

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JANUARY 26, 2023**

The January 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

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

At this time, Mr. Haller turned the meeting over to Mr. Boland, Esq. for Reorganization.

Motion was made by Mr. Haller, seconded by Mr. Hill to open the floor for nominations for the office of Chairman. **Motion passed unanimously.**

Mr. Hill nominated Mr. Haller for the office of Chairman.

Motion was made to close the floor for nominations by Mr. Hill, seconded by Ms. Chambers. **Motion passed unanimously.**

Motion was made by Mr. Hill and was seconded by Ms. Chambers to elect Mr. Haller as Chairman. **Motion passed unanimously. Mr. Haller was unanimously elected Chairman.**

Motion was made by Mr. Haller, seconded by Mr. Hill to open the floor for nominations for the office of Vice-Chairman. **Motion passed unanimously.**

Mr. Haller nominated Mr. Hill for the office of Vice-Chairman.

Motion was made to close the floor for nominations by Mr. Haller, seconded by Ms. Chambers. **Motion passed unanimously.**

Motion was made by Mr. Haller, seconded by Ms. Chambers to elect Mr. Hill as Vice-Chairman. **Motion passed unanimously. Mr. Hill was unanimously elected Vice-Chairman.**

Motion was made by Mr. Hill, seconded by Mr. Hill to open the floor for nominations for the office of Secretary. **Motion passed unanimously.**

Mr. Haller nominated Ms. Chambers for the office of Treasurer.

Motion was made to close the floor for nominations by Mr. Haller, seconded by Mr. Hill.
Motion passed unanimously.

Motion was made by Mr. Hill, seconded by Mr. Haller to elect Ms. Chambers the Secretary.
Motion passed unanimously. Ms. Chambers was unanimously elected Treasurer.

Motion was made by Mr. Haller, seconded by Mr. Hill to open the floor for nominations for the office of Asst. Secretary. **Motion passed unanimously.**

Mr. Haller nominated Ms. Kennedy for the office of Asst. Secretary.

Motion was made to close the floor for nominations by Mr. Haller, seconded by Mr. Hill.
Motion passed unanimously.

Motion was made by Mr. Haller, seconded by Mr. Hill to elect Ms. Kennedy the Asst. Secretary.
Motion passed unanimously. Ms. Kennedy was unanimously elected Asst. Secretary.

The offices of Treasurer and Asst. Treasurer will be left open at this time.

Mr. Quinn Haller was elected as Chairman
Mr. Curtis Hill was elected as Vice-Chairman
Ms. Tara Chambers was elected as Secretary
Ms. Kennedy was elected as Asst. Secretary

Motion to reappoint the following were made at this time by Mr. Haller, seconded by Mr. Hill:

Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt
Engineering – Mr. H. David Miller – Entech Engineering
Auditor – Herbein & Company, Inc.

Motion passed unanimously.

Motion was made by Mr. Hill, seconded by Ms. Chambers to approve the December 15, 2022 minutes. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – January 26, 2023:

General Account: Check Nos. 7558 through 7597, dated 12/16/2022 through 01/25/2023 in the amount of \$215,378.68 and 23 EFT's, dated 12/15/2022 through 01/25/2023, in the amount of \$26,868.37 for a combined total of \$242,247.05 from the General Account.

Payroll Account: Check Nos. 738 through 755, dated 12/28/2022 through 01/25/2023 in the amount of \$32,515.29 as well as 7 ACH's and 6 transfers, dated 12/22/22 through 01/25/23, in the amount of \$15,728.50 for a combined total of \$48,243.79 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$290,490.84 were approved on a motion by Mr. Haller, seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	11/30/22	\$1,285,994.90
RECEIPTS	\$221,304.26	
INTEREST	78.95	
EXPENDITURES	(259,598.80)	
BALANCE	12/31/22	\$1,247,779.31

ACCOUNT BALANCES

12/31/22

General	\$ 24,647.59
Payroll	25,938.64
Sewer	100,406.34
Capital Improvements	521,898.58
Savings	360,086.38
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	1,033,204.22
Riverfront	214,575.09
TOTAL	\$1,247,779.31

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Ravert reported that he passed his CDL Class B Driving Test. Mr. Esser will begin the next CDL Class B Driving Course at Berks Career & Technology on February 13, 2023.
2. Motion was made by Mr. Haller and was seconded by Mr. Hill to approve the changes to the Personnel Policy Handbook, including the change for new employees on probation to receive holiday pay starting with their first day of employment. **Motion passed unanimously.**

FINANCE:

1. The Budget Comparison dated 12/31/22 was reviewed by Board Members.
2. There was a problem with MPBMA regarding the AVMA rate increase. All customers were overbilled \$11.48. Apartments with multiple units were overbilled \$11.48/unit.

Motion was made by Mr. Hill, seconded by Mr. Haller for the minimum charge to include the first 1,000 gallons on the next billing and to credit each customer the \$11.48 per unit that they were overbilled. The MPBMA will explain the billing problem in a letter to be included with the next quarterly billing, with AVMA's board approval prior to mailing. **Motion passed unanimously.**

3. NCR, the payroll company we use has changed to **isolved**. Ms. Kennedy provided Mr. Boland, Esq. the updated authorization forms that must be signed. Mr. Boland, Esq. reviewed the paperwork and suggested two changes be made. Ms. Kennedy will provide **isolved** these changes before signing the authorization forms. It was mentioned that there will be no price increase. Motion was made by Mr. Haller, seconded by Mr. Hill for Ms. Kennedy to complete the necessary paperwork to transition from NCR to **isolved**. **Motion passed unanimously.**

INSURANCE/PENSION:

1. Mr. Ritzer, of CBIZ InR provided Mr. Hill the pension statement for the last quarter. We are up 6.3%. Mr. Hill requested the yearly statement.
2. The Simple IRA Pension issue is still ongoing. Mr. Boland, Esq. explained that he has been in touch with Ms. Wise from Conrad Siegel. A short discussion followed.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Boland, Esq. stated that the Lease Agreement with Central Berks was completed. The term of the lease is for twenty years. After the twenty years they can renew it for five year terms. No firearm use is allowed on the premises. The Tenant is responsible for all maintenance. The Tenant will provide insurance and shall provide the Landlord with a copy of the insurance policy on a yearly basis. The Tenant agrees that vehicles will be stored inside the building and nothing shall be stored outside the building. Motion was made by Mr. Hill, seconded by Mr. Haller to approve the Central Berks Lease Agreement with the AVMA. **Motion passed unanimously.**
2. It was mentioned that white flags were inserted into the ground next to the Central Berks Regional Police new garage, by a Mt. Penn Borough employee. This employee also stated that The Borough of Mt. Penn will be building an eight bay garage on AVMA property to be shared with the Borough of St. Lawrence. Motion was made by Mr. Hill, seconded by Mr. Haller that we are requesting that the Borough of Mt. Penn and the Borough of St. Lawrence present a plan and go through the formal planning process to review the proposed building of an eight bay garage on the AVMA property prior to AVMA approval. **Motion passed unanimously.**
3. AVMA employees are keeping a log when using the Borough of Mt. Penn's backhoe. Mr. H. D. Miller stated that he will get pricing for a Dumpster Dolly.

SAFETY:

1. Mr. Herb reported that employees continue to watch Safety Videos monthly.

I & I:

1. Some infiltration was seen while working on the GIS Mapping Project. Mr. Herb suggested hiring someone to uncover the twenty manholes that are buried. Mr. Hill suggested that Mr. Herb come up with an estimated cost and try to tie this work in with other on-going projects.
2. The new rain shield inserts have been received. Installation was briefly discussed.
3. The line at Exeter Supply has been replaced. Mr. Herb reported that the problem was on our side.

4. Manhole rehabilitation will begin next week. There are seven manholes to be lined.

F.O.G. PROGRAM

1. A spreadsheet was provided showing F.O.G. inspections and results. Mr. Herb reported that Mr. Shawn Brobst, the Manager of the Pennside Drive Inn, phoned regarding the FOG inspection. He will contact Mr. Sands to schedule.

SOLICITOR:

1. Mr. Boland, Esq. reported that the requested information was sent to Stokesay Castle's attorney. He will give him a week or two to respond.
2. Mr. Boland, Esq. thanked the Board for the reappointment and stated that this is his thirtieth year working with AVMA.

SUPERINTENDENT:

1. Mr. Herb reported that the EDMR's have been submitted. 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 previously.
4. PA Rural Water – meters are still in place. They will be coming next week to relocate them.
5. Exeter Supply lateral dig on Exeter Road - There was a lot of infiltration coming in through their lateral. It was hard to determine where the infiltration started. Summit Valley Outdoor Solutions was hired to dig and repair this line. Exeter Supply agreed to go fifty-fifty with the cost of repairs. During the dig they saw a separation in the line on AVMA's side. Exeter Supply's portion of the line was okay.
6. Endlich Avenue Dig – Mr. Ravert, Jr. reported that there was a sewer problem on 1/14/23 at 117 Endlich Avenue. Mr. Ravert stated that he was there for almost three hours. Using the router, he got to where the new storm sewer was installed and the router stopped. The customer was told that we would come back on Monday, January 16, 2023 to see if we could fix the problem. At this point, Mr. Goodman was contacted explaining the problem. Mr. Goodman responded that it needed to be fixed. Summit Valley Outdoor Solutions was hired to dig and repair this line. From the edge of the storm pipe to the other edge of the storm pipe, the lateral was gone. The lateral was cut out. It was noted that there is not an 18" separation between the sewer lateral and the storm sewer lines. Mr. Ravert, Jr. was told that he should have contacted Mr. Matthew Barrasso to do the repair work. Mr. Barrasso said he isn't paying for any of the repairs. Summit Valley Outdoor Solutions will be submitting a written report including pictures of the repairs. Mr. Ravert, Jr. was also told that the PA One Call wasn't marked. Mr. Herb stated the area was marked but the paint does fade over time. A short discussion and comments from Mr. Boland, Esq. followed.
7. Advanced Rehabilitation Technology has been hired to line seven manholes. They should be here early next week to start this work.

8. Mr. Herb stated that it would be advantageous to have a free standing 1,000 gallon tank for off road diesel. This would be used for the generator. It was noted that the generator holds 856 gallons and will run for twenty four hours. Mr. Hill suggested that Mr. Herb get some quotations, to be discussed at the February meeting.

9. The Sulzer pump stopped working. It was taken to Martins to be checked out. It would cost \$9,600.00 to fix the pump with a one year warranty. A new pump would cost at least \$20,000.00 and would include a five year warranty. Mr. Herb noted that the lead time for a new pump is twenty months. Mr. Hill made a motion, seconded by Mr. Haller to have the Sulzer pump repaired by Martins at a price not to exceed \$10,000.00. **Motion passed unanimously.**

ENGINEERING:

1. Bridge Replacement (Carsonia & Friedensburg Rds.) – Work has started.
2. Emergency Generator – GS Developers submitted Pay Application #5 in the amount of \$84,550.00 for approval. Motion was made by Mr. Haller, seconded by Mr. Hill to approve Pay Application #5 to GS Developers in the amount of \$84,550.00. **Motion passed unanimously.**
3. CFA H2O Grant Application – The application was submitted on time. We have been assigned a grant administrator. The purpose of this grant is for the Headworks Modifications.
4. Capital Improvements Plan Study – Progress is being made.
5. Headworks Upgrade – Progress is being made.
6. GIS Mapping – As of January 20, 2023:

- 527 Manholes were inspected
- 20 Manholes GPS'd but unable to be opened
- 24 Manholes unable to be located and therefore, not inspected
- 100 Manholes remaining to be inspected
- 22 Manholes of that 100 will need traffic control to be inspected

The team has been doing a great job of staying on task and completing this in a timely manner.

7. 2023 Pipe Lining – This project is being advertised on PennBid as of January 10, 2023. The anticipated project timeline is as follows:

- January 31, 2023 – Open Sealed Bids
- February 6, 2023 – Recommendation to Board
- February 23, 2023 – Award Bid
- May 30, 2023 – Substantial Completion (NTP & 90 Days)
- June 28, 2023 – Final Completion (NTP & 120 Days)

8. The Chapter 94 Report – Submission deadline is March 31, 2023.

OFFICE MANAGER:

1. The AVMA Facebook page is live. A rate comparison was posted by Gavin PR.

2. Included in the packet is a notice from Helping Harvest Fresh Food Bank. A generous donation was given in our honor by Entech Engineering, Inc.
3. The 2023 rates for professional services was received from Mr. Boland, Esq. of Kozloff Stoudt.
4. The rate increase information that was provided on the water/sewer bills is included in the packet.
5. The City of Reading Transportation & Treatment Rates form 4/1/23 to 3/31/24 were included in the packet.
6. Two Requests for Sewer Forgiveness were received:

BCIU, 705 Friedensburg Road – It was noted that they were given \$9,062.55 credit on 11/21/22. Sewer Forgiveness Request was denied.

Tammie Pepper, 120 Center Street – An outdoor faucet was turned on while they were on vacation. After a brief discussion, motion was made by Mr. Hill, seconded by Mr. Haller to issue Ms. Pepper a credit in the amount of \$66.36. **Motion passed unanimously.**

UNFINISHED BUSINESS:

EXECUTIVE SESSION

ADJOURNMENT:

The next meeting will be February 23, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Hill and was seconded by Mr. Haller to adjourn the meeting at 7:52 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary