



**Mount Joy Borough Authority Meeting  
Agenda  
4:00 PM, September 5, 2017**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Golicher, Mr. Hamm and Mr. Metzler.
4. Public Input Period – Hearing of any citizen within the service area.
5. Discussion with Jeff Schatzer from Schatzer Insurance on Health Insurance.
6. Reports
  - A. Authority Manager
  - B. Assistant Authority Manager
  - C. Business Manager
7. Approval of the Minutes – Approval of the minutes from August 1, 2017.
8. Unfinished Business:
  - A.
9. New Business:
  - A.
10. Any other matter proper to come before the Authority
  - A.
11. Authorization to pay bills
  - A. Consider approval of Requisition No. 9 for the Water Operating Fund in the amount of \$76,056.66 and Sewer Operating Fund in the amount of \$82,837.47.
  - B. Consider approval of Requisition No. WBRI 17-15 from the Water Bond Redemption and Improvement Fund in the amount of \$2,092.51.
  - C. Consider approval of Requisition No.9 from the 2016 Construction Fund in the amount of \$120.00.
12. Meetings and dates of importance
  - A. Friday, September 8, 2017                      Employee Picnic – 12 PM
  - B. Tuesday, September 12, 2017              Liaison Committee Meeting – 4 PM
  - C. Tuesday September 19, 2017              Pre-Authority Meeting – 4 PM
  - D. Tuesday, October 3, 2017                  Regular Monthly Meeting – 4 PM
  - E. Tuesday, October 17, 2017                Pre-Authority Meeting – 4 PM
  - F. Tuesday, October 24, 2017                Administration Committee Meeting – 5PM
13. 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  
August 1, 2017  
Minutes**

The Mount Joy Borough Authority held its regular 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, Joseph Ardini and Mike Davis from Barley Snyder. Mr. Rebman was absent. Vice-Chairman Derr called the meeting to order at 4:00 PM.

**Public Input Period**

There was no one present from the public.

**Authority Manager Report**

Mr. Ardini and Mrs. Fenicle highlighted the following from Mr. Leaman's report:

Mr. Ardini provided an update on the Well 4: Mr. Leaman and Mr. Ardini met with The ARM Group to discuss other potential locations for public water consideration. It was stated that there could be possible two locations west of the proposed new water plant. Mr. Ardini stated that the next step is to contact the land owners to see if there is any interest to perform a survey.

Mr. Ardini provided an update of the South Jacob Street Water Plant (New Water Plant):

- ARRO Consulting and Authority staff had a conference call with Pact Two to discuss potential cost savings related to the new water plant.

Mrs. Fenicle stated that staff is waiting to receive a quote from the HDH Group for property and liability insurance to compare to the new quote received from Travelers Insurance Company. Mrs. Fenicle stated that Mr. Jeff Schatzer will be present at future meeting to present the quotes and answer questions.

Mr. Ardini provided an update on the Borough's Marietta Avenue Pedestrian Project: Authority staff met with Mr. Nissley and Mr. Sulkosky two weeks ago to discuss cost sharing with the Marietta Avenue water replacement project between Locust and School Lane. Staff is researching to see if PA DOT will require a separate Highway Occupancy Permit and a few other project related questions. The Authority Board asked staff to check on the status. Mr. Davis stated to staff to be sure that PA DOT is aware of the agreement between the Borough and the Authority.

Mr. Ardini stated that the Authority received the cost opinion from Becker Engineering as instructed. The cost opinion came in 7% less than the original cost opinion from ARRO Consulting.

Mrs. Fenicle informed the Board that she and Mr. Leaman met with Stacy Hiestand to discuss the status of the Pension Plan. Mr. Hiestand will attend the September 5<sup>th</sup> meeting to present the status of the plan.

Mr. Ardini stated that Elizabethtown Water Authority(EWA), PA DEP and Authority staff had the first meeting concerning a source water protection plan on July 26<sup>th</sup>. It will need to be determined if the Authority would like to partner with EWA on a source water protection plan or work independently on a plan for MJBA. Mr. Ardini stated there were questions raised to PA DEP which will be researched.

Update on SR Holdings / Melhorn Trucking capacity discrepancy: Mr. Davis reported that there are no real updates as Mr. Hess and himself are working out the agreement details.

Mr. Ardini stated that the Authority was contacted by Mr. Doug Shelley, the owner of 150 Arrowhead Drive, he is looking to dedicate the sewer line to the Authority. Mr. Ardini asked Mr. Davis if the Authority is required to accept dedication of the sewer line. Mr. Davis stated that the Authority is under no obligation to accept dedication of the sewer line as long as there is no written agreement. Mr. Ardini stated that he is not aware of any agreements for the sewer line. Mr. Leaman will be in contact with Mr. Mark Stanley regarding any written agreements for the sewer line.

### **Assistant Authority Manager Report**

Mr. Ardini informed the Board that the Authority received a high result of Osmotic Pressure on the biweekly sample of discharge to the unnamed creek behind the water plant. This was reported to PA DEP and will also be noted on the NPDES report that is submitted monthly.

Mr. Ardini informed the Board that staff ran the high service pump at the Booster Station since the pump is not normally called upon to run during normal operations. This routine is done quarterly and found no issues.

Mr. Ardini provided an update on the waterline replacement on New Haven Street: Authority staff is in the process of moving the existing service lines onto the new water main from the intersection of David Street and Marietta Avenue. Once completed, staff will complete the tie in of David and New Haven Street.

Mr. Ardini stated that staff installed the new flow meter at the Reserves Pump Station which replaced the existing flow meter that was not functioning.

Mr. Ardini provided an update on 977 West Main Street Melhorn Manor project: The final paving was completed across both lanes on Rt. 230. Final paving of the shoulder will be completed next week.

Mr. Ardini stated that ARRO Consulting and himself attended a pre-construction meeting for Elm Tree Phase 4B. The contractor will be supplying ARRO with a construction schedule which is used to established a construction escrow.

Mr. Ardini stated that Mr. Golicher and himself attended a pre-construction meeting by the Williams Atlantic Sunrise Project regarding the gas line project. Topics that were discussed included road crossing, detour routs, security, clearing and grubbing and final restoration.

### **Business Manager Report**

Mrs. Fenicle had nothing to report.

### **Minutes of the Previous Meeting**

A MOTION was made by Mr. Hamm and a second by Mr. Metzler to approve the July 5, 2017 meeting minutes as presented; motion carried.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

A MOTION was made by Mr. Metzler and a second by Mr. Hamm to approve the QDOS Investments, LLC; 1335 Strickler Road Lot 1 Plans for water and sanitary sewer improvements as recommended by ARRO Consulting's letter dated July 21, 2017; 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. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 7 as follows: \$55,915.80 for the Water Operating Fund and \$62,144.43 for the Sewer Operating Fund; motion carried.

A MOTION was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 17-13 in the amount of \$4,838.07 from the Water Bond Redemption and Improvement Fund; motion carried.

**Adjournment**

There being no further business, a **MOTION** was made by Mr. Golicher and seconded by Mr. Hamm to adjourn; motion carried and the meeting adjourned at 5:08 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.: 9

DATE: September 5, 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

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>411,910.89</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	35,938.57	Payroll	Acct. 965421
	\$	<u>41,056.66</u>	Expenses	Acct. 414220
	\$	<u><u>76,995.23</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>488,906.12</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,464,625.00</u>		

Payroll Journal Entry  
 Payroll # 16

Water Fund

Debit	06.448.702	Water Wages	\$	7,031.73	Barry, Kling, Zach
	06.449.752	Construction Crew Wages	\$	4,919.30	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	\$	1,330.66	Split
	06.400.804	ADP Invoice	\$	61.97	Split
		<b>TOTAL</b>	<b>\$</b>	<b>18,243.37</b>	



Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
27.457	09/05/2017	ALS GROUP USA, CORP.	571.60	40-2182867	TESTING	571.60
27.458	09/05/2017	AMS	1,026.25	63714	BILLING FORMS	1,026.25
27.459	09/05/2017	ARRO CONSULTING, INC.	115.92	0040772	ENG SERVICES	115.92
27.460	09/05/2017	BARLEY SNYDER, LLP	1,817.50	70070864	LEGAL SERVICES	1,817.50
27.461	09/05/2017	BECKER ENGINEERING	1,233.75	14007	COST ESTIMATE	1,233.75
27.462	09/05/2017	BUCKMAN'S INC	537.24	637684	CHEMICALS	537.24
27.463	09/05/2017	CENTURYLINK	177.71		PHONE	177.71
27.464	09/05/2017	DEAN P. ZIMMERMAN	269.00		HYDRANT PAINTING	269.00
27.465	09/05/2017	EASTERN SALT COMPANY INC.	5,935.57	INV068026	SALT	5,935.57
27.466	09/05/2017	EXETER SUPPLY COMPANY, INC.	1,676.30	329785	WATER SERVICE SUPPLIES	1,676.30
27.467	09/05/2017	GUTTMAN ENERGY, INC.	215.31	0051183211	FUEL	215.31
27.468	09/05/2017	HIGHMARK, INC.	31.50	A170828296	HSA ADMIN FEE	31.50
27.469	09/05/2017	IIC	17,860.01		SEPTEMBER HEALTH INSURANC	17,860.01
27.456	08/15/2017	L/B WATER SERVICE, INC.	1,920.00	3093753	METERS	1,920.00
27.470	09/05/2017	MCCARTHY TIRE SERVICE	16.50	54-100	BACKHOE TIRE REPAIRS	16.50
27.471	09/05/2017	OFFICE BASICS, INC.	11.60	I-700790	SUPPLIES	11.60
27.472	09/05/2017	PA AWWA	150.00	1247	TRAINING WORKSHOPS	150.00
27.473	09/05/2017	PA MUNICIPAL AUTHORITIES ASSOC	50.00		CONFERENCE SPONSORSHIP	50.00
27.474	09/05/2017	PINNACLE HEALTH HEART OF LANCA	46.06		DRUG TESTING	46.06
27.475	09/05/2017	PPL	6,247.66		ELECTRIC	6,247.66
27.476	09/05/2017	PRWA	62.50	45502	TRAINING SEMINAR	62.50
27.477	09/05/2017	R/W CONNECTION, INC.	30.60	1117809-01	PLANT MAINT	30.60
27.478	09/05/2017	SERVICE SUPPLY CORP	31.44	69600	EQUIP MAINT	31.44
27.479	09/05/2017	STANDARD INSURANCE COMPANY	22.50		SEPTEMBER LIFE INSURANCE	22.50
27.480	09/05/2017	T. A. DUFFEY	795.00	17239	METER TESTING	795.00
27.481	09/05/2017	U.S. HEALTHWORKS MEDICAL GROUP	36.50	124982-MRO	DRUG TESTING	36.50
27.482	09/05/2017	VERIZON WIRELESS	139.33	9791192336	CELL PHONES	139.33
27.483	09/05/2017	XO COMMUNICATIONS	29.31	0294059395	LONG DISTANCE PHONE	29.31
** Report Total **			41,056.66			41,056.66





Payroll Journal Entry  
 Payroll # 16

**Sewer Fund**

Debit	08.429.730	Sewer Wages	\$	8,765.06	Dennis, Gary, Rex, David
	08.428.710	Construction Crew Wages	\$	4,919.30	Scott, Jim, Jason, Bret, Larry (Split)
	08.400.782	Authority Manager	\$	1,590.39	John (Split)
	08.400.783	Operations Manager	\$	1,467.22	Joe (Split)
	08.400.784	Business Manager	\$	1,005.69	Angie (Split)
	08.400.785	Administrative Assistant	\$	836.40	Lindsey (Split)
	08.400.790	Board Members	\$	-	Members paid per month (Split)
	08.400.804	Employer Taxes	\$	1,330.65	Split
	08.400.804	ADP Invoice	\$	61.97	Split
		<b>TOTAL</b>	<b>\$</b>	<b>19,976.68</b>	<b>(Pay closest to 1st Tuesday)</b>



Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check Amount
26.119	09/05/2017	ALS GROUP USA, CORP.	80.00	40-2182590	TESTING	80.00
26.120	09/05/2017	AMS	1,026.25	63714	BILLING FORMS	1,026.25
26.121	09/05/2017	ARRO CONSULTING, INC.	298.76	0040773	ENG SERVICES	298.76
26.122	09/05/2017	BARLEY SNYDER, LLP	1,817.50	70070864	LEGAL SERVICES	1,817.50
26.123	09/05/2017	CENTURYLINK	253.37		PHONE	253.37
26.124	09/05/2017	DROHAN BRICK & SUPPLY INC.	88.00	8412-00	MANHOLE REPAIR	88.00
26.125	09/05/2017	GUTTMAN ENERGY, INC.	134.75	0051183210	FUEL	134.75
26.126	09/05/2017	HIGHMARK, INC.	31.50	A170828296	HSA ADMIN FEE	31.50
26.127	09/05/2017	IIC	17,860.00		SEPTEMBER HEALTH INSURANC	17,860.00
26.128	09/05/2017	MCCARTHY TIRE SERVICE	16.50	54-100	BACKHOE TIRE REPAIRS	16.50
26.129	09/05/2017	MOUNT JOY SOLAR POWER LLC	6,402.42	74	SEPTEMBER PSA CONTRACT	6,402.42
26.130	09/05/2017	PA AWWA	150.00	1247	TRAINING WORKSHOPS	150.00
26.131	09/05/2017	PA DEPT OF LABOR & INDUSTRY-B	304.00	1070082	BOILER RENEWAL CERTIFICAT	304.00
26.132	09/05/2017	PA MUNICIPAL AUTHORITIES ASSOC	50.00		CONFERENCE SPONSORSHIP	50.00
26.133	09/05/2017	PINNACLE HEALTH HEART OF LANCA	46.06		DRUG TESTING	46.06
26.117	08/15/2017	PPL	1,248.90		ELECTRIC	1,248.90
26.134	09/05/2017	PPL	5,665.67		ELECTRIC	5,665.67
26.135	09/05/2017	PRECISION INSTRUMENT SERVICE	255.00	4042	CALIBRATION MAINTENANCE	255.00
26.136	09/05/2017	PRWA	62.50	45502	TRAINING SEMINAR	62.50
26.137	09/05/2017	SERVICE SUPPLY CORP	31.44	69600	EQUIP MAINT	31.44
26.138	09/05/2017	SHARE CORPORATION	3,036.61	28032	CHEMICALS	3,036.61
26.139	09/05/2017	SHERMAN-GIBSON SYSTEMS COMPANY	120.00	2017-0124	PLANT MAINT	120.00
26.140	09/05/2017	STANDARD INSURANCE COMPANY	22.50		SEPTEMBER LIFE INSURANCE	22.50
26.141	09/05/2017	SUBURBAN TESTING LABS	470.46	7082117	TESTING	470.46
26.142	09/05/2017	U.S. HEALTHWORKS MEDICAL GROUP	36.50	124982-MRO	DRUG TESTING	36.50
26.118	08/15/2017	UGI UTILITIES, INC.	38.27		GAS SERVICE	38.27
26.143	09/05/2017	USALCO	3,246.92	1245778	CHEMICALS	3,246.92
26.144	09/05/2017	VERIZON WIRELESS	139.33	9791192336	CELL PHONES	139.33
26.145	09/05/2017	XO COMMUNICATIONS	29.30	0294059395	LONG DISTANCE PHONE	29.30
** Report Total **			42,962.51			42,962.51

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 17-15

Date: September 5, 2017

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"		\$ 2,092.51

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 5, 2017 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 5th day of September, 2017.

\_\_\_\_\_  
(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>
Drohan Brick & Supply, Inc. P.O. Box 277 Mount Joy, PA 17552	New Haven Street Water Main Project; Invoice 8736-00	\$ 277.50
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	New Haven Street Water Main Project; Invoice Q183862	\$ 1,071.31
Exeter Supply Co., Inc. 117 Prpspect Street Reading, PA 19606	New Haven Street Water Main Project; Invoice 329786	\$ 596.55
Exeter Supply Co., Inc. 117 Prpspect Street Reading, PA 19606	New Haven Street Water Main Project; Invoice 329636	\$ 147.15

MOUNT JOY BOROUGH AUTHORITY  
LANCASTER COUNTY, PENNSYLVANIA  
WATER SYSTEM

**2016 CONSTRUCTION FUND REQUISITION FORM**

Requisition No.   9  

Date:   September 5, 2017  

Fulton Bank, N.A., as Trustee under the  
Second Supplemental Trust Indenture to the Original  
Indenture from Mount Joy Borough Authority,  
Lancaster, Pennsylvania

Gentlemen:

Pursuant to Section 5.03 of a Trust Indenture dated as of November 3, 2010 and Section 5.01 of the Second Supplemental Trust Indenture, dated as of November 7, 2016, between Mount Joy Borough Authority (the "Authority") and Fulton Bank, N.A. (the "Trustee"), Lancaster, Pennsylvania, as Trustee, you are authorized and directed to make payment from the 2016 Construction Fund created under Section 5.03 of the Indenture and Section 5.01 of the Second Supplemental Trust Indenture as follows:

<b>Payee (Name &amp; Address)</b>	<b>Purpose for Which Obligation was Incurred</b>	<b>Amount To be Paid</b>	<b>Construction Contract (Yes or No)</b>
Barley Snyder, LLP 126 East King Street Lancaster, PA 17602	Legal Services for S. Jacob St. Water Plant; Invoice 70070864	\$120.00	NO

**Total to be paid on this Requisition \$ 120.00.**