

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MARCH 26, 2020**

The March meeting of the Antietam Valley Municipal Authority was held on the above captioned date, via ZOOM 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
Mr. Troy Goodman, Secretary

Also Present:

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

Visitors:

Mr. Richard Ritzer, CBIZ InR
Mr. Jeff Hugo, CBIZ InR

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

Mr. Ritzer and Mr. Hugo of CBIZ InR gave a year to date Pension Plan Performance Report. It was explained that the portfolio is 70% stocks and 30% bonds. Mr. Ritzer stated that now is a good time to put money into the plan to buy stocks.

Motion was made by Mr. Kelly, seconded by Ms. Hurwitz to approve the February 27, 2020 minutes. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – March 26, 2020:

General Account: Check Nos. 6515 through 6547, dated 02/28/20 through 03/25/20 in the amount of \$186,220.52 and 16 EFT's, dated 03/05/20 through 03/24/20 in the amount of \$11,726.09 for a combined total of \$197,946.61 from the General Account.

Payroll Account: Check Nos. 292 through 303 and 50055 through 50057, dated 3/11/20 through 3/25/20 in the amount of \$18,530.01 as well as 4 ACH's in the amount of \$8,291.03 for a combined total from the Payroll Account of \$26,821.04.

The combined total of payments from the General and Payroll accounts in the amount of \$224,767.65 were approved on a motion by Mr. Kelly and seconded by Mr. Haller. **Motion passed unanimously.**

1. Mr. Ustaszewski mentioned that Check No. 6546 for Mr. Rehab was for work completed in 2019. Ms. Hurwitz stated that this bill would be posted to the Capital Lining Expense for 2020's budget. Ms. Kennedy will add this to the budget comparison under notes.

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

ACTIVITY

BALANCE **01/31/2020** **\$1,708,783.78**

RECEIPTS \$794,873.34

INTEREST 844.06

EXPENDITURES (\$656,587.96)

BALANCE **02/29/2020** **\$1,847,913.22**

ACCOUNT BALANCES

02/29/2020

General \$ 23,172.54

Payroll 16,512.93

Sewer 826,078.67

Capital Improvements 430,033.30

Savings 101,049.60

Petty Cash 86.09

Morgan Stanley 100,928.80

Riverfront 200,000.00

Utilities Employees Credit Union 150,051.29

TOTAL **\$1,847,913.22**

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to accept Mr. Gary Kellon's resignation as of 3/27/2020. **Motion passed unanimously.**

2. A free advertisement for the wastewater treatment plant operator position was placed in the EPWPCOA publication.

3. An executive session will be held at the end of the meeting to discuss matters of personnel.

FINANCE:

1. Mr. Hill reported that a CD was purchased from Utilities Employees Credit Union at 1.7% for two years.

2. Ms. Hurwitz mentioned that the Budget Comparison for February of 2020 looks good.
3. Ms. Hurwitz suggested paying toward the MMO now. After a brief discussion, motion was made by Ms. Hurwitz and was seconded by Mr. Haller to pay half of the MMO now and half in six months. **Motion passed unanimously.** Ms. Kennedy will prepare a check for half the MMO, in the amount of \$31,611.00.
4. Ms. Hurwitz explained a letter was received from Mr. Joseph Duda, of Duda Actuarial, in the amount of \$600.00. This letter explained that interest was due because the 2018 MMO was paid late. Ms. Hurwitz noted that this interest payment can be satisfied by using part of the extra money that AVMA paid towards the 2019 MMO.

INSURANCE/PENSION:

1. Mr. Hill reported that MRM changed their annual meeting date and he signed the updated proxy forms.
2. Mr. Hill explained that the power outage will be discussed later.

BUILDINGS/GROUNDS/EQUIPMENT:

No Report

SAFETY:

1. Mr. Kelly reported that he provided Mr. Ustaszewski a pyramid of risk management. They will meet at a future date to discuss this.
2. Ms. Hurwitz explained that there is a company that works through MRM called Optimus Risk Services. This company deals with safety issues and visits Central Berks yearly. Mr. Ustaszewski stated that we do get yearly visits from this company as well and the employees watch safety videos periodically.

MPBMA LIAISON:

1. Mr. Hill gave highlights from the MPBMA meeting he attended.
2. Ms. Hurwitz questioned if there was any progress on the reports we requested. Mr. Hill stated that we are getting credit card payments every Tuesday. The other items we requested were not addressed because they were missing two board members from their meeting. This should be addressed at their next monthly meeting.

SOLICITOR:

No Report

SUPERINTENDENT:

1. DMR's for February have been submitted to the DEP.
2. Mr. Sassaman installed Windows 10 on his computer and it was much appreciated.
3. Bonfitto installed the expansion tanks.

4. The first round of WETT Testing were sampled and taken to the lab. It will take a while to receive the results.
5. There was a power outage at the plant on 3/3/20 into 3/4/20 that lasted approximately fourteen hours. A brief explanation followed regarding required testing during the power outage. Pottstown Water was notified as required by the DEP. The Board will be provided the letter that was prepared for the DEP.
6. One of the things we have to be aggressive with is sludge hauling. Dave Herb suggested working two twelve hour days a week to belt press. He can fill a dumpster on a twelve hour shift. For safety reasons, Mike Scheuing also works the twelve hour shifts. The two are separated but keep in touch using the two way radios. Kerry contacted Mike Sassaman to discuss making additional room in the aerobic digester. As a result, McGovern will be hauling 30,000 gallons of liquid sludge at a cost of .12 per gallon for the next few weeks.
7. It would be helpful to let residents know that paper towels and wipes should not be flushed. Ms. Hurwitz stated that she posted on the Facebook Neighborhood Watch pages about what not to flush. We can ask Mr. Penn Borough and L.A. Township to post this information on their websites.

ENGINEERING:

1. The Friedensburg Road Sewer Extension Project – We have not heard from Wexcon regarding the final paving. Entech has prepared and submitted the request to CFA for reimbursement of the \$125,000.00 grant.
2. We had a meeting on March 13, 2020 with Reiner Pumps. They brought two of their representatives along, including an expert from Connecticut. We discussed recent problems with the pump and they will be in touch with recommendations for the new pump.
3. The Local Limits Resolution from the City of Reading was briefly discussed. Mr. Sassaman recommended that we adopt this Resolution. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to adopt the Local Limits Resolution proposed by The City of Reading. **Motion passed unanimously.** Mr. Hill will contact Mr. Boland, Esq. to handle this.
4. Invoice No. 8686, dated 5/15/19 in the amount of \$840.00 was received from Pipe Services Corporation for a batch of grout from 5/15/19. Mr. Sassaman recommended paying half of this invoice. Motion was made by Mr. Kelly and seconded by Ms. Hurwitz to pay half of this invoice, in the amount of \$420.00. **Motion passed unanimously.** Mr. Sassaman will write a letter to be mailed with the check.
5. We have not heard anything more regarding the PennDOT invoices.

OFFICE MANAGER:

1. All monies spent for Capital Projects in 2020 have been transferred from the Capital Reserve Account to the Savings Account. In the future, the transfer will be completed the same day the check is prepared.

At 7:32 PM the Chairman, Mr. Hill called for an Executive Session to discuss matters of Personnel.

At 7:47 PM the Chairman, Mr. Hill brought the meeting back in session with no action taken.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

ADJOURNMENT:

The next meeting will be held on Thursday, April 23, 2020 at 6:00 PM. A motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to adjourn the meeting at 7:48 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary