



Mount Joy Borough
Administration & Finance Committee Meeting Minutes
August 22, 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; Community & Economic Development Coordinator / Grants Coordinator, Rachel Stebbins.

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 July 25, 2024, and August 22, 2024. An executive session is planned under item 13 of this agenda to discuss real estate.

On a **MOTION** by Kark, and a second by Hall, approval is given for the agenda for the August 22, 2024, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period

No Public Input.

On a **MOTION** by Hall, and a second by Kark, approval is given for the Minutes of the July 25, 2024, Administration and Finance Committee meeting. A correction was given for page 2 where it mentioned "forced main", stating it should read, "force main". *Motion carries unanimously, as corrected.*

Administration, Budget, and Finance

Manager's Report: Pugliese provided and reviewed his written report.

Kark asked for an explanation on Item 8c, Kunkle Field / Heritage Grant. Pugliese explained that the project is going over budget and that we may need to hold off on ADA ramps, speed tables, and lower the width of the path to stay within budget.

Hall asked for an update of Item 8f, Lancaster County Community Foundation / Lancaster Clean Water Partners Reserve Swale. Pugliese said that he is still working on it.

Kark asked for an update on Item 9, Schatz vs. Borough of Mount Joy. Pugliese explained the history of the case and said that as of now we need to look at the as-built plans and consult with Rettew Engineering to determine what to do next.

Discussion on continuity of operations within the Borough. Mark explained that every department in the Borough has back-up except the finance department. He stated that Lisa Peffley was going to be taking the finance position when it was open and she has continued training for back-up.

On a **MOTION** by Kark, and a second by Hall, approval is given to move to full Council the promotion of Lisa Peffley to the position of Assistant Finance Officer with a three percent wage increase. *Motion carries unanimously.*

Discussion regarding Mount Joy Borough handbook. Suggestion was given to send the revised handbook to full Council with a statement saying they have a month to review it and that it will also be sent to the Solicitor to review and then come to the Administration & Finance Committee meeting in September and then to the Council meeting in October.

On a **MOTION** by Hall, and a second by Kark, approval is given to move to full Council authorization for the Borough Manager to attend the PSAB Fall Leadership Conference being held in Lancaster City on October 11, 2024, through October 13, 2024, at a cost of \$190.00 and to pay for and/or reimburse expenses as provided by Section 701 of the Borough Code. *Motion carries unanimously.*

Discussion on the 2025 Budget Schedule. Hall stated that he has a meeting to attend on November 14th and that Brett Hamm will be at the same meeting. Pugliese said that the dates have been advertised and would have to be re-advertised to change them. Youngerman stated that he would like to have the evaluation of the Manager. Hall said it should be done before the October Administration & Finance meeting, so they have a number to put in the budget.

On a **MOTION** by Kark, and a second by Hall, approval was given to move to full Council the approval of the 2025 Budget schedule. *Motion carries unanimously.*

Discussion on the salary increases for 2025. Pugliese stated that the increases in the past were a 2% flat increase and then up to another 2% depending on the evaluation, for a potential of 4%.

On a **MOTION** by Hall, and a second by Kark, approval was given to move to full Council the approval to use the same evaluation and salary increase chart for the 2025 budget that we did in 2024. *Motion carries unanimously.*

Discussion on Kunkle Field / Borough Park Project: there was no further discussion

Codes, Zoning, and Stormwater

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

Community & Economic Development Coordinator

Community & Economic Development Report: Stebbins provided and reviewed her written report.

Stebbins reported that there is a new shop coming into town on Main Street in October and that A Lane Living is moving, but she is not sure where. She also reported that Dave Astudo is opening an additional shop that will be an artisan and antique shop.

Kark asked what is involved with the façade grants. Stebbins said that the hope is that if we are awarded the grant, that we can give out \$5,000 toward projects that will improve the appearance of the outside of historic buildings.

Ordinances / Resolutions

Discussion of Ordinance 04-2024, Short Term Rental Zoning. Ordinance will be required to be reviewed by the Mount Joy Planning Commission and the Lancaster County Planning Department prior to advertising and prior to Councils' approval. Included in this discussion is also Ordinance 05-2024, Rental Code.

Hall asked that if we advertise, how much change can we make to the Ordinances before we adopt them. Pugliese said we can make changes up until the day it is adopted as long as it is not a significant change. Hall suggested to send to full Council on paper the recommendations of zoning, and if we adopt them, change the Ordinances before we advertise.

On a **MOTION** by Hall, and a second by Kark, approval was given to send the Codes, Zoning, and SW Officer recommendations to full Council for consideration of changes to the two Ordinances: Ordinance 4-24 concerning Short Term Rentals and Ordinance 5-24 concerning the Rental Code. *Motion carries unanimously.*

Discussion of Ordinance 03-2024, Parameter Ordinance. Pugliese reported that it has been presented to the Mayor for signature.

Legislative Updates

No Legislative updates.

Public Input Period

Josh Deering, 33 Frank St., spoke of the Heritage Grant and said it seems to be backwards. He said how can we be over budget when they already started the project. He said he would like to see the Grant documents and plans.

Deering spoke of the Mount Joy Community Foundation. He asked what Committee it falls under. He asked why we can't do what is required to get the Foundation working and functional again.

Deering spoke of Short-Term Rentals. He said that it is a long, long process to get the document you have here tonight.

Executive Session

Committee went into Executive Session at 8:30pm.
Committee returned from Executive Session at 8:32pm.
No decision was made.

Any other matter to come before the Committee

Pugliese reported that the Open House for Little Chiques Park Master Plan is scheduled for Tuesday, September 24, 2024 from 5-7pm at Little Chiques Park, pavilion #2. Pugliese also reported that a thank you note was received complimenting our Public Works Department.

On a **MOTION** by Hall, and a second by Kark, approval is given to adjourn the meeting at 8:33pm. *Motion carries unanimously.*

Respectfully submitted,



Mark I Pugliese
Borough Manager/Secretary

**NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, September 26, 2024, at 6:30 pm in Council Chambers**