

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF AUGUST 26, 2021**

The August 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
Mr. Troy Goodman, Secretary
Mr. James Cocuzza, Treasurer

Also Present:

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt
Mr. Michael Sassaman, Entech Engineering
Mr. David Herb, Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. Joseph Duda, of Duda Actuarial via ZOOM
Mr. Richard Ritzer, of CBIZ InR via ZOOM
Mr. John Caleb Tabler, Esq., Lau & Associates, P.C.
Mr. & Mrs. Michael Sandridge, of 500 Butter Lane

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

Mr. Duda, of Duda Actuarial discussed the Non-Uniformed Pension Plan Interest Rate Study dated June 28, 2021. Mr. Duda explained that our current interest rate is 6.5%. The purpose of this study was to determine the actuarial cost impact of lowering the interest rate to 6.0%, 5.5% and 5% with a 3.50% salary scale. Each interest rate was briefly discussed. Mr. Duda recommended lowering the rate to be conservative. A decision will be made after Mr. Duda provides us with the final numbers changing to a 5% interest rate.

Mr. Rich Ritzer, of CBIZ InR reported that as of August 25, 2021, we are actually at a 10.85% return year to date. Mr. Ritzer suggested changing our Portfolio. The current allocation is currently at 70% stocks and 30% bonds. A change to 60% stock and 40% bond allocation reduces the risk slightly and the return drops to 5.49%. A brief explanation followed.

Mr. Caleb Tabler, Esq. of Lau & Associates, P.C. explained to the AVMA Board of Directors that his clients, Mr. & Mrs. Sandridge hired Mr. James A. Noll, LLC to check their house lateral. Mr. Noll ran a camera and snake down the lateral and he did not see any brakes or collapsed spots and felt there were no obstructions in the sewer line. After ten feet they ran into water and they couldn't see anything. Mr. & Mrs. Sandridge also contacted their homeowners insurance, Traveler's Insurance Company but due to an exclusion on the policy the damage was not covered.

Mr. Herb reported that Captain Clog ran a camera down Mr. & Mrs. Sandridge's lateral and prepared a video. This video was viewed and Mr. Herb explained that it shows a collapsing pipe. Mr. Herb gave Mr. & Mrs. Sandridge some literature on a couple different pumps.

Mr. Boland, Esq. stated that Brian Sands, the Plumbing Inspector thinks that the elevation of the Sandridge's downstairs toilet could be lower than the elevation of the main, which could be a Plumbing Code Violation. Comments were made by Mr. Sandridge.

Mr. Boland, Esq. stated that AVMA is pointing out potential issues to the Sandridge's to help them fix their problems. The collapsing lateral must be repaired and the elevation of the downstairs toilet should be checked. If the elevation is lower than the main this toilet should be removed. There is also a problem with the pitch of the sanitary sewer lateral.

Mr. Tabler, Esq. will meet with his clients and discuss how they will proceed.

Motion was made by Mr. Haller, seconded by Mr. Goodman to approve the July 22, 2021 minutes. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – August 26, 2021:

General Account: Check Nos. 7018 through 7044, dated 07/28/21 through 08/25/21 in the amount of \$75,703.00 and 17 EFT's, dated 07/23/21 through 08/25/2021 in the amount of \$12,540.39 for a combined total of \$88,243.39 from the General Account.

Payroll Account: Check Nos. 513 through 528 and Check No. 50065, dated 07/28/21 through 08/25/21 in the amount of \$27,772.43 as well as 7 ACH's and 6 transfers in the amount of \$13,952.63 for a combined total of \$41,725.06 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$129,968.45 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	6/30/21	\$1,190,686.67
RECEIPTS		\$ 311,690.55
INTEREST		494.39
EXPENDITURES		(\$233,583.69)
BALANCE	6/30/21	\$1,269,287.92

ACCOUNT BALANCES 7/31/21

General	\$ 16,692.69
Payroll	20,548.66

Sewer	173,949.65
Capital Improvements	598,011.89
Savings	148,541.14
Petty Cash	<u>49.34</u>
AVAILABLE CASH	957,793.37
Morgan Stanley	0.00
Riverfront	209,290.58
Utilities Employees Credit Union	<u>102,203.97</u>
TOTAL	\$1,269,287.92

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Joseph Dalton, our new employee is doing well.

FINANCE:

1. The Budget Comparison dated 7/31/21 was reviewed.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Herb stated that the swivel for the flushing truck was received on 8/26/21 and was installed.
2. Mr. Herb reported that the building is being prepared for the jack enclosure. It will be pressure washed and painted.

SAFETY:

1. Mr. Herb explained that bi-weekly safety meeting with employees are being held.
2. CPR Recertification must be completed including use of the AED Machine.

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. stated that a letter was received from Philadelphia Insurance Company regarding water damage to a customer's home. Mr. Boland, Esq. provided a brief explanation.

2. Act 65 of 2021 – Sunshine Law Amendments was signed into law on June 30, 2021, effective August 30, 2021. In general we must publish our Agenda 24 hours prior to our Monthly Board Meetings. This Agenda can be posted on our website. During the Board Meetings, we are not allowed to take any actions on any item not on our agenda unless the Board votes by majority to add it to the Agenda and states the reason it is being added. After an item is added to the Agenda you have 24 hours (one business day) to post any changes and what was acted on. Mr. Boland, Esq. stated that Agenda reviews would be helpful. Ms. Kennedy will be emailing the Agenda to all Board Members, for review, the Monday prior to the meeting.

SUPERINTENDENT:

1. The EDMR's were submitted. Everything was within permit.
2. A draft letter was prepared by Ms. Kennedy and Mr. Sassaman regarding the Fats, Oils & Grease Abatement Programs. The completed letter will be included in the September 26, 2021 packet.
3. The sewer line in the backyard of Mr. Samuel Stunz's property at 2813 Filbert Avenue was root cut and videoed. Mr. Herb mentioned that this line reduces from an 8" line to a 6" line near the end. Mr. Stunz signed a Waiver before this work was completed.
4. Emergency Services Systems completed the yearly preventative maintenance on the pump house generator. The technician recommended completing a cooling system maintenance, which is completed every six years. A quotation was received in the amount of \$1,736.05. Motion was made by Mr. Haller and seconded by Mr. Goodman to do the cooling system maintenance with a not to exceed price of \$2,000.00. **Motion passed unanimously.**
5. A quotation was received from Ford Hall for Clarifier Brush Preventative Maintenance in the amount of \$5,344.42. The last time we had this maintenance completed it cost \$1,254.00. We will purchase the brushes from Ford Hall and install them in-house.

ENGINEERING:

1. Entech requested COSTARS quotations from Generator Supplies for the Diesel-Powered Emergency Generator Set and the Automatic Transfer Switch. As reported last month three quotations were received. Entech reviewed the low quote to assure it met the required specifications. Entech recommends that AVMA consider executing the Customer Acceptance Form that was submitted with the low bid as soon as possible before the prices change. Then there will be a Public Bid Offering for the construction and installation. Motion was made by Mr. Goodman and was seconded by Mr. Hill to purchase a Generator and transfer switch through Co-Stars, being purchased from Emergency Services in the amount of \$122,500.00. **Motion passed unanimously.**
2. Entech has been investigating funding sources for the Emergency Generator Project. We narrowed our focus of likelihood on two programs. The Energy Efficiency and Conservation (EE&C) Program and the FEMA Hazard Mitigation Grant Program (HMGP).
Consultation with representatives from First Energy (Met Ed) confirmed that unfortunately the Phase III of Act 129 program (Peak load credit program) is no longer available.

However, the HMGP has potential for approval. There are a few simple tasks to be completed to put this project on the radar. We will work through the Berks County Department of Emergency Services with the following actions:

Submit the project for consideration to be included in the County Hazard Mitigation Plan. There is value in having the Generator project added to the overall County Hazard Mitigation Plan as it gives recognition to the need and keeps the door open for future funding opportunities through FEMA should the Grant for this calendar year not be successful.

Submit a Letter of Interest (LOI) describing the purpose and need for this project. The LOI will be submitted to a committee consisting of representatives from FEMA, PEMA and Berks County.

Assuming the LOI is looked upon favorably, initiate the application for funding.

As part of the HMGP application process we anticipate some difficulty in quantifying repetitive losses due to power failures over the years. If we are unable to show the losses do not at least equal the cost of the generator project, the funding seems less likely. We will keep trying.

Additionally, there is opportunity for the Authority to work with the Borough and Township on consideration of the Project (or future wastewater/water projects) for America Rescue Plan Act Monies or Invest in America Act Monies allocation.

3. PennDOT has requested additional information on existing sanitary sewer inverts at three locations to determine if conflicts between proposed storm sewers exist.
4. The 2021 sewer lining work was discussed with David Herb. The plant staff prepared a list totaling 1,974 feet including reinstating 53 lateral connections. Using the average of \$40 per foot for lining it is estimated that the cost would be around \$80,000. The plant staff has been pleased with the previous lining work completed by Mr. Rehab. This is maintenance work and public bidding would not be required. Mr. Hill questioned Mr. Sassaman how much engineering fees would cost to bid this project. Mr. Sassaman stated that it should cost \$3,000.00. Motion was made by Mr. Haller and was seconded by Mr. Goodman to have Entech Engineering bid the lining projects with an engineering cost not to exceed \$3,000.00. **Motion passed unanimously.**

OFFICE MANAGER:

1. Motion was made by Mr. Hill and was seconded by Mr. Haller to raise the sewer charge for anyone not connected to public water from \$75.00 per quarter to \$120.00 per quarter. **Motion passed unanimously.**
2. Mr. Herb's Workman's Compensation claim is completed. Mr. Herb is off light duty.
3. Motion was made by Mr. Goodman and was seconded by Mr. Haller to accept Mr. Kelly's resignation from the Antietam Valley Municipal Authority's Board of Directors. **Motion passed unanimously.**
4. A letter was received from Philadelphia Insurance Company denying the claim for 416 Montgomery Avenue.

5. A payment in the amount of \$5,000.00 was received from Mr. Gensemer of 1722 Friedensburg Road.
6. The VIST Bank business debit card was cancelled due to attempted fraudulent activity. A new card will be issued within seven to ten days. It was suggested that all purchases be made through the Office Manager or the Superintendent.
7. The 2020 Audit has been completed by Herbein & Company. Copies were distributed to the Board. Motion was made by Mr. Haller and was seconded by Mr. Goodman to accept the 2020 Audit for filing. **Motion passed unanimously.**
8. A new account was opened at Auto Zone.
9. Pre-inspection on AVMA vehicles by the Borough's Employee, Mark Stufflet, was briefly discussed. Mr. Goodman will discuss this with the Borough of Mt. Penn. This will be discussed further at a later date.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, September 23, 2021 at 6:00 PM at the Authority.

Motion was made by Mr. Haller and was seconded by Mr. Goodman to adjourn the meeting at 8:10 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary