

Mount Joy Borough Authority Pre-Authority Meeting Agenda 4:00 PM, November 21, 2017

- 1. Call to Order
- 2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler
- 3. Public Input Period Hearing of any citizen within the service area.
- 4. Reports:
 - A. Consulting Engineer
 - B. Authority Manager
 - C. Assistant Authority Manager
 - D. Business Manager
- 5. Approval of the Minutes: Approval of the minutes from October 17, 2017.
- 6. Unfinished Business:

A.

7. New Business:

- A. Consider approval of Payment Application No. 3 from PACT TWO, LLC in the amount of \$353,537.63 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated November 14, 2017.
- B. Consider approval of Payment Application No. 1 from Garden Spot Mechanical in the amount of \$12,780 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated November 14, 2017.
- 8. Any other matter proper to come before the Authority:

A.

9. Authorization to pay bills:

- A. Consider approval of Requisition No. 14 for the Water Operating Fund in the amount of \$66,590.88 and Sewer Operating Fund in the amount of \$73,278.70.
- B. Consider approval of Requisition No. WBRI 17-20 from the Water Bond Redemption and Improvement Fund in the amount of \$3,637.88.
- C. Consider approval of Requisition No. 14 from the 2016 Construction Fund in the amount of \$366,317.63.

10. Meetings and dates of importance:

A. Tuesday, December 5, 2017

Regular Monthly Meeting – 4 PM

B. Tuesday, December 19, 2017

Pre-Authority Meeting – 4 PM

C. Wednesday, December 20, 2017

Employee Holiday Gathering – 6 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 Borough Authority Pre-Authority October 17, 2017 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. Golicher, and Mr. Hamm. Also present were Angie Fenicle, John Leaman and Joe Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 P.M.

Public Input Period.

There was no one present from the public.

Consulting Engineer Report.

Mr. Dale Kopp provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant — As of October 13th, PACT TWO has completed the excavations of the finished water clearwells, brine and neutralization tank and the raw water tank. To date 1,022 cubic yards of rock have been removed at the site. A pre-concrete pour conference was held on October 10th, immediately following the construction progress meeting. The purpose of the meeting was to review the detailed requirements of the concrete mixes and to determine the procedures for producing proper concrete construction. The first concrete pour is scheduled for early next week. Rebar mats have been assembled and tied for the tank slabs and will be lowered into the formwork. The Authority Board raised questions regarding how PACT TWO can recuperate time since they are two months behind schedule. Mr. Leaman asked if other things on the schedule can be done ahead of time to help with the process. Mr. Kopp replied PACT TWO does not always have the help to put other employees on other jobs as they are not interchangeable in all areas. Mr. Derr asked if there are any other problems with the other contractors to date. Mr. Kopp replied no, and the plumbing will be starting tomorrow. The Authority Board asked what is ARRO going to do to help PACT TWO get back on schedule to complete this project on time. Mr. Davis suggested ARRO sending a letter to PACT TWO outlining the following:

- What is PACT TWO's plan and procedure to make up for lost time, of which ARRO is to review the schedule and provide suggestions on other items that can be done ahead of schedule to help shorten the timeframe of lost time.
- 2. Share concern of completion date
- 3. Share concern of the impact it may have on the other contracts and how PACT TWO will communicate with them.

<u>Carmany Road Nitrate Resin Replacement</u> – ARRO has started the PA DEP Public Water Supply Permit Amendment Application. ARRO anticipates submittal to staff for review by October 13th. ARRO will then begin to prepare the bidding specifications. PA DEP has 180 days to review the application and there is no fee involved for this year.

<u>Donegal Square</u> – Revised record plans were submitted on October 2nd of which ARRO and Authority staff provided review comments on October 10th.

<u>1335 Strickler Road</u> — The contractor submitted shop drawings on October 5th of which ARRO reviewed and provided comments on October 11th. Currently waiting on contractor to provide start work date.

<u>Elm Tree Phase 4B</u> – The contractor submitted a construction schedule and is anticipating beginning work on October 16th. ARRO reviewed the schedule and made a recommendation for construction escrow.

Authority Manager Report.

Mr. Leaman provided an update on the Verizon antenna upgrade: There is a pre-work meeting scheduled for October 25th with Mr. DeClerck to discuss with Verizon the upcoming antenna changeout project. The actual work is scheduled to start the end of October.

Mr. Leaman provide an update on the new electric agreement: The Authority received an executed three-year agreement from WGL Energy (Washington Gas & Light) for a rate of .0514/KWH or .05461/KWH including gross receipt tax (GRT). This agreement will go into effect at the end of the existing contract which expires June 2018.

Mr. Leaman provided an update on health care changes: The Authority received an approval letter dated October 9th from Capital Blue Cross for the new health care coverage which becomes effective November 1, 2017.

Mr. Leaman stated that staff had a meeting with Allen Miller from The HDH Group regarding the General Liability / Property Insurance renewal. Mr. Leaman stated that staff moved forward to implement cyber coverage up to \$1 million into the policy of which the premium will increase by \$2,660 annual with the Authority being responsible for 50% of the cost. Mrs. Fenicle stated that she had a discussion with Mr. Miller regarding the appraisal timeline and feels its suitable to revisit in late summer 2018 to provide accurate figures for 2019 insurance renewal.

Mr. Leaman provided further comments on Rapho Industrial Park Sewer Project: Steckbeck Engineering sent a letter on behalf of Rapho Associates that the Rapho Business Park Sewer Extension Project is being withdrawn. The letter referenced issues need addressed regarding the easement agreement for the Musser Tract before the project can move forward.

Mr. Leaman informed the Board that Mr. Bret Babula is on military training the last two weeks of October. Mr. Babula will have a few additional days in December and then will attend a pre-mobilization training for eight days in January prior to being deployed for 2018.

Mr. Leaman provided an update on the accounting software: Staff had a phone conference with Blackbaud and felt it was productive. It was stated that approval was given to offer the Authority the conversion tool for \$2,700 to import the data into financial edge. Mr. Leaman stated that the Authority would assume 50% of the cost. Mr. Leaman stated that another conference call is scheduled for tomorrow to iron out all the detail of importing the data. The Authority Board authorized staff to move forward if the conference call is productive and suitable.

Mr. Leaman stated that he contacted Thaddeus Stevens College to again start the internship process.

Mr. Leaman informed the Board that he is meeting with Mr. John Hiestand to give him a tour of the facilities and that his first meeting will be November 7th.

Assistant Authority Manager Report

Mr. Ardini informed the Board that ARRO Consulting received an email from PennDOT for the Marietta Avenue watermain relocation with approval for the Authority to enter the work zone and begin the project. The materials have been ordered and the insert valve is scheduled to be installed next Tuesday with the line stop occurring on Thursday.

Mr. Ardini informed the Board that Heisey Mechanical will install the weir plate at Charles Springs the beginning of November. Mr. Ardini reminded the Board that this is a requirement by SRBC as shown in the docket.

Mr. Ardini stated that the LT2 testing has begun and realized that the shipping cost was not taken in consideration when doing this fiscal year's budget. Shipping will be an additional \$1,500 and staff will make note to include this in the next fiscal year's budget.

Mr. Ardini informed the Board that the construction staff repaired a sinkhole that appeared adjacent to the watermain at 808 Ella Drive. Staff dug 12 feet and showed no indications that the watermain was leaking. The area was filled with stone and backfill as per the Authority's specifications.

Mr. Ardini stated that staff would like to remove two trees at the Carmandy Road Water Plant that are dying. The cost estimate is around \$1,100. The Board authorized Mr. Ardini to move forward.

Mr. Ardini informed the Board of another equipment failure at the Wastewater Treatment Plant. The output card on the DeNite Filter PLC needs to be replaced. The cost of the repairs will be approximately \$1,600.

Business Manager Report.

Mrs. Fenicle mentioned to the Board the she and Lindsey Edgell participated in a webinar regarding delinquencies. Mrs. Fenicle stated that the seminar was interesting, and that the Authority already has some of the procedures in place.

Mrs. Fenicle stated that 104 termination notices were sent for the month of September totaling \$36,000 of which 83% was collected. Staff will be doing one more round of terminations before November.

Minutes of the Previous Meeting.

A MOTION was made by Mr. Derr and a second by Mr. Golicher to approve the September 19, 2017 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A MOTION was made by Mr. Derr and a second by Mr. Hamm to approve Payment Application No. 2 from PACT TWO in the amount of \$301,733.63 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated October 11, 2017.

Any Other Matter Proper to Come before the Authority.

Mr. Rebman and the Board thanked Mr. Golicher for his service on the Authority Board.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the attached Requisition No. 12 as follows: \$27,650.66 from the Water Operating Fund and \$36,008.25 from the Sewer Operating Fund; motion carried.

A MOTION was made by Mr. Hamm and a second by Mr. Golicher to approve the attached Requisition No. WBRI 17-18 from the Water Bond Redemption and Improvement Fund in the amount of \$10,088.59; motion carried.

A MOTION was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. 12 from the 2016 Construction Fund in the amount of \$325,282.41; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Golicher to adjourn. Motion carried and the meeting adjourned at 5:20 PM.

Respectfully submitted,

Robert R. Golicher Secretary



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

INCORPORATED 1948

WATER OPERATING REQUISITION NO.:

	DATE:	Novembe	 er 21, 2017
Fulton Bank, National Association P.O. Box 4887 Lancaster, PA 17604	•		
Gentlemen:			
You are hereby requested to make a disburse dated May 1, 1993, between the Mount Joy Borough Authorset forth on the succeeding page.	ement of funds from toority and your bank as	he Revenue Fund und Trustee, for the purpo	er the Trust Indenture se and in the amounts
We certify that the amounts listed on the succ has been incurred for the purpose set forth in Article VI withdrawn are in compliance with the provisions of said	, Section 6.01 and 6.0	due and unpaid and the certify	nat such indebtedness that the monies to be
	YOL TRUOM	BOROUGH AUTHORIT	Υ
-		REASURER	
ARRO CONSULTING, INC., Consulting Engineer HEREBY APPROVE this requisition, and CERTIFIES that the current fiscal year, do not excert Pequisitioned during the current fiscal year, do not excert Authority as provided for in Section 9.07 of the Trust Index	he aggregate of the a ed the amount of the	mounts regisitioned,	plus those previously
	ARRO C	ONSULTING, INC.	
_	CONSU	LTING ENGINEER	
AMOUNT OF PREVIOUS REQUISITIONS	5: _	\$ 697,480.91	
TOTAL AMOUNT OF THIS REQUISITION		\$ 16,428.39 \$ 49,590.88 \$ 66,019.27	Expenses Acct. 414220
TOTAL AMOUNT REQUISITIONED TO D	PATE:	\$ 763,500.18	
TOTAL CURRENT FISCAL YEAR APPRO	VED BUDGET:	\$ 2,464,625.00	

Payroll Journal Entry Payroll # 22

	(Pay closest to 1st Tuesday)
7,062.22 Barry, Kling, Zach 2,841.87 Scott, Jim, Jason, Bret, Larry (Split) 1,590.40 John (Split) 1,467.21 Joe (Split)	Angle (Split) Lindsey (Split) Members paid per month (Split) Split
\$ 7,062.22 \$ 2,841.87 \$ 1,590.40 \$ 1,467.21	\$ 1,005.70 \$ 836.40 \$ 250.00 \$ 1,247.04 \$ 127.55 TOTAL \$ 16.428.39
OE.448.702 Water Wages 06.448.702 Water Wages 06.499.752 Construction Crew Wages 06.400.782 Authority Manager 06.400.783 Operations Manager 06.400.784 Business Manager	Administrative Assistant Board Members Employer Taxes ADP Invoice
Water Fund Debit 06.448.702 06.449.752 06.400.782 06.400.783	06.400.785 06.400.790 06.400.804 06.400.804

Bus date: 11/21/2017

49.590.88

Check # Check Date Vendor Amount Inv/Stmt Description Check Amount | 27.634 | 11/21/2017 | ADVANCE AUTO PARTS | 7.99 | VEHICLE MAINT | 7.99 | 27.635 | 11/21/2017 | ALS GROUP USA, CORP. | 456.30 | 40-2207633 | TESTING | 456.30

49,590.88

** Report Total **



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

INCORPORATED 1948

SEWER OPERATING REQUISITION NO.:

	DATE:	November 21, 2017	
Fulton Bank, National Association P.O. Box 4887 Lancaster, PA 17604			
Gentlemen:			
You are hereby requested to make a lated November 15, 1996 (the "Indenture"), bet ourpose and in the amounts set forth on the attac	ween the Mount Joy Borough	e Revenue Fund under the Trust Ind Authority and your bank as Trustee,	denture for the
We certify that (i) the amounts list ndebtedness has been incurred for the purpost paragraph (a) of Section 6.3 of the Indenture; equisitioned during the current fiscal year, do not the independently as provided in Section 9.10 of the Independently of the Indep	e set forth in paragraphs (a) (ii) the aggregate of the amount of the	and (b) of Section 6.1 of the Inden ounts requisitioned, plus those pre current fiscal year budget approved	ture or viously by the
	MOUNT JOY E	OROUGH AUTHORITY	
	AUTHO	RIZED OFFICER	
AMOUNT OF PREVIOUS REQU	DISITIONS:	800,424.57	
TOTAL AMOUNT OF THIS REQ	UISITION:	54,198.59 Expenses Acct.	965421 414212
TOTAL AMOUNT REQUISITION	NED TO DATE:	873,703.27	
TOTAL CURRENT FISCAL YEAR	APPROVED BUDGET:	2.734.615.00	

Bus date: 11/21/2017

Check #	Check Date	Vendor	Amount	Inv/Stmt	Description	Check	Amount
26,268	11/21/2017	ADVANCE AUTO PARTS	114.92		VEHICLE MAINT		114.92
26,269	11/21/2017	ALS GROUP USA, CORP.	120.00	40-2203556	TESTING		120.00
26,270	11/21/2017	DRESSEL WELDING SUPPLY, INC.	38 29	03780380	CYLINDER RENTAL		38.29
26.271	11/21/2017	ECONOMIC DEV. ON OF LANCASTER	250.00		2019 MEMBEDCUID DUCC		250.00
26,272	11/21/2017	FISHER SCIENTIFIC	618.32	7467607	LAB SUPPLIES		618.32
26,273	11/21/2017	FISHER SCIENTIFIC GUTTMAN ENERGY, INC.	90.81	F51836142	FUEL		90.81
26,274	11/21/2017	HACH COMPANY	584.05	10705911	LAR SUPPLIES		584.05
26,275	11/21/2017	HATT'S AUTO REPAIR	24.32	14132	VEHICLE INSPECTION		24.32
26,276	11/21/2017	HACH COMPANY HATT'S AUTO REPAIR IIC LLR. HOSTETTER & SONS INC	17.860.00		DECEMBER HEALTH INSURANCE	17	
26,277	11/21/2017	J.B. HOSTETTER & SONS, INC.	256.47		MATERIALS AND SUPPLIES	17,	256 47
26,278	11/21/2017	LEFFLER ENERGY	5.72	837237	HEATING OIL		5 72
26,279	11/21/2017	LRM. INC.	880.00	17-670	HEATING OIL METER CALIBRATIONS		880 00
26,280	11/21/2017	MRM PROPERTY & LIABILITY TRUST	19.152.50	379831	2018 GEN LIABILITY & PROP	19	152 50
26.281	11/21/2017	OFFICE BASICS, INC.	26.26	1-762769	SUPPLIES		26.26
26,282	11/21/2017	PA ONE CALL SYSTEM, INC.	198.09		ONE CALL FAXES		198.09
26,283	11/21/2017	PATRIOT DIAMOND INC			EQUIP MAINT		145.00
	11/21/2017				ELECTRIC		699.62
		SCOTT KAPCSOS			DENTAL REIMBURSEMENT		175.00
26,286	11/21/2017	SUBURBAN TESTING LABS	189.64	7111999	TESTING		189.64
26,287	11/21/2017	TOOL SHED OF AMERICA	2.49	15761	TRAILER REPAIRS		
26.288	11/21/2017	TRACTOR SUPPLY CREDIT PLAN	13.24		VEHICLE MAINT		13.24
26,289	11/21/2017	UGI UTILITIES, INC.	65 64		GAS SERVICES		65.64
26,290	11/21/2017	UNIVAR USA, INC.	12,374.42	HB857561	CHEMICALS	12,	
26,291	11/21/2017	VERIZON WIRELESS	139.59	9794710357	CELL PHONES		139.59
26,292	11/21/2017	XO COMMUNICATIONS	26.74	0297983559	LONG DISTANCE PHONE		26.74
26,293	11/21/2017	UNIVAR USA. INC. VERIZON WIRELESS XO COMMUNICATIONS ZACHARY DENNIS	97.49		BOOT ALLOWANCE		97.49
26.294	11/21/2017	ZACHARY DENNIS					
		** Report Total **	54.198.59		93	E4 :	198.59
		• 25	,130.03			54.	130.39

Payroli Journal Entry Payroli # 22

Sewer Fund Debit 08.429.730 s

		(Pay closest to 1st Tuesday)
9,713.96 Dennis, Gary, Rex, David 2,841.87 Scott, Jim, Jason, Bret, Larry (Split) 1,590.39 John (Split)	Joe (Split) Angie (Split) Lindsey (Split)	Members paid per month (Split) Split Split
9,713.96 2,841.87 1,590.39	1,467.22 1,005.69 836.40	\$ 250.00 \$ 1,247.03 \$ 127.55
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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	Board Members Employer Taxes ADP Invoice
08.429.730 (08.428.710 (08.400.782 /	08.400.784 08.400.784 08.400.785	08.400.804 08.400.804 08.400.804
ebit		

MOUNT JOY BOROUGH AUTHORITY WATER SYSTEM RESOLUTION AND REQUISITION

	WATER SYSYTE	M REQUISITION NO.: WBRI 17-20
	Date: _	November 21, 2017
	RESOLUTION	
Authority (the "Author Community Bank (the Bonds, Series of 1993 following payments fo or replacements from	n accordance with Article VI, Section 6.06 of the Trust Indentity") to Fulton Bank, National Association (the "Trustee"), "Prior Trustee"), as Trustee, dated as of May 1, 1993, securi (the "Trust Indenture") the Trustee is hereby authorize authorized projects, including either capital additions or the Bond Redemption and Improvement Fund established for the following purposes and in the amounts and for the	as successor to Union National ing Guaranteed Water Revenue d and requested to make the extraordinary repairs, renewals under the aforesaid Indenture
Payee	Purpose of Obligation	Amount of this Requisition
SEE ATTACHED EXHIBIT "A"		\$ 3,637.88
	CERTIFICATE	
Board of Directors of Mo	ned Secretary hereby certifies that the Resolution set forth a bunt Joy Borough Authority at a meeting duly called and held effect on the date hereof.	above was duly adopted by the don <u>November 21, 2017</u> and
ТН	IS CERTIFICATE is executed the <u>21st</u> day of <u>Novembe</u>	<u>r</u> , 2017.
	(Secretary) (Assista	nt Secretary)
AUT	HORITY SEAL	

EXHIBIT "A"

WATER BOND REDEMPTION AND IMPROVEMENT FUND

Payee	Purpose of Obligation	Amount	of this Requisition
Stewart & Tate, Inc. P.O. Box 2587 York, PA 17405	Marietta Avenue Water Main Relocation; Invoice 73860	\$	882.00
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	Marietta Avenue Water Main Relocation; Invoice Q186924	\$	1,304.22
Highway Materials, inc. P.O. Box 62879 Baltimore, MD 21264-2879	Marietta Avenue Water Main Relocation; Invoice 44163	\$	359.49
Drohan Brick & Supply, Inc. P.O. Box 277 Mount Joy, PA 17552	Marietta Avenue Water Main Relocation; Invoice 0010280-00	\$	50.46
L/B Water Service, Inc. P.O. Box 60 Seilnsgrove, PA 17870	Marietta Avenue Water Main Relocation; Invoice 3124903	\$	1,041.71

MOUNT JOY BOROUGH AUTHORITY LANCASTER COUNTY, PENNSYLVANIA WATER SYSTEM

2016 CONSTRUCTION FUND REQUISITION FORM

Requisition	No.	14	_

Date: <u>November 21, 2017</u>

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)
PACT TWO, LLC P.O. Box 74 Ringoes, NJ 08551	Pay App #3 for S. Jacob Street Water Plant	\$353,537.63	YES
Garden Spot Mechanical 336 Hostetter Road Manheim, PA 17545	Pay App #1 for S. Jacob Street Water Plant	\$12,780.00	YES

Total to be paid on this Requisition \$366,317.63.