



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, March 21, 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 February 21, 2017.
6. Unfinished Business:
 - A.
7. New Business:
 - A.
8. Any other matter proper to come before the Authority:
 - A.
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 22 for the Water Operating Fund in the amount of \$26,940.03 and Sewer Operating Fund in the amount of \$53,307.63.
10. Meetings and dates of importance:

| | |
|----------------------------|--------------------------------|
| A. Tuesday, April 4, 2017 | Regular Monthly Meeting – 4 PM |
| B. Tuesday, April 18, 2017 | Pre-Authority Meeting – 4 PM |
| C. Tuesday, May 2, 2017 | Regular Monthly Meeting – 4 PM |
| D. Tuesday, May 16, 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
February 21, 2017
Minutes

The Mount Joy Borough Authority held its Pre-Authority 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 and Joe Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman 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 #4 – ARRO is in the process of scheduling a one day step test to assess aquifer conditions. At the end of the step test, samples will be collected to assess water quality. Mr. Kopp stated that if the test indicates satisfactory water quantity and quality, ARRO will recommend submitting an application to SRBC to have the well docketed as a water source. Mr. Kopp stated that ARRO is waiting to hear back from Mr. Dave Gettle and the lab about scheduling. Mr. Leaman mentioned to the Board that if the one day step test is successful, this does not mean that the Authority wouldn't have to do the 72 hours test. The one day step test is to show if the Authority has found a good water source to proceed with the purchase of the land.

Well 3 & South Jacob Street Water Treatment Plant – Mr. Kopp stated that the plant designed was completed on January 13th and the project was advertised on January 16th. A mandatory pre-bid meeting and site visit was held on Monday, February 6th at 10:00 AM. Mr. Kopp stated based on the sign-in information, the number of contractors for each of the four contracts would include 13 general contractors, eight electrical contractors, five HVAC contractors and eight plumbing contractors. The first addendum, including pre-bid meeting minutes and written answers to questions, was issued on Wednesday, February 8th. Bids are scheduled to be opened on Friday, March 17th at 1:00 PM.

Wells 1 and 2 Permitting – Mr. Kopp stated as part of the rate increase from SRBC, the Authority is required to submit a monitoring plan for Charles Spring. ARRO worked with SRBC to create a plan that is acceptable to both SRBC and the Authority. The plan is due for re-submission on March 10th.

Annual Water Resource Plan – ARRO submitted the resource plan to SRBC last month. Mr. Leaman stated that he received an email today stating that the plan was accepted.

Mount Joy Country Homes Phase 2A – As constructed documents have been submitted for review and comment. The vacuum testing of the sanitary manholes still needs completed.

The Villa's at Elm Tree Phase 5C – Water installation has started on February 13th. The sewer utilities have previously been installed.

Authority Manager Report.

Mr. Leaman provided an update on Well 3 docket modification: Mr. Leaman stated that the Authority was contacted by SRBC requesting the metering and groundwater monitoring plan for Well 3 be updated per the submitted Docket Modification Application. The plan was updated by ARRO and sent back last week. The Authority's Docket Modification is scheduled for action at the SRBC Commission Meeting on March 9th. Mr. Leaman stated that he also received an email about the low flow weir and there is a meeting scheduled February 28th to review the report.

Mr. Leaman stated that the admin staff met with the department supervisors to discuss their operation needs for the upcoming new budget. Staff will work on the remaining budget in preparation for the first Finance Committee Meeting on March 1st.

Mr. Leaman stated that he was contact by Industrial Appraisal which provided the Authority with updated property and equipment values in 2016 to see if the Authority was interested in an annual revaluation program. Mr. Leaman stated that it would cost \$600.00 per year. It was asked if the Authority can skip one year and do the last two years to receive the benefit of the new water plant in operation. Mr. Leaman stated that he will contact the company and ask. A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to authorize Industrial Appraisal to perform the annual revaluation as per the contract for the next three years; motion carried.

Mr. Leaman provided an update on the South Jacob Street Water Plant (New Water Plant):

- ARRO is working on getting signatures from East Donegal Township for the Storm Water Agreement between the Township and the Authority.

Mr. Leaman informed the Board that the Borough and Authority held a follow up health care meeting on Friday with Highmark and Benecon. The meeting was open to any employee and their spouses to attend.

Mr. Leaman informed the Board that there was a second meeting held today at Rapho Township to discuss the Rapho Industrial Park Sewer Project. The meeting had representation from Rapho Township, Rapho Associates, Rapho Triangle East Developers, Elm Tree Developers and the Authority. Mr. Leaman stated that Rapho Triangle East was willing to agree with removing the service area from their agreement as long as Horst Realty agrees to pay \$30,000 and the Authority and Rapho Township agree to extend the current agreement an additional 5 years. Mr. Leaman stated that the current agreement is a 20 year agreement. The Board approved to extend the agreement continuous upon Rapho Township approving the conditions at their meeting on March 2nd.

Mr. Leaman informed the Board that he received a notice from Lancaster County Housing & Redevelopment Authority in regards to participating as a Steering Committee Member for the annual CDBG Grant Program. The meeting will be held on March 7th at 5:30 PM.

Mr. Leaman informed the Board that he received a return email from the student from Elizabethtown School District and she is now requesting a sample of our water as she changed her focused of her science fair project. Mr. Leaman noted that he replied asking her a few questions on what the water will be test for.

Mr. Leaman supplied and reviewed with the Board the status of our capital improvement plan and the projects that are coming up on the horizon

Mr. Leaman discussed with the Board the proposed rate increases for staff. Mr. Leaman provided the Board with a layout of the increase for each employee which was followed by the rate survey that was prepared by NJ Hess Associates. Mr. Leaman asked the Board to review the information and would like to discuss this at the next meeting.

Assistant Authority Manager Report

Mr. Ardini informed the Board that the meter readings for this quarter should be completed tomorrow. Mr. Ardini stated that he has came across one issue at the Giant complex where they had a contractor replace the complex meter reading equipment and also removed the Authority's equipment and replaced with their own. Mr. Ardini stated he is in the process of contacting them to correct the issue.

Mr. Ardini informed the Board that Kinsley Construction is scheduled to begin the sewer main repair on Marietta Avenue this Wednesday and are planning on having it completed the same day.

Mr. Ardini informed the Board that there are four water meters left that on the commercial replacement list. All but one of the owners has made arrangements to schedule the replacement. Mr. Ardini stated the he has sent a letter to the one remaining property.

Mr. Ardini informed the Board that the EPA 503 Bio-solids report has been completed and staff is currently working on the PA DEP Bio-solids report in which both report will be sent this Wednesday.

Mr. Ardini informed the Board that the Construction Department installed the last water service on Range Road today. The homeowner needs to complete the work inside his home before the new service is switched to his house. When the line is placed in service, all the temporary lines, valves boxes and curb boxes will be removed.

Mr. Ardini informed the Board that Authority staff is currently reviewing the draft Chapter 94 report and should have comments back to ARRO by this Wednesday.

Mr. Ardini informed the Board that Capital Area Communication will be starting the antenna work this Wednesday. The work will begin at the Rapho Tank and proceed to the well sites. The ice bridge parts are anticipated to come in during the first or second week in March.

Business Manager Report.

Mrs. Fenicle discussed and supplied to the board year to date budget sheets.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the January 17, 2017 meeting minutes; motion carried.

Unfinished Business.

Mr. Ardini provided an update on 977 West Main Street water main installation. Mr. Ardini stated that a meeting was held last Friday to brainstorm the most practical ways to provide fire protection. Mr. Ardini proposed to the Board of possibly entering into an agreement with the property owner for the project. The Authority will propose for the property owner to purchase the materials to extend and replace the water main and provide flagging services; Authority staff will do the installation. Mr. Ardini stated that the project will take approximately one month to complete the install of 360 feet of water main and 35 feet of service line to that property. A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to authorize Mr. Davis to draft and agreement continece upon the property owner in agreement to enter into a partnership for the project.

New Business.

There was no new business to discuss.

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. 20 as follows: \$41,624.89 from the Water Operating Fund and \$34,627.71 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. WBRI 17-4 in the amount of \$299.61 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. SBRI 17-3 in the amount of \$7,410.00 from the Sewer Bond Redemption Improvement Fund; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Golicher to adjourn. Motion carried and the meeting adjourned at 5:27 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.: 22

DATE: March 21, 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

Table with financial data: AMOUNT OF PREVIOUS REQUISITIONS: \$ 1,085,037.53; TOTAL AMOUNT OF THIS REQUISITION: \$ 17,943.79 Payroll Acct. 965421, \$ 8,996.24 Expenses Acct. 414220, \$ 26,940.03 Total; TOTAL AMOUNT REQUISITIONED TO DATE: \$ 1,111,977.56; TOTAL CURRENT FISCAL YEAR APPROVED BUDGET: \$ 2,295,893.00

Payroll Journal Entry
Payroll # 5

Water Fund

| | | | | | |
|-------|------------|--------------------------|-----------|------------------|---|
| Debit | 06.448.702 | Water Wages | \$ | 7,092.14 | Barry, Kling, Zach |
| | 06.449.752 | Construction Crew Wages | \$ | 4,406.90 | 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 | \$ | 312.50 | Members paid per month (Split) (Pay closest to 1st Tuesday) |
| | 06.400.804 | Employer Taxes | \$ | 1,279.61 | Split |
| | 06.400.804 | ADP Invoice | \$ | 63.63 | Split |
| | | TOTAL | \$ | 17,943.79 | |

| Check # | Check Date | Vendor | Amount | Inv/Stmt | Description | Check Amount |
|--------------------|------------|--------------------------------|----------|------------|--------------------------|--------------|
| 27,121 | 03/21/2017 | ARRO CONSULTING, INC. | 1,420.45 | 0037779 | ENG SERVICES | 1,420.45 |
| 27,122 | 03/21/2017 | BARRY GELTMACHER, JR. | 52.48 | | PANT ALLOWANCE | 52.48 |
| 27,123 | 03/21/2017 | BATTERY WAREHOUSE | 99.90 | T181429 | PLANT MAINT | 99.90 |
| 27,124 | 03/21/2017 | BUCKMAN'S INC | 435.60 | 619528 | CHEMICALS | 435.60 |
| 27,125 | 03/21/2017 | DRESSEL WELDING SUPPLY, INC. | 54.68 | 03389446 | CYLINDER MAINT | 54.68 |
| 27,126 | 03/21/2017 | EASTERN SALT COMPANY INC. | 2,911.02 | INV066735 | SALT | 2,911.02 |
| 27,127 | 03/21/2017 | FLEET MASTERS INC | 181.60 | 44446 | VEHICLE INSPECTION | 181.60 |
| 27,128 | 03/21/2017 | GARY KARICHNER JR | 96.22 | | PANT ALLOWANCE | 96.22 |
| 27,129 | 03/21/2017 | GUTTMAN ENERGY, INC. | 122.76 | 0049887039 | FUEL | 122.76 |
| 27,130 | 03/21/2017 | HDH GROUP, INC. | 50.00 | 603009 | TREASURER'S BOND | 50.00 |
| 27,131 | 03/21/2017 | HIGHMARK, INC. | 173.38 | F170306037 | HRA PAYMENTS | 173.38 |
| 27,132 | 03/21/2017 | HIGHMARK, INC. | 476.67 | F161219152 | HRA PAYMENTS | 476.67 |
| 27,133 | 03/21/2017 | J.B. HOSTETTER & SONS, INC. | 436.60 | | MATERIALS AND SUPPLIES | 436.60 |
| 27,134 | 03/21/2017 | LEFFLER ENERGY | 160.15 | 596007 | DYED DIESEL | 160.15 |
| 27,135 | 03/21/2017 | MOUNT JOY AUTO PARTS | 54.68 | 350716 | TOOLS | 54.68 |
| 27,136 | 03/21/2017 | OFFICE BASICS, INC. | 135.73 | 1-568387 | SUPPLIES | 135.73 |
| 27,137 | 03/21/2017 | PA AWWA | 42.50 | | CERT EXAMINATION-HARDMAN | 42.50 |
| 27,138 | 03/21/2017 | PA ONE CALL SYSTEM, INC. | 96.55 | 717872 | ONE CALL FAXES | 96.55 |
| 27,139 | 03/21/2017 | PPL | 201.49 | | ELECTRIC | 201.49 |
| 27,140 | 03/21/2017 | SCHAEDLER YESCO DISTRIBUTION I | 98.18 | S4646673.0 | PLANT MAINT | 98.18 |
| 27,141 | 03/21/2017 | SHERMAN-GIBSON SYSTEMS COMPANY | 840.00 | 2017-0105 | PLANT MAINT | 840.00 |
| 27,142 | 03/21/2017 | THE UPS STORE 3853 | 15.88 | | STAMP / COPIES | 15.88 |
| 27,143 | 03/21/2017 | UGI UTILITIES, INC. | 249.44 | | GAS SERVICE | 249.44 |
| 27,144 | 03/21/2017 | VERIZON WIRELESS | 139.70 | 9780543302 | CELL PHONES | 139.70 |
| 27,145 | 03/21/2017 | WEX BANK | 450.58 | 48825902 | FUEL | 450.58 |
| ** Report Total ** | | | 8,996.24 | | | 8,996.24 |

| Check # | Check Date | Vendor | Amount | Inv/Stmt | Description | Check Amount |
|--------------------|------------|------------------------------|-----------|------------|---------------------------|--------------|
| 25,803 | 03/21/2017 | ADVANCE AUTO PARTS | 39.98 | | VEHICLE MAINT | 39.98 |
| 25,804 | 03/21/2017 | ALS GROUP USA, CORP. | 40.00 | 40-2139700 | TESTING | 40.00 |
| 25,805 | 03/21/2017 | BARRY GELTMACHER, JR. | 52.48 | | PANT ALLOWANCE | 52.48 |
| 25,806 | 03/21/2017 | CARMEUSE LIME & STONE | 7,178.05 | 93334432 | HOT LIME | 7,178.05 |
| 25,807 | 03/21/2017 | COMM OF PA - DEP | 1,250.00 | | LAB ACCREDITATION RENEWAL | 1,250.00 |
| 25,808 | 03/21/2017 | DARYL L. BEILER | 1,599.30 | 4508 | BIO SOLIDS HAULING | 1,599.30 |
| 25,809 | 03/21/2017 | DRESSEL WELDING SUPPLY, INC. | 54.68 | 03389446 | CYLINDER MAINT | 54.68 |
| 25,810 | 03/21/2017 | FISHER SCIENTIFIC | 771.74 | 4485657 | LAB SUPPLIES | 771.74 |
| 25,811 | 03/21/2017 | FLEET MASTERS INC | 181.60 | 44446 | VEHICLE INSPECTION | 181.60 |
| 25,812 | 03/21/2017 | GARY KARICHNER JR | 96.21 | | PANT ALLOWANCE | 96.21 |
| 25,813 | 03/21/2017 | GUTTMAN ENERGY, INC. | 127.12 | 0049887038 | FUEL | 127.12 |
| 25,814 | 03/21/2017 | HACH COMPANY | 730.45 | 10346692 | LAB SUPPLIES | 730.45 |
| 25,815 | 03/21/2017 | HDH GROUP, INC. | 50.00 | 603009 | TREASURER'S BOND | 50.00 |
| 25,816 | 03/21/2017 | HEISEY MECHANICAL LTD | 9,515.00 | 20674 | INSTALL NEW CLARIFIER | 9,515.00 |
| 25,817 | 03/21/2017 | HIGHMARK, INC. | 173.38 | F170306037 | HRA PAYMENT | 173.38 |
| 25,818 | 03/21/2017 | HIGHMARK, INC. | 476.67 | F161219152 | HRA PAYMENT | 476.67 |
| 25,819 | 03/21/2017 | J.B. HOSTETTER & SONS, INC. | 140.99 | | MATERIALS AND SUPPLIES | 140.99 |
| 25,820 | 03/21/2017 | LEFFLER ENERGY | 431.28 | 595103 | DYED DIESEL | 431.28 |
| 25,821 | 03/21/2017 | MOUNT JOY SOLAR POWER LLC | 6,402.42 | 69 | APRIL PSA CONTRACT | 6,402.42 |
| 25,822 | 03/21/2017 | OFFICE BASICS, INC. | 3.28 | I-560139 | SUPPLIES | 3.28 |
| 25,823 | 03/21/2017 | PA AWWA | 42.50 | | CERT EXAMINATION-HARDMAN | 42.50 |
| 25,824 | 03/21/2017 | PA ONE CALL SYSTEM, INC. | 96.54 | 717872 | ONE CALL FAXES | 96.54 |
| 25,825 | 03/21/2017 | PPL | 636.06 | | ELECTRIC | 636.06 |
| 25,826 | 03/21/2017 | SHARE CORPORATION | 401.21 | 12959 | CHECMIALS | 401.21 |
| 25,827 | 03/21/2017 | SUBURBAN TESTING LABS | 142.23 | 7031074 | TESTING | 142.23 |
| 25,828 | 03/21/2017 | THE UPS STORE 3853 | 15.88 | | STAMP / COPIES | 15.88 |
| 25,829 | 03/21/2017 | UGI UTILITIES, INC. | 280.50 | | GAS SERVICE | 280.50 |
| 25,830 | 03/21/2017 | USALCO | 3,440.28 | 1232869 | CHEMICLAS | 3,440.28 |
| 25,831 | 03/21/2017 | VERIZON WIRELESS | 139.69 | 9780543302 | CELL PHONES | 139.69 |
| ** Report Total ** | | | 34,509.52 | | | 34,509.52 |