

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

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

Mr. Quinn Haller, Vice-Chairman  
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

**Absent:**

Mr. Curtis Hill, Chairman

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

Motion was made by Mr. Kelly, seconded by Ms. Hurwitz to approve the February 25, 2021 minutes. **Motion passed unanimously.**

**FINANCE:**

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

General Account: Check Nos. 6883 through 6906, dated 03/04/21 through 03/24/21 in the amount of \$40,478.80 and 18 EFT's, dated 03/05/21 through 03/25/2021 in the amount of \$12,770.32 for a combined total of \$53,249.12 from the General Account.

Payroll Account: Check Nos. 452 through 466 and 50063 dated 03/10/21 through 03/24/21 in the amount of \$22,024.97 as well as 4 ACH's and 4 transfers in the amount of \$11,476.52 for a combined total of \$33,501.49 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$86,750.61 were approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>1/31/21</b>	<b>\$1,529,485.70</b>
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RECEIPTS	\$687,804.58
INTEREST	102.58
EXPENDITURES	(\$616,618.17)

**BALANCE**                      **2/28/21**                                      **\$1,600,774.69**

**ACCOUNT BALANCES**  
**2/28/21**

General	\$ 19,762.45
Payroll	13,770.31
Sewer	104,251.39
Capital Improvements	729,483.33
Savings	424,675.33
Petty Cash	49.34
<b>AVAILABLE CASH</b>	<b>1,291,992.15</b>
Morgan Stanley	0.00
Riverfront	207,429.42
Utilities Employees Credit Union	101,353.12
<b>TOTAL</b>	<b>\$1,600,774.69</b>

The Treasurer’s Report for February of 2021 was approved on a motion by Ms. Hurwitz and seconded by Mr. Kelly. **Motion passed unanimously.**

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

**No Report**

**FINANCE:**

1. Ms. Hurwitz stated that she reviewed the Budget Comparison and everything looks good.

**INSURANCE/PENSION:**

**No Report**

**BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Haller mentioned that proposals were received for a garage door opener, misc. electrical work and outdoor lighting upgrade. After a brief discussion, a motion was made by Mr. Kelly, seconded by Ms. Hurwitz to approve the quotation from Hirneisen Electric, Inc. for the Site Lighting Upgrade with a not to exceed price of \$3,430.00. **Motion passed unanimously.**

The proposals for all other items will be tabled for further discussion at the next monthly meeting.

2. Motion was made by Ms. Hurwitz, seconded by Mr. Kelly to accept the Quotation from Bonfitto for the Annual Boiler Maintenance Contract in the amount of \$1,250.00. **Motion passed unanimously.**

3. Motion was made by Ms. Hurwitz, seconded by Mr. Kelly to accept the Quotation from Wagner's Heating & Cooling, LLC to service five hanging heaters & one HVAC system in the Office Building in the amount of \$600.00. **Motion passed. Mr. Goodman abstained.**

**SAFETY:**  
**No Report**

**MPBMA LIAISON:**  
**No Report**

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

**SUPERINTENDENT:**

1. DMR's for February have been submitted to the DEP by Mr. Ravert. Mr. Herb stated that 2/28 – 3/1/21 there was a high flow event. Mr. Ravert stayed all evening and we exceeded the permitted parameter for fecal coliform. Mr. Ravert was taking chlorine residuals all night and was getting very good results. Mr. Sassaman will help Mr. Ravert complete a Non-Compliance Reporting Form.
2. Mr. Herb stated that he spoke to Mr. Snyder, a Cues Service Representative. He will arrive Tuesday, March 31<sup>st</sup> at 9:00 am. There will be a three day training with the new camera.
3. USG will be on site either Monday, March 29<sup>th</sup> or Friday, April 2<sup>nd</sup> to complete the Manhole Repair on Butter Lane.
4. The broken gearbox which was taken to Reading Bearings & Drive cannot be repaired.
5. Mr. Herb wanted to thank the Borough of Mt. Penn Road Crew for hauling scrap metal for us. Cash was received in the amount of \$329.00.
6. Mr. Herb stated that Eastern Environmental received the electric disconnect box for the air conditioning unit. It will be scheduled for installation.
7. Mr. Ustaszewski explained that it costs \$110.00 per ton plus fuel charges to haul dewatered sludge. Mr. Ustaszewski and Mr. Sassaman will be meeting with a representative from McGovern to discuss costs to haul liquid sludge.
8. Mr. Scheuing is being trained to work weekends.
9. A short discussion was held regarding the possibility of AVMA Board Members coming in to assist employees during emergency situations. This will be discussed further by the Personnel Committee.

**ENGINEERING:**

1. Entech has completed the Chapter 94 submission to the DEP. The report was submitted electronically to the DEP.
2. The equipment for the Screw Grit Conveyor project was scheduled to be delivered to AVMA by March 31, 2021. Eastern Environmental checked with Martin Sprocket and Gear to

see if this was an accurate date. Martin Sprocket & Gear moved the ship date to April 15, 2021, because of problems in production. Eastern Environmental is not happy about this.

Eastern Environmental has submitted an Application for Payment #2 in the amount of \$10,890.00 for the Grit Classifier Project. This covers the Submission of the equipment shop drawings which were received, reviewed and returned to the contractor as Approved. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to approve Payment #2 in the amount of \$10,890.00, payable to Eastern Environmental. This check will be held until Mr. Sassaman contacts Eastern Environmental. **Motion passed unanimously.**

3. Mr. Goodman contacted Entech and mentioned that there may be grant funding available through Representative Houlahan's office. Entech sent an inquiry and is awaiting a response to find out what application information is required. After a brief discussion, motion was made by Ms. Hurwitz and seconded by Mr. Kelly to authorize Entech to prepare the grant application through Representative Houlahan's office. **Motion passed unanimously.**

#### **OFFICE MANAGER:**

1. Ms. Kennedy stated that the 2020 Audit is going to begin April 26, 2020.

The 2019 Audit Notice must be advertised. Motion was made to advertise the Audit Notice by Ms. Hurwitz and was seconded by Mr. Kelly. **Motion passed unanimously.**

#### **UNFINISHED BUSINESS:**

1. Mr. Haller stated that Mr. Goodman got a price of \$5,000.00 for a rate study from Mr. Janssen, of the Center of Excellence in Local Government. Ms. Hurwitz suggested getting additional quotations and will look into this.

2. Mr. Herb informed the Board that he will be having surgery 4/7/21. A short discussion followed.

#### **NEW BUSINESS:**

#### **ADJOURNMENT:**

The next meeting will be held on Thursday, April 22, 2021 at 6:00 PM at the Authority and via ZOOM. Motion was made by Mr. Goodman and seconded by Ms. Hurwitz to adjourn the meeting at 7:10 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary