

Mount Joy Borough Authority
Pre-Authority Meeting
March 19, 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, and Mr. Ruffini. Also, present were Angie Fenicle, and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Melhorn was absent. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

Mr. Tim Hess was present due to the action items on the agenda for Rapho Associates, L.P.

Consulting Engineer Report

ARRO Consulting provided a written report.

Authority Manager Report

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

Mr. Kapcsos informed the Board that Authority staff repaired a sewer lateral for a customer on Marietta Avenue.

Mr. Kapcsos informed the Board that Authority staff repaired a water valve box in the intersection of East Donegal and South Jacob Street.

Mr. Kapcsos informed the Board that Authority staff is currently working on applying topsoil, seed and straw to previous works locations that were excavated throughout the winter months.

Mr. Kapcsos informed the Board that Authority staff completed repairing the fourteen work orders from the first quarter's meter reading.

Mr. Kapcsos informed the Board that Amerigreen was in and hauled out 231.86 tons of Biosolids.

Mr. Kapcsos informed the Board that Authority staff prepared final clarifier #1 for the new brush installation at the wastewater treatment plant.

Mr. Kapcsos informed the Board that Overhead Door was present and made a few repairs to the garage doors at the wastewater treatment plant.

Mr. Kapcsos informed the Board that the security fence front gate at the wastewater treatment plant failed; the fence company recommended replacing the motor operator which will cost approximately \$6,200 of which the quote was signed to get the work scheduled.

Mr. Kapcsos informed the Board that the sewer lateral push camera is currently getting repaired due to moisture in the lens which is making the images distorted.

Mr. Kapcsos provided an update on the water meter replacement project: Mr. Kapcsos stated that of the 236 letters sent, 235 customers have scheduled appointments and 232 meters have been installed of the 235 customers. Mr. Kapcsos noted that an additional six properties on Joy Avenue and East Main Street were added to the group of which five of the six have been scheduled.

Mr. Kapcsos provided updates on various reporting requirements: Mr. Kapcsos stated that Authority staff completed February's monthly reporting for the water plant. Mr. Kapcsos also stated that the Act 110 and Chapter 94 report is complete and submitted. Mr. Kapcsos stated that Authority staff has done research on the requirements in publicly making the Authority's customers aware of the Consumer Confidence Report (CCR) report. Mr. Kapcsos noted that it is not required to be mailed to each customer rather than making it available to them to view. Mr. Kapcsos, furthermore, explained that the Authority's customers receive their invoices quarterly, therefore, Authority staff has elected to make the customer aware of the CCR Report by placing this information on the note section of the quarterly

invoices. Mr. Kapcsos continued by stating that a QR code will be placed on the invoice for easy access to our website where the CCR report will be posted.

Mr. Kapcsos informed the Board that Authority staff is currently working with ARRO Consulting to update the atlas's; it was noted that the wall maps are finalized and are currently being printed.

Mr. Kapcsos asked the Board for their permission to enter the Combination Truck into the Make-A-Wish Convoy again this year; approval was granted.

Mr. Kapcsos informed the Board that the Authority and service area surrounding Townships held the Liaison meeting last Tuesday. Mr. Kapcsos stated it was discussed that the meetings will be held on a yearly basis; next meeting will be March 11, 2025.

Mr. Kapcsos provided an update on the South Jacob Street Water Plant Start-Up: Mr. Kapcsos stated that a kick of meeting was held with Authority staff and ARRO Consulting. Mr. Kapcsos noted that PA DEP did provide a listing of criteria that the Authority must complete before updating the operating permit. Mr. Kapcsos also noted that Mr. Zach Dennis from ARRO Consulting will be present to help start up the plant.

Mr. Kapcsos provided an update on the storage building: Mr. Kapcsos stated that ARRO Consulting submitted plans for renovation of the building. Mr. Kapcsos noted that Authority staff met today to review and submitted revised changes.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grants: Mr. Kapcsos stated that the Authority received and executed the agreements.

- Dystor Rehabilitation Project: Mr. Kapcsos stated that the Authority is receiving proposals and front-end document; the Authority is hopeful to award this project at the meeting in April.
- Fairview Street Water Main Replacement Project: Mr. Kapcsos stated that ARRO Consulting held an internal meeting to start the project; one call will be placed in the near future and begin collecting field data to proceed with design and permitting. Mr. Kapcsos reiterated that his project will not take place till 2025.
- Mr. Kapcsos noted that he sent thank you letters to East Donegal Township and Mount Joy Township for their support for the grant applications.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the February 20, 2024, 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. Ruffini to approve the Right-of-Way Agreement between Rapho Associates, L.P. and Mount Joy Borough Authority; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve Resolution No. 4-24 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Rapho Business Park and to maintain the letter of credit of 15% of construction cost for 18 months; motion carried.

Mr. Fenicle presented the proposed 2023-2024 fiscal year budget; after discussion, the Authority Board elected to pursue with a four percent water and sewer rate increase.

Any Other Matter Proper to Come before the Authority

Mr. Kapcsos informed the Board that the Borough hired two employees to fulfill the Community & Economics

Development Coordinator and Zoning & Codes Officer.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. 20 as follows: \$50,862.44 for the Water Operating Fund and \$65,052.59 for the Sewer Operating Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 5:22 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary