

## Mount Joy Borough Authority Meeting Minutes- September 16, 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, Chairman Rebman, Vice-Chairman Derr, Mr. Melhorn, and Mr. Ruffini, Mr. Metzler was in attendance via Teams. Also present were Lindsey Edgell, Scott Kapcsos and Zachary Dennis, Mr. James Farano from Boyer & Ritter was in attendance via Teams. Chairman Rebman called the meeting to order at 4 PM.

### **Public input:**

No one from the public was present.

### **Presentation by Boyer & Ritter, LLC**

Mr. James Farano was present via Teams to discuss and review the 2024-2025 Fiscal Year Annual Audit highlighting the financial analysis of the Authority. It was noted that there were no significant findings during the audit.

### **Consulting Engineer Report:**

A written report was provided.

### **Authority Manager Report**

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

Mr. Kapcsos provided the below staffing updates to the board.

- We have hired Darryn Giberson to fill a vacant position at the Wastewater Treatment Plant, his first day of employment is expected to be September 18, 2025.
- Staff have executed a contract with Team LMI for hiring assistance for the Water and Sewer Technician position.
- Mr. Kapcsos will be attending an Employer Engagement Fair at the Lancaster County Career and Technology Center (LCCTC) on September 25, 2025. He was also contacted by a student in the Plumbing Program at LCCTC about a potential Co-op opportunity. He is in the process of setting up an interview with him.
- Mr. Kapcsos received a resignation letter today from Ms. Susan Parker at the Wastewater Treatment Plant, September 26, 2025, will be her last day. This vacant position has been placed with Team LMI for hiring assistance as well.

Mr. Kapcsos provided an update on the N Market Ave Shop Renovation Project. He provided a bid schedule to the board and stated that this is to be advertised tomorrow. We anticipate having bids available for recommendation in November.

Mr. Kapcsos stated that we are waiting for a Highway Occupancy Permit (HOP) for the Fairview Street Water Main Replacement Project, an official response from PennDot is expected tomorrow.

Mr. Kapcsos stated that the Dystor Project contractor is mobilized and working. There was an onsite meeting to discuss how we will do some bypass plumbing. We may see a change order in the future for this.

Mr. Kapcsos stated that The Lancaster County Conservation District (LCCD) provided an inspection report along with a deficiency notice, due to the Notice of Termination (NOT) not being completed for the South Jacob St Water Treatment Plant Project. Staff are working with Mr. Mike Davis and Arro Consulting to update the original storm water documents to be consistent with what storm water features were installed and which ones weren't. Following the completion of the documents, they will be submitted to Mount Joy Borough and East Donegal Township for approval and signature.

Mr. Kapcsos informed the board that letters have been sent to three customers who currently have an Industrial Waste Discharge Permit with the Authority requesting updated contact information and letting them know that we will be looking to schedule an inspection of their facility in the future.

Mr. Kapcsos stated that he and Mr. Dennis are scheduled to meet with representatives from the Pennsylvania Fish and Boat Commission, Donegal Fish and Boat Commission, and DEP regarding a potential Trout Nursery at Charles Springs. Mr. Mike Davis has a draft agreement that the DFCA has provided.

Mr. Kapcsos provided an update on the Wastewater Treatment Plant Engineer Assessment. He stated that staff met with two senior engineers from Rettew Associates that are knowledgeable in wastewater. The meeting was informative, they are going to put a report together for us so we can discuss long-term planning goals.

Mr. Kapcsos provided the board with a copy of the final logo design and noted that we will be moving forward with putting this on the new dump truck.

**Assistant Authority Manager Report:**

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

Mr. Dennis informed the board that the Authority may need to purchase some Total Nitrogen Credits due to having higher than normal ammonia at the Wastewater Treatment Plant. Mr. Metzler asked if the credits are readily available, Mr. Dennis stated that he has mentioned this to Rettew, and they know of a couple of clients that always have some to sell.

**Business Manager Report:**

**Ms. Edgell proved a written report and highlighted the following.**

Ms. Edgell provided an Accounts Receivable/Delinquent Account update, stating that we have collected a little over \$100,000 in delinquent payments within the last month.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Ruffini and seconded by Mr. Mehorn to approve the August 19, 2025, meeting minutes as presented; *motion carried*.

**New Business:**

A **MOTION** was made by Mr. Metzler and seconded by Mr. Ruffini to approve the 2024-2025 Fiscal Year Audit as presented; *motion carried*.

A **MOTION** was made by Mr. Derr and seconded by Mr. Melhorn to approve the 2026 Minimum Municipal Obligation (MMO) for the Authority's Pension Plan; *motion carried*.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve Eastern Environmental Contractors, Inc. Payment Application No 6 as per the Arro letter dated August 30, 2025; *motion carried*.

A **MOTION** was made by Mr. Derr and a second by Mr. Melhorn to approve Change Order No 2 for the Mount Joy Dystor and Gas Safety Project in the amount of (\$5,400); *motion carried*

**Authorization to Pay Bills:**

A **MOTION** was made by Mr. Metzler and seconded by Mr. Ruffini to approve Requisition No. 5 as follows: Water Operating in the amount of \$112,158.19 and Sewer operating in the amount of \$170,464.71; *motion carried*.

A **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to approve Requisition No. WRBI 25-9 from Water Bond Redemption and Improvement Fun in the amount of \$50,552.51; *motion carried*.

A **MOTION** was made by Mr. Ruffini and seconded by Mr. Melhorn to approve Requisition No. SBRI 25-9 from the Sewer Bond Redemption and Improvement Fund in the amount of \$160,982.50; *motion carried*.

**Adjournment:**

A **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn at 4:52 PM; *motion carried*.

Respectfully submitted,



J. Michael Melhorn  
Secretary