

Mount Joy Borough Authority
Regular Monthly Meeting
December 5, 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 Chairman 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 completed the project and will schedule final paving during the spring of 2024.

Mr. Kapcsos informed the Board that PPL lost a phase of power coming into Well #1 facility; PPL provided temporary power from an existing transformer to allow the Authority continue operations. PPL is currently working to schedule a date to replace the line.

Mr. Kapcsos provided an update on the Dystor Rehabilitation Project: Mr. Kapcsos stated that the Authority received an updated drawing; Authority staff are currently reviewing.

Mr. Kapcsos informed the Board that Authority staff replaced a pump at Carmany Road Pump Station with the spare pump while the main pump is being repaired.

Mr. Kapcsos informed the Board that Authority staff has been dealing with clogging issues with rags within the return line at the wastewater treatment plant. Mr. Kapcsos noted that the issue seems to be getting better; however, staff is looking to change the butterfly valve to a full port valve to alleviate this problem from happening in the future.

Mr. Kapcsos informed the Board that Cleveland Bros is scheduled to be onsite at the wastewater treatment plant February 12th and 13th to replace the generator control unit.

Mr. Kapcsos informed the Board that the fourth quarter meter readings has been completed noting the new reading equipment worked well and staff is currently working through work orders.

Mr. Kapcsos provided an update on the security camera installations: Mr. Kapcsos stated that all the cameras are installed and running except Well #3 due to needing to install a communication cable.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grant: Mr. Kapcsos stated that the grant awarding has been postponed till the January meeting.

Mr. Kapcsos provided an update on staffing: Mr. Kapcsos stated that the Construction Supervisor position has been posted internally and received one applicant to date.

Mr. Kapcsos informed the Board that Mr. Dennis from ARRO Consulting and himself are scheduled to participate in a work session meeting with Rapho Township and Rettew Associates tomorrow to discuss EDU agreements and the potential future of developments.

Mr. Kapcsos provided an update on the storage building: Mr. Kapcsos discussed with the Board the two cost opinions that were provided by ARRO Consulting.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve the November 8, 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

Mr. Kapcsos provided an update of the proposed new administration building: Mr. Kapcsos noted that he provided a will-serve letter to the Borough for the new administration office building, needing two water and one sewer Edu's. Mr. Kapcsos also stated that Borough Council at its December 4th meeting approved the new administration building.

Authorization to Pay Bills

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. 14 as follows: \$56,405.93 for the Water Operating Fund and \$76,682.45 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 23-15 from the Water Bond Redemption and Improvement Fund in the amount of \$2,814.01; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisitions No. SBRI 23-13 from the Sewer Bond Redemption and Improvement Fund in the amount of \$2,368.54; 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 4:54 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary

**WEB APPLICATION # 9507162
MOUNT JOY BOROUGH AUTHORITY
FAIRVIEW STREET WATER MAIN REPLACEMENT PROJECT**

**Authorized Official Resolution No. 2-24
(Supersedes Resolution No. 3-23)**

Be it RESOLVED, that the Mount Joy Borough Authority of Lancaster County hereby request an COVID-19 ARPA H2O PA – Water Supply, Sanitary Sewer and Storm Water Projects grant with a total cost of \$1,238,933.31 from the PA Department of Community and Economic Development to be used for the project known as Mount Joy Borough Authority Fairview Street Water Main Replacement Project. The scope of work for the project would consist of the replacement of existing 2-inch Galvanized, 4-inch and 6-inch Cast Iron water main pipes and water service lines to existing customers, along with the replacement and addition of new fire hydrants.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Scott Kapcsos, Authority Manager and Angela Fenicle, Business Manager as the officials to execute all documents and agreements between Mount Joy Borough Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, J. Michael Melhorn, duly qualified Secretary of Mount Joy Borough Authority, Lancaster County, PA hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mount Joy Borough Authority at a regular meeting held February 6, 2024, and said Resolution has been recorded in the Minutes of the Mount Joy Borough Authority and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Mount Joy Borough Authority, this 6th day of February 2024.

Mount Joy Borough Authority_____

Name of Applicant

Lancaster_____

County

J. Michael Melhorn, Secretary

**WEB APPLICATION # 9507167
MOUNT JOY BOROUGH AUTHORITY
WWTP DYSTOR GAS HOLDING SYSTEM REHAB PROJECT**

**Authorized Official Resolution No. 3-24
(Supersedes Resolution No. 4-23)**

Be it RESOLVED, that the Mount Joy Borough Authority of Lancaster County hereby request an COVID-19 ARPA H2O PA – Water Supply, Sanitary Sewer and Storm Water Projects grant with a total project cost of \$1,033,157.76 from the PA Department of Community and Economic Development to be used for the project known as Mount Joy Borough Authority Wastewater Treatment Plant Dystor Gas Holding System Rehab Project. The scope of work for the project would consist of replacing gas safety equipment along with the replacement of the membrane cover on the Dystor building.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Scott Kapcsos, Authority Manager and Angela Fenicle, Business Manager as the officials to execute all documents and agreements between Mount Joy Borough Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, J. Michael Melhorn, duly qualified Secretary of Mount Joy Borough Authority, Lancaster County, PA hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mount Joy Borough Authority at a regular meeting held February 6, 2024, and said Resolution has been recorded in the Minutes of the Mount Joy Borough Authority and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Mount Joy Borough Authority, this 6th day of February 2024.

Mount Joy Borough Authority_____

Name of Applicant

Lancaster_____

County

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.: 17

DATE: February 6, 2024

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>1,139,164.27</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,417.73	Payroll	Acct. 21544
	\$	87,468.26	Expenses	Acct. 21510
	\$	<u>106,885.99</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,246,050.26</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry
Payroll # 2

Water Fund

Debit	06.448.702	Water Wages	\$	9,350.02	Kling, Shawn, Dave, Jason
	06.449.752	Construction Crew Wages	\$	4,414.99	Jim, Chris, Ryan, Leon, Rory, Caleb (Split)
	06.400.782	Authority Manager	\$	1,730.77	Kapcosos (Split)
	06.400.783	Operations Manager	\$	-	Vacant
	06.400.784	Business Manager	\$	1,250.00	Angie (Split)
	06.400.785	Administrative Assistant	\$	1,080.00	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,395.48	Split
	06.400.804	ADP Invoice	\$	88.25	Split
	06.400.791	Employer 457B Contribution	\$	108.22	Ryan, Chris, Rory
		TOTAL	\$	19,417.73	

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments	Post Date
4785	Accounts Payable	Computer Check	CAPITAL BLUE CROSS	\$18,545.02	01/16/2024
4786	Accounts Payable	Computer Check	BRIGHTSPEED	\$216.59	01/30/2024
4787	Accounts Payable	Computer Check	CORE & MAIN	\$1,725.00	01/30/2024
4788	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$26.98	01/30/2024
4789	Accounts Payable	Computer Check	ECONOMIC DEV. CO. OF LANCASTI	\$250.00	01/30/2024
4790	Accounts Payable	Computer Check	E-TOWN AUTO PARTS	\$46.89	01/30/2024
4791	Accounts Payable	Computer Check	HIGHMARK BLUE SHIELD	\$100.42	01/30/2024
4792	Accounts Payable	Computer Check	NORTHWEST BANK	\$2,179.72	01/30/2024
4793	Accounts Payable	Computer Check	ROHRER S INCORPORATED	\$359.96	01/30/2024
4794	Accounts Payable	Computer Check	STANDARD INSURANCE COMPANI	\$24.98	01/30/2024
4795	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$120.00	01/30/2024
4796	Accounts Payable	Computer Check	TRAVELERS	\$50.00	01/30/2024
4797	Accounts Payable	Computer Check	UNITED CONCORDIA INSURANCE I	\$739.44	01/30/2024
4798	Accounts Payable	Computer Check	VERIZON WIRELESS	\$339.56	01/30/2024
4799	Accounts Payable	Computer Check	ADVANCE AUTO PARTS	\$35.99	02/02/2024
4800	Accounts Payable	Computer Check	ARRO CONSULTING, INC.	\$4,203.43	02/02/2024
4801	Accounts Payable	Computer Check	BARLEY SNYDER LLP	\$2,578.75	02/02/2024
4802	Accounts Payable	Computer Check	BOROUGH OF MOUNT JOY	\$2,403.04	02/02/2024
4803	Accounts Payable	Computer Check	BUCKMAN S INC	\$1,056.00	02/02/2024
4804	Accounts Payable	Computer Check	CHEMICAL EQUIPMENT LABS INC.	\$10,697.11	02/02/2024
4805	Accounts Payable	Computer Check	COMMONWEALTH OF PENNSYLVIA	\$20,000.00	02/02/2024
4806	Accounts Payable	Computer Check	DAVE PIATT	\$42.99	02/02/2024
4807	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$329.95	02/02/2024
4808	Accounts Payable	Computer Check	HACH COMPANY	\$580.01	02/02/2024
4809	Accounts Payable	Computer Check	JAMES ZINK	\$87.35	02/02/2024
4810	Accounts Payable	Computer Check	LINDSEY EDGELL	\$175.00	02/02/2024
4811	Accounts Payable	Computer Check	NATIONAL RAILROAD PASSENGER	\$41.42	02/02/2024
4812	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$47.94	02/02/2024
4813	Accounts Payable	Computer Check	PPL	\$15,566.51	02/02/2024
4814	Accounts Payable	Computer Check	SCOTT KLING	\$109.35	02/02/2024
4815	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$1,432.00	02/02/2024
4816	Accounts Payable	Computer Check	SUSQUEHANNA MUNICIPAL TRUS	\$3,105.13	02/02/2024
4817	Accounts Payable	Computer Check	VECTOR SECURITY	\$251.73	02/02/2024

Summary by Transaction Type

Computer Check	(\$87,468.26)
Total Payments:	(\$87,468.26)



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.: 17

DATE: February 6, 2024

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>1,345,395.63</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,967.22	Payroll	Acct. 21544
	\$	80,199.04	Expenses	Acct. 21536
	\$	<u>102,166.26</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,447,561.89</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments	Post Date
5050	Accounts Payable	Computer Check	CAPITAL BLUE CROSS	\$18,545.02	01/16/2024
5051	Accounts Payable	Computer Check	UGI UTILITIES, INC.	\$327.31	01/16/2024
5052	Accounts Payable	Computer Check	BRIGHTSPEED	\$755.60	01/30/2024
5053	Accounts Payable	Computer Check	CORE & MAIN	\$1,725.00	01/30/2024
5054	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$63.44	01/30/2024
5055	Accounts Payable	Computer Check	DEER COUNTRY FARM & LAWN, IN	\$4.40	01/30/2024
5056	Accounts Payable	Computer Check	ECONOMIC DEV. CO. OF LANCASTI	\$250.00	01/30/2024
5057	Accounts Payable	Computer Check	E-TOWN AUTO PARTS	\$46.89	01/30/2024
5058	Accounts Payable	Computer Check	HIGHMARK BLUE SHIELD	\$100.42	01/30/2024
5059	Accounts Payable	Computer Check	HOME DEPOT CREDIT SERVICES	\$159.00	01/30/2024
5060	Accounts Payable	Computer Check	NORTHWEST BANK	\$2,931.43	01/30/2024
5061	Accounts Payable	Computer Check	PPL	\$1,220.47	01/30/2024
5062	Accounts Payable	Computer Check	R/W CONNECTION, INC.	\$191.73	01/30/2024
5063	Accounts Payable	Computer Check	RESSLER PROPANE	\$2,435.31	01/30/2024
5064	Accounts Payable	Computer Check	STANDARD INSURANCE COMPAN)	\$24.97	01/30/2024
5065	Accounts Payable	Computer Check	TRAVELERS	\$50.00	01/30/2024
5066	Accounts Payable	Computer Check	UNITED CONCORDIA INSURANCE (\$739.44	01/30/2024
5067	Accounts Payable	Computer Check	VERIZON WIRELESS	\$259.90	01/30/2024
5068	Accounts Payable	Computer Check	ADVANCE AUTO PARTS	\$48.98	02/02/2024
5069	Accounts Payable	Computer Check	ARRO CONSULTING, INC.	\$2,635.50	02/02/2024
5070	Accounts Payable	Computer Check	BARLEY SNYDER LLP	\$2,128.75	02/02/2024
5071	Accounts Payable	Computer Check	BOROUGH OF MOUNT JOY	\$2,403.03	02/02/2024
5072	Accounts Payable	Computer Check	CARMEUSE LIME & STONE	\$13,530.00	02/02/2024
5073	Accounts Payable	Computer Check	CUMMINS-WAGNER CO, INC.	\$1,277.37	02/02/2024
5074	Accounts Payable	Computer Check	DAVE PIATT	\$42.98	02/02/2024
5075	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$264.79	02/02/2024
5076	Accounts Payable	Computer Check	HACH COMPANY	\$311.37	02/02/2024
5077	Accounts Payable	Computer Check	JAMES ZINK	\$87.35	02/02/2024
5078	Accounts Payable	Computer Check	LEFFLER ENERGY	\$831.48	02/02/2024
5079	Accounts Payable	Computer Check	LINDSEY EDGELL	\$175.00	02/02/2024
5080	Accounts Payable	Computer Check	MCCRARY ENTERPRISES INC	\$811.80	02/02/2024
5081	Accounts Payable	Computer Check	MOUNT JOY SOLAR POWER LLC	\$6,402.42	02/02/2024
5082	Accounts Payable	Computer Check	OVERHEAD DOOR CO.	\$895.00	02/02/2024
5083	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$47.93	02/02/2024
5084	Accounts Payable	Computer Check	PPL	\$13,262.17	02/02/2024
5085	Accounts Payable	Computer Check	SCOTT KLING	\$109.35	02/02/2024
5086	Accounts Payable	Computer Check	SUBRBAN TESTING LABS, INC	\$1,593.00	02/02/2024
5087	Accounts Payable	Computer Check	SUSQUEHANNA MUNICIPAL TRUS'	\$3,105.12	02/02/2024
5088	Accounts Payable	Computer Check	VECTOR SECURITY	\$405.32	02/02/2024

Summary by Transaction Type

Computer Check	(\$80,199.04)
Total Payments:	(\$80,199.04)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 24-2

Date: February 6, 2024

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"		\$ 8,641.12

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 January 16, 2024 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 6th day of February, 2024.

(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>
Sherman-Gibson Systems Co. 2893 Buckwalter Road Manheim, PA 17545	PLC Upgrades Lumber Street Water Tanks; Invoice 2024-0101	\$ 8,520.00
Schaedler Yesco Distribution 3982 Paxton Street PO Box 4990 Harrisburg, PA 17111-0990	PLC Upgrades Lumber Street Water Tanks; Invoice S7313376.001	\$ 121.12

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

SEWER SYSTEM REQUISITION NO.: SBRI 24-2

Date: February 6, 2024

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"			\$ 2,820.67	

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 Cpsulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for WWTP Dystor Buidling; Invoice 0090459	\$ 2,820.67