



**Mount Joy Borough Authority Meeting
Agenda
4:00 PM, November 8, 2023**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Mr. Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
4. Public Input Period – Hearing of any citizen within the service area.
5. Reports
 - A. Authority Manager
 - B. Business Manager
6. Approval of the Minutes – Approval of the minutes from October 3, 2023
7. Unfinished Business
8. New Business
 - A.
9. Any other matter proper to come before the Authority
10. Authorization to pay bills
 - A. Consider approval of Requisition No. 12 for the Water Operating Fund in the amount of \$80,008.50 and Sewer Operating Fund in the amount of \$74,464.72.
 - B. Consider approval of Requisition No. WBRI 23-13 from the Water Bond Redemption and Improvement Fund in the amount of \$37,044.58.
11. Meetings and dates of importance
 - A. Wednesday, November 15, 2023 Finance Committee Meeting – 10 AM
 - B. Tuesday, November 21, 2023 Pre-Authority Meeting – 4 PM
 - C. Tuesday, December 5, 2023 Regular Monthly Meeting – 4 PM
12. Executive Session
13. 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
Regular Monthly Meeting
October 3, 2023
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Council Chambers of the Borough Offices Building. Present were Vice-Chairman Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn. Also present were Angie Fenicle and Scott Kapcsos. Mr. Rebman was absent. Vice-Chairman Derr called the meeting to order at 4:00 PM.

Public Input Period

No one from the public was present.

Authority Manager Report

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

Mr. Kapcsos informed the Board that there was a water main break in the 700 block of Bruce Avenue and has been repaired successfully. Mr. Kapcsos also noted that this area in the system is also in the capital improvement plan for a full replacement.

Mr. Kapcsos informed the Board that Authority staff made a water service repair that was caused by UGI. Mr. Kapcsos noted that an invoice was sent to UGI for labor and repair charges.

Mr. Kapcsos informed the Board that Authority staff is performing oversite for the Wood Street paving project that is being performed by Kinsley Construction.

Mr. Kapcsos informed the Board that Mr. James Parker has started his employment with the Authority on September 25th.

Mr. Kapcsos provided an update on the South Jacob Street Utility Easements: Mr. Kapcsos stated that Mr. Mike Davis, from Barley Snyder provided a draft to the existing easements to meet current standards.

Mr. Kapcsos informed the Board that the Authority was contacted by Core & Main and received a discounted rate for the Kampstrup water meters and staff will be replacing 200 more water meters for the residential meter replacement project.

Mr. Kapcsos informed the Board that the interrogator used to read the older meters in the system that have yet to be replaced, no longer function and are obsolete to repair. Mr. Kapcsos noted that the Authority will need to purchase one to be able to read these meters until all the meters are replaced. Mr. Kapcsos noted that the Authority has two of these interrogators; however, is only recommending replacing one at this time and will cost approximately \$15,000 of which will be funded by the water and sewer capital improvement funds.

Mr. Kapcsos discussed with the Board to move forward with the water main replacement on North Jacob Street. Mr. Kapcsos stated that the project would cost approximately \$55,000 and staff is looking to start the project this month.

Mr. Kapcsos provided an update on the COVID-19 ARPA H2o PA Grant: Mr. Kapcsos stated that the application review process is now complete and are waiting on board approval at their next meeting on November 19th.

Mr. Kapcsos informed the Board that the John Deere gator has been delivered.

Business Manager Report

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the September 5, 2023, meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the 2024 Minimum Municipal Obligation for the Authority's Pension Plan; motion carried.

Any Other Matter Proper to Come Before the Authority

Mr. Kapcsos informed the Board that he participated in a zoom meeting regarding the HVAC system for the new administration / police department building.

Authorization to Pay Bills

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 10 as follows: \$44,032.11 for the Water Operating Fund and \$49,021.10 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve the attached Requisition No. WBRI 23-11 from the Water Bond Redemption and Improvement Fund in the amount of \$3,161.56; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 23-10 from the Sewer Bond Redemption and Improvement Fund in the amount of \$673.53; 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 4:43 PM.

Respectfully submitted,

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.: 12

DATE: November 8, 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

Table with 4 columns: Description, Amount, Category, and Account. Rows include: AMOUNT OF PREVIOUS REQUISITIONS (\$ 731,696.60), TOTAL AMOUNT OF THIS REQUISITION (Payroll \$ 19,640.40, Expenses \$ 60,368.10, Total \$ 80,008.50), TOTAL AMOUNT REQUISITIONED TO DATE (\$ 811,705.10), and TOTAL CURRENT FISCAL YEAR APPROVED BUDGET (\$ 3,124,435.20).

Payroll Journal Entry
Payroll # 21

Water Fund

Debit	06.448.702	Water Wages		7,683.22	Kling, Shawn, Dave
	06.449.752	Construction Crew Wages		6,230.77	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager		1,730.77	Kapcsos (Split)
	06.400.783	Operations Manager		-	Vacant
	06.400.784	Business Manager		1,250.00	Angie (Split)
	06.400.785	Administrative Assistant		1,080.00	Lindsey (Split)
	06.400.790	Board Members		-	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes		1,419.78	Split
	06.400.804	ADP Invoice		84.87	Split
	06.400.791	Employer 457B Contribution		160.99	Ryan, Chris, Rory
		TOTAL		\$ 19,640.40	

Mount Joy Authority

Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments	Total Post Date
4610	Accounts Payable	Computer Check	CAPITAL BLUE CROSS	\$20,149.97	(\$20,149.97) 10/18/2023
4611	Accounts Payable	Computer Check	KEYSTONE GRANITE AND TILE, INC.	\$1,815.00	(\$21,964.97) 10/24/2023
4612	Accounts Payable	Computer Check	ADVANCE AUTO PARTS	\$16.50	(\$21,981.47) 11/06/2023
4613	Accounts Payable	Computer Check	AMS	\$73.87	(\$22,055.34) 11/06/2023
4614	Accounts Payable	Computer Check	ARRO CONSULTING, INC.	\$158.75	(\$22,214.09) 11/06/2023
4615	Accounts Payable	Computer Check	BARLEY SNYDER LLP	\$975.00	(\$23,189.09) 11/06/2023
4616	Accounts Payable	Computer Check	BATTERY WAREHOUSE	\$106.97	(\$23,296.06) 11/06/2023
4617	Accounts Payable	Computer Check	BRIGHTSPEED	\$148.24	(\$23,444.30) 11/06/2023
4618	Accounts Payable	Computer Check	BUCKMAN S INC	\$1,408.00	(\$24,852.30) 11/06/2023
4619	Accounts Payable	Computer Check	CAPITAL ONE TRADE CREDIT	\$619.52	(\$25,471.82) 11/06/2023
4620	Accounts Payable	Computer Check	CHEMICAL EQUIPMENT LABS INC.	\$10,860.00	(\$36,331.82) 11/06/2023
4621	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$35.47	(\$36,367.29) 11/06/2023
4622	Accounts Payable	Computer Check	DROHAN BRICK & SUPPLY, INC.	\$39.95	(\$36,407.24) 11/06/2023
4623	Accounts Payable	Computer Check	DUREX COVERINGS, INC.	\$9,250.00	(\$45,657.24) 11/06/2023
4624	Accounts Payable	Computer Check	EXETER SUPPLY COMPANY, INC.	\$1,283.16	(\$46,940.40) 11/06/2023
4625	Accounts Payable	Computer Check	GENSERVE, INC.	\$289.08	(\$47,229.48) 11/06/2023
4626	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$528.16	(\$47,757.64) 11/06/2023
4627	Accounts Payable	Computer Check	HAVERSTICK BROS INC	\$184.06	(\$47,941.70) 11/06/2023
4628	Accounts Payable	Computer Check	HIGHMARK BLUE SHIELD	\$109.54	(\$48,051.24) 11/06/2023
4629	Accounts Payable	Computer Check	ID ANSWERS	\$7.50	(\$48,058.74) 11/06/2023
4630	Accounts Payable	Computer Check	JAMES ZINK	\$139.90	(\$48,198.64) 11/06/2023
4631	Accounts Payable	Computer Check	L/B WATER SERVICE, INC.	\$2,745.83	(\$50,944.47) 11/06/2023
4632	Accounts Payable	Computer Check	NORTHWEST BANK	\$162.39	(\$51,106.86) 11/06/2023
4633	Accounts Payable	Computer Check	OFFICE BASICS INC.	\$7.20	(\$51,114.06) 11/06/2023
4634	Accounts Payable	Computer Check	PPL	\$1,688.36	(\$52,802.42) 11/06/2023
4635	Accounts Payable	Computer Check	QUALITY METAL WORKS, INC.	\$132.75	(\$52,935.17) 11/06/2023
4636	Accounts Payable	Computer Check	R/W CONNECTION, INC.	\$19.71	(\$52,954.88) 11/06/2023
4637	Accounts Payable	Computer Check	SCOTT KLING	\$91.95	(\$53,046.83) 11/06/2023
4638	Accounts Payable	Computer Check	SERVICE SUPPLY CORP	\$268.52	(\$53,315.35) 11/06/2023
4639	Accounts Payable	Computer Check	SM JOHNS & SONS CONSTRUCTION, LLC.	\$495.00	(\$53,810.35) 11/06/2023
4640	Accounts Payable	Computer Check	STANDARD INSURANCE COMPANY	\$21.98	(\$53,832.33) 11/06/2023
4641	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$1,967.00	(\$55,799.33) 11/06/2023
4642	Accounts Payable	Computer Check	SUSQUEHANNA MUNICIPAL TRUST	\$3,086.63	(\$58,885.96) 11/06/2023
4643	Accounts Payable	Computer Check	UNITED CONCORDIA INSURANCE COMPANY	\$904.31	(\$59,790.27) 11/06/2023
4644	Accounts Payable	Computer Check	USA BLUEBOOK	\$58.48	(\$59,848.75) 11/06/2023
4645	Accounts Payable	Computer Check	VECTOR SECURITY	\$239.73	(\$60,088.48) 11/06/2023

4646 (\$60,188.10) 11/06/2023
4647 (\$60,368.10) 11/06/2023

\$99.62
\$180.00

Computer Check VERIZON WIRELESS
Computer Check WOLGGIE S LAWN CARE LLC.

Summary by Transaction Type

Computer Check	(\$60,368.10)
Total Payments:	(\$60,368.10)
Adjustments:	
Payment Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$60,368.10)



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.: 12

DATE: November 8, 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>888,169.38</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,522.24	Payroll	Acct. 21544
	\$	<u>51,942.48</u>	Expenses	Acct. 21536
	\$	<u><u>74,464.72</u></u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>962,634.10</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry
 Payroll # 21

Sewer Fund

Debit	08.420.730	Sewer Wages	\$ 10,565.06	Gary, Rex, Paisun, Susan, James
	08.428.710	Construction Crew Wages	\$ 6,230.77	Jim, Jason, Chris, Ryan, Randal, Rory (Split)
	08.400.782	Authority Manager	\$ 1,730.77	Kapcosos (Split)
	08.400.783	Operations Manager	\$ -	Vacant
	08.400.784	Business Manager	\$ 1,250.00	Angie (Split)
	08.400.785	Administrative Assistant	\$ 1,080.00	Lindsey (Split)
	08.400.790	Board Members	\$ -	Members paid per month (Split) (Pay closest to 1st Tuesday)
	08.400.804	Employer Taxes	\$ 1,419.78	Split
	08.400.804	ADP Invoice	\$ 84.87	Split
	08.400.791	Employer 457B Contribution	\$ 160.99	Ryan, Chris, Rory
		TOTAL	\$ 22,522.24	

Mount Joy Authority

Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Reference	Payments	Total Post Date
4876	Accounts Payable	Computer Check	CAPITAL BLUE CROSS	\$20,149.97	(\$20,149.97) 10/18/2023
4877	Accounts Payable	Computer Check	ADVANCE AUTO PARTS	\$159.37	(\$20,309.34) 11/06/2023
4878	Accounts Payable	Computer Check	AMS	\$73.86	(\$20,383.20) 11/06/2023
4879	Accounts Payable	Computer Check	ARRO CONSULTING, INC.	\$500.75	(\$20,883.95) 11/06/2023
4880	Accounts Payable	Computer Check	BARLEY SNYDER LLP	\$975.00	(\$21,858.95) 11/06/2023
4881	Accounts Payable	Computer Check	BRIGHTSPEED	\$756.42	(\$22,615.37) 11/06/2023
4882	Accounts Payable	Computer Check	CAPITAL ONE TRADE CREDIT	\$222.25	(\$22,837.62) 11/06/2023
4883	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$76.43	(\$22,914.05) 11/06/2023
4884	Accounts Payable	Computer Check	DROHAN BRICK & SUPPLY, INC.	\$39.95	(\$22,954.00) 11/06/2023
4885	Accounts Payable	Computer Check	E-TOWN AUTO PARTS	\$94.98	(\$23,048.98) 11/06/2023
4886	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$410.99	(\$23,459.97) 11/06/2023
4887	Accounts Payable	Computer Check	HACH COMPANY	\$734.52	(\$24,194.49) 11/06/2023
4888	Accounts Payable	Computer Check	HAVERSTICK BROS INC	\$184.06	(\$24,378.55) 11/06/2023
4889	Accounts Payable	Computer Check	HIGHMARK BLUE SHIELD	\$109.53	(\$24,488.08) 11/06/2023
4890	Accounts Payable	Computer Check	ID ANSWERS	\$7.50	(\$24,495.58) 11/06/2023
4891	Accounts Payable	Computer Check	JAMES ZINK	\$139.90	(\$24,635.48) 11/06/2023
4892	Accounts Payable	Computer Check	L/B WATER SERVICE, INC.	\$1,542.83	(\$26,178.31) 11/06/2023
4893	Accounts Payable	Computer Check	LEFFLER ENERGY	\$46.10	(\$26,224.41) 11/06/2023
4894	Accounts Payable	Computer Check	NORTHWEST BANK	\$466.32	(\$26,690.73) 11/06/2023
4895	Accounts Payable	Computer Check	OFFICE BASICS INC.	\$7.20	(\$26,697.93) 11/06/2023
4896	Accounts Payable	Computer Check	PPL	\$7,120.36	(\$33,818.29) 11/06/2023
4897	Accounts Payable	Computer Check	QUALITY METAL WORKS, INC.	\$132.75	(\$33,951.04) 11/06/2023
4898	Accounts Payable	Computer Check	R/W CONNECTION, INC.	\$336.44	(\$34,287.48) 11/06/2023
4899	Accounts Payable	Computer Check	SCHAEDLER YESCO DISTRIBUTION, INC.	\$20.30	(\$34,307.78) 11/06/2023
4900	Accounts Payable	Computer Check	SCOTT KLING	\$91.95	(\$34,399.73) 11/06/2023
4901	Accounts Payable	Computer Check	SERVICE SUPPLY CORP	\$150.92	(\$34,550.65) 11/06/2023
4902	Accounts Payable	Computer Check	SM JOHNS & SONS CONSTRUCTION, LLC.	\$1,167.07	(\$35,717.72) 11/06/2023
4903	Accounts Payable	Computer Check	STANDARD INSURANCE COMPANY	\$21.97	(\$35,739.69) 11/06/2023
4904	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$2,171.00	(\$37,910.69) 11/06/2023
4905	Accounts Payable	Computer Check	SUSQUEHANNA MUNICIPAL TRUST	\$3,086.62	(\$40,997.31) 11/06/2023
4906	Accounts Payable	Computer Check	UNITED CONCORDIA INSURANCE COMPANY	\$904.30	(\$41,901.61) 11/06/2023
4907	Accounts Payable	Computer Check	UNIVAR USA, INC.	\$9,599.60	(\$51,501.21) 11/06/2023
4908	Accounts Payable	Computer Check	USA BLUEBOOK	\$58.47	(\$51,559.68) 11/06/2023
4909	Accounts Payable	Computer Check	VECTOR SECURITY	\$283.19	(\$51,842.87) 11/06/2023
4910	Accounts Payable	Computer Check	VERIZON WIRELESS	\$99.61	(\$51,942.48) 11/06/2023

Summary by Transaction Type

Computer Check	(\$51,942.48)
Total Payments:	(\$51,942.48)
Adjustments:	
Payment Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$51,942.48)

MOUNT JOY BOROUGH AUTHORITY
WATER SYSTEM
RESOLUTION AND REQUISITION

WATER SYSYTEM REQUISITION NO.: WBRI 23-13

Date: November 8, 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"		\$ 37,044.58

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 November 8, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 8th day of November, 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>
ARRO Consulting, Inc. 108 West Airport Road Lititz, PA 17543	Engineering Services for Well 3 SRBC Docket Renewal; Invoice 0086979	\$ 5,408.50
Core & Main, LP PO Box 28330 St Louis, MO 63146	N. Jacob Street Water Main Replacement Project; Invoice T707187	\$ 30,148.62
Drohan Brick & Supply, Inc. PO Box 277 Mount Joy, PA 17552	N. Jacob Street Water Main Replacement Project; Invoice T707187	\$ 93.60
Exeter Supply Co., Inc. 117 Prospect Street Reading, PA 19606	N. Jacob Street Water Main Replacement Project; Invoice 329990	\$ 105.85
Exeter Supply Co., Inc. 117 Prospect Street Reading, PA 19606	N. Jacob Street Water Main Replacement Project; Invoice 320350	\$ 286.32
Exeter Supply Co., Inc. 117 Prospect Street Reading, PA 19606	N. Jacob Street Water Main Replacement Project; Invoice 320402	\$ 58.98
Rphrer's Incorporated PO Box 365 Lititz, PA 17543-0365	N. Jacob Street Water Main Replacement Project; Invoice 320402	\$ 942.71