

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF FEBRUARY 24, 2022**

The February meeting of the Antietam Valley Municipal Authority was held on the above captioned date, with the following Board Members answering roll call:

Mr. Quinn Haller, Chairman
Mr. Troy Goodman, Vice-Chairman
Mr. James Cocuzza, Secretary
Ms. Tara Chambers Treasurer
Mr. Curtis Hill, Asst. Treasurer

Also Present:

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

Visitor:

Mr. Paul Janssen, Director, Center for Excellence in Local Government via Zoom

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

Motion was made by Mr. Hill, seconded by Mr. Cocuzza to approve the January 27, 2022 minutes. **Motion passed unanimously.**

Mr. Paul Janssen explained that he received a proposal for Public Relations Services in the amount of \$25,000.00 from Gavin PR and noted that they will be at the March 24, 2022 board meeting to explain their services and give a full presentation. Mr. Janssen also recommended having Mr. H. David Miller assist in preparing a Capital Budget including a five to ten year plan.

2022 COMMITTEE ASSIGNMENTS

Administration/Personnel: Mr. Haller & Ms. Chambers

Finance: Mr. Curtis Hill & Ms. Tara Chambers

Insurance/Pension: Mr. Troy Goodman & Mr. Curtis Hill

Buildings/Equipment: Mr. Troy Goodman & Mr. James Cocuzza

Safety: Mr. James Cocuzza & Mr. David Herb

FINANCE:

Checks for Ratification – February 24, 2022:

General Account: Check Nos. 7208 through 7231, dated 02/09/2022 through 02/23/2022 in the amount of \$37,411.16 and 20 EFT's, dated 01/27/2022 through 02/23/2022 in the amount of \$14,021.66 for a combined total of \$51,432.82 from the General Account.

Payroll Account: Check Nos. 596 through 607 dated 02/09/2022 through 02/23/2022 in the amount of \$20,810.38 as well as 5 ACH's and 4 transfers in the amount of \$10,638.17 for a combined total of \$31,448.55 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$82,881.37 were approved on a motion by Mr. Goodman and seconded by Mr. Cocuzza.

Motion passed unanimously.

Treasurer's Report – For the month of January 2022:

ACTIVITY

<u>BALANCE</u>	12/31/2021	\$1,408,904.98
RECEIPTS	\$528,633.53	
INTEREST	81.98	
EXPENDITURES	(463,589.58)	
BALANCE	01/31/2022	\$1,474,030.91

**ACCOUNT BALANCES
01/31/2022**

General	\$ 19,795.15
Payroll	19,660.99
Sewer	170,559.58
Capital Improvements	477,007.46
Savings	470,739.78
Petty Cash	49.34
AVAILABLE CASH	1,157,812.30
Riverfront	213,142.37
Utilities Employees Credit Union	103,076.24
TOTAL	\$1,474,030.91

The Treasurer's Report for February of 2022 was approved on a motion by Mr. Goodman and seconded by Mr. Cocuzza. **Motion passed unanimously.**

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Haller stated that he wants Ms. Kennedy to work from the office starting Monday, February 28, 2022.

FINANCE:

1. The Budget Comparison dated 01/31/22 was included in the packet. There were no comments at this time.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. A brief discussion was held regarding the purchase of two additional garage door openers for the four bay garage. Mr. Herb stated that he doesn't think it's necessary at this time. He did mention that the tension on the one garage door must be adjusted.
2. Mr. Goodman reported that Central Berks Police wants a portion of AVMA's property to build a pole barn and impound lot for vehicles. This will be discussed in greater detail at the March 24, 2022 meeting.

SAFETY:

1. Mr. Herb stated that safety meetings continue to be held every other week. The back braces and lifting straps have been received.

I & I:

1. A discussion was held regarding a customer who has I & I in their sewer line. Mr. Boland, Esq. will prepare a letter to be mailed to this customer. Ms. Kennedy will provide Mr. Boland, Esq. this customer's file.
2. The F.O.G. letter is complete. The cost will be \$65.00 per inspection. It was requested that this letter be printed on letterhead and make the costs bold.

MPBMA LIAISON:

No Report

SOLICITOR:

1. Mr. Boland, Esq. explained the Co-Stars program. Mr. Boland, Esq. explained that they couldn't find the jet truck listed on the co-star program under Bortek. A long explanation followed. Motion was made by Mr. Hill and was seconded by Mr. Goodman to have Entech Engineering prepare an RFP for the flushing truck not to exceed \$5,000.00. **Motion passed unanimously.**

SUPERINTENDENT:

1. The EDMR's were submitted. Everything was within permit.
2. The manhole installation at the 2600 block of Cumberland Avenue update: The work is scheduled to start next week.
3. Mr. Gunta, of PA Rural Water will be bringing us meters to use, since there were inconsistencies on the previous reports.
4. Mr. Herb reported that he spoke to Mr. Boone, the plumber that was hired to install the grinder pump at the Sandridge's home at 500 Butter Lane. The old connection has been capped and all the work has been completed.

5. A quotation was received for new computers as well as I.T. Support. Mr. Haller requested that we get one more quotation for I.T. Support.
6. Swerp completed the lining project 2/15/2022.

ENGINEERING:

1. The American Rescue Plan funding application has been notarized and submitted. This has a deadline of March 31, 2022.
2. The DRBC Annual Report has been submitted.
3. We have been in contact with those working on the bridge replacement at Carsonia Avenue and Friedensburg Road regarding the necessary manhole adjustments.
4. There is grant money available through the LSA-Statewide Program. This grant would require a Resolution that would have to be adapted before the March 15, 2022 deadline.
5. Chapter 94 Report - Work is in progress. Submission is due March 31, 2022.
6. WWTP Upgrade Study – Sampling plans have been established and should commence shortly.
7. GS Developers submitted Payment Application No. 2 in the amount of \$41,850.00. Motion was made by Mr. Haller and was seconded by Mr. Hill to pay GS Developers for Payment Application No. 2 in the amount of \$41,850.00. **Motion passed unanimously.**

OFFICE MANAGER:

1. An updated quote was included in the packet from Wagner's Heating & Cooling.
2. The MPBMA provided incorrect reports which are used to calculate the payments to The City of Reading. An overpayment was made for the 1st, 2nd & 3rd quarters of 2021. A brief explanation followed. Mr. Hill asked Mr. Boland, Esq. to prepare a letter to The City of Reading explaining this overpayment, to be mailed with the 4th quarter payment.

UNFINISHED BUSINESS:

At 7:40 PM the Chairman, Mr. Hill made a motion and was seconded by Mr. Cocuzza to recess the meeting to Wednesday, March 9, 2022 at 6:00 PM for all purposes.

On March 9, 2022 at 6:00 PM the meeting was reconvened with the following Board Members answering roll call:

Mr. Quinn Haller, Chairman
Mr. Troy Goodman, Vice-Chairman
Ms. Tara Chambers Treasurer
Mr. Curtis Hill, Asst. Treasurer

Also Present:

Mr. H. David Miller, Entech Engineering
Mr. David Herb, Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Motion was made by Mr. Hill and seconded by Mr. Haller to purchase the new flushing truck through Bortek with a not to exceed amount of \$279,000.00. Finance/Ownership will be through Vision Financial Group Inc. Option number 3 is the option chosen from their Formal Proposal. This will be a seven year term with a yearly payment in the amount of \$45,759.84 with an interest rate of 3.590%. Possession of the truck will not be taken until after LSA Grant funding is awarded. **Motion passed unanimously.**

Motion was made by Mr. Goodman and was seconded by Mr. Haller to approve Resolution 2022-02 authorizing request of statewide local share assessment grant from the Commonwealth Financing Authority in the amount of \$372,419.00. This money will be used for a Flushing Truck, Utility Truck and Portable Water Samplers. **Motion passed unanimously.**

ADJOURNMENT:

The next meeting will be held on Thursday, March 24, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Goodman and was seconded by Mr. Goodman and was seconded by Ms. Chambers to adjourn the meeting at 6:20 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary