

Mount Joy Borough Authority
Pre-Authority Meeting
October 15, 2024
Minutes

DRAFT

The Mount Joy Borough Authority held its Pre-Authority meeting on this date in Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also, present were Angie Fenicle, Scott Kapcsos, and Zach Dennis and Mike Davis from Barley Snyder. Mr. Rebman was absent. Vice-Chairman Derr called the meeting to order at 4 PM.

Public Input Period

There was no one present from the public.

Consulting Engineer Report

ARRO Consulting provided a written report.

Authority Manager Report

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

Mr. Kapcsos provided an update on the current Charles Springs Monitoring Requirements: Mr. Kapcsos stated that SRBC provided a letter to update the flow measuring equipment. Mr. Kapcsos noted that Authority staff met with Mr. Ed Dzedzic from Rettew Associates about him supporting the installation and setting up of the new equipment. Mr. Kapcsos also noted that a professional services agreement was received by Rettew Associates, which was reviewed, executed and returned. Mr. Kapcsos lastly stated that the equipment was ordered and is expected to arrive the week of October 14th.

Mr. Kapcsos provided an update on exploring an additional water source: Mr. Kapcsos stated that conceptual well locations were provided to Authority staff from Rettew Associates of which is currently being reviewed and discussed.

Mr. Kapcsos provided an update on the LCRR reporting: Mr. Kapcsos stated that all connections have been uploaded of which 4,549 of 5,195 connections have been identified as non-lead and 646 connections are labeled as unknown. Mr. Kapcsos stated that Authority staff continue to perform line verification via hydr excavating on the remaining connections yet to be identified.

Mr. Kapcsos provided an update on the Nouth Market Avenue construction shop project: Mr. Kapcsos stated that Mr. Davis from Barley Snyder has completed and provided Authority staff with the draft agreement for review, which was submitted to the Borough Manager to present to their solicitor for review. Mr. Kapcsos also noted that the shop plan is currently with Keystone Engineering for MEP design.

Mr. Kapcsos informed the Board that he had an introductory meeting with Mr. Mark Huber from Lancaster County Planning Commission regarding their ongoing efforts and services that they would be able to assist the Authority. Mr. Kapcsos stated that Authority staff will be attending their annual water and sewer meeting on October 16th.

Mr. Kapcsos provided an update on employee staffing: Mr. Kapcsos stated that both Construction Department Supervisors and Wastewater Operator have been posted in-house, and outside sources such as Borough/Authority Website, Indeed, PRWA, PMAA and College Central Network.

Mr. Kapcsos informed the Board that the Authority received a Right-to-Know request seeking sewer/septic records for LCCTC property on Old Market Street on September 26th. Mr. Kapcsos stated that an email response, exercising our right to a 30-day extension has been sent with an official response forthcoming.

Assistant Authority Manager

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

Mr. Dennis informed the Board of a water main break on Melissa Lane leaving one customer with a boil water advisory.

Mr. Dennis informed the Board that Authority staff has started the system wide hydrant flushing.

Business Manager Report

Mrs. Fenicle provided an update on the 2023-2024 Fiscal Year Audit: Mrs. Fenicle stated that the drafts of the Management’s Discussion and Analysis was reviewed; changes are being incorporated and will be sent to the auditors this week.

Mrs. Fenicle informed the Board that she authorized Fulton Bank to transfer the bi-annual funds to pay the November 1st loan and bond payments. Mrs. Fenicle also noted that \$550,000 was transferred to the Water Bond Redemption and Improvement Fund.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the September 17, 2024, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

The Authority Board and staff discussed the draft 2025 meeting schedule and it was noted adjust the schedule to meet as an Authority Board once a month rather than twice a month; the four Board members that were present as noted above did not have a preference as to what Tuesday to meet and would like Authority staff to reach out to Chairman Rebman for final decision as the schedule needs to be provided to Mount Joy Borough for advertisement. A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to revise the schedule for the Authority Board to meet once a month allowing chairman Rebman at his discretion to note the day that the meetings will be held; motion carried.

Mr. Stacy Hiestand from Asset Strategy was present to review the necessary changes needed for the Authority’s Pension Plan Custodian replacement due to S&T Bank Wealth Management making policy changes and they will no longer be providing trustee services for pension plans. A **MOTION** was made by Mr. Ruffini and a second by Mr. Metzler to approve Resolution No. 12-24 to terminate S&T Bank Wealth Management as Directed Trustee and appoint Charles Schwab Trust Bank to serve as Custodian for the Mount Joy Borough Authority Pension Plan effective December 1, 2024; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve D&C Realty, LP Final Water and Sewer Improvement Plan for 30 Orchard Road as recommended by ARRO Consulting’s letter dated September 17, 2024; motion carried.

Any Other Matter Proper to Come before the Authority

Ms. Fenicle reminded the Board of the employee appreciation golf outing on October 25th.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and second by Mr. Melhorn to approve Requisition No. 9 for the Water Operating Fund in the amount of \$90,732.43 and Sewer Operating Fund in the amount of \$132,242.33; motion carries.

A **Motion** was made by Mr. Metzler and a second by Mr. Ruffini to approve Requisitions No. WBRI 24-10 in the amount of \$13,718.65 from the Water Bond Redemption and Improvement Fund; motion carried. 5643

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve Requisition No. SBRI 24-10 in the amount of \$4,083.37 from the Sewer Bond Redemption and Improvement Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Ruffini and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 4:48 PM.

Respectfully submitted,

J. Michael Melhorn
Secretary

EXHIBIT 4
WEB ID #10383067
MOUNT JOY BOROUGH AUTHORITY WELLS 1 & 2 REHABILITATION
MOUNT JOY BOROUGH AUTHORITY

Authorized Official Resolution No. 14-24

Be it RESOLVED, that the Mount Joy Borough Authority of Lancaster County hereby request a Statewide Local Share Assessment grant of \$994,980.00 from the Commonwealth Financing Authority to be used for the project known as the Mount Joy Borough Authority Wells 1 & 2 Rehabilitation Project. The scope of work for the project would consist of High-Efficiency Equipment Upgrades to include new submersible pumps, motors, Variable Frequency Drives (VFDs), updating piping and metering systems, Automated Well Level Indicators, Energy-Efficient Lighting, New electrical systems and generators with automatic transfer switches, Climate Control Enhancements (HVAC), SCADA/PLC System Upgrades, and Facility Security Enhancements.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Scott Kapcsos, Authority Manager and Angie Fenicle, Business Manager as the officials to execute all documents and agreements between Mount Joy Borough Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, J. Michael Melhorn, duly qualified Secretary of Mount Joy Borough Authority, Lancaster County, PA hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mount Joy Borough Authority at a regular meeting held November 19, 2024 and said Resolution has been recorded in the Minutes of the Mount Joy Borough Authority and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Mount Joy Borough Authority, this 19th day of November, 2024.

Mount Joy Borough Authority

Name of Applicant

Lancaster

County

J. Michael Melhorn, Secretary



MOUNT JOY BOROUGH AUTHORITY

P.O. BOX 25

MOUNT JOY, PA 17552

INCORPORATED 1948

TELEPHONE: (717) 653-5938

FAX: (717) 653-6680

WATER OPERATING REQUISITION NO.: 11

DATE: November 19, 2024

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

Table with 4 columns: Description, Amount, Category, and Account. Rows include: AMOUNT OF PREVIOUS REQUISITIONS (\$ 877,794.84), TOTAL AMOUNT OF THIS REQUISITION (Payroll \$ 18,943.98, Expenses \$ 42,301.70, Total \$ 61,245.68), TOTAL AMOUNT REQUISITIONED TO DATE (\$ 939,040.52), and TOTAL CURRENT FISCAL YEAR APPROVED BUDGET (\$ 3,384,936.16).

Payroll Journal Entry
 Payroll # 23

Water Fund

Debit	06.448.702	Water Wages	\$	8,553.23	Kling, Shawn, Jason
	06.449.752	Construction Crew Wages	\$	2,406.12	Rory, Caleb, Randall (Split)
	06.400.782	Authority Manager	\$	1,817.31	Kapcsos (Split)
	06.400.782	Severance Pay	\$	-	Joe Ardini Severance Pay (Split)
	06.400.783	Asst. Authority Manager	\$	1,769.24	Zach Dennis (Split)
	06.400.784	Business Manager	\$	1,250.00	Angie (Split)
	06.400.785	Administrative Assistant	\$	1,134.01	Lindsey (Split)
	06.400.790	Board Members	\$	312.50	Members paid per month (Split)
	06.400.804	Employer Taxes	\$	1,333.21	Split
	06.400.804	ADP Invoice	\$	92.54	Split
	06.400.791	Employer 457B Contribution	\$	275.82	Rory, Susan, Zach, Caleb
		TOTAL	\$	18,943.98	(Pay closest to 1st Tuesday)

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments Post Date
5334	Accounts Payable	Computer Check	BRIGHTSPEED	\$252.69 11/19/2024
5335	Accounts Payable	Computer Check	BUCKMAN S INC	\$2,087.25 11/19/2024
5336	Accounts Payable	Computer Check	CAPITAL ONE TRADE CREDIT	\$221.95 11/19/2024
5337	Accounts Payable	Computer Check	CHEMICAL EQUIPMENT LABS INC.	\$4,257.43 11/19/2024
5338	Accounts Payable	Computer Check	CORE & MAIN	\$3,533.00 11/19/2024
5339	Accounts Payable	Computer Check	DROHAN BRICK & SUPPLY, INC.	\$239.75 11/19/2024
5340	Accounts Payable	Computer Check	ECONOMIC DEV. CO. OF LANCASTER CO.	\$250.00 11/19/2024
5341	Accounts Payable	Computer Check	GARDEN SPOT MECHANICAL, INC	\$1,027.00 11/19/2024
5342	Accounts Payable	Computer Check	GEN 3 ADVERTISING	\$175.00 11/19/2024
5343	Accounts Payable	Computer Check	GROFF TRACTOR	\$571.88 11/19/2024
5344	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$404.66 11/19/2024
5345	Accounts Payable	Computer Check	HILTI, INC.	\$2,961.76 11/19/2024
5346	Accounts Payable	Computer Check	JASON BOWERS	\$100.00 11/19/2024
5347	Accounts Payable	Computer Check	L/B WATER SERVICE, INC.	\$772.00 11/19/2024
5348	Accounts Payable	Computer Check	LRM, INC.	\$1,198.64 11/19/2024
5349	Accounts Payable	Computer Check	OVERHEAD DOOR CO.	\$700.00 11/19/2024
5350	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$130.82 11/19/2024
5351	Accounts Payable	Computer Check	PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION	\$22.50 11/19/2024
5352	Accounts Payable	Computer Check	PPL	\$3,840.16 11/19/2024
5353	Accounts Payable	Computer Check	PYRZ WATER SUPPLY CO INC	\$942.00 11/19/2024
5354	Accounts Payable	Computer Check	ROHRER S INCORPORATED	\$727.93 11/19/2024
5355	Accounts Payable	Computer Check	SCHAEDLER YESCO DISTRIBUTION, INC.	\$9,001.96 11/19/2024
5356	Accounts Payable	Computer Check	SM JOHNS & SONS CONSTRUCTION, LLC.	\$2,466.00 11/19/2024
5357	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$1,461.00 11/19/2024
5358	Accounts Payable	Computer Check	UGI UTILITIES, INC.	\$42.34 11/19/2024
5359	Accounts Payable	Computer Check	AIRGAS USA LLC	\$41.96 11/19/2024
5360	Accounts Payable	Computer Check	AMAZON CAPITAL SERVICES	\$328.50 11/19/2024
5361	Accounts Payable	Computer Check	AMS	\$77.56 11/19/2024
5362	Accounts Payable	Computer Check	BATTERY WAREHOUSE	\$215.96 11/19/2024
5363	Accounts Payable	Computer Check	BOYER & RITTER LLC	\$4,250.00 11/19/2024

Summary by Transaction Type

Computer Check	(\$42,301.70)
Total Payments:	(\$42,301.70)



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.: 11

DATE: November 19, 2024

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>1,112,565.18</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	20,631.29	Payroll	Acct. 21544
	\$	46,321.51	Expenses	Acct. 21536
	\$	<u>66,952.80</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>1,179,517.98</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,510,568.75</u>		

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments Post Date
5628	Accounts Payable	Computer Check	ADVANCE AUTO PARTS	\$63.98 11/19/2024
5629	Accounts Payable	Computer Check	AIRGAS USA LLC	\$125.88 11/19/2024
5630	Accounts Payable	Computer Check	AMAZON CAPITAL SERVICES	\$328.48 11/19/2024
5631	Accounts Payable	Computer Check	AMS	\$77.56 11/19/2024
5632	Accounts Payable	Computer Check	BOYER & RITTER LLC	\$4,250.00 11/19/2024
5633	Accounts Payable	Computer Check	CAPITAL ONE TRADE CREDIT	\$73.83 11/19/2024
5634	Accounts Payable	Computer Check	CORE & MAIN	\$3,100.00 11/19/2024
5635	Accounts Payable	Computer Check	EASTERN ENVIRONMENTAL CONTRACTORS, INC.	\$18,200.00 11/19/2024
5636	Accounts Payable	Computer Check	ECONOMIC DEV. CO. OF LANCASTER CO.	\$250.00 11/19/2024
5637	Accounts Payable	Computer Check	EJ USA, INC.	\$2,435.92 11/19/2024
5638	Accounts Payable	Computer Check	GARDEN SPOT ELECTRIC INC	\$1,169.00 11/19/2024
5639	Accounts Payable	Computer Check	GEN 3 ADVERTISING	\$175.00 11/19/2024
5640	Accounts Payable	Computer Check	GROFF TRACTOR	\$571.87 11/19/2024
5641	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$159.77 11/19/2024
5642	Accounts Payable	Computer Check	HILTI, INC.	\$2,961.76 11/19/2024
5643	Accounts Payable	Computer Check	JASON BOWERS	\$99.99 11/19/2024
5644	Accounts Payable	Computer Check	LRM, INC.	\$1,035.31 11/19/2024
5645	Accounts Payable	Computer Check	MOUNT JOY SOLAR POWER LLC	\$6,402.42 11/19/2024
5646	Accounts Payable	Computer Check	OVERHEAD DOOR CO.	\$840.00 11/19/2024
5647	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$130.82 11/19/2024
5648	Accounts Payable	Computer Check	PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOCIATION	\$22.50 11/19/2024
5649	Accounts Payable	Computer Check	PPL	\$388.85 11/19/2024
5650	Accounts Payable	Computer Check	SM JOHNS & SONS CONSTRUCTION, LLC.	\$865.00 11/19/2024
5651	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$2,113.00 11/19/2024
5652	Accounts Payable	Computer Check	UGI UTILITIES, INC.	\$75.57 11/19/2024
5653	Accounts Payable	Computer Check	VECTOR SECURITY	\$405.00 11/19/2024

Summary by Transaction Type

Computer Check	(\$46,321.51)
Total Payments:	(\$46,321.51)