

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF FEBRUARY 23, 2023**

The February 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  
Mr. Curtis Hill, Asst. Chairman  
Ms. Tara Chambers, Secretary  
Mr. Francis Kelly  
Mr. Troy Goodman

**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

**Visitor:**

Mr. Derrek Rhoads, St. Lawrence Borough Roadmaster

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 for the offices of Treasurer and Asst. Treasurer.**

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

Mr. Hill nominated Mr. Kelly for the office of Treasurer.

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

Motion was made by Mr. Hill and was seconded by Mr. Haller to elect Mr. Kelly as Treasurer. **Motion passed unanimously. Mr. Kelly was unanimously elected Treasurer.**

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

Mr. Hill nominated Mr. Goodman for the office of Asst. Treasurer.

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

Motion was made by Mr. Haller, seconded by Mr. Hill to elect Mr. Goodman as Asst. Treasurer. **Motion passed unanimously. Mr. Goodman was unanimously elected Asst. Treasurer.**

Motion was made by Mr. Hill, seconded by Ms. Chambers to approve the January 26, 2023 minutes. **Motion passed unanimously.**

**VISITOR:**

Mr. Derrek Rhoads, Roadmaster from the St. Lawrence Borough addressed the AVMA Board. He explained that he was here to discuss the possibility of a building being built on AVMA property. Years ago, the Borough applied for grant funding. This past month they moved forward with the Grant. The grant money has been set aside and they would like to proceed. Mr. Rhoads explained this is in the early stages. The plans are being prepared for this building and will be provided to AVMA before they proceed with Exeter township.

**FINANCE:**

**Checks for Ratification – February 23, 2023:**

General Account: Check Nos. 7598 through 7628, dated 01/26/2023 through 02/22/2023 in the amount of \$90,490.08 and 17 EFT's dated 01/18/2023 through 02/22/2023, in the amount of \$13,352.77 for a combined total of \$103,842.85 from the General Account.

Payroll Account: Check Nos. 756 through 767, dated 02/08/2023 through 02/22/2023 in the amount of \$21,634.83 as well as 5 ACH's and 4 transfers, dated 01/13/2023 through 02/17/2023, in the amount of \$10,460.88 for a combined total of \$32,095.71 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$135,938.56 were approved on a motion by Mr. Kelly, seconded by Ms. Chambers. **Motion passed unanimously.**

**Treasurer's Report – For the month of January 2023:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>12/31/2022</b>	<b>\$1,247,779.31</b>
RECEIPTS	\$582,842.93	
INTEREST	77.61	
EXPENDITURES	(620,951.43)	
<b>BALANCE</b>	<b>1/31/2023</b>	<b>\$1,209,748.42</b>

**ACCOUNT BALANCES  
1/31/2023**

General	\$ 17,991.32
Payroll	19,759.68
Sewer	182,145.18
Capital Improvements	431,467.69
Savings	343,582.77
Petty Cash	226.69
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>995,173.33</b>
Riverfront	214,575.09
<b>TOTAL</b>	<b>\$1,209,748.42</b>

The Treasurer's Report for January of 2023 was approved on a motion by Mr. Kelly, seconded by Mr. Hill. **Motion passed unanimously.**

### **COMMITTEE REPORTS**

Mr. Haller added Mr. Kelly to the Building/Equipment Committee and the Safety Committee.

### **ADMINISTRATION/PERSONNEL:**

1. Mr. Esser is attending the CDL Class B Driving Course at Berks Career & Technology. This class started on February 13, 2023.
2. Mr. Herb mentioned that Mr. Scheuing's three year anniversary date is March 09, 2023 and Mr. Scheuing will be getting his license upgraded. Mr. Herb stated that Mr. Scheuing is a very hard worker. Motion was made by Mr. Haller and was seconded by Mr. Hill to increase Mr. Scheuing's salary on March 09, 2023 to \$30.581 per hour. **Motion passed unanimously.**
3. Mr. Herb explained his proposal letter. Mr. Herb would like to work weekends after his retirement on May 12, 2023. Mr. Herb commented that he has been in the wastewater industry for forty plus years. A short explanation followed. Mr. Kelly stated that this would save the Authority money. Mr. Haller stated this would be discussed in an Executive Session.

### **FINANCE:**

1. The Budget Comparison dated 01/31/2023 was reviewed by Board Members.

### **INSURANCE/PENSION:**

1. Mr. Hill stated that he may ask Mr. Ritzer, of CBIZ InR to attend our March 23, 2023 meeting.
2. Mr. Hill stated that he got a response from the MPBMA regarding the message on the next water/sewer bills. Mr. Hill would like the statement re-worded. Mr. Hill mentioned that he will follow up with Mr. Davis of the MPBMA.
2. The Simple IRA Pension issue is still ongoing. Mr. Boland, Esq. explained that he has done a lot of research. Mr. Boland, Esq. stated that he attended a zoom meeting with Ms. Wise and a team of lawyers from Conrad Siegel. It was noted that our pension plan anniversary date is November 1<sup>st</sup>, 2023 and any changes made must be completed before this date. Mr. Boland, Esq. stated that he contacted a friend for some advice. A long discussion followed.

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

1. The equipment agreement with the Mt. Penn Borough can be taken off the agenda.
2. Mr. Boland, Esq. stated that the Central Berks Lease Agreement will be signed at their March meeting. Mr. Goodman stated that the next Police Commission meeting is March 2, 2023. Mr. Ravert, Jr. mentioned that they are waiting for Met-Ed to install their electric pole.

3. The greenhouse building roof and plant 2 control building roof are in bad shape. These are rubber roofs. Mr. Herb stated that he called three roofers and only one showed up to provide an estimate. Mr. Hill stated that he would like three estimates. This will be discussed further.

4. The piece from Aerator number four that was repaired by Eastern Environmental a few months ago has broken again. Mr. Herb stated that something is causing this piece to break. A short discussion followed.

5. Mr. Hill asked the Building/Grounds Committee to investigate the possibility of solar energy at AVMA.

### **SAFETY:**

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

### **I & I:**

1. No new discoveries were made. Six manholes were repaired taking care of a lot of infiltration. Mr. Ravert stated that he checked all six manholes during a rain event and they look great. Ten manholes are buried and must be uncovered.

2. Mr. Hill provided Exeter Supply with five of the new rain shield inserts. Mr. Ravert stated that some of these inserts will be kept in the trucks and when the guys are called out they can install them if necessary.

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

1. A spreadsheet was provided showing F.O.G. inspections and results. There are some restaurants that are passing the inspection but upon further random inspection, these manholes are filled with grease. Mr. Hill asked Ms. Kennedy to invite Mr. Sands to the March 23, 2023 monthly meeting. Mr. Ravert suggested buying a sampler and doing random grease grab samples. Mr. Ravert as asked to get pricing a sampler.

### **SOLICITOR:**

1. Mr. Boland, Esq. reported that he followed up with Stokesay Castle's attorney. A telephone conference/meeting will be next Tuesday, March 28, 2023 at 11:00 AM. Mr. Boland, Esq. suggested that H. D. Miller, of Entech attend as well.

2. Mr. Boland, Esq. stated that a letter was mailed to Barrasso Excavating along with a copy of the invoice from Summit Valley Outdoor Solutions for the Endlich Avenue dig.

### **SUPERINTENDENT:**

1. Mr. Herb reported that he got three estimates for an on-site diesel tank. A short discussion followed. Motion was made by Mr. Hill and was seconded by Mr. Kelly to purchase a 1,000 gallon diesel tank from Countryside with a not to exceed price of \$6,000.00, after Mr. Boland, Esq. and Mr. H. D. Miller review the quotation and specifications. **Motion passed unanimously.**

2. Mr. Ravert stated that the EDMR's have been submitted. Everything was within permit.

2. Mr. Ravert 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 were relocated a few weeks ago. One spot the meters were moved to was Byram and Prospect Streets. There are a lot of homes on this street that have sump pumps. There is also one located at the Antietam High School. There is a cracked sewer pipe at the creek. This pipe is part of our lining project.
5. Advanced Rehabilitation Technology has completed the manhole rehabilitation project.

### **ENGINEERING:**

1. Bridge Replacement (Carsonia & Friedensburg Rds.) – Work has started.
2. Emergency Generator – We are awaiting the Met Ed crew for cutover work.
3. CFA H2O Grant Application – Application administration work continues.

LSA Grant – The next meeting is March 16, 2023

4. Capital Improvements Plan Study – Progress. The targeted completion date per the EWO is April of 2023.
5. Headworks Upgrade – Site survey and third party line locating should be completed in the next two weeks. Mr. Haller questioned if there was a way to avoid the back-ups without the Headworks Upgrade. There was a discussion regarding re-routing some of the lines. Mr. Miller stated that the Study was completed and the Headworks Upgrade is what Entech recommends. Mr. Hill told Mr. Miller not to continue with this work. He would rather have Entech look at some other solutions to the Headworks problem as well as converting the Anaerobic System to an Aerobic System. Mr. Miller stated that he would create a work order for this project. A long conversation followed.
6. GIS Mapping – The PDF map will be completed.
7. 2023 Pipe Lining – Bids have been opened and the apparent low bid by Vortex Services, LLC has been reviewed and references checked. A recommendation to award letter has been sent under separate cover. Entech will administer the project through construction. The schedule remains as follows:

February 23, 2023 – Award Bid  
February 28, 2023 – Issue Notice to Proceed  
May 30, 2023 – Substantial Completion (NTP & 90 Days)  
June 28, 2023 – Final Completion (NTP & 120 Days)

Motion was made by Mr. Haller and was seconded by Mr. Hill to award the Pipe Lining Project to Vortex Services LLC in the amount of \$179,782.00. **Motion passed unanimously.**

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

### **OFFICE MANAGER:**

1. The AVMA Facebook page is live. Updates continue to be posted.
2. A request for sewer forgiveness was received from Ms. Sandra Fisher, of 1514 Friedensburg Road. Ms. Fisher's sewer bill was \$857.24. Mr. Herb reported that Ms. Fisher had a toilet that was overflowing and some of the water went into the sewer system and some went into a french drain. Motion was made by Mr. Haller and was seconded by Mr. Kelly to give Ms. Fisher a credit for half of her sewer bill, in the amount of \$428.62. **Motion passed unanimously.**
3. Requests for Sewer Penalty Credit were received from Ms. Flemming of 305 Butter Lane in the amount of \$13.21 and Ms. Swann of 28 S. 22<sup>nd</sup> Street in the amount of \$16.84. Motion was made by Mr. Kelly and seconded by Mr. Goodman to issue these Sewer Penalty credits. **Motion passed unanimously.**

**UNFINISHED BUSINESS:**

**EXECUTIVE SESSION**

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

**At 7:55 PM the meeting was called back to order with no action taken.**

**ADJOURNMENT:**

The next meeting will be March 23, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Hill and was seconded by Mr. Haller to adjourn the meeting at 7:58 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,  
Assistant Secretary