



**Mount Joy Borough Authority
Pre-Authority Meeting Agenda
4:00 PM, March 19, 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. Authority Manager
 - C. Business Manager
5. Approval of the Minutes – Approval of the minutes from February 20, 2024.
6. Unfinished Business
 - A.
7. New Business
 - A. Consider approval of Right-of-Way Agreement between Rapho Associates, L.P. and Mount Joy Borough Authority.
 - B. Consider approval of Resolution No. 4-24 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve Rapho Business Park and to maintain the letter of credit of 15% of construction cost for 18 months.
 - C. Discussion of the 2024-2025 Fiscal Year Budget.
8. Any other matter proper to come before the Authority
 - A.
9. Authorization to pay bills
 - A. Consider approval of Requisition No. 20 for the Water Operating Fund in the amount of \$50,862.44 and Sewer Operating Fund in the amount of \$65,052.59.
10. Meetings and dates of importance
 - A. Wednesday, March 27, 2024 Finance Committee Meeting – 10 AM (If needed)
 - B. Tuesday, April 2, 2024 Regular Monthly Meeting – 4 PM
 - C. Tuesday April 16, 2024 Pre-Authority Meeting – 4 PM
 - D. Tuesday, May 7, 2024 Regular Monthly Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority
Pre-Authority
February 20, 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. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Derr was absent. Chairman Rebman called the meeting to order at 4 PM.

Public Input Period

No one from the public was present.

Consulting Engineer Report

ARRO Consulting provided a written report.

Authority Manager Report

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

Mr. Kapcsos informed the Board that Authority staff repaired a six-inch watermain break at the intersection of School Lane and Farmview Lane; no boil water notice was necessary.

Mr. Kapcsos presented the Board with quotes for a new Western Star Dump Truck. A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to authorize Mr. Kapcsos to execute the proposal provided by River's Truck Center, Inc. for the Western Star Truck in the amount of \$133,865 and the E.M. Kutz, Inc. proposal for the Cab to Trunnion in the amount of \$66,237.15; motion carried. Mr. Kapcsos noted that he would like to place the current dump truck on Municibid when the new truck is received.

Mr. Kapcsos informed the Board that Authority staff continues inputting data for the LCRR inventory requirements; approximately 2,330 uploaded.

Mr. Kapcsos informed the Board that during the weekly testing at Carmany Road water plant, the 1500 gallon per minute (gpm) intermediate pump failed to operate. Mr. Kapcsos stated the Kohl Bros was onsite the next day, removed the pump and took it to their shop for repairs.

Mr. Kapcsos informed the Board that the Authority received a draft copy of the annual water resource plan from ARRO Consulting today; Authority staff will review the document this week as it needs to be submitted to SRBC by February 29th.

Mr. Kapcsos informed the Board that the lab accreditation on-site assessment at the wastewater treatment facility was completed; no major issues were identified.

Mr. Kapcsos informed the Board that Authority staff is currently working with ARRO Consulting to update the water and sewer system wall maps.

Mr. Kapcsos informed the Board that quotes were received for the 5/1/2024-4/30/2005 fiscal year health insurance. Mr. Kapcsos stated that the overall increase is five percent.

Mr. Kapcsos stated that the Department Supervisors were notified to start the annual evaluations for their department's staff members.

Mr. Kapcsos informed the Board the Authority staff completed the 2023 unaccounted for water report and noted that the reports shows a 7.7%; which is the lowest percentage recorded.

Mr. Kapcsos provided an update on the PA One Call Split: Mr. Kapcsos stated that the Authority established its own account and will be receiving and responding to one calls via electronically.

Mr. Kapcsos provided an update on the RAVE Emergency Notification System: Mr. Kapcsos stated that the Authority established the account with the new emergency system, which has taken the place of SWIFTREACH. Mr. Kapcsos

stated that this will be posted on our website and the water and sewer invoices, as well as, in the Borough's newsletter and Authority's annual report.

Mr. Kapcsos provided an update on the current Charles Springs Monitoring Requirements: Mr. Kapcsos stated that he and Arro Consulting along with SRBC met to discuss an ultrasonic flow meter to determine the flow and direction of this spring. After further discussion, SRBC asked the Authority to provide a way to report the back flow.

Mr. Kapcsos provided an update on the storage building: Mr. Kapcsos stated that a structural engineer from ARRO Consulting will be onsite this week to evaluate the Borough's Parks Department building.

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 stated that an updated quote was received by ARRO Consulting totaling \$1,042,240; this project will be completed in 2024.
- Fairview Street Water Main Replacement Project: Mr. Kapcsos stated that ARRO Consulting continues to draft the preliminary plans and surveying; this project will not be starting until spring 2025.

Mr. Kapcsos provided an update on the Chiques Crossing Development: Mr. Kapcsos stated that he met with our conflict counsel, and they will be reaching out on the Authority's behalf to the other parties to express the concerns of the Authority.

Mr. Kapcsos informed the Board that Authority staff met to discuss each departments preliminary budgets; the next meeting is scheduled for tomorrow.

Mr. Kapcsos provided an update on the water meter replacement project: Mr. Kapcsos stated that of the 236 letters sent, 186 customers have scheduled appointments and 45 meters have been installed of the 143 customers. Mr. Kapcsos noted that second notices were mailed and front doors were posted.

Business Manager Report

Mrs. Fenicle informed the Board that the Worker's Comp Audit is scheduled for March 1st.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the January 16, 2024, 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. Derr to approve the Final Subdivision and Land Development Plan for Water and Sanitary Sewer Improvements for 1000 Strickler Road, Cornerstone Lot W-3 as per ARRO Consulting's letter dated February 20, 2024; 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. Metzler and a second by Mr. Melhorn to approve the attached Requisition No. 18 as follows: \$39,142.59 for the Water Operating Fund and \$35,760.24 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 No. WBRI 24-3 from the Water Bond Redemption and Improvement Fund in the amount of \$26,375.00; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 24-

3 from the Sewer Bond Redemption and Improvement Fund in the amount of \$4,050.00; motion carried.

Executive Session

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to enter executive session to discuss a personnel matter at 4:48 PM; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to reconvene the public meeting at 5:55 PM; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Melhorn to adjourn. Motion carried and the meeting adjourned at 5:57 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary

MOUNT JOY BOROUGH AUTHORITY

RESOLUTION No. 4-24

WHEREAS, Rapho Associates, L.P. (the “Developer”) has entered into a Deed of Dedication for the Conveyance of Interest in Utility Facilities for certain off-site improvements to serve Sanitary Sewer Extension for Rapho Business Park (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, 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, 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: March 19, 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.: 20

DATE: March 19, 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>1,368,503.92</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,538.64	Payroll	Acct. 21544
	\$	30,323.80	Expenses	Acct. 21510
	\$	<u>50,862.44</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,419,366.36</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Payments
4869	Accounts Payable	Computer Check	03/06/2024	AMS	\$77.56
4870	Accounts Payable	Computer Check	03/06/2024	BUCKMAN S INC	\$1,408.00
4871	Accounts Payable	Computer Check	03/06/2024	CAPITAL ONE TRADE CREDIT	\$378.82
4872	Accounts Payable	Computer Check	03/06/2024	CHEMICAL EQUIPMENT LABS INC.	\$2,141.76
4873	Accounts Payable	Computer Check	03/06/2024	GRAINGER	\$199.29
4874	Accounts Payable	Computer Check	03/06/2024	GUTTMAN ENERGY INC.	\$146.26
4875	Accounts Payable	Computer Check	03/06/2024	HACH COMPANY	\$4,122.50
4876	Accounts Payable	Computer Check	03/06/2024	PA ONE CALL SYSTEM, INC.	\$162.40
4877	Accounts Payable	Computer Check	03/06/2024	PPL	\$57.88
4878	Accounts Payable	Computer Check	03/06/2024	SUBURBAN TESTING LABS, INC	\$118.00
4879	Accounts Payable	Computer Check	03/06/2024	TRACTOR SUPPLY CREDIT PLAN	\$59.99
4880	Accounts Payable	Computer Check	03/19/2024	ADVANCE AUTO PARTS	\$90.94
4881	Accounts Payable	Computer Check	03/19/2024	AIRGAS USA LLC	\$37.97
4882	Accounts Payable	Computer Check	03/19/2024	ANGELA FENICLE	\$75.00
4883	Accounts Payable	Computer Check	03/19/2024	BEST LINE EQUIPMENT	\$165.29
4884	Accounts Payable	Computer Check	03/19/2024	BOROUGH OF MOUNT JOY	\$1,698.43
4885	Accounts Payable	Computer Check	03/19/2024	BRIGHTSPEED	\$242.51
4886	Accounts Payable	Computer Check	03/19/2024	CHEMICAL EQUIPMENT LABS INC.	\$4,368.12
4887	Accounts Payable	Computer Check	03/19/2024	DEER COUNTRY FARM & LAWN, INC.	\$62.31
4888	Accounts Payable	Computer Check	03/19/2024	DUREX COVERINGS, INC.	\$5,500.00
4889	Accounts Payable	Computer Check	03/19/2024	EXETER SUPPLY COMPANY, INC.	\$918.07
4890	Accounts Payable	Computer Check	03/19/2024	GUTTMAN ENERGY INC.	\$56.99
4891	Accounts Payable	Computer Check	03/19/2024	HACH COMPANY	\$3,543.25
4892	Accounts Payable	Computer Check	03/19/2024	L/B WATER SERVICE, INC.	\$1,125.00
4893	Accounts Payable	Computer Check	03/19/2024	LNP MEDIA GROUP, INC.	\$52.14
4894	Accounts Payable	Computer Check	03/19/2024	PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION	\$155.00
4895	Accounts Payable	Computer Check	03/19/2024	PPL	\$274.37
4896	Accounts Payable	Computer Check	03/19/2024	SCOTT KLING	\$109.35
4897	Accounts Payable	Computer Check	03/19/2024	SUBURBAN TESTING LABS, INC	\$938.00
4898	Accounts Payable	Computer Check	03/19/2024	TELE-PEST, INC.	\$400.00
4899	Accounts Payable	Computer Check	03/19/2024	UGI UTILITIES, INC.	\$302.20
4900	Accounts Payable	Computer Check	03/19/2024	USA BLUEBOOK	\$189.57
4901	Accounts Payable	Computer Check	03/19/2024	WALTER BOYER PROMOTIONAL ITEMS	\$1,146.83

Summary by Transaction Type

Computer Check (\$30,323.80)
Total Change in Register Balance: (\$30,323.80)

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Payments
5141	Accounts Payable	Computer Check	03/06/2024	AMERIGREEN, INC.	\$6,376.15
5142	Accounts Payable	Computer Check	03/06/2024	AMS	\$77.56
5143	Accounts Payable	Computer Check	03/06/2024	CAPITAL ONE TRADE CREDIT	\$160.80
5144	Accounts Payable	Computer Check	03/06/2024	GRAINGER	\$199.29
5145	Accounts Payable	Computer Check	03/06/2024	GUTTMAN ENERGY INC.	\$83.24
5146	Accounts Payable	Computer Check	03/06/2024	HACH COMPANY	\$624.36
5147	Accounts Payable	Computer Check	03/06/2024	HARBOR FREIGHT TOOLS USA, INC.	\$310.70
5148	Accounts Payable	Computer Check	03/06/2024	LEFFLER ENERGY	\$1,114.12
5149	Accounts Payable	Computer Check	03/06/2024	MCCRARY ENTERPRISES INC	\$825.30
5150	Accounts Payable	Computer Check	03/06/2024	PA ONE CALL SYSTEM, INC.	\$162.39
5151	Accounts Payable	Computer Check	03/06/2024	PPL	\$352.65
5152	Accounts Payable	Computer Check	03/06/2024	SUBURBAN TESTING LABS, INC	\$522.00
5153	Accounts Payable	Computer Check	03/12/2024	DEPT OF ENVIRONMENTAL PROTECTION	\$255.00
5154	Accounts Payable	Computer Check	03/19/2024	A&H EQUIPMENT COMPANY	\$255.43
5155	Accounts Payable	Computer Check	03/19/2024	ADVANCE AUTO PARTS	\$280.17
5156	Accounts Payable	Computer Check	03/19/2024	AIRGAS USA LLC	\$113.90
5157	Accounts Payable	Computer Check	03/19/2024	ANGELA FENICLE	\$75.00
5158	Accounts Payable	Computer Check	03/19/2024	BOROUGH OF MOUNT JOY	\$1,698.42
5159	Accounts Payable	Computer Check	03/19/2024	CARMEUSE LIME & STONE	\$13,755.00
5160	Accounts Payable	Computer Check	03/19/2024	EXETER SUPPLY COMPANY, INC.	\$593.64
5161	Accounts Payable	Computer Check	03/19/2024	GOLDEN EQUIPMENT CO INC	\$219.05
5162	Accounts Payable	Computer Check	03/19/2024	GUTTMAN ENERGY INC.	\$125.84
5163	Accounts Payable	Computer Check	03/19/2024	HACH COMPANY	\$87.15
5164	Accounts Payable	Computer Check	03/19/2024	L/B WATER SERVICE, INC.	\$1,125.00
5165	Accounts Payable	Computer Check	03/19/2024	LNP MEDIA GROUP, INC.	\$52.14
5166	Accounts Payable	Computer Check	03/19/2024	MOUNT JOY SOLAR POWER LLC	\$6,402.42
5167	Accounts Payable	Computer Check	03/19/2024	ONE STOP ELECTRIC MOTOR REPAIR, INC.	\$2,880.93
5168	Accounts Payable	Computer Check	03/19/2024	PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION	\$155.00
5169	Accounts Payable	Computer Check	03/19/2024	PPL	\$491.03
5170	Accounts Payable	Computer Check	03/19/2024	SCOTT KLING	\$109.35
5171	Accounts Payable	Computer Check	03/19/2024	SUBURBAN TESTING LABS, INC	\$714.00
5172	Accounts Payable	Computer Check	03/19/2024	THE PENNSYLVANIA STATE UNIVERSITY	\$428.00
5173	Accounts Payable	Computer Check	03/19/2024	THE UPS STORE 3853	\$13.46
5174	Accounts Payable	Computer Check	03/19/2024	UGI UTILITIES, INC.	\$289.15
5175	Accounts Payable	Computer Check	03/19/2024	USA BLUEBOOK	\$325.20
5176	Accounts Payable	Computer Check	03/19/2024	WALTER BOYER PROMOTIONAL ITEMS	\$1,146.82

Summary by Transaction Type

Computer Check (\$42,399.66)
Total Change in Register Balance: (\$42,399.66)