

Mount Joy Borough Authority
Regular Monthly Meeting
April 3, 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, and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joseph Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hamm was absent. 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 handed out a report showing the progression of items for the project along with the updated construction schedule from PACT TWO, LLC. Mr. Kopp stated that the contractor would like to meet late next week or the following to discuss the time extension. Mr. Leaman requested that the contractor provide their supporting documentation this week to give Authority staff and ARRO time to review.

Authority Manager Report

Mr. Leaman provided an update on amending the Rapho Township water and sewer agreements: Mr. Leaman stated that he received a draft amendment for review and provided a response with a few comments to address prior to forwarding the documents to Mr. Davis for review. Mr. Leaman also mentioned that Joe met with Rapho Townships engineer to verify the service area for exhibit A.

Mr. Leaman stated that a meeting is scheduled for April 12th with SRBC, The Arm Group and Authority staff to discuss the Geophysical Survey that was completed by The Arm Group.

Mr. Leaman discussed with the Board the timeframe of sending out the annual report. Mr. Leaman stated that staff will work with the goal of sending the annual report at the end of May. Mr. Leaman stated that the CCR report must be published by July 1st.

Mr. Leaman updated the Board on MuniPay: Mr. Leaman stated the he received the revised agreements and will be completed and submitted this week. Mr. Leaman stated that staff is scheduled for a webinar on April 16th with a possibility of going live with the program in the middle of May.

Mr. Leaman updated the Board on the Laurel Harvest project: Mr. Leaman stated that Borough Council approved the project at last evenings meeting conditioned upon comments related to the project are satisfied by the Borough and Authority engineers. The plans will be recorded after all areas are satisfied. Mr. Leaman stated that Laurel Harvest is having communications with PACT TWO to do the site work.

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.
- Staff installed the insert-valve on Lumber Street and are scheduling service switchovers from the four inch to the twelve inch water main.
- Staff repaired a fire hydrant on Strickler Road that was struck by a vehicle during the snow event on March 21st. Manheim Police Department was contacted to file a report, however; there are no leads on who or when it happened.

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

- Staff worked on the air release for Well #1 that was leaking. The valve was not repairable and needed to be replaced.

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

- Staff has been busy with marking PA one calls.

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

- AT&T upgrade update: The project was completed on March 26th. Mr. Doug DeClerck was onsite March 27th to do a final inspection to verify that there was no damage to the water tank. Mr. DeClerck did take photos of what appeared to be tire tracks in the grass and will be forwarding them to the contractor. A final video inspection by AT&T occurred on March 28th.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the March 5, 2018 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

Mr. Stacy Heistand from Asset Strategy was present to discuss with the Board and staff regarding the pension study from Markely Actuarial Services. No decisions were made at this time to change the plan.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to eliminate the hydrant fees in the townships and amend section 24 of the rules and regulations to reflect such change; motion carried.

A **MOTION** was made by Mr. Hiestand and a second by Mr. Metzler to approve the Water and Sewer Systems 2018-2019 Fiscal Year Budgets with no rate increases; 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. Hiestand to approve the attached Requisition No. 23 as follows: \$29,239.58 for the Water Operating Fund and \$44,533.87 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve the attached Requisition No. WBRI 18-4 from the Water Bond Redemption and Improvement Fund in the amount of \$10,763.32; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve the attached Requisition No. 23 in the amount of \$1,090.00 from the 2016 Construction Fund; motion carried.

Executive Session

An executive session was held for personnel purposes with no decisions made. A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to reconvene the public session at 5:40 PM; 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 5:41 PM.

Respectfully submitted,

John A. Hiestand
Secretary

DRAFT

MOUNT JOY BOROUGH AUTHORITY

RESOLUTION No. 4-18

WHEREAS, Strong Holdings, LLC and Farmview Condominium Association, Inc. (the “Developer”) has entered into a Deed of Dedication for the Conveyance of Interest in Utility Facilities for certain off-site improvements to serve Farmview Properties (the “Development”); and

WHEREAS, the Developer is now ready to dedicate to this Authority a Deed of Dedication turning over the utility facilities including, without limitation, sanitary sewer mains, water mains and related facilities constructed to serve the Development in Mount Joy Borough to the Authority; and

WHEREAS, the Authority is willing to accept the Deed of Dedication and is willing to accept the utility facilities including, without limitation, sanitary sewer mains, water mains and related facilities and agrees to maintain them as part of the Mount Joy Borough Authority’s systems.

NOW, THEREFORE, be it

RESOLVED, that the Deed of Dedication from the Developer to the Authority is hereby approved and accepted.

MOUNT JOY BOROUGH AUTHORITY

By: _____
Chairman

Attest: _____
Secretary

Adopted: May 1, 2018



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.: 1

DATE: May 1, 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> -</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,779.63	Payroll	Acct. 965421
	\$	<u>33,944.29</u>	Expenses	Acct. 414220
	\$	<u><u>50,723.92</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>50,723.92</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,469,940.00</u>		

Payroll Journal Entry
Payroll # 8

Water Fund

Debit	06.448.702	Water Wages	\$	7,095.82	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	3,467.45	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	\$	836.40	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,254.10	Split
	06.400.804	ADP Invoice	\$	62.55	Split
		TOTAL	\$	16,779.63	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27,931	05/01/2018	ALS GROUP USA, CORP.	24.30	40-2243997	TESTING	24.30
27,932	05/01/2018	AMERICAN WATER WORKS ASSOCIATI	221.00	7001536680	2018 DUES	221.00
27,933	05/01/2018	BOROUGH OF MOUNT JOY	867.54	8-18	MONTHLY REIMBURSEMENT	867.54
27,934	05/01/2018	CAPITAL BLUE CROSS	12,914.10	1810600338	MAY HEALTH INSURANCE	12,914.10
27,935	05/01/2018	CENTURYLINK	44.07		PHONE	44.07
27,936	05/01/2018	DENNIS HARDMAN	36.00		BOOT ALLOWANCE	36.00
27,937	05/01/2018	DEPT OF ENVIRONMENTAL PROTECTI	60.00	1050542	Z. DENNNIS 3 YR RENEWAL	60.00
27,938	05/01/2018	DROHAN BRICK & SUPPLY INC.	143.75	0012037-00	LUMBER ST PROJECT	143.75
27,939	05/01/2018	EASTERN SALT COMPANY INC.	1,435.78	INV078863	SALT	1,435.78
27,940	05/01/2018	EHRlich	116.00	7516758	PEST CONTROL	116.00
27,941	05/01/2018	EXETER SUPPLY COMPANY, INC.	1,110.75	322895	WATER SERVICE MATERIALS	1,110.75
27,942	05/01/2018	FASTENAL COMPANY	62.58	PALIT47285	PLANT MAINTENANCE	62.58
27,943	05/01/2018	GUTTMAN ENERGY, INC.	172.91	F53043820	FUEL	172.91
27,944	05/01/2018	HIGHMARK BLUE SHIELD	95.68	1804162552	MAY VISION INSURANCE	95.68
27,945	05/01/2018	INDUSTRIAL PIPING SYSTEMS, INC	29.10	S2136986.0	PLANT MAINTENANCE	29.10
27,946	05/01/2018	LINDSEY EDGELL	175.00		VISION ALLOWANCE	175.00
27,947	05/01/2018	OFFICE BASICS, INC.	15.33	I-891790	SUPPLIES	15.33
27,948	05/01/2018	PA DEP	50.00	1052020	STORAGE TANK PERMITS	50.00
27,930	04/17/2018	PMAA U. C. FUND	1,760.02		1ST QTR UNEMPLOYMENT COMP	1,760.02
27,949	05/01/2018	PPL	9,435.73		ELECTRIC	9,435.73
27,950	05/01/2018	PWEA	95.00		EXAM	95.00
27,951	05/01/2018	SCHAEDLER YESCO DISTRIBUTION I	73.62	S5037450.0	PLANT MAINTENANCE	73.62
27,952	05/01/2018	SCHWANGER BROS & CO INC	893.34		PREVENTIVE MAINT AGREEMEN	893.34
27,953	05/01/2018	STANDARD INSURANCE COMPANY	22.50		MAY LIFE INSURANCE	22.50
27,954	05/01/2018	SUBURBAN TESTING LABS	139.05	8050488	TESTING	139.05
27,955	05/01/2018	SUSQUEHANNA FAMILY HEALTH CENT	3,122.25	2018-026	2ND QTR WORKER'S COMP	3,122.25
27,956	05/01/2018	UNITED CONCORDIA INSURANCE CO.	744.05	129433334	MAY DENTAL INSURANCE	744.05
27,957	05/01/2018	VECTOR SECURITY	84.84	61414900	QTRLY MONITORING	84.84
** Report Total **			33,944.29			33,944.29

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25,568	05/01/2018	ALS GROUP USA, CORP.	80.00	40-2244905	TESTING	80.00
25,569	05/01/2018	BOROUGH OF MOUNT JOY	867.54	8-18	MONTHLY REIMBURSEMENT	867.54
25,570	05/01/2018	CAPITAL BLUE CROSS	12,914.09	1810600338	MAY HEALTH INSURANCE	12,914.09
25,571	05/01/2018	CENTURYLINK	149.77		PHONE	149.77
25,572	05/01/2018	DENNIS HARDMAN	35.99		BOOT ALLOWANCE	35.99
25,573	05/01/2018	DYNA-TECH INDUSTRIES LTD	663.14	94189	PS#3 FIRE REPAIRS	663.14
25,574	05/01/2018	GUTTMAN ENERGY, INC.	100.75	F53043819	FUEL	100.75
25,575	05/01/2018	HACH COMPANY	567.33	10929937	LAB SUPPLIES	567.33
25,576	05/01/2018	HIGHMARK BLUE SHIELD	95.68	1804162552	MAY VISION INSURANCE	95.68
25,577	05/01/2018	LINDSEY EDGELL	175.00		VISION REIMBURSEMENT	175.00
25,578	05/01/2018	MOUNT JOY SOLAR POWER LLC	6,402.42	81	APRIL 2018 PSA CONTRACT	6,402.42
25,579	05/01/2018	OFFICE BASICS, INC.	15.33	I-891790	SUPPLIES	15.33
25,580	05/01/2018	PA DEP	150.00	1052644	STORAGE TANK PERMITS	150.00
25,581	05/01/2018	PATRIOT PROPANE	587.48	28107	PROPANE	587.48
26,567	04/17/2018	PMAA U. C. FUND	1,760.02		1ST QTR UNEMPLOYMENT COMP	1,760.02
25,582	05/01/2018	PPL	14,659.12		ELECTRIC	14,659.12
25,583	05/01/2018	PWEA	95.00		EXAM	95.00
25,584	05/01/2018	SCHWANGER BROS & CO INC	446.66		PREVENTIVE MAINT AGREEMEN	446.66
25,585	05/01/2018	SHARE CORPORATION	949.46	51043	SUPPLIES	949.46
25,586	05/01/2018	STANDARD INSURANCE COMPANY	22.50		MAY LIFE INSURANCE	22.50
25,587	05/01/2018	SUBURBAN TESTING LABS	169.95	8042983	TESTING	169.95
25,588	05/01/2018	SUSQUEHANNA MUNICIPAL TRUST	3,122.25	2018-026	2ND QTR WORKER'S COMP	3,122.25
25,589	05/01/2018	UNITED CONCORDIA INSURANCE CO.	744.05	129433334	MAY DENTAL INSURANCE	744.05
25,590	05/01/2018	USALCO	3,431.23	1304065	CHEMICALS	3,431.23
25,591	05/01/2018	VECTOR SECURITY	80.34	61414900	QTRLY MONITORING	80.34
** Report Total **			48,285.10			48,285.10

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 18-6

Date: May 1, 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"		\$ 754.00

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 May 1, 2018 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 1st day of May, 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>
LNP Media Group, Inc. P.O. Box 829731 Philadelphia, PA 19182-9731	Nitrate Units Resin Replacement Bidding Notice; Invoice 3923826	\$ 754.00