



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, August 2, 2016**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call—Mr. Rebman, Mr. Derr, Mr. Golicher, Mr. Hamm & Mr. Metzler
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Manager
 - B. Assistant Authority Manager
 - C. Business Manager
6. Approval of the Minutes – Approval of the minutes from July 5, 2016.
7. Unfinished Business:
 - A.
8. New Business:
 - A. Discussion on Water / Sewer Capital Improvement Plans.
 - B.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of requisition No. 7 for the Water Operating Fund in the amount of \$56,261.61 and Sewer Operating Fund in the amount of \$87,129.30.
 - B. Consider approval of requisition No. WBRI 16-14 from the Water Bond Redemption and Improvement Fund in the amount of \$17,252.72.
11. Meetings and dates of importance
 - A. Tuesday, August 16, 2016 Pre-Authority Meeting – 4 PM
 - B. Tuesday, September 6, 2016 Regular Monthly Meeting – 4 PM
 - C. Tuesday, September 13, 2016 Liaison Committee Meeting – 4 PM
 - D. Tuesday, September 20, 2016 Pre-Authority Meeting – 4 PM
12. 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
July 5, 2016
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Golicher, Mr. Hamm and Mr. Metzler. Also present were Lindsey Edgell, John Leaman, Joe Ardini, Mark Harman from Arro Consulting and Mr. Mike Davis from Barley Snyder. Mr. Rebman was absent. Vice-Chairman Derr called the meeting to order at 4:00 PM.

Public Input Period

There was no one present from the public.

Arro Consulting Presentation

Mark Harman made a presentation to the Board on the Water Resources Plan, which is a requirement in the current docket received from SRBC. Mr. Harman indicated this is a fairly new regulation; we are assessing this on a drought scenario. Mr. Leaman stated that the plan needs to be submitted by September, but we are trying to get ahead of the game.

A **MOTION** was made by Mr. Hamm and a second by Mr. Golicher to authorize submission of the Water Resource Plan to SRBC; motion carried.

Authority Manager Report

Mr. Leaman informed the board on the progress of the Well #2 permit request to PA DEP. A letter from PA DEP was received requesting the Authority to submit a PA DEP application, a hydrogeological report, engineers report and permit fees for the department to consider the Well #2 increase request. Staff received an amended docket from the SRBC meeting that he and Mr. Ardini attended.

Mr. Leaman said that Myers Brothers expects to be on site this week to permanently abandon the well as long as the weather cooperates.

Mr. Leaman stated that he spoke with Don Mann to discuss the possibility of drilling on two additional sites on the Donsco property. The Manns met with a real estate agent and came back today stating that they wanted the Authority to consider buying all of either parcel four or five. Mike Davis suggested we look at an Access Agreement with the Manns.

Mr. Leaman provided an update on Health Care. John noticed a mistake on the report for separate pricing from Benecon; he will go over that at a later date when the figures are correct.

Mr. Leaman informed the Board that the AWWA Water and Sewer Rate Survey will be submitted this week.

Mr. Leaman stated that Trout Ebersole & Groff provided staff with the information for the Manager's Discussion and Analysis section of the audit. The draft version of the Water and Sewer Audit will be provided at the Finance Committee Meeting on July 13, the final version expected to be presented at the July 19 Authority Meeting.

Mr. Leaman provided an update on the new water plant. Staff met with Ben Movahed and Bruce Sherman to discuss what equipment will be needed to integrate communication between the wells, tanks, and treatment plants. We also need to upgrade the software licensing with the new water plant. Mr. Sherman is getting numbers together for the communication and software upgrades.

Mr. Leaman said that he reached out to Steven Flattery with RBC Capital regarding the bond rates. Mr. Flattery stated that there was a down tic on the rates, and as of today they are at a historical low. The potential is there to have a savings to the total aggregate water debt service. The Board agreed to move head and start the process.

Mr. Leaman informed the Board that he has had discussion with Scott Hershey regarding the Open House; the date will be September 24, 2016 from 9-1 PM. We plan to have the Water Plant, Sewer Plant, the Booster Station and Pump Station #1 open that day. We will do a mailing to get the date and locations out to the public.

Assistant Authority Manager Report

Mr. Ardini stated that Dennis Hardman informed him that they passed their annual Laboratory Performance Test. He will now be administering the remaining unused sample to the rest of his staff for them to perform the test; this is for in-house certification and recordkeeping.

Mr. Ardini informed the Board that Barry and staff had a meeting with PA DEP sanitarian to discuss our lead & copper sampling plan. Barry had had a few questions that he needed clarification on; there were no issues with our plan so Barry submitted to DEP. Barry will be contacting the sampling sites shortly to begin our required sampling.

Mr. Ardini said that Barry informed him that he was in contact with Gregg from Fluid Pinpointing Services and has tentatively scheduled our water distribution survey for the beginning of September.

Mr. Ardini informed the Board that Kohl Brothers was in and installed the rebuilt motor on High Service pump at the Water Plant. It was started and everything appears to be working correctly.

Mr. Ardini stated that the Pump Station cleanout with Kline's Services is scheduled for July 7, 2016.

Mr. Ardini gave an update on Cargill Corporation. They will be disconnecting the water and sewer services for 611 and 625 Wood Street. The terminations will be made where the connections meet the water and sewer mains under MJBA supervision. They have filled out the paperwork for relinquishing the EDU's for the properties.

Mr. Ardini said that Scott Kapcsos is working on updating our maps, specifications and details. Once he has completed his review he will meet with Arro to implement the changes.

Business Manager Report

Mrs. Edgell informed the Board that we received notification from Security Life that our new carrier will be The Standard.

Mrs. Edgell provided an update on water/sewer delinquent accounts. We started out with 34 delinquent rental accounts, to date we have heard from everyone on the list and brought in all but \$3,500 of the total delinquent amount of \$32,600. We will get a new list out this month.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the June 7, 2016 meeting minutes as amended; 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. Golicher to approve the attached Requisition No. 5 as follows: \$75,668.31 for the Water Operating Fund and \$80,784.09 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 16-12 in the amount of \$97,518.81 from the Water Bond Redemption and Improvement fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Golicher and seconded by Mr. Metzler to adjourn; motion carried and the meeting adjourned at 5:45 PM.

Respectfully submitted,

Robert R. Golicher
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.: 7

DATE: August 2, 2016

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>280,449.28</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,277.50	Payroll	Acct. 965421
	\$	39,261.61	Expenses	Acct. 414220
	\$	<u>56,539.11</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>336,988.39</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,295,893.00</u>		

Payroll Journal Entry
Payroll # 14

Water Fund

Debit	06.448.702	Water Wages	\$	6,743.21	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	4,349.50	Scott, Jim, Jason, Bret, Larry (Split)
	06.400.782	Authority Manager	\$	1,551.60	John (Split)
	06.400.783	Operations Manager	\$	1,431.43	Joe (Split)
	06.400.784	Business Manager	\$	985.98	Angie (Split)
	06.400.785	Administrative Assistant	\$	866.13	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,291.74	Split
	06.400.804	ADP Invoice	\$	57.91	Split
			TOTAL	\$ 17,277.50	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,656	08/02/2016	ALS GROUP USA, CORP.	96.00	40-2077114	TESTING	96.00
26,657	08/02/2016	BARLEY SNYDER, LLP	1,537.50	673764	LEGAL SERVICES	1,537.50
26,658	08/02/2016	CHEMICAL EQUIPMENT LABS, INC.	1,647.64	D008515	SALT	1,647.64
26,659	08/02/2016	COMMONWEALTH OF PENNSYLVANIA	150.00		CHAPTER 302 ANNUAL SERVIC	150.00
26,660	08/02/2016	DEAN P. ZIMMERMAN	140.00		HYDRANT PAINTING	140.00
26,661	08/02/2016	GUTTMAN ENERGY, INC.	157.03	0047988138	FUEL	157.03
26,662	08/02/2016	HIGHMARK, INC.	37.50	A160725222	HRA ADMIN FEE	37.50
26,663	08/02/2016	HIGHMARK, INC.	40.90	F160718429	HRA PAYMENTS	40.90
26,664	08/02/2016	HIGHMARK, INC.	138.78	F160725486	HRA PAYMENTS	138.78
26,665	08/02/2016	HOME DEPOT	451.58	3698320	TOOLS	451.58
26,666	08/02/2016	IIC	16,343.71		AUGUST HEALTH INS	16,343.71
26,667	08/02/2016	L/B WATER SERVICE, INC.	1,500.00	3697955 B	METERS	1,500.00
26,668	08/02/2016	MCMINN'S ASPHALT	413.66	2689825	SERVICE REPAIRS	413.66
26,669	08/02/2016	OFFICE BASICS, INC.	26.84	I-369924	SUPPLIES	26.84
26,670	08/02/2016	PPL	6,442.01		ELECTRIC	6,442.01
26,671	08/02/2016	PRWA	250.00	40778	TRAINING COURSE	250.00
26,672	08/02/2016	STANDARD INSURANCE COMPANY	22.50		AUGUST LIFE INSURANCE	22.50
26,673	08/02/2016	SUSQUEHANNA MUNICIPAL TRUST	3,198.75	2016-026	3RD QTR WORKERS COMP PAYM	3,198.75
26,674	08/02/2016	TROUT, EBERSOLE & GROFF, LLP.	6,000.00	108600	2016 AUDIT	6,000.00
26,675	08/02/2016	VECTOR SECURITY	80.34	57285532	QTRLY MONITORING	80.34
26,676	08/02/2016	WALTER BOYER PROMOTIONAL ITEMS	558.05	3328	UNIFORMS	558.05
26,677	08/02/2016	XO COMMUNICATIONS	28.82	0284034200	LONG DISTANCE PHONE	28.82
** Report Total **			39,261.61			39,261.61

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25,313	08/02/2016	ALS GROUP USA, CORP.	40.00	40-2076640	TESTING	40.00
25,314	08/02/2016	BARLEY SNYDER, LLP	2,107.50	673764	LEGAL SERVICES	2,107.50
25,315	08/02/2016	BATTERY WAREHOUSE	299.98	T168943	BATTERIES FOR GENERATORS	299.98
25,316	08/02/2016	CARMEUSE LIME & STONE	7,098.96	93191411	HOT LIME	7,098.96
25,317	08/02/2016	COMMONWEALTH OF PENNSYLVANIA	150.00	981722	CHAPTER 302 ANNUAL FEE	150.00
25,318	08/02/2016	DARYL L. BEILER	5,256.00	4447	BIO-SOLIDS HAULING	5,256.00
25,319	08/02/2016	GUTTMAN ENERGY, INC.	76.06	0047988137	FUEL	76.06
25,320	08/02/2016	HACH COMPANY	81.66	10011145	LAB SUPPLIES	81.66
25,321	08/02/2016	HIGHMARK, INC.	37.50	A160725222	HRA ADMIN FEE	37.50
25,322	08/02/2016	HIGHMARK, INC.	40.90	F160718429	HRA PAYMENTS	40.90
25,323	08/02/2016	HIGHMARK, INC.	138.78	F160725486	HRA PAYMENTS	138.78
25,324	08/02/2016	HOME DEPOT	451.58	3698320	TOOLS	451.58
25,325	08/02/2016	IIC	16,343.70		AUGUST HEALTH INSURANCE	16,343.70
25,326	08/02/2016	L/B WATER SERVICE, INC.	1,500.00	3697955 B	METERS	1,500.00
25,327	08/02/2016	MCCRARY ENTERPRISES INC	632.21	3506	HOT LIME HAUL	632.21
25,328	08/02/2016	MCMINN'S ASPHALT	88.61	2690302	SERVICE REPAIRS	88.61
25,329	08/02/2016	MEADOW VALLEY ELECTRIC, INC.	1,754.68	50003	PLANT MAINT	1,754.68
25,330	08/02/2016	MOUNT JOY SOLAR POWER LLC	6,402.42	61	AUG PSA CONTRACT	6,402.42
25,331	08/02/2016	NEFF'S SAFE LOCK & SECURITY IN	145.00	95810	LOCK REPAIRS	145.00
25,332	08/02/2016	OFFICE BASICS, INC.	97.19	I-369924	SUPPLIES	97.19
25,333	08/02/2016	PPL	7,192.54		ELECTRIC	7,192.54
25,334	08/02/2016	PRWA	250.00	40778	TRAINING COURSE	250.00
25,335	08/02/2016	R/W CONNECTION, INC.	55.52	1090172-01	PLANT MAINT	55.52
25,336	08/02/2016	SCHAEDLER YESCO DISTRIBUTION I	1,625.77	S4444893.0	PLANT MAINT	1,625.77
25,337	08/02/2016	SHERMAN-GIBSON SYSTEMS COMPANY	2,760.00	2016-0126	PLANT MAINT	2,760.00
25,338	08/02/2016	STANDARD INSURANCE COMPANY	22.50		AUG LIFE INSURANCE	22.50
25,339	08/02/2016	SUBURBAN TESTING LABS	90.30	6072211	TESTING	90.30
25,340	08/02/2016	SUSQUEHANNA MUNICIPAL TRUST	3,198.75	2016-026	3RD QTR WORKER'S COMP	3,198.75
25,341	08/02/2016	TROUT, EBERSOLE & GROFF, LLP.	6,000.00	108599	2016 AUDIT	6,000.00
25,342	08/02/2016	USALCO	3,220.39	1213059	CHEMICALS	3,220.39
25,343	08/02/2016	VECTOR SECURITY	80.34	57285532	QTRLY MONITORING	80.34
25,344	08/02/2016	WALTER BOYER PROMOTIONAL ITEMS	558.05	3328	UNIFORMS	558.05
25,345	08/02/2016	XO COMMUNICATIONS	28.81	0284034200	LONG DISTANCE PHONE	28.81
** Report Total **			67,825.70			67,825.70

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 16-14

Date: August 2, 2016

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"		\$ 17,252.72

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 2, 2016 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 2nd day of August, 2016.

(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>
Barley Snyder Attn: Accounting 126 East King Street Lancaster, PA 17602-2893	Legal Services New Water Plant & SRBC; Invoice: 673764	\$ 1,570.00
McMinn's Asphalt P.O. Box 415396 Boston, MA 02241-5396	Park Avenue Restoration; Invoice 2686995	\$ 376.72
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Park Avenue Restoration; Invoice 13030339MB	\$ 1,507.00
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Park Avenue Restoration; Invoice 13030327MB	\$ 1,515.50
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Park Avenue Restoration; Invoice 13030344MB	\$ 1,251.00
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Park Avenue Restoration; Invoice 13030310MB	\$ 1,502.50
Rholan Paving, LLC. 349 Florin Avenue Mount Joy, PA 17552	Park Avenue Restoration; Invoice 03122	\$ 9,530.00