

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

The October 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  
Mr. Joseph Ravert, Jr., Assistant Superintendent  
Ms. Loretta Kennedy, Assistant Secretary

**Absent:**

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

**Visitor:**

Mr. Hunter Grow of Bortek Equipment, attended to discuss the future purchase of a flushing truck.

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. Hill, seconded by Ms. Chambers to approve the September 22, 2022 minutes. **Motion passed unanimously.**

Mr. Grow, of Bortek Equipment, was here to discuss a new flushing truck. A short discussion followed.

**FINANCE:**

**Checks for Ratification – October 27, 2022:**

General Account: Check Nos. 7459 through 7494, dated 09/23/2022 through 10/26/2022 in the amount of \$72,434.75 and 22 EFT's, dated 09/23/2022 through 10/25/2022 in the amount of \$12,915.19 for a combined total of \$85,349.94 from the General Account.

Payroll Account: Check Nos. 704 through 713, dated 10/05/2022 through 10/18/2022 in the amount of \$17,410.23 as well as 4 ACH's and 4 transfers in the amount of \$8,610.06 for a combined total of \$26,020.29 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$111,370.23 were approved on a motion by Mr. Hill and seconded by Mr. Haller. **Motion passed unanimously.**

## Treasurer's Report – For the month of September 2022:

### ACTIVITY

<b><u>BALANCE</u></b>	<b>8/31/22</b>	<b>\$1,182,845.82</b>
RECEIPTS	\$139,075.50	
INTEREST	1,500.21	
EXPENDITURES	(187,193.72)	
<b>BALANCE</b>	<b>9/30/22</b>	<b>\$1,136,227.81</b>

### **ACCOUNT BALANCES** **9/30/22**

General	\$ 16,261.10
Payroll	23,040.01
Sewer	119,259.15
Capital Improvements	521,780.21
Savings	241,085.56
Petty Cash	226.69
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>921,652.72</b>
Riverfront	214,575.09
<b>TOTAL</b>	<b>\$1,136,227.81</b>

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

### COMMITTEE REPORTS

#### ADMINISTRATION/PERSONNEL:

1. Mr. Haller reported that he and Ms. Chambers interviewed Mr. Mitchell Esser for the Laborer Position. It went well. Motion was made by Mr. Haller and was seconded by Ms. Chambers to offer the position of Laborer to Mr. Esser at a starting salary negotiated by the Chairman and to be ratified at the November Monthly Meeting.
2. Motion was made by Mr. Haller and was seconded by Ms. Chambers to appoint Ms. Kennedy the Open Records Officer. **Motion passed unanimously.**
3. Mr. Herb explained that we had a Worker's Compensation injury on Wednesday, October 26, 2022. The employee needed two stitches in his pinky finger.

#### FINANCE:

1. The 2021 Final Audit, prepared by Herbein & Company, was distributed to Board Members. Motion was made by Curtis Hill and seconded by Mr. Haller to approve the 2021 Final Audit and advertise the 2021 Audit Notice. **Motion passed unanimously.**
2. The Budget Comparison was reviewed by Board Members.

## **INSURANCE/PENSION:**

1. Ms. Kennedy reported that she received the Public Officials Liability Renewal from EHD. The amount was \$2,405.00. There was no increase from last year. Motion was made by Mr. Hill and was seconded by Mr. Haller to approve this renewal with EHD for the Public Officials Liability Insurance in the amount of \$2,405.00. **Motion passed unanimously.**
2. The Act 205 of 1984 Notice of Distress Determination was received from the Commonwealth of Pennsylvania Department of the Auditor General regarding the Municipal Pension Reporting Program. The election form serves as a way to opt out of any voluntary remedies that had been previously elected. Ms. Kennedy reported that Conrad Siegel suggested opting out. Motion was made by Mr. Hill and was seconded by Ms. Chambers to opt out. **Motion passed unanimously.**

## **BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Justin Goughler, Committee Chairperson for Boy Scout Troop 377 from Stoney Creek Mills requested to keep their Troop Trailer on AVMA grounds. Mr. Haller stated that they can store the Trailer in the AVMA parking lot for a six month trial basis.
2. A quotation from the Little German Signmaker for a new sign was included in the packet. The price was \$1,945.50 which included the posts and installation. After a brief discussion, it was decided that we would purchase the posts and install the sign, in-house. Motion was made by Mr. Hill and was seconded by Mr. Haller to purchase a new sign with a not to exceed price of \$1,200.00. **Motion passed unanimously.**

## **SAFETY:**

1. Mr. Herb reported that a CPR Training was held at AVMA on Monday, October 24, 2022. The training lasted three hours. AVMA provided lunch for all attendees. The AED machine needs a battery replaced and our pads have expired. Ms. Tara stated that the AED machine should be checked monthly.

## **I & I:**

1. A video taken by AVMA employees of Stokesay Castle's sewer line was viewed. This video clearly showed various problems. Mr. Herb reported that a report was received from Stokesay Castle. Mr. Luis Pereira, of Stokesay Castle, stated that there are no problems and no infiltration. After a brief discussion, it was decided that Mr. Boland, Esq. would prepare a letter stating that according to AVMA Rules and Regulations inflow and infiltration are not prohibited and must be repaired. Failure to do so will result in a meter being installed and being billed for this flow.

## **F.O.G. PROGRAM**

1. A spreadsheet was provided showing F.O.G. inspections and results. All inspections for the first round were completed except for two businesses.

## **GAVIN PR**

1. Mr. Hill reported that he attended a Zoom meeting with Gavin PR. Ms. Keeler, of Zero Gravity Designs and Ms. Kennedy also attended. The Antietam Valley Municipal Authority Facebook Page was discussed. The Board approved the wording for the page suggested by Gavin PR. Two personal administrators are needed for this Facebook page. The account administrators will be Mr. Hill and Ms. Kennedy.

## **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 – Was discussed
4. PA Rural Meter Update – 3 meters are still in place. They are allowing them to stay for now.
5. Advanced Rehabilitation Technology will be repairing three manholes at Endlich and Hill Avenues within the next two weeks.
6. Pennview Mobile Home Park – Mr. Herb reported that he previously spoke to Darlene Derr, the manager and explained that it is the Mobile Home Park's responsibility to expose the four buried manholes.
7. Splitter Box Update – Entech Engineering drew up plans for a new splitter box. Mr. Herb reported that he sent these plans to Eastern Environmental.

Joseph Ravert, Jr. reported that he has been in touch with a representative from Enecon who has a product that could be used to repair the existing splitter box. The inside and outside of the box would be sealed with this product as well as the two pipes going down. The Enecon Representative would be on site to make sure this is applied correctly by AVMA employees. The remaining product can stay on the shelf forever. This product will not be affected by wastewater. Mr. Hill made a motion and was seconded by Mr. Haller to purchase this product from Enecon with a not to exceed price of \$2,500.00. Mr. Hill would like a written warranty.  
**Motion passed unanimously.**

8. Sludge hauling was discussed. Mr. Herb explained that he got quotations from two vendors. J.P. Mascaro had the best price. Mr. Hill made a motion and was seconded by Mr. Haller to accept the one year contract for sludge hauling with J.P. Mascaro. This new contract has the fuel surcharge waived but includes a \$200.00 per occurrence haul. Mr. Hill questioned if this could be extended to a two year contract. **Motion passed unanimously.**
9. Mr. Herb reported that he will be retiring on May 12, 2023.

## **ENGINEERING:**

1. LSA Grant Update - No new information to report.
2. Bridge Replacement (Carsonia & Friedensburg Rds.) – Nothing new to report.
3. Emergency Generator Update – The generator is on sight. The Contractor did all their underground work. They stopped because they are waiting for a post to put wires on. This is a supply chain issue. It was pointed out to the Contractors that the Generator has water laying inside. A brief discussion followed. The Contractor hopes to have this operational by the end of the year.
4. RAS Division Box Rehabilitation – This was previously discussed.
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. Entech Work Order for Headworks Modifications – Work Order #4617-EWO-12357, in the amount of \$123,500 will be discussed at the November Board Meeting.
6. Funding Opportunities – The application period for PA Small Water and H2O grants opened October 1, 2022. Motion was made by Mr. Hill and was secured by Mr. Haller to authorize Entech to pursue grant applications for the headwork modifications with a not to exceed price of \$4,500.00. **Motion passed unanimously.**
7. Infiltration/Inflow – GIS Mapping – An Engineering Work Order #4617-EWO-12360 for GIS Mapping is presented for consideration. Entech and AVMA will each provide one staff member to complete the field work. Motion was made by to approve by Mr. Haller and was seconded by Mr. Hill to approve Entech Work Order #4617-EWO-12360 in the amount of \$29,300.00. **Motion passed unanimously.**
8. 2023 Pipe Lining – Mr. Herb has provided a list of sewer lines which should be addressed in the next contract. This includes lining, elimination of protruding laterals and restoration of lateral connections after lining. We are assembling the Project Manual and Bid Documents which will be billed as a separate phase under General Engineering. Mr. Hill made a motion seconded by Mr. Haller to have Entech assemble the Project Manual and Bid Documents for Sewer Lining with a not to exceed price of \$4,000.00. **Motion passed unanimously.**
9. A Capital Improvement Plan system wide was briefly discussed. A system wide price would be \$25,000.00 to \$30,000.00. Motion was made by Mr. Hill and seconded by Ms. Chambers to develop a system wide Capital Improvement Plan with a not to exceed price of \$30,000.00. An anticipated date of completion for this Plan would be 2/23/2023. **Motion passed unanimously.**

Mr. Miller stated that he will not be attending the November Board Meeting.

## **OFFICE MANAGER:**

1. A sewer credit request was received from BCIU, of 705 Friedensburg Road. They had a large leak. Mr. Herb reported that this water did not enter the sewer system. A short discussion

followed regarding the amount of credit to be given. The Board requested an additional four quarters of usage. This credit will be discussed at the November Board Meeting.

2. The renewal packet was received from PHMIC. Capital Blue Cross is increasing 1.4% in 2023. The average increase was 6%. The estimated surplus amount for AVMA is \$14,636.00.

**UNFINISHED BUSINESS:**

**ADJOURNMENT:**

The next meeting will be November 17, 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 8:26 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary