



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, November 1, 2016**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call—Mr. Rebman, Mr. Derr, Mr. Golicher, Mr. Hamm & Mr. Metzler
- D. Public Input Period – Hearing of any citizen within the service area.
- E. Reports
 - A. Authority Manager
 - B. Assistant Authority Manager
 - C. Business Manager
- F. Approval of the Minutes – Approval of the minutes from October 4, 2016.
- G. Approval of the Minutes – Approval of the minutes from October 3, 2016 Special Meeting.
- H. Unfinished Business:
 - A.
- I. New Business:
 - A.
- J. Any other matter proper to come before the Authority
 - A.
- K. Authorization to pay bills
 - A. Consider approval of requisition No. 13 for the Water Operating Fund in the amount of \$52,278.21 and Sewer Operating Fund in the amount of \$67,145.30.
 - B. Consider approval of requisition No. WBRI 16-20 from the Water Bond Redemption and Improvement Fund in the amount of \$1,935.00.
- L. Meetings and dates of importance
 - A. Wednesday, November 2, 2016 Finance Committee Meeting – 10 AM
 - B. Tuesday, November 15, 2016 Pre-Authority Meeting – 4 PM
 - C. Tuesday, December 6, 2016 Regular Monthly Meeting – 4 PM
 - D. Tuesday, December 20, 2016 Pre-Authority Meeting – 4 PM
- M. 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
October 4, 2016
Minutes

The Mount Joy Borough Authority held its regular 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, Joe Ardini 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.

Authority Manager Report

Mr. Leaman provided an update on the Stream Monitoring with SRBC for Well 3: Mr. Leaman stated that the Authority received notification from SRBC on September 20th noting that the docket application has been received and issued a SRBC number for review. Mr. Leaman also noted that he received notification that the project fees for the modification application will be covered through the Public Water Supply Assistance Program.

Mr. Leaman provided an update on the PA DEP Well 2 Amendment Application: Mr. Leaman stated that the Authority received a second comment letter from PA DEP requesting additional information on the water treatment plant for their review of requested increase to Well 2. ARRO Consulting is currently working on providing a response.

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

- The Authority received a detailed scope of work from Mr. Bruce Sherman for the required antenna work for the new communications. Mr. Ardini forwarded the scope of work to Lancaster County Wide Communications (LCWC's) for review and comment on how they can assist the Authority with the upgrade.
- ARRO Consulting and WATEK are working on the response to PA DEP for the UV System that will be installed at the new plant in lieu of completing the LT2 Monitoring at this time.
- ARRO Consulting notified the Authority that the additional design and permitting for the UV System will add \$6,000 to the overall cost of the PSA for the project. ARRO has also noted that the additional boring and geophysical study needs to be added to the PSA. Mr. Leaman stated that ARRO will amend the PSA to reflect the changes so that the total contract amount is correct. The revised amount will be \$16,177.50.

Mr. Leaman stated that Mr. Barry Geltmacher spoke with DEP in regards to the LT2 Monitoring requirements for the Carmany Road Water Plant. It was stated that the Authority will need to start the two year sampling plan in October 2017. Mr. Leaman stated this will require staff to collect one sample per month from Wells 1 and 2 for two years. Mr. Rebman asked how much this will cost the Authority. Mr. Leaman replied approximately \$19,000 for the two year period.

Mr. Leaman informed the Board that he and Mr. Ardini met with Miss Jordan Gallagher to discuss a potential internship opportunity with the Authority. Miss Gallagher is a student in the Water and Environmental Technology (WET) Program at Thaddeus Stevens of Technology. Mr. Leaman stated she favors sewer over water, has passed some certifications and has the most experience in lab and book work. Miss Gallagher's availability would be three days at approximately eight to 10 hours per week. After a brief discussion, it was noted to also review other candidates that may be interested as well.

Mr. Leaman informed the Board that the office phone upgrade is complete. This was approved in the current budget.

Mr. Leaman stated that the Solar Panel System at the Wastewater Treatment Plant has been experiencing operating problems and has been on and off line for several days this past week. Solar Renewable Energy has had service technicians on site to troubleshoot the system to determine what may be the cause. As of yesterday, the technicians found the problem and made a temporary repair until the parts are received.

Mr. Leaman stated that the Authority received the annual notice for the unemployment solvency fee relief option. The Authority Board elected in previous years to not move forward with this service and the Authority Board elected again to decline.

Mr. Leaman informed the Board that the Authority received a response letter from Rapho Township dated August 18, 2016 asking the Authority to amend the sewer agreement to add 172 sewer EDU's to Rapho Township's allotment to match the total remaining balance of water EDU's which includes an additional 38 EDU's for Rapho Industrial Park in the event that the development connects to the public sewer system. Mr. Leaman stated that the amended amount will only address the current developments and not the potential Keller Tract and Musser Tract. Mr. Leaman stated that if the Authority accepts the request, the Township will prepare the amendment and present it to the Authority. The Authority Board was in favor and authorized Mr. Leaman to send Rapho Township a letter of approval.

Assistant Authority Manager Report

Mr. Ardini informed the Board that the construction department staff is working on lowering valve boxes on Union School Road. PennDOT is partnering with the Borough to repave the section of the road between Arbor Rose Avenue and Ivy Drive. PennDOT will be milling the existing road surface and installing new macadam in an effort to smooth out the transition between new and existing macadam. On the day of the paving, the Authority will be adjusting the valve boxes to meet the new paving.

Mr. Ardini informed the Board that one of the controllers for the dissolved oxygen probes in the aeration system at the Wastewater Treatment Plant is no longer functioning. The new controller and probe was ordered and will cost approximately \$3,600.

Mr. Ardini stated that all of the leaks that were found during the leak detection survey have been repaired. The last homeowner service line leak on Barbara Street was replaced by the homeowner last week.

Mr. Ardini informed the Board that he is wrapping up the DCED grant by inputting the information into the online portion of the grant. The deadline is October 31st. The Authority expects to submit the application by October 17th.

Mr. Ardini stated the he received a call from Plaster Equipment and they are in receipt of the new skid steer loader and will deliver it to the Authority within the next two weeks.

Mr. Ardini informed the Board that the open house has brought about 25 people to the Water Plant, 30 people to the Wastewater Plant and three people to the Booster Station and Pump Station. Mr. Ardini stated that he felt it was well received by the public.

Mr. Ardini stated that he received a quote from Able Recon for Chestnut Street sewer main lining in the amount of \$38,188.80. Mr. Ardini stated that this project was approved as part of the Capital Improvement Plan and noted that the project quote is approximately \$22,000 less than anticipated.

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. Hamm to approve the September 6, 2016 meeting minutes as presented; motion carried.

Unfinished Business

Mr. Leaman stated that the Authority received the Donation Agreement for The Cove Property. Mr. Leaman highlighted in the agreement that the Donee agrees that it is accepting the Property in an "AS IS" condition without warranty. Mr. Leaman also stated that the agreement allows the Authority to relocate the existing water main and hydrant on the Property and when that is completed, the easement will automatically terminate. Mr. Ardini proceeded by stating the relocation of the water main will be completed by Authority staff and will cost \$36,037.10. Mr. Ardini stated that staff is looking to start this work on October 14th. Mr. Leaman stated that the settlement of the property will take place on October 31, 2016.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to execute the Donation Agreement between Mount Joy Borough Authority (Donor) and Lancaster County Career and Technology Center Authority (Donee) authorizing the Donor to gift The Cove Property to the Donee; motion carried.

New Business

There was no new business to discuss.

Any Other Matter Proper to Come Before the Authority

Mr. Golicher asked when the employee meetings will be held to make them aware of the health care changes that were approved. Mr. Leaman replied on November 1st is the first meeting and a follow up meeting in February or March.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Metzler and a second by Mr. Golicher to approve the attached Requisition No. 11 as follows: \$46,219.07 for the Water Operating Fund and \$54,571.23 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. WBRI 16-18 in the amount of \$6,860.00 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Derr to approve the attached Requisition No. SBRI 16-12 in the amount of \$50,130.62 from the Sewer Bond Redemption and 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 5:39 PM.

Respectfully submitted,

Robert R. Golicher
Secretary

DRAFT

Mount Joy Borough Authority
Special Meeting
October 3, 2016
Minutes

The Mount Joy Borough Authority held a special meeting on this date in Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Golicher, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman, Joe Ardini, Mike Davis and Sean Frederick from Barley Snyder and Stephen Flaherty from RBC Capital Markets. Vice-Chairman Derr called the meeting to order at 6:30 PM. Mr. Rebman was absent.

Public Input Period

There was no one present from the public.

New Business

Mr. Stephen Flaherty of RBC Capital Markets, LLC presented the bond purchase agreement for the 2016 Series Water Revenue Bonds in the amount of \$9,720,000. He reported that the Authority received an "AA-" stable rating from Standard and Poor's. Mr. Flaherty stated that the closing will take place on November 7, 2016.

Mr. Sean Frederick presented Resolution 8-16 authorizing the issuance and sale of the Guaranteed Water Revenue Bonds, Series of 2016, approving and authorizing execution and delivery of the Second Supplemental Trust Indenture and approving the bond purchase agreement.

A **MOTION** was made by Mr. Metzler and seconded by Mr. Golicher to adopt Resolution 8-16 authorizing the execution of the Water Revenue Bonds, Series of 2016 subject to Borough Council approving the Borough Guarantee at the October 3, 2016 Council meeting; motion carried.

Any Other Matter Proper to Come Before the Authority

There was no other matter proper to come before the Authority.

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 6:44 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.: 13

DATE: November 1, 2016

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>576,703.40</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,886.57	Payroll	Acct. 965421
	\$	35,391.64	Expenses	Acct. 414220
	\$	<u>52,278.21</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>628,981.61</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,295,893.00</u>		

Payroll Journal Entry
 Payroll # 21

Water Fund

Debit				
06.448.702	Water Wages		\$ 6,764.89	Barry, Kling, Zach
06.449.752	Construction Crew Wages		\$ 3,995.71	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		\$ -	Members paid per month (Split) (Pay closest to 1st Tuesday)
06.400.804	Employer Taxes		\$ 1,279.05	Split
06.400.804	ADP Invoice		\$ 57.91	Split
			TOTAL \$ 16,886.57	

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,821	11/01/2016	ALS GROUP USA, CORP.	158.00	40-2102862	TESTING	158.00
26,822	11/01/2016	BARLEY SNYDER, LLP	2,167.50	70031980	LEGAL SERVICES	2,167.50
26,823	11/01/2016	BOROUGH OF MOUNT JOY	4,651.68	59-16	CARE CONTRACT FOR COMPUTE	4,651.68
26,824	11/01/2016	BOROUGH OF MOUNT JOY	1,283.56	60-16	PHONE SYSTEM UPGRADE	1,283.56
26,825	11/01/2016	BOROUGH OF MOUNT JOY	578.70	58-16	MONTHLY REIM	578.70
26,826	11/01/2016	BRIAN STAUFFER CONCRETE	800.00	230	REPLACE SIDEWALK @ WATER	800.00
26,827	11/01/2016	EXETER SUPPLY COMPANY, INC.	241.05	325720	FIRE HYDRANT PARTS	241.05
26,828	11/01/2016	GUTTMAN ENERGY, INC.	150.60	0048691278	FUEL	150.60
26,829	11/01/2016	HAWTHORNE ELECTRIC, INC.	31.40	65706	GROUND WIRE REPAIR AT WAT	31.40
26,830	11/01/2016	HIGHMARK, INC.	90.79	F161017092	HRA PAYMENTS	90.79
26,831	11/01/2016	HIGHMARK, INC.	483.87	F161024034	HRA PAYMENTS	483.87
26,832	11/01/2016	HIGHWAY MATERIALS, INC.	670.15	13031388MB	SERVICE REPAIRS	670.15
26,833	11/01/2016	IIC	16,343.71		HEALTH INSURANCE	16,343.71
26,834	11/01/2016	MCMINN'S ASPHALT	125.23	2719761	WATER PLANT DRAIN LINE	125.23
26,835	11/01/2016	OCEANPORT LLC	1,461.49	INV061117	SALT	1,461.49
26,836	11/01/2016	PPL	5,803.37		ELECTRIC	5,803.37
26,837	11/01/2016	STANDARD INSURANCE COMPANY	22.50		NOV LIFE INSURANCE	22.50
26,838	11/01/2016	VERIZON WIRELESS	148.94	9773852457	CELL PHONES	148.94
26,839	11/01/2016	XO COMMUNICATIONS	30.05	286029904	LONG DISTANCE PHONE	30.05
26,840	11/01/2016	ZACHARY DENNIS	149.05		VISION REIMBURSEMENT	149.05
** Report Total **			35,391.64			35,391.64



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.: 13

DATE: November 1, 2016

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>717,140.14</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,337.37	Payroll	Acct. 965421
	\$	<u>47,807.93</u>	Expenses	Acct. 414212
	\$	<u>67,145.30</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>784,285.44</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,647,925.66</u>		

Payroll Journal Entry
Payroll # 21

Sewer Fund

Debit	08.429.730	Sewer Wages		\$	9,215.69	Dennis, Gary, Rex, David
	08.428.710	Construction Crew Wages		\$	3,995.71	Scott, Jim, Jason, Bret, Larry (Split)
	08.400.782	Authority Manager		\$	1,551.61	John (Split)
	08.400.783	Operations Manager		\$	1,431.43	Joe (Split)
	08.400.784	Business Manager		\$	985.97	Angie (Split)
	08.400.785	Administrative Assistant		\$	820.00	Lindsey (Split)
	08.400.790	Board Members		\$	-	Members paid per month (Split)
	08.400.804	Employer Taxes		\$	1,279.05	Split
	08.400.804	ADP Invoice		\$	57.91	Split
				TOTAL	\$ 19,337.37	

(Pay closest to 1st Tuesday)

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25,510	11/01/2016	ALS GROUP USA, CORP.	40.00	40-2103393	TESTING	40.00
25,511	11/01/2016	BARLEY SNYDER, LLP	1,522.50	70031980	LEGAL SERVICES	1,522.50
25,512	11/01/2016	BOROUGH OF MOUNT JOY	4,651.68	59-16	CARE CONTRACT FOR COMPUTE	4,651.68
25,513	11/01/2016	BOROUGH OF MOUNT JOY	1,283.56	60-16	PHONE SYSTEM UPGRADE	1,283.56
25,514	11/01/2016	BOROUGH OF MOUNT JOY	578.70	58-16	MONTHLY REIMBURSEMENT	578.70
25,515	11/01/2016	ENVIREP INC.	1,862.08	67981	PLANT MAINT	1,862.08
25,516	11/01/2016	FISHER SCIENTIFIC	347.70	7889800	LAB SUPPLIES	347.70
25,517	11/01/2016	GUTTMAN ENERGY, INC.	166.90	0048727557	FUEL	166.90
25,518	11/01/2016	HIGHMARK, INC.	90.79	F161017092	HRA PAYMENTS	90.79
25,519	11/01/2016	HIGHMARK, INC.	483.86	F161024034	HRA PAYMENTS	483.86
25,520	11/01/2016	IIC	16,343.70		NOV HEALTH INSURANCE	16,343.70
25,521	11/01/2016	J.T. SEELEY & CO., INC.	730.00	68968	PLANT MAINT	730.00
25,522	11/01/2016	LEFFLER ENERGY	391.88	439397	BIO-DIESEL	391.88
25,523	11/01/2016	MEADOW VALLEY ELECTRIC, INC.	3,165.44	50549	SOLAR SYSTEM REPAIR	3,165.44
25,524	11/01/2016	MOUNT JOY SOLAR POWER LLC	6,402.42	64	NOVEMBER PSA CONTRACT	6,402.42
25,525	11/01/2016	PPL	5,609.04		ELECTRIC	5,609.04
25,526	11/01/2016	SCHWANGER BROS & CO INC	34.50	72013	PREVENTIVE MAINT	34.50
25,527	11/01/2016	STANDARD INSURANCE COMPANY	22.50		NOV LIFE INSURANCE	22.50
25,528	11/01/2016	SUBURBAN TESTING LABS	180.60	6103058	TESTING	180.60
25,529	11/01/2016	USALCO	3,127.15	1221807	CHEMICALS	3,127.15
25,530	11/01/2016	VECTOR SECURITY	444.91	57870590	PLANT MAINT/REPAIRS	444.91
25,531	11/01/2016	VERIZON WIRELESS	148.93	9773852457	CELL PHONES	148.93
25,532	11/01/2016	XO COMMUNICATIONS	30.05	286029904	LONG DISTANCE PHONE	30.05
25,533	11/01/2016	ZACHARY DENNIS	149.04		VISION REIMBURSEMENT	149.04
** Report Total **			47,807.93			47,807.93

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 16-20

Date: November 1, 2016

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"		\$ 1,935.00

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 November 1, 2016 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 1st day of November, 2016.

(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 3, New Water Plant & Well 4; Invoice 70031980	\$ 1,935.00