

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MAY 28, 2020**

The May 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

Visitor:

Mr. Barry Groebel, 1052 Friedensburg Road

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 Mr. Haller to approve the April 23, 2020 minutes.
Motion passed unanimously.

FINANCE:

Checks for Ratification – May 28, 2020:

General Account: Check Nos. 6575 through 6605, dated 04/24/20 through 05/27/20 in the amount of \$538,382.73 and 21 EFT's, dated 04/24/20 through 05/26/20 in the amount of \$10,087.30 for a combined total of \$548,470.03 from the General Account.

Payroll Account: Check Nos. 315 through 324 and 50059, dated 5/6/20 through 5/20/20 in the amount of \$17,125.99 as well as 5 ACH's and two transfers in the amount of \$8,130.82 for a combined total of \$25,256.81 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$573,726.84 were approved on a motion by Mr. Kelly and seconded by Mr. Haller. **Motion passed unanimously.**

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

ACTIVITY

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|-----------------------|-----------------|-----------------------|
| <u>BALANCE</u> | 03/31/20 | \$1,735,906.35 |
|-----------------------|-----------------|-----------------------|

| | | |
|----------|--|--------------|
| RECEIPTS | | \$299,332.33 |
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| | |
|--------------|----------------|
| INTEREST | 169.61 |
| EXPENDITURES | (\$332,089.41) |

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|----------------|----------------|-----------------------|
| BALANCE | 4/30/20 | \$1,703,318.88 |
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ACCOUNT BALANCES
04/30/2020

| | |
|----------------------------------|-----------------------|
| General | \$ 40,997.91 |
| Payroll | 18,840.75 |
| Sewer | 636,168.79 |
| Capital Improvements | 323,534.42 |
| Savings | 232,804.56 |
| Petty Cash | 67.74 |
| Morgan Stanley | 0.00 |
| Riverfront | 200,000.00 |
| Utilities Employees Credit Union | 100,073.95 |
| Utilities Employees Credit Union | <u>150,830.76</u> |
| TOTAL | \$1,703,318.88 |

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. The cleaning service, Dust Be Gone, has resumed their services.

VISITOR:

1. Mr. Barry Groebel, of 1052 Friedensburg Road joined the ZOOM meeting to discuss a sewer connection for his home. Mr. Hill stated that this issue would be discussed and Mr. Groebel would be notified of the Board's decision. After a brief discussion, Mr. Groebel thanked Mr. Haller for his recent help and signed off.

FINANCE:

1. Ms. Hurwitz reported that as of yesterday we had \$341,146.41 in the Sewer Revenue Account. This is partially responsible because of the BB&T Loan Payment. The quarterly transfer in the amount of \$313,191.00 was last completed 3/24/20. The next quarterly transfer will be completed in June. We will not be receiving additional sewer revenue until late July, early August. We have to watch our spending.
2. Ms. Hurwitz stated that the Budget Comparison looks good.

INSURANCE/PENSION:

1. A change was made to our Pennsylvania Municipal Health Insurance Plan Document, effective 5/4/20. This change allowed Joseph Ravert to join the Health Plan as a re-hire, without the ninety day waiting period.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Ustaszewski reported that the flashing was damaged on the 1989 grit building. We received a quote from P. Glenn Shaub in the amount of \$685.00 to repair the flashing on the roof. The Office Building roof looks good. A brief discussion followed.

SAFETY:

1. Mr. Kelly said the main issue has been disinfecting and cleaning at the office.
2. A brief discussion was held regarding Ms. Kennedy coming back to the office and when we will open up the building. This will be discussed further at the June ZOOM Meeting, after Berks County goes yellow.
3. June and July Board Meetings will be held via ZOOM. Mr. Hill will create the meetings and Ms. Kennedy will have them advertised.

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. stated that the payment agreement for Mr. Fegley, of 1720 Friedensburg Road was prepared. Mr. Hill added that Mr. Fegley signed this Agreement on May 26, 2020. Mr. Boland, Esq. will be mailed a copy. Mr. Boland, Esq. prepared a Lien for Mr. Fegley as well. Ms. Kennedy will provide Mr. Boland, Esq. the necessary information to complete all the liens.
2. Mr. Hill mentioned that Mr. & Mrs. Edward Gensemer, of 1722 Friedensburg Road and Mr. & Mrs. Mark Magruder, of 1712 Friedensburg Road, plan on connecting to the sanitary sewer line. Ms. Kennedy stated that she mailed both residents a letter and invoice dated October 15, 2019. Neither has responded or submitted their \$5,000.00 payment. Ms. Hurwitz suggested mailing an invoice and letter stating the invoice must be paid within thirty days. Mr. Boland, Esq. was asked to draft this letter.

SUPERINTENDENT:

1. DMR's for April have been submitted to the DEP.
2. Mr. Sassaman helped Mr. Ustaszewski with some computer issues on his new laptop.
3. The results from the second round of WETT Testing were received. All results were within the necessary parameters.

4. Mr. Ustaszewski reported that he and Mr. Hill met with Mr. Sassaman, Mr. Muller, of Eastern Environmental, Ms. Graeff, of Martin Conveyors and Mr. Dennis, of Kaman, to discuss the screw conveyor in the grit area. Mr. Ustaszewski mentioned that since shop drawings will be involved, it was good to meet to finalize things before the order is placed. It was a very productive meeting. Short explanation followed.
5. Xylem was in to do their preventative maintenance. Mr. Rightmyer went with them to the pump station. Mr. Rightmyer reported that things went well.
6. Mr. Ustaszewski commented on the Chapter 94 Report findings. He stated that he provides all necessary reports to the DEP.
7. Mr. Ustaszewski heard from Mr. Guinta, of PA Rural Water Association. He stated that since most of PA is going “Yellow” they were ready to schedule the smoke testing.
8. A quotation was received from Emergency Systems Services Co., for yearly preventative maintenance for the generator at the pump station, in the amount of \$1,128.44.
9. Repeat sewer jobs were discussed. Mr. Ustaszewski explained that some of the sewer jobs are caused by grease. After a long discussion, Mr. Boland, Esq. suggested that he prepare a resolution stating that if the homeowner was responsible for the sewer problem, due to grease, they would be responsible to pay all costs. Mr. Boland, Esq. will prepare a Resolution and email it to Board Members for suggestions and comments.

ENGINEERING:

1. The Friedensburg Road Sewer Extension Project has been completed with the exception of the final paving to be done in spring of 2020. The HOP expires on June 20, 2020. Entech has notified Wexcon to have the work completed by then so we don't have to request a time extension. We contacted the CFA about the grant status. They said it would be processed next week.
2. The property owner, Mr. Esposito at 1550 Friedensburg Road requested to connect to the existing sewer system. A PennDOT Highway Occupancy Permit was applied for and issued by PennDOT. The property owner scheduled the work with his plumber and Boring Contractor and Entech observed the connection to the sewer main as well as the boring under the roadway. The connection is now complete.
3. The property owner at 1052 Friedensburg Road, Mr. Barry Groebel, requested to connect to the existing sewer system. The existing sewer manhole at N. Melrose Avenue is located on the opposite side of Friedensburg Road. If the sewer main was extended across Friedensburg Road, he could connect. Other failing on-lot sewer systems on the high side could be connected by future sewer extensions along Friedensburg Road. Entech has proposed an Engineering Cost of \$9,100.00. This cost includes \$4,200.00 for design work, \$1,400.00 for permitting and \$3,500.00 for Construction Management and Inspection services. The construction cost was quoted as \$24,239.00 by Wexcon if they can do it as a Change Order to the existing Friedensburg Road Project. The total cost would be \$33,339.00. A long discussion followed. Mr. Boland, Esq. was asked to look into a possible Long Term Resolution for future additions to the sanitary sewer system. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to approve the Wexcon Change Order No. 2 in the amount of \$24,239.00 plus Engineering fees in the amount of \$9,100.00 conditioned upon the homeowner accepting the Sewer Main Extension

Proposal put forward by the Authority. **Motion passed unanimously.** Mr. Boland, Esq. was asked to draft the Sewer Main Extension Proposal for Mr. Groebel which states he will pay 1/3 of the total cost including any additional PennDOT fees.

4. An Engineering Work Order (EWO) for the design, bidding and construction services for the proposed Emergency Generator Project was prepared. Entech proposes to first review and verify the 2014 Study and confirm the electrical loads are current, then update of the 2014 Construction Cost Estimate of \$298,200.00 to today's costs. We will then work with the WWTP Staff and the Authority to choose a location for the Emergency Generator and design the generator, pad, automatic transfer switch and required electrical connections. Specifications for bidding and construction will be prepared and the project bid by Entech. Entech will also assist during bidding and make a recommendation of award, review and approve shop submittals, assist during construction and provide part-time construction inspection during the construction work. The total cost of the engineering work is proposed at \$52,600.00. This will be discussed further at the June 25, 2020 Board Meeting.

5. An invoice from PennDOT in the amount of \$3,175.00 was submitted to AVMA for the 25% share of the manhole frame and cover adjustments along Perkiomen Avenue in the Borough of Mt. Penn. Ms. Kennedy responded that it was paid.

6. PennDOT has requested AVMA to adjust the manhole covers to grade during the Bridge Replacement Project at Carsonia Avenue and Friedensburg Road. We have asked PennDOT to incorporate the work into their construction project like they did along Perkiomen Avenue. We have prepared a draft letter and completed Form 4181 for Ms. Kennedy to type up and mail to PennDOT. Ms. Kennedy stated that the form and completed letter were mailed. Mr. Sassaman added that PennDOT accepted our proposal and they will raise manholes. AVMA will pay 25% of the cost.

7. The Chapter 94 Report was accepted by the DEP. The Report findings were briefly discussed. Mr. Sassaman explained that the one form required by the Dep does not fit the AVMA plant parameters. This supplemental form was modified to fit AVMA parameters and is submitted monthly to the DEP.

OFFICE MANAGER:

1. A Shed Waiver for 2826 Filbert Avenue was briefly discussed. The customer completed a Fence Waiver approximately one year ago. It was determined that this customer must do a Shed Waiver. Mr. Boland, Esq. suggested a reduced rate for this additional waiver.

2. AVMA employee, Mr. Michael Scheuing will be eligible for the health insurance on 6/9/2020.

3. When Mr. Ravert was re-hired there was no discussion regarding eligibility to join the Simple IRA Pension Plan. The Plan Document will be reviewed by Mr. Boland, Esq.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Mr. Haller stated that he received a telephone call from Mr. Oswald, a Lower Alsace Township Supervisor. Mr. Oswald was questioning why AVMA doesn't accept Septic Haulers

from Lower Alsace Township and the Borough of Mt. Penn. There is no way to tell where the septic was pumped from. Mr. Sassaman stated that there are certain requirements by the DEP. AVMA does not have a Septage receiving station at the Plant. Also, in the Chapter 94 Reports, we have reported to DEP that we have had some organic overloads. We explained why this happened to DEP. They are only going to accept this explanation for so long. We don't want to add anymore organic load to the treatment plant.

ADJOURNMENT:

The next meeting will be held on Thursday, June 25, 2020 at 6:00 PM via ZOOM. A motion was made by Ms. Hurwitz and was seconded by Mr. Haller to adjourn the meeting at 8:13 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary