



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, February 15, 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. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
5. Approval of the Minutes: Approval of the minutes from January 18, 2022.
6. Unfinished Business:
 - A.
7. New Business:
 - A.
8. Any other matter proper to come before the Authority:
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 20 for the Water Operating Fund in the amount of \$53,621.96 and Sewer Operating Fund in the amount of \$48,113.28.
 - B. Consider approval of Requisition No. WBRI 22-2 from the Water Bond Redemption and Improvement Fund in the amount of \$7,648.40.
 - C. Consider approval of Requisition No. SBRI 22-2 from the Sewer Bond Redemption and Improvement Fund in the amount of \$422.50.
10. Meetings and dates of importance

A. Tuesday, March 1, 2022	Regular Monthly Meeting – 4 PM
B. Tuesday, March 15, 2022	Pre-Authority Meeting – 4 PM
C. Wednesday, March 23, 2022	Finance Committee Meeting – 4 PM
D. Tuesday, April 5, 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
January 18, 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. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, Scott Kapcsos and Joe Ardini, and Mike Davis from Barley Snyder. Mr. Derr was absent. 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 SRBC testing Plan for Well #3: Mr. Ardini noted that the submission of the renewal was completed and submitted to SRBC and Authority staff is anticipating to do the initial testing on February 14th.

Mr. Ardini provided an update on the Verizon antenna upgrade: Mr. Ardini noted that Verizon would like to move ahead and perform upgrades that were approved April 2021. Authority staff and Mr. Doug DeClerck met onsite with the contractor and is anticipating a January 17th start date.

Operations Manager Report

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

Mr. Kapcsos informed the Board that staff is currently performing leak detection as there is an increase in water pumping for the last three weeks. Mr. Kapcsos also noted that Fluid Pinpointing services has also been performing services as well.

Mr. Kapcsos informed the Board that he was contacted by Argo Aerial Solutions to possibly use thermal imaging for leak detection. Authority staff will be meeting with them to determine if this would benefit the Authority.

Mr. Kapcsos informed the Board that he contacted Print-O-Stat to obtain a quote for them to scan in the Authority's sewer documents dated from the 1950's. Mr. Kapcsos stated that these documents are very fragile and don't believe they will roll in the scanner without damaging the prints.

Mr. Kapcsos informed the Board that the safety training class has been rescheduled for February 9th and is waiting on confirmation from FDMJ to use their facility.

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 December 21, 2021, meeting minutes as presented; motion carried.

Unfinished Business

Mr. Ardini provided an update of the Building Ad-Hoc Committee meeting for the proposed new / upgrade administration building: Mr. Ardini noted that at the meeting, it was discussed to evaluate the Borough owned piece of ground known as the Grandview property. It was also noted to investigate the old CenturyLink property.

New Business

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve Resolution No. 2-22 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Holiday Inn Express & Suites and to maintain the letter of credit of 15% of the construction cost for 18 months as recommended by ARRO Consulting's letter dated December 23, 2021; motion carried.

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. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 18 as follows: \$60,606.68 for the Water Operating Fund and \$75,606.31 for the Sewer Operating Fund; 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 4:27 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.: 20

DATE: February 15, 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>1,069,183.51</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,760.77	Payroll	Acct. 21544
	\$	<u>34,861.19</u>	Expenses	Acct. 21510
	\$	<u><u>53,621.96</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,122,805.47</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,779,006.90</u>		

Payroll Journal Entry
Payroll # 3

Water Fund

Debit	06.448.702	Water Wages		\$	6,983.35	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages		\$	4,579.11	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		\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes		\$	1,358.32	Split
	06.400.804	ADP Invoice		\$	82.30	Split
		ADP Invoice W-2 Processing		\$	99.90	Split
	06.400.791	Employer 457B Contribution		\$	137.48	Ryan, Chris, Rory
		TOTAL		\$	18,760.77	

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
3498	Accounts Payable	Computer Check	2/15/2022	AMS	\$0.00	\$70.35	(\$70.35)	2/15/2022	Outstanding
3499	Accounts Payable	Computer Check	2/15/2022	ARRO CONSULTING, INC.	\$0.00	\$4,082.50	(\$4,152.85)	2/15/2022	Outstanding
3500	Accounts Payable	Computer Check	2/15/2022	CENTURYLINK	\$0.00	\$238.37	(\$4,391.22)	2/15/2022	Outstanding
3501	Accounts Payable	Computer Check	2/15/2022	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,338.42	(\$7,729.64)	2/15/2022	Outstanding
3502	Accounts Payable	Computer Check	2/15/2022	COMMONWEALTH OF PENNSY	\$0.00	\$20,000.00	(\$27,729.64)	2/15/2022	Outstanding
3503	Accounts Payable	Computer Check	2/15/2022	CORE & MAIN	\$0.00	\$11.60	(\$27,741.24)	2/15/2022	Outstanding
3504	Accounts Payable	Computer Check	2/15/2022	EXETER SUPPLY COMPANY, INC.	\$0.00	\$75.70	(\$27,816.94)	2/15/2022	Outstanding
3505	Accounts Payable	Computer Check	2/15/2022	FLUID PINPOINTING SERVICES IN	\$0.00	\$4,950.00	(\$32,766.94)	2/15/2022	Outstanding
3506	Accounts Payable	Computer Check	2/15/2022	GUTTMAN ENERGY INC.	\$0.00	\$472.00	(\$33,238.94)	2/15/2022	Outstanding
3507	Accounts Payable	Computer Check	2/15/2022	HACH COMPANY	\$0.00	\$102.87	(\$33,341.81)	2/15/2022	Outstanding
3508	Accounts Payable	Computer Check	2/15/2022	INDUSTRIAL PIPING SYSTEMS IN	\$0.00	\$23.89	(\$33,365.70)	2/15/2022	Outstanding
3509	Accounts Payable	Computer Check	2/15/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$67.22	(\$33,432.92)	2/15/2022	Outstanding
3510	Accounts Payable	Computer Check	2/15/2022	LEON BOLL	\$0.00	\$50.00	(\$33,482.92)	2/15/2022	Outstanding
3511	Accounts Payable	Computer Check	2/15/2022	MOUNT JOY AUTO PARTS	\$0.00	\$72.35	(\$33,555.27)	2/15/2022	Outstanding
3512	Accounts Payable	Computer Check	2/15/2022	OFFICE BASICS INC.	\$0.00	\$9.38	(\$33,564.65)	2/15/2022	Outstanding
3513	Accounts Payable	Computer Check	2/15/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$84.39	(\$33,649.04)	2/15/2022	Outstanding
3514	Accounts Payable	Computer Check	2/15/2022	PLASTERER EQUIPMENT CO., IN	\$0.00	\$165.00	(\$33,814.04)	2/15/2022	Outstanding
3515	Accounts Payable	Computer Check	2/15/2022	PPL	\$0.00	\$281.23	(\$34,095.27)	2/15/2022	Outstanding
3516	Accounts Payable	Computer Check	2/15/2022	R/W CONNECTION, INC.	\$0.00	\$34.85	(\$34,130.12)	2/15/2022	Outstanding
3517	Accounts Payable	Computer Check	2/15/2022	SUBURBAN TESTING LABS	\$0.00	\$137.00	(\$34,267.12)	2/15/2022	Outstanding
3518	Accounts Payable	Computer Check	2/15/2022	UGI UTILITIES, INC.	\$0.00	\$385.15	(\$34,652.27)	2/15/2022	Outstanding
3519	Accounts Payable	Computer Check	2/15/2022	VECTOR SECURITY	\$0.00	\$208.92	(\$34,861.19)	2/15/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$34,861.19)
Total Payments:	(\$34,861.19)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$34,861.19)



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.: 20

DATE: February 15, 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>1,374,414.78</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,118.49	Payroll	Acct. 21544
	\$	25,994.79	Expenses	Acct. 21536
	\$	<u>48,113.28</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,422,528.06</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,976,116.68</u>		

Payroll Journal Entry
Payroll # 3

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							
		ADP Invoice W-2 Processing							
	08.400.791	Employer 457B Contribution							
		TOTAL							

\$ 10,341.11
\$ 4,579.10
\$ 1,700.25
\$ 1,474.27
\$ 1,110.09
\$ 923.20
\$ 312.50
\$ 1,358.31
\$ 82.29
\$ 99.90
\$ 137.47
\$ 22,118.49

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
Split
Ryan, Chris, Rory

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
3645	Accounts Payable	Computer Check	2/15/2022	ALS GROUP USA CORP.	\$0.00	\$497.00	(\$497.00)	2/15/2022	Outstanding
3646	Accounts Payable	Computer Check	2/15/2022	AMS	\$0.00	\$70.35	(\$567.35)	2/15/2022	Outstanding
3647	Accounts Payable	Computer Check	2/15/2022	ARRO CONSULTING, INC.	\$0.00	\$529.00	(\$1,096.35)	2/15/2022	Outstanding
3648	Accounts Payable	Computer Check	2/15/2022	CARMEUSE LIME & STONE	\$0.00	\$8,504.39	(\$9,600.74)	2/15/2022	Outstanding
3649	Accounts Payable	Computer Check	2/15/2022	CORE & MAIN	\$0.00	\$11.60	(\$9,612.34)	2/15/2022	Outstanding
3650	Accounts Payable	Computer Check	2/15/2022	EXETER SUPPLY COMPANY, INC.	\$0.00	\$75.70	(\$9,688.04)	2/15/2022	Outstanding
3651	Accounts Payable	Computer Check	2/15/2022	GUTTMAN ENERGY INC.	\$0.00	\$247.00	(\$9,935.04)	2/15/2022	Outstanding
3652	Accounts Payable	Computer Check	2/15/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$38.15	(\$9,973.19)	2/15/2022	Outstanding
3653	Accounts Payable	Computer Check	2/15/2022	JGENVIRONMENTAL	\$0.00	\$742.50	(\$10,715.69)	2/15/2022	Outstanding
3654	Accounts Payable	Computer Check	2/15/2022	LEFFLER ENERGY	\$0.00	\$2,188.84	(\$12,904.53)	2/15/2022	Outstanding
3655	Accounts Payable	Computer Check	2/15/2022	LEON BOLL	\$0.00	\$50.00	(\$12,954.53)	2/15/2022	Outstanding
3656	Accounts Payable	Computer Check	2/15/2022	MCCRARY ENTERPRISES INC	\$0.00	\$788.58	(\$13,743.11)	2/15/2022	Outstanding
3657	Accounts Payable	Computer Check	2/15/2022	MOUNT JOY AUTO PARTS	\$0.00	\$72.35	(\$13,815.46)	2/15/2022	Outstanding
3658	Accounts Payable	Computer Check	2/15/2022	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$20,217.88)	2/15/2022	Outstanding
3659	Accounts Payable	Computer Check	2/15/2022	OFFICE BASICS INC.	\$0.00	\$9.38	(\$20,227.26)	2/15/2022	Outstanding
3660	Accounts Payable	Computer Check	2/15/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$84.39	(\$20,311.65)	2/15/2022	Outstanding
3661	Accounts Payable	Computer Check	2/15/2022	PATRIOT PROPANE	\$0.00	\$1,679.11	(\$21,990.76)	2/15/2022	Outstanding
3662	Accounts Payable	Computer Check	2/15/2022	PLASTERER EQUIPMENT CO., IN	\$0.00	\$165.00	(\$22,155.76)	2/15/2022	Outstanding
3663	Accounts Payable	Computer Check	2/15/2022	PPL	\$0.00	\$277.34	(\$22,433.10)	2/15/2022	Outstanding
3664	Accounts Payable	Computer Check	2/15/2022	R/W CONNECTION, INC.	\$0.00	\$34.85	(\$22,467.95)	2/15/2022	Outstanding
3665	Accounts Payable	Computer Check	2/15/2022	ROY RESSLER & SON, INC.	\$0.00	\$3,099.12	(\$25,567.07)	2/15/2022	Outstanding
3666	Accounts Payable	Computer Check	2/15/2022	SUBURBAN TESTING LABS	\$0.00	\$332.00	(\$25,899.07)	2/15/2022	Outstanding
3667	Accounts Payable	Computer Check	2/15/2022	THE UPS STORE 3853	\$0.00	\$11.36	(\$25,910.43)	2/15/2022	Outstanding
3668	Accounts Payable	Computer Check	2/15/2022	VECTOR SECURITY	\$0.00	\$84.36	(\$25,994.79)	2/15/2022	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$25,994.79)

Total Payments: (\$25,994.79)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$25,994.79)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 22-2

Date: February 15, 2022

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"		\$ 7,648.40

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 February 15, 2022 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 15th day of February, 2022.

(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>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Eng Services for Well 3 SRBC Docket Renewal; Invoice 0070135	\$ 7,648.40

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

SEWER SYSYTEM REQUISITION NO.: SBRI 22-2

Date: February 15, 2022

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 Obligation	Total Obligation	Amount Paid to Date	Amount this Requisition	Current Balance
SEE ATTACHED EXHIBIT "A"			\$ 422.50	

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

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Eng Services for WWTP Clarifier and Thickener Rehab Project; Invoice 0070138	\$ 422.50