

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MAY 27, 2021**

The May 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
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. David Herb, Assistant Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. Sam Stunz, 2813 Filbert Street
Mr. Joseph Duda, Duda Actuarial via ZOOM
Mr. Richard Ritzer, CBIZ InR 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 Ms. Hurwitz to approve the April 22, 2021 minutes. **Motion passed unanimously.**

Mr. Stunz stated that he has lived at his property at 2813 Filbert Street for thirty years and never realized that he had sewer lines on his property, fifteen feet from his back door. Mr. Stunz questioned if there are any provisions available for homeowners if repair work must be done to sewer lines in their yards? Mr. Stunz suggested that a surcharge be added to sewer bills for this purpose. Mr. Boland, Esq. stated that there are many homes that have sewer lines in their yards and the AVMA encourages homeowners to improve their yards by building patios, sheds and fences over the sewer right-of-ways. Mr. Boland, Esq. explained that anywhere there is a sewer line, Antietam Valley Municipal Authority has a right-of-way. It may not be listed on the deed but it is listed on the title report when the home was purchased. A long discussion followed.

FINANCE:

Checks for Ratification – May 27, 2021:

General Account: Check Nos. 6930 through 6963, dated 04/27/21 through 05/27/21 in the amount of \$586,311.27 and 17 EFT's, dated 04/22/21 through 05/24/2021 in the amount of \$10,959.18 for a combined total of \$597,270.45 from the General Account.

Payroll Account: Check Nos. 479 through 488 dated 05/05/21 through 05/17/21 in the amount of \$16,355.44 as well as 5 ACH's and 4 transfers in the amount of \$8,370.35 for a combined total of \$24,725.79 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$621,996.24 were approved on a motion by Ms. Hurwitz and seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	3/31/21	\$1,512,524.04
RECEIPTS	\$334,835.27	
INTEREST	2370.89	
EXPENDITURES	(\$222,954.26)	
BALANCE	4/30/21	\$1,626,775.94

**ACCOUNT BALANCES
4/30/21**

General	\$ 20,102.35
Payroll	15,152.28
Sewer	193,729.59
Capital Improvements	686,627.87
Savings	400,048.63
Petty Cash	49.34
AVAILABLE CASH	1,315,710.06
Morgan Stanley	0.00
Riverfront	209,290.58
Utilities Employees Credit Union	101,775.30
TOTAL	\$1,626,775.94

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

***AUDIENCE PARTICIPATION**

Mr. Duda, of Duda Actuarial reported on the Draft Results of the 1/1/2021 Valuation. It was mentioned that this is the best Valuation Report that he has presented in ten years. These Valuations are completed every two years on the odd years. A short explanation followed. Mr. Duda explained that the AVMA Pension Plan is currently overfunded by \$62,578.00.

Mr. Rich Ritzer, of CBIZ InR reported on the AVMA Pension Plan. A brief explanation followed. It was recommended to have an interest rate study completed by Mr. Duda. Mr. Duda stated the cost for this study is \$1,000.00.

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. A Letter of Resignation was received from Mr. Ustaszewski stating his last day of employment would be May 31, 2021. Motion was made by Mr. Hill and was seconded by Mr. Kelly. **Motion passed unanimously.**
2. Resolution No. 2014-4 awards Retirees \$20.00 per year of service upon retirement. Motion was made by Mr. Kelly seconded by Ms. Hurwitz to approve a Retirement Bonus in the amount of \$880.00 for Mr. Ustaszewski for his 44 years of service to AVMA. **Motion passed unanimously.**
3. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to promote Mr. Herb to the Plant Superintendent effective 6/1/2021. **Motion passed unanimously.**
4. The Personnel Committee is recommending advertising for a Wastewater Plant Operator or Operator-In-Training. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to advertise this position on the EPWPCOA Website. **Motion passed. Mr. Goodman was opposed.**

FINANCE:

1. Ms. Hurwitz reviewed the Budget Comparison dated 4/30/21. We are doing well in most categories. Ms. Hurwitz stated that she would like to see more Capital Projects completed.

INSURANCE/PENSION:

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to approve an interest rate study with Mr. Duda with a not to exceed price of \$1,000.00. **Motion passed. Mr. Goodman was opposed.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. An Agreement with Emergency Systems Service Company was received in the amount of \$1,128.44. Mr. Herb stated that this is a yearly contract to service the pumps at the pump house. Motion was made by Mr. Hill and was seconded by Ms. Hurwitz. **Motion passed unanimously.**
2. Mr. Hill reported that the LED lights have been installed in the plant as well as the garage door opener on the end bay.

SAFETY:

No Report

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. stated that the Agreement with the Center Of Excellence was reviewed and some changes were made.

SUPERINTENDENT:

1. Mr. Herb thanked everyone for the Promotion to Superintendent.
2. USG repaired the manhole on Butter Lane.
3. Mr. Herb reported that he was approved by his doctor to return to work on 6/1/2021 for four hours per day on light duty with no lifting over five pounds. Mr. Hill stated that this will be discussed later during an executive session.
4. The EDMR's were submitted by Mr. Ravert. Everything was within permit.
5. A new motor must be replaced at the end of the Belt Press. This motor is very loud. Eastern came in and checked it out and they will be replacing it.
6. The manhole on Endlich Avenue was briefly discussed. Mr. Herb stated that AVMA has been maintaining this 6" line which is in an alley. There are some problems with this line. Mr. Sassaman stated that the best way to fix this line would be to dig up the area with the protruding lateral and then it could possibly be videoed further, or there could be further problems. Mr. Sassaman suggested the Authority taking over this line and installing a manhole to allow us access for 95% of the line. A brief discussion followed. This will be discussed further at the next meeting after we know the cost.
7. Mr. Hill, Mr. Haller & Mr. Herb will part of an I & I Committee. Mr. Herb suggested meeting one half hour before the monthly meetings.
8. The current cellular phone service was briefly discussed. It would be much cheaper to purchase an iPhone 12 mini for \$699.00 to be used as the Lead Phone. Service would be approximately \$30.00 per month through AT & T. The Alarm System would be programmed to call Mr. Ravert's personal phone for the Back Up Phone. By doing this, we could eliminate three telephones off the Verizon Wireless Cell Phone Plan. Motion was made by Mr. Goodman and seconded by Mr. Hill to purchase an iPhone and change phone service. **Motion passed unanimously.**
9. Mr. Herb mentioned that he interviewed one person for the Operator Position. After the interview, this person stated that he was not interested in the position. Mr. Herb mentioned that he received one more application which was briefly discussed.

ENGINEERING:

1. Eastern Environmental has completed the installation of the Grit Screw and BFP Conveyor. They have submitted Payment Application No. 4 in the amount of \$12,690.00 to be considered for payment. The remaining balance for retainage is \$4,994.00 which has not been requested yet. EEC has requested a final no cost time extension to cover the delay in work.
2. Wexcon has completed the final mill and overlay paying at Friedensburg and Melrose. They addressed the drainage at the manhole at the base of Mr. Groebel's steps. They have not requested final payment yet.
3. USG has completed the repairs to the Butter Lane Manhole.

4. Information was received from PA Representative Houlahan's office regarding grant information on the Emergency Management Performance Grant information. This information was received on May 13, 2021 but unfortunately the Grant information was due on May 14, 2021. After a brief discussion, a motion was made by Mr. Hill and was seconded by Mr. Goodman to have Entech Engineering prepare an RFP for the Emergency Generator and make sure that the bidding is open for a period of time before the Authority made a decision. **Motion passed unanimously.**

OFFICE MANAGER:

1. Ms. Kennedy reported that Tyler Watcke, of 816 VanBuren Street is connected to the Sanitary Sewer System and his \$1,000.00 escrow will be returned to him.
2. A refund was received from Pennsylvania Municipal Health Insurance Cooperative in the amount of \$40,955.10.
3. The second reimbursement check for the sewer camera replacement was received from EHD Insurance Company in the amount of \$21,237.50.
4. NCR Payroll Company is increasing their price by 6% effective 6/3/2021.
5. Our current electricity contract expires 12/31/2021. I received new pricing through our current broker Mr. Doug DeGross of Energy Professionals. Mr. DeGross received a proposal from Dynegy Energy. Motion was made by Mr. Hill and was seconded by Mr. Goodman to accept the Electricity Service Agreement with Dynegy for forty eight months with a power price of \$0.05550 per kWh. **Motion passed unanimously.**
6. A past due invoice for Ms. Sheri Williams of 230 N. 25th Street should be mailed using certified return receipt.

UNFINISHED BUSINESS:

At 7:58 PM, Mr. Hill called for an Executive Session to discuss matters of Personnel.

At 8:14 PM, Mr. Hill brought the meeting back in session with the following actions taken.

1. Motion was made by Ms. Hurwitz and was seconded by Mr. Goodman to promote Joseph Ravert, Jr. to Assistant Superintendent effective 6/1/2021. **Motion passed unanimously.**
2. Motion was made by Ms. Hurwitz and was seconded by Mr. Kelly to award a 5% raise to Mr. Herb and Mr. Ravert, Jr. effective 6/1/2021. **Motion passed unanimously.**
3. Motion was made by Ms. Hurwitz and seconded by Mr. Goodman to award Mr. Herb \$50.00 for each AVMA Monthly meeting he attends as The Superintendent. **Motion passed unanimously.**

NEW BUSINESS:

1. Motion was made by Mr. Hill and was seconded by Ms. Hurwitz to rescind last month's motion to approve the Contract with the Center Of Excellence in Local Government in the amount of \$500.00. **Motion passed unanimously.**

Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve the Contract with the Center Of Excellence in Local Government with a price not to exceed \$1,000.00. **Motion passed unanimously.**

ADJOURNMENT:

The next meeting will be held on Thursday, June 24th 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 8:16 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary