

Mount Joy Borough Authority  
Pre-Authority  
October 17, 2023  
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. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle and Scott Kapcsos and Mr. Mike Davis from Barley Snyder, LP. Mr. Derr was absent. Chairman Rebman called the meeting to order at 4 PM.

**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 stated that Authority staff is hopeful to start the North Jacob Street Water Main Replacement Project by the end of this month.

Mr. Kapcsos provided an update on the Carmany Road Remodel Project: Mr. Kapcsos stated that Authority staff completed the painting around the trim and doors and Durex was present to install the new floor; the countertops are scheduled to be installed next week.

Mr. Kapcsos informed the Board that the Authority remained within the Total Nitrogen limits for the year and no additional credits will need to be purchased. Mr. Kapcsos commended Authority staff for their efforts of getting daily operations back on track to achieve this goal.

Mr. Kapcsos informed the Board that Authority staff performed pump station cleaning for stations two, four and seven utilizing the new combination truck.

Mr. Kapcsos informed the Board that Authority staff is experiencing some issues with the equipment within the camera truck. Mr. Rebman asked what types of issues, Mr. Kapcsos replied, electronic issues that are not being supported by the manufacture due to being outdated and some issues due to where the van was being stored.

Mr. Kapcsos discussed with the Board the Rapho Triangle East EDU Agreement that he and Mr. Mike Davis is reviewing that is set to expire in April 2024. Mr. Kapcsos stated that he will present a recommendation to the Board by the next meeting.

Mr. Kapcsos informed the Board that the Authority was made aware of a property dispute on David Street declaring that 116 David Street installed a sewer lateral on the property of 114 David Street. Mr. Kapcsos noted that this lateral is owned by the property owner and therefore, the Authority does not have any obligation in this matter.

Mr. Kapcsos informed the Board that a property in the Deerfield Development was discovered to not have been inspected before settlement several years ago. Mr. Kapcsos stated that Authority staff has contacted the owners, discussed the findings and requested a meeting to inspect the meter and also made them aware that an invoice will be established moving forward; the owners of the property were appreciative of the notification.

Mr. Kapcsos informed the Board that the Authority created an account with Municibid for the Authority to advertise the Iperl meters that were replaced with the new Kamstrup meters.

Mr. Kapcsos provided an update on staffing: Mr. Kapcsos stated that Ms. Susan Parker and Mr. James Parker are transitioning well at the wastewater plant. Mr. Kapcsos noted that Mr. Caleb Pardun will be starting on Monday, however, he is proposing to wait to transition Mr. Jason Bowers to the water plant until the North Jacob Street Water Main Replacement Project is complete.

Mr. Kapcsos informed the Board that Mr. Ed Dziedzic from ARRO Consulting is no longer with the firm, Mr. Mark Harman will now be the contact person regarding the SRBC Well 3 docket renewal.

Mr. Kapcsos informed the Board that a staff meeting will be held tomorrow to discuss the health insurance changes.

### **Business Manager Report**

Mrs. Fenicle informed the Board that Industrial Appraisal Company received the updated materials needed for the revaluation. Mr. Fenicle also noted that after discussion with the company, it was suggested that the Authority have their properties re-appraised in 2024 as the last appraisal was completed in 2016. Mrs. Fenicle stated that she has authorized Industrial Appraisal to provide a quote.

Mrs. Fenicle provided an update on the auditor search: Mrs. Fenicle stated that emails will be sent this week inquiring information and or schedule interviews to review and discuss auditing services.

Mrs. Fenicle informed the Board that Mrs. Jill Frey, Borough Assistant Manager, and she will be meeting with Mr. Allen Miller from The HDH Group to review and discuss the renewal for the property and liability insurance policy.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the September 19, 2023, meeting minutes as presented; motion carried.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

There was no new business to discuss.

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

Mr. Kapcsos provided an update of the Building Ad-Hoc Committee meeting for the proposed new / upgrade administration building: Mr. Kapcsos noted that Borough staff plans to seek approval from Administration and Finance Committee along with Borough Council to proceed with the project at their November and December scheduled meetings.

### **Authorization to Pay Bills**

A **MOTION** was made by Mr. Ruffini and a second by Mr. Melhorn to approve the attached Requisition No. 11 as follows: \$46,776.31 for the Water Operating Fund and \$58,692.52 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and second by Mr. Ruffini to approve the attached Requisition No. WBRI 23-12 from the Water Bond Redemption and Improvement Fund in the amount of \$45,122.57; motion carried.

A **MOTION** was made by Mr. Melhorn and second by Mr. Ruffini to approve the attached Requisition No. SBRI 23-11 from the Sewer Bond Redemption and Improvement Fund in the amount of \$49,553.75; motion carried.

### **Adjournment**

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

Respectfully submitted,

J. Michael Melhorn  
Secretary