



**Mount Joy Borough Authority  
Pre-Authority Meeting Agenda  
4:00 PM, October 19, 2021**

1. Call to Order
2. Roll Call—Chairman 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. Operations Manager
  - D. Business Manager
5. Approval of the Minutes: Approval of the minutes from September 21, 2021.
6. Unfinished Business:
  - A. Discussion of 2022-2032 Water and Sewer Capital Improvement Plan.
7. New Business:
  - A.
8. Any other matter proper to come before the Authority:
9. Authorization to pay bills:
  - A. Consider approval of Requisition No. 12 for the Water Operating Fund in the amount of \$58,840.95 and Sewer Operating Fund in the amount of \$58,230.00.
  - B. Consider approval of Requisition No. WBRI 21-18 from the Water Bond Redemption and Improvement Fund in the amount of \$4,368.09.
10. Meetings and dates of importance

A. Wednesday, November 3, 2021	Regular Monthly Meeting – 4 PM
B. Wednesday, November 10, 2021	Finance Committee Meeting – 5 PM (if needed)
C. Tuesday, November 16, 2021	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 Borough Authority  
Pre-Authority  
September 21, 2021  
Minutes**

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, Joe Ardini and Scott Kapcsos, and Mike Davis from Barley Snyder. Mr. Rebman absent. Vice-Chairman Derr called the meeting to order at 4 PM.

**Public Input Period**

No one from the public was present.

**Consulting Engineer Report**

Mr. Dennis was not present at the meeting, therefore, provided a written report.

**Authority Manager Report**

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

Mr. Ardini stated that staff attended the Liaison meeting with the Township's to discuss current and future project.

Mr. Ardini provided an update on the Water Resource Plan for Well #3: Mr. Ardini stated that confirmation was received from Doncsco to use their monitoring well. Authority staff will be contacting the remaining two sites that have yet to respond.

Mr. Ardini informed the Board that staff is currently in dialog with a customer regarding high water consumption. Mr. Ardini noted that staff has sent multiple letters to try to resolve this matter.

**Operations Manager Report**

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

Mr. Kapcsos provided an update on the Water Street Water Main Replacement Project: Mr. Kapcsos stated that the tie-in excavation took place on September 20<sup>th</sup> and the new water main tie-in to the existing main took place today with one customer placed on boil water advisory. Mr. Kapcsos noted the project is going well.

Mr. Derr asked staff if Heisey Mechanical is on schedule to complete the WWTP Clarifier and Thickener upgrades by the substantial completion date. Mr. Kapcsos replied yes and noted that Heisey Mechanical is currently wiring clarifier #3.

Mr. Kapcsos informed the Board that the Authority will be hosting an operator health and safety training directed by PRWA and will be held at Fire Department Mount Joy on December 14<sup>th</sup>.

**Business Manager Report**

Mrs. Fenicle reported that she authorized Fulton Bank to transfer the September transfers to pay the November 1<sup>st</sup> payments to the bond and note holders. Mr. Fenicle noted that \$500,000 was transferred to the WBRI Fund.

**Minutes of the Previous Meeting**

A MOTION was made by Mr. Melhorn and a second by Mr. Metzler to approve the August 17, 2021, meeting minutes as presented; motion carried.

**Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

A **MOTION** was made by Mr. Melhorn and a second by Mr. Ruffini to approve 1580 Strickler Road Water and Sanitary Sewer Improvement Plans as recommended by ARRO Consulting's letter dated September 16, 2021; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve Payment Application No. 4 from Heisey Mechanical, LTD in the amount of \$23,118.30 for the WWTP Primary Clarifier and Thickener Rehab project as recommended by ARRO Consulting's letter dated September 9, 2021; motion carried.

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

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

### **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: \$52,465.83 for the Water Operating Fund and \$87,402.09 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Melhorn to approve the attached Requisition No. WBRI 21-16 in the amount of \$15,257.55 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. SBRI 21-7 in the amount of \$23,118.30 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. Melhorn to adjourn. Motion carried and the meeting adjourned at 4:34 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: October 19, 2021

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>597,513.77</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	18,541.15	Payroll	Acct. 21544
	\$	40,299.80	Expenses	Acct. 21510
	\$	<u>58,840.95</u>	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>656,354.72</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>2,779,006.90</u>		

Water Fund

Debit	06.448.702	Water Wages	\$	6,494.56	Kling, Zach, Shawn
	06.449.752	Construction Crew Wages	\$	4,976.87	Jim, Jason, Chris, Ryan, Leon, Rory (Split)
	06.400.782	Authority Manager	\$	1,700.25	Joe (Split)
	06.400.783	Operations Manager	\$	1,474.26	Kapcsos (Split)
	06.400.784	Business Manager	\$	1,110.10	Angie (Split)
	06.400.785	Administrative Assistant	\$	923.20	Lindsey (Split)
	06.400.790	Board Members	\$	312.50	Members paid per month (Split) (Pay closest to 1st Tuesday)
	06.400.804	Employer Taxes	\$	1,367.93	Split
	06.400.804	ADP Invoice	\$	83.75	Split
	06.400.791	Employer 457B Contribution	\$	97.73	Ryan, Chris
		<b>TOTAL</b>	<b>\$</b>	<b>18,541.15</b>	

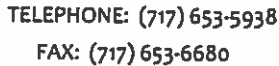
# Mount Joy Authority

## Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
138	Cash Management	Adjustment-Paymen	10/19/2021	Capital Blue Cross 1st Payment (ACH	\$0.00	\$32,171.33	(\$32,171.33)	10/19/2021	Outstanding
3254	Accounts Payable	Computer Check	10/19/2021	AIRGAS USA LLC	\$0.00	\$21.86	(\$32,193.19)	10/19/2021	Outstanding
3255	Accounts Payable	Computer Check	10/19/2021	AMS	\$0.00	\$1,975.17	(\$34,168.36)	10/19/2021	Outstanding
3256	Accounts Payable	Computer Check	10/19/2021	CENTURYLINK	\$0.00	\$240.86	(\$34,409.22)	10/19/2021	Outstanding
3257	Accounts Payable	Computer Check	10/19/2021	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$3,299.28	(\$37,708.50)	10/19/2021	Outstanding
3258	Accounts Payable	Computer Check	10/19/2021	GUTTMAN ENERGY INC.	\$0.00	\$310.99	(\$38,019.49)	10/19/2021	Outstanding
3259	Accounts Payable	Computer Check	10/19/2021	HACH COMPANY	\$0.00	\$262.71	(\$38,282.20)	10/19/2021	Outstanding
3260	Accounts Payable	Computer Check	10/19/2021	J.B. HOSTETTER & SONS, INC.	\$0.00	\$198.91	(\$38,481.11)	10/19/2021	Outstanding
3261	Accounts Payable	Computer Check	10/19/2021	OFFICE BASICS INC.	\$0.00	\$24.35	(\$38,505.46)	10/19/2021	Outstanding
3262	Accounts Payable	Computer Check	10/19/2021	PA ONE CALL SYSTEM, INC.	\$0.00	\$152.93	(\$38,658.39)	10/19/2021	Outstanding
3263	Accounts Payable	Computer Check	10/19/2021	PMAA U. C. FUND	\$0.00	\$43.23	(\$38,701.62)	10/19/2021	Outstanding
3264	Accounts Payable	Computer Check	10/19/2021	PPL	\$0.00	\$85.91	(\$38,787.53)	10/19/2021	Outstanding
3265	Accounts Payable	Computer Check	10/19/2021	PRWA	\$0.00	\$70.00	(\$38,857.53)	10/19/2021	Outstanding
3266	Accounts Payable	Computer Check	10/19/2021	SERVICE SUPPLY CORP	\$0.00	\$353.06	(\$39,210.59)	10/19/2021	Outstanding
3267	Accounts Payable	Computer Check	10/19/2021	SHERMAN-GIBSON SYSTEMS CO	\$0.00	\$280.00	(\$39,490.59)	10/19/2021	Outstanding
3268	Accounts Payable	Computer Check	10/19/2021	SUBURBAN TESTING LABS	\$0.00	\$256.50	(\$39,747.09)	10/19/2021	Outstanding
3269	Accounts Payable	Computer Check	10/19/2021	THE SHERWIN-WILLIAMS CO	\$0.00	\$364.54	(\$40,111.63)	10/19/2021	Outstanding
3270	Accounts Payable	Computer Check	10/19/2021	UGI UTILITIES, INC.	\$0.00	\$28.17	(\$40,139.80)	10/19/2021	Outstanding
3271	Accounts Payable	Computer Check	10/19/2021	WOLGGIE S LAWN CARE LLC.	\$0.00	\$160.00	(\$40,299.80)	10/19/2021	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$8,128.47)
Total Payments:	(\$8,128.47)
Adjustments:	
Payment Adjustments	(\$32,171.33)
Deposit Adjustments	\$0.00
Total Adjustments:	(\$32,171.33)
Total Change in Register Balance:	(\$40,299.80)



P.O. BOX 25  
MOUNT JOY, PA 17552  
INCORPORATED 1948

DATE:                      October 19, 2021

**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:	\$	734,843.47		
TOTAL AMOUNT OF THIS REQUISITION:	\$	22,370.74	Payroll	Acct. 21544
	\$	35,859.26	Expenses	Acct. 21536
	\$	58,230.00	Total	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	793,073.47		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	2,976,116.68		

Payroll Journal Entry  
Payroll # 20

Sewer Fund

Debit	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				
	08.400.790	Board Members				
	08.400.804	Employer Taxes				
	08.400.804	ADP Invoice				
	08.400.791	Employer 457B Contribution				
		<b>TOTAL</b>				
			\$ 10,324.16	Dennis, Gary, Rex, David		
			\$ 4,976.86	Jim, Jason, Chris, Ryan, Leon, Rory (Split)		
			\$ 1,700.25	Joe (Split)		
			\$ 1,474.27	Kapcsos (Split)		
			\$ 1,110.09	Angie (Split)		
			\$ 923.20	Lindsey (Split)		
			\$ 312.50	Members paid per month (Split)	(Pay closest to 1st Tuesday)	
			\$ 1,367.93	Split		
			\$ 83.75	Split		
			\$ 97.73	Ryan, Chris		
			<b>\$ 22,370.74</b>			

# Mount Joy Authority

## Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
3391	Accounts Payable	Computer Check	10/19/2021	AIRGAS USA LLC	\$0.00	\$65.59	(\$65.59)	10/19/2021	Outstanding
3392	Accounts Payable	Computer Check	10/19/2021	ALS GROUP USA CORP.	\$0.00	\$238.00	(\$303.59)	10/19/2021	Outstanding
3393	Accounts Payable	Computer Check	10/19/2021	AMERIGREEN, INC.	\$0.00	\$17,089.50	(\$17,393.09)	10/19/2021	Outstanding
3394	Accounts Payable	Computer Check	10/19/2021	AMS	\$0.00	\$1,975.17	(\$19,368.26)	10/19/2021	Outstanding
3395	Accounts Payable	Computer Check	10/19/2021	CARMEUSE LIME & STONE	\$0.00	\$3,612.02	(\$22,980.28)	10/19/2021	Outstanding
3396	Accounts Payable	Computer Check	10/19/2021	COYNE CHEMICAL	\$0.00	\$2,227.20	(\$25,207.48)	10/19/2021	Outstanding
3397	Accounts Payable	Computer Check	10/19/2021	E-TOWN AUTO PARTS	\$0.00	\$76.60	(\$25,284.08)	10/19/2021	Outstanding
3398	Accounts Payable	Computer Check	10/19/2021	GUTTMAN ENERGY INC.	\$0.00	\$283.46	(\$25,567.54)	10/19/2021	Outstanding
3399	Accounts Payable	Computer Check	10/19/2021	HACH COMPANY	\$0.00	\$505.14	(\$26,072.68)	10/19/2021	Outstanding
3400	Accounts Payable	Computer Check	10/19/2021	HIGHWAY MATERIALS, INC.	\$0.00	\$502.11	(\$26,574.79)	10/19/2021	Outstanding
3401	Accounts Payable	Computer Check	10/19/2021	J.B. HOSTETTER & SONS, INC.	\$0.00	\$659.52	(\$27,234.31)	10/19/2021	Outstanding
3402	Accounts Payable	Computer Check	10/19/2021	MCCARTHY TIRE SERVICE	\$0.00	\$1,015.26	(\$28,249.57)	10/19/2021	Outstanding
3403	Accounts Payable	Computer Check	10/19/2021	MCCRARY ENTERPRISES INC	\$0.00	\$369.18	(\$28,618.75)	10/19/2021	Outstanding
3404	Accounts Payable	Computer Check	10/19/2021	OFFICE BASICS INC.	\$0.00	\$359.62	(\$28,978.37)	10/19/2021	Outstanding
3405	Accounts Payable	Computer Check	10/19/2021	PA ONE CALL SYSTEM, INC.	\$0.00	\$152.92	(\$29,131.29)	10/19/2021	Outstanding
3406	Accounts Payable	Computer Check	10/19/2021	PMAA U. C. FUND	\$0.00	\$43.22	(\$29,174.51)	10/19/2021	Outstanding
3407	Accounts Payable	Computer Check	10/19/2021	POLLU TECH, INC.	\$0.00	\$5,170.00	(\$34,344.51)	10/19/2021	Outstanding
3408	Accounts Payable	Computer Check	10/19/2021	PRWA	\$0.00	\$70.00	(\$34,414.51)	10/19/2021	Outstanding
3409	Accounts Payable	Computer Check	10/19/2021	RUFUS BRUBAKER REGRIGERAT	\$0.00	\$544.14	(\$34,958.65)	10/19/2021	Outstanding
3410	Accounts Payable	Computer Check	10/19/2021	SERVICE SUPPLY CORP	\$0.00	\$353.06	(\$35,311.71)	10/19/2021	Outstanding
3411	Accounts Payable	Computer Check	10/19/2021	SUBURBAN TESTING LABS	\$0.00	\$320.00	(\$35,631.71)	10/19/2021	Outstanding
3412	Accounts Payable	Computer Check	10/19/2021	THE UPS STORE 3853	\$0.00	\$11.36	(\$35,643.07)	10/19/2021	Outstanding
3413	Accounts Payable	Computer Check	10/19/2021	UGI UTILITIES, INC.	\$0.00	\$66.19	(\$35,709.26)	10/19/2021	Outstanding
3414	Accounts Payable	Computer Check	10/19/2021	VECTOR SECURITY	\$0.00	\$150.00	(\$35,859.26)	10/19/2021	Outstanding

### Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$35,859.26)
Total Payments:	(\$35,859.26)
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
Total Adjustments:	\$0.00
Total Change in Register Balance:	(\$35,859.26)

MOUNT JOY BOROUGH AUTHORITY  
WATER SYSTEM  
RESOLUTION AND REQUISITION

WATER SYSTEM REQUISITION NO.: WBRI 21-18

Date: October 19, 2021

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"		\$ 4,368.09

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 19, 2021 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the 19th day of October, 2021.

\_\_\_\_\_  
(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>
Drohan Brick & Supply, Inc. P.O. Box 277 Mount Joy, PA 17552	Water Street Water Main Replacement Project; Invoice 0033305-00	\$ 458.00
Highway Materials, Inc. P.O. Box 62879 Baltimore, MD 21264-2879	Water Street Water Main Replacement Project; Invoice 240893	\$ 459.82
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	Water Street Water Main Replacement Project; Invoice Q235596	\$ 560.47
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	Water Street Water Main Replacement Project; Invoice Q235597	\$ 730.55
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	Water Street Water Main Replacement Project; Invoice Q235598	\$ 914.60
Rohrer's Incorporated P.O. Box 365 Lititz, PA 17543-0365	Water Street Water Main Replacement Project; Invoice Q235405	\$ 892.15
SM Johns & Son Construction, LLC 3 Sarah Lane Mount Joy, PA 17522	New Street Water Main Replacement Project; Invoice 8952	\$ 352.50