

# Mount Joy Borough Authority <br> Pre-Authority Meeting Agenda 4:00 PM, October 20, 2020 

1. Call to Order
2. Roll Call—Chairman Rebman, Mr. Derr, Mr. Weems, Mr. Metzler and Mr. Ruffini
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 15, 2020.
6. Unfinished Business:
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. 10 for the Water Operating Fund in the amount of $\$ 34,656.86$ and Sewer Operating Fund in the amount of $\$ 32,713.99$.
B. Consider approval of Requisition No. WBRI 20-17 from the Water Bond Redemption and Improvement Fund in the amount of $\$ 19,959.17$.
10. Meetings and dates of importance:
A. Wednesday, November 4, 2020
B. Wednesday, November 11, 2020
C. Tuesday, November 17, 2020
D. Tuesday, December 1, 2020

Regular Monthly Meeting - 4 PM
Finance Committee Meeting - 5 PM
Pre-Authority Meeting - 4 PM
Regular Monthly Meeting - 4 PM
11. Adjournment

Mount Joy Borough Authority<br>Pre-Authority<br>September 15, 2020<br>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 and Mr. Ruffini. Also, present were Angie Fenicle, and Scott Kapcsos, Jimmy Dennis from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Rebman and Mr. Weems were 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. Warfel provided updates on the following projects and developments:
South Jacob Street Water Treatment Plant and Well 3 Site - ARRO continues to coordinate with the Authority and PACT TWO, LLC relative to warranty items and final close out documents from PACT TWO and sub-contractors. ARRO also continues to follow up on warranty issues with W.C. Eshenaur relating to the dehumidification/heating system, and indicated that a new heater was in production and should be provided by mid-to-late September.
Lumber Street Elevated Tank Rehabilitation - Minaon, Inc. has effectively completed the painting of the two tanks. ARRO is working with Minaon and Mr. Doug DeClerck to establish a timeline for substantial and final completion including closeout documents.
Wastewater Treatment Plant Digester Gas System - ARRO had several discussions with Authority staff, manufacture and manufacturer's representative and has scheduled an onsite meeting on September $23^{\text {rd }}$ for further assessment and discussion.

Marietta Avenue Pedestrian Safety Project - ARRO has been providing construction observation services while the contractor is installing storm sewer piping close to the Authority's water and sanitary sewer facilities.
South Jacob Street Water Plant 1-Yr Operation Report - ARRO has provided staff with a draft copy of the report. Staff reviewed and discussed with ARRO. ARRO is currently revising the draft to include final operational data provided by staff. ARRO anticipates having the final report ready to submit to PA DEP by September $25^{5 \text { th }}$.
Wasterwater Treatment Plant Clarifier \& Thickener Rehabilitation - The drive units have been received by the contractor and are scheduled to be onsite the week of September $14^{\text {th }}$ to start the disassembly and installation site work.

Laurel Harvest Labs - The contractor has begun site work and noted some utility conflicts with the storm sewer facilities and the Authority's water and sanitary sewer facilities; adjustments have been reviewed and made in the field as needed. A meeting is scheduled this week to discuss the NPDES permit amendment.

Elm Tree Properties - Phase 5A-The owner has requested the Authority accepts dedication of the water and sanitary sewer facilities. ARRO has reviewed the records and submitted a recommendation letter to accept dedication.
Good Country Fruit - ARRO is continuing to review and provide recommendations on the record drawings.
Scheler Property - ARRO is continuing to review and provide recommendations on the record drawings.
Holiday Inn - The contractor as completed final paving. ARRO will witness the vacuum testing of the sanitary sewer manholes the week of September $14^{\text {th }}$. ARRO met with Authority staff to review paving restoration of Authority Drive and feel the contractor will perform restoration to the Authority's satisfaction.
The Meadows - The owner has requested the release of the 18 -months maintenance agreement and associated escrow funds. ARRO has reviewed and submitted a recommendation letter to release the funds.

## Authority Manager Report

Mr. Ardini provided a written report, was not in attendance.

## Operations Manager Report

Mr. Kapcsos provided a written report and highlighted the following:
Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Construction Department:

- Springville Road water main replacement project: Staff has completed the $8^{\prime \prime}$ water main installation. Water samples were taken and submitted. Staff will perform hydrostatic testing this week and will proceed with connecting service lines following a successful pressure test.

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Water System:

- Staff completed the water and wastewater reporting.
- Staff has been working on creating Standard Operating Procedures to include with our 12-month report to PA DEP.
- Staff has nearly completed all meter repair work orders for the third quarter readings. There has also been an unusual large amount of high user letters mailed this quarter of which could be related to the stay at home order from COVID-19.

Mr. Kapcsos informed and updated the Authority Board on issues and statuses for the Wastewater System:

- Heisey Mechanical will be starting the Clarifier \& Thickener Rehabilitation Project this week.
- Staff will be televising the sewer mains at Elm Tree Phase 5A this week.
- Staff replaced DO probes at both the aeration tank and the UV tank. Staff also performed maintenance cleaning the UV tank.

Mr. Kapcsos informed and updated the Board on other related topics:

- Staff has noted a billing error with the new Kamstrup meters that were installed during the second quarter. Mr. Kapcsos made Core \& Main aware, of which in return, will provide credits on future meter purchases until the lost of revenue is recouped.
- Susquehanna Municipal Trust (SMT) has cancelled the safety inspections that were scheduled this week.


## 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 August 18, 2020 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 Resolution No. 4-20 to enter into a Deed of Dedication for the conveyance of Interest in Utility Facilities to serve Elm Tree Properties, LLC Phase 5A and to maintain the letter of credit of $15 \%$ of construction cost for 18 months as recommended by ARRO Consulting's letter dated September 4, 2020; motion carried.

## Any Other Matter Proper to Come before the Authority

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

A MOTION was made by Mr. Metzler and a second by Mr. Ruffini to approve the attached Requisition No. 8 as follows: $\$ 26,635.97$ from the Water Operating Fund and $\$ 46,837.48$ from the Sewer Operating Fund; motion carried.
A MOTION was made by Mr. Ruffini and a second by Mr. Metzler to approve the attached Requisition No. WBRI 2015 from the Water Bond Redemption and Improvement Fund in the amount of $\$ 10,008.53$; motion carried.

## Adjournment

There being no further business, a MOTION was made by Mr. Metzler and seconded by Mr. Ruffini to adjourn. Motion carried and the meeting adjourned at 4:45 PM.

Respectfully submitted,

Paul F. Ruffini
Assistant Secretary


TELEPHONE: (717) 653-5938
FAX: (717) 653-6680

MOUNT JOY BOROUGH AUTHORITY<br>P.O. BOX 25<br>MOUNT JOY, PA 17552<br>INCORPORATED 1948

WATER OPERATING REQUISITION NO.:

October 20, 2020
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 reqisitioned, 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:
TOTAL AMOUNT OF THIS REQUISITION:
$\$ 604,663.20$

TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:
$\$ \quad 2,687,000.00$

| Debit | 06.448 .702 | Water Wages | $\$$ | $7,381.58$ | Kling, Zach, Shawn |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  | 06.449 .752 | Construction Crew Wages | $\$$ | $4,621.86$ | Jim, Jason, Chris, Ryan, Leon, Rory (Split) |
| 06.400 .782 | Authority Manager | $\$$ | $1,658.78$ | Joe (Split) |  |
|  | 06.400 .783 | Operations Manager | $\$$ | $1,438.31$ | Kapcsos (Split) |
|  | 06.400 .784 | Business Manager | $\$$ | $1,083.02$ | Angie (Split) |
|  | 06.400 .785 | Administrative Assistant | $\$$ | 900.80 | Lindsey (Split) |
| 06.400 .790 | Board Members | $\$$ | 250.00 | Members paid per month (Split) | (Pay closest to 1st Tuesday) |
| 06.400 .804 | Employer Taxes | $\$$ | $1,358.11$ | Split |  |
| 06.400 .804 | ADP Invoice | $\$$ | 78.70 | Split |  |
| 06.400 .791 | Employer 457B Contribution | $\$$ | 41.84 | Ryan |  |




TELEPHONE: (717)653-5938
FAX: (717) 653-6680

## MOUNT JOY BOROUGH AUTHORITY <br> P.O. BOX 25 <br> MOUNT JOY, PA 17552

INCORPORATED 1948

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:

TOTAL AMOUNT OF THIS REQUISITION:

TOTAL AMOUNT REQUISITIONED TO DATE:

TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:
$\$ \quad 736,349.59$

| $\$$ | $21,564.57$ | Payroll | Acct. 21544 |
| :--- | ---: | :--- | ---: |
| $\$$ | $11,149.42$ | Expenses | Acct. 21536 |
| $\$$ | $32,713.99$ | Total |  |

$\$ 2,883,300.00$
Sewer Fund
Debit $\quad 08.429 .730$
Payroll Journal Entry
Payroll \# 20
(Pay closest to 1st Tuesday)
Transaction
Tve
 Computer Check




# MOUNT JOY BOROUGH AUTHORITY <br> WATER SYSTEM <br> RESOLUTION AND REQUISITION 

WATER SYSYTEM REQUISITION NO.: WBRI 20-17
Date: October 20, 2020

## RESOLUIION

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:

| Payee | Purpose of Obligation | Amount of this Requisition |  |
| :---: | :---: | :---: | :---: |
| SEE ATTACHED |  |  |  |
| EXHIBIT "A" |  | \$ | 19,959.17 |

## 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 20, 2020 and remains in full force and effect on the date hereof.

THIS CERTIFICATE is executed the __20th__ day of October_, 2020.
(Secretary) (Assistant Secretary)

AUTHORITY SEAL
Payee
Exeter Supply Company, Inc.
117 Prospect Street
Reading, PA 19606

Purpose of Obligation

Springville Road Water Main
Project; Invoice 326526

Springville Road Water Main
Project; Invoice 0027079-00

Rohrer's Incorporated
P.O. Box 365

Lititz, PA 17543-0365
Drohan Brick \& Supply, Inc.
P.O. Box 277

Mount Joy, PA 17552

Springville Road Water Main
Project; Invoice Q223027

Springville Road Water Main
Project; Invoice Q223309

Springville Road Water Main
Project; Invoice 3061390

Springville Road Water Main
Project; Invoice 3060947

Springville Road Water Main
$\$$
P.O. Box 415396

Boston, MA 02241-5396

| Payee | Purpose of Obligation | Amount of this Requisition |  |
| :---: | :---: | :---: | :---: |
| McMinn's Asphalt P.O. Box 415396 Boston, MA 02241-5396 | Springville Road Water Main Project; Invoice 3062371 | \$ | 542.16 |
| McMinn's Asphalt <br> P.O. Box 415396 <br> Boston, MA 02241-5396 | Springville Road Water Main Project; Invoice 3061778 | \$ | 704.97 |
| Schaedler Yesco Distribution 3982 Paxton Street <br> P.O. Box 4990 <br> Harrisburg, PA 17111-0990 | Wells 1 and 2 PLC Upgrades; Invoice S5871332.001 | \$ | 12,669.33 |

