

Mount Joy Borough Authority Meeting Minutes- November 18, 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 Kapcos, Zachary Dennis, Shavon Vasquez and Mr. Mike Davis. Chairman Rebman called the meeting to order at 4 PM.

Public Input

Mr. David Christian, Mr. James Krimmel and Mr. Jack Hosttter attended representing Proclamation Church. Representatives requested the Authority Board consider selling a one-acre property adjacent to land the church is considering purchasing near Plum Street and South Fairview Road. The additional property would improve their planned building and parking layout. Supporting documents were provided for review.

Consulting Engineer Report

A written report was provided.

Authority Manager Report

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

- Two rounds of interviews were conducted for four candidates (two Wastewater Operators and two Water & Sewer Maintenance Technicians). Employment offers were extended to one Wastewater Operator and one Water & Sewer Maintenance Technician, and both accepted.
- Dilan Dreibelbis began work on November 17 as a Water & Sewer Maintenance Technician, while Garrett Amsbaugh is scheduled to start on December 8 at the Wastewater Treatment Plant as an Operator.

Mr. Kapcos stated that the Fairview Street Water Main Replacement Project is now live on PennBid and the mandatory Pre-Construction meeting is scheduled for Dec 16th. The PennDot HOP has been received and is currently being reviewed. This was the final permit needed for the project.

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

- Tank has been completely cleaned out by JG Environmental.
- During the removal of the existing cover, there were issues identified with the existing hardware (threaded rods, nuts, washers, & clamp bars).
- Authority staff are working with Quality Metal Works to supply new hardware.
- Staff agreed to Time and Material with a Not to Exceed CO with EEC to install the new hardware.

Mr. Kapcos informed the board that surveys have been completed and received from all current permit holders for the Industrial Pre-treatment Program.

Mr. Kapcos provided an update on Charles Spring, he stated that SRBC has requested that field verification of the Geolux Sensor be performed to assure its accuracy. This was discussed with Rettew and is scheduled to take place at the beginning of December providing that flow conditions remain adequate.

Mr. Kapcos informed the board that he and Mr. Dennis attended a 3-session water loss management training provided by SRBC and PADEP.

Mr. Kapcos noted that Unit 8 was readvertised for sale on MuniciBid and sold for \$35k. Payment was received and the transaction was completed with new owner.

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 was conducted on Nov 5th, and a corresponding letter was received on Nov 12th there was nothing abnormal or out of the ordinary that came out of the site survey, or the response letter.
- Rettew is preparing a predrill plan to submit to PADEP that includes the items identified in their letter.

Mr. Kapcsos reported that he and Mr. Dennis attended a meeting with the developer and engineer for Donegal Square to discuss a conceptual plan for the remaining lots within the development.

Mr. Kapcsos reported that he and Mr. Dennis attended a workshop meeting at Rapho Township about a possible sewer extension along Route 772 and across Route 283. A conceptual plan and capacity submission is forthcoming for review and discussion.

Mr. Kapcsos provided an update on the new Authority Website. Stating that they the team is still working on the new site. Mr. Phil Colvin is leading the effort, and the goal is to have it operational by the end of the year. The transition involves moving to a .Gov domain and updating email addresses as well.

Assistant Authority Manager Report

Water Department Update:

Mr. Dennis noted that DEP conducted the first filter plant performance evaluation for the facility due to its limited operation history. The plant received a satisfactory rating. Most comments had already been addressed prior to the meeting, and no surprises were noted.

Wastewater Department Updated:

Mr. Dennis reported that recent wet testing resulted in two failures (September and October) related to flea reproduction. As per permit guidance, the plant will return to quarterly testing until consecutive passing results are achieved. Preliminary information was shared with Rettew for investigation, there are no clear cause yet. The issue may be treatment-related or due to external factors beyond our control. Efforts are underway to identify the root cause.

Staff Development:

Mr. Dennis informed the board that several staff members took certification exams recently. Jason Bowers passed one exam, and Caleb Pardun passed two. Continuous improvement and professional development remain priorities.

Business Manager Report

Ms. Edgell provided the following updates

Accounts Receivable Update:

- Octobers delinquent accounts were at \$85,000 past due, as of November 13th is now at \$304,000. This now includes the October invoices that are now past due.
- We are currently in our last round of termination notices until April 1. In lieu of terminations over the winter, we are going to issue lien notices. Most of the chronic past due accounts know the process. Hopefully this will keep them paying, during the winter months.

Staff Update:

- Completed 90-day reviews for Melissa and Shavon.
- Employees will be meeting with Aflac next week for Open Enrollment for Vision/Dental/Aflac and FSA.
- We will be introducing a new elective life insurance through All State.

Dystor Grant Reimbursement:

- Actively working on completing the reimbursement request, submission is forthcoming.

Budget Report:

- 6 ½ Month Budget Report is included in packet.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve the October 21, 2025, meeting minutes as presented; *motion carried*.

New Business

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve Eastern Environmental Contractors, Inc. Payment Application No 8 as per the Arro letter dated November 6, 2025; *motion carried*.

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve the Construction Department Shop Renovation Bid Contract Award as recommended by Rettew Associates letter dated November 13, 2025; *motion carried*.

A MOTION was made by Mr. Melhorn and a second by Mr. Ruffini to approve the Land Development Plan for Florin Hill Phase 3, revised blocks V and Z as recommended by Rettew Associates letter dated October 28, 2025; *motion carried*.

A MOTION was made by Mr. Melhorn and a second by Mr. Derr to approve the Conditional Right-Of-Way Agreement between Mount Joy Borough Authority and Vistablock Chiques Crossing, LLC, and the Conditional Right-Of-Way Agreement between Mount Joy Borough Authority and Alyssa Anne Huber; *motion carried*

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve Resolution 5-25 to request a Statewide Local Share Assessment grant in the amount \$180,100.67 for a new compact teleloader and 84" pick-up broom; *motion carried*.

A MOTION was made by Mr. Metzler and a second by Mr. Derr to approve the Manager Evaluation sheet as recommended by the Administrative Committee; *motion carried*.

A MOTION was made by Mr. Derr and a second by Mr. Metzler to approve of Resolution 6-25 terminating an old Nationwide 457B Deferred Compensation Plan effective November 21, 2025; *motion carried*

Other Matter

A MOTION was made by Mr. Metzler and a Second by Mr. Melhorn to give the Authority Manager authorization to approve an equipment update project, proposed by AT&T on the David Street water tank, *motion carried*.

Authorization to Pay Bills

A MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No. 7 as follows: Water Operating in the amount of \$104,276.85 and Sewer operating in the amount of \$173,421.87; *motion carried*.

A MOTION was made by Mr. Melhorn and seconded by Mr. Ruffini to approve Requisition No. WRBI 25-11 from Water Bond Redemption and Improvement Fun in the amount of \$24,737.76; *motion carried*.

A MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No. SBRI 25-11 from the Sewer Bond Redemption and Improvement Fund in the amount of \$392,068.52; *motion carried.*

Executive Session

An executive session was held to discuss personnel and a real estate matter regarding Proclamation Church.

A MOTION was made by Mr. Metzler and a second by Mr. Derr to reconvene the regular meeting at 5:10 PM; *motion carried.*

A MOTION was made by Mr. Derr and a second by Mr. Metzler to adjourn the meeting at 5:11 PM; *motion carried.*

Respectfully submitted,



J. Michael Melhorn
Secretary