

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF DECEMBER 17, 2020**

The December 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 via ZOOM
Mr. Troy Goodman, Secretary via ZOOM
Mr. Francis Kelly, Asst. Treasurer via ZOOM

Also Present:

Ms. Joan London, Esq., Solicitor, Kozloff Stoudt via ZOOM
Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt via ZOOM
Mr. Michael Sassaman, Entech Engineering
Mr. Kerry Ustaszewski, Superintendent
Mr. David Herb, Assistant Superintendent via ZOOM
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 November 19, 2020 minutes. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – December 17, 2020:

General Account: Check Nos. 6798 through 6823, dated 11/20/20 through 12/17/20 in the amount of \$82,993.46 and 18 EFT's, dated 11/20/20 through 12/16/20 in the amount of \$12,007.66 for a combined total of \$95,001.12 from the General Account.

Payroll Account: Check Nos. 409 through 421 and Check No 17693, dated 12/2/20 through 12/16/20 in the amount of \$17,703.37 as well as 4 ACH's and 4 transfers in the amount of \$9,786.21 for a combined total of \$27,489.58 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$122,490.70 were approved on a motion by Mr. Goodman and seconded by Mr. Kelly. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	10/31/20	\$1,486,873.59
RECEIPTS	\$959,228.73	
INTEREST	233.94	
EXPENDITURES	(\$857,596.32)	
BALANCE	11/30/20	\$1,588,739.94

**ACCOUNT BALANCES
11/30/20**

General	\$ 14,688.95
Payroll	62,004.91
Sewer	101,669.77
Capital Improvements	234,117.72
Savings	875,713.81
Petty Cash	49.34
Morgan Stanley	0.00
Riverfront	200,000.00
Utilities Employees Credit Union	<u>100,495.44</u>
TOTAL	\$1,588,739.94

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Motion was made by Mr. Goodman and seconded by Mr. Kelly to purchase \$50.00 gift cards for all employees. **Motion passed unanimously.**
2. Mr. Hill reported that Mr. Scheuing returned to work on December 14, 2020.

Mr. Hill stated that Mr. Scheuing passed the DEP tests and obtained an SD1 license. Mr. Ustaszewski noted that the DEP will upgrade Mr. Scheuing's license to an SB1 after three years work experience at AVMA. It was explained that you must have an SB1 license to make process control decisions at AVMA. Mr. Hill and Mr. Ustaszewski spoke with Mr. Scheuing about attending The Wastewater Operator Training Course at RACC. Mr. Scheuing will think about further schooling. By attending further schooling, Mr. Scheuing may be able to obtain the SB1 license faster than three years.

FINANCE:

No Report

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Ustaszewski reported that the two Lakeside Rotor Blades and the S & N Floating Aerator will be cut up and scrapped after January 1, 2021.
2. Mr. Hill reported that we are doing a cost comparison for the purchase and installation of an in-house washer and dryer vs the cost of outsourcing. Mr. Brian Sands declined the job. Ms. Kennedy will get some quotations.

SAFETY:

No Report

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Hill questioned Ms. London, Esq. if we would have to advertise a Sewer Rate Increase. Ms. London, Esq. stated that no advertisement would be necessary. We would have a Resolution prepared for a Rate Increase.

Mr. Hill stated that a rate increase may be in order to prepare for some large capital budget items in the future. Mr. Goodman suggested having a Financial Study completed through The Center of Excellence in Local Government. Mr. Goodman volunteered to check into this for AVMA.

SUPERINTENDENT:

1. DMR's for November have been submitted to the DEP. Mr. Ustaszewski stated that he has started training Mr. Herb on the data logging for the DMR preparation.
2. The final round of WETT Testing has been completed. We are waiting for the test results.
3. The railing and disconnect have been repaired on Plant two by Eastern Environmental. The plan was to pull the existing pump and install the new Sulzer Pump on the same day. On the way here, the crane truck broke down. Mr. Mueller, of Eastern Environmental, stated that because of this issue he will do the crane and drop of the new pump at no cost to AVMA.
4. We received the quotation from Cues for a new video camera. Mr. Herb commented that he likes this camera and thinks this camera will work well. After a brief discussion, motion was made by Mr. Hill and was seconded by Mr. Kelly to purchase a new video camera with a not to exceed price of \$45,000.00. **Motion passed unanimously.**

ENGINEERING:

1. The Friedensburg and Melrose sewer extension has been completed except for the final milling and paving which will be done in the spring of 2021. Wexcon has submitted Application for Payment #3 in the amount of \$26,072.75 which includes the cost of the additional signage and effort to complete the Detour Plan which was required by PennDOT. The balance to finish

the paving in spring will be \$2,406.38. Motion was made by Mr. Kelly and was seconded by Mr. Haller to approve Payment Application No. 3, payable to Wexcon, in the amount of \$26,072.75. **Motion passed unanimously.**

2. At this time the Emergency Generator Project is completed until the Authority decides to proceed with bidding and construction. The construction cost is estimated to be \$258,500.00 including a 10% contingency.

3. Entech has approved the Shop Submittals from the Grit Classifier manufacturer. Martin has scheduled an additional site visit to confirm some dimensions before manufacturing is completed. Mr. Ustaszewski stated that Martin was here for the site visit. Motion was made by Mr. Kelly and was seconded by Mr. Haller to approve Payment Application No. 1, payable to Eastern Environmental, in the amount of \$576.00. **Motion passed unanimously.**

4. Mr. Rehab has not yet started the sewer lining work. It should be scheduled soon.

5. Entech has completed a site visit for the WWTP Digestion 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.

OFFICE MANAGER:

1. Ms. Kennedy completed the online Notary Course. The Notary Test will be scheduled.

2. Motion was made by Mr. Kelly and seconded by Mr. Hill to accept the 2021 Meeting Dates. **Motion passed unanimously.**

UNFINISHED BUSINESS:

NEW BUSINESS:

The January 28, 2020 meeting will be held at the Authority and via ZOOM.

ADJOURNMENT:

The next meeting will be held on Thursday, January 28, 2020 at 6:00 PM. Motion was made by Mr. Kelly and seconded by Mr. Goodman to adjourn the meeting at 6:44 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary