





Mount Joy Borough Authority  
Regular Monthly Meeting  
June 4, 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. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, Scott Kapcsos, and Zach Dennis and Mike Davis from Barley Snyder. Mr. Derr was absent. Chairman Rebman called the meeting to order at 4 PM.

**Public Input Period**

No one was present from the public.

**Authority Manager Report**

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

Mr. Kapcsos provided an update on Well #3 Docket: Mr. Kapcsos stated that SRBC provided a Draft Docket for Well #3 along with modifications to the Docket for all wells; Authority staff and ARRO has reviewed the draft with no comments or questions. Mr. Kapcsos stated that the document is now being reviewed by the solicitor. Mr. Kapcsos noted that the SRBC Commission meeting is scheduled for June 13<sup>th</sup> for approval.

Mr. Kapcsos provided an update on the South Jacob Street Water Plant: Mr. Kapcsos stated that the request for the reissuance of the South Jacob Street Water Plant permit has been submitted to PA DEP. Mr. Kapcsos also noted that an onsite meeting was held today as part of the permit reissuance process.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grants:

- Dystor Rehabilitation Project: Mr. Kapcsos stated that the pre-con meeting was held at the wastewater treatment plant on May 29<sup>th</sup> and the material is scheduled to arrive in December.
- Fairview Street Water Main Replacement Project: No update

Mr. Kapcsos provided an update on the LCRR Requirements: Mr. Kapcsos stated that Authority staff has met to discuss the next steps in continuing to upload data into our “service line inventory form” as part of the LCRR requirements. Mr. Kapcsos noted that staff is doing some research for documents that could help with verifying the older lines within the system.

Mr. Kapcsos provided an update on the Industrial Pre-Treatment Applications: Mr. Kapcsos stated that Authority staff continue to work on the application forms and hope to have them completed early next week.

Mr. Kapcsos informed the Board that Authority staff discussed a possible conflict with the curbing installation on School Lane, that is part of the Borough’s Street Restoration project.

Mr. Kapcsos informed the Board that Mr. Paisun Harris, has completed the necessary training and testing to receive his CDL.

Mr. Kapcsos provided an update on the annual report: Mr. Kapcsos stated that Authority staff met to discuss suggestions on how to improve the report and what type of material will be published. Mr. Kapcsos stated that staff is looking to have this ready to publish on the website by August.

**Assistant Manager Report**

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

Mr. Dennis informed the Board that his first couple of weeks of employment went well and continues to interact with staff as much as possible and continue to get oriented with current project so that he may assist where needed.

Mr. Dennis provided an update on the South Jacob Street Water Plant Start-Up: Mr. Dennis stated that staff are spending a considerable amount of time at the plant as startup efforts continue; startup is scheduled at the end of July.

Mr. Dennis provided an update on the Strickler Road Sink Hole: Mr. Dennis stated that Authority staff televised the sewer main and found it is intact, however has dropped several inches. Mr. Dennis noted that a site meeting was held last week with representatives from Rapho Township, Rettew Associates and CH&N to coordinate a schedule for repairs which started yesterday.

Mr. Dennis informed the Board that Authority staff assisted the Borough with repairs to a sink hold that formed in the vicinity of the Authority's eight-inch water main on Chestnut Street; there was no water leak, and the water main was not affected. Mr. Dennis also noted that Authority staff will be assisting with final paving when possible.

Mr. Dennis noted that Authority staff continue to perform final paving restoration for the North Jacob Street water main replacement project.

Mr. Dennis informed the Board that the Authority was contacted by a contractor regarding a connection to the Authority's sewer system for a property at 2700 Strickler Road. Authority staff reviewed the details of the existing sewer main in preparation for the site meeting this Thursday.

Mr. Dennis informed the Board that Authority staff have completed the meter readings for the second quarter and work orders are being generated.

Mr. Dennis informed the Board that hydrant flushing is scheduled in Rapho Township and the northeast portion of the Borough; a public notice will be posted on the website in the coming weeks.

### **Business Manager Report**

Mrs. Fenicle informed the Board that the Annual Audit is now scheduled for the week of June 17<sup>th</sup>.

Mrs. Fenicle disbursed and discussed the 2023-2024 fiscal year budget report.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the May 7, 2024, meeting minutes as presented; motion carried.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

There was no new business to discuss.

### **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. Melhorn to approve the attached Requisition No. 3 as follows: \$49,373.86 for the Water Operating Fund and \$107,128.22 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the attached Requisition WBRI 24-6 from the Water Bond Redemption and Improvement Fund in the amount of \$1,462.75; motion carried.

A **MOTION** was made by Melhorn and a second by Mr. Derr to approve the attached Requisition SBRI 24-6 from the Sewer Bond Redemption and Improvement Fund in the amount of \$3,954.00; motion carried.



**Adjournment**

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 5:14 PM.

Respectfully submitted,

J. Michael Melhorn  
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.: 6

DATE: August 6, 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>459,949.11</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,560.38	Payroll	Acct. 21544
	\$	64,819.69	Expenses	Acct. 21510
	\$	<u><u>86,380.07</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>546,329.18</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,384,936.16</u>		

Payroll Journal Entry  
 Payroll # 15

Water Fund

Debit	06.448.702	Water Wages	\$	9,990.70	Kling, Shawn, Dave, Jason
	06.449.752	Construction Crew Wages	\$	3,730.26	Chris, Rory, Caleb, Randall (Split)
	06.400.782	Authority Manager	\$	1,817.31	Kapcos (Split)
	06.400.782	Severance Pay	\$	-	Joe Ardini Severance Pay
	06.400.783	Asst. Authority Manager	\$	1,769.24	Zach Dennis
	06.400.784	Business Manager	\$	1,250.00	Angie (Split)
	06.400.785	Administrative Assistant	\$	1,134.00	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split)
	06.400.804	Employer Taxes	\$	1,501.03	Split
	06.400.804	ADP Invoice	\$	89.15	Split
	06.400.791	Employer 457B Contribution	\$	278.69	Chris, Rory, Paisun, Zach
		<b>TOTAL</b>	<b>\$</b>	<b>21,560.38</b>	(Pay closest to 1st Tuesday)



# Mount Joy Authority

## Check Register - Water Operating Fund

Transaction		Transaction		Transaction		Payments
Number	Source	Type	Date	Reference		
5154	Accounts Payable	Computer Check	07/17/2024	CAPITAL BLUE CROSS		\$17,432.91
5155	Accounts Payable	Computer Check	07/17/2024	PMAA U. C. FUND		\$132.53
5156	Accounts Payable	Computer Check	08/06/2024	AMAZON CAPITAL SERVICES		\$222.78
5157	Accounts Payable	Computer Check	08/06/2024	ARRO CONSULTING, INC.		\$3,085.25
5158	Accounts Payable	Computer Check	08/06/2024	BARLEY SNYDER LLP		\$2,854.63
5159	Accounts Payable	Computer Check	08/06/2024	BOROUGH OF MOUNT JOY		\$970.84
5160	Accounts Payable	Computer Check	08/06/2024	BOYER & RITTER LLC		\$3,500.00
5161	Accounts Payable	Computer Check	08/06/2024	BRIGHTSPEED		\$216.99
5162	Accounts Payable	Computer Check	08/06/2024	BUCKMAN S INC		\$1,324.95
5163	Accounts Payable	Computer Check	08/06/2024	CARPER S SIGNS, INC.		\$304.50
5164	Accounts Payable	Computer Check	08/06/2024	CHEMICAL EQUIPMENT LABS INC.		\$8,681.33
5165	Accounts Payable	Computer Check	08/06/2024	COMMONWEALTH OF PENNSYLV		\$150.00
5166	Accounts Payable	Computer Check	08/06/2024	CORE & MAIN		\$1,527.61
5167	Accounts Payable	Computer Check	08/06/2024	CRYSTAL SPRINGS		\$32.47
5168	Accounts Payable	Computer Check	08/06/2024	D. E. GEMMILL INC.		\$22.50
5169	Accounts Payable	Computer Check	08/06/2024	DEPT OF ENVIRONMENTAL PROTE		\$60.00
5170	Accounts Payable	Computer Check	08/06/2024	EXETER SUPPLY COMPANY, INC.		\$787.94
5171	Accounts Payable	Computer Check	08/06/2024	GRAHAM'S FYR-FYTER, LLC		\$501.50
5172	Accounts Payable	Computer Check	08/06/2024	GUTTMAN ENERGY INC.		\$483.58
5173	Accounts Payable	Computer Check	08/06/2024	HACH COMPANY		\$817.08
5174	Accounts Payable	Computer Check	08/06/2024	HIGHMARK BLUE SHIELD		\$95.51
5175	Accounts Payable	Computer Check	08/06/2024	HVAC DISTRIBUTORS INC.		\$24.63
5176	Accounts Payable	Computer Check	08/06/2024	ID ANSWERS		\$7.50
5177	Accounts Payable	Computer Check	08/06/2024	L/B WATER SERVICE, INC.		\$1,390.00
5178	Accounts Payable	Computer Check	08/06/2024	NORTHWEST BANK		\$104.78
5179	Accounts Payable	Computer Check	08/06/2024	PA ONE CALL SYSTEM, INC.		\$132.05
5180	Accounts Payable	Computer Check	08/06/2024	PPL		\$8,812.92
5181	Accounts Payable	Computer Check	08/06/2024	ROHRER S INCORPORATED		\$736.13
5182	Accounts Payable	Computer Check	08/06/2024	SCOTT KAPCSOS		\$59.50
5183	Accounts Payable	Computer Check	08/06/2024	SCOTT KLING		\$109.35
5184	Accounts Payable	Computer Check	08/06/2024	SHERMAN-GIBSON SYSTEMS COM		\$4,200.00
5185	Accounts Payable	Computer Check	08/06/2024	STANDARD INSURANCE COMPAN		\$34.43
5186	Accounts Payable	Computer Check	08/06/2024	SUBURBAN TESTING LABS, INC		\$4,462.00
5187	Accounts Payable	Computer Check	08/06/2024	TELE-PEST, INC.		\$400.00
5188	Accounts Payable	Computer Check	08/06/2024	VECTOR SECURITY		\$441.23
5189	Accounts Payable	Computer Check	08/06/2024	VERIZON WIRELESS		\$700.27

### Summary by Transaction Type

Computer Check

Total Payments: (\$64,819.69)  
(\$64,819.69)



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 6, 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>558,102.74</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	23,027.42	Payroll	Acct. 21544
	\$	<u>78,329.67</u>	Expenses	Acct. 21536
	\$	<u>101,357.09</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>659,459.83</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,510,568.75</u>		





# Mount Joy Authority

## Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction		Payments
		Type	Date Reference	
5428	Accounts Payable	Computer Check	07/17/2024 CAPITAL BLUE CROSS	\$17,432.91
5429	Accounts Payable	Computer Check	07/17/2024 PMAA U. C. FUND	\$132.53
5430	Accounts Payable	Computer Check	08/06/2024 AMAZON CAPITAL SERVICES	\$101.31
5431	Accounts Payable	Computer Check	08/06/2024 ARRO CONSULTING, INC.	\$2,934.50
5432	Accounts Payable	Computer Check	08/06/2024 BARLEY SNYDER LLP	\$2,854.62
5433	Accounts Payable	Computer Check	08/06/2024 BOROUGH OF MOUNT JOY	\$970.82
5434	Accounts Payable	Computer Check	08/06/2024 BOYER & RITTER LLC	\$3,500.00
5435	Accounts Payable	Computer Check	08/06/2024 BRIGHTSPEED	\$758.26
5436	Accounts Payable	Computer Check	08/06/2024 CARMEUSE LIME & STONE	\$13,488.00
5437	Accounts Payable	Computer Check	08/06/2024 CARPER S SIGNS, INC.	\$304.50
5438	Accounts Payable	Computer Check	08/06/2024 COMMONWEALTH OF PENNSYLV	\$150.00
5439	Accounts Payable	Computer Check	08/06/2024 CORE & MAIN	\$1,527.61
5440	Accounts Payable	Computer Check	08/06/2024 CRYSTAL SPRINGS	\$91.42
5441	Accounts Payable	Computer Check	08/06/2024 D. E. GEMMILL INC.	\$22.50
5442	Accounts Payable	Computer Check	08/06/2024 ENVIREP, INC.	\$390.00
5443	Accounts Payable	Computer Check	08/06/2024 E-TOWN AUTO PARTS	\$85.97
5444	Accounts Payable	Computer Check	08/06/2024 GARDEN SPOT MECHANICAL, INC	\$385.00
5445	Accounts Payable	Computer Check	08/06/2024 GRAHAM'S FYR-FYTER, LLC	\$393.00
5446	Accounts Payable	Computer Check	08/06/2024 GUTTMAN ENERGY INC.	\$539.42
5447	Accounts Payable	Computer Check	08/06/2024 HACH COMPANY	\$882.99
5448	Accounts Payable	Computer Check	08/06/2024 HARBOR FREIGHT TOOLS USA, INC	\$649.15
5449	Accounts Payable	Computer Check	08/06/2024 HIGHMARK BLUE SHIELD	\$95.50
5450	Accounts Payable	Computer Check	08/06/2024 ID ANSWERS	\$7.50
5451	Accounts Payable	Computer Check	08/06/2024 MGS, INC	\$7,399.00
5452	Accounts Payable	Computer Check	08/06/2024 NORTHWEST BANK	\$534.12
5453	Accounts Payable	Computer Check	08/06/2024 ONE STOP ELECTRIC MOTOR REPA	\$6,019.00
5454	Accounts Payable	Computer Check	08/06/2024 PA ONE CALL SYSTEM, INC.	\$132.04
5455	Accounts Payable	Computer Check	08/06/2024 PPL	\$7,048.38
5456	Accounts Payable	Computer Check	08/06/2024 RAW CONNECTION, INC.	\$69.05
5457	Accounts Payable	Computer Check	08/06/2024 SCOTT KAPCSOS	\$59.50
5458	Accounts Payable	Computer Check	08/06/2024 SCOTT KLING	\$109.35
5459	Accounts Payable	Computer Check	08/06/2024 SHARE CORPORATION	\$949.79
5460	Accounts Payable	Computer Check	08/06/2024 SHERMAN-GIBSON SYSTEMS COM	\$4,123.05
5461	Accounts Payable	Computer Check	08/06/2024 STANDARD INSURANCE COMPANI	\$34.43
5462	Accounts Payable	Computer Check	08/06/2024 SUBURBAN TESTING LABS, INC	\$2,113.00
5463	Accounts Payable	Computer Check	08/06/2024 UGI UTILITIES, INC.	\$78.36
5464	Accounts Payable	Computer Check	08/06/2024 VECTOR SECURITY	\$1,130.82
5465	Accounts Payable	Computer Check	08/06/2024 VERIZON WIRELESS	\$620.38
5466	Accounts Payable	Computer Check	08/06/2024 WEX BANK	\$211.89

### Summary by Transaction Type

Computer Check	(\$78,329.67)
<b>Total Payments:</b>	<b>(\$78,329.67)</b>

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 24-8

Date: August 6, 2024

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"		\$ 859.50

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 6, 2024 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 6th day of August, 2024.

\_\_\_\_\_  
(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	Eng Services for Fairview Street Water Main Replacement Project; Invoice 0097130	\$ 859.50

MOUNT JOY BOROUGH AUTHORITY  
LANCASTER COUNTY, PENNSYLVANIA  
SEWER SYSTEM BOND REDEMPTION AND IMPROVEMENT FUND  
REQUISITION FORM

SEWER SYSYTEM REQUISITION NO.: SBRI 24-8

Date: August 6, 2024

Fulton Bank, National Association  
Trustee under Trust Indenture  
dated November 15, 1996  
of Mount Joy Borough Authority  
Mount Joy, Pennsylvania

Dear Sirs:

You are hereby requested to make a disbursements of funds from the Bond Redemption and Improvement Fund of the above Bond Indenture of the Mount Joy Borough Authority for the following purposes and in the amounts set forth below:

Payee: \_\_\_\_\_ Construction Contract  
Address: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Purpose of Obligation	Total Obligation	Amount Paid to Date	Amount this Requisition	Current Balance
SEE ATTACHED EXHIBIT "A"			\$ 1,466.00	

In connection therewith, I certify that the above amounts are now due and unpaid, and that such indebtedness is a proper charge against, and has not been made the basis of any previous withdrawal from, the Bond Redemption and Improvement Fund, pursuant to the provisions of the Trust Indenture dated November 15, 1996, from this Authority to your Bank, as Trustee and successor to Union National Community Bank, prior Trustee. I further certify that with respect to the items covered in this Requisition, there are no vendors', mechanics' or other liens (or security interest) upon or affecting any property with respect to which payments are requisitioned and which will not be discharged by such payment.

Further:

EXHIBIT "A"

SEWER 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	Eng Services for Dystor Project; Invoice 0097133	\$ 1,400.00
Barley Snyder LLP 126 East King Street Lancaster, PA 17602	Legal Services for Dystor Project; Invoice 70564789	\$ 66.00