



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, April 3, 2018**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler.
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Engineer
 - B. Authority Manager
 - C. Assistant Authority Manager
 - D. Business Manager
6. Approval of the Minutes – Approval of the minutes from March 5, 2018.
7. Unfinished Business
 - A.
8. New Business
 - A. Discussion with Mr. Stacy Heistand from Asset Strategy on Markley Actuarial Services Pension Study.
 - B. Discussion and possible adoption of the proposed 2018-2019 Fiscal Year Budget.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of requisition No. 23 for the Water Operating Fund in the amount of \$29,239.58 and Sewer Operating Fund in the amount of \$44,533.87.
 - B. Consider approval of requisition No. WBRI 18-4 from the Water Bond Redemption and Improvement Fund in the amount of \$10,763.32.
 - C. Consider approve of Requisition No. 23 from the 2016 Construction Fund in the amount of \$1,090.00.
11. Meetings and dates of importance
 - A. Tuesday, April 17, 2018 Pre-Authority Meeting – 4 PM
 - B. Tuesday, May 1, 2018 Regular Monthly Meeting – 4 PM
 - C. Tuesday, May15, 2018 Pre-Authority Meeting - 4 PM
12. Executive Session
13. Adjournment

If you are a person that requires accommodations to participate, please contact Borough staff to discuss how we may best accommodate your needs.

Mount Joy Borough Authority
Regular Monthly Meeting
March 5, 2018
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joseph Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman was absent. Vice-Chairman Derr called the meeting to order at 3:00 PM.

Public Input Period

There was no one present from the public.

Consulting Engineer Report

Mr. Dale Kopp was present to provide an update for the South Jacob Street Water Plant Project: Mr. Kopp handed out a report showing the progression of items for the project along with the updated construction schedule from PACT TWO, LLC. Mr. Kopp discussed with the Board and Authority staff the estimates from PACT TWO, Inc. regarding potential soft spots. Earth Engineering stated that if the Authority desires to move forward, the Authority could probe the subgrade following the rebar placement; however, if a soft spot was found, it might involve removing an area of rebar to remediate the area. This could result in a potential change order with the contractor. PACT TWO asked the Authority to consider payment of stored pipe materials. A MOTION was made by Mr. Metzler and a second by Mr. Hamm to negotiate payment of up to 90% of pipe materials continuance upon receiving delivery slips and invoices for the materials in trade with PACT TWO assuming the cost of any soft spots; motion carried.

Authority Manager Report

Mr. Leaman informed the Board that he received a call from Ms. Susan Lowell who is the owner of the proposed brewery at 93 East Main Street and she was very receptive of what the Authority is looking for.

Mr. Leaman stated that he received information from Mr. Sara Gibson, Rapho Township Manager in regard to amending the agreements between the Authority and the Rapho Township. Mr. Leaman stated that the agreements were established 24 years ago, and many changes have taken place since then. The Board authorized staff to move forward and ask Rapho Township to submit a draft amendment for review.

Mr. Leaman discussed with the Board the wage increases as presented at the last meeting. Mr. Leaman mentioned that a decision needs to be made by the next meeting for staff to incorporate the new figures in the proposed budget. A MOTION was made by Mr. Metzler and a second by Mr. Hamm to approve and authorize pay increases for employees per the recommendation of Mr. Leaman and consistent with the updated Wage Survey provided by N.J. Hess in the amount of 2.5% except for those employees requiring an additional increase to be brought into the recommended wage range as established by the Wage Survey, which additional increases are also approved and authorized by the Board; motion carried.

Mr. Leaman informed the Board that staff will be meeting with Laurel Harvest Labs tomorrow regarding their project and the catch basin.

Mr. Leaman informed the Board that the Authority received the pension study from Markley Actuarial. Mr. Leaman briefly reviewed the report and suggested that Mr. Stacy Heistand be present at a meeting to discuss the report more in debt prior to making a decision on the best scenario for the Authority.

Assistant Authority Manager Report

Mr. Ardini informed and updated the Board on issues and statuses for the construction department:

- Staff was marking water service lines on Lumber Street in preparation for moving any of the existing water services from the four inch water main over to the 12 inch water main. After the services are relocated, it is our intention to cut, cap and abandon the water main in place.

Mr. Ardini informed and updated the Board on issues and statuses for the water system:

- Staff installed two new actuator valves on the influent of the clarifiers, the valves were leaking and not fully closing.

Mr. Ardini informed and updated the Board on issues and statuses for the wastewater system:

- Staff installed the new mixer shafts and paddles in the pug mill. After doing so, a high quality of mixing with less lime usage was noticed.
- Staff will maintenance the lawn equipment over the next couple weeks to prepare for the spring.

Mr. Ardini informed and updated the Board on other related topics:

- The electrical grounding tags were received and will be installed when the water meters are inspected and or replaced along with two other current tags.
- All the permitted users have paid their invoices except one. This business provided half of the payment and will provide the remaining balance at the end of April.

Business Manager Report

Mrs. Fenicle stated that staff met with Northwest Bank to review the process in getting the accounts switched over to Northwest of which the process will be approximately a three to four months process. During the meeting it was noted that Northwest needed approval of signers and the number of signers for each account. A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve all five current Board Members to be authorized signers on all bank accounts held with Northwest Bank: John D. Rebman, Larry A. Derr, Richard S. Hamm, John A. Hiestand and Christopher E. Metzler; motion carried. A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to authorize the number of signers for each account as follows: Sewer Revenue Fund, Water Revenue Fund, Payroll Fund, Escrow Fund, FAS Fund Water and Sewer Collection Account will require one (1) signature and the Water Operating Fund and Sewer Operating Fund will require two (2) signatures; motion carried.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the February 6, 2018 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. Hiestand to approve Markley Actuarial Service Agreement for the 2018 calendar year; 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. Hiestand and a second by Mr. Hamm to approve the attached Requisition No. 21 as follows: \$34,625.91 for the Water Operating Fund and \$46,383.90 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 18-2 from the Water Bond Redemption and Improvement Fund in the amount of \$18,525.00; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. SBRI 18-4 in the amount of \$10,618.00 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hiestand and a second by Mr. Hamm to approve the attached Requisition No. 21 in the amount of \$915.00 from the 2016 Construction Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Hiestand and seconded by Mr. Metzler to adjourn; motion carried and the meeting adjourned at 4:55 PM.

Respectfully submitted,

John A. Hiestand
Secretary

DRAFT



MOUNT JOY BOROUGH AUTHORITY

P.O. BOX 25

MOUNT JOY, PA 17552

INCORPORATED 1948

TELEPHONE: (717) 653-5938

FAX: (717) 653-6680

WATER OPERATING REQUISITION NO.: 23

DATE: April 3, 2018

Fulton Bank, National Association
P.O. Box 4887
Lancaster, PA 17604

Gentlemen:

You are hereby requested to make a disbursement of funds from the Revenue Fund under the Trust Indenture dated May 1, 1993, between the Mount Joy Borough Authority and your bank as Trustee, for the purpose and in the amounts set forth on the succeeding page.

We certify that the amounts listed on the succeeding page are now due and unpaid and that such indebtedness has been incurred for the purpose set forth in Article VI, Section 6.01 and 6.02. We further certify that the monies to be withdrawn are in compliance with the provisions of said indenture.

MOUNT JOY BOROUGH AUTHORITY

TREASURER

ARRO CONSULTING, INC., Consulting Engineer, in accordance with Section 6.02 of the Trust Indenture, DOES HEREBY APPROVE this requisition, and CERTIFIES that the aggregate of the amounts requisitioned, plus those previously requisitioned during the current fiscal year, do not exceed the amount of the current fiscal year budget approved by the Authority as provided for in Section 9.07 of the Trust Indenture.

ARRO CONSULTING, INC.

CONSULTING ENGINEER

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>1,145,875.49</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,465.19	Payroll	Acct. 965421
	\$	<u>12,774.39</u>	Expenses	Acct. 414220
	\$	<u><u>29,239.58</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,175,115.07</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,464,625.00</u>		

Payroll Journal Entry
 Payroll # 6

Water Fund

Debit	06.448.702	Water Wages	\$	6,719.87	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	3,536.03	Scott, Jim, Jason, Bret, Larry (Split)
	06.400.782	Authority Manager	\$	1,590.40	John (Split)
	06.400.783	Operations Manager	\$	1,467.21	Joe (Split)
	06.400.784	Business Manager	\$	1,005.70	Angle (Split)
	06.400.785	Administrative Assistant	\$	836.40	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split)
	06.400.804	Employer Taxes	\$	1,250.01	Split
	06.400.804	ADP Invoice	\$	59.57	Split
			\$	16,465.19	

(Pay closest to 1st Tuesday)

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27,886	04/03/2018	ALS GROUP USA. CORP.	108.30	40-2237497	TESTING	108.30
27,887	04/03/2018	AMS	1,224.08	64378	4TH QTR BILLING	1,224.08
27,888	04/03/2018	BARRY GELTMACHER, JR.	60.00		PANT ALLOWANCE	60.00
27,889	04/03/2018	CENTURYLINK	182.68		PHONE	182.68
27,890	04/03/2018	EASTERN SALT COMPANY INC.	2,853.16	INV078038	SALT	2,853.16
27,891	04/03/2018	EUROFINS EATON ANALYTICAL, INC	942.50	S296795	TESTING	942.50
27,892	04/03/2018	FASTENAL COMPANY	64.33	PALIT46967	PLANT MAINT	64.33
27,893	04/03/2018	FLEET MASTERS INC	34.45	46679	VEHICLE INSPECTION	34.45
27,894	04/03/2018	GUTTMAN ENERGY, INC.	296.18	F52821372	FUEL	296.18
27,895	04/03/2018	HACH COMPANY	607.92	10872801	LAB SUPPLIES	607.92
27,896	04/03/2018	HOME DEPOT CREDIT SERVICES	211.94		TOOLS	211.94
27,897	04/03/2018	L/B WATER SERVICE, INC.	4,020.00	3156709	ONE CALL PAINT	4,020.00
27,898	04/03/2018	LAWSON PRODUCTS INC.	158.33	9305660250	TOOLS	158.33
27,899	04/03/2018	PPL	1,864.07		ELECTRIC	1,864.07
27,900	04/03/2018	STANDARD INSURANCE COMPANY	22.50		APRIL LIFE INSURANCE	22.50
27,901	04/03/2018	WHITMOYER AUTO GROUP	123.95	FOCS152842	VEHICLE MAINTENANCE	123.95
** Report Total **			12,774.39			12,774.39



MOUNT JOY BOROUGH AUTHORITY

P.O. BOX 25

MOUNT JOY, PA 17552

INCORPORATED 1948

TELEPHONE: (717) 653-5938

FAX: (717) 653-6680

SEWER OPERATING REQUISITION NO.: 23

DATE: April 3, 2018

Fulton Bank, National Association
P.O. Box 4887
Lancaster, PA 17604

Gentlemen:

You are hereby requested to make a disbursement of funds from the Revenue Fund under the Trust Indenture dated November 15, 1996 (the "Indenture"), between the Mount Joy Borough Authority and your bank as Trustee, for the purpose and in the amounts set forth on the attached Schedule "A".

We certify that (i) the amounts listed on the succeeding page are now due and unpaid and that such indebtedness has been incurred for the purpose set forth in paragraphs (a) and (b) of Section 6.1 of the Indenture or paragraph (a) of Section 6.3 of the Indenture; (ii) the aggregate of the amounts requisitioned, plus those previously requisitioned during the current fiscal year, do not exceed the amount of the current fiscal year budget approved by the Authority as provided in Section 9.10 of the Indenture; and (iii) the monies to be withdrawn are in compliance with the provisions of said Indenture.

MOUNT JOY BOROUGH AUTHORITY

AUTHORIZED OFFICER

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>1,383,081.09</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,504.50	Payroll	Acct. 965421
	\$	25,029.37	Expenses	Acct. 414212
	\$	<u>44,533.87</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,427,614.96</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,734,615.00</u>		

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,522	04/03/2018	ALS GROUP USA, CORP.	160.00	40-2238813	TESTING	160.00
26,523	04/03/2018	AMS	1,224.08	64378	4TH QTR BILLING	1,224.08
26,524	04/03/2018	BARRY GELTMACHER, JR.	60.00		PANT ALLOWANCE	60.00
26,525	04/03/2018	CARMEUSE LIME & STONE	7,332.80	93586121	HOT LIME	7,332.80
26,526	04/03/2018	CENTURYLINK	622.15		PHONE	622.15
26,527	04/03/2018	COMM OF PA - DEP	1,550.00		LAB ACCREDITATION RENEWAL	1,550.00
26,528	04/03/2018	DENNIS HARDMAN	25.34		FLAT TIRE REPAIR REIMBURS	25.34
26,529	04/03/2018	FLEET MASTERS INC	34.45	46679	VEHICLE INSPECTION	34.45
26,530	04/03/2018	GRAINGER	345.75	9734319776	COMPUTER BACK-UP	345.75
26,531	04/03/2018	GUTTMAN ENERGY, INC.	94.29	F52854819	FUEL	94.29
26,532	04/03/2018	L/B WATER SERVICE, INC.	2,100.04	3156709	ONE CALL PAINT	2,100.04
26,533	04/03/2018	LAWSON PRODUCTS INC.	158.33	9305660250	TOOLS	158.33
26,534	04/03/2018	LEFFLER ENERGY	413.54	977438	HEATING OIL	413.54
26,535	04/03/2018	MCCRARY ENTERPRISES INC	702.60	3813	HOT LIME HAUL	702.60
26,536	04/03/2018	PATRIOT PROPANE	4,104.86	1015	PROPANE	4,104.86
26,537	04/03/2018	PPL	2,321.19		ELECTRIC	2,321.19
26,538	04/03/2018	RUFUS BRUBAKER REGRIGERATION I	273.19	292635	PLANT MAINTENANCE	273.19
26,539	04/03/2018	STANDARD INSURANCE COMPANY	22.50		APRIL LIFE INSURANCE	22.50
26,540	04/03/2018	SUBURBAN TESTING LABS	220.00	8032613	TESTING	220.00
26,541	04/03/2018	USALCO	3,264.26	1301612	CHEMICALS	3,264.26
** Report Total **			25,029.37			25,029.37

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 18-4

Date: April 3, 2018

RESOLUTION

RESOLVED, in accordance with Article VI, Section 6.06 of the Trust Indenture of the Mount Joy Borough Authority (the "Authority") to Fulton Bank, National Association (the "Trustee"), as successor to Union National Community Bank (the "Prior Trustee"), as Trustee, dated as of May 1, 1993, securing Guaranteed Water Revenue Bonds, Series of 1993 (the "Trust Indenture") the Trustee is hereby authorized and requested to make the following payments for authorized projects, including either capital additions or extraordinary repairs, renewals or replacements from the Bond Redemption and Improvement Fund established under the aforesaid Indenture and held by the Trustee for the following purposes and in the amounts and for the purposes set forth below:

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
SEE ATTACHED EXHIBIT "A"		\$ 10,763.32

CERTIFICATE

The undersigned Secretary hereby certifies that the Resolution set forth above was duly adopted by the Board of Directors of Mount Joy Borough Authority at a meeting duly called and held on April 3, 2018 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 3rd day of April, 2018.

(Secretary) (Assistant Secretary)

AUTHORITY SEAL

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
ARM Group 1129 West Governor Road P.O. Box 797 Hershey, PA 17033-0797	Water Supply Survey; Invoice 024648	\$ 10,763.32

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 23

Date: April 3, 2018

Fulton Bank, N.A., as Trustee under the
Second Supplemental Trust Indenture to the Original
Indenture from Mount Joy Borough Authority,
Lancaster, Pennsylvania

Gentlemen:

Pursuant to Section 5.03 of a Trust Indenture dated as of November 3, 2010 and Section 5.01 of the Second Supplemental Trust Indenture, dated as of November 7, 2016, between Mount Joy Borough Authority (the "Authority") and Fulton Bank, N.A. (the "Trustee"), Lancaster, Pennsylvania, as Trustee, you are authorized and directed to make payment from the 2016 Construction Fund created under Section 5.03 of the Indenture and Section 5.01 of the Second Supplemental Trust Indenture as follows:

Payee (Name & Address)	Purpose for Which Obligation was Incurred	Amount To be Paid	Construction Contract (Yes or No)
Barley Snyder 126 East King Street Lancaster, PA 17602	Legal Services for S. Jacob St. Water Plant / Well #3; Invoice 70101633	\$1,090.00	NO

Total to be paid on this Requisition \$1,090.00.