



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, June 5, 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 May 1, 2018.
7. Unfinished Business
8. New Business
 - A. Consider approval of the Mount Joy Borough Authority Pension Plan Revised Advisory Agreement with Asset Strategy Retirement Plan Consultants.
 - B. Consider approval of the New Mount Joy Borough Authority 457(b) Plan Advisory Agreement with Asset Strategy Retirement Plan Consultants.
 - C. Consider approval of The Retirement Advantage (TRA) 457(B) Plan Proposal.
 - D. Consider approval to reduce 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 for May 25, 2018.
9. Any other matter proper to come before the Authority
10. Authorization to pay bills
 - A. Consider approval of requisition No. 3 for the Water Operating Fund in the amount of \$51,619.02 and Sewer Operating Fund in the amount of \$102,097.73.
 - B. Consider approval of requisition No. WBRI 18-8 from the Water Bond Redemption and Improvement Fund in the amount of \$70.00
11. Meetings and dates of importance
 - A. Tuesday, June 19, 2018 Pre-Authority Meeting - 4 PM
 - B. Tuesday, June 26, 2018 Administration Committee Meeting – 4 PM
 - C. Tuesday, July 3, 2018 Regular Monthly 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
May 1, 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, Dale Kopp from ARRO Consulting and 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.

Consulting Engineer Report

Mr. Dale Kopp was present to provide an update for the South Jacob Street Water Plant Project: Mr. Kopp, Authority Board and staff had a lengthy discussion on the timeline of the roof and the delivery of the trusses. Mr. Kopp stated the V.E. Sutton will not be installing the roof assembly as originally planned, due to health issues. PACT TWO is currently talking to other roofing subcontractors.

Authority Manager Report

Mr. Leaman updated the Board on MunicPay: Mr. Leaman stated that office staff met for a webinar with Municipay on April 18th. Mrs. Fenicle stated that the webinar went well and since then the live link was established and one final training will be held. Staff will also contact Mr. Dave Schell for his assistance with placing the info on the website.

Mr. Leaman updated the Board on the Laurel Harvest project: Mr. Leaman stated that the project continues to move forward, and both the Borough and Authority's engineering review comments are being addressed. The Lancaster County Conservation District has reviewed the plan and submitted comments back to the engineers for Laurel Harvest.

Mr. Leaman stated that Authority staff and ARRO met with Twisted Bine Brewery to discuss the project on April 19th and a subsequent meeting to discuss more details of the project on April 26th. The brewery did supply three separate documents to show similar size breweries water usage to discuss the requirements of EDU's that need to be purchased.

Mr. Leaman stated that Mr. Doug DeClerck contacted a couple of painting contractors to get rough estimates of painting the hydropillar water tank on David Street. Mr. Leaman noted that the life expectancy of the new paint averages between 25-30 years. Staff and ARRO will work on bidding specs around July and August.

Mr. Leaman stated that he was contacted by Mr. Charles Glessner, Council President, to see if the Authority and Borough could meet to discuss the SICO building. The Authority Board asked Mr. Leaman to see if Mr. Glessner and Council would be willing to come to the next Authority meeting on May 15th.

Assistant Authority Manager Report

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

- Staff is still making progress on installing the new tags on the existing composite water meters that needed the additional tag. The six remaining properties were contacted by sending a letter.
- Staff has finished connecting all the services on Lumber Street to the new 12" water main. Staff is still researching the connection on Marietta Avenue.

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

- Staff met with Elizabethtown Water Authority and PA DEP regarding the Source Water Protection Plan on April 26th. A first draft is expected within 30 to 60 days.

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

- A sinkhole appeared along New Street close to the sewer main. Staff televised the line and found no damage and the sinkhole was filled with stone by Borough.

- The Authority received the inspection report from the PA DEP inspection in April and was confirmed that there were no compliance issues.

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

- Staff was working on the mower at the WWTP and found issues with the mower. Landis Brothers was contacted, and the mower was dropped off them to evaluate.
- Mr. Ardini asked the Board for authorization to move forward to get quotes for pricing for a new pick-up truck, Authority Board had no objections.

Business Manager Report

Mrs. Fenicle provided a fiscal year end budget report. Mrs. Fenicle highlighted that no more expenses will reflect in this year's fiscal year, however the revenue will be entered until April 30th. Mrs. Fenicle will provide an updated revenue portion of the budget report to the Board via email when all entries for April 30th are documented.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Hamm and a second by Mr. Derr to approve the April 3, 2018 meeting minutes as presented; 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. Hiestand to approve Resolution No. 4 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Farmview Properties and to maintain the letter in the amount of \$21,670.20 for 18 months, which is 15% of the cost opinion of \$144,468 as recommended by ARRO Consulting's letter dated April 17, 2018; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve 950 Square Street Water and Sanitary Sewer plans as recommended by ARRO Consulting's letter dated April 6, 2018; motion carried.

A **MOTION** was made by Mr. Hiestand and a second by Mr. Derr to approve Flyway Properties, LLC Water and Sanitary Sewer plans as recommended by ARRO Consulting's letter dated May 15, 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. Derr and a second by Mr. Hamm to approve the attached Requisition No. 1 as follows: \$50,723.92 for the Water Operating Fund and \$67,595.97 for 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. WBRI 18-6 from the Water Bond Redemption and Improvement Fund in the amount of \$754.00; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Hiestand to adjourn; motion carried and the meeting adjourned at 5:45 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.: 3

DATE: June 5, 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>83,962.26</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,257.75	Payroll	Acct. 965421
	\$	<u>34,361.27</u>	Expenses	Acct. 414220
	\$	<u><u>51,619.02</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>135,581.28</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,469,940.00</u>		

Payroll Journal Entry
 Payroll # 10

Water Fund

Debit	06.448.702	Water Wages	\$	7,182.09	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	3,689.92	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	\$	857.20	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,299.84	Split
	06.400.804	ADP Invoice	\$	63.81	Split
			TOTAL	\$ 17,257.75	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27,998	06/05/2018	BARLEY SNYDER, LLP	2,727.50	70109761	LEGAL SERVICES	2,727.50
27,994	05/29/2018	CAPITAL BLUE CROSS	12,914.10	1813500334	JUNE HEALTH INSURANCE	12,914.10
27,999	06/05/2018	CENTURYLINK	182.25		PHONE	182.25
28,000	06/05/2018	EASTERN SALT COMPANY INC.	2,823.83	INV079023	SALT	2,823.83
28,001	06/05/2018	EUROFINS EATON ANALYTICAL, INC	982.50	S302057	TESTING	982.50
28,002	06/05/2018	EXECUTIVE PRINTING	2,229.98	52728	ANNUAL REPORT PRINTING	2,229.98
28,003	06/05/2018	FLUID PINPOINTING SERVICES, IN	307.50	FPS051418	LEAK DETECTION	307.50
28,004	06/05/2018	GUARANTEED AUTO GLASS	177.84	F53343017	FUEL	177.84
28,005	06/05/2018	GUTTMAN ENERGY, INC.	189.88	F53270573	FUEL	189.88
27,995	05/29/2018	HIGHMARK BLUE SHIELD	95.68	1805174729	JUNE VISION INSURANCE	95.68
28,006	06/05/2018	HVAC DISTRIBUTORS, INC.	41.16	S2652640.0	BOOSTER STATION MAINT	41.16
28,007	06/05/2018	INDUSTRIAL APPRAISAL COMPANY	300.00	5-104-150	APPRAISAL UPDATE	300.00
28,008	06/05/2018	L/B WATER SERVICE, INC.	292.21	3174079	HYDRANT REPAIR	292.21
27,988	05/15/2018	POSTMASTER MOUNT JOY	318.74		ANNUAL REPORT POSTAGE	318.74
27,989	05/15/2018	POSTMASTER MOUNT JOY	299.30		ANNUAL REPORT POSTAGE	299.30
27,996	05/29/2018	PPL	34.74		ELECTRIC	34.74
28,009	06/05/2018	PPL	7,527.50		ELECTRIC	7,527.50
28,010	06/05/2018	SCOTT KAPCSOS	32.00		COL REIMBURSEMENT	32.00
28,011	06/05/2018	SCOTT KAPCSOS	175.00		VISION REIMBURSEMENT	175.00
28,012	06/05/2018	SERVICE SUPPLY CORP	88.58	84435	SUPPLIES	88.58
27,997	05/29/2018	STANDARD INSURANCE COMPANY	22.50		JUNE LIFE INSURANCE	22.50
28,013	06/05/2018	SUBURBAN TESTING LABS	1,037.00	8043303	TESTING	1,037.00
27,990	05/15/2018	UGI UTILITIES, INC.	188.81		GAS SERVICE	188.81
27,991	05/15/2018	UNITED CONCORDIA INSURANCE CO.	744.05	130916490	JUNE DENTAL INSURANCE	744.05
28,014	06/05/2018	VERIZON WIRELESS	139.61	9807433182	CELL PHONES	139.61
28,015	06/05/2018	WEX BANK	251.80	54410731	FUEL	251.80
28,016	06/05/2018	WOLGGIE'S LAWN CARE, LLC.	175.00	2688	MOWING	175.00
27,992	05/15/2018	XO COMMUNICATIONS	27.21	0306240925	LONG DISTANCE PHONE	27.21
27,993	05/15/2018	YORK WATER COMPANY	35.00		TRADE FAIR	35.00
** Report Total **			34,361.27			34,361.27

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26.630	06/05/2018	AGRICULTURAL ANALYTICAL SVCS L	401.00	93858	TESTING	401.00
26.631	06/05/2018	ALS GROUP USA, CORP.	120.00	40-2254098	TESTING	120.00
26.632	06/05/2018	APPLIED INDUSTRIAL TECH-PA LLC	57.44	7013449308	PLANT MAINT	57.44
26.633	06/05/2018	BARLEY SNYDER, LLP	2,727.50	70109761	LEGAL SERVICES	2,727.50
26.626	05/29/2018	CAPITAL BLUE CROSS	12,914.09	1813500334	JUNE HEALTH INSURANCE	12,914.09
26.634	06/05/2018	CENTURYLINK	655.78		PHONE	655.78
26.635	06/05/2018	DEER COUNTRY FARM & LAWN, INC	75.27	P64402	MOWER MAINT	75.27
26.636	06/05/2018	DYNA-TECH INDUSTRIES LTD	77.26	94420	CARMANY RD PS MAINTENANCE	77.26
26.637	06/05/2018	EXECUTIVE PRINTING	2,229.97	52728	ANNUAL REPORT PRINTING	2,229.97
26.638	06/05/2018	GUTTMAN ENERGY, INC.	169.99	F00353337	FUEL	169.99
26.639	06/05/2018	HACH COMPANY	7,018.92	10970502	PLANT MAINT	7,018.92
26.627	05/29/2018	HIGHMARK BLUE SHIELD	95.68	1805174729	JUNE VISION INSURANCE	95.68
26.640	06/05/2018	HOME DEPOT CREDIT SERVICES	497.70	6171970	REFRIDGERATOR	497.70
26.641	06/05/2018	INDUSTRIAL APPRAISAL COMPANY	300.00	5-104-150	APPRAISAL UPDATE	300.00
26.642	06/05/2018	INGERSOLL RAND COMPANY	290.00	30678902	AIR COMPRESSOR MAINT	290.00
26.643	06/05/2018	KAPPE ASSOCIATES INC	3,946.12	18-4088-J5	UV TANK REPAIRS	3,946.12
26.644	06/05/2018	MOUNT JOY SOLAR POWER LLC	6,402.42	82	MAY PSA CONTRACT	6,402.42
26.645	06/05/2018	OFFICE BASICS, INC.	44.17	I-919266	SUPPLIES	44.17
26.646	06/05/2018	ONE STOP ELECTRIC MOTOR REPAIR	21.72	9291	PLANT MAINT	21.72
26.647	06/05/2018	OVERHEAD DOOR CO OF READING	475.00	L60048	GARAGE DOOR MAINT	475.00
26.648	06/05/2018	PATRIOT PROPANE	3,003.64	56716	PROPANE	3,003.64
26.649	06/05/2018	POLLU-TECH INC.	5,410.00	518025	CHEMICALS	5,410.00
26.619	05/15/2018	POSTMASTER MOUNT JOY	318.73		ANNUAL REPORT POSTAGE	318.73
26.620	05/15/2018	POSTMASTER MOUNT JOY	299.30		ANNUAL REPORT POSTAGE	299.30
26.621	05/15/2018	PPL	516.09		ELECTRIC	516.09
26.628	05/29/2018	PPL	230.55		ELECTRIC	230.55
26.650	06/05/2018	PPL	7,219.32		ELECTRIC	7,219.32
26.651	06/05/2018	ROHRER'S INCORPORATED	952.94	Q193279	SINK HOLE REPAIR	952.94
26.652	06/05/2018	SCOTT KLING	175.00		VISION REIMBURSEMENT	175.00
26.653	06/05/2018	SCOTT KLING	32.00		CDL REIMBURSEMENT	32.00
26.654	06/05/2018	SERVICE SUPPLY CORP	88.58	84435	SUPPLIES	88.58
26.655	06/05/2018	SHARE CORPORATION	976.11	55016	CHEMICALS	976.11
26.656	06/05/2018	SHERMAN-GIBSON SYSTEMS COMPANY	120.00	2018-0119	PLANT MAINT	120.00
26.657	06/05/2018	SM JOHNS & SON CONSTRUCTION	524.00	3925	SINK HOLE REPAIRS	524.00
26.629	05/29/2018	STANDARD INSURANCE COMPANY	22.50		JUNE LIFE INSURANCE	22.50
26.658	06/05/2018	SUBURBAN TESTING LABS	330.00	8054222	TESTING	330.00
26.622	05/15/2018	UGI UTILITIES, INC.	217.56		GAS SERVICE	217.56
26.623	05/15/2018	UNITED CONCORDIA INSURANCE CO.	744.05	130916490	JUNE DENTAL INSURANCE	744.05
26.659	06/05/2018	UNIVAR USA, INC.	18,306.43	HB871893	CHEMICLAS	18,306.43
26.660	06/05/2018	USALCO	3,680.16	1306950	CHEMICLAS	3,680.16
26.661	06/05/2018	VERIZON WIRELESS	139.60	9807433182	CELL PHONES	139.60
26.662	06/05/2018	WEX BANK	86.24	54410731	FUEL	86.24
26.624	05/15/2018	XO COMMUNICATIONS	27.20	0306240925	LONG DISTANCE PHONE	27.20
26.625	05/15/2018	YORK WATER COMPANY	35.00		TRADE FAIR	35.00
** Report Total **			81,975.03			81,975.03

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 18-8

Date: June 5, 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"		\$ 70.00

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 June 5, 2018 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 5th day of June, 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>
ARM Group, Inc. 1129 West Governor Road P.O. Box 797 Hershey, PA 17033-0797	Well 4 Survey Work; Invoice 025172	\$ 70.00