

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JANUARY 27, 2022**

The January 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
Ms. Tara Chambers

Also Present:

Mr. Brian J. Boland, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering
Mr. David Herb, Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. Rich Ritzer, CBIZ InR

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

At this time, Mr. Hill turned the meeting over to Mr. Boland, Esq. for Reorganization.

Motion was made by Mr. Goodman, seconded by Mr. Haller to open the floor for nominations for all 2022 board positions. **Motion passed unanimously.**

Motion was made by Mr. Hill and was seconded by Mr. Goodman to vote for the following slate of officers:

Mr. Haller as Chairperson
Mr. Goodman as Vice-Chairman
Mr. Cocuzza as Secretary
Ms. Chambers as Treasurer
Mr. Hill as Asst. Treasurer
Ms. Kennedy as Asst. Secretary

Motion was made by Mr. Goodman and was seconded by Mr. Haller to close the floor for nominations for all 2022 board positions.

A motion was made by Mr. Hill, seconded by Mr. Goodman to cast a unanimous ballot for the following slate. A Roll call vote was taken for the following slate:

Mr. Haller as Chairperson
Mr. Goodman as Vice-Chairman
Mr. Cocuzza as Secretary
Ms. Chambers as Treasurer
Mr. Hill as Asst. Treasurer

Ms. Kennedy as Asst. Secretary

Five “Ayes”. Motion passed unanimously.

Motion was made by Mr. Hill and was seconded by Mr. Goodman to re-appoint the following professional service:

**Auditor – Herbein & Company, Inc.
Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt
Engineering – Mr. H. David Miller – Entech Engineering**

Motion passed unanimously.

At this time Mr. Haller took over the meeting.

Motion was made by Mr. Goodman, seconded by Mr. Hill to approve the December 16, 2021 minutes. **Motion passed unanimously.**

Mr. Rich Ritzer of CBIZ InR presented a Performance Review for the Antietam Valley Municipal Authority’s Pension Plan. Mr. Ritzer commended the AVMA Board of Directors for lowering the interest rate to 5%.

FINANCE:

Checks for Ratification – January 22, 2022:

General Account: Check Nos. 7166 through 7207, dated 12/17/2021 through 01/26/2022 in the amount of \$71,400.75 and 23 EFT’s, dated 12/17/21 through 01/26/222 in the amount of \$16,568.97 for a combined total of \$87,969.72 from the General Account.

Payroll Account: Check Nos. 578 through 595 dated 12/29/21 through 01/26/22 in the amount of \$30,899.56 as well as 7 ACH’s and 6 transfers in the amount of \$15,495.36 for a combined total of \$46,394.92 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$134,364.64 were approved on a motion by Mr. Cocuzza and seconded by Mr. Goodman. **Motion passed unanimously.**

Treasurer’s Report – For the month of December 2021:

ACTIVITY

<u>BALANCE</u>	11/30/21	\$1,496,918.02
RECEIPTS		\$186,872.91
INTEREST		1,976.88
EXPENDITURES		(276,862.83)
BALANCE	12/31/2021	\$1,408,904.98

**ACCOUNT BALANCES
12/31/2021**

General	\$ (1,074.51)
Payroll	7,405.15
Sewer	123,178.82
Capital Improvements	598,237.53
Savings	364,890.04
Petty Cash	49.34
AVAILABLE CASH	1,092,686.37
Riverfront	213,142.37
Utilities Employees Credit Union	103,076.24
TOTAL	\$1,408,904.98

The Treasurer's Report for December 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 no changes will be made regarding weekend hours.

FINANCE:

1. Motion was made by Mr. Hill and was seconded by Mr. Goodman to accept the revised 2022 budget as presented. **Motion passed unanimously.**
2. The Budget Comparison dated 12/31/21 was reviewed. There were no comments at this time.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. A quotation was included in the packet from Wagner's Heating & Cooling in the amount of \$950.00. This contract would include service for 5 heaters in the garages and the HVAC system in the AVMA Operations Building from 2022 to 2025. Motion was made by Mr. Hill and was seconded by Mr. Goodman. **Motion passed unanimously.**

SAFETY:

1. Mr. Herb stated that safety meetings continue to be held every other week. Two back support braces will be ordered for employees and one set of lifting straps.

I & I:

1. The FOG letter was discussed. The AVMA Rules & Regulations Rate Schedule would have to be amended to include a monthly charge for any customer not complying with the inspection. Ms. Kennedy will locate the original AVMA Rules & Regulations and work with Mr. Boland, Esq.

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. stated that he amended Resolution 2020-2 as requested by the AVMA Board at the December of 2021 meeting. Motion was made by Mr. Haller and was seconded by Mr. Hill to approve Amended Resolution 2020-2. **Motion passed unanimously.**
2. The bid limits increased. From \$0 to \$11,800.00, quotes are not necessary. \$11,801.00 to \$21,900.00 you need three telephonic quotes. \$21,901.00 and higher must be bid.
3. Mr. Boland, Esq. explained that he reviewed the Lease Agreement for the new flushing truck through Sourcewell. A brief explanation followed. This lease must be further reviewed. Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve the purchase of the flushing truck in the amount of \$278,863.00, subject to the final review and approval of Mr. Boland, Esq.

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 but has not been installed yet.
3. We received the information off the meters from Mr. Gunta, of PA Rural Water. A spreadsheet was provided showing dates, flow and precipitation. This information will be further reviewed with Mr. Gunta and an updated report will be given at February Board Meeting.
4. Plant 2 – A blower motor broke two weeks ago. This was taken to Reading Bearing and Drive and they determined the motor was unrepairable. A quotation was received from Reading Bearing and Drive for a new motor in the amount of \$3,670.00. This was approximately \$1,000.00 cheaper than the last motor that was purchased through a different supplier. The motor was delivered, is installed and is up and running.
5. Swerp will start the lining project on Monday, January 31, 2022. They estimate the work will take one week and should be completed by February 7, 2022.
6. Plant 1 – RAS Pump was picked up today from Reading Bearing and Drive. The pump was refurbished with a new seal. We have our spare pump back and ready to go.
7. The DRBC Annual Report was prepared by H. David Miller, of Entech Engineering. Motion was made by Mr. Hill and was seconded by Mr. Cocuzza to authorize the submission of the Delaware River Basin Commission Annual Report. **Motion passed unanimously.**
8. The fuel polishing machine that was purchased was used a second time to clean the generator fuel at the pump house.
9. The Sandridge's at 500 Butter Lane are purchasing a grinder pump and they will connect to George Street.

10. Omnisite.net contract for the pump house was renewed for another year in the amount of \$360.00.

ENGINEERING:

1. The Emergency Generator Project update – The concrete pad was poured. The delivery of the generator has been delayed until June of 2022.
2. ARPA Funding Request Update – Mr. Miller gave his opinion on the ARPA Funding and suggested that we apply for funding.
3. WWTP Upgrade Study Update – Coordination and data collection is underway. This Study will be completed in approximately two months.
4. An Engineering Work Order in the amount of \$3,400.00 was presented for the completion of the 2021 Chapter 94 Report. Motion was made by to Mr. Hill and was seconded by Mr. Cocuzza to accept the Entech Engineering Work Order for the 2021 Chapter 94 Report in the amount of \$3,400.00. **Motion passed unanimously.**

OFFICE MANAGER:

1. A motion was made by Mr. Hill and was seconded by Mr. Goodman to approve and advertise the 2022 AVMA Meeting Dates. **Motion passed unanimously.**

UNFINISHED BUSINESS:

At 7:20 PM the Chairman, Mr. Haller made a motion and was seconded by Mr. Cocuzza to recess to an Executive Session to discuss Actuarial Services and the Production of Parts.

At 7:40 PM the meeting was called back to order.

A motion was made by Mr. Hill and was seconded by Mr. Haller to amend the Agenda to discuss Actuarial Services and the Production of Parts. **Motion passed unanimously.**

Motion was made by Mr. Hill and was seconded by Mr. Cocuzza to approve the quotation from Helton, Inc. for the production of 100 parts as presented. **Motion passed unanimously.**

Motion was made by Mr. Goodman and was seconded by Mr. Hill to appoint Conrad Siegel for the AVMA Actuary for the 2022 year in accordance with the December of 2021 proposal as presented. **Motion passed unanimously.**

ADJOURNMENT:

The next meeting will be held on Thursday, February 24, 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 7:40 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary