

Mount Joy Borough Authority Pre-Authority Meeting Agenda 4:00 PM, November 16, 2021

- 1. Call to Order
- 2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
- 3. Public Input Period Hearing of any citizen within the service area.
- 4. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
- 5. Approval of the Minutes: Approval of the minutes from October 19, 2021.
- 6. Unfinished Business:

A.

7. New Business:

- A. Consider approval of Change Order No. 6 from Heisey Mechanical, LTD in the amount of \$8,500.42 for the WWTP Clarifier and Thickener Rehabilitation Project.
- B. Consider approval of Payment Application No. 5 from Heisey Mechanical, LTD in the amount of \$80,598.98 for the WWTP Primary Clarifier and Thickener Rehab project as recommended by ARRO Consulting's letter dated November 12, 2021.
- 8. Any other matter proper to come before the Authority:
- Authorization to pay bills:
 - A. Consider approval of Requisition No. 14 for the Water Operating Fund in the amount of \$39,262.86 and Sewer Operating Fund in the amount of \$43,729.90.
 - B. Consider approval of Requisition No. WBRI 21-20 from the Water Bond Redemption and Improvement Fund in the amount of \$4,749.34.
 - C. Consider approval of Requisitions No. SBRI 21-9 from the Sewer Bond Redemption and Improvement Fund in the amount of \$85,091.32

10. Meetings and dates of importance

A. Tuesday, December 7, 2021

Regular Monthly Meeting – 4 PM

B. Tuesday, December 21, 2021

Pre-Authority Meeting - 4PM

C. Tuesday, January 4, 2022

Regular Monthly Meeting - 4 PM

11. Adjournment

Mount Joy Borough Authority Pre-Authority October 19, 2021 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. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle and Joe Ardini, and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

No one from the public was present.

Consulting Engineer Report

Mr. Dennis was not present at the meeting, therefore, provided a written report.

Authority Manager Report

Mr. Ardini provided a written report and highlighted the following:

Mr. Ardini provided an update on the SRBC Testing Plan for Well #3: Mr. Ardini stated that the quote was received for the pre-test in the amount of \$13,000 to perform both test depths. ARRO Consulting has applied for a temporary discharge permit from PA DEP and are expecting to perform the test in November.

Mr. Ardini informed the Board that an employee was involved in a minor vehicle accident. The employee was not injured and was sent for post-accident screening per the handbook policy.

Mr. Ardini informed the Board that Mr. Shawn Younger received his PA DEP Water Operators License. Mr. Ardini stated that his wage will be increased to \$21 per hour.

Operations Manager Report

Mr. Kapcsos was not present at the meeting, therefore, provided a written report and Mr. Ardini highlighted the following:

Mr. Ardini provided an update on the Clarifier & Thickener Rehab Project: Mr. Ardini stated that staff drained the thickener and noticed the beam that supports the influent pipe is degraded and will need to be replaced. Heisey Mechanical will be supplying a change order for the additional work.

Mr. Ardini stated that staff was able to remove the airlift tube from the denite filter #3 and received a response from Evoqua was that the air lift tubes are to be shipped this week.

Mr. Ardini informed the Board that the Authority is in need of some Nitrogen credits. Mr. Ardini noted that the Authority had previously encountered this situation in 2018 and purchased from Swatara Township Sewer Authority and will be reaching out to them again to see if they have any available for purchase.

Mr. Ardini stated that staff continues to scan in water and sewer line specs and development plans for electronic viewing and the IT company will be setting up the tablet capabilities within the next couple weeks.

Business Manager Report

Mrs. Fenicle followed up with a Board request to investigate the number of customers who use the online billing program to pay their quarterly water and sewer invoices. Staff has determined that within a 12-month period, 3,000 customers utilized this option. Mrs. Fenicle also indicated that of the 3,000 customers \$671,700 was collected; \$427,200 credit card payments and \$244,500 echeck payments. Mrs. Fenicle noted that the fees charged to the customers for credit card payments was approximately \$11,300 and the echeck fee is \$1.50 per check, however, the payment system does not provide a breakdown of the number of echecks that were rendered. Mr. Rebman asked

staff to continue to investigate options if the Authority would want to provide free online bill pay and not have the customers absorb the fees.

Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve the September 21, 2021, meeting minutes as presented; motion carried.

Unfinished Business

Authority Board and staff discussed the 2022-2032 slated projects of the Water and Sewer Capital Improvement Plans. A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the slated 2022-2032 Water and Sewer Capital Improvement plans as presented; motion carried.

New Business

There was no new business to discuss.

Any Other Matter Proper to Come before the Authority

Mr. Ardini made the Board aware that Stacy Heistand will be present at the next meeting to provide an updated status on the pension plan.

Authorization to Pay Bills

A MOTION was made by Mr. Ruffini and a second by Mr. Melhorn to approve the attached Requisition No. 12 as follows: \$58,840.95 for the Water Operating Fund and \$58,230.00 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 21-18 in the amount of \$4,368.09 from the Water Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a MOTION was made by Mr. Metzler and seconded by Mr. Derr to adjourn. Motion carried and the meeting adjourned at 4:32 PM.

Respectfully submitted,

J. Michael Melhorn Secretary



MOUNT JOY BOROUGH AUTHORITY P.O. BOX 25 MOUNT JOY, PA 17552

INCORPORATED 1948

WATER OPERATING REQUISITION NO.:

	DATE:	November 16. 2021	
Fulton Bank, National Association P.O. Box 4887		·	
Lancaster, PA 17604			
Gentlemen:			
You are hereby requested to make a disbursement of f dated May 1, 1993, between the Mount Joy Borough Authority and y set forth on the succeeding page.			
We certify that the amounts listed on the succeeding pa has been incurred for the purpose set forth in Article VI, Section 6 withdrawn are in compliance with the provisions of said indenture.	5.01 and 6.02.		
N	OUNT JOY BO	ROUGH AUTHORITY	
<u>9</u>	TRE	ASURER	-
ARRO CONSULTING, INC., Consulting Engineer, in according to the APPROVE this requisition, and CERTIFIES that the aggreg requisitioned during the current fiscal year, do not exceed the amazent as provided for in Section 9.07 of the Trust Indenture.	ate of the amo	ounts regisitioned, plus those	e previously
	ARRO CON	SULTING, INC.	
	CONSULTI	NG ENGINEER	-
AMOUNT OF PREVIOUS REQUISITIONS:	\$	716,294.43	
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,125.80 Payroll	Acct. 21544
	\$	20,137.06 Expenses 39,262.86 Total	Acct. 21510
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	755,557.29	
TOTAL CURRENT FISCAL YEAR APPROVED BUDGE	ET: \$	2,779,006.90	

Payroll Journal Entry Payroll # 22

	Leon, Rory (Split)			(Split) (Pay closest to 1st Tuesday)			
6,917.43 Kling, Zach, Shawn	Jim, Jason, Chris, Ryan, Leon, Rory (Split) Joe (Split)	Kapcsos (Split)	Angle (Split) Lindsey (Split)	Members paid per month (Split) Split	Split	Ryan, Chris	
6,917.43	5,114.32		923.20	312.50	83.75	97.73	\$ 19,125.80
er Fund 06.448.702 Water Wages	06.449.752 Construction Crew Wages \$ 06.400.782 Authority Manager \$	06.400.783 Operations Manager \$	Administrative Assistant	06.400.790 Board Members \$ 06.400.804 Employer Taxes \$	ADP Invoice \$	Employer 457B Contribution \$	TOTAL \$
Water Fund	06.449.752 06.400.782	06.400.783	06.400.785	06.400.790 06.400.804	06.400.804	06.400.791	

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Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total Post Date	Statis
3306	Accounts Payable	Computer Check	11/16/2021	ADVANCE AUTO PARTS	\$0.00	\$75.00		
3307	Accounts Payable	Computer Check	11/16/2021	AIRGAS USA LI.C	\$0.00	\$22.40		Outstanding
3308	Accounts Payable	Computer Check	11/16/2021	AMS	\$0.00	\$67.00		Outstanding
3309	Accounts Payable	Computer Check	11/16/2021	CENTURYLINK	\$0.00	\$240.86		Outstanding
3310	Accounts Payable	Computer Check	11/16/2021	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,348.91	(\$3,754,17) 11/16/2021	Outstandine
3311	Accounts Payable	Computer Check	11/16/2021	EXETER SUPPLY COMPANY, INC.	\$0.00	\$3,786.08	(\$7.540.25) 11/16/2021	Outstanding
3312	Accounts Payable	Computer Check	11/16/2021	FLUID PINPOINTING SERVICES IN	\$0,00	\$4,180.00	(\$11,720.25) 11/16/2021	Outstanding
3313	Accounts Payable	Computer Check	11/16/2021	GRAINGER	\$0.00	\$167.05	(\$11,887.30) 11/16/2021	Outstanding
3314	Accounts Payable	Computer Check	11/16/2021	GUTTMAN ENERGY INC.	\$0.00	\$140.71	(\$12,028.01) 11/16/2021	Outstanding
3315	Accounts Payable	Computer Check	11/16/2021	HACH COMPANY	80,00	\$326.94	(\$12,354.95) 11/16/2021	Outstanding
3316	Accounts Payable	Computer Check	11/16/2021	J.B. HOSTETTER & SONS, INC.	20.00	\$171.11	(\$12,526.06) 11/16/2021	Outstanding
3317	Accounts Payable	Computer Check	11/16/2021	L/B WATER SERVICE, INC.	\$0.00	\$1,189.00	(\$13,715.06) 11/16/2021	Outstanding
3318	Accounts Payable	Computer Check	11/16/2021	PA ONE CALL SYSTEM, INC.	\$0.00	\$103.02	(\$13,818.08) 11/16/2021	Outstanding
3319	Accounts Payable	Computer Check	11/16/2021	PRWA	\$0.00	\$187.50	(\$14,005.58) 11/16/2021	Outstanding
3320	Accounts Payable	Computer Check	11/16/2021	PWEA	\$0.00	\$55.00	(\$14,060.58) 11/16/2021	Outstanding
3321	Accounts Payable	Computer Check	11/16/2021	RYAN STORM	\$0.00	\$168.50	(\$14,229.08) 11/16/2021	Outstanding
3322	Accounts Payable	Computer Check	11/16/2021	SCOTT KAPCSOS	\$0.00	\$175.00	(\$14,404.08) 11/16/2021	Outstanding
3323	Accounts Payable	Computer Check	11/16/2021	STEWART & TATE INC	80.00	\$244.93	(\$14,649.01) 11/16/2021	Outstanding
3324	Accounts Payable	Computer Check	11/16/2021	SUBURBAN TESTING LABS	20.00	\$227,50	(\$14,876.51) 11/16/2021	Outstanding
3325	Accounts Payable	Computer Check	11/16/2021	UGI UTILITIES, INC.	\$0,00	\$27.94	(\$14,904.45) 11/16/2021	Outstanding
3320	Accounts Payable	Computer Check	11/16/2021	WIND RIVER ENVIRONMENTAL L	\$0.00	\$3,525.93	(\$18,430.38) 11/16/2021	Outstanding
3327	Accounts Payable	Computer Check	11/16/2021	WOLGGIE S LAWN CARE LLC.	20.00	\$160.00	(\$18,590.38) 11/16/2021	Outstanding
3328	Accounts Payable	Computer Check	11/16/2021	ZACHARY DENNIS	\$0.00	\$159.98	(\$18,750.36) 11/16/2021	Outstanding
3329	Accounts Payable	Computer Check	11/16/2021	IVES EQUIPMENT CORPORATION	\$0.00	\$1,386.70	(\$20,137.06) 11/16/2021	Outstanding

Summary by Transaction Type

\$0.00	(\$20,137.06) (\$20,137.06)	\$0.00	\$0.00 \$0.00	(\$20,137.06)
sits				
Total Deposits	Less Payments by Transaction Type: Computer Check Total Payments:	Adjustments: Payment Adjustments	Deposit Adjustments Total Adjustments:	Total Change in Register Balance:



MOUNT JOY BOROUGH AUTHORITY P.O. BOX 25 MOUNT JOY, PA 17552

INCORPORATED 1948

SEWER OPERATING REQUISITION NO.:

	DATE:	Novembe	er 16, 2021	
Fulton Bank, National Association P.O. Box 4887 Lancaster, PA 17604				
Gentlemen:				
You are hereby requested to make a disburser dated November 15, 1996 (the "indenture"), between the burpose and in the amounts set forth on the attached Sche	Mount Joy Borough Aut			
We certify that (i) the amounts listed on the indebtedness has been incurred for the purpose set for paragraph (a) of Section 6.3 of the Indenture; (ii) the acceptainties during the current fiscal year, do not excee Authority as provided in Section 9.10 of the Indenture; approvisions of said Indenture.	th in paragraphs (a) and aggregate of the amour differ the amount of the cur	d (b) of Section 6 nts requisitioned, rent fiscal year bu	.1 of the li plus those dget appro	ndenture or previously oved by the
	MOUNT JOY BOR	OUGH AUTHORIT	Υ	
	AUTHORIZ	ED OFFICER		-
AMOUNT OF PREVIOUS REQUISITIONS:	\$	875,827.16		
TOTAL AMOUNT OF THIS REQUISITION:	\$ \$ \$	22,471.10 21,258.80 43,729.90	Expenses	Acct. 21544 Acct. 21536
TOTAL AMOUNT REQUISITIONED TO DA	ATE: \$	919,557.06		
TOTAL CURRENT FISCAL YEAR APPROV	ED BUDGET: \$	2.976.116.68		

Payroll Journal Entry Payroll # 22

		eon. Rory (Split)					(Split) (Pay closest to 1st Tuesday)				
	\$ 10,262.74 Dennis, Gary, Rex. David	Jim, Jason, Chris, Rvan, Leon, Rory (Split)	Joe (Split)	Kapcsos (Split)	Angie (Split)	Lindsey (Split)	Members paid per month (Split)	Split	Split	Ryan, Chris	
	\$ 10,262.74	\$ 5,114.31	\$ 1,700.25	\$ 1,474.27	\$ 1,110.09	\$ 923.20			\$ 83.75	\$ 97.73	\$ 22,471.10
75	08.429.730 Sewer Wages	08.428.710 Construction Crew Wages	08.400.782 Authority Manager	08.400.783 Operations Manager	08.400.784 Business Manager	08.400.785 Administrative Assistant	08.400.790 Board Members	08.400.804 Employer Taxes	ADP Invoice	08.400.791 Employer 457B Contribution	TOTAL
Sewer Fund	08.429.730	08.428.710	08.400.782	08.400.783	08.400.784	08.400.785	08.400.790	08.400.804	08.400.804	08.400.791	
Sew	Debit										

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Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total Post Date	Date Status
3452	Accounts Payable	Computer Check	11/16/2021	ADVANCE AUTO PARTS	\$0.00	\$75.00		
3453	Accounts Payable	Computer Check	11/16/2021	AIRGAS USA LLC	\$0.00	\$67.20	(\$142.20) 11/16/202	
3454	Accounts Payable	Computer Check	11/16/2021	ALS GROUP USA CORP.	\$0.00	\$219.00	(\$361.20) 11/16/2021	021 Outstanding
3455	Accounts Payable	Computer Check	11/16/2021	AMS	\$0.00	\$67.00	(\$428.20) 11/16/202	
3456	Accounts Payable	Computer Check	11/16/2021	CARMEUSE LIME & STONE	20.00	\$7,736,51	(\$8,164.71) 11/16/2021	_
3457	Accounts Payable	Computer Check	11/16/2021	EVOQUA WATER TECHNOLOGIE	\$0.00	\$3,542.50	(\$11,707.21) 11/16/202	
3458	Accounts Payable	Computer Check	11/16/2021	GUTTMAN ENERGY INC.	\$0,00	\$245.67	(\$11,952.88) 11/16/2021	
3459	Accounts Payable	Computer Check	11/16/2021	HACH COMPANY	\$0.00	\$369,62	(\$12,322.50) 11/16/2021	
3460	Accounts Payable	Computer Check	11/16/2021	J.B. HOSTETTER & SONS, INC.	\$0.00	\$223,09	(\$12,545.59) 11/16/202	_
3461	Accounts Payable	Computer Check	11/16/2021	MCCRARY ENTERPRISES INC	\$0.00	\$790.74	(\$13,336,33) 11/16/2021	_
3462	Accounts Payable	Computer Check	11/16/2021	PA DEPT OF LABOR & INDUSTRY	80.00	\$427.86	(\$13,764.19) 11/16/2021	
3463	Accounts Payable	Computer Check	11/16/2021	PA ONE CALL SYSTEM, INC.	\$0.00	\$103.02	(\$13,867,21) 11/16/2021	_
3464	Accounts Payable	Computer Check	11/16/2021	PATRIOT PROPANE	\$0.00	\$5,690,98	(\$19,558.19) 11/16/2021	_
3465	Accounts Payable	Computer Check	11/16/2021	PRWA	\$0.00	\$187.50	(\$19,745.69) 11/16/2021	_
3466	Accounts Payable	Computer Check	11/16/2021	RYAN STORM	\$0.00	\$168,50	(\$19,914.19) 11/16/202	_
3467	Accounts Payable	Computer Check	11/16/2021	SCOTT KAPCSOS	\$0.00	\$175,00	(\$20,089.19) 11/16/2021	_
3468	Accounts Payable	Computer Check	11/16/2021	SERVICE SUPPLY CORP	\$0.00	\$202.27	(\$20,291.46) 11/16/202	_
3469	Accounts Payable	Computer Check	11/16/2021	SHARE CORPORATION	\$0.00	\$317.17	(\$20,608,63) 11/16/202	_
3470	Accounts Payable	Computer Check	11/16/2021	STEWART & TATE INC	\$0.00	\$244.92	(\$20,853.55) 11/16/202	
347]	Accounts Payable	Computer Check	11/16/2021	SUBURBAN TESTING LABS	\$0.00	\$160.00	(\$21,013.55) 11/16/2021	_
3472	Accounts Payable	Computer Check	11/16/2021	UGI UTILITIES, INC.	\$0.00	\$85.28	(\$21,098.83) 11/16/2021	
3473	Accounts Payable	Computer Check	11/16/2021	ZACHARY DENNIS	\$0.00	\$159.97	(\$21,258.80) 11/16/2021	

Summary by Transaction Type

20.00	(\$21,258.80)	(521,258.80)		\$0.00	20.00	20.00	(\$21,258.80)
Total Deposits	Less Payments by Transaction Type: Computer Check	Total Payments:	Adjustments:	Payment Adjustments	Deposit Adjustments	Total Adjustments:	Total Change in Register Balance:

MOUNT JOY BOROUGH AUTHORITY WATER SYSTEM RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 21-20

			Date:	November 16	5, 2021
	RES	OLUTION			
RESOLVED, in accord Authority (the "Authority") to Community Bank (the "Prior Tr Bonds, Series of 1993 (the "T following payments for author or replacements from the Bon and held by the Trustee for the	ustee"), as Trustee, da rust Indenture") the 1 ized projects, including d Redemption and Imp	Association (the " ted as of May 1, 1 Trustee is hereby g either capital ad provement Fund e	Trustee"), as s 993, securing a authorized a ditions or extr established und	successor to Ur Guaranteed Wa nd requested tr aordinary repa der the aforesa	nion National ater Revenue to make the irs, renewals aid Indenture
_		rpose of			unt of this
Payee	0	oligation		Rec	quisition
SEE ATTACHED EXHIBIT "A"				\$	4,749-34
Board of Directors of Mount Joy remains in full force and effect or	retary hereby certifies t Borough Authority at a	a meeting duly cal	led and held o	n <u>November</u> 1	
AUTHORITY	SEAL	(Secretar	y) (Assistant S	Secretary)	

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount o	f this Requisition
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Water Street Water Main Replacement Project Restoration; Inv 245224	\$	400.54
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	New Street Water Main Replacement Project Restoration; Inv 246362	\$	1,058.55
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	New Street Water Main Replacement Project Restoration; Inv 245869	\$	1,061.20
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	New Street Water Main Replacement Project Restoration; Inv 246702	\$	1,062.26
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	New Street Water Main Replacement Project Restoration; Inv 246854	\$	1,166.79

MOUNT JOY BOROUGH AUTHORITY LANCASTER COUNTY, PENNSYLVANIA SEWER SYSTEM BOND REDEMPTION AND IMPROVEMENT FUND REQUISITION FORM

SEWER SYSYTEM REQUISITION NO.: SBRI 21-9 November 16, 2021 Date: Fulton Bank, National Association Trustee under Trust Indenture dated November 15, 1996 of Mount Joy Borough Authority Mount Joy, Pennsylvania Dear Sirs: You are hereby requested to make a disbursements of funds from the Bond Redemption and Improvement Fund of the above Bond Indenture of the Mount Joy Borough Authority for the following purposes and in the amounts set forth below: Payee: Construction Contract Address: Yes ____ No Purpose of Total Amount Paid Amount this Current Obligation Obligation to Date Requisition Balance SEE ATTACHED \$ 85,091.32 EXHIBIT "A"

In connection therewith, I certify that the above amounts are now due and unpaid, and that such indebtedness is a proper charge against, and has not been made the basis of any previous withdrawal from, the Bond Redemption and Improvement Fund, pursuant to the provisions of the Trust Indenture dated November 15, 1996, from this Authority to your Bank, as Trustee and successor to Union National Community Bank, prior Trustee. I further certify that with respect to the items covered in this Requisition, there are no vendors', mechanics' or other liens (or security interest) upon or affecting any property with respect to which payments are requisitioned and which will not be discharged by such payment.

Further:

EXHIBIT "A"

SEWER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount	of this Requisition
Wind River Environmental, LLC P.O. Box 22074 New York, NY 10087-2074	WWTP Clarifier and Thickener Rebab Project; Invoice 5193570	\$	3,683.57
Wind River Environmental, LLC P.O. Box 22074 New York, NY 10087-2074	WWTP Clarifier and Thickener Rebab Project; Invoice 5182767	\$	808.77
Heisey Mechanical 615 Florence Street Columbia, PA 17512	Pay App#5 for WWTP Clarifier and Thickener Rebab Project	\$	80,598.98