

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MARCH 24, 2016**

The March 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. Claudia Hurwitz, Secretary
Mr. Curt Hill, Asst. Treasurer

Also Present:

Ms. Joan London, Esq., Kozloff Stoult
Mr. Michael Sassaman, Entech Engineering
Mr. Kerry Ustaszewski, Superintendent
Ms. Loretta Shipe, Office Manager/Assistant Secretary

Absent:

Ms. Pamela Keeler, Vice-Chairperson
Mr. Dave Wojchowski, Treasurer

The Chairman, Mr. Goodman 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 February 25, 2016 by Mr. Hill and was seconded by Ms. Hurwitz. **Motion passed unanimously.**

FINANCE:

1. Checks for Approval: Check Nos. 4887 through 4900 totaling \$40,554.35 dated 03/25/16 from the General Account as well as Checks No. 2474 through 2482 and EFT's in the amount of \$13,093.49 dated 03/25/16 from the Payroll Account for a combined total of \$53,647.84 were approved on a motion by Mr. Hill and seconded by Ms. Hurwitz. **Motion passed unanimously.**

Checks for Ratification: Check Nos. 4872 through 4886 totaling \$17,320.18 dated 03/02/16 through 03/15/16 from the General Account as well as Check No. 2471 through 2473 and EFTs totaling \$11,848.66 dated 03/11/16 from the Payroll Account for a combined total of \$29,168.84 were approved on a motion by Mr. Hill and seconded by Ms. Hurwitz. **Motion passed unanimously.**

Treasurer's Report – For the month of February of 2016:

<u>VIST Bank</u>	
Checking	\$ 8,142.25
Savings	\$ 238,288.96
Payroll	\$ 19,097.44

Sewer Revenue	\$ 738,264.27
Capital Improvements	\$ 460,046.59
Other	
Morgan Stanley	
Beginning Balance:	\$ 73,735.61
Receipts	\$ 59.56
Expenses	\$ 0.00
Ending Balance	\$ 73,795.17
Total Cash Available	\$ 1,537,634.68

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

MPBMA:

Mr. Hill presented the MPBMA Report.

1. Mr. Hill reported that he attended the MPBMA Meeting on February 10, 2016. Minutes were included in the packet.

SAFETY:

Mr. Ustaszewski presented the Safety Report.

1. The men working signs must be updated. The cost to upgrade the two existing signs is between \$320.00 and \$350.00.

FINANCE:

There was no report at this time.

PERSONNEL:

Ms. Hurwitz presented the Personnel Report.

1. Motion was made by Ms. Hurwitz and seconded by Mr. Hill to hire Mr. Michael Eisenhower effective March 17, 2016 at \$16.00 per hour with benefits. **Motion passed unanimously.**

PENSION:

There was no report at this time.

SOLICITOR:

Ms. Joan London, Esq. presented the Solicitor's Report.

1. Ms. London reported that an enforcement letter will be mailed to Penn View Mobile Home Park's legal counsel.
2. Motion was made by Ms. Hurwitz and was seconded by Mr. Hill authorizing Kozloff Stoudt to transmit a Draft Agreement to Exeter Township regarding the Exeter Township

District No. 1 Sanitary Sewer Lines, for review and comment by next month. **Motion passed unanimously.**

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report.

1. The DMRs for February have been submitted.
2. The utility water supply pump and repair have been ordered.
3. The Composite Sampler has been ordered.
4. I am waiting for a refurbished price for Muffin Monster Cartridges from the manufacturer.
5. The Weir Wolf cleans the algae from the clarifier. The brushes must be changed yearly. The price for preventative maintenance is \$1,637.64. Motion to approve this preventative maintenance with Ford Hall in the amount of \$1,637.64 was made by Ms. Hurwitz and was seconded by Mr. Hill. **Motion passed unanimously.**
6. Mr. Ustaszewski reported that all the employees enjoyed the Luncheon and thanked the Board.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. Entech has reviewed the Exeter Township Sewer District 1 Agreement.
2. Eastern Environmental Contractors has nearly completed the work on the Sludge Thickener Project. Work remaining includes start-up and testing. EEC is arranging this with the manufacturer representatives.
3. The contractor for the low pressure sewer at 900 Friedensburg Road started the work of Directional Drilling for the line along the road.
4. Kerry and I are discussing Algae Control for the other two clarifiers and the Muffin Monster Grinder repairs.
5. We have completed the Annual Chapter 94 Report and have it read for signatures and ready to submit to PA DEP before the March 31, 2016 due date. Motion was made by Mr. Hill and seconded by Ms. Hurwitz to accept the Chapter 94 Report and mail two copies to the PA DEP. **Motion passed unanimously.**

OFFICE MANAGER

Ms. Shipe presented the Office Manager's Report

1. 2016 Board member Telephone List was included in the packet.

2. Check No. 213143134 in the amount of \$3,887.58 was received from Cincinnati Insurance Company for the power outage claim with Met-Ed.
3. QuickBooks must be upgraded. The version we use will no longer be supported. Motion was made by Mr. Hill and was seconded by Ms. Hurwitz to upgrade to QuickBooks 2016. **Motion passed unanimously.**
4. Motion was made by Mr. Hill and was seconded by Ms. Hurwitz to authorize the Yearly Vegetation Management Service by Ehrlich. **Motion passed unanimously.**
5. Motion was made by Mr. Hill and was seconded by Ms. Hurwitz to authorize the yearly generator preventative maintenance with Emergency Services Systems. **Motion passed unanimously.**

UNFINISHED BUSINESS:

There being no further business a motion was made by Mr. Hill, seconded by Ms. Hurwitz to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 7:15 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary