



**Mount Joy Borough Authority Meeting  
Agenda  
4:00 PM, December 19, 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 November 21, 2023.
6. Unfinished Business
  - A.
7. New Business
  - A.
8. Any other matter proper to come before the Authority
  - A.
9. Authorization to pay bills
  - A. Consider approval of Requisition No. 15 for the Water Operating Fund in the amount of \$49,747.16 and Sewer Operating Fund in the amount of \$44,793.80.
  - B. Consider approval of Requisition No. WBRI 23-16 from the Water Bond Redemption and Improvement Fund in the amount of \$2,346.47.
10. Meetings and dates of importance
  - A. Tuesday, January 16, 2024                      Pre-Authority Meeting – 4 PM
  - B. Tuesday, February 6, 2024                      Regular Monthly Meeting – 4 PM
  - C. Tuesday, February 20, 2024                      Pre-Authority Meeting – 4 PM
  - D. Tuesday, February 27, 2024                      Administration Committee Meeting – 10 AM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority  
Pre-Authority  
November 21, 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 Mr. Mike Davis from Barley Snyder, LLP. 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.

**Authority Manager Report**

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

Mr. Kapcsos provided an update on the North Jacob Street Water Main Replacement Project: Mr. Kapcsos stated that the water main installation, flushing and hydrostatic testing of the new main is completed. Mr. Kapcsos stated that Authority staff is currently switching the existing service lines over to the new main.

Mr. Kapcsos informed the Board that Authority staff started inputting data for the LCRR inventory requirements.

Mr. Kapcsos provided an update on the Dystor Rehabilitation Project: Mr. Kapcsos stated that a meeting was held between Authority staff, equipment vendor, contractor, and ARRO Consulting to thoroughly review the details of this project. Mr. Kapcsos also noted that DCED had their meeting today in hopes that decisions were made on who will be chosen to receive grant funding. Mr. Kapcsos also noted that DCED verified Co-Stars as an acceptable means of the grant.

Mr. Kapcsos informed the Board that the new sensus meter reading interrogator was received, and staff have received training to start the meter reading next week.

Mr. Kapcsos provided an update on the Rapho Triangle East Agreement: Mr. Kapcsos stated that as directed, a letter was sent with the proposed offer.

Mr. Kapcsos informed the Board that he received notification of a possible Consumptive Use Mitigation grant available through SRBC. Mr. Kapcsos stated that he has been in discussion with ARRO Consulting looking at the Charles Springs location. Mr. Kapcsos noted that the Authority monitors the water levels every day as this is required to be reported to SRBC, and sees many improvements needed this property.

Mr. Kapcsos provided an update on the security camera installations: Mr. Kapcsos stated that the company has completed the rough in wiring at all locations and installed the cameras at wells one and two.

Mr. Kapcsos provided an update on staffing: Mr. Kapcsos stated that Mr. Caleb Pardun received his CDL Class B permit and is now enrolled in the required training class to receive his license. Mr. Kapcsos also informed the Board that Mr. Ryan Storm has submitted his resignation letter; the job posting will be advertised in house next week.

A lengthy discussion took place with Mr. Kapcsos, Mr. Mike Davis from Barley Snyder, LLP and the Authority Board regarding a class action settlement regarding public water systems in regards to PFAS. Following the discussion, it was agreed that no action will be taken at this time.

**Business Manager Report**

Mrs. Fenicle provided and reviewed quarterly budget reports.

Mrs. Fenicle provided an update on the auditor search: Mrs. Fenicle discussed the three-year proposal received by Boyer & Ritter, LLC. Mrs. Fenicle noted that the services provided by this firm will be similar to the services received by Trout, CPA. After discussion, the Board authorized Mrs. Fenicle to move forward with the new auditing firm.

Mrs. Fenicle provided an update on re-appraising the Authority's properties: Mrs. Fenicle stated that a quote in the amount of \$13,585 was submitted to re-appraise the properties of the Authority in 2024. Mrs. Fenicle noted that these services will provide the Authority with the most current values and will be beneficial for insurance purposes.

Mrs. Fenicle informed the Board that she and Mrs. Jill Frey, Borough Assistant Secretary, attended the annual SMT meeting on November 1<sup>st</sup>. Mrs. Fenicle provided and reviewed the Risk Management Report Card and shared how the Employee Safety Committee is already moving forward to incorporate changes to improve the overall score.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the October 17, 2023, 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**

Mr. Kapcsos

### **Authorization to Pay Bills**

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 13 as follows: \$79,943.04 for the Water Operating Fund and \$86,440.13 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and second by Mr. Ruffini to approve the attached Requisition No. WBRI 23-14 from the Water Bond Redemption and Improvement Fund in the amount of \$21,322.53; motion carried.

A **MOTION** was made by Mr. Metzler and second by Mr. Ruffini to approve the attached Requisition No. SBRI 23-12 from the Sewer Bond Redemption and Improvement Fund in the amount of \$6,905.50; motion carried.

### **Adjournment**

There being no further business, a **MOTION** was made by Mr. Derr and second by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 5:08 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.: 15

DATE: December 19, 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

Table with financial data: AMOUNT OF PREVIOUS REQUISITIONS: \$ 948,054.07; TOTAL AMOUNT OF THIS REQUISITION: \$ 29,846.63 Payroll Acct. 21544, \$ 19,900.53 Expenses Acct. 21510, \$ 49,747.16 Total; TOTAL AMOUNT REQUISITIONED TO DATE: \$ 997,801.23; TOTAL CURRENT FISCAL YEAR APPROVED BUDGET: \$ 3,124,435.20

Payroll Journal Entry  
Payroll # 25

Water Fund

Debit			
06.448.702	Water Wages	9,984.37	Kling, Shawn, Dave, Jason
06.449.752	Construction Crew Wages	5,667.57	Jim, Chris, Ryan, Leon, Rory, Caleb (Split)
06.400.782	Authority Manager	9,230.77	Kapcsos (Split), Ardini SeverPay (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	2,056.31	Split
06.400.804	ADP Invoice	97.79	Split
06.400.791	Employer 457B Contribution	167.32	Ryan, Chris, Rory
	<b>TOTAL</b>	<b>\$ 29,846.63</b>	

# Mount Joy Authority

## Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
4701	Accounts Payable	Computer Check	12/06/2023	PPL	\$0.00	\$165.77	(\$165.77)	12/06/2023	Outstanding
4702	Accounts Payable	Computer Check	12/19/2023	1234 MICROTECHNOLOGIES, IN	\$0.00	\$63.84	(\$229.61)	12/19/2023	Outstanding
4703	Accounts Payable	Computer Check	12/19/2023	AIRGAS USA LLC	\$0.00	\$36.50	(\$266.11)	12/19/2023	Outstanding
4704	Accounts Payable	Computer Check	12/19/2023	BARLEY SNYDER LLP	\$0.00	\$2,507.38	(\$2,773.49)	12/19/2023	Outstanding
4705	Accounts Payable	Computer Check	12/19/2023	BRIGHTSPEED	\$0.00	\$241.55	(\$3,015.04)	12/19/2023	Outstanding
4706	Accounts Payable	Computer Check	12/19/2023	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$6,457.68	(\$9,472.72)	12/19/2023	Outstanding
4707	Accounts Payable	Computer Check	12/19/2023	DEER COUNTRY FARM & LAWN,	\$0.00	\$94.64	(\$9,567.36)	12/19/2023	Outstanding
4708	Accounts Payable	Computer Check	12/19/2023	E-TOWN AUTO PARTS	\$0.00	\$546.81	(\$10,114.17)	12/19/2023	Outstanding
4709	Accounts Payable	Computer Check	12/19/2023	GUTTMAN ENERGY INC.	\$0.00	\$684.82	(\$10,798.99)	12/19/2023	Outstanding
4710	Accounts Payable	Computer Check	12/19/2023	HACH COMPANY	\$0.00	\$674.47	(\$11,473.46)	12/19/2023	Outstanding
4711	Accounts Payable	Computer Check	12/19/2023	JAMES ZINK	\$0.00	\$175.00	(\$11,648.46)	12/19/2023	Outstanding
4712	Accounts Payable	Computer Check	12/19/2023	LRM, INC.	\$0.00	\$1,124.86	(\$12,773.32)	12/19/2023	Outstanding
4713	Accounts Payable	Computer Check	12/19/2023	MYERS BROS. DRILLING CONTR.	\$0.00	\$82.40	(\$12,855.72)	12/19/2023	Outstanding
4714	Accounts Payable	Computer Check	12/19/2023	NATIONAL RAILROAD PASSENG	\$0.00	\$1,235.67	(\$14,091.39)	12/19/2023	Outstanding
4715	Accounts Payable	Computer Check	12/19/2023	NORTHWEST BANK	\$0.00	\$22.50	(\$14,113.89)	12/19/2023	Outstanding
4716	Accounts Payable	Computer Check	12/19/2023	OVERHEAD DOOR CO.	\$0.00	\$254.00	(\$14,367.89)	12/19/2023	Outstanding
4717	Accounts Payable	Computer Check	12/19/2023	PA DEPT OF LABOR & INDUSTRY	\$0.00	\$494.16	(\$14,862.05)	12/19/2023	Outstanding
4718	Accounts Payable	Computer Check	12/19/2023	PA ONE CALL SYSTEM, INC.	\$0.00	\$207.77	(\$15,069.82)	12/19/2023	Outstanding
4719	Accounts Payable	Computer Check	12/19/2023	PENNDOT	\$0.00	\$110.00	(\$15,179.82)	12/19/2023	Outstanding
4720	Accounts Payable	Computer Check	12/19/2023	PVRZ WATER SUPPLY CO INC	\$0.00	\$1,123.00	(\$16,302.82)	12/19/2023	Outstanding
4721	Accounts Payable	Computer Check	12/19/2023	RALPH C. ECKELS III	\$0.00	\$175.00	(\$16,477.82)	12/19/2023	Outstanding
4722	Accounts Payable	Computer Check	12/19/2023	SHAWN YOUNGER	\$0.00	\$152.00	(\$16,629.82)	12/19/2023	Outstanding
4723	Accounts Payable	Computer Check	12/19/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$699.00	(\$17,328.82)	12/19/2023	Outstanding
4724	Accounts Payable	Computer Check	12/19/2023	TRIANGLE FIRE PROTECTION, IN	\$0.00	\$150.00	(\$17,478.82)	12/19/2023	Outstanding
4725	Accounts Payable	Computer Check	12/19/2023	TROJAN TECHNOLOGIES GROU	\$0.00	\$1,500.00	(\$18,978.82)	12/19/2023	Outstanding
4726	Accounts Payable	Computer Check	12/19/2023	UGI UTILITIES, INC.	\$0.00	\$275.37	(\$19,254.19)	12/19/2023	Outstanding
4727	Accounts Payable	Computer Check	12/19/2023	WEX BANK	\$0.00	\$646.34	(\$19,900.53)	12/19/2023	Outstanding

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$19,900.53)
<b>Total Payments:</b>	<b>(\$19,900.53)</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>(\$19,900.53)</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.: 15

DATE: December 19, 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

\_\_\_\_\_  
AUTHORIZED OFFICER

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>1,125,756.68</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	30,368.59	Payroll	Acct. 21544
	\$	14,425.21	Expenses	Acct. 21536
	\$	<u><b>44,793.80</b></u>	<b>Total</b>	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,170,550.48</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry  
Payroll # 25

**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							
		<b>TOTAL</b>							

\$ 10,506.35 Gary, Rex, Paisun, Susan, James  
 \$ 5,667.56 Jim, Chris, Ryan, Randal, Rory, Caleb (Split)  
 \$ 9,230.77 Kapcsos (Split), Ardini SeverPay (Split)  
 \$ - Vacant  
 \$ 1,250.00 Angie (Split)  
 \$ 1,080.00 Lindsey (Split)  
 \$ 312.50 Members paid per month (Split) (Pay closest to 1st Tuesday)  
 \$ 2,056.31 Split  
 \$ 97.79 Split  
 \$ 167.31 Ryan, Chris, Rory  
**\$ 30,368.59**





MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 23-16

Date: December 19, 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 below:

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
SEE ATTACHED EXHIBIT "A"		\$ 2,346.47

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 December 19, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 19th day of December, 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>
Exeter Supply Co., Inc. 117 Prospect Street Reading, PA 19606	N. Jacob Street Water Main Replacement Project; Invoice 321231	\$ 488.00
Drohan Brick & Supply, Inc. PO Box 277 Mount Joy, PA 17552	N. Jacob Street Water Main Replacement Project; Invoice 0046837-00	\$ 239.75
Highway Materials, Inc. PO Box 62879 Baltimore, MD 21264-2879	N. Jacob Street Water Main Replacement Project; Invoice 358308	\$ 692.76
Rohrer's Incorporated PO Box 365 Lititz, PA 17543-0365	N. Jacob Street Water Main Replacement Project; Invoice Q260965	\$ 925.96