

Mount Joy Borough Authority  
Regular Monthly Meeting  
September 5, 2023  
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also present were Angie Fenicle and Scott Kapcsos. Chairman Rebman called the meeting to order at 4:00 PM.

**Public Input Period**

No one from the public was present.

**Presentation by Trout, CPA**

Mrs. Megan Senkowski and Haley Brubaker were present to discuss and review the 2022-2023 Fiscal Year Annual Audit highlighting the financial analysis, capital assets, SAS 114 and SAS 115 letters and the GASB pension standards. It was noted that there were no significant findings during the audit. A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to accept the 2023 annual audit as presented; motion carried. A copy of the annual audit is on file for the public to view upon completion of the right-to-know request form.

**Authority Manager Report**

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

Mr. Kapcsos provided an update on the Orange Street Water Main Project: Mr. Kapcsos stated that the final restoration will be completed next week.

Mr. Kapcsos provided an update on the Carmany Road Water Plant Remodeling Project: Mr. Kapcsos stated that staff completed the removing of all the existing flooring and started to paint the walls. Mr. Kapcsos noted that the new flooring is scheduled to be installed the week of October 9<sup>th</sup> and the countertop install on October 27<sup>th</sup>.

Mr. Kapcsos informed the Board that staff received a base plan to start the layout process for the North Jacob Street watermain replacement project.

Mr. Kapcsos informed the Board that staff completed the third quarter meter readings and administration staff has generated workorders.

Mr. Kapcsos informed the Board that Authority staff participated in a mock emergency with PA DEP staff at the Authority's Well #1 location. Mr. Kapcsos noted that it well went and there were approximately 12 PA DEP staff members present.

Mr. Kapcsos provided an update on the FPPE Inspections: Mr. Kapcsos stated that Authority staff met and compiled responses to PA DEP regarding the FPPE inspection at Carmany Road Water Plant. The letter will be submitted to the department this week.

Mr. Kapcsos informed the Board that Mrs. Fenicle and himself met with Mr. Stacy Heistand from Asset Strategy to discuss and review the current investments within the 457B plan and the defined benefit pension plan. Mr. Kapcsos stated that Mr. Heistand made a recommendation to replace two investment options due to poor performance; Authority staff authorized these changes with Ascensus and the effective date of the investment changes will take place on October 20, 2023. Mr. Kapcsos stated that Authority staff will set up a meeting with Mr. Heistand for him to present the changes to the company and all employees will have the chance to meet one on one to review their plans. Mr. Kapcsos noted that there were no changes needed to the defined benefit pension plan.

Mr. Kapcsos informed the Board that the three department supervisors and himself will be attending a Leadership Development Conference on September 14<sup>th</sup>, hosted by PWEA.

Mr. Kapcsos provided an update on the security camera project: Mr. Kapcsos stated that quotes were received to add security cameras to the other facilities of the Authority, including South Jacob Water Plant, Wastewater Plant,

Well #1, Well #2, Well #3, Booster Station and Rapho Pump Station. A **MOTION** was made by Mr. Derr and a second by Mr. Melhorn to authorize staff to move forward with the project; motion carried.

Mr. Kapcsos informed the Board that the Employee Appreciation Day has been finalized for October 13<sup>th</sup>.

Mr. Kapcsos provided an update on the SRBC Docket Renewal: Mr. Kapcsos informed the Board that SRBC has provided a verbal response and has accepted the Authority's proposal. A written document will be provided to the Authority outlining the details of the Authority's obligations.

Mr. Kapcsos informed the Board that he authorized ARRO Consulting to create a new project number and is moving forward to investigate resources for a new a new water source also known as Well #4.

Mr. Kapcsos informed the Board that a staff meeting was held to present and deliver a copy of the addendum to the employee handbook.

### **Business Manager Report**

Mrs. Fenicle updated the Board on the new Auditor selection process: Mr. Fenicle stated that no interviews have been scheduled as the staff's vacation schedules have conflicted with all who will be involved in the interview process. Mrs. Fenicle noted that she hopes to have selections and interviews scheduled within the next month.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the August 1, 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**

There was no other matter proper to come before the Authority.

### **Authorization to Pay Bills**

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 8 as follows: \$66,474.01 for the Water Operating Fund and \$76,174.29 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve the attached Requisition No. WBRI 23-10 from the Water Bond Redemption and Improvement Fund in the amount of \$10,488.03; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. SBRI 23-9 from the Sewer Bond Redemption and Improvement Fund in the amount of \$997.01; 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 5:17 PM.

Respectfully submitted,

J. Michael Melhorn  
Secretary