

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

Public Input Period

Mr. Ralph Eckels, Mount Joy Borough Authority employee, was present to ask the Board to review the current sick leave policy within the handbook for employees who depart from the company so that they may be compensated for the accumulated time. Mr. Rebman noted that the Board will review the policy and will have management staff report to the employees.

Consulting Engineer Report

ARRO Consulting provided a written report.

Mr. Kapcsos highlighted that the Authority received the full layout plan for the Fairview Street Water Main Replacement Project for review.

Administrative Assistant Report

Mrs. Edgell provided an update on the water and sewer customer accounts: Mrs. Edgell stated that on August 1st, the outstanding AR balance was \$293,827 of which \$208,046 has been collected as of today. Mrs. Edgell stated that of the remaining AR balance, thirteen customers occupy \$42,215 and currently have liens on their properties. Mrs. Edgell also noted that 252 reminder notices were issued, totaling \$102,280 of which \$79,287 was collected and 103 termination notices were issued, totaling \$49,321 of which \$44,027 was collected.

Authority Manager Report

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

Mr. Kapcsos provided an update on the Little Chiques Streambank Restoration Project: Mr. Kapcsos stated that a response letter was provided to the Borough outlining the areas of concern. Mr. Kapcsos noted that some updates have been made upon receiving the letter and continue to work through the other requested areas noted by the Authority.

Mr. Kapcsos provided an update on exploring an additional water source: Mr. Kapcsos stated that a Professional Services Agreement (PSA) was executed with Rettew Associates to review geophysical data and provide a list of potential parcels for further consideration.

Mr. Kapcsos informed the Board that the Authority's current meter manufacturer, Kamstrup, has made a change in vendors for this area to EJ Prescott. Mr. Kapcsos noted that Authority staff met with the representative from the new vendor to determine how the transition will work.

Mr. Kapcsos provided an update on the LCRR reporting: Mr. Kapcsos stated that 4,079 of 5,195 connections have been identified as non-lead and uploaded to our working spreadsheet. Mr. Kapcsos noted that a list of properties has been identified that will need to be investigated via vacuum excavation of which the properties owners have been notified. Mr. Kapcsos stated that the submission deadline to PA DEP is October 16th.

Mr. Kapcsos provided an update on the South Market Avenue construction shop project: Mr. Kapcsos stated that Garden Spot Mechanical was onsite to televise all the interior drain lines to create a layout drawing and determine the condition of the existing pipes. Mr. Kapcsos also noted that Mr. Mike Davis completed the lease agreement and is currently waiting for the exhibits to insert.

Mr. Kapcsos informed the Board that Authority staff will be attending part two of the Leadership Development Conference hosted by PWEA tomorrow.

Mr. Kapcsos informed the Board that the Borough has started the paving project on School Lane. Mr. Kapcsos stated that there were two water service elevation conflicts with the installation of the storm sewer; Authority staff assisted with relocating the service lines. Mr. Kapcsos also noted that the Authority's remaining involvement within the project is to oversee sewer manhole frame replacement and water valve box adjustments prior to paving.

Mr. Kapcsos informed the Board that Authority staff met with the current security camera company, Verkada, to discuss options for access control at both water plants along with replacing the current security system at the Carmany Road water plant. Mr. Kapcsos noted that the quote was received and currently being reviewed.

Assistant Authority Manager

Mr. Dennis Provided an update on the South Jacob Street Water Plant Start-Up: Mr. Dennis stated Authority staff continue to work on addressing the mineral buildup in the piping leaving the plant, otherwise the plant continues to be operating well. Mr. Dennis also mentioned that Authority staff met with ARRO Consulting to discuss a future permit amendment submission to PA DEP.

Mr. Dennis informed the Board that Authority staff has evaluated the repair to the surge relief valve at the Booster Station and was determined that a new valve needs to be purchased.

Mr. Dennis informed the Board that Authority staff held a meeting with ARRO Consulting regarding the softener rehabilitation project for the Carmany Road water plant.

Mr. Dennis informed the Board that Authority staff completed the water service line installation project on West Main Street.

Mr. Dennis provided an update on the sludge furnace at the Wastewater Treatment Plant: Mr. Dennis stated that Authority staff has completed the cleaning of the furnace; however, are waiting for the remaining parts to arrive to start it back up.

Business Manager Report

Mrs. Fenicle informed the Board that drafts of the 2023-2024 fiscal year audit were received and Authority staff will be reviewing and drafting the Management's Discussion and Analysis in the next couple weeks.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the August 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. Melhorn to approve the 2025 Minimum Municipal Obligation for the Authority's Pension Plan; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve Payment Application No. 2 for Eastern Environmental Contractors, Inc. in the amount of \$22,317 for the Dystor Holding Rehab Project as recommended by ARRO Consulting's letter dated September, 4, 2024; motion carried.

Any Other Matter Proper to Come before the Authority

Mr. Rebman informed the Authority Board that the new administrative facility plans have been revised and the Borough is planning on rebidding the project next month.

Mrs. Fenicle informed the Board that the Employee Appreciation golf outing is tentatively scheduled for October 25th; confirmation is pending with the venue.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and second by Mr. Melhorn to approve Requisition No. 8 for the Water Operating Fund in the amount of \$83,351.38 and Sewer Operating Fund in the amount of \$147,099.06; motion carries.

A **Motion** was made by Mr. Melhorn and a second by Mr. Metzler to approve Requisitions No. WBRI 24-9 in the amount of \$4,099.75 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve Requisition No. SBRI 24-9 in the amount of \$22,317 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Executive Session

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to enter executive session to discuss litigation and personnel matters at 5:17 PM; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to reconvene the public meeting at 6:15 PM; motion carried. There was no action taken during the executive session.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Melhorn to adjourn. Motion carried and the meeting adjourned at 6:16 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary