

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF NOVEMBER 19, 2020**

The November meeting of the Antietam Valley Municipal Authority was held on the above captioned date, with the following Board Members answering roll call:

Mr. Curtis Hill, Chairman  
Mr. Quinn Haller, Vice-Chairman  
Ms. Claudia Hurwitz, Treasurer via ZOOM  
Mr. Troy Goodman, Secretary via ZOOM  
Mr. Francis Kelly, Asst. Treasurer via ZOOM

**Also Present:**

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt via ZOOM  
Mr. Michael Sassaman, Entech Engineering  
Mr. Kerry Ustaszewski, Superintendent  
Mr. David Herb, Assistant Superintendent  
Ms. Loretta Kennedy, Assistant Secretary

**Visitor:**

Mr. Richard Ritzer of CBIZ InR via ZOOM

The Chairman, Mr. Hill called the meeting to order at 6:00 pm with the Pledge of Allegiance to the flag.

Mr. Ritzer of CBIZ InR gave a year to date Pension Plan Performance Report. It was explained that the portfolio is 70% stocks and 30% bonds. Mr. Ritzer stated that on 3/23/20 we were down approximately 24% but as of 11/19/20 we were up 10.03%. The continued goal of CBIZ InR is to rebalance our accounts when necessary because of volatility which includes buying and selling at the right times. A short explanation followed.

Motion was made by Mr. Haller, seconded by Ms. Hurwitz to approve the October 22, 2020 minutes. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – November 19, 2020:**

General Account: Check Nos. 6758 through 6797, dated 10/27/20 through 11/19/20 in the amount of \$128,237.59 and 19 EFT's, dated 10/22/20 through 11/18/20 in the amount of \$11,288.02 for a combined total of \$139,525.61 from the General Account.

Payroll Account: Check Nos. 397 through 408, dated 11/04/20 through 11/18/20 in the amount of \$19,786.30 as well as 4 ACH's and 4 transfers in the amount of \$10,240.28 for a combined total of \$30,026.58 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$169,552.19 were approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

**Treasurer’s Report – For the month of October 2020:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>9/30/20</b>	<b>\$1,434,238.55</b>
RECEIPTS	\$295,599.87	
INTEREST	185.01	
EXPENDITURES	(\$243,149.84)	
<b>BALANCE</b>	<b>10/31/20</b>	<b>\$1,486,873.59</b>

**ACCOUNT BALANCES  
10/31/20**

General	\$ 21,443.47
Payroll	12,759.40
Sewer	232,777.51
Capital Improvements	274,406.03
Savings	644,942.40
Petty Cash	49.34
Morgan Stanley	0.00
Riverfront	200,000.00
Utilities Employees Credit Union	100,495.44
<b>TOTAL</b>	<b>\$1,486,873.59</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Haller to accept and pass the COVID 19 Policy. **Motion passed unanimously.** Mr. Hill thanked Ms. Hurwitz and Mr. Boland, Esq. for their work on this Policy.

**FINANCE:**

1. The Budget Comparison was briefly discussed.
2. Mr. Sassaman mentioned that he got An Opinion of Construction Costs from Entech for the Generator Project in the amount of \$280,000 which includes the Generator plus remaining engineering costs, brings the Project total to \$310,000.00 instead of \$350,000.00.

3. Mr. Sassaman also stated that he has a Proposal from Entech for the Digester Study in the amount of \$7,800.

4. The 2021 Budget worksheets were discussed. Ms. Hurwitz mentioned that some minor changes were made to the Budget. The new Aspirator Pump was delivered and paid for. Mr. Ustaszewski mentioned that Eastern Environmental will be here doing some other jobs so it may be a good idea to get this new aspirator pump wired and ready for installation.

A future rate increase was briefly discussed for 2022. Ms. Hurwitz suggested waiting a year because of COVID 19 and unemployment.

Motion to adopt the Operating Budget in the amount of \$2,207,625 was made by Mr. Kelly and was seconded by Mr. Hill. **Motion passed unanimously.**

Motion to adopt the Capital Budget in the amount of \$726,384 was made by Mr. Kelly and was seconded by Mr. Hill. **Motion passed unanimously.**

### **INSURANCE/PENSION:**

**No Report**

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

1. Mr. Hill instructed Mr. Ustaszewski to have the two Lakeside Rotor Blades and the S & N Floating Aerator cut up and scrapped.

### **SAFETY:**

1. We have an employee who got injured at work and is out on Worker's Compensation.
2. COVID 19 procedures have been tightened up. A notice will be posted on the front door stating masks are mandatory in English and Spanish.

### **MPBMA LIAISON:**

**No Report**

### **SOLICITOR:**

1. Mr. Boland, Esq. that The Department of Health has two new rules. Mandatory masks indoor and out. The outdoor masks must be worn unless you are six feet apart. There is also a travel restriction which states that if you leave PA and want to re-enter you are to provide a negative COVID 19 test collected within 72 hours prior to entering the Commonwealth or quarantining for fourteen days. Under the Families First Coronavirus Act if you are ordered to quarantine you get 80 hours of Coronavirus Leave. This Act expires on 12/31/20.

### **SUPERINTENDENT:**

1. DMR's for October were submitted to the DEP.
2. We are waiting for the Cues Representative to bring a new sewer camera to AVMA for a demonstration.

3. The final round of WETT Testing will be completed in December.

### **ENGINEERING:**

1. WEXCON has scheduled the start date for the Friedensburg and Melrose Sewer Extension for November 23, 2020.
2. Entech has completed the Opinion of Probable Construction Costs for the Emergency Generator Project. The construction cost is estimated to be \$258,500.00 including a 10% contingency. Motion was made to accept the Revised Engineering Work Order for Phase 1 for the Emergency Generator Project in the amount of \$4,790.00 by Ms. Hurwitz and was seconded by Mr. Kelly. **Motion passed unanimously.**
3. Entech is awaiting the Shop Submittals from Eastern Environmental. Mr. Sassaman was told by Eastern Environmental that they would have them by 11/18/20. They still haven't received them.
4. Mr. Ustaszewski and Entech met with PennDOT regarding the proposed bridge replacement project on Carsonia Avenue near Bixlers. The PennDOT contractor will adjust the existing manhole cover grades to match the new paving. There will be a cost sharing agreement developed. The work is anticipated to begin in 2022.
5. Entech has prepared an Engineering Work Order for the preparation of a WWTP Digester Study. The Study will review the current digester equipment and explore the options to modify the Anaerobic/Aerobic Digester Systems to keep them operating properly and efficiently at the most reasonable cost. The cost of the study for the AVMA consideration is \$7,800.00. Mr. Haller made a Motion, seconded by Mr. Kelly to accept the Digester Study Work Order in the amount of \$7,800.00. **Motion passed unanimously.**
6. Entech met with Mr. Ustaszewski and a property owner to discuss the possibility of sewer service to a vacant property at 26<sup>th</sup> and Woodvale. There are no existing sewers adjacent to the property. It appeared that this would not be pursued further.

### **OFFICE MANAGER:**

1. Ms. Kennedy stated that we received Check No. 2093, dated 11/5/20 in the amount of \$216.00 from MRM Workers' Comp Fund. This refund was for our 2019-20 Payroll Audit. The check was deposited into the AVMA's Savings Account.
2. Sewer credit requests were received from the following customers:

Mr. Timothy Reifsnyder of 327 Prospect Street requested a credit because there was a pipe that broke in their bedroom. Mr. Ustaszewski investigated and couldn't determine that water entered the sanitary sewer system. Motion was made by Ms. Hurwitz and was seconded by Mr. Hill to issue a credit in the amount of \$17.15. **Motion passed unanimously.**

Mr. Ajibola Adekola of 310 Wilson Avenue requested a credit because he had a toilet that was continuously running. Mr. Adekola explained that he had a tenant living in this home at the time and he didn't have access to the home because of COVID 19. It was

determined that no credit would be issued because the water entered the sanitary sewer system.

Marcelle Woodruffe of 208 Melrose Avenue had a high sewer bill due to a broken part on their basement toilet. Included with their request for credit was an invoice from their plumber. The parts used were a toilet tank flapper and a FM Fill valve. It was determined that no credit would be issued because the water entered the sanitary sewer system.

3. Ms. Kennedy will complete the Notary Course online by the end of December.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Our Holiday Party will be postponed until 2021.

The December 17, 2020 meeting will be held at the Authority and via ZOOM.

**ADJOURNMENT:**

The next meeting will be held on Thursday, December 17, 2020 at 6:00 PM. Motion was made by Mr. Kelly and seconded by Mr. Goodman to adjourn the meeting at 7:37 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary