

# Mount Joy Borough Authority Meeting Agenda 4:00 PM, July 6, 2021

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call Mr. Rebman, Mr. Derr, Mr. Metzler and 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 June 1, 2021.
- 7. Unfinished Business:

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- 8. New Business
  - A. Consider approval of Elm Tree Properties, LLC. Letter of Credit Reduction Request for Elm Tree Phase 5B / 5C in the amount of \$92,182.50 as recommended by ARRO Consulting letter dated June 30, 2021.

В.

9. Any other matter proper to come before the Authority:

A.

- 10. Authorization to pay bills:
  - A. Consider approval of Requisition No. 5 for the Water Operating Fund in the amount of \$48,406.58 and Sewer Operating Fund in the amount of \$48,293.50.
  - B. Consider approval of Requisition No. WBRI 21-12 from the Water Bond Redemption and Improvement Fund in the amount of \$776.58.
- 11. Meetings and dates of importance:

A. Tuesday, July 20, 2021 Pre-Authority Meeting – 4 PM
 B. Tuesday, August 3, 2021 Regular Monthly Meeting – 4 PM
 C. Tuesday, August 17, 2021 Pre-Authority Meeting – 4 PM

12. Adjournment

# Mount Joy Borough Authority Regular Monthly Meeting June 1, 2021 Minutes

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

## **Public Input Period**

No one from the public was present.

# **Authority Manager Report**

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

Mr. Ardini provided an update on refinancing the two sewer notes and one water note: Mr. Ardini noted that the settlement of the refinancing took place today rather than May 27<sup>th</sup> due to timing issues but were able to meet the deadlines as planned.

Mr. Ardini provided an update on the DFCA Trout Nursery: Mr. Ardini noted that DFCA inquired about using part of the Charles Springs building to store equipment and supplies and activate the electric. Mr. Ardini stated that DFCA is currently drafting an agreement for the building use which will be reviewed by Mr. Davis when received. Mr. Ardini also stated that DFCA will need to have biologist to perform testing for one year to determine if the water is a good source; prior to doing so, DFCA is currently drafting an agreement between all surrounding landowners of which Mr. Davis will also review this agreement.

Mr. Ardini informed the Board that the annual Consumer Confidence Report was mailed to the customers and the certification form and report was sent to PA DEP as per the requirements.

### Operation Manager Report

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

Mr. Kapcsos informed the Board that the New Street and Walnut Street water main replacement project is going well, and staff has installed 640 feet to date. Mr. Kapcsos noted that the project should be completed within the next couple weeks.

Mr. Kapcsos informed the Board that Authority staff met with ARRO today to finalize and submit the EPA Risk and Resilience Assessment.

### **Business Manager Report**

Mrs. Fenicle reported that the auditors were present last week and hope to provide a draft to Authority staff by the end of the month for Authority staff to complete the management discussion portion of the audit.

### Minutes of the Previous Meeting

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve the May 4, 2021, meeting minutes as presented; motion carried.

### <u>Unfinished Business</u>

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. Metzler to approve the attached Requisition No. 3 as follows: \$49,994.19 for the Water Operating Fund and \$52,010.14 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 21-10 in the amount of \$4,172.99 from the Water Bond Redemption and Improvement Fund; motion carried.

## **Adjournment**

There being no further business, a MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to adjourn; motion carried, and the meeting adjourned at 4:26 PM.

Respectfully submitted,

Paul F. Ruffini Assistant Secretary



TELEPHONE: (717) 653-5938 FAX: (717) 653-6680

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

**INCORPORATED 1948** 

WATER OPERATING REQUISITION NO.: 5

<b>-</b> to	DAT	E:	July	6, 2021	
Fulton Bank, National Association P.O. Box 4887					
Lancaster, PA 17604					
Gentlemen:					
You are hereby requested to make a dated May 1, 1993, between the Mount Joy Borou set forth on the succeeding page.	disbursement of funds fro gh Authority and your bar	om the R	evenue Fund un stee, for the purp	der the Tru pose and in	ust Indenture the amount:
We certify that the amounts listed on that the amounts listed on the purpose set forth in Amounts are in compliance with the provisions	rticle VI, Section 6.01 and	now due   6.02. W	and unpaid and /e further certify	that such in	ndebtedness monies to be
	MOUNT	JOY BOR	OUGH AUTHORI	ITY	
		TREAS	SURER		_
ARRO CONSULTING, INC., Consulting I HEREBY APPROVE this requisition, and CERTIFIES requisitioned during the current fiscal year, do no Authority as provided for in Section 9.07 of the Tr	S that the aggregate of to to exceed the amount of	he amou	ints regisitioned	, plus thas	e previously
	ARR	O CONS	ULTING, INC.		
	CON	SULTIN	G ENGINEER		-
AMOUNT OF PREVIOUS REQU	ISITIONS:	\$	206,124.31		
TOTAL AMOUNT OF THIS REQU	UISITION:	\$ \$	17,824.46 30,582.12	Expenses	Acct. 21544 Acct. 21510
TOTAL AMOUNT REQUISITION	ED TO DATE:	\$	<b>48,406.58</b> 254,530.89	Total	
TOTAL CURRENT FISCAL YEAR	APPROVED BUDGET:	\$	2,779,006.90	W.	

# Payroll Journal Entry Payroll # 12

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	y (Split) (Pay closest to 1st Tuesday)
	6,371.08 Kling, Zach, Shawn 4,779.60 Jim, Jason, Chris, Ryan, Leon, Rory (Split) 1,700.25 Joe (Split) 1,474.26 Kapcsos (Split) 1,110.10 Angie (Split) 923.20 Lindsey (Split) - Members paid per month (Split) (Pay of 1,296.50 Split) 71.74 Split 97.73 Ryan, Chris
	s 6,371.08 \$ 4,779.60 \$ 1,700.25 \$ 1,474.26 \$ 1,110.10 \$ 923.20 \$ 1,296.50 \$ 71.74 on \$ 97.73 TOTAL \$ 17,824.46
	Water Wages Construction Crew Wage: Authority Manager Operations Manager Business Manager Administrative Assistant Board Members Employer Taxes ADP Invoice Employer 457B Contributi
	06.448.702 06.449.752 06.400.782 06.400.784 06.400.785 06.400.785 06.400.804 06.400.791
5	Debit

# 6/25/2021 01:26:18 PM

# Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	651100	Transaction	Transaction				Running	
	2000	- Ahe	Date	Kererence	Deposits	Payments	Total Post Date	Status
3041	Accounts Payable	Computer Check	7/6/2021	ADVANCE AUTO PARTS	\$0.00	\$138.99	15000317 (99 RF12)	
3042	Accounts Payable	Computer Check	7/6/2021	AMS	\$0.00	\$62.50		Outstanding
3043	Accounts Payable	Computer Check	7/6/2021	BARLEY SNYDER LLP	\$0.00	\$1.046.25		Outstanding
3044	Accounts Payable	Computer Check	7/6/2021	BUCKMAN S INC	\$0.00	\$657.80	-	Outstanding
3045	Accounts Payable	Computer Check	7/6/2021	CARPER S SIGNS, INC.	\$0.00	\$90,00		Outstanding
3046	Accounts Payable	Computer Check	7/6/2021	CENTURYLINK	\$0.00	\$311,38	_	Outstanding
3047	Accounts Payable	Computer Check	7/6/2021	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$1,639.85	-	Outstanding
3048	Accounts Payable	Computer Check	7/6/2021	CONCENTRA HEALTH SERVICES,	\$0.00	\$60.00		Outstanding
3049	Accounts Payable	Computer Check	7/6/2021	DEER COUNTRY FARM & LAWN, I	\$0.00	\$8.14	(\$4,014.91) 7/6/2021	Outstanding
3050	Accounts Payable	Computer Check	7/6/2021	DROHAN BRICK & SUPPLY, INC.	\$0.00	\$94.00	(\$4,108.91) 7/6/2021	Outstanding
3051	Accounts Payable	Computer Check	7/6/2021	DYNA TECH INDUSTRIES LTD	\$0.00	\$2,724.00	(\$6,832.91) 7/6/2021	Outstanding
3052	Accounts Payable	Computer Check	7/6/2021	FLEET MASTERS INC	\$0.00	\$48.54	(\$6,881.45) 7/6/2021	Outstanding
3053	Accounts Payable	Computer Check	7/6/2021	GUTTMAN ENERGY INC.	\$0.00	\$237.09		Outstanding
3034	Accounts Payable	Computer Check	7/6/2021	HACH COMPANY	\$0.00	\$48.35	(\$7,166,89) 7/6/2021	Outstanding
3055	Accounts Payable	Computer Check	7/6/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100,92		Outstanding
3053	Accounts Payable	Computer Check	7/6/2021	L'B WATER SERVICE, INC.	\$0.00	\$1,249,50		Outstanding
3057	Accounts Payable	Computer Check	7/6/2021	MESSICK S FARM EQUIPMENT, I	\$0.00	\$124.00		Outstanding
3058	Accounts Payable	Computer Check	7/6/2021	NORTHWEST BANK	\$0.00	\$7.95		Outstanding
3060	Accounts Payable	Computer Check	7/6/2021	OFFICE BASICS INC.	\$0.00	\$2.26		Outstanding
3061	Accounts Payable	Computer Check	7/6/2021	PPL	\$0.00	\$5,068.66	(\$13,720.18) 7/6/2021	Outstanding
3061	Accounts Payable	Computer Check	7/6/2021	PRWA	\$0.00	\$320.50	(\$14,040.68) 7/6/2021	Outstanding
3062	Accounts Payable	Computer Check	7/6/2021	PYRZ WATER SUPPLY CO INC	\$0.00	\$9,568.00	(\$23,608.68) 7/6/2021	Outstanding
3063	Accounts Payable	Computer Check	7/6/2021	ROHRER S INCORPORATED	\$0.00	\$1,421.71	(\$25,030.39) 7/6/2021	Outstanding
3066	Accounts Payable	Computer Check	7/6/2021	SERVICE SUPPLY CORP	20.00	\$3,743.20	(\$28,773.59) 7/6/2021	Outstanding
3066	Accounts Payable	Computer Check	7/6/2021	SM JOHINS & SONS CONSTRUCTIO	\$0.00	\$196,31	(\$28,969.90) 7/6/2021	Outstanding
3067	Accounts Payable	Computer Check	7/6/2021	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$28,993.90) 7/6/2021	Outstanding
3069	Accounts Payable	Computer Check	7/6/2021	SUBURBAN TESTING LABS	\$0.00	\$193.00	(\$29,186.90) 7/6/2021	Outstanding
3060	Accounts Payable	Computer Check	7/6/2021	THE RETIREMENT ADVANTAGE, 1	\$0.00	\$75.00	(\$29,261.90) 7/6/2021	Outstanding
3030	Accounts Payable	Computer Check	7/6/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$30,071.26) 7/6/2021	Outstanding
3071	Accounts Payable	Computer Check	7/6/2021	USA BLUEBOOK	<b>2</b> 0.00	\$252.78	(\$30,324.04) 7/6/2021	Outstanding
1,00	Accounts Payable	Computer Check	7/6/2021	WEX BANK	\$0.00	\$258.08	(\$30,582.12) 7/6/2021	Outstanding

Less Payments by Transaction Type:

Computer Check

Total Payments: (\$30,582.12)

Adjustments:

Payment Adjustments \$0.00

Payment Adjustments \$0.00
Deposit Adjustments \$0.00
Total Adjustments: \$0.00
Total Change in Register Balance: (\$30,582,12)



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

INCORPORATED 1948

	SEWER OP	ERATING REQUISIT	TION NO.:	5
	DATE:	July (	6, 2021	
Fulton Bank, National Association			<del></del> .	
P.O. Box 4887 Lancaster, PA 17604				
Lancaster, FA 17004				
Gentlemen:				
You are hereby requested to make a disbursem dated November 15, 1996 (the "Indenture"), between the ourpose and in the amounts set forth on the attached Sched	Mount Joy Borough A	Revenue Fund und uthority and your b	der the Tru pank as Tru	st Indenture stee, for the
We certify that (i) the amounts listed on the indebtedness has been incurred for the purpose set forth paragraph (a) of Section 6.3 of the Indenture; (ii) the agrain equisitioned during the current fiscal year, do not exceed authority as provided in Section 9.10 of the Indenture; an provisions of said Indenture.	h in paragraphs (a) ar ggregate of the amou I the amount of the cu	nd (b) of Section 6 unts requisitioned, urrent fiscal year bu	5.1 of the I plus thos udget appr	ndenture or e previously oved by the
	MOUNT JOY BO	DROUGH AUTHORI'	īΥ	
	AUTHOR	IZED OFFICER		-
AMOUNT OF PREVIOUS REQUISITIONS:	\$	243,742.18		
TOTAL AMOUNT OF THIS REQUISITION:	غ	31 003 01	Daniel II	
TO MEANWOOK OF THIS REQUISITION.	\$ _\$_	21,003.01 27,290.49	•	Acct. 21544 Acct. 21536
	<u>;</u>	48,293.50		Acc. 21550
TOTAL AMOUNT REQUISITIONED TO DA	TE: \$	292,035.68	•	
TOTAL CURRENT FISCAL YEAR APPROVE	Ď BUDGFT: Ś	2,076 116 68		

# Payroll Journal Entry Payroll # 12

# Sewer Fund Debit 08.429.730 Sev

split)		(Pay closest to 1st Tuesday)	
9,549.65 Dennis, Gary, Rex, David 4,779.60 Jim, Jason, Chris, Ryan, Leon, Rory (Split) 1,700.25 Joe (Split)	Kapcsos (Split) Angie (Split)	per month (Split)	Ryan, Chris
9,549.65 4,779.60 1,700.25	1,474.27 1,110.09	1,296.49	on \$ 97.73 TOTAL \$ 21,003.01
<del>69 69 69</del>	<b>⇔</b> ↔	· • • • •	<i>₩</i>
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	Employer 457B Contributi
08.429.730 08.428.710 08.400.782	08.400.783 08.400.784 08.400.785	08.400.790 08.400.804 08.400.804	08.400.791
ebit			

# 6/25/2021 01:26:06 PM

# Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total Post Date	Status
3179	Accounts Payable	Computer Check	6/16/2021	UGI UTILITIES, INC.	\$0.00	\$67.88	120291/9 (88.293)	Cuitesstation
3180	Accounts Payable	Computer Check	7/6/2021	ADVANCE AUTO PARTS	\$0.00	\$138.97		Outstanding
3181	Accounts Payable	Computer Check	1/6/2021	ALS GROUP USA CORP.	\$0.00	\$139.00		Outstanding
3182	Accounts Payable	Computer Check	7/6/2021	AMS	\$0.00	\$62.50	(\$408.35) 7/6/2021	Outstanding
3183	Accounts Payable	Computer Check	7/6/2021	BARLEY SNYDER LLP	\$0.00	\$1,046.25	(\$1,454.60) 7/6/2021	Outstanding
3184	Accounts Payable	Computer Check	1/6/2021	CARPER S SIGNS, INC.	\$0.00	\$90.00	(\$1,544.60) 7/6/2021	Outstanding
3185	Accounts Payable	Computer Check	7/6/2021	CENTURYLINK	\$0.00	\$134,38	(\$1,678.98) 7/6/2021	Outstanding
3186	Accounts Payable	Computer Check	7/6/2021	CONCENTRA HEALTH SERVICES,	\$0.00	\$60,00	(\$1,738.98) 7/6/2021	Outstanding
3187	Accounts Payable	Computer Check	7/6/2021	DEER COUNTRY FARM & LAWN, I	20.00	\$132.20	(\$1,871.18) 7/6/2021	Outstanding
3188	Accounts Payable	Computer Check	7/6/2021	DYNA TECH INDUSTRIES LTD	\$0.00	\$3,360.00	(\$5,231.18) 7/6/2021	Outstanding
3189	Accounts Payable	Computer Check	7/6/2021	FLEET MASTERS INC	\$0.00	\$48.53	(\$5,279.71) 7/6/2021	Outstanding
3190	Accounts Payable	Computer Check	7/6/2021	GRAINGER	\$0.00	\$472.54	(\$5,752.25) 7/6/2021	Outstanding
3191	Accounts Payable	Computer Check	1/6/2021	GUTTIMAN ENERGY INC.	\$0.00	\$97.66	(\$5,849.91) 7/6/2021	Outstanding
3192	Accounts Payable	Computer Check	7/6/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100.92	(\$5,950.83) 7/6/2021	Outstanding
3193	Accounts Payable	Computer Check	7/6/2021	L/B WATER SERVICE, INC.	\$0.00	\$1,249.50	(\$7,200.33) 7/6/2021	Outstanding
3194	Accounts Payable	Computer Check	7/6/2021	MCCRARY ENTERPRISES INC	\$0.00	\$687.60	(\$7,887.93) 7/6/2021	Outstanding
3195	Accounts Payable	Computer Check	7/6/2021	NORTHWEST BANK	\$0.00	\$7.95	(\$7,895.88) 7/6/2021	Outstanding
3196	Accounts Payable	Computer Check	7/6/2021	OFFICE BASICS INC.	\$0.00	\$2.26	(\$7,898.14) 7/6/2021	Outstanding
3197	Accounts Payable	Computer Check	7/6/2021	ONE STOP ELECTRIC MOTOR RE	\$0.00	\$6,289.00	(\$14,187.14) 7/6/2021	Outstanding
3198	Accounts Payable	Computer Check	7/6/2021	PATRIOT PROPANE	20.00	\$5,942.65	(\$20,129.79) 7/6/2021	Outstanding
3300	Accounts Payable	Computer Check	7/6/2021	PPL	\$0.00	\$795.70	(\$20,925.49) 7/6/2021	Outstanding
3200	Accounts Payable	Computer Check	7/6/2021	PRWA	\$0.00	\$320.50	(\$21,245.99) 7/6/2021	Outstanding
3201	Accounts Payable	Computer Check	7/6/2021	SERVICE SUPPLY CORP	\$0.00	\$3,743.20	(\$24,989.19) 7/6/2021	Outstanding
3202	Accounts Payable	Computer Check	7/6/2021	SHARE CORPORATION	\$0.00	\$515.54	(\$25,504.73) 7/6/2021	Outstanding
3203	Accounts Payable	Computer Check	7/6/2021	SM JOHNS & SONS CONSTRUCTIO	\$0.00	\$196.31	(\$25,701.04) 7/6/2021	Outstanding
3204	Accounts Payable	Computer Check	7/6/2021	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$25,725.04) 7/6/2021	Outstanding
3205	Accounts Payable	Computer Check	7/6/2021	THE RETIREMENT ADVANTAGE, I	\$0.00	\$75.00	(\$25,800.04) 7/6/2021	Outstanding
3200	Accounts Payable	Computer Check	7/6/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$26,609.40) 7/6/2021	Outstanding
3207	Accounts Payable	Computer Check	7/6/2021	USA BLUEBOOK	\$0.00	\$139.96	(\$26,749.36) 7/6/2021	Outstanding
3208	Accounts Payable	Computer Check	7/6/2021	WEX BANK	\$0.00	\$541,13	(\$27,290.49) 7/6/2021	Outstanding

	S	S				
Less Payments by Transaction Type:	Computer Check	Total Payments:	Adjustments:	Payment Adjustments	Deposit Adjustments	" " " " " " " " " " " " " " " " " " "

(\$27,290.49)	Total Change in Register Balance:
	The fall A . 12
S0.05	Leposit Adjustments
1	
S0.00	Payment Adjustments
	Adjustments:
(\$27,290.49)	Lotal Fayments:
	£
(\$27,290.49)	Computer Check
	east administ of management 1 ppc.

# MOUNT JOY BOROUGH AUTHORITY WATER SYSTEM RESOLUTION AND REQUISITION

		,	WATER SYSYTEM F	REQUISITION NO	.: WBRI 21-12
			Date:	July 6, 20	21
		RESOLUTION			
RESOLVED, in a Authority (the "Authority (the "Authority Community Bank (the "FBONDS, Series of 1993 (following payments for the Trustee fand held by the Trustee f	y") to Fulton Bank, in Prior Trustee"), as Trustee"), as Trust Indenture uthorized projects, se Bond Redemption	rustee, dated as of Ma re") the Trustee is he including either capit n and Improvement Fo	the "Trustee"), as by 1, 1993, securing ereby authorized a cal additions or ext und established ur	successor to Un Guaranteed Wa and requested t traordinary repai nder the aforesai	ion National ter Revenue o make the rs, renewals id Indenture
		Purpose of		Amou	nt of this
Payee		Obligation	_		uisition
SEE ATTACHED EXHIBIT "A"				\$	776.58
		CERTIFICATE			
The undersignors of Mousual Force and effect on the	nt Joy Borough Auth	certifies that the Reso ority at a meeting duly	lution set forth abo called and held on	ove was duly ado July 6, 2021 and	pted by the d remains in
	THIS CERTIFICATE is e	executed the 6th	day of <u>July</u> 20	21.	
		(Sec	retary) (Assistant	Secretary)	-
AUTH	ORITY SEAL				

# EXHIBIT "A"

# WATER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount o	f this Requisition
Exeter Supply Co, Inc. 117 Prospect Street Reading, PA 19606	New Street Water Main Replacement Project; Invoice 320406	\$	472.08
Drohan Brick & Supply, Inc. PO Box 277 Mount Joy, PA 17552	New Street Water Main Replacement Project; Invoice 0031065-00	\$	152.25
Drohan Brick & Supply, Inc. PO Box 277 Mount Joy, PA 17552	New Street Water Main Replacement Project; Invoice 0031133-00	\$	152.25