

Mount Joy Borough Authority
Pre-Authority Meeting
October 15, 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 Vice-Chairman Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, Scott Kapcsos, and Zach Dennis and Mike Davis from Barley Snyder. Mr. Rebman was absent. Vice-Chairman Derr called the meeting to order at 4 PM.

Public Input Period

There was no one present from the public.

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 current Charles Springs Monitoring Requirements: Mr. Kapcsos stated that SRBC provided a letter to update the flow measuring equipment. Mr. Kapcsos noted that Authority staff met with Mr. Ed Dzedzic from Rettew Associates about him supporting the installation and setting up of the new equipment. Mr. Kapcsos also noted that a professional services agreement was received by Rettew Associates, which was reviewed, executed and returned. Mr. Kapcsos lastly stated that the equipment was ordered and is expected to arrive the week of October 14th.

Mr. Kapcsos provided an update on exploring an additional water source: Mr. Kapcsos stated that conceptual well locations were provided to Authority staff from Rettew Associates of which is currently being reviewed and discussed.

Mr. Kapcsos provided an update on the LCRR reporting: Mr. Kapcsos stated that all connections have been uploaded of which 4,549 of 5,195 connections have been identified as non-lead and 646 connections are labeled as unknown. Mr. Kapcsos stated that Authority staff continue to perform line verification via hydro excavating on the remaining connections yet to be identified.

Mr. Kapcsos provided an update on the Nouth Market Avenue construction shop project: Mr. Kapcsos stated that Mr. Davis from Barley Snyder has completed and provided Authority staff with the draft agreement for review, which was submitted to the Borough Manager to present to their solicitor for review. Mr. Kapcsos also noted that the shop plan is currently with Keystone Engineering for MEP design.

Mr. Kapcsos informed the Board that he had an introductory meeting with Mr. Mark Huber from Lancaster County Planning Commission regarding their ongoing efforts and services that they would be able to assist the Authority. Mr. Kapcsos stated that Authority staff will be attending their annual water and sewer meeting on October 16th.

Mr. Kapcsos provided an update on employee staffing: Mr. Kapcsos stated that both Construction Department Supervisors and Wastewater Operator have been posted in-house, and outside sources such as Borough/Authority Website, Indeed, PRWA, PMAA and College Central Network.

Mr. Kapcsos informed the Board that the Authority received a Right-to-Know request seeking sewer/septic records for LCCTC property on Old Market Street on September 26th. Mr. Kapcsos stated that an email response, exercising our right to a 30-day extension has been sent with an official response forthcoming.

Assistant Authority Manager

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

Mr. Dennis informed the Board of a water main break on Melissa Lane leaving one customer with a boil water advisory.

Mr. Dennis informed the Board that Authority staff has started the system wide hydrant flushing.

Business Manager Report

Mrs. Fenicle provided an update on the 2023-2024 Fiscal Year Audit: Mrs. Fenicle stated that the drafts of the Management's Discussion and Analysis was reviewed; changes are being incorporated and will be sent to the auditors this week.

Mrs. Fenicle informed the Board that she authorized Fulton Bank to transfer the bi-annual funds to pay the November 1st loan and bond payments. Mrs. Fenicle also noted that \$550,000 was transferred to the Water Bond Redemption and Improvement Fund.

Minutes of the Previous Meeting

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

Unfinished Business

There was no unfinished business to discuss.

New Business

The Authority Board and staff discussed the draft 2025 meeting schedule and it was noted adjust the schedule to meet as an Authority Board once a month rather than twice a month; the four Board members that were present as noted above did not have a preference as to what Tuesday to meet and would like Authority staff to reach out to Chairman Rebman for final decision as the schedule needs to be provided to Mount Joy Borough for advertisement. A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to revise the schedule for the Authority Board to meet once a month allowing chairman Rebman at his discretion to note the day that the meetings will be held; motion carried.

Mr. Stacy Hiestand from Asset Strategy was present to review the necessary changes needed for the Authority's Pension Plan Custodian replacement due to S&T Bank Wealth Management making policy changes and they will no longer be providing trustee services for pension plans. A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to approve Resolution No. 12-24 to terminate S&T Bank Wealth Management as Directed Trustee and appoint Charles Schwab Trust Bank to serve as Custodian for the Mount Joy Borough Authority Pension Plan effective December 1, 2024; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve D&C Realty, LP Final Water and Sewer Improvement Plan for 30 Orchard Road as recommended by ARRO Consulting's letter dated September 17, 2024; motion carried.

Any Other Matter Proper to Come before the Authority

Ms. Fenicle reminded the Board of the employee appreciation golf outing on October 25th.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and second by Mr. Melhorn to approve Requisition No. 9 for the Water Operating Fund in the amount of \$90,732.43 and Sewer Operating Fund in the amount of \$132,242.33; motion carries.

A **Motion** was made by Mr. Metzler and a second by Mr. Ruffini to approve Requisitions No. WBRI 24-10 in the amount of \$13,718.65 from the Water Bond Redemption and Improvement Fund; motion carried. 5643

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve Requisition No. SBRI 24-10 in the amount of \$4,083.37 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Ruffini and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 4:48 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary