

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF FEBRUARY 27, 2020**

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

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

Also Present:

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

Absent:

Mr. Troy Goodman, Secretary

The Chairman, 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, seconded by Ms. Hurwitz to approve the January 23, 2020 minutes. **Motion passed unanimously.**

COMMITTEE ASSIGNMENTS:

Administration/Personnel – Curtis Hill & Francis Kelly
Finance – Claudia Hurwitz & Quinn Haller
Insurance/Pension – Curtis Hill & Troy Goodman
Buildings, Grounds & Equipment – Quinn Haller & Troy Goodman
Safety – Kerry Ustaszewski & Francis Kelly
MPBMA Liaison – Curtis Hill & Quinn Haller (Alternate)

FINANCE:

Checks for Ratification – February 27, 2020:

General Account: Check Nos. 6481 through 6514, dated 01/23/20 through 02/27/20 in the amount of \$82,061.14 and 11 EFT's, dated 01/24/20 through 02/26/20 in the amount of \$10,768.80 for a combined total of \$92,829.94 from the General Account.

Payroll Account: Check Nos. 277 through 291 in the amount of \$24,266.09 as well as 7 ACH's and a transfer dated 01/27/20 through 02/26/20 in the amount of \$12,703.41 for a combined total from the Payroll Account of \$36,969.50.

The combined total of payments from the General and Payroll accounts in the amount of \$129,799.44 were approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

Treasurer's Report – For the month of January 2020:

ACTIVITY

<u>BALANCE</u>	12/31/2019	\$1,626,193.74
RECEIPTS	\$263,682.45	
INTEREST	838.96	
EXPENDITURES	(\$181,931.37)	
BALANCE	01/31/2020	\$1,708,783.78

**ACCOUNT BALANCES
01/31/2020**

General	\$ 18,057.89
Payroll	21,758.97
Sewer	1,009,925.15
Capital Improvements	3,157.98
Savings	204,816.55
Petty Cash	87.15
Morgan Stanley	100,928.80
Riverfront	200,000.00
Utilities Employees Credit Union	<u>150,051.29</u>
TOTAL	\$1,708,783.78

The Treasurer's Report for January of 2020 was approved on a motion by Ms. Hurwitz and was seconded by Mr. Haller. **Motion passed unanimously.**

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

At 6:25 pm the Chairman, Mr. Hill called for an Executive Session to discuss matters of Personnel.

At 6:35 pm the Chairman, Mr. Hill brought the meeting back in session with no action taken.

1. The Laborer position was advertised and eight resumes were received. Four people were interviewed. Motion was made by Ms. Hurwitz and was seconded by Mr. Haller to hire Michael Scheuing at the rate of \$18.00 per hour with a start date of March 9, 2020. After a 90 day probation period and with a good review from Mr. Ustaszewski, his salary will be raised to \$19.00 per hour. **Motion passed unanimously.**

FINANCE:

1. The last Morgan Stanley CD in the amount of \$100,000.00 matures on March 2, 2020. Mr. Hill or Ms. Hurwitz will contact Utilities Employees Credit Union for interest rates.

2. Ms. Hurwitz mentioned that the Budget Comparison for January of 2020 looks good.
3. Ms. Hurwitz reported on a few issues with billing and reporting by the MPBMA.

INSURANCE/PENSION:

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to appoint Mr. Hill as the AVMA delegate for MRM's annual meeting and to complete the Proxy form. **Motion passed unanimously.**

CAPITAL RESERVE:

No Report

SOLICITOR:

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

1. Mr. Boland, Esq. stated that he and Mr. Ustaszewski looked at plans, prepared by Mast Engineering in 1939, for the Borough of Mt. Penn. It appears that AVMA owns this sanitary sewer line. Mr. Ustaszewski stated that this line needs work. This will be discussed at a later date.

SUPERINTENDENT:

1. DMR's for January have been submitted to the DEP.
2. Mr. Sassaman explained the new DMR Report. As a result of the new permit, additional laboratory testing must be completed. A short discussion followed.
3. On 2/7/2020 the muffin monster failed. Eastern Environmental determined that the motor was burned out. There was \$15,000.00 on the 2020 budget for repairs to the muffin monster. A new unit was purchased from JWC Environmental in the amount of \$19,704.94. The new muffin monster was installed by Eastern Environmental on 2/27/2020 and was run briefly. It will be run on 2/28/2020 for eight hours.
4. The belt filter press rollers were installed by Charter Machine.
5. A preventative maintenance yearly agreement was received from Xylem in the amount of \$1,820.00. After a brief discussion, motion was made by Mr. Kelly and was seconded by Ms. Hurwitz to accept this Yearly Preventative Maintenance Inspection Agreement with Xylem in the amount of \$1,820.00. **Motion passed unanimously.**
6. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to upgrade Mr. Ustaszewski's computer to Windows 10 for no more than \$200.00. **Motion passed unanimously.**

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. Entech has prepared and submitted the request to CFA for reimbursement of the \$125,000.00 grant.

2. We have not heard anything more from PennDOT on the construction inspection fees. PennDOT has sent past due notices. Mr. Boland, Esq. stated that he will follow up with the State Representative's office regarding this issue. Mr. Boland, Esq. will also contact Ms. Kennedy with the results of this telephone conversation.
3. Entech has prepared the DEP Annual Wasteload Management Report, Chapter 94 Report, which is due by March 31, 2020. A brief review was provided to the Board. Mr. Ustaszewski will review this report. After review, four copies will be signed by Mr. Sassaman and Mr. Ustaszewski and will be submitted to the DEP.
4. The new NPDES Discharge limits went into effect starting February 1, 2020. Entech assisted Mr. Ustaszewski in updating the eDMR Supplemental forms.

OFFICE MANAGER:

1. Check number 74808 was received in the amount of \$553.64 from Pennsylvania One Call, Inc.
2. J.P. Mascaro's price increase for 2020 - \$4.70 additional per ton of sludge and \$7.00 additional per pick up for the transportation charge.

UNFINISHED BUSINESS:

1. Ms. Hurwitz reported that the template is completed for the AVMA ID badges. Employee pictures will be taken on Tuesday, March 3, 2020.
2. Ms. Kennedy was asked to use the new logo on the AVMA letterhead.
3. The Sewer Forgiveness Letter from Richard I. Hart was discussed. Motion was made by Ms. Hurwitz and was seconded by Mr. Haller to deny the Request for Sewer Forgiveness. **Motion passed. Mr. Kelly abstained.**

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, March 26, 2020 at 6:00 PM at the AVMA Operations Building. A motion was made by Mr. Kelly and was by Ms. Hurwitz to adjourn the meeting at 7:55 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary

