



**Mount Joy Borough Council
Administration & Finance Committee
September 24, 2020 at 6:30 pm**

1. Call to Order
2. Executive Session: was held on August 27, 2020 for personnel matters. No decisions were made.
3. Consider a motion to approve the Agenda for the September 24, 2020, Administration and Finance Committee meeting.
4. Public Input Period - Comments of Any Borough Resident or Property Owner (3 Minute Limit).
5. Approval of the Minutes of the August 27, 2020 Administration & Finance Committee meeting.
6. Administration, Budget, and Finance
 - A. Representatives of R.J. Hall will join the meeting to provide up-to-date information on the pension plans.
 - B. Consider changes to the Borough ordinance pertaining to the manager (severance and staff salary).
 - C. Review a draft of the Manager's job description for advertising for a new manager.
 - D. Consider options to advertise the manager's job (I have 5 suggestions so far)
 - E. Budget discussion
 - F. Manager's Report.
7. Land Development, Zoning, & Codes
 - A. Codes Report.
8. Grant Updates.
9. Project Updates.
10. Public Input Period - Comments of Any Borough Resident or Property Owner (3 Minute Limit).
11. Any Other Matter to Come Before the Committee.
12. Adjourn

NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING - Thursday, October 22, 2020, at 6:30 PM.



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
August 27, 2020

Members present: Chairman Youngerman, Councilor Hall, and Councilor Reese.

Others present: Borough Manager Samuel Sulkosky, and Josh Deering

Chairman Youngerman called the meeting to order at 6:30 PM.

Executive Sessions: Youngerman announced there was an Executive Session held for legal issues. No decision was made. There may be an Executive Session held at the end of tonight's meeting at which a decision may or may not be made.

On a **MOTION** by Reese, seconded by Hall, to approve the August 27, 2020 agenda. *Motion carries unanimously.*

Public Input Period:
 None

On a **MOTION** by Hall, seconded by Reese, to approve the Minutes from the July 23, 2020 meeting. *Motion carries unanimously.*

Administration, Budget, and Finance:

There were presentations given at tonight's meeting from two vendors that could assist the Borough with finances for a new building for the Borough. Daryl Peck with Concord Public Finance and Zach Willard, Garrett Moore and Melissa Hughes with PFM Financial Advisors.

On a **MOTION** by Hall, seconded by Reese, a request was made to move to full Council a motion to approve advertising for budget meetings November 5, 10 and 17, 2020. *Motion carries unanimously.*

On a **MOTION** by Hall, seconded by Reese, a request was made to move to full Council the one letter of interest regarding the Zoning Hearing Board vacancy. *Motion carries unanimously.*

On a **MOTION** by Hall, seconded by Reese, a request was made to move Resolution 17-20 to full Council. *Motion carries unanimously.*

Manager's Report:

Sulkosky reported the RACP preliminary application was submitted on August 11th or 12th. That could take a few months to hear something back. Sulkosky said the Gatesburg Road Development financing application was approved by PA Housing Finance Agency. (The Gatesburg Road Development is the old shoe factory.)

Land Development, Zoning & Codes:

Codes Report was provided in writing.

Grant Updates:

Sulkosky reported the DCED Small Water and Sewer Grant and the DCED H2O Grant were not approved. However, the NFWF Small Watershed Grant was approved.

Project Updates:

Marietta Avenue project is currently in a down period due to a conflict with stormwater lines and water lines. That has been resolved and construction should start back up after Labor Day.

Public Input Period:

Josh Deering, Frank St., inquired about the Train Station Agreement. He also asked if the H2O Grant that was denied was for the funding of Bruce Avenue.

Any Other Matters to Come Before Committee:

None

Executive Session:

The Committee went into Executive Session at 8:42 pm for personnel matters. The Committee came out of Executive Session at 9:12 pm. No decisions were made.

Adjournment: On a **MOTION** by Reese, seconded by Hall, the meeting was adjourned at 9:14 pm. *Motion carries unanimously.*

Charles M. Kraus, III

Submitted by Samuel Sulkosky, Borough Manager/Secretary

Charles Kraus, III

[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.

6-c

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

Mount Joy Borough

Zoning & Code Department

REPORT

To: Council Administration and Finance Committee; 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)- Emailed folks for ETA on closing/settlement of the property and requested meeting whether virtual or in-person to discuss timeline on construction/renovations. Conference call scheduled for 9/21. Will provide update.

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 on 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.

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



David M. [Signature]
Executive Director

MOUNT JOY BOROUGH-Violations: " 9/1/2020 - 9/17/2020

Property

Closed

Total number of Closed Property Violations: 7

Open

Total number of Open Property Violations: 4

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PermitNo	App Date	Issue Date	Owner	Project Addr	Descript	Fee
Use						
Total Use 1						\$60.00
Zoning						
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
Total Zoning 2						\$80.00
Total Permits: 12						\$989.00

MOUNT JOY BOROUGH Inspections by STACIE GIBBS: 9/1/2020 - 9/17/2020

Type / No / TaxNo / Subtype / Task / Notes	Pass/Fail/Comp	Fee	Inspector	Date
Tenant - Property				
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				
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				
			Total Inspections: 2	