

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF FEBRUARY 25, 2021**

The February 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

**Visitor:**

Mr. Chris Hannum, Entech Engineering via ZOOM

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. Goodman to approve the January 28, 2021 minutes. **Motion passed unanimously.**

Mr. Hannum presented the Digester Study Report. The Power Point presentation dealt with a feasibility study pertaining to rehabilitating the Anaerobic Digester and returning it to its original state or changing the Anaerobic Digester to an Aerobic Digestion system. A short discussion followed.

**FINANCE:**

**Checks for Ratification – February 25, 2021:**

General Account: Check Nos. 6859 through 6882, dated 02/04/21 through 02/24/21 in the amount of \$142,886.11 and 15 EFT's, dated 02/04/21 through 02/24/2021 in the amount of \$12,552.20 for a combined total of \$155,438.31 from the General Account.

Payroll Account: Check Nos. 440 through 451 dated 02/10/21 through 02/24/21 in the amount of \$20,544.55 as well as 5 ACH's and 4 transfers in the amount of \$10,635.27 for a combined total of \$31,179.82 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$186,618.13 were approved on a motion by Mr. Kelly and seconded by Mr. Goodman. **Motion passed unanimously.**

**Treasurer's Report – For the month of January 2021:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>12/31/20</b>	<b>\$1,497,010.41</b>
RECEIPTS	\$967,374.35	
INTEREST	8,387.37	
EXPENDITURES	(\$943,286.43)	
<b>BALANCE</b>	<b>01/31/21</b>	<b>\$1,529,485.70</b>

**ACCOUNT BALANCES  
01/31/2021**

General	\$ 20,797.98
Payroll	19,949.54
Sewer	100,890.41
Capital Improvements	729,427.38
Savings	349,588.51
Petty Cash	49.34
<b>AVAILABLE CASH</b>	<b>1,220,703.16</b>
Morgan Stanley	0.00
Riverfront	207,429.42
Utilities Employees Credit Union	101,353.12
<b>TOTAL</b>	<b>\$1,529,485.70</b>

The Treasurer's Report for January of 2021 was approved on a motion by Mr. Kelly and seconded by Mr. Goodman. **Motion passed unanimously.**

**COMMITTEE REPORTS**

Mr. Hill stated that all Committee Assignments will remain the same.

**ADMINISTRATION/PERSONNEL:**

**No Report**

**FINANCE:**

1. Motion was made by Mr. Goodman and was seconded by Mr. Haller to approve and ratify the Herbein and Company Engagement Letter dated September 8, 2020 and authorize the appropriate officers of the Board to execute the same. **Motion passed unanimously.**

Motion was made by Mr. Kelly and was seconded by Mr. Goodman to approve and ratify the execution of the Authority Representation letter to Herbein and Company dated December 18, 2020 and authorize the Board Chairman and Authority Office Manager to execute same. **Motion passed unanimously.**

2. Ms. Hurwitz stated that the Budget Comparison looks okay.

**INSURANCE/PENSION:**

1. Mr. Hill stated that he got some end of year pension information. Our plan had a net gain of 15.36% in 2020.

**BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Ustaszewski 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 mentioned that one of the overhead hanging heaters in the Borough of Mt. Penn's Garage stopped working. Proposals were received for yearly maintenance as follows:

**T & T Lanco - \$2,600.00** – Provide a full service check on the heat & ac in the office building, Boiler Maintenance on the Weil McLain Hot Water Boiler (Plant), Service & Inspect Reznor unit heaters (3) in the four bay garage & steam unit heaters (2) in the Borough's garage

**Wagner's Heating & Cooling, LLC - \$600.00** – Service five heaters & 1 HVAC system in Office Building. Mr. Goodman mentioned that he repaired one of the hanging heaters in the Borough's Garage.

**Bonfitto – \$1,865.00** – Service five heaters

**Bonfitto - \$1,250.00** – Annual Boiler Maintenance – Weil McLain Hot Water Boiler (Plant)

This will be discussed further at the March 25, 2021 meeting.

4. Mr. Hill would like to look into LED lighting for cost savings with electricity. Brief explanation followed.
5. Mr. Hill stated that the electric box for the air conditioning unit is so rusted that the shut off switch is actually broken off. Mr. Herb reported that he contacted Eastern Environmental and they ordered a new electric box.

**SAFETY:**

**No Report**

**MPBMA LIAISON:**

**No Report**

**SOLICITOR:**

**No Report**

## **SUPERINTENDENT:**

1. DMR's for January have been submitted to the DEP. Mr. Ustaszewski stated that Mr. Herb completed the DMR's.
2. Mr. Herb stated that he contacted Cues and the new camera will ship the second week in March. A week after we receive the camera, the Cues Representative will be here for two days for training.
3. Mr. Herb mentioned that there was a Sewer Lateral Camera demonstration given by Exeter Supply. Mr. Herb stated that this camera is nice but it is not a necessity. The cost was approximately \$11,000.00. Mr. Ustaszewski stated that this camera is not used for I & I and would not be used on a daily basis.
4. The gearbox at plant two final clarifier has been replaced. There were a few issues but everything has been installed. The broken gearbox was taken to Reading Bearings & Drive to see if it can be repaired.
5. The Butter Lane Manhole Rehabilitation by the Utilities Service Group was not completed yet. Mr. Ravert has been contacting them weekly for updates.
6. The new Sulzer pump has been installed in the Aeration Basis number one and the one that we had in there has been pulled. Everything is up and running.

## **ENGINEERING:**

1. Entech has completed the Chapter 94 submission to the City of Reading for inclusion in their Chapter 94 Report to the DEP.
2. Entech will have the AVMA Chapter 94 Report completed and will present it to the Authority at the March meeting. This Report will be submitted electronically before the March 31, 2021 due date.
3. Eastern Environmental sent a "Request for a Time Extension due to equipment manufacturing delays by Martin Sprocket and Gear. They are requesting a time extension of 79 days. The equipment is to be delivered by March 31, 2021 and substantial completed by April 16, 2021 with Final completion by May 16, 2021. If the Authority agrees we will prepare a Change Order for Eastern Environmental Contractors to sign. Mr. Hill stated that he wants the Engineering Costs to prepare the Change Order billed to Martin Sprocket and Gear.
4. USG will complete the repairs to the Manhole on Butter Lane as soon as proper weather is available.

## **OFFICE MANAGER:**

1. Ms. Kennedy stated that she her Notary Test is scheduled for April 16, 2021 at 6:30 PM in Lancaster, PA.
2. Ms. Kennedy is continuing to research locations for the employees for the Covid-19 Vaccine.

**UNFINISHED BUSINESS:**

1. Mr. Sassaman stated that there is no new information on Grant Applications for the Emergency Generator.
2. Mr. Goodman stated that he has not heard anything from Mr. Janson from the Center of Excellence in Local Government regarding a rate study.

**NEW BUSINESS:**

**ADJOURNMENT:**

The next meeting will be held on Thursday, March 25 at 6:00 PM at the Authority and via ZOOM. Motion was made by Mr. Goodman and seconded by Mr. Haller to adjourn the meeting at 7:50 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary