



**Mount Joy Borough Council**  
**Administration & Finance Committee Meeting Minutes**  
**September 23, 2021**

Members present: Chairman Youngerman, Councilor Hall, Councilor Reese, Mayor Bradley. Others present: Borough Manager, Mark Pugliese; Assistant Borough Manager, Jill Frey; Codes and Zoning Officer, Stacie Gibbs; Part-time Receptionist, Linda Gainer

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

**Executive Sessions:** None

On a **MOTION** by Reese, and a second by Hall, approval was given for the September 23, 2021, agenda as presented. *Motion carries unanimously.*

**Public Input Period:** No Public Input

On a **MOTION** by Reese, and a second by Hall, approval was given for the Minutes from the August 26, 2021, meeting. *Motion carries unanimously.*

**Administration, Budget, and Finance:**

**Manager's Report:**

Pugliese provided a written report.

Reese inquired about the positions open in the Public Works department and if there has been any success in hiring someone to fill the positions. Pugliese stated that he has been meeting with Public Works Manager, Dennis Nissley with suggestions on how to try to fill the positions. Nissley had several candidates he would have liked to hire but salary has been an issue. We have a base salary and additional wages if the candidates have a CDL license and other skills that add to the department. Another consideration is our benefits vs benefits at other companies. We are competing with many other companies for workers.

Hall inquired on where the Borough stands with Life Lion. Pugliese stated that he has not met with them yet.

Youngerman inquired about the American Rescue Plan Act (ARPA) of 2021. Pugliese stated that the auditors have excellent guidance of what can be spent. Spending above \$750,000 could kick in a requirement to do an audit. It would not necessarily be the dollar and cents spent that would create an interest, but whether the guidelines were followed.

Pugliese provided an update on the Electrical Supply contract set to expire 11/30/21. Pugliese also provided the purchase contract. He has spent several months dealing with two energy brokers and one energy supplier to find a new electric supplier. He signed a contract for 38-month contract with Interstate Gas Supply Inc. at a price of \$0.0553. This is less than one cent higher than our previous contract so there will be a slight increase on the electric bill. He had to scrutinize the offers as some had a clause to increase rates or turn the Borough over to PPL if a situation like the one in Texas occurs.

On a **MOTION** by Reese and a second by Hall, approval was given to move to Council the purchase and installation of video conferencing equipment as quoted by EdgeUp in the amount of \$10,238.00 with an additional cost of installing an electrical outlet by Hertzler Electric, Inc in the amount of \$655.00 and installation of network line by 12:34 in the amount of \$458.00 for a total cost not to exceed \$11,351.00. Said funds being drawn from 2020 Cares Act Funding.

Pugliese had information in the Manager's Report on ways to use the system for budget meetings, trainings on various subjects for the Public Works Department, and State Association video training. Pugliese reported that Emergency Management could use the system if they need to use our building as an emergency base. He said we can wait to have meetings until we are ready and comfortable with the software platform. The TV in the package is \$2000.

Pugliese set up an account at BJ's for the Borough and he may be able to do better on cost and have a larger TV. Usually, the meeting is projected on the wall to the right of Council members; the TV would be placed on the wall facing Council members.

Mayor Bradley inquired about looking into a full range of possibilities to have monitors and microphones at each members' seat. He said it can still be hard to see a TV screen when budget numbers are posted on the screen. Hall stated that a 75" TV is quite large, could drop a size and save a good bit of money. He liked Bradley's idea of monitors at each member's seat; they could be moved to another location. Also monitors could be added to the corners of the room so the public doesn't have to turn around to see the screen. Pugliese did do some research on tablets and Chromebooks. He reported that there were some issues whether the building would be able to handle the Wi-Fi for everyone at the table. A TV would be hardwired into the network. There could be a small amount of lag with a number of laptops in use. If everyone has a microphone, there could be interference with everyone so close together. Reese stated that the meetings have been conducted for a long time without individual monitors. Youngerman stated that we are ready to spend Cares Act money on this important project and asked if we could add the additional equipment at a later time? Bradley requested that if there was no rush, more options be explored. He would like to see other possibilities and costs. Hall stated that it would be better to wait another month. *Hall withdrew his MOTION, and a second by Reese.*

On a **MOTION** by Hall and a second by Reese, a request was made to recommend to Council the appointment of Stanley Tucker to the Mount Joy Community Foundation Board. *Motion carries unanimously.*

Brady's Alley Discussion. Pugliese gave some detail in the Manager's Report. Garber's would like to start moving forward with surveys and bringing in pods. There are some concerns with the alley that runs behind Fairview Street; part of which belongs to Garber's and part belongs to the Erb's. Garber's would like to use the alley space as a buffer but this landlocks the Erb's. A second consideration is the stormwater pipe at the railroad track. Water flows into the alley, then to Rotary Park. Public Works recommends reclaiming the alley so the Garber's can meet their plan and so the Borough can do stormwater work. Reese inquired who has claim to the alley. Pugliese stated that all deeds claim the alley, but the homeowners must have some knowledge otherwise, as all the garages are right on the edge of the alley. Gibbs stated that the map is fairly accurate. All but one resident has off-street parking. Three of the properties are rentals, two are owner occupied. The Historical Society would have to move their shed. Hall has concerns on the layout of the entry of the alley to Fairview Street. It is a hazard with the sight distance to Forlorn Alley. The pool entrance is perpendicular to Fairview. Street improvements could be made to the entrance to Brady's Alley. Pugliese stated the alley is 16' wide, that is the easement needed to work on the stormwater problem. Youngerman asked what action we can take. Pugliese stated the solicitor said one option is for the Borough to vacate the alley and wash our hands of it, then every person would have to fend for themselves. He would like to meet with the homeowners and explain what we'd like to do and why. Hall asked what Garber's say. They plan to use the alley as a buffer. They don't want to make enemies of the neighbors; they want to work together. Gibbs stated that Erb would like to put a fence on his property; the fence would be right on the line. If the Borough corrects the alley, Erb's can use the alley. Both Erb's and Garber's want full use of their land. Hall asked where the pipe to correct the stormwater problem would go. Pugliese stated the Borough would do a double inlet at the top and a second inlet in the middle; this should help with stones washing out on to Fairview Street. Hall stated the timing seems right to get a pipe in; more work will need done with the LCCTC homes being built on LCCTC's land. It makes sense to do the stormwater work before those houses are built. Reese inquired on the cost of the project. Gibbs stated the cost would be approximately \$46,000; this was discussed on site. Hall agreed the Borough Manager should meet with the residents. If the alley doesn't exist, residents don't have access to parking. If residents and Garber's are assigned 8' of the alley, then no one can get into the space.

On a **MOTION** by Hall and a second by Reese, a request was made to recommend to Council to approve the Borough Manager to talk to residents on the intentions of the Borough for Brady Alley. *Motion carries unanimously.*

**Budget Request – Presentation of and discussion on 2022 Budget Request from Joseph McIlhenney, Milanof-Schock Library.**

The library is requesting a 3% increase in the Borough's donation to the library from last year. That amount would be \$40,170. Hall stated that the library's letter showing its budget is an early draft projecting a deficit which is not good. The Borough has consistently upped their donation amount to help the library. Reese stated that the committee can plug in any dollar amount and ask Council vote to approve but he likes Hall's suggestion to round the donation to a round number of \$41,000. Mr. McIlhenney explained the budget is not balanced as the library has lost pace with hiring; there is a gap in salary between the library and someone who works at a mini mart. Hall stated his grandchildren

enjoy the library. Youngerman stated he likes the library and contributes to their fundraiser. Mr. McIlhenney said the library appreciates the Borough's donation.

Discussion on Borough owned retention basin by Public Works property. Pugliese states there have been emails to Council members regarding the Public Works Department and the Borough's engineer about the Borough owned retention basin. The email has been addressed by the Public Works Director and Pugliese will talk with the engineer. Hall feels that Public Works is keeping on top of what needs done.

On a **MOTION** by Youngerman and a second by Reese, a request was made to recommend to Council adoption of Resolution 15-21, a resolution for the procurement of professional services contracts for the Borough of Mount Joy's Non-uniform and Police Pension Plans in accordance with the PA Department of the Auditor General's audit findings dated March 3, 2021. Pugliese stated that this is a procedure, and the Borough will have a policy in place, but we do not plan to change. Youngerman noted this establishes a policy if we want to make further changes to the plan. *Motion carries unanimously.*

#### **Land Development, Zoning and Codes:**

##### **Zoning Officers Report:**

Gibbs provided written report and highlighted the following:

The Roots Distributor project is underway with the stormwater agreement and permit plans.

The Senior Housing project permits are ready to go. We have their plans and financial security. They have been advised to ask for an extension for their fee-in-lieu. They have put up netting to trap birds. With all the rain, the roof fell in, so the fire sprinkler system doesn't work; in addition, water was running out of the building. Gibbs will suggest a meeting on September 24, along with Mr. Hall representing the Fire Department.

Fox Chapel, we have their permit for site work.

Also met, along with Dennis Nissley, with Bube's Brewery on their façade project. Bube's needs to find out if they have a survey on file. There should be one with D.C. Gohn. Otherwise, Sam Allen can get a survey.

On a **MOTION** by Reese and a second by no one, a request was made to recommend to Council to approve Resolution 11-21 as amended, regarding the Complete Streets Guide.

Hall asked are we recommending as printed here. Youngerman doesn't want to second. Hall does not like the language in Section 2, it sounds like we would change the ordinance if there were a conflict. *Motion fails for lack of second.*

Gibbs states that Section 2 applies to the applicant, there is nothing in the land development or street ordinance that promotes active transportation. Youngerman interprets it differently; there is a lack of definition on supporting active transportation. Reese suggests "can" in place of "shall". Hall suggests "shall" to "may consider". Gibbs asks if that part should be removed and reviewed. Pugliese states some of the verbiage comes from the grant so wording needs to mirror the grant.

On a **MOTION** by Hall and a second by Reese, a request is made to recommend to Council to approve the Complete Streets Guide with the amendment to strike "shall make" from Page 3, Section 2 and insert "may consider". *Motion carries with the amendment.*

On a **MOTION** by Youngerman, and a second by Reese, a request was made to recommend to Council to approve the release of the remaining financial security in the amount of \$86,968.20 for Farmview Properties. *Motion carries unanimously.*

On a **MOTION** by Reese and a second by Hall, a request is made to recommend to Council the adoption of Ordinance 9-21, an ordinance to amend the Code of Ordinances of Mount Joy Borough, Chapter 232, Streets and Sidewalks, to add a new Article VII, small wireless facilities Deployment. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Reese, a request was made to recommend to Council to approve a 3-month extension in which to record the Land Development Plan for Mount Joy Senior Housing, 240 W. Main Street, Mount

Joy, to January 13, 2022. *Motion carries unanimously.*

Youngerman acknowledged receipt of email from Mike Melhorn advising of his interest to be re-appointed to the Zoning Hearing Board. Youngerman asked if anything official is needed at this time. Gibbs responded no.

**Grant Updates:**

Pugliese provided the Grant Tracking Document created for easily following Grant progress. He continues to update the document and follow up on grants.

Pugliese submitted for a Multimodal Transportation Fund Grant and is waiting for feedback.

Pugliese reported that he received approval for the Susquehanna Mutual Trust Small Safety Grant for an AED for the Borough building. This is a 50/50 split grant.

A Capital Budget Request was submitted.

There is public works funding available for Kunkle Field and Park. The Athletic Association should submit a wish list to the Public Works Department. Pugliese will verify that this is not a match funding, just money. The concession stand needs to be updated, the path can be expanded. The restrooms, bleachers and storage area need to be brought up to ADA compliance. Youngerman suggested something added to Joyland for small children.

**Project Updates:**

Train Station: There are no updates. We have received no contact from PennDOT in recent weeks. Our solicitor offered to draw up a "Quit Claims Deed" but has not received a response.

**Legislative Updates:** None

**Public Input Period:**

Joshua Deering, 33 Frank St., commented that upfitting the Council Chambers for video conferencing has come full circle. Shared microphones had been discussed, then equipment was cut back to one TV. Deering agrees that Kunkle Field is in need of updates. The Mount Joy Athletic Association should be on board to work on the other fields, especially at Grandview. There are opportunities to use that field. Council should start looking at options for car charging stations. Is there any grant money available? Can we charge for use of the stations if we install them?

Pugliese has a meeting scheduled with the MJ Athletic Association on Rotary Park and plans to go over some of that.

Hall feels that Deering's comments on car charging stations is timely. Gibbs stated that there will be some charging stations coming to Giant Market soon.

**Executive Session:** None

**Any Other Matter to Come Before the Committee:** None

On a **Motion** by Hall, and a second by Reese, approval was given to adjourn the meeting at 8:10 PM. *Motion carries unanimously.*

NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING – Thursday, October 28, 2021, at 6:30pm.



Submitted by Mark Pugliese