



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, June 21, 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 May 18, 2022.
6. Unfinished Business:
 - A.
7. New Business:
 - A.
8. Any other matter proper to come before the Authority:
9. Authorization to pay bills:
 - A. Consider approval of Requisition No. 4 for the Water Operating Fund in the amount of \$35,297.19 and Sewer Operating Fund in the amount of \$51,522.77.
 - B. Consider approval of Requisition No. WBRI 22-9 from the Water Bond Redemption and Improvement Fund in the amount of \$19,576.25.
10. Meetings and dates of importance

A. Tuesday, June 28, 2022	Administration Committee Meeting – 4 PM (Cancelled)
B. Wednesday, July 6, 2022	Finance Committee Meeting – 4 PM (Cancelled)
C. Tuesday, July 19, 2022	Pre-Authority Meeting – 4PM
D. Tuesday, August 2, 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
May 18, 2022
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 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.

Consulting Engineer Report

Mr. Dennis was not present at the meeting, therefore, provided a written report.

Authority Manager Report

Mr. Ardini was not present at the meeting, therefore, provided a written report. Mr. Kapcsos highlighted the following:

Mr. Kapcsos elaborated on the employee position change within the Construction Department. Mr. Kapcsos noted that Mr. Chris Morton has voluntarily asked to be removed from the supervisor position and be moved to a laborer / operator position. Mr. Kapcsos informed the Board that management spoke with Mr. Ryan Storm within the same department who showed interest in the supervisor position and has accepted. This change took effect on May 9, 2022.

Mr. Kapcsos informed the Board that Authority staff has terminated water service and has been dealing with an ongoing matter at 203 Midland Circle due to excessive arrears on their account. Mr. Kapcsos noted that the Authority would receive letters from the owner of which Mr. Ardini replied noting request to be fulfilled prior to re-instating water service. Mr. Kapcsos noted that the Authority will inform Mount Joy Township of the situation as this property is in their jurisdiction.

Mr. Kapcsos informed the Borough that Mr. Zach Dennis turned in his two-week notice on May 9th and his last day will be May 20th. Mr. Kapcsos noted that the position was posted internally and if no applicants are received, the position will be advertised for outside candidates.

Operations Manager Report

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

Mr. Kapcsos provided an update on the Wood Street Water Main Replacement Project: Mr. Kapcsos noted that the project is moving along as scheduled and staff is currently installing the water main between South Market Ave and South Plum Street.

Mr. Kapcsos informed the Board that Authority staff repaired a water main leak in the Rapho Industrial Park. It was noted that this pipe is the only known hard plastic pipe within the water distribution system and was installed in the 1970's. Staff was able to make this repair under normal repair procedures.

Mr. Kapcsos informed the Board that Authority staff is preparing to place the South Jacob Street Water Plant online the week of May 16th.

Mr. Kapcsos provided an update on the security measures at Carmany Road Water Plant: Mr. Kapcsos informed the Board that the cameras have been ordered and shipped; Authority staff will work on scheduling the installation.

Mr. Kapcsos informed the Board that Authority staff along with Rapho Township staff repaired a sinkhole along Strickler Road, in front of the Firestone business. Mr. Kapcsos noted that this was an existing sinkhole that was also repaired during the sewer main installation in 2006.

Mr. Kapcsos provided an update on the Kamstrup meter replacement: Mr. Kapcsos noted that the first, second, third and fourth round of replacements has been moving along with 686 of 689 meters have been installed or has scheduled their appointments. Mr. Metzler asked if the Authority needs to seek legal counsel to gain access to the properties that haven't responded. Mr. Kapcsos stated that Mr. Davis will move forward to draft a letter to the three properties owners in hopes they will then comply. Mr. Davis proceeded by noting that if they do not comply, the Authority can move forward with getting a court order.

Mr. Kapcsos informed the Board that Mr. Shawn Swanger contacted the Authority asking to complete 40 hours of community service. Mr. Kapcsos noted that he had performed community service hours with the Authority in a previous year and will be doing some maintenance at the Wastewater Treatment Plant.

Business Manager Report

Mrs. Fenicle provided an update on the first round of termination notices that were sent the first week of April. Mrs. Fenicle noted that 23 of 95 customers had not responded and a two-day notice was posted on their property for termination on April 20th; one property was terminated and is known to be vacant. Mrs. Fenicle stated that \$36,323.17 of \$68,590.65 has been collected and the remaining have been placed on payment agreements.

Mrs. Fenicle provided and discussed the 2021-2022 fiscal year end budget reports.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the April 19, 2022, 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

There was no other matter proper to come before the Authority.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. 2 as follows: \$59,849.44 for the Water Operating Fund and \$40,166.78 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition WBRI 22-7 from the Water Bond Redemption and Improvement Fund in the amount of \$13,919.14; 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 4:43 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.: 4

DATE: June 21, 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>223,400.70</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,968.23	Payroll	Acct. 21544
	\$	15,328.96	Expenses	Acct. 21510
	\$	<u><u>35,297.19</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>258,697.89</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,023,885.95</u>		

Payroll Journal Entry
Payroll # 12

Water Fund

Debit	06.448.702	Water Wages	\$	7,708.26	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	5,225.88	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,751.26	Joe (Split)
	06.400.783	Operations Manager	\$	1,518.50	Kapcsos (Split)
	06.400.784	Business Manager	\$	1,143.40	Angie (Split)
	06.400.785	Administrative Assistant	\$	950.80	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,448.11	Split
	06.400.804	ADP Invoice	\$	76.48	Split
	06.400.791	Employer 457B Contribution	\$	145.54	Ryan, Chris, Rory
		TOTAL	\$	19,968.23	

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3748	Accounts Payable	Computer Check	6/21/2022	ADVANCE AUTO PARTS	\$0.00	\$35.99	(\$35.99)	6/21/2022	Outstanding
3749	Accounts Payable	Computer Check	6/21/2022	AIRGAS USA LLC	\$0.00	\$23.96	(\$59.95)	6/21/2022	Outstanding
3750	Accounts Payable	Computer Check	6/21/2022	ASCENSUS	\$0.00	\$380.05	(\$440.00)	6/21/2022	Outstanding
3751	Accounts Payable	Computer Check	6/21/2022	CARPER S SIGNS, INC.	\$0.00	\$65.00	(\$505.00)	6/21/2022	Outstanding
3752	Accounts Payable	Computer Check	6/21/2022	CENTURYLINK	\$0.00	\$237.41	(\$742.41)	6/21/2022	Outstanding
3753	Accounts Payable	Computer Check	6/21/2022	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,341.92	(\$4,084.33)	6/21/2022	Outstanding
3754	Accounts Payable	Computer Check	6/21/2022	EXETER SUPPLY COMPANY, INC.	\$0.00	\$2,439.95	(\$6,524.28)	6/21/2022	Outstanding
3755	Accounts Payable	Computer Check	6/21/2022	GUTTMAN ENERGY INC.	\$0.00	\$405.99	(\$6,930.27)	6/21/2022	Outstanding
3756	Accounts Payable	Computer Check	6/21/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$121.67	(\$7,051.94)	6/21/2022	Outstanding
3757	Accounts Payable	Computer Check	6/21/2022	JOSEPH ARDINI	\$0.00	\$157.50	(\$7,209.44)	6/21/2022	Outstanding
3758	Accounts Payable	Computer Check	6/21/2022	L/B WATER SERVICE, INC.	\$0.00	\$2,070.99	(\$9,280.43)	6/21/2022	Outstanding
3759	Accounts Payable	Computer Check	6/21/2022	MAIN POOL & CHEMICAL CO. IN	\$0.00	\$1,957.50	(\$11,237.93)	6/21/2022	Outstanding
3760	Accounts Payable	Computer Check	6/21/2022	PPL	\$0.00	\$3,170.12	(\$14,408.05)	6/21/2022	Outstanding
3761	Accounts Payable	Computer Check	6/21/2022	QUALITY METAL WORKS, INC.	\$0.00	\$408.75	(\$14,816.80)	6/21/2022	Outstanding
3762	Accounts Payable	Computer Check	6/21/2022	SERVICE SUPPLY CORP	\$0.00	\$100.16	(\$14,916.96)	6/21/2022	Outstanding
3763	Accounts Payable	Computer Check	6/21/2022	SUBURBAN TESTING LABS	\$0.00	\$308.00	(\$15,224.96)	6/21/2022	Outstanding
3764	Accounts Payable	Computer Check	6/21/2022	TRACTOR SUPPLY CREDIT PLAN	\$0.00	\$60.00	(\$15,284.96)	6/21/2022	Outstanding
3765	Accounts Payable	Computer Check	6/21/2022	UGI UTILITIES, INC.	\$0.00	\$44.00	(\$15,328.96)	6/21/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$15,328.96)
Total Payments:	(\$15,328.96)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$15,328.96)



