



**Mount Joy Borough Authority Meeting  
Agenda  
4:00 PM, May 17, 2023**

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. Operations Manager
  - D. Business Manager
5. Approval of the Minutes – Approval of the minutes from April 18, 2023.
6. Unfinished Business
  - A.
7. New Business
  - A.
8. Any other matter proper to come before the Authority
  - A.
9. Authorization to pay bills
  - A. Consider approval of Requisition No. 2 for the Water Operating Fund in the amount of \$51,930.50 and Sewer Operating Fund in the amount of \$58,197.22
  - B. Consider approval of Requisition No. WBRI 23-6 from the Water Bond Redemption and Improvement Fund in the amount of \$2,037.57.
10. Meetings and dates of importance
  - A. Tuesday, June 6, 2023                      Regular Monthly Meeting – 4PM
  - B. Tuesday, June 20, 2023                    Pre-Authority Meeting – 4 PM
  - C. Tuesday, June 27, 2023                   Administration Committee Meeting – 10 AM
  - D. Wednesday, July 5, 2023                   Regular Monthly Meeting – 4 PM
  - E. Wednesday, July 12, 2023                Finance Committee Meeting – 10 AM
  - F. Tuesday, July 18, 2023                    Pre-Authority Meeting – 4 PM
11. Adjournment

Mount Joy Borough Authority  
Pre-Authority  
April 18, 2023  
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, 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.

**Consulting Engineer Report**

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

**Authority Manager Report**

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

Mr. Ardini discussed with the Board a quote that was received to purchase a John Deere Gator. Mr. Ardini noted that this equipment will also be sufficient to help with hydrant flushing and has discussed with the Police Chief the legal protocol to drive the equipment on public roads; the Police Chief replied to apply for a tag. Furthermore, a discussion took place to add lights and turn signals for safety as traveling on the roadways. A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to authorize the purchase of a John Deere Gator as per quote in addition to adding turn signals and lights: motion carried.

**Operations Manager Report**

Mr. Kapcsos informed the Board that a check was received from the American Legion to move forward with the water main project; the project is slated to start next month.

Mr. Kapcsos informed the Board that ARRO has submitted the documents to the Conservation District for the Basin Inspection; ARRO received confirmation of receipt.

Mr. Kapcsos provided an update on the PA DEP permit application for the pumps and meters: Mr. Kapcsos noted that he reported in December that during the inspection in November, it was noted that it is a requirement to notify PA DEP and file for a permit for most upgrades to pumps and meters. ARRO and Authority staff have completed and submitted the appropriate documents. ARRO received confirmation that it was received with a few questions to clarify; ARRO reviewed and sent a response letter.

**Business Manager Report**

Mrs. Fenicle informed the Board that Trout, CPA will be on site to start the preliminary work for the 2022-2023 fiscal year audit on May 5<sup>th</sup> with the audit officially starting on May 30<sup>th</sup>.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the March 21, 2023, meeting minutes as presented; motion carried.

**Unfinished Business**

Mr. Kapcsos and the Board discussed the Safety Committee Mission Statement and Goals and noted the changes that were suggested. A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the Mount Joy Borough / Borough Authority Safety Committee Mission Statement and Goals; motion carried.

**New Business**

A **MOTION** was made by Mr. Derr and a second by Mr. Melhorn to approve Resolution No. 5-23 amending the attached Water Rate Schedule effective May 1, 2023; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Melhorn to approve Resolution No. 6-23 amending the attached Sewer Rate Schedule effective May 1, 2023; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve the Water System 2023-2024 Fiscal Year Budget; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Metzler to approve the Sewer System 2023-2024 Fiscal Year Budget; motion carried.

**Any Other Matter Proper to Come before the Authority**

Mr. Ardini informed the Board that a response letter was sent in regard to the complaint letter that was received.

**Authorization to Pay Bills**

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the attached Requisition No. 21 as follows: \$48,080.91 for the Water Operating Fund and \$62,412.66 for the Sewer Operating 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 4:28 PM.

Respectfully submitted,

J. Michael Melhorn  
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.: 2

DATE: May 17, 2023

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>96,467.07</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	17,611.89	Payroll	Acct. 21544
	\$	<u>34,318.61</u>	Expenses	Acct. 21510
	\$	<u><u>51,930.50</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>148,397.57</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry  
Payroll # 9

# Water Fund

Debit	06.448.702	Water Wages	4,638.36	Kling, Shawn
	06.449.752	Construction Crew Wages	5,720.91	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	950.81	Lindsey (Split)
	06.400.790	Board Members	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	1,334.38	Split
	06.400.804	ADP Invoice	86.97	Split
	06.400.791	Employer 457B Contribution	154.80	Ryan, Chris, Rory
		<b>TOTAL</b>	<b>\$ 17,611.89</b>	

# Mount Joy Authority Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4311	Accounts Payable	Computer Check	5/3/2023	COMMONWEALTH OF PENNSY	\$0.00	\$50.00	(\$50.00)	5/3/2023	Outstanding
4312	Accounts Payable	Computer Check	5/3/2023	PPL	\$0.00	\$40.21	(\$90.21)	5/3/2023	Outstanding
4313	Accounts Payable	Computer Check	5/17/2023	ADVANCE AUTO PARTS	\$0.00	\$9.58	(\$99.79)	5/17/2023	Outstanding
4314	Accounts Payable	Computer Check	5/17/2023	AIRGAS USA LLC	\$0.00	\$28.80	(\$128.59)	5/17/2023	Outstanding
4315	Accounts Payable	Computer Check	5/17/2023	AMS	\$0.00	\$73.87	(\$202.46)	5/17/2023	Outstanding
4316	Accounts Payable	Computer Check	5/17/2023	BRIGHTSPEED	\$0.00	\$234.89	(\$437.35)	5/17/2023	Outstanding
4317	Accounts Payable	Computer Check	5/17/2023	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$6,506.28	(\$6,943.63)	5/17/2023	Outstanding
4318	Accounts Payable	Computer Check	5/17/2023	COMMONWEALTH OF PENNSY	\$0.00	\$1,500.00	(\$8,443.63)	5/17/2023	Outstanding
4319	Accounts Payable	Computer Check	5/17/2023	CONCENTRA HEALTH SERVICES,	\$0.00	\$30.00	(\$8,473.63)	5/17/2023	Outstanding
4320	Accounts Payable	Computer Check	5/17/2023	CORE & MAIN	\$0.00	\$15,000.00	(\$23,473.63)	5/17/2023	Outstanding
4321	Accounts Payable	Computer Check	5/17/2023	EHRlich	\$0.00	\$148.00	(\$23,621.63)	5/17/2023	Outstanding
4322	Accounts Payable	Computer Check	5/17/2023	GUTTMAN ENERGY INC.	\$0.00	\$459.17	(\$24,080.80)	5/17/2023	Outstanding
4323	Accounts Payable	Computer Check	5/17/2023	INDUSTRIAL PIPING SYSTEMS IN	\$0.00	\$681.02	(\$24,761.82)	5/17/2023	Outstanding
4324	Accounts Payable	Computer Check	5/17/2023	J.B. HOSTETTER & SONS, INC.	\$0.00	\$629.43	(\$25,391.25)	5/17/2023	Outstanding
4325	Accounts Payable	Computer Check	5/17/2023	L/B WATER SERVICE, INC.	\$0.00	\$788.95	(\$26,180.20)	5/17/2023	Outstanding
4326	Accounts Payable	Computer Check	5/17/2023	MESSICKS	\$0.00	\$84.00	(\$26,264.20)	5/17/2023	Outstanding
4327	Accounts Payable	Computer Check	5/17/2023	MOBILE WORKS, LLC.	\$0.00	\$1,000.00	(\$27,264.20)	5/17/2023	Outstanding
4328	Accounts Payable	Computer Check	5/17/2023	PPL	\$0.00	\$4,831.38	(\$32,095.58)	5/17/2023	Outstanding
4329	Accounts Payable	Computer Check	5/17/2023	RALPH C. ECKELS III	\$0.00	\$92.50	(\$32,188.08)	5/17/2023	Outstanding
4330	Accounts Payable	Computer Check	5/17/2023	SERVICE SUPPLY CORP	\$0.00	\$102.96	(\$32,291.04)	5/17/2023	Outstanding
4331	Accounts Payable	Computer Check	5/17/2023	SHERMAN-GIBSON SYSTEMS CO	\$0.00	\$821.00	(\$33,112.04)	5/17/2023	Outstanding
4332	Accounts Payable	Computer Check	5/17/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$395.00	(\$33,507.04)	5/17/2023	Outstanding
4333	Accounts Payable	Computer Check	5/17/2023	UGI UTILITIES, INC.	\$0.00	\$129.22	(\$33,636.26)	5/17/2023	Outstanding
4334	Accounts Payable	Computer Check	5/17/2023	WALTER BOYER PROMOTIONAL I	\$0.00	\$592.35	(\$34,228.61)	5/17/2023	Outstanding
4335	Accounts Payable	Computer Check	5/17/2023	WOLGGIE S LAWN CARE LLC.	\$0.00	\$90.00	(\$34,318.61)	5/17/2023	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$34,318.61)
Total Payments:	(\$34,318.61)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
<b>Total Change in Register Balance:</b>	<b>(\$34,318.61)</b>



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.: 2

DATE: May 17, 2023

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>113,551.00</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,164.03	Payroll	Acct. 21544
	\$	<u>36,033.19</u>	Expenses	Acct. 21536
	\$	<u><u>58,197.22</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>171,748.22</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry  
 Payroll # 9

**Sewer Fund**

Debit	08.429.730	Sewer Wages						
	08.428.710	Construction Crew Wages	\$	9,190.55		Gary, Rex, David, Paisun		
	08.400.782	Authority Manager	\$	5,720.90		Jim, Jason, Chris, Ryan, Randal, Rory (Split)		
	08.400.783	Operations Manager	\$	1,751.26		Joe (Split)		
	08.400.784	Business Manager	\$	1,518.49		Kapcosos (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	\$	312.50		Members paid per month (Split)	(Pay closest to 1st Tuesday)	
	08.400.804	ADP Invoice	\$	1,334.37		Split		
	08.400.791	Employer 457B Contribution	\$	86.96		Split		
			\$	154.80		Ryan, Chris, Rory		
		<b>TOTAL</b>	\$	<b>22,164.03</b>				



# Mount Joy Authority Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
4566	Accounts Payable	Computer Check	5/3/2023	PPL	\$0.00	\$239.68	(\$239.68)	5/3/2023	Outstanding
4567	Accounts Payable	Computer Check	5/17/2023	ADVANCE AUTO PARTS	\$0.00	\$48.57	(\$288.25)	5/17/2023	Outstanding
4568	Accounts Payable	Computer Check	5/17/2023	AIRGAS USA LLC	\$0.00	\$86.40	(\$374.65)	5/17/2023	Outstanding
4569	Accounts Payable	Computer Check	5/17/2023	AMS	\$0.00	\$73.86	(\$448.51)	5/17/2023	Outstanding
4570	Accounts Payable	Computer Check	5/17/2023	CONCENTRA HEALTH SERVICES, CORE & MAIN	\$0.00	\$30.00	(\$478.51)	5/17/2023	Outstanding
4571	Accounts Payable	Computer Check	5/17/2023	DEER COUNTRY FARM & LAWN, I	\$0.00	\$227.78	(\$15,478.51)	5/17/2023	Outstanding
4572	Accounts Payable	Computer Check	5/17/2023	FISHER SCIENTIFIC	\$0.00	\$945.61	(\$15,706.29)	5/17/2023	Outstanding
4573	Accounts Payable	Computer Check	5/17/2023	GUTTMAN ENERGY INC.	\$0.00	\$201.33	(\$16,651.90)	5/17/2023	Outstanding
4574	Accounts Payable	Computer Check	5/17/2023	HACH COMPANY	\$0.00	\$259.16	(\$16,853.23)	5/17/2023	Outstanding
4575	Accounts Payable	Computer Check	5/17/2023	HIGHWAY MATERIALS, INC.	\$0.00	\$260.64	(\$17,112.39)	5/17/2023	Outstanding
4576	Accounts Payable	Computer Check	5/17/2023	J.B. HOSTEITER & SONS, INC.	\$0.00	\$441.59	(\$17,373.03)	5/17/2023	Outstanding
4577	Accounts Payable	Computer Check	5/17/2023	LEFFLER ENERGY	\$0.00	\$1,196.70	(\$17,814.62)	5/17/2023	Outstanding
4578	Accounts Payable	Computer Check	5/17/2023	MESSICK'S	\$0.00	\$83.99	(\$19,011.32)	5/17/2023	Outstanding
4579	Accounts Payable	Computer Check	5/17/2023	MOBILE WORKS, LLC.	\$0.00	\$3,000.00	(\$19,095.31)	5/17/2023	Outstanding
4580	Accounts Payable	Computer Check	5/17/2023	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$22,095.31)	5/17/2023	Outstanding
4581	Accounts Payable	Computer Check	5/17/2023	PPL	\$0.00	\$485.63	(\$28,497.73)	5/17/2023	Outstanding
4582	Accounts Payable	Computer Check	5/17/2023	RALPH C. ECKELS III	\$0.00	\$92.50	(\$29,075.86)	5/17/2023	Outstanding
4583	Accounts Payable	Computer Check	5/17/2023	SHARE CORPORATION	\$0.00	\$4,998.48	(\$34,074.34)	5/17/2023	Outstanding
4584	Accounts Payable	Computer Check	5/17/2023	SHERMAN-GIBSON SYSTEMS CO	\$0.00	\$429.71	(\$34,504.05)	5/17/2023	Outstanding
4585	Accounts Payable	Computer Check	5/17/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$816.00	(\$35,320.05)	5/17/2023	Outstanding
4586	Accounts Payable	Computer Check	5/17/2023	UGI UTILITIES, INC.	\$0.00	\$120.79	(\$35,440.84)	5/17/2023	Outstanding
4587	Accounts Payable	Computer Check	5/17/2023	WALTER BOYER PROMOTIONAL I	\$0.00	\$592.35	(\$36,033.19)	5/17/2023	Outstanding
4588	Accounts Payable	Computer Check	5/17/2023		\$0.00				Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$36,033.19)
<b>Total Payments:</b>	<b>(\$36,033.19)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$36,033.19)</b>

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 23-6

Date: May 17, 2023

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"		\$ 2,037.57

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 May 17, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 17th day of May, 2023.

\_\_\_\_\_  
(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>
Schaedler Yesco Distribution 3982 Paxton Street PO Box 4990 Harrisburg, PA 17111-0990	PLC Upgrades to Lumber Street / Rapho Water Tank; Invoice S6874113.001	\$ 2,037.57