

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

The April 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. Dave Wojchegoski, Treasurer
Mr. Curt Hill, Asst. Treasurer

Also Present:

Mr. Brian Boland, Esq., Kozloff Stoudt
Mr. Michael Sassaman, Entech Engineering
Mr. Kerry Ustaszewski, Superintendent
Ms. Loretta Shipe, Office Manager/Assistant Secretary

Absent:

Ms. Pamela Keeler, Vice-Chairperson

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 March 24, 2016 by Mr. Hill and was seconded by Mr. Wojchegoski. **Motion passed unanimously.**

FINANCE:

1. Checks for Approval: Check Nos. 4915 through 4930 totaling \$29,299.19 dated 04/29/16 from the General Account were approved on a motion by Mr. Hill and seconded by Mr. Wojchegoski. **Motion passed unanimously.**

Checks for Ratification: Check Nos. 4901 through 4914 totaling \$28,862.42 dated 03/28/16 through 04/25/16 from the General Account as well as Check No. 2483 through 2489 and EFTs totaling \$19,902.22 dated 04/06/16 through 04/22/16 from the Payroll Account for a combined total of \$48,764.64 were approved on a motion by Mr. Hill and seconded by Mr. Wojchegoski. **Motion passed unanimously.**

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

<u>VIST Bank</u>	
Checking	\$ 9,979.37
Savings	\$ 153,080.35
Payroll	\$ 24,161.03
Sewer Revenue	\$ 792,375.45
Capital Improvements	\$ 460,048.29

<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,795.17
Receipts	\$ 0.00
Expenses	\$ 80.88
Ending Balance	\$ 73,714.29
 Total Cash Available	 \$ 1,513,358.78

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

MPBMA:

Mr. Hill presented the MPBMA Report.

1. Mr. Hill reported that he attended the MPBMA Meeting on March 9, 2016. Minutes were included in the packet.

SAFETY:

Mr. Ustaszewski presented the Safety Report.

1. Penndot approved signs, stands and vests were purchased from Andrew Hess.
2. The confined space meter was calibrated.

FINANCE:

There was no report at this time.

PERSONNEL:

Ms. Hurwitz presented the Personnel Report.

1. It was mentioned that we are having some difficulty finding a Maintenance Mechanic. A short discussion followed.

PENSION:

Ms. Shipe presented the Pension Report.

1. Pension Payroll has been set up with We Pay Payroll Processing Company. The cost is \$300.00 per year complete. The Pension account at VIST Bank must be closed and the money returned to Morgan Stanley.

SOLICITOR:

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

1. Mr. Boland, Esq. reported that an enforcement letter will be mailed to Penn View Mobile Home Park's legal counsel.

2. Mr. Boland, Esq. reported on the Draft Agreement with Exeter Township regarding the Exeter Township District No. 1 Sanitary Sewer Lines.

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report.

1. The DMRs for March have been submitted.
2. The utility water supply pump was installed by Kohl Brothers. There were some issues. The meter was eliminated. The price was cheaper.
3. The Muffin Monster – A price of \$3,600.00 was received from Derstine Contractors to pull and re-establish the cutters as well as the screen in the Auger. Motion was made by Ms. Hurwitz and seconded by Mr. Wojchehoski to have this work completed by Derstine Contractors for a price of \$3,600.00. **Motion passed unanimously.**
4. Weir Wolf – Waiting for them to re-establish the brushes.
5. The Flushing truck has some issues. Levan Machine will check it out. There are some other options being investigated. A new truck is approximately \$200,000.00.
6. A pump in the Control Building was pulled and sent out for repair. The pump was repaired at Reading Electric and was re-installed with the help of Mr. Ravert. There are three pumps. Another one has to be pulled and sent out for repair.
7. There are some Lining Projects/I & I issues that were discussed with Mr. Sassaman. Mr. Herb finished reviewing the videos. A cost estimate will be calculated for the next monthly meeting and specifications will be prepared for bid.

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. The start-up was attempted on April 7, 2016 but the Sludge Pump VFD and controls did not operate as expected. Sigma Controls and EEC are working on getting this addressed. EEC is arranging this with the manufacturer representatives. No schedule for Start-up has been set yet.
2. Kerry and I are discussing Algae control for the other two clarifiers. Samples of the floating covers are being sent to AVMA. A short discussion followed. Mr. Sassaman will research this further.
3. The Muffin Monster Grinder repairs were proposed by Derstine Company at a cost of \$3,600.00. Entech recommends to proceed.
4. Kerry found a SSM drawing of the sewer system with manhole numbers and street names and made copies of it to use for sewer rehabilitation projects. Entech has requested a digital copy of the drawing file from SSM so it can be updated as necessary and printed.

OFFICE MANAGER

Ms. Shipe presented the Office Manager's Report

1. I attended a P.M.H.I.C. meeting. A preliminary report shows AVMA receiving a surplus in the amount of \$39,987.00 for 2015.
2. QuickBooks PRO 2016 was successfully installed on the office computer.

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 7:05 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary