



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, September 20, 2016**

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. RBC Capital on the Bond Rating and Scheduling for the Water Plant Borrowing.
5. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Assistant Authority Manager
 - D. Business Manager
6. Approval of the Minutes: Approval of the minutes from August 16, 2016.
7. Unfinished Business:
 - A.
8. New Business:
 - A. Consider approval of the 2017 Minimum Municipal Obligation for the Authority's Pension Plan.
 - B.
9. Any other matter proper to come before the Authority:
 - A.
10. Authorization to pay bills:
 - A. Consider approval of Requisition No. 10 for the Water Operating Fund in the amount of \$47,152.71 and Sewer Operating Fund in the amount of \$.58, 293.91.
 - B. Consider approval of Requisition No. WBRI 16-17 from the Water Bond Redemption and Improvement Fund in the amount of \$58,234.28.
 - C. Consider approval of Requisition No. SBRI 16-11 from the Sewer Bond Redemption and Improvement Fund in the amount of \$1,241.78.
11. Meetings and dates of importance:

A. Saturday, September 24, 2016	Open House – 9AM to 1PM
B. Tuesday, October 4, 2016	Regular Monthly Meeting – 4 PM
C. Tuesday, October 18 , 2016	Pre-Authority Meeting – 4 PM
D. Tuesday, October 25, 2016	Administration Committee Meeting – 10 AM
12. 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
August 16, 2016
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, and Mr. Hamm. Also present were Angie Fenicle, John Leaman, Joe Ardini, Mark Harman and Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 P.M. Mr. Metzler was absent.

Public Input Period.

There was no one present from the public.

Consulting Engineer Report.

Mr. Matt Warfel provided updates on the following projects and developments:

Pump Station 2 – ARRO is currently working with the contractor to get the final closeout documents. The emergency generator needs to be registered with PA DEP.

Well 3 & New Water Treatment Plant – ARRO is continuing to move ahead with final design of electrical, structural and HVAC. ARRO and Authority staff has a meeting scheduled for September 14th with PA DEP in regards to when and how to perform the LT2 sampling. Mr. Warfel stated that East Donegal Township's comment letter stated that the lane leading to the new plant is being considered a road way, not a lane and therefore, the Authority needs additional footage to comply with the proper guidelines for the road way. Mr. Leaman asked what the main factor is for this lane to now be consider a road way. Mr. Warfel replied that the traffic flow in and out of the facilities is a factor in the size of the road and this will also impact storm water requirements. Mr. Warfel stated that the Authority will need to amend their easement.

Air Scour System at Carmany Road – Authority staff has finished performing the in-house operations testing and a meeting was held to discuss the findings. ARRO is currently working on cost opinions and recommendations to provide to the Authority to move forward.

Well 1 & 2 Allocation Changes – ARRO submitted the requested information on the "wellhead protection area" to PA DEP. There has been no response to date.

Donegal Square – ARRO has attended with Authority staff a meeting to discuss edu allocations.

Farmview Properties – ARRO has been performing RPR services and are currently in the testing phase; expect construction to be completed this week.

Authority Manager Report.

Mr. Leaman turned the floor over to Mr. Mark Harman to discuss the SRBC Well 3 Pass-by. Mr. Harman stated that after meeting with SRBC, the Authority was informed that SRBC has their own data source and monitoring point on Little Chiques Creek. Mr. Harman stated that SRBC is willing to partner with the Authority. Mr. Mark Harman stated that SRBC discussed with the Authority to modify the docket for Well 3 by lowering the maximum instantaneous gallons from the well from 1400 gallons per minute to 778 gallons per minute. Mr. Leaman stated that the Authority is 9 years in of the 15 year docket. Mr. Leaman stated that he does not see a problem with that as the new plant is being designed to pump at an average of 1,000,000 gallons per day. Mr. Derr asked if the Authority is the only facility being approached. Mr. Harman replied yes. Mr. Derr asked if there is a downside to partnering with SRBC. Mr. Harman replied he does not see any downsides and recommends the Authority consider partnering with SRBC. A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to enter into a partnership with SRBC to upgrade the monitoring point on 772 to monitor Well 3; motion carried.

Mr. Leaman provided an update on the well drilling on the Donsco Property: Mr. Leaman stated that he is moving forward with receiving quotes from Myers & Eichelbergers to drill up to two wells on the property.

Mr. Leaman provided an update on healthcare: Mr. Leaman stated that the joint Council and Authority meeting to discuss moving forward with an HSA health plan is slated for August 24th at 6:00 PM. Mr. Leaman also stated that a representative from Benecon will be present to answer any questions.

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

- The Propagation Study was completed by Triangle Communications. When the report is generated, staff will meet with Mr. Bruce Sherman to determine what radio equipment will need to be purchased and installed.
- The Authority will be receiving a quote from Mr. Bruce Sherman for his services to the new water treatment plant which will involve integrating communication between the two water plants and the SCADA Systems.
- Staff completed and returned the information which RBC Capital required to initiate the borrowing process. Rating interview to take place within the next two weeks, the parameters borrowing resolution to be presented to the Authority at the September 6th meeting and the guarantee to be presented at the September 12th Council meeting.
- ARRO and Authority staff will be meeting with PA DEP to discuss LT2 sampling requirements for Well 3.
- The Authority will need to enter into a Storm Water Management Agreement for the well site and for the facilities in the Borough.
- Mr. Dennis Nissley discussed with the Public Works Committee the PPL Right-of-Way which would take power from the electric pole in Little Chiques Park across the creek to Well 3. The committee was in favor of recommending this for approval at Borough Council.

Mr. Leaman informed the Board that he and Mr. Ardini met with Oak Tree Development to discuss water and sewer edu's for the final buildout of the development. Mr. Leaman stated during this meeting, Oak Tree has requested that the Authority allow them to reallocate some of the hotel edu's since the hotel has not yet met their allocation. Mr. Leaman stated that he opposed the reallocating of the edu's as the amount assigned to the hotel was prepared and presented to the Authority by Oak Tree's engineer. Mr. Leaman informed the Board that Oak Tree wants to appeal the staff's decision and may be coming to the September 6th meeting.

Mr. Leaman informed the Board of a PA Small Water & Sewer Grant opportunity through the Commonwealth Financing Authority. Mr. Leaman stated this is a high competitive grant opportunity and strongly feels that it is worth the time and effort to see if the Authority can secure some funding to help with capital projects such as the nitrates and softeners. Mr. Leaman stated that only one application can be submitted per organization. Mr. Leaman stated that the project range is between \$30,000 to \$500,000 with a maximum of 85% funded by the grant. The Board approved to move forward. Mr. Leaman mentioned that a resolution will need to be approved by the Board at the next meeting.

Mr. Leaman informed the Board that he was contacted by a representative from SRBC asking if he would be interested in being one of the presenters at a training workshop for water supply managers. Mr. Leaman stated that he is interested in this opportunity. The Authority Board had no objection.

Assistant Authority Manager Report

Mr. Ardini stated that the construction crew staff installed the new fire hydrant on Sentz Drive during the week of August 8th. The installation went well and the boil water notice was lifted by the end of that week. The new hydrant for Walnut Street will be installed during the week of August 29th.

Mr. Ardini informed the Board that an equipment failure occurred with the screening system compactor of the headworks. Staff has dismantled the unit and found the drive shaft yoke needs replaced. The cost of the repairs will be \$1,668.08 without shipping.

Mr. Ardini stated that all the hangers have been replaced in the softener units and appears to be operating properly.

Mr. Ardini informed the Board that this quarter's meter reading will begin this week and will take approximately one week to complete.

Mr. Ardini provided an update on the fire hydrant recall: The contractor that is hired by American Flow was present and were given the parts that were delivered to the Authority. The contractor has begun installing the new nozzles on the affected hydrants.

Mr. Ardini informed the Board that the water plant staff is anticipating on beginning the Lead & Copper sampling within the next two weeks. There will be 30 samples taken throughout the distribution systems.

Mr. Ardini informed the Board that the order for the new John Deere skid loader has been submitted to Plasters Equipment in Myerstown. At this time, there is not an estimated time of arrival.

Mr. Ardini informed the Board that Interstate Fleets has finished installing the water lines. Both utilities are now installed and complete.

Business Manager Report.

Mrs. Fenicle informed the Board that staff sent 103 owner occupied termination notices for accounts that have a balance of \$300.00 or more and are not already on payment plans. These terminations total \$40,000. The reply date for these notices is August 26th.

Mrs. Fenicle stated that she reached out to Fulton Bank as requested by the auditors to make sure that the trustee continues to look for the best options on behalf of the Authority in regards to investments of the accounts that Fulton Bank oversees. Mrs. Fenicle stated that its not suitable to do a short term money market cd with the projects the Authority has slated. Mrs. Fenicle stated that the Authority would not earn more interest unless a long term investment of three years or more can be secured. Mrs. Fenicle stated that she spoke with Ms. Carol Roland and Ms. Roland understands the position and is satisfied with the suggestion of remaining in a principal preserve money market.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the July 19, 2016 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

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. Derr and a second by Mr. Golicher to approve the attached Requisition No. 8 as follows: \$40,904.20 from the Water Operating Fund and \$50,978.38 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the attached Requisition No. WBRI 16-15 in the amount of \$38,348.82 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. SBRI 16-10 in the amount of \$4,225.55 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 5:35 PM.

