



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, August 15, 2017**

1. Call to Order
2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Golicher, Mr. Hamm and Mr. Metzler
3. Public Input Period – Hearing of any citizen within the service area.
4. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Assistant Authority Manager
 - D. Business Manager
5. Approval of the Minutes: Approval of the minutes from July 18, 2017.
6. Unfinished Business:
 - A.
7. New Business:
 - A. Consider approval of the 2018 Minimum Municipal Obligation for the Authority's Pension Plan.
8. Any other matter proper to come before the Authority:
 - A.
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 8 for the Water Operating Fund in the amount of \$30,895.20 and Sewer Operating Fund in the amount of \$40,473.46.
 - B. Consider approval of Requisition No. WBRI 17-14 from the Water Bond Redemption and Improvement Fund in the amount of \$5,271.75
 - C. Consider approval of Requisition No. 8 from the 2016 Construction Fund in the amount of \$4,229.18.
10. Meetings and dates of importance:

A. Tuesday, September 5, 2017	Regular Monthly Meeting – 4 PM
B. Tuesday, September 12, 2017	Liaison Committee Meeting – 4 PM
C. Tuesday, September 19, 2017	Pre-Authority Meeting – 4 PM
11. Adjournment

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

Mount Joy Borough Authority
Pre-Authority
July 18, 2017
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. Derr, Mr. Golicher and Mr. Metzler. Also present were Angie Fenicle and John Leaman, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hamm was absent. Chairman Rebman called the meeting to order at 4:00 P.M.

Public Input Period.

There was no one present from the public.

Presentation from Trout, Ebersole & Groff.

Ms. Carol Roland and Ms. Amanda Kilroy from Trout, Ebersole & Groff were present to present the 2017 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. Golicher to accept the 2017 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.

Consulting Engineer Report.

Mr. Matt Warfel provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant – The bids for contract one (General Contractor) were opened on June 13th and the intent to Award letters were issued to each of the four contracts on June 21st. All signed agreements and bonding documents were received and were signed by the Authority on July 13th. A notice to proceed letter was issued to each of the contracts, with contract times starting on July 13th. A pre-construction meeting will be held the beginning of August.

Well 4 – The pump test was completed on March 9th. The test indicated the maximum pumping rate from the well was approximately 50 gallon per minute (GPM). Based on the withdraw quantity, the well was deemed in adequate to meet the needs of the Authority. A geo-physical study was completed by The ARM Group over the entire tract and an adequate supply was not encountered, therefore the Authority had abandoned the idea of developing a well on the property.

Permitting for Well 2 at Carmany Road Water Plant – The monitoring plan for Charles Spring was submitted to SRBC on February 17th. SRBC approved the monitoring plan and the Authority is in the process of implementing the plan which requires the installation of monitoring equipment.

Rapho Industrial Park – On July 7th, Steckbeck Engineering emailed two revised sheets for review and comment. They were reviewed by ARRO and discussed with the Authority staff followed by a comment email sent to Steckbeck Engineering on July 10th.

The Villia's at Elm Tree Phase 5C – A walkthrough was conducted on June 27th. A punch list was provided to all parties involved.

Authority Manager Report.

Mr. Leaman provided an update on Well 4: Mr. Leaman stated that he was in contact with The ARM Group to finalize the report. Mr. Leaman stated the he spoke with Mr. Don Mann in regard to permanently terminating the two test wells and it was decided to postpone until the fall to complete the work to mitigate or eliminate crop damage.

Mr. Leaman provided an update on the South Jacob Street Water Plant (New Water Plant):

- All four agreements were signed and notice to proceed was given on July 13th.

- ARRO Consulting completed the recording of the storm water and private drive agreements with East Donegal Township along with the new plant plan last week.
- A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to ratify Mr. Leaman to sign all documents and plans related to the South Jacob Street Water Plant; motion carried.

Mr. Leaman provided an update on healthcare and property liability insurance study: Mr. Leaman stated that he received verbal confirmation that Capital Blue Cross can provide an overlap policy and is waiting for the confirmation in writing. Mr. Leaman stated that staff reached out to our current liability insurance carrier to have them also provide a quote for comparison, staff has not yet received.

Mr. Leaman provided an update on the Marietta Avenue Project: Mr. Leaman stated that staff has met with the Borough and stated that the Authority is looking to relocate the water main. Mr. Leaman stated that the Borough Council is willing to pay 50% of the cost to relocate the 350 feet of water main away from the proposed sidewalk. The Authority Board agreed to move forward.

Mr. Leaman provided an update on the Rapho Industrial Park Sewer Project: Mr. Leaman stated that Steckbeck Engineering sent a revised plan for review however still not adequate coverage. Rapho Township's engineer will evaluate to see if anything can be done with the swale.

Mr. Leaman stated that staff met with Becker Engineering to discuss a cost opinion for the rehabilitation project. A cost opinion will be provided to the Authority by July 28th.

Mr. Leaman informed the Board that he will be on vacation from July 31st through August 4th, returning to work on August 7th.

Mr. Leaman informed the Board that Atlantic Sunrise Pipeline Project will be holding a pre-construction meeting at Acorn Farms on August 1st from 11:00 AM to 1:00 PM. Mr. Ardini will be attending the meeting.

Update on SR Holdings / Melhorn Trucking capacity discrepancy: Mr. Davis provided the Board with an update on the Melhorn capacity issue. Mr. Davis will continue to report to the Board on the progress.

Assistant Authority Manager Report

Mr. Leaman highlighted the following on Mr. Ardini's report:

Mr. Leaman provided an update on the Waterline Replacement on New Haven Street: Mr. Leaman stated that all the watermain has been installed and is in the process of being bacteria tested and hydro-tested. The pressure testing was completed today and passed.

Mr. Leaman stated that staff will be sending letters tomorrow to property owners that will be adjacent to Well #3 and the raw waterline installation informing them that the work will soon begin.

Business Manager Report.

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the May 16, 2017 meeting minutes; 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.

Mr. Chris Metzler informed staff that Main Street Mount Joy will be contacting the Authority again this year in regards to providing water for the splash event to be held August.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Metzler and a second by Mr. Golicher to approve the attached Requisition No. 6 as follows: \$45,370.10 from the Water Operating Fund and \$68,741.84 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. WBRI 17-12 from the Water Bond Redemption and Improvement Fund in the amount of \$28,010.87; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. SBRI 17-8 from the Sewer Bond Redemption and Improvement Fund in the amount of \$14,623.92; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 5:20 PM.

Respectfully submitted,

Robert R. Golicher
Secretary



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.: 8

DATE: August 15, 2017

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>381,015.69</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,818.91	Payroll	Acct. 965421
	\$	<u>13,076.29</u>	Expenses	Acct. 414220
	\$	<u><u>30,895.20</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>411,910.89</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,464,625.00</u>		

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27.426	08/15/2017	ALS GROUP USA, CORP.	139.20	40-2178716	TESTING	139.20
27.427	08/15/2017	AMS	63.25	63669	MONTHLY BILLING CONTRACT	63.25
27.428	08/15/2017	ARRO CONSULTING, INC.	1,050.95	0040307	MARIETTA AVE ENG SERVICES	1,050.95
27.429	08/15/2017	BATTERY WAREHOUSE	99.90	T189096	BATTERIES	99.90
27.430	08/15/2017	BOROUGH OF MOUNT JOY	1,677.21	35-17	MONTHLY REIMBURSEMENT	1,677.21
27.431	08/15/2017	DEAN P. ZIMMERMAN	154.00		HYDRANT PAINTING	154.00
27.432	08/15/2017	DRESSEL WELDING SUPPLY, INC.	38.86	3633019/36	CYLINDER RENTAL	38.86
27.433	08/15/2017	EASTERN SALT COMPANY INC.	4,254.80	INV067997	SALT	4,254.80
27.434	08/15/2017	EXETER SUPPLY COMPANY, INC.	178.08	329401	METER ACCESSORIES	178.08
27.435	08/15/2017	GRAINGER	174.96	9515424407	HYDRANT PAINTING	174.96
27.436	08/15/2017	GUTTMAN ENERGY, INC.	200.75	0051072222	FUEL	200.75
27.437	08/15/2017	HIGHMARK, INC.	31.50	A170731290	HSA ADMIN FEES	31.50
27.438	08/15/2017	J.B. HOSTETTER & SONS, INC.	126.10		MATERIALS AND SUPPLIES	126.10
27.439	08/15/2017	L/B WATER SERVICE, INC.	83.69	3095005	METER SUPPLIES	83.69
27.440	08/15/2017	L/B WATER SERVICE, INC.	30.00	3090911	METER TESTING	30.00
27.441	08/15/2017	MOUNT JOY AUTO PARTS	25.58		VEHICLE MAINT	25.58
27.442	08/15/2017	OFFICE BASICS, INC.	30.89	I-683619	SUPPLIES	30.89
27.443	08/15/2017	PA ONE CALL SYSTEM, INC.	121.85	735847	ONE CALL FAXES	121.85
27.444	08/15/2017	PLASTERER EQUIPMENT CO., INC	62.52	P21305	BACKHOE MAINT	62.52
27.445	08/15/2017	PPL	27.13		ELECTRIC	27.13
27.446	08/15/2017	PRWA	135.00	45342	TRAINING SEMINAR	135.00
27.447	08/15/2017	R/W CONNECTION, INC.	107.98	1116587-01	SUPPLIES	107.98
27.448	08/15/2017	SCHAEDLER YESCO DISTRIBUTION I	227.34	S4798578.0	PLANT MAINT	227.34
27.449	08/15/2017	STANDARD INSURANCE COMPANY	22.50		AUG LIFE INSURANCE	22.50
27.450	08/15/2017	TRACTOR SUPPLY CREDIT PLAN	125.45		HYDRANT PAINT	125.45
27.451	08/15/2017	TROUT, EBERSOLE & GROFF, LLP.	2,500.00	117030	FINAL AUDIT 2017	2,500.00
27.452	08/15/2017	UGI UTILITIES, INC.	16.94		GAS SERVICE	16.94
27.453	08/15/2017	VERIZON WIRELESS	139.33	9789442732	CELL PHONES	139.33
27.454	08/15/2017	WEX BANK	1,090.53	50683749	FUEL	1,090.53
27.455	08/15/2017	WOLGGIE'S LAWN CARE, LLC.	140.00	1843	MOWING	140.00
** Report Total **			13,076.29			13,076.29

Payroll Journal Entry
 Payroll # 15

Sewer Fund

Debit	08.429.730	Sewer Wages		\$	9,549.21	Dennis, Gary, Rex, David
	08.428.710	Construction Crew Wages		\$	4,245.94	Scott, Jim, Jason, Bret, Larry (Split)
	08.400.782	Authority Manager		\$	1,590.39	John (Split)
	08.400.783	Operations Manager		\$	1,467.22	Joe (Split)
	08.400.784	Business Manager		\$	1,005.69	Angle (Split)
	08.400.785	Administrative Assistant		\$	836.41	Lindsey (Split)
	08.400.790	Board Members		\$	312.50	Members paid per month (Split)
	08.400.804	Employer Taxes		\$	1,330.37	Split
	08.400.804	ADP Invoice		\$	67.98	Split
				TOTAL	\$ 20,405.71	(Pay closest to 1st Tuesday)

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,090	08/15/2017	ADVANCE AUTO PARTS	45.53		VEHICLE MAINT	45.53
26,091	08/15/2017	ALS GROUP USA, CORP.	80.00	40-2180280	TESTING	80.00
26,092	08/15/2017	AMS	63.25	63669	MONTHLY BILLING CONTRACT	63.25
26,093	08/15/2017	ARRO CONSULTING, INC.	528.92	0040308	ENG SERVICES	528.92
26,094	08/15/2017	BOROUGH OF MOUNT JOY	1,677.20	35-17	MONTHLY REIMBURSEMENT	1,677.20
26,095	08/15/2017	CARMEUSE LIME & STONE	7,116.05	93435827	HOT LIME	7,116.05
26,096	08/15/2017	DRESSEL WELDING SUPPLY, INC.	38.85	3633019/36	CYLINDER RENTAL	38.85
26,097	08/15/2017	EVOQUA WATER TECHNOLOGIES	2,250.00	903190115	PLANT MAINT	2,250.00
26,098	08/15/2017	EXETER SUPPLY COMPANY, INC.	194.22	329402	RESERVES PS REPAIRS	194.22
26,099	08/15/2017	GUTTMAN ENERGY, INC.	85.64	0051072221	FUEL	85.64
26,100	08/15/2017	HIGHMARK, INC.	31.50	A170731290	HSA ADMIN FEE	31.50
26,101	08/15/2017	J.B. HOSTETTER & SONS, INC.	350.47		MATERIALS AND SUPPLIES	350.47
26,102	08/15/2017	L/B WATER SERVICE, INC.	2,003.69	3095005	METER SUPPLIES	2,003.69
26,103	08/15/2017	MCCRARY ENTERPRISES INC	688.65	3700	HOT LIME HAUL	688.65
26,104	08/15/2017	MOUNT JOY AUTO PARTS	34.07		VEHICLE MAINT	34.07
26,105	08/15/2017	OFFICE BASICS, INC.	130.54	I-683619	SUPPLIES	130.54
26,106	08/15/2017	PA ONE CALL SYSTEM, INC.	121.84	735847	ONE CALL FAXES	121.84
26,107	08/15/2017	PLASTERER EQUIPMENT CO., INC	62.51	P21305	BACK HOE MAINT	62.51
26,108	08/15/2017	PPL	922.98		ELECTRIC	922.98
26,109	08/15/2017	PRWA	135.00	45342	TRAINING SEMINAR	135.00
26,110	08/15/2017	QUALITY METAL WORKS, INC.	425.00	E-MAIL4236	PLANT MAINT	425.00
26,111	08/15/2017	R/W CONNECTION, INC.	19.01	1116587-01	SUPPLIES	19.01
26,112	08/15/2017	STANDARD INSURANCE COMPANY	22.50		AUG LIFE INSURANCE	22.50
26,113	08/15/2017	SUBURBAN TESTING LABS	94.82	7081220	TESTING	94.82
26,114	08/15/2017	TROUT, EBERSOLE & GROFF, LLP.	2,500.00	117029	FINAL 2017 AUDIT	2,500.00
26,115	08/15/2017	VERIZON WIRELESS	139.33	9789442732	CELL PHONES	139.33
26,116	08/15/2017	WEX BANK	306.18	50683749	FUEL	306.18
** Report Total **			20,067.75			20,067.75

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSSYTEM REQUISITION NO.: WBRI 17-14

Date: August 15, 2017

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"		\$ 5,271.75

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 August 15, 2017 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 15th day of August, 2017.

(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>
Drohan Brick & Supply, Inc. P.O. Box 277 Mount Joy, PA 17552	New Haven Street Water Main Project; Invoice 8085-00	\$ 277.50
HD Supply Waterworks, LTD. P.O. Box 28330 St. Louis, MO 63146	New Haven Street Water Main Project; Invoice H554052	\$ 470.37
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	New Haven Street Water Main Project; Invoice Q183712	\$ 252.30
Plasterer Equipment Company, Inc. 2550 E. Cumberland Street Lebanon, PA 17042	New Haven Street Water Main Project; Invoice R05173	\$ 2,760.00
ARM Group, Inc. 1129 West Governor Road P.O. Box 797 Hershey, PA 17033-0797	Well #4 Survery; Invoice 022534	\$ 1,511.58

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 8

Date: August 15, 2017

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)
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for S. Jacob St. Water Plant; Invoice 0040309	\$543.95	NO
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for S. Jacob St. Water Plant; Invoice 0040310	\$3,685.23	NO

Total to be paid on this Requisition \$ 4,229.18.