



**Mount Joy Borough Authority Meeting  
Agenda  
4:00 PM, September 19, 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 August 15, 2023.
6. Unfinished Business
  - A.
7. New Business
  - A. Consider approval of Resolution No. 9-2023 to authorize the disposition of public records as set forth in the Municipal Records Manual.
  - B.
8. Any other matter proper to come before the Authority
  - A.
9. Authorization to pay bills
  - A. Consider approval of Requisition No. 9 for the Water Operating Fund in the amount of \$47,155.07 and Sewer Operating Fund in the amount of \$62,260.21.
10. Meetings and dates of importance
  - A. Tuesday, October 3, 2023                      Regular Monthly Meeting – 4 PM
  - B. Tuesday, October 17, 2023                      Pre-Authority Meeting – 4 PM
  - C. Tuesday, October 24, 2023                      Administration Committee Meeting – 10 AM
  - D. Wednesday, November 8, 2023                      Regular Monthly Meeting – 4 PM
11. Executive Session
12. Adjournment

Mount Joy Borough Authority  
Pre-Authority  
August 15, 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, and Mr. Ruffini. Also, present were Angie Fenicle and Scott Kapcsos. Mr. Metzler and Mr. Melhorn were 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 Florin Hill reached out to move forward with plans that were submitted in 2020. ARRO is currently reviewing the plans and will submit a current letter of recommendation.

**Interim Manager Report**

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

Mr. Kapcsos informed the Board that Authority staff will be participating in a mock emergency with DEP staff tomorrow at well #1. Mr. Kapcsos noted that he was contacted asking if the Authority would be willing to allow DEP and their emergency response team to perform a live mock emergency for training purposes.

Mr. Kapcsos informed the Board that staff has been researching the options of sending some of the testing performed at the wastewater plant by Authority staff to Suburban Labs.

Mr. Kapcsos provided an update on the security cameras: Mr. Kapcsos stated that he met with the company and traveled to South Jacob Street Water Plant, Booster Station, and Wells 1, 2 and 3; currently waiting for a quote.

Mr. Kapcsos informed the Board that the Borough has applied for a grant for Little Chiques Park Stream Bank Restoration Project and was declined; however, the Borough is re-applying for the grant and needed an access agreement to enter the Authority's property, Mr. Kapcsos signed the agreement on behalf of the Authority.

Mr. Kapcsos informed the Board that Borough Council approved the Employee Appreciation Day.

**Business Manager Report**

Mrs. Fenicle provided an update on the 2022 Annual Audit: Mrs. Fenicle stated that the draft Audit was received, and staff is reviewing and completing the management letter this week. Mrs. Fenicle noted that the audit will be presented at the next meeting, September 5<sup>th</sup>.

**Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Derr and a second by Mr. Ruffini to approve the July 18, 2023, meeting minutes as presented; motion carried.

**Unfinished Business**

There was no unfinished business to discuss.

**New Business**

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve the employee handbook addendum effective August 15, 2023; motion carried.

A **MOTION** was made by Mr. Ruffini and a second by Mr. Derr to approve Resolution No. 8-23 amending the 2023 Schedule of Fees; 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. Derr and a second by Mr. Ruffini to approve the attached Requisition No. 7 as follows: \$32,639.65 for the Water Operating Fund and \$39,274.05 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 4:37 PM.

Respectfully submitted,

Paul F. Ruffini  
Assistant Secretary

**RESOLUTION NO.   9   - 2023**  
**MOUNT JOY BOROUGH AUTHORITY**  
**LANCASTER, COUNTY, PENNSYLVANIA**

Resolved by the Board of Directors of Mount Joy Borough Authority, Lancaster County, that:

WHEREAS, by virtue of Resolution No. 8-2021, adopted on September 7, 2021, the Mount Joy Borough Authority declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and amended on July 23, 2009 and March 28, 2019; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mount Joy Borough Authority, Lancaster County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

**GENERAL FINANCIAL AND PURCHASING RECORDS (ALL FUNDS)**

1. Accounts Payable Files and Ledgers – 2016 and prior (7 year retention)
2. Accounts Receivable Files and Ledgers – 2016 and prior (7 year retention)
3. Bank Statements and Reconciliations – 2016 and prior (7 year retention)
4. Bills – 2016 and prior (7 year retention)
5. Cancelled Checks – 2016 and prior (7 year retention)
6. Check Registers – 2016 and prior (7 year retention)
7. Daily Cash Records – 2016 and prior (3 year retention)
8. Deposit Slips – 2016 and prior (7 year retention)
9. Invoices – 2016 and prior (7 year retention)
10. Requisitions – 2016 and prior (7 year retention)
11. Purchase Orders – 2016 and prior (7 year retention)

**CUSTOMER BILL COLLECTION**

1. Bills, Paid Receipts – 2016 and prior (7 year retention)
2. Meter Reading Records – 2016 and prior (5 year retention)

**ADMINISTRATIVE & LEGAL RECORDS**

1. Ethics Commission Statements of Financial Interest – 2016 and prior (5 year retention)
2. Worker’s Compensation Records – 2016 and prior (4 year retention after final settlement) and 2011 and prior of date of that suspension agreement has been filed (10 year retention)
3. Insurance Claims and Policies – 2016 and prior (6 year retention after final settlement and expiration date)
4. Public Hearing Notices & Proof of Publication – 2013 and prior (10 year retention)
5. Bids, Proposals, Price Quotations and Qualified Contractor Memoranda (If successful, 6 year retention after termination of contracts) – 2016 and prior

6. Bids, Proposals, Price Quotations and Qualified Contractor Memoranda (If unsuccessful, 3 year retention after job completion) – 2016 and prior
7. Satisfied Municipal Lien Files – 2016 and prior (1 year retention)
8. Right To Know Law Requests – 2016 and prior (2 year retention)

**PUBLIC WORKS/ENGINEERING RECORDS**

1. Public Work and Engineering Records (5 year retention) – 2016 and prior
2. Street Cut/Excavation/HOP Permits (5 year retention) – 2016 and prior

**WASTE MANAGEMENT/SEWAGE DISPOSAL RECORDS**

1. BioSolids Disposal Lab Analysis Reports (30 year retention) – 1993 and prior

**WATER QUALITY, SUPPLY & DISTRUBUTION RECORDS**

1. Water Quality Records (12 year retention) – 2011 and prior except annual water supply records, emergency response plans, and operation and maintenance plans, which documents shall be retained until superseded or obsolete
2. Monthly Operating Reports (10 year retention) – 2013 and prior

Attest: \_\_\_\_\_  
                  Authority Secretary

By: \_\_\_\_\_  
                  Authority Chairperson

Date: September 19, 2023



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.: 9

DATE: September 19, 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

AMOUNT OF PREVIOUS REQUISITIONS:	\$	<u>593,733.11</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	15,859.69	Payroll	Acct. 21544
	\$	<u>31,295.38</u>	Expenses	Acct. 21510
	\$	<u><b>47,155.07</b></u>	<b>Total</b>	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>640,888.18</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,124,435.20</u>		

Payroll Journal Entry  
 Payroll # 18

**Water Fund**

Debit	06.448.702	Water Wages	\$	5,007.62	Kling, Shawn
	06.449.752	Construction Crew Wages	\$	5,312.41	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	\$	1,236.26	Split
	06.400.804	ADP Invoice	\$	81.64	Split
	06.400.791	Employer 457B Contribution	\$	160.99	Ryan, Chris, Rory
		<b>TOTAL</b>	<b>\$</b>	<b>15,859.69</b>	

# Mount Joy Authority

## Water Operating Fund Check Register - Water Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
4530	Accounts Payable	Computer Check	09/15/2023	ADVANCE AUTO PARTS	\$0.00	\$8.74	(\$8.74)	09/15/2023	Outstanding
4531	Accounts Payable	Computer Check	09/15/2023	AIRGAS USA LLC	\$0.00	\$31.99	(\$40.73)	09/15/2023	Outstanding
4532	Accounts Payable	Computer Check	09/15/2023	AMS	\$0.00	\$73.87	(\$114.60)	09/15/2023	Outstanding
4533	Accounts Payable	Computer Check	09/15/2023	BRIGHTSPEED	\$0.00	\$238.07	(\$352.67)	09/15/2023	Outstanding
4534	Accounts Payable	Computer Check	09/15/2023	CHEMICAL EQUIPMENT LABS IN	\$0.00	\$8,619.24	(\$8,971.91)	09/15/2023	Outstanding
4535	Accounts Payable	Computer Check	09/15/2023	CRYSTAL SPRINGS	\$0.00	\$33.97	(\$9,005.88)	09/15/2023	Outstanding
4536	Accounts Payable	Computer Check	09/15/2023	EXETER SUPPLY COMPANY, INC.	\$0.00	\$2,193.32	(\$11,199.20)	09/15/2023	Outstanding
4537	Accounts Payable	Computer Check	09/15/2023	GARY KARICHNER JR	\$0.00	\$157.00	(\$11,356.20)	09/15/2023	Outstanding
4538	Accounts Payable	Computer Check	09/15/2023	GUTTMAN ENERGY INC.	\$0.00	\$295.90	(\$11,652.10)	09/15/2023	Outstanding
4539	Accounts Payable	Computer Check	09/15/2023	ID ANSWERS	\$0.00	\$100.00	(\$11,752.10)	09/15/2023	Outstanding
4540	Accounts Payable	Computer Check	09/15/2023	J.B. HOSTETTER & SONS, INC.	\$0.00	\$463.32	(\$12,215.42)	09/15/2023	Outstanding
4541	Accounts Payable	Computer Check	09/15/2023	L/B WATER SERVICE, INC.	\$0.00	\$192.00	(\$12,407.42)	09/15/2023	Outstanding
4542	Accounts Payable	Computer Check	09/15/2023	LANCASTER GENERAL HEALTH	\$0.00	\$133.50	(\$12,540.92)	09/15/2023	Outstanding
4543	Accounts Payable	Computer Check	09/15/2023	PA ONE CALL SYSTEM, INC.	\$0.00	\$180.16	(\$12,721.08)	09/15/2023	Outstanding
4544	Accounts Payable	Computer Check	09/15/2023	PPL	\$0.00	\$204.42	(\$12,925.50)	09/15/2023	Outstanding
4545	Accounts Payable	Computer Check	09/15/2023	S&T BANK FOB MOUNT JOY BO	\$0.00	\$11,377.37	(\$24,302.87)	09/15/2023	Outstanding
4546	Accounts Payable	Computer Check	09/15/2023	SERVICE SUPPLY CORP	\$0.00	\$131.49	(\$24,434.36)	09/15/2023	Outstanding
4547	Accounts Payable	Computer Check	09/15/2023	SM JOHNS & SONS CONSTRUC	\$0.00	\$249.45	(\$24,683.81)	09/15/2023	Outstanding
4548	Accounts Payable	Computer Check	09/15/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$1,070.00	(\$25,753.81)	09/15/2023	Outstanding
4549	Accounts Payable	Computer Check	09/15/2023	SUSQUEHANNA RIVER BASIN C	\$0.00	\$475.00	(\$26,228.81)	09/15/2023	Outstanding
4550	Accounts Payable	Computer Check	09/15/2023	TROUT, CPA	\$0.00	\$4,900.00	(\$31,128.81)	09/15/2023	Outstanding
4551	Accounts Payable	Computer Check	09/15/2023	UGI UTILITIES, INC.	\$0.00	\$31.57	(\$31,160.38)	09/15/2023	Outstanding
4552	Accounts Payable	Computer Check	09/15/2023	WOLGGIE S LAWN CARE LLC.	\$0.00	\$135.00	(\$31,295.38)	09/15/2023	Outstanding

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$31,295.38)
<b>Total Payments:</b>	<b>(\$31,295.38)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$31,295.38)</b>





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.: 9

DATE: September 19, 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>718,195.55</u>		
TOTAL AMOUNT OF THIS REQUISITION:	\$	21,031.18	Payroll	Acct. 21544
	\$	41,229.03	Expenses	Acct. 21536
	\$	<u><b>62,260.21</b></u>	<b>Total</b>	
TOTAL AMOUNT REQUISITIONED TO DATE:	\$	<u>780,455.76</u>		
TOTAL CURRENT FISCAL YEAR APPROVED BUDGET:	\$	<u>3,228,704.00</u>		

Payroll Journal Entry  
 Payroll # 18

## Sewer Fund

Debit	08.429.730	Sewer Wages		\$ 10,179.12	Gary, Rex, David, Paisun
	08.428.710	Construction Crew Wages		\$ 5,312.41	Jim, Jason, Chris, Ryan, Randal, Rory (Split)
	08.400.782	Authority Manager		\$ 1,730.77	Kapcsos (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		\$ 1,236.25	Split
	08.400.804	ADP Invoice		\$ 81.64	Split
	08.400.791	Employer 457B Contribution		\$ 160.99	Ryan, Chris, Rory
		<b>TOTAL</b>		<b>\$ 21,031.18</b>	

# Mount Joy Authority

## Sewer Operating Fund Check Register - Sewer Operating Fund

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Total	Post Date	Status
4794	Accounts Payable	Computer Check	09/15/2023	ADVANCE AUTO PARTS	\$0.00	\$8.74	(\$8.74)	09/15/2023	Outstanding
4795	Accounts Payable	Computer Check	09/15/2023	AIRGAS USA LLC	\$0.00	\$95.95	(\$104.69)	09/15/2023	Outstanding
4796	Accounts Payable	Computer Check	09/15/2023	AMS	\$0.00	\$73.86	(\$178.55)	09/15/2023	Outstanding
4797	Accounts Payable	Computer Check	09/15/2023	CRYSTAL SPRINGS	\$0.00	\$91.42	(\$269.97)	09/15/2023	Outstanding
4798	Accounts Payable	Computer Check	09/15/2023	DEPT OF ENVIRONMENTAL PRO	\$0.00	\$220.00	(\$489.97)	09/15/2023	Outstanding
4799	Accounts Payable	Computer Check	09/15/2023	E-TOWN AUTO PARTS	\$0.00	\$190.42	(\$680.39)	09/15/2023	Outstanding
4800	Accounts Payable	Computer Check	09/15/2023	GARDEN SPOT MECHANICAL, IN	\$0.00	\$5,095.00	(\$5,775.39)	09/15/2023	Outstanding
4801	Accounts Payable	Computer Check	09/15/2023	GARY KARICHNER JR	\$0.00	\$157.00	(\$5,932.39)	09/15/2023	Outstanding
4802	Accounts Payable	Computer Check	09/15/2023	GUTTMAN ENERGY INC.	\$0.00	\$313.50	(\$6,245.89)	09/15/2023	Outstanding
4803	Accounts Payable	Computer Check	09/15/2023	ID ANSWERS	\$0.00	\$100.00	(\$6,345.89)	09/15/2023	Outstanding
4804	Accounts Payable	Computer Check	09/15/2023	J.B. HOSTETTER & SONS, INC.	\$0.00	\$154.06	(\$6,499.95)	09/15/2023	Outstanding
4805	Accounts Payable	Computer Check	09/15/2023	LANCASTER GENERAL HEALTH	\$0.00	\$133.50	(\$6,633.45)	09/15/2023	Outstanding
4806	Accounts Payable	Computer Check	09/15/2023	MOUNT JOY SOLAR POWER LLC	\$0.00	\$6,402.42	(\$13,035.87)	09/15/2023	Outstanding
4807	Accounts Payable	Computer Check	09/15/2023	PA ONE CALL SYSTEM, INC.	\$0.00	\$180.16	(\$13,216.03)	09/15/2023	Outstanding
4808	Accounts Payable	Computer Check	09/15/2023	PPL	\$0.00	\$594.78	(\$13,810.81)	09/15/2023	Outstanding
4809	Accounts Payable	Computer Check	09/15/2023	RESSLER PROPANE	\$0.00	\$1,320.94	(\$15,131.75)	09/15/2023	Outstanding
4810	Accounts Payable	Computer Check	09/15/2023	S&T BANK FOB MOUNT JOY BO	\$0.00	\$11,377.36	(\$26,509.11)	09/15/2023	Outstanding
4811	Accounts Payable	Computer Check	09/15/2023	SERVICE SUPPLY CORP	\$0.00	\$177.18	(\$26,686.29)	09/15/2023	Outstanding
4812	Accounts Payable	Computer Check	09/15/2023	SHARE CORPORATION	\$0.00	\$7,513.56	(\$34,199.85)	09/15/2023	Outstanding
4813	Accounts Payable	Computer Check	09/15/2023	SUBURBAN TESTING LABS, INC	\$0.00	\$1,216.00	(\$35,415.85)	09/15/2023	Outstanding
4814	Accounts Payable	Computer Check	09/15/2023	TROUT, CPA	\$0.00	\$4,900.00	(\$40,315.85)	09/15/2023	Outstanding
4815	Accounts Payable	Computer Check	09/15/2023	UGI UTILITIES, INC.	\$0.00	\$87.20	(\$40,403.05)	09/15/2023	Outstanding
4816	Accounts Payable	Computer Check	09/15/2023	USA BLUEBOOK	\$0.00	\$825.98	(\$41,229.03)	09/15/2023	Outstanding

### Summary by Transaction Type

<b>Total Deposits:</b>	<b>\$0.00</b>
Less Payments by Transaction Type:	
Computer Check	(\$41,229.03)
<b>Total Payments:</b>	<b>(\$41,229.03)</b>
Adjustments:	
Payment Adjustments	\$0.00
Deposit Adjustments	\$0.00
<b>Total Adjustments:</b>	<b>\$0.00</b>
<b>Total Change in Register Balance:</b>	<b>(\$41,229.03)</b>