

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF SEPTEMBER 23, 2021**

The September 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

**Also Present:**

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

**Absent:**

Mr. James Cocuzza, Treasurer

**Visitor:**

Mr. Paul Janssen, Director, Center for 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.

Mr. Janssen presented the Antietam Valley Municipal Authority, Municipal Financial Stabilization Program Report. The components of the program and a brief review of what to expect from this Program was explained. Mr. Janssen stated that Budget Preparation will begin in the next couple weeks via ZOOM with himself, Mr. Hill, Hr. Haller, Mr. Sassaman, Mr. Herb and Ms. Kennedy.

Motion was made by Mr. Haller, seconded by Mr. Goodman to approve the August 26, 2021 minutes. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – September 23, 2021:**

General Account: Check Nos. 7045 through 7071, dated 08/31/21 through 09/22/21 in the amount of \$38,920.20 and 14 EFT's, dated 09/01/21 through 09/22/2021 in the amount of \$12,315.45 for a combined total of \$51,235.65 from the General Account.

Payroll Account: Check Nos. 529 through 541 and Check No. 17693, dated 09/08/21 through 09/22/21 in the amount of \$20,374.79 as well as 4 ACH's and 4 transfers in the amount of \$10,089.00 for a combined total of \$30,463.79 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$81,699.44 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

**Treasurer’s Report – For the month of August 2021:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>7/31/21</b>	<b>\$1,269,287.92</b>
RECEIPTS	\$ 691,826.22	
INTEREST	80.80	
EXPENDITURES	(\$543,645.12)	
<b>BALANCE</b>	<b>8/31/21</b>	<b>\$1,417,549.82</b>

**ACCOUNT BALANCES  
8/31/21**

General	\$ 20,187.79
Payroll	19,550.67
Sewer	112,849.42
Capital Improvements	598,057.60
Savings	355,360.45
Petty Cash	<u>49.34</u>
<b>AVAILABLE CASH</b>	<b>1,106,055.27</b>
Morgan Stanley	0.00
Riverfront	209,290.58
Utilities Employees Credit Union	<u>102,203.97</u>
<b>TOTAL</b>	<b>\$1,417,549.82</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

**No Report**

**FINANCE:**

1. The Budget Comparison dated 8/31/21 was reviewed. Ms. Kennedy mentioned that she went from Family to Single on The Capital Blue Cross Plan.
2. The invoice from Zero Gravity was briefly discussed. Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve the invoice in the amount of \$772.00 payable to Zero Gravity Design. **Motion passed unanimously.**

## **INSURANCE/PENSION:**

1. Minimum Municipal Obligation Budget (MMO's) prepared by Mr. Duda, of Duda Actuarial were reviewed. Mr. Duda prepared the MMO's with four Options:

- Option A with an interest rate of 6.5% with a Minimum Municipal Obligation of \$0.00
- Option B with an interest rate of 6% with a Minimum Municipal Obligation of \$2,802
- Option C with an interest rate of 5.5% with a Minimum Municipal Obligation of \$12,768.00
- Option D with an interest rate of 5.0% with a Minimum Municipal Obligation of \$23,109.00

Motion was made by Mr. Hill and was seconded by Mr. Goodman to change our interest rate to 5% and accept The Minimum Municipal Obligation Budget for 2022 - Option D in the amount of \$23,109.00 as well as the MMO for the Municipal Authority DC Plan in the amount of \$3,657.00. **Motion passed unanimously.**

2. Motion was made by Mr. Hill and seconded by Mr. Goodman to change the AVMA Pension Plan allocation with CBIZ InR to 60% Stocks and 40% Bonds. **Motion passed unanimously.**

## **BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Herb reported that the Anaerobic Digester building has been power washed and painted in preparation for the jack enclosure. Some of the materials have been purchased for this project. Mr. Herb stated that when he gets the anchors installed he will send Mr. Robert Gehringer the measurements. Mr. Gehringer stated that the project should be completed within the next two months.

2. Mr. Herb stated that one of the clarifier covers got damaged by a high wind event. Mr. Robert Gehringer will take this cover with him and will repair it for use next year.

## **SAFETY:**

1. Mr. Herb stated that he holds bi-weekly safety meeting with employees.

## **I & I:**

1. Mr. Herb reported that Mr. Phil Guinta, of PA Rural Water will be coming here on Monday, September 27<sup>th</sup> and will be bringing two meters for our use. The meters are typically kept at each location for thirty days. Mr. Herb said they will be installed on opposite ends of our sanitary sewer system.

## **MPBMA LIAISON:**

**No Report**

## **SOLICITOR:**

1. Mr. Boland, Esq. stated that there was a recent amendment to the Municipalities Authorities Act called Act 43. This act impacts any sewer authority that bills multi-family users using a flat rate per EDU. A brief explanation followed.

## **SUPERINTENDENT:**

1. The EDMR's were submitted. Everything was within permit.
2. There are still some details to work out with the Fats, Oils & Grease Abatement Program letter. The letter will be included in the October 28<sup>th</sup> packet.
3. The manhole installation at the 2600 block of Cumberland Avenue will be starting late next week.
4. Emergency Services Systems completed the yearly preventative maintenance on the pump house generator. They tested our fuel and found some water and contaminants in the fuel. They gave a quotation of \$2,596.28 to polish the fuel. An additional quotation was received from Advanced Fuel Polishing Svc, Inc. for fuel polishing in the amount of \$1,800.00. Elk Environmental was contacted and they would come in and remove the fuel for \$600.00 and then it would cost an additional \$400.00 to refill it. Purchasing a machine to do the fuel polishing "in-house" is also an option. After a brief discussion, it was decided that Mr. Herb will do some additional research and a decision would be made at the October Board Meeting.

## **ENGINEERING:**

1. Entech has sent the COSTARS quote confirmation to Emergency Services Systems, Co. They said the payment will be due when the equipment arrives. Delivery should be in early January, 2022.

The Contract for the installation has been advertised on PennBid. A mandatory pre-bid meeting will be held at the WWTP on Tuesday, September 28, 2021 at 10:00 AM. The online bids are due by October 15, 2021 after which we will open the bids and tabulate them. Entech will then review the bids and have a recommendation of award for the October meeting.

2. The 2021 sewer lining work has been advertised on PennBid. The online bids are due by October 14, 2021 after which we will open the bids and tabulate them. Entech will then review the bids and have a recommendation of award for the October meeting. Seven potential bidders have downloaded specs so far.

3. Mr. Sassaman corresponded with the DEP representative regarding the Chapter 94 Report and AVMA's Corrective Action Plan. It was explained to the DEP Representative that the Influent/BOD loading problem has been resolved. A letter has been emailed to the DEP asking them to close the Corrective Action Plan because we provided them one year of data showing the Influent Organic Loading is well below the Design Capacity Loading of 2,050 pounds per day. A short discussion followed.

## **OFFICE MANAGER:**

1. Motion was made by Mr. Goodman and was seconded by Mr. Hill to advertise the 2021 Audit. **Motion passed unanimously.**
2. Three insurance claims have been submitted for three customers who had water damage during the September 1 & 2<sup>nd</sup> rain event.

3. 1705 Friedensburg Road is now connected to the sanitary sewer system.
4. Windstream increased our monthly telephone service \$60.00 per month. I will be shopping for new service.
5. VIST Insurance was not able to provide a quotation for Workers Compensation Insurance.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

The next meeting will be held on Thursday, October 28, 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 7:20 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary