



Mount Joy Borough
Administration & Finance Committee Meeting Minutes
April 25, 2024, at 6:30 pm

Members Present: Chairman Youngerman, Councilors Hall and Kark

Others Present: Borough Manager, Mark Pugliese; Assistant Borough Manager, Jill Frey; Zoning & Codes Officer, Brett Hamm; Rachel Stebbins, Economic Development; Part-time Receptionist, Linda Gainer; Mayor Timothy Bradley (6:30 to 7 pm)

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

Executive Session: There were no Executive Sessions held by the Administration and Finance Committee between March 28, 2024, and April 25, 2024. Nothing is currently planned under Item 13.

On a **MOTION** by Hall, and a second by Kark, approval is given for the Agenda for the April 25, 2024, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period: No one

On a **MOTION** by Hall, and a second by Kark, approval is given for the Minutes of the March 28, 2024, Administration and Finance Committee meeting. *Motion carries unanimously.*

Presentation – Boyer & Ritter 2023 Audit: James Farano, representing Boyer & Ritter, attended via zoom. Farano explained the process of the audit and went through the reports.

Manager's Report

Pugliese presented his report. The 90% plans for the Municipal Building were on the table and will be there over the weekend if members want to view them. Pugliese and Chief Goshen have been reviewing the plans. Kark asked about 11A. Pugliese stated that the Borough has the grant for the bus shelters but the shelters will be put up by the South Central Transportation Authority. The Engineer will get the HOP; the engineering is done. One shelter will be on Borough property and one outside Paula's Baton.

Hall has concerns about 11C – Kunkle Park. Pugliese stated the Public Works Committee made a recommendation to Council to award this project. The Park and Rec Committee had to make a recommendation to Council regarding the consultant RFP.

Florin Hill Update: The borough is still working on the agreement with Charter Homes. Rettew is reviewing the stormwater management plan. The project is moving along.

On a **MOTION** by Kark, and a second by Hall, approval is given to move to full Council, awarding the Little Chiques Park Master Site Plan development to YSM Landscape Architects in the amount of \$56,250.00, as recommended by Parks & Recreation Advisory Board and the Borough Engineer.
Motion carries unanimously.

Acknowledge receipt of letter of resignation of Linda Gainer, part-time receptionist: Letter is acknowledged with no official action needed by Council.

Discussion with possible motion regarding property line issue between 15 & 9 E. Main Street:

Pugliese stated that Mr. Dohl was asked to submit his preferences for the property in writing. You have his letter and the response from our Solicitor dated April 16, 2024. Discussion continued with several ideas for a solution from separating the properties and selling them separately to pursuing what needs to be done to grant Mr. Dohl the two feet that is part of his property to tearing down both buildings. Mr. Dohl offered another solution in that he would be willing to provide an easement; if the buildings are purchased and torn down, he would be entitled to the two feet because the building is no longer on it. Dohl didn't feel that splitting the properties was benefit that you think it is. There would be the issue of setbacks and a purchaser would not be able to build anything without seeking an exception. The Committee will continue to explore and consider options. On a **MOTION** by Hall, and a second by Kark (to discuss further), approval is given to send to full Council to have the Solicitor prepare the proper documentation to correct the property line and have the Solicitor do whatever paperwork needed to separate 13 & 15 E Main Street and then when complete, sell as separate. Hall **WITHDRAWS** his motion.

Discussion with possible motion regarding summer work schedule: Pugliese received an email sent to all Borough Managers asking if anyone does alternate summer hours. Some boroughs do. Nissley approached Pugliese about working four nine-hour days and four hours on Friday. Office staff are also interested. Discussion continued on possible ways to make this schedule work, so office hours are covered.

On a **MOTION** by Hall, and a second by Kark, that the Manager and Assistant Manager prepare a policy and schedule to be presented to full Council for consideration at the May 6, 2024, meeting.

Motion carries unanimously.

On a **MOTION** by Kark, and a second by Hall, approval is given to move to full Council the adoption of Resolution 2024-12, a resolution to authorize staff to apply for a DCED grant in the amount of \$3000,000.00 for the streambank restoration project. *Motion carries unanimously.*

Codes, Zoning, and Stormwater

Land Development, Zoning, Codes & Stormwater Administrator Report: Hamm's report is in the packet. Youngerman asked if there was any further information on short-term rentals. There will be an appeal at the next county hearing board meeting.

Community & Economic Development Coordinator

Community & Economic Development Report: Stebbins' report is in the packet. Kark commented that Stebbins has been busy. Youngerman asked about Fourth Friday, is there a sense of people being willing to head this up. Stebbins stated that there are good ideas and leads from those who want to see Fourth Friday happen. Customer appreciation is planned for June, items or money collected for backpacks planned for July. Saturday, October 26th the Chamber of Commerce is hosting Trick or Treat. The various groups in Mount Joy are working well together.

Grant Updates – Reference Grant Tracking Document

On a **MOTION** by Hall, and a second by Kark, approval is given to move to full Council, authorizing staff to apply for an ARLE grant for the upgrading of the crosswalks at the four (4) noted controlled intersections to install stamped concrete or stamped thermoplastic. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Kark, approval is given to move to full Council, authorizing staff to apply for a small grant from T-Mobile "Hometown" grant that is centered around downtown revitalization projects. *Motion carries unanimously.*

Ordinances

Ordinance 02-2024 regarding Act 172 will be before Council at the May 6th meeting.

Public Input Period

Todd Dohl, 9 E. Main St, thank you for bringing him into the conversation and not moving hastily and considering a new option. Dohl also mentioned the upgrading of the crosswalks as what is there now every tractor trailer that drives over the crosswalk at Market and Main Streets shakes his house.

Any Other Matter to Come Before the Committee

Hall asked if there is a policy on who can engage the Solicitor. Can any member of the Council contact the solicitor, and create billable hours? Hall feels that certain staff be authorized to contact the Solicitor. Youngerman agreed there should be clarity and felt the Borough Manager could be the contact point and be able to use his judgement on whether the Solicitor is contacted. Pugliese will look into whether there is a policy and see what Borough code allows.

Kark would be curious on the Solicitor's thoughts on legalizing marijuana. Can we pass an ordinance that does not allow recreational marijuana use or sale in the borough?

Hall asked if it's necessary for the committee to approve applying for a grant. If it needs matching funds, he can see it, but if the grant is for a shovel ready project, is it necessary? Kark can see the need to be aware of a grant application.

Youngerman feels it's fair to parties involved to make public an April 16 letter from the Solicitor. The letter addresses the rights and responsibilities of running for office and redistricting. The public should be able to access this information; it gives an advantage to Council members.

On a **MOTION** by Hall, and a second by Kark, approval is given to adjourn the meeting at 8:44 pm.
Motion carries unanimously.

Respectfully submitted,



Mark I Pugliese
Borough Manager/Secretary

NEXT ADMINISTRATION AND FINANCE COMMITTEE
Thursday, May 23, 2024, at 6:30 pm in Council Chambers