

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF NOVEMBER 16, 2017**

The November 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. Patrick McDevitt, Asst. Treasurer

Also Present:

Mr. Brian Boland, Esq., Kozloff Stoudt
Mr. Michael Sassaman, Entech Engineering
Mr. Kerry Ustaszewski, Superintendent
Ms. Loretta Kennedy, Asst. Secretary

Absent:

Mr. Dave Wojchegoski, Secretary
Mr. Curt Hill, Treasurer

Visitor:

Mr. James O'Malia, EHD Insurance Company

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 Ms. Hurwitz and was seconded by Mr. Goodman to approve the October 26, 2017 minutes. **Motion passed unanimously.**

NEW BUSINESS

Mr. James O'Malia, of EHD Insurance, presented a three year proposal for the Commercial Insurance Package including Workers' Comp and Public Officials Liability Insurance. Motion was made by Mr. McDevitt and was seconded by Ms. Hurwitz to approve the Commercial Insurance Proposal from 1/1/18 through 1/1/21 to EHD as presented. **Motion passed.** Mr. Boland, Esq. will prepare a Resolution to join MRM, Municipal Risk Management Pooled Trust.

FINANCE:

1. Checks for Ratification – November of 2017: Check Nos. 5538 through 5563 totaling \$234,556.14 dated 11/01/17 through 11/15/17 from the General Account as well as Check Nos. 2609 through 2616 and EFT's totaling \$21,394.66 dated 11/03/17 through 11/17/17 from the Payroll Account for a combined total of \$255,950.80 were approved on a motion by Ms. Hurwitz and seconded by Mr. Goodman. **Motion passed unanimously.**

Treasurer's Report – For the month of October of 2017:

<u>VIST Bank</u>	
Checking	\$ 22,283.56
Savings	\$ 288,742.90
Payroll	\$ 29,289.90
Sewer Revenue	\$ 1,342,205.69
Capital Improvements	\$ 10,078.51
Receipts	\$ 1.65
Morgan Stanley (Matured CD's)	\$ <u>450,000.00</u>
Total	\$ 460,080.16
<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,726.16
Receipts	\$ 0.00
Expenses	\$ <u>0.00</u>
Ending Balance	\$ 73,726.16
Total Cash Available	\$ 2,216,328.37

Motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to accept the amended Treasurer's Report for October of 2017. **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 2018 Budget Worksheet was distributed for review. At 7:15pm, Ms. Hurwitz called an Executive Session to discuss matters of Personnel. At 8:00pm the regular session resumed and the following action was taken:

Motion was made by Ms. Hurwitz and seconded by Mr. McDevitt to give all employees a 3% salary increase effective 1/1/2018. **Motion passed unanimously.**

Motion was made by Ms. Hurwitz and seconded by Mr. McDevitt to do away with the employee copay for the dental and vision plans effective 1/1/2018. **Motion passed unanimously.**

PERSONNEL:

Mr. Ustaszewski presented the Personnel Report at this time.

1. Mr. Ustaszewski reported that there is one employee out on sick leave. A short discussion followed.

PENSION:

There was no report at this time.

SOLICITOR:

There was no report at this time.

SUPERINTENDENT:**Mr. Ustaszewski presented the Superintendent's Report**

1. The DMRs for October of 2017 have been submitted.
2. Information was received from Senator Schwank's office regarding a grant for a proposed sewer line extension on Friedensburg Road. Mr. Goodman will contact Ms. Styer at Lower Alsace Township to discuss this situation.

Motion was made by Ms. Hurwitz and seconded by Mr. McDevitt to authorize Mr. Sassaman to determine grant requirements and costs estimate. **Motion passed unanimously.**

ENGINEERING/CAPITAL IMPROVEMENTS:**Mr. Sassaman presented the Engineering/Capital Improvements Report.**

1. Eastern Environmental has submitted a schedule for the Aerator Replacement Project as follows:

November 6 – Shop Submittals to Engineer
 Manufacturing time 61 days
 March 2018 – Equipment Delivery
 End of March 2018 – Installation completed and in operation

2. Entech has contacted ACS to find out what the differences in the VFD Aerator Control Specs were. ACS said Dave would call me back but I can't seem to get in touch with him yet. We will keep trying.
3. Entech has prepared PennDOT forms, Cost Estimates and design details and submitted them to PennDOT for inclusion in their Bidding Specifications for the manhole lowering/raising work in conjunction with the Perkiomen Avenue repaving project. PennDOT needs some forms signed by the Authority to finalize this work. At this point we estimate the AVMA share of the construction work to be around \$4,000.00.
4. A broken sewer line on Perkiomen Avenue near CVS was found by the AVMA Staff. Two lining companies have said they could line through the broken pipe but after lining a camera would not be able to pass. At the lower end of this line there is a protruding lateral that will have to be removed to determine the condition of the rest of the sewer line. The cost of removing the protruding lateral and televising the rest of the line is:

Pipe Services - \$4,500.00 one day rate
 Utility Services Group - \$4,000.00 one day rate

This line should be excavated and repaired to correct the broken and collapsed section of pipe.

Motion was made by Ms. Hurwitz and was seconded by Mr. McDevitt to have Utility Services Group perform this work in the amount of \$4,000.00. **Motion passed unanimously.**

OFFICE MANAGER

Ms. Kennedy presented the Office Manager's Report.

1. We received Check No. 210 in the amount of \$4,140.09 for the final reimbursement from Benecon for 2016.
2. 2018 Professional Services Rates from Kozloff Stoudt were included in the packets.

UNFINISHED BUSINESS:

There being no further business a motion was made by Ms. Hurwitz, seconded by Mr. McDevitt to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 8:50 PM.

Respectfully Submitted,
Loretta L. Kennedy,
Assistant Secretary