

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JANUARY 25, 2018**

The January 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, Asst. Treasurer

Also Present:

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

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

At this time, Mr. Boland, Esq. took over the meeting for the election of the 2018 officers:

A motion was made to open the floor for nomination for the office of Chairman, Vice-Chairperson, Secretary, Treasurer, Asst. Treasurer and Asst. Secretary by Mr. Hill, seconded by Mr. Goodman to open the floor for nominations and for Mr. Boland, Esq. to become temporary Chairperson for the nomination of officers. **Motion passed unanimously.**

A motion was made by Mr. Hill, seconded by Mr. Goodman to appoint Ms. Hurwitz as Chairperson, Mr. Goodman as Vice-Chairperson, Mr. Hill as Secretary, Mr. McDevitt as Treasurer, Mr. Kelly as Asst. Treasurer and Ms. Kennedy as Assistant Secretary. **Motion passed unanimously.**

A motion was made by Mr. Hill, seconded by Mr. Goodman to close the floor for nominations. **Motion passed unanimously.**

A motion was made by Mr. Hill, seconded by Mr. Goodman to cast a unanimous ballot for the following offices.

**Ms. Hurwitz was elected as Chairperson.
Mr. Goodman was elected as Vice-Chairperson.
Mr. Hill was elected as Secretary.
Mr. McDevitt was elected as Treasurer.
Mr. Kelly was elected as Assistant Treasurer.
Ms. Kennedy was elected as Assistant Secretary.**

Motion passed unanimously.

Motion to appoint the following were made at this time by Mr. Hill, seconded by Mr. Goodman:

Auditor – Mr. William R. Maslo
Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt
Engineering – Mr. Michael Sassaman – Entech Engineering

Motion passed unanimously.

Motion was made by Mr. McDevitt and was seconded by Mr. Goodman to approve the December 21, 2017 minutes with one correction under the Engineer’s Report. **Motion passed unanimously.**

NEW BUSINESS

FINANCE:

1. Checks for Ratification – January of 2018: Check Nos. 5595 through 5631 and 5633, totaling \$104,953.84, dated 12/27/17 through 01/24/18 from the General Account, as well as Check Nos. 2624 through 2629 and Check Nos. 5000 through 5004 and EFT’s totaling \$25,249.19 dated 12/29/17 through 01/19/18 from the Payroll Account for a combined total of \$130,203.03 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

2. After a brief discussion, Motion was made by Mr. Hill and seconded by Mr. McDevitt to Void Check No. 5632 payable to USG, in the amount of \$2,000.00 and reissue payment in the amount of \$1,000.00. Mr. Boland, Esq. will prepare a letter to be mailed to USG with this payment. **Motion passed unanimously.**

Treasurer’s Report – For the month of December of 2017:

<u>VIST Bank</u>	
Checking	\$ 6,250.79
Savings	\$ 260,861.55
Payroll	\$ 22,527.72
Sewer Revenue	\$, 828,269.84
Capital Improvements	\$ 10,081.82
Receipts	\$ 1.71
Morgan Stanley (Matured CD’s)	\$ <u>450,000.00</u>
Total	\$ 460,083.53
<u>Other</u>	
Morgan Stanley	
Beginning Balance:	\$ 73,726.16
Receipts	\$ 43.75
Expenses	\$ <u>0.00</u>
Ending Balance	\$ 73,769.91

Total Cash Available

\$ 1,651,763.34

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

MPBMA:

Mr. Hill presented the MPBMA report at this time.

1. Mr. Hill reported that he attended the MPBMA's monthly meeting. He provided the Board Members a map of Crystal Lake Conceptual Restoration Diagram and briefly described the restoration plans.

SAFETY:

There was no report at this time.

FINANCE:

Ms. Hurwitz presented the Finance Report.

1. Ms. Hurwitz reported that we received Check No. 903123276 from Morgan Stanley in the amount of \$523,769.91 for the matured CD's. This check was deposited into the AVMA's Savings Account on January 4, 2018.

2. Ms. Kennedy got CD Rates from various banks. A brief discussion followed with Ms. Hurwitz suggested purchasing three CDs in the amounts of \$200,000, \$150,000 and \$100,000. Ms. Kennedy was instructed to get CD rates to Ms. Hurwitz one week prior to the February of 2019 meeting. This will be tabled until the next meeting.

PERSONNEL:

Ms. Hurwitz presented the Personnel Report at this time.

1. Applications and resumes have been received for the Mechanic position. The applications will be reviewed and interviews will be scheduled.

PENSION:

Mr. McDevitt presented the Pension Report at this time.

1. Mr. McDevitt explained to the Board that he is gathering information and will have a detailed Pension Summary Report for 2017 at the February meeting.

SOLICITOR:

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

1. Mr. Boland, Esq. reported that he prepared Resolution 2018-1 to authorize a request for a PA Small Water and Sewer Program Grant in the amount of \$390,612.00 from the Commonwealth Financing Agency for the Friedensburg Road Sewer Line Extension. A motion to proceed with Resolution 2018-1 in obtaining this Grant was made by Mr. **Hill and seconded by Mr. Goodman. Motion passed unanimously.** This Resolution was adopted by a majority vote and will be recorded in the 1/25/2018 minutes.

2. Motion was made by Mr. Hill and seconded by Mr. Goodman to authorize the Chairperson and Secretary to sign and execute The PennDot Cost Recovery Program Application For Sewer Manhole Restoration. **Motion passed unanimously.**

SUPERINTENDENT:

Mr. Ustaszewski presented the Superintendent's Report

1. The DMRs for December of 2017 have been submitted.
2. PA One Call was briefly discussed. The MPBMA have provided us with One Call Reports in the past but Mr. Houck, of MPBMA would prefer that we become members. PA One Call will be contacted to get all necessary information.
3. Capital Budget includes \$6,000.00 for a Chlorine Regulator. Three quotes were obtained. Motion was made by Mr. McDevitt and seconded by Mr. Hill to purchase a Regal Chlorine Regulator from Exeter Supply in the amount of \$4,375.00. **Motion passed unanimously.**
4. Capital Budget included \$15,000.00 to refurbish the Final Clarifier Plant #1. Two quotes were received. Motion was made by Mr. Hill and seconded by Mr. McDevitt to enter into the contract to purchase the clarifier parts through Evoqua Equipment in the amount of \$10,125.00, subject to the Solicitor and Engineers final review. **Motion passed unanimously.**
5. Relating to the sludge thickener: One of the Sigma display panels, used to measure the level of sludge in the holding tanks has not worked correctly since it has been installed. Mr. Sassaman sent an email to the manufacturer and contractor that installed it. No response has been received yet.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. Eastern Environmental has submitted Shop Submittals for the replacement Aerators and Entech has reviewed and approved them.
2. The VFD Aerator Control contracts were sent to Eastern Environmental and EEC completed and returned them. They are now ready for AVMA Signature and issuing a Notice to Proceed.
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. Repair of a protruding lateral on Perkiomen Avenue between 23rd and 24th streets was attempted on December 26, 2017 by Utility Services Group. The lateral could not be cut because the sewer main is cracked and could break apart during the lateral cutting. USG charged ½ of the quoted \$4,000.00 one day rate for the attempt. 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. Entech has applied for the HOP to dig up the broken pipe. The HOP should be issued soon.

5. The Friedensburg Road Sewer Extension Grant Application preparation is underway and will be ready for submission prior to the February 28, 2018 deadline. If a Grant is approved there is a local share (15% = \$68,932.00). It is unclear at this time if this will be paid by Lower Alsace Township or AVMA.

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 \$389,994.00. Contingency of \$19,500.00. For a total of an estimated cost of \$459,544.00.

OFFICE MANAGER

Ms. Kennedy presented the Office Manager's Report.

1. A Sewer Credit Request was received from Ms. Denise Shirey, of 2511 Philmay Terrace. Ms. Shirey contacted MPBMA regarding a high water usage in the amount of 48,000 gallons. The meter could not be data logged. After a brief discussion, the Board determined to make a decision after seeing the water usage on the next billing. Ms. Kennedy will contact the customer.

UNFINISHED BUSINESS:

NEW BUSINESS:

Ms. Hurwitz requested that the draft of minutes be emailed to all board members when they are completed.

The AVMA Holiday Party will be held after the February Board Meeting. Spouses are welcome to attend. Reservations will be made for 7:30 pm at Bixler's Lodge.

There being no further business a motion was made by Mr. Hill and seconded by Mr. Goodman to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 8:20 PM.

Respectfully Submitted,
Loretta L. Kennedy,
Assistant Secretary