

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

The March 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, Vice-Chairman
Ms. Tara Chambers, Secretary
Mr. Francis Kelly, Treasurer
Mr. Troy Goodman, 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. Quinn Haller, Chairman

Visitor:

Mr. Brian Sands, Plumbing Inspector
Mr. Rich Ritzer, of CBIZ InR

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

Motion was made by Mr. Kelly, seconded by Mr. Goodman to approve the February 23, 2023 minutes. **Motion passed unanimously.**

VISITOR:

Mr. Brian Sands attended to discuss the Antietam Valley Municipal Authority FOG (Fat Oil Grease) Program. There was a lot of grease found in the manhole at McDonalds. Mr. Miller of Entech recommended having a company come out to clean/pump out their manhole before they have their grease trap cleaned. AVMA will coordinate this with the Manager of McDonalds.

Mr. Rich Ritzer of CBIZ InR presented a Performance Review for the Antietam Valley Municipal's Pension Plan for 2022. Mr. Ritzer once again commended the AVMA Board of Directors for lowering the interest rate to 5%.

FINANCE:

Checks for Ratification – March 23, 2023:

General Account: Check Nos. 7629 through 7655, dated 02/23/2023 through 03/22/2023 in the amount of \$51,226.58 and 14 EFT's dated 02/24/2023 through 03/22/2023, in the amount of \$13,731.06 for a combined total of \$64,957.64 from the General Account.

Payroll Account: Check Nos. 768 through 781 as well as 50077 and 50078, dated 03/08/2023 through 03/22/2023 in the amount of \$22,526.72 as well as 4 ACH's and 4 transfers, dated 03/08/2023 through 03/22/2023, in the amount of \$10,617.03 for a combined total of \$33,143.75 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$98,101.39 were approved on a motion by Mr. Kelly, seconded by Mr. Goodman. **Motion passed unanimously.**

Treasurer's Report – For the month of February 2023:

ACTIVITY

<u>BALANCE</u>	1/31/2022	\$1,209,748.42
RECEIPTS	\$738,411.88	
INTEREST	76.64	
EXPENDITURES	(624,943.46)	
BALANCE	2/28/2023	\$1,368,293.48

**ACCOUNT BALANCES
2/28/2023**

General	\$ 24,130.10
Payroll	19,918.54
Sewer	123,871.23
Capital Improvements	431,497.48
Savings	554,074.35
Petty Cash	226.69
Savings (Cashed CD)	<u>0.00</u>
AVAILABLE CASH	995,173.33
Riverfront	<u>214,575.09</u>
TOTAL	\$1,368,293.48

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

Motion was made by Mr. Kelly, seconded by Mr. Goodman to amend the agenda to include a Personnel hire. Motion passed unanimously.

1. A brief discussion was held regarding the hiring of a new employee. Motion was made by Mr. Hill and was seconded by Mr. Kelly to offer Mr. Dustin Wolf, the position of Laborer at a salary of \$21.50/hour. **Motion passed unanimously.**

2. A short discussion was held regarding Mr. Esser attending the Wastewater Treatment Plant Operator Certification Program at R.A.C.C. Motion was made by Mr. Hill and was seconded by Mr. Goodman to approve Mr. Esser's attending R.A.C.C.'s Wastewater Treatment Plant

Operator Certification Program with a not to exceed price of \$3,000.00. **Motion passed unanimously.**

3. The position of Assistant Superintendent was briefly discussed. This will be discussed further at the April 27, 2023 meeting.

FINANCE:

1. The Budget Comparison dated 02/28/2023 was reviewed by Board Members.

2. Mr. Kelly is questioning the FDIC Rules. A short discussion followed. Mr. Kelly will speak with Tompkins Bank regarding this issue. Mr. Boland, Esq. explained the process of having a sweep account. This will be discussed further at the April 27, 2023 monthly meeting.

3. Ms. Kennedy reported that the interest on AVMA's savings account at Tompkins Bank increased to 2.0%.

4. Mr. Hill mentioned that he will be speaking to Riverfront Credit Union regarding AVMA's CD before the next meeting.

INSURANCE/PENSION:

1. Mr. Boland, Esq. stated that he made some progress on the Simple IRA Pension issue this past month. This pension issue must be resolved by November of 2023. Mr. Boland, Esq. reported that he spoke with an old friend at Buchanan Ingersoll in Harrisburg, PA. He recommended contacting Mr. Phillip Wise, Esq. at their Pittsburg office. Mr. Boland, Esq. went over the situation with him and he stated that he knows how to fix the problem. He quoted Mr. Boland, Esq. a rate of \$475.00 per hour to work on this problem. He can start working on this immediately. Motion was made by Mr. Kelly, seconded by Mr. Hill to hire Mr. Phillip Wise, Esq., of Buchanan Ingersoll, at \$475.00 per hour, and authorize the appropriate officers to issue an engagement letter. It is okay with the AVMA Board to use standardized documents. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Boland, Esq. stated that the Central Berks Lease Agreement has been completed. It was signed at the 3/2/23 Central Berks meeting. A signed copy was mailed to Ms. Kennedy.

2. The three roof estimates were reviewed. Mr. Herb mentioned that he got three estimates. Mr. Hill asked Ms. Kennedy to take over this project.

3. Mr. Rhoads, of The Borough of St. Lawrence, provided a sketch from Shirk Pole Buildings, LLC. Mr. Hill asked Mr. H. D. Miller to contact The Borough of St. Lawrence's engineer to obtain complete building plans.

SAFETY:

1. Mr. Herb reported that employees continue to watch Safety Videos monthly. Mr. Herb will meet with Mr. Kelly to discuss safety before the April 27, 2023 meeting.

I & I:

1. No new discoveries were made.

F.O.G. PROGRAM

1. A spreadsheet was provided showing F.O.G. inspections and results.

SOLICITOR:

1. Mr. Boland, Esq. reported that he and Mr. H. D. Miller had a zoom meeting with Stokesay Castle, regarding their leaking sewer lines. Mr. Boland was told via email that Stokesay Castle had their lines videoed and repairs were made, as of 3/28/23. Mr. Ravert, Jr. stated that they will video the lines and confirm that all necessary repairs were completed.
2. Endlich Avenue Dig - Mr. Boland, Esq. stated that there were a series of emails back and forth with Mr. Barasso of Barasso Excavating. Mr. Barasso stated that this problem should be taken up with The Borough of Mt. Penn. Mr. Boland, Esq. responded that the problem is with his company. Mr. Boland, Esq. then spoke with Mt. Penn Borough's attorney Mr. Klonis, Esq., of Hoffert & Klonis, to confirm that they had a bond on Mr. Barasso and some retainage for this project. Mr. Boland, Esq. suggested filing a Complaint in Negligence against Barasso in the amount of \$15,000.00. A short explanation followed.

SUPERINTENDENT:

1. Mr. Herb reported that the manhole rehabilitation project has been completed, except for one manhole on Hill Avenue, which we will be fixing in-house. The GIS Mapping can be completed now. Mr. H. D. Miller stated that we can report on the condition of these manholes and provide Entech pictures.
2. Mr. Herb questioned if Mr. Miller received the specifications for the 1,000 gallon double sided diesel tank from Countryside Diesel. Mr. Miller stated that he received specifications for a 500 gallon tank. Mr. Miller will contact Countryside Diesel again to try to obtain the specifications. Mr. Herb suggested having Mr. Scheuing pour a concrete pad for the tank to sit on.
3. Mr. Ravert stated that the EDM's have been submitted. Everything was within limits.
4. PA Rural Water - Mr. Ravert reported that the flowmeters from PA Rural are still in place.
5. Flushing Truck Update – An updated quotation was included in the packet from Bortek in the amount of \$297,000.00. This price is \$18,136.80 higher than the original quotation received on 2/28/2022. Motion was made by Mr. Goodman, seconded by Mr. Hill to have Mr. Boland, Esq. mail Bortek a letter regarding the price increase on the Flushing Truck. **Motion passed unanimously.**
6. Curtis Power Solutions – Yearly Generator Maintenance Agreement – The Price increased from \$1,297.01 to \$1,718.14. We are looking for another vendor to service the Generator. Mr. Hill suggested calling Curtis Power Solutions to question the price increase.

ENGINEERING:

1. Bridge Replacement (Carsonia & Friedensburg Rds.) – Work has started.
2. Emergency Generator – We are meeting with Met Ed on-site 3/24/23 at 10:00AM.
3. LSA Grant – \$376,419.00 was awarded to be used for the Flushing Truck, a Utility Truck and Portable Samplers. The award was 99.9% of the amount requested.

CFA H20 Grant Application – Application administration work continues.

4. Capital Improvements Plan Study – We have identified critical points within the WWTP and are compiling pricing for the improvements. An April completion is likely.
5. Headworks Upgrade – Headworks Upgrade design has been paused. A Digester Work Order will be prepared for next month. A long conversation followed regarding the headworks. Mr. Ravert, Jr. reported that there is a big problem with wipes coming into the plant. Mr. Hill suggested that Mr. Miller continue to research other options to fix the Headworks problems.
6. GIS Mapping – The PDF maps will be presented at the April 27, 2023 meeting, along with a sampling of findings during the manhole inspections. An ArcGis Creator subscription is recommended for \$550.00/year.
7. 2023 Pipe Lining – A pre-construction meeting is scheduled with Vortex Services LLC 4/3/23 at 10:00 AM. After the meeting they will be handed their Notice to Proceed. Entech will administer the project through construction. The schedule remains as follows:

April 3, 2023 – Issue Notice to Proceed

July 3, 2023 – Substantial Completion (NTP & 90 Days)

August 3, 2023 – Final completion (NTP & 120 Days)

8. The Chapter 94 Report – Has been completed and will be submitted next week.

OFFICE MANAGER:

1. The AVMA Facebook updates continue to be posted.
2. Herbein & Company suggested that a Record Retention Schedule should be adapted. Mr. Boland, Esq. took an example from Herbein & Company, Inc. to review. This will be discussed further at the April meeting.
3. The 2022 Audit with Herbein & Company begins 4/17/23.
4. A Board Member List for 2023 was included in the packet.

UNFINISHED BUSINESS:

EXECUTIVE SESSION

ADJOURNMENT:

The next meeting will be April 27, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Goodman and seconded by Ms. Chambers to adjourn the meeting at 8:10 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary