

Mount Joy Borough Authority Meeting Minutes- July 15, 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 Vice-Chairman Derr, Mr. Metzler and Mr. Melhorn; Chairman Rebman and Mr. Ruffini were absent. Also, present were Lindsey Edgell, Scott Kapcos, Zachary Dennis, and Mike Davis from Barley Snyder. Vice-Chairman Derr called the meeting to order at 4 PM.

Public Input Period

No one from the public was present.

Consulting Engineer Report

RETTEW provided a written report.

Authority Manager Report

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

Mr. Kapcos provided the Board with a companywide operations update following the significant rain event on July 14th which brought over seven inches of rainfall in a few hours to our service area. Mr. Kapcos noted that staff did a phenomenal job fielding calls and maintaining operations to the best of their ability. The largest struggle was on the wastewater side, due to the significant rain amount certain areas of our collection system was overwhelmed which caused surcharging of the system. The wastewater treatment plant also faced operational challenges as the plant was not designed for the significant high flows in which it was receiving. Staff did contact PA DEP to make them aware of the Sanitary Sewer Overflows (SSO) happening at the plant. PA DEP staff performed a site visit today to assess the overflows and provided some recommendations on remediation efforts. A written report to PA DEP detailing the overflow flow issues and remediation measures is required to be submitted within the next 5 days; staff will see that this gets submitted accordingly. On the water side of operations, there are no known issues to report. In an effort to minimize the difficult operations of the Carmany Rd Water Treatment Plant in conditions like these, staff had turned the plant off completely and ran the South Jacob St plant on its own through the storm. We did have a few customers call in and mention that they were experiencing surcharging through basement plumbing fixtures. Staff were deployed to the area and found that the entire collection system was overwhelmed. Return phone calls were made to the customers, making them aware of the situation and that the only remedy would be for the rain to subside, which will allow the collection system to catch up and stop surcharging.

Staff - We are still in the process of finding successful candidates for the construction department, we had a few interviews, we did make an offer, but it was declined. We have two interviews coming up and will continue to go through the process. We are getting to the point where we may have to delay the start of certain upcoming projects in the Construction Department if additional staffing is not added. Mr. Derr asked if we can use a temporary hiring service, Mr. Kapcos said he didn't have good experience with this in the past, but said he is willing to try this option, if necessary, Mr. Kapcos also mentioned that he would be open to any other ideas that any of the Board may have.

N Market Ave Shop Renovation Project- Mr. Kapcos stated that we have submitted for code review and have received comments back, staff and Rettew are currently reviewing the comments and hope to be able to update the plans and resubmit within the next few weeks. Following the completion of code review, Rettew is prepared to place this project out to bid.

Fairview St Water Line Replacement Project- Mr. Kapcos stated that PADOT has not yet provided any feedback on the Highway Occupancy Permit Application, but we did hear from Norfolk Southern, they sent three comments back and had no major concerns, Rettew has already responded.

Dystor Project- Mr. Dennis received a schedule update from Eastern Environmental, they are still on schedule for gas safety equipment to be shipped from Evoqua on July 28th, they will be on site August 4th to get the project up and running.

Pension- Mr. Kapcsos noted that the Act 205 pension form has been filed and accepted. He informed the board that Stacy Hiestand with Asset Strategies will be attending the meeting next month to update the board on the status of the pension and 457 plans.

Potential Snyder Road Housing Development- Mr. Kapcsos stated that he met with the Mount Joy Township Manager and Assistant Zoning Officer, to discuss a site drawing for a proposed housing development along Snyder Rd. The site drawing proposed approximately 220 single family homes along with a community center and would be a designated 55 and over community. The Townships main focus was on whether the Authority has water and sewer capacity available to serve this development. Mr. Kapcsos explained that the current allocation agreement between the Township and Authority does not have capacity to support this size of a development. Mr. Kapcsos provided an explanation to the Township on what would need to be submitted to the Authority for review should they choose to request additional water and sewer capacity allocation. Mr. Kapcsos also noted that he made the Township aware that there could be possible infrastructure upgrades needed to the current water and sewer system in order to serve this proposed development.

South Plum St Amtrak License Agreement- Mr. Kapcsos noted that before the agreement was executed staff pulled out invoices to make sure we haven't already paid the outstanding balance that was being requested. The outstanding balance that was being requested. Following our review, we found that the Authority has been paying the annual fees since conception of the original agreement, therefore, we only owed \$3,170 of the \$29,000 that Amtrak originally said we owed.

Wastewater Treatment Plant- Mr. Kapcsos noted that the Engineer Assessment for long-term planning has been rescheduled due to the storm from yesterday and will now be held on July 16th.
Industrial Appraisal- Mr. Kapcsos stated that we will have our full company appraisal on July 21st, it could take three or four days.

Mr. Kapcsos informed the board that staff noticed that one of our Ford F150 pickup trucks was consuming engine oil, they took it to Whitmoyer and had it tested. From the time that the test was started, to the time that Whitmoyer confirmed that the truck had failed the test, the truck was out of factory warranty. After going back and forth with the service team and Mr. John Leaman, collectively between Ford Motor Company and Whitmoyer Ford, a brand-new engine was installed in the truck for free. Mr. Kapcsos noted that Mr. John Leaman from Whitmoyer was instrumental in helping us through this process. Mr. Kapcsos also noted that we currently have another Ford pickup truck doing the same thing but is out of warranty.
Mr. Kapcsos stated that we received notification from SRBC that our water resource plan was approved, and we need to find a new source. This report came in before we reached the agreement with Mr. and Mrs. Charles Engle, we will bring SRBC up to speed.

Mr. Kapcsos asked the board their opinion on the mailer that was included with the water/sewer bills. The board seemed to like them and didn't have any issues.
Mr. Kapcsos provided the board some more options for an exclusive Authority logo. The board liked the designs and asked to see some updates to the designs and other color options.

Assistant Authority Manager
Mr. Dennis provided a written report and highlighted the following.

Water Department- Mr. Dennis stated that we have had a few issues with the UV system at the Jacob Street Plant, and the staff has been doing a great job keeping up with routine maintenance, but we may need to bring someone else in to look at an issue that is beyond their expertise.

Mr. Dennis informed the board that we have some sinkholes that the construction department has been dealing with and there are still some more we are evaluating. Melissa Lane and Musser Road were two significant sinkholes they worked on. Mr. Derr asked if the sinkholes are repaired, Mr. Dennis said yes, but there is some final restoration to do.

Mr. Dennis wanted to note that overall staff in general have been doing a great job, they are all helping each other and working as a team.

Business Manager Report

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

Ms. Edgell informed the board that we hired both Melissa Lee and Shavon Vasquez as Full-Time Administrative Assistants, they both started last week. They are working extremely well together and have been very motivated to help where they can and learn.

Ms. Edgell noted that the in-house part of the audit has been completed. The auditors are still requesting information, but to date we have been able to provide what they have requested.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve June 17, 2025, 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. Melhorn to approve the updated Developers Agreement for Florin Hill Phase 3 and revised block F and M; *motion carried*

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve an Encroachment Agreement between Mount Joy Borough Authority and Jura Inc. for the installation of a temporary parking area; *motion carried*

Any Other Matter Proper to Come before the Authority

Mr. Derr informed the board that he was contacted by an Authority employee that is inquiring about a sick-time payout. The board held a discussion on this and decided they wanted to table this until a later date when all the board members are present. As it stands right now the language in the Authority Handbook is the policy that will be upheld.

Authorization to Pay Bills

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve Requisition No. 3 as follows: \$156,993.27 for the Water Operating Fund and \$223,937.02 for the Sewer Operating Fund; *motion carried*

A MOTION was made by Mr. Melhorn and a second by Mr. Metzler to approve Requisition No. WBRI 25-7 from the Water Bond Redemption and Improvement Fund in the amount of \$38,004.83; *motion carried*
A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve Requisition No. SBRI 25-7 from the Sewer Bond Redemption and Improvement Fund in the amount of \$15,693.32; *motion carried*

Meetings and Dates of Importance

Mr. Kapcsos informed the board that Mr. Ruffini has a conflict for the Administration meeting scheduled for July 29; we will reschedule this for a date in August.

Executive Session

There was no executive session.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Melhorn to adjourn at 5:10 PM; *motion carried*

Respectfully submitted,



J. Michael Melhorn

Secretary