



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, December 20, 2022**

1. Call to Order
2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
3. Public Input Period – Hearing of any citizen within the service area.
4. Presentation of the 2021-2022 Annual Audit by Trout, CPA
5. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
6. Approval of the Minutes: Approval of the minutes from November 15, 2022.
7. Unfinished Business:
 - A.
8. New Business:
 - A.
9. Any other matter proper to come before the Authority:
10. Authorization to pay bills:
 - A. Consider approval of Requisition No. 14 for the Water Operating Fund in the amount of \$76,355.53 and Sewer Operating Fund in the amount of \$87,964.97.
11. Meetings and dates of importance:

A. Tuesday, January 3, 2023	Regular Monthly Meeting – 4 PM
B. Tuesday, January 17, 2023	Pre-Authority Meeting – 4 PM
C. Tuesday, February 7, 2023	Regular Monthly Meeting – 4 PM
D. Tuesday, February 21, 2023	Pre-Authority Meeting – 4 PM
12. 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
Pre-Authority
November 15, 2022
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, Joe Ardini 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

Mr. Dennis was not present at the meeting, therefore, provided a written report.

Authority Manager Report

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

Mr. Ardini provided an update on the T-Mobile antenna upgrade: Mr. Ardini stated that he received a response from T-Mobile's contractor and requested Minoan's contact information and noted that they will be on site to clean up the premises.

Mr. Ardini provided an update on the vacant employment positions: Mr. Ardini stated that a few applications were received via the online site regarding the Wastewater Chief Plant Operator, and he noted that two interviews were scheduled for this week. Mr. Ardini noted that he has yet to receive any qualified applications for the Water Chief Plant Operator.

Mr. Ardini informed the Board that he met with all the employees to discuss and distribute the new employee handbook. Mr. Ardini noted that there were some discussion points and all questions have been answered.

Mr. Ardini informed the Board that he had not received any other inquiries for the expired term of J. Michael Melhorn. Mr. Ardini noted that he will move forward and submit a letter to Borough Council requesting reappointment for Mr. Melhorn to the Authority Board for a five-year term.

Mr. Ardini discussed a personnel disciplinary action with one of the employees who was placed on a five-day suspension and will then be placed on one year probation.

Operations Manager Report

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

Mr. Kapcsos informed the Board that the yearly filter evaluations were completed and currently are waiting on the reports.

Mr. Kapcsos informed the Board that Authority staff will be attending a training seminar performed by PA DEP regarding the new lead and copper rule revisions, implemented by EPA on November 30th. Mr. Kapcsos noted that they are encouraging each municipality to submit an inventory listing of all water service lines.

Mr. Kapcsos informed the Board that an employee was in a minor accident which involved two Authority vehicles at the sewer plant, no injuries were reported. Mr. Kapcsos noted that the trucks will be taken to Barton's Body Shop for estimates.

Mr. Kapcsos provided an update on the ARPA H2O Water Supply and Sanitary Sewer Project Program Grant: Mr. Kapcsos stated that ARRO Consulting has provided three cost opinions for the grant applications with some corrections to be made; when the revision is received, staff will review prior to submission with application.

Mr. Kapcsos provided an update on the Kamstrup meter replacement: Mr. Kapcsos noted that rounds seven, eight and nine totaling 201 of 205 meters has been scheduled or completed. Mr. Kapcsos stated that round ten has been

selected totaling 179 meters on Donegal Springs Road, East Donegal Street, Florin Avenue, Glenn Avenue, West Donegal Street, Union School Road, Sunset Avenue, Musser Road and Matin Avenue.

Business Manager Report

Mrs. Fenicle informed the Board that the Authority received the completed GASB report from DB&Z and has forwarded to Trout, CPA to complete the drafts of the 2022 audit.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the October 18, 2022, 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. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. 12 as follows: \$31,503.36 for the Water Operating Fund and \$69,637.24 for the Sewer Operating Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 4:45 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.: 14

DATE: December 20, 2022

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>830,065.36</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	33,370.34	Payroll	Acct. 21544
	\$	<u>42,985.19</u>	Expenses	Acct. 21510
	\$	<u><u>76,355.53</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>906,420.89</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,023,885.95</u>		

Payroll Journal Entry
Payroll # 25

Water Fund

Debit	06.448.702	Water Wages	\$	4,712.32	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	5,093.61	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,751.26	Joe (Split)
	06.400.783	Operations Manager	\$	1,518.50	Kapcsos (Split)
	06.400.784	Business Manager	\$	1,143.40	Angie (Split)
	06.400.785	Administrative Assistant	\$	950.80	Lindsey (Split)
	06.400.790	Board Members	\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,237.44	Split
	06.400.804	ADP Invoice	\$	83.89	Split
	06.400.791	Employer 457B Contribution	\$	150.48	Ryan, Chris, Rory
		TOTAL	\$	16,954.20	

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4053	Accounts Payable	Computer Check	12/20/2022	AIRGAS USA LLC	\$0.00	\$24.98	(\$24.98)	12/20/2022	Outstanding
4054	Accounts Payable	Computer Check	12/20/2022	AMS	\$0.00	\$70.35	(\$95.33)	12/20/2022	Outstanding
4055	Accounts Payable	Computer Check	12/20/2022	BOROUGH OF MOUNT JOY	\$0.00	\$5,437.11	(\$5,532.44)	12/20/2022	Outstanding
4056	Accounts Payable	Computer Check	12/20/2022	BUCKMAN S INC	\$0.00	\$704.00	(\$6,236.44)	12/20/2022	Outstanding
4057	Accounts Payable	Computer Check	12/20/2022	CAPITAL BLUE CROSS	\$0.00	\$16,358.11	(\$22,594.55)	12/20/2022	Outstanding
4058	Accounts Payable	Computer Check	12/20/2022	CH&N SITE CONSTRUCTION, INC.	\$0.00	\$1,614.00	(\$24,208.55)	12/20/2022	Outstanding
4059	Accounts Payable	Computer Check	12/20/2022	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$4,321.32	(\$28,529.87)	12/20/2022	Outstanding
4060	Accounts Payable	Computer Check	12/20/2022	DEER COUNTRY FARM & LAWN, I	\$0.00	\$107.95	(\$28,637.82)	12/20/2022	Outstanding
4061	Accounts Payable	Computer Check	12/20/2022	E-TOWN AUTO PARTS	\$0.00	\$151.84	(\$28,789.66)	12/20/2022	Outstanding
4062	Accounts Payable	Computer Check	12/20/2022	FULTON FINANCIAL ADVISORS	\$0.00	\$1,000.00	(\$29,789.66)	12/20/2022	Outstanding
4063	Accounts Payable	Computer Check	12/20/2022	GUTTMAN ENERGY INC.	\$0.00	\$288.02	(\$30,077.68)	12/20/2022	Outstanding
4064	Accounts Payable	Computer Check	12/20/2022	HACH COMPANY	\$0.00	\$426.25	(\$30,503.93)	12/20/2022	Outstanding
4065	Accounts Payable	Computer Check	12/20/2022	HIGHWAY MATERIALS, INC.	\$0.00	\$267.44	(\$30,771.37)	12/20/2022	Outstanding
4066	Accounts Payable	Computer Check	12/20/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$432.77	(\$31,204.14)	12/20/2022	Outstanding
4067	Accounts Payable	Computer Check	12/20/2022	LRM, INC.	\$0.00	\$817.40	(\$32,021.54)	12/20/2022	Outstanding
4068	Accounts Payable	Computer Check	12/20/2022	NORTHWEST BANK	\$0.00	\$22.50	(\$32,044.04)	12/20/2022	Outstanding
4069	Accounts Payable	Computer Check	12/20/2022	OFFICE BASICS INC.	\$0.00	\$62.58	(\$32,106.62)	12/20/2022	Outstanding
4070	Accounts Payable	Computer Check	12/20/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$98.64	(\$32,205.26)	12/20/2022	Outstanding
4071	Accounts Payable	Computer Check	12/20/2022	PLASTERER EQUIPMENT CO., IN	\$0.00	\$41.49	(\$32,246.75)	12/20/2022	Outstanding
4072	Accounts Payable	Computer Check	12/20/2022	PPL	\$0.00	\$9,016.56	(\$41,263.31)	12/20/2022	Outstanding
4073	Accounts Payable	Computer Check	12/20/2022	SHAWN YOUNGER	\$0.00	\$175.00	(\$41,438.31)	12/20/2022	Outstanding
4074	Accounts Payable	Computer Check	12/20/2022	SUBURBAN TESTING LABS, INC	\$0.00	\$426.72	(\$41,865.03)	12/20/2022	Outstanding
4075	Accounts Payable	Computer Check	12/20/2022	SWIFTREACH NETWORKS INC	\$0.00	\$800.00	(\$42,665.03)	12/20/2022	Outstanding
4076	Accounts Payable	Computer Check	12/20/2022	UGI UTILITIES, INC.	\$0.00	\$240.16	(\$42,905.19)	12/20/2022	Outstanding
4077	Accounts Payable	Computer Check	12/20/2022	WOLGGIE S LAWN CARE LLC.	\$0.00	\$80.00	(\$42,985.19)	12/20/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$42,985.19)
Total Payments:	(\$42,985.19)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$42,985.19)

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							
		TOTAL							

\$ 7,766.18
 \$ 5,093.60
 \$ 1,751.26
 \$ 1,518.49
 \$ 1,143.40
 \$ 950.80
 \$ 312.50
 \$ 1,237.43
 \$ 83.89
 \$ 150.48
\$ 20,008.03

Dennis, Gary, Rex, David
 Jim, Jason, Chris, Ryan, Leon, Rory (Split)
 Joe (Split)
 Kapcsos (Split)
 Angie (Split)
 Lindsey (Split)
 Members paid per month (Split) (Pay closest to 1st Tuesday)
 Split
 Split
 Ryan, Chris, Rory

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total		Status
							Total	Post Date	
4265	Accounts Payable	Computer Check	12/20/2022	AIRGAS USA LLC	\$0.00	\$74.92	(\$74.92)	12/20/2022	Outstanding
4266	Accounts Payable	Computer Check	12/20/2022	ALS GROUP USA CORP.	\$0.00	\$498.00	(\$572.92)	12/20/2022	Outstanding
4267	Accounts Payable	Computer Check	12/20/2022	AMS	\$0.00	\$70.35	(\$643.27)	12/20/2022	Outstanding
4268	Accounts Payable	Computer Check	12/20/2022	BOROUGH OF MOUNT JOY	\$0.00	\$3,437.10	(\$6,080.37)	12/20/2022	Outstanding
4269	Accounts Payable	Computer Check	12/20/2022	CAPITAL BLUE CROSS	\$0.00	\$16,358.11	(\$22,438.48)	12/20/2022	Outstanding
4270	Accounts Payable	Computer Check	12/20/2022	CH&N SITE CONSTRUCTION, INC.	\$0.00	\$1,614.00	(\$24,052.48)	12/20/2022	Outstanding
4271	Accounts Payable	Computer Check	12/20/2022	COMMONWEALTH OF PENNSY	\$0.00	\$3,750.00	(\$27,802.48)	12/20/2022	Outstanding
4272	Accounts Payable	Computer Check	12/20/2022	DEER COUNTRY FARM & LAWN, I	\$0.00	\$107.94	(\$27,910.42)	12/20/2022	Outstanding
4273	Accounts Payable	Computer Check	12/20/2022	E-TOWN AUTO PARTS	\$0.00	\$151.84	(\$28,062.26)	12/20/2022	Outstanding
4274	Accounts Payable	Computer Check	12/20/2022	FISHER SCIENTIFIC	\$0.00	\$830.35	(\$28,892.61)	12/20/2022	Outstanding
4275	Accounts Payable	Computer Check	12/20/2022	GUTTMAN ENERGY INC.	\$0.00	\$229.26	(\$29,121.87)	12/20/2022	Outstanding
4276	Accounts Payable	Computer Check	12/20/2022	HACH COMPANY	\$0.00	\$719.67	(\$29,841.54)	12/20/2022	Outstanding
4277	Accounts Payable	Computer Check	12/20/2022	HIGHWAY MATERIALS, INC.	\$0.00	\$267.44	(\$30,108.98)	12/20/2022	Outstanding
4278	Accounts Payable	Computer Check	12/20/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$238.93	(\$30,347.91)	12/20/2022	Outstanding
4279	Accounts Payable	Computer Check	12/20/2022	LRM, INC.	\$0.00	\$694.85	(\$31,042.76)	12/20/2022	Outstanding
4280	Accounts Payable	Computer Check	12/20/2022	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$37,445.18)	12/20/2022	Outstanding
4281	Accounts Payable	Computer Check	12/20/2022	NORTHWEST BANK	\$0.00	\$22.50	(\$37,467.68)	12/20/2022	Outstanding
4282	Accounts Payable	Computer Check	12/20/2022	OFFICE BASICS INC.	\$0.00	\$192.05	(\$37,659.73)	12/20/2022	Outstanding
4283	Accounts Payable	Computer Check	12/20/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$98.64	(\$37,758.37)	12/20/2022	Outstanding
4284	Accounts Payable	Computer Check	12/20/2022	PLASTERER EQUIPMENT CO., IN	\$0.00	\$41.49	(\$37,799.86)	12/20/2022	Outstanding
4285	Accounts Payable	Computer Check	12/20/2022	PPL	\$0.00	\$1,236.79	(\$39,036.65)	12/20/2022	Outstanding
4286	Accounts Payable	Computer Check	12/20/2022	RESSLER PROPANE	\$0.00	\$2,852.77	(\$41,889.42)	12/20/2022	Outstanding
4287	Accounts Payable	Computer Check	12/20/2022	SCHAEDLER YESCO DISTRIBUT	\$0.00	\$4,572.46	(\$46,461.88)	12/20/2022	Outstanding
4288	Accounts Payable	Computer Check	12/20/2022	SHARE CORPORATION	\$0.00	\$719.45	(\$47,181.33)	12/20/2022	Outstanding
4289	Accounts Payable	Computer Check	12/20/2022	SHAWN YOUNGER	\$0.00	\$175.00	(\$47,356.33)	12/20/2022	Outstanding
4290	Accounts Payable	Computer Check	12/20/2022	SUBURBAN TESTING LABS, INC	\$0.00	\$371.84	(\$47,728.17)	12/20/2022	Outstanding
4291	Accounts Payable	Computer Check	12/20/2022	SWIFTREACH NETWORKS INC	\$0.00	\$800.00	(\$48,528.17)	12/20/2022	Outstanding
4292	Accounts Payable	Computer Check	12/20/2022	UGI UTILITIES, INC.	\$0.00	\$255.57	(\$48,783.74)	12/20/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$48,783.74)
Total Payments:	(\$48,783.74)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$48,783.74)