

Mount Joy Borough Authority
Pre-Authority
January 16, 2024
Minutes

The Mount Joy Borough Authority held its Pre-Authority meeting on this date in Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, and Scott Kapcsos, and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

No one from the public was present.

Reorganization of the Board and Appointment

The meeting was turned over to Mr. Kapcsos for the purpose of election of officers. A nomination was made by Mr. Metzler and a second by Mr. Ruffini to nominate Mr. Rebman for Chairman. A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn that the nominations be closed; motion carried. A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve Mr. Rebman as Chairman; motion carried. Mr. Kapcsos turned the meeting over to Chairman Rebman. A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to nominate the remaining slate of officers as follows: Mr. Derr for Vice-Chairman, Mr. Metzler for Treasurer, Mr. Melhorn for Secretary and Mr. Ruffini for Assistant Secretary / Treasurer; motion carried. A **MOTION** was made by Mr. Melhorn and a second by Mr. Derr that the nominations be closed; motion carried. A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the noted slate of officers above; motion carried.

Appointment of Official Representatives.

Chairman Rebman noted the current slate of representatives:

Solicitor: Barley Snyder, LLC.

Engineer: ARRO Consulting, Inc.

Auditor: Boyer & Ritter, LLC.

Trustee: Fulton Financial Advisors

Depository: Northwest Bank

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to reappoint the representatives as noted above for the 2024 calendar year; motion carried.

Consulting Engineer Report

ARRO Consulting provided a written report.

Authority Manager Report

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

Mr. Kapcsos provided an update on staffing: Mr. Kapcsos informed the Board that Mr. Caleb Pardun has completed and passed the on-road portion of his CDL class. Mr. Kapcsos stated that Ms. Susan Parker passed the necessary exams to apply for her wastewater operator's license. Mr. Kapcsos also noted that he performed Mr. James Parker's 90-day review.

Mr. Kapcsos informed the Board that Authority staff is currently working on as-built drawings for the North Jacob Street water main replacement project.

Mr. Kapcsos informed the Board that Authority staff dealt with higher turbidity at the Carmany water plant over the Holiday's due to the five inches of rain received the previous week; staff had to stop decanting and send the backwash waste to the creek which required additional sampling on those days.

Mr. Kapcsos informed the Board that Authority staff and ARRO met with a representative from the softener unit manufacturer as well as Water Service Professionals (WSP) to discuss the scope of work to rehabilitate the softener units at Carmany water plant. WSP is currently working on providing preliminary pricing.

Mr. Kapcsos informed the Board that Authority staff is currently trialing a new software for the sewer televising equipment; if all goes well, Mr. Kapcsos noted that he would like to move forward with a one-year subscription.

Mr. Kapcsos informed the Board that Mr. Bruce Sherman completed the PLC upgrade for the Denite Filters at the wastewater treatment plant.

Mr. Kapcsos informed the Board that the lab accreditation on site assessment is scheduled for February 8th.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grant: Mr. Kapcsos stated that the funds that the Authority outlaid in advance for both grants from December 19, 2023, to current can be accounted for toward the funding. Mr. Kapcsos noted that the Authority is currently waiting for the agreements for staff to execute. Mr. Kapcsos also noted that he authorized ARRO Consulting to move forward with surveying and design for the Fairview Street water main replacement project.

Mr. Kapcsos provided an update on the current Charles Springs Monitoring Requirements: Mr. Kapcsos stated that e and Arro Consulting met on-site to discuss the current condition of the concrete infrastructure of where the monitoring equipment is currently located. Mr. Kapcsos noted that he has contacted the SRBC and is awaiting a response to schedule a meeting to discuss the findings and a resolve that is satisfactory to the Commission.

Mr. Kapcsos provided an update on the water meter replacement project: Mr. Kapcsos stated that of the 236 letters sent, 73 customers have scheduled appointments and 45 meters have been installed of the 73 customers.

Mr. Kapcsos informed the board that staff completed our year-end review of permitted water and sewer accounts. Mr. Kapcsos noted that eight customers will be invoiced for additional capacity due to exceeding their current permit allocation.

Business Manager Report

Mrs. Fenicle informed the Board that the contract from the new auditing firm was received and executed. Mrs. Fenicle also noted that she sent a letter to Trout, CPA authorizing them to release the Authority's records when requested.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the December 19, 2023, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Resolution No. 1-24 approving a Schedule of Fees and Charges for Water and Sewer Services; motion carried.

Any Other Matter Proper to Come before the Authority

There was no other matter proper to come before the Authority.

Authorization to Pay Bills

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. 16 as follows: \$141,363.04 for the Water Operating Fund and \$174,845.15 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. WBRI 24-1 from the Water Bond Redemption and Improvement Fund in the amount of \$38,996.50; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 24-1 from the Sewer Bond Redemption and Improvement Fund in the amount of \$80,676.27; motion carried.

Executive Session

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to enter executive session to discuss a real estate matter at 5:01 PM; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to reconvene the public meeting at 5:39 PM; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to adjourn. Motion carried and the meeting adjourned at 5:40 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary