

Mount Joy Borough Authority Pre-Authority Meeting Agenda 4:00 PM, December 21, 2021

- 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. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
- 5. Approval of the Minutes: Approval of the minutes from November 16, 2021.
- 6. <u>Unfinished Business:</u>

Α.

7. New Business:

- A. Consider approval of Elm Tree Properties Letter of Credit Reduction Request for Elm Tree Phase 5B/5C in the amount of \$92,182.50 as recommended by ARRO Consulting letter dated June 30, 2021.
- B. Consider approval of Payment Application No. 6 from Heisey Mechanical, LTD in the amount of \$72,054.35 for the WWTP Primary Clarifier and Thickener Rehab project as recommended by ARRO Consulting's letter dated December 19, 2021.
- C. Discussion of administration office building.
- 8. Any other matter proper to come before the Authority:
- 9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 16 for the Water Operating Fund in the amount of \$38,648.89 and Sewer Operating Fund in the amount of \$61,273.98.
 - B. Consider approval of Requisition No. WBRI 21-22 from the Water Bond Redemption and Improvement Fund in the amount of \$17,372.13.
 - C. Consider approval of Requisition No. SBRI 21-11 from the Sewer Bond Redemption and Improvement Fund in the amount of \$72,054.35

10. Meetings and dates of importance

A. Tuesday, January 4, 2022 Regular Monthly Meeting – 4 PM
B. Tuesday, January 18, 2022 Pre-Authority Meeting - 4PM

C. Tuesday, February 1, 2022 Regular Monthly Meeting – 4 PM

11. 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 16, 2021 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, Scott Kapcsos and Joe Ardini, 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 noted that the Authority received plans from T-Mobile (formerly Shantel) for an upgrade to the cellular system on the hydropillar water tank on Lumber Street. Mr. Doug DeClerck will be reviewing the plans on behalf of the Authority.

Mr. Ardini informed the Board that the Authority received the Rapho Industrial Park sewer system agreements with some minor changes to be addressed. The agreement will be presented at the December 7th meeting.

Mr. Ardini informed the Board that he met with Mr. Art Mann, Jr. regarding the additional stormwater easement needed for the driveway to the Jacob Street Water Plant. It was noted that, Mr. Mann had no issues with amending the existing easement and will contact his solicitor to reach out to the Authority's solicitor to pursue with the easement amendment.

Mr. Ardini discussed with the Board on holding an employee Holiday gathering again this year. A decision was reached to have the gathering on December 16th.

Operations Manager Report

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

Mr. Kapcsos informed the Board that the UV transmittance sensor at the Wastewater Treatment Plant malfunctioned, and the sensor was sent for repairs and will approximately cost \$6,700 as the equipment is out of warranty.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the October 19, 2021, 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 Change Order #6 submitted by Heisey Mechanical for the WWTP Primary Clarifier and Thickener Rehabilitation project for additional materials and extending the substantial completion date to December 6, 2021, and the final completion date to December 10, 2021; motion carried.

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve payment application No. 5 from Heisey Mechanical, LTD in the amount of \$80,598.98 for the WWTP Primary Clarifier and Thickener Rehab project as recommended by ARRO Consulting's letter dated November 12, 2021; motion carried.

Any Other Matter Proper to Come before the Authority

Mr. Derr noted that he was asked inform the Authority that Borough Council would like to meet jointly with the Authority Board to discuss the future plans of the remodel or new location of the Administration and Police Department building. After discussion, it was agreed upon that two Board members and Mr. Ardini will attend the building committee meeting on December 14th

Authorization to Pay Bills

A MOTION was made by Mr. Metzler and a second by Mr. Melhorn to approve the attached Requisition No. 14 as follows: \$39,262.86 for the Water Operating Fund and \$43,729.90 for the Sewer Operating Fund; motion carried.

A MOTION was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 21-20 in the amount of \$4,749.34 from the Water Bond Redemption and Improvement Fund; motion carried.

A MOTION was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 21-9 in the amount of \$85,091.32 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Derr to adjourn. Motion carried and the meeting adjourned at 4:39 PM.

Respectfully submitted,

J. Michael Melhorn Secretary



MOUNT JOY BOROUGH AUTHORITY P.O. BOX 25 MOUNT JOY, PA 17552

INCORPORATED 1948

WATER OPERATING REQUISITION NO.: 16

	DATE		Decemb	<u>er</u> 21, 2021	L
Fulton Bank, National Association					
P.O. Box 4887					
Lancaster, PA 17604					
Gentlemen:					
You are hereby requested to make a disbursem dated May 1, 1993, between the Mount Joy Borough Author set forth on the succeeding page.					
We certify that the amounts listed on the succee has been incurred for the purpose set forth in Article VI, S withdrawn are in compliance with the provisions of said inc	ection 6.01 and 6.	w due .02. W	and unpaid and Ve further certify	that such in that the r	ndebtedness nonies to be
	OLTNUOM	Y BOR	OUGH AUTHOR	ΙΤΥ	
		TDEA	CHRED		
		IKEA	SURER		
ARRO CONSULTING, INC., Consulting Engineer, HEREBY APPROVE this requisition, and CERTIFIES that the requisitioned during the current fiscal year, do not exceed Authority as provided for in Section 9.07 of the Trust Inden	aggregate of the the amount of the	e amou	unts regisitioned	, plus thos	e previously
	ARRO	CONS	ULTING, INC.		
	CONSI	ULTIN	G ENGINEER	<u></u>	-
AMOUNT OF PREVIOUS REQUISITIONS:		\$	827,930.49	_	
TOTAL AMOUNT OF THIS REQUISITION:		\$	18,653.31	Payroll	Acct. 21544
		\$	19,995.58	Expenses	Acct. 21510
		\$	38,648.89	Total	
TOTAL AMOUNT REQUISITIONED TO DAT	Г Е:	\$	866,579.38	-	
TOTAL CURRENT FISCAL YEAR APPROVE	D BUDGET:	\$	2,779,006.90	-	

Payroll Journal Entry Payroll # 25

Water Fund

/ (Split)	(Day places to 1st Tuesday)	
6,205.06 Kling, Zach, Shawn 5,343.15 Jim, Jason, Chris, Ryan, Leon, Rory (Split) 1,700.25 Joe (Split)	Kapcsos (Split) Angie (Split) Lindsey (Split) Members paid per month (Split)	Split Split Ryan, Chris, Rory
6,205.06 5,343.15 1,700.25	1,474.26 1,110.10 923.20 312.50	\$ 1,365.01 \$ 82.30 on \$ 137.48 TOTAL \$ 18,653.31
06.448.702 Water Wages 06.449.752 Construction Crew Wages \$ 06.400.782 Authority Manager \$	06.400.783 Operations Manager \$ 06.400.784 Business Manager \$ 06.400.785 Administrative Assistant \$ 06.400.790 Board Members \$	Employer Taxes ADP Invoice Employer 457B Contributio
bit 06.448.702 06.449.752 06.400.782	06.400.783 + 06.400.784 06.400.785 06.400.790	06.400.804 06.400.804 06.400.791

12/17/2021 04:22:34 PM

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total Po	Post Date	Status
3376	Accounts Payable	Computer Check	12/21/2021	AIRGAS USA LLC	\$0.00	\$21.87		i	Outstanding
3377	Accounts Payable	Computer Check	12/21/2/21	CARPER S.SIGNS, INC.	\$0.00	\$180.00	(\$201,87) 12/21/202		Outstanding
3378	Accounts Payable	Computer Check	12/21/2021	CENTURYLINK	\$0.00	\$240,86	(\$442,73) 12/21/202	_	Outstanding
3379	Accounts Payable	Computer Check	1202/12/21	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,382.46	(\$3,825.19) 12/21/202	_	Outstanding
3380	Accounts Payable	Computer Check	1202/12/21	GUTTMAN ENERGY INC.	20.00	\$263,36	(\$4,088.55) 12/21/2021	_	Outstanding
3381	Accounts Payable	Computer Check	1202/12/21	HACH COMPANY	\$0,00	\$408.08	(\$4,496.63) 12/21/202	_	Outstanding
3382	Accounts Payable	Computer Check	12/21/2021	HARVEY'S MAIN STREET BBQ	20.00	\$137,50	(\$4,634,13) 12/21/2021	Ī	Outstanding
3383	Accounts Payable	Computer Check	12/21/2021	HEISEY MECHANICAL, LTD.	\$0.00	\$4,593.00	(\$9,227.13) 12/21/2021		Outstanding
3384	Accounts Payable	Computer Check	12/21/2021	INDUSTRIAL PIPING SYSTEMS IN	\$0.00	\$681.27	(\$9,908.40) 12/21/2021		Outstanding
3385	Accounts Payable	Computer Check	1202/12/21	J.B. HOSTETTER & SONS, INC.	\$0.00	\$130,48	(\$10,038.88) 12/21/2021		Outstanding
3386	Accounts Payable	Computer Check	1202/12/21	L/B WATER SERVICE, INC.	\$0.00	\$359,70	(\$10,398,58) 12/21/2021		Outstanding
3387	Accounts Payable	Computer Check	12/21/2021	NORTHWEST BANK	\$0.00	\$22.50	(\$10,421.08) 12/21/2021		Outstanding
3388	Accounts Payable	Computer Check	12/21/2021	NRPC AMTRAK	\$0.00	\$1,084.45	(\$11,505,53) 12/21/2021	_	Outstanding
3389	Accounts Payable	Computer Check	120212721	OFFICE BASICS INC.	\$0.00	\$73,12	(\$11.578,65) 12/21/2021	_	Outstanding
3390	Accounts Payable	Computer Check	1202/12/21	PA ONE CALL SYSTEM, INC.	\$0.00	\$115.28	(\$11,693.93) 12/21/2021		Outstanding
3391	Accounts Payable	Computer Check	1202/12/21	PPL	\$0.00	\$6,582.63	(\$18,276,56) 12/21/2021	Ť	Outstanding
3392	Accounts Payable	Computer Check	12/21/2021	PRWA	\$0.00	\$50.00	(\$18,326.56) 12/21/202	_	Outstanding
3393	Accounts Payable	Computer Check	12/21/2021	ROHRER S INCORPORATED	\$0.00	\$60.68	(\$18,387.24) 12/21/2021		Outstanding
3394	Accounts Payable	Computer Check	12/21/2021	SUBURBAN TESTING LABS	\$0.00	\$322.50	(\$18,709.74) 12/21/2021		Outstanding
3395	Accounts Payable	Computer Check	120212021	SWIFTREACH NETWORKS INC	\$0.00	\$848.00	(\$19,557.74) 12/21/202	_	Outstanding
3396	Accounts Payable	Computer Check	12/21/2021	THE RETIREMENT ADVANTAGE, 1	\$0.00	\$75.00	(\$19,632.74) 12/21/2021	_	Outstanding
3397	Accounts Payable	Computer Check	12/21/2021	TRACTOR SUPPLY CREDIT PLAN	\$0.00	\$24.99	(\$19,657.73) 12/21/202	_	Outstanding
3398	Accounts Payable	Computer Check	12/21/2021	TRIANGLE FIRE PROTECTION, IN	\$0.00	\$125.00	(\$19,782.73) 12/21/202	_	Outstanding
3399	Accounts Payable	Computer Check	12/21/2021	UGI UTILITIES, INC.	\$0.00	\$212.85	(\$19,995.58) 12/21/2021	_	Outstanding

Summary by Transaction Type

80.00	(85,995,58)	(\$19,995.58)		\$0.00	20.00	20.00	(\$19,995.58)
Total Deposits	Less Payments by Transaction Type: Computer Check	Total Payments:	Adjustments:	Payment Adjustments	Deposit Adjustments	Total Adjustments:	Total Change in Register Balance:



MOUNT JOY BOROUGH AUTHORITY P.O. BOX 25 MOUNT JOY, PA 17552

INCORPORATED 1948

		SEWER OPE	RATING REQUISITION NO.:	16
		DATE:	December 21, 2021	l
Fulton Bank, Natio	nal Association			
P.O. Box 4887 Lancaster, PA 1760	74			
	~T			
Gentlemen:				
dated November 1	hereby requested to make a disbursement of fur 5, 1996 (the "Indenture"), between the Mount Jo amounts set forth on the attached Schedule "A".			
indebtedness has l paragraph (a) of S requisitioned durin	tify that (i) the amounts listed on the succeed been incurred for the purpose set forth in paragonal section 6.3 of the Indenture; (ii) the aggregate ag the current fiscal year, do not exceed the amount ded in Section 9.10 of the Indenture; and (iii) the andenture.	graphs (a) and of the amous unt of the cur	d (b) of Section 6.1 of the ants requisitioned, plus thos rent fiscal year budget app	Indenture or se previously roved by the
	MO	UNT JOY BOF	ROUGH AUTHORITY	
		AUTHORIZ	ZED OFFICER	_
	AMOUNT OF PREVIOUS REQUISITIONS:	\$	1,056,944.79	
	TOTAL AMOUNT OF THIS REQUISITION:	\$ \$	22,203.05 Payroll 39,070.93 Expenses 61,273.98 Total	Acct. 21544 Acct. 21536
	TOTAL AMOUNT REQUISITIONED TO DATE:	\$	1,118,218.77	
	TOTAL CURRENT FISCAL YEAR APPROVED BUDGET	: \$	2,976,116.68	

Payroll Journal Entry Payroll # 25

Sewer Fund Debit 08.429.730 S

(Split)	(Pay closest to 1st Tuesday)	
9,754.82 Dennis, Gary, Rex, David 5,343.15 Jim, Jason, Chris, Ryan, Leon, Rory (Split) 1,700.25 Joe (Split) 1,474.27 Kapcsos (Split)	923.20 Lindsey (Split) 312.50 Members paid per month (Split) 365.01 Split	Split Ryan, Chris, Rory
9,754.82 5,343.15 1,700.25 1,474.27	923.20 312.50 1.365.01	\$ 82.29 on \$ 137.47 TOTAL \$ 22,203.05
**	, ,, ,,	60 60 CD
08.429.730 Sewer Wages 08.428.710 Construction Crew Wages 08.400.782 Authority Manager 08.400.783 Operations Manager	08.400.785 Administrative Assistant 08.400.785 Board Members 08.400.804 Employer Taxes	Contributi
08.429.730 08.428.710 08.400.782 08.400.783	08.400.785 08.400.790 08.400.804	08.400.804
pit		

12/17/2021 04:29:49 PM

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction		Transaction	Transaction				Running	
Number	Source	Type	Date	Reference	Deposits	Payments	Total Post Date	Status
3516	Accounts Payable	Computer Check	12/2/12/02/1	AIRGAS USA LLC	\$0.00	\$65.58	(\$65.58) 12/21/2021	Outstanding
3517	Accounts Payable	Computer Check	12/21/2021	BATTERY WAREHOUSE	\$0.00	289.97		Outstanding
3518	Accounts Payable	Computer Check	12/21/2021	CARPER S SIGNS, INC.	\$0.00	\$180.00		Outstanding
3519	Accounts Payable	Computer Check	12/21/2021	CORE & MAIN	\$0.00	\$1,317.31		Outstanding
3520	Accounts Payable	Computer Check	12/21/2021	FISHER SCIENTIFIC	\$0.00	\$525.96		Outstanding
3521	Accounts Payable	Computer Check	12/21/2021	GRAINGER	20.00	\$224,64		Outstanding
3522	Accounts Payable	Computer Check	12/21/2021	GUITIMAN ENERGY INC.	\$0.00	\$258.84		Outstanding
3523	Accounts Payable	Computer Check	1202/12/21	HACH COMPANY	\$0.00	\$384,47		Outstanding
3524	Accounts Payable	Computer Check	1202/12/21	HARVEY'S MAIN STREET BBQ	\$0.00	\$137,50		Ontstanding
3525	Accounts Payable	Computer Check	12/21/2021	J.B. HOSTETTER & SONS, INC.	\$0.00	\$230.87		Outstanding
3526	Accounts Payable	Computer Check	12/21/2021	JWC ENVIRONMENTAL	\$0.00	\$21,242.36		Outstanding
3527	Accounts Payable	Computer Check	12/21/2021	LEFFLER ENERGY	\$0.00	\$638.10		Outstanding
3528	Accounts Payable	Computer Check	12/21/2021	LRM, INC.	\$0.00	\$2,911.36		Outstanding
3529	Accounts Payable	Computer Check	12/21/2021	NORTHWEST BANK	\$0.00	\$22.50		Outstanding
3530	Accounts Payable	Computer Check	12/21/2021	PA ONE CALL SYSTEM, INC.	\$0.00	\$115.27		Outstanding
3531	Accounts Payable	Computer Check	12/21/2021	PATRIOT PROPANE	\$0.00	\$6,218.47		Outstanding
3532	Accounts Payable	Computer Check	12/21/2/21	PPL	\$0.00	\$1,034.82		Outstanding
3533	Accounts Payable	Computer Check	12/21/2021	PRWA	\$0.00	\$50,00		Outstanding
3534	Accounts Payable	Computer Check	1202/12/21	ROHRER S INCORPORATED	\$0.00	89'09\$	(\$35,708.70) 12/21/2021	Outstanding
3535	Accounts Payable	Computer Check	1202/12/21	SCHAEDLER YESCO DISTRIBUT	\$0.00	\$943.00		Outstanding
3536	Accounts Payable	Computer Check	12/21/2021	SUBURBAN TESTING LABS	20.00	\$403.00	(\$37,054.70) 12/21/2021	Outstanding
3537	Accounts Payable	Computer Check	12/21/2/21	SWIFTREACH NETWORKS INC	\$0.00	\$848.00		Outstanding
3538	Accounts Payable	Computer Check	12/21/2021	THE RETIREMENT ADVANTAGE, I	\$0,00	\$75.00	1202/12/21 (07.776)	Outstanding
3539	Accounts Payable	Computer Check	12/21/2021	UGI UTILITIES, INC.	\$0.00	\$202,97	(\$38,180.67) 12/21/2021	Outstanding
3540	Accounts Payable	Computer Check	12/21/2021	USA BLUEBOOK	\$0.00	\$540.26	(\$38,720.93) 12/21/2021	Outstanding
3541	Accounts Payable	Computer Check	12/21/2021	VECTOR SECURITY	\$0.00	\$350,00	(\$39,070,93) 12/21/2021	Outstanding

Summary by Transaction Type

80.00	(\$39,070.93)	(65:010;556)	20.00	80.00	20.00	(\$39,070.93)
Total Deposits	Less Payments by Transaction Type: Computer Check	Adjustments:	Payment Adjustments	Deposit Adjustments	Total Adjustments:	Total Change in Register Balance:

MOUNT JOY BOROUGH AUTHORITY WATER SYSTEM RESOLUTION AND REQUISITION

	WATER SYSYTEM RE	QUISITION NO	O.: WBRI 21-22		
	Date:	December	7, 2021		
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:					
Purpose of		Amo	unt of this		
Payee Obligation		Rec	quisition		
SEE ATTACHED EXHIBIT "A"		\$	17,372.13		
CERTIFICATE					
The undersigned Secretary hereby certifies that the Reso Board of Directors of Mount Joy Borough Authority at a meeting du remains in full force and effect on the date hereof.					
THIS CERTIFICATE is executed the da	ay of <u>December</u> , 2	2021.			
(Sec	retary) (Assistant Se	cretary)	_		
AUTHORITY SEAL					

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount	of this Requisition
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	New Street Water Main Replacement Project Restoration; Inv 248080	\$	184.03
LB Water Service, Inc. P.O. Box 60 Selinsgrove, PA 17870	New Street Water Main Replacement Project Restoration; Inv 3534514	\$	3,024.10
Susquehanna River Basin Commission 4423 North Front Street Harrisburg, PA 17110-1788	Application Fee for Well 3 SRBC Docket Renewal; Invoice 179458; SRBC Reference #: 2021- 136	\$	14,164.00

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

SEWER SYSYTEM REQUISITION NO.: SBRI 21-11 December 21, 2021 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: No Purpose of Total Amount Paid Amount this Current Obligation Obligation to Date Requisition Balance **SEE ATTACHED** \$ 72,054.35 EXHIBIT "A"

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

Payee	Purpose of Obligation	Amount o	of this Requisition
Heisey Mechanical	Pay App#6 for WWTP Clarifier	\$	72,054.35
615 Florence Street Columbia, PA 17512	and Thickener Rebab Project		