



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, June 6, 2017**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Golicher, Mr. Hamm and Mr. Metzler.
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Manager
 - B. Assistant Authority Manager
 - C. Business Manager
6. Approval of the Minutes – Approval of the minutes from May 2, 2017.
7. Unfinished Business:
 - A.
8. New Business:
 - A.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 3 for the Water Operating Fund in the amount of \$74,018.47 and Sewer Operating Fund in the amount of \$95,477.64.
 - B. Consider approval of Requisition No. WBRI 17-10 from the Water Bond Redemption and Improvement Fund in the amount of \$796.50.
 - C. Consider approval of Requisition No. 7 from the 2016 Construction Fund in the amount of \$4,207.50.
11. Meetings and dates of importance
 - A. Tuesday, June 20, 2017 Pre-Authority Meeting – 4 PM
 - B. Tuesday, June 27, 2017 Administration Committee Meeting – 5 PM
 - C. Wednesday, July 5 2017 Regular Monthly Meeting – 4 PM
 - D. Wednesday, July 12, 2017 Finance Committee Meeting – 5 PM
 - E. Tuesday, July 18, 2017 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
May 2, 2017
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman, Joe Ardini, Matt Brown from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Rebman and Mr. Golicher were absent. Vice-Chairman Derr 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 Well 3 docket modification: Mr. Leaman stated that he received notice from SRBC that the docket modification will be presented at the Public Hearing scheduled for May 11, 2017 at the State Capital Building.

Mr. Leaman provided an update on Well 4: Mr. Leaman stated that the ARM Group started the geophysical survey work on the Donsco Tract on April 21st and returned today to finish the rest of the survey. Mr. Leaman stated that he anticipates having the report within one week.

Update on SR Holdings / Melhorn Trucking capacity discrepancy: Mr. Davis stated that he received a voicemail from Mr. Mel Hess today and will be calling him back tomorrow to discuss the discrepancy and will report back to the Authority Board.

Mr. Leaman informed the Board that he and Mr. Sam Sulkosky met with Mr. Dan Derr in regards to the health, general liability and worker's compensation insurance estimates. Mr. Leaman stated that looking at the estimates, it looks like both the Borough and Authority could see a substantial savings on health care. Mr. Leaman suggested scheduling a joint meeting with the Borough to have the representatives present to discuss with all the Borough Council and Authority Board members. The Authority Board is in agreement to schedule a meeting.

Mr. Leaman provided an update on the Rapho Business Park Sanitary Sewer Extension Project: Mr. Leaman stated that the Authority received revised plans from Steckbeck Engineering of which ARRO has reviewed and submitted a comment to Steckbeck. A meeting will be held tomorrow to review the plans.

Mr. Leaman mentioned that Mr. Rebman and he are registered to attend the EDC luncheon on June 6th.

Mr. Leaman stated that Mr. Ardini and he met with PA DOT and the Borough to discuss the conflicts to the existing water main with the Borough's storm sewer and sidewalk project on Marietta Avenue. Mr. Leaman stated that the Authority continues to take the position that the sidewalk cannot be installed over the water main.

Mr. Leaman informed the Board that he received two applications for the internship position from Thaddeus Stevens and did respond to set up interviews.

Assistant Authority Manager Report

Mr. Ardini informed the Board that Authority and Borough employees will be attending a flagger training class on May 15th to renew the certification. The certification is valid for three years.

Mr. Ardini advised the Board that the supervisors have completed their employee evaluations and have supplied copies to the administration staff to be placed in their files.

Mr. Ardini informed the Board that the order was placed through Hondru Ford for the replacement of unit 2. The Truck is anticipated to take 18 to 22 weeks to complete.

Mr. Ardini stated that there will be eight operators who will be taking exams for either additional subclasses on their DEP license or portions of the required testing for their licenses over the next three years.

Mr. Ardini provided an update on the antenna upgrade: Mr. Ardini stated that he met with Capital Area Communications (CAC) on April 21st to discuss the possible use of a radio antenna system for the communications between the new South Jacob Street Water Plant and Well 3. CAC will be scheduling a visit to the site with a drone to see if a clear line of sight is attainable along with the required height needed.

Mr. Ardini advised the Board that the Construction Crew has started the water main replacement on West Main Street yesterday.

Business Manager Report

Mrs. Fenicle reported that staff has sent out the first round of delinquent notices for water termination last month. There were 97 notices sent to those owing more than \$300.00. Total delinquent of these accounts was \$49,213 of which \$35,000 was collected and one property was terminated. Mrs. Fenicle stated that the remaining were placed on payment plans and those who faulted on their previous payment plan were required to bring their plan to current standing and sign a new payment plan.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the April 4, 2017 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

Mr. Matt Brown from ARRO Consulting was present to discuss the rebidding process and Resolution. Mr. Brown advise the Board that the ads for the rebid of Contract One (General Construction) will run in the newspaper and on Penn-Bid on Friday, May 5th. Mr. Brown stated that in the rebid documents, rock will be set at a fixed unit price of \$180 per cubic yard. Mr. Brown represented that ARRO has confirmed with ARRO's attorney that bidding the rock in this fashion is legally permitted. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Resolution No. 6-17 to reject bids for general construction contract one and extending the time to award for contracts two, three and four for the South Jacob Street Water Treatment Plant; motion carried. Mr. Leaman mentioned that he received correspondence from Mr. Rebman and Mr. Golciher that they are in agreement of this motion.

Any Other Matter Proper to Come Before the Authority

Mr. Derr asked the status of the American Legion project. Mr. Ardini stated that they are starting to move forward but has not yet supplied the Authority with funds to purchase and install the water main.

Authorization to Pay Bills

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. 1 as follows: \$58,206.07 for the Water Operating Fund and \$74,168.91 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 17-8 in the amount of \$22,934.86 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. SBRI 17-6 in the amount of \$7,464.75 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. 6 in the amount of \$4,341.20 from the 2016 Construction Fund ; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Hamm to adjourn; motion carried and the meeting adjourned at 5:17 PM.

Respectfully submitted,

Christopher E. Metzler
Assistant 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.: 3

DATE: June 6, 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>98,599.21</u> | | |
| TOTAL AMOUNT OF THIS REQUISITION: | \$ | 35,678.83 | Payroll | Acct. 965421 |
| | \$ | 38,339.64 | Expenses | Acct. 414220 |
| | \$ | <u>74,018.47</u> | Total | |
| TOTAL AMOUNT REQUISITIONED TO DATE: | \$ | <u>172,617.68</u> | | |
| TOTAL CURRENT FISCAL YEAR APPROVED BUDGET: | \$ | <u>2,464,625.00</u> | | |

| Check # | Check Date | Vendor | Amount | Inv/Stmt | Description | Check Amount |
|--------------------|------------|--------------------------------|-----------|------------|---------------------------|--------------|
| 27,257 | 06/06/2017 | ALS GROUP USA, CORP. | 1,313.30 | 40-2158060 | TESTING | 1,313.30 |
| 27,258 | 06/06/2017 | APPLIED INDUSTRIAL TECH-PA LLC | 199.91 | 7010596271 | PLANT MAINT | 199.91 |
| 27,259 | 06/06/2017 | ARRO CONSULTING, INC. | 1,455.29 | 0039302 | MARIETTA AVE ENG SERVICES | 1,455.29 |
| 27,260 | 06/06/2017 | BARLEY SNYDER, LLP | 1,194.75 | 70057203 | LEGAL SERVICES | 1,194.75 |
| 27,261 | 06/06/2017 | BATTERY WAREHOUSE | 99.90 | T185620 | UPS BATTERIES | 99.90 |
| 27,262 | 06/06/2017 | BUCKMAN'S INC | 484.00 | 623862 | CHEMICALS | 484.00 |
| 27,263 | 06/06/2017 | CENTURYLINK | 177.18 | | PHONE | 177.18 |
| 27,264 | 06/06/2017 | DEER COUNTRY FARM & LAWN, INC | 22.46 | P29435 | TRACTOR MAINT | 22.46 |
| 27,265 | 06/06/2017 | EASTERN SALT COMPANY INC. | 5,910.47 | INV067836 | SALT | 5,910.47 |
| 27,266 | 06/06/2017 | EXETER SUPPLY COMPANY, INC. | 828.96 | 315165 | CLAMPS | 828.96 |
| 27,267 | 06/06/2017 | FLUID PINPOINTING SERVICES, IN | 1,537.50 | FPS052117 | LEAK DETECTION | 1,537.50 |
| 27,268 | 06/06/2017 | GCR TIRE CENTER | 33.02 | 278-139489 | TRAILER REPAIRS | 33.02 |
| 27,269 | 06/06/2017 | GRAINGER | 22.24 | 9443056669 | SAFETY SUPPLIES | 22.24 |
| 27,270 | 06/06/2017 | GUTTMAN ENERGY, INC. | 203.49 | 0050461496 | FUEL | 203.49 |
| 27,271 | 06/06/2017 | HATT'S AUTO REPAIR | 51.73 | 13897 | VEHICLE MAINT | 51.73 |
| 27,272 | 06/06/2017 | HEART OF LANCASTER REGIONAL ME | 30.74 | 8476660CC2 | DRUG TESTING | 30.74 |
| 27,273 | 06/06/2017 | HIGHMARK, INC. | 31.50 | A170530279 | HSA ADMIN FEE | 31.50 |
| 27,274 | 06/06/2017 | IIC | 17,860.01 | | JUNE HEALTH INS | 17,860.01 |
| 27,275 | 06/06/2017 | PPL | 6,367.90 | | ELECTRIC | 6,367.90 |
| 27,276 | 06/06/2017 | STANDARD INSURANCE COMPANY | 22.50 | | JUNE LIFE INS | 22.50 |
| 27,277 | 06/06/2017 | STAUFFER COMPRESSOR & MACHINE, | 37.02 | 12665 | PLANT MAINT | 37.02 |
| 27,278 | 06/06/2017 | US POSTMASTER | 55.00 | | POST OFFICE BOX DUES | 55.00 |
| 27,279 | 06/06/2017 | USA BLUEBOOK | 37.44 | 257952 | TOOLS | 37.44 |
| 27,280 | 06/06/2017 | VERIZON WIRELESS | 171.75 | 9785963832 | CELL PHONES | 171.75 |
| 27,281 | 06/06/2017 | WHITMOYER AUTO GROUP | 59.45 | FOCS146069 | VEHICLE MAINT | 59.45 |
| 27,282 | 06/06/2017 | WOLGGIE'S LAWN CARE, LLC. | 105.00 | 1404 | MOWING | 105.00 |
| 27,283 | 06/06/2017 | XO COMMUNICATIONS | 27.13 | 0291700271 | LONG DISTANCE PHONE | 27.13 |
| ** Report Total ** | | | 38,339.64 | | | 38,339.64 |

| Check # | Check Date | Vendor | Amount | Inv/Stmt | Description | Check Amount |
|--------------------|------------|--------------------------------|-----------|------------|---------------------------|--------------|
| 25,935 | 06/06/2017 | ALS GROUP USA, CORP. | 120.00 | 40-2160310 | TESTING | 120.00 |
| 25,936 | 06/06/2017 | ARRO CONSULTING, INC. | 1,214.92 | 0039302 | ENG SERVICES | 1,214.92 |
| 25,937 | 06/06/2017 | BARLEY SNYDER, LLP | 1,224.25 | 70057203 | LEGAL SERVICES | 1,224.25 |
| 25,938 | 06/06/2017 | CARMEUSE LIME & STONE | 7,246.25 | 93390284 | HOT LIME | 7,246.25 |
| 25,939 | 06/06/2017 | CENTURYLINK | 604.25 | | PHONE | 604.25 |
| 25,940 | 06/06/2017 | DEER COUNTRY FARM & LAWN, INC | 82.73 | P29303 | MOWER MAINT | 82.73 |
| 25,941 | 06/06/2017 | FISHER SCIENTIFIC | 827.03 | 1196186 | LAB SUPPLIES | 827.03 |
| 25,942 | 06/06/2017 | GCR TIRE CENTER | 33.01 | 278-139489 | TRAILER REPAIRS | 33.01 |
| 25,943 | 06/06/2017 | GUTTMAN ENERGY, INC. | 154.01 | 0050461495 | FUEL | 154.01 |
| 25,944 | 06/06/2017 | HACH COMPANY | 3,988.64 | 10468829 | LDO PROBE FOR AERATION TA | 3,988.64 |
| 25,945 | 06/06/2017 | HATT'S AUTO REPAIR | 51.72 | 13897 | VEHICLE MAINT | 51.72 |
| 25,946 | 06/06/2017 | HEART OF LANCASTER REGIONAL ME | 30.74 | 8476660CC2 | DRUG TESTING | 30.74 |
| 25,947 | 06/06/2017 | HIGHMARK, INC. | 31.50 | A170530279 | HSA ADMIN FEE | 31.50 |
| 25,948 | 06/06/2017 | IIC | 17,860.00 | | JUNE HEALTH INS | 17,860.00 |
| 25,949 | 06/06/2017 | MCCRARY ENTERPRISES INC | 701.25 | 3663 | HOT LIME HAUL | 701.25 |
| 25,950 | 06/06/2017 | MEADOW VALLEY ELECTRIC, INC. | 420.00 | 51717 | SOLAR PANEL REPAIRS | 420.00 |
| 25,951 | 06/06/2017 | OFFICE BASICS, INC. | 68.32 | I-625476 | SUPPLIES | 68.32 |
| 25,952 | 06/06/2017 | PPL | 6,725.76 | | ELECTRIC | 6,725.76 |
| 25,953 | 06/06/2017 | R/W CONNECTION, INC. | 205.41 | 1111467-01 | HOSE FOR UV TANK | 205.41 |
| 25,954 | 06/06/2017 | STANDARD INSURANCE COMPANY | 22.50 | | JUNE LIFE INS | 22.50 |
| 25,955 | 06/06/2017 | SUBURBAN TESTING LABS | 189.64 | 7053323 | TESTING | 189.64 |
| 25,956 | 06/06/2017 | THE PENNSYLVANIA STATE UNIVERS | 401.00 | 88060 | TESTING | 401.00 |
| 25,957 | 06/06/2017 | UGI UTILITIES, INC. | 103.92 | | GAS SERVICE | 103.92 |
| 25,958 | 06/06/2017 | UNIVAR USA, INC. | 11,950.07 | HB844923 | CHEMICALS | 11,950.07 |
| 25,959 | 06/06/2017 | US POSTMASTER | 55.00 | | POST OFFICE BOX DUES | 55.00 |
| 25,960 | 06/06/2017 | VERIZON WIRELESS | 171.75 | 9785963832 | CELL PHONES | 171.75 |
| 25,961 | 06/06/2017 | WHITMOYER AUTO GROUP | 59.45 | FOCS146069 | VEHICLE MAINT | 59.45 |
| 25,962 | 06/06/2017 | XO COMMUNICATIONS | 27.13 | 0291700271 | LONG DISTANCE PHONE | 27.13 |
| ** Report Total ** | | | 54,570.25 | | | 54,570.25 |

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 17-10

Date: June 6, 2017

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" | | \$ 796.50 |

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 6, 2017 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 6th day of June, 2017.

(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> |
|---|--|-----------------------------------|
| Barley Snyder, LLP 126 East King Street Lancaster, PA 17602 | Legal Services for Well 4; Invoice 70057203 | \$ 796.50 |

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 7

Date: June 6, 2017

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; Invoice 70057203 | \$4,207.50 | NO |

Total to be paid on this Requisition \$ 4,207.50.