

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF DECEMBER 21, 2017**

The December 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. Dave Wojchowski, Secretary  
Mr. Curt Hill, Treasurer  
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

**Visitor:**

Mr. Michael Janvrin, CFP, of Atlas Wealth Partners  
Mr. Mark Threlfall, of American Funds

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 Ms. Hurwitz to approve the November 16, 2017 minutes. **Motion passed unanimously.**

**NEW BUSINESS**

Mr. Michael Janvrin, CFP, of Atlas Wealth Partners gave a presentation on Investment Advisory Services.

Mr. Mark Threlfall provided information on The American Funds Group, which dates back 83 years.

**FINANCE:**

**1. Checks for Ratification – December of 2017:** Check Nos. 5563 through 5594 totaling \$547,236.79 dated 11/27/17 through 12/20/17 from the General Account as well as Check Nos. 2617 through 2623 and EFT's totaling \$22,185.29 dated 12/01/17 through 12/15/17 from the Payroll Account for a combined total of \$569,422.08 were approved on a motion by Mr. Wojchowski and seconded by Mr. Hill. **Motion passed unanimously.**

**Treasurer's Report – For the month of November of 2017:**

<u>VIST Bank</u>	
Checking	\$ 12,067.66
Savings	\$ 54,134.06
Payroll	\$ 15,898.49
Sewer Revenue	\$ 1,099,172.54
Capital Improvements	\$ 10,080.16
Receipts	\$ 1.66
Morgan Stanley (Matured CD's)	\$ <u>450,000.00</u>
Total	\$ 460,081.82
<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	\$ 1,715,080.73

Motion was made by Ms. Hurwitz and was seconded by Mr. Wojchegoski to accept the Treasurer's Report for November of 2017. **Motion passed unanimously.**

**MPBMA:**

**There was no report at this time.**

**SAFETY:**

**Mr. Wojchegoski presented the Safety Report.**

1. Mr. Wojchegoski briefly discussed a GIS Mapping proposal that was prepared by ARRO Engineering. There are two options: Option A is a comprehensive field verification and mapping of wastewater collection system features for \$23,000.00. Option B is verification and mapping of wastewater collection system for \$15,500.00. This will be discussed further in August or September of 2018.

**FINANCE:**

**Ms. Hurwitz presented the Finance Report.**

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Hill to authorize Ms. Kennedy to contact Morgan Stanley to liquidate the monies from the five matured CD's and deposit the check into the VIST Savings Account. **Motion passed unanimously.**

2. In 2018 all engineering fees for Capital Projects will be on a separate work order and will be invoiced separately.

3. Motion was made by Mr. Wojchegoski and was seconded by Mr. Hill to accept the 2018 Budget in the amount of \$1,862,750.00 and the Capital Budget in the amount of \$302,910.00 with the proposed changes. **Motion passed unanimously.**

**PERSONNEL:**

**Ms. Hurwitz presented the Personnel Report at this time.**

1. After a brief conversation, motion was made by Ms. Hurwitz and seconded by Mr. Wojchehoski to ratify the hiring of Jet Pay Payroll Service. **Motion passed unanimously.**

**PENSION:**

**There was no report at this time.**

**SOLICITOR:**

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

1. Mr. Boland, Esq. reported that he prepared Resolution No. 2017-3 which is for the Antietam Valley Municipal Authority to authorize participation in the Municipal Risk Management Workers' Compensation Pooled Trust. Motion was made by Mr. Hill and seconded by Ms. Hurwitz to join MRM Trust for a four year term. **Motion passed unanimously.**

**SUPERINTENDENT:**

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

1. The DMRs for November of 2017 have been submitted.

**ENGINEERING/CAPITAL IMPROVEMENTS:**

**Mr. Sassaman presented the Engineering/Capital Improvements Report.**

1. Eastern Environmental has submitted Application for Payment #1 for the Aerator Replacement Project in the amount of \$3,150.00. The payment application covers the Bonds and Insurance only. Entech recommends the authority consider it for approval.

Motion was made by Ms. Hurwitz and seconded by Mr. McDevitt to approve Payment Application No. 1 payable to Eastern Environmental in the amount of \$3,150.00. **Motion passed unanimously.**

2. Entech has contacted ACS to find out what the differences in the VFD Aerator Control Specs were. The major difference was the installation of the VFDs in enclosures. Because the VFDs are to be mounted along the wall where the windows above are often kept open in summer and rain could come in, Entech recommends that the VFDs be in enclosures as the Aspirator controls are. ACS said that if enclosures are included the bid would be in the \$54K range. Since we already bid this twice and ACS did not bid either time and we received the latest bid in the amount of \$39,930.00 from Eastern Environmental, Entech recommends that AVMA consider accepting that bid.

Motion was made by Ms. Hurwitz and was seconded by Mr. Wojchegoski to accept the bid for the VFD Project from Eastern Environmental in the amount of \$39,930.00. **Motion passed unanimously.**

3. PennDOT has submitted an agreement for signature for the manhole raising/lowering work along Perkiomen Avenue. PennDOT will pay 75% of the cost of the work. The agreement needs to be signed and returned to PennDOT before February 28, 2018.
4. A protruding lateral on Perkiomen Avenue between 23<sup>rd</sup> and 24<sup>th</sup> streets will be addressed on December 26, 2017 by USG. The cost of removing the protruding lateral and televising the rest of the line by Utility Services Group is \$4,000.00, a one day rate. Once the condition of the remainder of the sewer line is determined, we can schedule to excavate and repair the line to correct the broken and collapsed section of pipe.
5. The Clarifier cover manufacturer recommends that due to the cold weather, the installation of the first cover by postponed until spring when he will come to the plant to assist and mark the cover to have it modified.
6. The Friedensburg Road Sewer Extension Grant Application preparation cost is estimated at \$3,000.00 and is due by February 28, 2018. There will be some items we will be able to prepare all of these once we have a finalized budget breakdown for the project and funding.

The Authority's Tax ID number to be provided in the online application, letter from the Authority stating being owned and operated by the Authority (Entech will provide draft to be placed on Authority letterhead), Funding Commitment Letter from the Authority (Entech will provide draft to be placed on Authority Letterhead), last audited Annual Financial Statement (PDF from Authority to be emailed to Entech), Municipal/County Planning Commission Review (Entech will provide the request letter and needed information for the PC's to provide comments on land use), Resolution from Authority (Entech to provide draft for Adoption), Approval from Local/County Planning Commissions (Entech will send requests), letters of support from State Representatives (Entech will prepare request letters to Legislators).

The project cost is estimated as follows:

1,349' of 8" diameter gravity sewer main including 10 manholes, surveying, design plan and profile drawings, bidding specifications, PennDOT Highway Occupancy permitting, etc. \$29,900.00, bidding services \$4,500.00 and Construction management \$8,000.00. The Construction cost is estimated to be approximately \$390,000.00. For a total of an estimated cost of \$432,400.00.

Motion was made by Ms. Hurwitz and seconded by Mr. Wojchegoski to have Entech Engineering apply for the Friedensburg Road Sewer Extension Grant at a cost of \$3,000.00. **Motion passed unanimously.**

7. Entech has made a \$100.00 donation in the name of the AVMA to the Berks County Food Bank.

**OFFICE MANAGER**

**Ms. Kennedy presented the Office Manager's Report.**

1. 2018 Meeting Dates are included in the packet. Motion was made by Ms. Hurwitz and was seconded by Mr. Wojchehoski to advertise the 2018 Meeting. Dates. **Motion passed unanimously.**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Motion was made by Ms. Hurwitz and seconded by Mr. McDevitt to allow an employee to use sick bank time to have surgery in January instead of having to use his ten sick days, without setting a precedent for other employees to do the same. **Motion passed unanimously.**

**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 8:30 PM.**

Respectfully Submitted,  
Loretta L. Kennedy,  
Assistant Secretary