

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF DECEMBER 16, 2021**

The December 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 via ZOOM
Mr. Troy Goodman, Secretary
Mr. James Cocuzza, Treasurer

Also Present:

Mr. Brian J. Boland, Esq., Solicitor, Kozloff Stoudt via ZOOM
Mr. Michael Sassaman, Entech Engineering
H. David Miller, Entech Engineering
Tori Morgan, LO, Entech Engineering
Mr. Joseph Ravert, Assistant Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. Paul Janssen, Director, Center for Excellence in Local Government, via ZOOM
Mr. Joseph C.S. Dalton

Motion was made by Mr. Goodman, seconded by Mr. Cocuzza to approve the November 18, 2021 minutes. **Motion passed unanimously.**

ASSISTANT SUPERINTENDENT:

1. The EDMR's were submitted. Everything was within permit.
2. The manhole installation at the 2600 block of Cumberland Avenue update: The manhole that was custom ordered has been received. This manhole will be installed the first week in January.
3. The meters from PA Rural were moved. Information will be gathered off the meters when Mr. Gunta comes back to retrieve the meters in one month.
4. The RAS Pump from Plant No. 1 Update: Reading Bearing gave an estimated price of \$1,500.00 to replace the seals. They reported that they were having problems finding seals for this pump. More information will be gathered for the January meeting.
5. The Final Clarifier No. 1 – Clarifier Arm issue Update: The Clarifier was pumped down and the arm is in rough condition. It is fixed for now. More work will be needed in the spring.
6. Resolution 2020-2 addressing Sewer Lateral Backup Procedures will be discussed at the January meeting.

7. Motion was made by Mr. Goodman and was seconded by Mr. Cocuzza to purchase a Sulzer-ABS wastewater pump with a not to exceed price of \$18,500.00. **Motion passed unanimously.**

8. Two sewage pumps had to be replaced for the AVMA office building. Motion was made by Mr. Goodman and was seconded by Mr. Cocuzza to retroactively accept the proposal from Herbein Plumbing LLC in the amount of \$3,264.04. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – December 16, 2021:

General Account: Check Nos. 7137 through 7165, dated 11/22/21 through 12/15/21 in the amount of \$68,228.43 and 17 EFT's, dated 11/19/21 through 12/15/2021 in the amount of \$13,227.88 for a combined total of \$81,456.31 from the General Account.

Payroll Account: Check Nos. 565 through 577 and No. 50068 dated 12/01/21 through 12/15/21 in the amount of \$19,662.69 as well as 4 ACH's and 4 transfers in the amount of \$9,684.16 for a combined total of \$29,346.85 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$110,803.16 were approved on a motion by Mr. Cocuzza and seconded by Mr. Goodman. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	10/31/21	\$1,433,810.16
RECEIPTS	\$766,340.25	
INTEREST	85.94	
EXPENDITURES	(\$703,318.33)	
BALANCE	11/30/2021	\$1,496,918.002

**ACCOUNT BALANCES
11/30/2021**

General	\$ 18,052.66
Payroll	24,072.03
Sewer	101,007.65
Capital Improvements	598,191.80
Savings	441,217.62
Petty Cash	49.34
AVAILABLE CASH	1,182,591.10
Morgan Stanley	0.00
Riverfront	211,687.74
Utilities Employees Credit Union	102,639.18
TOTAL	\$1,496,918.02

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Hill reported that weekend hours and comp time will be discussed further with Mr. Herb. This will be tabled until the January of 2022 meeting.

FINANCE:

Mr. Janssen, Director of the Center for Excellence in Local Government presented the 2022 Budget Draft and reported on the progress of the five year budget and the Rate Study.

1. Motion was made by Mr. Hill and was seconded by Mr. Haller to accept the budget as presented with a 4.5% salary increase. **Motion passed unanimously.**

2. The Budget Comparison dated 11/30/21 was reviewed. There were no comments at this time.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Hill reported that GS Developers, Inc. started the cement pad for the Generator.

SAFETY:

1. Mr. Hill suggested discussing COVID 19 protocol with the employees at the next safety meeting.

I & I:

No Report

MPBMA LIAISON:

No Report

SOLICITOR:

No Report

ENGINEERING:

1. The Emergency Generator Project started construction last week. Payment Application #1 from GS Developers was submitted for approval in the amount of \$8,500.00. Entech has reviewed this Application and recommends payment. Motion was made by Mr. Haller and was seconded by Mr. Hill to pay GS Developers for Payment Application #1 in the amount of \$8,500.00. **Motion passed unanimously.**

2. The Contractor for the lining project, SWERP, is anticipating starting the lining work in mid-January of 2022.

3. Proposals for the engineering services for the Equalization Tank Study and the Capital Improvements Study were given to the Authority at the November meeting.

4. Entech visited the AVMA WWTP with senior operations engineers to determine if an upgrading of the WWTP was feasible and of value to AVMA. A proposal for an Upgrading Study was prepared. Motion was made by Mr. Hill and was seconded by Mr. Cocuzza to Approve Entech's Collection and Conveyance System – Capital Improvements Study in the amount of \$5,300.00. **Motion passed unanimously.**

5. Ms. Tori Morgan, LO explained different funding opportunities available. One plan that was explained and discussed was The American Rescue Plan Act. The Board agreed that they would like Ms. Morgan to pursue any funding opportunities available to AVMA.

OFFICE MANAGER:

1. The insurance claim for Lutz Funeral Home, of 2100 Perkiomen Avenue was denied.
2. Our new telephone services was installed by Fraser Equipment and is working well.
3. We received notification from J. P. Mascaro that their rates are increasing.
4. Tompkins Vist Bank's name will be changed on 1/1/22 to Tompkins Community Bank.

UNFINISHED BUSINESS:

NEW BUSINESS:

A motion was made by Mr. Hill and was seconded by Mr. Haller to amend the Agenda to discuss Christmas Gift Cards for AVMA employees. **Motion passed unanimously.**

Motion was made by Mr. Haller and was seconded by Mr. Hill to give the AVMA employees \$75.00 Christmas Gift Cards. **Motion passed unanimously.**

ADJOURNMENT:

The next meeting will be held on Thursday, January 27, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Haller and was seconded by Mr. Hill to adjourn the meeting at 7:48 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary