

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

The April 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

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 Ms. Hurwitz, seconded by Mr. Kelly to approve the March 26, 2020 minutes. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – April 23, 2020:**

General Account: Check Nos. 6548 through 6574, dated 03/30/20 through 04/23/20 in the amount of \$140,677.14 and 14 EFT's, dated 04/01/20 through 04/22/20 in the amount of \$10,697.17 for a combined total of \$151,374.31 from the General Account.

Payroll Account: Check Nos. 304 through 314 and 50058, dated 4/8/20 through 4/22/20 in the amount of \$17,986.35 as well as 4 ACH's and two transfers in the amount of \$9,268.69 for a combined total of \$27,255.04 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$178,629.35 were approved on a motion by Mr. Kelly and seconded by Mr. Haller. **Motion passed unanimously.**

**Treasurer's Report – For the month of March 2020:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>02/29/20</b>	<b>\$1,847,913.22</b>
RECEIPTS		\$810,547.35
INTEREST		470.04
EXPENDITURES		(\$923,024.26)

**BALANCE**                      **3/31/20**                                      **\$1,735,906.35**

**ACCOUNT BALANCES**  
**03/31/2020**

General	\$ 19,923.74
Payroll	29,699.87
Sewer	524,287.35
Capital Improvements	343,654.26
Savings	367,350.33
Petty Cash	86.09
Morgan Stanley	0.00
Riverfront	200,000.00
Utilities Employees Credit Union	100,073.95
Utilities Employees Credit Union	<u>150,830.76</u>
<b>TOTAL</b>	<b>\$1,735,906.35</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

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

**FINANCE:**

1. Ms. Hurwitz mentioned that the Budget Comparison for March of 2020 looks good. There were a few items discussed.

**INSURANCE/PENSION:**

1. Two dividend checks were received from MRM Insurance. Check No. 6015 in the amount of \$599.15 and Check No. 3385 in the amount of \$599.59.

**BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Ustaszewski reported that there was a power outage on April 9, 2020 from 1:25pm until 11:20pm. Mr. Haller questioned if we will be looking into the purchase of a generator. Mr. Sassaman added that a generator study was conducted a few years ago and this study should be reviewed. A short explanation followed. Mr. Ustaszewski stated that he would like to contact the DEP and inform them that we are conducting a generator study. Mr. Ustaszewski stated that he will phone Erick Ammon, of the DEP, and inform him that we will be conducting a generator study.

**SAFETY:**

1. Mr. Hill suggested providing the employees a turkey for Thanksgiving if there is no lost time, due to accidents.

**MPBMA LIAISON:**

No Report

**SOLICITOR:**

No Report

**SUPERINTENDENT:**

1. DMR's for March have been submitted to the DEP.
2. Mr. Sassaman will be helping Kerry with some computer issues on his new laptop.
3. The second round of WETT Testing were sampled and taken to the laboratory.
4. All laboratory test results, from samples taken during the most recent power outage, were within our parameters.
5. Kaman provided a price for the grit screw and have some shop drawings that must be reviewed.
6. The smoke testing was delayed. Phil, from PA Rural, stated that we will be first on the list when normal operations resume.
7. The AVMA employees were very appreciative of the Easter ham.

**ENGINEERING:**

1. Entech Engineering will provide a staff luncheon for AVMA employees. This employee luncheon will be coordinated with Mr. Ustaszewski.
2. A letter was written to the Commonwealth Finance Agency regarding our \$125,000 grant refund.
3. Mr. Esposito, of 1550 Friedensburg Road, has a failed on-site system. He would like to connect to the sanitary sewer system as soon as possible. This connection would be completed by boring under the road and connecting to the existing sanitary sewer system. Entech approached PennDot questioning if this sewer connection could be approved under AVMA's emergency permit. PennDot said it could not. Entech started the emergency highway occupancy permit and PennDot stated they will expedite the approval of this permit. Entech's estimate to complete this H.O.P. is approximately \$900.00. This will use all of the escrow money typically included in a Sewer Application. Mr. Sassaman stated that the connection fee is \$4,000.00 with \$1,000.00 escrow. Ms. Kennedy was instructed to prepare an invoice for Mr. Esposito for \$4,000.00 with \$1,000.00 escrow and \$900.00 for the Highway Occupancy Permit. A letter from Entech with the H.O.P. estimate should be included with the AVMA invoice.

**OFFICE MANAGER:**

No report.

**UNFINISHED BUSINESS:**

1. PennDot Response/Invoices – Invoices were paid 4/24/20.

**NEW BUSINESS:**

1. The installation of a washer and dryer will be discussed in the future.

**At 6:43, Mr. Hill called for an Executive Session to discuss matters of Personnel.**

**At 7:13 PM, Mr. Hill brought the meeting back in session with the following actions taken.**

1. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to hire Mr. Joseph Ravert as a Wastewater Treatment Plant Operator with a starting salary of \$24.72 per hour. Mr. Ravert will start with full benefits and vacation time accrued from his initial time of hire to be calendarized to May 4, 2020, his re-hire date. Mr. Ravert must submit for new hire drug testing prior to his May 4, 2020 start date. **A roll call vote was requested by Ms. Hurwitz.**

**Mr. Hill - Aye**

**Mr. Haller – Aye**

**Ms. Hurwitz - No**

**Mr. Kelly - Aye**

**Mr. Goodman - Aye**

**The motion carried 4-1 in favor.**

2. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to review and accept the new wage proposal as presented by Mr. Hill. This proposal included the following wage increases, to take effect May 30, 2020:

Mr. Kerry Ustaszewski – 13% increase with a revised hourly rate of \$39.19/hour.

Mr. David Herb – 11% increase with a revised hourly rate of \$33.13/hour.

Mr. Joseph Ravert – 10% increase with a revised hourly rate of \$27.07 per hour.

Mr. Mark Rightmyer – 13% increase with a revised hourly rate of \$27.07 per hour.

Mr. Mike Scheuing – 14% increase with a revised hourly rate of \$21.66 per hour.

Ms. Loretta Kennedy – 5% increase with a revised hourly rate of \$23.25 per hour.

**Motion passed unanimously.**

The mechanic position was briefly discussed and the decision was made that AVMA was not hiring a mechanic.

3. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to accept the final wage and benefits paid to Mr. Gary Kellon on Check No. 50058. This final payment included forty hours of vacation and twenty four hours of personal time. Mr. Kellon choose to work, instead of taking his personal time, to help offset the electrical outage and for pandemic support. **Motion passed unanimously.**

**ADJOURNMENT:**

The next meeting will be held on Thursday, May 28, 2020 at 6:00 PM via ZOOM. A motion was made by Mr. Haller and was seconded by Mr. Kelly to adjourn the meeting at 7:28 PM.  
**Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary