

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JANUARY 28, 2021**

The January 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  
Ms. Claudia Hurwitz, Treasurer via ZOOM  
Mr. Troy Goodman, Secretary  
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 via ZOOM  
Ms. Loretta Kennedy, Assistant Secretary via ZOOM

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

**At this time, Brian Boland, Esq. took over the meeting for the election of the 2021 officers:**

A motion was made to open the floor for nomination for the office of Chairperson by Mr. Kelly, seconded by Mr. Haller. **Motion passed.** Nomination for chairman was made by Mr. Kelly to nominate Mr. Hill. A motion was made to close the floor by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Hill as Chairman:

**Mr. Haller – Aye**  
**Ms. Hurwitz – Aye**  
**Mr. Kelly - Aye**  
**Mr. Goodman - Aye**  
**Mr. Hill - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Vice-Chairperson by Mr. Hill, seconded by Mr. Kelly. **Motion passed.** Nomination for vice-chairman was made by Ms. Hurwitz to nominate Mr. Haller. A motion was made to close the floor by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Haller as Vice-Chairman:

**Mr. Haller – Aye**  
**Ms. Hurwitz – Aye**  
**Mr. Kelly - Aye**  
**Mr. Goodman - Aye**  
**Mr. Hill - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Treasurer by Mr. Hill and seconded by Mr. Kelly. Motion passed. Nomination for Treasurer was made by Mr. Kelly to nominate Ms. Hurwitz. A motion was made by close the floor by Mr. Kelly and seconded by Mr. Hill. **Motion passed.** A roll call vote in favor of Ms. Hurwitz as Treasurer:

**Mr. Haller – Aye**  
**Ms. Hurwitz – Aye**  
**Mr. Kelly - Aye**  
**Mr. Goodman - Aye**  
**Mr. Hill - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Assistant Treasurer by Mr. Haller and seconded by Mr. Hill. **Motion passed.** Nomination for Asst. Treasurer was made by Mr. Hill to nominate Mr. Kelly. A motion was made by close the floor by Mr. Hill and seconded by Mr. Goodman. **Motion passed.** A roll call vote in favor of Mr. Kelly as Asst. Treasurer:

**Mr. Haller – Aye**  
**Ms. Hurwitz – Aye**  
**Mr. Kelly - Aye**  
**Mr. Goodman - Aye**  
**Mr. Hill - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Assistant Secretary was made by Mr. Hill and seconded by Mr. Kelly. **Motion passed.** Nomination for Asst. Secretary was made by Mr. Hill to nominate Ms. Kennedy. A motion was made by close the floor by Mr. Kelly and seconded by Mr. Goodman. **Motion passed.** A roll call vote in favor of Ms. Kennedy as Asst. Secretary:

**Mr. Haller – Aye**  
**Ms. Hurwitz – Aye**  
**Mr. Kelly - Aye**  
**Mr. Goodman - Aye**  
**Mr. Hill - Aye**

**The vote was unanimous.**

Motion to appoint the following were made at this time by Mr. Hill and seconded by Mr. Kelly:

**Solicitor - Brian Boland, Esq. – Kozloff Stoudt**  
**Engineering – Michael Sassaman – Entech Engineering**  
**Auditor – Herbein & Company**  
**Actuary – Duda Actuarial**

**Motion passed unanimously.**

**At this time, Mr. Hill took over the meeting.**

Motion was made by Mr. Haller, seconded by Mr. Goodman to approve the December 17, 2020 minutes. **Motion passed. Ms. Hurwitz abstained.**

**FINANCE:**

**Checks for Ratification – January 28, 2021:**

General Account: Check Nos. 6824 through 6858, dated 12/18/20 through 01/28/21 in the amount of \$122,294.37 and 26 EFT's, dated 12/16/20 through 01/27/2021 in the amount of \$14,904.94 for a combined total of \$137,199.31 from the General Account.

Payroll Account: Check Nos. 422 through 439 dated 12/30/20 through 01/27/21 in the amount of \$30,762.96 as well as 7 ACH's and 6 transfers in the amount of \$16,289.90 for a combined total of \$47,052.86 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$184,252.17 were approved on a motion by Mr. Kelly and seconded by Mr. Hill. **Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>11/30/20</b>	<b>\$1,588,739.94</b>
RECEIPTS	\$244,714.23	
INTEREST	103.33	
EXPENDITURES	(\$336,547.09)	
<b>BALANCE</b>	<b>12/31/21</b>	<b>\$1,497,010.41</b>

**ACCOUNT BALANCES  
12/31/2020**

General	\$ 20,531.69
Payroll	19,256.31
Sewer	104,767.72
Capital Improvements	207,488.58
Savings	844,421.33
Petty Cash	49.34
Morgan Stanley	0.00
Riverfront	200,000.00
Utilities Employees Credit Union	<u>100,495.44</u>
<b>TOTAL</b>	<b>\$1,497,010.41</b>

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

## COMMITTEE REPORTS

### ADMINISTRATION/PERSONNEL:

1. Mr. Hill reported that we had a Worker's Compensation trip and fall injury which has been resolved.
2. Mr. Ustaszewski reported that Mr. Ravert has been taking over some additional job responsibilities and doing a great job. Mr. Kelly asked Mr. Hill if he would meet with Mr. Ravert to discuss this.

### FINANCE:

1. Ms. Hurwitz stated that Ms. Kennedy did a good job with the end of year budget projections. Mr. Kelly agreed.

### INSURANCE/PENSION:

1. Mr. Hill mentioned that he submitted an Insurance Claim for the damaged Sewer Camera. The claim amount is \$45,000.00. We received a check in the amount of \$22,277.53. The remaining balance will be reimbursed after we receive the replacement camera and we provide the insurance company with the invoice. Mr. Herb explained that it would be a good idea to get a new dolly and cable in the amount of \$11,880.00. After a brief discussion, motion was made by Mr. Hill and seconded by Mr. Kelly to purchase the additional equipment with a not to exceed price of \$12,800.00. **Motion passed unanimously.**

Mr. Hill asked Mr. Herb to get more information on a lateral camera. It was decided to table this until a later date.

2. Motion was made by Mr. Hill and seconded by Mr. Kelly to approve the MRM Insurance Renewal in the amount of \$ 22,843. **Motion passed unanimously.**

### BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Hill stated that the only thing left to scrap is the pontoon.
2. The Washer & Dryer Saving Initiative is ongoing. We are waiting for two quotations for the plumbing work.
3. Mr. Goodman questioned if we have any preventative maintenance agreement for the gas hanging heaters. Mr. Ustaszewski stated that there are three hanging heaters in the four bay garage and two in the Borough of Mt. Penn's Garage. There is currently no maintenance agreement for these heaters. Ms. Kennedy will contact Bonfitto to get a quotation for this service.

### SAFETY:

**No Report**

### MPBMA LIAISON:

**No Report**

**SOLICITOR:**  
**No Report**

**SUPERINTENDENT:**

1. DMR's for December have been submitted to the DEP. Mr. Ustaszewski stated that Mr. Herb completed the DMR's as well as the TDS. Mr. Herb did a good job. He needs more practice.
2. There was a problem with the gearbox at plant two final clarifier. We were hearing noise. There was one bearing in bad shape. A quotation was received from Reading Bearing & Drive for parts in the amount of \$7,967.20. The parts were received and Eastern Environmental was here to install them and found a problem with the sprocket. It did not align with the torque clutch. The part was returned to Reading Bearing & Drive. They will be modified by Reading Bearing & Drive and will be returned to us on Monday. Mr. Ustaszewski will be contacting Reading Bearing & Drive to discuss this issue. Motion was made by Mr. Kelly, seconded by Mr. Goodman to retroactively approve the emergency parts ordered from Reading Bearing & Drive in the amount of \$7,967.20. **Motion passed unanimously.**
3. Mr. Ustaszewski explained that there was a problem with an abandoned manhole on Butter Lane. During the work at the culvert an abandoned line was hit. A short explanation followed. This work will not be completed until the base coat is completed by the Contractors. Motion was made by Mr. Goodman and seconded by Mr. Haller to approve the Manhole Rehabilitated by Utilities Service Group with a not to exceed price of \$6,000.00. **Motion passed unanimously.**
4. Mr. Ustaszewski stated that there is a contract with Elk to be signed by the Chairman. Elk would come in for any emergency situations. He added that Elk Environmental no longer deals with wastewater. They suggested Frank Environmental. Mr. Ustaszewski will contact them.
5. Xylem's Preventative Maintenance Contract is being signed by the Chairman. This is for maintenance for the two Xylem pumps at the plant and two pumps at the Pump House. Motion was made by Mr. Kelly and was seconded by Ms. Hurwitz to approve the Preventative Maintenance with Xylem in the amount of \$1,848.00. **Motion passed unanimously.**
6. Eastern Environmental is waiting for a new crane truck. The new pump will be installed at no charge when they receive their new truck.

**ENGINEERING:**

1. Entech has completed the DRBC Annual Report and has submitted it electronically to the DRBC. Entech has started the DEP Annual Chapter 94 Report. It will be completed for the Authority's review prior to the March 31, 2021 due date.
2. 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 including a 10% contingency.

3. Eastern Environmental sent a “Notice of a forthcoming Time Extension” due to equipment manufacturing delays by Martin Sprocket and Gear. When we receive the time extension request we will let the Authority know.
4. Mr. Rehab has completed the sewer lining work.
5. Entech has almost completed the WWTP Digestion Study. Due to the lead project engineer coming down with Covid-19 we will present the study at the February meeting. 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 reasonable cost.
6. Entech assisted the plant staff with evaluation the damaged manhole at Butter Lane near George Street. USG provided a quotation for \$5,610.00 to do the work.

#### **OFFICE MANAGER:**

1. Ms. Kennedy stated that she will schedule her Notary Test.
2. Ms. Kennedy has been researching locations for the employees for the Covid-19 Vaccine. Ms. Kennedy notified all employees that they could get their name on the waiting list at The Berks Community Health Center, located at 1110 Rockland Street.

#### **UNFINISHED BUSINESS:**

1. Mr. Hill thanked Mr. Sassaman for the list of available grants. Mr. Hill questioned Mr. Sassaman how to apply for a Grant. Mr. Sassaman explained that there are costs associated with applying for a grant. He stated that Entech could review the list and provide an estimate for a grant application. Mr. Sassaman stated that he could have someone from Entech do some preliminary research.
2. Mr. Goodman stated that he spoke with Mr. Janson from the Center of Excellence in Local Government. Mr. Janson would be willing to work with AVMA. The Board agreed that they would like Mr. Goodman to proceed a Rate Study. Mr. Goodman will speak with Mr. Janson further regarding funding from the County.

#### **NEW BUSINESS:**

The February 25, 2020 meeting will be held at the Authority and via ZOOM.

#### **ADJOURNMENT:**

The next meeting will be held on Thursday, February 25, 2020 at 6:00 PM. Motion was made by Mr. Kelly and seconded by Mr. Goodman to adjourn the meeting at 7:30 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary