



Mount Joy Borough
Administration & Finance Committee Meeting Minutes
October 26, 2023, at 6:30 pm

Members Present: Chairman Youngerman, Councilor Greineder

Absent: Councilor Hall

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 6:30 pm.

Executive Session: An Executive Session was held since the last meeting. A second Executive Session will be held after this meeting with no decisions made.

On a **MOTION** by Greineder, and a second by Youngerman, approval is given for the Agenda for the October 26, 2023 meeting of the Administration & Finance Committee. *Motion carries unanimously.*

Public Input Period: None

On a **MOTION** by Greineder, and a second by Youngerman, approval is given of the minutes of the September 28, 2023, Administration & Finance Committee meeting. *Motion carries unanimously.*

Presentation of funding options for Municipal Services Complex – Zach Williard of PFM: Williard has been in contact regularly with Pugliese prior to the presentation for the meeting. PFM presented to the Ad Hoc committee last Monday. PFM can help find the best lending rates for the Municipal Services Complex. Williard talked about bonds versus bank loans and prepayment options. Pugliese asked if Williard should present to Council. Youngerman suggested PFM could attend by zoom rather than having to be present at Council meeting.

Pugliese asked if we budget for a first payment or not. Josh Deering recommends yes. Greineder suggests putting it in the budget as a placeholder. Youngerman says to put it in the budget. Deering will present to Council on November 6. November 15, 2023, there will be a presentation to the public and then to Council to vote on December 2nd.

Manager's Report

Pugliese talked about a legal issue with 720 Wood Street. The contractor has not been paid yet as the punch list for their work is not complete. However, the contractor is threatening to put a lien on people's property that they worked on. It will be a Council decision if they want to hold payment until the punch list is satisfied. 720 Wood Street has been taken care of by SM Johns. Wenger Feeds entrance, they paid to have their curb/sidewalk done.

Discussion regarding resident complaint from Pinkerton Road street project causing damage to their property 425 Columbia Ave: Pugliese received a letter from the residents at 425 Columbia Avenue. They claim that construction on Pinkerton Rd caused damage to pipes in their bathroom and CMS excavated into their yard and ripped out landscaping. The resident also spoke at a Borough meeting and Public

Works meeting. Frey will contact our insurance company to see what they say. Youngerman stated he would like to see a reasonable path to have the residents reimbursed. Youngerman asked Pugliese to let the resident know we did talk about this.

Discussion/Update on Act 172, Volunteer Fire Company member's tax relief: Pugliese did email neighboring districts to see if they want to be involved. East Donegal is in favor and wants to try to get Elizabethtown involved. Rapho Township is not interested, and he has not heard from Mount Joy Township. It seems a consensus in Council to have this incentive and there is a figure in the budget to support active members in the borough.

Discussion on resolving property line issue on Jury property: Pugliese has no updates from our Solicitor.

On a **MOTION** by Greineder, and a second by Youngerman, approval is given to move to full Council the Job Description of Community & Economic Development Coordinator as well as authorization to authorize staff to hire an individual for said position. *Motion carries unanimously.*

On a **MOTION** by Greineder, and a second by Youngerman approval is given to move to full Council authorizing a donation of \$400.00 to Winterfest Committee to cover the cost of "port-a-potties" to be setup in Borough parking lot on E. Henry St. *Motion carries unanimously.*

On a **MOTION** by Greineder, and a second by Youngerman, approval is given to move to full council the adoption of Resolution 2023-15, a resolution setting the meeting dates for 2024. *Motion carries unanimously.*

On a **MOTION** by Greineder, and a second by Youngerman, approval is given to move to full Council authorizing a donation of \$500.00 to refurbish the holiday star decorations. *Motion carries unanimously.*

Discussion with possible motion regarding dollar value of pedestrian easement at 206 Pinkerton Rd: Pugliese stated that there are several places that a telephone pole or hydrant went beyond the right of way on Pinkerton Rd. This address, in particular, is asking for \$300.00 for the easement on his home and lot. He has two poles on his property. Greineder asked what the justification was for \$300.00. The area is one foot by six foot in two places.

On a **MOTION** by Greineder, and a second by Youngerman, approval is given to move to full Council that we put a \$300.00 value on the pedestrian easement at 206 Pinkerton Road. *Motion carries unanimously.*

Budget Update: Pugliese stated that the Committee has the budget documents. The revenue is not complete; the salary lines are not complete as we are waiting for evaluations to be completed. Greineder and Youngerman are asked to review. Pugliese has emails from the Milanof Schock Library and the Fire Department Mount Joy requesting increases. Those increases are in the budget numbers; it can be changed if Council doesn't make those changes.

Two things that will affect the budget but not in the budget yet. The Handbook Committee is asking for an increase in life insurance to \$15,000.00.

Public Works is asking for compensation of \$100.00 for being on-call. Youngerman would like more discussion. Are they paid their hourly wage? Pugliese says yes. What is written in the criteria for being on call. Frey believes they have thirty minutes to report in. Pugliese stated that employees' movement is not impacted with cell phones as when they had to wait by the phone in case called in. With cell phones, they would need to be in the area but can still go to activities. Whatever is decided, it will have a ripple effect. Pugliese stated employees get paid for the time they work when they are called in. Youngerman requested this not be put in the budget.

Frey talked about life insurance for employees. Coverage begins when an employee starts; it's \$10,000. Youngerman stated that health insurance costs are up, but nothing has been done to change the cost to employees. Frey gave the health insurance numbers as \$104 for a family and \$54 for a single. Youngerman

recommended a \$10 weekly increase for family and a \$5 weekly increase for singles. It's been at least two years since rates to employees have been raised.

Florin Hill Update: Pugliese stated the builder wants to proceed with Phase 3 under the 2009 codes that were in place when plans were approved. The zoning codes have changed since 2009. The area is listed as medium high residential now. Builders have asked for five-year relief from the changes to the zoning land development changes. In the past they could get relief if they showed substantial improvements. The builder says that Phases 1 & 2 show substantial improvements, but nothing has been done with Phase 3. Brady stated there is no official recorded plan for Phase 3 so they could change what was to be single detached homes to a plan with more units such as townhouses. The only plans submitted are from 2004 and 2006. Pugliese states that stormwater is the largest issue. All water flows from Florin Hill to the Borough basin. They have to ensure that the basin is able to capture all the water. Brady said they had eighteen waivers granted in the original plan and they are trying to keep some of those waivers. Youngerman asked what action is to be taken. The council should have details. Pugliese stated that the Solicitor needs direction on whether the Borough will allow the building to continue under 2009 zoning codes.

Land Development, Zoning, & Codes

The Codes & Zoning report is in front of the committee members. Brady has issued more permits than he thought for fall. Code Administrators continue to be good to work with. CCIS has continued to be a problem to work with in the last five to six weeks. There are 74 permits that have no paperwork. Information is incorrect on the ones turned in. CCIS was to finish projects that they started and have been paid for. Brady has no reports with certificates of compliance and can't issue certificates of occupancy.

Brady opened 34 complaints/violations, five of which he worked with the Fire Department.

The Zoning Hearing Board approved the variance for Dairy Queen at 400 E Main Street for a drive thru. Brady emailed a short-term rental case to Council. Several cases will be heard during the November 15 Zoning Hearing Board meeting. The Planning Commission will be meeting before Council meeting on the Municipal variance on stormwater. Wording on the Land Development Ordinance will be in front of Council in December. Brady presented his view of the future for the Planning Commission.

The Property Maintenance Ordinance is on its third revision and will go to the Planning Commission, then Admin & Finance, then to the Solicitor. Brady has 1 ½ pages of changes from the Solicitor to his 10-page proposal.

Brady also submitted a document with his goals for his position for the future.

Update on Rental/Property Maintenance Ordinances: The income generated by the number of rental units on record does not work out. Brady estimates the Borough has 1400 rental properties. Brady will keep the same number for a property and will update information each year rather than creating a new sub-category each time a unit changes hand. This will help keep track more accurately of the rental properties. He will start rental inspections from scratch and has submitted costs to have help with inspections, figuring that 30 – 35 inspections need to be done monthly.

Contract with Lewis Environmental: Brady and the Fire Department are required to be at a hazardous spill. The Borough can handle a spill of 25 – 30 gallons but in the last week to week and a half, there were two incidents beyond the Borough's capability. Lewis Environmental would be able to respond within one hour. Charges start when the call is made. There are no contract fees; a Memorandum of Understanding (MOU) is signed. We don't pay unless we need to use their services. Being enrolled gives us 20% off supplies. Pugliese pointed out that the County Hazmat unit can stop the flow of a spill into the water system but doesn't do clean up. Youngerman asked about seeing the fee schedule. Brady stated there will be a new fee schedule in December.

On a **MOTION** by Greineder, and a second by Youngerman, approval is given to move to full Council authorizing Borough Manager to enter into a contract with Lewis Environmental. *Motion carries unanimously.*

Grant Updates - No Updates.

Ordinances – Nothing

Borough Building Ad Hoc Committee

Deering stated there have been lots of meetings. The design development will be finished at the end of November. There will be a meeting for the public on November 15. Building plans are at LCPC and LCCD for review. When the RACP opens, the Borough can submit an application for an additional \$1.5 million in funding. The property appraisal will be to Council by November.

Public Input Period

Josh Deering, 33 Frank Street, commented on Florin Hill. The Borough has been asking for their plans for fifteen years for Phase 3.

Executive Session: Committee broke for Executive Session at 8:45 pm, returned at 9:06 pm.

Any Other Matter to Come Before the Committee: None

On a **MOTION** by Greineder, and a second by Youngerman, approval was given to adjourn the meeting at 9:07 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MGP', is written over a light gray rectangular background.

Mark G. Pugliese I
Borough Manager/Secretary

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, November 16, 2023, at 6:30 pm in Council Chambers**