



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
May 25, 2023

Members Present: Chairman Youngerman, Councilor Hall
Absent: Councilor Roering

Others Present: Borough Manager, Mark Pugliese; 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 – No Executive Session held by Committee between 4/27/23 through 5/25/23.

On a **MOTION** by Hall, and a second by Youngerman, approval is given for the Agenda for the May 25, 2023, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period:

Bruce Haigh, West Ward, attended the Zoning Hearing Board meeting. It was interesting and discussion should be taken to Council. The issue is installation of solar panels on an accessory structure. Code currently states a 3-foot set back from the edge of the roof. Brady has done the research and there is nothing in the fire code, etc., that requires this setback and there is no need for the setback on an accessory structure. There are five more permits pending for solar panels that this would apply to. Haigh doesn't know why this requirement is in the zoning ordinance; it shouldn't have been. Current solar panels have a different design and are installed differently now. Haigh was asked to bring this to this committee and ask them take action with Council.

On a **MOTION** by Hall, and a second by Youngerman, approval is given for the Minutes of the April 27, 2023, Administration and Finance Committee Meeting. *Motion carries unanimously.*

Administration and Finance Committee

Manager's Report: Nothing to highlight that is not on the agenda. Hall asked how much time is spent on Right to Know. Pugliese stated it averages half an hour for simple requests, if more in depth, it can take days until he finds everything he needs.

Further discussion on length of Council & Committee meetings: Youngerman asked for comments. Hall stated: Be prepared, don't speak if there's no need.

Discussion on Act 172 of November 21, 2016: Pugliese stated this is in progress. He hasn't had the opportunity to speak with the Fire Chief President.

Update on results of air quality test conducted in current Municipal Building: Hershey Brothers HVAC has been out to service the middle of the three air handlers that is contaminated. They do not remediate mold. Pugliese will contact the company that tested the air and get a quote for the cost to remediate the unit. The Detective, Police Chief, Interview room, Squad Room and the Juvenile Hold rooms are all affected. Pugliese will look at more quotes that come in and take it to Council.

Discussion on Signing Bonus: Borough and Municipal managers in the county have consulted on how to hire for open positions. Mount Joy has had a Parks Technician position open since August last year. East Petersburg gives a “bonus” to any employee who recommends someone for a position and that person is hired. Discussion continued on how this could work for Mount Joy Borough.

Discussion on Investments: Pugliese presented the PLGIT Investment Rates. Discussion centered around CD rates, cash flow, PLGIT rates and whether it’s worth putting money away for the amount of gain. Youngerman suggested that the committee continue to discuss. Pugliese will keep an eye on the rates and see what the trend is.

Distribute bid results for Wood Street Project: Pugliese stated that bids came in, but he does not have the tabulation yet. Concrete came in higher than budgeted, but paving came in under budget. The Council has to approve, and Public Works is aware that they won’t see the figures before the next Council meeting. Extra funds can be used for seal coating or held onto for costs in the next year.

Distribute letter from Redevelopment Authority of Lancaster County: The Borough doesn’t have to do anything to remain in the county’s HOME program or the ESG Program. This makes us eligible for funding through the county.

Preliminary discussion on Non-Uniform Retirement Plan: Discussion centered around vesting, age of retirement, when retirement can be collected. RJ Hall could be asked to come to a meeting and explain. Pugliese asked committee members to think about it and this will be on the agenda next month.

On a **MOTION** by Hall, and a second by Youngerman, to move to full Council to accept the letter of resignation from Seth Godfrey, Stormwater, Projects and Grant Administrator effective June 7, 2023. *Motion carries unanimously.*

Land Development, Zoning, & Codes

Codes & Zoning Report: Brady presented his report and highlighted paragraph 2, reducing clutter and streamlining Permit Manager Software by reviewing and eliminating some of the permit types and subtypes. More complaints were closed than opened. Discussion on use of the complaint form and why a complaint can’t be anonymous. The Committee felt all complaints should be taken and Brady should use his judgement on the most important to investigate first.

Brady is looking to attend some more training and certifications during the year and has asked to have some funding reallocated in his budget.

On a **MOTION** by Hall, and a second by Youngerman, approval is given to full Council to reallocate funds in the Zoning budget. *Motion carries unanimously.*

Grant Updates

Pugliese presented the updated Grant Worksheet. Three grants have been applied for this year. Three grants are still open.

Borough Building Ad Hoc Committee

General Update: Deering stated that there was not a quorum at the last meeting. Status is the same as last month, on hold. There are plans to do a presentation at Council. Council will need to make a decision, so the Committee has direction, if this is a path we want to go down. Work needs to be done: grading, test pits and geo tech and the committee doesn’t want to spend more money without direction from Council.

Update on Financing: Pugliese reviewed a financing option with PLGIT.

Ordinances

Update on Ordinance 01-2023, an ordinance to amend the Mount Joy Borough Code of Ordinance, Chapter 270, Zoning, to revise regulations governing municipal uses: Pugliese stated there are no updates on the ordinance. It has not been signed by the Mayor. Pugliese will contact the Mayor.

Resolutions: None

Public Input Period

Bruce Haigh, West Ward, requests that something be put together for the June meeting to present to Council on solar panels. Pinkerton Road project was put off by covid and then there was some unforeseen stormwater work to be done. Bids tend to be higher when there is stormwater work. Haigh is pleased with the bids for Wood Street. Bids came in under budget due to Rettew making it clear to contractors what was needed and using local bidders. There are no stormwater matters on Wood Street. Rettew had an on-site, mandatory meeting for Wood Street for all contractors. The Borough has applied for grants for stormwater work on Locust Lane, Midway and School Lane that is scheduled for 2025.

Josh Deering, 33 Frank Street, asked if the zoning complaint form is on the website, if not, how can someone get the form. Brady stated the form is not on the website at this time. Deering suggested getting it on the website. Council members get emails with complaints from the public. Is that an official complaint rather than anonymous? Public Works has a form accessible to report potholes, etc.

Any Other Matter to Come Before the Committee

The Memorial Day parade is Saturday, May 27, from approximately 2 – 4 pm. Angle Street to Barbara Street will be closed. Hall mentioned the Memorial Service at the Park. It will be at 10 am. Pugliese will get that out on Facebook, Twitter and the Borough website.

On a **MOTION** by Youngerman, and no second, approval is given to move to full Council discussion of solar panels zoning restriction. *Motion dies for lack of second.* Hall would like to see staff prepare something and bring it to the proper committee before sending it to Council.

On a **MOTION** by Hall, and a second by Youngerman, approval is given to adjourn the meeting at 8:26 pm. *Motion carries unanimously.*

Respectfully submitted,

Mark G. Pugliese

NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, June 22, 2023, at 6:30 pm in Council Chambers