

Detective Summary of Cases

CASE DESCRIPTION	Previous Month 2019	NEW CASES OCTOBER 2019	Monthly CLOSED CASES	TOTAL
Accident, Hit & Run	0			0
Arson	1			1
Assault	1			1
Assist Other Agency	0			0
Burglaries	36	1	(5)	37
Criminal Mischief / Vandalism	5			5
Child & Family Offense (Abuse)	2	1	1	2
Death Investigation	2			2
Drug Offense	0			0
Harassment by Communication	0			0
Fraud (Forgery, Id Theft, etc.)	15	1	1	15
Receiving Stolen Property	1			1
Robbery	9			9
Suspicious Activity	0			0
Theft	39	1	(6)	40
Trespass	0			0
Miscellaneous	2			2
Threat to Official	1			1
Sex Offense				
Adult	2			2
Juvenile	0	2	2	0
TOTAL OPEN CASES	116	6	4	118
New Cases Assigned	6	MTH		
Closed Cases*	40	YTD		
Warrants Served	0	MTH		
Surveillance Hours Conducted**	0	MTH		

*cold cases are marked in ()



MOUNT JOY POLICE DEPARTMENT

Calls for Service

October 2019

Code	Call for Service	Totals
0510	BURGLARY	2
0613	THEFT SHOPLIFTING	1
0619	THEFT ALL OTHERS	5
0710	MOTOR VEHICLE THEFT	1
0800	SIMPLE ASSAULT	1
1130	FRAUD ALL OTHERS	3
1341	RECOVER STOLEN VEHICLE NOT FOR LOCAL THEFTS	2
1440	CRIMINAL MISCHIEF ALL	2
1711	SEX OFFENSE ALL OTHERS	3
1720	INDECENT EXPOSURE	1
1810	DRUG POSSESSION OFFENSE	2
1850	OVERDOSE	1
2020	FAMILY OFF-CHILD ABUSE	3
2040	FAMILY OFFENSES - DOMESTIC	11
2111	DUI-ALCOHOL/UNDER INFL	1
2310	PUBLIC INTOXICATION / DRUNKENESS	1
2410	FIGHT	1
2420	DISORDERLY CONDUCT / HARASSMENT	1
2450	NOISE COMPLAINT	3
2485	ALARM ALL OTHERS	1
2619	PFA/ICC VIOLATION	2



MOUNT JOY POLICE DEPARTMENT

Calls for Service

October 2019

Code	Call for Service	Totals
2629	ATTEMPTED KIDNAPPING	1
2640	MUN ORD VIOLATIONS	4
2654	DISTURBANCE	8
2656	THREATS	1
2657	HARASSMENT	4
2660	TRESPASSING	3
4014	OPEN DOORS/WINDOWS GENERAL POLICE	1
4018	STREET LIGHTS-OUT/REPAIRS	1
4021	SUSPICIOUS ACTIVITY	23
4028	OTHER NON-CRIMINAL INV GENERAL POLICE	3
4052	ALARM BURGLARY OR HOLDUP NON RESIDENCE	13
4101	FIRES (ALL WORKING FIRES)	2
5004	FOUND ARTICLES	8
5010	MISSING PERSON	3
5504	ANIMAL BITES	2
5510	ANIMAL COMPLAINTS ALL	9
6008	REPORTABLE MV CRASH NO INJURIES	14
6015	REPORTABLE MV CRASH HIT & RUN	8
6016	NON REPORTABLE MV CRASH	4
6303	TRAFFIC OFFENSE ALL OTHER	6
6305	SELECTIVE ENFORCEMENT TRAFFIC	5
6308	TRAFFIC MV COMPLAINT	1



MOUNT JOY POLICE DEPARTMENT

Calls for Service

October 2019

Code	Call for Service	Totals
6310	TRAFFIC ENFORCE / STOP	118
6335	TRAFFIC HAZARD	1
6336	DISABLED MV	2
6510	PARKING ENFORCEMENT	2
6511	PARKING VIOLATION COMPLAINT	20
6602	ABANDONED IMPOUND/TOWAWAY	1
7002	BUILDING CHECK	20
7008	MEDICAL ASSISTANCE	54
7014	OTH PUB SERV/WELFARE CHK	9
7015	ASSIST CITIZEN	13
7025	EMOTIONALLY DISTURBED PERSON (EDP)	8
7085	CHILD CUSTODY EXCHANGE	1
7502	ASSISTING-FIRE DEPT	4
7504	ASSISTING-OTHER POLICE DP	27
7506	ASSISTING-OTHER AGENCIES	4
7522	ASSISTING OTHER OFFICER	4
7533	K-9 UNIT REQ / RESP ASSIST OTHER PD	1
8010	WARRANTS-LOCAL	6
8110	WARRANTS-OTHER AGENCIES	1
9002	ADMINSTRATIVE DUTIES	8
9008	COURT	8
9016	LOCAL ADMIN USE	17



MOUNT JOY POLICE DEPARTMENT

Calls for Service

October 2019

Code	Call for Service	Totals
9020	POLICE INFORMATION	38
9021	TRAINING	8
9025	FIELD CONTACT INFORMATION	13
9028	FINGERPRINT	4
9029	CIVIL MATTER	2
9030	SPECIAL DETAIL ASSIGNMENT	7
9034	REPOSSESSION	2
9052	PFA INFORMATION	1
911	911 HANG UP / CHK WELFARE	3
9112	FOOT PATROL	2
9115	FOLLOW UP	96
9192	VEHICLE MAINTENANCE	4
9989	CALL BY PHONE	1
9998	DAILY ASSIGNMENTS	1
9999	NON-CAT DATA	7
	Grand Total	690

Citation Output By Charge

Starting Issue Date 10/1/2019 to Ending Issue Date 10/31/2019

Charge	Total
1301 A - DR UNREGIST VEH	1
1501 A - DRIVING W/O A LICENSE	1
4301 - LIGHTING EQUIPMENT REGS.	1
4303 B - NO REAR LIGHTS	2
4703 A - OPERAT VEH W/O VALID INSPECT	3
1301 A - DR UNREGIST VEH	1
1371 - 1371 A - Veh Reg Suspended	1
1501 - 1501 A - Driving W/O A License	2
1543 - 1543 A - Driv While Oper Priv Susp Or Revoked	7
1574 - 1574 A - Permit Unlicensed Dr	1
1786 - 1786 A - Required Financial Responsibility	2
1786 - 1786 F - Oper Veh W/O Req'd Financ Resp	4
3111 - 3111 A - Obedience to Traffic-Control Devices	1
3112 - 3112 A3I - Failure To Stop At Red Signal	1
3112 A3I - STEADY RED SIGNAL	1
3113 - 3113 A1 - Right Of Way To Pedestrian	1
3323 - 3323 B - Duties At Stop Sign	2
3324 - 3324 - Not Yield At Rdwy	1
3353 - 3353 A3II - Illegal Park Where Official Signs Prohibit	7
3362 - -	6
3714 - 3714 A - Careless Driving	2
3745 - 3745 A - Acci Dam To Unattended Veh Or Propert	2
4581 - 4581 A2I - Fail to use safety belt - driver and vehicle occupant	1
4703 - 4703 A - Operat Veh W/O Valid Inspect	7
4703 - 4703 H1 - Op. Vehicle W/O Cert. of Inspection	1
Total:	59

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 10/1/2019 to Ending Issue Date 10/31/2019

Charge Type: ARREST

Charge	Total
1501 A - DRIVING W/O A LICENSE	1
1543 B1III - DRG LIC SUS/REV PURS TO SEC 3802/1547B1-3RD OR SUB	1
2701 A1 - PA TITLE 18, SECTION CS-2701 (A)(1): SIMPLE ASSAULT - DOMESTIC VIOLENCE	1
2701 A1 - SIMPLE ASSAULT - ATTEMPT	1
2701 A3 - SIMPLE ASSAULT - ATTEMPT BY MENACE	3
2702 A2 - AGGRAVATED ASSAULT	1
2706 A1 - TERRORISTIC THREATS W/ INT TO TERRORIZE ANOTHER	2
2709 A1 - HARASSMENT/STRIKE, SHOVE, KICK, ETC.	1
2709 A4 - HARASSMENT - COMM. LEWD, THREATENING, ETC. LANG.	1
2709 A4 - PA TITLE 18, SECTION CS-2709 (A)(4): HARASSMENT	1
3503 (B)(1)(I) - DEF TRES ACTUAL COMMUNICATION TO	3
3745 A - ACCI DAM TO UNATTENDED VEH OR PROPERT	2
3802 A1 - DRIVING UNDER THE INFLUENCE -GENERAL IMPAIRMENT	2
3921 A - THEFT BY UNLAW TAKING-MOVABLE PROP	1
3929 A1 - RETAIL THEFT	1
4303 B - NO REAR LIGHTS	1
5104 - RESIST ARREST/OTHER LAW ENFORCE	1
5505 - PUBLIC DRUNKENNESS AND SIMILAR MISCONDUCT	1
Total:	25

Charge Type: COMPLAINT

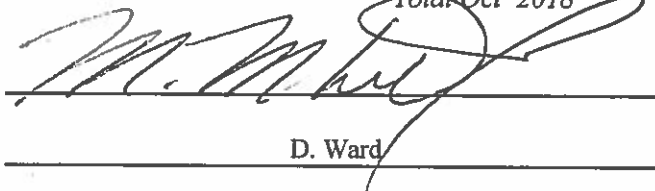
Charge	Total
2709 A1 - HARASSMENT/STRIKE, SHOVE, KICK, ETC.	2
3929 A1 - RETAIL THEFT	1
5503 A1 - DISORDERLY CONDUCT	1
5503 A4 - DISORDER CONDUCT	2
5505 - PUBLIC DRUNKENNESS AND SIMILAR MISCONDUCT	1
Total:	7

**MOUNT JOY BOROUGH POLICE DEPARTMENT
MONIES COLLECTED OCTOBER 2019**

	331.120	Borough Tickets (Other)	\$660.00
	321.310	Bicycle Registration	\$0.00
	380.010	Alarm Fees	\$1,200.00
	321.600	Mercantile Licenses	\$10.00
	362.100	Police Reports	\$120.00
331.11	331.120	Clerk of Court Disbursement	\$1,136.94
331.11	331.120	Magisterial Court Disbursement	\$2,306.54
	410.183	York County DUI Reimbursement	\$740.32

TOTAL Oct 2019	\$6,173.80
<i>Total Oct 2018</i>	<i>\$2,991.66</i>

Submitted by: _____



Received by: _____

D. Ward

New Detective Cases

	2011	2012	2013	2014	2015	2016	2017	2018	2019
January	15	17	11	0	6	6	7	5	3
February	18	17	4	8	12	6	9	5	3
March	4	17	5	6	11	6	8	7	7
April	5	5	8	4	5	8	6	6	4
May	11	34	7	1	13	2	3	14	5
June	15	13	8	3	10	2	7	3	10
July	17	7	10	5	8	3	20	12	4
August	17	7	8	4	10	12	7	3	3
September	23	13	10	1	6	4	6	4	3
October	7	9	9	11	6	13	7	6	6
November	7	9	9	7	4	10	7	4	
December	8	10	4	12	6	10	9	4	

Police Activity Statistics 2019

	Citation Charges	Criminal Charges	Deposits	Incidents	Total Inc YTD	Total Inc Prev YTD
Jan	46	27	\$2,690.89	547	547	412
Feb	74	35	\$4,129.77	515	1062	865
Mar	52	28	\$3,250.27	564	1626	1453
Apr	49	36	\$3,869.74	559	2185	2032
May	49	39	\$2,446.92	677	2862	2699
June	32	26	\$2,905.47	560	3422	3322
July	22	34	\$2,954.45	593	4015	4001
Aug	24	37	\$2,815.25	686	4701	4479
Sept	33	51	\$3,051.36	714	5415	4933
Oct	59	32	\$6,173.80	690	6105	5592
Nov						
Dec						
TOTAL						

FDMJ Monthly Incident Report Summary

October 2019

Responded to **45 alarms** for the month of October 2019 – **449 total alarms** for year as of 10/31/19

Time in service for month: **23 hours and 51 minutes**

Average manpower per incident: **9 members per call for month - (6a-4p 21 call/ 4.6 members)**

Total Man-hours: **193 hours & 44 minutes**

Calls by Municipality First Due: **32 first due alarms – 13 Mutual aid alarms**

- Mount Joy Borough - 16
- Rapho Township - 11
- Mount Joy Township - 3
- East Donegal Township - 2

Apparatus used;

- Engine 75-1 - 17
- Engine 75-2 - 5
- Truck 75 - 10
- Squad 75-1 - 1
- Traffic 75 - 2
- Duty Chief Vehicle - 23
- Duty Officer Vehicle - 5

Property pre-incident value: \$ 96,000.00

Property fire loss: \$54,000.00

Property post incident saved: \$42,000.00

2019 FDMJ responds to a call every 16 hours & 15 min

Total Training hours of 33 members trained for 100 hours

Fire Prevention Details - 4 for the month

Community Service Details - 4 public events, 1 standby, 1 award ceremony and 2 duty crews

Notable First Due Calls:

10/4 Route 283 mm 18.2 – Tractor trailer fire - \$35,000.00 fire loss

10/29 West Main St Mount Joy Borough – Mobile home fire - \$9,000.00 fire loss

Fire Department Mount Joy

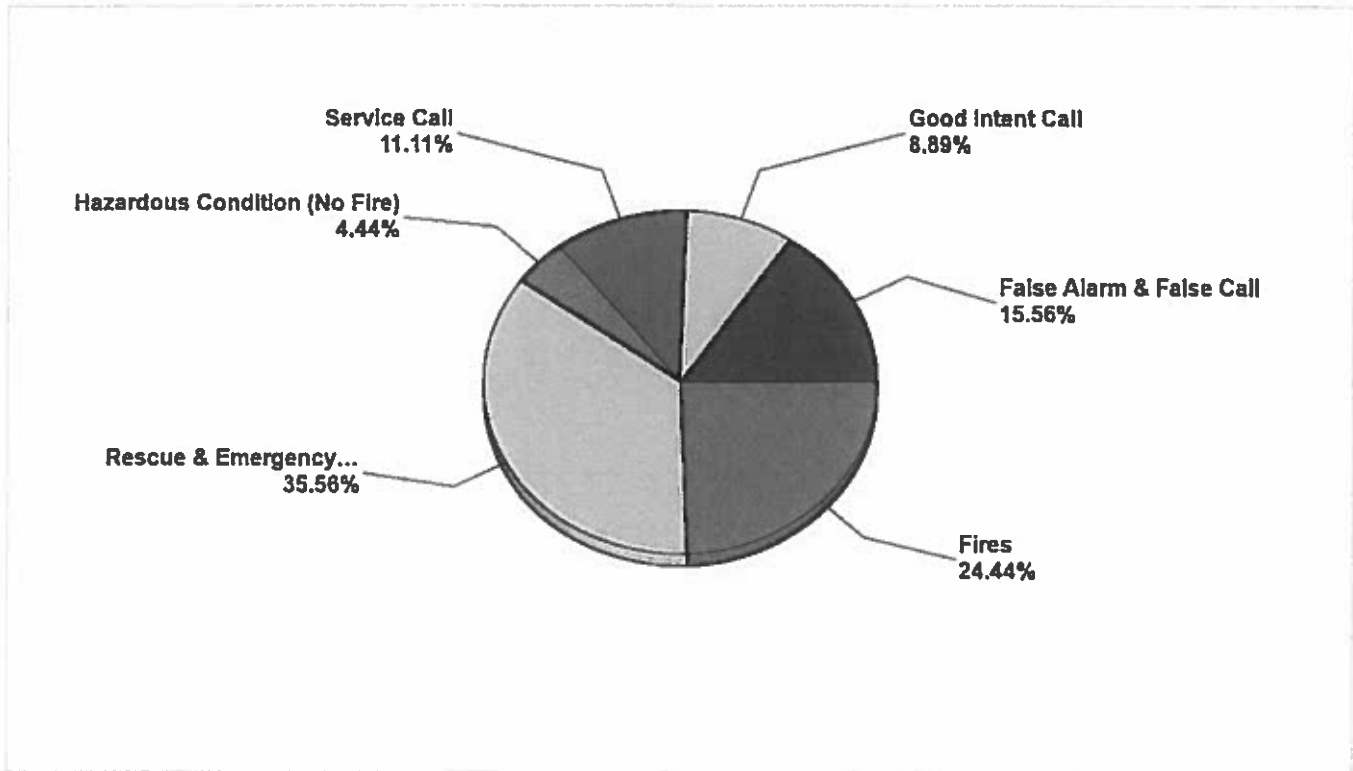


Mount Joy, PA

This report was generated on 11/9/2019 10:19:57 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2019 | End Date: 10/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	24.44%
Rescue & Emergency Medical Service	16	35.56%
Hazardous Condition (No Fire)	2	4.44%
Service Call	5	11.11%
Good Intent Call	4	8.89%
False Alarm & False Call	7	15.56%
TOTAL	45	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	8	17.78%
116 - Fuel burner/boiler malfunction, fire confined	1	2.22%
132 - Road freight or transport vehicle fire	2	4.44%
311 - Medical assist, assist EMS crew	7	15.56%
322 - Motor vehicle accident with injuries	4	8.89%
324 - Motor vehicle accident with no injuries.	3	6.67%
340 - Search for lost person, other	1	2.22%
353 - Removal of victim(s) from stalled elevator	1	2.22%
424 - Carbon monoxide incident	1	2.22%
440 - Electrical wiring/equipment problem, other	1	2.22%
531 - Smoke or odor removal	2	4.44%
553 - Public service	1	2.22%
561 - Unauthorized burning	1	2.22%
571 - Cover assignment, standby, moveup	1	2.22%
622 - No incident found on arrival at dispatch address	2	4.44%
631 - Authorized controlled burning	1	2.22%
652 - Steam, vapor, fog or dust thought to be smoke	1	2.22%
700 - False alarm or false call, other	1	2.22%
730 - System malfunction, other	1	2.22%
733 - Smoke detector activation due to malfunction	2	4.44%
735 - Alarm system sounded due to malfunction	1	2.22%
741 - Sprinkler activation, no fire - unintentional	1	2.22%
745 - Alarm system activation, no fire - unintentional	1	2.22%
TOTAL INCIDENTS:	45	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero. Does not include Imported data.

Fire Department Mount Joy

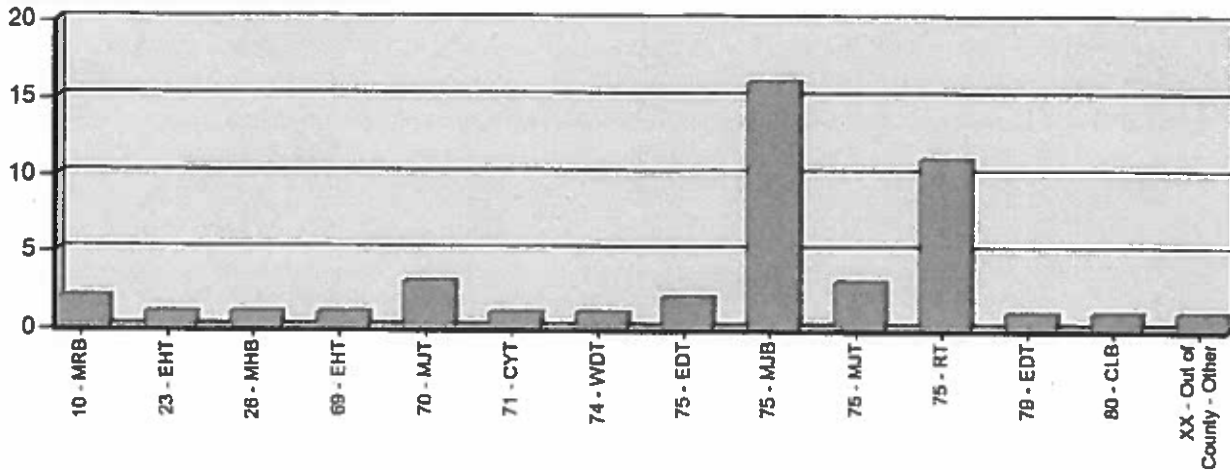


Mount Joy, PA

This report was generated on 11/9/2019 10:18:15 AM

Incident Count per Zone for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019



ZONE	# INCIDENTS
10 - MRB - 10 Marietta Borough	2
23 - EHT - 23 East Hempfield Township	1
26 - MHB - 26 Manheim Borough	1
69 - EHT - 69 East Hempfield Township	1
70 - MJT - 70 Mount Joy Township	3
71 - CYT - 71 Conoy Township	1
74 - WDT - 74 West Donegal Township	1
75 - EDT - 75 East Donegal Township	2
75 - MJB - 75 Mount Joy Borough	16
75 - MJT - 75 Mount Joy Township	3
75 - RT - 75 Rapho Township	11
79 - EDT - 79 East Donegal Township	1
80 - CLB - 80 Columbia Borough	1
XX - Out of County - Other - XX - Out of County - Other	1
TOTAL:	45

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 11/9/2019 10:18:52 AM

Incident Statistics

Start Date: 10/01/2019 | End Date: 10/31/2019

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		16	
FIRE		29	
TOTAL		45	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$96,000.00		\$54,000.00	
GO CHECKS			
424 - Carbon monoxide incident		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		13	
Aid Received		12	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
7		15.56	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 75	0:06:28	0:07:45	
AVERAGE FOR ALL CALLS		0:07:20	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 75	0:03:41	0:04:06	
AVERAGE FOR ALL CALLS		0:03:57	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Fire Department Mount Joy		31:45	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

Fire Department Mount Joy



Mount Joy, PA

This report was generated on 11/9/2019 10:25:45 AM

Losses for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
2	\$44,000.00	\$10,000.00	\$54,000.00	\$27,000.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2019-414	10/04/2019	132 - Road freight or transport vehicle fire	\$35,000.00	\$5,000.00	\$40,000.00	74.07%
2019-447	10/29/2019	111 - Building fire	\$9,000.00	\$5,000.00	\$14,000.00	25.93%

Only REVIEWED incidents included

Fire Department Mount Joy



Mount Joy, PA

This report was generated on 11/9/2019 10:25:17 AM

Incident Count with Man-Hours per Zone for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019

ZONE	INCIDENT COUNT	MAN-HOURS
10 - MRB - 10 Marietta Borough	2	7:48
23 - EHT - 23 East Hempfield Township	1	20:10
26 - MHB - 26 Manheim Borough	1	1:09
69 - EHT - 69 East Hempfield Township	1	8:35
70 - MJT - 70 Mount Joy Township	3	11:45
71 - CYT - 71 Conoy Township	1	0:00
74 - WDT - 74 West Donegal Township	1	3:12
75 - EDT - 75 East Donegal Township	2	14:11
75 - MJB - 75 Mount Joy Borough	16	76:57
75 - MJT - 75 Mount Joy Township	3	16:27
75 - RT - 75 Rapho Township	11	24:45
79 - EDT - 79 East Donegal Township	1	2:06
80 - CLB - 80 Columbia Borough	1	5:00
XX - Out of County - Other - XX - Out of County - Other	1	1:39
TOTAL	45	193:44

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

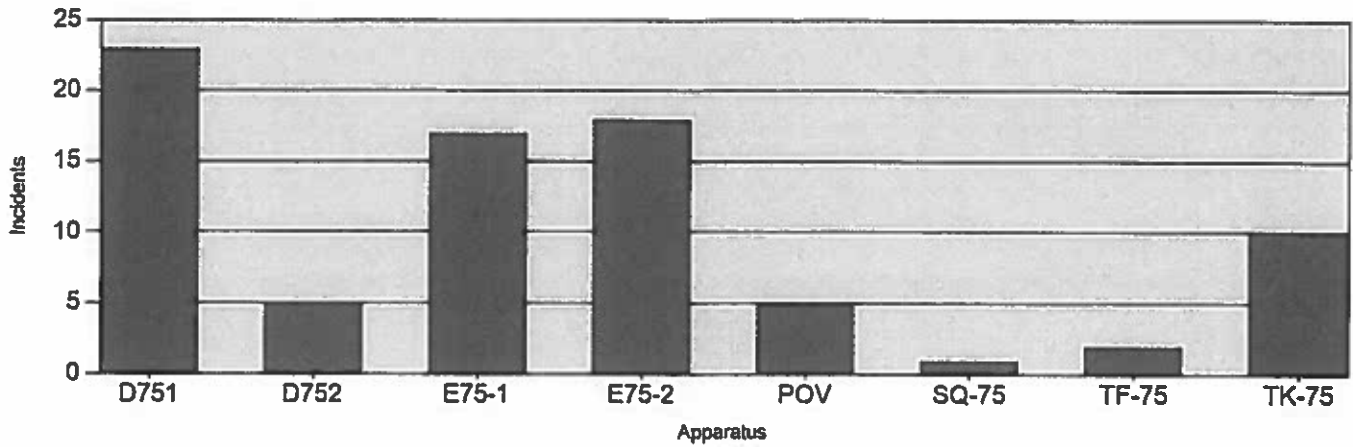


Mount Joy, PA

This report was generated on 11/9/2019 10:24:42 AM

Incident Count per Apparatus for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019



APPARATUS	#of INCIDENTS
D751	23
D752	5
E75-1	17
E75-2	18
POV	5
SQ-75	1
TF-75	2
TK-75	10

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

Fire Department Mount Joy

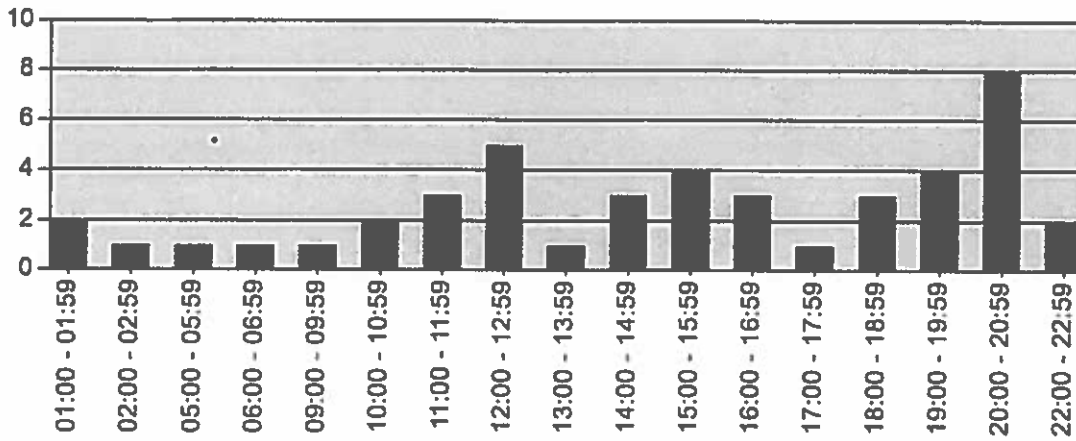


Mount Joy, PA

This report was generated on 11/9/2019 10:26:40 AM

Incidents by Hour for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019



HOUR	# of CALLS
01:00 - 01:59	2
02:00 - 02:59	1
05:00 - 05:59	1
06:00 - 06:59	1
09:00 - 09:59	1
10:00 - 10:59	2
11:00 - 11:59	3
12:00 - 12:59	5
13:00 - 13:59	1
14:00 - 14:59	3
15:00 - 15:59	4
16:00 - 16:59	3
17:00 - 17:59	1
18:00 - 18:59	3
19:00 - 19:59	4
20:00 - 20:59	8
22:00 - 22:59	2

Only REVIEWED incidents included

Fire Department Mount Joy

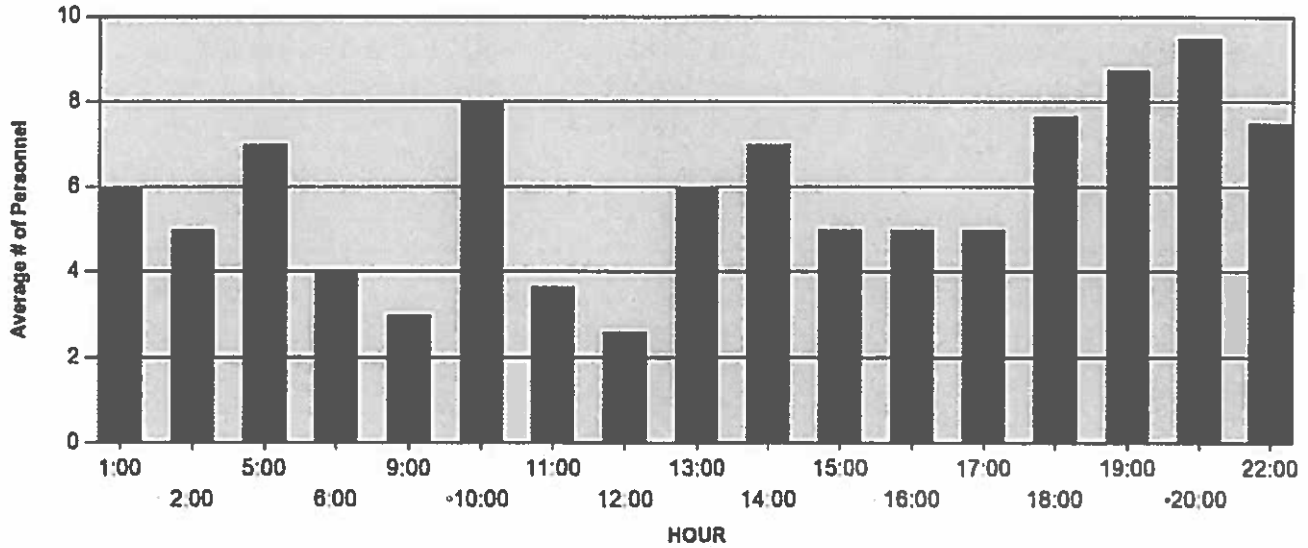


Mount Joy, PA

This report was generated on 11/9/2019 10:27:11 AM

Average Number of Responding Personnel per Hour for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019



HOUR	AVG. # PERSONNEL
01:00 - 01:59	6.00
02:00 - 02:59	5.00
05:00 - 05:59	7.00
06:00 - 06:59	4.00
09:00 - 09:59	3.00
10:00 - 10:59	8.00
11:00 - 11:59	3.67
12:00 - 12:59	2.60
13:00 - 13:59	6.00
14:00 - 14:59	7.00
15:00 - 15:59	5.00
16:00 - 16:59	5.00
17:00 - 17:59	5.00
18:00 - 18:59	7.67
19:00 - 19:59	8.75
20:00 - 20:59	9.50
22:00 - 22:59	7.50

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.

Mount Joy Train Station

[Click here for details on the project](#)



October 31, 2018 to November 24, 2018 – Mount Joy Borough Only

Dayshift truck in service every day about 0615 until 1815.

Nightshift truck in service every day about 1815 until 0615.

Total calls: 49

Total patients not transported - 5

SVEMS Mount Joy unit:

Class 1 – 20

Class 2 - 6

Class 3 – 10

Non-transported calls – 5

Total calls for SVEMS MJ unit – 36

Calls covered by another SVEMS unit – 7

Patient not transported - 0

Covered call by outside unit:

11/05/2019 – M86-2, fall, class 1. MJB unit on sick person, class 3, Columbia Boro.

11/08/2019 – M86-1 chest pain, class 1. MJB unit on Routine.

11/10/2019 – M86-2 breathing, class 1. MJB unit on psych, class 3 in MJ Boro.

11/15/2019 – M86-2 sick person, class 2, MJB unit on Routine.

11/18/2019 – M86-2 hemorrhage, class 2. MJB unit on fall, class 3, in Rapho.

11/18/2019 – M86-2 overdose, class 3. MJB unit on Routine.

Total calls: 6

Non-transported calls – 0

Highlights:

1. Chief Williams contacted SVEMS on November 18, 2019 requesting one ambulance to stage in the area for a suspicious package behind the police station. Within 30 minutes, two supervisor, one BLS unit and one MICU unit respond to the incident.
2. Replaced all expired medical supplies for the Mount Joy Little Baseball Association.
3. Had a successful meeting and training session with Mount Joy Fire Department regarding the use of our Zoll monitors. Next training date will be scheduled in Spring.
4. Working on getting prices for new back packs and supplies for the Mount Joy Fire Department and will continue to work with the fire department.
5. Mike F. took Counsel member Lu Ann Fahndrich out on a ride along.



MOUNT JOY BOROUGH COUNCIL REPORT FOR NOVEMBER 2019 ACTIVITIES

DESIGN

- East MSMJ display window is now booked out to APRIL 2020 with Mount Joy artists.
- 25 more Hometown Hero banners ready to order.
- Working on proposed Flower Planter replacement program.
- Have been in talks with DCED about our Façade grant – waiting to hear final decision by Dec/Jan.
- Put up the red Holiday banners across Main Street (42).

PROMOTION

- November 30 was Small Business Saturday. Asking businesses to hold Small Business Weekend (Fri – Sun) with specials.
- Getting ready for Winterfest – December 07.
- Finalizing Festival of the Arts.
- Still investigating places for Farmer’s Market/Maker’s Market location.

ORGANIZATION

- Dave completed the Community Revitalization Academy from PA Downtown Center in November. This was a culmination of 5 separate 2 day classes covering a variety of topics on economic development, town marketing, town design concepts and safe, clean & green concepts.

ECONOMIC DEVELOPMENT

- Helped bring Urban Debris back to Mount Joy after a short hiatus.
- 26 local businesses will be getting free advertising for December as they decorate the flower planters.

FUNDING ACTIVITIES

- Meeting with potential MSMJ sponsors for 2020.
- Working with DCED on potential \$50,000 Façade grant for 2020 – 2023.



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

2019 EVENT SPONSORS

- ***Chocolate Walk (2019)***
 - LANCO Federal Credit Union = Major Sponsor
 - Members 1st Federal Credit Union = Major Sponsor
 - Wellington Chase Apartments = Sponsor
 - Hershey Chocolate = Product donation – (2) 5lb bars chocolate
 - Weaver Nut & Candy = Product donation – Choc. covered espresso beans
 - Wilbur Chocolate = Product donation – Peanut Butter Meltaways

- ***Cruisin' Cuisine Car Show (2019)***
 - LANCO Federal Credit Union = Major Sponsor
 - Members 1st Federal Credit Union = Major Sponsor
 - Wellington Chase Apartments = Sponsor
 - Whitmoyer Auto Group = Sponsor

- ***Winterfest (2019)***
 - LANCO Federal Credit Union = Major Sponsor
 - Members 1st Federal Credit Union = Major Sponsor
 - Wellington Chase Apartments = Sponsor
 - Penn State Health = Sponsor
 - Sheetz Funeral Home = Santa Sponsor

- ***Display Window (2019)***
 - 2nd Display Window rented for 7 months in 2019

2020 EVENT SPONSORS

- ***Chocolate Walk (2019)***
 - Members 1st Federal Credit Union = Major Sponsor

- ***Cruisin' Cuisine Car Show (2019)***
 - Members 1st Federal Credit Union = Major Sponsor

- ***Winterfest (2019)***
 - Members 1st Federal Credit Union = Major Sponsor



MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.740.2140

www.mslibrary.org

10-G

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

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

October 2019

Compiled by Barbara Basile, Executive Director

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

October 2019 Statistics	2019	2019 YTD	2018	2018 YTD	2017
TOTAL CIRCULATION	15,990	162,990	15,062	161,263	14,861
Overdrive	1051	8874	915	8496	714
NEW PATRONS	117	830	60	782	50
PATRON COUNT	6,100	65,656	6,657	70,414	6,273
DVD RENTALS	199	2445	166		282
COMPUTER LOG-INS	460	5,198	634	6,516	625
WIRELESS ACCESS	433	4,535	510	5,048	398
PASSPORTS	76	1055	52	1094	81
Community Room Rentals	3				
Test proctoring	0				
Volunteer Hours	127.75	1,458.5	201.5	1595	163.75
Youth Services	Programs	Children	JUV 6-9	Teens	Adults
Children's programming	14	164	36	1	154
STEM (under 11)	10	125	8	0	109
STEM (11+)	2	0	14	13	10
Teen programs	1	0	0	3	1
Offsite	4	33	240	0	49
2019 SRP sign-ups = 1378		324/198	634/368	170/84	NA
57% complete			250/138		
1000 Books Participants	17(2019)		(10-12)		
Adult Programs	10	53			
STEM (adult)	1	18			
Financial Stability (HUB)	0	0		Adults 4	1-1 assists

Executive Summary

ROOF and GUTTERS: The Keystone Grant was *finally* awarded and we won!! Now the wheels start turning for a Spring installation. Our Fundraising goes into full gear – Special thanks to the Lions for their pledge of \$5000. Rotary has pledged \$2500 and we have over \$4600 from our plea at the auction. It will also be part of the Extra Give appeal this year.

Other: Annually we have a staff training day. This year we discussed how to respond in an emergency situation and developed a ER handbook. We learned our increase from the State will come but be smaller than we hoped for. We are still going to need to fundraise our hearts out. To that end, we met with our Friends Leadership, developed a fundraising calendar for 2020, and developed video clips for the Extra Give Appeal. Along with a roof we need(ed): new lighting, new countertops, new paint, shelving and a shed roof.

Personnel (Susan and Barbara)

- All staff attended annual in-service day. Appreciation awards developed and created by Basile Inc.
- Susan added 74 new patron records for Mission G.O.! Grade One students received library card applications at school. They are mailed their cards to verify addresses. Several families begin their library experience this way.
- Met with Irene Burgess for Board Introduction and notebook explanation.

Community Relations (Barbara et al)

- Rotary meetings, Pints for Polio PR completed
- Chamber of Commerce spoke at lunch and attended the Mixer.
- Attended the annual meeting of the Marietta Area Business Association.
- School District P-3 meeting.
- Donegal HUB large group met and agreed to start working on updating the resource manual and website.
- Municipal meetings: Mount Joy Borough, as well as Mount Joy Township Request budget funding in 2020

Youth Services (Jan)

- Attended a puppetry workshop and Youth Education Services meeting.
- Did an outreach story time with the new Headstart program at the Primary School.
- Maytown and Marietta storytimes had great attendance this month.
- Our second reading dog night was a huge hit all slots are now filled. 10 children work to improve their reading skills!

Facility (Barbara)

- Technology space has been completed. We are working on promotional message and implementation.
- Server migration was completed by the IT crew from LSLC.
- Pitney Bowes lease is finally up. Kim and Susan are working to handle postage manually.
- Roof/gutter fundraising endeavor to really take off with the Keystone Grant news. \$5000 pledge was received by the Lions Club. Mini video clip was taken up on the roof to showcase our need. Dennis from the Borough will be helping me assemble the Bid paperwork.
- Sharon spotted a \$98.50 charge back done on our Credit Card Reader done one Friday evening.
- Kitchen rehab is in the estimate stage. I have been visited by a few "handyman types."
- One of the condensers on the Furnace was replaced.

Public Relations/Promotions (Kirstin)

- CONSTANT CONTACT E-NEWS – Oct Newsletter: Sent to 2708 people (57 new contacts added); (25% open)
- SOCIAL MEDIA: 40+ Facebook postings – 20 new likes (1566 total); created 5 separate events for Oct/Nov
- Created reusable promotion "posters" for monthly adult clubs
- 3 PRESS RELEASES - Distributed via news media, municipalities, and Chamber of Commerce.
- Bench Banners – 1 for ExtraGive and Friends Gift Sale
- WEBSITE: 3,204 website users (up from last month); 6,318 page views (up from last month)
- Updated print calendars; printed as posters and hung in lobby and kids' area.
- Scheduled street marquee changes for the month
- Kept up used paperback tables.
- New DVD display: "scary thrilling" – kept full with new selections
- Met with the DHS Digital Media Crew and their teacher, Mr. Black, to brainstorm ways to gain more of a presence with the Teen crowd. I learned a lot about posting to our social media platforms in effective ways.
- Continue to empty "Dog House" daily and pull out books to sell in Library.
- Took down Suicide Prevention display and restocked the case with 50-cent books; decorated for Fall.
- Created an oversized Bookmark listing Story Times to be given at a music/story program at DPS
- Created new *Read For the Record* Book Plates
- Conversated with DIS Art Teacher about hanging student Artwork in the Library
- EXTRAGIVE Met with two other DMC students to create a few short videos to promote ExtraGive.
 - Made a 1-minute video with Barbara Basile for the Roof Campaign promo. Posted to social media platforms
 - Created Bookmark
 - Promoted on FB and in our e-news

Volunteers/Programming/Fundraising (Kim)

- Visited Donegal High School with Kirstin to meet with members of Digital Media Crew class
- Make It Monday: 18 participants + lots of pumpkins, paints and melted crayons = PUMPKIN PANDEMONIUM!
- Represented the Library at a booth at the Women's Expo at Spooky Nook.
- First meeting of new adult club "A Gathering of Artists"!
- Set up an "Honor a Veteran" display. As of 10.31, had about 35 honorees on the wall!
- Interviewed 2 new volunteer applicants. We are in need of volunteers who can shelve on a regular basis.
- Friends Group held Today's Pizza fundraiser.

Mount Joy Borough

Zoning & Code Department

REPORT

To: Borough Council; Borough Manager

From: Stacie Gibbs- Zoning, Codes and Planning Administrator

Date: November 2019

Re: November 2019 Zoning, Code and Planning Report

UPDATES

REPORT

- Conducted rental inspections.
- Reviewed, researched and provided feedback to realtor on use for zoning and building code at 73 W. Henry Street.
- Reviewed, researched and provided feedback to architect on use for zoning and building code at 732-734 W. Main Street.
- Reviewed, researched and provided feedback to owner on use for zoning and building code at 1 S. Market Street.
- Drafted and sent approval letters for 123 David Street and the Wenger Group and 240 W. Main Street for extension approval.
- Completed RTKL request. (4.5 hrs.)
- Prepared December PC Agenda
- Drafted November Zoning Hearing Board minutes
- Reviewed revised Land Development plan for Farmview Properties
 - Reviewed legal letter from Borough Solicitor
- Reviewed revised Land Development plan for Reist Popcorn.
 - Reviewed legal letter from Borough Solicitor.
- Reviewed letter of request from Williams Pipeline for release of security, escrow and close-out of permit for Road Use Agreement. Reviewed existing Road Use Agreement and prepared email requesting necessary inspections and items be done to forward to proper Committee and Council.

MEETINGS

- Attended staff meetings.
- 11/4/19 - Attended Council meeting.
- 11/7/19 – Budget meeting.
- Met with new owner of Barely Used Boutique, 350 W. Main Street and staff to discuss his stormwater concerns.
- Met with owner again, staff and folks from Penn State to discuss stormwater management ideas for the site at Barely Used Boutique, 350 W. Main Street.
- Met with H & R Transload and staff on Square Street to discuss improvements
- 11/6/19 – Attended Mount Joy Complete Streets Project Kick-off meeting

TRAINING

MOUNT JOY BOROUGH-Violations: " 11/1/2019 - 11/30/2019
NOVEMBER 2019 VIOLATION/CODE REPORT

Fire
Closed

Total number of Closed Fire Violations: 1

Property
Closed

Total number of Closed Property Violations: 5

Open

Total number of Open Property Violations: 12

18

MOUNT JOY BOROUGH Inspections by STACIE GIBBS: 11/1/2019 - 11/30/2019
 NOVEMBER 2019 RENTAL INSPECTIONS

Type / No / TaxNo / Subtype / Task / Notes	Pass/Fail/Comp Fee	Inspector	Date
Tenant - Property			
1042 WOOD ST - Tenant - Property		4507737400000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/13/2019
Fire extinguisher not a 2A minimum as required. Smoke detectors were no 10-year lithium and one is required in bedroom. Existing smoke detectors were functioning. Required to replace.			
207 S MARKET AVE - Tenant - Property		4505470300000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/19/2019
1 - smoke in basement 1 - smoke in kids back bedroom 1- co on 2nd fl peeling paint on front porch, posts and rails			
820 SQUARE ST - Tenant - Property		4501226200000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/19/2019
- 2A min fire extinguisher needed in kitchen - 1 smoke in upstairs bedroom.			
738 W MAIN ST - Tenant - Property		4509041800000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/18/2019
Two windows in front living are not openable look to be painted shut replaced stained ceiling tile in kitche.			
221 LAKESIDE XING - Tenant - Property		4507165100000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/19/2019
225 LAKESIDE XING - Tenant - Property		4507041300000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/19/2019
310 WITWER WAY - Tenant - Property		4502298010033	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/13/2019
230 W MAIN ST APT C - Tenant - Property		4504831800000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/20/2019
repair small hole in wall.			
230 W MAIN ST APT B - Tenant - Property		4504831800000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/20/2019
-repair fan in bathroom -min.2A fire extinguisher required.			
230 W MAIN ST APT A - Tenant - Property		4504831800000	
Tenant Space	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SG	11/20/2019
-owner to replace unsanitary carpet in living room -repair light in 1st floor bathroom.			

Type / No / TaxNo / Subtype / Task / Notes	Pass/Fail/Comp Fee	Inspector	Date
--	--------------------	-----------	------

Total Inspections: 10

MOUNT JOY BOROUGH-MultiSelect Permits App Date: 11/1/2019 - 11/30/2019

NOVEMBER 2019 PERMIT REPORT

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
Building						
Res-Alterations						
Active						
190865	11/7/2019	11/12/2019	HESLOP JAMES T	28 DETWILER AVE	Renovations to second floor	\$125.00
Total Res-Alterations 1						\$125.00
Res-Roofing						
Active						
190870	11/11/2019	11/13/2019	BAKER FREDRICK AND SHELLEY	232 S MARKET ST	New roof replace deckboards and sheathi	\$229.00
Total Res-Roofing 1						\$229.00
SFD						
Pending						
190877	11/21/2019		CHARLAN GROUP	107 LAKESIDE XING	New single family Dwelling	\$1,265.00
Total SFD 1						\$1,265.00
Total Building 3						\$1,619.00
Mechanical						
Res.Mech						
Active						
190868	11/8/2019	11/12/2019	ROHRBAUGH JAMES AND KAREN	126 PARK AVE	electric to gas	\$65.00
Total Res.Mech 1						\$65.00
Total Mechanical 1						\$65.00
ROW						
cap w/s line						
Active						
190875	11/20/2019	11/20/2019	WENGERS FEED MILL INC	713 WOOD ST	excavate to cap w/s lines	
190876	11/20/2019	11/20/2019	WENGERS FEED MILL INC	719 WOOD ST	excavate to cap w/s lines	
Total cap w/s line 2						\$0.00
Disconnect gas service						
Complete						
190860	11/4/2019	11/11/2019	WENGERS FEED MILL INC	715 WOOD ST	cut off service	
190861	11/4/2019	11/11/2019	WENGERS FEED MILL INC	713 WOOD ST	cut off service	
190862	11/4/2019	11/11/2019	WENGERS FEED MILL INC	719 WOOD ST	cut off service	
Total Disconnect gas service 3						\$0.00
new service						
Active						
190871	11/12/2019	12/2/2019	NGUYEN KENNETH M SHEETZ NGUYEN J	223 PARK AVE	New gas service	
Total new service 1						\$0.00
w/s disconnect						
Active						
190864	11/6/2019	11/30/2019	WENGERS FEED MILL INC	719 WOOD ST	cap water/sewer lines	
Total w/s disconnect 1						\$0.00
Total ROW 7						\$0.00
Use						
Use						
Active						
190874	11/20/2019	11/22/2019	MAMARY WILLIAM G JR MAMARY VANES	63 E MAIN ST	New business - Moon Raven Alley, LLC	\$60.00
190873	11/19/2019	11/22/2019	ZOU LANCE	85 E MAIN ST	New Business - Another Chance Boutique	\$60.00

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
Use						
Use						
Active						
190866	11/7/2019	11/12/2019	COOPER JOHN & JENNIE	1 S MARKET ST	New Business - Urban Debris	\$60.00
Total Use 3						\$180.00
Total Use 3						\$180.00
Zoning						
Fence						
Active						
190863	11/6/2019	11/6/2019	TOEPPERWEIN DENNIS AND MIRIAM	500 FLORIN AVE	Install fence	\$40.00
190869	11/8/2019	11/8/2019	SHEIB MEGAN	498 CHARTER LN	Install fence	\$40.00
Total Fence 2						\$80.00
Utility						
Active						
190867	11/8/2019	11/8/2019	MT JOY BORO WATER BUREAU	221 DAVID ST	Antennas	\$50.00
Total Utility 1						\$50.00
Total Zoning 3						\$130.00
Total Permits: 17						\$1,994.00

BUILDING PERMITS ANALYSIS OF FEES RECEIVED

MONTH	2016	2017	2018	2019
JANUARY	\$ 450.00	\$ 792.00	\$ 496.00	\$ 645.00
FEBRUARY	\$ 1,500.00	\$ 1,196.00	\$ 837.00	\$ 375.00
MARCH	\$ 1,268.00	\$ 4,532.00	\$ 3,729.00	\$ 1,293.00
APRIL	\$ 930.00	\$ 1,190.00	\$ 2,980.80	\$ 3,160.00
MAY	\$ 3,501.00	\$ 5,312.00	\$ 7,371.00	\$ 1,910.00
JUNE	\$ 4,185.00	\$ 1,324.00	\$ 1,295.00	\$ 3,058.00
JULY	\$ 9,363.00	\$ 3,650.00	\$ 10,276.00	\$ 1,905.00
AUGUST	\$ 3,633.00	\$ 1,996.00	\$ 4,237.00	\$ 5,645.00
SEPTEMBER	\$ 1,020.00	\$ 2,046.00	\$ 2,273.00	\$ 3,752.00
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	
TOTALS	(\$ 33,148.00 Budgeted \$30,000)	(\$33,916.00 Budgeted \$30,000)	(\$42,546.58 Budgeted \$35,000)	(\$25,451.00 Budgeted \$35,000)

MOUNT JOY BOROUGH-RROW Permits App Date: 11/1/2019 - 11/30/2019

NOVEMBER 2019 STREET OPENING PERMIT REPORT

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
ROW						
cap w/s line						
Active						
190876	11/20/2019	11/20/2019	WENGERS FEED MILL INC	719 WOOD ST	excavate to cap w/s lines	\$75.00
190875	11/20/2019	11/20/2019	WENGERS FEED MILL INC	713 WOOD ST	excavate to cap w/s lines	\$75.00
Total cap w/s line 2						\$150.00
Disconnect gas service						
Complete						
190862	11/4/2019	11/11/2019	WENGERS FEED MILL INC	719 WOOD ST	cut off service	\$75.00
190861	11/4/2019	11/11/2019	WENGERS FEED MILL INC	713 WOOD ST	cut off service	\$75.00
190860	11/4/2019	11/11/2019	WENGERS FEED MILL INC	715 WOOD ST	cut off service	\$75.00
Total Disconnect gas service 3						\$225.00
new service						
Active						
190871	11/12/2019	12/2/2019	NGUYEN KENNETH M SHEETZ NGUYEN J	223 PARK AVE	New gas service	\$75.00
Total new service 1						\$75.00
w/s disconnect						
Active						
190864	11/6/2019	11/30/2019	WENGERS FEED MILL INC	719 WOOD ST	cap water/sewer lines	
Total w/s disconnect 1						\$0.00
Total ROW 7						\$450.00
Total Permits: 7						\$450.00

STREET OPENING PERMITS COMPARISON SPREADSHEET

MONTH	2016	2017	2018	2019
JANUARY	\$ 50.00	\$ 50.00	\$ 375.00	\$ 300.00
FEBRUARY	\$100.00	X	\$ 75.00	\$ 150.00
MARCH	\$450.00	\$ 50.00	\$ 130.00	X
APRIL	\$ 50.00	\$100.00	X	\$ 75.00
MAY	\$ 50.00	X	\$ 225.00	\$ 220.00
JUNE	\$100.00	\$150.00	\$ 75.00	\$ 75.00
JULY	\$150.00	\$100.00	\$ 150.00	\$ 75.00
AUGUST	\$ -	\$ 50.00	\$ 300.00	\$ 75.00
SEPTEMBER	\$ -	\$ 50.00	\$ 150.00	\$ 75.00
OCTOBER	\$ -	\$150.00	\$ 75.00	\$ 450.00
NOVEMBER	\$ 50.00	X	\$ 300.00	\$ 450.00
DECEMBER	\$100.00	\$ 50.00	\$ 225.00	
TOTALS	(\$1,100.00 Budgeted \$1,000.00)	(\$750.00 Budgeted \$1,000.00)	(\$2,080.00 Budgeted \$1,000)	(\$1,945.00 Budgeted \$1,300)

MOUNT JOY BOROUGH-Rental Permits App Date: 11/1/2019 - 11/30/2019

NOVEMBER 2019 RENTAL LICENSE REPORT

PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
Rental						
2019 Residential Rental						
Pending						
190879	11/21/2019		BML RENTALS LLC	121 ORANGE ST	121 ORANGE ST	
190878	11/21/2019		DEBERARDINIS JANET	316 BRITTANY LN	316 BRITTANY LN	
					Total 2019 Residential Rental 2	\$0.00
					Total Rental 2	\$0.00
					Total Permits: 2	\$0.00

RENTAL LICENSES COMPARISON SPREADSHEET

MONTH	2016	2017	2018	2019
JANUARY	\$ 700.00	\$ 7,600.00	\$ 23,600.00	\$ 32,100.00
FEBRUARY	\$25,850.00	\$26,800.00	\$ 29,650.00	\$ 18,375.00
MARCH	\$31,750.00	\$31,350.00	\$ 14,250.00	\$ 17,650.00
APRIL	\$ 3,500.00	\$ 2,900.00	\$ 1,050.00	\$ 450.00
MAY	\$ 3,850.00	\$ 50.00	\$ 150.00	\$ 50.00
JUNE	\$ 750.00	\$ 50.00	\$ 100.00	\$ 150.00
JULY	\$ 500.00	\$ 100.00	\$ 150.00	\$ 100.00
AUGUST	\$ 50.00	\$ 250.00	\$ 400.00	\$ 250.00
SEPTEMBER	\$ 150.00	\$ 150.00	\$ 200.00	\$ 50.00
OCTOBER	\$ 200.00	\$ 50.00	\$ 100.00	\$ 100.00
NOVEMBER	\$ 100.00	X	X	X
DECEMBER			X	
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)	\$69,275.00 + \$900.00= \$70,075 late fees (Budgeted \$70,000)

STORMWATER PERMITS COMPARISON SPREADSHEET

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



**BOROUGH OF MOUNT JOY
STORMWATER MANAGEMENT REPORT**

TO: Mount Joy Borough Council

FROM: Dave Salley, Stormwater Enforcement Officer

DATE: November 19, 2019

RE: Stormwater Management Report for November 2019

Stormwater/Public Works:

- Participated in a Boroughs Collaborative meeting to discuss programs to bring visitors to our boroughs throughout Lancaster County.
- Complete Streets kickoff meeting- Discussion of scope of work, team roles, details of data gathering, and scheduling.
- Meeting business owners along Square St with drainage issues
- Meeting with new property owner at Bearly Used Boutique and resolving drainage issues on the property
- ARLE grant discussion and process moving forward
- PennDOT Innovation Day- PennDOT seminar on planning and innovative topics for public works duties
- BMP Reimbursements- Finalizing BMP reimbursements including scheduling an educational event, final budget, and recording O&M plans for each project
- Completed detailed stormwater budget usage for engineering line item
- Employee evaluation with Borough manager
- Farmview development revised plan review
- Reist Popcorn revised plan review
- Public Works minutes
- Review H2O grant narrative

Activities:

- Attended Council meeting
- Attended Staff meeting
- Attended Chiques Creek Watershed Alliance meeting
- Attended Budget meeting
- Attended Open Enrollment meeting



10-J

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

TO: Sam Sulkosky, Borough Manager

FROM: Dennis Nissley, Public Works Director

DATE: November 21, 2019

RE: Public Works Department Activities for November 2019

Following is a list of activities for the Public Works Department for November 2019:

- Parks – Leaf cleanup
- Parks – Trimming trees and bushes
- Parks – Remove and clean up ash trees from Little Chiques Park
- Parks - Provide park inspection service to Mount Joy Township
- Parks – Clear and prepare areas of Little Chiques Park for disc golf course.
- PW – Leaf collection
- PW – Vehicle and equipment maintenance
- PW – Preparing snow plowing and salting equipment
- Stormwater – Clean stormwater inlets and inspect facilities after rain events
- Signs – Replacement and repairs as needed
- Compost Site – Grind raw material
- Compost Site – Screening mulch material
- Compost Site – Staff for open times
- Attend Borough Council meeting and Public Works meeting
- Attend various staff meetings
- Attend PennDOT Regional Innovations Conference
- Participate in Complete Streets Guide Kick-off meeting
- Meet with business/property owners on Square Street to discuss street improvements
- Meet with PennDOT personnel to discuss implementation of ARLE grant
- Attend meeting with refuse contractor to discuss new contract
- Meet with library director to discuss their grant implementation
- Attend borough budget meetings
- Meet with new owner at 350 W. Main Street to discuss stormwater management
- Meet with disc golf organizers to finalize tee and hole placements

10 K

To: Mayor Bradley, Mount Joy Borough Councilors & Samuel Sulkosky, Borough Manager

From: Joseph Ardini

November 2019 Authority Administrator Report

1. **Water Plant Project:**
 - The contractor continues to work on punch list items created by the Engineer.

2. **Lumber Street Hydropillar:**
 - A mandatory pre-bid meeting was held on November 13, 2019 along with a site visit.
 - All contractors present were informed that bids for the project are due by December 18, 2019 by 12:00 PM EST.

3. **Route 772 Repaving & Pedestrian Project:**
 - Authority involvement with the project are halted until spring of 2020.

4. **Authority staff continued collecting data and information for a grant through the Department of Community and Economic Development and anticipate submission in December.**

5. **Cedar Lane Waterline Replacement: Authority staff will begin replacing the waterline on Cedar Lane. Property owners affected by the project were issued a letter from the Authority. Progression on the project will be weather dependent but our goal would be to complete the work prior to the end of this year.**



**BOROUGH OF MOUNT JOY
MEMORANDUM**

TO: Public

FROM Samuel Sulkosky, Borough Manager

DATE: November 26, 2019

RE: December 2, 2019 Manager's Report.

Administration:

- PLGIT – Current yield as of 11-25-2019 is 1.82%.

Marietta Avenue Pedestrian Project: Project information is posted on the Borough website and updated as information becomes available. Nothing to report until Spring 2020.

Other Items of Note:

- Public Works Committee meeting.
- County Managers meeting.
- Chamber of Commerce Legislative Meeting.
- Gannett Fleming and Wagman Construction.
- Waste Industries.
- Budget meeting.
- PA DEP.
- Lancaster County EDC.
- PennDOT.
- Lancaster County Conservation District.
- HUB Insurance.
- Giant Food Stores.

Borough of Mount Joy		
01. GENERAL FUND		2020
ACCT. NO.	LINE ITEM	PROPOSED
301	REAL PROPERTY TAXES	
301.001	Transfer from Fund Balance	78,522
301.100	Real Estate Taxes - Current Year	2,263,829
301.400	Real Estate Taxes - Delinquent	45,000
	SUBTOTAL	2,308,829
310	LOCAL TAX ENABLING ACT (511) TAXES	
310.100	Real Estate Transfer Taxes	152,500
310.210	Earned Income Taxes - Current Year	1,147,620
310.510	LST Collection	135,000
	SUBTOTAL	1,435,120
320	LICENSES AND PERMITS	
321.251	DOG SEIZURE FEES	-
321.310	Bicycle - Storage	-
321.600	Business and Mercantile Licenses (Sollicitation Permits)	500
321.800	Cable Television Franchise	120,000
	SUBTOTAL	120,500
330	FINES & FORFEITS	
331.110	Motor Vehicle Violations	15,000
331.120	Ordinance/Criminal Violations	12,500
331.130	State Police Reimbursements	2,200
	SUBTOTAL	29,700
340	INTEREST & RENTS	
341.000	Interest Earnings	4,000
341.001	PLIGIT GF Interest Earnings	35,000
341.200	LIEN PAYOFFS	-
342.100	Little Chiques Park - Pavilion Rental	2,500
342.200	Building Rental	110
342.300	Florin Building Rental	160
	SUBTOTAL	41,770
350	INTERGOVERNMENTAL REVENUES	
354.000	PEMA/FEMA Grant	-
354.030	Snow Removal Contract	21,733
354.040	PennDOT Reimbursement	-
354.050	Training Program - State Funded	-
354.090	DCED Main St Grant	-
354.095	Amtrak Train Station Commission / Reimbursements	-
354.410	Township Parks Reimbursement (Wages Only)	-
355.010	Public Utility Realty Tax	4,000
355.080	Beverage Tax	1,900
355.120	Pension- State Allocation	184,000
355.130	Volunteer Fire Co. Relief	45,000
357.070	Dare/K-9 Grant - Crime Prevention	-
357.090	BUPA Grant	3,000
	SUBTOTAL	259,633
360	CONSTRUCTION PERMITS / FEES / LICENSE	
361.300	Zoning Fees & Plan Submittals	1,500
361.305	Property Maintenance Reimbursement	500
361.306	Street Opening Permits	1,500
361.320	Fees - Engineering \ Legal Review Reimbursements	1,000

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
361.330	Construction Permit Fees	25,000
361.331	Stormwater Permit Fees	2,000
361.340	Apartment License Fees	70,000
	SUBTOTAL	101,500
360	DEPARTMENTAL EARNINGS	
361.600	Tax Collection Services	-
362.100	Police Services (Accidents & Alarms)	9,000
363.100	Street Openings	-
	SUBTOTAL	9,000
380	MISCELLANEOUS REVENUE / REIMBURSEMENT	
380.010	Misc. Revenue Receipts/Donations	100
380.012	Misc. Reimbursement	1,500
383.001	Sidewalk Assessments	-
387.000	Fees-In-Lieu of Taxes	7,500
387.012	Lakes Phase 2 (SERVICES CONTRACT)	4,500
	SUBTOTAL	13,600
389-390	MISCELLANEOUS REVENUE / REIMBURSEMENTS	
389.000	Miscellaneous Revenue	-
391.010	Sale of Property & Supplies	-
391.020	Sale of PW Property & Supplies	3,000
	SUBTOTAL	3,000
392.013	Authority Utility Reimbursement	9,300
392.015	Authority Maintenance Reimbursement	5,500
392.017	Main Street Reimbursement	-
392.030	Transfer from Capital Fund	-
392.270	Transfer from Refuse Fund	200,000
392.300	Proceeds of Capital Lease Tran	-
392.500	Insurance Fund Rebate	-
	SUBTOTAL	214,800
394.000	Proceeds of Debt	-
395.001	Refund of Prior Year's Expenditures	12,900
399.000	Use of Fund Reserves	-
	SUBTOTAL	12,900
	Total Receipts & Balance	4,628,874
EXPENDITURES		
	GENERAL GOVERNMENT	
400	GENERAL GOVERNMENT - ADMINISTRATION	
400.111	Salaries of Councilpersons	4,980
400.116	Salary of Mayor	840
400.142	Salary of Receptionist	23,823
400.143	Administrative Assistant	37,046
400.174	Training	250
400.183	Overtime Wages	600
400.200	Materials & Supplies	4,200
400.238	Uniforms / Clothing Allowance	400
400.300	General Expense	7,400
400.310	Banking Service Charges	350
400.311	Auditing Services	37,000
400.321	Communication Expense - Phone	5,200
400.330	Vehicle Operating Expense	300

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
400.340	Advertising and Printing	3,000
400.375	Equipment Maintenance & Repair	1,000
400.420	Dues, Subscriptions, Conventions, Etc.	3,600
400.450	Contracted Services	42,000
400.540	Lakes Phase 2 - Services Contributions	1,500
400.750	Minor Equipment Purchases	1,000
401.121	Salary of Manager	81,885
402.114	Salary of Treasurer	500
402.130	Salary of Finance and Business Administrator	48,986
404.314	Borough Legal Services	20,000
404.316	Reimbursable Legal Services	100
	SUBTOTAL	325,960
403	GENERAL GOVERNMENT - TAX COLLECTION	
403.200	Materials & Supplies	-
403.300	EIT Collection Fees	17,000
403.305	LST Collection Fees	3,500
403.450	County Tax Collection Services	3,800
403.900	Real Estate Tax Appeals	-
	SUBTOTAL	24,300
409	GENERAL GOVERNMENT - MUNICIPAL BUILDING	
409.111	Maintenance Employee	4,936
409.200	Materials & Supplies	2,500
409.360	Utilities (Gas & Electric)	11,000
409.370	Maintenance & Repairs	4,000
409.371	Building Purchase	-
409.372	Rail Enhancements Maint and Repairs	-
	SUBTOTAL	22,436
	TOTAL GENERAL GOVERNMENT	372,696
	PUBLIC SAFETY	
410	PROTECTION TO PERSONS & PROPERTY - POLICE	
410.122	Salary of Chief	94,765
410.130	Salary of Patrol Officers	954,557
410.135	Salary of Part Time Patrol Officers	25,000
410.137	Salary of Part-Time Clerks	39,674
410.140	Salary of FT Administrative Assistant	41,255
410.174	Training Expense	21,000
410.179	Tuition Reimbursement	4,000
410.182	Longevity Pay	9,300
410.183	Overtime Wages	50,000
410.200	Materials & Supplies	4,000
410.238	Uniforms	15,000
410.300	General Expense	10,000
410.301	General Expense / Civil Service Commission	500
410.314	Legal Fees	10,000
410.315	Legal Fees / Civil Service Commission	1,500
410.321	Communication Expense - Phone	17,000
410.326	Vehicle Equipment Maintenance & Repair / Radio Repairs	4,000
410.330	Vehicle Operating Expense	15,000
410.336	Vehicle Purchase / Lease	-

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
410.340	Advertising	500
410.370	Vehicle Maintenance / Repair	7,500
410.420	Dues and Subscriptions	1,000
410.450	Contracted Services	27,500
410.470	Building Maintenance and Repairs	2,000
410.490	County Treasurer/ Licenses	-
410.491	Dog Housing	2,500
410.500	Drug Task Force Contribution	8,000
410.750	Equipment Purchase / Rent	31,040
	SUBTOTAL	1,396,591
411	PROTECTION TO PERSONS & PROPERTY - FIRE	
411.174	Training Expenses	5,000
411.500	Contribution to Fire Department Mount Joy	62,000
411.520	Contribution to Fire Police	4,000
411.550	Volunteer Fire Relief Association	45,000
411.560	Contribution to Ambulance Association	-
411.740	Major Equipment Contribution	69,000
	SUBTOTAL	185,000
415	EMERGENCY MANAGEMENT	
415.000	Emergency Management	2,000
	SUBTOTAL	2,000
	TOTAL PUBLIC SAFETY	1,583,591
	ZONING / PLANNING DEPARTMENT	
414	PLANNING, ZONING & CODES COMPLIANCE	
414.102	Salary of Sewage Enforcement Officer	-
414.120	Salaries of Zoning Hearing Board	400
414.130	Salary of Code Enforcement Officer	64,149
414.174	Training	500
414.200	Materials & Supplies	400
414.300	General Expense	1,100
414.310	Planning Studies	-
414.313	Engineering Review Fees	2,000
414.314	Legal Expenses	5,000
414.316	Reimbursable Engineering/Legal Review Fees	500
414.321	Communications - Phone	-
414.330	Vehicle Operating Expense	200
414.336	Vehicle Purchase / Lease	-
414.340	Advertising & Printing	1,500
414.370	Vehicle Maintenance Expense	1,100
414.420	Dues, Subscriptions	400
414.450	Contracted Services	3,920
414.451	Building Permit Training Fees	500
414.460	Property Maintenance/Mowing	1,000
414.470	Apartment Inspection Fees	7,500
414.750	Equipment Purchases / Rent	300
	SUBTOTAL	90,469
	TOTAL ZONING / PLANNING DEPARTMENT	90,469
	PUBLIC WORKS	

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
430	HIGHWAYS - GENERAL	
430.122	Wages - Public Works Director	62,130
430.130	Wages - Labor	188,696
430.174	Training	1,500
430.183	Overtime Wages	13,000
430.200	Materials & Supplies	6,000
430.238	Uniforms	2,000
430.300	General Expense	1,800
430.313	Engineering	15,000
430.314	Legal Services	5,000
430.321	Communications Expense - Phones	3,500
430.326	Communications Expense - Radio	-
430.330	Vehicle Operating Expense	10,500
430.336	Vehicle Purchase / Lease	-
430.340	Advertising	4,000
430.360	Utilities (Gas & Electric)	6,000
430.370	Vehicle Maintenance & Repairs	6,000
430.375	Equipment Maintenance & Repairs	4,500
430.470	Building Maintenance & Repairs	4,000
430.750	Equipment Purchase / Rental	1,500
431.000	Street Sweeping	6,000
434.000	Street Lighting	112,000
435.600	Reconstruction of Sidewalk and Crosswalks	50,000
435.601	Reconstruction/Repairs of Sidewalks-Main St. Revitalization Area	1,000
435.817	Train Station Project	-
	SUBTOTAL	504,126
432	HIGHWAY MAINTENANCE - SNOW & ICE REMOVAL	
432.200	Materials & Supplies	18,000
432.336	Vehicle Purchase / Lease	-
432.375	Equipment Maintenance & Repairs	2,000
432.450	Contracted Services	6,500
432.750	Equipment Purchases / Rent	3,000
	SUBTOTAL	29,500
433	HIGHWAY MAINTENANCE - TRAFFIC CONTROL	
433.000	Street Signs	4,000
433.022	Street Painting/Marking	5,000
433.300	General Expense	-
433.360	Traffic Signal Utilities	4,500
433.370	Maintenance & Repairs - Signals	4,000
433.375	Equipment Maintenance & Repairs	500
433.750	Minor Purchases	1,500
	SUBTOTAL	19,500
438	HIGHWAY MAINTENANCE - TO HIGHWAYS AND BRIDGES	
438.200	Materials & Supplies	12,000
438.300	General Expense	-
438.600	Street & Alley Maintenance	10,000
	SUBTOTAL	22,000
446	STORMWATER MANAGEMENT	
446.130	Storm Water Management Enforcement Officer	51,585
446.174	Training	500

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
446.200	Materials & Supplies	1,000
446.313	Engineering	22,000
446.314	Legal Services	3,000
446.321	Phone/Data Plan	500
446.370	Stormwater Facility Maintenance and Repairs	5,000
446.371	SW Infrastructure Maintenance and Repairs	20,000
446.420	SW Dues and Subscriptions	500
446.450	Contracted Services	6,000
	SUBTOTAL	110,085
	TOTAL PUBLIC WORKS	685,211
	PARKS DEPARTMENT - CULTURE & RECREATION	
451	PARKS DEPARTMENT SHOP	
451.100	Florin Station	9,000
	SUBTOTAL	9,000
454	PARKS & PLAYGROUNDS	
454.100	Rotary Park	-
454.122	Wages Supervisor	54,979
454.130	Labor	63,792
454.174	Training	1,800
454.183	Overtime	5,000
454.200	Materials & Supplies	6,000
454.238	Uniforms	500
454.300	General Expense	1,000
454.321	Phone	2,000
454.326	Radio	-
454.330	Vehicle Operating Expense	5,500
454.336	Vehicle Purchase / Lease	-
454.340	Advertising	500
454.360	Utilities (Electric in parks)	4,700
454.370	Maintenance & Repairs	2,000
454.375	Equipment Maintenance & Repairs	6,000
454.400	Tree Maintenance & Replacement	5,000
454.450	Contracted Services	7,500
454.600	Reconstruction/Major Repairs	10,500
454.750	Equipment Purchase/Rental	2,000
	SUBTOTAL	178,771
455	SHADE TREES	
455.000	Shade Trees	500
455.370	Street Tree Maintenance	1,000
455.600	Construction / Major Repairs	-
	SUBTOTAL	1,500
456	LIBRARY / OTHER ORGANIZATIONS	
456.370	Mount Joy Historical Society	3,500
456.371	Mount Joy Food Bank	4,750
456.500	Contributions to Milanoff Schock Library	36,132
	SUBTOTAL	44,382
	TOTAL CULTURE & RECREATION	233,653
	ECONOMIC / COMMUNITY DEVELOPMENT	

	01. GENERAL FUND	2020
ACCT. NO.	LINE ITEM	PROPOSED
463	<u>ECONOMIC DEVELOPMENT</u>	
463.000	Contribution to Main Street Program	50,000
	SUBTOTAL	50,000
	TOTAL COMMUNITY DEVELOPMENT	50,000
	<u>DEBT SERVICE, INSURANCES & CAPITAL PLANNING</u>	
471	<u>DEBT SERVICE</u>	
471.100	General Obligation Notes	-
471.200	TAN Reimbursement	-
472.100	General Obligation Notes Interest	50,000
	SUBTOTAL	50,000
486	<u>INSURANCE</u>	
486.352	Casualty, Liability, Bonds	70,500
486.354	Worker's Compensation	94,600
	SUBTOTAL	165,100
487	<u>EMPLOYEE BENEFITS</u>	
487.153	Disability Insurance	3,623
487.155	Self Insured Medical Payments	20,000
487.156	Hospitalization & Major Medical	574,416
487.157	Death Benefit Insurance	-
487.158	Life Insurance	2,286
487.160	Pension	317,429
487.161	Employer Taxes	136,900
487.162	Unemployment Insurance	17,000
487.163	Vision/Dental Reimbursement Benefit	8,000
489.000	Miscellaneous Expenses	-
491.000	Refund of Prior Year Revenue	-
	SUBTOTAL	1,079,654
492	<u>CAPITAL PLANNING</u>	
492.100	Transfer to Capital Reserve	-
	PD - Vehicle Purchase	38,000
	SW - Infrastructure Repair/Replace	30,000
	Parks - Trade In New Holland 4855 for New	27,000
	Parks - Bushhog Mower	3,000
	PW - Truck (half cost)	20,500
	Streets & Bridges	200,000
492.300	Transfer to Highway Aid	-
	SUBTOTAL	318,500
	TOTAL DEBT, INSURANCE & CAPITAL PLANNING	1,613,254
	TOTAL REVENUES	4,628,874
	TOTAL EXPENDITURES	4,628,874
	UNAPPROPRIATED BALANCE	0

BOROUGH OF MOUNT JOY
Lancaster County, Pennsylvania

ORDINANCE NO. 6 -19

AN ORDINANCE OF THE BOROUGH OF MOUNT JOY, LANCASTER COUNTY
FIXING THE TAX RATE ON REAL ESTATE FOR THE FISCAL YEAR 2019

BE IT ORDAINED AND ENACTED by the Council of the Borough of Mount Joy, Lancaster
County, Pennsylvania, and it is hereby ordained and enacted by the Authority of the same as
follows:

Section 1. A tax be and is hereby levied for the year 2020 for general Borough
purposes, on all real estate within the Borough of Mount Joy, Lancaster County, Pennsylvania,
subject to taxation for Borough purposes, at the rate of 3.98 mills on each dollar of assessed
value. This tax rate represents an increase in the tax rate set for 2019.

Section 2. A discount of two percent (2%) of the amount of the real estate tax shall
allowed on any payment thereof prior to May 1, 2020. The said tax shall be payable at its
amount between May 1, 2020, and June 30, 2020. On or after July 1, 2020, a penalty of
percent (10%) shall be added to the said tax for a late payment.

Section 3. If any sentence, clause, section or part of the ordinance is for any reason
found to be unconstitutional, illegal or invalid, such shall not affect the remaining provisions,
sentences, clauses or section or parts of this ordinance. It is hereby declared as the intent of the
Borough Council that this ordinance would have been adopted had such unconstitutional, illegal
or invalid sentence, clause, section or part thereof had not been included herein.

ORDAINED AND ENACTED this 2nd day of December 2019.

Attest: _____
(Assistant) Secretary

By: _____
Borough Council (Vice) President

[BOROUGH SEAL]

EXAMINED AND APPROVED BY ME this 2nd day of December 2019.

Mayor

BOROUGH OF MOUNT JOY
Lancaster County, Pennsylvania
RESOLUTION NO. 27-19

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

WHEREAS, the Borough of Mount Joy has appointed persons to various positions whose terms expire as of the January 1, 2020;

WHEREAS, Borough Council acknowledges the expiration of these terms;

WHEREAS, Borough Council desires to appoint persons/firms to fill the positions which will expire;

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

The Council of the Borough of Mount Joy, pursuant to the Municipality Authorities Act, appoints Chris Metzler, as a member of the Mount Joy Borough Authority, who shall hold office until January 1, 2025.

The Council of the Borough of Mount Joy, pursuant to the Municipality Authorities Act, appoints Paul Ruffini, as a member of the Mount Joy Borough Authority, who shall hold office until January 1, 2021.

The Council of the Borough of Mount Joy appoints or reappoints, as the case may be, the following individuals and firms to the positions for the terms as presented hereinafter:

Vacancy Board Chairperson	Robert R. Jerman	1 Year	Term expires 1/1/2021
Engineer	ARRO Consulting	2 Year	Term expires 1/1/2022
Solicitor	Morgan, Hallgren, Crosswell & Kane, PC	2 Year	Term expires 1/1/2022
Auditor	Trout, Ebersole & Groff	2 Year	Term expires 1/1/2022
Borough Planning Commission	Wendy Melhorn	4 Years	Term expires 1/1/2024
Borough Planning Commission	Kyle Miller	4 Years	Term expires 1/1/2024
Borough Planning Commission	Josh Deering	2 Years	Term expires 1/1/2022
Borough Planning Commission (ALT)		4 Years	Term expires 1/1/2024
Zoning Hearing Board	Ned Sterling II	5 Years	Term Expires 1/1/2025
Zoning Hearing Board	Michael Melhorn	2 Years	Term Expires 1/1/2022
Zoning Hearing Board (ALT)		2 Years	Term Expires 1/1/2022

Zoning Hearing Solicitor	Goodman & Kenneff	2 Years	Term expires 1/1/2022
Civil Service Commission	Joanne Pinkerton	6 Years	Term expires 1/1/2026
Civil Service Commission (ALT)		6 Years	Term expires 1/1/2026
Borough Secretary	Samuel Sulkosky	2 years	Term expires 1/1/2022
Assistant Borough Secretary	Jill Frey	2 Years	Term expires 1/1/2022
Open Records Officer	Samuel Sulkosky	2 years	Term expires 1/1/2022
Codes/Zoning Officer/Assistant Stormwater Officer	Stacie Gibbs	2 years	Term expires 1/1/2022
Stormwater Officer & Assistant Codes Zoning Officer	Dave Salley	2 years	Term expires 1/1/2022
Borough Treasurer	Joe Ardini	2 years	Term expires 1/1/2022
Depository	Northwest Bank	2 years	Term expires 1/1/2022
Depository	Pennsylvania Local Government Investment Trust (PLGIT)	2 years	Term expires 1/1/2022
Tax Collector	County of Lancaster	1 year	Term expires 1/1/2021
Mount Joy Borough Authority	Chris Metzler	5 years	Term expires 1/1/2025
Mount Joy Borough Authority	Paul Ruffini	1 year	Term expires 1/1/2021

DULY ADOPTED this 2nd day of December, 2019, by the Borough Council of the Borough of Mount Joy in lawful session duly assembled.

Attest: _____
 (Assistant) Borough Secretary

 Council (Vice) President

[BOROUGH SEAL]

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

Resolution No. 28-19

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF MOUNT JOY, LANCASTER COUNTY, PENNSYLVANIA, RESTATING ANNUAL SERVICE CHARGES FOR BOROUGH REFUSE COLLECTION SERVICES FOR CALENDAR YEAR 2020.

WHEREAS, Borough Council has enacted a Municipal Waste Collection and Recycling Ordinance, which establishes a comprehensive planning and regulatory framework for the storage, collection, transportation, processing and disposal of solid waste in the Borough of Mount Joy; and,

WHEREAS, the Borough Code of Ordinances authorizes Council to fix and assess an annual service charge for Borough refuse collection services against each residential unit, regardless of occupancy, and also each nonresidential unit using Borough refuse collection services; and,

WHEREAS, the Borough Council desires to offer a discount of \$5.00 for payment of the entire year's charges by January 31, 2020.

WHEREAS, all Borough Resolutions imposing fees for items which are not addressed in this Resolution shall continue in full force and effect.

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

Residential Service Charge Per Unit	
Includes \$236.00 residential plus \$26.00 Woody Waste	\$262.00
\$5.00 discount if paid by January 31, 2020	\$257.00
Nonresidential, Retail, Commercial Service Charge Per Unit	
Includes \$260.00 service plus \$26.00 Woody Waste	\$286.00
\$5.00 discount if paid by January 31, 2020	\$281.00

DULY ADOPTED this 2nd day of December 2019, by the Borough Council of the Borough of Mount Joy, Lancaster County, Pennsylvania, in lawful session duly assembled.

**BOROUGH OF MOUNT JOY
Lancaster County, Pennsylvania**

ATTEST:

(Assistant) Borough Secretary

Borough Council (Vice) President

[BOROUGH SEAL]

**Borough of Mount Joy
Lancaster County, Pennsylvania
Resolution No: 29-19**

The following meetings will be held from January 1, 2020 through December 31, 2020 in Council Chambers of the Borough Municipal Building, 21 East Main Street, Mount Joy, PA:

Mount Joy Borough Council
First Monday at 7 PM
Except September 14
Except November 2, meeting begins at 6 PM

Mount Joy Borough Authority
First Tuesday at 4 PM
Third Tuesday at 4 PM
Except November 4

Council Administration and Finance Committee
Fourth Thursday at 6:30 PM
Except November 19 and December 17

Authority Finance Committee
March 4 at 5 PM
March 25 at 5 PM
July 8 at 5 PM
November 11 at 5 PM

Council Public Safety Committee
Fourth Monday at 6:30 PM
Except May 18 and December 21

Authority Administration Committee
February 25 at 5 PM
June 23 at 5 PM
October 27 at 5 PM

Civil Service Commission
Fourth Monday at 5:30 PM as needed
Except January 6, May 18 and December 21

Planning Commission
Second Wednesday at 7 PM

Council Public Works Committee
Second Monday at 6:30 PM
Except September 21

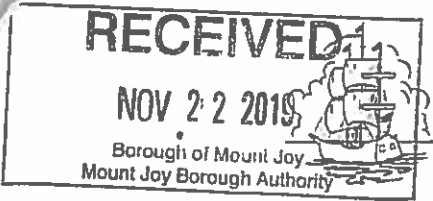
Zoning Hearing Board
Fourth Wednesday at 7 PM
Except November 18 and December 16

DULY ADOPTED this 2nd day of December 2020, by the Borough Council of the Borough of Mount Joy in lawful session duly assembled.

BOROUGH OF MOUNT JOY
Lancaster County, Pennsylvania

Attest: _____
(Assistant) Secretary

By: _____
(Vice) President Borough Council



Mount Joy Borough
21 East Main Street
Mount Joy, PA 17552

REQUEST APPLICATION FOR BANNER TO BE DISPLAYED ON BOROUGH BANNER POLES

ORGANIZATION NAME: <u>Kraybill Mennonite School</u>	REPRESENTATIVE NAME: <u>Liz Heisey</u>
ORGANIZATION ADDRESS: <u>598 Kraybill Church Road Mount Joy, PA 17552</u>	REPRESENTATIVE PHONE: <u>717-552-6166</u>
	REPRESENTATIVE EMAIL: <u>elizabethheisey@yahoo.com</u>
NAME OF EVENT: <u>Kraybill Auction</u>	DATE OF EVENT: <u>May 8+9, 2020</u>
DATES REQUESTED FOR BANNER TO BE DISPLAYED: <u>April 27 to May 10, 2020</u>	

I Elizabeth Heisey representing Kraybill Mennonite School
Name Organization

- Have read and understand the Borough's Policy for Banners Displayed on Borough Banner Poles and Banner Specifications.
- Acknowledge that the banner will contain no more than 20% of message relating to naming or advertising a commercial product, enterprise, business or company.
- Acknowledge that no more than 20% of the message contained on the banner will be related to the naming or advertising of a commercial product, enterprise, business or company.
- Understand that PennDOT, upon review of request, may deny this request.
- Understand that receipt of PennDOT banner permit may take up to 12 weeks from date this request is submitted to the Borough and that the Borough is not responsible for additional delays during the PennDOT review process.

Elizabeth A. Heisey 11-19-19
Signature of Organization Representative Date

Elizabeth Heisey 717-552-6160 (cell)
Organization Emergency Contact Name(s) and Telephone Number(s)

For Borough Use Only

Date Application Received: <u>11-22-19</u>	<input checked="" type="checkbox"/> Certificate of Insurance Received
Date of Next Public Safety Committee Meeting: <u>11-25-19</u>	NOTES
Date of Borough Council Meeting Following Public Safety Committee Meeting: <u>12-02-19</u>	

The Borough Council Public Safety Committee and the Borough Council will consider banner requests on a case by case basis and reserve the right to reject any request as deemed to be in the best interest of the Borough, the Borough Council and Borough residents.

Borough of Mount Joy

Lancaster County, Pennsylvania

Resolution No. 31-19

Be it RESOLVED, by the authority of the Borough of Mount Joy
(Name of Political Subdivision) Lancaster County, Pennsylvania (Name of County) hereby request
a PA Small Water and Sewer Grant of \$ \$500,000 (TBD) from the PA Department of
Community and Economic Development thru the Commonwealth Financing Authority to be used
for the Pinkerton Road and North Angle Street Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Samuel Sulkosky, Borough
Manager (Name and Title) and/or William A. Hall, Council President (Name and Title) as the
official(s) to execute all documents and agreements between the Borough of Mount Joy (Name of
Applicant) and the Pennsylvania Department of Community and Economic Development via the Commonwealth
Financing Authority to facilitate and assist in obtaining the requested grant.

I, Samuel Sulkosky qualified Borough Secretary of the Borough of Mount Joy (Name of
Applicant), Lancaster County, PA (Name of County) hereby certify that the forgoing is a true
and correct copy of a Resolution duly adopted by a majority vote of the Mount Joy Borough Council
(Governing Body) at a regular meeting held December 2, 2019 (Date) and said Resolution has been
recorded in the Minutes of the Borough of Mount Joy (Applicant) and remains in effect as of
this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of
Mount Joy, PA, this 2nd day of December 2019 .

ATTEST

Borough Secretary

Borough Council President

(BOROUGH SEAL)

PA SMALL WATER AND SEWER

SMALL PROJECTS TO IMPROVE PUBLIC WATER SUPPLY AND SANITARY SEWER SYSTEMS
Program Guidelines | September 2019



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Section I – Statement of Purpose

The PA Small Water and Sewer Program was established pursuant to § 1774.1-A of the Act of April 25, 2016 (P.L. _____, No. 25)(72 P.S. §1741-A.1 et. seq.), as amended, and authorizes the Commonwealth Financing Authority to award grants to municipalities and municipal authorities for water, sewer, storm water and flood control projects with a cost of not less than \$30,000 and not more than \$500,000.

Section II – Eligibility

A. Eligible Applicants

Any of the following entities who will own the proposed project are eligible to apply for a grant.

1. A **Municipality** includes any city, township, borough, town, county, or home rule
2. A **Municipal Authority** includes any authority created by a municipality pursuant to the act known as the "Municipal Authorities Act"

B. Eligible Projects

Eligible projects are those which have a total project cost of not less than \$30,000 and not more than \$500,000 and involve the construction, improvement, expansion, repair, or rehabilitation of a water supply system, sanitary sewer system, storm sewer system, or flood control projects that are owned and maintained by an eligible applicant. An eligible project also includes consolidation or regionalization of two or more water supply systems or sanitary sewer systems which are managed or operated as an integrated system regardless of whether the system is physically connected.

C. Eligible Use of Funds

Funds may be used by the applicant to pay for any of the following project costs:

1. Construction, improvement, expansion, repair, or rehabilitation of a water supply system, sanitary sewer system, storm sewer system, or flood control projects.
2. Installation of security measures.
3. Acquisition of land, rights-of-way and easements necessary to construct an eligible project.
4. Purchase and installation of fixed equipment.
5. Engineering and design costs not to exceed 10% of the grant amount.
6. Inspection costs related to the construction of an eligible project.
7. Permit Fees.
8. Costs to secure appropriate bonds and insurance.
9. Administrative costs of the applicant that are necessary to administer the grant. Administrative costs include advertising and, legal costs as well as documented staff expenses. Administrative costs shall not exceed 2% of the grant and any amount over 2% cannot be included as match for this program.
10. Project contingencies associated with construction costs are limited to 5% of the eligible construction costs. No other contingencies shall be included as eligible project costs.

Ineligible costs include but are not limited to fees for securing other financing, interest on borrowed funds, refinancing of existing debt, lobbying, fines, application preparation fees, tap in fees, and costs incurred prior to approval.

Section III – Program Requirements

A. Matching Fund Requirement

An eligible applicant shall provide matching funds of not less than 15% of the total eligible project cost. The cash match may come from any other source including PENNVEST.

B. Planning Approvals

All recipients of funding are required to demonstrate in the application that the project complies with regional, county and local comprehensive plans as evidenced by a letter from the appropriate local planning agency. If inconsistencies between plans exist, preference will be given to the approved county-level plans.

C. Other Requirements

1. Conflicts of Interest

An officer, director, or employee of an applicant who is a party to or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on any action of the applicant concerning the project nor participate in the deliberations of the applicant concerning the project.

2. Nondiscrimination

No assistance shall be awarded to an applicant under this program unless the applicant and project user, if applicable, certify to the Authority that the applicant and project user, if applicable, shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with assistance must contain the commonwealth's official nondiscrimination clause.

3. Project Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The Authority requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the Authority, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

4. Pennsylvania Prevailing Wage Act

All the construction work associated with the project may be subject to the Pennsylvania Prevailing Wage Act, as determined by the Pennsylvania Department of Labor and Industry.

5. Certification of Expenses

The applicant shall sign a payment request form certifying that the expenses were incurred and were in accordance with the scope of work approved by the CFA. In lieu of a formal project audit and prior to final closeout of the grant agreement, the applicant shall be required to submit copies of all canceled checks verifying the expenditure of the PA Small Water and Sewer Program proceeds. Bank statements may also be submitted if electronic payment of the expenditure occurred.

6. Bidding Requirements

Applicants must comply with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.

7. Guideline Provisions

The PA Small Water and Sewer Program guidelines provisions may be modified or waived by the Authority unless otherwise required by law.

D. Fees

The Commonwealth Financing Authority charges a \$100 non-refundable application fee for PA Small Water and Sewer Program applications. The application fee must be paid electronically by credit or debit card or electronic check through our secure, third-party vendor. Payment of the application fee must be completed prior to the certification and submission of the Electronic Single Application. Detailed payment instructions will be provided on the Certification Tab of the Electronic Single Application once all required fields have been completed.

Section IV – Grants

1. Grants are available for projects with a total cost of not less than \$30,000 and not more than \$500,000.
2. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

Section V – Application Procedures

1. To apply for funding, the applicant must submit the electronic on-line Department of Community and Economic Development Single Application for Assistance located at www.esa.dced.state.pa.us. Required supplemental information outlined in Appendix I of these guidelines must be attached electronically to the application as directed on the Addenda tab. For technical inquiries regarding the submission of the on-line application, contact the Customer Service Center at (800) 379-7448 or (717) 787-3405.

Once submitted, please print one (1) copy of the application, and send with the required supplemental information, and mail to:

PA Department of Community and Economic Development
CFA Programs Division
PA Small Water & Sewer Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Please reference the application ID number on any documents sent with the signature page.

2. Applications will be accepted between September 18, 2019 and December 13, 2019. All applications and required supplemental information must be electronically submitted by the close of business on December 13, 2019.

Section VI – Application Evaluation

All applications for financial assistance will be reviewed by the Authority to determine eligibility and competitiveness of the proposed project using the following criteria:

1. Project readiness.
2. Project is consistent with all local, state and regional comprehensive, regional resource management or economic development plans.
3. The cost-effectiveness of the proposed project when compared to other alternatives.
4. Whether the construction or repair [or consolidation] of a water or sewer project will enable customers of the system or regional system to be more efficiently served.
5. Whether the project serves existing populations or whether the project is intended to serve new development.
6. Whether the project will result in a substantiated positive economic development impact as evidenced by job creation and private investment.
7. The ability of the applicant to secure funding for the project.
8. The proactive implementation of practices to promote sustainability of the system such as asset management, water conservation, energy efficiency, and the use of nonstructural alternatives to minimize the amount of storm water that infiltrates into a system.

Section VII – Procedures for Accessing Funds

Upon approval of an application by the CFA, a grant agreement and commitment letter will be electronically issued to the applicant explaining the terms and conditions of the grant. The Grantee must provide the names, titles and e-mail addresses for two authorized individuals to receive and electronically sign the grant agreement. The grant agreement must be electronically signed and returned to the CFA within 45 days of the date of the commitment letter or the offer may be withdrawn by the CFA.

Section VIII – Program Inquiries

Program inquiries should be directed to:

PA Department of Community & Economic Development
CFA Programs Division
PA Small Water and Sewer Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Telephone: (717) 787-6245
Fax: (717) 772-3581
E-mail: ra-dcedsitedvpt@pa.gov

These guidelines can also be accessed online at dced.pa.gov.

Appendix I – Supplemental Information

PA Small Water and Sewer Program

In addition to completing the Department's Single Application for Assistance, please include the following items when applying for a grant under the PA Small Water and Sewer Program:

Exhibit 1: Project Description

For Water, Sewer, and Storm Sewer Projects provide a description of the project which discusses all of the following: (a) a detailed project description; (b) the specific location of the project area; (c) whether the project will result in a substantiated positive economic development impact; (d) the estimated start and end dates of construction; (e) the names of the municipalities that will potentially benefit from the project; (f) how the project promotes the most efficient management of water resources and protects the health and safety of the citizens of the commonwealth; (g) the sound management practices implemented by the applicant in the past five years to enhance the long-term sustainability of the system including but not limited to energy efficiency improvements, water conservation, full cost pricing, asset management, and the installation of non-structural alternatives to minimize the amount of storm water that infiltrates the system; (h) whether the project serves existing populations or new development.

For Flood Control Projects:

Construction Projects: Provide a description of the project which discusses all of the following: a) a detailed description of the problem area along with a flood inundation map outlining the extent of the flood area; (b) the number and name of the municipalities that will potentially benefit from the project; (c) a detailed breakdown of the number of structures (homes, businesses, and industrial sites) that have experienced flood damage to include the number of times the structures have been flooded, the type and depth of flooding (basement or first floor), and the amount of damage sustained per flood event; (d) events such as the 2-year, 5-year, 10-year, 25-year, 50-year, 100-year, 500-year; and a discussion on which hydrologic methods were considered and why the recommended discharges were selected; (e) an updated cross-sectional survey of the waterway and floodplain; (f) a simulated computer model using the U.S. Army Corps of Engineer's Hydrologic Engineering Center's River Analysis System (the cost effectiveness, annual maintenance (case of and cost), and constructability of the project; (h) preliminary construction drawings showing the features of the recommended project; (i) a preliminary rights-of-way acquisition plan showing types and limits of easements needed to construct and maintain the project; and (j) an annotated sketch that shows how the project will impact (change) the flood plain limits shown on the current FEMA Flood Insurance Mapping.

Levee Certification/HEC-RAS Projects: Provide narrative description of the project and an engineering feasibility study conducted by a registered professional engineer that includes the following information: (a) a detailed description of the project including the specific location of the project site; (b) a detailed description of the problem area along with a flood inundation map outlining the extent of the flood area; (c) the number and name of the municipalities that will potentially benefit from the project.

Exhibit 2: Ownership Letter

A letter stating the project will be owned and maintained by an eligible applicant.

Exhibit 3: Cost Estimate

A detailed estimate for the total project cost. The estimate must be prepared, signed, and dated by an engineer or other qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contractor estimates, sales agreements or other documentation that verify project cost estimates.

Exhibit 4: Matching Funds Commitment

Provide funding commitment letters from all other project funding sources (including equity commitments).

- Funding commitments or term sheets provided by lending institutions must include the term, rate, and collateral conditions, and must be signed and dated.
- Funding commitments of equity from the applicant or private third party must be signed and dated (indicating the amount of funds being committed) and be accompanied by documentation (such as audited financial statements) showing the ability to commit such funds.

Exhibit 5: Flood Construction Documents

For flood construction projects, please provide the following:

- A set of construction drawings showing project details including but not limited to plans, profiles, payment sections, structural details, erosion and sedimentation control plan, miscellaneous details, and traffic control plan.
- A complete set of technical specifications addressing each construction item; these specifications, if applicable, should adhere to guidelines specified in the following: PennDOT 408 manual and ACI, ASTM, and AASHTO specifications.
- Copies of land acquisition drawings showing property boundaries and the various property easements (both temporary and permanent) required to construct the project.

Exhibit 6: Color-Coded Map

A color-coded map detailing the location of the infrastructure or where the project will be conducted.

Exhibit 7: Planning Letter

A letter from the appropriate planning agency certifying that the proposed project complies with the comprehensive land use plans.

Exhibit 8: Resolution

Provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount. (See Appendix II for a Sample Resolution).

Exhibit 9: Permits

A list of all Local, State and Federal planning approvals and permits from the appropriate agencies.

Send one copy of completed application with all supplemental information and attachments to:

PA Department of Community and Economic Development
CFA Programs Division
PA Small Water and Sewer Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

If you have any questions on completing the application, please call the CFA Programs Division at (717) 787-6245.

Appendix II – Authorized Official Resolution

Be it RESOLVED, that the _____ (Name of Applicant) of _____ (Name of County) hereby request an PA Small Water and Sewer Program grant of \$ _____ from the Commonwealth Financing Authority to be used for _____.

Be it FURTHER RESOLVED, that the Applicant does hereby designate _____ (Name and Title) and _____ (Name and Title) as the official(s) to execute all documents and agreements between the _____ (Name of Applicant) and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, _____, duly qualified Secretary of the _____ (Name of Applicant), _____ (Name of County) _____, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the _____ (Governing Body) at a regular meeting held _____ (Date) and said Resolution has been recorded in the Minutes of the _____ (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the _____ (Applicant), this ____ day of ____, 20__.

Name of Applicant

County

Secretary

MAIN STREET MOUNT JOY TREE REPLACEMENT PROJECT

