

Mount Joy Borough Authority Meeting

Minutes- October 21, 2025

The Mount Joy Borough Authority held its regularly scheduled Authority meeting on this date in the Council Chambers of the Borough Office Building. Present were, Chairman Rebman, Vice-Chairman Derr, Mr. Melhorn, Mr. Ruffini, and Mr. Metzler. Also present were Lindsey Edgell, Scott Kapcsos, Zachary Dennis, Shavon Vasquez and Mr. Mike Davis. Chairman Rebman called the meeting to order at 4 PM.

Public input:

No one from the public was present.

Consulting Engineer Report:

A written report was provided.

Authority Manager Report

Mr. Kapcsos provided the below staffing updates to the board.

- We have received a few applicants for each position via Team LMI. After going through the phone screen and assessment process there are a couple of candidates that are ready to be interviewed. In person interviews are being scheduled, we currently have four scheduled for tomorrow, two for the Wastewater Operator and two for the Water and Sewer Maintenance Technician.
- Staff attend a job fair at LCCTC. We had the opportunity to discuss our job openings with a few students but haven't received contact from any of them to date.
- Staff are scheduled to attend a Job Fair at Thadeus Stevens in February.

Mr. Kapcsos provided an update on the N Market Ave Shop Renovation Project. He stated that a mandatory pre-bid meeting was held on October 16, a full list of attendees was provided to the board.

Mr. Kapcsos stated that the Fairview Street Water Main Replacement Project is ready to be placed out for bid, the board was provided with a bid schedule.

Mr. Kapcsos provided an update on the Wastewater Treatment Plant Dystor Project, he noted that the project is progressing well.

- Staff pressed as much sludge out of the dystor building as possible before experiencing clogging. The dystor has since been taken out of service and the bypass piping has been installed by EEC. Following the completion of the temporary electric service, start-up of the bypass will be tested for proper operation.
- JG Environmental is scheduled to be on site next week to start removing the remaining sludge from the dystor building.
- EEC is scheduled to remove the old cover on Thursday Oct 23. After the cover is removed, final cleaning of the tank will take place and be assessed for any structural issues prior to placing the new cover on.
- Lindsey and I are working with the Commonwealth Financing Authority/DCED to submit a payment request form for Grant Fund reimbursement.

Mr. Kapcsos informed the board that updated contact information has been received from the three Industrial Pre-treatment Program customers and updated surveys have been completed by all. We are currently in the process of scheduling site visits at each location.

Mr. Kapcsos thanked the board for their support on having a staff appreciation day. He felt the day was well received by staff.

Mr. Kapcsos informed the board that he and Zach attended PMAA's fall education seminar in Camp Hill, as well as part 1 of a 3-part workshop series at SRBC on Water loss Management.

Mr. Kapcsos noted that Unit 8 was advertised for sale on Penn Bid. The auction completed and the highest bid was \$19,400. Our reserve was set at \$25,000. We were unable to agree on a price with the highest bidder. He has given authorization to start the auction process again.

Mr. Kapcsos provided an update on Well #4.

- Rettew has submitted a pre-drill plan to the SRBC for the Engle Tract.
- A DEP site survey is scheduled for Nov 5th.
- Below is an updated schedule for the project. All are subject to regulatory reviews.
 - Develop and submit a Pre-drill Review to SRBC (October 2025)
 - Develop and submit a Pre-drilling Plan to PA DEP (October 2025)
 - SRBC/PA DEP reviews (October/November 2025)
 - SRBC site meeting/PA DEP sanitary survey (December 2025)
 - Receive SRBC/PA DEP comments (December 2025)
 - Test well drilling (February 2026)

Assistant Authority Manager Report:

Mr. Dennis informed the board that after lengthy discussion we have determined that we do not need a fire alarm system at Carmany.

Mr. Dennis stated that we are going to need to purchase some credit for nitrogen, we do not know how many yet. We are currently going through the Q&A process. It was noted that we have until the end of November to finalize this.

Business Manager Report:

Ms. Edgell provided an Accounts Receivable/Delinquent Account update, stating that we have collected a little over \$100,000 in delinquent payments within the last month.

Ms. Edgell informed the board that the September Water Revenue to Water Bond Redemption Improvement (WBRI) Fund transfer was completed at the end of September.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve the September 16, 2025, meeting minutes as presented; *motion carried*.

New Business:

A MOTION was made by Mr. Metzler and seconded by Mr. Melhorn to approve the proposed meeting dates for 2026 as presented; *motion carried*.

A MOTION was made by Mr. Ruffini and a second by Mr. Metzler to approve Eastern Environmental Contractors, Inc. Payment Application No 7 as per the Arro letter dated October 13, 2025; *motion carried*.

A MOTION was made by Mr. Melhorn and a second by Mr. Derr to approve an amended agreement between Mount Joy Borough Authority and Mount Joy Borough for stormwater management facilities at the S Jacob Street Water Treatment Plant and Well Site Project; *motion carried.*

A MOTION was made by Mr. Melhorn and seconded by Mr. Derr to approve an amended agreement between Mount Joy Borough Authority and East Donegal Township for stormwater management facilities and declaration of easement for the S Jacob Street Water Treatment Plant; *motion carried.*

Authorization to Pay Bills:

A MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No. 6 as follows: Water Operating in the amount of \$136,267.99 and Sewer operating in the amount of \$166,236.51; *motion carried.*

A MOTION was made by Mr. Derr and seconded by Mr. Metzler to approve Requisition No. WRBI 25-10 from Water Bond Redemption and Improvement Fund in the amount of \$23,661.71; *motion carried.*

A MOTION was made by Mr. Melhorn and seconded by Mr. Derr to approve Requisition No. SBRI 25-10 from the Sewer Bond Redemption and Improvement Fund in the amount of \$98,761.95; *motion carried.*

Adjournment:

A MOTION was made by Mr. Derr and seconded by Mr. Melhorn to adjourn at 4:30 PM; *motion carried.*

Respectfully submitted,



J. Michael Melhorn
Secretary

