



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
February 23, 2023

Members Present: Chairman Youngerman, Councilor Hall (at 6:34), Councilor Roering

Others Present: Borough Manager, Mark Pugliese; Assistant Borough Manager, Jill Frey; Zoning & Codes Officer, Duane Brady; Part-time Receptionist, Linda Gainer

Chairman Youngerman called the Meeting to Order at 6:32 pm.

Executive Session – No Executive Session held by Committee between 2/23/23 through 3/23/23.

On a **MOTION** by Roering and a second by Youngerman, approval is given for the Agenda for the March 23, 2023, Administration and Finance Committee meeting with the correction of date listed in the above Executive Session. *Motion carries unanimously.*

Public Input Period

Bruce Haigh, 504 Rose Petal Lane, congratulated Duane Brady on completing his 90-day probation period. Haigh commented on the Fellowship Baptist Church's request to vacate Orange Street. The American Legion should be involved in this issue as they have property nearby that they may develop. Lemon Street would be used to access the church property. Lemon Street is not a 2-way street and needs paved. There should be a meeting at staff level between the Staff, the Engineer, Zoning and the Legion to see what reasonable accommodations could be made before this item is taken to full Council.

On a **MOTION** by Roering, and a second by Hall, approval is given for the Minutes of the February 23, 2023, Administration and Finance Committee meeting. *Motion carried unanimously.*

Presentation – 2022 Audit, Trout CPA

Representatives from Trout CPA were present and presented the audit of the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information for the year end of December 31, 2022, and the related notes to the financial statements that comprise the Borough's basic financial statements.

Administration, Budget, and Finance

Manager's Report – Pugliese presented the report. Nothing to highlight. Pugliese mentioned the hiring of Seth Godfrey as the Stormwater/Grants Officer.

Further Discussion on Locust Lane stormwater basin - Request from owner's attorney to appear before full Council – Gabriel Wertz from Barley, Snyder LLP handed out exhibits to committee members and outlined what is going on and his clients' thoughts. The Melhorns feel the stormwater management of the Locust Lane lots, at some point, was meant to go to the Borough, not hold the Melhorn heirs to carry the burden in perpetuity. They are open to discuss ways to handle the issue and pass the responsibility to the Borough. They are looking for guidance on how to go forward.

On a **MOTION** by Roering, and a second by Hall, approval is given to send discussion of Locust Lane to full Council at the next Council meeting. Information packets will be given to Council members on the issue and Barley, Snyder, LLP may present. *Motion carries unanimously.*

Further discussion on length of Council and Committee meetings – Roering asked there were any other thoughts. Hall again states that members should read their packets and ask questions prior to meetings. Avoidance of following a train of thought. Youngerman stated that there is something comes up each month that leads to additional discussion. Hall states if it is good idea, vote yes.

Discussion on Act 172 of November 21, 2016 – Pugliese received responses from Lititz and Columbia on how they handle tax rebate for service rendered. Columbia has a complex system with tiers of service served. Lititz's is more straight forward and simple. Youngerman asked someone will work with the fire chief to coordinate. Hall stated it is to our benefit to keep it simple. Roering asked for the Manager to meet with the Chief/President to discuss levels of reimbursement.

Briefing – Engineering firm transition – Pugliese stated that Rettew has been great to work with.

On a **MOTION** by Roering, and a second by Hall, approval is given to move to full Council authorizing the Borough Solicitor to prepare a resolution for Council President to sign Cable Franchise Agreement with Shenandoah Cable Television, LLC (Shentel). *Motion carries unanimously.*

Mount Joy Night @ Barnstormer's Event. Request from Chamber of Commerce that Borough contribute half of sponsorship fee in amount of \$1,000 since our logo will be on the advertising.

On a **MOTION** by Roering, and a second by Youngerman, approval is given to move to full Council to contribute \$1000 sponsorship fee for Mount Joy Night @ Barnstormer's Event. *Motion carries 2 – 1 with Hall voting no.*

On a **MOTION** by Roering, and a second by Hall, approval is given send to full Council to acknowledge the receipt of Mount Joy Borough Other Postemployment Benefits Program Report submitted by Foster & Foster. *Motion carries unanimously.*

Discussion on air quality test to be conducted in current Municipal Building – Pugliese pointed out mold growing in the corner of his office during a meeting with Roering. Roering would like to see an air quality test be conducted. Youngerman inquired about cost. Pugliese will look into tests available at Home Depot and professionally.

On a **MOTION** by Roering, and a second by Hall, approval is given to move to full Council to have air quality testing done of the Borough building. *Motion carries 2 – 1 with Youngerman voting no.*

On a **MOTION** by Roering, and a second by Hall, approval is given to move to full Council, the appointment of Assistant Borough Manager, Jill Frey, as the voting delegate to the PSAB Annual Conference. The dates are June 4 – 7, 2023 at Hershey. *Motion carries unanimously.*

Discussion on Borough Council Meeting scheduled for Monday, July 3, 2023. Pugliese wanted to make members aware of this date in case they wanted to change it.

Land Development, Zoning, & Codes

Codes & Zoning Report is in the packet. Brady pointed out that a lot more permits requests are coming in for sidewalk/curbs on Wood Street. There is also an increase in permit applications for patios and decks. Forty permits were processed this month.

Brady has several trainings scheduled and will attend a conference in April. Brady is happy with the transition to Code Administrators; it is going well. He is waiting for documents to be returned from CCIS. There will be no Zoning Hearing Board meeting this month and no Zoning Hearing Board meeting was held last month.

Discussion on status of proposed amendments to Chapter 195 of the Borough Ordinance – Brady has been working with the Solicitor on the Property Maintenance Codes changes. The Police Chief had some input on the rental ordinance. Brady has had some discussion with the Chief on Chapter 136, Fire Prevention. Codes are from 1996 and need to be updated as items such as gas/fire pits are not addressed. He has four pages from the Solicitor on proposals made last month.

Briefing, Fellowship Baptist Church request for the Borough to vacate Orange Street between Green and Clay Alley – The church needs more parking for Sunday services and for weekly meetings. Brady provided maps of the parcels they own. They are looking for a zoning consideration and have asked Brady for a letter of opinion. The Legion owns a parcel across from the church. Brady will need to examine the ordinance and lay out what vacating the street would look like. This is all preliminary.

Grant Updates – Pugliese presented the updated grant chart.

Borough Building Ad Hoc Committee

Youngerman has been discussing the financial aspects of the Grandview property with Deering. Youngerman is looking for a sense of cost for the Grandview property building project. Future costs are an unknown. Pugliese stated the candy store property on Main Street that the Borough owns, is two feet over the property line. This is an issue that will need to be wrestled with at some point. Further discussion continued regarding the candy store, if that property was sold, what would be done with the profits.

Discussion on motion that passed at March 6, 2023 regular Council Meeting amending of subsection 270-15 as recommended by the Borough Solicitor. Youngerman was concerned that this motion was a violation of the Sunshine Code; a member of the public in attendance did not understand what happened. The ordinance was listed last month on the Agenda as 27-15 which is incorrect and should have been 270-15. Despite the typo, the Solicitor wrote and advertised the proposed ordinance with the correct number, 270-15. It was agreed that after the ordinance is advertised, it can be taken to a vote and comments can be made at the May meeting. This matter has to go through Mount Joy's Planning Commission and Lancaster County's Planning Commission. Pugliese stated that only so much can be put on an agenda. Hall stated that when an ordinance is done, you do not have to put the whole content of the ordinance into the agenda. The Solicitor said we did not violate the Sunshine Law.

The gavel was passed to Roering.

On a **MOTION** by Youngerman, and no second, to post statement drafted by Councilor Youngerman regarding the Sunshine Act. *Motions dies for the lack of a second.*

On a **MOTION** by Youngerman, and no second, to release to the public the email from the Borough Solicitor regarding ordinance change dtd 1/17/2023. *Motion dies for lack of second.*

On a **MOTION** by Youngerman, and no second, to move to full Council to reconsider motion that passed at March 6, 2023, regular Council meeting amending of subsection 270-15 of the Borough Ordinance as recommended by the Borough Solicitor. *Motion dies for lack of a second.*

On a **MOTION** by Youngerman, and no second, to reword motion that passed at March 6, 2023, regular Council meeting amending of subsection 270-15 of the Borough Ordinance as recommended by the Borough Solicitor and move to full Council. *Motion dies for lack of second.*

The gavel was returned to Youngerman.

Review Ordinance 01-2023, Ordinance to amend the Mount Joy Borough Code of Ordinances, Chapter 270, Zoning, to revise regulations governing municipal uses.

On a **MOTION** by Hall, and a second by Roering, approval is given to send to full Council , Ordinance 01-2023, for review and forward motion and advertise. *Motion carries unanimously.*

Public Input Period

Bruce Haigh, Borough Council, West Ward, suggests that Council receive their meeting packets earlier, by Wednesday or Thursday by the close of business, so there is more time to read the packet and be prepared for the meeting on Monday. Hall suggests a first draft on Wednesday with the final draft on Friday. Updated agenda and additional paperwork since Wednesday in mailboxes on Friday.

Executive Session - None

Any Other Matter to Come Before the Committee – Nothing

On a **MOTION** by Hall, and a second by Roering, approval is given to adjourn the meeting at 9:51 PM. *Motion carries unanimously.*

Respectfully Submitted,

Mark G. Pugliese
Borough Manager/Secretary

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
THURSDAY, APRIL 27, 2023, IN COUNCIL CHAMBERS**