



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, February 20, 2018**

1. Call to Order
2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Hiestand, 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 January 16, 2018.
6. Unfinished Business:
 - A.
7. New Business:
 - A. Consider approval of Payment Application No. 6 from PACT TWO, LLC in the amount of \$217,380.60 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated February 8, 2018.
 - B. Consider approval of Payment Application No. 2 from Garden Spot Mechanical in the amount of \$14,490.00 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated February 8, 2018.
 - C. Consider approval of Resolution No. 3-18 approving the Maestro Health FSA Plan Document and the Summary Plan Description.
8. Any other matter proper to come before the Authority:
 - A.
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 20 for the Water Operating Fund in the amount of \$48,105.77 and Sewer Operating Fund in the amount of \$58,049.24.
 - B. Consider approval of Requisition No. 20 from the 2016 Construction Fund in the amount of \$231,870.60
10. Meetings and dates of importance:

A. Tuesday, February 27, 2018	Administration Committee Meeting – 5 PM
B. Monday, March 5, 2018	Finance Committee Meeting – 10 AM
C. Tuesday, March 6, 2018	Regular Monthly Meeting – 4 PM
D. Tuesday, March 13, 2018	Liaison Committee 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
January 16, 2018
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, and Mr. Hamm. Also present were Angie Fenicle and Joe Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hiestand and Mr. Metzler were absent. Chairman Rebman called the meeting to order at 4:00 P.M.

Public Input Period.

There was no one present from the public.

Consulting Engineer Report.

Mr. Dale Kopp provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – Mr. Kopp noted the following:

- ARRO forwarded a response letter to PACT TWO relative to the Change Order #2 request on December 22nd.
- The contractor did not work the week of January 2nd due to extremely cold weather.
- ARRO forwarded a response letter to PACT TWO relative to the Change Order #1 request and the December 14th meeting on January 5th.
- A workshop meeting with PACT TWO and Garden Spot Electric took place at Watek's office on January 9th to coordinate the final locations of equipment, anchor bolt locations and conduit runs with the slab.

Mr. Kopp stated that a construction schedule was not received prior to coming to the meeting this evening. Mr. Derr asked if it was discussed with PACT TWO regarding the request to update the overall schedule to show the amount days that the project is one schedule, behind or ahead. Mr. Kopp noted he did and their program is not designed to calculate it in that way. Mr. Kopp stated that he will work with them to get the requested information on the construction schedule reports.

DCED Grant Application – ARRO Continues to work with Authority staff to create exhibits for the Well 1 and 2 improvements.

Carmany Road Nitrate Resin Replacement – ARRO received a call from PA DEP asking if the flow rate through the nitrate units would be reduced during the rehabilitation work. ARRO forwarded a response stating that one nitrate unit can handle the current flow rate through the plant. The permit should be forthcoming within the next two weeks.

Laurel Harvest Labs – ARRO has provided the design firm with construction details for the proposed facility, they are planning to provide a review submittal I the near future.

1335 Strickler Road – The contractor started the installation of the water and sanitary sewer improvements on December 9, 2017.

950 Square Street – ARRO completed a review of the second submitted plan and provided a comment letter.

Flyway Properties – ARRO completed the first review of the submitted plan and provided a comment letter.

Authority Manager Report.

Mr. Ardini reported on behalf of Mr. Leaman.

Mr. Leaman and Sam Sulkosky spoke with the Borough solicitor regarding the Municipay agreements. There are concerns with a few sections of the agreement. Staff is looking to make one final call to Municipay to see if they are willing to revise the agreement. If that doesn't work out, staff will be looking at other providers.

Mr. Leaman received the pension comparison spreadsheet for Markley Actuarial. He will schedule to have Stacy Heistand attend the February 6th Board meeting to discuss the spreadsheet.

Mr. Leaman and Mr. Ardini have been doing preliminary work for the DCED grant application. All the endorsement request letters are ready to be sent out, which will take place the week of January 15th.

Mr. Leaman received the proposals from The ARM Group for two separate ER studies. Mr. Ardini mentioned that both areas contain 35 acres of ground at \$7,500 for each study. Mr. Derr asked if it would be wise to do the study on the ground the Authority owns first. Mr. Ardini stated that staff feels both areas should be completed to possibly entertain a Well #5. A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to authorize staff to have The ARM Group perform two separate ER studies as presented: motion carried.

Assistant Authority Manager Report

Mr. Ardini provided an update on the Construction Department.

- There were a few more frozen water services and frozen water meters that have been addressed by staff, none of the issues were the authority's responsibility.
- Staff believes there is a water leak in the distribution system, Fluid Pinpointing and staff are working on finding the leak. As of today, three hydrant leaks and one service leak were found.

Mr. Ardini provided an update on the Water Plant.

- Filter Evaluation Update: A meeting will be held later this week in council chambers.
- Authority staff will be working on the SRBC unaccounted for water report and should have the final numbers for the next meeting.

Mr. Ardini provided an update on the Waste Water Treatment Plant.

- Authority staff has worked through the program issues he had with Dystor, everything is working well.

Mr. Ardini stated that Lancaster County Communications was in and upgraded the software on the Authority's radios at no cost to the Authority. Mr. Ardini also noted that Moyer Communications installed the two-way radio in the new service truck.

Business Manager Report.

Mrs. Fenicle stated that staff met with Union Community Bank to discuss the Authority's bank accounts. Union Community's staff noted the information that was presented and will be reviewing the accounts and will supply recommended services in a couple of weeks.

Mrs. Fenicle stated that staff is finalizing the FSA change and procedures of communication and transferring the funds. The Authority has completed and submitted their set of paperwork requested by Maestro to continue to have to separate accounts.

Mrs. Fenicle provided an update on the accounting software: Mrs. Fenicle noted that some of the templates were not loaded by blackbaud, however, as of today, they were received and will complete the templates over the course of the next couple weeks.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the December 19, 2017 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve Payment Application No. 5 from PACT TWO in the amount of \$355,845.15 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated January 9, 2018; motion carried

Any Other Matter Proper to Come before the Authority.

Mr. Ardini stated that Mr. Leaman was contacted by a gentleman about Mr. Jury's property asking if the Authority still had interest in the property. The Authority Board asked staff to report back that the Authority continues to have interest in that property when it becomes available.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Hamm and a second by Mr. Derr to approve the attached Requisition No. 18 as follows: \$35,276.40 from the Water Operating Fund and \$35,991.40 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. SBRI 18-2 from the Sewer Bond Redemption and Improvement Fund in the amount of \$7,928.00; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. 18 from the 2016 Construction Fund in the amount of \$355,845.15; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Hamm to adjourn. Motion carried and the meeting adjourned at 4:53 PM.

Respectfully submitted,

Larry A. Derr
Vice-Chairman



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.: 20

DATE: February 20, 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>1,022,299.26</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,372.46	Payroll	Acct. 965421
	\$	<u>30,733.31</u>	Expenses	Acct. 414220
	\$	<u><u>48,105.77</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,070,405.03</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,464,625.00</u>		

Payroll Journal Entry
 Payroll # 3

Water Fund

Debit	06.448.702	Water Wages		\$	7,323.50	Barry, Kling, Zach
	06.449.752	Construction Crew Wages		\$	3,479.82	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	Angie (Split)
	06.400.785	Administrative Assistant		\$	836.40	Lindsey (Split)
	06.400.790	Board Members		\$	312.50	Members paid per month (Split)
	06.400.804	Employer Taxes		\$	1,291.35	Split
	06.400.804	ADP Invoice		\$	65.58	Split
				TOTAL	\$ 17,372.46	

(Pay closest to 1st Tuesday)

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27,816	02/20/2018	ADVANCE AUTO PARTS	39.13		VEHICLE MAINT	39.13
27,817	02/20/2018	CAPITAL BLUE CROSS	12,689.12	1804600342	MARCH HEALTH INSURANCE	12,689.12
27,818	02/20/2018	CHARLOTTE INDUSTRIES	90.00	19903	PLANT MAINT	90.00
27,819	02/20/2018	COMMONWEALTH FINANCING AUTHORI	100.00		DCED GRANT APPLICATION FE	100.00
27,820	02/20/2018	DRESSEL WELDING SUPPLY, INC.	38.87	03935865	CYLINDER RENTAL	38.87
27,821	02/20/2018	DROHAN BRICK & SUPPLY INC.	50.46	0011292-00	BLOCK FOR REPAIRS	50.46
27,822	02/20/2018	EASTERN SALT COMPANY INC.	2,756.56	INV076338	SALT	2,756.56
27,823	02/20/2018	EXETER SUPPLY COMPANY, INC.	935.68	322055	PLANT MAINT	935.68
27,824	02/20/2018	GUTTMAN ENERGY, INC.	247.85	F52548597	FUEL	247.85
27,825	02/20/2018	HIGHMARK BLUE SHIELD	95.68	1802143768	MARCH VISION INSURANCE	95.68
27,826	02/20/2018	J.B. HOSTETTER & SONS, INC.	72.35		MATERIALS AND SUPPLIES	72.35
27,827	02/20/2018	JASON L. BOWERS	70.00		BOOT ALLOWANCE	70.00
27,828	02/20/2018	MESSICK'S FARM EQUIPMENT, INC.	10.64	IN07145	EQUIP MAINT	10.64
27,829	02/20/2018	MOUNT JOY AUTO PARTS	12.29		VEHICLE MAINT	12.29
27,830	02/20/2018	OFFICE BASICS, INC.	26.56	I-833927	SUPPLIES	26.56
27,831	02/20/2018	PA ONE CALL SYSTEM, INC.	163.73	757424	ONE CALL FAXES	163.73
27,832	02/20/2018	PPL	8,796.76		ELECTRIC	8,796.76
27,833	02/20/2018	R/W CONNECTION, INC.	307.10	1129429-01	PLANT MAINT	307.10
27,834	02/20/2018	SHERMAN-GIBSON SYSTEMS COMPANY	2,040.00	2018-0101	PLANT MAINT	2,040.00
27,835	02/20/2018	STANDARD INSURANCE COMPANY	22.50		MARCH LIFE INSURANCE	22.50
27,836	02/20/2018	STEWART & TATE INC	81.00	74321	WATER MAIN REPAIRS	81.00
27,837	02/20/2018	UGI UTILITIES, INC.	340.21		GAS SERVICE	340.21
27,838	02/20/2018	UNITED CONCORDIA INSURANCE CO.	744.05	126848234	MARCH DENTAL INSURANCE	744.05
27,839	02/20/2018	UNITED CONCORDIA INSURANCE CO.	744.05	125816134	FEB DENTAL INSURANCE	744.05
27,840	02/20/2018	WEX BANK	228.02	52940430	FUEL	228.02
27,841	02/20/2018	XO COMMUNICATIONS	30.70	0302035593	LONG DISTANCE PHONE	30.70
** Report Total **			30,733.31			30,733.31



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.: 20

DATE: February 20, 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

Table with financial data: AMOUNT OF PREVIOUS REQUISITIONS: \$ 1,213,269.48; TOTAL AMOUNT OF THIS REQUISITION: \$ 19,761.89 Payroll Acct. 965421, \$ 38,287.35 Expenses Acct. 414212, \$ 58,049.24 Total; TOTAL AMOUNT REQUISITIONED TO DATE: \$ 1,271,318.72; TOTAL CURRENT FISCAL YEAR APPROVED BUDGET: \$ 2,734,615.00

Payroll Journal Entry
Payroll # 3

Sewer Fund

Debit	08.429.730	Sewer Wages	\$	9,712.95	Dennis, Gary, Rex, David
	08.428.710	Construction Crew Wages	\$	3,479.82	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	Angie (Split)
	08.400.785	Administrative Assistant	\$	836.40	Lindsey (Split)
	08.400.790	Board Members	\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$	1,291.35	Split
	08.400.804	ADP Invoice	\$	65.57	Split
			TOTAL	\$ 19,761.89	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26.451	02/20/2018	ADVANCE AUTO PARTS	39.12		VEHICLE MAINT	39.12
26.452	02/20/2018	ALS GROUP USA, CORP.	40.00	40-2229255	TESTING	40.00
26.453	02/20/2018	CAPITAL BLUE CROSS	12,689.12	1804600342	MARCH HEALTH INSURANCE	12,689.12
26.454	02/20/2018	CARMEUSE LIME & STONE	7,378.21	93559442	HOT LIME	7,378.21
26.455	02/20/2018	DRESSEL WELDING SUPPLY, INC.	38.86	03935865	CYLINDER RENTAL	38.86
26.456	02/20/2018	EJ USA INC	982.80	1101800055	MANHOLE FRAMES/COVERS	982.80
26.457	02/20/2018	EXETER SUPPLY COMPANY, INC.	109.49	321912	TOP MACHINE BITS	109.49
26.458	02/20/2018	GRAINGER	881.79	9693963515	PLANT MAINT	881.79
26.459	02/20/2018	GUTTMAN ENERGY, INC.	161.34	F00353337	FUEL	161.34
26.460	02/20/2018	HIGHMARK BLUE SHIELD	95.68	2431540001	MARCH VISION INSURANCE	95.68
26.461	02/20/2018	HVAC DISTRIBUTORS, INC.	79.53	S2615872.0	PLANT MAINT	79.53
26.462	02/20/2018	J.B. HOSTETTER & SONS, INC.	461.04		MATERIALS AND SUPPLIES	461.04
26.463	02/20/2018	JASON L. BOWERS	69.99		BOOT ALLOWANCE	69.99
26.464	02/20/2018	LEFFLER ENERGY	834.69	928826	HEATING OIL	834.69
26.465	02/20/2018	MCCRARY ENTERPRISES INC	706.95	3796	HOT LIME HAUL	706.95
26.466	02/20/2018	MESSICK'S FARM EQUIPMENT, INC.	10.64	IN07145	EQUIP MAINT	10.64
26.467	02/20/2018	MOUNT JOY AUTO PARTS	314.95		VEHICLE MAINT	314.95
26.468	02/20/2018	MOUNT JOY SOLAR POWER LLC	6,402.42	79	FEB PSA CONTRACT	6,402.42
26.469	02/20/2018	PA ONE CALL SYSTEM, INC.	163.73	757424	ONE CALL FAXES	163.73
26.470	02/20/2018	PPL	1,435.43		ELECTRIC	1,435.43
26.471	02/20/2018	R/W CONNECTION, INC.	41.15	1129370-01	PLANT MAINT	41.15
26.472	02/20/2018	STANDARD INSURANCE COMPANY	22.50		MARCH LIFE INSURANCE	22.50
26.473	02/20/2018	SUBURBAN TESTING LABS	165.00	8021862	TESTING	165.00
26.474	02/20/2018	UGI UTILITIES, INC.	385.64		GAS SERVICE	385.64
26.475	02/20/2018	UNITED CONCORDIA INSURANCE CO.	744.05	126848234	MARCH DENTAL INSURANCE	744.05
26.476	02/20/2018	UNITED CONCORDIA INSURANCE CO.	744.05	125816134	FEB DENTAL INSURANCE	744.05
26.477	02/20/2018	USALCO	3,258.48	1260550	CHECMIALS	3,258.48
26.478	02/20/2018	XO COMMUNICATIONS	30.70	0302035593	LONG DISTANCE PHONE	30.70
** Report Total **			38,287.35			38,287.35

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 20

Date: February 20, 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)
PACT TWO, LLC P.O. Box 74 Ringo, NJ 08551	Pay App #6 for S. Jacob St. Water Plant	\$217,380.60	YES
Garden Spot Mechanical 336 Hostetter Road Manheim, PA 17545	Pay App #2 for S. Jacob St. Water Plant	\$14,490.00	YES

Total to be paid on this Requisition \$231,870.60.