



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, July 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 June 5, 2018.
7. Unfinished Business
8. New Business
 - A. Consider approval of Resolution No. 5-18 rejecting bids for Carmany Road WTP Nitrate Units Resin Replacement Project.
9. Any other matter proper to come before the Authority
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 5 for the Water Operating Fund in the amount of \$40,059.23 and Sewer Operating Fund in the amount of \$48,616.12.
 - B. Consider approval of Requisition No. WBRI 18-10 from the Water Bond Redemption and Improvement Fund in the amount of \$20,412.26.
 - C. Consider approval of Requisition No. 27 from the 2016 Construction Fund in the amount of \$3,035.00.
11. Meetings and dates of importance
 - A. Wednesday, July 11, 2018 Finance Committee Meeting - 5 PM
 - B. Tuesday, July 17, 2018 Pre-Authority Meeting – 4 PM
 - C. Tuesday, August 7, 2018 Regular Monthly Meeting – 4 PM
 - D. Tuesday, August 21, 2018 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
June 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 Chairman Rebman, Mr. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joseph Ardini, Lola Mowen from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

Public Input Period

Mr. Bob Golicher, 6 New Street, Mount Joy and Mr. Josh Deering, 33 Frank Street, Mount Joy, was present with nothing to report.

Consulting Engineer Report

Ms. Lola Mowen was present to provide an update on the following projects:

South Jacob Street Water Treatment Plant and Well 3 Site – Ms. Mowen highlighted the areas of progress the last two weeks. Ms. Mowen, Authority Board and staff discussed the situation with the roof trusses since last meeting. Mr. Leaman stated that he has yet to receive the power washing letter requested from PACT TWO. Ms. Mowen replied she will remind them of the letter. Mr. Derr asked if the letter was received from the manufacturer of the trusses to certify that the repairs were completed and inspected to meet factory specifications. Ms. Mowen replied she will look into the status of the letter, however, does not feel a letter was drafted. Ms. Mowen noted that ARRO suspects that some of the trusses were damaged at factory during loading and while unloading on site. Mr. Derr stated that between factory and onsite unloading, somebody should be responsible for the damaged trusses. Mr. Leaman stated that a progress meeting will be held on June 12th of which this will be one of the concerns being discussed.

Carmany Road Nitrate Resin Replacement – The bids were opened on May 23rd. There were two bids received of which came in higher than the cost opinion from ARRO. Ms. Mowen stated that the reasoning for the difference was the manufacture provided ARRO an estimate on the incorrect product. Mr. Leaman stated that ARRO and staff have contacted PA DEP to see if they will accept another brand of resin and if so, how will it perform compared to the current resin being used.

Marietta Avenue Pedestrian Safety Project with Mount Joy Borough – Drawings and PennDOT forms were revised and provided to the Borough's engineer for submittal to PennDOT.

Authority Manager Report

Mr. Leaman updated the Board on the Laurel Harvest project: Mr. Leaman stated that the project has been delayed by the judge granting a temporary injunction in the PA medical marijuana case. Mr. Leaman stated that he spoke with Mr. Mike Smith with PACT TWO and the Authority has till the end of June to inform them how to proceed to not delay the project.

Mr. Leaman stated that staff completed and mailed the annual report around May 25th. A copy of the annual report which includes the CCR Report will be delivered to PA DEP this week.

Mr. Leaman stated that the Authority completed the required information for Industrial Appraisal Company to complete the revaluation and it was received back on May 16th. The revaluation increased the facilities by 4.5% from the 2016 valuation to 2018.

Mr. Leaman stated that Trout, Ebersole & Groff conducted the field investigative work for the annual audit. Staff should receive the MD&A by the middle of June and the completed audit will be presented to the Authority Board in July.

Mr. Leaman informed the Board that he had a follow-up conversation with Mr. Todd Eaby with SRBC regarding the meeting on Well 3. Mr. Leaman stated it looks favorable to insert a temporary sleeve to perform the test. Mr.

Leaman also noted that SRBC is reconstructing their fee structure and this application should be at no cost to the Authority.

Mr. Leaman provided an update on the water tank on David Street: Mr. Leaman stated the he followed-up with Mr. Doug DeClerck about his specifications concerning qualifications for painting contractors. Mr. DeClerck replied that the specs are acceptable and feels the Authority will receive six to ten qualified bidders.

Mr. Leaman provided an update on the SICO building: Mr. Leaman stated the Borough Council discussed this at their meeting and show interest in the building. Borough Council suggested forming a committee to discuss within the next two months. The committee members of the Authority will be Mr. Derr, Mr. Rebman and Mr. Leaman. Mr. Leaman stated that there is no firm purchase price of the building as of today.

Assistant Authority Manager Report

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

- Staff was successful in replacing the water service to 313 Marietta Avenue. There were no complications.
- Staff scheduled a soft dig on Marietta Avenue to locate an intersection between the 12" and 4" waterline. Staff was successful and found the connection. Staff will be establishing a plan to eliminate the connection in preparation of abandonment of the four-inch waterline.

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

- Staff is researching what will need to be done to comply with the new changes to the Chapter 109 Disinfection Requirement Rule that will take affect this year.

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

- Staff repaired both electric motors that control the blowers that feed air for the Dy-Stor system.
- The security system at the plant needs a new control board. The cost of the repairs will be \$1,500.00.

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

- This quarters meter readings are completed, and staff is working on the work orders that were created for non-read meters.
- Staff met with Reist Seed Company to discuss their long-term plans for 900 Square Street site. Reist Seed is looking to expand their property over the next five to ten years.
- Mr. Ardini noted that Authority staff assisted PACT TWO in repairing a 6" water main on South Jacob Street that was damaged by PACT TWO due to an unmarked utility line. During the repair, Mr. Scott Kapcsos was injured and received treatment for minor injuries.

Business Manager Report

Mrs. Fenicle informed the Board that MunicPay is now active and a payment was received with no issues.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Derr to approve the May 1, 2018 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A MOTION was made by Mr. Hamm and a second by Mr. Metzler to approve the Mount Joy Borough Authority Defined Pension Plan Revised Advisory Agreement with Asset Strategy Retirement Plan Consultants and authorizing Mr. Leaman to execute all related documents; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the establishment of the Mount Joy Borough Authority 457(B) Pension Plan Advisory Agreement with Asset Strategy Retirement Plan Consultants and authorizing Mr. Leaman to execute all related documents; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve The Retirement Advantage proposal for the third party administrative services for the Mount Joy Borough Authority 457(B) Pension Plan and authorizing Mr. Leaman to execute all related documents; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to authorize Mr. Leaman to sign all documents for the Mount Joy Borough Authority 457(B) Pension Plan which may include a change to Rivers Edge Advance Retirement Solutions for record keeping services; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve the reduction of letter of credit #D007396 for Alden Homes at Cornwall, Inc. for elm Tree Properties Phase 4B in the amount of \$225,194.75 retaining a balance of \$39,740.25 which will serve as the 18 months maintenance guarantee as recommended by ARRO Consulting's letter dated May 25, 2018; 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. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 3 as follows: \$51,619.02 for the Water Operating Fund and \$102,097.73 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the attached Requisition No. WBRI 18-8 from the Water Bond Redemption and Improvement Fund in the amount of \$70.00; motion carried.

Executive Session

An executive session was held for possible litigation purposes with no decisions made. A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to reconvene the public session at 5:54 PM; 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 5:55 PM.

Respectfully submitted,

John A. Hiestand
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.: 5

DATE: July 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>189,214.02</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,734.71	Payroll	Acct. 965421
	\$	<u>23,324.52</u>	Expenses	Acct. 414220
	\$	<u><u>40,059.23</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>229,273.25</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,469,940.00</u>		

Payroll Journal Entry
 Payroll # 12

Water Fund

Debit	06.448.702	Water Wages	\$	5,750.37	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	4,581.69	Scott, Jim, Jason, Bret, Larry (Split)
	06.400.782	Authority Manager	\$	1,630.15	John (Split)
	06.400.783	Operations Manager	\$	1,503.90	Joe (Split)
	06.400.784	Business Manager	\$	1,030.84	Angie (Split)
	06.400.785	Administrative Assistant	\$	857.21	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,315.48	Split
	06.400.804	ADP Invoice	\$	65.07	Split
			TOTAL	\$ 16,734.71	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
28,048	07/03/2018	1234 MICROTECHNOLOGIES, INC.	97.96	TB001413	PARTIAL ADOBE LICENSE	97.96
28,049	07/03/2018	BARLEY SNYDER, LLP	2,122.50	70114076	LEGAL SERVICES	2,122.50
28,050	07/03/2018	BOROUGH OF MOUNT JOY	2,885.93	14-18	MONTHLY REIMBURSEMENT/COL	2,885.93
28,051	07/03/2018	CAPITAL BLUE CROSS	12,914.10	1816600331	JULY HEALTH INSURANCE	12,914.10
28,052	07/03/2018	CENTURYLINK	182.25		PHONE	182.25
28,053	07/03/2018	D. E. GEMMILL, INC.	110.00	2113676	FIRE HYDRANT MAINT	110.00
28,054	07/03/2018	DEER COUNTRY FARM & LAWN, INC	196.62	P69358	MOWER MAINT	196.62
28,055	07/03/2018	DROHAN BRICK & SUPPLY INC.	28.75	0013329-00	WATER LINE REPAIRS	28.75
28,056	07/03/2018	EAST DONEGAL TOWNSHIP	245.00		REPLENISH ESCROW/S JACOB	245.00
28,057	07/03/2018	EASTERN SALT COMPANY INC.	1,341.48	INV079125	SALT	1,341.48
28,058	07/03/2018	GUTTMAN ENERGY, INC.	156.71	F53526770	FUEL	156.71
28,059	07/03/2018	HATT'S AUTO REPAIR	34.33	15258	VEHICLE MAINT	34.33
28,060	07/03/2018	HIGHMARK BLUE SHIELD	95.68	1806151771	JULY VISION INSURANCE	95.68
28,061	07/03/2018	PETTY CASH	16.91		REPLENISH PETTY CASH	16.91
28,062	07/03/2018	PPL	870.01		ELECTRIC	870.01
28,063	07/03/2018	R/W CONNECTION, INC.	31.51	1138562-01	SUPPLIES	31.51
28,064	07/03/2018	SAFEGUARD	644.23	032930963	DEPOSIT SLIPS / AP CHECKS	644.23
28,065	07/03/2018	SCHWANGER BROS & CO INC	216.60	41704	PREVENTIVE MAINT	216.60
28,066	07/03/2018	SCOTT KAPCSOS	30.85	9077	BOOSTER STATION REPAIRS	30.85
28,067	07/03/2018	SCOTT KLING	25.31		PANT ALLOWANCE	25.31
28,068	07/03/2018	STANDARD INSURANCE COMPANY	22.50		JULY LIFE INSURANCE	22.50
28,069	07/03/2018	SUBURBAN TESTING LABS	135.00	8061326	TESTING	135.00
28,070	07/03/2018	U.S. HEALTHWORKS MEDICAL GROUP	36.50	130912-MRO	DRUG TESTING	36.50
28,071	07/03/2018	UNITED CONCORDIA INSURANCE CO.	744.05	132217656	JULY DENTAL INSURANCE	744.05
28,072	07/03/2018	VERIZON WIRELESS	139.74	9809283941	CELL PHONES	139.74
** Report Total **			23,324.52			23,324.52



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.: 5

DATE: July 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>276,140.07</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,088.61	Payroll	Acct. 965421
	\$	<u>27,527.51</u>	Expenses	Acct. 414212
	\$	<u><u>48,616.12</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>324,756.19</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,733,300.00</u>		

Payroll Journal Entry
Payroll # 12

Sewer Fund

Debit	08.429.730	Sewer Wages						
	08.428.710	Construction Crew Wages		\$	10,104.31	Dennis, Gary, Rex, David		
	08.400.782	Authority Manager		\$	4,581.68	Scott, Jim, Jason, Bret, Larry (Split)		
	08.400.783	Operations Manager		\$	1,630.16	John (Split)		
	08.400.784	Business Manager		\$	1,503.89	Joe (Split)		
	08.400.785	Administrative Assistant		\$	1,030.83	Angie (Split)		
	08.400.790	Board Members		\$	857.20	Lindsey (Split)		
	08.400.804	Employer Taxes		\$	-	Members paid per month (Split)		(Pay closest to 1st Tuesday)
	08.400.804	ADP Invoice		\$	1,315.48	Split		
				\$	65.06	Split		
				TOTAL	\$ 21,088.61			

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26.695	07/03/2018	1234 MICROTECHNOLOGIES, INC.	97.96	TB001413	PARTIAL ADOBE LICENSE	97.96
26.696	07/03/2018	ALS GROUP USA, CORP.	80.00	40-2260988	TESTING	80.00
26.697	07/03/2018	BARLEY SNYDER, LLP	2,122.50	70114076	LEGAL SERVICES	2,122.50
26.698	07/03/2018	BOROUGH OF MOUNT JOY	2,398.38	14-18	MONTHLY REIMBURSEMENT	2,398.38
26.699	07/03/2018	C & W AUTOMOTIVE	61.95		VEHICLE MAINT	61.95
26.700	07/03/2018	CAPITAL BLUE CROSS	12,914.09	1816600331	JULY HEALTH INSURANCE	12,914.09
26.701	07/03/2018	CENTURYLINK	655.76		PHONE	655.76
26.702	07/03/2018	GRAINGER	182.00	9813714806	RESERVES PS REPAIR	182.00
26.703	07/03/2018	GUTTMAN ENERGY, INC.	39.36	F53567071	FUEL	39.36
26.704	07/03/2018	HACH COMPANY	187.50	11002368	LAB SUPPLIES	187.50
26.705	07/03/2018	HATT'S AUTO REPAIR	34.32	1525B	VEHICLE MAINT	34.32
26.706	07/03/2018	HIGHMARK BLUE SHIELD	95.68	1806151771	JULY VISION INSURANCE	95.68
26.707	07/03/2018	INGERSOLL RAND COMPANY	834.41	30685981	PLANT MAINT	834.41
26.708	07/03/2018	OFFICE BASICS, INC.	7.81	I-936450	SUPPLIES	7.81
26.709	07/03/2018	PETTY CASH	26.86		REPLENISH PETTY CASH	26.86
26.710	07/03/2018	PPL	1,433.67		ELECTRIC	1,433.67
26.711	07/03/2018	R/W CONNECTION, INC.	31.50	1138562-01	SUPPLIES	31.50
26.712	07/03/2018	SAFEGUARD	644.23	032930963	DEPOSIT SLIPS / AP CHECKS	644.23
26.713	07/03/2018	SCHWANGER BROS & CO INC	546.10	41702	PREVENTIVE MAINT	546.10
26.714	07/03/2018	SCOTT KLING	25.30		PANT ALLOWANCE	25.30
26.715	07/03/2018	STANDARD INSURANCE COMPANY	22.50		JULY LIFE INSURANCE	22.50
26.716	07/03/2018	SUBURBAN TESTING LABS	645.00	8061668	TESTING	645.00
26.717	07/03/2018	U.S. HEALTHWORKS MEDICAL GROUP	36.50	130912-MRO	DRUG TESTING	36.50
26.718	07/03/2018	UNITED CONCORDIA INSURANCE CO.	744.05	132217656	JULY DENTAL INSURANCE	744.05
26.719	07/03/2018	USALCO	3,520.35	1310090	CHEMICALS	3,520.35
26.720	07/03/2018	VERIZON WIRELESS	139.73	9809283941	CELL PHONES	139.73
** Report Total **			27,527.51			27,527.51

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 18-10

Date: July 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"		\$ 20,412.26

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 July 3, 2018 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 3rd day of July, 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>
PA Department of Transportation Office of Comptroller Operation AR PennDOT - Non APRAS P.O. Box 15758 Harrisburg, PA 17105	50% Reimbursement Marietta Avenue Project; Contract 089634; Invoice 1802200907	\$ 20,412.26

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 27

Date: July 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 LLP 126 East King Street Lancaster, PA 17602	Legal Services for S. Jacob St. Water Plant / Well #3; Invoice 70114076	\$3,035.00	NO

Total to be paid on this Requisition \$3,035.00.