Respectfully submitted,

Robert R. Golicher
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.: 10

DATE: September 20, 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>447,627.20</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,771.98	Payroll	Acct. 965421
	\$	30,380.73	Expenses	Acct. 414220
	\$	<u>47,152.71</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>494,779.91</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,295,893.00</u>		

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26,739	09/20/2016	1234 MICROTECHNOLOGIES, INC.	65.50	18617	COMPUTER MONITOR	65.50
26,740	09/20/2016	ALS GROUP USA, CORP.	812.90	40-2087028	TESTING	812.90
26,741	09/20/2016	AMS	60.75	62570	MONTHLY BILLING CONTRACT	60.75
26,742	09/20/2016	ARRO CONSULTING, INC.	2,045.75	0035004	ENG SERVICES	2,045.75
26,743	09/20/2016	BOROUGH OF MOUNT JOY	992.95	54-16	MONTHLY REIMBURSEMENT	992.95
26,744	09/20/2016	BOROUGH OF MOUNT JOY	1,039.03	55-16	OPEN HOUSE PRINTING/AMS U	1,039.03
26,745	09/20/2016	CHEMICAL EQUIPMENT LABS, INC.	3,282.65	D008886	SALT	3,282.65
26,746	09/20/2016	DRESSEL WELDING SUPPLY, INC.	32.08	03097482	CYLINDER RENTAL	32.08
26,747	09/20/2016	DROHAN BRICK & SUPPLY INC.	65.20	0002817-00	WATER SERVICE SUPPLIES	65.20
26,748	09/20/2016	EXETER SUPPLY COMPANY, INC.	3,315.68	310237	BACK FLOWS FOR METERS	3,315.68
26,749	09/20/2016	FLEET MASTERS INC	210.64	43394	VEHICLE MAINT	210.64
26,750	09/20/2016	GUTTMAN ENERGY, INC.	81.41	0048411367	FUEL	81.41
26,751	09/20/2016	HEART OF LANCASTER REGIONAL ME	30.74	3094658	DRUG TESTING	30.74
26,752	09/20/2016	HIGHMARK, INC.	15.67	F160912034	HRA PAYMENTS	15.67
26,753	09/20/2016	HIGHMARK, INC.	174.00	F160906829	HRA PAYMENTS	174.00
26,754	09/20/2016	IIC	16,343.71		OCTOBER HEALTH INS	16,343.71
26,755	09/20/2016	J.B. HOSTETTER & SONS, INC.	340.28		MATERIALS AND SUPPLIES	340.28
26,756	09/20/2016	MOUNT JOY AUTO PARTS	50.18	343447	VEHICLE MAINT	50.18
26,757	09/20/2016	NEFF'S SAFE LOCK & SECURITY IN	48.00	96777	ABLOY KEYS	48.00
26,758	09/20/2016	OFFICE BASICS, INC.	100.02	I-412360	SUPPLIES	100.02
26,759	09/20/2016	PA MUNICIPAL AUTHORITIES ASSOC	112.50		TRAINING COURSE LEAMAN	112.50
26,760	09/20/2016	PPL	191.95		ELECTRIC	191.95
26,761	09/20/2016	THE UPS STORE 3853	12.82	8398	SHIPPING	12.82
26,762	09/20/2016	UGI UTILITIES, INC.	16.84		GAS SERVICE	16.84
26,763	09/20/2016	US HEALTHWORKS	36.50	117711-MRO	DRUG TESTING	36.50
26,764	09/20/2016	VERIZON WIRELESS	279.94	9770527406	CELL PHONE	279.94
26,765	09/20/2016	WEX BANK	448.04	46670555	FUEL	448.04
26,766	09/20/2016	WOLGGIE'S LAWN CARE, LLC.	175.00	767	MOWING	175.00
** Report Total **			30,380.73			30,380.73

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
25,415	09/20/2016	1234 MICROTECHNOLOGIES, INC.	65.50	18617	COMPUTER MONITOR	65.50
25,416	09/20/2016	ALS GROUP USA, CORP.	80.00	40-2089768	TESTING	80.00
25,417	09/20/2016	AMS	60.75	62570	MONTHLY BILLING CONTRACT	60.75
25,418	09/20/2016	ARRO CONSULTING, INC.	863.75	0035008	ENG SERVICES	863.75
25,419	09/20/2016	BOROUGH OF MOUNT JOY	992.95	54-16	MONTHLY REIMBURSEMENT	992.95
25,420	09/20/2016	BOROUGH OF MOUNT JOY	1,039.02	55-16	AMS LICENSE/OPEN HOUSE PR	1,039.02
25,421	09/20/2016	CARMEUSE LIME & STONE	7,173.24	93228509	HOT LIME	7,173.24
25,422	09/20/2016	DRESSEL WELDING SUPPLY, INC.	32.07	03097482	CYLINDER RENTAL	32.07
25,423	09/20/2016	DROHAN BRICK & SUPPLY INC.	31.80	0002817-00	MANHOLE REPARIS	31.80
25,424	09/20/2016	EXETER SUPPLY COMPANY, INC.	3,196.00	310237	BACK FLOWS FOR METERES	3,196.00
25,425	09/20/2016	FLEET MASTERS INC	210.64	43394	VEHICLE MAINT	210.64
25,426	09/20/2016	GUTTMAN ENERGY, INC.	69.17	0048376155	FUEL	69.17
25,427	09/20/2016	HEART OF LANCASTER REGIONAL ME	30.74	3094658	DRUG TESTING	30.74
25,428	09/20/2016	HIGHMARK, INC.	15.66	F160912034	HRA PAYMENTS	15.66
25,429	09/20/2016	HIGHMARK, INC.	174.00	F160906829	HRA PAYMENTS	174.00
25,430	09/20/2016	IIC	16,343.70		OCTOBER HEALTH INSURANCE	16,343.70
25,431	09/20/2016	J.B. HOSTETTER & SONS, INC.	240.48		MATERIALS AND SUPPLIES	240.48
25,432	09/20/2016	L/B WATER SERVICE, INC.	172.84	3002234	PLANT MAINT	172.84
25,433	09/20/2016	LANCASTER COUNTY RECORDER OF D	17.00		RECORD SITE PLAN	17.00
25,434	09/20/2016	LANCASTER COUNTY RECORDER OF D	54.00		RECORD STORMWATER EASEMEN	54.00
25,435	09/20/2016	MCCRARY ENTERPRISES INC	638.83	3538	HOT LIME HAUL	638.83
25,436	09/20/2016	MOUNT JOY AUTO PARTS	50.17	343447	VEHICLE MAINT	50.17
25,437	09/20/2016	NEFF'S SAFE LOCK & SECURITY IN	48.00	96777	ABLOY KEYS	48.00
25,438	09/20/2016	OFFICE BASICS, INC.	145.31	I-412360	SUPPLIES	145.31
25,439	09/20/2016	PA MUNICIPAL AUTHORITIES ASSOC	112.50		TRAINING COURSE LEAMAN	112.50
25,440	09/20/2016	PPL	556.56		ELECTRIC	556.56
25,441	09/20/2016	SCHAEDLER YESCO DISTRIBUTION I	339.04	S4492804.0	PS#1 MAINTENANCE	339.04
25,442	09/20/2016	SID HARVEY INDUSTRIES INC	1,933.00	038219105	PLANT MAINT	1,933.00
25,443	09/20/2016	SUBURBAN TESTING LABS	180.60	6084314	TESTING	180.60
25,444	09/20/2016	THE UPS STORE 3853	62.26	8424	SHIPPING	62.26
25,445	09/20/2016	UGI UTILITIES, INC.	52.28		GAS SERVICE	52.28
25,414	09/06/2016	UNION COMMUNITY BANK	122.71		LOAN PAYMENT	122.71
25,446	09/20/2016	US HEALTHWORKS	36.50	117711-MRO	DRUG TESTING	36.50
25,447	09/20/2016	USALCO	3,075.66	1217489	CHEMICALS	3,075.66
25,448	09/20/2016	VERIZON WIRELESS	279.93	9770527406	CELL PHONES	279.93
25,449	09/20/2016	WEX BANK	64.77	46670555	FUEL	64.77
** Report Total **			38,561.43			38,561.43

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 16-17

Date: September 20, 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"		\$ 58,234.28

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 September 20, 2016 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 20th day of September, 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>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Well 3 / New Plant Eng Services; Invoice 0035015	\$ 55,637.00
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Air Scour @ Carmany Road Eng Services; Invoice 0035006	\$ 1,285.20
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	SRBC Eng Services; Invoice 0035005	\$ 1,312.08

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

SEWER SYSTEM REQUISITION NO.: SBRI 16-11

Date: September 20, 2016

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 Obligation	Total Obligation	Amount Paid to Date	Amount this Requisition	Current Balance
SEE ATTACHED EXHIBIT "A"			\$ 1,241.78	

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

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Eng Services for Pump Station 2; Invoice 0035007	\$ 1,241.78