

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF SEPTEMBER 24, 2020**

The September 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. 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:**

Mr. Francis Kelly, Assistant 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. Hill to approve the August 27, 2020 minutes.  
**Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – September 24, 2020:**

General Account: Check Nos. 6695 through 6726, dated 08/28/20 through 09/23/20 in the amount of \$62,316.46 and 16 EFT's, dated 09/03/20 through 09/23/20 in the amount of \$10,619.89 for a combined total of \$72,936.35 from the General Account.

Payroll Account: Check Nos. 370 through 384 and 50061, dated 09/09/20 through 09/23/20 in the amount of \$21,018.97 as well as 4 ACH's and 4 transfers in the amount of \$10,893.25 for a combined total of \$31,912.22 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$104,848.57 were approved on a motion by Ms. Hurwitz and seconded by Mr. Goodman.  
**Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>7/31/2020</b>	<b>\$1,377,783.28</b>
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RECEIPTS		\$990,693.79
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INTEREST 153.38  
EXPENDITURES (\$853,741.01)

**BALANCE 8/31/2020 \$1,514,889.44**

**ACCOUNT BALANCES  
8/31/2020**

General	\$ 6,266.50
Payroll	5,249.85
Sewer	123,829.36
Capital Improvements	274,314.58
Savings	653,068.79
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 \$1,514,889.44**

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

**No Report**

**FINANCE:**

1. Ms. Hurwitz reported that a Preliminary Budget Meeting will be held on Tuesday, October 6, 2020 at 5:00 PM with Mr. Haller, Mr. Ustaszewski, Ms. Kennedy and herself.
2. Mr. Hill reported that our 9 month CD with Utilities Employees Credit Union matures on September 26, 2020. After a brief discussion and comments from Mr. Sassaman regarding possible grants for the upcoming generator project, a motion was made by Mr. Hill and seconded by Ms. Hurwitz to not renew this CD. **Motion passed unanimously.** This money will be deposited into the Capital Improvements account and will be used for the generator project.
3. Mr. Hill reported that The Borough of Mt. Penn received an estimate from the Cleveland Brothers for work on their backhoe in the amount of \$3,260.74. AVMA uses this piece of equipment for a few things. Motion was made by Mr. Haller and was seconded by Ms. Hurwitz to pay one third of the backhoe repair not to exceed \$1,100.00. **Motion passed unanimously.**

**INSURANCE/PENSION:**

1. The 2021 MMO's were prepared by Mr. Duda of Duda Actuarial Consulting. Motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to accept the 2021 MMO for the

Defined Benefit Plan in the amount of \$65,457 and for the Simple IRA Plan in the amount of \$2,819.00. **Motion passed unanimously.**

### **BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Hill asked if any progress was made getting rid of the scrap metal behind Plant No. 2. Mr. Sassaman stated that a co-worker knows of a township looking for two floating aerators. We have one with a missing gearbox as well as a spare floating aerator in the ditch. Mr. Ustaszewski stated that he is hesitant to sell the back-up floating aerator. Mr. Sassaman will calculate the value of the aerator with the missing gearbox. The Lakeside rotor blades can be advertised on the PWEA website. Ms. Kennedy stated that all monies received from scrap metal will be deposited into the AVMA Savings Account.

2. Mr. Hill mentioned that correspondence from J. P. Mascaro was included in the packet. They are looking for disposal locations for their leachate from their compost facility in Manheim, PA. Mr. Sassaman stated that after looking at the analytics from the past two years, we would not be able to handle accepting this leachate.

### **SAFETY:**

**No Report**

### **MPBMA LIAISON:**

No Report

### **SOLICITOR:**

1. Mr. Boland, Esq. stated that Resolution No. 2020-2 has been updated with the change that Mr. Ustaszewski recommended. The change dealt with AVMA's obligation of a house connection. Motion was made by Mr. Haller and was seconded by Mr. Goodman. **Motion passed unanimously.**

### **SUPERINTENDENT:**

1. DMR's for August were submitted to the DEP. Mr. Sassaman helped Mr. Ustaszewski on the new version. Included was an incident report regarding the 8/4/2020 flooding. Tip of the hat to the staff for keeping problems to a minimum using the high flow maintenance procedure and their fast response. This is a top shelf staff.

2. The third round of WETT Testing has been completed. Mr. Sassaman will be provided the results.

3. We received the signed waiver from the homeowner of 912 Penndale Avenue. The AVMA staff used the push camera to video and were only able to make it three feet because of heavy roots. When driving by the home, the staff saw the homeowner and stopped to discuss the situation. The homeowner hired Captain Clog to clean the house connection to the sanitary main.

4. Mr. Rightmyer is using a calendar based program that Mr. Kelly loaded on the laptop for equipment maintenance as well as documenting all maintenance in a log book.

5. Lower Alsace Township is doing some street reconstruction/overlay work. One area is at Service Court & Los Robles Court. The employees found a terminal manhole that was covered. They got the lid area open and determined that it was 13” down from the surface. Lower Alsace’s contractor pushed the reconstruction/overlay job ahead to 9/24/2020. There were two options to fix this. One was to get our contractor in to repair using his equipment. The second option was to stack some risers in. This was done and Mr. Bitting, Road Supervisor from Lower Alsace Township was pleased with it. Mr. Hill commented that this was a job well done.

### **ENGINEERING:**

1. PennDOT requested more revisions to the Detour Plan for the N. Melrose Avenue sewer extension. We will re-submit and should hear back from PennDOT within the next week or so. We anticipate having Wexcon provide the signs without Flaggers.

2. Entech has continued the design of the Emergency Generator Project. The electrical loads were reviewed and the design work is proceeding. We should have it completed by the end of September. Entech looked into Grant options and found that there may be a round of Grant offerings in the fall. We will keep AVMA aware of any opportunities. Entech contacted the Berks Emergency Management Coordinator to get them on the list to recommend a grant.

3. The Grit Classifier replacement including the BFP Screw Conveyor replacement signed Contracts and Bonds were returned by Eastern Environmental Contractors. They have to be signed by AVMA and a copy returned to Eastern Environmental Contractors. Eastern has already placed the equipment order. The next step will be receiving and reviewing Shop Submittals from the manufacturer. Motion was made by Ms. Hurwitz and was seconded by Mr. Haller to sign the Grit Classifier Contracts. **Motion passed unanimously.**

4. The Plant staff reviewed some sewer televising that followed the Smoke Testing and identified two manhole to manhole lining sections. There were a few manhole to manhole sections recommended from last year as well. The estimated cost to do the new lines on Exeter Road is \$15,520.00. The total of all recommended lining including last year’s recommendations is \$77,440.00. The budget had \$80,000.00 listed for 2020. Motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to get bids for the sewer lining work. **Motion passed unanimously.**

5. The Spare Aspirator pumps that were previously discussed should be considered. It was explained that these pumps will be used to replace the Flygt pumps if they fail. Entech recommends that both pumps be purchased. One pump is in stock and could be delivered in 2020. One could be ordered and would take ten to twelve weeks and could be billed and shipped in 2021. A purchase order could be issued for the total of two pumps, in the amount of \$32,330.00. One would be on the 2020 budget and one would be on the 2021 budget. Mr. Goodman questioned the warranty for these pumps since they won’t be installed immediately. Mr. Sassaman will contact the vendor and this will be discussed further at the October 22, 2020 Board Meeting.

### **OFFICE MANAGER:**

1. A sewer credit request was received from Mr. Oswell, of 609 Brighton Avenue was discussed. Mr. Ustaszewski met with the homeowner and it was determined that the excess water went into our sanitary sewer system. No credit will be given at this time.

2. Ms. Kennedy will be attending a virtual meeting with PMHIC on October 9, 2020. PMHIC will be providing information for AVMA's 2021 insurance renewal as well as updates on the 2019 surplus distribution and 2020 claim fund performance.

3. Ms. Kennedy is requesting to become a notary for our customers who need waivers notarized. Motion was made by Mr. Goodman and was seconded by Ms. Hurwitz for Ms. Kennedy to become a notary through National Notary.org. This will cost approximately \$376.00.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

The October 22, 2020 meeting will be held at the Authority.

**ADJOURNMENT:**

The next meeting will be held on Thursday, October 22, 2020 at 6:00 PM. Motion was made by Mr. Goodman and was seconded by Ms. Hurwitz to adjourn the meeting at 6:59 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary