

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JULY 28, 2022**

The July 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
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 via Zoom
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. Luis Pereira, Stokesay Castle
Ms. Christine Cappel, Stokesay Castle
Mr. Jamie Schlesinger, PFM

Absent:

Mr. Quinn Haller, Chairman
Mr. James Cocuzza, Secretary

The Vice-Chairman, Mr. Goodman 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 Ms. Chambers to approve the May 26, 2022 minutes.

Motion passed unanimously.

Mr. Pereira, Manager of Stokesay Castle, explained to the Board that he has been in contact with Mr. Herb and they are working to resolve their sewer lateral issues. On August 5, 2022, a contractor will be on site to locate and uncover one more manhole to jet clean the lines and access the issues. A short discussion followed.

Mr. Schlesinger, of PFM Financial Advisors LLC gave a presentation regarding Financing. A brief explanation was given by Mr. Boland, Esq. regarding the borrowing of money to maintain the aging sewer system. PFM prepared a Rate Study for Amity Township who is borrowing money for a large project. Mr. Boland, Esq. stated that it is very important to have a Rate Study to move forward. Mr. Schlesinger stated that planning is key.

FINANCE:

Checks for Ratification – July 28, 2022:

General Account: Check Nos. 7365 through 7398, dated 06/17/2022 through 07/27/2022 in the amount of \$66,969.83 and 17 EFT's, dated 06/24/2022 through 07/27/2022 in the amount of \$10,888.38 for a combined total of \$77,858.21 from the General Account.

Payroll Account: Check Nos. 659 through 676, dated 06/29/2022 through 07/27/2022 in the amount of \$31,217.15 as well as 6 ACH's and 6 transfers in the amount of \$15,542.50 for a combined total of \$46,759.65 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$124,617.86 were approved on a motion by Mr. Hill and seconded by Mr. Goodman. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	5/31/22	\$1,069,498.66
RECEIPTS	\$211,523.82	
INTEREST	58.18	
EXPENDITURES	(302,659.54)	
BALANCE	6/30/22	\$978,421.12

**ACCOUNT BALANCES
6/30/22**

General	\$ 3,745.07
Payroll	4,982.16
Sewer	107,726.20
Capital Improvements	618,303.35
Savings	30,295.28
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	765,278.75
Riverfront	213,142.37
TOTAL	\$ 978,421.12

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

FINANCE:

1. The Budget Comparison for June 30, 2022 was reviewed. No comments at this time.

INSURANCE/PENSION:

1. Mr. Hill stated that he received a pension statement from CBIZ InR. Mr. Hill reported that we are approximately 17% down on our investments. Mr. Ritzer, of CBIZ InR suggested to Mr.

Hill telephonically, that we pay our MMO early. Mr. Hill made the motion and was seconded by Mr. Goodman to pay the MMO in the amount of \$23,109.00. **Motion passed unanimously.**

Motion was made by Mr. Hill, seconded by Mr. Goodman, to authorize the signing of the 2023 Minimum Municipal Obligation in the amount of \$23,470.00. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Goodman reported that partial electric was lost at the Pumpstation and we had to use the Generator. Since it was only a partial loss of power, the Generator did not go on automatically. Mr. Miller, of Entech Engineering stated that Met-Ed should be contacted to discuss this matter.

SAFETY:

1. Mr. Herb stated that safety meetings continue to be held. Mr. Herb stated that he set up a meeting with Mr. Lombardo to provide fire extinguisher training on 8/23/22 for all employees. The cost for this training is \$200.00.

I & I:

1. Mr. Herb mentioned that the workers have been videoing and root cutting.
2. The manhole at Endlich and Hill Avenues that is in very bad shape was briefly discussed. Estimates were received from USG and USG and ABEL Recon. This will be discussed further at the August meeting. Mr. Hill suggested Ms. Kennedy provide a spreadsheet.
3. Sewer vent liners were briefly discussed.

F.O.G. PROGRAM

1. A spreadsheet was provided showing F.O.G. inspections and results. A short discussion followed. Mr. Herb mentioned that Gigi's has not responded yet.
2. Stokesay Castle's F.O.G. inspection was briefly discussed.

GAVIN PR

1. Bi-weekly meetings were held via ZOOM with Gavin PR. The proposal will be presented to AVMA in September of 2022.

SOLICITOR:

No Report

1. Ms. Chambers provided information on Covid protocol. If you are exposed and had boosters and no symptoms, masks and quarantine is not required. The home tests are over 97% accurate. With the PCR tests, you must quarantine until your results come back. Capital Blue Cross covers four tests per household per month. Ms. Chambers mentioned that if we need any covid home tests to contact her.

SUPERINTENDENT:

1. The EDMR's were submitted. Mr. Ravert, Jr. completed them. Everything was within permit.
2. Mr. Herb stated that we are still waiting for the Grant application results regarding the purchase of a new flushing truck.
3. Stokesay Castle was discussed earlier.
4. PA Rural installed three meters on 6/1/22 and they are coming next week to relocate them. A print-out was received. Unfortunately, there wasn't much rain. You could see some spikes in certain areas.
5. An invoice was received for Mark Stufflet, a Borough of Mt. Penn employee, from Dr. Foster's office in the amount of \$160.00. Motion was made by Mr. Hill and was seconded by Ms. Chambers to pay this bill to Dr. Foster in the amount of \$160.00. **Motion passed unanimously.**
6. There are four manholes at Pennview Mobile Home Park that must be uncovered. Mr. Boland, Esq. stated that Ms. Kennedy could mail them a letter.
7. The distribution box was briefly discussed. Mr. Herb explained that he contacted Eastern Environmental and gave them the go ahead to repair this box. Mr. Hill asked Mr. Herb to contact Eastern Environmental and get a quotation. Mr. Hill would also like Entech Engineering to look at this box and see if they have any ideas.

ENGINEERING:

1. The American Rescue Plan Grant Application: Was denied.
2. The Local Share Account-Statewide Grant Application Update: No new information to report.
3. Emergency Generator: The anticipated delivery is August 5, 2022.
4. WWTP Upgrade Study: The Improvement Plan is closer to completion with the change in metering.
5. The Chapter 94 Report was accepted by the DEP.
6. Collection System Capital Improvement Plan, typically lead off with accurate mapping. A comprehensive mapping project should be undertaken using GIS-Geographical Information System. We will provide you a proposal to do such work.

OFFICE MANAGER:

1. A sewer forgiveness request was received from Fidelina Familia, of 608 Brighton Avenue. It was determined that there was a broken pipe. Mr. Ravert, Jr. determined that no water entered the sanitary sewer system. Motion was made by Mr. Goodman and seconded by Mr. Hill to issue a credit in the amount of \$242.55. **Motion passed unanimously.**

2. A refund check was received from PA Municipal Health Insurance Cooperative in the amount of \$30,788.14 for the 2021 Initial Surplus Distribution.

UNFINISHED BUSINESS:

ADJOURNMENT:

The next meeting will be held on Thursday, August 25, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Hill and was seconded by Ms. Chambers to adjourn the meeting at 7:50 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary