

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF NOVEMBER 18, 2021**

The November 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. Paul Janssen, Director, Center for Excellence in Local Government, via ZOOM

Motion was made by Mr. Goodman, seconded by Mr. Hill to approve the October 28, 2021 minutes. **Motion passed unanimously.**

Mr. Janssen, Director of the Center for Excellence in Local Government reported on the progress with the Budget Preparation and the Rate Study.

**FINANCE:**

**Checks for Ratification – November 28, 2021:**

General Account: Check Nos. 7108 through 7136, dated 10/29/21 through 11/18/21 in the amount of \$173,271.93 and 16 EFT's, dated 10/29/21 through 11/18/2021 in the amount of \$11,992.47 for a combined total of \$185,264.40 from the General Account.

Payroll Account: Check Nos. 553 through 564 dated 11/03/21 through 11/17/21 in the amount of \$19,188.45 as well as 5 ACH's and 4 transfers in the amount of \$9,428.33 for a combined total of \$28,616.78 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$213,881.18 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>9/30/2021</b>	<b>\$1,367,493.09</b>
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RECEIPTS	\$369,779.99
INTEREST	2,911.14
EXPENDITURES	(\$306,374.06)

<b>BALANCE</b>	<b>10/31/2021</b>	<b>\$1,433,810.16</b>
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**ACCOUNT BALANCES**

**10/31/2021**

General	\$ 19,975.01
Payroll	25,841.32
Sewer	141,371.17
Capital Improvements	598,147.55
Savings	334,098.85
Petty Cash	49.34
<b>AVAILABLE CASH</b>	<b>1,119,483.24</b>
Morgan Stanley	0.00
Riverfront	211,687.74
Utilities Employees Credit Union	102,639.18
<b>TOTAL</b>	<b>\$1,433,810.16</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

1. Mr. Hill reported that weekend hours and comp time have been discussed with Mr. Herb. This will be tabled until the December of 2021 meeting.

**FINANCE:**

1. The Budget Comparison dated 10/31/21 was reviewed. There were no comments at this time.

2. Mr. Jason Boone, of 600 George Street requested a sewer penalty credit in the amount of \$25.16 because he did not receive his water/sewer bill in the mail. **Motion was made by Mr. Goodman and was seconded by Mr. Haller to waive the penalty for Mr. Boone in the amount of \$25.16. Motion passed unanimously.**

3. Mrs. Beverly Leinbach of 2220 Highland Avenue requested a sewer penalty credit in the amount of \$8.50 because she did not receive her water/sewer bill in the mail. **Motion was made by Mr. Goodman and was seconded by Mr. Haller to waive the penalty for Mrs. Leinbach in the amount of \$8.50. Motion passed unanimously.**

4. The purchasing of chemicals was briefly discussed.

**INSURANCE/PENSION:**

**No Report**

**BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Herb reported that Mr. Scheuing did a fantastic job repairing the cement on the Plant 2 Contact Stabilization falls.
2. Cement board will be added to the shed Mr. Sheuing built.
3. Mr. Herb stated that the Canvas from Mr. Gehringer was delivered 11/18/21.

**SAFETY:**

1. Mr. Herb stated that safety meeting are held twice a month to address any safety concerns.

**I & I:**

1. Mr. Hill questioned Mr. Boland, Esq. on the installation of Rain Shield Inserts. A short discussion followed.
2. Mr. Herb reported that he has a meeting with Mr. Sands on Tuesday, November 23, 2021 to discuss the F.O.G. program and past inspections.

**MPBMA LIAISON:**

**No Report**

**SOLICITOR:**

**No Report**

**SUPERINTENDENT:**

1. The EDMR's were submitted. Everything was within permit.
2. The manhole installation at the 2600 block of Cumberland Avenue update: Mr. George Young ordered a custom manhole and the work will be completed as soon as he gets the manhole.
3. The meters from PA Rural were moved. Information will be gathered off the meters when Mr. Gunta comes back to retrieve the meters.
4. Motion was made by Mr. Haller and was seconded by Mr. Goodman to accept the quotation received from Exeter Supply for preventative maintenance on the chlorine system in the amount of \$2,283.75. **Motion passed unanimously.**
5. The RAS Pump from Plant No. 1 has been taken out of service and is being evaluated by Reading Electric.
6. The Final Clarifier No. 1 – Clarifier Arm has an issue. This will be addressed by the staff next week.

7. Resolution 2020-2 addressing Sewer Lateral Backup Procedures was briefly discussed. The rates will be adjusted and Mr. Boland, Esq. will prepare a document with the revisions.

### **ENGINEERING:**

1. Motion to sign the Notice to Proceed with G S Developers, Inc. for the Generator Project was made by Mr. Hill and was seconded by Mr. Goodman. **Motion passed unanimously.** Mr. Sassaman stated that the total for the Generator Project was \$343,500.00.

2. Motion was made by Mr. Goodman and was seconded by Mr. Haller to sign the Notice to Proceed with SWERP and Change Order No. 1 in the amount of \$12,420.00 to add the additional line on Taft venue. **Motion passed unanimously.**

### **OFFICE MANAGER:**

1. The insurance claim for Lutz Funeral Home, of 2100 Perkiomen Avenue is still being investigated by the insurance company.

2. We received the final 2020 Surplus from PMHIC in the amount of \$40,966.65.

3. Our telephone service through Windstream will be ending on December 31, 2021. I contacted Fraser Business and received a quotation for telephone service in the amount of \$175.00 per month for 60 months for Smart connect Unified Voice. Motion was made by Mr. Hill and was seconded by Mr. Goodman. **Motion passed unanimously.**

### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

A Christmas Party for the employees was briefly discussed.

### **ADJOURNMENT:**

The next meeting will be held on Thursday, December 16, 2021 at 6:00 PM at the Authority.

Motion was made by Mr. Haller and was seconded by Mr. Hill to adjourn the meeting at 7:45 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary