



**Mount Joy Borough**  
**Administration & Finance Committee Meeting Minutes**  
**December 18, 2025, at 6:30 pm**

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

**Members Present:** Chairman Youngerman and Councilor Kark. Councilor Hall absent.

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

**Executive Session:** Youngerman announced there was no executive session held outside of the November Admin & Finance Committee meeting.

On a **MOTION** by Kark, and a second by Youngerman, approval was given for the agenda for the December 18, 2025, Administration and Finance Committee meeting. Youngerman asked if there is additional items to be given in regard to Item 9J on the agenda, concerning the vacant seat in the Florin Ward. Pugliese said no. *Motion carries unanimously.*

**Public Input Period:**

Youngerman announced public input period; for any borough resident or property owner to speak, and for the record, and according to Pa Law, also allows any tax payer. No public input period.

**Approval of Minutes:**

On a **MOTION** by Kark, and a second by Youngerman, approval was given for the November 20, 2025, Administration and Finance Committee meeting minutes. Youngerman noted page 2, paragraph 2, where Hall spoke about subject being moot; make that correction from mute to moot. *Motion carries unanimously with corrections.*

**Community & Economic Development Coordinator:**

Community & Economic Development Report: Stebbins provided and reviewed the monthly written report. She noted that the statistics for Winterfest are included. She said it was down a bit in numbers, but the average length of stay was up. She said everyone from the community in general said it was great and everyone was happy. Pugliese said Rachel can be excused from the meeting if she wishes.

**Codes, Zoning, & Stormwater:**

Land Development, Codes, Zoning, & Stormwater Administrator Report: Hamm provided and reviewed the monthly written report and answered questions. Kark inquired about 955 W. Main St. Hamm said the Borough received an email complaint from a third party, basically it is a landlord/tenant issue. He said they met with the property manager and walked through the property, identified some non-life safety issues that were going to be immediately corrected. He said there were a few more brought to their attention from the tenant and they reached back to the property manager and they were also going to be taken care of.

**Administration, Budget, and Finance:**

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

Youngerman asked regarding Gus's Restaurant. Pugliese said that there was a meeting with the father and son of Gus's. They said that they lost street parking, and because they lost street parking, the Borough allowed them to add on to the parking lot. He said their concern is that they lost street parking, and now they stand to loose this parking too. He said the Borough's, he and Dennis Nissley's communications with them were that we are doing this now, but we do not know what is going to happen and that we may or may not need all the spaces. Pugliese said they had a conversation with Rettew and they were wondering whether they may have to, some way or another, combine BMP 107 and BMP 125 because of the lack of space at BMP 107. Ideas are still underway for a solution to the problems at Florin Hill.

Youngerman noted that the PLGIT monthly report was provided.

Youngerman asked for an update regarding the Manheim Central Comprehensive Plan Final Draft. Pugliese said that Penn Township already approved it and it is on Rapho Township's agenda to be approved tonight. He said the letter that we

previously talked about did go down to the Planning department by the deadline of December 4, 2025, and Rapho Township did acknowledge that they received that through the County Planning Department. He said again that Penn Township did approve it and that he has no reason to believe Rapho Township will not be approving it tonight.

Youngerman asked for an update regarding Florin Hill. Pugliese said he does not really have anything. Hamm said that houses are starting to be built and permits issued.

Hamm excused himself from the meeting at 7:03pm for another obligation.

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council authorizing the Borough Financial Officer to issue Earned Income Tax Credit /Real Property Tax under the Volunteer Fire Service Rebate ordinance in the amount of \$200.00 to the following individuals for the year 2024.

Barry L Leber – Real Property Tax Rebate

Brett R. Hamm – Real Property Tax Rebate

James Johns - Real Property Tax Rebate

Samuel Brock – Earned Income Tax Credit

Samuel W. Clark – Real Property Tax Rebate

Cameron Johns – Earned Income Tax Credit

Matt Kratz – Real Property Tax Rebate

Youngerman stated, for the record, that there is a quorum for the vote. *Motion carries unanimously.*

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council, Resolution No. 2026-01, a resolution appointing and /or reappointing members of various Boards, Commissions, and Positions within the Borough Organization. Youngerman said that some day he would like to see Council interview some of the candidates, ask them a couple questions, etc. He said however, he is glad to have people ready to step up and serve. *Motion carries unanimously.*

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council, Resolution No. 2026-02, a resolution closing out Community Conservation Partnership Grant Project BRC-TAG-28-205, DCNR Grant for the Little Chiques Park Master Site Plan. *Motion carries unanimously.*

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council, Memorandum of Understanding stating terms of employment for the position of Borough Manager, Mark G. Pugliese I. *Motion carries unanimously.*

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council, Memorandum of Understanding stating terms of employment for the position of Chief of Police, Robert Goshen.

On a **MOTION** by Kark, and a second by Youngerman, approval was given to amend the Memorandum of Understand for employment for the position of Chief of Police to correct the date under Roman Numeral I, Letter A, first sentence, to commence on January 1, 2026, instead of 2024. *Motion carries unanimously.*

Call for motion on original vote. *Original motion as amended carries unanimously.*

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council to select a candidate to fill the vacant position of Florin Ward Councilor from all applicable candidates on January 5, 2026, full Council meeting. Pugliese stated that it is currently advertised on the Mount Joy Borough's Website and on our Facebook page. *Motion carries unanimously.*

#### **New Municipal Services Building:**

Youngerman asked for an update on the New Municipal Services Building. Pugliese said the new substantial completion date is April 16, 2026. He said he has not been able to make it to the last two construction meetings, but he has been on site and things are moving along.

On a **MOTION** by Kark, and a second by Youngerman, approval was given to move to full Council the reduction in retainage for eci Construction in the amount of \$217,994.36. *Motion carries unanimously.*

Pugliese spoke of Change Orders, Change Order CRA #10 / eci #13 for a total deduct of \$8,892.00 from total Change Order. He said this is just a report and nothing needs to be voted on for this.

Pugliese reported on the furniture for the new Municipal Services Complex. He said that they decided to stay with the same company and took a trip out to view the furniture options and verify numbers. Pugliese proceeded to go over the new numbers given in detail. Youngerman asked if it went through the Building Ad-Hoc Committee. Pugliese said no, that in this case it was just himself and the Chief. He said they made cuts in just about every single office and they are now down to \$315,000.

On a **MOTION** by Kark, and a second by Youngerman approval was given to move to full Council the quote from Corbett, Inc., for office furniture for the new Municipal Services Complex in the amount of \$315, 963.13. *Motion carries unanimously.*

**Public Input:**

No Public Input given.

**Executive Session:**

No executive session.

**Any Other Matter to Come Before the Committee:**

Pugliese stated that in his report he stated he was going to give the Committee the handbook to review. He said it is the final version and he has not gotten through it. He said that as soon as he gets through it, he will send it to Committee members and they can act on it at the January Administration & Finance Committee meeting.

On a **MOTION** by Kark, and a second by Youngerman, approval is given to adjourn the meeting at 7:44pm. *Motion carries unanimously.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MI' or 'M I', written in a stylized, cursive-like font.

Mark I Pugliese  
Borough Manager/Secretary