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.: 4

DATE: June 21, 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 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>235,508.83</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,987.53	Payroll	Acct. 21544
	\$	28,535.24	Expenses	Acct. 21536
	\$	<u>51,522.77</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>287,031.60</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,097,102.22</u>		

Payroll Journal Entry
Payroll # 12

Sewer Fund

Debit	08.429.730	Sewer Wages			
	08.428.710	Construction Crew Wages	\$	10,727.61	Dennis, Gary, Rex, David
	08.400.782	Authority Manager	\$	5,225.87	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	08.400.783	Operations Manager	\$	1,751.26	Joe (Split)
	08.400.784	Business Manager	\$	1,518.49	Kapcsos (Split)
	08.400.785	Administrative Assistant	\$	1,143.40	Angie (Split)
	08.400.790	Board Members	\$	950.80	Lindsey (Split)
	08.400.804	Employer Taxes	\$	-	Members paid per month (Split)
	08.400.804	ADP Invoice	\$	1,448.10	(Pay closest to 1st Tuesday)
	08.400.791	Employer 457B Contribution	\$	76.47	Split
			\$	145.53	Split
			\$		Ryan, Chris, Rory
		TOTAL	\$	22,987.53	

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
3892	Accounts Payable	Computer Check	6/21/2022	ADVANCE AUTO PARTS	\$0.00	\$22.98	(\$22.98)	6/21/2022	Outstanding
3893	Accounts Payable	Computer Check	6/21/2022	AIRGAS USA LLC	\$0.00	\$71.86	(\$94.84)	6/21/2022	Outstanding
3894	Accounts Payable	Computer Check	6/21/2022	ALS GROUP USA CORP.	\$0.00	\$448.00	(\$542.84)	6/21/2022	Outstanding
3895	Accounts Payable	Computer Check	6/21/2022	ASCENSUS	\$0.00	\$380.05	(\$922.89)	6/21/2022	Outstanding
3896	Accounts Payable	Computer Check	6/21/2022	BATTERY WAREHOUSE	\$0.00	\$49.98	(\$972.87)	6/21/2022	Outstanding
3897	Accounts Payable	Computer Check	6/21/2022	CARMEUSE LIME & STONE	\$0.00	\$8,250.10	(\$9,222.97)	6/21/2022	Outstanding
3898	Accounts Payable	Computer Check	6/21/2022	CH&N SITE CONSTRUCTION, INC.	\$0.00	\$7,110.17	(\$16,333.14)	6/21/2022	Outstanding
3899	Accounts Payable	Computer Check	6/21/2022	EJ USA, INC.	\$0.00	\$5,455.05	(\$21,788.19)	6/21/2022	Outstanding
3900	Accounts Payable	Computer Check	6/21/2022	EXCELSIOR BLOWER SYSTEMS, I	\$0.00	\$92.19	(\$21,880.38)	6/21/2022	Outstanding
3901	Accounts Payable	Computer Check	6/21/2022	EXETER SUPPLY COMPANY, INC.	\$0.00	\$62.03	(\$21,942.41)	6/21/2022	Outstanding
3902	Accounts Payable	Computer Check	6/21/2022	GUTTMAN ENERGY INC.	\$0.00	\$176.77	(\$22,119.18)	6/21/2022	Outstanding
3903	Accounts Payable	Computer Check	6/21/2022	HACH COMPANY	\$0.00	\$223.80	(\$22,342.98)	6/21/2022	Outstanding
3904	Accounts Payable	Computer Check	6/21/2022	J.B. HOSTETTER & SONS, INC.	\$0.00	\$205.70	(\$22,548.68)	6/21/2022	Outstanding
3905	Accounts Payable	Computer Check	6/21/2022	JOSEPH ARDINI	\$0.00	\$157.50	(\$22,706.18)	6/21/2022	Outstanding
3906	Accounts Payable	Computer Check	6/21/2022	L/B WATER SERVICE, INC.	\$0.00	\$1,932.50	(\$24,638.68)	6/21/2022	Outstanding
3907	Accounts Payable	Computer Check	6/21/2022	OFFICE BASICS INC.	\$0.00	\$56.46	(\$24,695.14)	6/21/2022	Outstanding
3908	Accounts Payable	Computer Check	6/21/2022	PPL	\$0.00	\$526.92	(\$25,222.06)	6/21/2022	Outstanding
3909	Accounts Payable	Computer Check	6/21/2022	QUALITY METAL WORKS, INC.	\$0.00	\$302.85	(\$25,524.91)	6/21/2022	Outstanding
3910	Accounts Payable	Computer Check	6/21/2022	SCHWANGER BROS & CO INC	\$0.00	\$907.99	(\$26,432.90)	6/21/2022	Outstanding
3911	Accounts Payable	Computer Check	6/21/2022	SERVICE SUPPLY CORP	\$0.00	\$100.16	(\$26,533.06)	6/21/2022	Outstanding
3912	Accounts Payable	Computer Check	6/21/2022	SUBURBAN TESTING LABS	\$0.00	\$332.00	(\$26,865.06)	6/21/2022	Outstanding
3913	Accounts Payable	Computer Check	6/21/2022	THE PENNSYLVANIA STATE UNIV	\$0.00	\$401.00	(\$27,266.06)	6/21/2022	Outstanding
3914	Accounts Payable	Computer Check	6/21/2022	THE UPS STORE 3853	\$0.00	\$11.91	(\$27,277.97)	6/21/2022	Outstanding
3915	Accounts Payable	Computer Check	6/21/2022	TRACTOR SUPPLY CREDIT PLAN	\$0.00	\$59.99	(\$27,337.96)	6/21/2022	Outstanding
3916	Accounts Payable	Computer Check	6/21/2022	UGI UTILITIES, INC.	\$0.00	\$67.39	(\$27,405.35)	6/21/2022	Outstanding
3917	Accounts Payable	Computer Check	6/21/2022	UNIVAR USA, INC.	\$0.00	\$1,129.89	(\$28,535.24)	6/21/2022	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$28,535.24)
Total Payments:	(\$28,535.24)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$28,535.24)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 22-9

Date: June 21, 2022

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"		\$ 19,576.25

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 21, 2022 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 21st day of June, 2022.

(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>
Exeter Supply Co, Inc. 117 Prospect Street Reading, PA 19606	Wood Street Water Main Replacement Project; Invoice 328268	\$ 378.80
Exeter Supply Co, Inc. 117 Prospect Street Reading, PA 19606	Wood Street Water Main Replacement Project; Invoice 313223	\$ 17,416.15
Highway Materials, Inc. PO Box 62879 Baltimore, MD 21264-2879	Wood Street Water Main Replacement Project; Invoice 274754	\$ 559.16
Highway Materials, Inc. PO Box 62879 Baltimore, MD 21264-2879	Wood Street Water Main Replacement Project; Invoice 275436	\$ 302.32
Rohrer's Incorporated PO Box 365 Lititz, PA 17543-0365	Wood Street Water Main Replacement Project; Invoice Q243209	\$ 919.82