



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, July 5, 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. Presentation by ARRO Consulting of Water Resource Plan
6. Reports
 - A. Authority Manager
 - B. Assistant Authority Manager
 - C. Business Manager
7. Approval of the Minutes – Approval of the minutes from June 7, 2016.
8. Unfinished Business:
 - A.
9. New Business:
 - A.
 - B.
10. Any other matter proper to come before the Authority
 - A.
11. Authorization to pay bills
 - A. Consider approval of requisition No. 5 for the Water Operating Fund in the amount of \$75,668.31 and Sewer Operating Fund in the amount of \$80,784.09.
 - B. Consider approval of requisition No. WBRI 16-12 from the Water Bond Redemption and Improvement Fund in the amount of \$97,518.81.
12. Meetings and dates of importance
 - A. Wednesday, July 13, 2016 Finance Committee Meeting – 10 AM
 - B. Tuesday, July 19, 2016 Pre-Authority Meeting – 4 PM
 - C. Tuesday, August 2, 2016 Regular Monthly Meeting – 4 PM
 - D. Tuesday, August 16, 2016 Pre-Authority Meeting – 4 PM
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
June 7, 2016
Minutes

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

Public Input Period.

There was no one present from the public.

Authority Manager Report.

Mr. Leaman provided an update on the SRBC monitoring plan for Charles Spring: Mr. Leaman stated that to date, the Authority has received no response. Mr. Leaman stated that a meeting was held today to discuss the water resource plan to submit to SRBC. Mr. Leaman stated that he will present this plan to the Board before it is submitted to SRBC.

Mr. Leaman provided an update on Well #2 increase permit request: Mr. Ardini met with Mr. Tom Yeager with PA DEP for Mr. Yeager to visually look at the Well #2 site. The Authority is expecting a response from PA DEP within the next two weeks.

Mr. Leaman informed the Board that the Authority's Well #1 30-day average increase modification is scheduled for action at the SRBC's June 16th commission meeting to be held in Lancaster. Mr. Leaman stated that he and Mr. Ardini will be attending.

Mr. Leaman provided an update on Well #4: Myers Brothers is scheduled to be on site the week of June 13th to permanently abandon the recently drilled well. The work will be performed according to PA DEP specifications. Mr. Leaman stated that he and Mr. Ardini met with Mr. Art Mann to discuss potentially drilling at additional sites on the Donsco Property for a public water supply. A map will be supplied by ARRO Consulting for potential sites to be negotiated. Mr. Leaman stated the he also had a conversation with Myers Brothers regarding the invoice from having the drill rig towed out; Myers Brothers had issued a credit for the amount that the Authority incurred. The credit will be deducted of the current invoice.

Mr. Leaman informed the Board that the Authority's Consumer Confidence Report and certification form was submitted to PA DEP.

Mr. Leaman provided an update on the 29 New Haven Street Property: At 1:30 today, Sheriff and Police Departments, Borough staff, and case workers were present to proceed with the court order. The owner has cooperated and accepted the help that is offered to him and was transported by ambulance. The Borough is performing a visual inspection today.

Mr. Leaman stated that staff is scheduled to meet with Mr. Doug DeClerck on June 21st to discuss the condition of the paint on the Hyrdo pillar tank on Lumber Street. Mr. DeClerck will be present to discuss the conditions of the tank at the June 21st Authority meeting.

Mr. Leaman stated that Mr. Hershey submitted the list of questions to Benecon from the joint administration meeting. Staff has not yet received a response. Authority Board and staff had a brief discussion reviewing the questions that were raised at the joint meeting.

Mr. Leaman provided to the Board a cost analysis for the Booster Station. The documents outlined the cost incurred with the project as well as the revenues received from contributions and grant funding.

Mr. Leaman stated the he received an email from AWWA to participate in a water and sewer rate survey. The Authority Board showed interest in participating in the survey and authorized Mr. Leaman to proceed.

Mr. Leaman stated that he was contacted by Main Street Mount Joy inquiring the use of the land where pump station 1 is located. Mr. Leaman stated that they would like to use this for parking for their event. Mr. Leaman

expressed concerns in the event of an emergency and staff would not have clear access to the station. After a brief discussion, it was decided to block off the necessary entry way for Authority staff to access the station and allow Main Street Mount Joy to use the ground for parking.

Mr. Leaman informed the Board that Borough Council adopted a Council meeting packet public distribution policy that will allow the public to view the information that is being acted upon at the meetings. Mr. Rebman asked Mr. Davis for his outlook on the policy. Mr. Davis replied that a policy is not necessary, however there is no harm to have the supporting documents with the agenda, for example: resolutions, minutes and financial statements. The Authority Board authorized staff to publish the supporting documents with the agenda on the website and provide copies for the public who is in attendance at the meeting.

Operations Manager Report.

Mr. Ardini stated that the sewer plant has completed their proficiency testing for lab accreditation. Staff will be submitting their analytical results and will receive a report within five to six weeks. This testing is completed every year to confirm correct analytical results from our in house laboratory.

Mr. Ardini updated the Board on the High Street / Park Avenue paving: High Street has received its final paving. Park Avenue will be started by the middle of June. Mr. Ardini stated that staff is working on paving patches and water meter work orders.

Mr. Ardini informed the Board that the Authority received a recall notice from American Flow Controls relating to certain fire hydrant nozzles that were manufactured from 2006 to 2011. The water plant staff is currently looking at the inventory and will provide a list to the company who will replace the parts at their expense. Mr. Rebman asked how many fire hydrants are recalled. Mr. Ardini replied approximately 65 so far.

Mr. Ardini provided an update on the Cove Property: A total of four signs were installed on May 27th. Mr. Ardini stated that he visited the property on May 31st to find that one of the sign had been removed and discarded. A vandalism report was filed with Northwest Regional Police the same day.

Mr. Ardini informed the Board that he met with the water plant staff to discuss their recent class they attended on the revised total coliform rule. PA DEP has established two classifications of levels when it comes to getting a positive bacteria sample. PA DEP provided a checklist for both levels that staff understand, if needed this completed checklist is submitted to PA DEP after completed.

Mr. Ardini stated that Mr. Zach Dennis took his CDL test but did not pass the pre-trip portion. Mr. Dennis reschedule his testing for yesterday, June 6th and passed.

Business Manager Report.

Mrs. Fenicle informed the Board the Authority received 50% of the health insurance claim fund rebate from Benecon. Mrs. Fenicle stated that the Authority received 35% of \$24,712 which totals \$8,649.20. No further information was given as to when the remaining funds will be distributed.

Mrs. Fenicle provided an update on the delinquent billing accounts: Staff sent 59 owner occupied notices out of which 34 owners paid their account in full and total amount collected was \$17,500 of \$25,500. The remaining owners established payment plans and one property were terminated. The rental notices are still in progress, of which 19 properties of the 34 have responded to pay in full or set up payment agreements. Total collected to date is \$17,600 out of \$32,600. Mrs. Fenicle reminded the Board, since the Authority follows the Landlord / Tenants Rights Act, the remaining 15 properties will get another notice this week.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the May 3, 2016 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

There was no new business to discuss. The items proposed on the agenda are postponed until further notice.

Any Other Matter Proper to Come Before the Authority.

Mr. Leaman informed the Board that he will be meeting with Councilor Smeltz and Glessner on Friday regarding the new water plant. Mr. Rebman stated that he will attend the meeting with Mr. Smeltz.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. 3 as follows: \$55,419.83 for the Water Operating Fund and \$73,305.15 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. WBRI 16-10 from the Water Bond Redemption and Improvement Fund in the amount of \$27,581.96; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the attached Requisition No. SBRI 16-6 from the Sewer Bond Redemption and Improvement Fund in the amount of \$625; motion carried.

Executive Session

An executive session was held to discuss a potential litigation matter with no decision to be made.

A **MOTION** was made by Mr. Hamm and a second by Mr. Derr to reconvene the public session at 5:32 PM; 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 5:33 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.: 5

DATE: July 5, 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>169,468.07</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,483.15	Payroll	Acct. 965421
	\$	58,185.16	Expenses	Acct. 414220
	\$	<u>75,668.31</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>245,136.38</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,295,893.00</u>		

Payroll Journal Entry
Payroll # 12

Water Fund

Debit	06.448.702	Water Wages	7,487.34	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	3,874.92	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	820.00	Lindsey (Split)
	06.400.790	Board Members	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	1,272.82	Split
	06.400.804	ADP Invoice	59.06	Split
		TOTAL	\$ 17,483.15	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,595	07/05/2016	ALS GROUP USA, CORP.	228.60	40-2066793	TESTING	228.60
26,596	07/05/2016	ARRO CONSULTING, INC.	1,133.39	033373R	ENG SERVICES	1,133.39
26,597	07/05/2016	BARLEY SNYDER, LLP	1,487.25	671837	LEGAL SERVICES	1,487.25
26,598	07/05/2016	CENTURYLINK	162.77		PHONE	162.77
26,599	07/05/2016	CHEMICAL EQUIPMENT LABS, INC.	3,361.57	D008274	SALT	3,361.57
26,600	07/05/2016	DRESSSEL WELDING SUPPLY, INC.	31.23	02978817	CYLINDER RENTAL	31.23
26,601	07/05/2016	EAST DONEGAL TOWNSHIP	634.02		REPLENISH ESCORW ENG SERV	634.02
26,602	07/05/2016	EXETER SUPPLY COMPANY, INC.	110.00	324238	PARTS FOR 2" HYDRANT METE	110.00
26,603	07/05/2016	FLEET MASTERS INC	255.29	42883	VEHICLE MAINT	255.29
26,604	07/05/2016	GUTTMAN ENERGY, INC.	157.73	0047750569	FUEL	157.73
26,592	06/21/2016	HIGHMARK, INC.	304.60	F160613147	HRA PAYMENTS	304.60
26,593	06/21/2016	HIGHMARK, INC.	25.00	F160516091	HRA PAYMENTS	25.00
26,594	06/21/2016	HIGHMARK, INC.	37.08	F160620203	HRA PAYMENTS	37.08
26,605	07/05/2016	HIGHMARK, INC.	185.21	F160627260	HRA PAYMENTS	185.21
26,606	07/05/2016	HIGHMARK, INC.	37.50	A160627217	HRA ADMIN FEE	37.50
26,607	07/05/2016	IIC	16,343.71		JULY HEALTH INS	16,343.71
26,608	07/05/2016	L/B WATER SERVICE, INC.	14,330.29	3696762	METERS / REPLACEMENT PROG	14,330.29
26,609	07/05/2016	MAIN POOL & CHEMICAL CO., INC.	600.00	1654331	CHEMICALS	600.00
26,610	07/05/2016	NALCO RES-KEM LLC	1,050.00	155814	TESTING	1,050.00
26,611	07/05/2016	OFFICE BASICS, INC.	9.85	I-348700	SUPPLIES	9.85
26,612	07/05/2016	PPL	5,490.79		ELECTRIC	5,490.79
26,613	07/05/2016	R/W CONNECTION, INC.	82.72	1088004-01	PARTS FOR 2" HYDRANT METE	82.72
26,614	07/05/2016	S&T BANK FOB MOUNT JOY BOROUGH	10,418.19		2ND QTE PENSION PLAN PMT	10,418.19
26,615	07/05/2016	SCOTT KLING	170.50		VISION REIMBURSEMENT	170.50
26,616	07/05/2016	SHERMAN-GIBSON SYSTEMS COMPANY	605.00	2016-0122	WATER PLANT / WELL 1 MAIN	605.00
26,617	07/05/2016	T. A. DUFFEY	795.00	16173	METER TESTING	795.00
26,618	07/05/2016	VERIZON WIRELESS	102.22	9767236757	CELL PHONES	102.22
26,619	07/05/2016	WHITMOYER AUTO GROUP	7.27	93896	VEHICLE MAINT.	7.27
26,620	07/05/2016	XO COMMUNICATIONS	28.38	0283356948	LONG DISTANCE PHONE	28.38
** Report Total **			58,185.16			58,185.16



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 5, 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 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>233,049.79</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,567.32	Payroll	Acct. 965421
	\$	62,216.77	Expenses	Acct. 414212
	\$	<u>80,784.09</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>313,833.88</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,647,925.66</u>		

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25,254	07/05/2016	ALS GROUP USA, CORP.	40.00	40-2067547	TESTING	40.00
25,255	07/05/2016	BARLEY SNYDER, LLP	4,132.25	671837	LEGAL SERVICES	4,132.25
25,256	07/05/2016	CENTURYLINK	581.06		PHONE	581.06
25,257	07/05/2016	DRESSEL WELDING SUPPLY, INC.	31.22	02978817	CYLINDER RENTAL	31.22
25,258	07/05/2016	DROHAN BRICK & SUPPLY INC.	53.00	0001053-00	PS#2 CONCRETE	53.00
25,259	07/05/2016	FLEET MASTERS INC	255.28	42883	VEHICLE MAINT	255.28
25,260	07/05/2016	GUTTMAN ENERGY, INC.	107.70	0047750568	FUEL	107.70
25,261	07/05/2016	HAVERSTICK BROS INC	62.52	16172934	EQUIP MAINT	62.52
25,250	06/21/2016	HIGHMARK, INC.	25.00	F160516091	HRA PAYMENTS	25.00
25,251	06/21/2016	HIGHMARK, INC.	.01	F160531091	HRA PAYMENT	.01
25,252	06/21/2016	HIGHMARK, INC.	304.61	F160613147	HRA PAYMENTS	304.61
25,253	06/21/2016	HIGHMARK, INC.	37.07	F160620203	HRA PAYMENTS	37.07
25,262	07/05/2016	HIGHMARK, INC.	185.21	F160627260	HRA PAYMENTS	185.21
25,263	07/05/2016	HIGHMARK, INC.	37.50	A160627217	HRA ADMIN FEE	37.50
25,264	07/05/2016	IIC	16,343.70		JULY HEALTH INSURANCE	16,343.70
25,265	07/05/2016	L/B WATER SERVICE, INC.	17,635.35	3697425	PLANT MAINTENANCE	17,635.35
25,266	07/05/2016	LEFFLER ENERGY	342.64	306040	HEATHING OIL	342.64
25,267	07/05/2016	OFFICE BASICS, INC.	9.85	I-348700	SUPPLIES	9.85
25,268	07/05/2016	PPL	6,762.55		ELECTRIC	6,762.55
25,269	07/05/2016	S&T BANK FOB MOUNT JOY BOROUGH	10,418.18		2ND QTR PENSION PAYMENT	10,418.18
25,270	07/05/2016	SCOTT KLING	170.50		VISION REIMBURSEMENT	170.50
25,271	07/05/2016	SHARE CORPORATION	2,409.24	951902	CHEMICALS	2,409.24
25,272	07/05/2016	SHERMAN-GIBSON SYSTEMS COMPANY	1,514.88	2016-0123	PLANT MAINT.	1,514.88
25,273	07/05/2016	SUBURBAN TESTING LABS	500.85	6041460	TESTING	500.85
25,274	07/05/2016	UNION COMMUNITY BANK	118.75		LOAN PAYMENT	118.75
25,275	07/05/2016	VERIZON WIRELESS	102.22	9767236757	CELL PHONES	102.22
25,276	07/05/2016	WHITMOYER AUTO GROUP	7.26	93896	VEHICLE MAINT	7.26
25,277	07/05/2016	XO COMMUNICATIONS	28.37	0283356948	LONG DISTANCE PHONE	28.37
** Report Total **			62,216.77			62,216.77

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 16-12

Date: July 5, 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"		\$ 97,518.81

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 5, 2016 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 5th day of July, 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>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Eng Services New Water Plant; Invoice: 033385R	\$ 96,673.81
Barley Snyder Attn: Accounting 126 East King Street Lancster, PA 17602-2893	Legal Services for New Water Plant; Invoice 671837	\$ 845.00