



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, February 1, 2022**

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. Operations Manager
 - C. Business Manager
6. Approval of the Minutes – Approval of the minutes from January 4, 2022.
7. Unfinished Business
 - A.
8. New Business
 - A.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 19 for the Water Operating Fund in the amount of \$60,794.21 and Sewer Operating Fund in the amount of \$60,346.35.
11. Meetings and dates of importance
 - A. Tuesday, February 15, 2022 Pre-Authority Meeting – 4 PM
 - B. Tuesday, February 22, 2022 Administration Committee Meeting – 4 PM
 - C. Tuesday, March 1, 2022 Regular Monthly Meeting – 4 PM
 - D. Wednesday, March 2, 2022 Finance Committee Meeting – 4 PM
12. Adjournment

Mount Joy Borough Authority
Regular Monthly Meeting
January 4, 2022
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Metzler, and Mr. Ruffini. Also present were Angie Fenicle, Joe Ardini and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Melhorn was absent. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

Mr. David Eichler from 159 Longenecker Road; Mount Joy and on behalf of the Donegal Experiential Educational Program, was present to inform the Authority Board and staff of the locations of the wood duck nesting boxes on the Authority's properties.

Reorganization of the Board and Appointment

The meeting was turned over to Mr. Ardini for the purpose of election of officers. A nomination was made by Mr. Ruffini and a second by Mr. Derr to nominate the current slate of Officers as follows: Mr. Rebman for Chariman, Mr. Derr for Vice-Chairman, Mr. Metzler for Treasurer, Mr. Melhorn for Secretary and Mr. Ruffini for Assistant Secretary / Treasurer. A **MOTION** was made by Mr. Rebman and a second by Mr. Derr that the nominations be closed; motion carried. A **MOTION** was made by Mr. Rebman and a second by Mr. Ruffini to approve the above stated slate of officers as presented; motion carried. Mr. Ardini then turned the meeting over to Chairman Rebman.

Appointment of Official Representatives.

Chairman Rebman noted the current slate of representatives:

Solicitor: Barley Snyder, LLC.
Engineer: ARRO Consulting, Inc.
Auditor: Trout, Ebersole & Groff
Trustee: Fulton Financial Advisors
Depository: Northwest Bank

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to reappoint the representatives as noted above for the 2022 calendar year; motion carried.

Authority Manager Report

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

Mr. Ardini informed the Board that there are two Borough employee's and one Authority employee who tested positive for Covid-19 within the last two weeks and the one Borough Employee is still in quarantine.

Mr. Ardini provided an update on the SRBC testing Plan for Well #3: Mr. Ardini noted that the public notices were sent to the appropriate entities and published in the newspaper as required.

Mr. Ardini noted that he is working on completing the PA DEP ACT 110 reporting for water consumption / loss for 2021 and is currently showing 16.6% loss.

Operation Manager Report

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

Mr. Kapcsos provided an update on the security measures at Carmany Road Water Plant: Mr. Kapcsos stated that 3T Security was back on site to go over the project with their electrician. Mr. Kapcsos stated that after investigating the current system, the security systems will need to be upgraded and cameras will be located around the premises. Mr. Kapcsos stated he hopes to have a quote by mid-January. After further discussion, it was asked by the Board to get quotes to add cameras to all other properties that do not currently have security functions.

Mr. Kapcsos provided an update on the Kamstrup meter replacement: Mr. Kapcsos stated that the letters will be sent this week for the 130 meters purchase for customers located on North Market Avenue, Midland Circle and Manheim / Mount Joy Road. Mr. Kapcsos also noted that he is in the process of developing locations and a schedule for the 1,000 meters that will be purchased in 2022.

Business Manager Report

Mrs. Fenicle informed the Board that the Authority's UC rate for calendar year 2022 will remain at 2.5% as the Authority has qualified for a .2% discount for excellent claim history.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the December 7, 2021, meeting minutes as presented; motion carried.

Unfinished Business

Mr. Ardini informed the Board that he spoke with the Borough Manager regarding the proposed administration building to inform him that the Authority elected to supply a verbal commitment, noting the Authority has no intentions of relocating from this premise or in a separate location from the Borough. Mr. Ardini also noted that the Authority feels a commitment letter is not needed, however, if Borough Council feels the need for one, they will need to supply for consideration.

New Business

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve Resolution No. 1-22 establishing the 2022 schedule of fees and charges for water and sewer services; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve ELA Group, Inc. Letter of Credit Reduction Request for Holiday Inn Express & Suites in the amount of \$29,181.35 as recommended by ARRO Consulting's letter dated December 23, 2021; motion carried.

Any Other Matter Proper to Come Before the Authority

Mr. Ardini informed the Board that Mr. Bruce Haigh will be serving on Borough Council.

Authorization to Pay Bills

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. 17 as follows: \$81,203.24 for the Water Operating Fund and \$120,243.35 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 22-1 in the amount of \$6,488.61 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. SBRI 22-1 in the amount of \$1,164.00 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn; motion carried, and the meeting adjourned at 4:41 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant 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.: 19

DATE: February 1, 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>1,008,389.30</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,042.02	Payroll	Acct. 21544
	\$	41,752.19	Expenses	Acct. 21510
	\$	<u>60,794.21</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,069,183.51</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,779,006.90</u>		

Payroll Journal Entry
Payroll # 2

Water Fund

Debit	06.448.702	Water Wages	\$	7,423.19	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	4,848.71	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,700.25	Joe (Split)
	06.400.783	Operations Manager	\$	1,474.26	Kapcsos (Split)
	06.400.784	Business Manager	\$	1,110.10	Angie (Split)
	06.400.785	Administrative Assistant	\$	923.20	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,349.81	Split
	06.400.804	ADP Invoice	\$	75.02	Split
	06.400.791	Employer 457B Contribution	\$	137.48	Ryan, Chris, Rory
		TOTAL	\$	19,042.02	

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3475	Accounts Payable	Computer Check	2/1/2022	BARLEY SNYDER LLP	\$0.00	\$92.25	(\$92.25)	2/1/2022	Outstanding
3476	Accounts Payable	Computer Check	2/1/2022	BATTERY WAREHOUSE	\$0.00	\$264.24	(\$1,256.49)	2/1/2022	Outstanding
3477	Accounts Payable	Computer Check	2/1/2022	BUCKMAN S INC	\$0.00	\$664.00	(\$1,920.49)	2/1/2022	Outstanding
3478	Accounts Payable	Computer Check	2/1/2022	CAPITAL BLUE CROSS	\$0.00	\$16,084.56	(\$18,005.05)	2/1/2022	Outstanding
3479	Accounts Payable	Computer Check	2/1/2022	CENTURYLINK	\$0.00	\$208.27	(\$18,213.32)	2/1/2022	Outstanding
3480	Accounts Payable	Computer Check	2/1/2022	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$6,753.75	(\$24,967.07)	2/1/2022	Outstanding
3481	Accounts Payable	Computer Check	2/1/2022	CORE & MAIN	\$0.00	\$1,537.50	(\$26,504.57)	2/1/2022	Outstanding
3482	Accounts Payable	Computer Check	2/1/2022	GRAINGER	\$0.00	\$11.56	(\$26,516.13)	2/1/2022	Outstanding
3483	Accounts Payable	Computer Check	2/1/2022	GUTTMAN ENERGY INC.	\$0.00	\$475.08	(\$26,991.21)	2/1/2022	Outstanding
3484	Accounts Payable	Computer Check	2/1/2022	HIGHMARK BLUE SHIELD	\$0.00	\$217.14	(\$27,208.35)	2/1/2022	Outstanding
3485	Accounts Payable	Computer Check	2/1/2022	INNER-TITE	\$0.00	\$358.25	(\$27,566.60)	2/1/2022	Outstanding
3486	Accounts Payable	Computer Check	2/1/2022	LINDSEY EDGEELL	\$0.00	\$175.00	(\$27,741.60)	2/1/2022	Outstanding
3487	Accounts Payable	Computer Check	2/1/2022	NORTHWEST BANK	\$0.00	\$456.57	(\$28,198.17)	2/1/2022	Outstanding
3488	Accounts Payable	Computer Check	2/1/2022	NRPC AMTRAK	\$0.00	\$76.30	(\$28,274.47)	2/1/2022	Outstanding
3489	Accounts Payable	Computer Check	2/1/2022	PPL	\$0.00	\$10,794.12	(\$39,068.59)	2/1/2022	Outstanding
3490	Accounts Payable	Computer Check	2/1/2022	PRWA	\$0.00	\$250.00	(\$39,318.59)	2/1/2022	Outstanding
3491	Accounts Payable	Computer Check	2/1/2022	SCOTT KLING	\$0.00	\$98.55	(\$39,417.14)	2/1/2022	Outstanding
3492	Accounts Payable	Computer Check	2/1/2022	SENSUS USA	\$0.00	\$974.97	(\$40,392.11)	2/1/2022	Outstanding
3493	Accounts Payable	Computer Check	2/1/2022	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$40,416.11)	2/1/2022	Outstanding
3494	Accounts Payable	Computer Check	2/1/2022	SUBURBAN TESTING LABS	\$0.00	\$331.00	(\$40,747.11)	2/1/2022	Outstanding
3495	Accounts Payable	Computer Check	2/1/2022	TRAVELERS	\$0.00	\$50.00	(\$40,797.11)	2/1/2022	Outstanding
3496	Accounts Payable	Computer Check	2/1/2022	UNITED CONCORDIA INSURANC	\$0.00	\$844.32	(\$41,641.43)	2/1/2022	Outstanding
3497	Accounts Payable	Computer Check	2/1/2022	VERIZON WIRELESS	\$0.00	\$110.76	(\$41,752.19)	2/1/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$41,752.19)
Total Payments:	(\$41,752.19)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$41,752.19)



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.: 19

DATE: February 1, 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 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>\$</u>	<u>1,314,068.43</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,383.65	Payroll	Acct. 21544
	\$	38,962.70	Expenses	Acct. 21536
	<u>\$</u>	<u>60,346.35</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	<u>\$</u>	<u>1,374,414.78</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	<u>\$</u>	<u>2,976,116.68</u>		

Payroll Journal Entry
Payroll # 2

Sewer Fund

Debit	08.429.730	Sewer Wages					
	08.428.710	Construction Crew Wages	\$	9,764.84	Dennis, Gary, Rex, David		
	08.400.782	Authority Manager	\$	4,848.70	Jim, Jason, Chris, Ryan, Leon, Rory (Split)		
	08.400.783	Operations Manager	\$	1,700.25	Joe (Split)		
	08.400.784	Business Manager	\$	1,474.27	Kapcsos (Split)		
	08.400.785	Administrative Assistant	\$	1,110.09	Angie (Split)		
	08.400.790	Board Members	\$	923.20	Lindsey (Split)		
	08.400.804	Employer Taxes	\$	-	Members paid per month (Split)	(Pay closest to 1st Tuesday)	
	08.400.804	ADP Invoice	\$	1,349.81	Split		
	08.400.791	Employer 457B Contribution	\$	75.02	Split		
			\$	137.47	Ryan, Chris, Rory		
			\$	21,383.65			

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3616	Accounts Payable	Computer Check	2/1/2022	APPLIED INDUSTRIAL TECH PA L	\$0.00	\$62.18	(\$62.18)	2/1/2022	Outstanding
3617	Accounts Payable	Computer Check	2/1/2022	BARLEY SNYDER LLP	\$0.00	\$992.25	(\$1,054.43)	2/1/2022	Outstanding
3618	Accounts Payable	Computer Check	2/1/2022	CAPITAL BLUE CROSS	\$0.00	\$16,084.55	(\$17,138.98)	2/1/2022	Outstanding
3619	Accounts Payable	Computer Check	2/1/2022	CENTURYLINK	\$0.00	\$719.17	(\$17,858.15)	2/1/2022	Outstanding
3620	Accounts Payable	Computer Check	2/1/2022	CORE & MAIN	\$0.00	\$1,537.50	(\$19,395.65)	2/1/2022	Outstanding
3621	Accounts Payable	Computer Check	2/1/2022	CUMMINS-WAGNER CO, INC.	\$0.00	\$1,065.33	(\$20,460.98)	2/1/2022	Outstanding
3622	Accounts Payable	Computer Check	2/1/2022	GRAINGER	\$0.00	\$470.38	(\$20,931.36)	2/1/2022	Outstanding
3623	Accounts Payable	Computer Check	2/1/2022	GUTTMAN ENERGY INC.	\$0.00	\$143.52	(\$21,074.88)	2/1/2022	Outstanding
3624	Accounts Payable	Computer Check	2/1/2022	HACH COMPANY	\$0.00	\$580.74	(\$21,655.62)	2/1/2022	Outstanding
3625	Accounts Payable	Computer Check	2/1/2022	HIGHMARK BLUE SHIELD	\$0.00	\$217.12	(\$21,872.74)	2/1/2022	Outstanding
3626	Accounts Payable	Computer Check	2/1/2022	INNER-TITE	\$0.00	\$358.25	(\$22,230.99)	2/1/2022	Outstanding
3627	Accounts Payable	Computer Check	2/1/2022	LINDSEY EDGELL	\$0.00	\$175.00	(\$22,405.99)	2/1/2022	Outstanding
3628	Accounts Payable	Computer Check	2/1/2022	NORTHWEST BANK	\$0.00	\$157.90	(\$22,563.89)	2/1/2022	Outstanding
3629	Accounts Payable	Computer Check	2/1/2022	OFFICE BASICS INC.	\$0.00	\$22.02	(\$22,585.91)	2/1/2022	Outstanding
3630	Accounts Payable	Computer Check	2/1/2022	ONE STOP ELECTRIC MOTOR RE	\$0.00	\$4,643.54	(\$27,229.45)	2/1/2022	Outstanding
3631	Accounts Payable	Computer Check	2/1/2022	PPL	\$0.00	\$3,199.60	(\$30,429.05)	2/1/2022	Outstanding
3632	Accounts Payable	Computer Check	2/1/2022	PRWA	\$0.00	\$250.00	(\$30,679.05)	2/1/2022	Outstanding
3633	Accounts Payable	Computer Check	2/1/2022	QUALITY METAL WORKS, INC.	\$0.00	\$145.00	(\$30,824.05)	2/1/2022	Outstanding
3634	Accounts Payable	Computer Check	2/1/2022	SCOTT KLING	\$0.00	\$98.55	(\$30,922.60)	2/1/2022	Outstanding
3635	Accounts Payable	Computer Check	2/1/2022	SENSUS USA	\$0.00	\$974.97	(\$31,897.57)	2/1/2022	Outstanding
3636	Accounts Payable	Computer Check	2/1/2022	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$31,921.57)	2/1/2022	Outstanding
3637	Accounts Payable	Computer Check	2/1/2022	SUBURBAN TESTING LABS	\$0.00	\$332.00	(\$32,253.57)	2/1/2022	Outstanding
3638	Accounts Payable	Computer Check	2/1/2022	THE PENNSYLVANIA STATE UNIV	\$0.00	\$401.00	(\$32,654.57)	2/1/2022	Outstanding
3639	Accounts Payable	Computer Check	2/1/2022	TRAVELERS	\$0.00	\$50.00	(\$32,704.57)	2/1/2022	Outstanding
3640	Accounts Payable	Computer Check	2/1/2022	UNITED CONCORDIA INSURANC	\$0.00	\$844.32	(\$33,548.89)	2/1/2022	Outstanding
3641	Accounts Payable	Computer Check	2/1/2022	USALCO	\$0.00	\$4,053.89	(\$37,602.78)	2/1/2022	Outstanding
3642	Accounts Payable	Computer Check	2/1/2022	VECTOR SECURITY	\$0.00	\$1,160.00	(\$38,762.78)	2/1/2022	Outstanding
3643	Accounts Payable	Computer Check	2/1/2022	VERIZON WIRELESS	\$0.00	\$110.76	(\$38,873.54)	2/1/2022	Outstanding
3644	Accounts Payable	Computer Check	2/1/2022	WEX BANK	\$0.00	\$89.16	(\$38,962.70)	2/1/2022	Outstanding

Less Payments by Transaction Type:
 Computer Check **(\$38,962.70)**
Total Payments: (\$38,962.70)

Adjustments:
 Payment Adjustments \$0.00
 Deposit Adjustments \$0.00
Total Adjustments: \$0.00

Total Change in Register Balance: (\$38,962.70)