

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JULY 24, 2018**

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

Ms. Claudia Hurwitz, Chairperson  
Mr. Troy Goodman, Vice-Chairman  
Mr. Francis Kelly, Asst. Treasurer

**Also Present:**

Ms. Kourtney E. Bernecker, Esq., Kozloff Stoudt  
Mr. Michael Sassaman, Entech Engineering  
Mr. Kerry Ustaszewski, Superintendent  
Ms. Loretta Kennedy, Office Manager/Assistant Secretary

**Absent:**

Mr. Curt Hill, Secretary  
Mr. Patrick McDevitt, Treasurer

The Chairperson, Ms. Hurwitz called the meeting to order at 6:00 pm with the Pledge of Allegiance to the flag.

The May 24, 2018 Minutes will be approved at the August 23, 2018 meeting.

**FINANCE:**

**1. Checks for Ratification – June of 2018:** Check Nos. 5771 through 5809 totaling \$175,340.90, dated 05/29/18 through 06/28/18 from the General Account and one EFT, as well as Check Nos. 50018 through 50024, direct deposits and EFT's, dated 06/06/18 through 06/20/18 from the Payroll Account in the amount of \$24,099.93 for a combined total of \$199,440.83 were approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

**2. Checks for Ratification – July of 2018:** Check Nos. 5810 through 5845 totaling \$41,690.60, dated 07/02/18 through 07/23/18 from the General Account, as well as Check Nos. 50025 through 50027, direct deposits and EFT's, dated 07/03/18 through 07/23/18 from the Payroll Account in the amount of \$21,746.18 for a combined total of \$63,436.78 were approved on a motion by Mr. Goodman and seconded by Mr. Kelly. **Motion passed unanimously.**

**Treasurer's Report – For the month of May of 2018:**

<b><u>VIST Bank</u></b>	
Checking	\$ 22,299.80
Savings	\$ 121,721.91
Payroll	\$ 9,995.91

Sewer Revenue	\$ 740,689.44
Capital Improvements	\$ 318,040.41
Receipts	\$ <u>54.03</u>
Total	\$ 318,094.44
Morgan Stanley CD's	\$ 450,000.00
Receipts	\$ 865.21
Expenses	\$ <u>0.00</u>
Ending Balance	\$ 450,865.21
Total Cash Available	\$1,663,666.71

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

**Treasurer's Report – For the month of June of 2018:**

<u>VIST Bank</u>	
Checking	\$ 24,227.07
Savings	\$ 50,860.63
Payroll	\$ 29,899.28
Sewer Revenue	\$ 790,864.23
Capital Improvements	\$ 318,094.44
Receipts	\$ 50.33
Expenses	\$ <u>119,162.50</u>
Ending Balance	\$ 198,982.27
Morgan Stanley CD's	\$ 450,865.21
Receipts	\$ 601.28
Expenses	\$ <u>0.00</u>
Ending Balance	\$ 451,466.49
Total Cash Available	\$1,546,299.97

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

1. Motion was made by Ms. Hurwitz and seconded by Mr. Kelly to hire Mr. Michael Ratynski at \$17.00 per hour as the Maintenance Mechanic, as of 7/16/18. **Motion passed unanimously.**

**FINANCE:**

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

**INSURANCE/PENSION:**

1. Ms. Kennedy reported that she received an e-mail from Mr. Zimmerman of Benecon regarding the Blue Cross Prescription Plan. This is an older pharmacy plan that is no longer

being offered to new groups coming into Blue Cross. The Blue Cross pharmacy area would like to move groups from a paper claims reimbursement form to a card program that works like the medical portion of our health plan. Our Group can keep the same pharmacy benefit plan that we currently have: \$50 retail deductible, 20% coinsurance and the \$18 copay for a 90 day mail order supply of medication. This change will be effective January 1, 2019. The pro's of making this change include less paperwork and there is a reduction in the Blue Cross Admin. Fee from \$29.11 to \$24.37 per member per month. After a brief discussion a motion was made by Mr. Kelly and seconded by Mr. Goodman to change to the Blue Cross Prescription Card Program. **Motion passed unanimously.**

2. Ms. Hurwitz reported that the first surplus claim fund check was received from The PA Municipal Health Insurance Cooperative for 2017 in the amount of \$24,728.65. This was for 75% of the surplus distribution.

### **BUILDINGS/EQUIPMENT**

1. Zero Gravity is currently offering security certifications (SSL) to all of their website clients. This would provide our website with additional security and encryption and would turn the address from an http to a https. The annual cost per site for a SSL certificate is currently \$75.00 per site per year. We can lock in for one or two years at this time. Additionally, there would be a one-time initial setup cost of \$50.00. After a brief discussion it was decided that this would be tabled until next month.

### **CAPITAL RESERVE:**

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

### **SOLICITOR:**

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

### **SUPERINTENDENT:**

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

1. The DMRs for May and June of 2018 have been submitted.
2. We had a chlorine interruption on Saturday, June 9, 2018 from a power outage. A tree limb hit a power line. Mr. Ravert heard about this and stopped in. This power interruption shut off the starter for the utility water supply which serves the chlorine. There was no disinfectant added to the effluent. DEP was contacted immediately and the necessary reports were provided to Mr. Buss, of the DEP. Ms. Kennedy invoiced the owner of the tree company for Mr. Ravert and Mr. Herb's overtime hours.
3. The Envirodyne rotors have been assembled and are working fine. We will look into getting VFD's for their motors.
4. Number three circular clarifier failed. Eastern Environmental determined that the problem was a failed motion switch. The clarifier was drained. A new switch was ordered and installed and is now running smoothly.

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

1. The Aerator Replacement Project has been completed and is fully operational. Eastern Environmental has submitted Payment Application #4 for the final project closeout in the amount of \$42,407.50. There were no change orders. Entech recommends that the Authority consider this application for approval. Eastern Environmental did submit an invoice in the amount of \$1,144.92 for replacement of the electrical disconnect box for one aerator. Motion was made by Mr. Kelly and seconded by Mr. Goodman to approve Payment Application #4 for the Aerator Replacement Project and the additional invoice in the amount of \$1,144.92. **Motion passed unanimously.**
2. Entech has prepared and submitted the required digital mapping for PA One Call.
3. The clarifier covers were revised by the fabricator. Support cables and the cover have been installed on one clarifier. The cover has worked well during a 1.5" rain event. Modifications are being made on the second cover.
4. The existing DRBC Docket expires on December 10, 2019 and a renewal application is due to DRBC by December 10, 2018. Entech can prepare the renewal application for AVMA. The cost for preparation of the application is approximately \$700.00. The DRBC filing fee for submitting the Application to DRBC is \$513.00. Motion was made by Mr. Kelly and seconded by Mr. Goodman to have Entech Engineering prepare the renewal application for DRBC. **Motion passed unanimously.**
5. The owner of the Dance Studio at 2800 Perkiomen Avenue, Mr. Randal Hoch, is requesting permission to install a Low Pressure Sewer System and connect to the existing dead end manhole in front of McDonalds. The owner is requesting to install part of the facilities but not install the pump or begin flowing to the AVMA sewer system at this time. They are requesting to allow the connection to be made before the PennDOT project comes through but delay the payment of the tapping fee until the actual pump is installed and the Low Pressure Sewer System is functional. Ms. Bernecker, of Kozloff Stoudt, recommended having a legal agreement in place with Mr. Hoch. EDU's were briefly discussed. Ms. Kennedy will contact MPBMA for their quarterly water usage.

Motion was made by Mr. Kelly and seconded by Mr. Goodman to have Kozloff Stoudt and Entech Engineering work together to draft a Connection Agreement, determine EDU's and amount of Escrow with Mr. Hoch for a Low Pressure Sewer System at 2800 Perkiomen Avenue. **Motion passed unanimously.**

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

1. An additional request for sewer forgiveness was received from Jannell Schera of 625 Carsonia Avenue. This customer had a water leak and this usage was part of the original water

leak. Motion was made by Mr. Kelly and seconded by Mr. Goodman to issue a credit in the amount of \$441.00. **Motion passed unanimously.**

**NEW BUSINESS:**

**UNFINISHED BUSINESS:**

Ms. Hurwitz stated that she and Mr. Hill met with Mr. Parrish, a PA One Call Representative. A brief explanation was given regarding mapping. We are active members and everything is going well.

**There being no further business a motion was made by Mr. Goodman, seconded by Mr. Kelly to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 7:20 PM.**

Respectfully Submitted,

Loretta L. Kennedy,  
Assistant Secretary