



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, April 16, 2024**

1. Call to Order
2. Roll Call - Mr. 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. Business Manager
5. Approval of the Minutes – Approval of the minutes from March 19, 2024.
6. Unfinished Business
 - A.
7. New Business
 - A. Consider approval of Resolution No. 7-24 for the Rapho Associates, L.P. Reimbursement Component Agreement for Rapho Business Park Sanitary Sewer Extension Project.
 - B. Consider approval of Eastern Environmental Contractors, Inc. for the WWTP Dystor Gas Holding System Rehabilitation Project and to authorize Authority Manager to execute documents relating to the project.
8. Any other matter proper to come before the Authority
 - A.
9. Authorization to pay bills
 - A. Consider approval of Requisition No. 22 for the Water Operating Fund in the amount of \$33,715.83 and Sewer Operating Fund in the amount of \$57,995.23.
10. Meetings and dates of importance
 - A. Tuesday, May 7, 2024 Regular Monthly Meeting – 4 PM
 - B. Tuesday, May 21, 2024 Pre-Authority Meeting – 4 PM
 - C. Tuesday, June 4, 2024 Regular Monthly Meeting – 4 PM
 - D. Tuesday, June 18, 2024 Pre-Authority Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority
Pre-Authority
March 19, 2024
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, and Mr. Ruffini. Also, present were Angie Fenicle, and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Melhorn was absent. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

Mr. Tim Hess was present due to the action items on the agenda for Rapho Associates, L.P.

Consulting Engineer Report

ARRO Consulting provided a written report.

Authority Manager Report

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

Mr. Kapcsos informed the Board that Authority staff repaired a sewer lateral for a customer on Marietta Avenue.

Mr. Kapcsos informed the Board that Authority staff repaired a water valve box in the intersection of East Donegal and South Jacob Street.

Mr. Kapcsos informed the Board that Authority staff is currently working on applying topsoil, seed and straw to previous works locations that were excavated throughout the winter months.

Mr. Kapcsos informed the Board that Authority staff completed repairing the fourteen work orders from the first quarter's meter reading.

Mr. Kapcsos informed the Board that Amerigreen was in and hauled out 231.86 tons of Biosolids.

Mr. Kapcsos informed the Board that Authority staff prepared final clarifier #1 for the new brush installation at the wastewater treatment plant.

Mr. Kapcsos informed the Board that Overhead Door was present and made a few repairs to the garage doors at the wastewater treatment plant.

Mr. Kapcsos informed the Board that the security fence front gate at the wastewater treatment plant failed; the fence company recommended replacing the motor operator which will cost approximately \$6,200 of which the quote was signed to get the work scheduled.

Mr. Kapcsos informed the Board that the sewer lateral push camera is currently getting repaired due to moisture in the lens which is making the images distorted.

Mr. Kapcsos provided an update on the water meter replacement project: Mr. Kapcsos stated that of the 236 letters sent, 235 customers have scheduled appointments and 232 meters have been installed of the 235 customers. Mr. Kapcsos noted that an additional six properties on Joy Avenue and East Main Street were added to the group of which five of the six have been scheduled.

Mr. Kapcsos provided updates on various reporting requirements: Mr. Kapcsos stated that Authority staff completed February's monthly reporting for the water plant. Mr. Kapcsos also stated that the Act 110 and Chapter 94 report is complete and submitted. Mr. Kapcsos stated that Authority staff has done research on the requirements in publicly making the Authority's customers aware of the Consumer Confidence Report (CCR) report. Mr. Kapcsos noted that it is not required to be mailed to each customer rather than making it available to them to view. Mr. Kapcsos, furthermore, explained that the Authority's customers receive their invoices quarterly, therefore, Authority staff has elected to make the customer aware of the CCR Report by placing this information on the note section of the quarterly

invoices. Mr. Kapcsos continued by stating that a QR code will be placed on the invoice for easy access to our website where the CCR report will be posted.

Mr. Kapcsos informed the Board that Authority staff is currently working with ARRO Consulting to update the atlas's; it was noted that the wall maps are finalized and are currently being printed.

Mr. Kapcsos asked the Board for their permission to enter the Combination Truck into the Make-A-Wish Convoy again this year; approval was granted.

Mr. Kapcsos informed the Board that the Authority and service area surrounding Townships held the Liaison meeting last Tuesday. Mr. Kapcsos stated it was discussed that the meetings will be held on a yearly basis; next meeting will be March 11, 2025.

Mr. Kapcsos provided an update on the South Jacob Street Water Plant Start-Up: Mr. Kapcsos stated that a kick off meeting was held with Authority staff and ARRO Consulting. Mr. Kapcsos noted that PA DEP did provide a listing of criteria that the Authority must complete before updating the operating permit. Mr. Kapcsos also noted that Mr. Zach Dennis from ARRO Consulting will be present to help start up the plant.

Mr. Kapcsos provided an update on the storage building: Mr. Kapcsos stated that ARRO Consulting submitted plans for renovation of the building. Mr. Kapcsos noted that Authority staff met today to review and submitted revised changes.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grants: Mr. Kapcsos stated that the Authority received and executed the agreements.

- Dystor Rehabilitation Project: Mr. Kapcsos stated that the Authority is receiving proposals and front-end document; the Authority is hopeful to award this project at the meeting in April.
- Fairview Street Water Main Replacement Project: Mr. Kapcsos stated that ARRO Consulting held an internal meeting to start the project; one call will be placed in the near future and begin collecting field data to proceed with design and permitting. Mr. Kapcsos reiterated that his project will not take place till 2025.
- Mr. Kapcsos noted that he sent thank you letters to East Donegal Township and Mount Joy Township for their support for the grant applications.

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. Ruffini to approve the February 20, 2024, 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. Ruffini to approve the Right-of-Way Agreement between Rapho Associates, L.P. and Mount Joy Borough Authority; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve Resolution No. 4-24 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Rapho Business Park and to maintain the letter of credit of 15% of construction cost for 18 months; motion carried.

Mr. Fenicle presented the proposed 2023-2024 fiscal year budget; after discussion, the Authority Board elected to pursue with a four percent water and sewer rate increase.

Any Other Matter Proper to Come before the Authority

Mr. Kapcsos informed the Board that the Borough hired two employees to fulfill the Community & Economics

Development Coordinator and Zoning & Codes Officer.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. 20 as follows: \$50,862.44 for the Water Operating Fund and \$65,052.59 for the Sewer Operating Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 5:22 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant 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.: 22

DATE: April 16, 2024

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>1,514,399.07</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,499.60	Payroll	Acct. 21544
	\$	14,216.23	Expenses	Acct. 21510
	\$	<u>33,715.83</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,548,114.90</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry
 Payroll # 7

Water Fund

Debit	06.448.702	Water Wages	\$	9,276.41	Kling, Shawn, Dave, Jason
	06.449.752	Construction Crew Wages	\$	4,196.82	Jim, Chris, Ryan, Leon, Rory, Caleb (Split)
	06.400.782	Authority Manager	\$	1,730.77	Kapcsos (Split)
	06.400.783	Operations Manager	\$	-	Vacant
	06.400.784	Business Manager	\$	1,250.00	Angie (Split)
	06.400.785	Administrative Assistant	\$	1,080.00	Lindsey (Split)
	06.400.790	Board Members	\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,399.55	Split
	06.400.804	ADP Invoice	\$	91.33	Split
	06.400.791	Employer 457B Contribution	\$	162.22	Ryan, Chris, Rory
		TOTAL	\$	19,499.60	

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction			Payments
		Type	Date	Reference	
4951	Accounts Payable	Computer Check	04/16/2024	ADVANCE AUTO PARTS	\$45.97
4952	Accounts Payable	Computer Check	04/16/2024	AIRGAS USA LLC	\$39.83
4953	Accounts Payable	Computer Check	04/16/2024	AMS	\$2,376.18
4954	Accounts Payable	Computer Check	04/16/2024	BRIGHTSPEED	\$241.97
4955	Accounts Payable	Computer Check	04/16/2024	CAPITAL ONE TRADE CREDIT	\$229.53
4956	Accounts Payable	Computer Check	04/16/2024	CHEMICAL EQUIPMENT LABS INC.	\$6,383.90
4957	Accounts Payable	Computer Check	04/16/2024	GARY KARICHNER JR	\$160.50
4958	Accounts Payable	Computer Check	04/16/2024	GUTTMAN ENERGY INC.	\$304.09
4959	Accounts Payable	Computer Check	04/16/2024	PMAA U. C. FUND	\$2,000.00
4960	Accounts Payable	Computer Check	04/16/2024	SAFEGUARD	\$140.02
4961	Accounts Payable	Computer Check	04/16/2024	SCHAEDLER YESCO DISTRIBUTION, INC.	\$64.12
4962	Accounts Payable	Computer Check	04/16/2024	SM JOHNS & SONS CONSTRUCTION, LLC.	\$271.07
4963	Accounts Payable	Computer Check	04/16/2024	SUBURBAN TESTING LABS, INC	\$698.00
4964	Accounts Payable	Computer Check	04/16/2024	TROJAN TECHNOLOGIES GROUP ULC	\$777.13
4965	Accounts Payable	Computer Check	04/16/2024	UGI UTILITIES, INC.	\$220.00
4966	Accounts Payable	Computer Check	04/16/2024	VECTOR SECURITY	\$201.00
4967	Accounts Payable	Computer Check	04/16/2024	WHITMOYER AUTO GROUP	\$62.92

Summary by Transaction Type

Computer Check (\$14,216.23)
Total Change in Register Balance: (\$14,216.23)



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.: 22

DATE: April 16, 2024

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>1,792,942.53</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,113.99	Payroll	Acct. 21544
	\$	<u>35,881.24</u>	Expenses	Acct. 21536
	\$	<u><u>57,995.23</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,850,937.76</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry
 Payroll # 7

Sewer Fund

Debit	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							
	08.400.804	ADP Invoice							
	08.400.791	Employer 457B Contribution							
		TOTAL							

\$	11,890.83	Gary, Rex, Paisun, Susan, James
\$	4,196.81	Jim, Chris, Ryan, Randal, Rory, Caleb (Split)
\$	1,730.77	Kapcsos (Split)
\$	-	Vacant
\$	1,250.00	Angie (Split)
\$	1,080.00	Lindsey (Split)
\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
\$	1,399.54	Split
\$	91.33	Split
\$	162.21	Ryan, Chris, Rory
\$	22,113.99	

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction			Payments
		Transaction Type	Date	Reference	
5214	Accounts Payable	Computer Check	04/16/2024	ADVANCE AUTO PARTS	\$18.29
5215	Accounts Payable	Computer Check	04/16/2024	AIRGAS USA LLC	\$119.49
5216	Accounts Payable	Computer Check	04/16/2024	AMERIGREEN, INC.	\$15,455.00
5217	Accounts Payable	Computer Check	04/16/2024	AMS	\$2,376.18
5218	Accounts Payable	Computer Check	04/16/2024	CAPITAL ONE TRADE CREDIT	\$78.19
5219	Accounts Payable	Computer Check	04/16/2024	CH&N SITE CONSTRUCTION, INC.	\$4,050.00
5220	Accounts Payable	Computer Check	04/16/2024	GARDEN SPOT ELECTRIC INC	\$3,422.00
5221	Accounts Payable	Computer Check	04/16/2024	GARY KARICHNER JR	\$160.50
5222	Accounts Payable	Computer Check	04/16/2024	GUTTMAN ENERGY INC.	\$277.01
5223	Accounts Payable	Computer Check	04/16/2024	HACH COMPANY	\$135.58
5224	Accounts Payable	Computer Check	04/16/2024	PMAA U. C. FUND	\$2,000.00
5225	Accounts Payable	Computer Check	04/16/2024	SAFEGUARD	\$140.01
5226	Accounts Payable	Computer Check	04/16/2024	SM JOHNS & SONS CONSTRUCTIC	\$413.47
5227	Accounts Payable	Computer Check	04/16/2024	SUBURBAN TESTING LABS, INC	\$1,351.00
5228	Accounts Payable	Computer Check	04/16/2024	USALCO	\$5,884.52

Summary by Transaction Type

Computer Check (\$35,881.24)
Total Change in Register Balance: (\$35,881.24)