

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF SEPTEMBER 22, 2022**

The September 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
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

Absent:

Mr. Troy Goodman, Vice-Chairman
Mr. James Cocuzza, Secretary

Visitor:

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

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

Motion was made by Mr. Haller, seconded by Mr. Hill to approve the August 25, 2022 minutes.

Motion passed unanimously.

Mr. Janssen screen shared a Rate Survey and Memo he prepared. Mr. Janssen explained the three different systems for billing for sanitary sewer service. A short discussion followed.

FINANCE:

Checks for Ratification – September 22, 2022:

General Account: Check Nos. 7430 through 7458, dated 08/26/2022 through 09/21/2022 in the amount of \$133,307.01 and 15 EFT's, dated 08/26/2022 through 09/21/2022 in the amount of \$10,830.96 for a combined total of \$144,137.97 from the General Account.

Payroll Account: Check Nos. 689 through 703 and Check No. 50074, dated 09/07/2022 through 09/21/2022 in the amount of \$20,921.71 as well as 4 ACH's and 4 transfers in the amount of \$10,133.76 for a combined total of \$31,055.47 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$175,193.44 were approved on a motion by Mr. Haller and seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	7/31/22	\$1,062,656.74
RECEIPTS	\$871,216.62	
INTEREST	74.19	
EXPENDITURES	(751,101.73)	
BALANCE	8/31/22	\$1,182,845.82

ACCOUNT BALANCES

8/31/22

General	\$ 19,226.78
Payroll	20,094.87
Sewer	113,469.63
Capital Improvements	521,741.61
Savings	294,943.87
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	969,703.45
Riverfront	213,142.37
TOTAL	\$1,182,845.82

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Haller reported that he met with Mr. Dalton for his Exit Interview. It went well. Mr. Dalton was offered a Superintendent's position elsewhere.
2. Ms. Kennedy stated that she received one Application for Employment, for a Laborer position.
3. An advertisement for a laborer with a mechanical background will be posted on the EPWPCOA by Ms. Kennedy. Salary will be discussed with applicants.
4. A change in the Personnel Policy Handbook was discussed. Under vacations – the wording for the fifth week of vacation will be changed from after 21 years of employment to after 20 years of employment. Motion was made by Mr. Hill and was seconded by Ms. Chambers for Mr. Boland, Esq. to change the Personnel Policy Handbook. **Motion passed unanimously.**
5. After a brief discussion, Mr. Boland, Esq. will change the wording in the Personnel Policy Handbook pertaining to sick time, to allow employees to use their banked sick days after their ten sick days are used. Ms. Kennedy will email the Personnel Policy Manual to Mr. Boland, Esq.

FINANCE:

1. A Capital Improvements Study/Plan was discussed. H. David Miller will check with Entech on a time frame needed to complete this Study.
2. An invoice was received from I. B. Dickenson & Sons in the amount of \$1,400.00 for labor, warehousing and delivery of the generator. Motion was made by Mr. Hill and was seconded by Mr. Haller to pay this invoice. **Motion passed unanimously.**
3. Mr. Boland, Esq. briefly explained there are three ways to approach borrowing the money needed for the necessary plant upgrades. A long discussion followed.

INSURANCE/PENSION:

No Report

BUILDINGS/GROUNDS/EQUIPMENT:

1. The partial loss of power at the Pumpstation was briefly discussed. Mr. Herb stated that the meter is still set up at the pumphouse. Mr. Higgins checked the meter and it shows there was no change in the electric current.
2. A new sign design with the new logo was provided by the Little German Signmaker. Mr. Herb was asked to provide pricing and the sign material for the October meeting.

SAFETY:

No Report

I & I:

1. Televising and manhole inspections are ongoing. Mr. Herb provided a list of sewer lines that should be lined to Mr. H. David Miller of Entech Engineering.

F.O.G. PROGRAM

1. A spreadsheet was provided showing F.O.G. inspections and results. A short discussion followed. Ms. Kennedy mentioned that she sent a second letter to McDonalds and Suburban Tavern. Mr. Herb will hand deliver a letter to the new owner at Gigi's.

GAVIN PR

1. Mr. Hill stated that he and Mr. Herb traveled to Gavin PR in York, PA for their presentation. A short explanation followed.

SOLICITOR:

No Report

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 Update – Kline Plumbing & Televising will be completing the video on 9/23/22.
4. PA Rural Meter Update – 3 meters are still in place. They are allowing them to stay for now. They are coming next week to download the information.
5. Advanced Rehabilitation Technology will be repairing three manholes at Endlich and Hill Avenues within the next few weeks.
6. Pennview Mobile Home Park – Mr. Herb heard from Darlene Derr, the manager. She wanted to know if we would be willing to expose the manholes and bill them. The board stated that this is the Mobile Home Park's responsibility.
7. H. D. Miller will report on the distribution box.
8. Sludge hauling was discussed. Mr. Boland, Esq. reported that it is not necessary to bid sludge hauling. A short explanation followed. Mr. Boland, Esq. provided the specifications to H. David Miller. Motion was made by Mr. Hill and was seconded by Mr. Haller for Entech Engineering to prepare a bid for sludge and grit hauling with a not to exceed price of \$2,000.00. **Motion passed unanimously.**
9. The new flushing truck will require the driver to have a CDL Class B license. Berks Career & Technology is offering a three week training class in the amount of \$3,650.00. Motion was made by Mr. Hill and seconded by Mr. Haller for Mr. Ravert, Jr. and one other person to attend the Berks Career & Technology Center with a not to exceed price of \$5,000.00 per person. **Motion passed unanimously.**

ENGINEERING:

1. LSA Grant Update - No new information to report.
2. Bridge Replacement (Carsonia & Friedensburg Rds.) – A kick off meetings have been held this week. This project will run from September 26, 2022 to November 26, 2024. Any work involving adjusting manhole frames and covers to grade has been incorporated into the General Contractor's work.
3. Emergency Generator Update – The generator is on sight. The Contractor will be on site in Mid-October. The remaining project schedule will be confirmed when they arrive.
4. RAS Division Box Rehabilitation – A Drawing was provided of a new design. Mr. Boland, Esq. stated that we should get three quotations. Mr. Hill requested a PDF of the new Division Box.

5. WWTP Upgrade Study – Recommendations presented in the study included work to be done in the Headworks of the plant. Preliminary costs are estimated at \$1.5 million dollars.

6. Funding Opportunities – The application period for PA Small Water and H2O grants will open October 1, 2022. We can complete this work on the Authority’s behalf in hopes of securing funding for Headworks and other potential projects.

7. Infiltration/Inflow – Mr. Herb has provided a list of sewer lines which need to be addressed in the next contract. This includes lining, elimination of protruding laterals, and restoration of lateral connections after lining. We are seeking directions to prepare a work order to provide specifications, bidding assistance and services during construction.

GIS Mapping – This is a good idea. Preliminary estimate for the first phase, the base mapping is \$27,000.00.

OFFICE MANAGER:

No Report

EXECUTIVE SESSION

At 8:04 PM the Chairman, Mr. Haller made a motion and was seconded by Mr. Hill to recess to an Executive Session.

At 8:07 PM the meeting was called back to order with no action taken.

UNFINISHED BUSINESS:

ADJOURNMENT:

The next meeting will be October 27, 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 8:09 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary