



**Mount Joy Borough Authority  
Pre-Authority Meeting Agenda  
4:00 PM, November 19, 2019**

1. Call to Order
2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Weems and Mr. Metzler
3. Public Input Period – Hearing of any citizen within the service area.
4. Reports:
  - A. Consulting Engineer
    - i. Executive Session
  - B. Authority Manager
  - C. Operations Manager
  - D. Business Manager
5. Approval of the Minutes: Approval of the minutes from October 15, 2019.
6. Unfinished Business:
7. New Business:
  - A. Consider approval of Resolution No. 10-19 approving the PA Small Water and Sewer Program Grant of \$371,794.93 to be used for the project known as Mount Joy Borough Authority Wells 1 & 2 Rehabilitation and authorizing Mr. Joe Ardini to execute all documents for said grant.
  - B. Consider approval of the Revised Plans for Elm Tree Properties Phase 5A.
8. Any other matter proper to come before the Authority:
9. Authorization to pay bills:
  - A. Consider approval of Requisition No. 14 for the Water Operating Fund in the amount of \$28,697.32 and Sewer Operating Fund in the amount of \$72,506.49.
10. Meetings and dates of importance:

A. Tuesday, December 3, 2019	Regular Monthly Meeting - 4 PM
B. Thursday, December 12, 2019	Employee Holiday Party - 6 PM (The Gathering Place)
C. Tuesday, December 17, 2019	Pre-Authority Meeting – 4 PM
D. Tuesday, January 7, 2020	Regular Monthly meeting – 4 PM
E. Tuesday, January 21, 2020	Pre-Authority Meeting – 4 PM
11. Adjournment

If you are a person that requires accommodations to participate, please contact Authority staff to discuss how we may best accommodate your needs.

# Mount Joy Authority Water System Budget Report

	MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
<b>Revenues</b>					
06.378.601 Residential Water Service	\$30,093.91	\$954,537.36	\$1,821,150.00	\$866,612.64	52 %
06.378.602 Commercial Water Service	\$3,219.34	\$128,908.25	\$246,862.00	\$117,953.75	52 %
06.378.603 Industrial Water Service	\$3,049.15	\$138,604.88	\$346,038.00	\$207,433.12	40 %
06.378.604 Public / Other Water Service	\$216.19	\$52,655.90	\$108,630.00	\$55,974.10	48 %
06.378.605 Water Tapping / Connection Fee	\$0.00	\$177,392.00	\$0.00	(\$177,392.00)	0 %
06.378.606 Water Meter Sales	\$658.35	\$3,995.99	\$15,000.00	\$11,004.01	27 %
06.378.607 Lease / Rent Agreements	\$4,797.52	\$43,986.81	\$74,640.00	\$30,653.19	59 %
06.378.608 Misc Revenue / Reimbursements	\$40.00	\$6,975.81	\$5,000.00	(\$1,975.81)	140 %
06.378.609 Final Reading Fees	\$212.50	\$2,812.50	\$3,000.00	\$187.50	94 %
06.378.610 Interest Income	\$0.00	\$3,364.42	\$3,000.00	(\$364.42)	112 %
06.378.611 Lien Payoffs	\$268.29	\$268.29	\$300.00	\$31.71	89 %
06.378.612 Insurance Rebates	\$0.00	\$11,855.01	\$4,000.00	(\$7,855.01)	296 %
<b>Total Revenues</b>	<b>\$42,555.25</b>	<b>\$1,525,357.22</b>	<b>\$2,627,620.00</b>	<b>\$1,102,262.78</b>	<b>58 %</b>
<b>Expenses</b>					
06.400.782 Authority Manager Wages	\$0.00	\$22,617.01	\$42,076.35	\$19,459.34	54 %
06.400.783 Assistant Authority Manager Wages	\$0.00	\$19,421.35	\$36,131.27	\$16,709.92	54 %
06.400.784 Business Manager Wages	\$0.00	\$14,766.77	\$27,471.75	\$12,704.98	54 %
06.400.785 Admin Assistant Wages	\$0.00	\$12,281.60	\$22,844.38	\$10,562.78	54 %
06.400.790 Authority Board Members Wages	\$0.00	\$2,000.00	\$3,750.00	\$1,750.00	53 %
06.400.791 Pension	\$0.00	\$36,534.68	\$48,092.98	\$11,558.30	76 %
06.400.792 Water / Sewer Billing	\$63.25	\$3,027.22	\$13,000.00	\$9,972.78	23 %
06.400.793 Office Supplies	\$86.47	\$125.78	\$2,000.00	\$1,874.22	6 %
06.400.794 Communication Expense	\$197.71	\$1,599.68	\$3,700.00	\$2,100.32	43 %
06.400.795 Engineering	\$91.00	\$4,234.44	\$25,000.00	\$20,765.56	17 %
06.400.796 Trustee	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0 %
06.400.797 Legal Expense	\$593.38	\$9,405.88	\$25,000.00	\$15,594.12	38 %
06.400.798 Liability / Worker's Comp Ins	\$2,983.50	\$9,200.75	\$53,000.00	\$43,799.25	17 %
06.400.799 Health Insurance	\$259.50	\$103,362.03	\$189,278.97	\$85,916.94	55 %

# Mount Joy Authority Water System Budget Report

	MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
06.400.800 Building Rental / Reimbursement	\$10,884.15	\$15,367.44	\$35,000.00	\$19,632.56	44 %
06.400.801 Auditor Expense	\$0.00	\$16,600.00	\$17,000.00	\$400.00	98 %
06.400.802 Uniforms	\$228.42	\$1,043.83	\$3,000.00	\$1,956.17	35 %
06.400.804 Payroll Taxes / Fees	\$0.00	\$19,263.13	\$45,000.00	\$25,736.87	43 %
06.400.806 General Expense	\$19.50	\$458.86	\$3,000.00	\$2,541.14	15 %
06.400.807 Dues / Memberships	\$250.00	\$2,276.88	\$26,500.00	\$24,223.12	9 %
06.400.808 Training	\$0.00	\$850.00	\$3,500.00	\$2,650.00	24 %
06.400.809 Bank Charges	\$0.00	\$51.89	\$200.00	\$148.11	26 %
06.400.810 Advertising / Printing	\$0.00	\$4,716.45	\$3,000.00	(\$1,716.45)	157 %
06.448.702 Treatment Water Wages	\$0.00	\$93,088.09	\$163,703.26	\$70,615.17	57 %
06.448.703 Treatment Supplies / Lab Supplies	\$780.88	\$10,957.56	\$8,000.00	(\$2,957.56)	137 %
06.448.704 Treatment Testing	\$1,140.00	\$22,418.10	\$19,000.00	(\$3,418.10)	118 %
06.448.705 Treatment Plant Repairs / Maintenance	\$4,498.70	\$36,739.43	\$62,500.00	\$25,760.57	59 %
06.448.706 Treatment Chemicals	\$16,376.70	\$71,543.30	\$140,000.00	\$68,456.70	51 %
06.448.707 Treatment General Expense	\$0.00	\$457.66	\$500.00	\$42.34	92 %
06.448.708 Treatment Vehicle Expense	\$354.95	\$3,412.57	\$8,000.00	\$4,587.43	43 %
06.448.709 Treatment Utilities	\$11,940.97	\$52,338.11	\$100,000.00	\$47,661.89	52 %
06.448.710 Treatment Equipment Purchase/Tools	\$0.00	\$141.70	\$1,500.00	\$1,358.30	9 %
06.448.711 Treatment Equipment Maintenance	\$0.00	\$94.74	\$2,000.00	\$1,905.26	5 %
06.449.752 Distribution Construction Department Wages	\$0.00	\$52,206.94	\$138,463.78	\$86,256.84	38 %
06.449.753 Distribution Supplies	\$0.00	\$741.68	\$3,000.00	\$2,258.32	25 %
06.449.754 Distribution Meters	\$554.50	\$7,864.84	\$25,000.00	\$17,135.16	31 %
06.449.755 Distribution Fire Hydrant Expenses	\$0.00	\$2,587.94	\$10,500.00	\$7,912.06	25 %
06.449.756 Distribution Repairs/Maintenance	\$3,972.85	\$20,045.33	\$73,000.00	\$52,954.67	27 %
06.449.757 Distribution Equipment Maintenance	\$28.78	\$659.75	\$5,000.00	\$4,340.25	13 %
06.449.758 Distribution Equipment Purchases / Tools	\$0.00	\$200.25	\$4,000.00	\$3,799.75	5 %
06.449.759 Distribution Expenses-	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0 %
06.449.760 Distribution Vehicle Expense	\$721.81	\$7,943.54	\$11,000.00	\$3,056.46	72 %
06.449.761 Distribution General Expense	\$0.00	\$266.81	\$1,000.00	\$733.19	27 %
06.449.762 Distribution Utilities	\$1,570.82	\$13,580.12	\$30,000.00	\$16,419.88	45 %
<b>Total Expenses</b>	<b>\$57,597.84</b>	<b>\$696,494.13</b>	<b>\$1,438,212.74</b>	<b>\$741,718.61</b>	<b>48 %</b>

Mount Joy Authority  
Water System Budget Report

	MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
NET SURPLUS/(DEFICIT)	(515,042.59)	5828,863.09	\$1,189,407.26	\$360,544.17	70 %

# Mount Joy Authority Sewer System Budget Report

		MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
<b>Revenues</b>						
08.364.601	Residential Sewer Service	\$34,080.57	\$1,114,297.65	\$2,160,080.00	\$1,045,782.35	52 %
08.364.602	Commercial Sewer Service	\$3,163.87	\$134,067.20	\$258,792.00	\$124,724.80	52 %
08.364.603	Industrial Sewer Service	\$2,353.65	\$25,625.03	\$123,435.00	\$97,809.97	21 %
08.364.604	Public / Other Sewer Service	\$255.81	\$58,897.73	\$119,600.00	\$60,702.27	49 %
08.364.605	Sewer Tapping / Connection Fee	\$0.00	\$242,173.96	\$0.00	(\$242,173.96)	0 %
08.364.606	Water Meter Sales	\$658.35	\$3,995.99	\$15,000.00	\$11,004.01	27 %
08.364.607	Quarterly Surcharge Fees	\$0.00	\$21,545.27	\$25,000.00	\$3,454.73	86 %
08.364.608	Misc Revenue / Reimbursements	\$40.00	\$1,486.80	\$5,000.00	\$3,513.20	30 %
08.364.609	Final Reading Fees	\$212.50	\$3,740.90	\$3,000.00	(\$740.90)	125 %
08.364.610	Interest Income	\$0.00	\$3,679.28	\$3,000.00	(\$679.28)	123 %
08.364.611	Lien Payoffs	\$268.29	\$268.29	\$300.00	\$31.71	89 %
08.364.612	Insurance Rebates	\$0.00	\$11,854.99	\$4,000.00	(\$7,854.99)	296 %
08.364.613	Energy Reimbursements	\$0.00	\$55,334.00	\$65,000.00	\$9,666.00	85 %
<b>Total Revenues</b>		<b>\$41,033.04</b>	<b>\$1,676,967.09</b>	<b>\$2,782,207.00</b>	<b>\$1,105,239.91</b>	<b>60 %</b>
<b>Expenses</b>						
08.400.782	Authority Manager Wages	\$0.00	\$22,617.01	\$42,076.35	\$19,459.34	54 %
08.400.783	Assistant Authority Manager Wages	\$0.00	\$19,421.48	\$36,131.27	\$16,709.79	54 %
08.400.784	Business Manager Wages	\$0.00	\$14,766.63	\$27,471.75	\$12,705.12	54 %
08.400.785	Admin Assistant Wages	\$0.00	\$12,281.66	\$22,844.38	\$10,562.72	54 %
08.400.790	Authority Board Member Wages	\$0.00	\$2,000.00	\$3,750.00	\$1,750.00	53 %
08.400.791	Pension	\$0.00	\$36,534.65	\$48,092.98	\$11,558.33	76 %
08.400.792	Water / Sewer Billing	\$63.25	\$3,027.20	\$13,000.00	\$9,972.80	23 %
08.400.793	Office Supplies	\$86.47	\$125.76	\$2,000.00	\$1,874.24	6 %
08.400.794	Communication Expense	\$197.71	\$1,599.65	\$3,700.00	\$2,100.35	43 %
08.400.795	Engineering	\$361.00	\$2,767.46	\$20,000.00	\$17,232.54	14 %
08.400.796	Trustee	\$0.00	\$1,500.00	\$3,000.00	\$1,500.00	50 %
08.400.797	Legal Expenses	\$593.37	\$9,963.87	\$25,000.00	\$15,036.13	40 %
08.400.798	Liability / Worker's Compensation Insurance	\$2,983.50	\$8,950.50	\$53,000.00	\$44,049.50	17 %

# Mount Joy Authority Sewer System Budget Report

	MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
08.400.799 Health Insurance	\$22,596.11	\$102,788.84	\$189,278.97	\$86,490.13	54 %
08.400.800 Building Rental / Reimbursement	\$10,884.14	\$15,367.39	\$35,000.00	\$19,632.61	44 %
08.400.801 Auditor Expense	\$0.00	\$16,600.00	\$17,000.00	\$400.00	98 %
08.400.802 Uniforms	\$228.41	\$1,043.79	\$3,000.00	\$1,956.21	35 %
08.400.804 Payroll Taxes / Fees	\$0.00	\$19,263.00	\$45,000.00	\$25,737.00	43 %
08.400.806 General Expense	\$19.50	\$358.84	\$3,000.00	\$2,641.16	12 %
08.400.807 Dues / Memberships	\$310.00	\$978.87	\$5,000.00	\$4,021.13	20 %
08.400.808 Training	\$0.00	\$785.00	\$3,500.00	\$2,715.00	22 %
08.400.809 Bank Charges	\$0.00	\$51.88	\$200.00	\$148.12	26 %
08.400.810 Advertising / Printing	\$0.00	\$4,716.43	\$3,000.00	(\$1,716.43)	157 %
08.428.710 Collection Construction Department Wages	\$0.00	\$52,206.87	\$138,463.78	\$86,256.91	38 %
08.428.712 Collection Supplies	\$0.00	\$750.09	\$3,000.00	\$2,249.91	25 %
08.428.714 Collection Utilities	\$1,908.03	\$17,308.07	\$37,000.00	\$19,691.93	47 %
08.428.715 Collection Equipment Maintenance	\$28.76	\$657.68	\$5,000.00	\$4,342.32	13 %
08.428.716 Collection Repairs / Maintenance	\$9,091.01	\$31,583.98	\$70,000.00	\$38,416.02	45 %
08.428.717 Collection Vehicle Expense	\$559.79	\$4,685.28	\$11,000.00	\$6,314.72	43 %
08.428.718 Collection General Expense	\$0.00	\$257.76	\$1,000.00	\$742.24	26 %
08.428.719 Collection Equipment Purchase / Tools	\$0.00	\$191.73	\$4,000.00	\$3,808.27	5 %
08.428.720 Collection Expenses-	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0 %
08.428.754 Collection Meters	\$554.50	\$7,864.83	\$25,000.00	\$17,135.17	31 %
08.429.730 Treatment Sewer Wages	\$0.00	\$143,485.93	\$255,373.11	\$111,887.18	56 %
08.429.732 Treatment Bio Solids Hauling	\$0.00	\$16,657.00	\$30,600.00	\$13,943.00	54 %
08.429.733 Treatment Testing	\$1,098.90	\$11,986.57	\$15,000.00	\$3,013.43	80 %
08.429.734 Treatment Chemicals	\$20,389.80	\$115,634.25	\$255,000.00	\$139,365.75	45 %
08.429.735 Treatment Supplies / Lab Supplies	\$1,088.84	\$6,723.09	\$16,000.00	\$9,276.91	42 %
08.429.736 Treatment Utilities	\$14,450.24	\$91,502.89	\$175,000.00	\$83,497.11	52 %
08.429.737 Treatment Equipment Purchase / Tools	\$34.97	\$1,133.46	\$3,000.00	\$1,866.54	38 %
08.429.738 Treatment Plant Repairs / Maintenance	\$3,089.22	\$71,486.46	\$82,000.00	\$10,513.54	87 %
08.429.739 Treatment Equipment Maintenance	\$90.00	\$5,947.36	\$6,800.00	\$852.64	87 %
08.429.740 Treatment General Expense	\$0.00	\$2,807.82	\$6,500.00	\$3,692.18	43 %
08.429.742 Treatment Vehicle Expense	\$175.54	\$2,458.11	\$6,000.00	\$3,541.89	41 %
<b>Total Expenses</b>	<b>\$90,883.06</b>	<b>\$882,839.14</b>	<b>\$1,751,282.59</b>	<b>\$868,443.45</b>	<b>50 %</b>

Mount Joy Authority  
Sewer System Budget Report

	MTD Actual	YTD Actual	Budget	Remaining Budget	% Used
NET SURPLUS/(DEFICIT)	(\$49,850.02)	\$794,127.95	\$1,030,924.41	\$236,796.46	77 %

Mount Joy Borough Authority  
Pre-Authority  
October 15, 2019  
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 and Mr. Metzler. Also, present were Angie Fenicle and Joe Ardini, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Weems was absent. Chairman Rebman called the meeting to order at 4 PM.

**Public Input Period**

Mr. Mike Higgins from 113 Manheim Street, Mount Joy, was present with nothing to report.

**Consulting Engineer Report**

Mr. Warfel provided updates on the following projects and developments:

**South Jacob Street Water Treatment Plant and Well 3 Site** – Mr. Warfel noted the week of October 13<sup>th</sup>, the contractor has started final restoration of fine grading, seeding, matting and mulching at both the treatment plant and well site. It was also noted that the construction trailer will be removed next Monday. Mr. Warfel stated that the sub-contractor has rescheduled the paving for next Wednesday. Mr. Warfel provided an update regarding the ongoing floor repair. Mr. Warfel noted that PACT TWO is not looking to present anymore solutions to repair the floor as it's a cosmetic concern not an operational concern. Authority Board has express concern and would like ARRO and staff to look for additional remedies that will provide a finish as required in the contract documents. Mr. Warfel stated that he did receive close outs documents from Garden Spot Mechanical, LLC and ARRO has provided a recommendation for their final pay application. It was also stated that W.C. Eshenaur & Son has also submitted the close out documents and final pay application of which ARRO is currently reviewing and will present a recommendation for the next Board meeting.

**Marietta Avenue Pedestrian Safety** – Utility work has started, the replacement and lowering of the water service laterals is completed. The lowering of the 6-inch water main was completed today. The sanitary sewer manhole frame and cover replacement and adjustments are planned for spring 2020 due to concern over the winter months.

**WWTP Clarifier and Thickener Rehabilitation**: ARRO had started design and bidding specifications. At this time, the project is on schedule and plan to be ready for bidding the beginning of December as stated in the PSA.

**Lumber Street Elevated Tank Rehabilitation**: ARRO has bidding documents complete. The documents were given to Mr. Doug DeClerk for final review. ARRO anticipate advertising for bids the first week of November; pre-bid meeting on November 13<sup>th</sup>; open bids on December 18<sup>th</sup>; plan to award on January 21, 2020; construction to begin by April 1, 2020.

**Elm Tree Properties – Elm Tree Phase 5A**: The contractor has completed the installation of the water and sanitary sewer improvements. The owner sent a letter requesting a reduction in the financial security. ARRO will have a recommendation for the next Authority meeting. **Elm Tree Phase 4C**: A new plan was submitted, reviewed and commented on for the final two streets in Phase 4. The plan was very well done and only minor comments.

**Rapho Triangle East Lot F7 (KRM Ventures)** – ARRO has received the final shop drawing submittals, all approvals are anticipated to be sent this week.

**Good Country Properties** – The contractor has completed the installation of the water and sanitary sewer improvements to be dedicated to the Authority.

**Scheler Property** – The contractor has completed the installation of the water and sanitary sewer improvements to be dedicated to the Authority.

**QDOS – 1335 Strickler Road** – ARRO along with Authority staff performed a final walkthrough of the project. All facilities have been installed meeting or exceeding the Authority's specifications. We have received, reviewed and

commented on “as-constructed” documents and all concerns have been addressed. ARRO anticipates receiving final documents and a request to enter into the 18-month maintenance agreement with the Authority.

Holiday Inn – The design firm has revised the plans and submitted for review and comment. The design appears to meet the Authority’s specifications; therefore, approval was provided to proceed as designed.

Calvary Bible Church – The final disconnects of the old existing water service lateral occurred last week. Therefore, the construction portion of the project is complete and anticipates “as-constructed” documents and final closeout request soon.

### **Authority Manager Report**

Mr. Ardini noted that the employee meeting was held regarding changes to Healthcare, FSA and Aflac.

Mr. Ardini provided an update on the hydropillar painting rehabilitation: ARRO, Mr. Doug DeClerck and Authority staff have been reviewing the specifications for the project. Authority staff will be drafting comments and sending them to ARRO to incorporate into the specifications.

Mr. Ardini informed the Board that he received an e-mail about the ACT 205 Reporting which pertains to the pension funding status. Authority staff and TRA are working on certifying the documents.

Mr. Ardini provided an update on Carmany Pump Station: Mr. Ardini stated the he contacted Mr. Charles French to inform him that the Authority Board denied his request to plant trees within the sewer easement. No correspondence was received.

Mr. Ardini provided an update on the DCED PA Small Water Grant for Wells 1 and 2: Authority staff continues to work on the submission and letters have been sent to the Planning Commissions for East Donegal Township and Lancaster County.

Mr. Ardini informed the Board that he was approached by Mr. Dennis Nissley to inform him that Mount Joy Borough and Mount Joy Township are looking to enter into an agreement regarding the compost site to generate more compost material. Mr. Ardini stated that the he mentioned to Mr. Nissley that the agreement needs to be reviewed by the Authority since the ground is owned by the Authority. Mr. Nissley stated that the Borough’s solicitor is currently reviewing the document and when completed, a copy will be provided to the Authority for review.

Mr. Ardini discussed with the Board the interview regarding the Construction Supervisor’s position. Authority Board authorized Mr. Ardini to offer this position to the candidate.

### **Operations Manager Report**

Mr. Ardini provide a report during Mr. Kapcsos absence.

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

- Staff has completed hydrant flushing for the year for all of section A, totaling 151 hydrants
- Staff relocated a curb stop on Square Street in conjunction with Reist Popcorn project.
- Staff worked on paving restoration patches, including American Legion property service termination.

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

- Staff completed all wastewater reporting.
- Kohl Bros made some repairs to the surge relief valve and replaced the main discharge pressure gage at the Booster Station.

Mr. Ardini informed and updated the Authority Board on issues and statuses for the Wastewater System:

- Staff has shipped the head unit to the flow meter at Pump Station #1. Staff will be utilizing an exchange program from the manufacturer to receive a new one.
- Staff performed maintenance on various pumps and blowers at the WWTP.
- Staff has performed sewer main flushing and cleaning in a few areas along both East and West Main Street.

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

- Marietta Ave Project update:
  - Majority of services have been replaced or relocated onto the 12" water main.
  - Fire Hydrant wet tap and installation of hydrant has been completed.
  - The lowering of the 6" water main at the Richland Lane and Marietta Avenue intersection was completed as of today. There are currently 23 customers in boil water advisory due to the water mains being shut down.

#### **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. Metzler to approve the September 17, 2019 meeting minutes as presented; motion carried.

#### **Unfinished Business**

There was no unfinished business to discuss.

#### **New Business**

Mr. Todd Smeigh from D.C. Gohn Associates was present on behalf of Lancaster County Career and Technology Center (LCCTC) to discuss with the Authority Board and staff to possibly dedicate a low-pressure sewer line owned by LCCTC to the Authority. Mr. Ardini stated that the Authority does not own any low-pressure stations outside of the Borough. It was also stated that the Authority owns medium-pressure force mains from pump stations owned by the Authority. There was also a concern related to the constructability of the LCCTC force main and lack of as-built drawings. President Rebman noted that the Authority Board and staff will deliberate what was presented and the Authority staff will provide a decision when one has been reached.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Payment Application NO. 11 from Garden Spot Mechanical, Inc. in the amount of \$4,560 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated October 9, 2019; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Payment Application NO. 12 from Garden Spot Mechanical, Inc. in the amount of \$9,700 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated October 9, 2019; motion carried.

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

There was no any other matter proper to come before the Authority.

#### **Authorization to Pay Bills**

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. 12 as follows: \$64,360.90 from the Water Operating Fund and \$41,802.30 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. WBRI 19-18 from the Water Bond Redemption and Improvement Fund in the amount of \$3,162.25; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. SBRI 19-6 from the Sewer Bond Redemption and Improvement Fund in the amount \$1,042.25; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. 57 from the 2016 Construction Fund in the amount of \$28,013.70; motion carried.

### **Adjournment**

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Derr to adjourn. Motion carried and the meeting adjourned at 5:30 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.: 14

DATE: November 19, 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>697,160.47</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	15,749.56	Payroll	Acct. 21544
	\$	12,947.76	Expenses	Acct. 21510
	\$	<u>28,697.32</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>725,857.79</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,627,620.00</u>		

Payroll Journal Entry  
Payroll # 22

Water Fund

Debit	06.448.702	Water Wages	\$	5,655.40	Kling, Zach, Shawn	
	06.449.752	Construction Crew Wages	\$	3,574.05	Jim, Jason, Wayne, Ryan (Split)	
	06.400.782	Authority Manager	\$	1,618.32	Joe (Split)	
	06.400.783	Operations Manager	\$	1,389.66	Kapcsos (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	\$	250.00	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,254.43	Split	
	06.400.804	ADP Invoice	\$	72.29	Split	
		TOTAL	\$	15,749.56		

# Mount Joy Authority

## Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1915	Accounts Payable	Computer Check	11/19/2019	AMS	\$0.00	\$63.25	(\$63.25)	11/19/2019	Outstanding
1916	Accounts Payable	Computer Check	11/19/2019	BUCKMAN S INC	\$0.00	\$270.00	(\$333.25)	11/19/2019	Outstanding
1917	Accounts Payable	Computer Check	11/19/2019	CENTURYLINK	\$0.00	\$253.31	(\$586.56)	11/19/2019	Outstanding
1918	Accounts Payable	Computer Check	11/19/2019	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,169.27	(\$3,755.83)	11/19/2019	Outstanding
1919	Accounts Payable	Computer Check	11/19/2019	CREDIT BUREAU OF LANC COUN	\$0.00	\$19.50	(\$3,775.33)	11/19/2019	Outstanding
1920	Accounts Payable	Computer Check	11/19/2019	EHRlich	\$0.00	\$122.00	(\$3,897.33)	11/19/2019	Outstanding
1921	Accounts Payable	Computer Check	11/19/2019	FLEET MASTERS INC	\$0.00	\$16.50	(\$3,913.83)	11/19/2019	Outstanding
1922	Accounts Payable	Computer Check	11/19/2019	GARY KARICHNER JR	\$0.00	\$8.50	(\$3,922.33)	11/19/2019	Outstanding
1923	Accounts Payable	Computer Check	11/19/2019	GUTTMAN ENERGY INC.	\$0.00	\$214.98	(\$4,137.31)	11/19/2019	Outstanding
1924	Accounts Payable	Computer Check	11/19/2019	J B. HOSTETTER & SONS, INC.	\$0.00	\$322.94	(\$4,460.25)	11/19/2019	Outstanding
1925	Accounts Payable	Computer Check	11/19/2019	LRM, INC.	\$0.00	\$493.30	(\$4,953.55)	11/19/2019	Outstanding
1926	Accounts Payable	Computer Check	11/19/2019	MAIN POOL & CHEMICAL CO. IN	\$0.00	\$1,178.10	(\$6,131.65)	11/19/2019	Outstanding
1927	Accounts Payable	Computer Check	11/19/2019	MCCARTHY TIRE SERVICE	\$0.00	\$83.91	(\$6,215.56)	11/19/2019	Outstanding
1928	Accounts Payable	Computer Check	11/19/2019	OFFICE BASICS INC.	\$0.00	\$47.56	(\$6,263.12)	11/19/2019	Outstanding
1929	Accounts Payable	Computer Check	11/19/2019	PA ONE CALL SYSTEM, INC.	\$0.00	\$104.11	(\$6,367.23)	11/19/2019	Outstanding
1930	Accounts Payable	Computer Check	11/19/2019	PPL	\$0.00	\$5,720.70	(\$12,087.93)	11/19/2019	Outstanding
1931	Accounts Payable	Computer Check	11/19/2019	SCOTT KAPCSOS	\$0.00	\$59.92	(\$12,147.85)	11/19/2019	Outstanding
1932	Accounts Payable	Computer Check	11/19/2019	SUBURBAN TESTING LABS	\$0.00	\$531.50	(\$12,679.35)	11/19/2019	Outstanding
1933	Accounts Payable	Computer Check	11/19/2019	UGH UTILITIES, INC.	\$0.00	\$29.25	(\$12,708.60)	11/19/2019	Outstanding
1934	Accounts Payable	Computer Check	11/19/2019	WEX BANK	\$0.00	\$64.16	(\$12,772.76)	11/19/2019	Outstanding
1935	Accounts Payable	Computer Check	11/19/2019	WOLGGIE S LAWN CARE LLC.	\$0.00	\$175.00	(\$12,947.76)	11/19/2019	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$12,947.76)
Total Payments:	(\$12,947.76)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$12,947.76)



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.: 14

DATE: November 19, 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>843,164.20</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,224.38	Payroll	Acct. 21544
	\$	52,282.11	Expenses	Acct. 21536
	\$	<u>72,506.49</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>915,670.69</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,782,207.00</u>		

Payroll Journal Entry  
Payroll # 22

Sewer Fund

Debit	08.429.730	Sewer Wages	\$ 10,130.22	Dennis, Gary, Rex, David	
	08.428.710	Construction Crew Wages	\$ 3,574.05	Jim, Jason, Wayne, Ryan (Split)	
	08.400.782	Authority Manager	\$ 1,618.32	Joe (Split)	
	08.400.783	Operations Manager	\$ 1,389.67	Kapcsos (Split)	
	08.400.784	Business Manager	\$ 1,056.60	Angie (Split)	
	08.400.785	Administrative Assistant	\$ 878.81	Lindsey (Split)	
	08.400.790	Board Members	\$ 250.00	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$ 1,254.42	Split	
	08.400.804	ADP Invoice	\$ 72.29	Split	
		TOTAL	\$ 20,224.38		

# Mount Joy Authority

## Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
1974	Accounts Payable	Computer Check	11/19/2019	ALS GROUP USA CORP.	\$0.00	\$40.00	(\$40.00)	11/19/2019	Outstanding
1975	Accounts Payable	Computer Check	11/19/2019	AMS	\$0.00	\$63.25	(\$103.25)	11/19/2019	Outstanding
1976	Accounts Payable	Computer Check	11/19/2019	COYNE CHEMICAL	\$0.00	\$6,291.56	(\$6,394.81)	11/19/2019	Outstanding
1977	Accounts Payable	Computer Check	11/19/2019	CREDIT BUREAU OF LANC COUNT	\$0.00	\$19.50	(\$6,414.31)	11/19/2019	Outstanding
1978	Accounts Payable	Computer Check	11/19/2019	FLEET MASTERS INC	\$0.00	\$16.50	(\$6,430.81)	11/19/2019	Outstanding
1979	Accounts Payable	Computer Check	11/19/2019	GARY KARICHNER JR	\$0.00	\$8.49	(\$6,439.30)	11/19/2019	Outstanding
1980	Accounts Payable	Computer Check	11/19/2019	GUTTMAN ENERGY INC.	\$0.00	\$42.64	(\$6,481.94)	11/19/2019	Outstanding
1981	Accounts Payable	Computer Check	11/19/2019	HVAC DISTRIBUTORS INC.	\$0.00	\$93.99	(\$6,575.93)	11/19/2019	Outstanding
1982	Accounts Payable	Computer Check	11/19/2019	J.B. HOSTETTER & SONS, INC.	\$0.00	\$192.13	(\$6,768.06)	11/19/2019	Outstanding
1983	Accounts Payable	Computer Check	11/19/2019	LANDSCAPE IMPRESSIONS	\$0.00	\$1,795.85	(\$8,563.91)	11/19/2019	Outstanding
1984	Accounts Payable	Computer Check	11/19/2019	LEFFLER ENERGY	\$0.00	\$547.24	(\$9,111.15)	11/19/2019	Outstanding
1985	Accounts Payable	Computer Check	11/19/2019	LRM, INC.	\$0.00	\$933.30	(\$10,044.45)	11/19/2019	Outstanding
1986	Accounts Payable	Computer Check	11/19/2019	MCCARTHY TIRE SERVICE	\$0.00	\$83.91	(\$10,128.36)	11/19/2019	Outstanding
1987	Accounts Payable	Computer Check	11/19/2019	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$16,530.78)	11/19/2019	Outstanding
1988	Accounts Payable	Computer Check	11/19/2019	OFFICE BASICS INC.	\$0.00	\$823.69	(\$17,354.47)	11/19/2019	Outstanding
1989	Accounts Payable	Computer Check	11/19/2019	PA ONE CALL SYSTEM, INC.	\$0.00	\$104.11	(\$17,458.58)	11/19/2019	Outstanding
1990	Accounts Payable	Computer Check	11/19/2019	PATRIOT PROPANE	\$0.00	\$3,460.35	(\$20,918.93)	11/19/2019	Outstanding
1991	Accounts Payable	Computer Check	11/19/2019	PPL	\$0.00	\$231.95	(\$21,150.88)	11/19/2019	Outstanding
1992	Accounts Payable	Computer Check	11/19/2019	QUALITY METAL WORKS, INC.	\$0.00	\$60.00	(\$21,210.88)	11/19/2019	Outstanding
1993	Accounts Payable	Computer Check	11/19/2019	SCOTT KAPCSOS	\$0.00	\$59.92	(\$21,270.80)	11/19/2019	Outstanding
1994	Accounts Payable	Computer Check	11/19/2019	SHARE CORPORATION	\$0.00	\$1,834.28	(\$23,105.08)	11/19/2019	Outstanding
1995	Accounts Payable	Computer Check	11/19/2019	SUBURBAN TESTING LABS	\$0.00	\$400.00	(\$23,505.08)	11/19/2019	Outstanding
1996	Accounts Payable	Computer Check	11/19/2019	UGH UTILITIES, INC.	\$0.00	\$88.36	(\$23,593.44)	11/19/2019	Outstanding
1997	Accounts Payable	Computer Check	11/19/2019	UPMC	\$0.00	\$24,836.61	(\$48,430.05)	11/19/2019	Outstanding
1998	Accounts Payable	Computer Check	11/19/2019	USALCO	\$0.00	\$3,852.06	(\$52,282.11)	11/19/2019	Outstanding

### Summary by Transaction Type

Total Deposits \$0.00

Less Payments by Transaction Type:

Computer Check (\$52,282.11)

Total Payments: (\$52,282.11)

Adjustments:

Payment Adjustments \$0.00

Deposit Adjustments \$0.00

Total Adjustments: \$0.00

Total Change in Register Balance: (\$52,282.11)