

Mount Joy Borough Authority
Pre-Authority Meeting
January 21, 2025
Minutes

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

Executive Session

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to enter an executive session to discuss personnel matters at 4:05 PM; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to reconvene the public meeting at 4:25 PM; motion carried. There was no action taken during the executive session.

Reorganization of the Board and Appointment

The meeting was turned over to Mr. Kapcsos for the purpose of election of officers. A **MOTION** was made by Mr. Ruffini and a second by Mr. Rebman to nominate the current slate of officers; Mr. Rebman for Chairman, Mr. Derr for Vice-Chairman, Mr. Melhorn for Secretary, Mr. Metzler for Treasurer, and Mr. Ruffini for Asst. Secretary/Treasurer; motion carries. A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini that the nominations to be closed; motion carried. A **MOTION** was made by Mr. Rebman and a second by Mr. Ruffini to approve the nominated slate of officers; motion carried.

Appointment of Official Representatives.

Chairman Rebman noted the current slate of representatives:

Solicitor: Barley Snyder, LLC.

Engineer: ARRO Consulting, Inc. and Rettew Associates, Inc.

Auditor: Boyer & Ritter, LLC.

Trustee: Fulton Financial Advisors

Depository: Northwest Bank

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to appoint the representatives as noted above for the 2025 calendar year; motion carried.

Public Input Period

No one from the public was present.

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 the North Market Avenue construction shop project: Mr. Kapcsos stated that the revised plans from Keystone to include fire protection and electrical design to provide power to the hardware locations were received. Mr. Kapcsos also stated that the Authority is still waiting for the Borough's response to the property swap documents.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grants:

- Dystor Rehabilitation Project: Mr. Kapcsos disbursed and discussed with the Board the revised construction schedule. Mr. Kapcsos stated that two estimates were received to repair or replace the gas transfer piping; it was also noted that an estimate was provided for the contractor to purge the

gas line as needed to ensure proper gas transfer as the Authority staff does not have the proper equipment to perform this task; by recommendation from the Authority's engineer, the option of having the lines purged for future maintenance was chosen, therefore, no repair will be made to the lines at this time.

- Fairview Street Water Main Replacement Project: Mr. Kapcsos stated that the Authority received preliminary bid drawings, along with the easement exhibits and legal descriptions for the culvert crossing for review. Mr. Kapcsos also stated that the detour plan route has been provided; both Mount Joy Borough and Mount Joy Township provided permission letters to utilize their roads for the proposed detour.

Mr. Kapcsos provided an update on the Carmany Road water softener rehab project: Mr. Kapcsos stated that the PWS permit application was submitted last month, and the application fee will be sent tomorrow after approval at this meeting.

Mr. Kapcsos informed the Board of a discrepancy between the Borough and Authority through the SAM.gov account. Mr. Kapcsos stated that staff spent a lot of time investigating this and has received guidance to separate the two entities. Mr. Kapcsos stated that the process was successful and there will not be any delays in receiving the grant funding for our current projects.

Mr. Kapcsos provided an update on employee staffing: Mr. Kapcsos stated that Mr. Thomas Megashko has joined the team as of yesterday as a non-licensed water plant operator.

Mr. Kapcsos provided an update on exploring an additional water source: Mr. Kapcsos stated that the draft access agreement was shared with the owner of the potential site and a meeting is scheduled for January 30th to further discuss.

Mr. Kapcsos provided an updated on the security upgrade for S. Jacob St and Carmany Rd water treatment plants: Mr. Kapcsos disbursed and reviewed with the Board the quotes that were provided by Harris Technology Services. A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve the quotes provided by Harris Technology Services to install security systems and access control to the S. Jacob St. and Carmany Rd. water treatment plants and authorize Mr. Kapcsos to execute the necessary documents for the project; motion carried.

Mr. Kapcsos informed the Borad that Mr. Metzler has been reappointed by Borough Council to serve a five-year term on the Authority Board.

Mr. Kapcsos discussed with the Board the most recent insert that was included with their water/sewer invoice that was mailed this month. Mr. Kapcsos asked if the Board would entertain having these sent twice a year in the spring and winter providing seasonal information to the customers; The Authority Board were in favor of the mailings.

Mr. Kapcsos informed that Board that the ACT 110 water report has been completed and is happy to report that the Authority continues to be compliant for unaccounted for water at 10% for the 2024 calendar year.

Assistant Authority Manager

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

Mr. Dennis informed the Board that Authority staff assisted with a scheduled boil water advisory (BWA) for the Maple Press project on Strickler Road; this advisory was rescinded on January 17th.

Mr. Dennis informed the Board that Authority staff assisted with repairs to a sink hole on Union School Road which required CH&N Construction involvement to successfully repair.

Mr. Dennis informed the Board that Authority staff continues to perform extensive service on all company vehicles and equipment.

Mr. Dennis informed the Board that department supervisors are reviewing budgets for the current fiscal year and planning for the next fiscal year.

Business Manager Report

Mrs. Fenicle discussed with the Board the budgeting and approval process since the Authority Board has made the change to meet once a month.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the December 17, 2024, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve Resolution No. 1-25 approving the Schedule of Fees and Charges for Water and Sewer Services; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the 2023-2024 Fiscal Year Audit; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve Rapho Township's Fourth Supplemental Agreement with respect to water service; motion carried

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve Rapho Township's Fourth Supplemental Agreement with respect to sewer service; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the Landowner Grantee Agreement for the Little Chiques Creek Stream Restoration project; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve the Agreement Providing for Grant of Riparian Buffer Easement from the Little Chiques Stream Restoration project; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the Right of Entry Agreement for the Little Chiques Stream Restoration project; motion carried.

Any Other Matter Proper to Come before the Authority

Mr. Kapcsos informed the Board that Borough Council has approved the bids for the new Administration and Police Department building. Mr. Kapcsos noted that Authority staff was present for a meeting with the furniture company to further discuss office furniture and layout. Mr. Kapcsos also noted that the same security system that the Authority uses, Verkada Security systems, is being evaluated for the new building. Furthermore, Mr. Kapcsos noted that there was discussion that the Ad Hoc Committee will be dissolved and the Borough Manager and Borough Council will monitor the project.

Authorization to Pay Bills

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve the attached Requisition No. 13 as follows: \$121,896.21 for the Water Operating Fund and \$160,572.40 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 25-1 from the Water Bond Redemption and Improvement Fund in the amount of \$14,836.83; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 25-1 from the Sewer Bond Redemption and Improvement Fund in the amount of \$7,686.16; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Ruffini and seconded by Mr. Melhorn to adjourn. Motion carried and the meeting adjourned at 5:47 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary