



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, August 15, 2023**

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 July 18, 2023.
6. Unfinished Business
 - A.
7. New Business
 - A. Consider approval of Employee Handbook Addendum
 - B. Consider approval of Resolution 8-23 amending the 2023 Schedule of Fees
8. Any other matter proper to come before the Authority
 - A.
9. Authorization to pay bills
 - A. Consider approval of Requisition No. 7 for the Water Operating Fund in the amount of \$32,639.65 and Sewer Operating Fund in the amount of \$39,274.05.
10. Meetings and dates of importance
 - A. Tuesday, September 5, 2023 Regular Monthly Meeting – 4 PM
 - B. Tuesday, September 19, 2023 Pre-Authority Meeting – 4 PM
 - C. Tuesday, October 3, 2023 Regular Monthly Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority
Pre-Authority
July 18, 2023
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 Scott Kapcsos, 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

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

Mr. Kapcsos informed the Board that inquiries were received for a potential development at 600 East Main Street.

Mr. Kapcsos informed the Board that Rapho Industrial Park has submitted the EDU permit applications to install the sewer laterals. Mr. Kapcsos noted that ARRO is moving forward to establish the reimbursement component agreement before the remaining permits can be applied for. Mr. Metzler asked if these sewer lines will be dedicated to the Authority, Mr. Kapcsos replied, yes.

Mr. Ed Dziejczak from ARRO was present to discuss with the Board and Authority staff the options proposed by SRBC for Well 3 docket renewal. After a lengthy discussion, it was noted that a response letter needs to be presented no later than July 26th.

Interim Manager Report

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

Mr. Kapcsos provided an update on the American Legion / Orange Street water main project: Mr. Kapcsos stated that staff completed the installation of the water main, and all bacteria samples were retrieved and sent to the lab for testing; when results are received, staff will complete the hydrostatic testing and then move forward to connect the existing services to the new main.

Mr. Kapcsos informed the Board that PA DEP will be present tomorrow to perform the FPPE exit meeting for the Carmany Road Water Plant.

Mr. Kapcsos informed the Board that 19 letters were sent to commercial and industrial customers who have water and / or sewer connection permits that are currently exceeding their permit allocation for the year.

Mr. Kapcsos informed the Board that staff completed the 2022 CCR certification and the Authority has received confirmation of acceptance.

Mr. Kapcsos informed the Board that the Chevy Traverse was received and the lettering is completed.

Mr. Kapcsos informed the Board that the Authority received notice that the Borough has entered into an agreement with Rapho Township in relation to the explosion and fire at the Rapho Township Building to use the compost site facility.

Mr. Kapcsos informed the Board that a gentleman will be doing hydrant painting to fulfill his community service for the next couple of weeks.

Mr. Kapcsos informed the Board that staff will be participating in a Lunch Bunch Event held at the Milanof-Schock Library on August 1st providing a demonstration of the new combination truck.

Business Manager Report

Mrs. Fenicle provided an update on the 2022 Annual Audit: Mrs. Fenicle stated that the audit is in the final review stage and received a request for some close out documents; drafts of the audits should be sent to the Authority the first week of August.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the June 20, 2023, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the two-year renewal agreement between Mount Joy Borough Authority and Borough of Mount Joy for the Public Work's Facility and Administrative Building; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve the truck and equipment Lease Agreement between Mount Joy Borough Authority and Rapho Township; motion carried.

Any Other Matter Proper to Come before the Authority

Mr. Kapcsos discussed with the Board to hold an Employee Appreciation Day for Mount Joy Borough Authority / Borough of Mount Joy. Mr. Kapcsos noted that the Borough Manager will present to the Administration and Finance Committee and if approved will present at the next Borough Council meeting. The Authority Board has authorized Authority Staff to move forward with the event.

Authorization to Pay Bills

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. 5 as follows: \$153,093.44 for the Water Operating Fund and \$174,649.98 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Requisition No. WBRI 23-8 from the Water Bond Redemption and Improvement Fund in the amount of \$19,904.90; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve Requisition No. SBRI 23-8 from the Sewer Bond Redemption and Improvement Fund in the amount of \$31,345.63; motion carried.

Executive Session

The Authority Board entered an executive session to discuss a personnel matter at 5:21 PM. A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to reconvene the public meeting at 5:36 PM; 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 5:36 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.: 7

DATE: August 15, 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

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>494,619.45</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	16,883.40	Payroll	Acct. 21544
	\$	<u>15,756.25</u>	Expenses	Acct. 21510
	\$	<u><u>32,639.65</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>527,259.10</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4475	Accounts Payable	Computer Check	8/2/2023	PPL	\$0.00	\$31.17	(\$31.17)	8/2/2023	Outstanding
4476	Accounts Payable	Computer Check	8/15/2023	ADVANCE AUTO PARTS	\$0.00	\$33.11	(\$64.28)	8/15/2023	Outstanding
4477	Accounts Payable	Computer Check	8/15/2023	AIRGAS USA LLC	\$0.00	\$56.37	(\$120.65)	8/15/2023	Outstanding
4478	Accounts Payable	Computer Check	8/15/2023	AMS	\$0.00	\$73.87	(\$194.52)	8/15/2023	Outstanding
4479	Accounts Payable	Computer Check	8/15/2023	BRIGHTSPEED	\$0.00	\$238.25	(\$432.77)	8/15/2023	Outstanding
4480	Accounts Payable	Computer Check	8/15/2023	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$6,427.99	(\$6,860.76)	8/15/2023	Outstanding
4481	Accounts Payable	Computer Check	8/15/2023	CRYSTAL SPRINGS	\$0.00	\$3.50	(\$6,864.26)	8/15/2023	Outstanding
4482	Accounts Payable	Computer Check	8/15/2023	DROHAN BRICK & SUPPLY, INC.	\$0.00	\$143.85	(\$7,008.11)	8/15/2023	Outstanding
4483	Accounts Payable	Computer Check	8/15/2023	EXETER SUPPLY COMPANY, INC.	\$0.00	\$234.58	(\$7,242.69)	8/15/2023	Outstanding
4484	Accounts Payable	Computer Check	8/15/2023	GROFF TRACTOR	\$0.00	\$785.85	(\$8,028.54)	8/15/2023	Outstanding
4485	Accounts Payable	Computer Check	8/15/2023	GUTTMAN ENERGY INC.	\$0.00	\$220.76	(\$8,249.30)	8/15/2023	Outstanding
4486	Accounts Payable	Computer Check	8/15/2023	H & H SERVICE COMPANY, INC.	\$0.00	\$1,675.27	(\$9,924.57)	8/15/2023	Outstanding
4487	Accounts Payable	Computer Check	8/15/2023	J.B. HOSTETTER & SONS, INC.	\$0.00	\$410.37	(\$10,334.94)	8/15/2023	Outstanding
4488	Accounts Payable	Computer Check	8/15/2023	PA ONE CALL SYSTEM, INC.	\$0.00	\$89.60	(\$10,424.54)	8/15/2023	Outstanding
4489	Accounts Payable	Computer Check	8/15/2023	PPL	\$0.00	\$103.57	(\$10,528.11)	8/15/2023	Outstanding
4490	Accounts Payable	Computer Check	8/15/2023	ROHRER S INCORPORATED	\$0.00	\$198.02	(\$10,726.13)	8/15/2023	Outstanding
4491	Accounts Payable	Computer Check	8/15/2023	SERVICE SUPPLY CORP	\$0.00	\$66.90	(\$10,793.03)	8/15/2023	Outstanding
4492	Accounts Payable	Computer Check	8/15/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$1,297.00	(\$12,090.03)	8/15/2023	Outstanding
4493	Accounts Payable	Computer Check	8/15/2023	TRACTOR SUPPLY CREDIT PLAN	\$0.00	\$219.96	(\$12,309.99)	8/15/2023	Outstanding
4494	Accounts Payable	Computer Check	8/15/2023	UGI UTILITIES, INC.	\$0.00	\$30.11	(\$12,340.10)	8/15/2023	Outstanding
4495	Accounts Payable	Computer Check	8/15/2023	VECTOR SECURITY	\$0.00	\$239.73	(\$12,579.83)	8/15/2023	Outstanding
4496	Accounts Payable	Computer Check	8/15/2023	WINTER ENGINE-GENERATOR SE	\$0.00	\$2,996.42	(\$15,576.25)	8/15/2023	Outstanding
4497	Accounts Payable	Computer Check	8/15/2023	WOLGGIE S LAWN CARE LLC.	\$0.00	\$180.00	(\$15,756.25)	8/15/2023	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$15,756.25)
Total Payments:	(\$15,756.25)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$15,756.25)

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4739	Accounts Payable	Computer Check	8/15/2023	AIRGAS USA LLC	\$0.00	\$120.32	(\$120.32)	8/15/2023	Outstanding
4740	Accounts Payable	Computer Check	8/15/2023	AMERIGREEN, INC.	\$0.00	\$12,796.30	(\$12,916.62)	8/15/2023	Outstanding
4741	Accounts Payable	Computer Check	8/15/2023	AMS	\$0.00	\$73.86	(\$12,990.48)	8/15/2023	Outstanding
4742	Accounts Payable	Computer Check	8/15/2023	CRYSTAL SPRINGS	\$0.00	\$15.48	(\$13,005.96)	8/15/2023	Outstanding
4743	Accounts Payable	Computer Check	8/15/2023	DEER COUNTRY FARM & LAWN, I	\$0.00	\$47.80	(\$13,053.76)	8/15/2023	Outstanding
4744	Accounts Payable	Computer Check	8/15/2023	DEPT OF ENVIRONMENTAL PROT	\$0.00	\$220.00	(\$13,273.76)	8/15/2023	Outstanding
4745	Accounts Payable	Computer Check	8/15/2023	DROHAN BRICK & SUPPLY, INC.	\$0.00	\$143.85	(\$13,417.61)	8/15/2023	Outstanding
4746	Accounts Payable	Computer Check	8/15/2023	GROFF TRACTOR	\$0.00	\$785.85	(\$14,203.46)	8/15/2023	Outstanding
4747	Accounts Payable	Computer Check	8/15/2023	GUTTMAN ENERGY INC.	\$0.00	\$207.34	(\$14,410.80)	8/15/2023	Outstanding
4748	Accounts Payable	Computer Check	8/15/2023	HACH COMPANY	\$0.00	\$495.34	(\$14,906.14)	8/15/2023	Outstanding
4749	Accounts Payable	Computer Check	8/15/2023	J.B. HOSTETTER & SONS, INC.	\$0.00	\$550.14	(\$15,456.28)	8/15/2023	Outstanding
4750	Accounts Payable	Computer Check	8/15/2023	LEFFLER ENERGY	\$0.00	\$744.85	(\$16,201.13)	8/15/2023	Outstanding
4751	Accounts Payable	Computer Check	8/15/2023	OFFICE BASICS INC.	\$0.00	\$71.64	(\$16,272.77)	8/15/2023	Outstanding
4752	Accounts Payable	Computer Check	8/15/2023	PA ONE CALL SYSTEM, INC.	\$0.00	\$89.59	(\$16,362.36)	8/15/2023	Outstanding
4753	Accounts Payable	Computer Check	8/15/2023	PPL	\$0.00	\$184.93	(\$16,547.29)	8/15/2023	Outstanding
4754	Accounts Payable	Computer Check	8/15/2023	R/W CONNECTION, INC.	\$0.00	\$30.35	(\$16,577.64)	8/15/2023	Outstanding
4755	Accounts Payable	Computer Check	8/15/2023	ROHRER S INCORPORATED	\$0.00	\$198.02	(\$16,775.66)	8/15/2023	Outstanding
4756	Accounts Payable	Computer Check	8/15/2023	SCHAEDLER YESCO DISTRIBUT	\$0.00	\$153.85	(\$16,929.51)	8/15/2023	Outstanding
4757	Accounts Payable	Computer Check	8/15/2023	SERVICE SUPPLY CORP	\$0.00	\$66.90	(\$16,996.41)	8/15/2023	Outstanding
4758	Accounts Payable	Computer Check	8/15/2023	SHERMAN-GIBSON SYSTEMS CO	\$0.00	\$450.00	(\$17,446.41)	8/15/2023	Outstanding
4759	Accounts Payable	Computer Check	8/15/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$916.00	(\$18,362.41)	8/15/2023	Outstanding
4760	Accounts Payable	Computer Check	8/15/2023	VECTOR SECURITY	\$0.00	\$102.69	(\$18,465.10)	8/15/2023	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$18,465.10)
Total Payments:	(\$18,465.10)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$18,465.10)