

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JANUARY 28, 2016**

**At this time, Mr. Boland, Esq. took over the meeting for the election of the 2016 officers:**

A motion was made to open the floor for nomination for the office of Chairman, Vice-Chairperson, Secretary, Treasurer, Asst. Treasurer and Asst. Secretary by Mr. Wojchegoski, seconded by Ms. Keeler to open the floor for nominations and for Mr. Boland, Esq. to become temporary Chairperson for the nomination of officers. **Motion passed unanimously.**

A motion was made by Ms. Hurwitz seconded by Ms. Keeler to appoint Mr. Goodman as Chairman, Ms. Keeler as Vice-Chairperson, Ms. Hurwitz as Secretary, Mr. Wojchegoski as Treasurer, Mr. Hill as Asst. Treasurer and Ms. Shipe as Assistant Secretary. **Motion passed unanimously.**

A motion was made by Mrs. Keeler, seconded by Mr. Goodman to close the floor for nominations. **Motion passed unanimously.**

A motion was made by Ms. Keeler, seconded by Ms. Hurwitz to cast a unanimous ballot for the following offices.

**Mr. Goodman was elected as Chairman.  
Ms. Keeler was elected as Vice-Chairperson.  
Ms. Hurwitz was elected as Secretary.  
Mr. Wojchegoski was elected as Treasurer.  
Mr. Hill was elected as Assistant Treasurer.  
Ms. Shipe was elected as Assistant Secretary.**

**Motion passed unanimously.**

The Chairman, Mr. Goodman called the meeting to order at 6:15 PM with the Pledge of Allegiance to the flag.

The January meeting of the Antietam Valley Municipal Authority was held on the above-captioned date with the following answering the roll call:

Mr. Troy Goodman, Chairman  
Ms. Pamela Keeler, Vice-Chairperson  
Ms. Claudia Hurwitz, Secretary  
Mr. David Wojchegoski, Treasurer  
Mr. Curt Hill, Asst. Treasurer

**Also Present:**

Mr. Brian Boland, Esq., Kozloff Stoudt  
 Mr. Kevin Musheno, Esq., Kozloff Stoudt  
 Mr. Michael Sassaman, ARRO Consulting  
 Mr. Kerry Ustaszewski, Superintendent  
 Ms. Loretta Shipe, Office Manager/Assistant Secretary

**SOLICITOR:**

**Mr. Brian Boland, Esq. presented the Solicitor's Report.**

1. Mr. Boland, Esq. reported that he spoke to Penn View Mobile Home Park's legal counsel and they are working on moving the trailer off of the manhole.
2. Mr. Boland, Esq. reported that after meeting with representatives from Exeter Township an agreement was reached regarding the District No. 1 Sanitary Sewer Lines. A brief explanation was given by Mr. Boland, Esq. Motion was made by Ms. Keeler, seconded by Ms. Hurwitz to have Mr. Boland, Esp. prepare an agreement with Exeter Township for review in the amount of \$3,325.00 per year payable for 115 connections and to reset the number every five years in accordance with the formula. **Motion passed unanimously.**

**An Executive Session was called by Mr. Goodman at 6:20 PM to discuss matters of Personnel. No action was taken. The regular meeting was back in session at 6:53 PM.**

Motion was made to approve the minutes dated December 17, 2015 by Mr. Hill and seconded by Ms. Keeler. **Motion passed unanimously.**

**FINANCE:**

1. **Checks for Approval:** Check Nos. 4820 through 4842 totaling \$34,571.10 dated 01/29/16 from the General Account as well as Checks No. 2463 through 2466 and EFT's in the amount of \$11,558.28 dated 01/29/16 from the Payroll Account for a combined total of \$46,129.38 were approved on a motion by Mr. Hill and seconded by Ms. Keeler. **Motion passed unanimously.**

Mr. Ustaszewski stated that Check No. 4822 and 4828 are dealing with the brown out we had November 30<sup>th</sup> into December 1, 2015. Mr. Ustaszewski explained that Ms. Shipe has submitted a claim to Met-Ed. Ms. Shipe also contacted a representative from Cincinnati Insurance Company.

**Checks for Ratification:** Check Nos. 4794 through 4819 totaling \$100,386.36 dated 12/17/15 through 01/22/16 from the General Account as well as Check No. 2457 through 2462 and EFTs totaling \$23,797.84 dated 01/01/16 through 01/15/16 from the Payroll Account for a combined total of \$124,184.20 were approved on a motion by Mr. Hill and seconded by Ms. Keeler. **Motion passed unanimously.**

**Treasurer's Report – For the month of December of 2015:**

<u>VIST Bank</u>	
Checking	\$ 7,260.78
Savings	\$ 148,912.82
Payroll	\$ 21,539.76
Sewer Revenue	\$ 658,455.39
Capital Improvements	\$ 460,043.30
 <u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,680.37
Receipts	\$ 0.00
Expenses	\$ 9.30
Ending Balance	\$ 73,671.07
 Total Cash Available	 \$ 1,369,883.12

Motion was made by Ms. Hurwitz and seconded by Ms. Keeler to accept the Treasurer's Report for December of 2015. **Motion passed unanimously.**

**MPBMA:**

**There was no report at this time.**

**SAFETY:****Safety Report**

1. Mr. Ustaszewski explained that he received some bids for the repair of the stairs. This work will be completed in the spring.

**FINANCE:**

**Ms. Keeler presented the Finance Report.**

1. The 2016 Capital Budget will reviewed by Mr. Ustaszewski and Mr. Sassaman and will be discussed at a future date.

**PERSONNEL:**

**There was no report at this time.**

**PENSION:**

**There was no report at this time.**

1. Ms. Shipe reported that Mr. Duda, of Duda Actuarial recommended hiring a payroll service for the pension payroll. Mr. Thomas White, of Morgan Stanley received a quote from We Payroll Processing Company in the amount of \$300.00 per year. A short discussion followed.

**SUPERINTENDENT:**

**Mr. Ustaszewski presented the Superintendent's Report.**

1. The DMRs for December have been submitted.
2. The effluent overflow meter must be replaced. LRM will provide a quotation.
3. The Flygt pumps are repaired and everything is up and running.

**ENGINEERING/CAPITAL IMPROVEMENTS:**

**Mr. Sassaman presented the Engineering/Capital Improvements Report.**

1. Eastern Environmental Contractors has nearly completed the work on the Sludge Thickener Project. Work remaining includes start-up and testing.
2. Exeter Sewer District #1 Maintenance Agreement was proposed to be an annual payment to Exeter in the amount of \$3,325.00. Payment is to be made to Exeter by January 15<sup>th</sup> each year.
3. ARRO has begun working on the DRBC Annual Report and the Chapter 94 Annual Report.
4. The Park View Mobile Home Park was notified about the manhole under a home. We are awaiting the Mobile Home to be moved before beginning the lining.
5. The property owner, Mr. Boyer at 900 Friedensburg Road has continued to express interest in connection to the existing low pressure sewer. The Penn DOT HOP has been approved by Penn DOT. Work has not been started by the contractor.
6. Properties along Friedensburg Road were discussed because of some failing on lot systems. Holding tanks may be a temporary solution. A Low Pressure Sewer System would be a better permanent solution. Discussions with Lower Alsace Township Manager about who would build the sewer and who would have to connect were briefly discussed. The cost is about \$60.00 per foot and the line would need to be approximately 1,000 feet long or \$60,000.00. Other areas of Friedensburg Road were also briefly discussed.

**OFFICE MANAGER:**

**There was no report at this time.**

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**UNFINISHED BUSINESS:**

**There being no further business a motion was made by Ms. Keeler, seconded by Ms. Hurwitz to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 7:30 PM.**

Respectfully Submitted,

Loretta L. Shipe,  
Assistant Secretary