

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MARCH 23, 2017**

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, Vice-Chairperson
Mr. Curt Hill, Treasurer
Mr. Patrick McDevitt, Assistant Treasurer

Also Present:

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

Absent:

Mr. Dave Wojchowski, Secretary

Visitors:

Mr. Jamie Schlesinger of PFM Financial Advisors LLC
Mr. Czerney of 116 Harvey Avenue
Mr. Jerome Naugle of W. F. Naugle & Sons Plumbing
Mr. Tom Dalton of 1st Rate Lawn Care

The Chairman, Mr. Goodman called the meeting to order at 6:00 PM with the Pledge of Allegiance to the flag.

Motion was made by Mr. Hill and was seconded by Mr. McDevitt to approve the February of 2017 minutes. **Motion passed unanimously.**

NEW BUSINESS

1. Mr. Czerny, of 116 Harvey Avenue addressed the Board regarding his broken sewer house connection. We advised Mr. Czerny that replacing this broken/clogged section was the homeowners' responsibility. Mr. Czerny asked the Board if he elected to replace the entire line from his home to the sanitary main, if he could hook into the manhole. The Board advised him and his plumber, Jerome Naugle, of W. F. Naugle & Sons Plumbing, that he would be required to connect downstream of the manhole into the sanitary main. Mr. Czerny was informed that he would be invoiced for \$1,000.00 escrow. Motion was made by Ms. Hurwitz, seconded by Mr. Hill to have the line connect downstream of the manhole into the sanitary main and to waive the connection fee. **Motion passed unanimously.**

2. Jamie Schlesinger, of PFM Financial Advisors, LLC gave a presentation regarding the refinancing of our debt. Motion was made by Ms. Hurwitz and seconded by Mr. Hill to sign an Engagement Letter with Mr. Schlesinger of PFM and to send RFP's on our behalf. **Motion passed unanimously.**

3. Mr. Dalton, of 1st Rate Lawn Care provided a quotation for weekly lawn service. The estimated price per mow was \$250.00. A short discussion followed. No action was taken at this time.

FINANCE:

1. **Checks for Ratification – March of 2017:** Check Nos. 5261 through 5286 totaling \$55,525.78 dated 02/27/17 through 03/24/17 from the General Account as well as Check Nos. 2552 through 2557 and EFT's totaling \$20,795.03 dated 03/10/17 through 03/24/17 from the Payroll Account for a combined total of \$76,320.81 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 2017:

<u>VIST Bank</u>	
Checking	\$ 9,074.90
Savings	\$ 59,447.89
Payroll	\$ 14,172.65
Sewer Revenue	\$ 1,193,106.92
Capital Improvements	\$ 460,066.64
<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,753.63
Receipts	\$ 0.00
Expenses	<u>\$ 0.00</u>
Ending Balance	\$ 73,753.63
Total Cash Available	 \$ 1,809,622.63

Motion was made by Mr. Hill and was seconded by Mr. McDevitt to accept the Treasurer's Report for February of 2017. **Motion passed unanimously.**

2. Ms. Hurwitz explained our yearly audit must be done on an accrual basis. This is what is required by the banks because of our debt. Ms. Hurwitz made a motion, seconded by Mr. Hill to sign the Engagement Letter with William Maslo and have them prepare the 2016 Audit. **Motion passed unanimously.**

MPBMA:

There was no report at this time.

SAFETY:

There was no report at this time.

FINANCE:

There was no report at this time.

PERSONNEL:

Mr. Ustaszewski commented at this time.

1. Mr. Ustaszewski wanted to go on record mentioning that Mr. Ravert & Mr. McDevitt came in at 3:00 am during the last snowstorm to get everything completed.
2. Mr. Boland, Esq. stated that he completed the Family Leave paperwork for Mr. Frankhouser. Ms. Kennedy should sign it and mail it to Mr. Frankhouser.
3. Motion was made by Ms. Hurwitz, seconded by Mr. Hill to purchase a lawn tractor, from the lowest bidder with a not to exceed price of \$ 8,000.00. **Motion passed unanimously.**

PENSION:

There was no report at this time.

SOLICITOR:

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

1. Mr. Boland, Esq. stated that he had no further information regarding Penn View Mobile Home Park. Mr. Ustaszewski stated that the trailer has been moved.

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report

1. The DMRs for February of 2017 have been submitted.
2. The heat exchanger tubes must be cleaned. The heat exchanger is used to maintain or increase the heat in the anaerobic digester so the organisms can become methane burners. In the absence of heat you can experience problems. A short explanation and discussion followed. Motion was made by Mr. Hill, seconded by Mr. McDevitt to approve the cleaning of the Heat Exchanger Tubes by Eastern Environmental in the amount of \$3,930.00. **Motion passed unanimously.**
3. Mr. Ustaszewski stated that he appreciated Ms. Pamela Keeler's service on the AVMA Board of Directors.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. Entech has completed the Annual Chapter 94 Wasteload Management Report that must be submitted to PA DEP by March 31, 2017. There is no current or projected hydraulic or organic overload.

2. Entech has continued to contact the supplier for the Vogelsang pup that feeds the Sludge Thickener. They are looking into how to slow the pump down.
3. We received a design drawing for the proposed Antietam Pool Backwash discharge. The discharge is to be limited to 30 GPM from the discharge pump. This is an acceptable flow rate but ARRO said that the flow will go to the existing Pool owned Pump Station and they are proposing to replace that pump (s) and hold the 30 GPM flow rate. We should get confirmation of that pump capacity before approval. Mr. Boland, Esq. stated that we could get an Agreement stating that the pump will be 30 GPM.
4. A site visit from an aeration company will be arranged to see what the cost of changing the nitrification ditch aeration rotors might be.
5. The installation of the first clarifier cover for algae control is expected in early April.
6. Sewer Lining Work – We have discussed reducing the areas to be lined for 2017. We have a price quote for some of the work and will get more to see if the work can be done below the bidding threshold or under the Costars process.
7. Now that the Mobile Home Park owner has moved the trailer, the sewer lining work can be performed. The manhole cover will need to be raised to grade first for access.

OFFICE MANAGER

Ms. Kennedy presented the Office Manager's Report.

1. Mr. Doug DeGroff of Energy Professionals provided a quotation for electricity pricing. References were provided. The Board requested that I check his references. This will be discussed further at the next meeting.
2. The minutes were updated on the AVMA website.

UNFINISHED BUSINESS:

There being no further business a motion was made by Mr. Hill, seconded by Mr. McDevitt to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 8:35 PM.

Respectfully Submitted,

Loretta L. Kennedy,
Assistant Secretary