

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JANUARY 23, 2020**

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

Ms. Claudia Hurwitz, Chairperson  
Mr. Curtis Hill, Vice-Chairman  
Mr. Troy Goodman, Treasurer  
Mr. Francis Kelly, Assistant Treasurer  
Mr. Quinn Haller, Secretary

**Also Present:**

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

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

**At this time, Ms. Hurwitz turned the meeting over to Mr. Boland, Esq. for Reorganization.**

Motion was made by Mr. Kelly, seconded by Ms. Hurwitz to open the floor for nominations for the office of Chairman. **Motion passed unanimously.**

Mr. Hurwitz nominated Mr. Hill for the office of Chairman.

Motion was made to close the floor for nominations by Ms. Hurwitz, seconded by Mr. Haller. **Motion passed unanimously.**

**Mr. Hill was unanimously elected Chairman.**

Motion was made by Mr. Kelly, seconded by Mr. Haller to open the floor for nominations for the office of Vice-Chairman. **Motion passed unanimously.**

Mr. Kelly nominated Mr. Haller for the office of Vice-Chairman.

Motion was made to close the floor for nominations by Mr. Kelly, seconded by Ms. Hurwitz. **Motion passed unanimously.**

**Mr. Haller was unanimously elected Vice-Chairman.**

Motion was made by Mr. Kelly, seconded by Ms. Hurwitz to open the floor for nominations for the office of Treasurer. **Motion passed unanimously.**

Mr. Kelly nominated Ms. Hurwitz for the office of Treasurer.

Motion was made to close the floor for nominations by Mr. Kelly, seconded by Mr. Haller.  
**Motion passed unanimously.**

**Ms. Hurwitz was unanimously elected Treasurer.**

Motion was made by Mr. Haller, seconded by Mr. Goodman to open the floor for nominations for the office of Asst. Treasurer. **Motion passed unanimously.**

Mr. Goodman nominated Mr. Kelly for the office of Asst. Treasurer. Mr. Kelly nominated Mr. Goodman for the office of Asst. Treasurer.

Motion was made to close the floor for nominations by Mr. Kelly, seconded by Ms. Hurwitz.  
**Motion passed unanimously.**

Ms. Hurwitz, Mr. Goodman, Mr. Hill and Mr. Haller voted for Mr. Kelly. Mr. Kelly voted for Mr. Goodman. **Mr. Kelly was elected Asst. Treasurer.**

Motion was made by Ms. Hurwitz, seconded by Mr. Haller to open the floor for nominations for the office of Secretary. **Motion passed unanimously.**

Mr. Kelly nominated Mr. Goodman for the office of Secretary.

Motion was made to close the floor for nominations by Mr. Kelly, seconded by Ms. Hurwitz.  
**Motion passed unanimously.**

**Mr. Goodman was unanimously elected Secretary.**

Motion was made by Mr. Kelly, seconded by Ms. Hurwitz to open the floor for nominations for the office of Asst. Secretary. **Motion passed unanimously.**

Mr. Kelly nominated Ms. Kennedy for the office of Asst. Secretary.

Motion was made to close the floor for nominations by Mr. Kelly, seconded by Ms. Hurwitz.  
**Motion passed unanimously.**

**Ms. Kennedy was unanimously elected Asst. Secretary.**

**Mr. Curtis Hill was elected as Chairperson.**  
**Mr. Quinn Haller was elected as Vice-Chairperson**  
**Ms. Claudia Hurwitz was elected as Treasurer**  
**Mr. Francis Kelly was elected as Asst. Treasurer**  
**Mr. Goodman was elected as Secretary**  
**Ms. Kennedy was elected as Assistant Secretary**

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

**Auditor – Herbein & Company, Inc.**  
**Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt**  
**Engineering – Mr. Michael Sassaman – Entech Engineering**

**Motion passed unanimously.**

Motion was made by Ms. Hurwitz, seconded by Mr. Kelly to approve the December 19, 2019 minutes with the two suggested changes. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – January 23, 2019:**

General Account: Check Nos. 6449 through 6480, dated 12/20/19 through 01/23/20 in the amount of \$380,616.73 and 12 EFT's, dated 12/22/19 through 01/23/20 in the amount of \$11,834.21 for a combined total of \$392,450.94 from the General Account.

Payroll Account: Check Nos. 267 through 275 in the amount of \$15,973.45 as well as 5 ACH's and a transfer dated 12/27/19 through 01/06/20 in the amount of \$8,142.04 for a combined total from the Payroll Account of \$24,115.49.

The combined total of payments from the General and Payroll accounts in the amount of \$416,566.43 were approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

**Treasurer's Report – For the month of December 2019:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>11/30/2019</b>	<b>\$1,964,229.48</b>
RECEIPTS	\$1,009,583.21	
INTEREST	1,620.93	
EXPENDITURES	(\$1,349,239.88)	
<b>BALANCE</b>	<b>12/31/2019</b>	<b>\$1,626,193.74</b>

**ACCOUNT BALANCES  
12/31/2019**

General	\$ 12,296.34
Payroll	30,783.17
Sewer	835,469.89
Capital Improvements	3,155.84
Savings	293,421.26
Petty Cash	87.15
Morgan Stanley	100,928.80
Riverfront	200,000.00
Utilities Employees Credit Union	<u>150,051.29</u>

**TOTAL** **\$1,626,193.74**

The Treasurer's Report for December of 2019 was approved on a motion by Mr. Kelly and was seconded by Mr. Goodman. **Motion passed unanimously.**

## **COMMITTEE REPORTS**

### **ADMINISTRATION/PERSONNEL:**

1. The Laborer position was advertised and six resumes were received. They will be reviewed by the Personnel Committee and interviews will be scheduled.

### **FINANCE:**

1. A nine month CD was purchased through Utility Employees Federal Credit Union.

2. PennDot invoices were discussed. Mr. Sassaman explained that when the Highway Occupancy Permit was obtained from PennDot for the Friedensburg Road Sewer Extension Project it stated that there would be more than spot inspection "when available". No notice of rates or costs were submitted to AVMA or Entech. Invoice totals to date are \$19,866.18. Mr. Boland, Esq. suggested contacting our State Representatives. Mr. Boland, Esq and Mr. Sassaman will discuss this further.

### **INSURANCE/PENSION:**

No Report.

### **CAPITAL RESERVE:**

No Report

### **SOLICITOR:**

No Report

### **SUPERINTENDENT:**

1. DMR's for December have been submitted to the DEP.

2. The repaired ABS aspirator has been installed and is in operation. ABS paid for the parts to repair the aspirator, AVMA paid the labor costs.

3. It was discovered that there is a six inch line sewer line serving three homes on it that was never dedicated to AVMA. The addresses are 221 Laurel Street, 227 Laurel Street and 20 Cameron Street. If this main clogs, we have no access. In the absence of any paperwork regarding the dedication of this line, it was decided that this line is a private lateral. The Board agrees that this line will be the sole responsibility of the homeowners.

4. There was a discussion regarding ownership of a six inch line in an alleyway behind homes that front Endlich Avenue. A short discussion followed regarding ownership of this line. Mr. Ustaszewski stated that we currently service this line. An update will be given at the next meeting.

5. The new belt filter press rollers are on site. Installation is scheduled for 2/5/2020.

6. There are some issues with the gearbox and cutters on the muffin monster at the new pumphouse. A quotation is being prepared by JWC Environmental.

## **ENGINEERING:**

1. The Friedensburg Road Sewer Extension Project has been completed with the exception of the final paving to be done in the spring of 2020. Laterals have been installed to the property lines, testing and televising has been completed and passed. Residents can start connecting to the sewer line. Entech is preparing the request to CFA for reimbursement of the grant money in the amount of \$125,000.00. Entech needs a copy of the cancelled check paid to Wexcon. We also need to set up a system for connecting the properties after fees have been paid, etc.
2. Entech prepared and electronically submitted the DRBC Annual Report for 2019.
3. Entech is preparing the DEP Chapter 94 Report. This report is due by March 31, 2020.
4. Entech has submitted the Chapter 94 Tributary System Annual Report information to the City of Reading.

## **OFFICE MANAGER:**

1. Statement of Financial Interest Forms were distributed to AVMA Board Members, Mr. Boland, Esq. & Mr. Sassaman.
2. A notice was received from J. P. Mascaro stating there will be a price increase for grit and sludge hauling.
3. A short discussion was held regarding the Friedensburg Road Sewer Extension. A letter will be mailed to these residents informing them that they can connect. If they don't want to connect to the sanitary sewer at this time, they must have their current on sight system inspected.
4. A Sewer Forgiveness Letter was received from Richard I Hart, of 2447 Perkiomen Avenue. Mr. Ustaszewski reported that Mr. Herb went to investigate. He could hear water running in the lateral. After the water was shut off, the water stopped running in the lateral. After a brief discussion, it was decided that Mr. Ustaszewski would investigate further.

## **UNFINISHED BUSINESS:**

1. The parking lot light was installed.
2. Ms. Hurwitz stated that she will learn how to use the I.D. Maker and will make the AVMA badges.

## **NEW BUSINESS:**

1. Mr. Hill would like an explanation for any voided checks on the monthly reports.
2. Mr. Goodman mentioned that a brief discussion was held regarding the Borough of Mt. Penn and the Borough of St. Lawrence building a new garage, to be shared. This garage would be outside of the fenced area at AVMA.

**ADJOURNMENT:**

The next meeting will be held on Thursday, February 27, 2020 at 6:00 PM at the AVMA Operations Building. A motion was made by Mr. Kelly and was by Mr. Haller to adjourn the meeting at 7:40 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary