

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MAY 26, 2022**

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

Mr. Troy Goodman, Vice-Chairman
Mr. James Cocuzza, Secretary
Mr. Curtis Hill, Asst. Treasurer

Also Present:

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering
Mr. David Herb, Superintendent

Visitor:

Mr. Paul Janssen, Director, Center for Excellence in Local Government via Zoom
Mr. Joe Margusity, Owner/Developer of 2000 Perkiomen Avenue Project
Mr. Keith Mooney, Wexford Corporation

Absent:

Mr. Quinn Haller, Chairman
Ms. Tara Chambers Treasurer
Ms. Loretta Kennedy, Assistant Secretary

The Asst. Treasurer, Mr. Hill 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. Goodman to approve the April 28, 2022 minutes. **Motion passed unanimously.**

Mr. Mooney of Wexford Corporation explained that they will be building fifty townhouses at 2000 Perkiomen Avenue. It was explained that the tap in fee is \$4,000.00 per connection. Escrow was briefly discussed. Mr. Boland, Esq. stated that if they provide us a construction schedule, we can come up with an escrow amount. Mr. Mooney explained that they will be starting with building nine units. The Board stated that they can pay the connection fees as the townhomes are built. The HOA will be responsible for the main. The building plans will be forwarded to AVMA. The application for sewer service will be forwarded to AVMA and a check will be mailed for \$36,000.00 for the first 9 connections.

Mr. Janssen explained that we are in the process of trying to organize a rate study and match it with a five-year projected Budget. A Budget Meeting was held with AVMA staff two weeks ago and it turned into a short-term budget discussion. In order to do a rate study, you need long term implications. In discussions with Mr. H. D. Miller, they are looking at developing a collection system study as well as a plant study. We can discuss what the rates are now and what we are going to need in order to generate \$250,000/year but would like to see it tied together with current debt and current capital projections that we have in order to stabilize the system. Mr. Janssen feels that Gavin PR should be involved in these discussions. Mr. Hill stated that Gavin PR doesn't have to be involved for Mr. Janssen to complete the five-year study. A short

discussion followed. Mr. Janssen feels that the collection system fee should be a separate fee. It was mentioned that 95.59% of AVMA customers are residential customers.

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

No Report

FINANCE:

Checks for Ratification – May 26, 2022:

General Account: Check Nos. 7301 through 7334, dated 05/04/2022 through 05/25/2022 in the amount of \$565,788.32 and 17 EFT's, dated 05/02/2022 through 05/25/2022 in the amount of \$14,036.84 for a combined total of \$579,825.16 from the General Account.

Payroll Account: Check Nos. 633 through 644, dated 05/04/2022 through 05/18/2022 in the amount of \$20,570.74 as well as 5 ACH's and 4 transfers in the amount of \$10,283.95 for a combined total of \$30,854.69 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$610,679.85 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	3/31/2022	\$1,457,091.81
RECEIPTS	\$480,355.72	
INTEREST	498.53	
EXPENDITURES	(496,045.77)	
BALANCE	04/30/2022	\$1,441,900.29

ACCOUNT BALANCES 04/30/2022

General	\$ 21,329.89
Payroll	34,382.40
Sewer	108,797.92
Capital Improvements	618,210.36
Savings	342,322.85
Petty Cash	226.69
Savings (Cashed CD)	103,487.81
AVAILABLE CASH	1,228,757.92
Riverfront	<u>213,142.37</u>
TOTAL	\$1,441,900.29

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

FINANCE:

1. The Budget Comparison for period ending 4/30/22 is included in the packet.
2. Refinancing our existing loan was briefly discussed. Mr. Boland, Esq. stated that we won't be able to touch our existing interest rate. Mr. Boland, Esq. suggested contacting Mr. Schlessinger of PFM Finance. A brief discussion followed. Mr. Goodman stated that a finance committee meeting will be held before the June Board Meeting.

INSURANCE/PENSION:

1. Mr. Hill stated that the pension information was transferred from Duda Actuarial to Conrad Siegel.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Herb mentioned that he previously met with Mr. Goodman regarding the location for the washer/dryer in Plant #1. Mr. Herb stated that preliminary prices for the uniforms, jackets, the washer and dryer and installation would cost approximately \$4,000.00 to get started. Mr. Hill made a motion, seconded by Mr. Goodman to sign the five-year contract with Cintas Uniforms. **Motion passed unanimously.**

SAFETY:

1. Mr. Herb stated that safety meetings continue to be held. Mr. Cocuzza would like to meet the employees and sit in on a safety meeting. Mr. Herb mentioned that he will have a list of videos that the employees can watch at their leisure and the employees will sign off after watching the videos.

I & I:

1. Mr. Herb mentioned that the workers have been videoing and root cutting.
2. Mr. Herb stated that every year before Lower Alsace & Mt. Penn Borough do road paving, he likes to video to check for problems. There was a problem on 25th and Brooke Streets at Carsonia Avenue. The sewer camera got stuck in the sewer line ten feet down. An emergency dig was completed by George Young which took two days. The camera was encased in concrete. The line was collapsing and in very bad shape. The line was replaced.
3. Phil Guinta from PA American Rural will be coming next week to install two meters.
4. A new vent cover insert was received from Helton, Inc. Mr. Herb will check to see this insert works.

F.O.G. PROGRAM

1. A spreadsheet was provided showing F.O.G. inspections and results. A short discussion followed.

GAVIN PR

1. Mr. Hill suggested scheduling a meeting with Gavin PR to meet the employees and tour the plant. Mr. Hill would like to have this meeting before our next monthly meeting. Mr. Hill will follow up with Gavin PR.

MPBMA LIAISON:

No Report

SOLICITOR:

No Report

SUPERINTENDENT:

1. The EDMR's were submitted. Everything was within permit.
2. Mr. Gunta, of PA Rural Water will be here on May 31st. He has five or 6 meters available.
3. Mr. Herb mentioned that he has not heard anything from Mr. Luis Pereira, of Stokesay Castle, regarding their sewer line. Mr. Herb will continue trying to contact him.

ENGINEERING:

1. The American Rescue Plan Grant Application: No new information to report.
2. The Local Share Account-Statewide Grant Application Update: No new information to report.
3. Emergency Generator: No progress. The anticipated delivery is June or July.
4. WWTP Upgrade Study: Report highlights for the WWTP Evaluation and Alternatives were distributed. A short conversation followed. A detailed draft report and preliminary cost estimates will be completed for the June meeting.

OFFICE MANAGER:

1. Computer Upgrade was briefly discussed.
2. Sewer Credit Requests:

Oscar Molina, of 2531 Perkiomen Avenue, requested a sewer credit. Mr. Molina had a pipe break and had sewer charges in the amount of \$2,525.20. Mr. Herb stated that Mr. Molina does not have a floor drain and the water did not enter the sewer system. Motion was made by Mr. Hill, seconded by Mr. Goodman to issue Mr. Molina a credit in accordance with AVMA's Resolution No. 05-01. **Motion passed unanimously.**

Green Mountains LLC, 1200 Roosevelt Road, requested a sewer credit. They had a pipe break and had sewer charges in the amount of \$878.80. Mr. Herb stated that they have two floor drains. Mr. Herb poured dye down these drains and it took approximately ten minutes for the bucket of water to go down. The floor drain is 90% clogged. There are also cracks in the foundation. Mr. Herb thinks the majority of the water leaked out of the foundation. Motion was

made by Mr. Hill, seconded by Mr. Goodman to give him credit in accordance with AVMA's Resolution No 05-01 plus fifty percent of the original charge. **Motion passed unanimously.**

EXECUTIVE SESSION

At 7:48 PM the Asst. Treasurer, Mr. Hill made a motion and was seconded by Mr. Goodman to recess to an Executive Session to discuss Matters of Personnel.

At 7:55 PM the meeting was called back to order with no action taken.

UNFINISHED BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, June 23, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Goodman and was seconded by Mr. Hill to adjourn the meeting at 7:59 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary