



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, August 4, 2020**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Weems, Mr. Metzler and Mr. Ruffini
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Engineer
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
6. Approval of the Minutes – Approval of the minutes from July 7, 2020.
7. Unfinished Business
 - A.
8. New Business
 - A. Consider approval of Payment Application No. 4 from Minoan, Inc. in the amount of \$125,970.00 for the Lumber Street Water Tank Rehab project as recommended by ARRO Consulting's letter dated July 29, 2020.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 5 for the Water Operating Fund in the amount of \$35,050.37 and Sewer Operating Fund in the amount of \$38,179.10.
 - B. Consider approval of Requisition No. WBRI 20-12 from the Water Bond Redemption and Improvement Fund in the amount of \$177,063.55.
11. Meetings and dates of importance
 - A. Thursday, August 13, 2020 Finance Committee Meeting -9 AM
 - B. Tuesday, August 18, 2020 Pre-Authority Monthly Meeting – 4 PM
 - C. Tuesday, September 1, 2020 Regular Monthly Meeting – 4 PM
12. 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
July 7, 2020
Minutes**

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Office Building and via online Zoom due to the COVID-19. Present were Chairman Rebman, Mr. Derr, Mr. Weems, Mr. Metzler (Zoom) and Mr. Ruffini. Also present were Angie Fenicle, Joe Ardini and Scott Kapcsos and Mike Davis from Barley Snyder. Vice-Chairman Derr called the meeting to order at 4 PM.

Public Input Period

No one from the public was present.

Authority Engineer Report

Due to the COVID-19 Virus, a written report was provided for review.

Authority Manager Report

Due to the COVID-19 Virus, a written report was provided for review.

Mr. Ardini reported that the PA DEP Annual Water Supply Report for unaccounted for water is 14.23%. The previous year was 14.5%.

Mr. Ardini provided an update on the South Jacob Street Water Plant / Well #3 Project: Mr. Ardini noted that ARRO Consulting, Authority Board Members and staff met with PACT TWO to discuss the close-out of the project; from that meeting, a settlement agreement is being drafted.

Operation Manager Report

Due to the COVID-19 Virus, a written report was provided for review.

Mr. Kapcsos provided an update of the Kamstrup Meter Replacement: Mr. Kapcsos noted that 74 of 99 meters have been installed.

Mr. Kapcsos reported that the updates to the Water and Sewer Specifications and Detail are updated and are on the agenda for approval.

Mr. Kapcsos informed the Board that he was contacted by an individual who is required to complete 45 community service hours. Mr. Kapcsos asked the Board for approval to allow the individual to perform maintenance work outside of the facilities. The Authority Board approved.

Mr. Kapcsos informed the Board that Noah Karichner will be painting the hydrants this summer.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Ruffini and a second by Mr. Weems to approve the June 2, 2020 meeting minutes as presented; motion carried.

Unfinished Business

Mr. Ardini provided an update on the Lumber Street Water Tank Rehabilitation Project: Mr. Ardini stated that the tank is painted except for the logo. Authority staff has started filling the tank this week and will need to complete the water testing to send to PA DEP and wait for authorization to place the tank back in service.

New Business

A **MOTION** was made by Mr. Weems and a second by Mr. Ruffini to approve Payment Application No. 3 from Minoan, Inc. in the amount of \$160,280 for the Lumber Street Water Tank Rehab Project as recommended by ARRO Consulting's letter dated June 30, 2020; motion carried.

A **MOTION** was made by Mr. Weems and a second by Mr. Ruffini to approve the updated Water and Sewer Technical Specification for Construction of Water and Sewer Mains and Appurtenances to be connected to the Public Water And Sewer Systems effective July 7, 2020; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Weems to approve the Amendment to the Water Line Extension Agreement between the Authority and Walter Ebersole American Legion Post 185; 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. Weems and a second by Mr. Ruffini to approve the attached Requisition No. 3 as follows: \$8100,199.52 for the Water Operating Fund and \$116,533.47 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Weems and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 20-10 from the Water Bond Redemption and Improvement Fund in the amount of \$195,718.49; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Weems to approve the attached Requisition No. SBRI 20-7 from the Sewer Bond Redemption and Improvement Fund in the amount of \$1,108.92; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Weems and seconded by Mr. Ruffini to adjourn; motion carried, and the meeting adjourned at 4:33 PM.

Respectfully submitted,

Steven M. Weems
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.: 5

DATE: August 4, 2020

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>334,945.08</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,658.09	Payroll	Acct. 21544
	\$	17,392.28	Expenses	Acct. 21510
	\$	<u>35,050.37</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>369,995.45</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,687,000.00</u>		

Water Fund

Debit	06.448.702	Water Wages	\$	7,022.71	Kling, Zach, Shawn	
	06.449.752	Construction Crew Wages	\$	4,150.17	Jim, Jason, Chris, Ryan, Leon (Split)	
	06.400.782	Authority Manager	\$	1,658.78	Joe (Split)	
	06.400.783	Operations Manager	\$	1,438.31	Kapcsos (Split)	
	06.400.784	Business Manager	\$	1,083.02	Angie (Split)	
	06.400.785	Administrative Assistant	\$	900.80	Lindsey (Split)	
	06.400.790	Board Members	\$	-	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,294.14	Split	
	06.400.804	ADP Invoice	\$	68.32	Split	
	06.400.791	Employer 457B Contribution	\$	41.84	Ryan	
		TOTAL	\$	17,658.09		

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2427	Accounts Payable	Computer Check	8/4/2020	ARRO CONSULTING, INC.	\$0.00	\$2,227.78	(\$2,227.78)	8/4/2020	Outstanding
2428	Accounts Payable	Computer Check	8/4/2020	CENTURYLINK	\$0.00	\$194.32	(\$2,422.10)	8/4/2020	Outstanding
2429	Accounts Payable	Computer Check	8/4/2020	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,487.31	(\$5,909.41)	8/4/2020	Outstanding
2430	Accounts Payable	Computer Check	8/4/2020	EXETER SUPPLY COMPANY, INC.	\$0.00	\$352.92	(\$6,262.33)	8/4/2020	Outstanding
2431	Accounts Payable	Computer Check	8/4/2020	GUTTMAN ENERGY INC.	\$0.00	\$259.68	(\$6,522.01)	8/4/2020	Outstanding
2432	Accounts Payable	Computer Check	8/4/2020	HDS SPECIALIST INC.	\$0.00	\$2,614.74	(\$9,136.75)	8/4/2020	Outstanding
2433	Accounts Payable	Computer Check	8/4/2020	MAIN POOL & CHEMICAL CO. IN	\$0.00	\$1,178.10	(\$10,314.85)	8/4/2020	Outstanding
2434	Accounts Payable	Computer Check	8/4/2020	PPL	\$0.00	\$5,490.89	(\$15,805.74)	8/4/2020	Outstanding
2435	Accounts Payable	Computer Check	8/4/2020	PRWA	\$0.00	\$100.00	(\$15,905.74)	8/4/2020	Outstanding
2436	Accounts Payable	Computer Check	8/4/2020	RYAN STORM	\$0.00	\$36.26	(\$15,942.00)	8/4/2020	Outstanding
2437	Accounts Payable	Computer Check	8/4/2020	SCOTT KLING	\$0.00	\$175.00	(\$16,117.00)	8/4/2020	Outstanding
2438	Accounts Payable	Computer Check	8/4/2020	SM JOHNS & SONS CONSTRUCTION	\$0.00	\$159.85	(\$16,276.85)	8/4/2020	Outstanding
2439	Accounts Payable	Computer Check	8/4/2020	SUBURBAN TESTING LABS	\$0.00	\$594.00	(\$16,870.85)	8/4/2020	Outstanding
2440	Accounts Payable	Computer Check	8/4/2020	VECTOR SECURITY	\$0.00	\$208.92	(\$17,079.77)	8/4/2020	Outstanding
2441	Accounts Payable	Computer Check	8/4/2020	VERIZON WIRELESS	\$0.00	\$100.86	(\$17,180.63)	8/4/2020	Outstanding
2442	Accounts Payable	Computer Check	8/4/2020	VISA	\$0.00	\$211.65	(\$17,392.28)	8/4/2020	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$17,392.28)

Total Payments: (\$17,392.28)

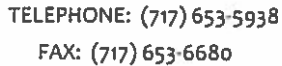
Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$17,392.28)



P.O. BOX 25
MOUNT JOY, PA 17552
INCORPORATED 1948

AMOUNT OF PREVIOUS REQUISITIONS:	\$	441,339.14		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,897.80	Payroll	Acct. 21544
	\$	17,281.30	Expenses	Acct. 21536
	\$	38,179.10	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	479,518.24		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	2,883,300.00		

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	\$	20,897.80		
			\$	10,262.45	Dennis, Gary, Rex, David	
			\$	4,150.16	Jim, Jason, Chris, Ryan, Leon (Split)	
			\$	1,658.78	Joe (Split)	
			\$	1,438.30	Kapcsos (Split)	
			\$	1,083.02	Angie (Split)	
			\$	900.80	Lindsey (Split)	
			\$	-	Members paid per month (Split)	(Pay closest to 1st Tuesday)
			\$	1,294.13	Split	
			\$	68.32	Split	
			\$	41.84	Ryan	

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2553	Accounts Payable	Computer Check	8/4/2020	ALS GROUP USA CORP.	\$0.00	\$80.00	(\$80.00)	8/4/2020	Outstanding
2554	Accounts Payable	Computer Check	8/4/2020	ARRO CONSULTING, INC.	\$0.00	\$1,410.18	(\$1,490.18)	8/4/2020	Outstanding
2555	Accounts Payable	Computer Check	8/4/2020	CENTURYLINK	\$0.00	\$705.99	(\$2,196.17)	8/4/2020	Outstanding
2556	Accounts Payable	Computer Check	8/4/2020	COYNE CHEMICAL	\$0.00	\$5,311.62	(\$7,507.79)	8/4/2020	Outstanding
2557	Accounts Payable	Computer Check	8/4/2020	DEER COUNTRY FARM & LAWN, I	\$0.00	\$89.05	(\$7,596.84)	8/4/2020	Outstanding
2558	Accounts Payable	Computer Check	8/4/2020	FISHER SCIENTIFIC	\$0.00	\$247.17	(\$7,844.01)	8/4/2020	Outstanding
2559	Accounts Payable	Computer Check	8/4/2020	GUTTMAN ENERGY INC.	\$0.00	\$88.04	(\$7,932.05)	8/4/2020	Outstanding
2560	Accounts Payable	Computer Check	8/4/2020	HACH COMPANY	\$0.00	\$340.50	(\$8,272.55)	8/4/2020	Outstanding
2561	Accounts Payable	Computer Check	8/4/2020	PPL	\$0.00	\$4,634.66	(\$12,907.21)	8/4/2020	Outstanding
2562	Accounts Payable	Computer Check	8/4/2020	PRWA	\$0.00	\$100.00	(\$13,007.21)	8/4/2020	Outstanding
2563	Accounts Payable	Computer Check	8/4/2020	RYAN STORM	\$0.00	\$36.25	(\$13,043.46)	8/4/2020	Outstanding
2564	Accounts Payable	Computer Check	8/4/2020	SCHAEGLER YESCO DISTRIBUT	\$0.00	\$1,763.53	(\$14,806.99)	8/4/2020	Outstanding
2565	Accounts Payable	Computer Check	8/4/2020	SCHWANGER BROS & CO INC	\$0.00	\$1,261.14	(\$16,068.13)	8/4/2020	Outstanding
2566	Accounts Payable	Computer Check	8/4/2020	SCOTT KLING	\$0.00	\$175.00	(\$16,243.13)	8/4/2020	Outstanding
2567	Accounts Payable	Computer Check	8/4/2020	SHARE CORPORATION	\$0.00	\$27.65	(\$16,270.78)	8/4/2020	Outstanding
2568	Accounts Payable	Computer Check	8/4/2020	SM JOHNS & SONS CONSTRUCTIO	\$0.00	\$29.20	(\$16,299.98)	8/4/2020	Outstanding
2569	Accounts Payable	Computer Check	8/4/2020	SUBURBAN TESTING LABS	\$0.00	\$320.00	(\$16,619.98)	8/4/2020	Outstanding
2570	Accounts Payable	Computer Check	8/4/2020	VECTOR SECURITY	\$0.00	\$560.46	(\$17,180.44)	8/4/2020	Outstanding
2571	Accounts Payable	Computer Check	8/4/2020	VERIZON WIRELESS	\$0.00	\$100.86	(\$17,281.30)	8/4/2020	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$17,281.30)
Total Payments:	(\$17,281.30)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$17,281.30)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 20-12

Date: August 4, 2020

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"		\$ 177,063.55

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 August 4, 2020 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 4th day of August, 2020.

(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 for South Jacob Street Water Plant / Well #3; Invoice 0059605	\$ 432.47
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for South Jacob Street Water Plant / Well #3; Invoice 0059606 (Additional Services)	\$ 1,203.50
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for South Jacob Street Water Plant / Well #3; Invoice 0059607 (Litigation Support)	\$ 382.25
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for Lumber Street Tank Rehab; Invoice 0059601	\$ 473.00
Minoan, Inc. 230 Palomino Drive York, PA 17402	Payment App No. 4 for Lumber Street Tank Rehab	\$ 125,970.00
Doug DeClerck 47 South Broad Street Hughesville, PA 17737	Inspection Services for Lumber Street Tank Rehab; Invoice 9- 2020	\$ 12,675.00
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	David Street Water Main Project; Invoice 173845	\$ 677.85

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	David Street Water Main Project; Invoice 173871	\$ 464.58
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	David Street Water Main Project; Invoice 174199	\$ 672.45
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	David Street Water Main Project; Invoice 174476	\$ 698.87
Core & Main LP P.O. Box 28330 St Louis, MO 63146	Springville Road Water Main Project; Invoice M658948	\$ 23,049.58
Fox Tapping, Inc. 1112 Nursery Road Wrightsville, PA 17368	Springville Road Water Main Project; Invoice 2020-115	\$ 10,364.00