

Mount Joy Borough Authority  
Pre-Authority  
July 16, 2019  
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. Hamm and Mr. Metzler. Also, present were Angie Fenicle and Scott Kapcsos, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Weems was absent. Chairman Rebman called the meeting to order at 4 PM.

**Public Input Period**

No one from the public was present.

**Presentation from Trout, Ebersole & Groff.**

Ms. Carol Roland and Ms. Amanda Kilroy from Trout, Ebersole & Groff were present to present the 2019 annual audit highlighting the financial analysis, capital assets, SAS 114 and SAS 115 letters and the GASB pension standards. It was noted that there were no significant findings during the audit. A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to accept the 2019 annual audit as presented; motion carried. A copy of the annual audit is on file for the public to view upon completion of the right-to-know request form.

**Consulting Engineer Report**

Mr. Warfel provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – Mr. Warfel noted that the 21-day testing period is still in progress. Mr. Warfel noted that there has been some daily reporting issues and stated that all elements of a successful operation, including all reporting must be met. Mr. Warfel also informed the Board and staff of a second sink hole.

Carmany Road Nitrate Resin Replacement – The repairs and testing are completed on Unit 3, the resin was installed on July 9<sup>th</sup> and 10<sup>th</sup>. ARRO submitted the application for an operating permit for Unit 3 on July 9<sup>th</sup>. ARRO anticipates receiving the operating permit by July 29<sup>th</sup>.

Marietta Avenue Pedestrian Safety – ARRO participated in a conference call with Authority staff and PennDOT. The Authority was informed that PennDOT is proceeding with awarding the contract.

Carmany Road WTP NPDES Permit Renewal – ARRO sent the NPDES renewal application to Authority staff to review of which Authority staff has reviewed and provided comments and questions. ARRO is reviewing those comments and preparing the application for submittal.

WWTP Clarifier & Thickener Rehab – ARRO had a brief discussion with Authority staff concerning the cost opinion. Authority staff will be reviewing the cost opinion and providing feedback.

Elm Tree Development – Elm Tree Phase 5: ARRO attended a preconstruction meeting on July 2<sup>nd</sup>. The contractor is still submitting shop drawings for review. The contractor plans to start water and sewer improvements within the next two weeks.

Rapho Triangle East Lot F7 (KRM Ventures) – ARRO has reviewed and provided comments on a revised plan that addresses improvements for lots 2 and 3 on July 5<sup>th</sup>.

Good Country Properties – The contractor is continuing with shop drawing submittals. There has not been a change in the schedule, therefore ARRO is still anticipating water and sewer improvements to begin around the end of July.

Scheler Property – The contractor is continuing with shop drawing submittals. There has not been a change in the schedule, therefore ARRO is still anticipating water and sewer improvements to begin around the end of July.

**Authority Manager Report**

Mr. Scott Kapcsos and Mrs. Angie Fenicle presented Mr. Ardini's report in his absence.

Mr. Kapcsos noted that Mr. Don Mann contacted the Authority regarding the possibility of using plant effluent at the Wastewater Treatment Plant to irrigate the field that they own on Jacob Street. Mr. Ardini contacted PA DEP to inquire about the requirements and limitations and is currently waiting on a response.

Mrs. Fenicle noted that she and Mr. Ardini met with Stacy Hiestand to discuss the Defined Benefit Pension Plan and the Defined Contribution 457B Plan. The Defined Benefit Plan; Mr. Hiestand is working on scheduling a conference call to review the 2019 actuary report with TRA and Authority staff. Mrs. Fenicle noted the year-to-date performance is positive, over 13%. Mrs. Fenicle informed the Board that Mr. Hiestand will be present at the September 17<sup>th</sup> meeting to review the plan with the Board.

Mr. Kapcsos noted to the Board that all customers that received an invoice for the 2018 permitted allocation overage have settled all outstanding balances. Staff will be compiling a list of high permitted user to send those customers a letter showing their potential exceedance.

Mr. Kapcsos noted that the Lumber Street Tank rehabilitation meeting was rescheduled for August 23<sup>rd</sup>.

### **Operations Manager Report**

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Construction Department:

- Staff started installing the water main on Pinkerton Road tie in and 840 feet have been installed to date.

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Water System:

- Staff has been operating South Jacob Street Water Plant as part of the 21-day start up process.
- Staff received confirmation from the salt supplier that they will be sending a check for the repairs needed on the salt tank hatch doors at Carmany Road Water Treatment Plant. M2 Construction is in the process of ordering the materials and scheduling the work for repairs.

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Wastewater System:

- Staff has made the necessary repairs to the camera system and is now fully operational.
- Amerigreen hauled out approximately 400 tons of bio-solids last week.
- Staff successfully completed the yearly PT (proficiency testing) for lab accreditation.

Mr. Kapcsos informed and updated the Board on other related topics:

- Fluid Pin Pointing Services finished the leak survey on Main Street. One service line leak was identified at the Borough's water fountain at High Street intersection.

Mr. Kapcsos discussed with the Board about moving ahead with the purchase of the John Deere 50G mini excavator in the amount of \$66,040.88. Mr. Kapcsos stated that in previous discussions, a back hoe is currently on the capital improvement plan schedule however, staff noted that this piece of equipment is still in great shape and suggested holding off on the back hoe replacement and purchase the mini excavator. The Authority Board authorized staff to move forward with the purchase of the mini excavator.

### **Business Manager Report**

Mrs. Fenicle noted that the final payment was received from DCED for the Carmany Road Nitrate Grant. It was noted that all closeout documents were sent to the point of contact and is currently waiting on a response of acceptance.

Mrs. Fenicle discussed with the Board the possibility of opening a bank card with Northwest Bank to help relieve the employees paying upfront cost for training, etc. and submitting for reimbursement. Mrs. Fenicle also discussed the possibility of opening an amazon account to purchase some supplies that staff has found to be more feasible than the current supply carrier. The Authority Board authorized Mrs. Fenicle to move forward.

### **Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the June 18, 2019 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. Hamm to approve Payment Application No. 7 from M2 Construction, LLC in the amount of \$43,937.50 for the Carmany Road Water Treatment Plant Nitrate Units Resin Replacement Project as recommended by ARRO Consulting's letter dated July 5, 2019; motion carried.

### **Any Other Matter Proper to Come before the Authority**

Mr. Rebman stated that Mr. Weems asked about looking into organizing a first aid class for Authority staff and Board Members. Staff noted the suggestion will be relayed to Mr. Ardini.

Mr. Rebman stated that Mr. Weems was concerned about the security breach at Lancaster Labs and would the Authority be at risk. Mr. Kapcsos stated that the Authority has not used Lancaster Labs for many years now and show no concern. Mr. Hamm asked if any of the security for plant operations could be at risk. Mr. Kapcsos stated that the computer systems are only available remotely, staff must physically connect the secure companies remotely when an issue needs to be addressed. Mrs. Fenicle noted that the Authority has good IT measures in place which are noted during the audit every year and are satisfactory.

### **Authorization to Pay Bills**

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 6 as follows: \$43,448.12 from the Water Operating Fund and \$49,445.40 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 19-12 from the Water Bond Redemption and Improvement Fund in the amount of \$45,871.71; motion carried.

A **MOTION** was made by Mr. Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. SBRI 19-3 from the Sewer Bond Redemption and Improvement Fund in the amount \$289.75; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. 50 from the 2016 Construction Fund in the amount of \$30,476.95; motion carried.

### **Adjournment**

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Hamm to adjourn. Motion carried and the meeting adjourned at 5:45 PM.

Respectfully submitted,

Christopher E. Metzler  
Assistant Secretary