



**Mount Joy Borough**  
**Administration & Finance Committee Meeting Minutes**  
**November 16, 2023, at 6:30 pm**

**Members Present:** Chairman Youngerman, Councilors Hall and Greineder

**Others Present:** 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:** None held.

On a **MOTION** by Hall and a second by Greineder, approval is given for the Agenda for the November 16, 2023, Administration and Finance Committee meeting. *Motion carries unanimously.*

**Public Input Period:** None

On a **MOTION** by Greineder, and a second by Youngerman, approval is given for the Minutes of the October 26, 2023, Administration and Finance Committee meeting. Motion carries with two votes and a non-vote by Hall.

**Presentation from Auditing Firm of Boyer & Ritter, LLC with Senahid Zhirovic:** On a **MOTION** by Hall, and a second by Greineder to lay the main motion on the table until such time as Zhirovic can join us. *Motion tabled.*

The Boyer & Ritter, LLC representative is available on Zoom: Zhirovic talked about his credentials, his responsibilities to the Borough in audits and reports, his availability throughout the year. Frey discussed her research in choosing Boyer & Ritter, LLC. On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council to authorize staff to enter into an agreement with Boyer & Ritter LLC, appointing them as Borough auditor. *Motion carries unanimously.*

**Administration, Budget, and Finance**

**Managers' Report:** Is presented in the packet. Youngerman appreciates that the updates that have seen no action are highlighted.

Discussion/update regarding resident complaint from Pinkerton Road project causing damage to their property 425 Columbia Ave (corner property): Brady stated there was no update since last month. CMS states the work they did didn't cause the damage. However, Frey stated she had an update. Inquiries were made to the Borough's insurance company and the Borough should report the incident. Insurance will investigate and tender claims officially to CMS.

Discussion/update on Act 172, Volunteer Fire Company member's tax relief: Youngerman feels the wording makes the incentive as stipend, not a tax relief. Hall stated that the Solicitor will correct the wording. On a **MOTION** by Greineder, and a second by Youngerman, approval is given to authorize staff to contact the Borough Solicitor to draft an Ordinance under the Act 172 to provide active members in good standing of the Fire Department Mount Joy with a stipend of \$200.00 annually. *Motion carries 2 to 1 with Hall abstaining from the vote.*

Florin Hill Update: Charter Homes and the Borough Solicitor will be at the December 4, 2023, Council meeting. Frey states that the Borough Solicitor recommends an Executive Session on December 4, 2023, at 6:00 pm to discuss Florin Hill. Charter Homes has asked to postpone meetings about Florin Hill Phase 3. Hall asked to have the word out right away for Council's information.

On a **MOTION** by Hall, and a second by Greineder, approval is given to increase the life insurance for non-uniformed employees from \$10,000 to \$15,000. *Motion carries unanimously.*

Discussion on compensation to Public Works staff of \$100.00 per week when they are “on-call” status: Some discussion on the requirements of being on-call. On a **MOTION** by Hall and a second by Greineder, approval is given to compensate Public Works staff of \$100.00 per week when they are “on-call” status. An **AMENDMENT** by Youngerman to have the “on-call” compensation at \$50.00 per week. Amendment dies for lack of second. *Original motion carries 2 to 1 with Youngerman opposed.*

#### **Land Development, Zoning, Codes & Stormwater**

Codes & Zoning Report: Brady presented his report highlighting that permit requests have slowed down significantly. Brady stated that the Zoning Hearing Board has two cases on short term rentals. Both cases will file for an amendment. The January Zoning Hearing Board will decide on the two cases.

The Janus School’s land development plan will be considered in December. The Ordinance packet will be presented for draft and discussion on the Property Maintenance and Property Rental Ordinances.

The Comprehensive Plan is thirteen years old and should be updated every ten years. Brady is asking if it should be updated; there doesn’t seem to be an interest by the surrounding communities to update the plan. The Planning Commission could find grant money to pay for updating and there is technical assistance available for free.

The Pennsylvania Association of Township Supervisors (PSTATS) will present Brady’s planning and zoning certificate at their conference in the spring.

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council authorization for the Codes Officer to take enforcement action for the property at 104 Manheim Street.

*Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council, Planning Commission Comments regarding the Municipal Service Complex as information. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council, as an information item with comments by Codes Officer, regarding revisions to Chapter 195 Property Maintenance, and Chapter 205, Rentals. Council comments to be sent to the Code Officer. Item 11C: tenant occupant needs to be defined further or eliminated. *Motion carries unanimously.*

**Grant Updates:** None

**Ordinances:** None

#### **Borough Building Ad Hoc Committee**

General Updates: There were a lot of questions from the public at the public meeting on Wednesday, November 15, 2023. There were good answers to those questions.

**Public Input Period:** None

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

On a **MOTION** by Hall, and a second by Greineder, approval is given to adjourn the meeting at 8:13 pm.

*Motion carries unanimously.*

Respectfully submitted,

Jill Frey  
Assistant Borough Manager

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING  
Thursday, December 28, 2023, at 6:30 pm in Council Chambers**