

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF FEBRUARY 25, 2016**

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

Ms. Pamela Keeler, Vice-Chairperson

Mr. David Wojchegoski, Treasurer

Mr. Curt Hill, Asst. Treasurer

**Also Present:**

Mr. Brian Boland, Esq., Kozloff Stoult

Mr. Michael Sassaman, Entech Engineering

Mr. Kerry Ustaszewski, Superintendent

Ms. Loretta Shipe, Office Manager/Assistant Secretary

**Absent:**

Mr. Troy Goodman, Chairman

Ms. Claudia Hurwitz, Secretary

The Vice-Chairperson, Mrs. Keeler called the meeting to order at 6:00 PM with the Pledge of Allegiance to the flag.

Motion was made to approve the minutes dated January 28, 2016 by Mr. Hill and seconded by Wojchegoski. **Motion passed unanimously.**

**FINANCE:**

**1. Checks for Approval:** Check Nos. 4855 through 4871 totaling \$33,070.37 dated 02/26/16 from the General Account as well as Checks No. 2468 through 2470 and EFT's in the amount of \$12,374.32 dated 02/26/16 from the Payroll Account for a combined total of \$45,444.69 were approved on a motion by Mr. Hill and seconded by Mr. Wojchegoski. **Motion passed unanimously.**

**Checks for Ratification:** Check Nos. 4843 through 4854 totaling \$35,108.15 dated 02/03/16 through 02/17/16 from the General Account as well as Check No. 2467 and EFTs totaling \$11,394.16 dated 02/12/16 from the Payroll Account for a combined total of \$46,502.31 were approved on a motion by Mr. Hill and seconded by Ms. Wojchegoski. **Motion passed unanimously.**

**Treasurer's Report – For the month of January of 2016:**

<b><u>VIST Bank</u></b>	
Checking	\$ 19,751.21
Savings	\$ 337,834.51
Payroll	\$ 19,424.96

Sewer Revenue	\$ 467,954.09
Capital Improvements	\$ 460,045.00
<b>Other</b>	
Morgan Stanley	
Beginning Balance:	\$ 73,671.07
Receipts	\$ 64.54
Expenses	\$ 0.00
Ending Balance	\$ 73,735.61
<b>Total Cash Available</b>	<b>\$ 1,378,745.38</b>

Motion was made by Mr. Hill and seconded by Mr. Wojchegoski to accept the Treasurer's Report for January of 2016. **Motion passed unanimously.**

**MPBMA:**

**Mr. Hill presented the MPBMA Report.**

1. Mr. Hill reported that he attended the MPBMA meeting on January 13, 2016. Minutes were included in the packet.

**SAFETY:**

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

**FINANCE:**

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

**PERSONNEL:**

**Mr. Wojchegoski presented the Personnel Report.**

1. Motion was made by Mr. Wojchegoski seconded by Mr. Hill to formally accept Mr. Epler's resignation and authorize the payment of the retirement bonus in accordance with our Resolution 2014-4. **Motion passed unanimously.**

2. Motion was made to advertise for a Maintenance Mechanic/Operator in the Reading Eagle by Mr. Wojchegoski and was seconded by Mr. Hill. **Motion passed unanimously.**

3. Mr. Ustaszewski mentioned that the employees did an excellent job during the snowstorms and rain events.

**PENSION:**

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

1. Ms. Keeler stated that she met with Mr. White, of Morgan Stanley and Mr. Duda, of Duda Actuarial. Mr. White and Mr. Duda recommended lowering the pension plan anticipated interest from 7.75% to 7.5% with a 4.5 salary scale anticipated in accordance with the Duda Actuarial Report dated February 10, 2016. Motion was made by Mr. Wojchegoski and was seconded by Mr. Hill to proceed with these recommendations. **Motion passed unanimously.**

2. Ms. Keeler also mentioned that Mr. White and Mr. Duda are recommending a Payroll Service to pay Retirees. Mr. White obtained a quote from wepay.net for \$300.00 for this Payroll Service. Motion was made by Mr. Hill and was seconded by Mr. Wojchegoski to have wepay.net handle the Pension Payroll for \$300.00 a year. **Motion passed unanimously.**

**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 they are in the process of drafting an agreement between the AVMA and Exeter Township regarding the Exeter Township District No. 1 Sanitary Sewer Lines.

**SUPERINTENDENT:**

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

1. The DMRs for January have been submitted.
2. The Capital Improvement Budget must be finalized.
3. The Act 503 Report has been completed and mailed. This is the yearly bio-solid reporting form.
4. A new inflow sampler was discussed last year. DEP now wants a flow proportional sampler. As the flow changes that is when a sample is grabbed. The cost for this sampler is \$5,367.00 plus shipping. Electric must be run and an Adder must be purchased. Motion was made by Mr. Wojchegoski and seconded by Mr. Hill to purchase this sampler. **Motion passed unanimously.**
5. Muffin monster cartridge replacement was previously discussed. This equipment is at the head of the plant. There are two different ways to do this. Have the cartridges pulled out and have a machine shop work on it or purchase refurbished cartridges. The problem with having the cartridges pulled and repaired is the down time, which would be at least a week. The refurbished cartridges from JWC would cost approximately \$22,213.16 plus the installation and the down time would be a few hours. This will be discussed at a later time.
6. There are pressure issues with the utility water supply. Kohl Brothers came in and said that the motor was tired and they quoted \$10,475.00 to replace the pump. Mr. Ustaszewski explained that there is a meter in the pit that is bad. It would cost \$4,300.00 for a new meter and approximately \$1,575.00 to be repaired. This will be researched and reported on at the next monthly meeting. Motion was made by Mr. Hill and was seconded by Mr. Wojchegoski to authorize Kohl Brothers to replace the utility water supply and the meter. The total not to exceed price for the meter is \$10,475.00. **Motion passed unanimously.**

7. The effluent pipes have a mag meter to tell you what the flow is leaving the plant. The old flume meter was for high flows. It is an additional meter. This meter no longer works. LRM quoted \$1,790.00 to replace this meter plus \$400.00 for installation and start-up. Motion was made by Mr. Hill and seconded by Mr. Wojchegoski to replace this meter. **Motion passed unanimously.**

8. Mr. Ustaszewski asked that his comp time be extended by a month. Motion was made by Mr. Wojchegoski and seconded by Mr. Hill to allow Mr. Ustaszewski to extend his comp time by a month. **Motion passed unanimously.**

#### **ENGINEERING:**

##### **Mr. Boland, Esq. presented the Engineering for ARRO Consulting**

1. Motion was made to have Mr. Sassaman and Entech Engineering complete and file the 2015 Chapter 94 Report by Mr. Wojchegoski, seconded by Mr. Hill. **Motion passed unanimously.**

#### **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. Eastern Environmental Contractors is arranging this with the manufacturer representatives.
2. The contractor for the low pressure sewer at 900 Friedensburg Road started the work of Directional Drilling for the line along the road.

#### **OFFICE MANAGER**

##### **Ms. Shipe presented the Office Manager's Report**

1. 2016 Committee Assignment Sheet was included in the packet.
2. MPBMA overbilled Carsonia Manor and they paid their bill. They have a credit of \$3,214.60.
3. Ms. Hurwitz prepared a letter regarding Sam's Club Membership. This letter was included in the packet. It was decided that only AVMA employees and Board Members could join Sam's Club under the AVMA Membership.
4. A Request for Credit was received from 27 Columbia Avenue. No data log information could be obtained from MPBMA because it was longer than six months. A motion was made to deny the credit request by Mr. Hill and seconded by Mr. Wojchegoski. **Motion passed unanimously.**

**UNFINISHED BUSINESS:**

Motion to appoint the following were made at this time by Mr. Hill, seconded by Mr. Wojchegoski:

**Auditor – Mr. William R. Maslo - Maslo**  
**Bank – VIST Bank**  
**Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt**  
**Engineering – Mr. Michael Sassaman – Entech Engineering**  
**Pension – Mr. Thomas White - Morgan Stanley**  
**Insurance – The Loomis Company**  
**Actuary – Mr. Joseph Duda - Duda Actuarial**

**Motion passed unanimously.**

**There being no further business a motion was made by Mr. Hill, seconded by Mr. Wojchegoski to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 7:20 PM.**

Respectfully Submitted,

Loretta L. Shipe,  
Assistant Secretary