



**Mount Joy Borough Authority Meeting  
Agenda  
4:00 PM, August 1, 2023**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
  - A. Authority Manager
  - B. Business Manager
6. Approval of the Minutes – Approval of the minutes from June 6, 2023
7. Unfinished Business
8. New Business
  - A. Consider approval of the Final Subdivision Land Development Plan for 1000 Strickler Road, Cornerstone Lot W-3 as recommended by ARRO Consulting’s letter dated March 9, 2023.
9. Any other matter proper to come before the Authority
10. Authorization to pay bills
  - A. Consider approval of Requisition No. 6 for the Water Operating Fund in the amount of \$54,557.32 and Sewer Operating Fund in the amount of \$70,354.18.
  - B. Consider approval of Requisition No. WBRI 23-9 from the Water Bond Redemption and Improvement Fund in the amount of \$10,005.00.
11. Meetings and dates of importance
  - A. Tuesday, August 15, 2023                            Pre-Authority Meeting – 4 PM
  - B. Tuesday, September 5, 2023                     Regular Monthly Meeting – 4 PM
  - C. Tuesday, September 19, 2023                  Pre-Authority Meeting – 4 PM
12. Executive Session
13. 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  
Regular Monthly Meeting  
June 6, 2023  
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the 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 Scott Kapcsos and Mr. Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

Mr. Rebman noted that the Authority Board held executive sessions on May 25<sup>th</sup> and May 30<sup>th</sup> to discuss personnel matters.

**Public Input Period**

No one from the public was present.

**Interim Authority Manager Report**

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

Mr. Kapcsos informed the Board that PA DEP has concluded the FPPE inspection at Carmany Road Water Plant on May 23<sup>rd</sup> and 24<sup>th</sup>. Mr. Kapcsos noted that an exit meeting will be scheduled with the Authority within the next six weeks.

Mr. Kapcsos informed the Board that the WETT testing was completed the week of April 24<sup>th</sup> and received passing results.

Mr. Kapcsos informed the Board that three staff members took their PA DEP certification exams on May 24<sup>th</sup> and are waiting on the results.

Mr. Kapcsos informed the Board that a water main tap was completed at 30 North Jacob Street and during that process, the existing water main was leaking. Mr. Kapcsos stated that after further investigation, he would like to propose replacing the old cast iron pipe of approximately 400-500 feet which will be completed by Authority staff, potentially this fall. Mr. Kapcsos noted that this is one of the oldest areas in water system. The Authority Board has agreed, and the project will move forward as work schedules allow.

Mr. Kapcsos informed the Board that the annual CCR report is currently being updated and will be sent to the printer this week.

Mr. Kapcsos informed the Board that Dyna Tech is scheduled to perform preventative maintenance service on all the generators on June 6<sup>th</sup>.

Mr. Kapcsos discussed purchasing a new vehicle as budgeted within the capital improvements plan. Mr. Kapcsos stated that he received quotes for two vehicles and suggested transferring the administration staff vehicle to the sewer plant unit #13 of which the current unit #13 vehicle will be traded in. A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to pursue the purchase of a new vehicle in an amount not to exceed \$40,000; motion carried.

**Business Manager Report**

Mrs. Fenicle informed the Board that Dunbar Bender & Zaph (DB&Z) has finished their review of the bi-annual actuary report and GASB report and suggests that the Authority update the mortality table. Mrs. Fenicle reported that she has sent this information to Mr. Stacy Heistand from Asset Strategy for review prior to making a recommendation to the Board.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the May 2, 2023, meeting minutes as presented; motion carried.

### Unfinished Business

There was no unfinished to discuss.

### New Business

Mr. Kapcsos informed the Board that Mr. Josh Deering on behalf of the Mount Joy American Legion contacted the Authority inquiring if the Authority would donate 26,000 gallons of water for the dog jumping event to be held on August 18<sup>th</sup>. After a brief discussion, a decision was made to charge for the water usage and not charge for the rental of the water metering equipment.

### Any Other Matter Proper to Come Before the Authority

Mr. Kapcsos informed the Board that the Authority was contacted by the Milanof-Schock Library with interest in having the Authority attend their lunch bunch event and demonstrating the functions of the combination truck on August 1<sup>st</sup>. The Authority Board approved Authority staff to participate in the event.

### Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 3 as follows: \$80,946.40 for the Water Operating Fund and \$121,167.58 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 23-7 from the Water Bond Redemption and Improvement Fund in the amount of \$458.50; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 23-6 from the Sewer Bond Redemption and Improvement Fund in the amount of \$17,287.47; motion carried.

### Executive Session

The Authority Board entered an executive session to discuss a personnel matter at 4:37 PM. A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to reconvene the public meeting at 5:19 PM; motion carried. A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to increase Mr. Kapcsos salary to \$90,000 effective June 5<sup>th</sup>; 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 5:20 PM.

Respectfully submitted,

J. Michael Melhorn  
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.: 6

DATE: August 1, 2023

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

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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>440,062.13</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,247.68	Payroll	Acct. 21544
	\$	38,309.64	Expenses	Acct. 21510
	\$	<u><u>54,557.32</u></u>	<b>Total</b>	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>494,619.45</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry  
 Payroll # 15

Water Fund

Debit	06.448.702	Water Wages	\$	4,843.35	Kling, Shawn
	06.449.752	Construction Crew Wages	\$	5,845.24	Jim, Jason, Chris, Ryan, Leon, Rory (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	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,255.69	Split
	06.400.804	ADP Invoice	\$	81.64	Split
	06.400.791	Employer 457B Contribution	\$	160.99	Ryan, Chris, Rory
		<b>TOTAL</b>	<b>\$</b>	<b>16,247.68</b>	

## Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4453	Accounts Payab	Computer Check	8/1/2023	BARLEY SNYDER LLP	\$0.00	\$2,620.76	(\$2,620.76)	8/1/2023	Outstanding
4454	Accounts Payab	Computer Check	8/1/2023	BRIGHTSPEED	\$0.00	\$214.32	(\$2,835.08)	8/1/2023	Outstanding
4455	Accounts Payab	Computer Check	8/1/2023	BUCKMAN S INC	\$0.00	\$1,584.00	(\$4,419.08)	8/1/2023	Outstanding
4456	Accounts Payab	Computer Check	8/1/2023	CHEMICAL EQUIPMENT LABS INC.	\$0.00	\$6,427.99	(\$10,847.07)	8/1/2023	Outstanding
4457	Accounts Payab	Computer Check	8/1/2023	EXETER SUPPLY COMPANY, INC.	\$0.00	\$276.16	(\$11,123.23)	8/1/2023	Outstanding
4458	Accounts Payab	Computer Check	8/1/2023	GRAINGER	\$0.00	\$224.64	(\$11,347.87)	8/1/2023	Outstanding
4459	Accounts Payab	Computer Check	8/1/2023	GUTTMAN ENERGY INC.	\$0.00	\$309.35	(\$11,657.22)	8/1/2023	Outstanding
4460	Accounts Payab	Computer Check	8/1/2023	HIGHMARK BLUE SHIELD	\$0.00	\$85.17	(\$11,742.39)	8/1/2023	Outstanding
4461	Accounts Payab	Computer Check	8/1/2023	HOME DEPOT CREDIT SERVICES	\$0.00	\$347.89	(\$12,090.28)	8/1/2023	Outstanding
4462	Accounts Payab	Computer Check	8/1/2023	HVAC DISTRIBUTORS INC.	\$0.00	\$382.80	(\$12,473.08)	8/1/2023	Outstanding
4463	Accounts Payab	Computer Check	8/1/2023	KOHL BROS INC	\$0.00	\$170.00	(\$12,643.08)	8/1/2023	Outstanding
4464	Accounts Payab	Computer Check	8/1/2023	NORTHWEST BANK	\$0.00	\$376.10	(\$13,019.18)	8/1/2023	Outstanding
4465	Accounts Payab	Computer Check	8/1/2023	PPL	\$0.00	\$1,781.61	(\$14,800.79)	8/1/2023	Outstanding
4466	Accounts Payab	Computer Check	8/1/2023	RALPH C. ECKELS III	\$0.00	\$21.00	(\$14,821.79)	8/1/2023	Outstanding
4467	Accounts Payab	Computer Check	8/1/2023	ROHRER S INCORPORATED	\$0.00	\$488.03	(\$15,309.82)	8/1/2023	Outstanding
4468	Accounts Payab	Computer Check	8/1/2023	SCOTT KLING	\$0.00	\$91.95	(\$15,401.77)	8/1/2023	Outstanding
4469	Accounts Payab	Computer Check	8/1/2023	SERVICE SUPPLY CORP	\$0.00	\$160.50	(\$15,562.27)	8/1/2023	Outstanding
4470	Accounts Payab	Computer Check	8/1/2023	STANDARD INSURANCE COMPANY	\$0.00	\$22.50	(\$15,584.77)	8/1/2023	Outstanding
4471	Accounts Payab	Computer Check	8/1/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$373.00	(\$15,957.77)	8/1/2023	Outstanding
4472	Accounts Payab	Computer Check	8/1/2023	SUSQUEHANNA MUNICIPAL TRUST	\$0.00	\$3,086.63	(\$19,044.40)	8/1/2023	Outstanding
4473	Accounts Payab	Computer Check	8/1/2023	TROUT, CPA	\$0.00	\$5,000.00	(\$24,044.40)	8/1/2023	Outstanding
4474	Accounts Payab	Computer Check	8/1/2023	VERIZON WIRELESS	\$0.00	\$98.84	(\$24,143.24)	8/1/2023	Outstanding
	General Ledger	Journal Entry	8/1/2023	AMERICAN LEGION ESCROW	\$0.00	\$14,166.40	(\$38,309.64)	8/1/2023	Outstanding

### Summary by Transaction Type

Less Payments by Transaction Type:	
Computer Check	(\$24,143.24)
Journal Entry	(\$14,166.40)
<b>Total Payments:</b>	<b>(\$38,309.64)</b>
<b>Total Change in Register Balance:</b>	<b>(\$38,309.64)</b>



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.: 6

DATE: August 1, 2023

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

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AUTHORIZED OFFICER

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>532,393.03</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,190.39	Payroll	Acct. 21544
	\$	49,163.79	Expenses	Acct. 21536
	\$	<u><b>70,354.18</b></u>	<b>Total</b>	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>602,747.21</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry  
Payroll # 15

**Sewer Fund**

<b>Debit</b>	08.429.730 Sewer Wages	\$	9,786.06	Gary, Rex, David, Paisun
	08.428.710 Construction Crew Wages	\$	5,845.24	Jim, Jason, Chris, Ryan, Randal, Rory (Split)
	08.400.782 Authority Manager	\$	1,730.77	Kapcsos (Split)
	08.400.783 Operations Manager	\$	-	Vacant
	08.400.784 Business Manager	\$	1,250.00	Angie (Split)
	08.400.785 Administrative Assistant	\$	1,080.00	Lindsey (Split)
	08.400.790 Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	08.400.804 Employer Taxes	\$	1,255.69	Split
	08.400.804 ADP Invoice	\$	81.64	Split
	08.400.791 Employer 457B Contribution	\$	160.99	Ryan, Chris, Rory
		<b>TOTAL</b>	<b>\$ 21,190.39</b>	



# Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4714	Accounts Payable	Computer Check	8/1/2023	ARRO CONSULTING, INC.	\$0.00	\$710.00	(\$710.00)	8/1/2023	Outstanding
4715	Accounts Payable	Computer Check	8/1/2023	BARLEY SNYDER LLP	\$0.00	\$2,620.75	(\$3,330.75)	8/1/2023	Outstanding
4716	Accounts Payable	Computer Check	8/1/2023	BRIGHTSPEED	\$0.00	\$747.71	(\$4,078.46)	8/1/2023	Outstanding
4717	Accounts Payable	Computer Check	8/1/2023	EAST DONEGAL TOWNSHIP	\$0.00	\$5,000.00	(\$9,078.46)	8/1/2023	Outstanding
4718	Accounts Payable	Computer Check	8/1/2023	GUTTMAN ENERGY INC.	\$0.00	\$240.72	(\$9,319.18)	8/1/2023	Outstanding
4719	Accounts Payable	Computer Check	8/1/2023	HACH COMPANY	\$0.00	\$6,628.27	(\$15,947.45)	8/1/2023	Outstanding
4720	Accounts Payable	Computer Check	8/1/2023	HIGHMARK BLUE SHIELD	\$0.00	\$85.16	(\$16,032.61)	8/1/2023	Outstanding
4721	Accounts Payable	Computer Check	8/1/2023	HOME DEPOT CREDIT SERVICES	\$0.00	\$221.74	(\$16,254.35)	8/1/2023	Outstanding
4722	Accounts Payable	Computer Check	8/1/2023	MESSICK'S	\$0.00	\$20.97	(\$16,275.32)	8/1/2023	Outstanding
4723	Accounts Payable	Computer Check	8/1/2023	NORTHWEST BANK	\$0.00	\$1,146.15	(\$17,421.47)	8/1/2023	Outstanding
4724	Accounts Payable	Computer Check	8/1/2023	PPL	\$0.00	\$6,984.14	(\$24,405.61)	8/1/2023	Outstanding
4725	Accounts Payable	Computer Check	8/1/2023	QUALITY METAL WORKS, INC.	\$0.00	\$823.40	(\$25,229.01)	8/1/2023	Outstanding
4726	Accounts Payable	Computer Check	8/1/2023	R/W CONNECTION, INC.	\$0.00	\$224.52	(\$25,453.53)	8/1/2023	Outstanding
4727	Accounts Payable	Computer Check	8/1/2023	RALPH C. ECKELS III	\$0.00	\$21.00	(\$25,474.53)	8/1/2023	Outstanding
4728	Accounts Payable	Computer Check	8/1/2023	ROHRER S INCORPORATED	\$0.00	\$488.02	(\$25,962.55)	8/1/2023	Outstanding
4729	Accounts Payable	Computer Check	8/1/2023	SCOTT KLING	\$0.00	\$91.95	(\$26,054.50)	8/1/2023	Outstanding
4730	Accounts Payable	Computer Check	8/1/2023	SERVICE SUPPLY CORP	\$0.00	\$160.50	(\$26,215.00)	8/1/2023	Outstanding
4731	Accounts Payable	Computer Check	8/1/2023	STANDARD INSURANCE COMPAN	\$0.00	\$22.50	(\$26,237.50)	8/1/2023	Outstanding
4732	Accounts Payable	Computer Check	8/1/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$655.00	(\$26,892.50)	8/1/2023	Outstanding
4733	Accounts Payable	Computer Check	8/1/2023	SUSQUEHANNA MUNICIPAL TRU	\$0.00	\$3,086.62	(\$29,979.12)	8/1/2023	Outstanding
4734	Accounts Payable	Computer Check	8/1/2023	TROUT, CPA	\$0.00	\$5,000.00	(\$34,979.12)	8/1/2023	Outstanding
4735	Accounts Payable	Computer Check	8/1/2023	USA BLUEBOOK	\$0.00	\$680.67	(\$35,659.79)	8/1/2023	Outstanding
4736	Accounts Payable	Computer Check	8/1/2023	USALCO	\$0.00	\$6,031.24	(\$41,691.03)	8/1/2023	Outstanding
4737	Accounts Payable	Computer Check	8/1/2023	VERIZON WIRELESS	\$0.00	\$98.83	(\$41,789.86)	8/1/2023	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$41,789.86)
<b>Total Payments:</b>	<b>(\$41,789.86)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$41,789.86)</b>

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 23-9

Date: August 1, 2023

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

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
SEE ATTACHED EXHIBIT "A"		\$ <b>10,005.00</b>

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 July 18, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 18th day of July, 2023.

\_\_\_\_\_  
(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	Engineering Services Well 3 SRBC Docket Renewal; Invoice 0083296	\$ 10,005.00