



Mount Joy Borough Council
Administration & Finance Committee Meeting Minutes
September 22, 2022

Members Present: Chairman Youngerman, Councilor Hall, Councilor Roering (via Zoom)

Others Present: Borough Manager, Mark Pugliese; Assistant Borough Manager, Jill Frey; Part-time Receptionist, Linda Gainer

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

Executive Session: There will be an Executive Session under Item 13 to discuss a legal matter.

On a **MOTION** by Hall, and a second by Youngerman, to approve the Agenda for the September 22, 2022, Administration and Finance Committee. *Motion carries unanimously.*

Public Input Period: No Public Input.

On a **MOTION** by Hall, and a second by Youngerman, approval was given for the Minutes of the August 25, 2022, Administration and Finance Committee. *Motion carries unanimously.*

Administration, Budget, and Finance

Manager's Report was presented.

Update/Discussion Melhorn Stormwater Basin: Pugliese stated that Dennis Nissley will set up a meeting with Melhorns.

Update Refuse Contract: GFL rejected our contract. Bids will be put out for other contractors. Frey stated that bid was advertised on Friday, September 16, 2022, and will be advertised again in October. Pre-bid meeting will be October 12, 2022, and all bids must be in by October 26, 2022.

Budget – Discussion on end of year projections: A draft budget worksheet was presented. Pugliese stated that he was prepared to be overbudget as costs are up, but staff did an excellent job of keeping costs down. Each committee will review their section of the budget.

Review Performance Appraisal: Youngerman thanked Pugliese for creating a performance appraisal form. He has been wanting this type of form for a while. Discussion centered around how to use the form.

On a **MOTION** by Hall, and a second by Youngerman, approval is given to move to full Council, for the Manager to implement, through the department heads, the Performance Appraisal form with a deference for modifications. *Motion carries unanimously.*

Discussion on 2023 base salaries for staff: Discussion centered on how the Borough staff salaries line up with the State Association and county pay scales. Worksheet presented showing various Boroughs and populations along with those staff salaries. Discussion also on police chief and sergeant salaries. Youngerman suggested this should be on Council's agenda so they can hear what was discussed. Hall would like to hold at this committee level for now.

Discussion Grand Jury selection of Borough Employee: The Borough Handbook states that employee will be paid up to five days for jury duty. However, Grand Jury is two times a month for the next year. Pugliese and Hall each stated that if called to Grand Jury, you must attend, you cannot opt out of serving.

On a **MOTION** by Youngerman, and a second by Hall, approval is given to suspend the jury pay policy for an employee serving on a Grand Jury. Hall asked if we are modifying the policy. Youngerman **WITHDRAWS** his motion.

On a **MOTION** by Hall, and a second by Youngerman, approval is given directing the Manager to modify the handbook policy, to present to the regular October Council meeting, to include requirements of the Grand Jury in the jury section of the Employee Handbook. *Motion carries unanimously.*

Authorize staff to fill Zoning/Codes Enforcement Officer: Pugliese states the position is being advertised. Hall stated the job posting should state the applicant needs certification on building codes or will be required to obtain the certification.

On a **MOTION** by Youngerman, and a second by Hall, approval is given to authorize Borough staff to engage in the process to fill the Zoning/Codes Enforcement Officer position. *Motion carries unanimously.*

Further Discussion of the purchase of a vehicle for Borough Manager: Pugliese presented some stats on vehicles available at this time from local auto dealers. There is no insurance rider available for use of personal vehicle for Borough business. Hall asked what other municipalities do. Some have vehicles for Manager use. Discussion centered around how often a second vehicle might be needed. The one the Borough has now is used mostly by the Zoning/Codes Officer. The terminology could be changed to the Borough vehicle being referred to as an “agency” vehicle. A second vehicle could be used by staff for travel to Manager’s meetings, conferences and other staff needs. Roering asked if there are two “agency” vehicles, does there have to be a policy that a staff person cannot use their own vehicle for Borough business. More research needs to be done to decide what direction to take. Find out if COSTARS have vehicles available and equivalent terms to lease a vehicle.

On a **MOTION** by Hall, and a second by Youngerman, approval is given to move to full Council the release of all remaining security being held for Mount Joy Dental Associates. Per ARRO’s letter dated August 22, 2022, all discrepancies have been addressed. *Motion carries unanimously.*

Consider a motion to move to full Council authorizing Council (Vice) President to sign final land development plans, LCCTC Mount Joy Campus. Everything has been approved and signed; it was decided that no motion is needed.

On a **MOTION** by Hall, and a second by Youngerman, approval is given to move to full Council that the Borough Solicitor be authorized to advertise a public hearing on and consideration for enactment of an ordinance to amend the Zoning Map to change the zoning classification of four Lancaster County Tax Account Nos., 450-13216-0-0000, 450-14261-0-0000, 450-15097-0-0000, and 450-73764-0-0000, also being identified as 14 North Market Street, 18 North Market Street, 19 North Market Street, and 20 North Market Street, from CBD-Commercial Business District to LI-Light Industrial District. *Motion carried unanimously.*

Grant Updates

Pugliese referred to the Grant Tracking Document.

Project Updates

Borough Building Ad Hoc Committee

On a **MOTION** by Hall, and a second by Roering, approval is given to move to full Council, to earmark remaining ARPA funds of \$199,924.33, for the new Municipal Services Complex, once it gets to the construction phase. If the Municipal Services Complex doesn’t get to the construction phase in time, the funds would be brought back to the committee to be recommitted to another project. Youngerman noted the funds must be committed to a project by 2024 and spent by 2026. *Motion carries unanimously.*

Ordinances – None. Permit parking and firearms ordinances are still being worked on.

Public Input Period

Public Input Period

Josh Deering, 33 Frank St, commented on 8C. Was the issue of Bube's Brewery standing alone as Commercial Business District (CBD) resolved? There was some question since the mill has been zoned from CBD to Light Industrial (LI) leaving Bube's Brewery separated from the rest of CBD and Main Street Mount Joy. It was stated that the issue was resolved.

Deering asked if the Manager tracks his time spent working Right to Know (RTK) requests. Pugliese stated he does not track the time spent on the requests. Deering stated that at one time, it was tracked. Deering noted legal fees up on the budget, is it due to Right to Know requests. Hall states it would take time to track the time spent on RTK and we can't effect it. The RTK has to be done and there are legal fees related to RTK.

Executive Session – There will be an Executive Session to discuss a legal matter.

Pugliese sent the legal matter to members via email. If there are no questions, there is no need to go into Executive Session. Hall stated he had no questions. Youngerman stated he had no specific questions.

On a **Motion** by Hall, and a second by Roering to adjourn the meeting at 8:27 pm. Hall **Withdrew** his motion.

Any Other Matter to Come Before the Committee

Youngerman would like to examine the service providers we use, such as auditors, engineers, investment counselors, etc.; to determine if we are getting what we expect. He proposes a comparison of one to two of the service providers at a time. He would like to look at alternatives; are the providers we are using the best option.

On a **MOTION** by Roering, and a second by Hall, to adjourn the meeting at 8:30 pm. *Motion carries unanimously.*

Respectfully Submitted,

Mark G. Pugliese I
Borough Manager/Secretary

NEXT ADMINISTRATION AND FINANCE COMMITTEE MEETING
Thursday, October 27, 2022, in Council Chambers