

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MARCH 22, 2018**

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

Mr. Curt Hill, Secretary
Mr. Patrick McDevitt, Treasurer
Mr. Francis Kelly, 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:

Ms. Claudia Hurwitz, Chairperson
Mr. Troy Goodman, Vice-Chairman

Visitor:

Mr. Thomas White, Morgan Stanley

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

Motion was made by Mr. Kelly and was seconded by Mr. McDevitt to approve the February 22, 2018 minutes. **Motion passed unanimously.**

NEW BUSINESS

Mr. White provided AVMA Board Members a Custom Report on The Antietam Valley Municipal Authority Pension Plan and explained the portfolio and performance results.

FINANCE:

1. Checks for Ratification – March of 2018: Check Nos. 5665 through 5700 totaling \$526,669.02, dated 02/23/18 through 03/21/18 from the General Account, as well as Check Nos. 50007 through 50012 and EFT's, dated 02/28/18 through 03/14/18 from the Payroll Account in the amount of \$22,106.12 for a combined total of \$548,775.14 were approved on a motion by Mr. Hill and seconded by Mr. Kelly. **Motion passed unanimously.**

2. Mr. Ustaszewski stated that Check No. 5684 payable to Carsonia Car Care was voided because of a discrepancy with the invoice total. Carsonia Car Care replaced the clutch in the Flushing Truck. The total invoice was higher due to additional repairs that were necessary. Mr.

Ustaszewski questioned the invoice total because it was higher than what was originally quoted. Mr. Orth will be submitting an amended invoice.

Treasurer's Report – For the month of February of 2018:

<u>VIST Bank</u>	
Checking	\$ 17,580.90
Savings	\$ 96,289.23
Payroll	\$ 10,460.02
Sewer Revenue	\$ 1,004,390.23
Capital Improvements	\$ 317,885.36
Receipts	\$ 48.78
Total	\$ 317,934.14
Morgan Stanley CD's	\$ 450,000.00
Total Cash Available	\$1,896,654.52

Motion was made by Mr. Hill and was seconded by Mr. Kelly to accept the Treasurer's Report for February of 2018. **Motion passed unanimously.**

Administration/Personnel:

1. Mr. Kelly questioned if the Maintenance Mechanic position was advertised in the Reading Eagle. Mr. Ustaszewski stated that Ms. Hurwitz asked us to hold off on the advertisement. Mr. Ustaszewski explained that he contacted and met with Mr. Phil Harris, a Work-Based Education Coordinator from BCTC West Campus. Mr. Harris is attempting to find someone to fill this position.

FINANCE:

There was no report at this time.

INSURANCE/PENSION:

There was no report at this time.

BUILDINGS/EQUIPMENT

There was no report at this time.

CAPITAL RESERVE:

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 February of 2018 have been submitted.

2. The new chlorine equipment was installed and the new piping was completed. A new Omni Valve to adjust the chlorine dosage was discussed.

ENGINEERING/CAPITAL IMPROVEMENTS:

Mr. Sassaman presented the Engineering/Capital Improvements Report.

1. Eastern Environmental Contractors has notified us that the anticipated delivery date for the Aerator Replacement Project equipment is May 15, 2018. We have received and reviewed the submittals for the Aspirator Speed Control Project.

Eastern Environmental Contractors has submitted Payment Application #2 for the Equipment Submittals in the amount of \$6,930.00. Entech has reviewed and approved the Application for payment and recommends that AVMA consider payment approval. Motion was made by Mr. Kelly and seconded by Mr. McDevitt to approve payment application #2 in the amount of \$6,930.00. **Motion passed unanimously.**

2. The 2017 DEP Chapter 94 Report was submitted to the DEP prior to the March 31, 2018 deadline.
3. The PennDot Highway Occupancy permit was issued and the sewer repair on Perkiomen Avenue can now be scheduled after the snow is gone.
4. The Friedensburg Road Sewer Extension Grant Application was submitted to CFA. They received 680 applications for grants and have postponed their meeting until July 27, 2018 so they have time to review all the applications.

OFFICE MANAGER

Ms. Kennedy presented the Office Manager's Report.

1. The new Lexmark Copier through Fraser Business Equipment was delivered.
2. A Request for Sewer Forgiveness was received from Ms. Jannell Schera, of 625 Carsonia Avenue. There was a leak detected by the MPBMA. Ms. Schera's water usage was 235,000 gallons. Her normal water usage is approximately 6,000 gallons. Mr. Ustaszewski stated that it was determined that none of this water entered the sanitary sewer system. Motion was made by Mr. Hill and seconded by Mr. McDevitt to bill Ms. Schera \$85.80 for her normal usage of 6,000 gallons. A sewer credit will be issued in the amount of \$ 2,243.40. **Motion passed unanimously.**
3. A brief discussion was held regarding the rates for PA One Call. It was suggested that we invite a representative from PA One Call to attend our April 26, 2018 Monthly Board Meeting.

UNFINISHED BUSINESS:

NEW BUSINESS:

There being no further business a motion was made by Mr. Hill and seconded by Mr. McDevitt to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 7:40 PM.

Respectfully Submitted,

Loretta L. Kennedy,
Assistant Secretary