



Mount Joy Borough
Administration & Finance Committee Meeting Minutes
November 21, 2024, at 6:30 pm

Members Present: Chairman Youngerman, Councilor Kark. Councilor Hall was absent.

Others Present: Borough Manager, Mark Pugliese; Zoning & Codes Officer, Brett Hamm; Assistant Borough Manager, Jill Frey; and Community & Economic Development Coordinator / Grants Coordinator, Rachel Stebbins.

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

Executive Session: Youngerman announced there were no Committee Executive Sessions held outside of a public meeting between October 24, 2024, and November 21, 2024, and that there was a short Executive meeting held during the public Budget Meeting on November 14, 2024, to discuss employee performance appraisal.

On a **MOTION** by Kark, and a second by Youngerman, approval is given for the agenda for the November 21, 2024, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period:

No public input.

On a **MOTION** by Kark, and a second by Youngerman, approval is given for the minutes from the October 24, 2024, Administration & Finance Committee meeting. *Motion carries unanimously.*

Administration, Budget, and Finance

Manager's Report: Pugliese provided and reviewed his written report. Pugliese gave an update on the Borough building bid opening, saying it came in \$750K less than the previous bid. He said he will have a full report for the Council meeting.

Kark asked for an update on Cresco Labs. Pugliese said that they are very optimistic that recreational use of marijuana will be passed in the next session. He stated that the facility will primarily be a distribution center and there will be no growing there.

Kark asked to know what the issue on the verbiage is for the Florin Hills agreement for Phase 3. Pugliese said that the agreement uses the word 'plot' and it needs to say 'streets'. He said Florin Hill said it will be corrected.

Youngerman asked if there is anything in the packet about the handbook. Pugliese said no and that the Solicitor has still not given any comments.

Frey spoke with two items about the 2025 budget. She said that concerning 2025 projected wages, there are 27 payrolls in the year 2025 and that the extra payroll was not accounted for in the budget. She also said that the estimate for Earned Income Tax in the 2025 budget is under what it is projected from Lancaster County Tax Collection Bureau. These two items should balance themselves out for the bottom line.

Discussion with possible motion regarding the Employee Handbook:

Youngerman spoke concerning the Whistleblower Policy and said he does not like the term 'wrongdoing or waste'. He suggested coming up with different language, such as 'illegal activity' or 'violation of the law'. He suggested that under the 'Safety and Health' section of the handbook, to give reference to the AIPP. He asked what the current allowance and the proposed change is for clothing for Administration and Public Works. Frey gave him the details. Youngerman spoke concerning the Prescription/Over the Counter Medication section of the handbook and said that HIPPA may be violated here with the words 'need to

know'. He said he does not think it is the language of HIPPA and suggested the wording be changed. He spoke of the Social Media policy where it states, 'portrays the Borough in a negative light'. He said that he feels the Solicitor will not approve of this wording and that he will not vote yes if it stays in the handbook. He said we will continue discussion more when Councilor Hall is present.

Review Engineering Proposal from RETTEW:

There was discussion on the engineering proposal from Rettew for their 2025 fee schedule. Kark said that it would not hurt to get bids from other firms. Pugliese stated that we just switched engineers and does not recommend doing that every year. Kark said that it is good to keep an open mind concerning the professionals we work with and their cost. Youngerman said that he tried to get an evaluation of professionals some time ago. Kark said that he thinks it is good management to evaluate the professionals. Pugliese said the engineering proposal from Rettew should be moved to Council.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to move to full Council the engineering proposal from Rettew for their 2025 fee schedule. *Motion carries unanimously.*

Electric Contract

Pugliese spoke of the electric contract, saying that it is a renewal year, and he thought we had more time to get locked in with a rate. He said we need to approve something at the December Council meeting. He said the prices change every day and that he will have options to bring to the Council meeting.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to move to full Council discussion and possible motion for the electrical contract.

Codes, Zoning, and Stormwater

Land Development, Zoning, Codes, and Stormwater Administrator Report: Hamm provided and reviewed his written report.

Youngerman asked about 101 W. Main St. and if it is a danger. Hamm reported that Fire Department Mount Joy had Urban Search and Rescue team out to look at the property and did not see the building as a total collapse risk, therefor the possibility of danger is not high.

100 New Haven Street Concept Briefing:

Todd Smeigh, D.C. Gohn, Rich Santelary, Best Built REI, and Steve Hammond, Berkshire Hathaway, were in attendance. Smeigh said they are here tonight concerning 100 New Haven Street and if Council would be open to an adaptive re-use of this property from Worship space to apartments. He said there is a lot of work to do to make this happen so before they would move forward they need Councils thoughts.

Steve Hammond said that he is a local resident and volunteer for Fire Department Mount Joy (FDMJ) and is here to represent Best Built REI. He said that unfortunately, Trinity Evangelical had to shut its doors as of August 8, 2024. He said FDMJ was approached to see if there was an interest in the property and there was no interest. He said that after investigating more of what would be the best use, they thought it would be a good location for residential. He said that low vacancy rates and high rent costs are not a healthy scenario for Mount Joy or anywhere. He said vacancy rates are way below the annual national trends and people have nowhere to go. He said the specifics of the market put Mount Joy in a good position for growth. He said that they are hoping to preserve the history of the church and not demolish it.

Rich Santelary said that he is one of the partners in the firm Best Built REI and an interested buyer of 100 New Haven St. He said the firm is a small local developer based out of Chester and Lancaster Counties. He spoke of the general concept of turning the church building into an apartment building. He said he wanted to gauge the Committee's and Council's interest and get feedback.

Todd Smeigh asked if they should present to full Council that there is an interested party for this property, and if an adaptive use something they can pursue.

Youngerman stated that he does not like what more housing is doing to Lancaster County. Hammond said that there is real need for people to have housing and that the demand is more than the supply. Youngerman said that he loves what is being proposed for this property and that the concept is beautiful, but that the problem with housing is parking and if the growth is ever going to end.

Kark said it breaks his heart whenever a church closes, but if it is closed, then it is vacant property. He said he does not have a problem with this idea and thinks it would be good for the Borough.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to move to full Council the discussion of the concept of 100 New Haven St. *Motion carries unanimously.*

274 W. Main St. – possible LERTA application:

Steve Hammond spoke, saying that his family was looking to move to 274 W. Main St. He said they are looking to gain clarity on the Local Economic Revitalization Tax Assistance (LERTA). He asked if LERTA

had to be used for commercial property only and not primary residential and if it is zero amount of taxes or is it scaled. Pugliese said it is scaled each year to then be paying in full after ten years. Kark asked if the LERTA is on our website. Pugliese said yes, and that he also sent some information to Hammond. He said that it is new to the Borough as well. Hammond said he wanted to confirm if LERTA was for commercial only. Pugliese said he would have to get clarification from our Solicitor and asked that Hammond email the square footage and what his intentions are, and he will consult the Solicitor.

1087 Wood St. re-zoning request:

Hamm spoke concerning the re-zoning of 1087 Wood St. He said it was condemned after the previous owner passed. He said the new owner has taken over and wants to bring it to full Council to see if they may be able to do something with it, proposing to demolish what exists and build apartments or townhouses there. They want to know if Council will entertain re-zoning from light industrial to medium density or medium high density, which is what the properties are from 1087 Wood St. to Musser Rd.

Youngerman asked what they can do without re-zoning. Hamm said there is not much they can do. He said the house is very rough. Pugliese asked if it will have to be demolished either way. Hamm said yes.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to move to full Council the re-zoning request for 1087 Wood St. *Motion carries unanimously.*

Community & Economic Development:

Stebbins provided and reviewed her written report. Pugliese provided and reviewed the grant tracking worksheet.

Ordinances/Resolutions:

Pugliese spoke of Ordinance 04-2024, amending chapter 207 to add short term rentals. He said it requires to be sent to Lancaster County Planning Commission and there has to be a public hearing which will be held on December 2, 2024, Council meeting. He said that Ordinance 05-2024, adding chapter 205 rental code, Ordinance 06-2024, property maintenance code, and Ordinance 07-2024, establishing 2025 tax rate will all be coming before Council on December 2, 2024, Council meeting as well.

Legislative Updates:

No legislative updates.

Public Input Period:

No public input.

Executive Session:


No executive session.

Any Other Matter to Come Before the Committee:

Youngerman stated that there has not been a lot of time spent on long-term budget planning and that the Borough has some extraordinary expenses, such as other post-employment benefits (OPEB), pension, roads, etc. He said he would like to begin discussion on these items and take a serious look at conducting an evaluation of the Borough's professionals.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to adjourn the meeting at 9:00pm. *Motion carries unanimously.*

Respectfully submitted,



Mark I Pugliese
Borough Manager/Secretary