

Mount Joy Borough Authority Meeting

Minutes- December 16, 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 with Barley Snyder. 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 a written report and highlighted the following.

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

- Garret Amsbaugh completed pre-employment and started as a wastewater operator on December 8.
- Ryan Hamilton completed two interviews for the Wastewater Operator position, received and accepted an employment offer, and is currently undergoing the pre-employment process. Lucas Showers completed two interviews for the Water & Sewer Maintenance Technician position, received and accepted an employment offer, and is currently undergoing the pre-employment process.
- If all goes as planned, operations will be fully staffed by January 2026.

Mr. Kapcsos provided an update on the N. Market Ave – Shop Renovation Project:

- Notice of Award letters were issued to the low bidders of all three contracts.
- Contracts have been executed by the contractors and will be on the agenda for consideration.
- Following the execution of the contract documents, Notice to Proceed will be issued for Jan 5, 2026
- Staff are working with Verkada/Harris Technologies to secure our security cameras/key card access / security system for the building.

Mr. Kapcsos updated that the Fairview Street Water Main Replacement Project had a well-attended pre-construction meeting with about 18 contractors present, indicating strong interest. Some contractors noted limited pipe work availability, which may affect pricing.

Mr. Kapcsos provided an update that the WWTP Dystor project is progressing despite cold weather.

- The new mounting hardware for the cover was received, and EEC installed the new Stainless Steel all thread (215 pcs) in preparation for the installation.
- All interior piping was spot cleaned and recoated, as well as the Interior pipe stands were replaced with Stainless Steel stands.
- Staff have started to fill the tank in preparation for the new cover installation to start on Dec 16th. The manufacturer (Evoqua) will have a rep onsite for the installation.

Mr. Kapcsos informed the board that authority staff has successfully transitioned to a new .gov domain.

- The administrative team is scheduled to meet with Phil Colvin Thursday at 10 AM for the first formal review of the new site design, which has already undergone an initial internal preview.
- Board members are encouraged to share any specific ideas or features they would like to be incorporated into the website

Mr. Kapcos provided the following update on the Well #4 project

- SRBC has emailed and indicated that they completed an initial review of the pre-drill well site plan that was submitted by Rettew. The next step is to schedule a site visit to review the well site and the surroundings with SRBC, Rettew, and Authority Staff. Date and time for the on-site meeting will be scheduled soon.

Mr. Kapcos informed the board that Mr. John Leaman has decided to start his pension in January 2026.

Assistant Authority Manager Report

Mr. Dennis provided a written report and highlighted the following.

Wet Testing Issue:

- Wastewater department failed reproduction portion of the test, triggering additional follow up actions.
- Preliminary discussions with Rettew are underway, awaiting guidance on next steps.
- Additional sampling is expected, but full scope of additional requirements has yet to be determined.

Business Manager Report

Ms. Edgell provided a written report and highlighted the following.

- Delinquent Accounts: Reduced from \$304,000 last month to \$140,000, which is a significant improvement.
- Billing: The next bill cycle scheduled for end of the month may go out earlier if coordination with Mount Joy Borough allows us to avoid confusion with Trash bills.
- Communications: Melissa and Shavon are preparing the semi-annual flyer to include updates on Fairview Street Water Main Replacement Project and The Construction Department Shop Renovation Projects.
- Work Orders: Only two remain; expected to be completed by December 17, leaving one outstanding.
- Grant Payment: Request submitted; additional documentation requested and being provided as needed.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve of November 18, 2025, meeting minutes as presented; *motion carried*.

New Business

A MOTION was made by Mr. Metzler, second by Mr. Derr, to approve agreements between Mount Joy Borough Authority and the following contractors for the Construction Department Shop Renovation Project, Weidner Construction Services, LLC for general construction, D&T Electric for electrical work, and Garden Spot Mechanical, Inc. for HVAC and plumbing services; *motion carried*.

A MOTION was made by Mr. Melhorn and a second by Mr. Ruffini to approve the Paradise Energy Solutions Revised Final Land Development Plan as per Rettew's letter dated November 26, 2025; *motion carried*

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve Payment Application No 9 for Eastern Environmental Contractors, Inc in the amount of \$30,636 per ARRO letter dated December 8, 2025; *motion carried*.

A MOTION was made by Mr. Derr and seconded by Metzler to approve the Rettew Associates Professional Services Agreement for engineering services in 2026; *motion carried*.

Other Matter

Mr. Kapcos provided the board with a proposal from Mr. Doug DeClerck for painting consulting services for the Construction Department Shop Renovation Project. The board agreed to move forward with the proposal.

Authorization to Pay Bills

A MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No 8 as follows: Water Operating in the amount of \$171,541.32 and Sewer operating in the amount of \$162,392.70; *motion carried*.

A MOTION was made by Mr. Metzler and seconded by Mr. Melhorn to approve Requisition No WBRI 25-12 from the Water Bond Redemption and Improvement Fund in the amount of \$11,578.45; *motion carried*.

A MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No SBRI 25-12 from the Sewer Bond Redemption and Improvement Fund in the amount of \$54,756.27; *motion carried*.

A MOTION was made by Mr. Derr and a second by Mr. Ruffini to adjourn the meeting at 4:25 PM; *motion carried*.

Respectfully submitted,



J. Michael Melhorn
Secretary