

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF APRIL 22, 2021**

The April 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. 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. Quinn Haller, Vice-Chairman
Ms. Claudia Hurwitz, Treasurer

Visitor:

Mr. Paul Janssen, Director, Center of Excellence in Local Government, 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. Goodman, seconded by Mr. Kelly to approve the March 25, 2021 minutes. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – April 22, 2021:

General Account: Check Nos. 6907 through 6929, dated 03/25/21 through 04/21/21 in the amount of \$81,041.75 and 16 EFT's, dated 03/25/21 through 04/21/2021 in the amount of \$13,157.16 for a combined total of \$94,198.91 from the General Account.

Payroll Account: Check Nos. 467 through 478 dated 4/7/2021 through 4/21/2021 in the amount of \$19,720.23 as well as 4 ACH's and 4 transfers in the amount of \$10,292.36 for a combined total of \$30,012.59 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$124,211.50 were approved on a motion by Mr. Kelly and seconded by Mr. Goodman. **Motion passed unanimously.**

Treasurer's Report – For the month of March 2021:

ACTIVITY

<u>BALANCE</u>	2/28/21	\$1,600,774.69
RECEIPTS	\$268,724.02	
INTEREST	107.44	
EXPENDITURES	(\$357,082.11)	
BALANCE	3/31/21	\$1,512,524.04

**ACCOUNT BALANCES
3/31/21**

General	\$ 10,435.14
Payroll	10,269.48
Sewer	118,460.47
Capital Improvements	686,577.08
Savings	377,949.99
Petty Cash	<u>49.34</u>
AVAILABLE CASH	1,203,741.50
Morgan Stanley	0.00
Riverfront	207,429.42
Utilities Employees Credit Union	<u>101,353.12</u>
TOTAL	\$1,512,524.04

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

No Report

FINANCE:

1. Mr. Hill stated that he would like to see the reimbursement for the camera listed under Capital Miscellaneous Income.

INSURANCE/PENSION:

1. Mr. Rich Ritzer, of CBIZ INR and Mr. Joseph Duda, of Duda Actuarial will be present at the May Board Meeting, via ZOOM, to give an update on the AVMA Pension Plan.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to accept the quotations for the Garage Door Opener from Pro Keystone Garage Door in the amount of \$1,250.00 and Hirneisen Electric in the amount of \$440.00, with a combined not to exceed price of \$1,690.00. **Motion passed unanimously.**

SAFETY:

1. A brief discussion was held regarding board members helping the employees during high flow situations at the plant. Mr. Hill stated that he will work on a schedule.

MPBMA LIAISON:

No Report

SOLICITOR:

No Report

SUPERINTENDENT:

1. DMR's for March have been submitted to the DEP by Mr. Ravert. Mr. Ustaszewski stated that there was one non-compliance issue, we exceeded the permitted parameter for fecal coliform. Mr. Ustaszewski stated that Mr. Sassaman assisted with getting Mr. Herb and Mr. Ravert registered with the DEP for online DMR preparation.

2. Mr. Herb stated that the camera training has been completed. Mr. Snyder, the Cues Service Representative did a good job.

3. USG is waiting for the flows to be back to normal before they complete the Manhole Repair on Butter Lane.

4. Mr. Ravert is working with Mr. Rightmyer and Mr. Scheuing on flushing truck training in the collection system.

5. Mr. Ustaszewski stated that he will be meeting with Mr. George Young, of GJY Excavation, on Endlich Avenue regarding an estimate for the installation of a 6" line.

6. Mr. Ustaszewski reported that he and Mr. Sassaman met with a McGovern representative to discuss liquid hauling pricing. The price is higher than our current system using the belt filter press and sludge hauling.

ENGINEERING:

1. The equipment for the Screw Grit Conveyor project was shipped and should arrive next week. The equipment will be installed as soon as it arrives.

2. USG has delayed the repairs to the Manhole on Butter Lane due to high flow in the sewer lines. The work will be completed as soon as adequate conditions are present. The lines in the area were cleaned by the Authority and should have a positive effect on the capacity of the sewers in that part of the sewer system.

3. Entech prepared and submitted an application for grant funding for the Emergency Generator Project through Representative Hoolihan's office.

OFFICE MANAGER:

1. Ms. Kennedy reported that she passed the Notary exam. It will take a few weeks to get her bond and to be sworn in through the Berks County Recorder of Deeds office. Mr. Kelly suggested that Ms. Kennedy purchase her own E & O Insurance, separate from AVMA's Policy.

2. A refund was received from MRM Insurance Company in the amount of \$2,125.22. This check was deposited into the AVMA Savings Account.

3. A Sewer Forgiveness Request was received from Mr. Roger Gaskill, of 826 Friedensburg Road. Mr. Gaskill's sewer charge was \$689.40. Mr. Gaskill explained that he had a broken pipe and the water leaked outside of his house. Mr. Ustaszewski stated that he spoke to Mr. Houck, of MPBMA and he confirmed that this water did not enter the sanitary sewer system. Motion was made by Mr. Goodman and was seconded by Mr. Kelly to charge Mr. Gaskill \$36.00 for the Minimum Charge and forgive the balance of the sewer charge. **Motion passed unanimously.**

4. A letter was received from Mr. Lee High, of the G & M Co explaining that they have three AVMA accounts. Two accounts have no water usage for years. The building at 119 Oak Lane is being demolished. They respectfully requested that any AVMA service charges be terminated. After a brief discussion, it was determined that the sewer connection must be capped at the curb line. They will not receive sewer bills for this property.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Mr. Hill stated that starting an RFP for the Generator will be discussed at the next meeting.

2. Mr. Hill stated that we shouldn't contact Eastern Environmental for routine electrical issues. We should use them for their Environmental Expertise.

3. Mr. Hill would like to put a committee together to discuss inflow and infiltration.

4. A brief presentation was given by Mr. Paul Janssen, Director of the Center of Excellence in Local Government. Mr. Janssen stated that he has been the director of the Center of Excellence in Local Government since 2012. Prior to that he was a Municipal Manager for thirty years. Mr. Janssen managed a Township, City, Borough and two home ruled municipalities. Mr. Janssen stated that he has the expertise of managing our budget and part of his proposal is to work with us on our Capital Program, our five year budget and conducting a Rate Study. Motion was made by Mr. Kelly and was seconded by Mr. Goodman to work with Mr. Janssen and the Center for Excellence for a price of \$500.00. **Motion passed unanimously.**

ADJOURNMENT:

The next meeting will be held on Thursday, May 27, 2021 at 6:00 PM at the Authority and via ZOOM. Motion was made by Mr. Goodman and seconded by Mr. Kelly to adjourn the meeting at 6:39 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary