



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, June 1, 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 May 4, 2021.
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. 3 for the Water Operating Fund in the amount of \$49,994.19 and Sewer Operating Fund in the amount of \$52,010.14.
 - B. Consider approval of Requisition No. WBRI 21-10 from the Water Bond Redemption and Improvement Fund in the amount of \$.4,172.99.
11. Meetings and dates of importance:

A. Tuesday, June 15, 2021	Pre-Authority Meeting – 4 PM
B. Tuesday, June 22, 2021	Administration Committee Meeting – 5 PM
C. Tuesday, July 6, 2021	Regular Monthly Meeting – 4 PM
D. Wednesday, July 7, 2021	Finance Committee Meeting – 5 PM
E. Tuesday, July 20, 2021	Pre-Authority Meeting – 4 PM
12. Adjournment

If you are a person that requires accommodations to participate, please contact Borough staff to discuss how we may best accommodate your needs.

**Mount Joy Borough Authority
Regular Monthly Meeting
May 4, 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 Chairman Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also present were Angie Fenicle, Joe Ardini and Scott Kapcsos 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.

Authority Manager Report

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

Mr. Ardini provided an update on Well #3 Action Plan: Mr. Ardini stated that ARRO Consulting, Authority staff and representatives from SRBC met to discuss the action plan that was submitted. SRBC will review and provide a comment letter.

Mr. Ardini informed the Board that staff continues to work on the annual Consumer Confidence Report and will be mailed by the end of May.

Operation Manager Report

Mr. Kapcsos provided a written report and highlighted the following for the water, sewer, and construction departments.

Mr. Kapcsos provided an update on the Inflated water pumping update: Mr. Kapcsos stated that staff made the repair to the 12" water main in the 800 block of East Main Street. The daily pumping has shown significant improvement and seems to appear back on track.

Mr. Kapcsos informed the Board that staff has started the New Street water main replacement project today.

Business Manager Report

Mrs. Fenicle reported that Trout, Ebersole & Groff will start the annual audit on May 24th.

Mr. Metzler asked if the Authority is experiencing an increase in delinquent accounts due to COVID-19. Mrs. Fenicle noted she will look into this and report back at the next meeting. Mrs. Fenicle also noted that the Authority follows the PUC regulations and have continued to do so through COVID-19; PUC just recently lifted their stipulations and therefore, the Authority will resume the normal procedures for delinquencies.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the April 6, 2021 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discussed.

New Business

Mr. Stephen Flaghtery from RBC was present to discuss the 2021 refinancing of the Water and Sewer Revenue Bonds.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Resolution No. 6-21 to refinance the Sewer Revenue Bond, Series of 2012 and Sewer Revenue Note, Series of 2015; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Resolution No. 7-21 to refinance the Water Revenue Note, Series of 2015; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to authorize the Authority Chairperson, Authority Officers and the Authority Manager to execute such other documents as necessary to facilitate the approved financing; 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. Derr and a second by Mr. Melhorn to approve the attached Requisition No. 1 as follows: \$51,753.79 for the Water Operating Fund and \$62,342.87 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 21-8 in the amount of \$17,010.00 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. Derr to adjourn; motion carried, and the meeting adjourned at 5:03 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.: 3

DATE: June 1, 2021

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>104,593.44</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,396.57	Payroll	Acct. 21544
	\$	31,597.62	Expenses	Acct. 21510
	\$	<u>49,994.19</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>154,587.63</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,779,006.90</u>		

Payroll Journal Entry
Payroll # 10

Water Fund

Debit	06.448.702	Water Wages	\$	6,746.57	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	4,965.11	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	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,359.72	Split
	06.400.804	ADP Invoice	\$	73.13	Split
	06.400.791	Employer 457B Contribution	\$	44.23	Ryan, Chris
		TOTAL	\$	18,396.57	

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2986	Accounts Payable	Computer Check	5/20/2021	US POSTMASTER	\$0.00	\$768.56	(\$768.56)	5/20/2021	Outstanding
2987	Accounts Payable	Computer Check	6/1/2021	ADVANCE AUTO PARTS	\$0.00	\$32.47	(\$801.03)	6/1/2021	Outstanding
2988	Accounts Payable	Computer Check	6/1/2021	ASCENSUS	\$0.00	\$395.00	(\$1,196.03)	6/1/2021	Outstanding
2989	Accounts Payable	Computer Check	6/1/2021	BARLEY SNYDER LLP	\$0.00	\$1,134.00	(\$2,330.03)	6/1/2021	Outstanding
2990	Accounts Payable	Computer Check	6/1/2021	CENTURYLINK	\$0.00	\$63.85	(\$2,393.88)	6/1/2021	Outstanding
2991	Accounts Payable	Computer Check	6/1/2021	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$4,837.08	(\$7,230.96)	6/1/2021	Outstanding
2992	Accounts Payable	Computer Check	6/1/2021	CONCENTRA HEALTH SERVICES,	\$0.00	\$60.00	(\$7,290.96)	6/1/2021	Outstanding
2993	Accounts Payable	Computer Check	6/1/2021	EXETER SUPPLY COMPANY, INC.	\$0.00	\$56.80	(\$7,347.76)	6/1/2021	Outstanding
2994	Accounts Payable	Computer Check	6/1/2021	GUTTMAN ENERGY INC.	\$0.00	\$180.62	(\$7,528.38)	6/1/2021	Outstanding
2995	Accounts Payable	Computer Check	6/1/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100.92	(\$7,629.30)	6/1/2021	Outstanding
2996	Accounts Payable	Computer Check	6/1/2021	L/B WATER SERVICE, INC.	\$0.00	\$1,225.00	(\$8,854.30)	6/1/2021	Outstanding
2997	Accounts Payable	Computer Check	6/1/2021	MCCARTHY TIRE SERVICE	\$0.00	\$20.00	(\$8,874.30)	6/1/2021	Outstanding
2998	Accounts Payable	Computer Check	6/1/2021	OFFICE BASICS INC.	\$0.00	\$6.90	(\$8,881.20)	6/1/2021	Outstanding
2999	Accounts Payable	Computer Check	6/1/2021	PPL	\$0.00	\$7,480.81	(\$16,362.01)	6/1/2021	Outstanding
3000	Accounts Payable	Computer Check	6/1/2021	S&T BANK FOB MOUNT JOY BOR	\$0.00	\$10,368.12	(\$26,730.13)	6/1/2021	Outstanding
3001	Accounts Payable	Computer Check	6/1/2021	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$26,754.13)	6/1/2021	Outstanding
3002	Accounts Payable	Computer Check	6/1/2021	SUBURBAN TESTING LABS	\$0.00	\$1,223.00	(\$27,977.13)	6/1/2021	Outstanding
3003	Accounts Payable	Computer Check	6/1/2021	SUSQUEHANNA MUNICIPAL TRU	\$0.00	\$2,714.25	(\$30,691.38)	6/1/2021	Outstanding
3004	Accounts Payable	Computer Check	6/1/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$31,500.74)	6/1/2021	Outstanding
3005	Accounts Payable	Computer Check	6/1/2021	VERIZON WIRELESS	\$0.00	\$96.88	(\$31,597.62)	6/1/2021	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$31,597.62)

Total Payments: (\$31,597.62)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$31,597.62)



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.: 3

DATE: June 1, 2021

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>128,775.12</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,105.83	Payroll	Acct. 21544
	\$	<u>29,904.31</u>	Expenses	Acct. 21536
	\$	<u>52,010.14</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>180,785.26</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,976,116.68</u>		

Sewer Fund

Debit			
08.429.730	Sewer Wages	\$ 10,455.86	Dennis, Gary, Rex, David
08.428.710	Construction Crew Wages	\$ 4,965.10	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
08.400.782	Authority Manager	\$ 1,700.25	Joe (Split)
08.400.783	Operations Manager	\$ 1,474.27	Kapcsos (Split)
08.400.784	Business Manager	\$ 1,110.09	Angie (Split)
08.400.785	Administrative Assistant	\$ 923.20	Lindsey (Split)
08.400.790	Board Members	\$ -	Members paid per month (Split)
08.400.804	Employer Taxes	\$ 1,359.71	Split
08.400.804	ADP Invoice	\$ 73.12	Split
08.400.791	Employer 457B Contribution	\$ 44.23	Ryan, Chris
	TOTAL	\$ 22,105.83	(Pay closest to 1st Tuesday)

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3123	Accounts Payable	Computer Check	5/20/2021	PPL	\$0.00	\$297.50	(\$297.50)	5/20/2021	Outstanding
3124	Accounts Payable	Computer Check	5/20/2021	US POSTMASTER	\$0.00	\$768.55	(\$1,066.05)	5/20/2021	Outstanding
3125	Accounts Payable	Computer Check	6/1/2021	ALS GROUP USA CORP.	\$0.00	\$278.00	(\$1,344.05)	6/1/2021	Outstanding
3126	Accounts Payable	Computer Check	6/1/2021	ASCENSUS	\$0.00	\$395.00	(\$1,739.05)	6/1/2021	Outstanding
3127	Accounts Payable	Computer Check	6/1/2021	BARLEY SNYDER LLP	\$0.00	\$1,134.00	(\$2,873.05)	6/1/2021	Outstanding
3128	Accounts Payable	Computer Check	6/1/2021	CENTURYLINK	\$0.00	\$506.16	(\$3,379.21)	6/1/2021	Outstanding
3129	Accounts Payable	Computer Check	6/1/2021	CONCENTRA HEALTH SERVICES,	\$0.00	\$60.00	(\$3,439.21)	6/1/2021	Outstanding
3130	Accounts Payable	Computer Check	6/1/2021	EXETER SUPPLY COMPANY, INC.	\$0.00	\$56.80	(\$3,496.01)	6/1/2021	Outstanding
3131	Accounts Payable	Computer Check	6/1/2021	GUTTMAN ENERGY INC.	\$0.00	\$103.76	(\$3,599.77)	6/1/2021	Outstanding
3132	Accounts Payable	Computer Check	6/1/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100.92	(\$3,700.69)	6/1/2021	Outstanding
3133	Accounts Payable	Computer Check	6/1/2021	L/B WATER SERVICE, INC.	\$0.00	\$1,225.00	(\$4,925.69)	6/1/2021	Outstanding
3134	Accounts Payable	Computer Check	6/1/2021	MCCARTHY TIRE SERVICE	\$0.00	\$20.00	(\$4,945.69)	6/1/2021	Outstanding
3135	Accounts Payable	Computer Check	6/1/2021	OFFICE BASICS INC.	\$0.00	\$79.65	(\$5,025.34)	6/1/2021	Outstanding
3136	Accounts Payable	Computer Check	6/1/2021	PPL	\$0.00	\$3,800.65	(\$8,825.99)	6/1/2021	Outstanding
3137	Accounts Payable	Computer Check	6/1/2021	S&T BANK FOB MOUNT JOY BOR	\$0.00	\$10,368.13	(\$19,194.12)	6/1/2021	Outstanding
3138	Accounts Payable	Computer Check	6/1/2021	SITEONE LANDSCAPE SUPPLY, LL	\$0.00	\$331.67	(\$19,525.79)	6/1/2021	Outstanding
3139	Accounts Payable	Computer Check	6/1/2021	STANDARD INSURANCE COMPAN	\$0.00	\$24.00	(\$19,549.79)	6/1/2021	Outstanding
3140	Accounts Payable	Computer Check	6/1/2021	SUBURBAN TESTING LABS	\$0.00	\$2,749.00	(\$22,298.79)	6/1/2021	Outstanding
3141	Accounts Payable	Computer Check	6/1/2021	SUSQUEHANNA MUNICIPAL TRU	\$0.00	\$2,714.25	(\$25,013.04)	6/1/2021	Outstanding
3142	Accounts Payable	Computer Check	6/1/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$25,822.40)	6/1/2021	Outstanding
3143	Accounts Payable	Computer Check	6/1/2021	USALCO	\$0.00	\$3,985.03	(\$29,807.43)	6/1/2021	Outstanding
3144	Accounts Payable	Computer Check	6/1/2021	VERIZON WIRELESS	\$0.00	\$96.88	(\$29,904.31)	6/1/2021	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$29,904.31)

Total Payments: (\$29,904.31)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$29,904.31)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 21-10

Date: June 1, 2021

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"		\$ 4,172.99

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 June 1, 2021 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 1st day of June, 2021.

(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>
Rohrer's Quarry P.O. Box 365 Lititz, PA 17543-0365	New Street Water Main Replacement Project; Invoice Q230808	\$ 2,008.48
Rohrer's Quarry P.O. Box 365 Lititz, PA 17543-0365	New Street Water Main Replacement Project; Invoice Q230671	\$ 2,012.26
Drohan Brick & Supply, Inc. P.O. Box 277 Mount Joy, PA 17552	New Street Water Main Replacement Project; Invoice 0030486-00	\$ 152.25