

**Mount Joy Borough Council Meeting
Agenda
7:00 PM Monday, September 9, 2024**

1. Call to Order – President Hall
2. Roll Call—Councilors, Crider, Eichler, Fahndrich, Greineder, Ginder, Hall, Haigh, Kark, Youngerman, and Mayor Bradley
3. Invocation- Mayor Bradley
4. Pledge of Allegiance
5. Announcement of Executive Sessions – There were no Executive Sessions held by Council between August 5, 2024, and September 9, 2024
6. Consider a motion to approve the September 9, 2024, Borough Council Meeting Agenda.
7. Public Input Period - Comments of **Any Borough Resident or Borough Property Owner**. Time limit of three minutes per individual.
8. Reports
 - a. Mayor
 - b. Police Chief
 - c. Fire Department Mount Joy
 - d. PSH Life Lion LLC.
 - e. MESA
 - f. EMA
 - g. Library
 - h. Zoning, Code, & Stormwater Administrator
 - i. Community & Economic Development Coordinator
 - j. Public Works Department
 - k. Borough Authority Manager
 - l. Assistant Borough Manager/Finance Officer
 - m. Borough Manager
9. Approval of Minutes
 - a. Approval of the Regular Borough Council Meeting held on August 5, 2024.
10. Building Ad Hoc Committee
 - a. Updates – Josh Deering/CRA
 - b. Discussion of Cost Saving Combined document as well as the Estimate v. Bid Results Document

If you are a person requiring accommodations to participate, please contact
Borough staff to discuss how we may best accommodate your needs.
21 East Main Street, Mount Joy, PA 17552 • (717) 653-2300
Fax (717) 653-6680 • Borough@mountjoyva.org • www.mountjoyborough.com

- c. Consider a motion to authorize Crabtree, Rohrbaugh and Associates to re-bid the new municipal services building project.
 - d. Discussion with possible action on Ordinance 03-2024, Parameters Ordinance.
11. Administration and Finance Committee
- a. Consider a motion to appoint Lisa Peffley to the position of Assistant Finance Officer with a 3% salary increase.
 - b. Consider a motion to authorize the Borough Manager to attend the PSAB Fall Leadership Conference being held in Lancaster City at the Convention Center on October 11, 2024, through October 13, 2024, at a cost of \$190.00 and to pay for and/or reimburse expenses as provided by Section 701 of the Borough Code.
 - c. Consider a motion to approve the 2025 Budget Schedule.
 - d. Discussion and possible motion to set the base salary increase for 2025.
 - e. Discussion of Ordinance 04-2024 Short Term Rental Zoning amendments
 - i. Consider a motion to submit Ordinance 04-2024 Short Term Rental to the Borough Planning Commission and Lancaster County Planning Department for review.
 - f. Consider a motion to submit Ordinance 05-2024, Rental Code, to the Borough Planning Commission and to the Lancaster County Planning Department for review.
12. Public Safety Committee
- a. Consider a motion to approve the Mount Joy Spooktacular event application with road closure of Main Street from Market to Barbara Streets.
 - b. Consider a motion to approve requests for Fire Police for the following events.
 - i. Donegal High School Football Traffic Control
 - ii. Mastersonville 75th Anniversary Event
 - iii. Manheim Farm Show Parade
13. Public Works Committee
- a. Presentation and discussion with possible motion to approve "Curb and Sidewalk Inspection Policy."
14. Public Input Period - Comments of **Any Borough Resident or Borough Property Owner.** Time limit of three minutes per individual.
15. Any other matter proper to come before Council.
16. Acknowledge the payment bills.
17. Meetings and dates of importance, see attached calendar.
18. Executive Session.
19. Adjournment

The next full Council Meeting is scheduled for 7 PM, on Monday, October 7, 2024.

Police Activity Statistics 2024

	Citation Charges	Criminal Charges	Incidents	Total Incidents YTD	Total Incidents Previous YTD
Jan	24	31	596	596	825
Feb	58	35	616	1,212	1,454
Mar	78	27	650	1,862	2,129
Apr	36	26	651	2,513	2,801
May	69	39	746	3,259	3,483
June	69	23	763	4,022	4,163
July	45	55	735	4,757	4,881
Aug					5,615
Sept					6,201
Oct					6,735
Nov					7,222
Dec					7,723
TOTAL					7,723

New Detective Cases-July 2024

	2016	2017	2018	2019	2020	2021	2022	2023	2024
January	6	7	5	3	4	2	2	18	9
February	6	9	5	3	7	2	0	12	5
March	6	8	7	7	6	2	8	12	6
April	8	6	6	4	6	3	5	12	6
May	2	3	14	5	7	2	2	12	7
June	2	7	3	10	5	5	1	13	2
July	3	20	12	4	9	4	4	7	7
August	12	7	3	3	6	5	2	4	
September	4	6	4	3	7	5	7	4	
October	13	7	6	6	9	5	6	9	
November	10	7	4	10	1	6	14	3	
December	10	9	4	3	5	2	15	4	

Active Cases	21
Cases at District Attorney's Office	4
Inactive Cases	0



MOUNT JOY POLICE DEPARTMENT

Calls for Service
Year 2024 July

Code	Call for Service	Totals
0619	THEFT ALL OTHERS	4
0800	SIMPLE ASSAULT	2
1130	FRAUD ALL OTHERS	5
1440	CRIMINAL MISCHIEF ALL	4
1711	SEX OFFENSE ALL OTHERS	3
1810	DRUG POSSESSION OFFENSE	2
2020	FAMILY OFF-CHILD ABUSE	3
2040	FAMILY OFFENSES - DOMESTIC	3
2111	DUI-ALCOHOL/UNDER INFL	3
2450	NOISE COMPLAINT	2
2485	ALARM ALL OTHERS	1
2619	PFA/ICC VIOLATION	2
2640	MUN ORD VIOLATIONS	2
2646	OBSTRUCTION OF JUSTICE	1
2654	DISTURBANCE	6
2655	BOMB THREATS / SCARE	1
2657	HARASSMENT	5
2660	TRESPASSING	1
2665	FIREWORKS	6
4018	STREET LIGHTS-OUT/REPAIRS	6
4020	SUSPICIOUS AUTO	6
4021	SUSPICIOUS ACTIVITY	20

4023	SHOTS FIRED - REPORTS	1
4026	DOWN-WIRES / POLES /TREES / LIMBS	3
4028	OTHER NON-CRIMINAL INV GENERAL POLICE	1
4052	ALARM BURGLARY OR HOLDUP NON RESIDENCE	13
4105	ALARMS (WATERFLOW ECT)	1
5004	FOUND ARTICLES	2
5008	LOST ARTICLES	1
5502	BARKING DOG/ANIMAL NOISE	1
5510	ANIMAL COMPLAINTS ALL	12
6006	REPORTABLE MV CRASH W/INJURY	2
6008	REPORTABLE MV CRASH NO INJURIES	11
6015	REPORTABLE MV CRASH HIT & RUN	1
6016	NON REPORTABLE MV CRASH	5
6303	TRAFFIC OFFENSE ALL OTHER	9
6305	SELECTIVE ENFORCEMENT TRAFFIC	31
6308	TRAFFIC MV COMPLAINT	1
6310	TRAFFIC ENFORCE / STOP	165
6335	TRAFFIC HAZARD	1
6336	DISABLED MV	3
6510	PARKING ENFORCEMENT	3
6511	PARKING VIOLATION COMPLAINT	18
6602	ABANDONED IMPOUND/TOWAWAY	6
6612	SIGNALS SIGNS OUT	1
7002	BUILDING CHECK	14
7006	LOCK OUT	1
7008	MEDICAL ASSISTANCE	48
7010	NOTIFICATIONS	1

7014	OTH PUB SERV/WELFARE CHK	12
7015	ASSIST CITIZEN	21
7025	EMOTIONALLY DISTURBED PERSON (EDP)	4
7502	ASSISTING-FIRE DEPT	8
7504	ASSISTING-OTHER POLICE DP	22
7506	ASSISTING-OTHER AGENCIES	1
7522	ASSISTING OTHER OFFICER	2
8010	WARRANTS-LOCAL	6
8110	WARRANTS-OTHER AGENCIES	1
9002	ADMINISTRATIVE DUTIES	2
9003	COMMUNITY POLICING	1
9005	M.V. PURSUITS	1
9008	COURT	10
9010	IN SERVICE TRAINING	1
9012	OTHER MAINTENANCE	1
9020	POLICE INFORMATION	38
9021	TRAINING	6
9025	FIELD CONTACT INFORMATION	5
9028	FINGERPRINT	5
9029	CIVIL MATTER	3
9030	SPECIAL DETAIL ASSIGNMENT	7
9068	COMMUNITY RELATIONS ACTIVITY	1
911	911 HANG UP / CHK WELFARE	1
9112	FOOT PATROL	2
9115	FOLLOW UP	105
9137	EVIDENCE DUTIES	3
9192	VEHICLE MAINTENANCE	4

9989

CALL BY PHONE

10

9999

NON-CAT DATA

8

Grand Total

735

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 7/1/2024

to Ending Issue Date 7/31/2024

Charge Type: ARREST

Charge	Total
1301 A - DR UNREGIST VEH	1
1332 A - IMPROP DISPLAY PLATE	1
1501 A - DRIVING W/O A LICENSE	1
1543 A - DRIV WHILE OPER PRIV SUSP OR REVOKED	1
1543 A - PA TITLE 75, SECTION VC-1543 (A): DRIVING WHILE OPERATING PRIVILEGE IS SUSPENDED OR REVOKED.	1
170.4C - NOISE - PRIMA FACIE VIOLATION	1
1786 F - OPER VEH W/O REQ'D FINANC RESP	1
182-3B - NO ANIMALS SHALL BE BROUGHT INTO PARKS EXCEPT LEAS	1
2701 A - SIMPLE ASSAULT	1
2701 A1 - SIMPLE ASSAULT - ATTEMPT	2
2702 A3 - AGGRAVATED ASSAULT	1
2709 A1 - HARASSMENT/STRIKE, SHOVE, KICK, ETC.	1
2709 A1 - PA TITLE 18, SECTION CS-2709 (A)(1): HARASSMENT.	1
3112 A3I - STEADY RED SIGNAL	1
3126 A1 - PA TITLE 18, SECTION CS-3126 (A)(1): INDECENT ASSAULT.	1
3308 B - DRIVE WRONG WAY	1
3309 1 - DISREGARD TRAFFIC LANE (SINGLE)	1
3334 A - TURNING MVMTS & RQR'D SIGNALS	1
3334 B - SIGNAL IMPROP	1
3503 (A)(1)(II) - PA TITLE 18, SECTION CS-3803 (A)(1)(II): CRIMINAL TRESPASS.	1
3542 A - PA TITLE 75, SECTION VC-3542 (A): RIGHT-OF-WAY OF PEDESTRIANS IN CROSSWALKS.	1
3714 A - CARELESS DRIVING	1
3733 A - FLEEING OR ATTEMPTING TO ELUDE OFFICER	1
3736 A - RECKLESS DRIVING	1
3742 A - ACCIDENTS INVOLVING DEATH OR PERSONAL INJURY	1
3742.1 A1 - ACCIDENTS INVOLVING DEATH OR INJURY WHILE NOT LICE	1
3743 A - ACCIDENT INVOLV DAMAGE ATTENDED VEHICLE/PROP	1
3802 A1 - DRIVING UNDER THE INFLUENCE -GENERAL IMPAIRMENT	2
3802 B - DRIVING UNDER THE INFLUENCE-ALC - .10% TO .16%	1
3802 D1-I - DRVG UNDER INFLUENCE - SCHEDULE 1 CNTRL'D SUBST	1
3802 D2 - DUI - INFLUENCE OF DRUG OR COMB OF DRUGS	1

3926 B - DIVERSION OF SERVICES	1
3929 A1 - RETAIL THEFT	1
4304 A1 - ENDANGERING WELFARE OF CHILDREN	3
4581 A1.1 - RESTRAINT SYSTEMS - CHILD BOOSTER SEAT	1
4703 A - OPERAT VEH W/O VALID INSPECT	1
4914 A - FALSE IDENTIFICATION TO LAW ENFORCEMENT	1
4914 A - PA TITLE 18, SECTION CS-4914 (A): FALSE IDENTIFICATION TO LAW ENFORCEMENT AUTHORITIES.	1
5101 - OBSTRUCT ADMIN LAW/OTHER GOVT FUNC	1
5104 - RESIST ARREST/OTHER LAW ENFORCE	1
5105 A1 - HINDER APP/PROSEC-HARBOR OR CONCEAL	1
6114 A - PA TITLE 23, SECTION 6114 (A): CONTEMPT FOR VIOLATION OF ORDER OR AGREEMENT.	1
780-113 A16 - INTENTIONAL POSSESSION OF CONTROLLED SUBSTANCE BY	1
780-113 A30 - MANUF/DEL/POSS/W INT MANUF OR DEL	1
780-113 A31I - POSSESSION OF SMALL AMOUNT OF MARIJUANA	1
780-113 A32 - USE / POSSESSION OF DRUG PARAPHERNALIA	2

Total: 51

Charge Type: COMPLAINT

Charge	Total
170-4 A - PROHIBITED ACTS; PRIMA FACIE VIOLATIONS	1
182-3B - NO ANIMALS SHALL BE BROUGHT INTO PARKS EXCEPT LEAS	1
3926 B - DIVERSION OF SERVICES	1
459-502 A1 III - DANGEROUS DOG ATTACK HUMAN WOUT PROVOCATION	1
Total:	4

MOUNT JOY POLICE DEPARTMENT

21 E MAIN ST, MOUNT JOY,
PA 17552

Phone: 717-653-1650

Fax: 717-653-0062

Citation Output By Charge

Starting Issue Date 7/1/2024 to Ending Issue Date 7/31/2024

Charge	Total
1301 A - DR UNREGIST VEH	2
1307 D - EXPIRED REGISTRATION	2
255.62 - VEHICLE AND TRAFFIC - GENERAL PARKING RESTRICTIONS	1
1301 A - Dr Unregist Veh	2
1371 A - Veh Reg Suspended	1
1501 A - Driving W/O A License	1
1543 A - Driv While Oper Priv Susp Or Revoked	2
1543 B1i - Drg Lic Sus/Rev Purs to Sec 3802/1547B1	1
1543 B1ii - Drg Lic Sus/Rev Purs to Sec 3802/1547B1-2nd Violation	1
3111 A - Obedience to Traffic-Control Devices	8
3112 A3I - Failure To Stop At Red Signal	2
3323 B - Duties At Stop Sign	1
3334 A - Turning Movements And Required Signals	1
3353 A2II - Illegal Park W/I 15 Feet of Fire Hydrant	2
3362 A3-10 - Exceed Max Speed Lim Estb By 10 MPH	2
3362 A3-12 - Exceed Max Speed Lim Estb By 12 MPH	1
3362 A3-14 - EXCEED MAX SPEED LIM ESTB BY 14 MPH	1
3362 A3-17 - EXCEED MAX SPEED LIM ESTB BY 17 MPH	1
3362 A3-18 - EXCEED MAX SPEED LIM ESTB BY 18 MPH	1
3362 A3-20 - EXCEED MAX SPEED LIM ESTB BY 20 MPH	1
3362 A3-23 - Exceed Max Speed Lim Estb By 23 MPH	1
3362 A3-5 - Exceed Max Speed Lim Estb By 5 MPH	6
3542 A - Fail To Yield Right Of Way To Ped	1
4703 A - Operat Veh W/O Valid Inspect	1
3111 A - OBEDIENCE TO TRAFFIC-CONTROL DEVICES	1
3362 A3-10 - EXCEED MAX SPEED LIM ESTB BY 10 MPH	1
Total:	45

FDMJ Monthly Incident Report Summary July 2024

Responded to **62 alarms for the month of July 2024 – 345 total alarms for 2024.**

Time in service for month: **31 hours and 1 minute**

Average manpower per incident: **8 members per call for month**

Average response time - **4 min/46 sec** Average arrival time - **12 min/7 sec**

Total Man-hours:

Calls by Municipality First Due: 40 first due alarms – 22 mutual aid alarms

- Mount Joy Borough - 23
- Rapho Township -14
- Mount Joy Township – 0
- East Donegal Township – 3

Apparatus used:

- Engine 75-1 – 33
- Engine 75-2 - 13
- Truck 75 - 19
- Squad 75-1 - 5
- Traffic 75 – 15
- POV (Fire Police) - 18
- Duty Chief Vehicle - 25
- Duty Officer Vehicle – 20

Property pre-incident value: \$0.00

Property fire loss: \$0.00

Property post incident saved: - \$0.00

2024 FDMJ responded to a call on average every - 14 hours & 45 minutes

Total Training hours of June – 137 members trained for 370.10hrs of training

Fire Prevention Details – 1 public education detail held at the fire station, presented an inhouse fire presentation to home school students.

Community Service Details for the month – FDMJ members assisted the American Legion Mount Joy Post 185 and Donegal Mutual with restringing their flag poles. Fire Police supported Mount Joy Borough Car Show and members modified compartments of E752 to install new battery powered hydraulic vehicle rescue tools.

Notable First Due Calls: N/A



Fire Department Mount Joy
Address: 111 New Haven St, Mount Joy, PA, 17552



Incidents by Municipality - First Due

RESPONSE ZONE	COL_1
(NULL)	
75 - East Donegal Township	3
75 - Mount Joy Borough	23
75 - Rapho Township	14
Total	40

Description: Incident by Municipality - First Due



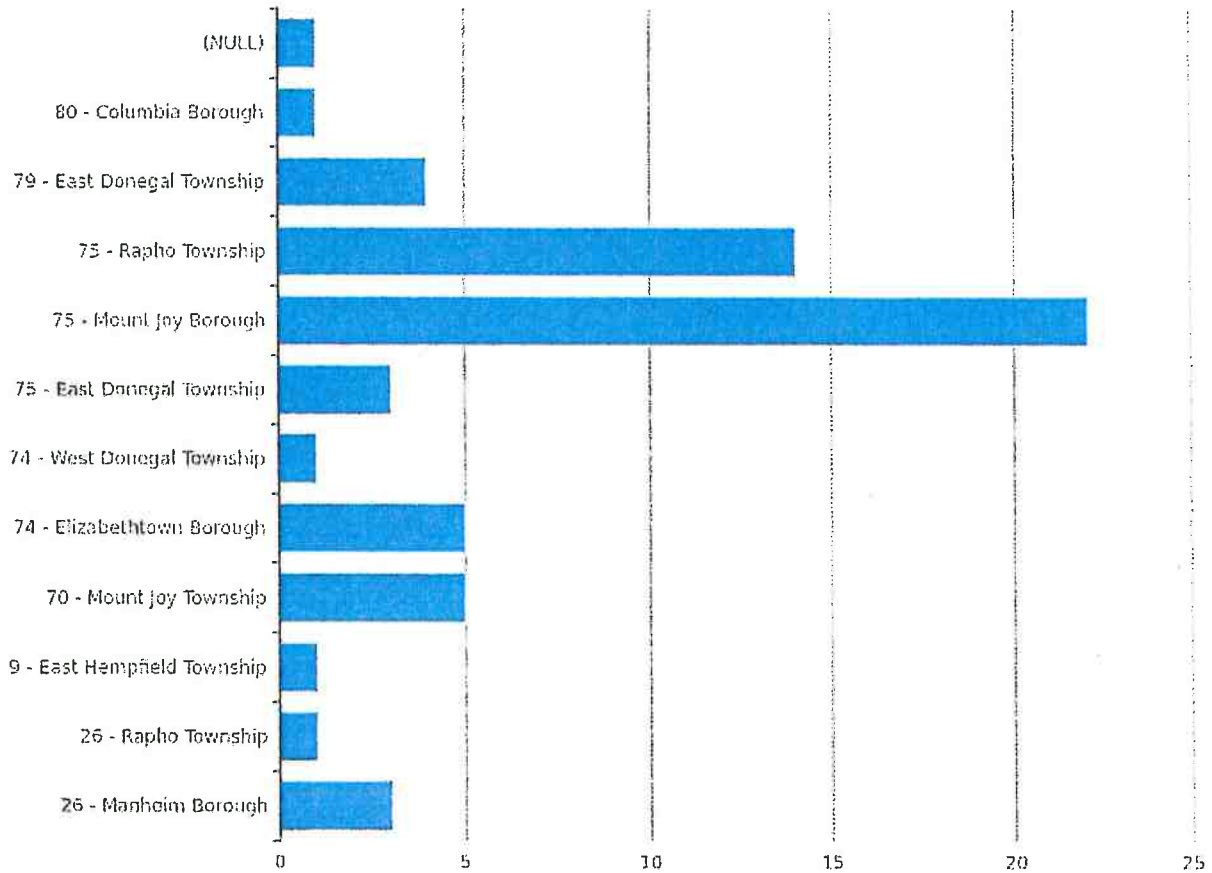
Incidents by Municipality - Mutual Aid Given

RESPONSE ZONE	MUTUAL AID GIVEN	AUTOMATIC AID GIVEN	COL_1
26 - Manheim Borough	3		3
26 - Rapho Township	1		1
69 - East Hempfield Township	1		1
70 - Mount Joy Township	4	1	5
74 - Elizabethtown Borough	3	2	5
74 - West Donegal Township	1		1
79 - East Donegal Township	3	1	4
80 - Columbia Borough	1		1
Total	17	4	21

Description: Incident by Municipality - Mutual Aid Given



Incident Count Per Response Zone - Last Calendar Month



RESPONSE ZONE	# OF INCIDENTS
(NULL)	1
26 - Manheim Borough	3
26 - Rapho Township	1
69 - East Hempfield Township	1
70 - Mount Joy Township	5
74 - Elizabethtown Borough	5
74 - West Donegal Township	1
75 - East Donegal Township	3
75 - Mount Joy Borough	22
75 - Rapho Township	14
79 - East Donegal Township	4
80 - Columbia Borough	1

Incident Count Per Response Zone - Last Calendar Month

Fire Department Mount Joy
Address: 111 New Haven St, Mount Joy, PA
17552



RESPONSE ZONE	# OF INCIDENTS
Total	61



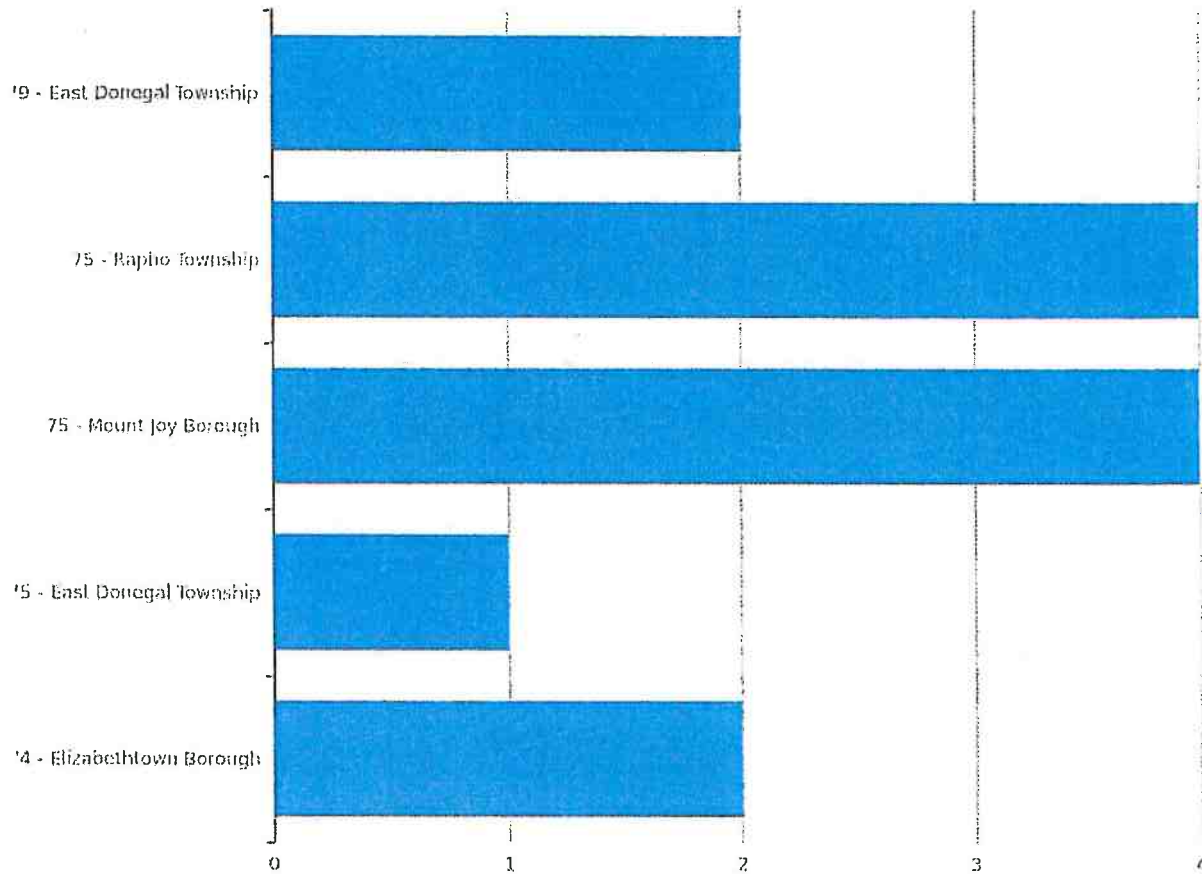
Apparatus Response

APPARATUS NAME	COL_1
Duty Vehicle 751	25
Duty Vehicle 752	20
Engine 751	33
Engine 752	13
POV	18
Squad 75	5
Traffic 75	15
Truck 75	19
Total	148

Description: Apparatus Response



Incident Count with Man Hours - Per Response Zone - Last Calendar Month



RESPONSE ZONE	INCIDENT COUNT	SECONDS	MAN HOURS (DECIMAL)
74 - Elizabethtown Borough	6	9470	2.63
75 - East Donegal Township	1	616	0.17
75 - Mount Joy Borough	21	50353	13.99
75 - Rapho Township	22	23405	6.50
79 - East Donegal Township	8	27792	7.72
Total	58	111636	31.01



Fire Department Mount Joy
Address: 111 New Haven St, Mount Joy, PA, 17552

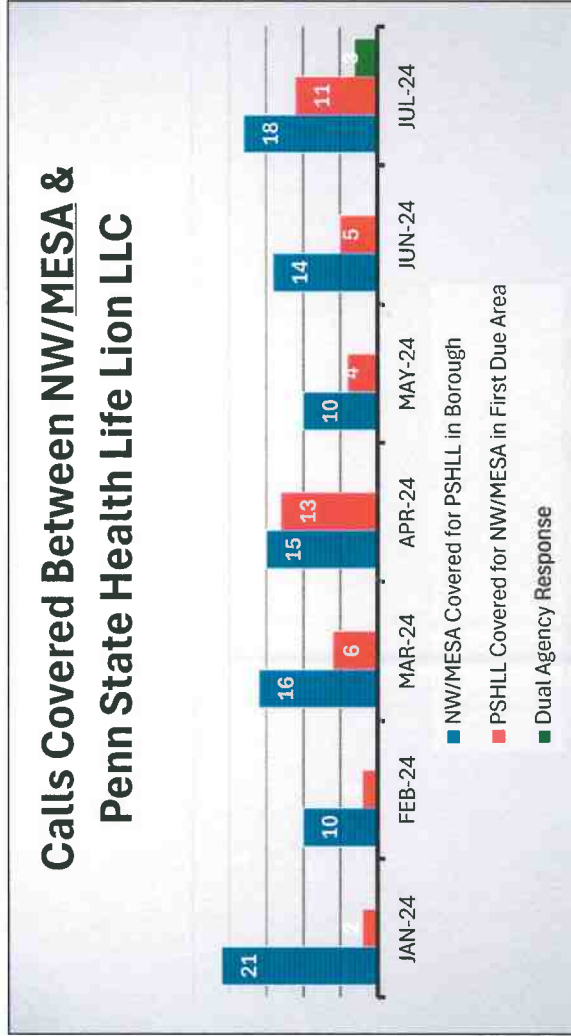


Average Turnout Time - Emergent - Dispatch to Enroute - Fire

FIRE STATION NAME	AVERAGE TURNOUT TIME (SECONDS)	NUMBER OF EMERGENT RESPONSES	AVERAGE TURNOUT TIME (MINUTES)
75	286.64	86	4.78
Total	286.64	86	4.78

EMS Calls Covered

	NW/MESA Covered for PSHLL in Borough	PSHLL Covered for NW/MESA in First Due Area	Dual Agency Response
Jan-24	21	2	
Feb-24	10	2	
Mar-24	16	6	
Apr-24	15	13	
May-24	10	4	
Jun-24	14	5	
Jul-24	18	11	3
Total	104	43	3



*Numbers provided by Penn State Health Life Lion, LLC. 8/12/24 MGPI

Life Lion LLC Monthly Report Mount Joy Borough

July 2024 EMS call volume

Total EMS activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Life Lion LLC calls dispatched in Mount Joy Borough.	55	60	67	57	63	57	43						402
Total monthly calls Mount Joy Borough unit dispatched in other municipalities	112	85	116	107	145	102	110						777
Mount Joy Borough calls handled by other Life Lion units	9	13	13	7	14	20	10						86

Total dispatched municipal responses by primary unit assigned in Mount Joy Borough

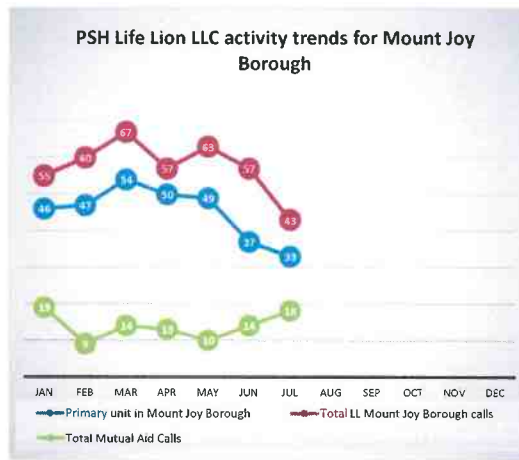
	Count	Pct
Mount Joy Borough	33	23.1
Rapho Township	43	30.1
West Hempfield Township	14	9.8
Columbia Borough	13	9.1
East Donegal Township	9	6.3
Mount Joy Township	7	4.9
East Hempfield Township	6	3.5
Elizabethtown Borough	5	3.5
Marietta Borough	4	2.8
Manheim Borough	3	2.1
West Donegal Township	3	2.1
York County	2	1.4
Penn Township	1	0.7
Total	143	

Medical Call Type in Mount Joy Borough

	Count	Pct
Sick Person	9	20.9
Fall - Injured	5	11.6
Hemorrhage	5	11.6
Breathing Problem	4	9.3
Unconscious Person	4	9.3
Overdose - Poisoning	3	7.0
Psychiatric - Emotional	2	4.7
Diabetic	2	4.7
Cardiac Arrest	2	4.7
OTHERS	7	4.7
Total	43	

Response times primary unit assigned to Mount Joy Borough

Response time median (Minutes)	7:58
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MJB - ICS 209 Status Summary	Incident Name – Jurisdiction	Date Prepared	Time Prepared
	Mount Joy Borough EMA	8/23/2024	1022
Reporting Unit	Operational Period		Phone / Fax Number(s)
Mount Joy Borough EMC	7/22/2024 to 8/23/2024		717-804-4473

Current Situation: (What is taking place? – Is the situation volatile/growing, or have things stabilized?)

- Nothing to report

Projected Situation: (Are things, in general, getting better or worse? Explain...)

- Continue working with County EMA on the Hazard Mitigation Plan Update.

Critical Issues: (What problems are being encountered? Impediments to response and/or completion of objectives? Explain)

- Nothing to report.

Casualty Report: (Civilian / Responder)

- Nothing to report.

Accomplishments: (What has taken place that is completed?)

- Received a copy of the most current Emergency Operations Plan and will begin to update the for presentation and promulgation by the Borough Council.
- Monitored the significant weather events over the past month. No impacts were reported or noted.
- Worked on the Mount Joy Stream gauge on the Little Chickies Creek. The gauge is back in service but will need some additional parts to be fully functional. I will work with the County to secure the parts and then work on replacing them.

MJB - ICS 209 Status Summary	Incident Name – Jurisdiction Mount Joy Borough EMA	Date Prepared 8/23/2024	Time Prepared 1022
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Resources Assigned: (What resources have been committed from local response agencies)

- None currently.

Planned Activities: (Desired activities to accomplish in the next operational period?)

- Setup a meeting with the Memorial Day Parade organizers and supporting agencies to review recommendations for next year's parade.

Weather: (Current and Forecasted Weather Conditions)

- No major weather forecasted.



MILANOF-SCHOCK LIBRARY

1184 Anderson Ferry Road, Mount Joy, PA 17552

Tel: 717.653.1510 Fax: 717.653.4030

www.mslibrary.org

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

Serving East Donegal Township, Marietta Boro, Mount Joy Boro, Mount Joy Township & Rapho Township

August 2024 - Compiled by Joseph McIlhenney, Executive Director
Contributors: Susan Craine, Jan Betty, Stephanie Funk & Kirstin Rhoads

July 1-31, 2024 Statistics	2024	2023	2022	2021	2020
TOTAL CIRCULATION	18,742	16,756	18,063	18,140	13,804
YTD CIRCULATION	108,407	108,026	106,660	106,666	58,178
OVERDRIVE & E-formats	1,597	1,548	1,536	1,605	1,442
NEW PATRONS	126	120	93	111	41
YTD NEW PATRONS	633	646	539	401	232
PATRON COUNT	6,994	6,804	6,093	5,400	3,626
YTD PATRON COUNT	42,240	42,579	36,653	29,151	20,383
PASSPORTS	86	84	86	89	38
YTD PASSPORTS	778	1073	646	555	379
WIFI USERS	560	791		309	225
PC USERS	258	296	306	384	281

Hoopla!	Jul'24	Jun'24	May'24	Apr'24	Mar'24	Feb'24	Jan'24
Number of Hoopla items used	562	513	546	531	455	441	441

ITEMS SOLD IN LOBBY	\$1,124.00
YTD TOTAL \$	\$7,157.99
TOTAL \$ ADDED DONATIONS	\$329.00
TOTAL \$ DONATIONS as PRIZES	\$198.00
TOTAL	\$1,651.00



PROGRAMMING & CLUBS

ADULT Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	4	68	31	457
Club Meetings/Participants	8	60	52	430
YOUTH Programs	Programs	Participants	Programs YTD	Participants YTD
In-Library Programs	23	852	148	4889
Off-Site Programs	12	841	64	4808
Videos	19	528	x	X

Volunteer	Month Total	2024 YTD Totals		
Volunteer Hours	106.5	736.95		

Joseph

- Library was closed for 4th of July
- Planning meetings for the “Love Your Library Benefit Bash” being held every week
- Visited Joe at FCCB for notary service for Games of Chance application July 9
- Attended Mount Joy Chamber of Commerce meeting on July 10
- Met with Rick Trumper from GCM Construction July 10
- Met with Michele Emenheiser - Exe Director Mount Joy Area Chamber July 11
- Attended LSLC eResources Committee Meeting July 18
- Attended MSL Financial Committee Meeting [via Zoom] July 24
- Monthly Core4 meeting held July 27
- Met with Kim Kaufman, Township Manager from Mount Joy Township

Community/Service Point (Susan)

- Spent time fixing various errors in SIERRA item and patron records
- Pulled low circ items from collection
- Attended LSLC Sierra & Technology Interest Group [STIG] via zoom
- Scheduled passport training and instruction for Jazmynn
- Worked with and scheduled new employee circ desk training for Alyssa
- Processed 61 books and dvd sets

Youth Services (Jan)

- July guests for “So You Want to be a...” Thursdays were great! Had Eastland Alpacas, a one man band and Mount Joy Borough Authority equipment operators. Attendance was high. Have had a nice influx of new people attending.
- Traveled to Marietta Storytime session.
- Also had some excellent guests for our Lunch Bunch Program including an acupuncturist, a pyrotechnician and someone from the Wolf Sanctuary.
- It’s nice to use local talent for our Summer programming. Both local musician Phredd and local magician Erik Hershey were big hits.
- Had over 1,200 attend children/youth/family programs in July.
- Had a good group for art in the park (postcard art) and History Mystery about the Underground Railroad (wrote a note in invisible ink, then drew a map over it).
- The local Burger King gave us 200 coupons: “Read 5 books, get a 4-piece chicken nugget order” We are giving them out at programs as they won’t nearly cover the summer reading returns.

Public Relations/Promotions (Kirstin)

- **CONSTANT CONTACT:**
 - August Enews: sent to 4087 contacts; 1838 opens (49.2%), 66 clicks (1.8%)
- **SOCIAL MEDIA:**
 - Facebook – Total Page Followers 2,865 (21 new); 14,760 reached; Post engagement 4,306; Created 10 Events.
 - Instagram – 1,205 followers (12 new); 1,673 reached; 126 engagement; 212 profile visits
 - Created/posted Promos for special programs
 - Post at least once a day on both platforms
- 1 Press Releases - Distributed via news media, municipalities, and Chamber of Commerce.
- **WEBSITE**
 - 4,828 total sessions
 - Entered all programs to August online calendar.
 - Highest view counts: 249 sessions of Passports; 168 sessions of Children & Family Programs
- **GOOGLE**
 - 1192 website clicks made from our Business Profile
 - 1814 inquiries for directions
 - 1602 Business Profile Interactions
 - Added more photos to our Google page.
- **PANGO**
 - Sold 4 books in July.
- **FOOD TRUCKS**
 - The Egg Roll Lady food truck reached out to us. Scheduled for end of August.
- **BASH**
 - Created posts to promote the Bash
 - Have been getting donation items for auction.
 - Made calls/emailed local businesses for donations. Wish we had a fundraising specialist to help with this
- **MISC**
 - Continued the emptying of the book donation shed 5 days a week and gathering books for sale in lobby, which made over \$1124 in July.
 - Created/posted video with Jan for Chamber BBQ tickets

Volunteers/Programming/Fundraising (Stephanie)

- **Annual Patron Appeal 2024**
 - 2024 Annual Mailing Statistics:
 - 4,644 letters sent
 - Total cost (printing, stuffing, postage) of \$2,799.14.
 - Donations received through 7/31/24: \$37,000.38 from 336 donors.
 - Response rate through 7/31/24: 7.2%
 - Average donation of \$110.12/donation
 - 2023 Annual Mailing Statistics for comparison:
 - 17,486 letters sent
 - Total cost of \$7,267,40.
 - Donations received through 7/31/23: \$31,091.70 from 370 donors.
 - Response rate through 7/30/23: 2.1%
 - Average donation of \$84.03/donation
 - Donations received through 12/31/23: \$35,231.70 from 401 donors.
 - Response rate through 12/31/23: 2.3%
 - Average donation of \$87.86/donation

- **Love Your Library Silver Anniversary Bash – 8/17-8/22**
 - Continuing to solicit donations/sponsorships.
 - Details for each evening are finalized and posters with the schedule are throughout the library as well as on social media.
 - The Bash was featured in an article in the Merchandiser.
 - The bidding for the closed bid auction will occur through Google Forms, or on paper slips for those who do not wish to bid electronically.



Mount Joy Borough Codes Department

21 E Main St, Mount Joy, PA 17552

8h

9/3/2024

Mount Joy Borough
Borough Manager
Mark G. Pugliese

RE: Zoning, Codes & Stormwater Administrator Monthly Report, August2024

Mr. Borough Manager,

The following is a summary of the department's activity since the last monthly report, 7/24/24.

Zoning & Building

73 permits on 30 projects have been issued. A permit by dates issued report for 7/25/24 - 8/31/24 is attached.

Rental Permit & Inspection Program

12 Rental Permits issued, included in attached permits issued report.

15 Rental Inspections completed.

1 Rental property permit revoked 8/20/2024 for property maintenance and health hazard issues.

Rental Inspection report attached.

Complaints & Violation

6 Citations or Notice of Violation issued for property maintenance or Disruptive Conduct violations.

24 Complaints of Property Maintenance violations opened. 26 Complaints closed since 7/25/24.

26 Complaints pending Notice of Violation or closure.

Complaint and Violation Report is attached.

Planning Commission

The Planning Commission met on 8/14/24. Lancaster County Planning Commission presentation on Comprehensive Plan update process.

Zoning Hearing Board

The Zoning Hearing Board met on 8/28/24. Case #24-07, 492 Charter Lane, Variance granted for a owner operated single chair hair salon.

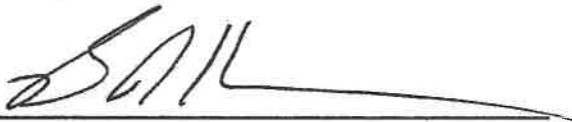
Stormwater

8/7/2024 Stormwater Report to Public Works Committee attached.

Items of Note

- Attended MJB Council Meeting 8/5/24, Planning Commission meeting 8/14/24.
- ISO/Verisk Building Code Effectiveness evaluation completed 8/7/2024. Report pending.
- PA. Dept of Labor & Industry Accessibility Audit. Final report received 8/28/24.
Report attached.

Respectfully,

A handwritten signature in black ink, appearing to read "B. Hamm", with a long horizontal line extending to the right.

Brett R. Hamm, Mount Joy Borough
Zoning, Codes & Stormwater Administrator

MOUNT JOY BOROUGH permits issued between 7/25/2024 and 8/30/2024

MJB Council -9/9/2024

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee	
Building Permit (Unclassified)							
240112-B	8/26/2024	H&R TRANSLOAD LLC	924 SQUARE ST	INSTALL 36'x90' GRAIN BIN	\$400,000.00	\$0.00	
Total (Unclassified):					1	\$400,000.00	\$0.00
Commercial							
240088-B	8/14/2024	PATTERSON DENTAL SUPPLY INC	1004 CORNERSTONE DR	DISMANTLE & REINSTALLATION OF ...	\$13,200.00	\$0.00	
240044-B	8/16/2024	St Marks UMC	27 E MAIN ST	INSTALL VERTICAL PLATFORM LI...	\$11,049.00	\$125.00	
240087-B	8/16/2024	CARGILL COCOA & CHOCOLATE L...	200 CHOCOLATE AVE	NEW PARKING LOT CONSTRUCTI...	\$180,639.52	\$970.00	
240089-B	8/19/2024	SILT PROPERTIES LLC, ATTN JER...	1 W MAIN ST	INSTALL WALK UP ATM & NEW P...	\$68,800.00	\$0.00	
240106-B	8/23/2024	MT, JOY BORO PARK	301 MANHEIM ST	MOUNT JOY BOROUGH - KUNKL...	\$651,503.00	\$0.00	
Total Commercial:					5	\$925,191.52	\$1,095.00
Residential							
240083-B	7/29/2024	FINDLEY, JUDY	1057 WOOD ST	REMOVE & REPLACE FRONT DE...	\$9,300.00	\$0.00	
240092-B	7/30/2024	WHISPERING HOPE ENTERPRISE...	906 DONEGAL SPRINGS RD	INTERIOR & EXTERIOR RENOVA...	\$50,000.00	\$0.00	
240099-B	8/9/2024	WOLGEMUTH, JAMES L WOLGEM...	656 WOOD ST	NEW BATHROOM ADDITION	\$23,900.00	\$0.00	
240100-B	8/14/2024	AJ Home Solutions LLC, JAMES FIS...	118 COLUMBIA AVE	INTERIOR & EXTERIOR RENOVA...	\$124,000.00	\$0.00	
240096-B	8/16/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	INTERIOR RENOVATION OF SPA...	\$10,500.00	\$0.00	
240110-B	8/20/2024	WOLF, DONALD AND JENNIFER	210 SAGAMORE HL	GAS LINE REPAIR	\$5,642.70	\$45.00	
Total Residential:					6	\$223,342.70	\$45.00
Total Building Permit:					12	\$1,548,534.22	\$1,140.00
Demolition Permit							
240106-D	8/8/2024	MT, JOY BORO PARK	301 MANHEIM ST	KUNKLE FIELD IMPROVEMENT P...	\$651,503.00	\$0.00	
Total Commercial:					1	\$651,503.00	\$0.00
Total Demolition Permit:					1	\$651,503.00	\$0.00
Electrical Permit							
Commercial							
240087-E	8/16/2024	CARGILL COCOA & CHOCOLATE L...	200 CHOCOLATE AVE	NEW PARKING LOT CONSTRUCTI...	\$180,639.52	\$0.00	
240044-E	8/16/2024	St Marks UMC	27 E MAIN ST	INSTALL VERTICAL PLATFORM LI...	\$11,049.00	\$0.00	
240089-E	8/19/2024	SILT PROPERTIES LLC, ATTN JER...	1 W MAIN ST	INSTALL WALK UP ATM & NEW P...	\$68,800.00	\$0.00	
240106-E	8/23/2024	MT, JOY BORO PARK	301 MANHEIM ST	MOUNT JOY BOROUGH - KUNKL...	\$651,503.00	\$0.00	
Total Commercial:					4	\$911,991.52	\$0.00
Residential							
240092-E	7/30/2024	WHISPERING HOPE ENTERPRISE...	906 DONEGAL SPRINGS RD	INTERIOR & EXTERIOR RENOVA...	\$50,000.00	\$0.00	
240099-E	8/9/2024	WOLGEMUTH, JAMES L WOLGEM...	656 WOOD ST	NEW BATHROOM ADDITION	\$23,900.00	\$0.00	
240100-E	8/14/2024	AJ Home Solutions LLC, JAMES FIS...	118 COLUMBIA AVE	INTERIOR & EXTERIOR RENOVA...	\$124,000.00	\$0.00	
240096-E	8/16/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	INTERIOR RENOVATION OF SPA...	\$10,500.00	\$0.00	
240111-E	8/21/2024	ELVIN, H JAMES JR	14 MARIETTA AVE	ELECTRICAL SERVICE REPAIR/R...	\$2,555.00	\$45.00	

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee		
Electrical Permit								
Residential								
Total Residential:					5	\$210,955.00	Fees:	\$45.00
Total Electrical Permit:					9	\$1,122,946.52	Fees:	\$45.00
Mechanical Permit								
Residential								
240092-M	7/30/2024	WHISPERING HOPE ENTERPRISE...	906 DONEGAL SPRINGS RD	INTERIOR & EXTERIOR RENOVA...	\$50,000.00	\$0.00		
240100-M	8/14/2024	AJ Home Solutions LLC, JAMES FIS...	118 COLUMBIA AVE	INTERIOR & EXTERIOR RENOVA...	\$124,000.00	\$0.00		
240096-M	8/16/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	INTERIOR RENOVATION OF SPA...	\$10,500.00	\$0.00		
Total Residential:					3	\$184,500.00	Fees:	\$0.00
Total Mechanical Permit:					3	\$184,500.00	Fees:	\$0.00
Plumbing Permit								
Commercial								
240106-P	8/23/2024	MT, JOY BORO PARK	301 MANHEIM ST	MOUNT JOY BOROUGH - KUNKL...	\$651,503.00	\$0.00		
Total Commercial:					1	\$651,503.00	Fees:	\$0.00
Residential								
240092-P	7/30/2024	WHISPERING HOPE ENTERPRISE...	906 DONEGAL SPRINGS RD	INTERIOR & EXTERIOR RENOVA...	\$50,000.00	\$0.00		
240099-P	8/9/2024	WOLGEMUTH, JAMES L WOLGEM...	658 WOOD ST	NEW BATHROOM ADDITION	\$23,900.00	\$0.00		
240100-P	8/14/2024	AJ Home Solutions LLC, JAMES FIS...	118 COLUMBIA AVE	INTERIOR & EXTERIOR RENOVA...	\$124,000.00	\$0.00		
240096-P	8/16/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	INTERIOR RENOVATION OF SPA...	\$10,500.00	\$0.00		
Total Residential:					4	\$208,400.00	Fees:	\$0.00
Total Plumbing Permit:					5	\$859,903.00	Fees:	\$0.00
Rental Permit								
Family Occupancy								
R0436	7/30/2024	RODGERS, DAVID	213 KEINATH ST	2024 Rental Permit	\$0.00	\$0.00		
R0439	8/7/2024	Carmany, Gregory	608 BERNHARD AVE	2024 Rental Permit	\$0.00	\$0.00		
Total Family Occupancy:					2	\$0.00	Fees:	\$0.00
Residential								
R0433	7/25/2024	HIXON, JUDY	55 E MAIN ST	2024 Rental Permit	\$0.00	\$0.00		
R0434	7/25/2024	B & K ESTATE LLC	934 W MAIN ST	2024 Rental Permit	\$0.00	\$0.00		
R0435	7/30/2024	VELEZ, RANDY	130 E DONEGAL ST	2024 Rental Permit	\$0.00	\$200.00		
R0437	7/31/2024	STRAUB, Gloria	116 S MARKET ST	2024 Rental Permit	\$0.00	\$75.00		
R0438	7/31/2024	LANG, KEN	562 CREEKSIDE LN	2024 Rental Permit	\$0.00	\$100.00		
R0440	8/7/2024	PATOTA, TIMOTHY	39 HOPEWELL ST	2024 Rental Permit	\$0.00	\$75.00		
R0441	8/13/2024	Hartzler, Serena	226 GRANDVIEW CIR	2024 Rental Permit	\$0.00	\$100.00		
R0442	8/13/2024	MUMIMA, EDWARD S	48 W MAIN ST	2024 Rental Permit	\$0.00	\$300.00		
R0444	8/14/2024	BLACK BEAR ETOWN PROPERTIE...	90 E MAIN ST	2024 Rental Permit	\$0.00	\$1,100.00		
R0443	8/16/2024	EDMONDS, TYLER S	919 W MAIN ST	2024 Rental Permit	\$0.00	\$100.00		
Total Residential:					10	\$0.00	Fees:	\$2,050.00
Total Rental Permit:					12	\$0.00	Fees:	\$2,050.00

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee		
Stormwater Permit								
(Unclassified)								
240087-SW	8/16/2024	CARGILL COCOA & CHOCOLATE I...	200 CHOCOLATE AVE	STORMWATER MANAGEMENT PL...	\$180,639.52	\$0.00		
Exemption					Total (Unclassified):	1	Est. Cost: \$180,639.52	Fees: \$0.00
240095-SW	7/25/2024	ZIMMERMAN, ELIZABETH & JERE...	43 W DONEGAL ST	INSTALL 14'X14' CONCRETE PATI...	\$3,590.00	\$0.00		
240098-SW	7/29/2024	NITCHIE, CHRISTIAN AND PRICE,...	1075 WOOD ST	INSTALL 6'X12" FRONT DECK & S...	\$6,556.00	\$0.00		
240083-SW	7/29/2024	FINDLEY, JUDY	1057 WOOD ST	REMOVE & REPLACE FRONT DE...	\$9,300.00	\$0.00		
240097-SW	8/8/2024	NISSLEY, GERALD M & GLENNA H	240 S MARKET ST	INSTALL 11.5' LF OF ALUMINUM F...	\$12,235.00	\$0.00		
240107-SW	8/9/2024	BANNER, LISA AND NEAL	608 ROSE PETAL LN	ACCESSORY STRUCTURE - NEW...	\$30,000.00	\$75.00		
240105-SW	8/14/2024	HERSHEY, RODNEY C & M JOYCE	205 COLUMBIA AVE	INSTALL 12'X16' DECK & STAIRS	\$20,000.00	\$75.00		
240089-SW	8/19/2024	SILT PROPERTIES LLC, ATTN JER...	1 W MAIN ST	INSTALL WALK UP ATM & NEW P...	\$68,800.00	\$75.00		
240063-SW	8/22/2024	CHURCH, OF GOD OF MOUNT JOY	30 E MAIN ST	DOWNSPOUT CONNECTION TO...	\$1,091.00	\$75.00		
240104-SW	8/28/2024	REGITZ, KENNETH D REGITZ BAR...	476 S PLUM ST	ADD 18'X30' ASPHALT PAD	\$7,000.00	\$0.00		
240114-SW	8/29/2024	HUERTAS, DAWN	69 E MAIN ST	ACCESSORY STRUCTURE - NEW...	\$3,700.00	\$0.00		
240115-SW	8/29/2024	ECKELMANN, PATRICK & KYMBER...	264 SCHOOL LN	INSTALL NEW CONCRETE PATIO...	\$32,000.00	\$75.00		
Small Project					Total Exemption:	11	Est. Cost: \$194,272.00	Fees: \$375.00
240112-SW	8/26/2024	H&R TRANSLOAD LLC	924 SQUARE ST	INSTALL 36'X90' GRAIN BIN	\$400,000.00	\$50.00		
Temporary Obstruction Permit					Total Small Project:	1	Est. Cost: \$400,000.00	Fees: \$50.00
Road Closure					Total Stormwater Permit:	13	Est. Cost: \$774,911.52	Fees: \$425.00
T0240010	7/25/2024	RAINBOWS END YOUTH SERVICE...	105 FAIRVIEW ST	TEMPORARY STREET OBSTRUC...	\$0.00	\$0.00		
Zoning Permit					Total Road Closure:	1	Est. Cost: \$0.00	Fees: \$0.00
Commercial					Total Temporary Obstruction Permit:	1	Est. Cost: \$0.00	Fees: \$0.00
240088	8/14/2024	PATTERSON DENTAL SUPPLY INC	1004 CORNERSTONE DR	DISMANTLE & REINSTALLION OF...	\$13,200.00	\$594.50		
240044	8/16/2024	St Marks UMC	27 E MAIN ST	INSTALL VERTICAL PLATFORM LI...	\$11,049.00	\$929.50		
240087	8/16/2024	CARGILL COCOA & CHOCOLATE I...	200 CHOCOLATE AVE	NEW PARKING LOT CONSTRUCTI...	\$180,639.52	\$3,049.50		
240089	8/19/2024	SILT PROPERTIES LLC, ATTN JER...	1 W MAIN ST	INSTALL WALK UP ATM & NEW P...	\$68,800.00	\$1,544.50		
240063	8/22/2024	CHURCH, OF GOD OF MOUNT JOY	30 E MAIN ST	DOWNSPOUT CONNECTION TO...	\$1,091.00	\$200.00		
240106	8/23/2024	MT. JOY BORO PARK	301 MANHEIM ST	MOUNT JOY BOROUGH - KUNKL...	\$651,503.00	\$0.00		
240116	8/29/2024	FIRE DEPARTMENT MOUNT JOY INC	111 NEW HAVEN ST	INSTALL STAIRCHAIR	\$7,630.00	\$0.00		
Residential					Total Commercial:	7	Est. Cost: \$933,912.52	Fees: \$6,318.00
240095	7/25/2024	ZIMMERMAN, ELIZABETH & JERE...	43 W DONEGAL ST	INSTALL 14'X14' CONCRETE PATI...	\$3,590.00	\$150.00		
240083	7/29/2024	FINDLEY, JUDY	1057 WOOD ST	REMOVE & REPLACE FRONT DE...	\$9,300.00	\$459.50		
240098	7/29/2024	NITCHIE, CHRISTIAN AND PRICE,...	1075 WOOD ST	INSTALL 6'X12" FRONT DECK & S...	\$6,556.00	\$150.00		
240092	7/30/2024	WHISPERING HOPE ENTERPRISE...	906 DONEGAL SPRINGS RD	INTERIOR & EXTERIOR RENOVA...	\$50,000.00	\$789.50		

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee		
Zoning Permit								
Residential								
240101	8/2/2024	RITTENHOUSE, JON H	606 BAILEY LN	Install 73 LF of 54" high aluminum f...	\$3,611.85	\$75.00		
240102	8/2/2024	MELHORN, J MICHAEL	828 W MAIN ST	INSTALL 10' PRIVACY FENCE	\$1,000.00	\$75.00		
240097	8/8/2024	NISSLEY, GERALD M & GLENNA H	240 S MARKET ST	INSTALL 11.5' LF of ALUMINUM F...	\$12,235.00	\$150.00		
240099	8/9/2024	WOLGEMUTH, JAMES L	656 WOOD ST	NEW BATHROOM ADDITION	\$23,900.00	\$764.50		
240107	8/9/2024	BANNER, LISA AND NEAL	608 ROSE PETAL LN	ACCESSORY STRUCTURE - NEW...	\$30,000.00	\$150.00		
240100	8/14/2024	AJ Home Solutions LLC, JAMES FIS...	118 COLUMBIA AVE	INTERIOR & EXTERIOR RENOVA...	\$124,000.00	\$909.50		
240105	8/14/2024	HERSHEY, RODNEY C & M JOYCE	205 COLUMBIA AVE	INSTALL 12'X16' DECK & STAIRS	\$20,000.00	\$364.50		
240096	8/16/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	INTERIOR RENOVATION OF SPA...	\$10,500.00	\$629.50		
240110	8/20/2024	WOLF, DONALD AND JENNIFER	210 SAGAMORE HL	GAS LINE REPAIR	\$5,642.70	\$234.50		
240111	8/21/2024	ELVIN, H JAMES JR	14 MARIETTA AVE	ELECTRICAL SERVICE REPAIR/R...	\$2,555.00	\$234.50		
240117	8/29/2024	BRIGHTBILL, NICHOLAS & REBEKAH	220 WATERS EDGE DR	ADDITION - CONCRETE PAVER P...	\$35,000.00	\$0.00		
240115	8/29/2024	ECKELMANN, PATRICK & KYMBER...	264 SCHOOL LN	ADD/REPLACE CONCRETE PATI...	\$32,000.00	\$150.00		
240104	8/29/2024	REGITZ, KENNETH D	476 S PLUM ST	ADD 18'X30' ASPHALT PAD	\$7,000.00	\$150.00		
240114	8/29/2024	HUERTAS, DAWN	69 E MAIN ST	ACCESSORY STRUCTURE - NEW...	\$3,700.00	\$150.00		
240120	8/30/2024	WAY, JODY L	542 BENT OAK DR	INSTALL 6.97KW ROOF-MOUNTE...	\$22,658.32	\$0.00		
Total Residential:					19	\$403,248.87	Fees:	\$5,566.00
Special Event								
240093	7/25/2024	RAINBOWS END YOUTH SERVICE...	105 FAIRVIEW ST	SPECIAL EVENT - CARNIVAL	\$0.00	\$225.00		
240103	8/2/2024	MOUNT JOY LIBRARY MILANOF-S...	1184 ANDERSON FERRY RD	SPECIAL EVENT - CHICKEN BBQ	\$0.00	\$0.00		
Total Special Event:					2	\$0.00	Fees:	\$225.00
Use								
240112	8/26/2024	H&R TRANSLOAD LLC	924 SQUARE ST	INSTALL 36'x90' GRAIN BIN	\$400,000.00	\$2,245.00		
Total Use:					1	\$400,000.00	Fees:	\$2,245.00
Total Zoning Permit:					29	\$1,737,161.39	Fees:	\$14,374.00
Total Permits:					85	\$6,879,459.65	Fees:	\$18,034.00

Complaints and Violations Report

9/4/2024

AUGUST 2024				
Property Address	Rental	Open Date	Close Date	Complaint Description
107 W. MAIN ST.	X	4/22/2024		LEAD PAINT
430 S.PLUM ST.		5/9/2024		HIGH GRASS & WEEDS
573 W.MAIN ST		5/10/2024		UNPERMITTED WORK
1087 WOOD ST.		5/21/2024		ABANDONED PROPERTY
257 MARRIETTA AVE		6/5/2024		ENCLOSURE AROUND IN-GROUND POOL
105 N.JACOB ST.		6/19/2024		JUNK DEALER - NOV issued 7/24/2024
347 LOCUST LN.		7/8/2024		CONTRACTOR DAMAGE OF PROPERTY
539 HILL ST.		7/8/2024		OPEN BURNING
1050 W. MAIN ST.		7/9/2024		BMP MAINTENANCE / ILLICIT DISCHARGE
237 MARRIETTA AVE		7/9/2024		HIGH GRASS & WEEDS
241 MARRIETTA AVE.	X	7/9/2024	7/29/2024	HIGH GRASS & WEEDS
130 E Donegal St.	X	7/9/2024	7/30/2024	Un-registered rental 7/24/2024 2nd notice
939 CHURCH ST.		7/10/2024		DANGEROUS STRUCTURE & VEHICLES 8/7/2024 NOV sent
331 SCHOOL LN		7/12/2024	7/30/2024	INTERSECTION VISION OBSTRUCTION
4 N. HIGH ST		7/18/2024		HIGH GRASS & WEEDS - extension till end of August due to illness
675 DONEGAL SPRINGS RD		7/18/2024		BMP MAINTENANCE / SEDIMENT REMOVEAL
624 School Ln		7/18/2024	8/12/2024	Tress overhanging sidewalk on Florin Ave- NOV sent 8/5/2024
127-129 S. BARBARA ST.	X	7/19/2024	7/29/2024	HIGH GRASS & WEEDS
201 S. BARBARA ST.		7/19/2024	7/29/2024	HIGH GRASS & WEEDS
22 DONEGAL SPRINGS RD.		7/19/2024		HIGH GRASS & WEEDS
922 W. MAIN ST.		7/19/2024		PROPERTY MAINTENANCE
330 E Main St	X	7/24/2024	7/26/2024	HIGH GRASS & WEEDS
48 W Main St	X	7/24/2024	8/13/2024	Un-registered rental
30 S Market St		7/25/2024		PROPERTY MAINTENANCE - Exterior issues
22 W Donegal St		7/25/2024		Property Maintenance- Exterior issues
28 David St		7/26/2024	8/5/2024	Over hanging trees & bushes in alley
829 Donegal Springs		7/29/2024	8/5/2024	High Grass & Weeds
115 S Barbara St		7/30/2024	8/12/2024	High grass & weeds, Trash on front porch
349 Cedar St		7/30/2024		High grass & weeds NOV Issued 8/12/2024
506 Donegal Springs		7/30/2024	8/5/2024	High grass & weeds
508 Donegal Springs		7/30/2024		High grass & trash
364 Locust Ln		7/30/2024	8/12/2024	Tress overhanging sidewalk
442 Martin Ave		7/30/2024	8/5/2024	High grass & weeds
320 Marietta Ave		7/30/2024	8/12/2024	high grass & weeds
318 Marietta Aave		7/30/2024	8/12/2024	High grass & weeds
242 Marietta ave		7/30/2024	8/5/2024	High grass & weeds
8 Manheim St		7/30/2024	8/13/2024	Weeds
624 School Ln		8/5/2024	8/12/2024	Over hanging tree limbs on side walk. NOV 2nd notice
919 W Main	x	8/5/2024	8/12/2024	Grass clippings in the street
124 E Donegal St		8/6/2024	8/12/2024	High grass & weeds
624 School Ln		8/5/2024	8/12/2024	Over hanging tree on sidewalk
939 Church St		8/7/2024		Junk Vehicles - Citation issued 8/23/2024
5 S Market St	X	8/12/2024	8/19/2024	High grass and weeds
349 Cedar St		8/12/2024		Excessive weed growth Citation issued 8/23/2024
626 Donegal Springs Rd		8/26/2024		Property Maintenance- Exterior issues
880 Terrace Ave		8/28/2024		High grass and weeds
OPEN DISRUPTIVE CONDUCT & NOTICE OF VIOLATIONS ISSUED				
Property Address	Rental	Open Date	Close Date	Violation Description
474 CHARTER LANE	X	1/6/2024		DISRUPTIVE CONDUCT
206 E MAIN ST.	X	3/4/2024		DISRUPTIVE CONDUCT
24 APPLETREE ALY		4/1/2024		DANGEROUS STRUCTURE
363 SASSAFRAS TERRACE	X	4/22/2024		DISRUPTIVE CONDUCT
357 SASSAFRAS TERRACE	X	4/22/2024		DISRUPTIVE CONDUCT
304 SASSAFRAS TERRACE	X	4/22/2024		DISRUPTIVE CONDUCT, NOV issued - 8/1/24
330 SASSAFRAS TERRACE	X	4/22/2024		DISRUPTIVE CONDUCT
257 MARIETTA AVE		5/15/2024		STREETS & SIDEWALKS, NOV issued 7/29/24
808 PINK ALLEY	X	5/24/2024		DISRUPTIVE CONDUCT
130 E. DONEGAL ST.	X	7/9/2024	8/5/2024	PROPERTY MAINTENANCE - WINDOWS
90 E. MAIN ST.	X	7/10/2024	8/19/2024	UNREGISTERED RENTAL
205 W. MAIN ST.	X	7/23/2024		DISRUPTIVE CONDUCT
105 N.JACOB ST.		7/24/2024		UNLICENSED JUNK DEALER Citation issued 8/8/2024
919 W Main St	X	8/5/2024	8/19/2024	Un-registered rental



Mount Joy Borough Codes Department

21 E Main St, Mount Joy, PA 17552

08/07/2024

Borough Manager- Mark Pugliese
Mount Joy Borough
Public Works Committee

RE: Monthly Report, July 2024
Stormwater Department

Mr. Borough Manager,

Below is the report for July stormwater activities in the Borough.

MCM#1 Public Education:

No Activity to report

MCM#2 Public Involvement & Participation:

No Activity to report

MCM#3 Illicit Discharges:

No spills or discharges reported.

MCM#4 Construction Site Controls:

No Activity to report

MCM#5 Post-Construction Management:

As of this report we have received no Notice of Termination or inspection reports from LCCD

MCM#6 Municipal Operations:

No Activity to report

Items of Note:

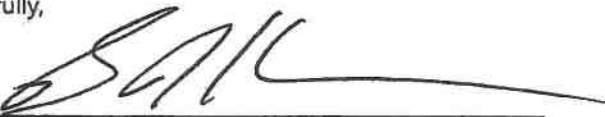
Cargill, 200 Chocolate Ave: Project is underway that a Stormwater Management Plan had been approved for a parking lot project at the site. Weekly checks of the site in progress.

Florin Hill, movement of topsoil pile in progress to facilitate infiltration testing in area of Phase 3, monitoring for erosion and/or runoff issues.

Monitoring and identifying corrective actions for BMP's 125 and 149 due to previous concerns/complaints.

Respectfully,

X


Brett R. Hamm, Mount Joy Borough
Codes, Zoning, & Stormwater Admin
Building Code Official #007646

MOUNT JOY BOROUGH permits issued between 7/1/2024 and 7/31/2024

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee	
Stormwater Permit							
Exemption							
240077-SW	7/5/2024	DOMBACH, KENNETH L & JEFFRE...	492 CHARTER LN	FULL EXTERIOR RENOVATION	\$0.00	\$75.00	
240078-SW	7/5/2024	COCHRAN, BEAU E	264 LUMBER ST	NEW SHED - ACCESSORY STRU...	\$2,200.00	\$75.00	
240085-SW	7/11/2024	HENDERSON, RONALD A HENDER...	621 BERNHARD AVE	ACCESSORY STRUCTURE - NEW...	\$0.00	\$75.00	
240091-SW	7/17/2024	HEBERLING, BARRY J HEBERLING...	345 CEDAR LN	ACCESSORY STRUCTURE - SHED	\$0.00	\$75.00	
240086-SW	7/24/2024	HILL, JESSE W & KIM M	110 FAIRVIEW ST	ACCESSORY STRUCTURE - NEW...	\$0.00	\$75.00	
240094-SW	7/24/2024	DEER, LARRY A & ROCHELLE	715 TERRACE AVE	ACCESSORY STRUCTURE - NEW...	\$5,000.00	\$75.00	
240095-SW	7/25/2024	ZIMMERMAN, ELIZABETH & JERE...	43 W DONEGAL ST	INSTALL 14'X14' CONCRETE PATI...	\$3,590.00	\$75.00	
240083-SW	7/29/2024	FINDLEY, JUDY	1057 WOOD ST	REMOVE & REPLACE FRONT DE...	\$9,300.00	\$75.00	
240098-SW	7/29/2024	NITCHIE, CHRISTIAN AND PRICE,...	1075 WOOD ST	INSTALL 6'X12" FRONT DECK & S...	\$6,556.00	\$75.00	
Total Exemption:					9	\$26,646.00	Fees: \$675.00
Total Stormwater Permit:					9	\$26,646.00	Fees: \$675.00
Total Permits:					9	\$26,646.00	Fees: \$675.00

MOUNT JOY BOROUGH permits issued between 6/1/2024 and 6/30/2024

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Stormwater Permit						
Exemption						
240066-SW	6/5/2024	CAMPBELL, LYNETTE P	CAMPBEL... 421 N PLUM ST	REMOVE/REPLACE ACCESSORY ...	\$0.00	\$75.00
240076-SW	6/14/2024	LINARD, JACK M	422 COLUMBIA AVE	INSTALL 12'X16' GAZEBO	\$0.00	\$75.00
240059-SW	6/14/2024	MITCHUAL, KENNETH AND ETHEL	117 LAKESIDE XING	Remove existing & Replace with ne...	\$5,000.00	\$75.00
				Total Exemption:	3	\$5,000.00
				Total Stormwater Permit:	3	\$5,000.00
				Total Permits:	3	\$5,000.00
					Fees:	\$225.00
					Fees:	\$225.00

MOUNT JOY BOROUGH permits issued between 5/1/2024 and 5/31/2024

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee	
Stormwater Permit							
Exemption							
240041-SW	5/8/2024	BRENEMAN, MELISSA AND SHAN...	337 FLORIN AVE	Demo existing & construct Garage &...	\$119,845.00	\$75.00	
240051-SW	5/10/2024	BEHRENS, GENE A	109 CHARLAN BLVD	Deck Replacement	\$28,465.00	\$75.00	
240055-SW	5/10/2024	SPACKMAN, STEVEN D SPACKMA...	8 N HIGH ST	INSTALL 18'X18' CONCRETE PATIO	\$10,000.00	\$75.00	
240035-SW	5/23/2024	WENGER, CAROLYN F	200 BIRCHLAND AVE	NEW SHED - ACCESSORY STRU...	\$4,970.00	\$75.00	
Total Exemption:					4	\$163,280.00	Fees: \$300.00
Total Stormwater Permit:					4	\$163,280.00	Fees: \$300.00
Total Permits:					4	\$163,280.00	Fees: \$300.00



Bureau Of Occupational & Industrial Safety

Audit Report #461594-6
Ref. #4178-E
August 16, 2024

Mr. William Hall
President City Council
Mount Joy Borough
21 East Main Street
Mount Joy, 17552
borough@mountjoypa.org

Dear President Hall:

In accordance with §403.104(b) of the Uniform Construction Code, a five-year audit review was performed on July 10, 2024, by Auditor Michael Redden to determine if adequate administration and enforcement of the accessibility requirements of the Uniform Construction Code (UCC) is occurring in Mount Joy Borough, Lancaster County where Brett R. Hamm serves as the Building Code Official.

Auditor Jodi Hasbrouck completed the previous five-year audit review on August 7, 2019, when it was determined that Mount Joy Borough code enforcement department had satisfactorily complied with the UCC Accessibility and administrative regulations on eligible projects audited at that time.

Stacie Gibbs served as the Building Code Official when the previous audit review was completed.

Note, the current BCO Brett R. Hamm has indicated on the BCO Information form that he was not the BCO for all the following projects that were completed as part of the accessibility audit. The Certificates of Occupancy for the projects were issued and signed by former BCO Duane Brady

Before presenting our audit findings, it is important that you and the Building Code Official bear in mind the following:

- **The primary purpose for the accessibility audit program is to point out issues in enforcement of accessibility requirements and, over time, to enable municipal code officials to enhance their performance in this area.**
- **The Department does not intend that the information contained in this report be used as a basis for disciplinary action by the municipality towards the Building Code Official or any other code official involved with the enforcement of the accessibility-related requirements of the UCC.**

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Telephone Number 717 317 7777
www.dli.state.pa.gov/codes

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

- **The information contained herein is not intended to be cause for remediation of the issues discovered in the buildings subject to this audit. However, if these issues are the result of unauthorized changes made to the building after the certificate of occupancy was issued, the Building Code Official may take appropriate enforcement action to ensure compliance.**
- **The issues identified in this audit report may be different from those discussed with the code official who accompanied our Auditor during the audit due to an additional internal audit review.**

Reminder: Uniform Construction Code regulations require - (403.102 (c) and (e) UCC) that municipalities ***please notify the Department as soon as possible whenever there is a Building Code Official change, Additional BCO for the municipality or the BCO or Third-Party Agency has an address change.***

This "Notification of Change in Building Code Official" form is found on the L&I Buildings Code Website at www.dli.state.pa.us/codes, and then click on the "Local Enforcement" link. Notification should be made within 30 days of the change. Building Code Official information status for this municipality for this audit is: **Current.**

* * *

Three (3) projects were involved in the audit. The results of the audit are as follows:

Project #1

The following is a list of issues discovered during the review of the **Alteration** project known as **Florin Hill/ Redefine Beauty** located at 100 Merchant Avenue (UCC Occupancy Permit #MJ23-0129).

The accessibility plan review was performed by Jason Stevens (Certification #00548) and final inspection was performed by Paul Rampulla (Certification #00690).

The Certificate of Occupancy for this project was issued **September 25, 2023.**

Finding # 1:

The top surface of the customer sales counter is installed at a height of 39 1/2-inches above the finished floor. (Refer to §1109.12.3 of the 2018 IBC and §904.3.1 of ANSI A117.1-2009.) *The maximum height is 36-inches.*

Former BCO Duane Brady was the responsible BCO when this project was completed.

Project #2

The following is a list of issues discovered during the review of the **Alteration** project known as **Brie Ashley Holdings** located at 114 East Main Street., (UCC Occupancy Permit #MJ23-0039).

The accessibility plan review was performed by Shawn Strausbaugh (Certification #00933) and final inspection was performed by Paul Rampulla (Certification #00690).

The Certificate of Occupancy for this project was issued **December 13, 2023**.

Finding # 1:

The door closing speed of the accessible men's and women's restroom door has a door closing speed of 3-seconds to move the door opened at 90 degrees to complete closure. (Refer to §1010.1 of the 2018 IBC §404.2.7.1 of ANSI A117.1-2009.) *The required minimum door closing speed is 5 seconds to move an open door from 90 degrees to an open position of 12 degrees.*

Finding # 2:

The doors to the accessible men's and women's restroom *have a pull/push door opening force* pressure of approximately 12- 14 pounds of force to keep the door in motion until the door reaches the fully open position. (Refer to 1008.1.3 of the 2018 IBC and §404.2.8 of the ANSI A117.1-2009.) *Interior door opening force is limited to a maximum 5 pounds of force.*

Finding # 3:

The bottom edge of the reflective surface of the mirrors mounted in the accessible men and women's restrooms are located 44 1/2 inches above the finished floor. (Refer to § 1109.2 of the 2018 IBC and §603.3 of ANSI A117.1-09.)

Finding # 4:

The paper towel dispenser control is wall mounted at 57 inches above the floor in the men's and women's restrooms. *The maximum height to the controls of an element (paper towel dispenser) with no obstruction is a height of 48 inches maximum.* (Refer to §1109.12 of the 2018 IBC, and §308.2.2 of ANSI A117.1-09).

Finding # 5:

There is no directional signage indicating the nearest accessible exit from the conversate room non-accessible exit. (Refer to §§1111.2 [item 5] of the 2018 IBC, and §§703.2, 703.6.3.1 of ANSI A117.1-09.)

Finding # 6:

The microwave in the employee break room kitchenette is installed with the top of the operating controls located at 68-inches above the finished floor. (Refer to §1109.4 of the 2018 IBC and §804.5.2, 309.3 of ANSI A117.1-09.)

Finding # 7: The coat hooks in the accessible men's and women's restrooms are installed at 67-inches above the finished floor. (Refer to §§1109.9, 1109.2 of the 2018 IBC and §603.4, §308.1 of ANSI A117.1-09.) *The maximum height is allowed 48-inches.*

Former BCO Duane Brady was the responsible BCO when this project was completed.

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Project #3

The following is a list of issues discovered during the review of the **Addition** project known as **Harveys Barb B Q** located at 304 E Main Street (UCC Occupancy Permit #220915).

The accessibility plan review was performed by Josh Nelson (Certification #02531) and final inspection was performed by Tim Grazan (Certification #01464).

The Certificate of Occupancy for this project was issued **December 19, 2022**.

Auditor Redden reported that no physical accessibility findings were found that was the responsibility of the Inspector.

Former BCO Duane Brady was the responsible BCO when this project was completed.

* * *

The primary intent of performing an audit is for educational purposes and to see that Department recommendations have been made from the previous audit. The Department is also ensuring that certified local and third-party code officials comply with the administration and enforcement of the accessibility provisions contained within the Uniform Construction Code.

I want to remind you that the Department is not mandating that physical corrective action be taken in the buildings that were part of the audit to resolve the issues contained in this report.

The Department recommends that a more determined effort be made during the plan review and inspection processes to ensure that all the requirements relating to the accessibility to and usability of elements and features of a building by persons with disabilities are fully met.

In turn, it is vital for your Building Code Official to review this report with the persons directly involved with the plan review and/or inspections involving accessibility so that efforts can be made to avoid making mistakes in the future.

The Department has determined that Mount Joy Borough has completed this five-year (5) audit review. The Department will conduct the next audit during the five-year period subsequent to this audit (as is required by law).

Should you desire to discuss the results of the audit with me, please feel free to contact me via email at jhasbrouck@pa.gov, or call me during normal business hours at 717-317 7777.

Thank you for your co-operation.

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Respectfully,

Jodi Hasbrouck

Jodi Hasbrouck
UCC Accessibility Audit and
Training Administrator
717-317-7777

Cc: **Brett Hamm**, zoning@mountjoypa.org, Building Code Official, Mount Joy Borough

**MOUNT JOY BOROUGH
MEMORANDUM**



TO: Council & Mayor

FROM: Rachel Stebbins, Community & Economic Development Coordinator

DATE: September 9, 2024

RE: C&ED's Report

1. I have attended a Mount Joy Area Historical Society Board Meeting, Mount Joy Chamber Lunch, Mount Joy Chamber Mixer, and Mount Joy Chamber Ribbon Cutting
2. I have met with Rose Madar of BHHS, Collette Wagman of Moon Raven Alley, Brian Schopf of A. Lane Living, Ezra Rothman of Lancaster EDC, Ashley of ECHOS Etown, Cristina Paden of Matters of the Heart, Eric Kauffman of Columbia EDC, Josh Deering, Justin Rule of LaunchKits, Jeff Butler of East Donegal Township, Shelby Hilt of Succulents by SheNe, Kelly Johnson of Kelly Johnson Photography, Ashley with Placer.ai, Shawn with Revize, and two ChargePoint Conference Calls.
3. Continue working to connect persons seeking storefronts – three businesses.
4. Connected a landlord with a tenant and possible financing for new building; assisted in connecting store owner with zoning for necessary permitting
5. Continued liaising with the MJ Historical Society on August art event; followed up regarding outcome.
6. Coordinating group to focus on September's 4th Friday – possible scarecrow contest
7. Looking into proposals for website revamp.
8. **Special Projects** – Seeking partnership and collaboration opportunities to strengthen businesses and promote Mount Joy Borough and researching resources
 - a. Small Business Websites – deeply discounted offering
 - b. Considering Advertising Subsidies
 - c. Promotional Videos – collaborating with MJCOC and area businesses
9. Collaborating with MJCOC and Voyage Mount Joy regarding branding of Mount Joy and possible advertising opportunities to promote tourism.
10. Connected three business owners with contact at Lancaster County Economic Development to discuss financing options for possible purchase of a larger space.
11. Working on taking over Mount Joy Messenger from Lindsey Edgell; waiting for approval of final draft to go for print.
12. Continue working to create a resource list for businesses and organizations – business support, financial advice/loans, grant opportunities, etc.

13. Grants

- a. Continuing to research various opportunities for various projects and possible Municipal Complex Building
- b. **T-Mobile Hometown Grant** – Collaborating with MJAHS for a \$50,000 grant towards improvements to historical buildings and historical plaques listed in Appendix 1
 - i. received 12 applications from owners for up to \$5,000 towards outside repairs/improvements (possibly 2 additional applications pending as of 9/4)
 - ii. received 9 applications for plaques (possibly 1 additional application pending as of 9/4)
- c. **EV Charging Stations** – Looking into grants
- d. **Fitness Court from National Fitness Campaign** – see above regarding phone calls/meetings
- e. **902 Grant** - Submitted by Mr. Nissley
- f. **DCED ARPA Grant** - Submitted
- g. **NIBRS Compliance Efforts Grant** – Submitted
- h. **ARLE Transportation Enhancement Grant** – Submitted

*****End of Report*****



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

TO: Mark Pugliese, Borough Manager

FROM: Dennis Nissley, Public Works Director

DATE: September 5, 2024

RE: Public Works Department Activities for August 2024

Following is a list of activities for the Public Works Department for August 2024

- Parks – Mowing
- Parks – Spraying weeds
- Parks – Trimming trees
- Parks – WaterMain Street flower planters
- Parks/PW – Cleanup storm damage at Memorial Park – tree down
- PW – Crack seal School Lane west of 772
- PW – Line painting
- PW – Pothole repair as needed
- PW – Repair deteriorated stormwater pipes at E. Main St and Lefever Rd.
- Signs – Repair and replacement of missing or damaged signs as needed.
- Compost Site – Mulch/Compost deliveries to Borough residents
- Compost Site – Manage compost/mulch materials
- Monitor key fob usage, contact individuals that have been dumping unacceptable debris

Meetings:

- Attend Public Works Committee meeting
- Attend Staff meetings
- Attend Borough Council meeting
- Conduct employment interviews for open Public Works position
- Job meetings with SM Johns at Kunkle Field project
- Meet with Kinsley Construction to review current ADA/concrete project and Wood Street concerns
- Met with property owner on Charter Lane regarding ADA ramp installation
- Budget planning

Projects:

- Conduct Curb inspections on School Lane
- Monitor/inspect concrete work on School Lane and Charter Lane in preparation for paving project
- Seal Coating completed on School Lane from 772 to dead end to west.
- Preliminary planning for 2025 street projects

To: Borough Council
From: Jill Frey - Assistant Borough Manager/Finance Officer
Date: 8/31/2024

August 5th - Attended Mount Joy Borough Council meeting.

August 22nd - Attended Administration & Finance Committee meeting.

I have been working on cleaning up the Accident and Illness Prevention Program (AIPP) document for the Safety Committee as a means to getting it completed. I am going to call the Safety Committee to meet soon.

I have been working on the draft Handbook.

I continue to work with Lisa Peffley, training her in the financials of the Borough.

Attached you will find the following items:

Account Balance Reports - A report of the reserves in our four major operating funds as of **August 31, 2024**.

Budget report ending **August 31, 2024** for both General Fund and Refuse Fund.

****NOTE****

There have been delays with the Realty Transfer Tax. The County has a new reporting system for this and there have been issues. Jami Rhynes, Chief Deputy, has been diligently working to get everything caught up. I just received June's report September 4th, so we are still a bit behind.

If any of you have questions, please do not hesitate to reach out to me.

Respectfully submitted,

Jill Frey

Assistant Borough Manager/Finance Officer

8m

MOUNT JOY BOROUGH
MEMORANDUM



TO: Council

FROM: Mark G. Pugliese I, Borough Manager

DATE: August 21, 2024

RE: Manager's Report

1. I have processed three (3) **Right-To-Know Requests** so far for the month of July. Regarding the appeal that was filed regarding a right to know request, the Office of Open Records render their decision in favor of the Borough.
2. I have attended the Council Meeting, Public Works Committee Meeting, Public Safety Committee Meeting and Staff Meeting.
3. **Borough Handbook:** All edits have been addressed and the Employee Handbook is before Admin & Finance Committee. **The draft handbook was forwarded to all of Council and to the Borough Solicitor for review. Admin & Finance will review any additional edits and take action at their September Committee Meeting.**
4. Reference to **BMP 107/Melhorn Basin & BMP 125/Borough Basin**, - RETTEW has come up with several suggestions or options and I am to have an on-site meeting to discuss the options. There were several meetings to review Florin Hill Stormwater plans which directly affect BMP 107 & 125. **I have received the "As Built" for BMP 125 from ARRO and they have been provided to RETTEW for review.**
5. **AMTRAK** - I spoke with my AMTRAK, and he indicated that the end wall in BMP 107 is a priority and that he is hoping to have funding for the project in October of this year. **No Updates**
6. **Building Ad Hoc Committee** – Committee and staff have continually reviewed plans looking for cost savings. The last document was reviewed on Monday during the Ad Hoc Committee meeting. **I will attempt to have something for Admin & Finance Committee even if it the document mentioned with written notes on it.**

Ad Hoc Committee will be making the recommendation that Council approve putting the project back out to bid once all of the changes have been memorialized.

7. **Rt 772 Re-Route** - There are no updates other than I have received a Traffic Impact Study from the engineers for VistaBlock. **Traffic Impact Study had been received and distributed to Council Members along with a review letter from the Borough's Traffic Engineer.**
8. **Grants**
 - a. **DCED Multimodal Transportation Fund Grant** – This grant will soon be closed out. **I have been finalizing the two bus shelter plans with SCTA as well as obtaining easements. Once I can verify that SCTA will be completing the structures at their expense, I will work with Dennis to see if we can get some additional projects completed with the extra grant funds.**

- b. **DCED/DCNR C2P2 Grant**- YSM had their “kick-off” meeting with the Parks & Recreation Advisory Board on August 13th. They plan on having their first “Open House” event on September 24th from 5 to 7 pm at Pavilion #2. We are hoping for public participation.
- c. **Kunkle Field/Park Heritage Grant** – Work has started on this project. However, the contractor has Identified several deficiencies where areas such as electrical systems, are not up to code and they need to be updated during this project there were also reports of faulty plumbing, plywood under roofing had rotted, dugout wall collapsing, etc. this has lead to a \$60,000 to \$70,000 overrun on the budget. Dennis and I have discussed this with RETTEW and determined that if we hold off on the additional ADA ramps, Speed Tables and lower the width of the trail/path, we may be able to bring the costs down to be more in line with the budget.

I have contacted DECD to discuss the removal of the mention items from the project and I had a conference call at 1:00 pm on 8/21/24 to discuss our options. All deletions from the original plans have been approved.

I have been attempting to make daily checks of the work as has Mr. Nissley.

- d. **RACP Grant 2022/2023** – Received notification that the Borough has been awarded \$3,000,000 in total. An extension request has been submitted. I have received an email indicating that the RACP deadline has been extended through December 20th, 2023. Post award application was submitted prior to the Dec 20, 2023, deadline.

On-boarding meeting was held on Friday, May 24, 2024. We were provided with a list of documents that we need to forward to the oversight firm as well as amend portions of the grant application. All documentation has been obtained and uploaded in the portal. I am in the process of updating the cost documents as recommended.

Additionally, I am waiting for the oversight firm to get back to me regarding how I am to complete the financing forms due to the projects anticipated cost versus the bids. **No updates.**

- e. **RACP Grant 2023**- Applications submitted. I’ve been in contact with Senator Aument’s Office for assistance in scheduling a meeting with Senator Aument or his staff for assistance in moving our application forward. I have not heard back at all from them and will certainly try again. **No update.**

Representative Jones has submitted a letter of support

- f. **Lancaster County Community Foundation/Lancaster Clean Water Partners (Reserve Swale)** – This project is completed. I will be contacting the grantors to see about providing some public relations event or notifications as well as receiving final payment of the grant. Final payment request for \$10,000 submitted.

The swale is completely unacceptable at this time as the HOA has not maintained the swale as promised. I will be contacting the HOA with the assistance of the Codes & Zoning Officer to see if we can make any movement on cleaning it up. **Scheduling a meeting with the Landscaper to review what the HOA needs to do.**

- g. **NFWF Grant** – A new NFWF grant has been submitted for the streambank restoration project. **No update.**
- h. **Clean Water Partners/Foundation** – I have received a construction easement from VistaBlock and am awaiting one from the Authority. Council approved the awarding of the contract to Flyway Excavating. The bids came in and are approximately \$300,000 under budget. We received

notification from CAP that we can use the remainder of the funds to do additional work on the project but will be required to bid the project out.

- i. **Connects 2040 Grant** – We receive notification that the borough has been approved for this grant. Thanks go out to Dennis for making this grant happen. Resolution submitted. Dennis & I met with the grant coordinator for this project. It appears as though that since these are federal dollars being used for the grant, there are certain procedures that would need to take place before, during and after construction. These procedures will double to triple the cost of the project, all of which would be borne by the Borough. No final decision has been made. RETTEW is to be working on the numbers so that a decision can be made. However, Mr. Nissley & I have had another video conference call with the Grant POC as well as a n individual from PennDOT, District 8. Both were of the opinion that the Borough could still utilize the grant for the construction portion and utilize the engineering costs towards the Borough's match. **No updates.**
- j. **902 Grant** -. Staff would like to apply for funding to expand the compost site. Mr. Nissley & Ms. Stebbins will be working together on this project. Application Submitted by Mr. Nissley. **No updates.**
- k. **DCED ARPA Grant** - This is a new grant that Ms. Stebbins is working on and I will be asking Committee/Council for permission to proceed with grant application.

Ms. Stebbins has submitted the grant. **No Updates.**

- l. **ARLE Transportation Enhancement Grant**- Ms Stebbins submitted the application. However, initial review from PennDOT was to cut the project to \$300,000. Ms. Stebbins has submitted the second application. **No Updates**
 - m. **DCED WRPP Grant**- **RETTEW submitted grant application and grant project manager has requested additional information regarding Phase 1 & 2.**
9. **Schatz v. Borough of Mount Joy**. I received documentation from the engineering firm representing Mr. & Mrs. Schatz. I received a packet from Whittemore and Haigh regard expert review and report. **No updates from Borough's law firm.**
10. **Florin Hills** - There was a high-level meeting on July 26th at 2:30 in the afternoon. The meeting included attorneys, engineers, Florin Partners and Borough Staff. Following the meeting, Charter Homes was given a series of deliverables for Phases I & II including blks F & M prior to starting any work on Phase III. There continues to be a lot of emails going back and forth regarding several issues. The Borough is maintaining that we have yet to agree to anything until "As Built" is submitted and the developer shows the stormwater plans for the entire project. The Borough solicitor is also waiting for the contractor's attorney to provide written justification as to why they feel they can proceed with the original plans that do not meet current specifications.

Charter Homes partners conducted a presentation regarding their proposed work at Council's December meeting. Since that time, Staff and our solicitor met with CHP and their attorney. Conclusion was to have an agreement drawn up by the Borough's Solicitor that would spell out what needs to be accomplished prior to plans being approved by Council. This is currently in the review process. RETTEW has already reviewed and approved the agreement from the Solicitor.

I met with the Borough Solicitor on 1/12 to discuss amendments to the agreement as suggested by council members. Also discussed timeline as suggested by FHP. Solicitor sent a letter updating the Boroughs requirements to move forward. Please note that the plan has not yet been fully reviewed by our engineers or solicitor.

I will mention that I did meet with a resident from Florin Hill who is a retired Borough Manager who in general has stated that he is in favor of keeping Phase III with the same appearance as Phases I & II.

RETTEW provided a review letter to Florin Hill Partners, and they are currently evaluating the letter. **Florin Hill Partners have submitted As Built for phases 1 & 2 as well as plans for Phase 3. Additionally, they submitted a response letter to RETTEW's review letter. Everything is with RETTEW for review. A hard copy also needs to get to the Borough Solicitor. Parties met on 9/28 to discuss plans to move forward. Several remaining issues were brought to light. There will be additional meeting between the engineering firms and the attorneys involved.**

Borough Solicitor – Staff and I have been working on numerous projects with the Borough Solicitor.

- a. Ordinance for permit parking. **Need discussion w/Chief Goshen**
- b. Updates to Stormwater Ordinance. **Public Works Committee needs to review ordinance and recommendations by former stormwater officer.**
- c. Updates to Building Maintenance Code Zoning Ordinance Changes – **To be reviewed by Planning Commission and LCPD**
- d. Short Term Rental Ordinance – **Received draft back from solicitor. Additionally, it will need to go before Borough Planning Commission and Lancaster County Planning Department**

11. Jury Property lines. **No updates.**

12. **EV Charging Station** – Information provided to Ms Stebbins to look for grants.

Needs are currently being determined. Considering a dual station at the municipal lot on E. Henry Street and a dual station at the new municipal services complex. **No updates**

13. **Cresco Labs** - Jill and I met with Cresco personnel to discuss open items. Letter of Credit worked out with Cresco so staff will be working through the process of releasing LOC to Mr. Dodge, the previous owner. We continue to work on the sink whole as well as the stormwater basin.

LCCD has been very vocal about the basin being taken care of and have stated their plans to move forward with conversation with DEP. Cresco has advised that they have hired an individual to advise them on how to move forward and are waiting on his report to move forward. **No updates.**

14. **Public Works/Parks Department & Authority Facilities Discussion.** Mr. Nissley and I met with representatives from the Borough Authority to discuss future of both Borough and Authority facilities. This will be discussed in the Executive Session at your Council Meeting. **Both Council and Authority Board have placed this in the hands of the solicitors. No updates**

15. **Chiques Crossing** – Traffic Impact Study has been received. I, along with Borough and Authority Staff have meet with representatives from Vista Block to discuss a force sewer main running from the Chiques Crossing under Little Chiques Creek and to a connection a sewer line that is already present on the park side of the creek. The proposed main and connection would occur on Borough Property which according to the Borough Solicitor would require that the Borough sign off on a utility easement. **No Update**

******End of Report******



Project Estimate / Bid Result Comparison

9/9/2024

		<u>CRA CD Estimate</u>		<u>Bid Results</u>
Construction Costs:				
General Construction	estimate	\$5,095,271	actual	\$6,211,220.00
Alternate GC-4				\$21,192.00
HVAC Construction	estimate	\$1,032,726	actual	\$948,000.00
Plumbing Construction	estimate	\$439,208	actual	\$780,000.00
Electrical Construction	estimate	\$666,408	actual	\$1,414,570.00
Alternate EC-4				\$101,842.00
Alternate EC-4				\$105,877.00
Total Construction Cost:		\$7,233,612		\$9,582,701
Potential Cost-Savings Revisions				-\$800,000
Construction Soft Costs:				
Construction Contingency	5%	\$360,000	5%	\$479,135
Testing and Inspection (QA+)	estimate	\$161,902	actual	\$144,587
Regulatory Agency Fees	estimate	\$107,935	actual	\$0
Utility Tap Fees	estimate	\$107,935	actual	\$9,599
Reserve Capacity Fees	estimate	\$107,935	actual	\$0
Web Based Construction Admin	estimate	\$9,000	actual	\$4,831
Subtotal:		\$854,707		\$638,152
Additional Soft Costs:				
Arch/Engineering Fees	actual	\$491,948	actual	\$491,948
Site Design	actual	\$179,916	actual	\$179,916
Additional Site Survey ASA	actual	\$7,980	actual	\$7,980
Flow Test	actual	\$950	actual	\$950
Flow Test (secondary location)	actual	\$950	actual	\$950
Zoning Hearing Board	actual	\$5,690	actual	\$5,690
Code Review Allowance	actual	\$5,000	actual	\$13,000
Builders Risk Insurance	estimate	\$40,000	actual	\$40,000
Reimbursement/Printing	estimate	\$24,150	actual	\$24,150
Financing	estimate	\$201,254	actual	\$201,254
Technology Equipment (FFE)		\$241,505		\$241,505
Furniture (FFE)		\$322,006		\$322,006
Subtotal:		\$1,521,349		\$1,529,349
Total Project Cost:		\$9,609,669		\$10,950,202

Mount Joy Borough New Municipal Building Potential Cost Savings
General Construction - 09/09/2024

Item	Unit	Quantity	Savings Per Unit Low	Savings Per Unit High	Sub-total average	Preferred VE Items		
						YES	NO	
1 Replace precast sills w/ row lock brick at all windows and metal panel transitions. Stone veneer to receive Stone sill as part of manufactured stone veneer package.	LS	1	\$ 7,000	\$ 10,000	\$ 8,500	X		\$ 8,500
2 Replace Glu-Lam Structure and linear metal ceiling w/ pre-engineered scissor truss and gwb. Provide act in lobby.	LS	1	\$ 60,000	\$ 80,000	\$ 70,000	X		\$ 70,000
3 Delete Card Reader (replace door hardware with non-electrified)	EA	27	\$ 2,000	\$ 3,000	\$ 67,500	X		\$ 67,500
4 Replace thermal Z girt system with nail base insulation	LS	1	\$ 9,000	\$ 12,000	\$ 10,500	X		\$ 10,500
5 Replace lockers w/ integral bench with standard athletic lockers	LS	1	\$ 20,000	\$ 30,000	\$ 25,000	X		\$ 25,000
6 Delete HDU 3D graphics and vinyl wall graphics	LS	1	\$ 5,000	\$ 7,000	\$ 6,000	X		\$ 6,000
11 Make toilet room A150 a storage room (painted Block no ceiling)	LS	1	\$ 12,000	\$ 16,000	\$ 14,000	X		\$ 14,000

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**Mount Joy Borough New Municipal Building Potential Cost Savings
General Construction - 09/09/2024**

Item	Unit	Quantity	Savings Per Unit		Sub-total (average)	YES	NO	N/A	Preferred VE Items
			Unit Low	High					
13 Delete masonry planting walls replace with standard planting beds	LS	1	\$ 23,000	\$ 35,000	\$ 29,000	X			\$ 29,000
14 Delete / reduce hardscape at flagpoles	LS	1	\$ 6,000	\$ 8,000	\$ 7,000	X			\$ 7,000
15 Reduce masonry stairs with conc.	LS	1	\$ 4,000	\$ 5,000	\$ 4,500	X			\$ 4,500
16 Delete foundation drainage system throughout in driveway area	LS	1	\$ 4,000	\$ 5,000	\$ 4,500	X			\$ 4,500
17 Rework exterior signage lettering	LS	1	\$ 4,000	\$ 5,000	\$ 4,500	X			\$ 4,500
18 Manage bid for both savings	LS	1	\$ 11,000	\$ 14,000	\$ 12,500	X			\$ 12,500
19 Eliminate Metal Panel B replace w/ Composite metal panel	LS	1	\$ 6,000	\$ 8,000	\$ 7,000	X			\$ 7,000
20 Delete Resinous flooring from project. A136, A151, A153, A154 to receive PTZ all other spaces to receive sealed conc	LS	1	\$ 8,000	\$ 10,000	\$ 9,000	X			\$ 9,000
21 Replace ACT system with Armstrong Canyon	LS	1	\$ 11,000	\$ 14,000	\$ 12,500	X			\$ 12,500
22 Revise softball field to match existing conditions.	LS	1	\$ 40,000	\$ 50,000	\$ 45,000	X			\$ 45,000
23 Delete concrete pad, asphalt, and curb at EV station	LS	1	\$ 1,000	\$ 2,000	\$ 1,500	X			\$ 1,500
24 Reduce caliper sizes / height of buffer, parking lot, & street trees (EG: 6' to 4', DEC. 2" cat to 1" cal)	LS	1	\$ 4,000	\$ 6,000	\$ 5,000	X			\$ 5,000
25 Remove 50% of the buffer trees	LS	1	\$ 9,000	\$ 15,000	\$ 12,000	X			\$ 12,000
26 Delete foundation drain from entire building (keep in planting bed)	LS	1	\$ 9,000	\$ 11,000	\$ 10,000	X			\$ 10,000

**Mount Joy Borough New Municipal Building Potential Cost Savings
General Construction - 09/09/2024**

Item	Unit	Quantity	Savings Per Unit		Sub-total average	Preferred VE Items
			Low	High		
27	LS	1	\$ 28,000	\$ 32,000	\$ 30,000	X
28	LS	1			\$ -	
29	LS	1	\$10,000	\$15,000	\$ 12,500	X
30	LS	1	\$15,000	\$20,000	\$ 17,500	X
31	LS	1	\$ 5,000	\$ 8,000	\$ 6,500	X
Potential General Construction Savings					\$ 562,000	\$ 404,000

**Mount Joy Borough New Municipal Building Potential Cost Savings
MEP Construction - 09/09/2024**

Item	Unit	Quantity	Savings Per Unit		Sub-total average	Preferred VE Items		
			Unit Low	High		YES	NO	N/A
PC-1 Use manual flush valves instead of hard-wire sensor operated flush valves	LS	15	\$ 300	\$ 500	\$ 6,000	X		\$ 6,000
PC-2 Delete Detention Grade toilet fixtures and accessories. Salvage and reinstall existing 2 fixtures. Provide ADA new fixture	EA	2	\$ 10,000	\$ 14,000	\$ 24,000	X		\$ 24,000
PC-3 Replace Interior Cast Iron Storm Piping With schedule PVC piping	LS	1	\$ 22,000	\$ 30,000	\$ 26,000	X		\$ 26,000
PC-4 Delete natural gas line to generator (if changed to diesel)	LS	1	\$ 3,000	\$ 5,000	\$ 4,000	X		\$ 4,000
PC-5 Delete trench drains in sally port and use floor drains	LS	1	\$ 5,000	\$ 8,000	\$ 6,500	X		\$ 6,500
PC-6 Delete plumbing in toilet A150 and change to storage room	LS	1	\$ 6,000	\$ 9,000	\$ 7,500	X		\$ 7,500
PC-7 <i>Deliver dry pipe sprinkler system to be wet system if architectural revisions permit</i>	LS	1	\$ 15,000	\$ 25,000	\$ 20,000	X	X	\$ 20,000
EC-1 Delete Card Reader door rough-ins and wiring (replace door hardware with non-electrified)	EA	27	\$ 1,200	\$ 2,400	\$ 48,600	X		\$ 48,600
EC-2 Generator - Reduce load connected (currently whole building) Council Chambers/Conference Room for EMA operations & IDF room	LS	1	\$ 40,000	\$ 50,000	\$ 45,000	X		\$ 45,000
EC-3 Open up generator spec to General Electric	LS	1	\$ 40,000	\$ 80,000	\$ 60,000	X		\$ 60,000
EC-4 Generator - Change to diesel in lieu of natural gas	LS	1	\$ 10,000	\$ 20,000	\$ 15,000	X		\$ 15,000
EC-5 Eliminate white noise system	LS	1	\$ 8,000	\$ 12,000	\$ 10,000	X		\$ 10,000
EC-6 Reduce Council Chambers AV system add additional providers	LS	1	\$ 30,000	\$ 50,000	\$ 40,000	X		\$ 40,000

**Mount Joy Borough New Municipal Building Potential Cost Savings
MEP Construction - 09/09/2024**

Item	Unit	Quantity	Savings Per Unit		Sub-total average)	YES	NO	N/A	Preferred VE Items
			Unit Low	High					
EC-7 Aluminum feeder conductors in lieu of copper	LS	1	\$ 8,000	\$ 10,000	\$ 9,000	X			\$ 9,000
EC-8 Change to 24V lighting controls in lieu of digital room controllers	LS	1	\$ 10,000	\$ 15,000	\$ 12,500	X			\$ 12,500
EC-9 Use digital devices in lieu of physical technology	LS	1	\$ 10,000	\$ 15,000	\$ 12,500		X		
EC-10 Eliminate Electric Vehicle Charger	EA	1	\$ 16,000	\$ 24,000	\$ 20,000	X			\$ 20,000
EC-11 Eliminate exterior building Township Seal sign light. Provide wire/conduit	EA	1	\$ 5,000	\$ 7,000	\$ 6,000	X			\$ 6,000
EC-12 Replace service rated transfer switch with standard transfer and service rated disconnect	EA	1	\$ 7,000	\$ 10,000	\$ 8,500	X			\$ 8,500
EC-13 Run MC cable in lieu of conduit	LS	1	\$ 16,000	\$ 20,000	\$ 18,000	X			\$ 18,000
Potential MEP Construction Savings					\$ 439,100				\$ 386,600

Potential Total Savings All Trades \$ 1,001,100

\$ 790,600

PSAB Fall Leadership CONFERENCE

October 11-13, 2024

Lancaster Marriott & Convention Center

TENTATIVE AGENDA

11/6

Friday, October 11

4:00 – 9:00 PM **PSAB Registration**

5:00 – 9:00 PM **Welcome Dinner with Exhibitors**
(Included in the PSAB registration fee)
(Prizes Awarded)

Saturday, October 12

7:00 – 8:00 AM **Breakfast with the Exhibitors**

7:00 – 10:00 AM **Visit the Exhibits**

7:00 AM – 4:30 PM **PSAB Registration**

8:00 AM – 12:00 PM **General Sessions**



Presiding

Thomas Weikel, Royersford
President

9:00 – 10:00 AM **Refreshment Break with the Exhibitors** (Prizes awarded)

Saturday, October 12 (cont.)

10:00 – 11:00 AM

EMS in Crisis: Using Creative Solutions to Address EMS Issues in Your Borough

Municipalities across the Commonwealth are struggling to find the resources necessary to maintain a well-equipped fully staffed EMS Service due to rising costs and insufficient revenue. During this session, speakers will discuss the most prevalent EMS issues and creative solutions to address such issues, including an explanation of the EMS Authority Model and the process of creating an authority.

11:00 AM – 12:00 PM

Essential Internal Controls and Audit Preparation

Teena Curnow, CPA from SEK, CPA's & Auditors, will review recommended internal controls to protect your municipality from potential fraud or financial mismanagement. Recommendations will be provided for essential controls applicable to variously sized municipalities with different levels of operations. The session will also review best practices in preparing for your annual audit, and looking at things you can be doing now to make your upcoming audit as seamless as possible.

12:15 – 1:15 PM **Lunch**

(Included in the PSAB registration fee)

SATURDAY • 8:00 – 9:00 AM

KEYNOTE SPEAKER: JACKIE FREIBURG

COURAGEOUS LEADERSHIP



Jackie Freiburg, Author, Business Owner and Entrepreneur, will discuss what the future of leadership should look like? We need courageous leaders who can swiftly navigate the uncertainties ahead. Courage is a Leadership Superpower, it is a skill that can be trained and observed and it is a skill that allows all other skills to flourish. Developing courageous leaders will enhance performance, accountability, alignment, retention and engagement. You'll leave this keynote with practical skills and strategies for becoming more courageous.

Saturday, October 12 (cont.)

1:30 – 3:30 PM General Sessions



Presiding

Randy L. Riddle, Grove City
1st Vice President

1:30 – 2:30 PM

Police Panel Session

Ashley Heiberger, (Ret), Police Practices Advisor and Adjunct Professor, will moderate this panel discussion which will focus on current issues facing police departments as well as the latest in best practices for local law enforcement. This interactive session will encourage attendees to engage the panel and will provide opportunities for Q and A.

2:30 – 3:30 PM JCP Program

Involvement in local government from every generation is critical. Join panelists including *Kris Cardiff from Trafford Borough* for important information on youth engagement and to learn how to create and maintain a successful Junior Council Person Program in your borough.

3:45 – 4:45 PM Concurrent Sessions by Population

6:00 – 7:00 PM Reception

(Cash Bar)

7:00 – 9:00 PM Dinner & Networking

(Included in the PSAB Registration Fee)

Sunday, October 13

7:00 – 7:45 AM Continental Breakfast

8:00 – 10:00 AM General Sessions



Presiding

Tami Halstead, Newport
2nd Vice President

8:00 – 9:00 AM

Communicating & Controlling Borough News in Good Times & Bad

In local government, proactive communication can go a long way toward improving public awareness and garnering greater support for the activities and initiatives occurring within your borough. But how does a budget-strapped borough improve its positive publicity? And what should leadership do and say when a crisis occurs? *Leza Raffel, President, Communication Solutions Group*, will provide strategies and tactics for communicating in good times and bad. She will explore ways to maximize your borough's existing communication resources and how to leverage local media, social media, direct mail, community groups, and outlets you never even thought of.

9:00 – 10:00 AM

Legislative Year in Review

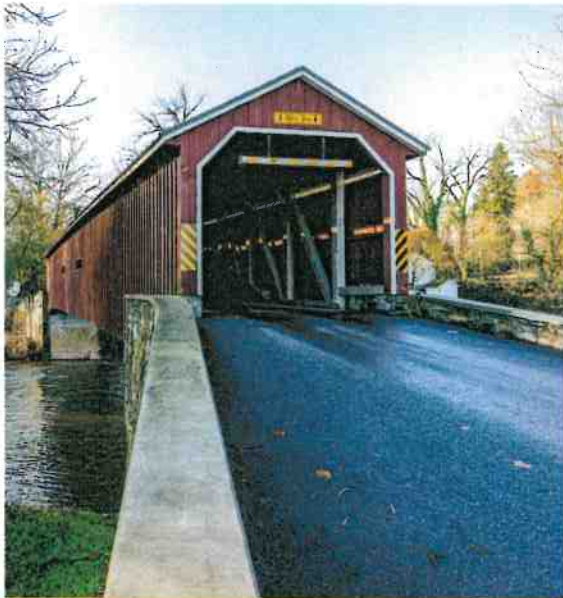
Ron Grutza, PSAB Senior Director of Government Affairs, and Logan Stover, PSAB Director of Policy & Legislative Affairs, will review the status of pending legislation and recently enacted laws that could affect your borough. Attendees will have the opportunity to ask questions.



Hotel Room Reservations – Lancaster Marriott

Deadline – Thursday, September 19, 2024 or until the PSAB block is sold out.

The room rate at the Lancaster Marriott is \$199 + 11% (\$220.89 including occupancy tax), single or double, per room, per night. **Parking is included in the room rate.** To make reservations, visit www.hotelreservations.boroughs.org (must use credit card) or call 717-239-1600 and ask for the PSAB rate. If you have any questions, please contact Mary Weller at mweller@boroughs.org or Suzi Kent at skent@boroughs.org. You can also call 717-236-9526 and ask for Mary at Ext. 1026 or Suzi at Ext. 1030.



Registration Information

PAYMENT OPTIONS:

Easy ways to pay and register.

Pay securely online.

Visit myaccount.boroughs.org
(Conferences tab)

Return this form with check to:

PA State Association of Boroughs
2941 North Front Street
Harrisburg, PA 17110

Fax this form to:

717-236-8164
(Follow up with a check.)

Note: There is no spouse program at the Fall Conference. Please purchase extra meal tickets that are needed on the registration form.

QUESTIONS? Contact Mary Weller (Ext. 1026) or Suzi Kent (Ext. 1030) at PSAB at 800-232-7722.

Section 701 of the Borough Code provides reimbursement for mileage, registration fees, and all other actual expenses for the conference that council agrees to pay.



Earn credit.

This program is approved for 6 Certified Borough Official Credit hours.

PSAB FALL LEADERSHIP CONFERENCE REGISTRATION | LANCASTER MARRIOTT & CONVENTION CENTER | OCTOBER 11-13, 2024

BOROUGH: _____

	Delegate Name/Spouse Name (if attending) <i>(As you want it to appear on badge)</i>	Title	Full Package	Saturday Only	Extra Lunch Tickets	Extra Dinner Tickets
1.						
2.						
3.						
4.						

Special Requirements including food allergies *(Please list name & requirements):* _____

BEFORE SEPT. 19 **AFTER SEPT. 19**

_____ \$ 190 \$ 240 **FULL PACKAGE:** Includes All Conference Sessions, Breaks, Friday Dinner, and Saturday Lunch and Dinner \$ _____

_____ \$ 155 \$ 180 **SATURDAY ONLY:** Includes All Saturday Conference Sessions, Breaks, and Lunch \$ _____

_____ \$ 20 \$ 20 Extra Lunch Tickets (Saturday, October 12) \$ _____

_____ \$ 35 \$ 35 Extra Dinner Tickets (Saturday, October 12) \$ _____

Contact Person: _____

Total: \$ _____

Phone: (_____) _____ Email: _____

11c.

Mount Joy Budget Calendar for Fiscal Year 2025

Due Day	Due Date	Budget Activity	Responsible Person(s)
Tuesday	Aug. 13	Distribute 2024 Budget for end-of-year projection.	Manager
Tuesday	Aug. 13	Distribute 5-Year Capital Expense Form	Manager
Wednesday	Aug. 21	Submit 5-Year Capital Expenditure Plan	Department Heads
Wednesday	Aug. 21	Submit End-of Year Expenditure Projections	Department Heads
Wednesday	Aug. 28	Submit End-of-Year Revenue Projections	Department Heads
Monday	Sept. 2	Distribute Annual Budget Forms	Manager
Friday	Sept. 13	Post current year expenditures and revenues or estimates to the budget form	Manager/Asst Manager
	Sept. 16 - 20	Individual Department Budget Meeting	Staff
Monday	Sept. 30	Submitt MMO	Pension Administrator
Monday	Oct. 7	Submit 2025 Expenditure Estimates to Manager	Department Heads
	Oct. 14, 21, 224	Committee rerviews their respective budgets with Department Head/Manager	Committees
Thursday	Oct. 31	Enter expenditure requests and revenue estimates in annual budget form	Manager/Asst Manager
Monday	Nov. 4	Regular Council Meeting	Governing Body
Thursday	Nov. 7	Budget Meeting	Governing Body
Tuesday	Nov. 12	Council Budget Meeting, consider/adopt preliminary Budget	Governing Body
Thursday	Nov. 14	Council Budget Meeting, adopt preliminary Budget *	Governing Body
Wednesday	Nov. 20	Submit advertisement to newspaper	Manager
Wednesday	Nov. 20	Make budget available for public inspection	Manager
Monday	Dec. 2	Adopt budget and ordinance setting real estate tax rate.	Governing Body
Monday	Dec. 31	Create budget accounts and enter amount in ledger	Manager/Asst Manager

* If raising taxes, budget adoption must be by ordinance, otherwise, resolution will suffice.

Employee Performance Appraisal Scoring Card

Base Raise _____%

4.6 to 5 = 2% Additional Raise

4.1 to 4.5 = 1.5% Additional Raise

3.5 to 4.0 = 1% Additional Raise

3.0 to 3.4 = .5% Additional Raise

2.9 or less = Base Raise



**MOUNT JOY BOROUGH NON-UNIFORM EMPLOYEE
PERFORMANCE APPRAISAL**

Employee	Job Title	Date
Department	Supervisor	Last Review Date

A. EMPLOYEE PERFORMANCE REVIEW: *Guided by your documentation, rate the employee's performance on the statements in the four areas below. When possible, please complete the comments section in each category.*

UNSATISFACTORY 1	BELOW EXPECTED 2	AT EXPECTED 3	ABOVE EXPECTED 4	OUTSTANDING 5
Fails to meet minimum required performance standards	Performs below expected level Improvement is necessary	Performs at the level expected of a competent employee	Performance is clearly above the expected level	Performs at an uncommonly high level. Superior to most others

QUALITY AND PRODUCTIVITY (rate 1-5)

	rating
Demonstrates competence in required job skills and knowledge	
Meets standards for quantity of work and productivity of efforts	
Produces results that are accurate, thorough and on time	
Plans and organizes tasks and assignments for best results	
Actively looks for improvements and suggests better ways to do things	
<i>Comments:</i>	
Total rating	
Average - Total rating / 5	

TEAMWORK AND COMMUNICATION (rate 1-5)

	rating
Works cooperatively with others to get the job done	
Treats others with respect, courtesy and consideration	
Listens to others and works to understand them	
Offers help to others and accepts assistance when needed	
Expresses self clearly verbally and in writing	
<i>Comments:</i>	
Total rating	
Average - Total rating / 5	

FOCUS ON SERVICE (rate 1-5)		rating
Demonstrates tact and patience when interacting with the public		
Works to understand, meet and anticipate wants and needs of the public		
Takes action to solve problems using both common sense and analytical skills		
Tracks problems and complaints to identify needed system/process changes		
Exhibits awareness of public/community safety and welfare needs		
<i>Comments:</i>		
		Total rating
		Average - Total rating / 5

ESSENTIAL ACTIONS (rate 1-5)		rating
Consistently shows prompt and reliable attendance		
Consistently operates and maintains equipment appropriately and efficiently		
Consistently uses established safe work practices and abides by safety rules		
Consistently shows support for Borough's goals and ethical standards		
Consistently shows respect to supervisors and elected officials		
<i>Comments:</i>		
		Total rating
		Average - Total rating / 5

Average of all 4 areas from above (add / by four)	
--	--

Percentage increase recommended: N/A
 (Refer to scoring card)

PERFORMANCE ASSESSMENT (Continued)

Name:	Date:
-------	-------

EMPLOYEE COMMENTS:

SUPERVISOR COMMENTS:

By signing this form the employee acknowledges only that this information has been reviewed with him or her.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Manager Signature _____ Date _____

He

BOROUGH OF MOUNT JOY

Lancaster County, Pennsylvania

ORDINANCE NO. 04-2024

AN ORDINANCE TO AMEND THE MOUNT JOY BOROUGH CODE OF ORDINANCES, CHAPTER 270, ZONING, TO ADD REGULATIONS GOVERNING SHORT-TERM RENTAL UNITS.

BE AND IT IS HEREBY ORDAINED AND ENACTED by Borough Council of the Borough of Mount Joy, Lancaster County, Pennsylvania, as follows:

Section 1. The Mount Joy Borough Code of Ordinances, Chapter 270, Zoning, Article II, Terminology, §270-32, Definitions, shall be amended by adding or revising the following definitions in alphabetical order:

RESIDENTIAL OCCUPANCY – The non-transient occupancy of a dwelling unit by one family for a continuous period of 30 or more days. The use of a dwelling as an approved bed and breakfast as an accessory use in an owner-occupied dwelling shall not be considered a short-term rental.

SHORT-TERM RENTAL – The occupancy of a structure constructed as a dwelling in a manner which does not meet the definition of residential occupancy. The use of a dwelling as an approved bed and breakfast establishment as an accessory use shall not be considered a short term rental.

Section 2. The Mount Joy Borough Code of Ordinances, Chapter 270, Zoning, Article III, District Regulations, §270-46, Permitted Uses, Subsection B, Table of Permitted Uses, shall be amended as follows:

Table of Permitted Uses: Primarily Nonresidential Districts

* * *

Types of Uses (See definitions in Article II)	Zoning Districts					
	CBD	NC	GC	LI	CI	GI
* * *						
B. Commercial Uses						
* * *						
Short Term Rental	SE	SE	N	N	N	N
* * *						

Section 3. The Mount Joy Borough Code of Ordinances, Chapter 270, Zoning, Article IV, Specific Use Regulations, §270-62, Principal Uses, shall be amended by adding a new Subsection TT, which shall provide as follows:

TT. Short-Term Rental.

- (1) No more than one short-term rental unit may be located in a structure, and a short-term rental unit may not be located in a structure which contains any dwelling unit.
- (2) The applicant for a conditional use shall demonstrate that the proposed short term rental unit contains or meets the following:
 - (a) Smoke detector in each bedroom.
 - (b) Smoke detector outside each bedroom in the common hallway.
 - (c) Smoke detector on each floor, including basement.
 - (d) GFI outlet required if outlet located within six feet of water source.
 - (e) Metal exhaust from dryer (if dryer provided).
 - (f) Carbon monoxide detector on each floor a fossil fuel appliance is installed.
 - (g) Carbon monoxide detector if garage is attached to unit.
 - (h) 5-pound ABC fire extinguisher in kitchen mounted in conspicuous location with a current inspection tag.
 - (i) Indoor and outdoor stairs in good condition with handrails.
 - (j) All outlets and switches shall be properly covered.
 - (k) Fully functional bathing and toilet facilities.
 - (l) A placard shall be erected showing the floor plan to the front door exit. The placard shall be posted on the interior side of the front exit door or in an alternate location approved by the Zoning Officer.
 - (m) Address identification meeting the requirements of Chapter 195, Property Maintenance.
 - (n) Key box meeting the requirements of Chapter 136, Fire Prevention, Article III, Emergency Access; Key Boxes.

- (3) No modifications shall be made to the external appearance of the building containing the short-term rental which would alter its residential character except fire escapes.
- (4) A short-term rental unit may be used for transient lodging only. A short-term rental unit shall not be used as an event venue, gathering place, retreat center, or any other use regardless of name involving the attendance of persons other than the persons staying at the short-term rental unit for transient lodging.
- (5) At least two off-street parking spaces shall be provided for each short-term rental unit. If a short-term rental unit has three or more bedrooms, at least three off-street parking spaces shall be provided.

Section 4. All other sections, parts and provisions of the Mount Joy Borough Code of Ordinances shall remain in full force and effect as previously enacted and amended.

Section 5. In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or parts of this Ordinance, it being the intent of Borough Council that the remainder of the Ordinance shall be and shall remain in full force and effect.

Section 6. This Ordinance shall take effect and be in force from and after its enactment as provided by law.

DULY ORDAINED AND ENACTED this ____ day of _____, 2024, by Borough Council of the Borough of Mount Joy, Lancaster County, Pennsylvania, in lawful session duly assembled.

BOROUGH OF MOUNT JOY
Lancaster County, Pennsylvania

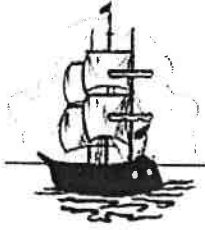
Attest: _____
(Assistant) Secretary

By: _____
(Vice) President
Borough Council

BOROUGH SEAL]

Examined and approved as an Ordinance this ____ day of _____, 2024.

By: _____
Mayor



Mount Joy Borough

Established 1851 in Lancaster County, PA



Request application for Parade, Procession or Assemblage

ORGANIZATION NAME (If Applicable): Mount Joy Chamber of Commerce	REPRESENTATIVE NAME: Michele Emenheiser
ORGANIZATION ADDRESS: 62 East Main Street, Ste. 1 Mount Joy, PA 17552	REPRESENTATIVE PHONE: 717.653.0773
	REPRESENTATIVE EMAIL: michele@mountjoychamber.com
NAME OF EVENT: Mount Joy Spooktacular	DATE AND TIME OF EVENT: Saturday, October 26, 2024 5-8 p.m.
SPECIFIC STREET(S) LOCATION, OR ROUTE REQUESTED (Include any attachments, maps, etc.): We are requesting that Market and Main to Barbara and Main be closed to vehicles from 4-9 p.m. on the day of the event to allow for set-up and tear down. We are also requesting fire police to assist with directing traffic, as well as staff to place baracades at street closures.	

Michele Emenheiser representing Mount Joy Area Chamber of Commerce
 Name Organization

- Have read and understood the Borough’s ordinance (Chapter 176) regarding parades and street assemblages.
- Acknowledge a permit will not be issued until the mayor is satisfied that such parade, procession or assemblage can and will be conducted without causing public disorder or unreasonable danger to persons or property.
- Acknowledge the applicant or applicants to whom any permit shall be issued hereunder shall, at their own cost, obtain all necessary consents from state authorities and shall provide all signs and barriers, and for the erection and removal thereof, which shall be required for any traffic or parking restriction or prohibition which shall be either requested by the applicant or required by the mayor.
- Acknowledge the mayor may require the applicant or applicants, individually or on behalf of any applicant organization, in writing, to undertake to obtain any necessary consent of other public authorities and to comply with all the requirements of this chapter and, specifically, to provide for erection and removal of such signs and barriers and persons to direct traffic as the mayor may deem necessary in connection with any traffic or parking restrictions or prohibitions requested by the applicant or required by the mayor. The mayor may require the applicant or applicants to furnish reasonable security for compliance with this chapter and the conditions of the permit.
- Acknowledge that failure to apply for a permit in a timely fashion may result in denial due to insufficient time available for planning and preparation.

Street Closure - Spooktacular - Map.jpeg



12 b i

Fire Department Mount Joy Event Participation Form

Fire Department Mount Joy is requesting Mount Joy Borough's authorization to participate in the event listed below.

Event: Donegal High School Football Traffic Control

Date(s) of Event: August 30
September 13, 27
October 18, 25

Time(s) of Event: 1800- 2200

Location of Event: Donegal High School Football Stadium

Event Request Date: August 4, 2024

Person Making Request: (Print): Curtis Herneisen, FP Captain, FDMJ

Signature: Curtis P. Herneisen

FDMJ Authorization:
Fire Chief Signature: [Signature]

Mount Joy Borough Authorization

126ii

Fire Department Mount Joy Event Participation Form

Fire Department Mount Joy is requesting Mount Joy Borough's authorization to participate in the event listed below.

Event:

Date(s) of Event: September 14, 2024

Time(s) of Event: 3:00 pm – 9:30 pm

Location of Event: Mastersonville Fire St

Event Request Date: August 15, 2024

Person Making Request: (Print): Curtis Herneisen, FP Captain, FDMJ

Signature: Curtis P Herneisen

FDMJ Authorization:
Fire Chief Signature: [Signature]

Mount Joy Borough Authorization



Mastersonville Volunteer Fire Department

2121 Meadow View Road

Manheim, PA 17545

Est. 1949

Proudly serving Rapho and Mount Joy Townships and surrounding Communities!

To: surrounding mutual aid departments

Subject: Requesting assistance

September 14, 2024

My name is Kristin Martin, and I serve as the Fire Police Captain with the Mastersonville Fire Company, Station 27. On Saturday, September 14, 2024 we are requesting the assistance of Special Fire Police officers for traffic control during our 75th Anniversary Event at our station, 2121 Meadow View Rd., Manheim, PA 17545.

Your support would be greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact me.

3pm - night fall

Thank you in advance for your cooperation.

Sincerely,

Kristin Martin

Special Fire Police Captain

Mastersonville Fire Company, Station 27

Cell: 717-917-0211

Email: fp27@mastersonvillefire.com



MANHEIM BOROUGH

15 EAST HIGH STREET
MANHEIM, PA 17545

August 9, 2024

THE BOROUGH OF MANHEIM HEREBY REQUESTS that the Governing bodies of Penn Township, Rapho Township, East Petersburg Borough, East Hempfield Township, Mount Joy Borough, Elizabethtown Borough, Elizabeth Township, Warwick Township, West Earl Township, Columbia Borough and West Hempfield Township

to respectively authorize the

Penryn Special Police, Mastersonville Special Fire Police, East Petersburg Special Fire Police, Hempfield Special Fire Police, Fire Department of Mount Joy Special Fire Police, Elizabethtown Special Fire Police, Brickerville Special Fire Police, Brunnerville Special Fire Police, West Earl Special Fire Police, Columbia Special Fire Police and West Hempfield Special Fire Police

to provide security, traffic and crowd control for

The Manheim Farm Show Parade

These officers are needed from 5:15 PM to approximately 10:00 PM, Wednesday evening, October 9, 2024.

If authorized coordination should be discussed with and arranged through Nate Snyder, Captain, Manheim Borough Special Fire Police. Carl can be reached at (717) 615-1388 or nsnyder1030@gmail.com.

Please keep in mind that each Fire Police Unit, or the municipality in which it is domiciled, shall be responsible for providing Workers' Compensation Insurance for its fire police officers during the performance of their duties at authorized events.

Thank you in advance, for your consideration of this request.


Respectfully submitted,

James Williams
Manheim Interim Borough Manager

cc: Nate Snyder, Captain
Manheim Borough Special Fire Police

Mount Joy Borough Curb and Sidewalk Ordinance Chapter 232	
Current Ordinance	Proposed Changes
Inspection Policy unofficial document never approved by Borough Council	Inspection Policy to be contained in Borough Resolution
Inspection Frequency tied to Borough 5-YR Streets and Alley program.	Inspection Frequency tied to 1) Borough 5-YR Street and Alley program; 2) ADA Complaint; 3) Curb deterioration will cause damage to Borough Street
No Reference Standards in current Ordinance	New Section 232-53, Regulatory Reference Standards
Appeals of Public Works Department Inspection not specified	Appeal to Borough Manager then Public Works Committee for Recommendation to Borough Council.
Existing Inspection Criteria does not consider running slope which is an ADA criteria.	Proposed Inspection Criteria for existing sidewalks will consider a modification to the ADA running slope standard
Existing curbs and sidewalks must meet current ADA and Borough Specifications	Existing curbs and sidewalks will need to meet a less rigorous standard per the new Inspection Policy
All new installations must meet current ADA and Borough Specifications	All new installations must meet current ADA and Borough Technical Specifications
Nonconforming curb and sidewalk that does not have a normal life expectancy of more than five years or that does not meet current ADA or Borough specifications shall be replaced	Nonconforming curb and sidewalk that does not have both a normal life expectancy of more than five years and meet current Borough Inspection Criteria contained in the Inspection Policy, approved by Borough Resolution shall be repaired and/or replaced.
Cross Slope of Sidewalk - per ADA, Maximum allowed 2.1%	Cross Slope on existing sidewalk to allow up to 5.00% and 8.33% across driveways

Running slope 8.33% at ramps approaching ADA or driveways, 5% any other place.	Running Slope maximum of 8.33% with allowance approaching a driveway to be maximum 11%
Running slope can exceed 5% when matching running slope of adjacent street	Running slope can exceed 8.33% when matching running slope of adjacent street
Combination Cross Slope/Running Slope - No allowance	Combination Cross Slope/Running Slope - When approaching, crossing and/or departing a driveway the mathematical sum of the cross slope and the running slope shall not exceed 16%
Cracks in Sidewalks - Vertical Separation	Same as Existing Inspection Criteria
Cracks in Sidewalks - Horizontal Separation	Same as Existing Inspection Criteria
Spalling and Chipping	Same as Existing Inspection Criteria
Sidewalks adjacent to Steep Slope Streets	Same as Existing Inspection Criteria
Sidewalk Heaving or Depression	Same as Existing Inspection Criteria
Curbs and sidewalks lumped together in current Ordinance	Curbs broken out separately. No change to Inspection criteria.
Technical Design Specifications are in the Ordinance	Technical Design Specifications in the Ordinance have been updated.
Limited Design Details in current Ordinance	Numerous Additional Design Details now included in the Ordinance.

	BOROUGH OF MOUNT JOY Lancaster County, Pennsylvania	
	POLICY #	
Subject		
CURBS AND SIDEWALK – DRAFT		
Date of Issue	Effective Date	Expiration Date
		N/A
Amends:		
Policy	Rescinds:	
	N/A	
All Personnel		

I. PURPOSE

The purpose of the policy and procedure is to establish guidelines for the inspection of existing curbs and sidewalks and determining the conditions requiring replacement or repair of curbs and sidewalks as defined under the Mount Joy Borough Property Maintenance Code as well as Street and Sidewalk Maintenance Program.

II. BACKGROUND

- A. The Mount Joy Borough Property Maintenance Code requires that all Mount Joy Borough property owners maintain their properties in a state of good repair. In the case of this policy, sidewalks, and curbs.
- B. The Mount Joy Borough Ordinance, Chapter 232 Streets and Sidewalks, Section 232-63 Nonconforming Curbs and Sidewalks defines that when a Public Borough Street or PennDOT Street is planned to be reconstructed, the existing sidewalks and curbs shall be surveyed for compliance with the then current ADA standards and the current Borough Inspection specifications.
- C. This policy addresses/defines the physical conditions that warrant the requirement that existing areas of sidewalks and curbs be repaired or replaced.
- D. Those areas of existing sidewalk and curb not in compliance with both Section 232-63 and the current Borough Inspection specifications contained in in this Inspection Policy must be repaired, replaced, or constructed as needed.
- E. If an existing sidewalk or curb does not meet the requirements of both Section 232-63 and this Inspection Policy, it must be replaced to meet current ADA standards.
- F. The Mount Joy Borough Ordinance, Chapter 232 Streets, and sidewalks, Section 232-57 Complaints and Requests for Waivers defines that any complaint asserting violations of the Americans with Disabilities Act standards shall be investigated by the Borough Manager and “case by case” recommendations shall be provided to Borough Council for their final determination.
- G. The Mount Joy Borough Ordinance, Chapter 232 Streets and Sidewalks, Section 232-55 Standards for New Construction of Curbs and Sidewalks defines that when a new curb or sidewalk is to be installed it shall meet current Borough construction standards contained in Section 232-61 and current ADA standards. Therefore, this Policy does not apply to new

construction.

III. DEFINITIONS

- A. Crack: A horizontal or vertical separation of the concrete surface of a single pad. .
- B. Cross Slope: The change in elevation of a single sidewalk pad measured across the width of the sidewalk pad.
- C. Curb Section: Raised or depressed concrete curb minimum 5'-0" in length.
- D. Depression/Sunk: A downward movement measured from the horizontal of a single pad or two adjacent pads.
- E. Grinding: The mechanical process of removing material by abrasive means.
- F. Heave(d): An upward movement measured from the horizontal of a single pad or two adjacent pads.
- G. Multiple Cracks: Four or more individual cracks per individual sidewalk pad.
- H. Running Slope: The change in elevation of a single sidewalk pad measured in the direction of pedestrian travel of the sidewalk pad.
- I. Sidewalk Pad: Sidewalk section 4'-0" wide and 5'-0" in length separated by either a control joint or an expansion joint.
- J. Spalling: Fragmentation/degradation of concrete surface where the surface peels, pops, or flakes off.

IV. PROCEDURES

A. SIDEWALKS

1. CRACKS

a. Vertical Separation

If a crack in a sidewalk pad has a vertical separation of more than one quarter inch, the pad shall be replaced. A vertical separation of more than one-quarter inch in height between sidewalk pads can be ground to correct the vertical separation. The maximum vertical separation that may be corrected with grinding will be two inches, however in no case shall more than one-half the thickness of the pad be ground to correct the vertical separation. All slopes produced by the grinding of pads shall comply with the current United States Americans with Disabilities Act and all regulations adopted pursuant thereto.

b. Horizontal Separations-

- (1) A crack in a sidewalk pad or between adjacent sidewalk pads with a horizontal separation of more than one-half inch shall be replaced.
- (2) Pads with multiple cracks shall be replaced.
- (3) Exceptions:
 - i. If the horizontal separation measures one-half inch between two sidewalk pads or between the sidewalk pad and curb and is caused by missing or disintegrated expansion joint material, the horizontal separation may be corrected with the installation of new one-half inch thick expansion material. The expansion material must meet the specifications in the current Borough Ordinance. The crack will be sealed with a suitable concrete caulk material.
 - ii. A horizontal separation of less than one-half inch may be repaired by saw cutting to provide a clean edge on each side of the separation and crack sealed with a suitable concrete caulk material according to manufacturer's directions. The surface shall be finished flush with the existing surface, smooth and devoid of trip hazards. If, after saw cutting the horizontal separation measures one-half inch the horizontal separation will be filled with new one-half inch thick expansion material. The expansion material must meet the specifications of the current

Borough Ordinance. The crack will then be sealed with a suitable concrete caulk material according to the manufacturer's directions. A sidewalk section having a horizontal separation of more than one-half inch shall be replaced.

2. SPALLING AND CHIPPING

- a. Pads with spalling or chipping over 50% or more of the Surface shall be replaced. Pads with less than 50% spalled or chipped surface may be repaired with a suitable patching material. The patching material shall be applied according to the manufacturer's directions and shall be finished to provide a smooth surface devoid of trip hazards. The pad shall be replaced if the patching material fails producing a vertical separation of one-quarter inch or more or a horizontal separation of more than one-half inch. Patching over an existing patch is not permitted. Use of an asphalt patch on an existing concrete sidewalk is not permitted.

3. CROSS SLOPE

- a. Existing cross slope shall not exceed 5.00 % for any distance.
(1) Exception: Cross slope on sidewalk crossing driveway may be maximum of 8.33%.

4. RUNNING SLOPE

- a. Running slope shall not exceed 8.33% for any distance except when immediately approaching or immediately after crossing a driveway where it can be a maximum of 11.00%.
(1) Exception: Running slope can be the same as the adjacent road running slope.
- b. Running slope across a driveway shall not exceed the maximum of 8.33% of the running slope of the adjacent street.

5. COMBINATTION CROSS SLOPE AND RUNNING SLOPE

- a. When immediately approaching, crossing, and/or departing a driveway for a distance not to exceed 28 feet the mathematical sum of the cross slope and the running slope shall not exceed 16 %. Paragraphs III.A. 3 and III.A.4 apply.

6. SIDEWALKS ADCAJENT TO STEEP SLOPE STREETS.

- a. Sidewalks adjacent to steep slope streets may match the slope of the street.

7. HEAVING OR DEPRESSION

- a. Heaving or depression in the sidewalk due to tree roots or any other reason with a vertical change in elevation greater than 4 inches upward or downward is considered a tripping hazard and will require repair or replacement.

8. SIDEWALK SURFACE FINISH

- a. Sidewalk surface shall be light broom finish running with the cross slope.

B. CURBS

2. HEAVED, SHOVED, PUSHED CURB SECTIONS-

- a. Curbs that are heaved, shoved, or pushed more than one inch out of parallel alignment of the vertical face of the curb shall be replaced.

3. CRACKS

- a. A curb section shall be replaced if the crack separation is more than one-half inch.
- b. Curb sections with multiple cracks shall be replaced.
- c. Partial curb section replacement- Partial curb section replacement is permitted as long as the section remaining, and the new section are each a minimum of five feet in length and there is an expansion joint at each end. Expansion joints shall be installed every twenty feet.
- d. Vertical Separations- If the crack in the curb creates a vertical separation of more than one-quarter inch, the curb shall be replaced or the uneven surface ground to correct the vertical separation. The maximum vertical separation that may be corrected with grinding will be two inches. All slopes within curb cut areas produced by grinding of pads shall

comply with current United Americans with Disabilities Act and all regulations adopted pursuant thereto.

3. HORIZONTAL SEPERATIONS

- a. A curb with a horizontal crack of more than one-haff inch shall be replaced.
- b. A curb with multiple cracks shall be replaced.
- c. Exceptions:
 - (1) If the horizontal separation measures one-half inch between two curb sections or between the sidewalk and curb and is caused by missing or disintegrated expansion joint material, the horizontal separation may be corrected with the installation of new, one-half inch thick expansion joint material. The expansion joint material must meet the specifications of the current Borough Ordinance. The crack will then be sealed with a suitable concrete caulk material.
 - (2) A horizontal separation of less than one-half inch may be repaired by saw cutting to provide a clean edge on each side of the separation and the crack sealed with a suitable concrete caulk material according to manufacturer's directions. The surface shall be finished smooth and flush with the existing surface. If, after saw cutting, the horizontal separation measures one-half inch, the horizontal separation will be filled with new, one- half inch thick expansion material. The expansion material must meet the specifications of the current Borough Ordinance. The crack will then be sealed with a suitable concrete caulk material according to the manufacturer's directions. A horizontal separation of more than one-half inch shall be replaced.

4. SPALLING

- a. Curbs with spalling over 50% or more of the surface shall be replaced. Pads with less than 50% spalled surface may be repaired with a suitable patching material. The patching material shall be applied according to the manufacturer's directions and shall be finished to provide a smooth surface devoid of trip hazards. The pad shall be replaced if the patching material fails producing a depression greater than one-quarter inch or more/or a horizontal separation crack of more than one-half inch. Patching over an existing patch is not permitted. Use of an asphalt patch on an existing concrete curb is not permitted.

5. CHIPPED CURBS

- a. Chipped areas in curbs two inches or less deep from the existing surface at the deepest point and two feet or less in length may be patched with a suitable patching material. The patching material shall be applied according to the manufacturer's directions and shall be finished to provide a smooth surface.
- b. In cases where the chipped area in is greater than two inches deep at the deepest point from the existing damaged surface and/or greater than two feet in length, the curb must be replaced.
- c. Partial curb section replacement- Partial curb section replacement is permitted as long as the section remaining, and the new section are each a minimum of five feet in length and there is an expansion joint at each end. Expansion joints shall be installed every twenty-five feet.

6. CURB REVEAL

- a. If a curb does not have a minimum exposed surface or reveal of 5 1/2 inches, it shall be replaced. If, however, in the opinion of the Borough Manager, milling of the existing street surface can be satisfactorily achieved, the minimum reveal may be reduced to the extent of the proposed milling depth.
- b. At a depressed curb, the curb reveal shall allow stormwater runoff to enter an inlet box without ponding.

V. DISTRIBUTION:

All personnel.

VI. RESPONSIBILITY:

It is the responsibility of all employees and elected officials to become familiar with this policy & procedure.

VII. REVIEW:

This policy shall be reviewed periodically and amended as needed.

VIII. AMENDED:

Effective: Immediately

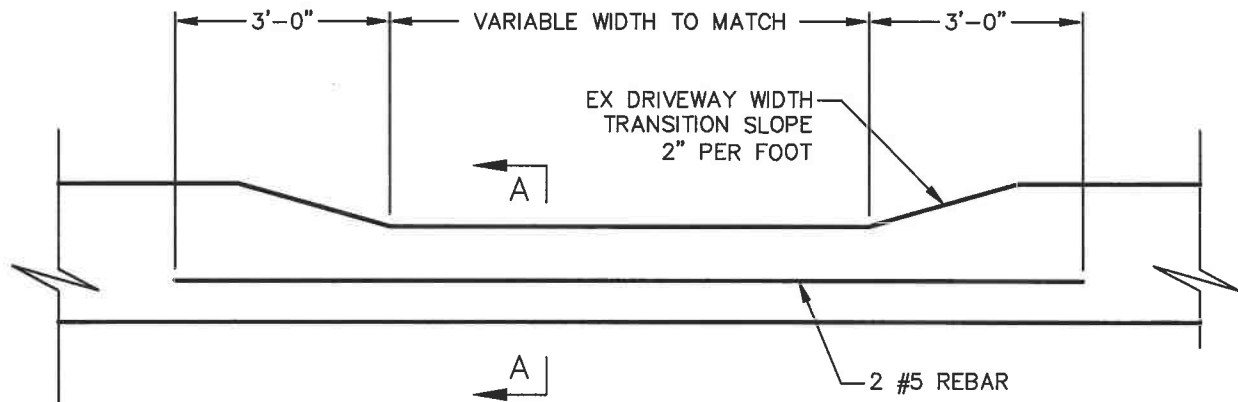
By Order Of:

Council (Vice) President

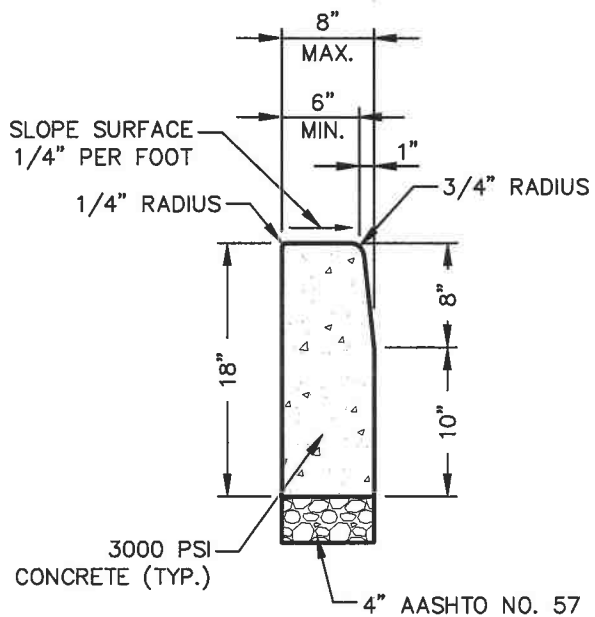
Attested

Borough (Assistant) Manager

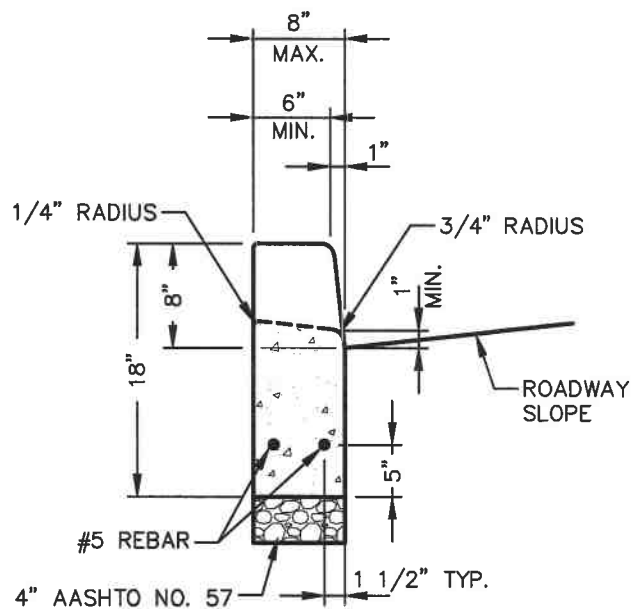
SEAL



DRIVEWAY CURB CUT DETAIL
NOT TO SCALE



TYPICAL CROSS SECTION
NOT TO SCALE



SECTION A-A
NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

RETTEW

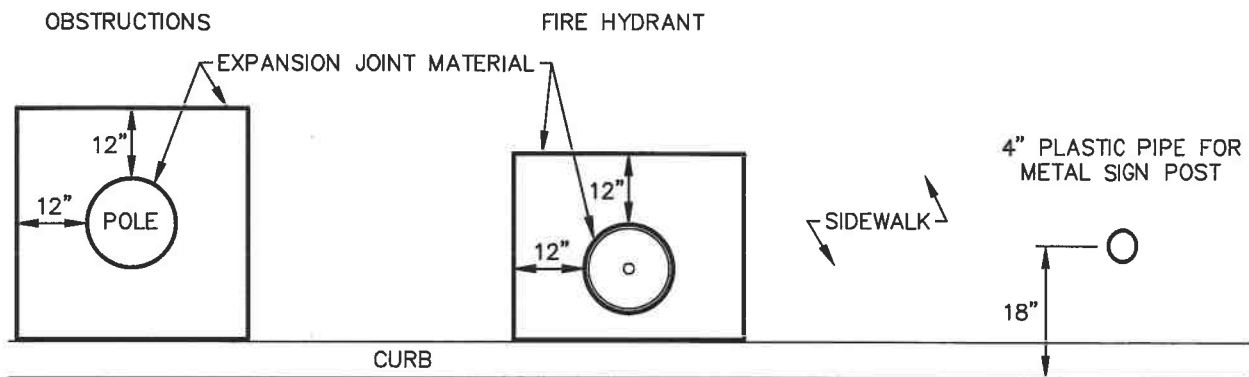
RETTEW Association, Inc.
8531 Richard Ln., Suite 111, Mechanicsburg, PA 17055
Phone (800) 738-8388
Email: rettew@rettew.com
Website: www.rettew.com

DRAWN BY: RAW

DATE: JUNE 2024

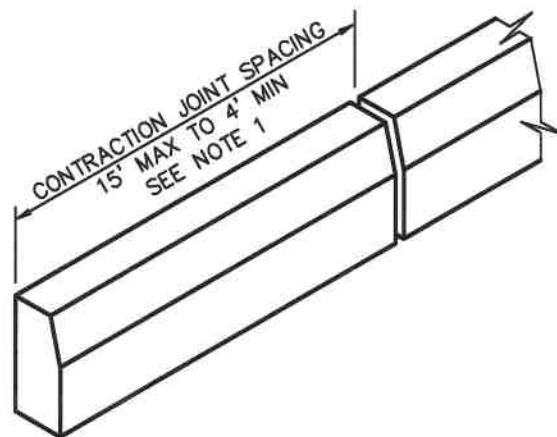
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DWG. NO. ---



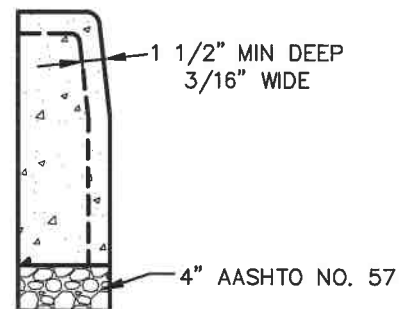
CONTRACTION JOINT AT OBSTRUCTIONS

NOT TO SCALE



NOTES:

1. SPACE CONTRACTION JOINTS IN UNIFORM LENGTHS AND SECTIONS
2. PLACE REMOLDED EXPANSION JOINT FILLER MATERIAL AT STRUCTURES AND AT THE END OF THE WORK DAY. CUT MATERIAL TO CONFORM TO AREA ADJACENT TO CURB OR TO CONFORM TO CROSS-SECTIONAL AREA OF CURB



CONTRACTION JOINT

NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

RETTEW

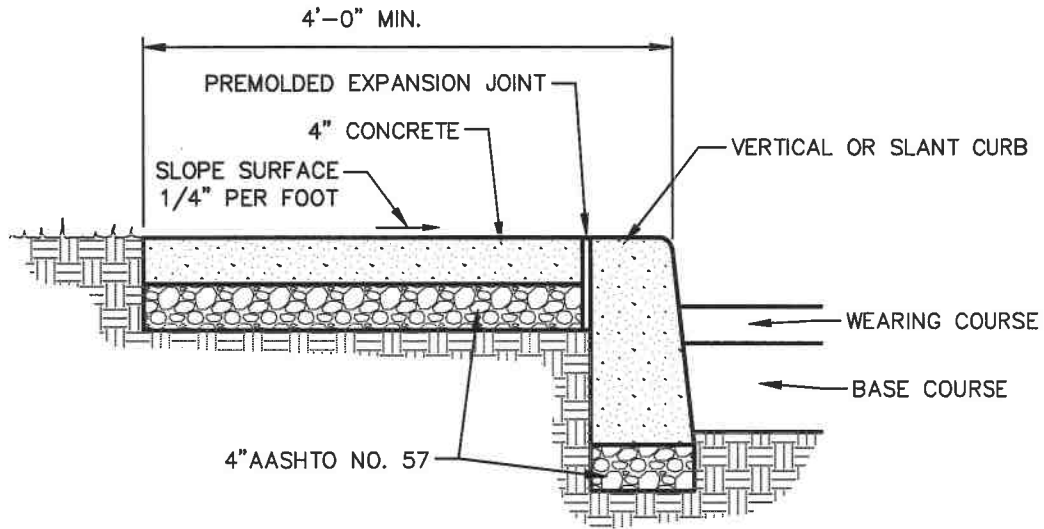
RETTEW Associates, Inc.
9539 Richard Ln., Suite 111, Mechanicsburg, PA 17085
Phone (800) 738-8385
Email: rettew@rettew.com
Website: www.rettew.com

DRAWN BY: RAW

DATE: JUNE 2024

SCALE: NTS

DWG. NO. -



TYPICAL SECTION THROUGH CURB AND SIDEWALK

NOT TO SCALE

NOTE:

1. SIDEWALKS SHALL HAVE A UNIFORM FALL OF 1/4" TO THE FOOT FROM THE BACK EDGE OF THE SIDEWALK TOWARD THE CURB. THE PERVIOUS MATERIAL STRIP BETWEEN THE SIDEWALK AND THE CURB SHALL CONFORM TO THE SAME SLOPE.
2. PREMOLDED RUBBER EXPANSION JOINT MATERIAL (AASHTO M213), PREMOLDED FIBER EXPANSION JOINT MATERIAL (AASHTO M213 OR PREMOLDED ASPHALT IMPREGNATED EXPANSION JOINT MATERIAL (AASHTO M153), NOT LESS THAN 1/2" IN THICKNESS, EXTENDING THE FULL WIDTH AND DEPTH OF THE CONCRETE SLAB SHALL BE PLACED NO MORE THAN EVERY 15 LINEAL FEET, AT THE BEGINNING AND END OF A RADIUS, AND AT A CHANGE IN HORIZONTAL ALIGNMENT OF PROPERTY LINES. UTILITY BOXES, INCLUDING BUT NOT LIMITED TO WATER SHUTOFF, SANITARY SEWER VENT, NATURAL GAS SHUTOFF, AND ELECTRIC METER, SHALL BE WITHIN A SECTION OF CONCRETE MEASURING FIVE LINEAL FEET BETWEEN EXPANSION JOINTS. CONSTRUCTION JOINTS SHALL BE PLACED AT A MAXIMUM DISTANCE OF FIVE LINEAL FEET. CONSTRUCTION JOINTS MAY BE HAND-TOOLED OR SAW CUT TO A DEPTH OF 1/2".
3. SIDEWALKS ACROSS DRIVEWAYS SHALL BE CONSTRUCTED WITHOUT ANY STEP OR BREAK IN GRADE FROM AN ABUTTING SIDEWALK OR, AT A MINIMUM, SHALL CONFORM TO THE REQUIREMENTS OF THE ADA. THE SIDEWALK ACROSS THE DRIVEWAY APRON SHALL BE SIX INCH THICK CONCRETE AND ON A FOUR INCH THICK LAYER OF 2B (AASHTO NO.57) CRUSHED STONE WITH REINFORCING MESH.

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

Mount Joy Borough

Lancaster County

RETTEW

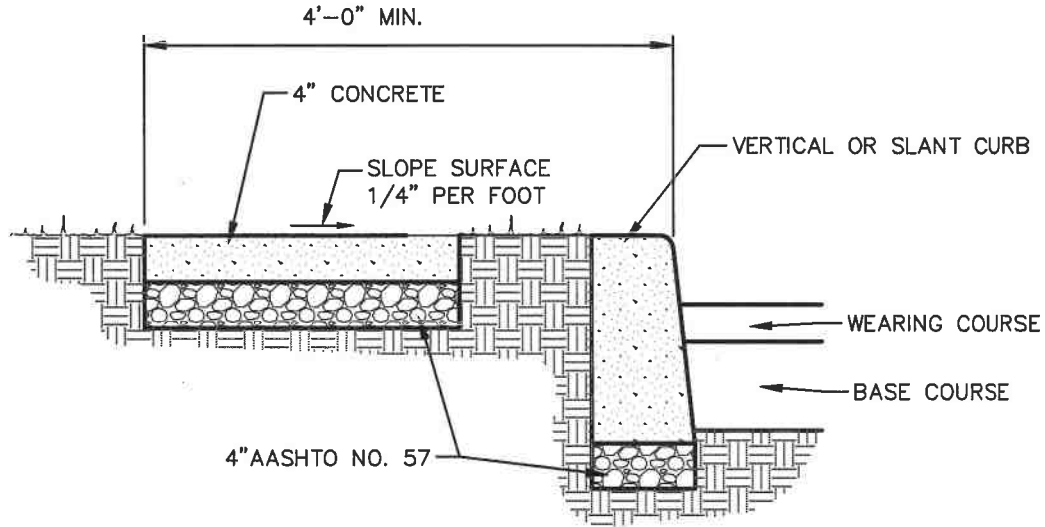
RETTEW Associates, Inc.
8001 Richard Ln., Suite 111, Mechanicsburg, PA 17055
Phone (800) 738-5365
Email: rettew@rettew.com
Website: www.rettew.com

DRAWN BY: RAW

DATE: JUNE 2024

SCALE: NTS

DWG. NO. -



TYPICAL SECTION THROUGH SEPARATED CURB AND SIDEWALK

NOT TO SCALE

NOTE:

1. SIDEWALKS SHALL HAVE A UNIFORM FALL OF 1/4" TO THE FOOT FROM THE BACK EDGE OF THE SIDEWALK TOWARD THE CURB. THE PERVIOUS MATERIAL STRIP BETWEEN THE SIDEWALK AND THE CURB SHALL CONFORM TO THE SAME SLOPE.
2. PREMOLDED RUBBER EXPANSION JOINT MATERIAL (AASHTO M213), PREMOLDED FIBER EXPANSION JOINT MATERIAL (AASHTO M213 OR PREMOLDED ASPHALT IMPREGNATED EXPANSION JOINT MATERIAL (AASHTO M153), NOT LESS THAN 1/2" IN THICKNESS, EXTENDING THE FULL WIDTH AND DEPTH OF THE CONCRETE SLAB SHALL BE PLACED NO MORE THAN EVERY 15 LINEAL FEET, AT THE BEGINNING AND END OF A RADIUS, AND AT A CHANGE IN HORIZONTAL ALIGNMENT OF PROPERTY LINES. UTILITY BOXES, INCLUDING BUT NOT LIMITED TO WATER SHUTOFF, SANITARY SEWER VENT, NATURAL GAS SHUTOFF, AND ELECTRIC METER, SHALL BE WITHIN A SECTION OF CONCRETE MEASURING FIVE LINEAL FEET BETWEEN EXPANSION JOINTS. CONSTRUCTION JOINTS SHALL BE PLACED AT A MAXIMUM DISTANCE OF FIVE LINEAL FEET. CONSTRUCTION JOINTS MAY BE HAND-TOOLED OR SAW CUT TO A DEPTH OF 1/2".
3. SIDEWALKS ACROSS DRIVEWAYS SHALL BE CONSTRUCTED WITHOUT ANY STEP OR BREAK IN GRADE FROM AN ABUTTING SIDEWALK OR, AT A MINIMUM, SHALL CONFORM TO THE REQUIREMENTS OF THE ADA. THE SIDEWALK ACROSS THE DRIVEWAY APRON SHALL BE SIX INCH THICK CONCRETE AND ON A FOUR INCH THICK LAYER OF 2B (AASHTO NO.57) CRUSHED STONE WITH REINFORCING MESH.

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

Mount Joy Borough

Lancaster County

RETTEW

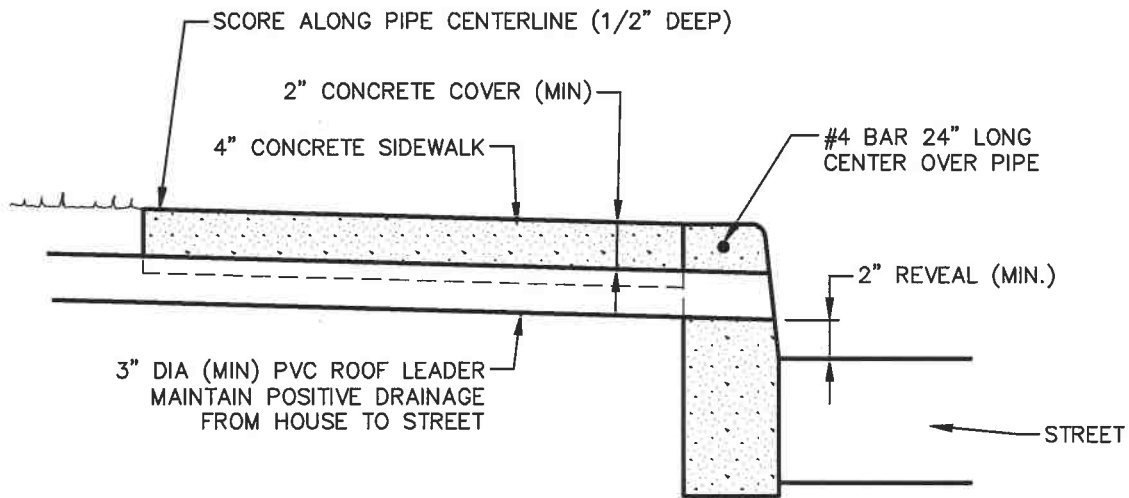
RETTEW Associates, Inc.
3639 Woodard Ln., Suite 111, Mechanicsburg, PA 17055
Phone (800) 739-8395
Email: rettew@rettew.com
Website: www.rettew.com

DRAWN BY: RAW

DATE: JUNE 2024

SCALE: NTS

DWG. NO. -

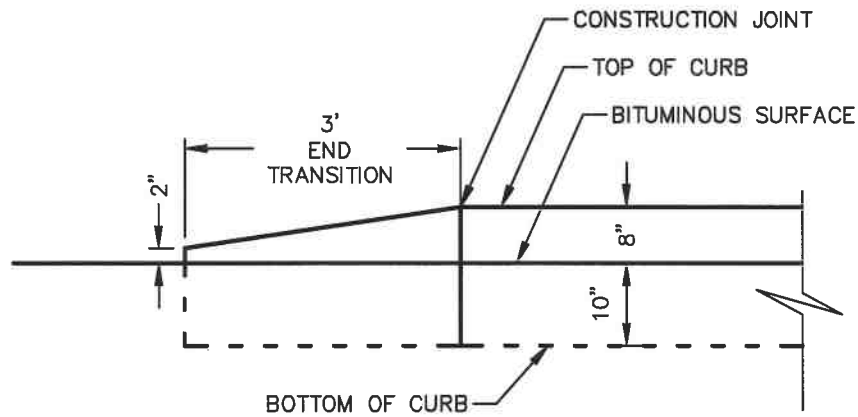


NOTE:

1. USE ROOF LEADER WITH VERTICAL CURB ONLY

ROOF LEADER UNDER SIDEWALK

NOT TO SCALE



END CURB TRANSITION DETAIL

NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

RETTEW

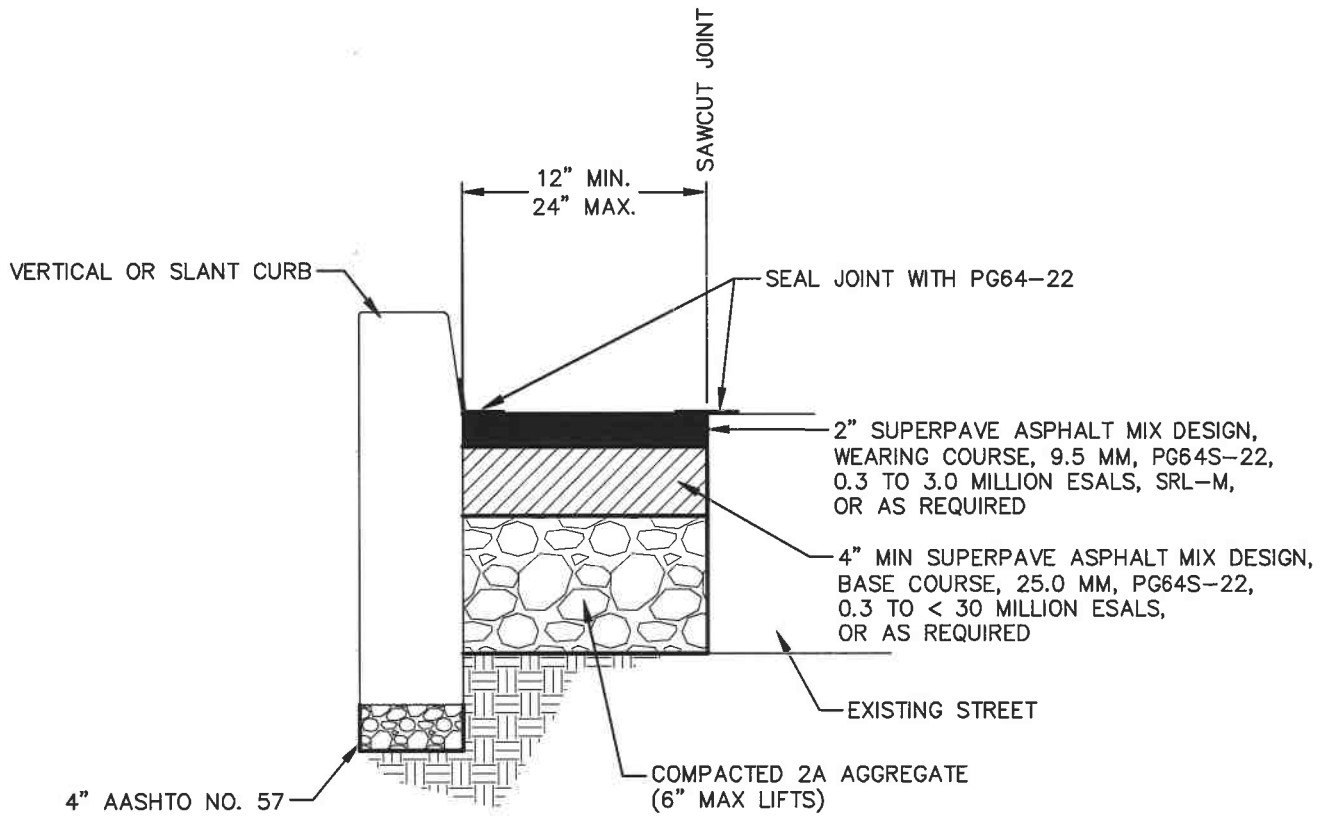
RETTEW Associates, Inc.
5031 Richard Ln, Suite 111, Mechanicsburg, PA 17055
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Email: rettelaw@rettelaw.com
Website: www.rettelaw.com

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PAVEMENT RESTORATION FOR CURB REPLACEMENT

NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

RETTEW

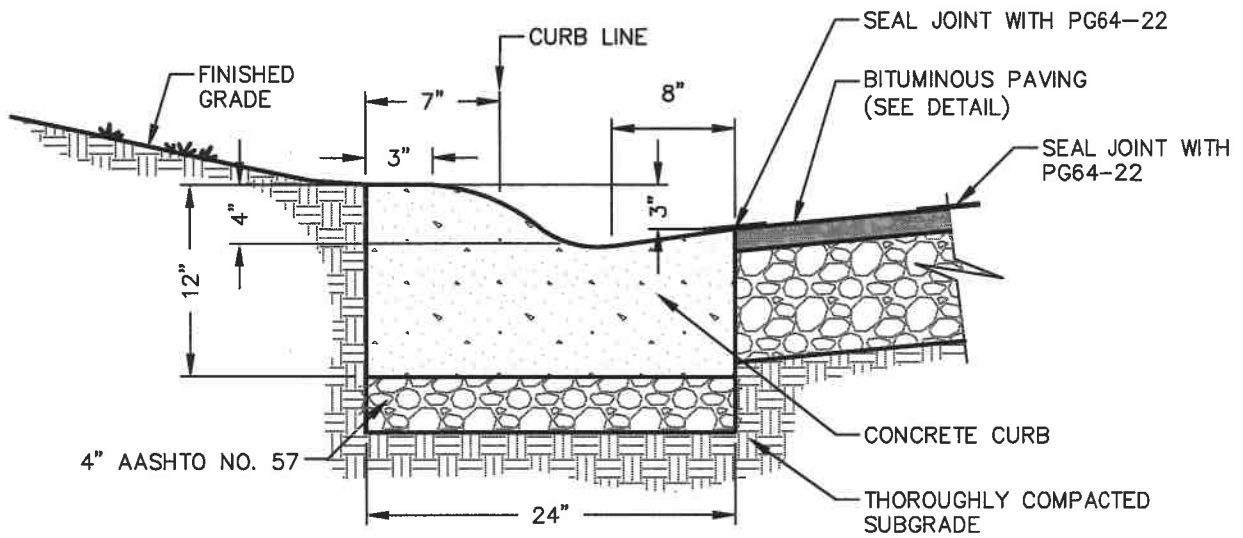
RETTEW Associates, Inc.
5631 Weberd Ln, Suite 111, Mechanicsburg, PA 17085
Phone (800) 738-8395
Email: rettew@rettew.com
Website: www.rttew.com

DRAWN BY: RAW

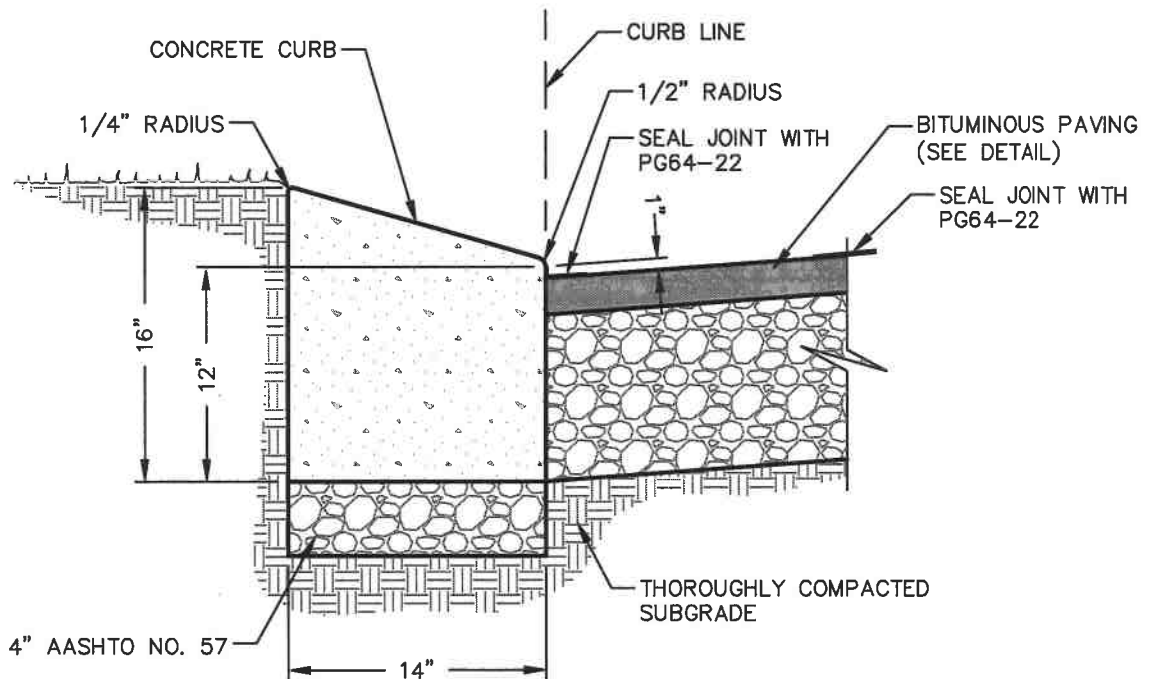
DATE: JUNE 2024

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ROLLED CURB DETAIL
NOT TO SCALE



SLANT CURB DETAIL
NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

RETTEW

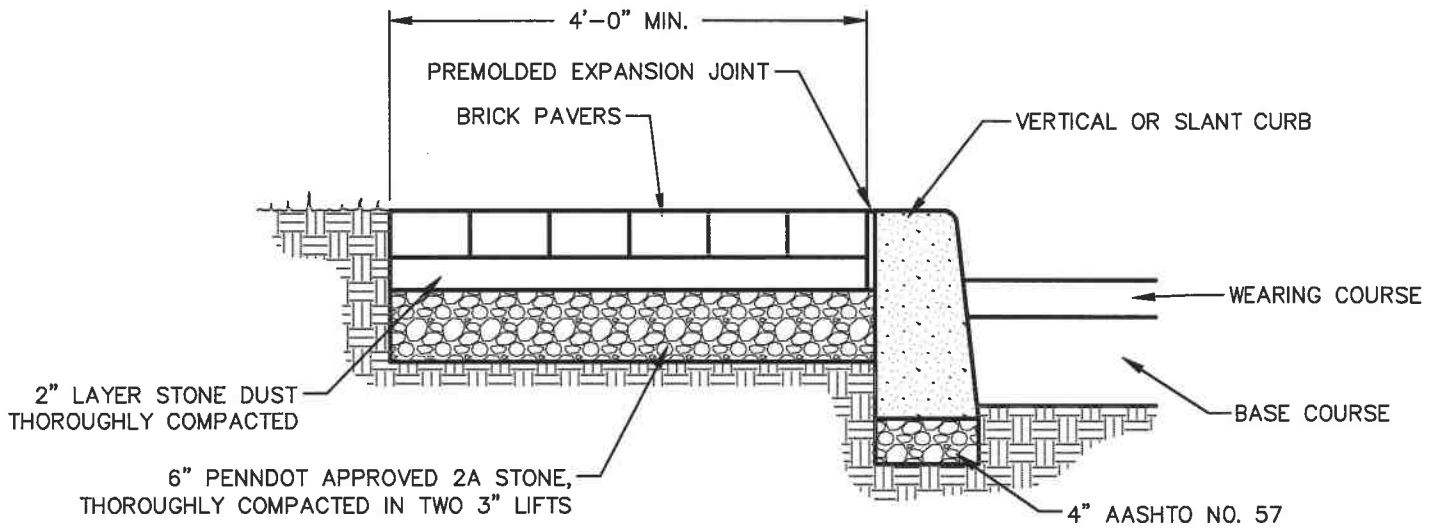
RETTEW Associates, Inc.
8639 Riverview Ln., Suite 111, Mechanicsburg, PA 17088
Phone: (800) 738-3395
Email: rettew@rettew.com
Website: www.rettew.com

DRAWN BY: RAW

DATE: JUNE 2024

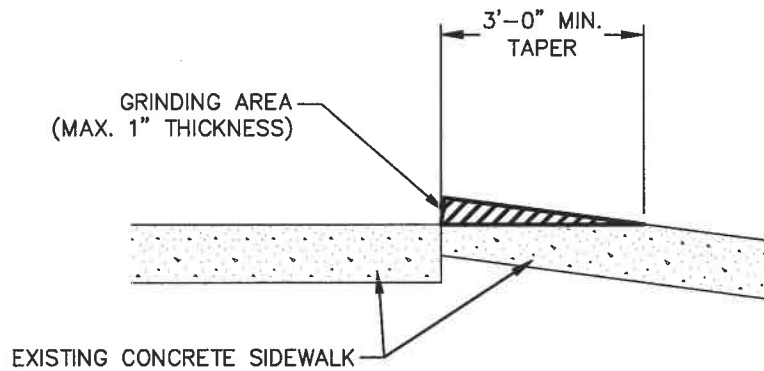
SCALE: NTS

DWG. NO. -



TYPICAL SECTION THROUGH CURB AND BRICK SIDEWALK

NOT TO SCALE



- 1/4" THICKNESS = 3" MIN. TAPER
- 1/2" THICKNESS = 6" MIN. TAPER
- 3/4" THICKNESS = 9" MIN. TAPER
- 1" THICKNESS = 12" MIN. TAPER

GRINDING DETAIL

NOT TO SCALE

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

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 5839 Richard Ln., Suite 111, Mechanicsburg, PA 17055
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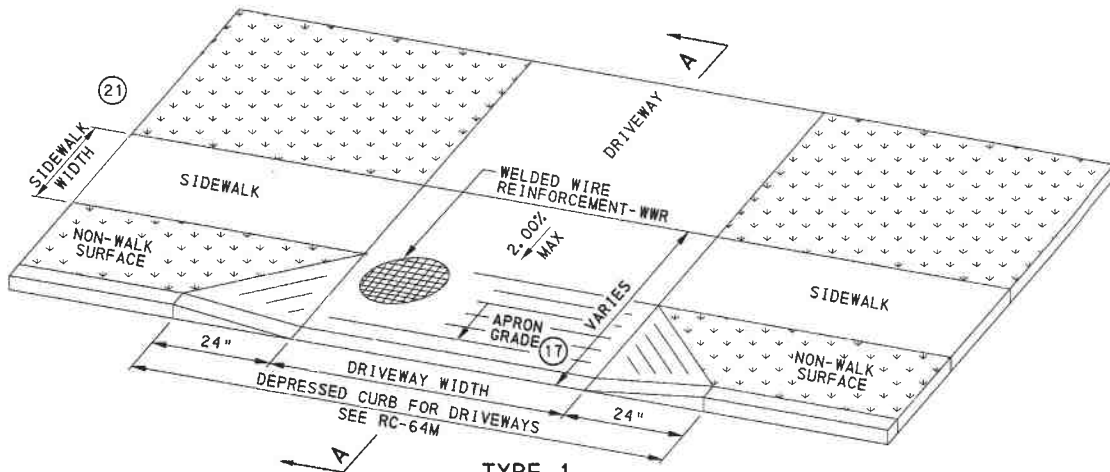
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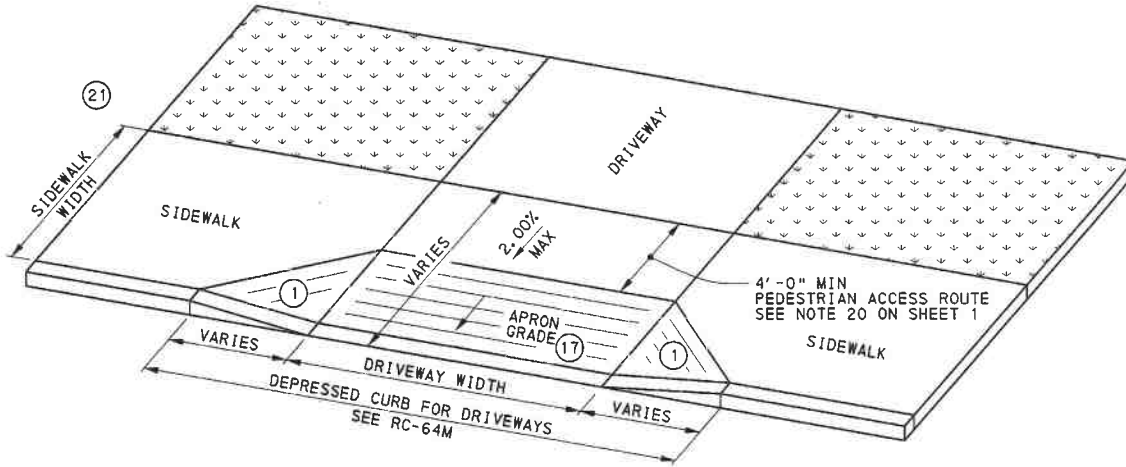
DWG. NO. -

NOTE:

ALL ADA CURB RAMP TO BE
CONSTRUCTED IN ACCORDANCE
WITH THE LATEST VERSION OF
PENNDOT PUBLICATION 408
AND PUBLICATION 72M



**TYPE 1
DRIVEWAY APRON**



**TYPE 1A
DRIVEWAY APRON**

- ① SIDE FLARES 10.00% MAX SLOPE.
- ⑱ 8.00% MAX CHANGE IN GRADE BETWEEN ROAD SURFACE AND DRIVEWAY.
- ⑳ MINIMUM SIDEWALK WIDTH 5'-0" (SEE NOTE 20, SHEET 1).

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

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5031 Richard Ln, Suite 111, Mechanicsburg, PA 17055
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DRAWN BY: RAW

DATE: JUNE 2024

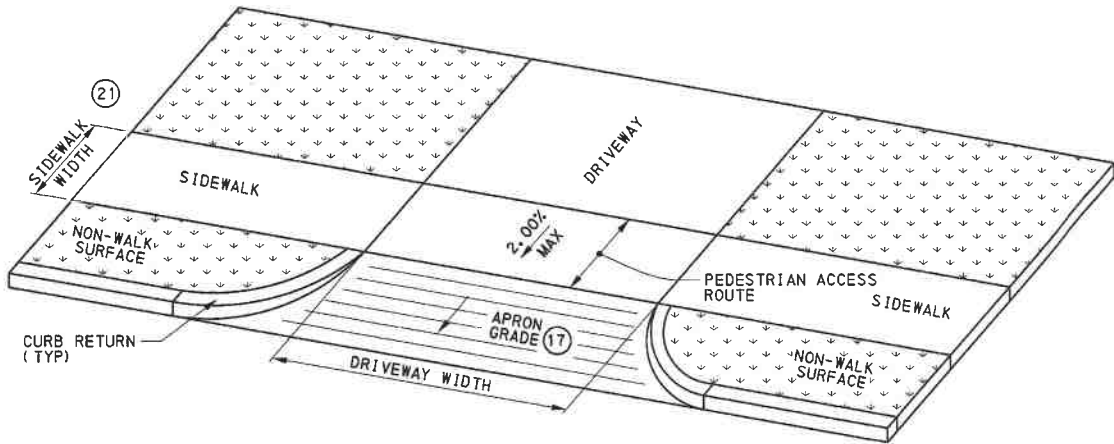
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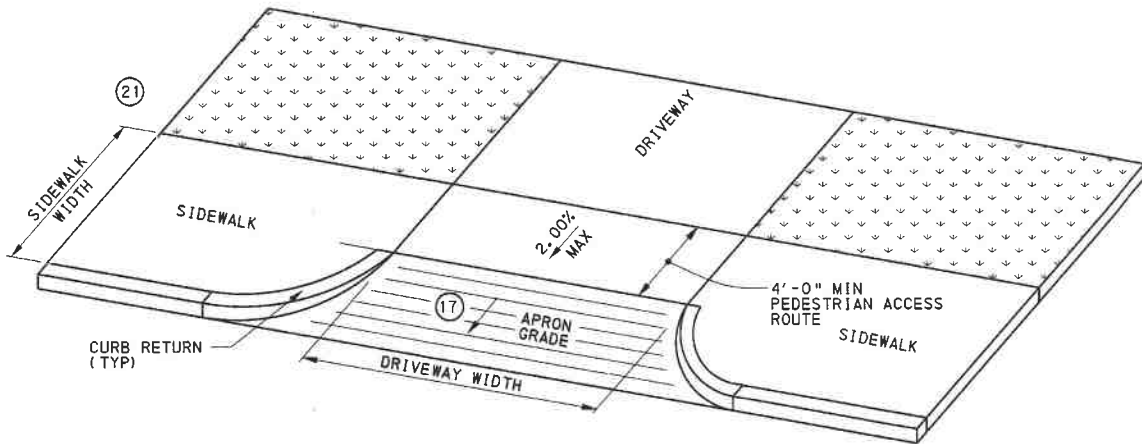
NOTE:

ALL ADA CURB RAMPS TO BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST VERSION OF PENNDOT PUBLICATION 408 AND PUBLICATION 72M

- (17) 8.00% MAX CHANGE IN GRADE BETWEEN ROAD SURFACE AND DRIVEWAY.
- (21) MINIMUM SIDEWALK WIDTH 5'-0" (SEE NOTE 20, SHEET 1)



**TYPE 2
DRIVEWAY APRON**



**TYPE 2A
DRIVEWAY APRON**

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

Mount Joy Borough

Lancaster County



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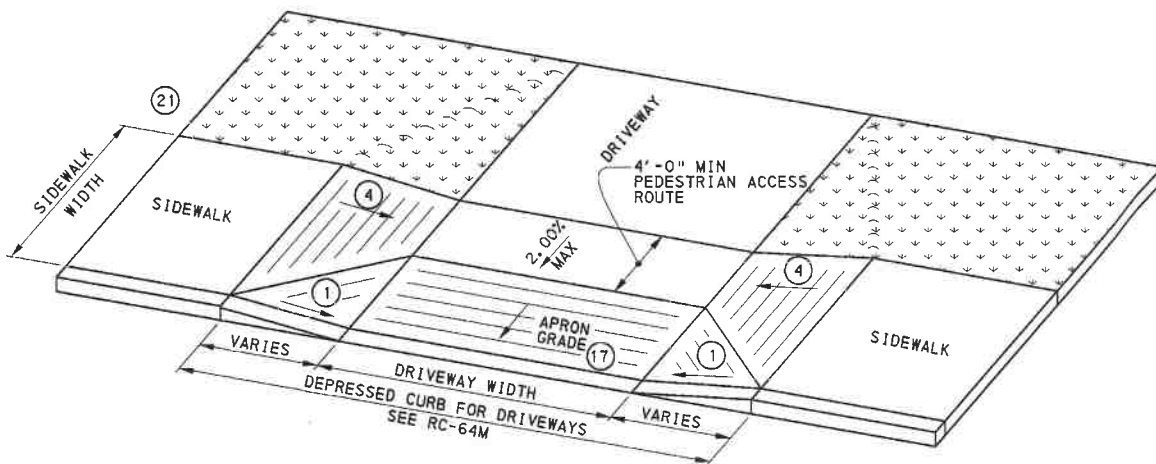
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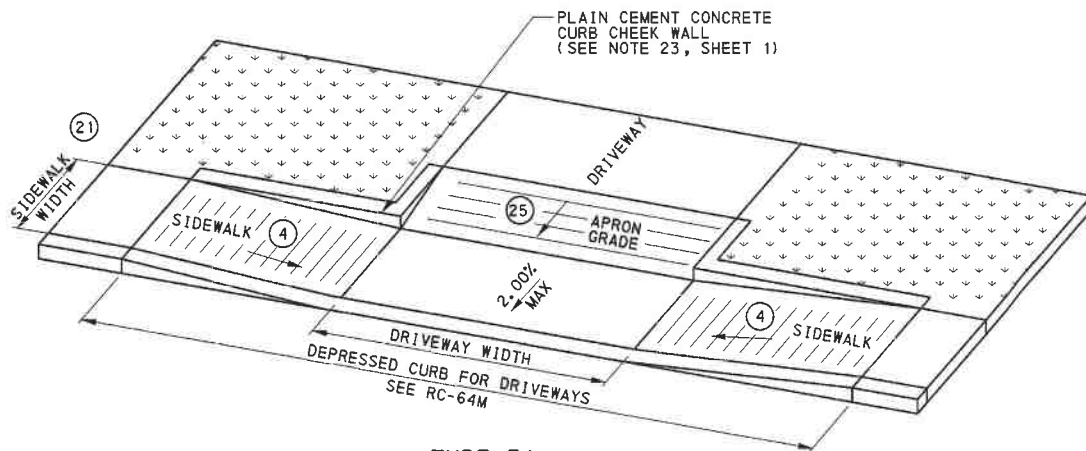
NOTE:

ALL ADA CURB RAMPS TO BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST VERSION OF PENNDOT PUBLICATION 408 AND PUBLICATION 72M

- ① SIDE FLARES 10.00% MAX SLOPE.
- ④ 8.33% MAX RAMP SLOPE, SEE NOTE 8 SHEET 1.
- ①7 8.00% MAX CHANGE IN GRADE BETWEEN ROAD SURFACE AND DRIVEWAY.
- ②1 MINIMUM SIDEWALK WIDTH 5'-0" (SEE NOTE 20, SHEET 1)
- ②5 8.00% MAX CHANGE IN GRADE BETWEEN DRIVEWAY SURFACE AND SIDEWALK.



**TYPE 3
DRIVEWAY APRON**



**TYPE 3A
DRIVEWAY APRON**

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS



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DATE: JUNE 2024

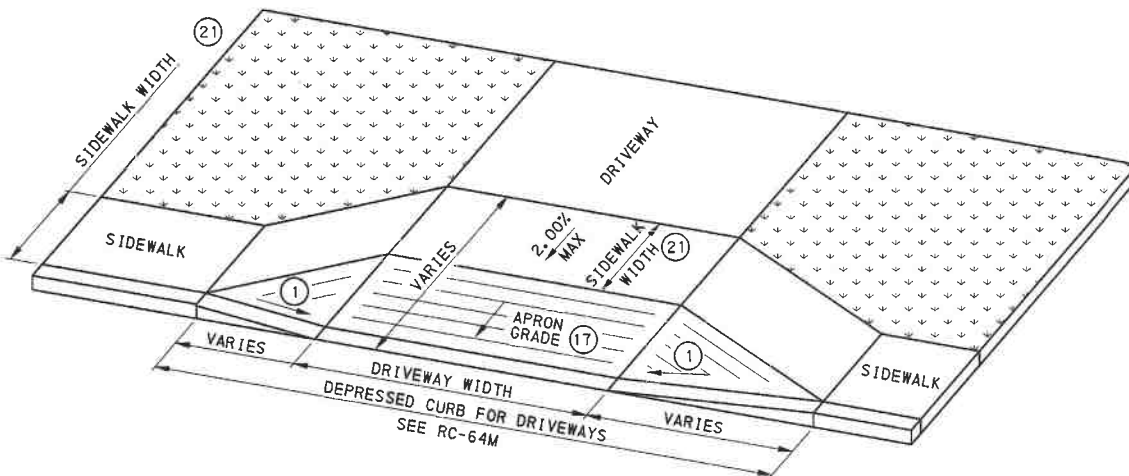
SCALE: NTS

DWG. NO. -

NOTE:

ALL ADA CURB RAMPS TO BE
CONSTRUCTED IN ACCORDANCE
WITH THE LATEST VERSION OF
PENNDOT PUBLICATION 408
AND PUBLICATION 72M

- ① SIDE FLARES 10.00% MAX SLOPE.
- ④ 8.33% MAX RAMP SLOPE, SEE NOTE 8 SHEET 1.
- ⑰ 8.00% MAX CHANGE IN GRADE BETWEEN ROAD SURFACE AND DRIVEWAY.
- ⑳ MINIMUM SIDEWALK WIDTH 5'-0" (SEE NOTE 20, SHEET 1)



**TYPE 4
DRIVEWAY APRON**

CURB AND SIDEWALK

DETAILS AND SPECIFICATIONS

Mount Joy Borough

Lancaster County



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Website: www.rettaw.com

DRAWN BY: RAW

DATE: JUNE 2024


SCALE: NTS

DWG. NO. -



September 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2  Office Closed	3 Authority 4 PM	4	5	6	7
8	9 Council 7 PM	10 Parks & Rec 6:30 PM	11 Plan. Comm. 7 PM	12	13	14
15	16 Building Ad Hoc 5:30 PM Public Works 6:30 PM	17 Authority 4 PM	18	19	20	21
22	23 Public Safety 6:30 PM (Civil Service Com 5:30 PM as needed)	24	25 ZHB 7 PM	26 Admin / Finance 6:30 PM	27	28
29	30 WOODY WASTE PICK-UP					