

Mount Joy Borough Authority Meeting Agenda 4:00 PM, December 5, 2023

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call Mr. Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
- 4. Public Input Period Hearing of any citizen within the service area.
- 5. Reports
 - A. Authority Manager
 - B. Business Manager
- 6. Approval of the Minutes Approval of the minutes from November 8, 2023
- 7. Unfinished Business
- 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 \$56,405.93 and Sewer Operating Fund in the amount of \$76,682.45.
 - B. Consider approval of Requisition No. WBRI 23-15 from the Water Bond Redemption and Improvement Fund in the amount of \$2,814.01.
 - C. Consider approval of Requisitions No. SBRI 23-13 from the Sewer Bond Redemption and Improvement Fund in the amount of \$2,368.54.
- 11. Meetings and dates of importance

A. Tuesday, December 19, 2023

Pre-Authority Meeting - PM

B. Tuesday, January 16, 2024

Pre-Authority Meeting – 4 PM

C. Tuesday, February 6, 2024

Regular Monthly Meeting - 4 PM

- 12. Executive Session
- 13. Adjournment

Mount Joy Borough Authority Regular Monthly Meeting November 8, 2023 Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Chaiman Redman, Mr. Derr, and Mr. Ruffini. Also present were Angie Fenicle and Scott Kapcsos. Mr. Metzler and Mr. Melhorn were absent. Chairman Redman called the meeting to order at 4:00 PM.

Public Input Period

No one from the public was present.

Authority Manager Report

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

Mr. Kapcsos provided an update on the North Jacob Street Watermain Replacement Project: Mr. Kapcsos stated that Authority staff has performed saw cutting and Fox Tapping performed the tie-in; Authority staff is currently installing the new 8" watermain.

Mr. Kapcsos provided an update on the Carmany Road Water Plant Remodeling Project: Mr. Kapcsos stated that the countertops have been installed and all the furniture has been repositioned; the project is considered complete.

Mr. Kapcsos informed the Board that the Authority received the NPDES inspection report that was performed on May 8, 2023, at Carmany Road. Mr. Kapcsos noted that the letter stated that no violations were noted, however have requested the Authority to send in writing a summary of how flow is currently calculated for reporting purposes.

Mr. Kapcsos provided an update on the SRBC Docket Renewal: Mr. Kapcsos informed the Board that ARRO Consulting submitted a letter asking for a 30-day extension that was granted with a new submission deadline of November 29th.

Mr. Kapcsos informed the Board that Authority staff and ARRO had a kickoff meeting to discuss the Dystor Rehabilitation project; a follow up meeting with the contractor and equipment vendor is scheduled for November 17th. Mr. Kapcsos stated that the Authority will receive a revised quote when the scope of work is agreed upon.

Mr. Kapcsos and the Board discussed further regarding the Rapho Triangle East Development Agreement; the discussion was tabled till next meeting due to two members not present.

Mr. Kapcsos informed the Board that a health care matter arose regarding employees who become Medicare eligible and have a spouse on the policy. Mr. Kapcsos noted that he is in conversation with Barley Snyder to determine how to amend the employee handbook as well as conversations with health care specialist.

Mr. Kapcsos informed the Board that the Ipearl meters that were replaced with the new Kamstrup have been sold on Municibid for \$3,200.

Mr. Kapcsos provided an update on staffing: Mr. Kapcsos stated that Mr. Caleb Pardun started last week and is going well. Mr. Kapcsos also noted that Mr. Paisun Harris received his CDL Class B permit and is enrolled in the required training class to receive his license. Mr. Kapcsos informed the Board that Mr. Paisun Harris and Mr. Roderick Frey received their Wastewater Operators License.

Mr. Kapcsos provided an update on the storage building: Mr. Kapcsos stated that he has met with ARRO Consulting to discuss the proposed building for ARRO to provide drawings and proposed cost opinions for two types of structures.

Mr. Kapcsos provided an update on the security camera installations: Mr. Kapcsos stated that the company started this week to do the rough wiring and installed the cameras at the wastewater treatment plant and S. Jacob water plant.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the October 3, 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

There was no other matter proper to come before the Authority.

Authorization to Pay Bills

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve the attached Requisition No. 12 as follows: \$80,008.50 for the Water Operating Fund and \$74,464.72 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 23-13 from the Water Bond Redemption and Improvement Fund in the amount of \$37,044.58; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Ruffini and seconded by Mr. Metzler to adjourn; motion carried, and the meeting adjourned at 5:08 PM.

Respectfully submitted,

Paul F. Ruffini Assistant Secretary



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

INCORPORATED 1948

WATER OPERATING REQUISITION NO.: 14

	DATE:		Decembe	r 5, 2023	
Fulton Bank, National Association					
P.O. Box 4887 Lancaster, PA 17604					
Lancaster, FA 17004					
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 succeenas been incurred for the purpose set forth in Article VI, Swithdrawn are in compliance with the provisions of said in	section 6.01 and 6.02				
	MOUNT JOY B	OROUG	H AUTHORIT	Υ	
					_
	TF	REASURE	R		
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 Inder	e aggregate of the ar I the amount of the o	mounts r	eqisitioned,	plus those	previousl
	ARRO CO	ONSULTI	NG, INC.		
_	CONSUL	TING EN	GINEER		-
AMOUNT OF PREVIOUS REQUISITIONS:	_3	\$	891,648.14		
TOTAL AMOUNT OF THIS REQUISITION:		\$	20,720.99	Pavroll	Acct. 21544
TOTAL PARTIES THIS REQUISITION.		\$	35,684.94		Acct. 21510
	_	\$	56,405.93		
TOTAL AMOUNT REQUISITIONED TO DA	ATE:	\$	948,054.07		
TOTAL CURRENT FISCAL YEAR APPROV	ED BUDGET:	\$ 3	,124,435.20		

Payroll Journal Entry Payroll # 24

Wat	Water Fund		6	707	Visa Champ Days
Debit	06.448.702	water wages	Ð	9,434.72	9,454.22 NIIIIg, SIIawii, Dave, Jasoii
	06.449.752	Construction Crew Wages	↔	5,617.39	5,617.39 Jim, Chris, Ryan, Leon, Rory, Caleb (Split)
	06.400.782	06.400.782 Authority Manager	↔	1,730.77	1,730.77 Kapcsos (Split)
	06.400.783	Operations Manager	↔	í	Vacant
	06.400.784	Business Manager	↔	1,250.00	1,250.00 Angie (Split)
	06.400.785	Administrative Assistant	↔	1,080.00	
	06.400.790	Board Members	↔	ı	Members paid per month (Split) (Pay clo
	06.400.804	Employer Taxes	↔	\$ 1,444.45	Split
	06.400.804	ADP Invoice			Split
	06.400.791	Employer 457B Contribution	↔	164.16	164.16 Ryan, Chris, Rory
		TOTAL	\$	TOTAL \$ 20,720.99	

(Pay closest to 1st Tuesday)

Page 1

Mount Joy Authority Check Register - Water Operating Fund

Transaction			Transaction		
Number	Source	Transaction Type	Date	Reference	Payments Post Date
4668	Accounts Payable	Computer Check	11/21/2023	HIGHMARK BLUE SHIELD	\$107.28 11/21/2023
4669	Accounts Payable	Computer Check	12/05/2023	A&H EQUIPMENT COMPANY	\$1,067.00 12/05/2023
4670	Accounts Payable	Computer Check	12/05/2023	AMS	\$73.87 12/05/2023
4671	Accounts Payable	Computer Check	12/05/2023	ARRO CONSULTING, INC.	\$1,995.00 12/05/2023
4672	Accounts Payable	Computer Check	12/05/2023	ASCENSUS	\$432.50 12/05/2023
4673	Accounts Payable	Computer Check	12/05/2023	BOROUGH OF MOUNT JOY	\$7,293.42 12/05/2023
4674	Accounts Payable	Computer Check	12/05/2023	BRIGHTSPEED	\$216.53 12/05/2023
4675	Accounts Payable	Computer Check	12/05/2023	CAPITAL ONE TRADE CREDIT	\$84.43 12/05/2023
4676	Accounts Payable	Computer Check	12/05/2023	CHEMICAL EQUIPMENT LABS INC.	\$4,248.43 12/05/2023
4677	Accounts Payable	Computer Check	12/05/2023	CONCENTRA HEALTH SERVICES, IN	\$55.00 12/05/2023
4678	Accounts Payable	Computer Check	12/05/2023	CRYSTAL SPRINGS	\$21.48 12/05/2023
4679	Accounts Payable	Computer Check	12/05/2023	EXETER SUPPLY COMPANY, INC.	\$2,621.96 12/05/2023
4680	Accounts Payable	Computer Check	12/05/2023	FULTON FINANCIAL ADVISORS	\$1,000.00 12/05/2023
4681	Accounts Payable	Computer Check	12/05/2023	GUTTMAN ENERGY INC.	\$238.45 12/05/2023
4682	Accounts Payable	Computer Check	12/05/2023	HIGHWAY MATERIALS, INC.	\$634.01 12/05/2023
4683	Accounts Payable	Computer Check	12/05/2023	HOME DEPOT CREDIT SERVICES	\$494.05 12/05/2023
4684	Accounts Payable	Computer Check	12/05/2023	JAMES ZINK	\$57.45 12/05/2023
4685	Accounts Payable	Computer Check	12/05/2023	LAWSON PRODUCTS, INC.	\$49.45 12/05/2023
4686	Accounts Payable	Computer Check	12/05/2023	NORTHWEST BANK	\$16.27 12/05/2023
4687	Accounts Payable	Computer Check	12/05/2023	NORTHWEST BANK	\$867.08 12/05/2023
4688	Accounts Payable	Computer Check	12/05/2023	PA ONE CALL SYSTEM, INC.	\$101.02 12/05/2023
4689	Accounts Payable	Computer Check	12/05/2023	PA TURNPIKE	\$6.70 12/05/2023
4690	Accounts Payable	Computer Check	12/05/2023	PPL	\$46.52 12/05/2023
4691	Accounts Payable	Computer Check	12/05/2023	S&T BANK FOB MOUNT JOY BORO	\$9,718.04 12/05/2023
4692	Accounts Payable	Computer Check	12/05/2023	SCOTT KAPCSOS	\$175.00 12/05/2023
4693	Accounts Payable	Computer Check	12/05/2023	SCOTT KLING	\$91.95 12/05/2023
4694	Accounts Payable	Computer Check	12/05/2023	STANDARD INSURANCE COMPANY	\$12.98 12/05/2023
4695	Accounts Payable	Computer Check	12/05/2023	SUBURBAN TESTING LABS, INC	\$763.00 12/05/2023
4696	Accounts Payable	Computer Check	12/05/2023	USA BLUEBOOK	\$714.51 12/05/2023
4697	Accounts Payable	Computer Check	12/05/2023	VECTOR SECURITY	\$25.00 12/05/2023
4698	Accounts Payable	Computer Check	12/05/2023	VERIZON WIRELESS	\$242.80 12/05/2023
4699	Accounts Payable	Computer Check	12/05/2023	WOLGGIE S LAWN CARE LLC.	\$45.00 12/05/2023
4700	Accounts Payable	Computer Check	12/04/2023	CHEMICAL EQUIPMENT LABS INC.	\$2,168.76 12/04/2023
Summary by	Summary by Transaction Type				
Computer Check		\$35,684.94	+ +1		
Tot	Total Change in Register Balance:	te: \$35,684.94	•		

12/04/2023 4:07:59 PM



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

INCORPORATED 1948

SEWER OPERATING REQUISITION NO.:

		DATE:		December	5, 2023	
Fulton Bank, Nation	al Association					
P.O. Box 4887						
Lancaster, PA 17604	ł					
Gentlemen:						
dated November 15,	nereby requested to make a disbursement of 1996 (the "Indenture"), between the Mount mounts set forth on the attached Schedule "A".	Joy Borough A				
indebtedness has b paragraph (a) of Se requisitioned during	fy that (i) the amounts listed on the succeen incurred for the purpose set forth in parection 6.3 of the Indenture; (ii) the aggregation 6.3 of the Indenture; do not exceed the anel in Section 9.10 of the Indenture; and (iii) the denture.	ragraphs (a) a te of the amo nount of the c	and (bounts aurren	o) of Section 6.1 requisitioned, p at fiscal year bud	of the In lus those lget appro	denture or previously byed by the
	1	MOUNT JOY BO	ORO	JGH AUTHORITY	(
		AUTHO	RIZED	OFFICER		-
	AMOUNT OF PREVIOUS REQUISITIONS:	<u> \$</u>	\$	1,049,074.23		
	TOTAL AMOUNT OF THIS REQUISITION:	\$	5	22,071.91 F	Payroll	Acct. 21544
	and the same trial department of the transfer controlled to the same production of the	\$		54,610.54 E	5	Acct. 21536
		\$		76,682.45	.5	
	TOTAL AMOUNT REQUISITIONED TO DATE:	\$	\$	1,125,756.68		
	TOTAL CLIBRENT FISCAL YEAR APPROVED BLID	GET: \$	ţ	3.228.704.00		

Payroll Journal Entry Payroll # 24

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Sev	Sewer Fund	7			
Debit		08.429.730 Sewer Wages	\$ 10,785.15	\$ 10,785.15 Gary, Rex, Paisun, Susan, James	
	08.428.710	08.428.710 Construction Crew Wages	\$ 5,617.39	Jim, Chris, Ryan, Randal, Rory, Caleb (Split)	th (Split)
	08.400.782	08.400.782 Authority Manager	\$ 1,730.77	Kapcsos (Split)	
	08.400.783	Operations Manager	ı &>	Vacant	
	08.400.784	08.400.784 Business Manager	\$ 1,250.00	1,250.00 Angie (Split)	
	08.400.785	08.400.785 Administrative Assistant	\$ 1,080.00	Lindsey (Split)	
	08.400.790	Board Members	ر ج	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$ 1,444.44	Split	
	08.400.804	ADP Invoice		Split	
	08.400.791	08.400.791 Employer 457B Contribution	\$ 164.16	164.16 Ryan, Chris, Rory	
		TOTAL	TOTAI \$ 22,071,91		

Check Register - Sewer Operating Fund Mount Joy Authority

Accounts Payable Accounts Payable	Hallsaction Type	Date	Neighbe	
yable yable		0000		CCOC/ CC/ 44 OC 7044
able	Computer Check	11/22/2023	HIGHMARK BLUE SHIELD	\$107.28 11/22/2023
-14-	Computer Check	11/22/2023	PPL	\$9,125.62 11/22/2023
anne	Computer Check	12/05/2023	AMS	\$73.86 12/05/2023
Accounts Payable	Computer Check	12/05/2023	ARRO CONSULTING, INC.	\$735.75 12/05/2023
Accounts Payable	Computer Check	12/05/2023	ASCENSUS	\$432.50 12/05/2023
Accounts Payable	Computer Check	12/05/2023	BOROUGH OF MOUNT JOY	
Accounts Payable	Computer Check	12/05/2023	BRIGHTSPEED	\$755.40 12/05/2023
Accounts Payable	Computer Check	12/05/2023	CAPITAL ONE TRADE CREDIT	
Accounts Payable	Computer Check	12/05/2023	CARMEUSE LIME & STONE	
Accounts Payable	Computer Check	12/05/2023	CONCENTRA HEALTH SERVICES, IN	
Accounts Payable	Computer Check	12/05/2023	CRYSTAL SPRINGS	\$33.47 12/05/2023
Accounts Payable	Computer Check	12/05/2023	DEERE & COMPANY	\$4.40 12/05/2023
Accounts Payable	Computer Check	12/05/2023	EXETER SUPPLY COMPANY, INC.	\$280.80 12/05/2023
Accounts Payable	Computer Check	12/05/2023	FISHER SCIENTIFIC	\$490.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	GARDEN SPOT ELECTRIC INC	\$330.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	GUTTMAN ENERGY INC.	\$257.76 12/05/2023
Accounts Payable	Computer Check	12/05/2023	HACH COMPANY	\$396.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	HOME DEPOT CREDIT SERVICES	\$1,261.04 12/05/2023
Accounts Payable	Computer Check	12/05/2023	JAMES ZINK	\$57.45 12/05/2023
Accounts Payable	Computer Check	12/05/2023	LAWSON PRODUCTS, INC.	\$49.45 12/05/2023
Accounts Payable	Computer Check	12/05/2023	LEFFLER ENERGY	\$761.15 12/05/2023
Accounts Payable	Computer Check	12/05/2023	MCCRARY ENTERPRISES INC	\$822.24 12/05/2023
Accounts Payable	Computer Check	12/05/2023	NORTHWEST BANK	\$16.26 12/05/2023
Accounts Payable	Computer Check	12/05/2023	NORTHWEST BANK	
Accounts Payable	Computer Check	12/05/2023	PA ONE CALL SYSTEM, INC.	\$101.01 12/05/2023
Accounts Payable	Computer Check	12/05/2023	PA TURNPIKE	\$6.70 12/05/2023
Accounts Payable	Computer Check	12/05/2023	POLLU TECH, INC.	\$6,380.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	PPL	\$295.92 12/05/2023
Accounts Payable	Computer Check	12/05/2023	S&T BANK FOB MOUNT JOY BORO	\$9,718.04 12/05/2023
Accounts Payable	Computer Check	12/05/2023	SCOTT KAPCSOS	\$175.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	SCOTT KLING	\$91.95 12/05/2023
Accounts Payable	Computer Check	12/05/2023	SHERMAN-GIBSON SYSTEMS COM	\$375.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	SM JOHNS & SONS CONSTRUCTIC	\$250.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	STANDARD INSURANCE COMPANY	\$12.97 12/05/2023
Accounts Payable	Computer Check	12/05/2023	SUBURBAN TESTING LABS, INC	\$1,477.00 12/05/2023
Accounts Payable	Computer Check	12/05/2023	THE UPS STORE 3853	\$28.37 12/05/2023
Accounts Payable	Computer Check	12/05/2023	VERIZON WIRELESS	\$147.26 12/05/2023

Summary by Transaction Type
Computer Check
Total Change in Register Balance:

(\$54,610.54) (\$54,610.54)

MOUNT JOY BOROUGH AUTHORITY WATER SYSTEM RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 23-15

		Date:	December 5, 2023
	RESOLUTION		
RESOLVED, in accordance with Art Authority (the "Authority") to Fulton Bank, Community Bank (the "Prior Trustee"), as Tr Bonds, Series of 1993 (the "Trust Indentuing following payments for authorized projects, or replacements from the Bond Redemption and held by the Trustee for the following pure	National Association (the "T rustee, dated as of May 1, 19 re") the Trustee is hereby , including either capital add n and Improvement Fund es	rustee"), as 93, securing authorized itions or ex stablished u	s successor to Union National g Guaranteed Water Revenue and requested to make the straordinary repairs, renewals nder the aforesaid Indenture
_	Purpose of		Amount of this
Payee	Obligation		Requisition
SEE ATTACHED EXHIBIT "A"			\$ 2,814.01
	CERTIFICATE		
The undersigned Secretary hereby Board of Directors of Mount Joy Borough Au remains in full force and effect on the date he	thority at a meeting duly call		
THIS CERTIFICATE is exe	ecuted the <u>5th</u> day of _	December	_, 2023.
	(Secretar	y) (Assistar	nt Secretary)
AUTHORITY SEAL			

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount of	fthis Requisition
Exeter Supply Co., Inc. 117 Prospect Street Reading, PA 19606	N. Jacob Street Water Main Replacement Project; Invoice 320868	\$	400.40
Drohan Brick & Supply, Inc. PO Box 277 Mount Joy, PA 17552	N. Jacob Street Water Main Replacement Project; Invoice 0046764-00	\$	63.80
Highway Materials, Inc. PO Box 62879 Baltimore, MD 21264-2879	N. Jacob Street Water Main Replacement Project; Invoice 355998	\$	483.00
Rohrer's Incorporated PO Box 365 Lititz, PA 17543-0365	N. Jacob Street Water Main Replacement Project; Invoice Q260442	\$	751.06
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Well # SRBC Docket Renewal Engineering Services; Invoice 0088158	\$	1,115.75

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

SEWER SYSYTEM REQUISITION NO.: SBRI 23-13 December 5, 2023 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 Total Amount Paid Amount this Current Obligation Obligation Requisition Balance to Date SEE ATTACHED \$ 2,368.54 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 of this Requisition		
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for WWTP Dystor Building; Invoice 0088161	\$	2,368.54	