to Council.
- (18) He shall keep the citizens informed as to conditions, plans, requirements, regulations and procedures by notices and articles posted and published in local papers and such other means as may be suitable.

§ 40-7 Powers and duties delegated by Mayor.

The Mayor is hereby authorized to delegate to the Borough Manager, subject to revocation by written notification at any time, any of his nonlegislative and nonjudicial powers and duties.

§ 40-8 Procedural limitations on Council.

Neither the Council, its members, nor its committees shall dictate or influence or attempt to dictate or influence the hiring of any person to, or his discharge from, municipal employment by the Manager, or in any manner take part in the hiring, suspending or discharging of employees in the administrative service of the Borough, except as required by the civil service provisions of the Borough Code. Other than for the purposes of inquiry, the Council or any of its members or any of the Council's committees or its members shall deal with the administrative service solely through the Borough Manager, and neither the Council nor any of its members, nor any of Council's committees or its members, shall give orders, publicly or privately, to any subordinate of the Manager.

§ 40-9 Disability or absence.

If the Manager becomes ill or needs to be absent from the Borough, he shall designate qualified members of his staff to perform the duties of the Manager during his absence or disability. The persons so designated shall not perform these duties beyond the next regular Council meeting without the approval of the Council.

MOUNT JOY BOROUGH
JOB DESCRIPTION

TITLE: Borough Manager/Secretary

DEPARTMENT: Administration

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage operations of Borough offices; provide leadership and direction to administrative office staff and Public Works Director; provide for training and development of management skills and evaluate job performance, provide feedback and direction concerning goals, priorities and objectives; communicate policy, establish workplace policies to provide overall consistency in operations; approve leave, resolve workplace problems, administer discipline, recommend pay adjustments; hire and discharge.
2. Provide administrative leadership in areas of planning, budgeting, reporting and grants; meet with Council to review short and long range goals, priorities, requirements and constraints; meet with staff, community and government representatives to communicate and gather feedback, build working relationships and facilitate planning and development of objectives to work toward completion of capital projects and goals.
3. Manage and direct budget development and forecasting; monitor budget, including expenses and revenue collection; develop and implement spending plans for general obligation or revenue bonds; develop budget parameters and administer monetary operational limits for various municipal program; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; develop investment strategies.
4. Engage in public relations activities; resolve questions and complaints from citizens, or direct to appropriate staff person; develop plans to communicate issues to the public.
5. Serve as primary liaison to Borough Council; compile agenda for meeting, attend meetings to provide advice and information; serve as liaison between Borough Council and Authorities, Commissions and Committees.
6. Perform the duties of Borough Secretary, or ensure duties are performed, as outlined by the Pennsylvania Borough Code; attend meetings of the council, maintain full minutes of proceedings; record or transcribe bylaws, rules, regulations, resolutions and ordinances, preserve records and documents; hold custody of borough seal and certify copies of official documents with the seal; attest the execution of documents, inform council and the public of all meetings of council.
7. Perform related duties:
 - a. Prepare or direct the preparation of proposals, studies and reports to support development of projects and services; consider needs, structure of operations, level of funding,

- staffing, community goals and risk; examine legal boundaries and impact on codes, insurances, bonds and audits; determine and establish priorities; research and procure grant monies; monitor and manage state or federal grants.
- b. Manage areas relating to community development; guide and facilitate process to accomplish comprehensive plan; communicate process to the public; plan for future development to provide for controlled growth and expansion of public services; recommend regulations to control location and development of residential and commercial areas.
 - c. Serve as Purchasing Officer for the Borough; establish system to approve purchases of supplies and equipment; establish rules and regulations governing requisition and purchasing; enter in contracts as approved by Borough Council and monitor compliance with contracts; review and/or write bid specifications for the purchase of new equipment, supplies or services.
 - d. Manage maintenance of Borough facilities and property; direct maintenance activities, and activities related to improvement or replacement of facilities and property; ensure provisions of franchises, leases, permits and privileges and other contractual rights of Borough are observed.
 - e. Research and develop projects, e.g., develop fee schedules, project budgets, ordinance amendments; serve as liaison and provide briefings on community organization meetings; execute routine decisions and facilitate decision making of non-routine issues with key borough employees and the Council to accomplish ongoing business.
 - f. Serve as Borough Open Records Officer for PA Right to Know Law; respond to requests for information or ensure response is provided.
 - g. Participate in training for emergency management response.

JOB SPECIFICATIONS:

*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of bachelor's or master's degree in public administration and extensive experience in municipal management.

Must also complete National Incident Management System (NIMS) training:

- ICS-700: NIMS, An Introduction
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents

Knowledge:

- Comprehensive knowledge of public administration principles and practices
- Comprehensive knowledge of budgeting
- Comprehensive knowledge of Borough code, and state and federal laws affecting Boroughs
- Comprehensive knowledge of borough zoning, building, property maintenance, solid waste, health and safety, taxation, tree, storm water management, and land development codes
- Comprehensive knowledge of local ordinances and physical features of Borough*
- Comprehensive knowledge of government process and structure
- Comprehensive knowledge of management theory and practice

Skill:

Computer operation

Abilities:

- Ability to navigate complex issues and share understanding with others
- Ability to inspire trust to ensure input is viewed as unbiased and accurate
- Ability to promote high morale as leader and manager of an organization
- Ability to manage complex projects
- Ability to facilitate long range planning within a collaborative framework
- Ability to communicate effectively and persuasively in writing and orally
- Ability to build relationships to strengthen community partnerships
- Ability to promote accountability for completion of goals and objectives
- Ability to apply management and supervisory principles to solve practical, everyday problems
- Ability to establish effective relationships with employees, management staff, elected officials, members of the public, representatives of government regulatory agencies, vendors, and representatives of outside firms providing services for the Borough
- Ability to prepare reports and present facts and ideas in a clear and organized fashion
- Ability to effectively resolve complaints through proper investigation, mediation and/or action to correct problem
- Ability to cultivate customer orientation.

Working Conditions:

Work is performed in normal but busy office environment. Attendance at evening meetings is frequently required. Travel to various facilities and project sites, and meetings outside the borough is frequently required. Work involves frequent interruptions and frequently responding to angry, frustrated or upset individuals.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Council
FLSA STATUS: Exempt
DATE: June 2015

**BOROUGH OF MOUNT JOY
LANCASTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. : 23-20

**A RESOLUTION APPOINTING THE CHIEF ADMINISTRATIVE OFFICER
OF THE POLICE AND NON-UNIFORMED PENSION PLANS OF THE
BOROUGH OF MOUNT JOY, LANCASTER COUNTY**

We appoint the **Borough Manager/Interim Borough Manager**, as the Chief Administrative Officer for the Borough of Mount Joy Police and Non-Uniformed Pension Plans.

ENACTED AND RESOLVED THIS _____ DAY OF _____, 2020.

Approved By

Seconded By

**CERTIFIED TO BE A TRUE COPY OF THE BOROUGH OF MOUNT JOY
RESOLUTION _____ APPOINTING A CHIEF ADMINISTRATIVE
OFFICER FOR THE POLICE AND NON-UNIFORMED PENSION PLANS.
THIS RESOLUTION ADOPTED BY THE BOROUGH COUNCIL ON
_____, 2020.**

Attested By

10-d

MEMO TO NOTIFY MOUNT JOY BOROUGH COUNCIL

October 5, 2020 (or earlier)

SUBJECT: 2021 Minimum Municipal Obligation

For the Uniform Pension Plan

TO: Mount Joy Borough Council
GOVERNING BOARD

FROM: Charles Kraus, Chief Administrative Officer
NAME

Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Beyer-Barber Company (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can either be addressed to me or Robert J. Hall Company at 717-960-0752.

The calculation of the 2021 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2021 Minimum Municipal Obligation certification details this determination.

Sincerely,



Charles Kraus
Pension Administrator

**BOROUGH OF MOUNT JOY
POLICE RETIREMENT PLAN
WORKSHEET FOR 2021 MMO**

| | | |
|--|----|-----------|
| 1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2020) | \$ | 1,090,763 |
| 2. TOTAL NORMAL COST PERCENTAGE | | 17.53% |
| 3. TOTAL NORMAL COST (Item 1 x Item 2) | \$ | 191,211 |
| 4. TOTAL AMORTIZATION REQUIREMENT | \$ | 0 |
| 5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience) | \$ | 5,875 |
| 6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5) | \$ | 197,086 |
| 7. TOTAL MEMBER CONTRIBUTIONS\$ (Member Contribution Rate x Item 1) | | |
| 8. FUNDING ADJUSTMENT | \$ | 380 |
| 9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8) | \$ | 196,706 |



Signature of Chief Administrative Officer

October 5, 2020

Date Certified to Governing Body

Note: The 2021 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2019.

MEMO TO NOTIFY MOUNT JOY BOROUGH COUNCIL

October 5, 2020 (or earlier)

SUBJECT: 2021 Minimum Municipal Obligation

For the Non-Uniform Pension Plan

TO: Mount Joy Borough Council
GOVERNING BOARD

FROM: Charles Kraus, Chief Administrative Officer
NAME

Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Beyer-Barber Company (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can either be addressed to me or Robert J. Hall Company at 717-960-0752.

The calculation of the 2021 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2021 Minimum Municipal Obligation certification details this determination.

Sincerely,



Charles Kraus
Pension Administrator

**BOROUGH OF MOUNT JOY
NON-UNIFORMED RETIREMENT PLAN
WORKSHEET FOR 2021 MMO**

| | | |
|--|----|---------|
| 1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2020) | \$ | 706,135 |
| 2. TOTAL NORMAL COST PERCENTAGE | | 10.93% |
| 3. TOTAL NORMAL COST (Item 1 x Item 2) | \$ | 77,181 |
| 4. TOTAL AMORTIZATION REQUIREMENT | \$ | 42,604 |
| 5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience) | \$ | 5,875 |
| 6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5) | \$ | 125,660 |
| 7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1) | \$ | |
| 8. FUNDING ADJUSTMENT | \$ | 0 |
| 9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8) | \$ | 125,660 |

Charles Kraus
Signature of Chief Administrative Officer

October 5, 2020
Date Certified to Governing Body

Note: The 2021 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2019.



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s) 2022 MODEL STORMWATER MANAGEMENT ORDINANCE

The Pennsylvania Storm Water Management Act (Act 167) requires municipalities to “adopt or amend, and shall implement such ordinances and regulations, including zoning, subdivision and development, building code, and erosion and sedimentation ordinances, as are necessary to regulate development within the municipality in a manner consistent with the applicable watershed storm water plan and the provisions of this act.”

Federal regulations at 40 CFR § 122.34 require the use of ordinances by small MS4s to address 1) the prohibition of unauthorized non-stormwater discharges (MCM #3), 2) erosion and sediment controls for construction activities involving earth disturbances of one acre or more (or disturbances less than one acre if the construction activity is part of a larger common plan of development or sale that would disturb one acre or more) (MCM #4), and 3) post-construction stormwater management for new development and redevelopment projects (MCM #5).

DEP is directed under Act 167 to develop a model stormwater ordinance. DEP’s intention in publishing the Model Stormwater Management Ordinance contained in this document is that its use will satisfy both Act 167 requirements and, for MS4s, regulatory requirements as implemented through NPDES permits. However, municipalities should consider requirements unique to specific county-wide or watershed-wide Act 167 Plans when developing ordinances. The title of this document contains the year 2022 because it is expected that MS4s will update existing ordinances to be consistent with the model ordinance in this document by September 30, 2022.

A Word version of the 2022 Model Ordinance is available on DEP’s website, www.dep.pa.gov/MS4, and may be used by municipalities to facilitate development of a new ordinance or modification to existing ordinances. Text highlighted in gray is an indicator where municipal-specific information should be entered. Text highlighted in yellow is optional content that municipalities are encouraged to use where applicable. **Note - use of the optional content may be used toward meeting pollutant load reduction obligations of the NPDES permit if the permittee can demonstrate reductions from the optional practices.**

It is recommended that the municipal solicitor review Article VIII – Enforcement and Penalties, and make any revisions necessary to ensure enforcement is pursued commensurate with applicable municipal code. Appendix A to the Model Stormwater Management Ordinance is a recommended format for a landowner Operation and Maintenance agreement.

STORMWATER MANAGEMENT ORDINANCE

ORDINANCE NO. _____

MUNICIPALITY OF

_____ COUNTY, PENNSYLVANIA

Adopted at a Public Meeting Held on

_____, 20____

Article I – General Provisions

| | |
|--------------|---------------------------------------|
| Section 101. | Short Title |
| Section 102. | Statement of Findings |
| Section 103. | Purpose |
| Section 104. | Statutory Authority |
| Section 105. | Applicability |
| Section 106. | Repealer |
| Section 107. | Severability |
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| Section 109. | Erroneous Permit |
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Article II – Definitions

Article III – Stormwater Management Standards

| | |
|--------------|----------------------|
| Section 301. | General Requirements |
| Section 302. | Exemptions |
| Section 303. | Volume Controls |
| Section 304. | Rate Controls |
| Section 305. | Riparian Buffers |

Article IV – Stormwater Management Site Plan Requirements

| | |
|--------------|---|
| Section 401. | Plan Requirements |
| Section 402. | Plan Submission |
| Section 403. | Plan Review |
| Section 404. | Modification of Plans |
| Section 405. | Resubmission of Disapproved SWM Site Plans |
| Section 406. | Authorization to Construct and Term of Validity |
| Section 407. | As-Built Plans, Completion Certificate and Final Inspection |

Article V – Operation and Maintenance

| | |
|--------------|---|
| Section 501. | Responsibilities of Developers and Landowners |
| Section 502. | Operation and Maintenance Agreements |

Article VI – Fees and Expenses

| | |
|--------------|---------|
| Section 601. | General |
|--------------|---------|

Article VII – Prohibitions

| | |
|--------------|---------------------------------------|
| Section 701. | Prohibited Discharges and Connections |
| Section 702. | Roof Drains and Sump Pumps |
| Section 703. | Alteration of SWM BMPs |

Article VIII – Enforcement and Penalties

| | |
|--------------|---------------------------|
| Section 801. | Right-of-Entry |
| Section 802. | Inspection |
| Section 803. | Enforcement |
| Section 804. | Suspension and Revocation |
| Section 805. | Penalties |
| Section 806. | Appeals |

Article IX – References

Appendix A – Operation and Maintenance Agreement

ARTICLE I – GENERAL PROVISIONS

Section 101. Short Title

This Ordinance shall be known and may be cited as the “(Name of Municipality) Stormwater Management Ordinance.”

Section 102. Statement of Findings

The governing body of the municipality finds that:

- A. Inadequate management of accelerated runoff of stormwater resulting from development throughout a watershed increases runoff volumes, flows and velocities, contributes to erosion and sedimentation, overtaxes the carrying capacity of streams and storm sewers, greatly increases the cost of public facilities to carry and control stormwater, undermines flood plain management and flood control efforts in downstream communities, reduces groundwater recharge, threatens public health and safety, and increases nonpoint source pollution of water resources.
- B. A comprehensive program of stormwater management (SWM), including reasonable regulation of development and activities causing accelerated runoff, is fundamental to the public health, safety, and welfare and the protection of people of the Commonwealth, their resources, and the environment.
- C. Stormwater is an important water resource that provides groundwater recharge for water supplies and supports the base flow of streams.
- D. The use of green infrastructure and low impact development (LID) are intended to address the root cause of water quality impairment by using systems and practices which use or mimic natural processes to: 1) infiltrate and recharge, 2) evapotranspire, and/or 3) harvest and use precipitation near where it falls to earth. Green infrastructure practices and LID contribute to the restoration or maintenance of pre-development hydrology.
- E. Federal and state regulations require certain municipalities to implement a program of stormwater controls. These municipalities are required to obtain a permit for stormwater discharges from their separate storm sewer systems under the National Pollutant Discharge Elimination System (NPDES) program.

Section 103. Purpose

The purpose of this Ordinance is to promote health, safety, and welfare within the municipality and its watershed by minimizing the harms and maximizing the benefits described in Section 102 of this Ordinance, through provisions designed to:

- A. Meet legal water quality requirements under state law, including regulations at 25 Pa. Code 93 to protect, maintain, reclaim, and restore the existing and designated uses of the waters of this Commonwealth.
- B. Preserve natural drainage systems.
- C. Manage stormwater runoff close to the source, reduce runoff volumes and mimic predevelopment hydrology.
- D. Provide procedures and performance standards for stormwater planning and management.
- E. Maintain groundwater recharge to prevent degradation of surface and groundwater quality and to otherwise protect water resources.
- F. Prevent scour and erosion of stream banks and streambeds.
- G. Provide proper operation and maintenance of all stormwater best management practices (BMPs) that are implemented within the municipality.
- H. Provide standards to meet NPDES permit requirements.

Section 104. Statutory Authority

The municipality is empowered to regulate land use activities that affect runoff by the authority of the Act of July 31, 1968, P.L. 805, No. 247, The Pennsylvania Municipalities Planning Code, as amended, and/or the Act of October 4, 1978, P.L. 864 (Act 167), 32 P.S. Section 680.1, et seq., as amended, The Stormwater Management Act.

Section 105. Applicability

All regulated activities and all activities that may affect stormwater runoff, including land development and earth disturbance activity, are subject to regulation by this Ordinance.

Section 106. Repealer

Any other ordinance provision(s) or regulation of the municipality inconsistent with any of the provisions of this Ordinance is hereby repealed to the extent of the inconsistency only.

Section 107. Severability

In the event that a court of competent jurisdiction declares any section or provision of this Ordinance invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance.

Section 108. Compatibility with Other Requirements

Approvals issued and actions taken under this Ordinance do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other code, law, regulation or ordinance.

Section 109. Erroneous Permit

Any permit or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by a board, agency or employee of the Municipality purporting to validate such a violation.

Section 110. Waivers

- A. If the Municipality determines that any requirement under this Ordinance cannot be achieved for a particular regulated activity, the Municipality may, after an evaluation of alternatives, approve measures other than those in this Ordinance, subject to Section 110, paragraphs B and C.
- B. Waivers or modifications of the requirements of this Ordinance may be approved by the Municipality if enforcement will exact undue hardship because of peculiar conditions pertaining to the land in question, provided that the modifications will not be contrary to the public interest and that the purpose of the Ordinance is preserved. Cost or financial burden shall not be considered a hardship. Modification may be considered if an alternative standard or approach will provide equal or better achievement of the purpose of the Ordinance. A request for modifications shall be in writing and accompany the Stormwater Management Site Plan submission. The request shall provide the facts on which the request is based, the provision(s) of the Ordinance involved and the proposed modification.
- C. No waiver or modification of any regulated stormwater activity involving earth disturbance greater than or equal to one acre may be granted by the Municipality unless that action is approved in advance by the Department of Environmental Protection (DEP) or the delegated county conservation district.

ARTICLE II – DEFINITIONS

For the purposes of this Ordinance, certain terms and words used herein shall be interpreted as follows:

- A. Words used in the present tense include the future tense; the singular number includes the plural, and the plural number includes the singular; words of masculine gender include feminine gender; and words of feminine gender include masculine gender.
- B. The word "includes" or "including" shall not limit the term to the specific example but is intended to extend its meaning to all other instances of like kind and character.
- C. The words "shall" and "must" are mandatory; the words "may" and "should" are permissive.

These definitions do not necessarily reflect the definitions contained in pertinent regulations or statutes, and are intended for this Ordinance only.

Agricultural Activity – Activities associated with agriculture such as agricultural cultivation, agricultural operation, and animal heavy use areas. This includes the work of producing crops including tillage, land clearing, plowing, disking, harrowing, planting, harvesting crops or pasturing and raising of livestock and installation of conservation measures. Construction of new buildings or impervious area is not considered an agricultural activity.

Applicant – A landowner, developer, or other person who has filed an application to the municipality for approval to engage in any regulated activity at a project site in the municipality.

Best Management Practice (BMP) – Activities, facilities, designs, measures, or procedures used to manage stormwater impacts from regulated activities, to meet state water quality requirements, to promote groundwater recharge, and to otherwise meet the purposes of this Ordinance. Stormwater BMPs are commonly grouped into one of two broad categories or measures: "structural" or "non-structural." In this Ordinance, non-structural BMPs or measures refer to operational and/or behavior-related practices that attempt to minimize the contact of pollutants with stormwater runoff, whereas structural BMPs or measures are those that consist of a physical device or practice that is installed to capture and treat stormwater runoff. Structural BMPs include, but are not limited to, a wide variety of practices and devices, from large-scale retention ponds and constructed wetlands, to small-scale underground treatment systems, infiltration facilities, filter strips, low impact design, bioretention, wet ponds, permeable paving, grassed swales, riparian or forested buffers, sand filters, detention basins, and manufactured devices. Structural stormwater BMPs are permanent appurtenances to the project site.

Conservation District – A conservation district, as defined in Section 3(c) of the Conservation District Law (3 P. S. § 851(c)) that has the authority under a delegation agreement executed with DEP to administer and enforce all or a portion of the regulations promulgated under 25 Pa. Code 102.

Design Storm – The magnitude and temporal distribution of precipitation from a storm event measured in probability of occurrence (e.g., a 5-year storm) and duration (e.g., 24 hours) used in the design and evaluation of stormwater management systems. Also see Return Period.

Detention Volume – The volume of runoff that is captured and released into the waters of the Commonwealth at a controlled rate.

DEP – The Pennsylvania Department of Environmental Protection.

Development Site (Site) – See Project Site.

Disturbed Area – An unstabilized land area where an earth disturbance activity is occurring or has occurred.

Earth Disturbance Activity – A construction or other human activity which disturbs the surface of the land, including, but not limited to: clearing and grubbing; grading; excavations; embankments; road maintenance; building construction; and the moving, depositing, stockpiling, or storing of soil, rock, or earth materials.

Erosion – The natural process by which the surface of the land is worn away by water, wind, or chemical action.

Existing Condition – The dominant land cover during the 5-year period immediately preceding a proposed regulated activity.

FEMA – Federal Emergency Management Agency.

Floodplain – Any land area susceptible to inundation by water from any natural source or delineated by applicable FEMA maps and studies as being a special flood hazard area. Also includes areas that comprise Group 13 Soils, as listed in Appendix A of the Pennsylvania DEP Technical Manual for Sewage Enforcement Officers (as amended or replaced from time to time by DEP).

Floodway – The channel of the watercourse and those portions of the adjoining floodplains that are reasonably required to carry and discharge the 100-year flood. Unless otherwise specified, the boundary of the floodway is as indicated on maps and flood insurance studies provided by FEMA. In an area where no FEMA maps or studies have defined the boundary of the 100-year floodway, it is assumed—absent evidence to the contrary—that the floodway extends from the stream to 50 feet from the top of the bank of the stream.

Forest Management/Timber Operations – Planning and activities necessary for the management of forestland. These include conducting a timber inventory, preparation of forest management plans, silvicultural treatment, cutting budgets, logging road design and construction, timber harvesting, site preparation, and reforestation.

Green Infrastructure – Systems and practices that use or mimic natural processes to infiltrate, evapotranspire, or reuse stormwater on the site where it is generated.

Hydrologic Soil Group (HSG) – Infiltration rates of soils vary widely and are affected by subsurface permeability as well as surface intake rates. Soils are classified into four HSGs (A, B, C, and D) according to their minimum infiltration rate, which is obtained for bare soil after prolonged wetting. The NRCS defines the four groups and provides a list of most of the soils in the United States and their group classification. The soils in the area of the development site may be identified from a soil survey report that can be obtained from local NRCS offices or conservation district offices. Soils become less pervious as the HSG varies from A to D (NRCS^{1,2}).

Impervious Surface (Impervious Area) – A surface that prevents the infiltration of water into the ground. Impervious surfaces (or areas) shall include, but not be limited to: roofs; additional indoor living spaces, patios, garages, storage sheds and similar structures; and any new streets or sidewalks. Decks, parking areas, and driveway areas are not counted as impervious areas if they do not prevent infiltration.

Karst – A type of topography or landscape characterized by surface depressions, sinkholes, rock pinnacles/uneven bedrock surface, underground drainage, and caves. Karst is formed on carbonate rocks, such as limestone or dolomite.

Land Development (Development) – Inclusive of any or all of the following meanings: (i) the improvement of one lot or two or more contiguous lots, tracts, or parcels of land for any purpose involving (a) a group of two or more buildings or (b) the division or allocation of land or space between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups, or other features; (ii) any subdivision of land; (iii) development in accordance with Section 503(1.1) of the PA Municipalities Planning Code.

Low Impact Development (LID) – Site design approaches and small-scale stormwater management practices that promote the use of natural systems for infiltration, evapotranspiration, and reuse of rainwater. LID can be applied to new development, urban retrofits, and revitalization projects. LID utilizes design techniques that infiltrate, filter, evaporate, and store runoff close to its source. Rather than rely on costly large-scale conveyance and treatment systems, LID addresses stormwater through a variety of small, cost-effective landscape features located on-site.

Municipality – (Municipality Name), (County Name) County, Pennsylvania.

NRCS – USDA Natural Resources Conservation Service (previously SCS).

Peak Discharge – The maximum rate of stormwater runoff from a specific storm event.

Pervious Area – Any area not defined as impervious.

Project Site – The specific area of land where any regulated activities in the municipality are planned, conducted, or maintained.

Qualified Professional – Any person licensed by the Pennsylvania Department of State or otherwise qualified by law to perform the work required by this Ordinance.

Regulated Activities – Any earth disturbance activities or any activities that involve the alteration or development of land in a manner that may affect stormwater runoff.

Regulated Earth Disturbance Activity – Activity involving earth disturbance subject to regulation under 25 Pa. Code 92, 25 Pa. Code 102, or the Clean Streams Law.

Retention Volume/Removed Runoff – The volume of runoff that is captured and not released directly into the surface waters of this Commonwealth during or after a storm event.

Return Period – The average interval, in years, within which a storm event of a given magnitude can be expected to occur one time. For example, the 25-year return period rainfall would be expected to occur on average once every 25 years; or stated in another way, the probability of a 25-year storm occurring in any one year is 0.04 (i.e., a 4% chance).

Riparian Buffer – A permanent area of trees and shrubs located adjacent to streams, lakes, ponds and wetlands.

Runoff – Any part of precipitation that flows over the land.

Sediment – Soils or other materials transported by surface water as a product of erosion.

State Water Quality Requirements – The regulatory requirements to protect, maintain, reclaim, and restore water quality under Title 25 of the Pennsylvania Code and the Clean Streams Law.

Stormwater – Drainage runoff from the surface of the land resulting from precipitation or snow or ice melt.

Stormwater Management Facility – Any structure, natural or man-made, that, due to its condition, design, or construction, conveys, stores, or otherwise affects stormwater runoff. Typical stormwater management facilities include, but are not limited to: detention and retention basins; open channels; storm sewers; pipes; and infiltration facilities.

Stormwater Management Site Plan – The plan prepared by the developer or his representative indicating how stormwater runoff will be managed at the development site in accordance with this Ordinance. **Stormwater Management Site Plan** will be designated as **SWM Site Plan** throughout this Ordinance.

Subdivision – As defined in The Pennsylvania Municipalities Planning Code, Act of July 31, 1968, P.L. 805, No. 247.

USDA – United States Department of Agriculture.

Waters of this Commonwealth – Any and all rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs, and all other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth.

Watershed – Region or area drained by a river, watercourse, or other surface water of this Commonwealth.

Wetland – Areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, and similar areas.

ARTICLE III – STORMWATER MANAGEMENT STANDARDS

Section 301. General Requirements

- A. For all regulated activities, unless preparation of an SWM Site Plan is specifically exempted in Section 302:
1. Preparation and implementation of an approved SWM Site Plan is required.
 2. No regulated activities shall commence until the municipality issues written approval of an SWM Site Plan, which demonstrates compliance with the requirements of this Ordinance.
- B. SWM Site Plans approved by the municipality, in accordance with Section 406, shall be on site throughout the duration of the regulated activity.
- C. The municipality may, after consultation with DEP, approve measures for meeting the state water quality requirements other than those in this Ordinance, provided that they meet the minimum requirements of, and do not conflict with, state law including, but not limited to, the Clean Streams Law.
- D. For all regulated earth disturbance activities, erosion and sediment control BMPs shall be designed, implemented, operated, and maintained during the regulated earth disturbance activities (e.g., during construction) to meet the purposes and requirements of this Ordinance and to meet all requirements under Title 25 of the Pennsylvania Code and the Clean Streams Law. Various BMPs and their design standards are listed in the *Erosion and Sediment Pollution Control Program Manual (E&S Manual³)*, No. 363-2134-008, as amended and updated.
- E. Impervious areas:
1. The measurement of impervious areas shall include all of the impervious areas in the total proposed development even if development is to take place in stages.
 2. For development taking place in stages, the entire development plan must be used in determining conformance with this Ordinance.
 3. For projects that add impervious area to a parcel, the total impervious area on the parcel is subject to the requirements of this Ordinance; except that the volume controls in Section 303 and the peak rate controls of Section 304 do not need to be retrofitted to existing impervious areas that are not being altered by the proposed regulated activity.
- F. Stormwater flows onto adjacent property shall not be created, increased, decreased, relocated, or otherwise altered without written notification to the adjacent property owner(s). Such stormwater flows shall be subject to the requirements of this Ordinance.
- G. All regulated activities shall include such measures as necessary to:
1. Protect health, safety, and property.
 2. Meet the water quality goals of this Ordinance by implementing measures to:
 - a. Minimize disturbance to floodplains, wetlands, and wooded areas.
 - b. Maintain or extend riparian buffers.
 - c. Avoid erosive flow conditions in natural flow pathways.
 - d. Minimize thermal impacts to waters of this Commonwealth.
 - e. Disconnect impervious surfaces by directing runoff to pervious areas, wherever possible.
 3. Incorporate methods described in the *Pennsylvania Stormwater Best Management Practices Manual (BMP Manual⁴)*. **If methods other than green infrastructure and LID methods are proposed to achieve the volume**

and rate controls required under this Ordinance, the SWM Site Plan must include a detailed justification demonstrating that the use of LID and green infrastructure is not practicable.

- H. The design of all facilities over karst shall include an evaluation of measures to minimize adverse effects.
- I. Infiltration BMPs should be spread out, made as shallow as practicable, and located to maximize use of natural on-site infiltration features while still meeting the other requirements of this Ordinance.
- J. Normally dry, open top, storage facilities should completely drain both the volume control and rate control capacities over a period of time not less than 24 and not more than 72 hours from the end of the design storm.
- K. The design storm volumes to be used in the analysis of peak rates of discharge should be obtained from the latest version of the Precipitation-Frequency Atlas of the United States, National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Spring, Maryland.

NOAA's Atlas 14⁵ can be accessed at: <http://hdsc.nws.noaa.gov/hdsc/pfds/>.
- L. For all regulated activities, SWM BMPs shall be designed, implemented, operated, and maintained to meet the purposes and requirements of this Ordinance and to meet all requirements under Title 25 of the Pennsylvania Code, the Clean Streams Law, and the Storm Water Management Act.
- M. Various BMPs and their design standards are listed in the BMP Manual⁴.

Section 302. Exemptions

- A. Regulated activities that result in cumulative earth disturbances less than (Enter no more than one acre. A more restrictive area may be entered.) are exempt from the requirements in Section 303, Section 304, and Article IV of this ordinance.
- B. Agricultural activity is exempt from the SWM Site Plan preparation requirements of this Ordinance provided the activities are performed according to the requirements of 25 Pa. Code Chapter 102.
- C. Forest management and timber operations are exempt from the SWM Site Plan preparation requirements of this Ordinance provided the activities are performed according to the requirements of 25 Pa. Code Chapter 102.
- D. Exemptions from any provisions of this Ordinance shall not relieve the applicant from the requirements in Sections 301.D. through K.
- E. The Municipality may deny or revoke any exemption pursuant to this Section at any time for any project that the Municipality believes may pose a threat to public health and safety or the environment.

Section 303. Volume Controls

The green infrastructure and low impact development practices provided in the BMP Manual⁴ shall be utilized for all regulated activities wherever possible. Water volume controls shall be implemented using the *Design Storm Method* in Subsection A or the *Simplified Method* in Subsection B below. For regulated activity areas equal or less than one acre that do not require hydrologic routing to design the stormwater facilities, this Ordinance establishes no preference for either methodology; therefore, the applicant may select either methodology on the basis of economic considerations, the intrinsic limitations on applicability of the analytical procedures associated with each methodology and other factors.

- A. The *Design Storm Method* (CG-1 in the BMP Manual⁴) is applicable to any size of regulated activity. This method requires detailed modeling based on site conditions.
 - 1. Do not increase the post-development total runoff volume for all storms equal to or less than the 2-year 24-hour duration precipitation.

2. For modeling purposes:
 - a. Existing (predevelopment) non-forested pervious areas must be considered meadow in good condition.
 - b. (Enter a percentage no less than 20%, up to 100%.) of existing impervious area, when present, shall be considered meadow in good condition in the model for existing conditions.
- B. The *Simplified Method* (CG-2 in the BMP Manual⁴) provided below is independent of site conditions and should be used if the *Design Storm Method* is not followed. This method is not applicable to regulated activities greater than one acre or for projects that require design of stormwater storage facilities. For new impervious surfaces:
 1. Stormwater facilities shall capture at least the first two (2) inches of runoff from all new impervious surfaces.
 2. At least the first one inch of runoff from new impervious surfaces shall be permanently removed from the runoff flow, i.e., it shall not be released into the surface waters of this Commonwealth. Removal options include reuse, evaporation, transpiration, and infiltration.
 3. Wherever possible, infiltration facilities should be designed to accommodate infiltration of the entire permanently removed runoff; however, in all cases at least the first 0.5 inch of the permanently removed runoff should be infiltrated.
 4. This method is exempt from the requirements of Section 304, Rate Controls.

Section 304. Rate Controls

- A. For areas not covered by a release rate map from an approved Act 167 Stormwater Management Plan:

Post-development discharge rates shall not exceed the pre-development discharge rates for the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour storm events. If it is shown that the peak rates of discharge indicated by the post-development analysis are less than or equal to the peak rates of discharge indicated by the pre-development analysis for 1-, 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour storms, then the requirements of this section have been met. Otherwise, the applicant shall provide additional controls as necessary to satisfy the peak rate of discharge requirement.

- B. For areas covered by a release rate map from an approved Act 167 Stormwater Management Plan:

For the 1-, 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour storm events, the post-development peak discharge rates will follow the applicable approved release rate maps. For any areas not shown on the release rate maps, the post-development discharge rates shall not exceed the pre-development discharge rates.

Section 305. Riparian Buffers

- A. In order to protect and improve water quality, a Riparian Buffer Easement shall be created and recorded as part of any subdivision or land development that encompasses a Riparian Buffer.

- B. Except as required by Chapter 102, the Riparian Buffer Easement shall be measured to be the greater of the limit of the 100 year floodplain or a minimum of 35 feet from the top of the streambank (on each side).

- C. Minimum Management Requirements for Riparian Buffers.

1. Existing native vegetation shall be protected and maintained within the Riparian Buffer Easement.
2. Whenever practicable invasive vegetation shall be actively removed and the Riparian Buffer Easement shall be planted with native trees, shrubs and other vegetation to create a diverse native plant community appropriate to the intended ecological context of the site.

- D. The Riparian Buffer Easement shall be enforceable by the municipality and shall be recorded in the appropriate County Recorder of Deeds Office, so that it shall run with the land and shall limit the use of the property located therein. The easement shall allow for the continued private ownership and shall count toward the minimum lot area a required by Zoning, unless otherwise specified in the municipal Zoning Ordinance.

- E. Any permitted use within the Riparian Buffer Easement shall be conducted in a manner that will maintain the extent of the existing 100-year floodplain, improve or maintain the stream stability, and preserve and protect the ecological function of the floodplain.
- F. The following conditions shall apply when public and/or private recreation trails are permitted within Riparian Buffers:
 - 1. Trails shall be for non-motorized use only.
 - 2. Trails shall be designed to have the least impact on native plant species and other sensitive environmental features.
- G. Septic drainfields and sewage disposal systems shall not be permitted within the Riparian Buffer Easement and shall comply with setback requirements established under 25 Pa. Code Chapter 73.

ARTICLE IV – STORMWATER MANAGEMENT (SWM) SITE PLAN REQUIREMENTS

Section 401. Plan Requirements

The following items shall be included in the SWM Site Plan:

- A. Appropriate sections from the municipal's Subdivision and Land Development Ordinance, and other applicable local ordinances, shall be followed in preparing the SWM Site Plans. In instances where the Municipality lacks Subdivision and Land Development regulations, the content of SWM Site Plans shall follow the county's Subdivision and Land Development Ordinance.
- B. The Municipality shall not approve any SWM Site Plan that is deficient in meeting the requirements of this Ordinance. At its sole discretion and in accordance with this Article, when a SWM Site Plan is found to be deficient, the municipality may either disapprove the submission and require a resubmission, or in the case of minor deficiencies, the Municipality may accept submission of modifications.
- C. Provisions for permanent access or maintenance easements for all physical SWM BMPs, such as ponds and infiltration structures, as necessary to implement the Operation and Maintenance (O&M) Plan discussed in paragraph E.9 below.
- D. The following signature block for the municipality:

"(Municipal official or designee), on this date (Signature date), has reviewed and hereby certifies that the SWM Site Plan meets all design standards and criteria of the Municipal Ordinance No. (number assigned to ordinance)."

- E. The SWM Site Plan shall provide the following information:

1. The overall stormwater management concept for the project.
2. A determination of site conditions in accordance with the BMP Manual⁴. A detailed site evaluation shall be completed for projects proposed in areas of carbonate geology or karst topography, and other environmentally sensitive areas, such as brownfields.
3. Stormwater runoff design computations and documentation as specified in this Ordinance, or as otherwise necessary to demonstrate that the maximum practicable measures have been taken to meet the requirements of this Ordinance, including the recommendations and general requirements in Section 301.
4. Expected project time schedule.
5. A soil erosion and sediment control plan, where applicable, as prepared for and submitted to the approval authority.
6. The effect of the project (in terms of runoff volumes, water quality, and peak flows) on surrounding properties and aquatic features and on any existing stormwater conveyance system that may be affected by the project.
7. Plan and profile drawings of all SWM BMPs, including drainage structures, pipes, open channels, and swales.
8. SWM Site Plan shall show the locations of existing and proposed on-lot wastewater facilities and water supply wells.
9. The SWM Site Plan shall include an O&M Plan for all existing and proposed physical stormwater management facilities. This plan shall address long-term ownership and responsibilities for O&M as well as schedules and costs for O&M activities.
10. A justification must be included in the SWM Site Plan if BMPs other than green infrastructure methods and LID practices are proposed to achieve the volume, rate and water quality controls under this Ordinance.

Section 402. Plan Submission

Five copies of the SWM Site Plan shall be submitted as follows:

1. (Typically two) copies to the municipality.
2. (Typically one) copy to the municipal engineer (when applicable).
3. (Typically one) copy to the County Conservation District.
4. (Typically one) copy to the County Planning Commission/Office.

Section 403. Plan Review

- A. SWM Site Plans shall be reviewed by the municipality for consistency with the provisions of this Ordinance.
- B. The Municipality shall notify the applicant in writing within 45 days whether the SWM Site Plan is approved or disapproved. If the SWM Site Plan involves a Subdivision and Land Development Plan, the notification shall occur within the time period allowed by the Municipalities Planning Code (90 days). If a longer notification period is provided by other statute, regulation, or ordinance, the applicant will be so notified by the municipality.
- C. For any SWM Site Plan that proposes to use any BMPs other than green infrastructure and LID practices to achieve the volume and rate controls required under this Ordinance, the Municipality will not approve the SWM Site Plan unless it determines that green infrastructure and LID practices are not practicable.
- D. If the Municipality disapproves the SWM Site Plan, the Municipality will state the reasons for the disapproval in writing. The Municipality also may approve the SWM Site Plan with conditions and, if so, shall provide the acceptable conditions for approval in writing.

Section 404. Modification of Plans

A modification to a submitted SWM Site Plan that involves a change in SWM BMPs or techniques, or that involves the relocation or redesign of SWM BMPs, or that is necessary because soil or other conditions are not as stated on the SWM Site Plan as determined by the Municipality shall require a resubmission of the modified SWM Site Plan in accordance with this Article.

Section 405. Resubmission of Disapproved SWM Site Plans

A disapproved SWM Site Plan may be resubmitted, with the revisions addressing the Municipality's concerns, to the Municipality in accordance with this Article. The applicable review fee must accompany a resubmission of a disapproved SWM Site Plan.

Section 406. Authorization to Construct and Term of Validity

The Municipality's approval of an SWM Site Plan authorizes the regulated activities contained in the SWM Site Plan for a maximum term of validity of 5 years following the date of approval. The Municipality may specify a term of validity shorter than 5 years in the approval for any specific SWM Site Plan. Terms of validity shall commence on the date the Municipality signs the approval for an SWM Site Plan. If an approved SWM Site Plan is not completed according to Section 407 within the term of validity, then the Municipality may consider the SWM Site Plan disapproved and may revoke any and all permits. SWM Site Plans that are considered disapproved by the Municipality shall be resubmitted in accordance with Section 405 of this Ordinance.

Section 407. As-Built Plans, Completion Certificate, and Final Inspection

- A. The developer shall be responsible for providing as-built plans of all SWM BMPs included in the approved SWM Site Plan. The as-built plans and an explanation of any discrepancies with the construction plans shall be submitted to the Municipality.
- B. The as-built submission shall include a certification of completion signed by a qualified professional verifying that all permanent SWM BMPs have been constructed according to the approved plans and specifications. The latitude and longitude coordinates for all permanent SWM BMPs must also be submitted, at the central location of the BMPs. If any licensed qualified professionals contributed to the construction plans, then a licensed qualified professional must sign the completion certificate.
- C. After receipt of the completion certification by the Municipality, the Municipality may conduct a final inspection.

ARTICLE V – OPERATION AND MAINTENANCE

Section 501. Responsibilities of Developers and Landowners

- A. The Municipality shall make the final determination on the continuing maintenance responsibilities prior to final approval of the SWM Site Plan. The municipality may require a dedication of such facilities as part of the requirements for approval of the SWM Site Plan. Such a requirement is not an indication that the municipality will accept the facilities. The municipality reserves the right to accept or reject the ownership and operating responsibility for any portion of the stormwater management controls.
- B. Facilities, areas, or structures used as SWM BMPs shall be enumerated as permanent real estate appurtenances and recorded as deed restrictions or conservation easements that run with the land.
- C. The O&M Plan shall be recorded as a restrictive deed covenant that runs with the land.
- D. The Municipality may take enforcement actions against an owner for any failure to satisfy the provisions of this Article.

Section 502. Operation and Maintenance Agreements

- A. Prior to final approval of the SWM Site Plan, the property owner shall sign and record an Operation and Maintenance (O&M) Agreement (see Appendix A) covering all stormwater control facilities which are to be privately owned.
 - 1. The owner, successor and assigns shall maintain all facilities in accordance with the approved maintenance schedule in the O&M Agreement.
 - 2. The owner shall convey to the Municipality conservation easements to assure access for periodic inspections by the Municipality and maintenance, as necessary.
 - 3. The owner shall keep on file with the Municipality the name, address, and telephone number of the person or company responsible for maintenance activities; in the event of a change, new information shall be submitted by the owner to the Municipality within ten (10) working days of the change.
- B. The owner is responsible for operation and maintenance (O&M) of the SWM BMPs. If the owner fails to adhere to the O&M Agreement, the Municipality may perform the services required and charge the owner appropriate fees. Nonpayment of fees may result in a lien against the property.

Section 503. Performance Guarantee

For SWM Site Plans that involve subdivision and land development, the applicant shall provide a financial guarantee to the Municipality for the timely installation and proper construction of all stormwater management controls as required by the approved SWM Site Plan and this Ordinance in accordance with the provisions of Sections 509, 510, and 511 of the Pennsylvania Municipalities Planning Code.

ARTICLE VI – FEES AND EXPENSES

Section 601. General

The Municipality may include all costs incurred in the review fee charged to an applicant.

The review fee may include, but not be limited to, costs for the following:

- A. Administrative/clerical processing.
- B. Review of the SWM Site Plan.
- C. Attendance at meetings.
- D. Inspections.

ARTICLE VII – PROHIBITIONS

Section 701. Prohibited Discharges and Connections

- A. Any drain or conveyance, whether on the surface or subsurface, that allows any non-stormwater discharge including sewage, process wastewater, and wash water to enter a regulated small MS4 or to enter the surface waters of this Commonwealth is prohibited.
- B. No person shall allow, or cause to allow, discharges into a regulated small MS4, or discharges into waters of this Commonwealth, which are not composed entirely of stormwater, except (1) as provided in paragraph C below and (2) discharges authorized under a state or federal permit.
- C. The following discharges are authorized unless they are determined to be significant contributors to pollution a regulated small MS4 or to the waters of this Commonwealth:
 - 1. Discharges or flows from firefighting activities.
 - 2. Discharges from potable water sources including water line flushing and fire hydrant flushing, if such discharges do not contain detectable concentrations of Total Residual Chlorine (TRC).
 - 3. Non-contaminated irrigation water, water from lawn maintenance, landscape drainage and flows from riparian habitats and wetlands.
 - 4. Diverted stream flows and springs.
 - 5. Non-contaminated pumped ground water and water from foundation and footing drains and crawl space pumps.
 - 6. Non-contaminated HVAC condensation and water from geothermal systems.
 - 7. Residential (i.e., not commercial) vehicle wash water where cleaning agents are not utilized.
 - 8. Non-contaminated hydrostatic test water discharges, if such discharges do not contain detectable concentrations of TRC.
- D. In the event that the municipality or DEP determines that any of the discharges identified in Subsection C significantly contribute pollutants to a regulated small MS4 or to the waters of this Commonwealth, the municipality or DEP will notify the responsible person(s) to cease the discharge.

Section 702. Roof Drains and Sump Pumps

Roof drains and sump pumps shall discharge to infiltration or vegetative BMPs wherever feasible.

Section 703. Alteration of SWM BMPs

No person shall modify, remove, fill, landscape, or alter any SWM BMPs, facilities, areas, or structures that were installed as a requirement of this Ordinance without the written approval of the Municipality.

ARTICLE VIII – ENFORCEMENT AND PENALTIES

Section 801. Right-of-Entry

Upon presentation of proper credentials, the municipality or its designated agent may enter at reasonable times upon any property within the municipality to inspect the condition of the stormwater structures and facilities in regard to any aspect regulated by this Ordinance.

Section 802. Inspection

The landowner or the owner's designee (including the Municipality for dedicated and owned facilities) shall inspect SWM BMPs, facilities and/or structures installed under this Ordinance according to the following frequencies, at a minimum, to ensure the BMPs, facilities and/or structures continue to function as intended:

1. Annually for the first 5 years.
2. Once every 3 years thereafter.
3. During or immediately after the cessation of a 10-year or greater storm.

Inspections should be conducted during or immediately following precipitation events. A written inspection report shall be created to document each inspection. The inspection report shall contain the date and time of the inspection, the individual(s) who completed the inspection, the location of the BMP, facility or structure inspected, observations on performance, and recommendations for improving performance, if applicable. Inspection reports shall be submitted to the Municipality within 30 days following completion of the inspection.

Section 803. Enforcement

- A. It shall be unlawful for a person to undertake any regulated activity except as provided in an approved SWM Site Plan, unless specifically exempted in Section 302.
- B. It shall be unlawful to violate Section 703 of this Ordinance.
- C. Inspections regarding compliance with the SWM Site Plan are a responsibility of the Municipality.

Section 804. Suspension and Revocation

- A. Any approval or permit issued by the Municipality pursuant to this Ordinance may be suspended or revoked for:
 1. Non-compliance with or failure to implement any provision of the approved SWM Site Plan or O&M Agreement.
 2. A violation of any provision of this Ordinance or any other applicable law, ordinance, rule, or regulation relating to the Regulated Activity.
 3. The creation of any condition or the commission of any act during the Regulated Activity which constitutes or creates a hazard, nuisance, pollution, or endangers the life or property of others.
- B. A suspended approval may be reinstated by the Municipality when:
 1. The Municipality has inspected and approved the corrections to the violations that caused the suspension.
 2. The Municipality is satisfied that the violation has been corrected.
- C. An approval that has been revoked by the Municipality cannot be reinstated. The applicant may apply for a new approval under the provisions of this Ordinance.
- D. If a violation causes no immediate danger to life, public health, or property, at its sole discretion, the Municipality may provide a limited time period for the owner to correct the violation. In these cases, the Municipality will provide the owner, or the owner's designee, with a written notice of the violation and the time period allowed for

the owner to correct the violation. If the owner does not correct the violation within the allowed time period, the municipality may revoke or suspend any, or all, applicable approvals and permits pertaining to any provision of this Ordinance.

Section 805. Penalties

- A. Anyone violating the provisions of this Ordinance shall be guilty of a summary offense, and upon conviction, shall be subject to a fine of not more than \$_____ for each violation, recoverable with costs. Each day that the violation continues shall be a separate offense and penalties shall be cumulative.
- B. In addition, the municipality may institute injunctive, mandamus, or any other appropriate action or proceeding at law or in equity for the enforcement of this Ordinance. Any court of competent jurisdiction shall have the right to issue restraining orders, temporary or permanent injunctions, mandamus, or other appropriate forms of remedy or relief.

Section 806. Appeals

- A. Any person aggrieved by any action of the Municipality or its designee, relevant to the provisions of this Ordinance, may appeal to the Municipality within 30 days of that action.
- B. Any person aggrieved by any decision of the Municipality, relevant to the provisions of this Ordinance, may appeal to the County Court of Common Pleas in the county where the activity has taken place within 30 days of the Municipality's decision.

ARTICLE IX – REFERENCES

1. U.S. Department of Agriculture, National Resources Conservation Service (NRCS). *National Engineering Handbook*. Part 630: Hydrology, 1969-2001. Originally published as the *National Engineering Handbook*, Section 4: Hydrology. Available from the NRCS online at: <http://www.nrcs.usda.gov/>.
2. U.S. Department of Agriculture, Natural Resources Conservation Service. 1986. *Technical Release 55: Urban Hydrology for Small Watersheds*, 2nd Edition. Washington, D.C.
3. Pennsylvania Department of Environmental Protection. No. 363-0300-002 (December 2006), as amended and updated. *Pennsylvania Stormwater Best Management Practices Manual*. Harrisburg, PA.
4. Pennsylvania Department of Environmental Protection. No. 363-2134-008 (March 31, 2012), as amended and updated. *Erosion and Sediment Pollution Control Program Manual*. Harrisburg, PA.
5. U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Weather Service, Hydrometeorological Design Studies Center. 2004-2006. *Precipitation-Frequency Atlas of the United States, Atlas 14*, Volume 2, Version 3.0, Silver Spring, Maryland. Internet address: <http://hdsc.nws.noaa.gov/hdsc/pfds/>.

_____ (Ordinance Name)

_____ (Ordinance Number)

ENACTED and ORDAINED at a regular meeting of the

on this _____ day of _____, 20_____.

This Ordinance shall take effect immediately.

_____ (Name)

_____ (Title)

_____ (Name)

_____ (Title)

_____ (Name)

_____ (Title)

ATTEST:

Secretary

APPENDIX A

OPERATION AND MAINTENANCE (O&M) AGREEMENT STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPs)

THIS AGREEMENT, made and entered into this day of _____, 20_____, by and between _____ (hereinafter the "Landowner"), and _____, _____ County, Pennsylvania (hereinafter "Municipality");

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property as recorded by deed in the land records of _____ County, Pennsylvania, Deed Book _____ at page _____, (hereinafter "Property").

WHEREAS, the Landowner is proceeding to build and develop the Property; and

WHEREAS, the SWM BMP Operation and Maintenance (O&M) Plan approved by the Municipality (hereinafter referred to as the "O&M Plan") for the property identified herein, which is attached hereto as Appendix A and made part hereof, as approved by the Municipality, provides for management of stormwater within the confines of the Property through the use of BMPs; and

WHEREAS, the Municipality, and the Landowner, his successors and assigns, agree that the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of water quality require that on-site SWM BMPs be constructed and maintained on the Property; and

WHEREAS, the Municipality requires, through the implementation of the SWM Site Plan, that SWM BMPs as required by said SWM Site Plan and the Municipal Stormwater Management Ordinance be constructed and adequately operated and maintained by the Landowner, successors, and assigns.

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner shall construct the BMPs in accordance with the plans and specifications identified in the SWM Site Plan.
2. The Landowner shall operate and maintain the BMPs as shown on the SWM Site Plan in good working order in accordance with the specific operation and maintenance requirements noted on the approved O&M Plan.
3. The Landowner hereby grants permission to the Municipality, its authorized agents and employees, to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the BMPs whenever necessary. Whenever possible, the Municipality shall notify the Landowner prior to entering the property.
4. In the event the Landowner fails to operate and maintain the BMPs per paragraph 2, the Municipality or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMP(s). It is expressly understood and agreed that the Municipality is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality.
5. In the event the Municipality, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Municipality for all expenses (direct and indirect) incurred within 10 days of receipt of invoice from the Municipality.
6. The intent and purpose of this Agreement is to ensure the proper maintenance of the on-site BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.

- 7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall release the Municipality from all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMP(s) by the Landowner or Municipality.
- 8. The Municipality intends to inspect the BMPs at a minimum of once every three years to ensure their continued functioning.

This Agreement shall be recorded at the Office of the Recorder of Deeds of _____ County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs, and any other successors in interests, in perpetuity.

ATTEST:

WITNESS the following signatures and seals:

(SEAL)

For the Municipality:

For the Landowner:

ATTEST:

_____ (City, Borough, Township)

County of _____, Pennsylvania

I, _____, a Notary Public in and for the county and state aforesaid, whose commission expires on the ____ day of _____, 20____, do hereby certify that _____ whose name(s) is/are signed to the foregoing Agreement bearing date of the ____ day _____, 20____, has acknowledged the same before me in my said county and state.

GIVEN UNDER MY HAND THIS _____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)



Proposal for Gateway Park Cleanup

Date: Sunday, October 25, 2020

Time: 1:00 p.m. to 5:00 p.m.

Who: Scouts and parents of BSA Troop 39, Mount Joy (about 15 people)

Where: Gateway Park, East Main Street and Lefever Road, Mount Joy (behind the Welcome to Mount Joy sign)

Troop 39 Contact: Glen Morrison, 717-368-7245, glendmorrison@gmail.com

What:

1. Clean up any trash in the area around the root cellar.
2. Pull weeds and grass around the root cellar.
3. Parents, but not scouts, may use power tools such as weed whackers if necessary.
4. Gather up any loose stones for possible use in repairing the root cellar.
5. We would take any guidance on any other work we can do in the area.

Equipment:

1. Troop will provide trash bags.
2. Troop will provide bottled water.
3. Families will bring small tools and gloves as necessary.

Questions for the Borough:

1. Can we leave any weeds or branches we pull in a pile for collection by the Borough?
2. Where is the best place for additional parking? Can we park on the grass in front of the Welcome to Mount Joy sign?

Safety:

1. Scouts will wear long pants and gloves.
2. We will practice social distancing. We will wear masks if required.
3. Parents using power tools will wear eye protection.
4. Keep scouts off the top of, and from the inside of, the root cellar to prevent collapse.
5. Keep scouts hydrated and use sunblock if necessary.
6. First Aid kit.

From: Tena Hoffer <tenaph@gmail.com>
Sent: Monday, September 14, 2020 9:44 AM
To: Dennis Nissley <DNissley@mountioyva.org>
Subject: Re: Possible Boy Scout Eagle Project - Root Cellar near Lefever Road

Hi Dennis here is my proposal for the stone wall:

I would like to see the pile of rocks at the Borough Park at the east end of town turn back into a beautiful stone wall/root cellar that once stood there many years ago. We looked at this project today and realized it will be a BIG project. Not sure how much we can do but we would like to at least start on it.

Here is what I, along with MSMJ would propose:

- 1) Have the borough spray the entire area with weed killer
- 2) After weeds and small trees are dead we (us, the Borough workers and any volunteer adults) would cut down the trees that are obstructing the wall.
- 3) Boy Scout Troop (led by Glen Morrison) would do a "service project" by helping rake up weeds and pile wood on our trailer and we would haul it to the town compost pile. Or we could put it on the Borough's trailer and they could haul it there.
- 4) Many stones are deep into the dirt so a skid loader (owned and operated by Emanuel - Or- a backhoe owned and operated by the borough) would be used to dig the stones out first. Boy Scouts and all helpers would then pile loose stones on piles so that they could then be relayed.
- 5) Once stones are ready Emanuel & Jeff and any other volunteers would relay them with mortar. MSMJ would pay for mortar or Emanuel & Jeff would donate it.

To note;

****Both Emanuel Hoffer & Jeff Summy have liability insurance and will supply a current certificate.**

****Both men are donating their labor to do this job**

**** We would like to start the clean up this fall. Relaying stones would probably start next spring of 2021 depending on weather and time available for these men to do it.**

Thank you in advance for helping to make the east end of town inviting to all who enter.

Tena Hoffer

Dennis Nissley

From: Dennis Nissley
Sent: Monday, August 31, 2020 2:49 PM
To: Joshua Deering; Mary Ginder; Bob Ruschke
Cc: Samuel Sulkosky; David Salley
Subject: FW: Request to Use Memorial Park Amphitheater

Public Works Committee

The following request was received for use of the gazebo at Memorial Park. If we wait to run this through the committee prior to Council, there would not be a decision till October 5 from Council. Let me know if you would be in favor of forwarding this to Council on Sept. 14.

Thanks

Dennis Nissley
Public Works Director
Mount Joy Borough
dnissley@mountjoypa.org
717-653-8226

-----Original Message-----

From: Brian Brubaker <Brian@mountjoypa.org>
Sent: Monday, August 31, 2020 2:38 PM
To: Samuel Sulkosky <samuel@mountjoypa.org>; Dennis Nissley <DNissley@mountjoypa.org>
Subject: FW: Request to Use Memorial Park Amphitheater

-----Original Message-----

From: Horeb Penny <horebpenny@gmail.com>
Sent: Monday, August 31, 2020 2:24 PM
To: Brian Brubaker <Brian@mountjoypa.org>
Subject: Request to Use Memorial Park Amphitheater

Hello Brian,

Here is the info.

Horeb and Sonya Penny, members of Lifegate Church in Elizabethtown request permission to use the Memorial Park amphitheater Thursday evenings from 5-7 pm throughout the month of September for the purpose of blessing the community with an outdoor expression of worship to Jesus and sharing from the His Word. Others may join them but the team coming from Elizabethtown would most likely be only 4-6 people. Then whoever wanted to come and listen could come. Members of Lifegate and other churches in Elizabethtown have been meeting every Sunday evening at the Elizabethtown park to share in a similar way. It's been an encouragement to people especially in the midst of such difficult times. We do have insurance as a congregation. Thank you for your consideration of our request.

Sincerely,

Horeb and Sonya Penny

Sent from my iPhone

BOROUGH OF MOUNT JOY

21 East Main Street
Mount Joy, PA 17552

E-Mail: borough@mountjoypa.org
Web: www.mountjoyborough.com



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

INCORPORATED 1851

REQUEST TO HOLD _____ AT MEMORIAL PARK

| | |
|---------------|----------------------|
| Name: | Date of Activity: |
| Address: | Time: |
| Phone Number: | Number of Attending: |
| Work Number: | Email: |


Guidelines for Holding an Activity in Gazebo at Memorial Park

- I. A \$ 100.00 retainer fee in the form of a check or money order must be posted. This deposit will be held by the Borough and returned after the activity, provided the park has been left in acceptable condition.
- II. A minimum of \$ 500,000.00 liability insurance coverage must be provided. Application and proof of insurance must be received by Mount Joy Borough at least one (1) week prior to the day of the activity.
 - a. Mount Joy Borough shall be named as Certificate Holder.
 - b. User must be named as insured
 - c. Date and place of the activity must be listed on the Certificate of insurance.
- III. Use of Memorial Park shall be allowed for the activity only. Any other event must be approved by the Public Works Committee on a case by case basis. Alcoholic beverages expressly prohibited.
- IV Only bird seed can be utilized.

Please keep in mind that this is a Memorial Park and the Borough intends to provide use of the park for services and public events in good taste.

October 2020



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|-------------------------------|---------------------------|------------------------------|--|----------------------------------|
| | | | | 1 | 2 | 3 Compost Site 9 AM-12 PM |
| 4 | 5 Council 7 PM Compost Site 3 PM-6 PM | 6 Authority 4 PM | 7 | 8 | 9 | 10 Compost Site 9 AM-12 PM |
| 11 | 12 Public Works 6:30 PM Compost Site 3 PM-6 PM | 13 Authority 4PM | 14 WOODY WASTE PICK-UP | 15 | 16 | 17 Compost Site 9 AM-12 PM |
| 18 | 19 Compost Site 3 PM-6 PM | 20 Authority Admin 5 PM | 21 | 22 Admin. Fin. 6:30 PM | 23 | 24 Compost Site 9 AM-12 PM |
| 25 | 26 Civil Service Com 5:30 PM (as needed) Public Safety 6:30 PM Compost Site 3 PM-6 PM | 27 WOODY WASTE PICK-UP | 28 ZHB 7 PM | 29 | 30 Trick or Treat 6 PM - 8 PM  | 31 Compost Site 9 AM-12 PM |