



**Mount Joy Borough Authority  
Pre-Authority Meeting Agenda  
4:00 PM, January 18, 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 December 21, 2021.
6. Unfinished Business:
  - A.
7. New Business:
  - A. Consider approval of 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 construction cost for 18 months as recommended by ARRO Consulting's letter dated December 23, 2021.
  - B.
8. Any other matter proper to come before the Authority:
9. Authorization to pay bills:
  - A. Consider approval of Requisition No. 18 for the Water Operating Fund in the amount of \$60,606.68 and Sewer Operating Fund in the amount of \$75,606.31.
10. Meetings and dates of importance

A. Tuesday, February 1, 2022	Regular Monthly Meeting – 4 PM
B. Tuesday, February 15, 2022	Pre-Authority Meeting - 4PM
C. Tuesday, February 22, 2022	Administration Committee Meeting – 4PM
D. Tuesday, March 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  
December 21, 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 informed the Board that the Authority received their EPA Inspection Report that was performed in July 2021. It was noted that some items needed minor adjustments including meshing on overflow pipe, hose connection and clear well lids. Mr. Ardini stated that these items are being addressed.

**Operations Manager Report**

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

Mr. Kapcsos provided an update on the proposed security at the Carmany Road Water Plant: Mr. Kapcsos stated that staff met with 3T Security and reported that it will be challenging to place a fence around the property per East Donegal Township's guidelines, plant entrance and pipping concerns as well as property line footage. Mr. Kapcsos noted that 3T Security will be providing pricing to install cameras around the property.

Mr. Kapcsos made the Board aware that he has scanned 90% of water and sewer line plans and as built and will soon be able to use the tablets to locate the lines electronically. Mr. Kapcsos also stated that staff will be able to perform the daily recordings of all the stations via electronically and will also be able to create punch list for items that need maintenance or repaired. Mr. Kapcsos stated that the tablets are slated for startup this week.

Mr. Kapcsos informed the Board that Core & Main approached the Authority regarding an increase in the Kamstrup water meters. Mr. Kapcsos stated that the price will increase to \$270 however, the company will hold a price for the Authority at \$255 per meter if a purchase of 1,000 meters is made during 2022. A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to purchase the 1,000 meters during calendar year 2022; motion carried. Mr. Kapcsos made the Board aware that the purchase of the 130 meters that were budgeted for this fiscal year have been ordered and will be installed in homes on North Market Avenue, Midland Circle and Manheim / Mount Joy Road.

**Business Manager Report**

Mrs. Fenicle informed the Board that the renewal rates were received for Worker's Compensation Insurance and General Liability and Property Insurance. It was noted that the Worker's Compensation Insurance decreased by \$2,100 and the General Liability and Property Insurance increased by \$2,827.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the November 16, 2021, meeting minutes as presented; motion carried.

### Unfinished Business

There was no unfinished business to discuss.

### New Business

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve Elm Tree Properties Letter of Credit Reduction Request for Elm Tree Properties 5B/5C in the amount of \$92,182.50 as recommended by ARRO Consulting's letter dated June 30, 2021; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve 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; motion carried.

A discussion took place regarding the Borough and Authority administration building upgrade. Mr. Ardini noted that a survey was completed on 15 East Main Street, and it was determined that the house is 2.7 feet onto the property to the West side. It was noted that the Borough has not moved forward yet with Crabtree, Rohrbaugh and Associates to prepare bidding documents for new construction. Mr. Ardini stated that the building committee will meet the third Monday of every month at 5:00 PM.

### Any Other Matter Proper to Come before the Authority

Mr. Ardini informed the Board that he just received a request from Heisey Mechanical asking to revise the final completion date due some punch list that are not able to be completed during the winter weather. A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve Change Order #7 submitted by Heisey Mechanical for the WWTP Primary Clarifier and Thickener Rehabilitation project extending the final completion date to April 29, 2022; motion carried.

### Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the attached Requisition No. 16 as follows: \$38,648.89 for the Water Operating Fund and \$61,273.98 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to approve the attached Requisition No. WBRI 21-22 in the amount of \$17,372.13 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 21-11 in the amount of \$72,054.35 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. Metzler to adjourn. Motion carried and the meeting adjourned at 5:09 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.: 18

DATE: January 18, 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>947,782.62</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,577.31	Payroll	Acct. 21544
	\$	42,029.37	Expenses	Acct. 21510
	\$	<u><u>60,606.68</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,008,389.30</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,779,006.90</u>		

Payroll Journal Entry  
Payroll # 1

**Water Fund**

Debit	06.448.702	Water Wages	\$	6,222.37	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	5,287.37	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	\$	1,327.48	Split
	06.400.804	ADP Invoice	\$	82.30	Split
	06.400.791	Employer 457B Contribution	\$	137.48	Ryan, Chris, Rory
		<b>TOTAL</b>	<b>\$</b>	<b>18,577.31</b>	

# Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
3436	Accounts Payable	Computer Check	1/5/2022	PPL	\$0.00	\$294.21	(\$294.21)	1/5/2022	Outstanding
3437	Accounts Payable	Computer Check	1/5/2022	VERIZON WIRELESS	\$0.00	\$111.13	(\$405.34)	1/5/2022	Outstanding
3438	Accounts Payable	Computer Check	1/18/2022	1234 MICROTECHNOLOGIES, INC.	\$0.00	\$149.98	(\$555.32)	1/18/2022	Outstanding
3439	Accounts Payable	Computer Check	1/18/2022	ADVANCE AUTO PARTS	\$0.00	\$10.88	(\$566.20)	1/18/2022	Outstanding
3440	Accounts Payable	Computer Check	1/18/2022	AIRGAS USA LLC	\$0.00	\$22.40	(\$588.60)	1/18/2022	Outstanding
3441	Accounts Payable	Computer Check	1/18/2022	AMS	\$0.00	\$2,056.48	(\$2,645.08)	1/18/2022	Outstanding
3442	Accounts Payable	Computer Check	1/18/2022	BATTERY WAREHOUSE	\$0.00	\$34.99	(\$2,680.07)	1/18/2022	Outstanding
3443	Accounts Payable	Computer Check	1/18/2022	BOROUGH OF MOUNT JOY	\$0.00	\$294.62	(\$2,974.69)	1/18/2022	Outstanding
3444	Accounts Payable	Computer Check	1/18/2022	CENTURLINK	\$0.00	\$238.37	(\$3,213.06)	1/18/2022	Outstanding
3445	Accounts Payable	Computer Check	1/18/2022	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,368.48	(\$6,581.54)	1/18/2022	Outstanding
3446	Accounts Payable	Computer Check	1/18/2022	CORE & MAIN	\$0.00	\$15,807.50	(\$22,389.04)	1/18/2022	Outstanding
3447	Accounts Payable	Computer Check	1/18/2022	DEER COUNTRY FARM & LAWN, I	\$0.00	\$77.78	(\$22,466.82)	1/18/2022	Outstanding
3448	Accounts Payable	Computer Check	1/18/2022	DENNIS HARDMAN	\$0.00	\$168.00	(\$22,634.82)	1/18/2022	Outstanding
3449	Accounts Payable	Computer Check	1/18/2022	DEPT OF ENVIRONMENTAL PROT	\$0.00	\$290.00	(\$22,924.82)	1/18/2022	Outstanding
3450	Accounts Payable	Computer Check	1/18/2022	E-TOWN AUTO PARTS	\$0.00	\$50.56	(\$22,975.38)	1/18/2022	Outstanding
3451	Accounts Payable	Computer Check	1/18/2022	EXETER SUPPLY COMPANY, INC.	\$0.00	\$171.85	(\$23,147.23)	1/18/2022	Outstanding
3452	Accounts Payable	Computer Check	1/18/2022	FLEET MASTERS INC	\$0.00	\$34.95	(\$23,182.18)	1/18/2022	Outstanding
3453	Accounts Payable	Computer Check	1/18/2022	GRAINGER	\$0.00	\$149.30	(\$23,331.48)	1/18/2022	Outstanding
3454	Accounts Payable	Computer Check	1/18/2022	GUTTMAN ENERGY INC.	\$0.00	\$340.98	(\$23,672.46)	1/18/2022	Outstanding
3455	Accounts Payable	Computer Check	1/18/2022	INDUSTRIAL PIPING SYSTEMS IN	\$0.00	\$148.11	(\$23,820.57)	1/18/2022	Outstanding
3456	Accounts Payable	Computer Check	1/18/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$183.67	(\$24,004.24)	1/18/2022	Outstanding
3457	Accounts Payable	Computer Check	1/18/2022	MESSICK S FARM EQUIPMENT, I	\$0.00	\$29.35	(\$24,033.59)	1/18/2022	Outstanding
3458	Accounts Payable	Computer Check	1/18/2022	OFFICE BASICS INC.	\$0.00	\$10.84	(\$24,044.43)	1/18/2022	Outstanding
3459	Accounts Payable	Computer Check	1/18/2022	PA DEPT OF LABOR & INDUSTRY	\$0.00	\$394.90	(\$24,439.33)	1/18/2022	Outstanding
3460	Accounts Payable	Computer Check	1/18/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$99.74	(\$24,539.07)	1/18/2022	Outstanding
3461	Accounts Payable	Computer Check	1/18/2022	PMAA U. C. FUND	\$0.00	\$18.73	(\$24,557.80)	1/18/2022	Outstanding
3462	Accounts Payable	Computer Check	1/18/2022	RYAN STORM	\$0.00	\$11.00	(\$24,568.80)	1/18/2022	Outstanding
3463	Accounts Payable	Computer Check	1/18/2022	S&T BANK FOB MOUNT JOY BORI	\$0.00	\$12,270.56	(\$36,839.36)	1/18/2022	Outstanding
3464	Accounts Payable	Computer Check	1/18/2022	SCHAEDLER YESCO DISTRIBUT	\$0.00	\$220.09	(\$37,059.45)	1/18/2022	Outstanding
3465	Accounts Payable	Computer Check	1/18/2022	SCHWANGER BROS & CO INC	\$0.00	\$44.28	(\$37,103.73)	1/18/2022	Outstanding
3466	Accounts Payable	Computer Check	1/18/2022	SCOTT KLING	\$0.00	\$11.30	(\$37,115.03)	1/18/2022	Outstanding
3467	Accounts Payable	Computer Check	1/18/2022	SERVICE SUPPLY CORP	\$0.00	\$109.48	(\$37,224.51)	1/18/2022	Outstanding
3468	Accounts Payable	Computer Check	1/18/2022	SM JOHNS & SONS CONSTRUCTIO	\$0.00	\$48.84	(\$37,273.35)	1/18/2022	Outstanding
3469	Accounts Payable	Computer Check	1/18/2022	SUBURBAN TESTING LABS	\$0.00	\$87.00	(\$37,360.35)	1/18/2022	Outstanding
3470	Accounts Payable	Computer Check	1/18/2022	SUSQUEHANNA MUNICIPAL TRU	\$0.00	\$2,978.88	(\$40,339.23)	1/18/2022	Outstanding
3471	Accounts Payable	Computer Check	1/18/2022	UGI UTILITIES, INC.	\$0.00	\$283.37	(\$40,622.60)	1/18/2022	Outstanding
3472	Accounts Payable	Computer Check	1/18/2022	UPMC	\$0.00	\$98.57	(\$40,721.17)	1/18/2022	Outstanding
3473	Accounts Payable	Computer Check	1/18/2022	WALTER BOYER PROMOTIONAL I	\$0.00	\$1,308.20	(\$42,029.37)	1/18/2022	Outstanding

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
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Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$42,029.37)
<b>Total Payments:</b>	<b>(\$42,029.37)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$42,029.37)</b>









# Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total		Status
							Total	Post Date	
3582	Accounts Payable	Computer Check	1/5/2022	PPL	\$0.00	\$222.66	(\$222.66)	1/5/2022	Outstanding
3583	Accounts Payable	Computer Check	1/5/2022	VERIZON WIRELESS	\$0.00	\$111.13	(\$333.79)	1/5/2022	Outstanding
3584	Accounts Payable	Computer Check	1/18/2022	ADVANCE AUTO PARTS	\$0.00	\$10.87	(\$344.66)	1/18/2022	Outstanding
3585	Accounts Payable	Computer Check	1/18/2022	AIRGAS USA LLC	\$0.00	\$67.20	(\$411.86)	1/18/2022	Outstanding
3586	Accounts Payable	Computer Check	1/18/2022	ALS GROUP USA CORP.	\$0.00	\$834.00	(\$1,245.86)	1/18/2022	Outstanding
3587	Accounts Payable	Computer Check	1/18/2022	AMS	\$0.00	\$2,056.48	(\$3,302.34)	1/18/2022	Outstanding
3588	Accounts Payable	Computer Check	1/18/2022	BATTERY WAREHOUSE	\$0.00	\$34.99	(\$3,337.33)	1/18/2022	Outstanding
3589	Accounts Payable	Computer Check	1/18/2022	BOROUGH OF MOUNT JOY	\$0.00	\$294.62	(\$3,631.95)	1/18/2022	Outstanding
3590	Accounts Payable	Computer Check	1/18/2022	CORE & MAIN	\$0.00	\$15,807.50	(\$19,439.45)	1/18/2022	Outstanding
3591	Accounts Payable	Computer Check	1/18/2022	DEER COUNTRY FARM & LAWN, I	\$0.00	\$77.77	(\$19,517.22)	1/18/2022	Outstanding
3592	Accounts Payable	Computer Check	1/18/2022	DENNIS HARDMAN	\$0.00	\$168.00	(\$19,685.22)	1/18/2022	Outstanding
3593	Accounts Payable	Computer Check	1/18/2022	E-TOWN AUTO PARTS	\$0.00	\$50.56	(\$19,735.78)	1/18/2022	Outstanding
3594	Accounts Payable	Computer Check	1/18/2022	FLEET MASTERS INC	\$0.00	\$34.95	(\$19,770.73)	1/18/2022	Outstanding
3595	Accounts Payable	Computer Check	1/18/2022	GUTTMAN ENERGY INC.	\$0.00	\$164.07	(\$19,934.80)	1/18/2022	Outstanding
3596	Accounts Payable	Computer Check	1/18/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$344.43	(\$20,279.23)	1/18/2022	Outstanding
3597	Accounts Payable	Computer Check	1/18/2022	L/B WATER SERVICE, INC.	\$0.00	\$388.85	(\$20,668.08)	1/18/2022	Outstanding
3598	Accounts Payable	Computer Check	1/18/2022	LEFFLER ENERGY	\$0.00	\$2,018.69	(\$22,686.77)	1/18/2022	Outstanding
3599	Accounts Payable	Computer Check	1/18/2022	MESSICK S FARM EQUIPMENT, I	\$0.00	\$29.35	(\$22,716.12)	1/18/2022	Outstanding
3600	Accounts Payable	Computer Check	1/18/2022	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$29,118.54)	1/18/2022	Outstanding
3601	Accounts Payable	Computer Check	1/18/2022	OFFICE BASICS INC.	\$0.00	\$10.83	(\$29,129.37)	1/18/2022	Outstanding
3602	Accounts Payable	Computer Check	1/18/2022	PA ONE CALL SYSTEM, INC.	\$0.00	\$99.74	(\$29,229.11)	1/18/2022	Outstanding
3603	Accounts Payable	Computer Check	1/18/2022	PATRIOT PROPANE	\$0.00	\$7,521.95	(\$36,751.06)	1/18/2022	Outstanding
3604	Accounts Payable	Computer Check	1/18/2022	PMAA U. C. FUND	\$0.00	\$18.72	(\$36,769.78)	1/18/2022	Outstanding
3605	Accounts Payable	Computer Check	1/18/2022	RYAN STORM	\$0.00	\$11.00	(\$36,780.78)	1/18/2022	Outstanding
3606	Accounts Payable	Computer Check	1/18/2022	S&T BANK FOB MOUNT JOY BORO	\$0.00	\$12,270.56	(\$49,051.34)	1/18/2022	Outstanding
3607	Accounts Payable	Computer Check	1/18/2022	SCHAEDLER YESCO DISTRIBUT	\$0.00	\$220.09	(\$49,271.43)	1/18/2022	Outstanding
3608	Accounts Payable	Computer Check	1/18/2022	SCHWANGER BROS & CO INC	\$0.00	\$14.76	(\$49,286.19)	1/18/2022	Outstanding
3609	Accounts Payable	Computer Check	1/18/2022	SCOTT KLING	\$0.00	\$11.30	(\$49,297.49)	1/18/2022	Outstanding
3610	Accounts Payable	Computer Check	1/18/2022	SERVICE SUPPLY CORP	\$0.00	\$109.48	(\$49,406.97)	1/18/2022	Outstanding
3611	Accounts Payable	Computer Check	1/18/2022	SUBURBAN TESTING LABS	\$0.00	\$332.00	(\$49,738.97)	1/18/2022	Outstanding
3612	Accounts Payable	Computer Check	1/18/2022	SUSQUEHANNA MUNICIPAL TRU	\$0.00	\$2,978.87	(\$52,717.84)	1/18/2022	Outstanding
3613	Accounts Payable	Computer Check	1/18/2022	UGH UTILITIES, INC.	\$0.00	\$247.27	(\$52,965.11)	1/18/2022	Outstanding
3614	Accounts Payable	Computer Check	1/18/2022	UPMC	\$0.00	\$98.56	(\$53,063.67)	1/18/2022	Outstanding
3615	Accounts Payable	Computer Check	1/18/2022	WALTER BOYER PROMOTIONAL I	\$0.00	\$1,308.20	(\$54,371.87)	1/18/2022	Outstanding

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
<b>Summary by Transaction Type</b>									
		Total Deposits			\$0.00				
	Less Payments by Transaction Type:								
		Computer Check			(\$54,371.87)				
		<b>Total Payments:</b>			<b>(\$54,371.87)</b>				
		Adjustments:							
		Payment Adjustments			\$0.00				
		Deposit Adjustments			\$0.00				
		<b>Total Adjustments:</b>			<b>\$0.00</b>				
		<b>Total Change in Register Balance:</b>			<b>(\$54,371.87)</b>				