



Mount Joy Borough
Administration & Finance Committee Meeting Minutes
November 20, 2025, at 6:30 pm

Call to Order: Youngerman called the meeting to order at 6:30pm.

Members Present: Chairman Youngerman and Councilor Kark. Youngerman stated that Councilor Hall was going to be a little late but that there was a quorum so the meeting will proceed.

Others Present: Borough Manager, Mark Pugliese; Codes & Zoning Officer, Brett Hamm; Community & Economic Development Coordinator/Grants Coordinator, Rachel Stebbins, and Assistant Borough Manager, Jill Frey.

Executive Session: Youngerman announced there was no executive session held outside of the October Admin & Finance Committee meeting. He noted there will be an executive session later in the agenda to discuss a personnel matter.

On a **MOTION** by Kark, and a second by Youngerman, approval was given for the agenda for the November 20, 2025, Administration and Finance Committee meeting. *Motion carries unanimously.*

Public Input Period:

Josh Deering, 33 Frank St., spoke concerning 7B, Grants. He said that the grants are usually listed out. He asked if the one for the compost facility is the 902 Grant. Pugliese said yes. Deering asked who matches that. Pugliese said the Borough. Deering asked if there are State funds involved. Pugliese said no, that he is not aware of any.

Bruce Haigh, Borough Council, West Ward, spoke concerning Florin Hill. He said on October 3, 2025, DEP issued a deficiency letter to Florin Hill, a major permit amendment with 83 comments. He said on October 20, 2025, Rettew issued a letter to DEP of all the outstanding issues they saw on the major permit amendment, with 45 items. He said K&W then comes back and said they want to move BMP2 ahead of the issuance of the amendment to the permit. He said on November 14, 2025, DEP responded to the K&W submittal and said no, they will not move BMP2 ahead but did not respond to the Rettew letter. He said DEP included 8 or 9 new items. He said that if Rettew said there are 45 things wrong, and DEP is only addressing 9 new ones, and we are not sure they are even the same issues, there is a disconnect here. He said that he would ask the admin and finance committee to give the authority to the Borough Manager for him to reach out to DEP and find out if they are going to respond to Rettew's October 20, 2025, letter. He said this only has to do with the amendment to the permit, it does not have to do with the original permit, but the amendment, which basically has to do with erosion sediment control. He said if they do not respond by December 5, 2025, the permit is void.

Approval of Minutes:

On a **MOTION** by Kark, and a second by Youngerman, approval was given for the October 23, 2025, Administration and Finance Committee meeting minutes. Kark identified two grammatical errors. *Motion carries unanimously with corrections.*

Community & Economic Development Coordinator:

Community & Economic Development Report: Stebbins provided and reviewed the monthly written report. She reported that there were three grants submitted and one more will be submitted for pickleball courts by the end of November.

Kark asked how the planning is going with the 175th Anniversary celebration and if the money allotted will be sufficient. Stebbins said they were talking of gathering sponsors for the fireworks and the band. She said if they get sponsors, they will be great and if they do not get sponsors, they will still be fine. Kark asked about food trucks. Stebbins said that it would be a good thing. She said they would like to see local businesses participate with food, but nothing has been decided yet.

Codes, Zoning, & Stormwater:

Land Development, Codes, Zoning, & Stormwater Administrator Report: Hamm provided and reviewed the monthly written report and answered questions. He reported that the notice of violation letter was sent to Florin Hill/Charter Homes.

Hall arrived at 7:00pm.

Sketch plan review for Guardian Barrier, 1040 E. Main St. Present was Brian Cooley from DC Gohn and John Wagner from Guardian Barrier. Cooley explained the intent of the sketch plan. He said they are requesting two modifications; one is the curb and sidewalks along the frontage and the second is the internal sidewalks. He said that the Borough engineer and solicitor comments will all be addressed upon final plan submission. He said it went to the Planning Commission, and they agreed with the deferred agreement for both curb & sidewalk and the internal sidewalk.

Youngerman asked how much traffic is expected. Wagner said maybe six trucks a day on week days and no trucks on the weekends. Youngerman asked if this warrants a traffic light. Cooley said no.

Hall said he does not remember, but he recalls that the sidewalks may be exempt in that area of E. Main St. and if so, this could all be moot. Youngerman asked if something triggers the installation of sidewalks, or if Council can just make the decision. Cooley said he believes it is strictly a Council decision. Hall said that what has been a trigger in the past is road construction. Youngerman asked if there are any stormwater issues. Cooley said that stormwater will definitely be looked at as they move forward and that they will meet all the requirements for the NPDES permit. Hamm suggested moving the modifications to full Council.

On a **MOTION** by Kark, and a second by Hall, approval was given to move the requested modifications to full Council. Hamm said that typically with a sketch plan review, the applicant is just looking for feedback, but because of the PennDOT permit, the modifications should be moved to full Council. *Motion carries unanimously.*

Sketch plan review for 1087 Wood St. Present was Brandon Lehman, owner of 1087 Wood St. He explained how he purchased the property out of foreclosure last year and that the single-family dwelling was not able to be rehabbed so it has been demolished and stabilized and is now a big open tract of land. He said that he proposed to re-zone the property from light industrial to medium density residential and a few months ago Council approved this. He presented to the Planning Commission at their last meeting to put townhomes there; eight residential units, two groups of four, and the feedback was good. He said he has a sketch plan, allotted parking spaces as necessary, very deep lot but laid out well. He said they will have to go through the stormwater process, there is an easement there now that runs right on the property line to the west of the property. He said the next step would be to dive in to the elevations and stormwater and show how parking would work. Hall said that Amtrak is not a good neighbor, so he advised to make sure to get it right with what you have to work with. Hall said this does not need to go to full Council; that they do not need their permission to keep going.

Discussion with possible motion regarding the re-zoning of the entire lot at 409 W. Main St. to Neighborhood Commercial. Present was Brian Cooley from DC Gohn and Austin Moran, owner of the property. Cooley stated that 90% of properties in the neighborhood is zoned commercial and only a small percent is zoned low density residential. He said they are here to gauge from the admin & finance committee the potential re-zoning for the process to go on to Council. Moran stated their company is a full-service property management group and they plan to move their multifaceted business to this location, to have room for the team of GM Property Management. He said they received a special exception and got approval from the Planning Commission.

On a **MOTION** by Hall, and a second by Kark, approval was given to send to full Council to give Mr. Moran permission to proceed. *Motion carries 2 to 1; Youngerman voting NO.*

Administration, Budget, and Finance:

Manager's Report: Pugliese provided and reviewed the monthly written report. He reported that on Tuesday, December 2, 2025, at 6:00pm, there is a health insurance broker coming. He said that if we were to change, it would be about a \$200,000 savings to the Borough.

Youngerman noted that the PLGIT monthly report was provided.

Discussion with possible motion regarding the Manheim Central Comprehensive Plan Final Draft. Youngerman asked if we have done anything official as far as creating a response. Pugliese said no. Youngerman said about possibly getting the committee started if anyone wanted to step forward. Josh Deering, chair of the Planning Commission, stated the PC had discussion on the comp plan and said they would draft a letter and have it ready for Council to review. Hall asked if the comp plan is available electronically. Deering said yes and that it is a very large document. He said he can send out the link for the plan.

On a **MOTION** by Hall, and a second by Kark, approval was given to send to full Council the possible adoption of a letter in response to the Manheim comprehensive plan. *Motion carries unanimously.*

Florin Hill Update – Pugliese said as far as the comments that were made at the last Council meeting concerning permits and holding permits up, etc., there were two emails forwarded to everyone with a response letter from the Solicitor concerning the permit processes. Youngerman said there was a lot discussed with Councilor Haigh during public input meeting this evening and we learned that if DEP does not respond by December 5, 2025, the permit is void. Pugliese said he thinks Councilman Haigh's point was for the Borough to contact DEP and see if they are going to address our engineers' questions as well.

On a **MOTION** by Kark, and a second by Youngerman, approval was given to extend the deadline for the Borough's tax rebate (Volunteer Fire Fighters/Support) to December 1, 2025. Pugliese explained that we budgeted \$200 for every member of FDMJ. He said this has to be applied for by the active members. He said that in order to receive the funds allocated for 2024, this has to be applied for by April of 2025. He said Phil Colvin has been working to have applications done by the December 1, 2025, Council meeting. *Motion carries 2 to 0; Hall abstaining because of his affiliation with FDMJ.*

On a **MOTION** by Hall, and a second by Kark, approval was given to move to full Council closing the office for Friday, December 26, 2025. *Motion carries unanimously.*

New Municipal Services Building:

Pugliese reported that the completion date for the new municipal building has been moved to mid-April 2026. He said there were no change orders approved by the Borough Manager in the month November and they are working through an issue where the power was eliminated to Police lockers without telling us. Deering said the contractor must provide a recovery schedule, meaning the contractor has to do everything they can to get back to the original completion date.

Hall said it is funny how Crabtree can be demanding but not respond to demands.

Pugliese introduced a quote from Corbett, Inc., on November 17, 2025, for office furniture for the new Municipal Services Complex in the amount of \$361,924.03. He said the quote is \$39,000 more than expected. He said the camera and card system was just over \$140,000. Hall asked why we have a lieutenant's office when we do not have a lieutenant. Pugliese said for future growth. Hall asked why we would be furnishing the office now. Pugliese said so everything is uniform. Youngerman asked if the furniture was always part of the soft cost. Pugliese said yes. Hall asked how much the 12 high back task chairs are. Pugliese said \$1,500 each. Deering asked where the quote came from, if it came from the architect. Pugliese said it came from a Co-stars company we chose. Deering asked if we received any other quotes. Pugliese said he talked to two other companies, but they were hard to deal with. Hall said it would be a good idea to get other quotes. Deering asked if we have to go through Co-stars. Pugliese said no, but it would be double the price. Kark said he cannot in good conscious feel good about spending this amount of money. All others agreed. Youngerman asked if anyone has an action plan to suggest.

On a **MOTION** by Hall, and a second by Kark, approval was given for the Borough Manager to put space on the agenda for full Council to discuss office furniture for the new Municipal Complex. *Motion carries unanimously.*

Public Input:

Josh Deering, 33 Frank St., said he wanted to correct a comment he made during the first public input period; he said the grant section of the agenda does NOT list out all the grants like he originally said it did. He spoke of different tax rates for residential and commercial properties and asked if commercial zoning falls under commercial or residential. He said he feels that when changing zoning, it will ultimately reduce tax dollars into the Borough. He reported that the Library will be losing 20% of their funding because they are losing the capacity to do passports.

Executive Session:

No executive session.

Any Other Matter to Come Before the Committee:

No other matter to come before the Committee.

On a **MOTION** by Hall, and a second by Kark, approval is given to adjourn the meeting at 9:23pm. *Motion carries unanimously.*

Respectfully submitted,



Mark I Pugliese
Borough Manager/Secretary