



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
October 27, 2022

Members Present: Chairman Youngerman, Councilor Hall, Councilor Roering

Others Present: Borough Manager, Mark Pugliese; Assistant Borough Manager, Jill Frey; Public Works Director, Dennis Nissley (via Zoom); Part-time Receptionist, Linda Gainer

Chairman Youngerman called the Meeting to Order at 6:30 pm.

Executive Session: N/A

On a **MOTION** by Roering, and a second by Hall, to approve the Agenda for the October 27, 2022, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period: Ned Sterling, 13 W. Main St, asked if the budget process was underway. Youngerman stated that the budget process was underway; the first budget meeting would be on November 3, 2022, at 6:30 pm.

Mr. Sterling also inquired about economic development in Mount Joy. Youngerman replied that there is no substitute for economic development; Main Street Mount Joy handled economic development. Mr. Sterling asked if the Borough would consider financing for economic development. Youngerman stated that Main Street Mount Joy would need to come to the Borough to make the request but did not wish to have funding from the Borough.

Mr. Sterling wanted to clear up a misconception from the Building Ad Hoc meeting. He did not say the Police Department should be located on Main Street, but he does feel the Borough offices should be on Main Street.

Mr. Sterling also asked if there had been any applicants for the Zoning Hearing Board. Pugliese stated that he had some applications; the position has been advertised.

On a **MOTION** by Roering, and a second by Hall, approval was given for the Minutes of the September 22, 2022, Administration and Finance Committee meeting. *Motion carries unanimously.*

Administration, Budget, and Finance

Pugliese presented the Manager's Report.

Pugliese started interviews for the Zoning and Codes position. There are two extremely good candidates, one very much so. Pugliese expects to make an offer next week.

Hall asked if the Borough had heard from the PennDOT attorney regarding the underground basin at the train station. Pugliese stated that the Penn Dot attorney was to contact the Borough's

Solicitor and that happened today. Pugliese also stated the underground basin is part Amtrak and part municipality, they're trying to get the basin under one ownership.

Update/Discussion Melhorn Stormwater Basin: Pugliese met with individuals today. A game plan, going forward, has been agreed on. The basin is not far off on its capacity. There is a lot of silt and vegetation at the Amtrak pipe that blocks the flow and water backs up into the pond. Amtrak is supposed to keep 50 feet in front of the pipe clear. Pugliese and Nissley were to meet with an Amtrak person. Pugliese will contact them again as the Amtrak person did not come.

Update Refuse Contract: Bids were opened on October 26. Our Solicitor reviewed the contracts. All bids were essentially the same. A motion is needed to sign a three-year contract with GFL.

On a **MOTION** by Hall, and a second by Roering, approval is given to move to full Council awarding the refuse contract to GFL. *Motion carries unanimously.*

Budget Discussion: Budget worksheet is included in the packet. Department heads have submitted their budgets. The numbers on the worksheet could change as the numbers are fine tuned.

Review Performance Appraisal v. Base salary/hourly rate increases: Pugliese stated that the process of performance appraisal has not been established yet. Pugliese created the form as he felt Council wanted. If something different is wanted, let him know.

Discussion centered around whether to give a base rate increase of 2 to 3% and additional based on performance. Or give a base rate increase of 2 – 3% and a bonus based on performance. Roering asked if a bonus and rate increase would be the same year. Youngerman proposed a 2% base rate next year and a bonus payable next year based on the current year's performance. Pugliese stated that it needs to be taken into consideration that some salaries are low compared to salaries throughout the county. Our department heads could use a boost. Youngerman added more specifics to his suggestion – proposes a 2% base increase and a bonus of half the percentage for the first year this process is used. Discussion also on whether a bonus counts as salary or toward retirement. Pugliese will ask the auditors. Roering likes that the supervisor can hand out the appropriate percentage as they work with their employees and can judge how well their work is done.

Youngerman asked if the appraisals have been completed yet and if employees are aware of the process. Pugliese stated that employees should be aware of the reviews. Pugliese would sign off on all appraisals. Council would be able to see appraisal numbers, but it would not be public information. Roering asked if there would be a re-evaluation if all the employees in a department receive the highest rating. Hall proposed 2% across the board on the coming salary with the bonus based on last year's salary. Youngerman stated that a policy would be needed and the policy to be placed in the employee handbook.

On a **MOTION** by Youngerman, and a second by Hall, to adopt a 2% increase with an additional bonus to be paid and the amounts being 1.0% for 1.6 to 2.5 performance review score, 1.5% for 2.6 to 3.5 performance review score, 2.0% for 3.6 to 4.5 performance review score, and 2.5% for 4.6 to 5 performance review. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Roering, to recommend Manager's salary be set in at \$92,000. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Roering, to recommend the Police Chief's salary be set in at \$103,000. *Motion withdrawn by Hall.*

On a **MOTION** by Hall, and a second by Roering, to recommend the Assistant Manager's salary be set at \$68,000. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Roering, to recommend the Public Works Director's salary be set at \$70,000. *Motion carries unanimously.*

Discussion on microphones in Council Chambers: In the packet is an estimate from EdgeUp to calibrate, set levels and verify connections on our microphones. They recommend using microphones that do not have batteries. Pugliese would like to use rechargeable batteries and test them at a Council meeting to see how long they last. The red lights show that our microphones are on but they can cut out. We have four meetings and three committee meetings in November during which we can test the microphones with rechargeable batteries. Nissley suggested that Frey should also have a microphone so she can be heard. Hall questioned if the microphones need calibrated and does it need to be done in Chambers. Pugliese stated that they do need to be calibrated here.

Update on vacancy of Zoning/Codes Enforcement Officer: Pugliese stated that interviews are in process and he expects to make an offer at the end of next week.

Discussion on Fire Department Mount Joy budget request: Hall spoke to MJFD's budget, budgets of the surrounding townships and how Mount Joy's request from the Borough has been the same for several years. Hall pointed out that the next fire truck the department will need to purchase will cost in the millions with delivery time of 24 – 30 months.

Discussion on Milanof-Schock Library budget request: The library asked for an increased contribution of \$44,000.

Discussion on electronic signs for businesses in the borough: Dave Christian, 227 Park Avenue, was approached by Ron Carper and Randy Wolgemuth about electronic signage. Mr. Christian looked into the zoning ordinances to see what or what not it had to say about electronic signage. This was not specifically addressed. The ordinance prohibits animated signs; this sign would change over one message to another. Putting a sign at Gateway Park could be a zoning issue, the park is zoned conservation. This is a fact-finding mission only, to determine whether the potential exists to do such a project.

Ron Carper, 594 Union School Road, is a 25-year member of the Rotary and is looking for the next major project for the Rotary. Recent projects include the Town Clock and Rotary Park's Joyland. He is looking into placing an electric sign at one end or the other of Mount Joy where you enter Mount Joy. This could be used for Borough announcements, snow days, service clubs, announcing the car show. If the Borough had an interest in such a sign, he would bring in other service clubs in Mount Joy to raise funds to purchase a sign and gift it to the Borough. Is this something he should pursue?

Randy Wolgemuth, Koser Jewelers, sits on the border of Rapho Township; who allows such signs; and the Borough which does not. Wolgemuth was told previously, by Zoning and Codes, that there was not a current regulation for electronic signs, and he would be responsible for costs.

Youngerman liked the idea to promote events but had concerns about residents not in favor of lights on all the time; could a sign create a site line problem for cars.

Hall suggests the Borough find out from the Solicitor what can be done. Hall feels the committee needs an interpretation from the Solicitor for the next Administration and Finance Committee.

Pugliese will contact the Solicitor. Christian will wait to hear from Pugliese and come back to the next meeting.

Discussion on AED Save Ceremony: Youngerman suggested the ceremony be held during a Monday, full Council meeting. Hall agreed as there would be greater attendance and press.

Discussion on complaint of peeling paint at 13 & 15 E Main St: Pugliese received a letter in reference to the paint at the above address. Hall suggested getting a professional painter in. The Borough owns the building and needs to maintain. Youngerman stated that we need to repaint; the building will not be torn down any time soon. Pugliese is to have the property painted.

Further discussion of the purchase of Administrative Vehicle

Pugliese was asked, last month, to research Costar availability and to look at lease options. Costar does not give discounts on used vehicles. A Government lease would be paid once a year. Roering pointed out that the lease option is expensive. Hall suggested finding out what the cost would be for a new vehicle with Costar.

Land Development, Zoning, & Codes

Reminders that November 7, 2022, is a Public Hearing on the rezoning of 14, 18, 19, and 20 North Market Street. Lot Ad-On for 19 North Market Street will also be before Council at the November 7, 2022 meeting.

Grant Updates

Pugliese referred to his grant tracking document.

Project Updates

Borough Building Ad Hoc Committee

On a **MOTION** by Roering, and a second by Hall, approval was given to move to full Council the allocating of an additional \$75,000 to the capital fund to complete the schematics and design development phase of the building project. *Motion carries 2 to 1 with Youngerman opposing.*

On a **MOTION** by Hall, and a second by Roering, approval is given to move to full Council to change and advertise the meeting times for the Building Ad-Hoc Committee to the third Monday from starting at 5:00 pm to starting at 5:30 pm for 2023. *Motion carries 2 to 1 with Hall opposing.*

Discuss building project cost: Youngerman asking for clarification on building costs, do costs include items like carpet, locks, furniture. Hall stated there is not a plan, yet, for the building. The schematic drawings of the building need done before there can be hard numbers on cost. Council has voted to set aside money for schematic drawings. Hall stated we need to have another public meeting once we have more information and can present drawings. Once we have a concept, we can advertise a meeting for the public and present what we have.

Vendor list consideration: Youngerman proposes evaluating all our vendors for cost, can we do better and what do they do. Hall felt that if there were a few vendors we're unsure about, evaluate them rather than all vendors. Spell out the issue and let them fix it or not. If they are unable to fix the issue, then ties are cut, and we look elsewhere.

Ordinances: None

Public Input Period: None

Executive Session: None

Any Other Matter to Come Before the Committee:

Pugliese sent a letter to the Mount Joy Postmaster regarding installation of mailboxes. Pugliese wanted residents to know that it was not the Borough that made the decision. Youngerman stated that the local Postmaster makes decisions on mailboxes, it's not a federal law.

Pugliese stated that, before covid, the Borough held a holiday gathering for staff and wanted to know if it could be started again. Youngerman liked the idea; it gives back to the staff and helps local businesses. Hall agreed that the holiday gathering should be held.

Adjournment: On a **MOTION** by Roering, and a second by Hall, to adjourn the meeting at 9:27 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 17, 2022 at 6:30 pm in Council Chambers
(Note that this meeting is a week early due to Thanksgiving Holiday)**

