

Mount Joy Borough Authority Meeting Minutes- August 19, 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, and Mr. Ruffini. Mr. Metzler was absent. Also present were Lindsey Edgell, Scott Kapcsos, Zachary Dennis, Melissa Lee, Mike Davis from Barley Snyder and Stacy Hiestand from Asset Strategy. Chairman Rebman called the meeting to order at 4 PM.

Public input:

No one from the public was present.

Pension Plan update:

Mr. Stacy Hiestand from Asset Strategy provided a bi-annual update on the health of the Mount Joy Borough Authority Pension Plan.

Consulting Engineer Report:

A written report was provided.

Authority Manager Report

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

Mr. Kapcsos provided an update on staff. Mr. Kapcsos stated that after dealing with some undiagnosed medical issues Mr. Brian Shank has made the decision to resign from his position. This has opened an additional opportunity at the Wastewater Treatment Plant. Mr. Kapcsos stated that he was introduced to a gentleman recently that has shown some interest in working at the Wastewater Treatment Plant; after conducting interviews and spending some time with him, he has accepted our offer. He will be starting on September 18th. The pre-employment items are in the process of being completed.

Mr. Kapcsos informed the board that we are still in the process of finding a successful candidate for the Construction Department. Interviews were given to five or six candidates recently. Offers were made but not accepted. At this point, Mr. Kapcsos decided to stop the Indeed listing due to the amount of time spent looking at applications and making no progress.

Mr. Kapcsos stated that he was introduced to Mr. Kent Freese with Team LMI. They are a recruiting firm that handles the entire hiring process, from advertising, screening applications, and doing a deeper investigation into candidates that fit what we are looking for. The cost is similar to what we were paying for Indeed. Mr. Melhorn asked if we must pay for the candidate or just the monthly fee, Mr. Kapcsos stated that it was the monthly fee only. Mr. Kapcsos stated that during their initial discussions, Mr. Freese said that the average time frame is around three months (90) days to find a new hire. References from other companies who have used this service are being provided. Mr. Kapcsos does intend to meet with Mr. Freese and execute the agreement to move forward with this process.

Mr. Kapcsos informed the board that he will be attending a career day for LCCTC in September at the Brownstown Campus. The goal is to find some students for possible internship opportunities.

Mr. Kapcsos provided an update on the N Market St Shop Renovation Project. The code/zoning permit was resubmitted at the end of last week. Bid documents are prepared and ready to be placed out for bid as soon as the permit is approved and received.

Mr. Kapcsos provided an update on the Fairview Street Water Line Replacement Project; Mr. Kapcsos stated that the Highway Occupancy Permit (HOP) resubmittal was completed today. We also received an agreement from Norfolk Southern to do the boring under the railroad tracks. Following legal review of the agreement, Mr. Kapcsos stated that he will execute the agreement and provide the necessary Insurance documents. Following approval and receipt of the HOP permit, we will be ready to place this project out to bid.

Mr. Kapcsos provided an update on the Dystor Rehab Project at the Wastewater Treatment Plant; The contractor has fully mobilized to the site and additional equipment and supplies have been delivered. There is an onsite coordination meeting scheduled for August 25th with the staff and the contractor.

Mr. Kapcsos stated that the Industrial Appraisals were completed at all facilities, and the results will be available in a couple of months.

Mr. Kapcsos informed the board that Well's 1 & 2 Docket renewals have been submitted to SRBC. Required notices to the County, County Planning, PA DEP, and East Donegal Twp have been sent and public notice was provided via LNP on Friday 8/15.

Mr. Kapcsos stated that he, Scott Kling, and Zach Dennis, provided a tour of the South Jacob St Water Treatment Plant to a few members of the Chiques Creek Watershed Alliance (CCWA). A Micro-Blog from their visit was published on their website.

Mr. Kapcsos informed the board that the Wastewater Treatment Plant engineering assessment was cancelled again due to a Rettew member being injured.

Mr. Kapcsos informed the board that he took the supervisors out to lunch as part of a "Leadership Luncheon" to talk about day-to-day expectations from the Management Team in their roles as supervisors. He also wanted to make sure that the supervisors know that management staff are here to help and support them. It was a very a productive meeting and Mr. Kapcsos felt that it lifted the moods of the staff and hopefully created a safe space for ongoing communication. He would like to try and do something like this quarterly.

Mr. Kapcsos stated that the new dump truck is completed and is being delivered tomorrow. The Authority will be selling the old truck up via Municibid.

Mr. Kapcsos informed the Board that the current lease agreement between the Authority and T-Mobile, for them to have their cell equipment on top of the hydropillar water tank is in the first year of the final five-year auto renewal. T-Mobile has reached out regarding renegotiating a new lease agreement. The proposal from T-Mobile is to provide a new 5-year term with 5 (5) year renewals, decrease the monthly rent amount, reduce the term escalation percentage, and include a 3-year rent guarantee. Mr. Kapcsos stated that he discussed this proposal with a few professionals who have knowledge and experience with these types of agreements along with having a good idea of similar lease

agreement terms at other locations. Mr. Kapcsos stated that the proposal does not meet the terms being offered in today's market, therefore, he would not recommend accepting their offer and providing a counteroffer. Mr. Kapcsos stated that the current lease agreement with AT&T is more comparable to today's market and believes restructuring the T-Mobile agreement to be similar would be in the best interest of the Authority. Mr. Kapcsos will be providing a counteroffer to T-Mobile in the future.

Assistant Authority Manager Report:

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

Mr. Dennis stated that the filter plant performance evaluations at S Jacob St Water Treatment Plant were completed on the fourth and fifth of August. The final report will be coming soon. Mr. Dennis deemed the preliminary findings to be minor. There will be a meeting to go over the report when it is available. There are items being fixed currently that were related to drain lines and air gaps. There was a 180-day deadline and staff are almost finished completing these changes.

Business Manager Report:

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

Ms. Edgell informed the board that delinquent accounts have been decreasing, and termination notices went out yesterday. Office staff have also been working on digitizing AP records and other agreements. The first round of letters for the Meter replacement project have also gone out.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Melhorn and seconded by Mr. Derr to approve the July 15, 2025, meeting minutes as presented; *motion carried*.

Unfinished Business:

No unfinished business to discuss.

New Business:

A **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to approve the Encroachment Agreement between Mount Joy Borough Authority and Pecks Holdings, LLC for the purpose of a proposed development; *motion carried*.

A **MOTION** was made by Mr. Melhorn and seconded by Mr. Ruffini to approve the final Subdivision Land Development Plan for 55 Maibach Ln as recommended by Rettew Associates letter dated March 24, 2025; *motion carried*.

Other Business:

Mr. Kapcsos provided prints of the new logo in different colors for anyone who wanted to look at them.

Mr. Kapcsos asked the board what they would like to do for Mr. Ralph Eckels retirement on October 3, 2025. It was decided to stay consistent with what we have done in the past.

Mr. Kapcsos stated that he was contacted by LCBC a few months ago to discuss the possibility of them installing infrastructure to tie-in to the Authority's sewer system. Mr. Kapcsos stated that he had lengthy discussions with the

representative and made sure that they understood the extreme difficulties and large financial commitment behind a project of this nature. Mr. Kapcsos heard back from them last week and they are still interested in investigating the possibility of the connection. Mr. Kapcsos informed the Board that their property is outside of the Authority's service area and wanted to know if the Board is interested in entertaining the idea of extending beyond the current service area boundary. Mr. Davis's concern is that this could open the door for other property owners in a similar situation to want to connect to the Authority's system as well, and that the Authority would have to treat those property owners equal to the way that this project would be treated. Mr. Kapcsos also noted that Barley Snyder represents LCBC, therefore, Mr. Kapcsos would want to make sure that the Authority takes precedence on any legal advice regarding this potential project. The Board was interested in hearing more about the project and informed Mr. Kapcsos to communicate that back to LCBC's representative.

Mr. Rebman wanted to thank everyone for the get-well card and gift that he received.

Authorization to Pay Bills:

A **MOTION** was made by Mr. Ruffini and seconded by Mr. Melhorn to approve Requisition No. 4 as follows: Water Operating in the amount of \$131,354.52 and Sewer operating in the amount of \$176,941.22; *motion carried*.

A **MOTION** was made by Mr. Melhorn and seconded by Mr. Derr to approve Requisition No. WRBI 25-8 from Water Bond Redemption and Improvement Fund in the amount of \$113,228.77; *motion carried*.

A **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to approve Requisition No. SBRI 25-8 from the Sewer Bond Redemption and Improvement Fund in the amount of \$108,611.70; *motion carried*.

Executive session:

A **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to go into executive session at 5:40 PM regarding a personnel matter; *motion carried*.

A **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to return to the regular meeting at 6:26 PM, no action was taken; *motion carried*.

Adjournment:

A **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn at 6:27 PM; *motion carried*.

Respectfully submitted,



J. Michael Melhorn

Secretary