



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, March 2, 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 February 2, 2021
7. Unfinished Business
 - A. Discussion on DFCA Trout Nursery
8. New Business
 - A. Consider approval of Resolution No. 3-21 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve The Lakes at Donegal Springs.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 18 for the Water Operating Fund in the amount of \$75,792.07 and Sewer Operating Fund in the amount of \$45,536.28.
 - B. Consider approval of Requisition No. WBRI 21-4 from the Water Bond Redemption and Improvement Fund in the amount of \$5,088.00.
11. Meetings and dates of importance
 - A. Wednesday, March 3, 2021 Finance Committee Meeting – 5 PM
 - B. Tuesday, March 9, 2021 Liaison Committee Meeting – 4 PM
 - C. Tuesday, March 16, 2021 Pre-Authority Meeting – 4 PM
 - D. Wednesday, March 24, 2021 Finance Committee Meeting – 5 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
February 2, 2021
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Office Building and via online Zoom. Present were Chairman Rebman, Mr. Derr (zoom), Mr. Metzler (zoom) and Mr. Ruffini. 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 informed the Board that staff has been researching other effective ways as asked by Board Members to help locate leaks within the service system. After much research, staff has moved forward with the purchase of a Guterman multi scan system from Exeter Supply that will include two sensors, commlink, tablet with case, and two additional loggers. Mr. Ardini noted that this will be a capital improvements expense as confirmed by the auditors.

Mr. Ardini noted that ARRO provided staff with an action plan for Well #3 and will be meeting with ARRO tomorrow to discuss.

Mr. Ardini informed the Board that Mr. Stephen Flaherty from RBC Capital reached out regarding a possible refinancing of the Authority's Water and Sewer Notes. It was suggested to possibly combine the 2012 and 2015 sewer notes to a single bank loan which would possibly produce a savings of \$350K. It was also suggested to refinance the 2015 water note to a single bank loan which would possibly produce a savings of \$53K. Mr. Ardini stated that even though the water note refinance would be a small savings, Mr. Flaherty noted that it would make sense to piggyback on the sewer refinance to capture the savings. Mr. Ardini noted that the 2016 Bonds are not callable until 2022 and will remain as is.

Operation Manager Report

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

Mr. Kapcsos informed the Board that staff continues to search for leaks as the water system is currently pumping 250,000 gallons of water more per day than normal. Staff has created a list of all commercial and industrial accounts and are in the process of reading those meters to determine if their water assumption is contributing to the additional daily pumping.

Mr. Kapcsos informed the Board that staff has started the preparations to disconnect a water service at 53 East Main Street.

Mr. Kapcsos stated that he has completed the year end review of Commercial and Industrial connection permit accounts. It was noted that four customers have received invoices for an increase in allocation due to high usage.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the January 5, 2021 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to approve Messick's Farm Equipment Final Land Development Plans as recommended by ARRO Consulting's letter dated January 22, 2021; 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. Ruffini and a second by Mr. Metzler to approve the attached Requisition No. 16 as follows: \$64,479.26 for the Water Operating Fund and \$74,104.29 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 21-2 in the amount of \$2,779.34 from the Water Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Metzler to adjourn; motion carried, and the meeting adjourned at 4:32 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant 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.: 18

DATE: March 2, 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>1,096,896.59</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,047.32	Payroll	Acct. 21544
	\$	57,744.75	Expenses	Acct. 21510
	\$	<u>75,792.07</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,172,688.66</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,687,000.00</u>		

Water Fund

Debit	06.448.702	Water Wages	\$	6,720.91	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	4,756.13	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,658.78	Joe (Split)
	06.400.783	Operations Manager	\$	1,438.31	Kapcsos (Split)
	06.400.784	Business Manager	\$	1,083.02	Angie (Split)
	06.400.785	Administrative Assistant	\$	900.80	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,322.29	Split
	06.400.804	ADP Invoice	\$	71.74	Split
	06.400.791	Employer 457B Contribution	\$	95.34	Ryan, Chris
		TOTAL	\$	18,047.32	

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2807	Accounts Payable	Computer Check	2/17/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100.92	(\$100.92)	2/17/2021	Outstanding
2808	Accounts Payable	Computer Check	3/2/2021	ADVANCE AUTO PARTS	\$0.00	\$5.49	(\$106.41)	3/2/2021	Outstanding
2809	Accounts Payable	Computer Check	3/2/2021	ALS GROUP USA CORP.	\$0.00	\$5,800.00	(\$5,906.41)	3/2/2021	Outstanding
2810	Accounts Payable	Computer Check	3/2/2021	ANGELA FENICLE	\$0.00	\$175.00	(\$6,081.41)	3/2/2021	Outstanding
2811	Accounts Payable	Computer Check	3/2/2021	B & G LUMBER CO INC	\$0.00	\$80.70	(\$6,162.11)	3/2/2021	Outstanding
2812	Accounts Payable	Computer Check	3/2/2021	BARLEY SNYDER LLP	\$0.00	\$513.00	(\$6,675.11)	3/2/2021	Outstanding
2813	Accounts Payable	Computer Check	3/2/2021	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$5,032.10	(\$11,707.21)	3/2/2021	Outstanding
2814	Accounts Payable	Computer Check	3/2/2021	CORE & MAIN	\$0.00	\$2,259.57	(\$13,966.78)	3/2/2021	Outstanding
2815	Accounts Payable	Computer Check	3/2/2021	DAVE PIATT	\$0.00	\$175.00	(\$14,141.78)	3/2/2021	Outstanding
2816	Accounts Payable	Computer Check	3/2/2021	EXETER SUPPLY COMPANY, INC.	\$0.00	\$125.04	(\$14,266.82)	3/2/2021	Outstanding
2817	Accounts Payable	Computer Check	3/2/2021	FOX TAPPING, INC.	\$0.00	\$6,563.00	(\$20,829.82)	3/2/2021	Outstanding
2818	Accounts Payable	Computer Check	3/2/2021	GUTTMAN ENERGY INC.	\$0.00	\$183.79	(\$21,013.61)	3/2/2021	Outstanding
2819	Accounts Payable	Computer Check	3/2/2021	L/B WATER SERVICE, INC.	\$0.00	\$915.00	(\$21,928.61)	3/2/2021	Outstanding
2820	Accounts Payable	Computer Check	3/2/2021	LRM, INC.	\$0.00	\$7,618.00	(\$29,546.61)	3/2/2021	Outstanding
2821	Accounts Payable	Computer Check	3/2/2021	OFFICE BASICS INC.	\$0.00	\$32.40	(\$29,579.01)	3/2/2021	Outstanding
2822	Accounts Payable	Computer Check	3/2/2021	PA AWWA	\$0.00	\$47.50	(\$29,626.51)	3/2/2021	Outstanding
2823	Accounts Payable	Computer Check	3/2/2021	PPL	\$0.00	\$11,343.51	(\$40,970.02)	3/2/2021	Outstanding
2824	Accounts Payable	Computer Check	3/2/2021	PRWA	\$0.00	\$180.00	(\$41,150.02)	3/2/2021	Outstanding
2825	Accounts Payable	Computer Check	3/2/2021	ROHRER S INCORPORATED	\$0.00	\$980.49	(\$42,130.51)	3/2/2021	Outstanding
2826	Accounts Payable	Computer Check	3/2/2021	S&T BANK FOB MOUNT JOY BOR	\$0.00	\$11,897.85	(\$54,028.36)	3/2/2021	Outstanding
2827	Accounts Payable	Computer Check	3/2/2021	SCHWANGER BROS & CO INC	\$0.00	\$1,076.68	(\$55,105.04)	3/2/2021	Outstanding
2828	Accounts Payable	Computer Check	3/2/2021	SCOTT KAPCSOS	\$0.00	\$100.00	(\$55,205.04)	3/2/2021	Outstanding
2829	Accounts Payable	Computer Check	3/2/2021	STANDARD INSURANCE COMPAN	\$0.00	\$27.00	(\$55,232.04)	3/2/2021	Outstanding
2830	Accounts Payable	Computer Check	3/2/2021	SUBURBAN TESTING LABS	\$0.00	\$1,394.00	(\$56,626.04)	3/2/2021	Outstanding
2831	Accounts Payable	Computer Check	3/2/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$57,435.40)	3/2/2021	Outstanding
2832	Accounts Payable	Computer Check	3/2/2021	VERIZON WIRELESS	\$0.00	\$96.62	(\$57,532.02)	3/2/2021	Outstanding
2833	Accounts Payable	Computer Check	3/2/2021	VISA	\$0.00	\$3.73	(\$57,535.75)	3/2/2021	Outstanding
2834	Accounts Payable	Computer Check	3/2/2021	ZACHARY DENNIS	\$0.00	\$209.00	(\$57,744.75)	3/2/2021	Outstanding

Less Payments by Transaction Type:

Computer Check (\$57,744.75)

Total Payments: (\$57,744.75)

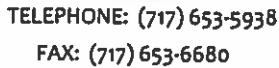
Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$57,744.75)



SEWER OPERATING REQUISITION NO.: 18

DATE: March 2, 2021

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:	\$	1,330,023.68		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,501.35	Payroll	Acct. 21544
	\$	24,034.93	Expenses	Acct. 21536
	\$	45,536.28	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	1,375,559.96		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	2,883,300.00		

Sewer Fund

Debit	08.429.730	Sewer Wages	\$	10,174.97	Dennis, Gary, Rex, David	
	08.428.710	Construction Crew Wages	\$	4,756.12	Jim, Jason, Chris, Ryan, Leon, Rory (Split)	
	08.400.782	Authority Manager	\$	1,658.78	Joe (Split)	
	08.400.783	Operations Manager	\$	1,438.30	Kapcsos (Split)	
	08.400.784	Business Manager	\$	1,083.02	Angie (Split)	
	08.400.785	Administrative Assistant	\$	900.80	Lindsey (Split)	
	08.400.790	Board Members	\$	-	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$	1,322.29	Split	
	08.400.804	ADP Invoice	\$	71.73	Split	
	08.400.791	Employer 457B Contribution	\$	95.34	Ryan. Chris	
		TOTAL	\$	21,501.35		

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
2944	Accounts Payable	Computer Check	2/17/2021	UGI UTILITIES, INC.	\$0.00	\$244.38	(\$244.38)	2/17/2021	Outstanding
2945	Accounts Payable	Computer Check	2/17/2021	HIGHMARK BLUE SHIELD	\$0.00	\$100.92	(\$345.30)	2/17/2021	Outstanding
2946	Accounts Payable	Computer Check	3/2/2021	ADVANCE AUTO PARTS	\$0.00	\$5.49	(\$350.79)	3/2/2021	Outstanding
2947	Accounts Payable	Computer Check	3/2/2021	ALS GROUP USA CORP.	\$0.00	\$80.00	(\$430.79)	3/2/2021	Outstanding
2948	Accounts Payable	Computer Check	3/2/2021	ANGELA FENICLE	\$0.00	\$175.00	(\$605.79)	3/2/2021	Outstanding
2949	Accounts Payable	Computer Check	3/2/2021	BARLEY SNYDER LLP	\$0.00	\$513.00	(\$1,118.79)	3/2/2021	Outstanding
2950	Accounts Payable	Computer Check	3/2/2021	DAVE PIATT	\$0.00	\$175.00	(\$1,293.79)	3/2/2021	Outstanding
2951	Accounts Payable	Computer Check	3/2/2021	GUTTMAN ENERGY INC.	\$0.00	\$41.85	(\$1,335.64)	3/2/2021	Outstanding
2952	Accounts Payable	Computer Check	3/2/2021	HACH COMPANY	\$0.00	\$98.26	(\$1,433.90)	3/2/2021	Outstanding
2953	Accounts Payable	Computer Check	3/2/2021	HOME DEPOT CREDIT SERVICES	\$0.00	\$555.49	(\$1,989.39)	3/2/2021	Outstanding
2954	Accounts Payable	Computer Check	3/2/2021	JWC ENVIRONMENTAL	\$0.00	\$933.90	(\$2,923.29)	3/2/2021	Outstanding
2955	Accounts Payable	Computer Check	3/2/2021	LEFFLER ENERGY	\$0.00	\$621.72	(\$3,545.01)	3/2/2021	Outstanding
2956	Accounts Payable	Computer Check	3/2/2021	OFFICE BASICS INC.	\$0.00	\$32.40	(\$3,577.41)	3/2/2021	Outstanding
2957	Accounts Payable	Computer Check	3/2/2021	PA AWWA	\$0.00	\$47.50	(\$3,624.91)	3/2/2021	Outstanding
2958	Accounts Payable	Computer Check	3/2/2021	PATRIOT PROPANE	\$0.00	\$3,930.08	(\$7,554.99)	3/2/2021	Outstanding
2959	Accounts Payable	Computer Check	3/2/2021	PPL	\$0.00	\$1,479.77	(\$9,034.76)	3/2/2021	Outstanding
2960	Accounts Payable	Computer Check	3/2/2021	PRWA	\$0.00	\$180.00	(\$9,214.76)	3/2/2021	Outstanding
2961	Accounts Payable	Computer Check	3/2/2021	S&T BANK FOB MOUNT JOY BOR	\$0.00	\$11,897.85	(\$21,112.61)	3/2/2021	Outstanding
2962	Accounts Payable	Computer Check	3/2/2021	SCHWANGER BROS & CO INC	\$0.00	\$538.32	(\$21,650.93)	3/2/2021	Outstanding
2963	Accounts Payable	Computer Check	3/2/2021	SCOTT KAPCSOS	\$0.00	\$100.00	(\$21,750.93)	3/2/2021	Outstanding
2964	Accounts Payable	Computer Check	3/2/2021	SHARE CORPORATION	\$0.00	\$818.30	(\$22,569.23)	3/2/2021	Outstanding
2965	Accounts Payable	Computer Check	3/2/2021	STANDARD INSURANCE COMPAN	\$0.00	\$27.00	(\$22,596.23)	3/2/2021	Outstanding
2966	Accounts Payable	Computer Check	3/2/2021	SUBURBAN TESTING LABS	\$0.00	\$320.00	(\$22,916.23)	3/2/2021	Outstanding
2967	Accounts Payable	Computer Check	3/2/2021	UNITED CONCORDIA	\$0.00	\$809.36	(\$23,725.59)	3/2/2021	Outstanding
2968	Accounts Payable	Computer Check	3/2/2021	VERIZON WIRELESS	\$0.00	\$96.61	(\$23,822.20)	3/2/2021	Outstanding
2969	Accounts Payable	Computer Check	3/2/2021	VISA	\$0.00	\$3.73	(\$23,825.93)	3/2/2021	Outstanding
2970	Accounts Payable	Computer Check	3/2/2021	ZACHARY DENNIS	\$0.00	\$209.00	(\$24,034.93)	3/2/2021	Outstanding

Less Payments by Transaction Type:

Computer Check (\$24,034.93)

Total Payments: (\$24,034.93)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$24,034.93)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTYEM REQUISITION NO.: WBRI 21-4

Date: March 2, 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"		\$ 5,088.00

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 March 2, 2021 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 2nd day of March, 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>
LRM, Inc. 215 North Main Street Souderton, PA 18964	Well #2 Meter Upgrade; Invoice 21-142	\$ 5,088.00