

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

The July 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
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

Absent:

Ms. Claudia Hurwitz, Treasurer

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. Haller, seconded by Mr. Kelly to approve the June 25, 2020 minutes.
Motion passed unanimously.

FINANCE:

Checks for Ratification – July 23, 2020:

General Account: Check Nos. 6632 through 6665, dated 06/26/20 through 07/22/20 in the amount of \$74,480.03 and 14 EFT's, dated 06/08/20 through 07/16/20 in the amount of \$10,437.59 for a combined total of \$84,917.62 from the General Account.

Payroll Account: Check Nos. 340 through 351, dated 7/01/20 through 7/15/20 in the amount of \$20,526.10 as well as 4 ACH's and two transfers in the amount of \$9,710.39 for a combined total of \$30,236.49 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$115,154.11 were approved on a motion by Mr. Goodman and seconded by Mr. Haller. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	5/31/20	\$1,416,873.23
RECEIPTS		\$385,781.23
INTEREST		1329.65

EXPENDITURES (\$315,016.47)

BALANCE 6/30/2020 \$1,488,967.64

**ACCOUNT BALANCES
6/30/20**

General	\$ 23,109.90
Payroll	25,051.67
Sewer	411,723.37
Capital Improvements	444,339.01
Savings	132,572.22
Petty Cash	61.74
Morgan Stanley	0.00
Riverfront	200,000.00
Utilities Employees Credit Union	100,495.44
Utilities Employees Credit Union	<u>151,614.29</u>
TOTAL	\$1,488,967.64

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. After a brief discussion, motion was made by Mr. Kelly and was seconded by Mr. Hill to have Michael Scheuing, an AVMA Employee, attend a free 12 week Waste Water Certification class through PA Rural Water Association. Mr. Scheuing will be paid his regular hourly wage to attend this class and will not be required to report to work on these days. The class will be every Tuesday from 7:30 AM to 12:30-1:00 PM in Exton, PA. In addition, AVMA will pay the \$95.00 fee for Mr. Scheuing to take the DEP Certification Exam on November 4, 2020. **Motion passed unanimously.**

FINANCE:

1. The Budget Comparison was briefly discussed. A few items are over budget.
2. The AVMA Local Bank Rate Study was completed by Ms. Hurwitz. After a brief discussion, it was decided to table this until next month.

INSURANCE/PENSION:

1. Mr. Hill stated that he spoke to a representative from CBIZ and our Pension Account made up for the losses from the first quarter with gains in the second quarter. We are in pretty good shape with our Pension Portfolio.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Quotations were received from two companies for a new roof on the grit building and operations building. This will be tabled until further notice.

SAFETY:

No Report

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. prepared the following Resolution: A Resolution of the Antietam Valley Municipal Authority, Berks County, Pennsylvania, Establishing and Adopting Sewer Lateral Backup Procedures. The AVMA Board decided the rates would be a flat rate of \$100.00 for the truck and equipment plus \$35.00 per hour per employee during working hours or \$80.00 per hour per employee after normal working hours. Mr. Boland, Esq. will make these changes. Motion was made by Mr. Haller and seconded by Mr. Goodman to pass this Resolution No. 2020-2 with the discussed changes as presented. **Motion passed unanimously.**

2. Our Waivers were briefly discussed. Ms. Kennedy will provide Mr. Boland, Esq. a copy for review.

3. Resolution 2020-3 was prepared for the PennDOT Bridge Replacement Project. This Resolution states that the Chairman of the Authority be authorized and directed to sign the Agreement with PennDOT and the Secretary of the Authority to do the same. Mr. Sassaman explained that this was for reimbursement for the cost to raise manholes. Motion was made by Mr. Haller and was seconded by Mr. Kelly to pass this Resolution. **Motion passed unanimously.**

4. Mr. Boland, Esq. drafted a letter for the residents on Laurel Street and will follow up with Mr. Ustaszewski.

SUPERINTENDENT:

1. DMR's for June were submitted to the DEP. Noted on the DMR was the power outage. The note stated that the DEP was notified through an incident report. Everything was within necessary parameters.

2. We have been dropping off letters at 912 Penndale Avenue for the past year or so asking the homeowner to contact us. The house appears to be vacant. While videoing the sewer main in their backyard, it was discovered that there is a root issue. We need permission to access the homeowner's running trap to enter the line. This will be an issue for future homeowners. Mr. Haller found a billing address. Ms. Kennedy will send the homeowner a letter and copy the Board.

3. A preventative maintenance quotation for the chlorine system was received from Exeter Supply in the amount of \$1,863.00. Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve this preventative maintenance in the amount of \$1,863.00. **Motion passed unanimously.**

4. Smoke testing has been taking place. I received an email from Mr. Guinta, of PA Rural Water Association that they want the smoke testing equipment back on 8/10/20 and they can return it to us on 8/17/20. There are a couple places of interest that will be followed up with videoing and dye testing.
5. The flushing truck master cylinder is being re-built. The truck can be used, but the brakes aren't great.
6. The third round of WETT Testing will occur within the first couple weeks of August. The first and second rounds went well.
7. 1200 Roosevelt Avenue (Keystone Tees) is for sale. Mr. Sassaman and I met with the current owner, Donald Abramson to discuss specifics of what this warehouse can be used for. Mr. Sassaman drafted a letter which states that AVMA would like to keep this as a residential waste facility. This letter states that any proposed industrial wastewater discharge should be submitted in writing to AVMA.

ENGINEERING:

1. The Friedensburg Road Sewer Extension Project has been completed including the final paving. Wexcon submitted Payment Application No. 2 in the amount of \$170,058.63. There is still retainage of \$18,777.63 to be paid when the project is closed. The Change Order for the Melrose extension in the amount of \$24,239.00 was approved and was added to the total contract. Motion was made by Mr. Kelly and was seconded by Mr. Haller to pay \$170,058.63 for Payment Application No. 2 to Wexcon, Inc. **Motion passed unanimously.**

The original contract amount was for \$361,015.00. The total completed to date was \$375,552.50. The difference in costs was due to additional base course paving of \$41,040.00. This was from lateral trenches and the existing base paving was very thick. PennDOT required the base paving to be put back as it was to match. The mill and overlay for the lateral open cut paving was for additional quantities, with a cost of \$11,725.00. The additional costs were somewhat offset by not having the costs of the lateral borings and the unused unit price items. The final overage was \$14,537.50 over the original bid amount. A long discussion followed.

2. Entech submitted a Highway Occupancy permit Application to PennDOT for the sewer extension at N. Melrose Avenue and Friedensburg Road. PennDOT came back with some comments and wanted a Detour Plan submitted because the work area is too narrow to allow traffic to pass during the work. We completed the plan and submitted it to PennDOT. We should hear back from PennDOT within the next week or so.
3. Entech has started the preliminary work for the design of the Emergency Generator Project. The electrical loads were reviewed and the loads are different than what Arro previously calculated. A meeting will be set up to discuss this issue. The design work is proceeding.
4. Entech has prepared the Bidding Documents for the Grit Classifier replacement including the BFP Screw Conveyor replacement. We are ready to advertise for bids upon your approval. We will post the bids on PennBid and recommend requesting bids to be received and opened on August 24, 2020 so we can review them and have a recommendation of award at your August 27, 2020 meeting. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to

advertise for bids for the Grit Classifier and BFP Screw Conveyor Replacement RFP. **Motion passed unanimously.**

5. Mr. Ustaszewski & I met with the property owner at 1200 Roosevelt Avenue and explained to him the sanitary sewer options and the types of industry that may be acceptable. I prepared a letter of explanation for AVMA. Mr. Hill stated that he signed this letter.

OFFICE MANAGER:

1. Mr. Ravert, Jr. and Mr. Rightmyer are signed up for the Simple IRA Pension Plan. They will start contributing Payroll No. 15 on July 29, 2020.

2. A resident phoned and asked if we could give her sewer forgiveness due to Covid 19. The resident informed me that the MPBMA is allowing her to make payments on her account and she will not be charged penalties or be shut off for non-payment. I informed her we are not giving sewer forgiveness for Covid 19. Mr. Hill reported that he emailed Mr. Boyle, of MPBMA and asked him if there is a program in place. Mr. Boyle responded that MPBMA will only assist working with customers through the end of September and possibly longer. There is no program in place. A short discussion followed.

3. I am creating a spreadsheet of sewer jobs dating back to 1991.

4. There will be one Sewer Forgiveness Request for next month.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, August 27, 2020 at 6:00 PM. A motion was made by Mr. Kelly and was seconded by Mr. Goodman to adjourn the meeting at 7:30 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary