



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

1. Call to Order
2. Roll Call - Mr. Rebman, Mr. Derr, Mr. Metzler, Mr. Ruffini and Mr. Melhorn
3. Public Input Period – Hearing of any citizen within the service area.
4. Reports
  - A. Consulting Engineer
  - B. Authority Manager
  - C. Business Manager
5. Approval of the Minutes – Approval of the minutes from September 19, 2023.
6. Unfinished Business
  - A.
7. New Business
  - A.
8. Any other matter proper to come before the Authority
  - A.
9. Authorization to pay bills
  - A. Consider approval of Requisition No. 11 for the Water Operating Fund in the amount of \$46,776.31 and Sewer Operating Fund in the amount of \$58,692.52.
  - B. Consider approval of Requisition No. WBRI 23-12 from the Water Bond Redemption and Improvement Fund in the amount of \$45,122.57.
  - C. Consider approval of Requisition No. SBRI 23-11 from the Sewer Bond Redemption and Improvement Fund in the amount of \$49,553.75.
10. Meetings and dates of importance
  - A. Tuesday, October 24, 2023                      Administration Committee Meeting – 10 AM
  - B. Wednesday, November 8, 2023              Regular Monthly Meeting – 4 PM
  - C. Tuesday, November 15, 2023                Finance Committee Meeting – 10 AM
  - D. Tuesday, November 21, 2023                Pre-Authority Meeting – 4 PM
  - E. Tuesday, December 5, 2023                 Regular Monthly Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority  
Pre-Authority  
September 19, 2023  
Minutes

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

**Public Input Period**

No one from the public was present.

**Consulting Engineer Report**

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

Mr. Kapcsos informed the Board that the development known as Chiques Crossing submitted a capacity request letter along with a sketch plan showing 378 apartment units for review. Mr. Kapcsos noted that escrow funds have yet to be received; therefore, no reviews have started.

Mr. Kapcsos informed the Board that the Authority received a request for a sewer module for the subdivision of Miabach Lane.

**Authority Manager Report**

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

Mr. Kapcsos informed the Board that himself and two other department supervisors attended a leadership development conference and was well received.

Mr. Kapcsos provided an update on the security cameras: Mr. Kapcsos stated that the documentation was signed, and the order has been confirmed.

Mr. Kapcsos informed the Board that Ms. Susan Parker has started her employment with the Authority on September 11<sup>th</sup> and is going well. Mr. Kapcsos stated that staff started processing Mr. James Parker's pre-employment documents and looks to start on September 25<sup>th</sup>. Mr. Kapcsos also noted that he offered a position to Mr. Caleb Pardun who has verbally accepted and looks to start on October 23<sup>rd</sup>.

Mr. Kapcsos provided an update on the employee health insurance: Mr. Kapcsos stated that staff reviewed the documents provided, and is recommending staying with Capital Blue Cross. Mr. Kapcsos noted that despite the small increase, the staffing changes off-set the amount of the increase. Mr. Kapcsos also informed the Board that staff sent a request letter to Capital Blue Cross requesting the policy dates to be inline with the Authority's fiscal year with no contractual obligation and new plan year will start May 1, 2024. Mr. Kapcsos explained that the Authority would extend the currently policy for employees from November 1, 2023, to April 30, 2024. The Authority will reimburse the employees for deductibles that occurred from November 1, 2023 to April 30, 2024.

**Business Manager Report**

Mrs. Fenicle informed the Board that Industrial Appraisal Company will conduct a revaluation of the Authority's properties to provide updated information for the upcoming general liability insurance policy.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the August 15, 2023, meeting minutes as presented; 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. Ruffini to approve Resolution No. 9-2023 to authorize the disposition of public records as set forth in the Municipal Records Manual; motion carried.

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

Mr. Kapcsos provided an update of the Building Ad-Hoc Committee meeting for the proposed new / upgrade administration building: Mr. Kapcsos noted that the building layout plan will be presented to the Borough Planning Commission next month.

**Authorization to Pay Bills**

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 9 as follows: \$47,155.07 for the Water Operating Fund and \$62,260.21 for the Sewer Operating Fund; motion carried.

**Adjournment**

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 4:24 PM.

Respectfully submitted,

Paul F. Ruffini  
Assistant 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: October 17, 2023

Fulton Bank, National Association
P.O. Box 4887
Lancaster, PA 17604

Gentlemen:

You are hereby requested to make a disbursement of funds from the Revenue Fund under the Trust Indenture dated May 1, 1993, between the Mount Joy Borough Authority and your bank as Trustee, for the purpose and in the amounts set forth on the succeeding page.

We certify that the amounts listed on the succeeding page are now due and unpaid and that such indebtedness has been incurred for the purpose set forth in Article VI, Section 6.01 and 6.02. We further certify that the monies to be withdrawn are in compliance with the provisions of said indenture.

MOUNT JOY BOROUGH AUTHORITY

TREASURER

ARRO CONSULTING, INC., Consulting Engineer, in accordance with Section 6.02 of the Trust Indenture, DOES HEREBY APPROVE this requisition, and CERTIFIES that the aggregate of the amounts requisitioned, plus those previously requisitioned during the current fiscal year, do not exceed the amount of the current fiscal year budget approved by the Authority as provided for in Section 9.07 of the Trust Indenture.

ARRO CONSULTING, INC.

CONSULTING ENGINEER

Table with 4 columns: Description, Amount, Category, and Account. Rows include: AMOUNT OF PREVIOUS REQUISITIONS (\$ 684,920.29), TOTAL AMOUNT OF THIS REQUISITION (Payroll \$ 19,031.32, Expenses \$ 27,744.99, Total \$ 46,776.31), TOTAL AMOUNT REQUISITIONED TO DATE (\$ 731,696.60), and TOTAL CURRENT FISCAL YEAR APPROVED BUDGET (\$ 3,124,435.20).

**Payroll Journal Entry**  
**Payroll # 20**

## Water Fund

<b>Debit</b>	06.448.702	Water Wages	\$	6,868.02	Kling, Shawn, Dave	
	06.449.752	Construction Crew Wages	\$	6,187.06	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	\$	312.50	Members paid per month (Split)	(Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,350.65	Split	
	06.400.804	ADP Invoice	\$	91.33	Split	
	06.400.791	Employer 457B Contribution	\$	160.99	Ryan, Chris, Rory	
		<b>TOTAL</b>	<b>\$</b>	<b>19,031.32</b>		

# Mount Joy Authority

## Water Operating Fund Check Register

Transaction Number	Source	Transaction Type	Reference	Payments	Total Post Date
4581	Accounts Payable	Computer Check	1234 MICROTECHNOLOGIES, INC.	\$43.58	(\$43.58) 10/17/2023
4582	Accounts Payable	Computer Check	AIRGAS USA LLC	\$201.73	(\$245.31) 10/17/2023
4583	Accounts Payable	Computer Check	AMS	\$2,341.81	(\$2,587.12) 10/17/2023
4584	Accounts Payable	Computer Check	BRIGHTSPEED	\$239.75	(\$2,826.87) 10/17/2023
4585	Accounts Payable	Computer Check	CH&N SITE CONSTRUCTION, INC.	\$3,036.06	(\$5,862.93) 10/17/2023
4586	Accounts Payable	Computer Check	CHEMICAL EQUIPMENT LABS INC.	\$6,510.78	(\$12,373.71) 10/17/2023
4587	Accounts Payable	Computer Check	CNS DRIVING TRAINING CENTER	\$1,600.00	(\$13,973.71) 10/17/2023
4588	Accounts Payable	Computer Check	CORE & MAIN	\$859.50	(\$14,833.21) 10/17/2023
4589	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$15.99	(\$14,849.20) 10/17/2023
4590	Accounts Payable	Computer Check	D. E. GEMMILL INC.	\$919.00	(\$15,768.20) 10/17/2023
4591	Accounts Payable	Computer Check	DEPT OF ENVIRONMENTAL PROTEI	\$60.00	(\$15,828.20) 10/17/2023
4592	Accounts Payable	Computer Check	EHRlich	\$348.00	(\$16,176.20) 10/17/2023
4593	Accounts Payable	Computer Check	EXETER SUPPLY COMPANY, INC.	\$1,034.07	(\$17,210.27) 10/17/2023
4594	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$289.79	(\$17,500.06) 10/17/2023
4595	Accounts Payable	Computer Check	HACH COMPANY	\$1,054.53	(\$18,554.59) 10/17/2023
4596	Accounts Payable	Computer Check	HIGHWAY MATERIALS, INC.	\$634.01	(\$19,188.60) 10/17/2023
4597	Accounts Payable	Computer Check	HVAC DISTRIBUTORS INC.	\$76.08	(\$19,264.68) 10/17/2023
4598	Accounts Payable	Computer Check	J.B. HOSTETTER & SONS, INC.	\$324.86	(\$19,589.54) 10/17/2023
4599	Accounts Payable	Computer Check	LANCASTER GENERAL HEALTH	\$97.00	(\$19,686.54) 10/17/2023
4600	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$161.17	(\$19,847.71) 10/17/2023
4601	Accounts Payable	Computer Check	PMAA U. C. FUND	\$73.07	(\$19,920.78) 10/17/2023
4602	Accounts Payable	Computer Check	PPL	\$6,300.37	(\$26,221.15) 10/17/2023
4603	Accounts Payable	Computer Check	ROHRER S INCORPORATED	\$705.20	(\$26,926.35) 10/17/2023
4604	Accounts Payable	Computer Check	SCOTT KLING	\$91.95	(\$27,018.30) 10/17/2023
4605	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$345.00	(\$27,363.30) 10/17/2023
4606	Accounts Payable	Computer Check	THE UPS STORE 3853	\$44.25	(\$27,407.55) 10/17/2023
4607	Accounts Payable	Computer Check	UGI UTILITIES, INC.	\$40.26	(\$27,447.81) 10/17/2023
4608	Accounts Payable	Computer Check	WEX BANK	\$162.18	(\$27,609.99) 10/17/2023
4609	Accounts Payable	Computer Check	WOLGGIE S LAWN CARE LLC.	\$135.00	(\$27,744.99) 10/17/2023

### Summary by Transaction Type

Computer Check	(\$27,744.99)
<b>Total Payments:</b>	<b>(\$27,744.99)</b>
Payment Adjustments	<b>\$0.00</b>
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$27,744.99)</b>







## Mount Joy Authority

### Sewer Operating Fund Check Register

Transaction Number	Source	Transaction Type	Reference	Payments	Total Post Date
4848	Accounts Payable	Computer Check	1234 MICROTECHNOLOGIES, INC.	\$43.57	(\$43.57) 10/16/2023
4849	Accounts Payable	Computer Check	AIRGAS USA LLC	\$322.91	(\$366.48) 10/16/2023
4850	Accounts Payable	Computer Check	AMS	\$2,341.79	(\$2,708.27) 10/16/2023
4851	Accounts Payable	Computer Check	ARRO CONSULTING, INC.	\$3,098.50	(\$5,806.77) 10/16/2023
4852	Accounts Payable	Computer Check	C & W AUTOMOTIVE	\$94.95	(\$5,901.72) 10/16/2023
4853	Accounts Payable	Computer Check	CARMEUSE LIME & STONE	\$11,119.37	(\$17,021.09) 10/16/2023
4854	Accounts Payable	Computer Check	CNS DRIVING TRAINING CENTER	\$1,600.00	(\$18,621.09) 10/16/2023
4855	Accounts Payable	Computer Check	CORE & MAIN	\$859.50	(\$19,480.59) 10/16/2023
4856	Accounts Payable	Computer Check	CRYSTAL SPRINGS	\$74.94	(\$19,555.53) 10/16/2023
4857	Accounts Payable	Computer Check	D. E. GEMMILL INC.	\$36.00	(\$19,591.53) 10/16/2023
4858	Accounts Payable	Computer Check	EXETER SUPPLY COMPANY, INC.	\$6.47	(\$19,598.00) 10/16/2023
4859	Accounts Payable	Computer Check	FISHER SCIENTIFIC	\$245.00	(\$19,843.00) 10/16/2023
4860	Accounts Payable	Computer Check	GUTTMAN ENERGY INC.	\$253.06	(\$20,096.06) 10/16/2023
4861	Accounts Payable	Computer Check	HACH COMPANY	\$253.04	(\$20,349.10) 10/16/2023
4862	Accounts Payable	Computer Check	IRON HORSE ENVIRONMENTAL, LL	\$990.00	(\$21,339.10) 10/16/2023
4863	Accounts Payable	Computer Check	J.B. HOSTETTER & SONS, INC.	\$280.04	(\$21,619.14) 10/16/2023
4864	Accounts Payable	Computer Check	LANCASTER GENERAL HEALTH	\$97.00	(\$21,716.14) 10/16/2023
4865	Accounts Payable	Computer Check	MOUNT JOY SOLAR POWER LLC	\$6,402.42	(\$28,118.56) 10/16/2023
4866	Accounts Payable	Computer Check	PA ONE CALL SYSTEM, INC.	\$161.17	(\$28,279.73) 10/16/2023
4867	Accounts Payable	Computer Check	PMAA U. C. FUND	\$73.06	(\$28,352.79) 10/16/2023
4868	Accounts Payable	Computer Check	PPL	\$512.77	(\$28,865.56) 10/16/2023
4869	Accounts Payable	Computer Check	SCOTT KLING	\$91.95	(\$28,957.51) 10/16/2023
4870	Accounts Payable	Computer Check	SUBURBAN TESTING LABS, INC	\$955.00	(\$29,912.51) 10/16/2023
4871	Accounts Payable	Computer Check	TELE-PEST, INC.	\$175.00	(\$30,087.51) 10/16/2023
4872	Accounts Payable	Computer Check	THE UPS STORE 3853	\$56.97	(\$30,144.48) 10/16/2023
4873	Accounts Payable	Computer Check	TROJAN TECHNOLOGIES GROUP U	\$943.15	(\$31,087.63) 10/16/2023
4874	Accounts Payable	Computer Check	UGI UTILITIES, INC.	\$77.35	(\$31,164.98) 10/16/2023
4875	Accounts Payable	Computer Check	USALCO	\$6,219.88	(\$37,384.86) 10/16/2023

#### Summary by Transaction Type

Computer Check (\$37,384.86)

**Total Payments:** (\$37,384.86)

Payment Adjustments \$0.00

**Total Adjustments:** \$0.00

**Total Change in Register Balance:** (\$37,384.86)

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 23-12

Date: October 17, 2023

RESOLUTION

RESOLVED, in accordance with Article VI, Section 6.06 of the Trust Indenture of the Mount Joy Borough Authority (the "Authority") to Fulton Bank, National Association (the "Trustee"), as successor to Union National Community Bank (the "Prior Trustee"), as Trustee, dated as of May 1, 1993, securing Guaranteed Water Revenue Bonds, Series of 1993 (the "Trust Indenture") the Trustee is hereby authorized and requested to make the following payments for authorized projects, including either capital additions or extraordinary repairs, renewals or replacements from the Bond Redemption and Improvement Fund established under the aforesaid Indenture and held by the Trustee for the following purposes and in the amounts and for the purposes set forth

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
SEE ATTACHED EXHIBIT "A"		\$ 45,122.57

CERTIFICATE

The undersigned Secretary hereby certifies that the Resolution set forth above was duly adopted by the Board of Directors of Mount Joy Borough Authority at a meeting duly called and held on October 17, 2023 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 17th day of October, 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 0085724	\$ 7,459.25
Core & Main LP PO Box 28330 St Louis, MO 63146	Water Meter Replacement Project; Invoice T679513	\$ 495.50
Core & Main LP PO Box 28330 St Louis, MO 63146	Water Meter Replacement Project; Invoice T645864	\$ 28,250.00
Deere & Company Ag & Turf SABD & Government Sales 21748 Network Place Chicago, IL 60673-1217	John Deere Gator; Invoice 117517662	\$ 8,917.82

MOUNT JOY BOROUGH AUTHORITY  
LANCASTER COUNTY, PENNSYLVANIA  
SEWER SYSTEM BOND REDEMPTION AND IMPROVEMENT FUND  
REQUISITION FORM

SEWER SYSTYEM REQUISITION NO.: SBRI 23-11

Date: October 17, 2023

Fulton Bank, National Association  
Trustee under Trust Indenture  
dated November 15, 1996  
of Mount Joy Borough Authority  
Mount Joy, Pennsylvania

Dear Sirs:

You are hereby requested to make a disbursements of funds from the Bond Redemption and Improvement Fund of the above Bond Indenture of the Mount Joy Borough Authority for the following purposes and in the amounts set forth below:

Payee: _____	Construction Contract
Address: _____	Yes _____ No _____

Purpose of Obligation	Total Obligation	Amount Paid to Date	Amount this Requisition	Current Balance
SEE ATTACHED EXHIBIT "A"			\$ <b>49,553.75</b>	

In connection therewith, I certify that the above amounts are now due and unpaid, and that such indebtedness is a proper charge against, and has not been made the basis of any previous withdrawal from, the Bond Redemption and Improvement Fund, pursuant to the provisions of the Trust Indenture dated November 15, 1996, from this Authority to your Bank, as Trustee and successor to Union National Community Bank, prior Trustee. I further certify that with respect to the items covered in this Requisition, there are no vendors', mechanics' or other liens (or security interest) upon or affecting any property with respect to which payments are requisitioned and which will not be discharged by such payment.

Further:

## EXHIBIT "A"

## SEWER BOND REDEMPTION AND IMPROVEMENT FUND

<u>Payee</u>	<u>Purpose of Obligation</u>	<u>Amount of this Requisition</u>
Core & Main LP PO Box 28330 St Louis, MO 63146	Water Meter Replacement Project; Invoice T679513	\$ 495.50
Core & Main LP PO Box 28330 St Louis, MO 63146	Water Meter Replacement Project; Invoice T645864	\$ 28,250.00
Deere & Company Ag & Turf SABD & Government Sales 21748 Network Place Chicago, IL 60673-1217	John Deere Gator; Invoice 117517662	\$ 20,808.25