

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF DECEMBER 15, 2022**

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

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

**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. Quinn Haller, Chairman  
Ms. Tara Chambers Treasurer

**Visitors:**

Mr. Garrett Mr. Garrett Moore, PFM Financial Advisors, LLC  
Mr. Paul Janssen, Director, Center for Excellence in Local Government via Zoom

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 Mr. Goodman to approve the November 17, 2022 minutes. **Motion passed. Mr. Cocuzza abstained.**

Motion was made by Mr. Hill and was seconded by Mr. Goodman to amend the agenda to add the motion to authority the Authority to apply for the PA Small Water and H2O Grant to be placed on the agenda. **Motion passed 3-0.**

**ENGINEERING:**

1. Motion was made by Mr. Goodman and was seconded by Mr. Cocuzza to authorize the Resolution for the appropriate officers on the board to apply for and sign the PA Small Water and H2O grant application. **Motion passed 3-0.**
2. Bridge Replacement (Carsonia & Friedensburg Rds.) – Nothing new to report.
3. Headworks Upgrade – Progress is being made.
4. GIS Mapping – Manhole locating and inspection are progressing well. About 180 manholes have been completed. Notices have been placed at homes advising them of survey work on their properties in the coming weeks.

5. Emergency Generator – The Contractor is still awaiting a pole for the aerial wiring.
6. 2023 Pipe Lining – The Project should be advertised in January of 2023.
7. The Chapter 94 Report – Submission deadline is March 31, 2023.
8. Capital Improvements Plan Study – Progress is being made.

**VISITORS:**

Mr. Garrett Moore, Senior Analyst from PFM Financial Advisors, LLC, explained that this was a follow up from Mr. Schlesinger’s visit at the July of 2022 Board Meeting. Mr. Moore gave a handout to the board members. A brief explanation was given regarding two different financing options. This money will be used for future plant upgrades. Mr. Hill stated that we will not be ready to discuss financing until we receive the Capital Improvements Plan Study from Entech Engineering.

Mr. Paul Janssen screen shared the 2023 Budget. After a brief discussion, motion was made by Mr. Hill and was seconded by Mr. Goodman to accept the 2023 Budget as presented. **Motion passed.**

**FINANCE:**

**Checks for Ratification – December 15, 2022:**

General Account: Check Nos. 7526 through 7557, dated 11/21/2022 through 12/14/2022 in the amount of \$70,763.27 and 19 EFT’s, dated 11/17/2022 through 12/14/2022, in the amount of \$13,300.57 for a combined total of \$84,063.84 from the General Account.

Payroll Account: Check Nos. 724 through 737 as well as Check Nos. 50075 and 50076, dated 11/30/2022 through 12/14/2022 in the amount of \$21,088.49 as well as 4 ACH’s and 4 transfers, dated 11/28/22 through 12/05/22, in the amount of \$9,887.87 for a combined total of \$30,976.36 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$115,040.20 were approved on a motion by Mr. Goodman and seconded by Mr. Hill. **Motion passed unanimously.**

**Treasurer’s Report – For the month of November 2022:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>10/31/22</b>	<b>\$1,171,074.57</b>
RECEIPTS	\$711,420.35	
INTEREST	76.33	
EXPENDITURES	(596,576.35)	
<b>BALANCE</b>	<b>11/30/22</b>	<b>\$1,285,994.90</b>

**ACCOUNT BALANCES**

11/30/22

General	\$ 19,141.37
Payroll	37,817.42
Sewer	105,758.98
Capital Improvements	521,858.69
Savings	386,616.66
Petty Cash	226.69
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>1,071,419.81</b>
Riverfront	214,575.09
<b>TOTAL</b>	<b>\$1,285,994.90</b>

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

### **COMMITTEE REPORTS**

#### **ADMINISTRATION/PERSONNEL:**

1. Motion was made by Mr. Hill and was seconded by Mr. Cocuzza to purchase \$75.00 Visa gift cards for all employees. **Motion passed.**
2. Mr. Ravert reported that his CDL Class B training with Berks Career & Technology is ending 12/16/22. His five mandatory driving sessions are scheduled 1/5 through 1/18/23. The driving test is scheduled for 1/23/22 in Lancaster, PA. The second class starts February 13, 2023.

#### **FINANCE:**

1. The Budget Comparison was reviewed by Board Members.
2. Tapping fees were briefly discussed. Ms. Kennedy reported that the last time the tapping fee was increased was 7/28/2005. A short discussion followed. This item is tabled for now.

#### **INSURANCE/PENSION:**

1. EHD Property Insurance - Mr. Boland, Esq. explained that he had an issue with the Uninsured and Underinsured limits with MRM Insurance Company. Worker's Compensation would cover employees' wages in a weekly benefit but would not pay for other bodily injuries. After a brief discussion, Mr. Goodman signed the Underinsured, Uninsured Motorist Coverage Forms as well as the denial for the Terrorist Coverage.
2. Mr. Ritzer, of CBIZ InR is still looking into our pension issue. A short conversation followed.

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

1. Mr. Boland, Esq. reported that he received the Lease between AVMA and Central Berks Regional Police Commission as well as the Lease with Met-Ed. Mr. Boland, Esq. stated that by the next meeting the Lease will be in final form. Motion was made by Mr. Hill and was

seconded by Mr. Cocuzza to approve the Met-Ed easement as presented and authorize the appropriate officers to sign. **Motion passed.**

### **SAFETY:**

1. Three employees were out with Covid over the last month. Everyone is recovered and back to work.

### **I & I:**

1. There has been no additional work done on I & I. One employee has been assisting Entech Engineering with the Manhole Inspections for the GIS Mapping Project.

2. Exeter Supply has an issue with their sewer line. The line is on Exeter Supply's property. It is half Exeter Supply's problem and half AVMA's problem. Mr. Herb reported that he had a contractor on sight today. Fixing this line will stop a lot of infiltration.

3. Mr. Hill stated that the new rain shield insert should be arriving in the next few days. Mr. Herb will be in charge of the test fitting.

4. Mr. Hill suggested hiring someone to fix some manholes that must be repaired instead of doing it in-house. Mr. Herb will contact Rusty at Advanced Rehabilitation Technology to see if they are available to do the necessary repairs.

### **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 the Pennside Drive Inn. The second round of inspections has begun.

2. Esposito's Restaurant was briefly discussed. The dishwasher was not moved. Mr. Herb was instructed to speak to Mr. Sands regarding this issue. The Board would like Mr. Sands to tell Esposito's Restaurant that he has until the end of February of 2023 to move this dishwasher.

### **SOLICITOR:**

1. Mr. Boland, Esq. stated that he contacted Stokesay's attorney regarding the installation of a meter in their sewer line. Mr. Boland, Esq. explained about the leaking and the existing Agreement with Stokesay. The Resolution, Rules and Regulations, Delaware River Basin Permit as well as the thumb drive of the leaking pipe will be mailed to Stokesay's attorney.

### **SUPERINTENDENT:**

1. Mr. Ravert, Jr. stated that he completed and submitted the EDMR's. Everything was within permit.

2. PA Rural Meter Update – Mr. Ravert, Jr. stated that the meters were moved. After the first of the year, they will get the information off the meters. Mr. Ravert mentioned that he would like to leave the meters in place for one more month and then move them to a new location.

3. Mr. Herb stated that we are still waiting for the Grant application results regarding the purchase of a new flushing truck. When the new lease paperwork is received it will be forwarded to Mr. Boland, Esq.

4. Stokesay Castle Update – Was discussed previously.

**OFFICE MANAGER:**

1. The AVMA Facebook page is live. Ms. Keeler has updated the AVMA website. Mr. Hill stated that Ms. Keeler is doing the work on the Website as a favor to AVMA.

2. Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve the 2023 meeting dates and advertise. **Motion passed.**

3. A check in the amount of \$766.00 was received from MRM Insurance Company for a Worker's Compensation Premium Refund.

**UNFINISHED BUSINESS:**

**EXECUTIVE SESSION**

**At 7:50 PM the Vice Chairman, Mr. Goodman made a motion and was seconded by Mr. Hill to recess to an Executive Session.**

**At 7:58 PM the meeting was called back to order with no action taken.**

**ADJOURNMENT:**

The next meeting will be January 26, 2022 at 6:00 PM at the Authority.

Motion was made by Mr. Hill and was seconded by Mr. Goodman to adjourn the meeting at 8:00 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary