

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

The August 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
Ms. Claudia Hurwitz, 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 Mr. Haller to approve the July 23, 2020 minutes.
Motion passed unanimously.

FINANCE:

Checks for Ratification – August 27, 2020:

General Account: Check Nos. 6666 through 6694, dated 07/24/20 through 08/26/20 in the amount of \$218,280.83 and 22 EFT's, dated 07/24/20 through 08/26/20 in the amount of \$11,420.64 for a combined total of \$229,701.47 from the General Account.

Payroll Account: Check Nos. 352 through 369, dated 07/29/20 through 08/26/20 in the amount of \$30,237.91 as well as 7 ACH's and 6 transfers in the amount of \$15,667.42 for a combined total of \$45,905.33 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$275,606.80 were approved on a motion by Mr. Hill and seconded by Mr. Haller. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	6/30/20	\$1,488,967.64
RECEIPTS		\$452,833.32
INTEREST		113.82

EXPENDITURES (\$564,131.50)

BALANCE 7/31/20 \$1,377,783.28

**ACCOUNT BALANCES
7/31/20**

General	\$ 19,273.80
Payroll	15,929.80
Sewer	587,376.09
Capital Improvements	274,297.34
Savings	28,745.89
Petty Cash	50.63
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	\$1,377,783.28

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

No Report

FINANCE:

1. Mr. Hill reported that he met with Ms. McMurtry of Herbein & Company to review the completed 2018 Audit. Motion was made by Mr. Kelly and was seconded by Mr. Haller to accept the 2018 Audit as presented. **Motion passed unanimously.**

2. Ms. Hurwitz explained that Ms. Kennedy phoned VIST Bank regarding our interest rates. The Capital Improvements Account interest will be raised from .05% to .20%. The Sewer Account is actually a Municipal Now Checking Account. These accounts typically only receive .05% interest and our rate is .20%. The Savings Account is a Government Funded Tiered Account and receives .25% interest. Ms. Kennedy transferred all Sewer Revenue except \$100,000.00 into the Savings Account to earn higher interest.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Hill mentioned that there is a lot of scrap metal behind Plant No. 2. Mr. Ustaszewski will check with the Borough of Mt. Penn street crew to see if they could haul it to the scrap yard using their dump truck.

2. A Zoom meeting was held with Ms. Linda Sanchez, of Optimus Risk Services, through MRM Insurance Company. Some of the items discussed were:

Employee Vaccinations:

Tetanus (every five to ten years)

Hepatitis B Vaccinations (Booster)

Flu Shot (Yearly)

Safety Data Sheets (Right to Know posted on the bulletin board)

Employee claims

Safety Videos (to be watched by plant personnel)

Ms. Kennedy was asked to post a notice on the bulletin board regarding vaccinations as well as including the notice with the employees' next paystub.

3. Mr. Ustaszewski showed the Board Members a new tool that attaches to the flushing truck hose. Water shoots out of side nozzles. It is used for grease cleaning and for clearing roots. The price is approximately \$3,250.00. Mr. Hill was here when this tool was being demonstrated. Motion was made by Mr. Kelly and was seconded by Mr. Hill to purchase this new tool. **Motion passed unanimously.**

SAFETY:

No Report

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Ustaszewski mentioned that Resolution No. 2020-2, Item C should state that AVMA's responsibility in the absence of a curb is ten feet from the center of main. Mr. Boland, Esq. will make this addition. Ms. Kennedy will email all board members when this Resolution is prepared and ready to be signed.

Mr. Ustaszewski explained that this Resolution will be copied. The homeowner will be given two copies to sign, one for their records and one to be kept on file at AVMA.

SUPERINTENDENT:

1. Smoke testing update – we haven't found anything that stuck out. We did have smoke coming out of a storm grate which was related to a crack in our sanitary line. Mr. Sassaman viewed the video and will comment during his Engineer's Report.

2. Mr. Michael Scheuing has been attending the Waste Water Certification class through PA Rural Water Association every Tuesday. He has twelve weeks of schooling followed by a two week break. The Certification Exam will be given on November 4, 2020. If Mr. Scheuing passes the Exam, he will not have the necessary hours currently to become a Class B Certified Waste Water Operator. He will become certified after obtaining the necessary operating hours.

3. DMR's for July were submitted to the DEP. The DEP requested a follow-up letter regarding the 8/4/2020 flooding. During this flooding there was an SSO at 500 Butter Lane, a primary tank overflowed and a couple distribution boxes had water coming out. None of this

water made it to the receiving stream. The water came up to the back gate. The laboratory analysis from the SSO, the effluent and influent were all within the necessary parameters.

4. The third round of WETT Testing has been completed. We are waiting for the results.
5. Emergency Services performed the Generator Preventative Maintenance. Mr. Rightmyer observed.
6. There is a failure with one of the VFD's. This VFD runs the speed of the pump for the Aerobic Digester Transfer Pump. A quote was received from Eastern Environmental for two different VFDs. One was an Allen Brady in the amount of \$3,660. The other was for an Eaton VFD in the amount of \$1,710.00. Motion was made by Mr. Kelly and was seconded by Mr. Hill to purchase the Eaton VFD from Eastern Environmental in the amount of \$1,710.00. **Motion passed unanimously.**
7. Mr. Ustaszewski mentioned that he attended a Seminar and came back with a disc pertaining to Maintenance. This was given to Mr. Rightmyer to check out and see how helpful it will be. It was mentioned that Maintenance Programs are expensive.

ENGINEERING:

1. The Detour Plan requires a letter from Lower Alsace Township to submit to PennDOT. Mr. Hill intervened with Lower Alsace Township and they said they will prepare the letter. We will then re-submit and should hear back from PennDOT within the next week or so. Entech has submitted the Detour Plan to "Flagger Force" to get a quote for the signage and flagger work. We are awaiting that quote. A rough estimate is in the range of \$6,500.00. Mr. Hill asked why they needed flaggers if the road was going to be closed. Mr. Sassaman will discuss this with a PennDOT representative.
2. Entech has started the preliminary work for the design of the Emergency Generator Project. The electrical loads were reviewed and the design work is proceeding. Mr. Sassaman stated that they are anticipating grant money becoming available in the fall of this year. The Generator Project would be eligible for grant money. Entech will get an application in for this project as soon as money becomes available.
3. The bidding for the Grit Classifier replacement including the BFP Screw Conveyor replacement was completed on Monday. Five bids were received. The low bid was from Eastern Environmental Contractors at 49,940.00. The highest bid was around \$98,000.00. Entech has reviewed the bids and recommends awarding the contract to Eastern Environmental Contractors, pending approval by the solicitor. Motion was made by Mr. Kelly and was seconded by Mr. Haller to approve the low bid of \$49,940.00 by Eastern Environmental, subject to the receipt of Page 1 of the bidding document, as presented. **Motion passed unanimously.**
4. The Plant staff reviewed some sewer televising that followed the Smoke Testing and identified two sectional liner recommendations and another Manhole to Manhole Lining Section. There were a few Manhole to Manhole sections recommended from last year as well. The Budget had \$80,000 listed for 2020. Ms. Hurwitz mentioned that part of this \$80,000.00 was spent for a lining project from 2019 that was paid in 2020. Mr. Sassaman will prepare a cost estimate for lining work to be discussed at the September 24, 2020 meeting.

5. Entech prepared and submitted the Annual Transportation and Treatment Rate information to the City of Reading as requested.

6. An apartment building at 1350 Friedensburg Road has a failing on site system. Mr. Haller stated that this building passed all its real estate inspections except for the sewer disposal. Mr. Sassaman stated that there is a possibility of putting a lateral in, crossing Lower Alsace property, and connecting to the sewer line on Friedensburg road. This would be at the homeowner's expense. Mr. Haller will discuss this with the Lower Alsace Township Manager and see if they would be willing to give us a right-of-way. A long discussion followed.

OFFICE MANAGER:

1. Two of our ACH transfers were transferred to the Borough of St. Lawrence by MPBMA. The total amount was \$23,832.11. We received the Borough of St. Lawrence's transfers in the amount of \$5,105.42. These transfers were cancelled and resubmitted correctly.

2. A sewer credit request was received from Mr. Oswell, of 609 Brighton Avenue. Mr. Ustaszewski will meet with the homeowner. This will be discussed at the September 24, 2020 meeting.

3. Included in the packet is a graph showing the sewer rates in Berks County, based on water usage of 10,000 gallons.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, September 24, 2020 at 6:00 PM. A motion was made by Mr. Kelly and was seconded by Ms. Hurwitz to adjourn the meeting at 7:15 PM.

Motion passed unanimously.

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary