

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF DECEMBER 15, 2016**

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

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 Kennedy, Office Manager/Assistant Secretary

Absent:

Mr. Troy Goodman, Chairman
Ms. Pamela Keeler, Vice-Chairman

The Solicitor, Mr. Boland, Esq. 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 October 27, 2016 by Mr. Hill and seconded by Mr. Wojchegoski. **Motion passed unanimously.**

NEW BUSINESS:

FINANCE:

1. Checks for Ratification – November of 2016: Check Nos. 5140 through 5168 totaling \$86,019.28 dated 10/27/16 through 11/18/2016 from the General Account as well as Check Nos. 2530 through 2534 and EFT's totaling \$21,125.69 dated 11/04/16 through 11/18/16 from the Payroll Account for a combined total of \$107,144.97 were approved on a motion by Mr. Hill and seconded by Ms. Hurwitz. **Motion passed unanimously.**

Checks for Ratification – December of 2016: Check Nos. 5169 through 5198 totaling \$111,921.61 dated 11/21/16 through 12/16/16 from the General Account as well as Check Nos. 2535 through 2538 and EFT's totaling \$21,708.69 dated 12/2/16 through 12/16/16 from the Payroll Account for a combined total of \$133,630.30 were approved on a motion by Mr. Hill and seconded by Ms. Hurwitz. **Motion passed unanimously.**

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

<u>VIST Bank</u>	
Checking	\$ 1,582.99
Savings	\$ 179,060.07
Payroll	\$ 16,295.44
Sewer Revenue	\$ 847,688.99
Capital Improvements	\$ 460,060.04
<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,740.46
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 73,740.46
Total Cash Available	\$ 1,578,427.99

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

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

<u>VIST Bank</u>	
Checking	\$ 12,308.49
Savings	\$ 278,798.40
Payroll	\$ 25,173.22
Sewer Revenue	\$ 766,226.39
Capital Improvements	\$ 460,061.69
<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,740.46
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 73,740.46
Total Cash Available	\$ 1,616,308.65

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

MPBMA:

There was no report at this time.

SAFETY:

There was no report at this time.

FINANCE:

Ms. Hurwitz presented the Finance Report.

1. The 2017 Budget was distributed. Motion was made to approve the 2017 Budget as presented by Ms. Hurwitz, seconded by Mr. Wojchegoski. **Motion passed unanimously.**
2. Insurance proposals were received from The Loomis Company and EHD. It was suggested by Ms. Hurwitz to receive insurance proposals by October of 2017. Motion was made by Ms. Hurwitz and seconded by Mr. Wojchegoski to approve the insurance proposal with Loomis Company in the amount of \$41,947.00 for a one year term. **Motion passed unanimously.**

PERSONNEL:

There was no report at this time.

PENSION:

There was no report at this time.

SOLICITOR:

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

1. Mr. Boland, Esq. provided an update on the situation with Penn View Mobile Home Park. A previous motion was made directing Penn View Mobile Home Park to move the trailer off Manhole Number 108 by November 30, 2016. Penn View Mobile Home Park asked for an extension until January. A short discussion followed. Motion was made by Ms. Hurwitz and seconded by Mr. Hill to extend the deadline to January 31, 2017. **Motion passed unanimously.**

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report.

1. The DMRs for October and November of 2016 have been submitted.
2. There are some piping issues through our heat exchanger. A quote was received from Eastern Environmental. This work has not yet been completed.
3. We are waiting for the covers from Gehringer Company to be completed.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. Entech received a copy of the DEP letter rescinding the September 13, 2016 DEP letter requiring a Corrective Action Plan relating to the alleged Organic Overload at the AVMA Wastewater Treatment Plant.
2. The Sludge Thickener Project – Eastern Environmental Contractors has received the pump back and they will be re-installing it soon.

3. 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.
4. We are waiting for the Mobile Home Park Owner to move the trailer before some sewer lining work can be performed.
5. Gehringer Company has started the first clarifier cover to prevent algae growth. We have not heard a firm delivery date yet. Installation should now wait until spring.

OFFICE MANAGER

Ms. Kennedy presented the Office Manager Report

1. The OmniSite 3G Radio Upgrade was completed.
2. A Sewer Request was received from Mr. David Boston of 2329 Perkiomen Avenue. The Sewer Request was reviewed. After a brief discussion, motion was made by Ms. Hurwitz and seconded by Mr. Wojchegoski to give Mr. Boston credit according to the formula. **Motion passed unanimously.**

UNFINISHED BUSINESS:

There being no further business a motion was made by Ms. Hurwitz, seconded by Mr. Wojchegoski to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 6:50 PM.

Respectfully Submitted,

Loretta L. Kennedy,
Assistant Secretary