

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

The August 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. Pamela Keeler, Vice-Chairperson
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

Visitors:

Mr. Thomas White, Morgan Stanley
Mr. Benjamin LaManna, Morgan Stanley
Mr. Michael Frankhouser

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 July 28, 2016 by Ms. Hurwitz and was seconded by Ms. Keeler. **Motion passed unanimously.**

NEW BUSINESS:

Mr. Frankhouser addressed the Board on matters of Personnel. The Board will discuss this during an Executive Session and inform Mr. Frankhouser of their decision.

Mr. Thomas White, of Morgan Stanley, explained the two Antietam Valley Municipal Authority pension plans and the 2017 MMO.

FINANCE:

1. Checks for Ratification – August of 2016: Check Nos. 5044 through 5074 totaling \$51,047.89 dated 08/01/16 through 08/26/2016 from the General Account as well as Check No. 2511 through 2516 and EFTs totaling \$20,873.97 dated 08/12/16 through 08/26/16 from the Payroll Account for a combined total of \$ 71,921.86 were approved on a motion by Mr. Wojchegoski and seconded by Ms. Hurwitz. **Motion passed unanimously.** Ms.

Hurwitz questioned the charges from Duda Actuarial. A short explanation and discussion followed.

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

<u>VIST Bank</u>	
Checking	\$ 19,040.74
Savings	\$ 80,215.03
Payroll	\$ 26,562.88
Sewer Revenue	\$ 667,471.32
Capital Improvements	\$ 460,054.99
 <u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,727.31
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 73,727.31
 Total Cash Available	 \$ 1,327,072.27

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

MPBMA:

There was no report at this time.

1. Minutes from the MPBMA meeting dated July 13, 2016 are included in the packet.

SAFETY:

Mr. Ustaszewski presented the Safety Report.

1. Mr. Wojchegoski spoke to the contractor regarding the concrete step repairs.
2. Ms. Kennedy mentioned that two companies will be coming to discuss a security system in the plant, Endy Technologies and Protection 1.
3. An injury to Mr. McDevitt, the Maintenance Mechanic, was discussed at length. Mr. McDevitt is out on Worker's Compensation.

FINANCE:

Ms. Keeler presented the Finance Report.

1. Mr. Samuel Harter, of Tompkins Insurance would like to provide a quotation for insurance coverage. The current insurance policy was for three years with The Loomis Company and will expire at the end of 2016. A motion was made by Ms. Hurwitz and was seconded by Ms. Keeler to get insurance proposals for insurance products for 2017 from a few agencies. **Motion passed unanimously.**

2. We will begin preparing the 2017 budget in September.

PERSONNEL:

There was no report at this time.

PENSION:

Ms. Keeler presented the Pension Report.

1. The 2017 MMOs were signed by Mr. Goodman, the Chairman.

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 law firm regarding the trailer that must be moved. They questioned installing a new manhole and Mr. Boland, Esq. suggested that they contact Mr. Sassaman, at Entech Engineering.

Mr. Sassaman reported that he was contacted by the Mobile Home Park's Manager, Ms. Derr, who questioned the cost to have a new manhole installed and to have the old manhole sealed off. Mr. Sassaman estimated \$10,000.00 to \$15,000.00 to install a new manhole. An Agreement must be made between the Mobile Home Park and AVMA regarding this issue. Escrow money should be charged to cover all construction and engineering fees. Mr. Sassaman suggested a \$20,000.00 escrow.

Mr. Boland, Esq. explained that an Agreement must be signed and all costs must be paid before any construction begins. This will also require having an Easement executed.

Motion was made by Ms. Hurwitz and was seconded by Mr. Hill to authorize Kozloff Stoudt and Entech Engineering to prepare an agreement with the Penn View Mobile Home Park for the lining of the sewer line and the relocation of the manhole in the Trailer Park and have the Penn View Mobile Home Park pay all costs. This Agreement will be completed by the September meeting. **Motion passed unanimously.**

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report.

1. The DMRs for July of 2016 have been submitted.
2. The pool analysis from the backwash was received. There are some high readings. They are going to have to dechlorinate at the pool. The results were briefly explained. Mr. Ustaszewski stated that he contacted two wastewater treatment plants who receive backwash from swimming pools and neither requires testing.
3. As mandated by the DEP, the new Sampler is up and running. It has to be made flow proportionate at the influent. We need to make it flow paced. A quote was received from Allied Control Services in the amount of \$1,620.00. Motion was made by Mr. Hill and seconded by Ms. Keeler to have this work completed by Allied Control Services in the amount of \$1,620.00. **Motion passed unanimously.**

4. On Saturday, August 13th, Mr. Ustaszewski received a telephone call from Mr. Ravert, Jr. The chlorine and sodium bisulfite pumps went down and we weren't getting any disinfection for some time. Mr. Frankhouser saw this Saturday morning and he telephoned Mr. Ravert, Jr. Mr. Ravert switched this system to a manual setting. Testing is necessary when switched to a manual setting. Mr. Ravert performed the necessary tests on Saturday and Mr. Ustaszewski did the testing on Sunday. Allied Control Services got everything working correctly by Monday afternoon. The DEP was contacted and a required follow-up letter was provided to them.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. On the Sludge Thickener Project Eastern Environmental Contractors removed the new Vogelsang pump and it was sent back to the factory to be checked. It requires repair and Eastern Environmental Contractors will pay for the repair.

The Electrical Contractor, Herneisen Electric was not pleased with the recommendation to hold the final \$1,432.25 remaining. They believe that their work was satisfactorily completed.

2. Sewer lining work – We have discussed the areas where sewer lining work is needed. Kerry would like to reduce the areas to be lined for 2016 and do the others next year. We will get a price quote to see if the work can be done below the bidding threshold.

3. We contacted Gehringer Company of Throop, PA to provide material information and additional details for the two clarifier Vinyl Coated Nylon covers to prevent algae growth. The idea was to have them make one cover and if all the installation goes well without necessary revisions, make the second one. Payment for each cover would be due within thirty days of each delivery. Specifications on the materials is attached.

4. Two homeowners on Friedensburg Road who have failing on sight systems are investigating the cost to connect to the sanitary sewer. An initial meeting was held at the site and the homeowners are having a contractor investigate the costs. They will report back to AVMA.

5. The Mobile Home Park Manager has requested to consider installing a new manhole and sealing off the existing one under the mobile home. We need to have an experienced contractor provide a quote to install a manhole and seal off the old one. There should be an agreement drawn up so that the Park Owner pays for the engineering and any associated costs. How does AVMA want to handle this before we go any further?

OFFICE MANAGER

Ms. Kennedy presented the Office Manager Report

1. The requested monthly Profit & Loss Budget Performance was included in the packets.

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 8:00 PM. An Executive Session was held to discuss matters of Personnel.

Respectfully Submitted,

Loretta L. Kennedy,
Assistant Secretary