



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, March 5, 2019**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Hamm and Mr. Metzler.
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Engineer
 - i. Executive Session
 - B. Authority Manager
 - C. Operations Manager
 - D. Business Manager
6. Approval of the Minutes – Approval of the minutes from February 5, 2019
7. Unfinished Business
 - A. Consider amendment to the water and sewer rules and regulations.
8. New Business
 - A.
9. Any other matter proper to come before the Authority
 - A.
10. Authorization to pay bills
 - A. Consider approval of requisition No. 20 for the Water Operating Fund in the amount of \$63,035.67 and Sewer Operating Fund in the amount of \$59,339.36.
 - B. Consider approve of Requisition No. 42 from the 2016 Construction Fund in the amount of \$186.00.
11. Meetings and dates of importance
 - A. Wednesday, March 6, 2019 Finance Committee Meeting – 5 PM
 - B. Tuesday, March 12, 2019 Liaison Committee Meeting – 4 PM
 - C. Tuesday, March 19, 2019 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.

21 East Main Street, Mount Joy, PA 17552 • (717) 653-5938 • Fax (717) 653-6680
authority@mountjoypa.org • www.mountjoyborough.com

**Mount Joy Borough Authority
Regular Monthly Meeting
February 5, 2019
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, Mr. Hamm and Mr. Metzler. Also present were Lindsey Edgell, Joseph Ardini, Scott Kapcsos, Adam Van Horn from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

Public Input Period

Mr. Metzler introduced the students from Thaddeus Stevens College of Technology.

Consulting Engineer Report

Mr. Van Horn provided an update on the last three weeks progress at the South Jacob Street Water Treatment Plant. Mr. Derr questioned Mr. Van Horn if the contractor is installing the equipment and appurtenances that the contract states, and workmanship of installation. Mr. Van Horn stated that the contractor is installing as specified and that all equipment will be functional and operational prior to final closeout of the project.

Authority Manager Report

Mr. Ardini stated that CenturyLink completed the phone line work at the new water plant and wastewater plant. The computer is also now hooked up with Office 365.

Mr. Ardini informed the board that water plant staff completed the SRBC annual water loss paperwork. We are not required to submit since we have been below the 20% unaccounted for water loss. We are at 13.2% considering hydrant flushing, if we use our leaks as well, we would be down to 12.3%.

Mr. Ardini provided an update on the Mount Joy Township water and sewer agreements. He stated that Mike Davis provided them to him, and he sent them to Mount Joy Township. Mount Joy Township has it scheduled for approval at their next meeting later this month, after that it will come to us for approval.

Mr. Ardini noted that the Water Resource Plan for 2018 has been submitted to SRBC. He will provide an update to the board when we receive confirmation that it has been accepted which could be 30-60 days.

Mr. Ardini provided an update regarding the pension section of the employee handbook. He stated that the revised language is in the packet, this will be given to employees once approved.

Mr. Ardini stated that we made a job offer to Ryan Storm for the Construction Laborer position and he accepted, he starts February 11, 2019. The other position that is currently open, is on Indeed and is currently running in the Merchandiser.

Mr. Ardini informed the board that he had Vector Security out to look at security at the new water plant, he signed the paperwork to authorize the work. Neff's Lock and Safe was also out to look at getting our locks changed out to the Abloy key, it could take up to six weeks for the locks to come in.

Mr. Ardini stated that we received our 4th Quarter SREC credits, it was \$13,578.

Mr. Ardini provided an update on the Nitrate Project. We had Greiner out to look at the pin holes in the tank. They are going to fix it, but they can't have a welder there until February 18, 2019.

Operation Manager Report

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the construction department:

- Staff is working on finishing the water main installation on South Jacob Street. Staff also continues working on the Mixed-Use meter change out, they are on schedule and should be done by March.

Mr. Kapcsos informed and updated the Authority on issues and statuses for the water system:

- Staff replaced an actuator on the backwash supply valve for filter #2, they are working on updating ERP, they also installed new turbidity meter in well #2.

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the wastewater system:

- Garden Spot Electrical was in to work on an electrical issue on a final clarifier they were also able to show staff what they were looking for so they could use that knowledge for other issues. Staff videoed sewer mains for the Villa's 5c and a sink hole on Fieldstone Drive, staff submitted the Chapter 94 paperwork, staff also continues working on replacing sludge pump #1 with a new Gorman-Rupp Pump.

Mr. Kapcsos informed the board that the Mount Joy Borough is interested in applying for a grant that would allow a key card system to be in place for the compost site. This would require us to put a fence up around the new water plant to make sure it is secure, this would be built into the grant if the Authority agrees.

Business Manager Report

Mrs. Edgell had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the January 2, 2019 meeting minutes as presented; motion carried.

Unfinished Business

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the addendum to the Employee Handbook section, to be consistent with the amended 457B Plan; motion carried.

New Business

There was no new business to discuss.

Any Other Matter Proper to Come Before the Authority

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to accept the resignation of Mr. John Hiestand; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to respectfully request that Borough Council consider appointing, Mr. Steve Weems to fill the unexpired term of Mr. Hiestand till January 1, 2023; motion carried.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 18 as follows: \$102,210.02 for the Water Operating Fund and \$88,102.85 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 19-3 in the amount of \$2,291.38 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. 40 in the amount of \$2,544.50 from the 2016 Construction Fund; motion carried.

Executive Session

An executive session was held to discuss a personnel matter, no decisions were made.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to reconvene the public session at 5:13 PM; 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 5:15 PM.

Respectfully submitted,

Christopher E. Metzler
Assistant Secretary

DRAFT



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 5, 2019

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>990,262.23</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	15,785.36	Payroll	Acct. 21544
	\$	47,250.31	Expenses	Acct. 21510
	\$	<u>63,035.67</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,053,297.90</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,469,940.00</u>		

Water Fund

Debit	06.448.702	Water Wages	\$	6,207.46	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	3,454.40	Jim, Jason, Bret. Mike, Wayne,(Split)
	06.400.782	Authority Manager	\$	1,578.85	Joe
	06.400.783	Operations Manager	\$	1,355.77	Kapcosos
	06.400.784	Business Manager	\$	1,030.84	Angie (Split)
	06.400.785	Administrative Assistant	\$	857.20	Lindsey (Split)
	06.400.790	Board Members	\$	-	Members paid per month (Split)
	06.400.804	Employer Taxes	\$	1,235.77	Split
	06.400.804	ADP Invoice	\$	65.07	Split
		TOTAL	\$	15,785.36	(Pay closest to 1st Tuesday)

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1419	Accounts Payable	Computer Check	3/5/2019	BARLEY SNYDER LLP	\$0.00	\$2,824.63	(\$2,824.63)	3/5/2019	Outstanding
1420	Accounts Payable	Computer Check	3/5/2019	CAPITAL BLUE CROSS	\$0.00	\$10,806.18	(\$13,630.81)	3/5/2019	Outstanding
1421	Accounts Payable	Computer Check	3/5/2019	CENTURYLINK	\$0.00	\$187.22	(\$13,818.03)	3/5/2019	Outstanding
1422	Accounts Payable	Computer Check	3/5/2019	EAST DONEGAL TOWNSHIP	\$0.00	\$2,261.87	(\$16,079.90)	3/5/2019	Outstanding
1423	Accounts Payable	Computer Check	3/5/2019	EASTERN SALT COMPANY INC.	\$0.00	\$4,280.31	(\$20,360.21)	3/5/2019	Outstanding
1424	Accounts Payable	Computer Check	3/5/2019	EVOQUA WATER TECHNOLOGIE	\$0.00	\$1,346.00	(\$21,706.21)	3/5/2019	Outstanding
1425	Accounts Payable	Computer Check	3/5/2019	GUTTMAN ENERGY INC.	\$0.00	\$211.27	(\$21,917.48)	3/5/2019	Outstanding
1426	Accounts Payable	Computer Check	3/5/2019	HAACH COMPANY	\$0.00	\$1,752.12	(\$23,669.60)	3/5/2019	Outstanding
1427	Accounts Payable	Computer Check	3/5/2019	HDS SPECIALIST INC.	\$0.00	\$319.90	(\$23,989.50)	3/5/2019	Outstanding
1428	Accounts Payable	Computer Check	3/5/2019	HIGHMARK INC.	\$0.00	\$89.01	(\$24,078.51)	3/5/2019	Outstanding
1429	Accounts Payable	Computer Check	3/5/2019	HOME DEPOT CREDIT SERVICES	\$0.00	\$4,191.44	(\$28,269.95)	3/5/2019	Outstanding
1430	Accounts Payable	Computer Check	3/5/2019	L/B WATER SERVICE, INC.	\$0.00	\$4,984.00	(\$33,253.95)	3/5/2019	Outstanding
1431	Accounts Payable	Computer Check	3/5/2019	MOUNT JOY AUTO PARTS	\$0.00	\$31.50	(\$33,285.45)	3/5/2019	Outstanding
1432	Accounts Payable	Computer Check	3/5/2019	PA SECTION AWWA	\$0.00	\$72.50	(\$33,357.95)	3/5/2019	Outstanding
1433	Accounts Payable	Computer Check	3/5/2019	PPL	\$0.00	\$12,144.01	(\$45,501.96)	3/5/2019	Outstanding
1434	Accounts Payable	Computer Check	3/5/2019	PRWA	\$0.00	\$65.00	(\$45,566.96)	3/5/2019	Outstanding
1435	Accounts Payable	Computer Check	3/5/2019	SCHAEFLER YESCO DISTRIBUT	\$0.00	\$192.00	(\$45,758.96)	3/5/2019	Outstanding
1436	Accounts Payable	Computer Check	3/5/2019	STANDARD INSURANCE COMPAN	\$0.00	\$22.50	(\$45,781.46)	3/5/2019	Outstanding
1437	Accounts Payable	Computer Check	3/5/2019	SUBURBAN TESTING LABS	\$0.00	\$672.00	(\$46,453.46)	3/5/2019	Outstanding
1438	Accounts Payable	Computer Check	3/5/2019	UNITED CONCORDIA	\$0.00	\$713.03	(\$47,166.49)	3/5/2019	Outstanding
1439	Accounts Payable	Computer Check	3/5/2019	USA BLUEBOOK	\$0.00	\$83.82	(\$47,250.31)	3/5/2019	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$47,250.31)

Total Payments: (\$47,250.31)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$47,250.31)



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.: 20

DATE: March 5, 2019

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>1,279,830.35</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	19,648.62	Payroll	Acct. 21544
	\$	<u>39,690.74</u>	Expenses	Acct. 21536
	\$	<u><u>59,339.36</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,339,169.71</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,733,300.00</u>		

Sewer Fund

Debit					
08.429.730	Sewer Wages			\$ 10,070.73	Dennis, Gary, Rex, David
08.428.710	Construction Crew Wages			\$ 3,454.40	Jim, Jason, Bret, Mike, Wayne,(Split)
08.400.782	Authority Manager			\$ 1,578.85	Joe
08.400.783	Operations Manager			\$ 1,355.77	Kapcosos
08.400.784	Business Manager			\$ 1,030.83	Angie (Split)
08.400.785	Administrative Assistant			\$ 857.21	Lindsey (Split)
08.400.790	Board Members			\$ -	Members paid per month (Split)
08.400.804	Employer Taxes			\$ 1,235.77	Split
08.400.804	ADP Invoice			\$ 65.06	Split
	TOTAL			\$ 19,648.62	(Pay closest to 1st Tuesday)

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1475	Accounts Payable	Computer Check	3/5/2019	ALS GROUP USA CORP.	\$0.00	\$120.00	(\$120.00)	3/5/2019	Outstanding
1476	Accounts Payable	Computer Check	3/5/2019	BARLEY SNYDER LLP	\$0.00	\$2,824.62	(\$2,944.62)	3/5/2019	Outstanding
1477	Accounts Payable	Computer Check	3/5/2019	CAPITAL BLUE CROSS	\$0.00	\$10,806.18	(\$13,750.80)	3/5/2019	Outstanding
1478	Accounts Payable	Computer Check	3/5/2019	CENTURYLINK	\$0.00	\$672.20	(\$14,423.00)	3/5/2019	Outstanding
1479	Accounts Payable	Computer Check	3/5/2019	DYNA TECH INDUSTRIES LTD	\$0.00	\$113.98	(\$14,536.98)	3/5/2019	Outstanding
1480	Accounts Payable	Computer Check	3/5/2019	ENVIREP, INC.	\$0.00	\$3,013.00	(\$17,549.98)	3/5/2019	Outstanding
1481	Accounts Payable	Computer Check	3/5/2019	FISHER SCIENTIFIC	\$0.00	\$384.01	(\$17,933.99)	3/5/2019	Outstanding
1482	Accounts Payable	Computer Check	3/5/2019	GUTTMAN ENERGY INC.	\$0.00	\$108.35	(\$18,042.34)	3/5/2019	Outstanding
1483	Accounts Payable	Computer Check	3/5/2019	HACH COMPANY	\$0.00	\$218.56	(\$18,260.90)	3/5/2019	Outstanding
1484	Accounts Payable	Computer Check	3/5/2019	HIGHMARK INC.	\$0.00	\$89.01	(\$18,349.91)	3/5/2019	Outstanding
1485	Accounts Payable	Computer Check	3/5/2019	JWC ENVIRONMENTAL	\$0.00	\$1,771.27	(\$20,121.18)	3/5/2019	Outstanding
1486	Accounts Payable	Computer Check	3/5/2019	L/B WATER SERVICE, INC.	\$0.00	\$4,984.00	(\$25,105.18)	3/5/2019	Outstanding
1487	Accounts Payable	Computer Check	3/5/2019	MOUNT JOY AUTO PARTS	\$0.00	\$31.49	(\$25,136.67)	3/5/2019	Outstanding
1488	Accounts Payable	Computer Check	3/5/2019	PA SECTION AWWA	\$0.00	\$72.50	(\$25,209.17)	3/5/2019	Outstanding
1489	Accounts Payable	Computer Check	3/5/2019	PATRIOT PROPANE	\$0.00	\$677.18	(\$25,886.35)	3/5/2019	Outstanding
1490	Accounts Payable	Computer Check	3/5/2019	PPL	\$0.00	\$8,750.76	(\$34,637.11)	3/5/2019	Outstanding
1491	Accounts Payable	Computer Check	3/5/2019	PRWA	\$0.00	\$65.00	(\$34,702.11)	3/5/2019	Outstanding
1492	Accounts Payable	Computer Check	3/5/2019	STANDARD INSURANCE COMPAN	\$0.00	\$22.50	(\$34,724.61)	3/5/2019	Outstanding
1493	Accounts Payable	Computer Check	3/5/2019	SUBURBAN TESTING LABS	\$0.00	\$400.00	(\$35,124.61)	3/5/2019	Outstanding
1494	Accounts Payable	Computer Check	3/5/2019	UNITED CONCORDIA	\$0.00	\$713.03	(\$35,837.64)	3/5/2019	Outstanding
1495	Accounts Payable	Computer Check	3/5/2019	USA BLUEBOOK	\$0.00	\$83.82	(\$35,921.46)	3/5/2019	Outstanding
1496	Accounts Payable	Computer Check	3/5/2019	USALCO	\$0.00	\$3,769.28	(\$39,690.74)	3/5/2019	Outstanding

Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$39,690.74)

Total Payments: (\$39,690.74)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$39,690.74)

MOUNT JOY BOROUGH AUTHORITY
LANCASTER COUNTY, PENNSYLVANIA
WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition No. 42

Date: March 5, 2019

Fulton Bank, N.A., as Trustee under the
Second Supplemental Trust Indenture to the Original
Indenture from Mount Joy Borough Authority,
Lancaster, Pennsylvania

Gentlemen:

Pursuant to Section 5.03 of a Trust Indenture dated as of November 3, 2010 and Section 5.01 of the Second Supplemental Trust Indenture, dated as of November 7, 2016, between Mount Joy Borough Authority (the "Authority") and Fulton Bank, N.A. (the "Trustee"), Lancaster, Pennsylvania, as Trustee, you are authorized and directed to make payment from the 2016 Construction Fund created under Section 5.03 of the Indenture and Section 5.01 of the Second Supplemental Trust Indenture as follows:

Payee (Name & Address)	Purpose for Which Obligation was Incurred	Amount To be Paid	Construction Contract (Yes or No)
Barley Snyder LLP 126 East King Street Lancaster, PA 17602	Legal Services for S. Jacob St. Water Plant / Well #3; Invoice 70151531	\$186.00	NO

Total to be paid on this Requisition \$186.00.