



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, June 20, 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 May 16, 2017.
6. Unfinished Business:
 - A.
7. New Business:
 - A. Discussion and decision of awarding of the South Jacob Street Water Plant bids.
8. Any other matter proper to come before the Authority:
 - A.
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 4 for the Water Operating Fund in the amount of \$57,837.25 and Sewer Operating Fund in the amount of \$56,051.75.
10. Meetings and dates of importance:

A. Tuesday, June 27, 2017	Administration Committee Meeting – 5 PM
B. Wednesday, July 5, 2017	Regular Monthly Meeting – 4PM
C. Wednesday, July 12, 2017	Finance Committee Meeting – 5 PM
D. Tuesday, July 18, 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
May 16, 2017
Minutes

The Mount Joy Borough Authority held its Pre-Authority meeting on this date in Conference Room of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Golicher, and Mr. Hamm. Also present were Angie Fenicle and John Leaman, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Rebman and Mr. Metzler were absent. Vice-Chairman Derr 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:

Well 3 & South Jacob Street Water Plant – The revised bidding documents for contract one was posted on PennBid on Friday, May 5th and advertised in the Lancaster Newspaper on the same day. All sealed bids will be received online via the PennBid Program until 1:00 PM prevailing time on Tuesday, June 13th. A written confirmation was received from each of the qualified low bidders for contracts two thru four to honor their current bids through June 20th.

Rapho Industrial Park – On May 10th two updated sanitary sewer plan sheets from Steckbeck Engineering was received and reviewed with a comment email sent to Authority staff on May 10th.

Farmview Properties – Partial as constructed documents were resubmitted on April 28th. There are still outstanding punchlist items that need to be addressed prior to final dedication.

Authority Manager Report.

Mr. Leaman provided an update on Well 4: Mr. Leaman stated that The ARM Group was on site today to investigate one additional area on the Donsco Tract. They are proposing having the final report to the Authority the week of May 22nd.

Mr. Leaman provided an update on Well 3 docket modification: Mr. Leaman stated that he attended the SRBC Public Hearing on May 11th. There were not any public comments made on the proposed project. The next scheduled SRBC Business Meeting is scheduled for June 16th.

Mr. Leaman stated that he received notice from SRBC that they are having a Listening and Planning Session on May 31st in Lancaster, which he will be attending.

Update on SR Holdings / Melhorn Trucking capacity discrepancy: Mr. Davis stated the he spoke with Melhorn's attorney, Mr. Mel Hess and offered three resolutions. Mr. Hess will speak with his client and report back to Mr. Davis within the next two weeks.

Mr. Leaman stated that he and Borough Manager Sulkosky are looking at dates in June to schedule a joint meeting between the Borough and Authority to discuss healthcare, property liability and workman's comp rates that were provided by Mr. Dan Derr.

Mr. Leaman stated that the Borough and Authority received a dividend check from Benecon for \$60,000. The check is split 70% Borough and 30% Authority.

Mr. Leaman informed the Board that Markely Actuary Services is currently working on updating the mortality assumptions for the pension plan which will be used in the minimum municipal obligation for the new year.

Mr. Leaman informed the Board that Mr. Jason Bowers has passed his water operator certification required for the Carmany Road Water Plant. Mr. Leaman discussed with the Board his recommendation to increase Mr. Bowers pay rate to a licenses operators rate when he officially receives his certification. A **MOTION** was made by Mr. Hamm and a second by Mr. Golicher to increase Mr. Bowers pay rate to \$20.70 upon receiving his official certification from PA DEP; motion carried.

Mr. Leaman stated that staff interviewed Mr. Zach Bauer for the internship position at the Wastewater Treatment Plant. Mr. Leaman stated that he received two applications and one of the individuals has accepted another internship. A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to offer Mr. Bauer the internship position at a rate of \$15.00 per hour with no benefits and continuance upon passing his physical and drug test; motion carried.

Assistant Authority Manager Report

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

Mr. Leaman stated that the following operators have passed the following PA operators testing:

Scott Kling – Ultraviolet Disinfection & Corrosion Control

Scott Kapcsos – Corrosion Control & Collection Systems

Jason Bowers – Ion Exchange and will submit for his operator's license for the Carmany Road Water Plant

Dennis Hardman – Laboratory Supervisor

Bret Babula- General Knowledge Wastewater & Collection Systems

Mr. Leaman stated that the Wastewater Treatment Plant had a flow sensor fail on the effluent discharge line. LRM was contacted and replaced the unit. The cost of the repairs was \$3,000.

Mr. Leaman provided an update on the West Main Street Waterline Replacement: The new water main has been installed. The service line for 977 West Main Street will be installed this week. When completed, final testing will be completed before the services will be switched over to the new waterline line of which will take approximately four to five days.

Mr. Leaman stated that Capital Area Communications was present Monday to conduct the drone test for the possible antenna usage between Well 3 and the South Jacob Street Water Plant.

Mr. Leaman stated that Top of the Line Roofing will be repairing the hail damage that was caused to the Lakes Pump Station and the Booster Station at the price stated by the insurance company adjuster.

Business Manager Report.

Mrs. Fenicle noted that the Auditors have started the annual audit on Monday.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the April 18, 2017 meeting minutes; 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. Golicher to enter into an agreement with Pennsylvania Department of Community and Economic Development for a PA Small Water and Sewer Program Grant in the amount of \$268,380.00; motion carried.

Any Other Matter Proper to Come before the Authority.

There was on other matter proper to come before the Authority.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the attached Requisition No. 2 as follows: \$40,393.14 from the Water Operating Fund and \$43,741.53 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Golicher to approve the attached Requisition No. WBRI 17-9 in the amount of \$8,294.49 from the Water Bond Redemption and Improvement Fund; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Hamm and seconded by Mr. Golicher to adjourn. Motion carried and the meeting adjourned at 5:02 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.: 4

DATE: June 20, 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>172,617.68</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,861.49	Payroll	Acct. 965421
	\$	<u>39,975.76</u>	Expenses	Acct. 414220
	\$	<u><u>57,837.25</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>230,454.93</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,464,625.00</u>		

Payroll Journal Entry
 Payroll # 12

Water Fund

Debit	06.448.702	Water Wages	\$	7,100.54	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	4,523.14	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	\$	836.41	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,338.09	Split
	06.400.804	ADP Invoice	\$	-	Split
			TOTAL \$	17,861.49	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27.311	06/20/2017	AMS	63.25	63479	MONTHLY BILLING SUPPORT	63.25
27.312	06/20/2017	ANIXTER INC	71.82	610-645493	METER ACCESSORIES	71.82
27.313	06/20/2017	BEST LINE EQUIPMENT	213.03	P24384	HOE PACK RUBBERS	213.03
27.314	06/20/2017	DENNIS HARDMAN	86.50		VISION REIMBURSEMENT	86.50
27.315	06/20/2017	DEPT OF ENVIRONMENTAL PROTECTI	35.00		ZACH DENNIS LICENSE CERT	35.00
27.316	06/20/2017	DEPT OF ENVIRONMENTAL PROTECTI	150.00		JASON BOWERS LICENSE APP	150.00
27.317	06/20/2017	DOUBLE K HARDWOOD LLC	49.00	2412	VEHICLE MAINT	49.00
27.318	06/20/2017	DRESSEL WELDING SUPPLY, INC.	34.82	03523582	CYLINDER RENTAL	34.82
27.319	06/20/2017	E M KUTZ INC	28.05	19672	VEHICLE MAINT	28.05
27.320	06/20/2017	EAST DONEGAL TOWNSHIP	575.00		REPLENISH ESCROW FUNDS	575.00
27.321	06/20/2017	EASTERN SALT COMPANY INC.	1,505.10	INV067855	SALT	1,505.10
27.322	06/20/2017	EXETER SUPPLY COMPANY, INC.	1,858.83	328676	VALVE BOXES / ACCESSORIES	1,858.83
27.323	06/20/2017	GUTTMAN ENERGY, INC.	129.50		FUEL	129.50
27.324	06/20/2017	IIC	17,860.01		JULY HEALTH INSURANCE	17,860.01
27.325	06/20/2017	J.B. HOSTETTER & SONS, INC.	142.60		MATERIALS AND SUPPLIES	142.60
27.326	06/20/2017	L/B WATER SERVICE, INC.	4,471.00	3075085	HYDRANTS / LIFTING CHAINS	4,471.00
27.327	06/20/2017	MOUNT JOY AUTO PARTS	32.13		VEHICLE MAINTENANCE	32.13
27.328	06/20/2017	OFFICE BASICS, INC.	20.46	1-635764	SUPPLIES	20.46
27.329	06/20/2017	PA ONE CALL SYSTEM, INC.	149.52	728605	ONE CALL FAXES	149.52
27.330	06/20/2017	SCOTT KLING	175.00		VISION REIMBURSEMENT	175.00
27.331	06/20/2017	SERVICE SUPPLY CORP	112.00	64042	TOOLS / 2 STROKE GAS	112.00
27.332	06/20/2017	SWIFTREACH NETWORKS INC	105.25	228712 / 2	MESSAGING CHARGES	105.25
27.333	06/20/2017	THE UPS STORE 3853	3.00	2410	COPIES OF PLANS	3.00
27.334	06/20/2017	TOP OF THE LINE ROOFING	5,228.16	9579	BOOSTER STATION HAIL DAMA	5,228.16
27.335	06/20/2017	TROUT, EBERSOLE & GROFF, LLP.	6,000.00	116135	2017 AUDIT	6,000.00
27.336	06/20/2017	UGI UTILITIES, INC.	16.95		GAS SERVICE	16.95
27.338	06/20/2017	WEX BANK	684.78	49923664	FUEL	684.78
27.337	06/20/2017	WOLGGIE'S LAWN CARE, LLC.	175.00	1466	MOWING	175.00
** Report Total **			39,975.76			39,975.76



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.: 4

DATE: June 20, 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 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>213,388.08</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,398.96	Payroll	Acct. 965421
	\$	<u>35,652.79</u>	Expenses	Acct. 414212
	\$	<u>56,051.75</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>269,439.83</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,734,615.00</u>		

Payroll Journal Entry
Payroll # 12

Sewer Fund

Debit	08.429.730	Sewer Wages	\$	9,638.04	Dennis, Gary, Rex, David
	08.428.710	Construction Crew Wages	\$	4,523.14	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	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$	1,338.08	Split
	08.400.804	ADP Invoice	\$	-	Split
		TOTAL	\$	20,398.96	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25.963	06/20/2017	AMS	63.25	63479	MONTHLY BILLING SUPPORT	63.25
25.964	06/20/2017	ANIXTER INC	71.82	610-645493	METER ACCESSORIES	71.82
25.965	06/20/2017	BEST LINE EQUIPMENT	213.02	P24384	HOE PACK RUBBERS	213.02
25.966	06/20/2017	DENNIS HARDMAN	86.50		VISION REIMBURSEMENT	86.50
25.967	06/20/2017	DOUBLE K HARDWOOD LLC	49.00	2412	VEHICLE MAINT	49.00
25.968	06/20/2017	DRESSEL WELDING SUPPLY, INC.	34.81	03523582	CYLINDER RENTAL	34.81
25.969	06/20/2017	E M KUTZ INC	28.05	19672	VEHICLE MAINT	28.05
25.970	06/20/2017	ENVIREP INC.	425.00	68570	PUMP STATION #1 REPAIRS	425.00
25.971	06/20/2017	EXETER SUPPLY COMPANY, INC.	277.22	328623	PLANT MAINT	277.22
25.972	06/20/2017	FASTENAL COMPANY	191.72	PALA111257	LIFTING CHAINS	191.72
25.973	06/20/2017	FIVE STAR INTERNATIONAL	81.00	04S422889	FLUSH TRUCK INSPECTION	81.00
25.974	06/20/2017	FULTON FINANCIAL ADVISORS	1,500.00	1000164	TRUSTEE SERVICES	1,500.00
25.975	06/20/2017	GRAINGER	254.00	9459944956	SAFETY SUPPLIES	254.00
25.976	06/20/2017	GUTTMAN ENERGY, INC.	132.74	0050614429	FUEL	132.74
25.977	06/20/2017	IIC	17,860.00		JULY HEALTH INSURANCE	17,860.00
25.978	06/20/2017	J.B. HOSTETTER & SONS, INC.	211.22		MATERIALS AND SUPPLIES	211.22
25.979	06/20/2017	L/B WATER SERVICE, INC.	47.50	3075085	LIFTING CHAINS / STRAPS	47.50
25.980	06/20/2017	LEFFLER ENERGY	10.89	678211	HEATHING OIL	10.89
25.981	06/20/2017	MOUNT JOY AUTO PARTS	32.12		VEHICLE MAINT	32.12
25.982	06/20/2017	OFFICE BASICS, INC.	20.46	I-635764	SUPPLIES	20.46
25.983	06/20/2017	OVERHEAD DOOR CO OF READING	400.00	L47808	PLANT MAINT	400.00
25.984	06/20/2017	PA ONE CALL SYSTEM, INC.	149.52	728605	ONE CALL FAXES	149.52
25.985	06/20/2017	PPL	289.25		ELECTRIC	289.25
25.986	06/20/2017	ROHRER'S INCORPORATED	249.70	0181522	SEWER REPAIRS	249.70
25.987	06/20/2017	SCOTT KLING	175.00		VISION REIMBURSEMENT	175.00
25.988	06/20/2017	SERVICE SUPPLY CORP	111.99	64042	TOOLS / 2 STROKE GAS	111.99
25.989	06/20/2017	SHARE CORPORATION	1,295.81	21513	COMPOUND FOR CLOGS/STATIO	1,295.81
25.990	06/20/2017	SUBURBAN TESTING LABS	189.64	7060911	TESTING	189.64
25.991	06/20/2017	SWIFTREACH NETWORKS INC	210.50	228712 / 2	MESSAGING CHARGES	210.50
25.992	06/20/2017	TOP OF THE LINE ROOFING	1,138.66	9578	PUMP STATION #7 HAIL DAMA	1,138.66
25.993	06/20/2017	TROUT, EBERSOLE & GROFF, LLP.	6,000.00	116134	2017 AUDIT	6,000.00
25.994	06/20/2017	UGI UTILITIES, INC.	57.49		GAS SERVICES	57.49
25.995	06/20/2017	USALCO	3,572.04	1239580	CHEMICALS	3,572.04
25.996	06/20/2017	WEX BANK	222.87	49923664	FUEL	222.87
** Report Total **			35,652.79			35,652.79