

Mount Joy Borough Authority
Regular Monthly Meeting
September 6, 2022
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. Ruffini and Mr. Metzler who arrived at 4:39 PM. Also present were Angie Fenicle, Joe Ardini and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Derr and Mr. Melhorn were absent. Chairman Rebman called the meeting to order at 4:40 PM.

Public Input Period

No one from the public was present.

Authority Manager Report

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

Mr. Ardini provided an update on the vacant Chief Operator position: Mr. Ardini noted that we may post the position as just a plant operator.

Mr. Ardini informed the Board that himself, Borough Manager Pugliese and Chief Goshen met with Crabtree Associates on August 31st to discuss changes to the propose conceptual administration building.

Mr. Ardini informed the Board that staff gave a tour of the South Jacob Street water plant to five representatives from Trout CPA. Mr. Ardini noted that this was a request from the firm and feel that the tour has helped them understand the operations and give some clarifications on certain expenses when completing the annual audits.

Mr. Ardini provided an update on the revisions of the Authority personnel handbook: Mr. Ardini noted that Mrs. Craighead from Barley Snyder reviewed and proposed some changes and updates of which were made, and a copy was sent to the Authority Board for their review.

Mr. Ardini informed the Board that the Authority received an email from PA Auditor in regards to ACT 205 filing. Mr. Ardini noted that the Act 205 of 1984 requires the Municipal Pension Reporting Program to make biennial distress determinations for all municipalities; it was reported that the Authority's total distress score is 0.

Operation Manager Report

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

Mr. Kapcsos provided an update on the Wood Street Water Main Replacement Project: Mr. Kapcsos informed the Board that staff completed the installation between Bridge Blvd and Chocolate Ave, phase three of the project. Mr. Kapcsos noted that there was a setback due to some gas mains that were not marked but were also not in service. Mr. Kapcsos noted that during conversations and approval, staff made the necessary cuts to remove the abandoned gas lines.

Mr. Kapcsos informed the Board that there was a water service leak on Donegal Springs Road of which staff replaced the curb stop and lateral to the main; the homeowner will replace the lines to the house.

Mr. Kapcsos informed the Board that the FPPE at the South Jacob Street water plant that was scheduled for September 7th has been cancelled due to the plant not online.

Mr. Kapcsos provided an update on the Kamstrup meter replacement: Mr. Kapcsos stated that staff identified the fifth and sixth rounds of replacements; the fifth round will include 18 customers on Springville Road and Cedar Lane of which 17 of them have been scheduled or completed, and the sixth round will include 36 customers on Springville Road, Deerfield Drive, Hemp Street, Orchard Road, and Hopewell Street of which 12 of them have been scheduled or completed.

Mr. Kapcsos informed the Board that Kinsley Construction completed tree clearing work in the Authority's water and sewer easement located off Strickler Road. The Authority's easement runs parallel to their project on the corner of Strickler Road and Cornerstone Drive.

Business Manager Report

Mrs. Fenicle distributed and discussed the first quarter budget reports.

Mrs. Fenicle provided an update on water / sewer delinquent accounts: Mrs. Fenicle noted that 54 notices were sent in August totaling \$22,500 of which \$16,000 was collected. Mrs. Fenicle also noted that a small group of termination letters were sent this week totaling \$13,600. Mrs. Fenicle stated that staff also sent nine rental property lien letters totaling \$4,200 of which \$3,700 was collected and one property yet to respond.

Mrs. Fenicle provided an update on the Pension transition: Mrs. Fenicle noted that TRA (Markley Actuarial Services) has not responded to the written request from Dunbar Bender & Zapf, therefore, Mrs. Fenicle provided the documents from 2016 to 2021 that she had on file. Dunbar, Bender & Zapf are currently reviewing the documents that were provided and will start preparing the GASB reports needed to complete the annual audit. Mrs. Fenicle also noted that TRA has removed online privileges to see any files online and if other documents are needed to determine history of the pension plans, the Authority at that time will proceed with legal counsel.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the August 2, 2022, 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. Ruffini to approve the Developer's Agreement between Mount Joy Borough Authority and Lancaster Country Career & Technology Center (LCCTC) to serve development known as Minor Subdivision Plan; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the Lancaster County Career & Technology Center (LCCTC) final Minor Subdivision Plan for Fairview Street lots; motion carried.

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. Ruffini and a second by Mr. Metzler to approve the attached Requisition No. 7 as follows: \$91,167.83 for the Water Operating Fund and \$136,822.10 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 22-12 from the Water Bond Redemption and Improvement Fund in the amount of \$22,187.54; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to approve the attached Requisition No. SBRI 22-9 from the Sewer Bond Redemption and Improvement Fund in the amount of \$6,250.00; 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 4:49 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary