



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
July 27, 2023, at 6:30 pm

Members Present: Chairman Youngerman, Councilors Hall and Greineder, Mayor Bradley (via Zoom)

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 6/22/23 through 7/27/23. There will be an executive session under Item 11 to discuss a personnel matter.

On a **MOTION** by Hall, and a second by Greineder, approval is given for the Agenda for the July 27, 2023, Administration and Finance Committee meeting with a correction under Executive Session to personnel matter not legal matter. *Motion carries unanimously.*

Public Input Period: None

On a **MOTION** by Hall, and a second by Greineder, approval is given of the Minutes of the June 22, 2023, Administration and Finance Committee meeting. *Motion carries unanimously.*

Administration, Budget, and Finance

Manager's Report: Pugliese has not heard back from Amtrak after trying to contact them twice. Pugliese is working on additional items for grants. There was a meeting with Florin Hill representatives along with the Engineer, Staff, their Solicitor, and our Solicitor. Florin Hill representatives were talking about Phase 3, but the Borough pointed out seven deliverables for Phase 1 and 2 in order for us to move forward. Phase 3 will come back to Council in some form.

On a **MOTION** by Hall, and second by Greineder, approval is given to move to full Council the adoption of Resolution 2023-08 as well as Intermunicipal Agreement allowing the residents and local contractors from Rapho Township to temporarily utilize the Mount Joy/East Donegal Compost Site. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council the Chief of Police Compensatory Time Proposal. On a **MOTION** by Hall, and a second by Youngerman to **AMEND** the motion to strike "unless the mayor agrees to a carry-over" in Paragraph 4. *Motion carries unanimously.*

On a **MOTION** by Greineder, and a second by Hall, approval is given to move to full Council the Mount Joy Borough and Authority Employee Appreciation Day at a cost of not more than \$1,520. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council to renew the 2023-2024 Municipal Winter Agreement. *Motion carries unanimously.*

Discussion on Act 172 of November 21, 2016, Compensation for volunteer fire fighters – email sent: Pugliese stated that he will be meeting with the Fire Department next week to discuss. Hall stated, once again, to keep it simple, make the threshold reasonable and easy to track. Hall also pointed out that not all the Mount Joy fire fighters live in the Borough.

Discussion on investments with PLGIT accounts: Pugliese stated that the PLGIT rates were discussed two months ago and whether to put money into CD's. Pugliese has been tracking the rates and will have a graph for next month.

Discussion on Non-Uniform Retirement Plan: There is an annual meeting with RJ Hall on August 10, 2023, at 10 am. This Committee is welcome to attend the meeting.

Discussion on Lead Free Families Initiative: This group would like to make a presentation to Council. If we have their brochures, we can do public relations on lead free. Hall suggested that it would be better if they were at our stand at the Mount Joy night baseball game than to present it to Council. Hall suggested that a link be put on our website and handouts be given to landlords. The Borough should cooperate with Lead Free Families but there are better ways to get the information out to residents.

Mayor Bradley made a recommendation that the information be placed in the Borough's fall newsletter so people can see it and contact the group. It should be put under Safety along with the hazards of lead and how to contact them. He also recommended that Lead Free Families write the article.

Discussion of positions and job descriptions Codes & Zoning, Stormwater, Grants, Economic Development: Pugliese stated that after discussion with Hall and Brady, the responsibilities of Stormwater will be added to the Zoning & Codes job description. The other position will be Grants, Projects, and Economic Development Coordinator. The Borough has been hearing concerns from the public about what will be done about Economic Development. Putting Grants and Economic Development together makes sense. This position can sit down with the community groups as the Chamber, Voyage Mount Joy, St Mark's group and the Rotary to spell things out.

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council the Job Description for Zoning, Codes & Stormwater Administrator. *Motion carries unanimously.*

Florin Hill Update: Nothing new to report, discussed under Manager's Report.

306 Locust Lane Easement Update: Pugliese gave an update to Council and worked with our Solicitor. The bump out around a pole on Pinkerton Road is 36 inches, which is the bare minimum, is a non-issue. The contractor did not follow the plan so there is no bump out around the pole, but an easement is not needed. Hall suggested following up and sending a letter to them. Pugliese stated this has already been done with the Solicitor.

Discussion on Budget Calendar: The calendar will be posted on the website and social media when we have a budget meeting.

Request to waive administrative fee for sidewalk on Pinkerton Road: A resident will be using the Borough contractor to do their sidewalk. They could have chosen to use to any contractor. Letter sent out states there is a 10% fee if the Borough does the sidewalk and a 10% fee for administration costs on the payment plan which they have asked to be waived. Jill stated that 10 homeowners took advantage of the payment plan. The concern for the

committee is that if the fee is waived for this resident, the Borough will have to waive the administration fee for everyone.

Land Development, Zoning & Codes

The Codes & Zoning report was presented. As of today, 50 permits have been issued on 46 projects for this month. Rental inspections are being done as they come up. There have been a few new rental properties over the last two months. Over the fourth of July, Zoning and the Police Department worked together on two incident violation notices on rental properties. Complaints and violations are up significantly. There were no Zoning Hearing Board or Planning Commission meetings held in July. There will be a Zoning Hearing Board meeting in August to address three variances for Sporting Valley Feeds. The trailers at 464 W. Main Street have been dismantled or repaired. On July 9, the Fire Department was called to 170 New Haven Street for a fire. Brady was part of the inspection investigation. The cause of the fire is under investigation.

Briefing – potential development of 600 E. Main Street: Pugliese and Brady had a zoom meeting with a developer, McAdams, which is a New York state development company. They have purchased or are in the process of purchasing the property where the Crown of Life Church building is across from Lefever Road. They are seeking to combine two parcels into one. They want to put a Mavis tire and Auto Zone on the lot. Pugliese and Brady have discussed a single driveway instead of two at the traffic light. McAdams will meet with PennDOT and PPL about highway occupancy permits. A traffic improvement study needs to be done.

Discussion for rezoning of the south side of East Main Street from 400 E Main St. to 902 E. Main St.: The Borough is looking into rezoning this area from neighborhood commercial to general commercial due to a potential project at 400 E Main. It would make it easier for new businesses to move in, with less need for variances, special exceptions, and signage and for a long-term vision for the Borough. It would give more control on conditional use by businesses rather than rezoning parcel by parcel. Mayor Bradley stated that it seemed like a lot of process to go through to benefit business. The current system doesn't seem to be an impediment to development. The area has residences and those would need to be protected. Bradley inquired, outside of signage height, what are other major impediments to development. Additional steps to bring a business into Mount Joy might be beneficial. He felt short-term rentals were more important to have in place. Hall had no issue with the rezoning but felt that short-term rentals were a higher priority.

On a **MOTION** by Hall, and a second by Greineder, approval is given to move to full Council the adoption of a "Quick Ticket" form/document as required by Chapter 195, Section 107.7.4 of the Mount Joy Code.

Brady purchased door hangers to use, instead of notes, as a general contact if he stopped to do an inspection or following a complaint. He also created an orange form that is mailed with a violation letter that a resident brings into the office to pay a violation. Council has to approve any forms Zoning & Codes uses as part of the ordinance. Mayor Bradley inquired if this streamlines the process. Brady felt that it does when the complaint/violation is ticketed immediately as a warning. Brady will still send out letters, but a door hanger seems to be effective on a simple violation such as grass needing cut.

Motion carries unanimously.

Briefing of ZHB Case 23-04 for Sporting Valley Feeds variance with a hearing date of 8/23/23.: Youngerman asked if there were any objections. Brady pointed out that any neighboring properties need to be notified and the ability to be represented. Youngerman stated this should be put on the agenda for Council.

Grant Updates

Pugliese presented the Grant Update worksheet. More information is needed on the Watershed Restoration Grant. Pugliese is working on the Connects2040 grant and the NFWF 2023 needs additional information.

Borough Building Ad Hoc Committee

Hall stated he was disappointed that there was no cost update with the updated schematic with the 10% reduction in size. He would like to know what the reduction in cost would be. The proposed changes are with the architect.

Public Input Period: None

Executive Session: Committee Members went into Executive Session to discuss a personnel matter at 8:45 pm. Executive Session ended at 9:00 pm.

On a **MOTION** by Hall, and a second by Greineder approval is given to increase the Zoning & Codes salary from \$60,000 to \$63,000 once the position changes with the addition of the Stormwater Officer to the description. *Motion carries unanimously.*

On a **MOTION** by Hall, and a second by Greineder, approval was given to adjourn the meeting at 9:00 pm. *Motion carries unanimously.*

Respectfully submitted,

Mark G. Pugliese I
Borough Manager/Secretary

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, August 24, 2023, at 6:30 pm in Council Chambers**