



Mount Joy Borough Authority Meeting Agenda 4:00 PM, March 3, 2020

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Weems and Mr. Metzler, Mr. Ruffini**
- 4. Public Input Period – Hearing of any citizen within the service area.**
- 5. Reports**
 - A. Authority Engineer**
 - B. Authority Manager**
 - C. Operations Manager**
 - D. Business Manager**
- 6. Approval of the Minutes – Approval of the minutes from February 4, 2020.**
- 7. Unfinished Business**
 - A.**
- 8. New Business**
 - A. Consider recommendation from ARRO Consulting, Inc. dated February 13, 2020 regarding PACT TWO, LLC Payment Application No. 25.**
 - B. Consider recommendation from ARRO Consulting, Inc. dated February 13, 2020 regarding PACT TWO, LLC Payment Application No. 26.**
 - C. Consider recommendation from ARRO Consulting, Inc. dated February 14, 2020 regarding PACT TWO, LLC Payment Application No. 27.**
- 9. Any other matter proper to come before the Authority**
 - A.**
- 10. Authorization to pay bills**
 - A. Consider approval of Requisition No. 21 for the Water Operating Fund in the amount of \$64,254.08 and Sewer Operating Fund in the amount of \$56,147.69.**
 - B. Consider approval of Requisition No. WBRI 20-5 from the Water Bond Redemption and Improvement Fund in the amount of \$214,192.03.**
- 11. Meetings and dates of importance**

A. Wednesday, March 4, 2020	Finance Committee Meeting – 5 PM
B. Tuesday, March 10, 2020	Liaison Committee Meeting – 5 PM
C. Tuesday, March 17, 2020	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
February 4, 2020
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 and Mr. Ruffini. Also present were Angie Fenicle, Joe Ardini and Scott Kapcos and Mike Davis from Barley Snyder. Mr. Weems and Mr. Metzler were absent. 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 stated that staff filed the Act 220 report to PA DCED as required and shows as a pending status in their system.

Mr. Ardini stated that ARRO presented a draft Water Resource Plan to Authority staff. Staff has reviewed the plan and approved. It was noted in the document that a fourth well is no longer needed in addition to the three wells already established; however, the Board and staff would like to pursue moving forward with obtaining another well as an additional resource.

Mr. Ardini stated that staff have received the year-end reports from the permitted users under the Industrial Pretreatment Program and will review their submissions. Mr. Ardini noted that the end of May will mark the fifth year of the program.

Mr. Ardini stated that staff placed an order for two thickener pumps for the Wastewater Treatment Plant. The purchase of these pumps is in the Capital improvement Plan and will cost approximately \$46,675.00. Mr. Ardini mentioned that the company, Envirep, is a Costars member.

Mr. Ardini provided an update on the Construction Laborer position; Mr. Ardini stated that no applications were received within the company and therefore, will now be advertised.

Mr. Ardini informed the Board that staff will be meeting on February 10th to start planning for the 2020-2021 fiscal year budget.

Operation Manager Report

Mr. Kapcos informed and updated the Authority Board on issues and statuses for the Construction Department:

- Staff completed the installation of the water main on Cedar Lane
 - Staff has terminated the existing water main and removed the existing fire hydrant and installed a new hydrant across the street.
 - Paving restoration will take place in the spring.
 - An invoice from UGI was received and payment was processed.
 - Staff has spent a few days hauling fill from the project to the landfill.

Mr. Kapcos informed and updated the Authority Board on issues and statuses for the Water System:

- Staff has completed updates to their ERP Plan.
- Staff completed PA DEP Discharge Monitoring Reports.
- Chris Morton has begun his training at both water plants and looking to be place on the on-call rotation at the end of February.

Mr. Kapcos informed and updated the Authority Board on issues and statues for the Wastewater System:

- Staff has replaced three plug valves for digester #1.
- Amerigreen and a few local farmers have been in to haul out bio-solids.
- Staff has submitted the EPA 503 report.

Mr. Kapcos informed and updated the Board on other related topics:

- Staff has created an account with Kamstrup and are currently in the process of building the ready manager software. Staff will be meeting to discuss and finalize the replacement process.
- Fluid Pinpointing Services has started the leak survey and have noted two leaks so far.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A MOTION was made by Mr. Derr and a second by Mr. Ruffini to approve the January 7, 2020 meeting minutes as presented; motion carried.

Unfinished Business

Mr. Derr asked if there is any movement on the property that the Legion purchased. Mr. Ardini replied that he has been speaking with Mr. Josh Deering regarding the agreement between the Authority and the Legion. The Authority would like to terminate the agreement and will enter into a new agreement when they are ready to move ahead with the project.

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. Ruffini and a second by Mr. Derr to approve the attached Requisition No. 19 as follows: \$39,602.24 for the Water Operating Fund and \$51,554.03 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 20-3 in the amount of \$18,301.59 from the Water Bond Redemption and Improvement Fund; motion carried.

A MOTION was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 20-2 in the amount of \$8,702.25 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a MOTION was made by Mr. Derr and seconded by Mr. Ruffini to adjourn; motion carried, and the meeting adjourned at 4:56 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary



MOUNT JOY BOROUGH AUTHORITY
P.O. BOX 25
MOUNT JOY, PA 17552

TELEPHONE: (717) 653-5938
FAX: (717) 653-6680

INCORPORATED 1948

WATER OPERATING REQUISITION NO.: 21

DATE: March 3, 2020

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: \$ 1,058,715.27

TOTAL AMOUNT OF THIS REQUISITION: \$ 17,111.99 Payroll Acct. 21544
\$ 47,142.09 Expenses Acct. 21510
\$ 64,254.08 Total

TOTAL AMOUNT REQUISITIONED TO DATE: \$ 1,122,969.35

TOTAL CURRENT FISCAL YEAR APPROVED BUDGET: \$ 2,627,620.00

Payroll Journal Entry
Payroll # 4

Water Fund	
Debit	06.448.702 Water Wages
	\$ 6,401.92 Kling, Zach, Shawn
	06.449.752 Construction Crew Wages
	\$ 4,362.49 Jim, Jason, Chris, Ryan (Split)
	06.400.782 Authority Manager
	\$ 1,618.32 Joe (Split)
	06.400.783 Operations Manager
	\$ 1,389.66 Kapcos (Split)
	06.400.784 Business Manager
	\$ 1,056.61 Angie (Split)
	06.400.785 Administrative Assistant
	\$ 878.80 Lindsey (Split)
	06.400.790 Board Members
	\$ - Members paid per month (Split)
	06.400.804 Employer Taxes
	\$ 1,296.40 Split
	06.400.804 ADP Invoice
	\$ 66.99 Split
	06.400.791 Employer 457B Contribution
	\$ 40.80 Ryan
	TOTAL \$ 17,111.99

(Pay closest to 1st Tuesday)

Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Type	Transaction Date		Reference	Running Total		Post Date	Status
			Date	Reference		Deposits	Payments		
2136	Accounts Payable	Computer Check	3/3/2020	ADVANCE AUTO PARTS	\$0.00	\$341.94	(\$341.94)	3/3/2020	Outstanding
2137	Accounts Payable	Computer Check	3/3/2020	BEST LINE EQUIPMENT	\$0.00	\$215.78	(\$557.72)	3/3/2020	Outstanding
2138	Accounts Payable	Computer Check	3/3/2020	CENTURYLINK	\$0.00	\$48.15	(\$605.87)	3/3/2020	Outstanding
2139	Accounts Payable	Computer Check	3/3/2020	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$1,545.49	(\$2,151.36)	3/3/2020	Outstanding
2140	Accounts Payable	Computer Check	3/3/2020	CONCENTRA HEALTH SERVICES,	\$0.00	\$62.50	(\$2,213.86)	3/3/2020	Outstanding
2141	Accounts Payable	Computer Check	3/3/2020	CORE & MAIN	\$0.00	\$10,770.00	(\$12,983.86)	3/3/2020	Outstanding
2142	Accounts Payable	Computer Check	3/3/2020	DENNIS HARDMAN	\$0.00	\$45.00	(\$13,028.86)	3/3/2020	Outstanding
2143	Accounts Payable	Computer Check	3/3/2020	EXETER SUPPLY COMPANY, INC.	\$0.00	\$957.22	(\$13,986.08)	3/3/2020	Outstanding
2144	Accounts Payable	Computer Check	3/3/2020	FLUID PINPOINTING SERVICES IN	\$0.00	\$4,515.00	(\$18,501.08)	3/3/2020	Outstanding
2145	Accounts Payable	Computer Check	3/3/2020	GRUBER UPHOLSTERY INC.	\$0.00	\$125.00	(\$18,626.08)	3/3/2020	Outstanding
2146	Accounts Payable	Computer Check	3/3/2020	GUTTMAN ENERGY INC.	\$0.00	\$280.70	(\$18,906.78)	3/3/2020	Outstanding
2147	Accounts Payable	Computer Check	3/3/2020	LB WATER SERVICE, INC.	\$0.00	\$1,150.45	(\$20,057.23)	3/3/2020	Outstanding
2148	Accounts Payable	Computer Check	3/3/2020	MAIN POOL & CHEMICAL CO. IN	\$0.00	\$1,178.10	(\$21,235.33)	3/3/2020	Outstanding
2149	Accounts Payable	Computer Check	3/3/2020	MOUNT JOY AUTO PARTS	\$0.00	\$2.76	(\$21,238.09)	3/3/2020	Outstanding
2150	Accounts Payable	Computer Check	3/3/2020	OFFICE BASICS INC.	\$0.00	\$18.66	(\$21,256.75)	3/3/2020	Outstanding
2151	Accounts Payable	Computer Check	3/3/2020	PPL	\$0.00	\$11,217.37	(\$32,474.12)	3/3/2020	Outstanding
2152	Accounts Payable	Computer Check	3/3/2020	PYRZ WATER SUPPLY CO INC	\$0.00	\$181.50	(\$32,655.62)	3/3/2020	Outstanding
2153	Accounts Payable	Computer Check	3/3/2020	ROHRER'S INCORPORATED	\$0.00	\$338.97	(\$32,994.59)	3/3/2020	Outstanding
2154	Accounts Payable	Computer Check	3/3/2020	S&T BANK FOB MOUNT JOY BORG	\$0.00	\$9,992.01	(\$42,986.60)	3/3/2020	Outstanding
2155	Accounts Payable	Computer Check	3/3/2020	SERVICE SUPPLY CORP	\$0.00	\$66.00	(\$43,032.60)	3/3/2020	Outstanding
2156	Accounts Payable	Computer Check	3/3/2020	SHAWN YOUNGER	\$0.00	\$175.00	(\$43,227.60)	3/3/2020	Outstanding
2157	Accounts Payable	Computer Check	3/3/2020	SM JOHNS & SONS CONSTRUCTIO	\$0.00	\$536.93	(\$43,764.53)	3/3/2020	Outstanding
2158	Accounts Payable	Computer Check	3/3/2020	SUBURBAN TESTING LABS	\$0.00	\$1,109.00	(\$44,873.53)	3/3/2020	Outstanding
2159	Accounts Payable	Computer Check	3/3/2020	TRAVELERS	\$0.00	\$50.00	(\$44,923.53)	3/3/2020	Outstanding
2160	Accounts Payable	Computer Check	3/3/2020	UNITED CONCORDIA	\$0.00	\$734.41	(\$45,657.94)	3/3/2020	Outstanding
2161	Accounts Payable	Computer Check	3/3/2020	USA BLUEBOOK	\$0.00	\$81.43	(\$45,739.37)	3/3/2020	Outstanding
2162	Accounts Payable	Computer Check	3/3/2020	VISA	\$0.00	\$1,367.87	(\$47,107.24)	3/3/2020	Outstanding
2163	Accounts Payable	Computer Check	3/3/2020	XO COMMUNICATIONS	\$0.00	\$34.85	(\$47,142.09)	3/3/2020	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$47,142.09)
Total Payments:	(\$47,142.09)
Adjustments	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$47,142.09)



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.: 21

DATE: March 3, 2020

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:	\$	1,292,981.50		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,152.90	Payroll	Acct. 21544
	\$	35,994.79	Expenses	Acct. 21536
	\$	<u>56,147.69</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	1,349,129.19		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	2,782,207.00		

Payroll Journal Entry
Payroll # 4

Sewer Fund	
Debit	08.429.730
	Sewer Wages
	08.428.710
	Construction Crew Wages
	08.400.782
	Authority Manager
	08.400.783
	Operations Manager
	08.400.784
	Business Manager
	08.400.785
	Administrative Assistant
	08.400.790
	Board Members
	08.400.804
	Employer Taxes
	08.400.804
	ADP Invoice
	08.400.791
	Employer 457B Contribution
	TOTAL \$ 20,152.90
	(Pay closest to 1st Tuesday)

Dennis, Gary, Rex, David	\$ 9,442.84
Jim, Jason, Chris, Ryan (Split)	\$ 4,362.48
Joe (Split)	\$ 1,618.32
Kapcsos (Split)	\$ 1,389.67
Angie (Split)	\$ 1,056.60
Lindsey (Split)	\$ 878.80
Members paid per month (Split)	\$ -
	\$ 1,296.40
Split	\$ 66.99
Split	\$ 40.80
Ryan	

Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Type	Transaction Date		Reference	Running Total		Post Date	Status
			Date	Payments		Deposits	Total		
2239	Accounts Payable	Computer Check	3/3/2020	ADVANCE AUTO PARTS		\$0.00	\$13.98	3/3/2020	Outstanding
2240	Accounts Payable	Computer Check	3/3/2020	ALS GROUP USA CORP.		\$0.00	\$40.00	(\$53.98)	Outstanding
2241	Accounts Payable	Computer Check	3/3/2020	BEST LINE EQUIPMENT		\$0.00	\$215.78	(3269.76)	Outstanding
2242	Accounts Payable	Computer Check	3/3/2020	CENTURYLINK		\$0.00	\$115.82	(385.58)	Outstanding
2243	Accounts Payable	Computer Check	3/3/2020	CONCENTRA HEALTH SERVICES,		\$0.00	\$62.50	(\$448.08)	Outstanding
2244	Accounts Payable	Computer Check	3/3/2020	CORE & MAIN		\$0.00	\$10,770.00	(\$1,218.08)	Outstanding
2245	Accounts Payable	Computer Check	3/3/2020	DENNIS HARDMAN		\$0.00	\$44.99	(\$11,263.07)	Outstanding
2246	Accounts Payable	Computer Check	3/3/2020	EXETER SUPPLY COMPANY, INC.		\$0.00	\$68.80	(\$11,331.87)	Outstanding
2247	Accounts Payable	Computer Check	3/3/2020	FISHER SCIENTIFIC		\$0.00	\$247.17	(\$11,579.04)	Outstanding
2248	Accounts Payable	Computer Check	3/3/2020	GUTTMAN ENERGY INC.		\$0.00	\$160.21	(\$11,739.25)	Outstanding
2249	Accounts Payable	Computer Check	3/3/2020	HACHI COMPANY		\$0.00	\$387.55	(\$12,126.80)	Outstanding
2250	Accounts Payable	Computer Check	3/3/2020	L/B WATER SERVICE, INC.		\$0.00	\$1,150.45	(\$13,277.25)	Outstanding
2251	Accounts Payable	Computer Check	3/3/2020	LEFFLER ENERGY		\$0.00	\$828.13	(\$14,105.38)	Outstanding
2252	Accounts Payable	Computer Check	3/3/2020	MOUNT JOY AUTO PARTS		\$0.00	\$12.12	(\$14,117.50)	Outstanding
2253	Accounts Payable	Computer Check	3/3/2020	OFFICE BASICS INC.		\$0.00	\$18.65	(\$14,136.15)	Outstanding
2254	Accounts Payable	Computer Check	3/3/2020	PATRIOT PROpane		\$0.00	\$755.76	(\$14,891.91)	Outstanding
2255	Accounts Payable	Computer Check	3/3/2020	PPL		\$0.00	\$8,200.28	(\$23,092.19)	Outstanding
2256	Accounts Payable	Computer Check	3/3/2020	S & T BANK FOB MOUNT JOY BORC		\$0.00	\$9,992.01	(\$33,084.20)	Outstanding
2257	Accounts Payable	Computer Check	3/3/2020	SERVICE SUPPLY CORP		\$0.00	\$66.00	(\$33,150.20)	Outstanding
2258	Accounts Payable	Computer Check	3/3/2020	SHAWN YOUNGER		\$0.00	\$175.00	(\$33,325.20)	Outstanding
2259	Accounts Payable	Computer Check	3/3/2020	SM JOHNS & SONS CONSTRUCTIO		\$0.00	\$536.92	(\$33,862.12)	Outstanding
2260	Accounts Payable	Computer Check	3/3/2020	SUBURBAN TESTING LABS		\$0.00	\$400.00	(\$34,262.12)	Outstanding
2261	Accounts Payable	Computer Check	3/3/2020	TRAVELERS		\$0.00	\$50.00	(\$34,312.12)	Outstanding
2262	Accounts Payable	Computer Check	3/3/2020	UNITED CONCORDIA		\$0.00	\$734.41	(\$35,046.53)	Outstanding
2263	Accounts Payable	Computer Check	3/3/2020	VISA		\$0.00	\$913.41	(\$35,959.94)	Outstanding
2264	Accounts Payable	Computer Check	3/3/2020	XO COMMUNICATIONS		\$0.00	\$34.85	(\$35,994.79)	Outstanding

Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$35,994.79)
Total Payments:	(\$35,994.79)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$35,994.79)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 20-5

Date: March 3, 2020

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:

Payee	Purpose of Obligation	Amount of this Requisition
SEE ATTACHED EXHIBIT "A"		\$ <u>214,192.03</u>

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 3, 2020 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 3rd day of March, 2020.

(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>
PACT TWO, LLC P.O. Box 74 Ringo, NJ 08511	Payment Application #25 for South Jacob Street Water Plant / Well #3	\$ 18,611.82
PACT TWO, LLC P.O. Box 74 Ringo, NJ 08511	Payment Application #26 for South Jacob Street Water Plant / Well #3	\$ 47,120.00
PACT TWO, LLC P.O. Box 74 Ringo, NJ 08511	Payment Application #27 for South Jacob Street Water Plant / Well #3	\$ 148,460.21