



**Mount Joy Borough**  
**Administration & Finance Committee Meeting Minutes**  
**December 19, 2024, at 6:30 pm**

**Members Present:** Chairman Youngerman, Councilors Hall & Kark.

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

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 November 21, 2024, and December 19, 2024.

A **MOTION** is made by Kark, with a second by Hall, to approve the agenda for the December 19, 2024, Administration and Finance Committee meeting.

A **MOTION** is made by Hall, with a second by Kark, to amend the agenda to strike Item 8C, discussion with possible motion regarding long term financial analysis. Hall said he feels we will spend a lot of time talking about this and ultimately get nowhere. A vote was given on the amendment with Hall voting yes, Youngerman and Kark voting no. *Motion does NOT carry.* Item 8C remains on the agenda.

A **MOTION** is made by Hall, with a second by Youngerman, to amend the agenda to strike Item 9F, discussion with possible motion to approve the Cornerstone Lot W-4 access easement request as approved by Planning Commission, pending any and all outstanding comments are addressed to the satisfaction of the Borough Engineer, Borough Solicitor and Borough Staff. A vote was given on the amendment with all Councilors voting yes. *Motion carries unanimously.* Item 9F is removed from the agenda.

A **MOTION** is made by Hall, with a second by Kark, to amend the agenda to strike Item 9E, to move to full Council the approval of Cornerstone Lot 6A SALDO application as approved by the Planning Commission, pending any and all outstanding comments are addressed to the satisfaction of the Borough Engineer, Borough Solicitor and Borough Staff. Hall said that we do not have a review letter from Rettew and that the Fire Department Mount Joy has not been contacted about the land development plan. A vote was given on the amendment with all Councilors voting yes. *Motion carries unanimously.* Item 9E is removed from the agenda.

A vote was given on the original motion for the December 19, 2024, Administration and Finance Committee meeting agenda as amended. *Motion carries unanimously.*

**Public Input Period:**

Bruce Haigh, Councilmember, West Ward, spoke concerning item 8C, discussion regarding long term financial analysis. He said the one thing missing was that Public Safety consumes 40% of our budget and it was not included in what was supposed to be looked at.

He spoke concerning SALDO waivers or modifications. He said DC Gohn has in front of the committee a waiver for loading ratios. He said that the applicant is supposed to clearly demonstrate that the alternative solution will provide equal or greater protection. He suggested that the Administration and Finance Committee suggest to the applicant that he provide those calculations to the Borough Engineers to document.

On a **MOTION** by Kark, and a second by Youngerman, approval is given for the minutes from the November 21, 2024, Administration & Finance Committee meeting. *Motion carries unanimously. Hall abstains due to not being present at the meeting.*

On a **MOTION** by Hall, and a second by Kark, approval is given for the minutes from the September 26, 2024, Administration & Finance Committee meeting. *Motion carries unanimously.*

**Administration, Budget, and Finance:** Manager's Report: Pugliese provided and reviewed his written report. Pugliese reported that the Kunkle Field project is finished.

Kark asked for an update on LERTA and if an answer was found for the question of if LERTA is in place for residential or just commercial. Pugliese said he does not have an answer yet but has been in touch with the man who was requesting the information. Kark said he is interested in knowing the answer.

Hall asked for an update on the pickleball courts. Pugliese said that Dave Christian laid out 2 or 3 courts in all the parks trying to determine where they should go, who would be able to walk there, how the noise level would travel, etc. and this information was sent to the Parks Advisory Board. Pugliese asked if the Parks Advisory Board is supposed to make the decision or what the Council is expecting from them being it is the first project to come before the board. He said that there are limited funds. He said there is a DCNR grant that we could possibly use for the pickleball courts and the splash pad, but it is not a certainty, or we could postpone the project for a year if the grant funds need to be used for other projects.

Hall said that he is afraid if we postpone the project the interest could trail off. He said it is popular now. He said Florin Park does not make sense for the pickleball courts, there is not enough parking, and it is close to houses. He said Memorial Park is a bad fit. He said that Little Chiques Park has space for them, but the park is in a flood plain. He said there are other parks that are either too small or too close to houses and that Grandview Park or Borough Park would be the best place to put them. He said that Borough Park already has the area for it, being there used to be tennis courts there, and it would not have to be a long-drawn-out process to make it happen. Hall said that we have the money and public interest, and we need to get moving on it.

Kark asked if the Parks Advisory Board has a park they are favoring to put the courts. Pugliese said they are leaning toward Florin Park. He said that Grandview Park would be an issue if we moved forward with the Municipal building, Rotary Park would be limited to 2 courts rather than 3, and there would be concern about balls from the ball field at Borough Park. He said Borough Park would be nice for it but that we would have to talk to the residents for input.

Hall said that 2026 is the anniversary year for Rotary and that he would love to see it open for the anniversary year. He said it is also the 175<sup>th</sup> anniversary of the Borough. He said it should go to the Public Works Committee meeting for January and on to Council for February. Kark said he agrees to get it moving.

Todd Smeigh, DCGohn in attendance, said that Mr. Hall is spot on, and that Borough Park would be the best place for the pickleball courts. Hall said to get it to Public Works and get it moving.

Discussion with possible motion regarding Employee Handbook: Youngerman asked if the employees' birthday is given as a day off. Frey said yes, it is considered a Holiday.

Hall said he needs clarification on part-time Holiday pay. Frey said that if a part-time employee would normally work on a Holiday when the office is closed, they will receive 4hrs of Holiday pay. Hall said that this section should be re-worded for better clarification. Youngerman said he is opposed to Holiday pay for part-timers. Hall said he is fine with it but would like the wording cleaned up.

Kark asked what Vacation time the part-timers receive. Frey said that what is considered their normal work hours in a week, they receive each year in Vacation time.

Kark asked what the current call out policy is. Pugliese said what is written in the updated draft has always been the unspoken rule, and that it has just now been put into written form. Youngerman said he is fine with the proposed call out policy. All members agreed to the proposed call out policy.

Hall said he is fine with everything except the proposed update stating the Birthday Holiday being taken anytime within the calendar year. He asked what the current handbook states about the Birthday Holiday. Frey said the current Birthday Holiday must be taken no earlier than 1 week prior to or no later than 1 week after the employee's actual Birthday date. Hall said he would like to keep the current policy and not change it. Youngerman said he is against the Birthday Holiday; he is not in favor of another day off and it is an additional cost to the Borough. All committee members agreed to keep the Birthday Holiday as being used within a week, before and after, the employee's actual birthday.

Hall mentioned the proposed Veteran's Day off. He said that banks, Post Office, etc., are not open on Veteran's Day. Kark said he is fine with giving Veteran's Day off. All committee members agreed to Veteran's Day as a Holiday.

Kark said he is fine with the proposed Vacation change for regular full-time employees, after 5 years of service (previously 6 years) – 15 days, and after 12 years of service (previously 15 years) – 20 days. Youngerman said he would rather do 2, 6, and 12 years. Hall said he would rather do 2, 5, and 12 years. Kark agreed. All committee members agreed to 2, 5, and 12 years as proposed in the draft.

All committee members agreed to the proposed changes for the handbook except the Birthday Holiday taken anytime throughout the calendar year, and requesting the wording is changed with the part-time Holiday for better clarity.

Discussion with possible motion regarding Long Term Financial Analysis: Youngerman provided proposed document.

Hall said there are a lot of problems with the document. He referenced the analysis states to focus on costs not already funded, long-term obligations and expenditures significantly above current levels. He said items such as pension underfunding, roads and capital improvements, and OPEB (other post-employment benefits). He said these items we already budget for, year after year and that we pay and monitor as we go. He said the auditors have reported on this and that they agree.

Hall mentioned about firefighting being on the list. He asked if we reached out to Fire Department Mount Joy (FDMJ) about this. He asked what model we want to follow and gave examples of other Fire Departments.

Hall mentioned the building project being on the list and said that this is going to be settled in a couple of weeks, so why would it be on the list. He mentioned that there are "more buildings" on the list and asked what Youngerman is referring to. Youngerman said with more population comes more police, more firefighting, with more buildings and roads.

Hall said that as far as pension being underfunded, every retiree has received pension benefits since 1851. He said we do not have costs that are not already funded. He said we have a 25% fund balance policy in place that we have been able to adhere to. He said he is not saying we do not look at the finances, but he does not think it is a dire situation.

Kark said that the mayor called the Admin & Finance Committee to concerning financial items being addressed ahead of time. He suggested that at different times throughout the year we can take a snapshot of how we are doing and asked how we go about doing this.

Youngerman mentioned the building project, and that we do not plan it before we know how we are funding it and then we need to raise taxes and capitalize with bonds, instead of pre-funding. He mentioned the pension fund and that the 7.75% assumption is not a good percentage. He mentioned the OPEB benefits and that there will come a time that it will spike. He said we can look at the retirees and the cost of their health care.

Hall said that he thinks we are funding well, for example, we have millions of dollars in the pension funds and pay thousands each year. He said that the retiree's health care cost is in the budget already under line items 01.487.155 (self-insured medical payments) and 01.487.156 (hospitalization major medical). He said that we can and need to do everything we can to continue to fund the volunteer Fire Department.

Kark asked how we intend to implement the long-term financial analyses. He asked if we put an item on the agenda every couple of months. Youngerman said it is up to Council. Kark said if anyone wants to pursue the details and if they see a problem, put it on the agenda and the Committee will discuss it.

Hall said that as for pre-funding, you cannot tax current taxpayers for the obligation of future taxpayers. He said that pre-funding is limited by the courts.

Consider a motion to move to full Council the Borough/Authority Agreement. Frey stated that the Authority changed the term of the agreement from 1 year to 6 months due to the possible building swap between the Borough and Authority for the maintenance facilities.

On a **MOTION** by Hall and a second by Kark, approval was given to send to full Council the Borough/Authority Agreement with the change of the expiration date from December of 2025 to June of 2025. *Motion carries unanimously.*

Hall asked chair to move item 9D, approving Lancaster County Career & Technical Center (LCCTC) to the current place on the agenda. Youngerman acknowledged and accepted.

A **MOTION** is made by Kark, with a second by Youngerman, to move to full Council, approving the Lancaster County Career & Technical (LCCTC) Lot 2 subdivision plan modification request pending any and all outstanding comments are addressed to the satisfaction of the Borough Engineer, Borough Solicitor and Borough staff.

Todd Smeigh, DCGohn, reviewed the subdivision plan modification request. He said that this is for a flag lot which is to be subdivided off Fairview Ave., on to the campus of LCCTC. He said the lot itself is in Mount Joy Township, and that all improvements that serve stormwater are in the Borough. He said the Borough line is on the southern part of the plan. He said that he would like to see this get through to Council and as Mr. Haigh mentioned, he will provide additional information to Rettew providing an acceptable alternative to what the Ordinance requires.

Kark said that we should have financial security for stormwater improvements. Haigh, in attendance, agreed. Smeigh said that they can do that.

*Motion carries unanimously. Hall abstains due to LCCTC is his employer.*

**Land Development, Zoning, Codes & Stormwater:** Hamm provided and reviewed the written report.

He reported that the Planning Commission asked if they could change the meeting time 2025 from 7:00pm to 6:30pm. He said that the Zoning Hearing Board would like to do the same and change the meeting time from 7:00pm to 6:30pm. Pugliese said that we would have to advertise to amend the resolution for the meeting dates & times.

On a **MOTION** by Hall, and a second by Kark, approval was given to move to full Council the adjustment of the meeting schedule for the Planning Commission meetings and Zoning Hearing Board meetings for the year 2025, to keep the same dates but change the time from 7:00pm to 6:30pm. *Motion carries unanimously.*

Discussion with possible motion regarding fee schedule for rental property permits and inspections: Hamm reported that it is recommended to eliminate the \$65 residential rental permit fee for required 4-year inspections only and change the requirement for residential inspection fees to \$50 for required change of tenant inspections. He said it is also recommended to consider offsetting the funding generated by the fee elimination and reduction by raising the annual residential rental permit fee from \$75 to \$85.

On a **MOTION** by Hall, and a second by Kark, approval was given to move to full Council the proposed new fee schedule for rental property permits and inspections. *Motion carries unanimously.*

Youngerman acknowledged, for the record, that the Administration & Finance Committee has received the resignation of Thomas (Todd) Dohl from the Planning Commission.

On a **MOTION** by Hall, and a second by Kark, approval was given to move to full Council the approval of the "Quick Ticket" new format. *Motion carries unanimously.*

**Community & Economic Development Coordinator:** Stebbins provided and reviewed the written report.

Hall asked how we know there were 3,200 people in attendance at the Winterfest. Stebbins said the Placer AI software tracked it. Hall asked if we purchased this and said it is not in the 2024 budget, but it is in the 2025 budget. Stebbins said the invoice has not been paid yet. Hall stated that everything that is in the Capital Fund budget needs approved before it is purchased. It is in the 2025 budget, it has not come up for a vote to buy it, we cannot un-use it, so I do not know what we do now. Kark said that the purchase was specifically laid out in our Capital Plan. Frey said that it is not going to be paid in 2024. Hall said that the staff has painted Council in a corner.

Pugliese stated that as previously discussed, the price we were given was initially a 2-year quote and Rachel got it down to a 1-year quote and commitment, but they were holding that price up until December 31, 2024. Kark said that if the purchase was after January 1, 2025, the price could have gone up. Pugliese said yes, and that the person who negotiated the price with Rachel was leaving the position so we would have been starting to renegotiate. Kark asked if they are ok with the Borough not writing the check until the beginning of the year. Pugliese said yes.

Hall said that the Council put it in the 2025 Capital budget, but did not approve spending it.

Hall asked the chairman for an Executive Session. Chairman Youngerman asked what will be discussed. Hall said a personnel matter. The Committee went into executive session at 9:07pm. Committee returned from executive session at 9:13pm. Youngerman announced there will be no decision made and there will be follow up with the Borough Manager.

Grants: Grant tracking worksheet was provided as well as updates on previously applied for grants.

Youngerman asked what the Fish & Boat Commission Grant is. Stebbins reported that it is a new one she is working on with Kara from Rettew and it is for Phase 3 of the Stream Bank Restoration.

Discussion with possible motion, Ordinance 04-2024, Amending Chapter 207 to add short-term rentals. Pugliese provided a zoning map. He said that the Ordinance was hung up with zoning. Kark said that the Ordinance seems restrictive and does not give a lot of options. He said it needs more residential.

Hall said that he thinks it is not restrictive. He said we need to be careful of how you zone short term rentals. He said that someone staying in a short-term rental does not have to go through any clearances and he is concerned with safety and quality of life. He said that it is reasonable to be restrictive. Kark said that he is in favor of short-term rentals.

**Ordinances/Resolutions:**

On a **MOTION** by Hall, and a second by Youngerman, approval was given to send to full Council for discussion and possible motion Ordinance 04-2024, Amending Chapter 207 to add short-term rentals. *Motion carries. Hall and Youngerman voting Yes, Kark voting No.*

On a **MOTION** by Hall, and a second by Kark, approval was given to send to full Council for discussion and possible motion Ordinance 05-2024, Adding Chapter 205 Rental Code. **\*\*NOTE\*\*** – will be before Council 1/6/2024 pending approval of Ordinance 04-2024.

Hall asked if the Ordinance number should be 05-2024, or 01-2025. Pugliese said he would find out what is proper. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Kark, approval was given to send to full Council Resolution 2025-01, appointments and re-appointments of various boards, commissions and positions within the Borough organization. *Motion carries unanimously.*

**Legislative Updates:**

None.

**Public Input Period:**

Josh Deering, 33 Frank St., stated that if the cost of advertising for moving the times for Planning Commission and Zoning Hearing Board are excessive, they can do 7:00pm for 2025 and change it to 6:30pm for 2026.

He spoke of the short-term rental Ordinance. He said the Ordinance is coming from the Planning Commission and it was a long process with at least a year in Planning Commission talking about it and this is what they came up with.

Bruce Haigh, Councilmember, West Ward, said that Zoning Hearing Board a while back denied short-term rentals, which he believes was then appealed. He asked what the status is of that. Hamm said the last information he had was it is still pending with Lancaster County. Bruce stated that Borough Council did not become a part of that. Hamm said that is correct.

**Executive Session:**

No executive session.

**Any Other Matter to Come Before the Committee:**

None.

On a **MOTION** by Hall, and a second by Kark, approval is given to adjourn the meeting at 9:41pm. *Motion carries unanimously.*

Respectfully submitted,



Mark I Pugliese  
Borough Manager/Secretary