



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, June 18, 2024**

1. Call to Order
2. Roll Call - Mr. 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. Admin Assistant
 - C. Authority Manager
 - D. Asst. Authority Manager
 - E. Business Manager
5. Approval of the Minutes – Approval of the minutes from May 21, 2024.
6. Unfinished Business
 - A.
7. New Business
 - A. Consider Approval of Resolution No. 11-24 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Good Country Properties, LLC and to maintain the letter of credit of 15% of construction cost for 18 months as recommended by ARRO Consulting’s letter dated June 14, 2024.
 - B.
8. Any other matter proper to come before the Authority
 - A.
9. Authorization to pay bills
 - A. Consider approval of Requisition No. 4 for the Water Operating Fund in the amount of \$70,729.10 and Sewer Operating Fund in the amount of \$66,593.92.
10. Meetings and dates of importance
 - A. Wednesday, July 10, 2024 Finance Committee Meeting – 10 AM
 - B. Tuesday, July 16, 2024 Pre-Authority Meeting – 4 PM
 - C. Tuesday, August 6, 2024 Regular Monthly Meeting – 4 PM
 - D. Tuesday, August 20, 2024 Pre-Authority Meeting – 4 PM
 - E. Tuesday, September 3, 2024 Regular Monthly Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority
Pre-Authority Meeting
May 21, 2024
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, and Mr. Ruffini. Also, present were Angie Fenicle, Scott Kapcsos, and Zach Dennis and Mike Davis from Barley Snyder. Mr. Metzler and Mr. Melhorn were absent. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

There was no one present from the public.

Presentation by Crabtree Rohrbaugh & Associates

Mr. Todd Vukmanic presented to the Authority Board and staff the proposed plans and timeline for the construction of the new administration building for the Borough and Authority. Mr. Josh Deering was present on behalf of the Building Ad Hoc Committee.

Consulting Engineer Report

ARRO Consulting provided a written report.

Mr. Kapcsos added that a walk through was performed today for Good Country Fruit; Authority staff is looking to finalize the deed of dedication for the Authority Board to approve at the next meeting.

Authority Manager Report

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

Mr. Kapcsos informed the Board that Authority staff is currently performing final blacktop restoration for the North Jacob Street Water Main Replacement project.

Mr. Kapcsos informed the Board that Authority staff performed wet well cleaning maintenance at all sewer pump stations as well as springtime maintenance and mulching at all facilities.

Mr. Kapcsos informed the Board that Authority staff met with ARRO Consulting to perform updates to the water and sewer atlases. Mr. Kapcsos noted that the new wall maps were received, and staff is working on getting them distributed and displayed.

Mr. Kapcsos informed the Board that SRBC completed a compliance inspection at both water plants, all wells and Charles springs with no issues identified.

Mr. Kapcsos informed the Board that Authority staff is currently preparing Carmany Road Water Plant for the remainder of the epoxy floor installation; the contractor is expected to start on May 20th.

Mr. Kapcsos provided updates on employees: Mr. Kapcsos stated that Mr. Paisun Harris is scheduled to take his CDL training and testing the week of May 20th. Mr. Kapcsos stated that Mr. James Parker has been placed into the weekly on-call schedule and is scheduled to perform his first weekend May 18th and 19th.

Mr. Kapcsos provided an update on the sewer lateral camera: Mr. Kapcsos stated that Exeter Supply provided a quote for the required repairs and upgrades at approximately \$5,000 which includes, repairs to the camera head, new viewing screen, and a battery operation option.

Mr. Kapcsos informed the Board that Authority staff and Garden Spot Electric troubleshot an issue at the Fairview Pump Station with an HOA switch, a contactor for one of the pumps and the float system. Mr. Kapcsos stated that the switch and contactor were repaired, and a proposal was provided by Garden Spot Electric to upgrade the float system of which Authority staff executed and the work is scheduled within the next two weeks.

Mr. Kapcsos informed the Board that Authority staff discovered that the alum was not reaching its destination and after research identified a pipe leak of which a temporary line was installed to transfer the alum to the aeration tank. Mr. Kapcsos stated that upon finding this leak, a water leak was also discovered. It was noted that both leaks are currently being repaired.

Mr. Kapcsos informed the Board that Mr. Doug DeClerck has performed the final inspection on the hydropillar roof water tank; it was noted that it has passed inspection.

Mr. Kapcsos provided an update on the South Jacob Street Water Plant Start-Up: Mr. Kapcsos stated that Authority staff and ARRO Consulting met to discuss the submission of the permit application to PA DEP. Mr. Kapcsos stated that the email was sent today and an on-site meeting is scheduled for June 4th, which is part of the permit application process.

Mr. Kapcsos provided an update on the SRBC Well #3 Docket Renewal: Mr. Kapcsos stated that the docket renewal application is on SRBC's meeting agenda for approval.

Mr. Kapcsos provided an update on the Little Chiques Streambank Project: Mr. Kapcsos stated that he met with Mr. Mark Pugliese, Borough Manager, to discuss comments provided by the Authority's solicitor in regards to their request. Mr. Kapcsos noted that Mr. Pugliese will discuss the conversation with their solicitor and updated agreements will be provided for review.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grants: Mr. Kapcsos stated that the Authority received and executed the agreements.

- Dystor Rehabilitation Project: Mr. Kapcsos noted that the pre-construction meeting is scheduled for May 29th.
- Fairview Street Water Main Replacement Project: No Updates

Mr. Kapcsos provided an update on the Rapho Industrial Park Sewer Line Installation: Mr. Kapcsos stated that Authority staff continues to communicate with the property owners, and they are in receipt of their connection permit to provide signature and payment.

Mr. Kapcsos informed the Board that Authority staff will start to work on getting updated pictures for the annual report and will be looking to take the Authority Board's picture on June 18th.

Mr. Kapcsos thanked the Board for allowing Authority staff to participate in the Make-A-Wish Convoy.

Assistant Authority Manager

Mr. Dennis had nothing to report.

Business Manager Report

Mrs. Fenicle provided an update on the past due accounts since May 7th meeting; there was \$44,283 collected of the \$205,212 AR balance bringing the outstanding balance to \$160,929. Mr. Fenicle noted that this is a normal quarterly pattern as there are customers who pay their invoices late.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve the April 16, 2024, meeting minutes as presented; motion carried.

Unfinished Business

Mr. Kapcsos mentioned that he will be on vacation from May 22nd through May 28th.

New Business

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve Resolution No. 9-24 to amend the Surcharge Rates for Discharges of Industrial Waste; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve Resolution 10-24 to amend Section 11, Item b.3 of the 457B Defined Contribution Plan ; 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. Ruffini to approve the attached Requisition No. 2 as follows: \$69,711.62 for the Water Operating Fund and \$65,318.69 for the Sewer Operating Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Ruffini and seconded by Mr. Derr to adjourn. Motion carried and the meeting adjourned at 4:48 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary

MOUNT JOY BOROUGH AUTHORITY

RESOLUTION No. 11-24

WHEREAS, Good Country Properties, LLC (the “Developer”) has entered into a Deed of Dedication for the Conveyance of Interest in Utility Facilities for certain off-site improvements to serve 1335 Strickler Road-Lot 2 (the “Development”); and

WHEREAS, the Developer is now ready to dedicate to this Authority a Deed of Dedication turning over the utility facilities including, without limitation, sanitary sewer mains, water mains and related facilities constructed to serve the Development in Rapho Township to the Authority; and

WHEREAS, the Authority is willing to accept the Deed of Dedication and is willing to accept the utility facilities including, without limitation, sanitary sewer mains, water mains and related facilities and agrees to maintain them as part of the Mount Joy Borough Authority’s systems.

NOW, THEREFORE, be it

RESOLVED, that the Deed of Dedication from the Developer to the Authority is hereby approved and accepted.

MOUNT JOY BOROUGH AUTHORITY

By: _____
Chairman

Attest: _____
Secretary

Adopted: June 18, 2024



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.: 4

DATE: June 18, 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>246,695.47</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,035.30	Payroll	Acct. 21544
	\$	<u>48,693.80</u>	Expenses	Acct. 21510
	\$	<u>70,729.10</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>317,424.57</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,384,936.16</u>		

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
5073	Accounts Payable	Computer Check	06/05/2024	PPL	\$0.00	\$97.93	(\$97.93)	06/05/2024	Outstanding
5074	Accounts Payable	Computer Check	06/05/2024	S&T BANK FOB MOUNT JOY BO	\$0.00	\$9,932.14	(\$10,030.07)	06/05/2024	Outstanding
5075	Accounts Payable	Computer Check	06/18/2024	AIRGAS USA LLC	\$0.00	\$39.83	(\$10,069.90)	06/18/2024	Outstanding
5076	Accounts Payable	Computer Check	06/18/2024	AMS	\$0.00	\$77.56	(\$10,147.46)	06/18/2024	Outstanding
5077	Accounts Payable	Computer Check	06/18/2024	BRIGHTSPEED	\$0.00	\$241.43	(\$10,388.89)	06/18/2024	Outstanding
5078	Accounts Payable	Computer Check	06/18/2024	BUCKMAN S INC	\$0.00	\$726.00	(\$11,114.89)	06/18/2024	Outstanding
5079	Accounts Payable	Computer Check	06/18/2024	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$6,565.68	(\$17,680.57)	06/18/2024	Outstanding
5080	Accounts Payable	Computer Check	06/18/2024	CREDIT BUREAU OF LANC COUN	\$0.00	\$23.88	(\$17,704.45)	06/18/2024	Outstanding
5081	Accounts Payable	Computer Check	06/18/2024	CRYSTAL SPRINGS	\$0.00	\$3.50	(\$17,707.95)	06/18/2024	Outstanding
5082	Accounts Payable	Computer Check	06/18/2024	FULTON FINANCIAL ADVISORS	\$0.00	\$1,500.00	(\$19,207.95)	06/18/2024	Outstanding
5083	Accounts Payable	Computer Check	06/18/2024	GUTTMAN ENERGY INC.	\$0.00	\$585.32	(\$19,793.27)	06/18/2024	Outstanding
5084	Accounts Payable	Computer Check	06/18/2024	HIGHWAY MATERIALS, INC.	\$0.00	\$1,038.47	(\$20,831.74)	06/18/2024	Outstanding
5085	Accounts Payable	Computer Check	06/18/2024	KOHL BROS INC	\$0.00	\$16,715.00	(\$37,546.74)	06/18/2024	Outstanding
5086	Accounts Payable	Computer Check	06/18/2024	LCSWMA	\$0.00	\$20.00	(\$37,566.74)	06/18/2024	Outstanding
5087	Accounts Payable	Computer Check	06/18/2024	PA ONE CALL SYSTEM, INC.	\$0.00	\$118.48	(\$37,685.22)	06/18/2024	Outstanding
5088	Accounts Payable	Computer Check	06/18/2024	PYRZ WATER SUPPLY CO INC	\$0.00	\$1,658.00	(\$39,343.22)	06/18/2024	Outstanding
5089	Accounts Payable	Computer Check	06/18/2024	ROHRER S INCORPORATED	\$0.00	\$964.11	(\$40,307.33)	06/18/2024	Outstanding
5090	Accounts Payable	Computer Check	06/18/2024	S&T BANK FOB MOUNT JOY BO	\$0.00	\$7,684.40	(\$47,991.73)	06/18/2024	Outstanding
5091	Accounts Payable	Computer Check	06/18/2024	SERVICE SUPPLY CORP	\$0.00	\$110.88	(\$48,102.61)	06/18/2024	Outstanding
5092	Accounts Payable	Computer Check	06/18/2024	SUBURBAN TESTING LABS, INC	\$0.00	\$225.00	(\$48,327.61)	06/18/2024	Outstanding
5093	Accounts Payable	Computer Check	06/18/2024	TRIANGLE FIRE PROTECTION, IN	\$0.00	\$165.00	(\$48,492.61)	06/18/2024	Outstanding
5094	Accounts Payable	Computer Check	06/18/2024	U.S. POSTAL SERVICE	\$0.00	\$90.00	(\$48,582.61)	06/18/2024	Outstanding
5095	Accounts Payable	Computer Check	06/18/2024	UGI UTILITIES, INC.	\$0.00	\$45.21	(\$48,627.82)	06/18/2024	Outstanding
5096	Accounts Payable	Computer Check	06/18/2024	ZACHARY DENNIS	\$0.00	\$65.98	(\$48,693.80)	06/18/2024	Outstanding

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$48,693.80)
Total Payments:	(\$48,693.80)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$48,693.80)

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
5341	Accounts Payable	Computer Check	06/05/2024	PPL	\$0.00	\$233.52	(\$233.52)	06/05/2024	Outstanding
5342	Accounts Payable	Computer Check	06/05/2024	S&T BANK FOB MOUNT JOY BO	\$0.00	\$9,932.13	(\$10,165.65)	06/05/2024	Outstanding
5343	Accounts Payable	Computer Check	06/18/2024	ADVANCE AUTO PARTS	\$0.00	\$5.79	(\$10,171.44)	06/18/2024	Outstanding
5344	Accounts Payable	Computer Check	06/18/2024	AIRGAS USA LLC	\$0.00	\$119.49	(\$10,290.93)	06/18/2024	Outstanding
5345	Accounts Payable	Computer Check	06/18/2024	AMS	\$0.00	\$77.56	(\$10,368.49)	06/18/2024	Outstanding
5346	Accounts Payable	Computer Check	06/18/2024	CARMEUSE LIME & STONE	\$0.00	\$13,725.00	(\$24,093.49)	06/18/2024	Outstanding
5347	Accounts Payable	Computer Check	06/18/2024	CREDIT BUREAU OF LANC COUN	\$0.00	\$23.87	(\$24,117.36)	06/18/2024	Outstanding
5348	Accounts Payable	Computer Check	06/18/2024	CRYSTAL SPRINGS	\$0.00	\$45.45	(\$24,162.81)	06/18/2024	Outstanding
5349	Accounts Payable	Computer Check	06/18/2024	E-TOWN AUTO PARTS	\$0.00	\$140.16	(\$24,302.97)	06/18/2024	Outstanding
5350	Accounts Payable	Computer Check	06/18/2024	FULTON FINANCIAL ADVISORS	\$0.00	\$1,500.00	(\$25,802.97)	06/18/2024	Outstanding
5351	Accounts Payable	Computer Check	06/18/2024	GUTTMAN ENERGY INC.	\$0.00	\$449.50	(\$26,252.47)	06/18/2024	Outstanding
5352	Accounts Payable	Computer Check	06/18/2024	HACH COMPANY	\$0.00	\$168.83	(\$26,421.30)	06/18/2024	Outstanding
5353	Accounts Payable	Computer Check	06/18/2024	LCSWMA	\$0.00	\$20.00	(\$26,441.30)	06/18/2024	Outstanding
5354	Accounts Payable	Computer Check	06/18/2024	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$32,843.72)	06/18/2024	Outstanding
5355	Accounts Payable	Computer Check	06/18/2024	PA ONE CALL SYSTEM, INC.	\$0.00	\$118.47	(\$32,962.19)	06/18/2024	Outstanding
5356	Accounts Payable	Computer Check	06/18/2024	PPL	\$0.00	\$414.43	(\$33,376.62)	06/18/2024	Outstanding
5357	Accounts Payable	Computer Check	06/18/2024	R/W CONNECTION, INC.	\$0.00	\$68.31	(\$33,444.93)	06/18/2024	Outstanding
5358	Accounts Payable	Computer Check	06/18/2024	S&T BANK FOB MOUNT JOY BO	\$0.00	\$7,684.39	(\$41,129.32)	06/18/2024	Outstanding
5359	Accounts Payable	Computer Check	06/18/2024	SERVICE SUPPLY CORP	\$0.00	\$55.44	(\$41,184.76)	06/18/2024	Outstanding
5360	Accounts Payable	Computer Check	06/18/2024	SUBURBAN TESTING LABS, INC	\$0.00	\$1,548.00	(\$42,732.76)	06/18/2024	Outstanding
5361	Accounts Payable	Computer Check	06/18/2024	THE PENNSYLVANIA STATE UNI ¹	\$0.00	\$428.00	(\$43,160.76)	06/18/2024	Outstanding
5362	Accounts Payable	Computer Check	06/18/2024	THE UPS STORE 3853	\$0.00	\$13.46	(\$43,174.22)	06/18/2024	Outstanding
5363	Accounts Payable	Computer Check	06/18/2024	U.S. POSTAL SERVICE	\$0.00	\$90.00	(\$43,264.22)	06/18/2024	Outstanding
5364	Accounts Payable	Computer Check	06/18/2024	ZACHARY DENNIS	\$0.00	\$65.98	(\$43,330.20)	06/18/2024	Outstanding

Summary by Transaction Type

Total Deposits:	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$43,330.20)
Total Payments:	(\$43,330.20)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$43,330.20)