

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MAY 25, 2023**

The May 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, Vice-Chairman
Mr. Francis Kelly, Treasurer
Mr. Troy Goodman, Asst. Treasurer

Also Present:

Ms. Julia Adams, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering
Mr. Joseph Ravert, Jr., Assistant Superintendent
Mr. Michael Scheuing, Wastewater Operator
Ms. Loretta Kennedy, Assistant Secretary

Absent:

Ms. Tara Chambers, Secretary

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 Mr. Kelly to approve the April 27, 2023 minutes as presented. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – May 25, 2023:

General Account: Check Nos. 7682 through 7715, dated 04/28/2023 through 05/24/2023 in the amount of \$936,789.99 and 19 EFT's dated 05/03/2023 through 05/23/2023, in the amount of \$13,285.95 for a combined total of \$950,075.94 from the General Account.

Payroll Account: Check Nos. 794 through 804, dated 05/03/2023 through 05/17/2023 in the amount of \$21,700.23 as well as 5 ACH's and 4 transfers, dated 04/14/2023 through 05/17/2023, in the amount of \$10,175.97 for a combined total of \$31,876.20 from the Payroll Account.

The combined total of payments from the General and Payroll accounts in the amount of \$981,952.14 were approved on a motion by Mr. Kelly, seconded by Mr. Goodman. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	3/31/2023	\$1,329,986.21
RECEIPTS		\$873,742.48
INTEREST		711.04

EXPENDITURES (1,150,340.62)

BALANCE 4/30/2023 \$1,054,099.11

ACCOUNT BALANCES
4/30/2023

General	\$ 20,456.50
Payroll	20,187.01
Sewer	152,573.25
Capital Improvements	398,447.00
Savings	247,633.57
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 839,524.02
Riverfront	214,575.09
TOTAL	\$1,054,099.11

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Haller mentioned that he asked Mr. Boland, Esq. to prepare CDL Employee Agreements at the March meeting. Ms. Adams, Esq. will discuss this with Mr. Boland, Esq. when he returns to the office.

Motion was made by Mr. Kelly seconded by Mr. Hill to increase an Employee's salary by \$1.00 who obtains or possesses a Commercial Driver's License ("CDL"). If the tuition is paid in full by Employer, then the Employee must be employed by Employer for one (1) full year after receiving a CDL before qualifying for the One Dollar (\$1.00) per hour. An employee hired with a CDL shall be entitled to a One Dollar (\$1.00) per hour increase above the normal starting wage. **Motion passed unanimously.**

2. Motion was made by Mr. Hill and seconded by Mr. Kelly to promote Mr. Ravert to Superintendent and Mr. Scheuing to Assistant Superintendent.

3. Motion was made by Mr. Hill and seconded by Mr. Kelly to increase Mr. Ravert's hourly wage to \$36.00 per hour and Mr. Scheuing's hourly wage to \$32.00 per hour, retroactive to May 1, 2023. **Motion passed unanimously.** Mr. Hill mentioned that Mr. Ravert and Mr. Scheuing are doing a great job.

4. It was mentioned that two employees are fire fighters. Mr. Haller questioned Mr. Goodman on the Borough of Mt. Penn's procedure. Mr. Goodman stated that they allow The Borough employees to respond to fires located in The Borough of Mt. Penn, Exeter, Lower Alsace or Saint Lawrence. After a brief discussion, it was left to Mr. Ravert or Mr. Scheuing's discretion whether to allow the employees to leave and they must punch out and make up their time.

FINANCE:

1. The Budget Comparison dated 04/30/23 was reviewed by Board Members. Ms. Kennedy provided a spreadsheet breaking down engineering fees into project subcategories.
2. Mr. Hill reported that there is a \$2,700.00 penalty to cash out our current CD. After a brief discussion, motion was made by Mr. Hill and seconded by Mr. Kelly to cash out our Current CD at Riverfront Credit Union and purchase a 20 month CD at 5% interest. **Motion passed unanimously.**
3. A motion was made to ratify the Vortex Change Order No. 1 in the amount of \$12,824.00 by Mr. Hill and seconded by Mr. Kelly. **Motion passed unanimously.** This change order was for some repair work that had to be done before the sewer lining on Harvey Avenue.

INSURANCE/PENSION:

1. Mr. Hill stated that he would like to pay the 2022 MMO early this year. Ms. Kennedy stated that she will pay it in July or August of 2023.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Ms. Kennedy stated that Fisher's Roofing & Siding LLC would be on site on 5/30/23.

SAFETY:

1. Mr. Ravert stated that our safety audit through MRM Insurance Company is scheduled for 5/31/23.

I & I:

1. Vortex has started the lining project.
2. Mr. Ravert stated that we may have flowmeters to use in a few months.

F.O.G. PROGRAM

1. Mr. Ravert reported that McDonald's manhole was cleaned on 5/24/23. AVMA employees took the flushing truck up after the manhole was cleaned and flushed the line.
2. The next step will be to do grease testing on the restaurants by collecting oil and grease samples. Mr. Ravert stated that the pump was purchased. This will be discussed further.

SOLICITOR:

1. Ms. Adams, Esq. reported that Mr. Boland, Esq. has nothing new to report with Stokesay Castle. Mr. Ravert reported that they got a quotation for sewer lining for Vortex for \$21,000.00.
2. The Endlich Avenue Dig – Mr. Boland, Esq. will draft a letter to Mr. Barrasso telling him that he can make the final repairs to the street. A short discussion followed. Mr. Goodman stated that he wants the repairs completed.

SUPERINTENDENT:

1. Mr. Ravert stated that the EDM's have been submitted. Everything was within limits.
2. Flushing Truck Update – The truck will be delivered June 6, 2023.
3. PA Rural Water Meter Update - Mr. Ravert reported that the flowmeters may be re-installed sometime in the future. Mr. Ravert stated that he will compile all the information and report on the findings at the next board meeting.
4. Ongoing projects – The transformer had to be replaced on the belt filter press. The clarifier arm broke in clarifier 1. The tank was pumped down. Eastern Environmental fabricated a new arm and welded it. A brief explanation followed. Clarifier two will eventually be pumped down and checked as well.
5. LSA Grant purchases were briefly discussed. Mr. Miller stated that we can purchase used equipment but to make sure we follow the necessary protocols.

ENGINEERING:

1. Emergency Generator - Payment application number seven was received from G.S. Developers in the amount of \$24,000.00. Motion was made by Mr. Hill and was seconded by Mr. Kelly to approve payment application number seven in the amount of \$24,000.00. **Motion passed unanimously.** Mr. Hill questioned who oversees this project. Mr. Miller stated that Entech is in charge. G.S. Developers are waiting for a final inspection by Met-Ed. Mr. Hill would like the date that this project will be completed. After a brief conversation, it was decided that this payment will be held until we receive an updated schedule from G.S. Developers.
2. CFA H2O Grant Application – Motion was made by Mr. Goodman and seconded by Mr. Kelly to amend the Resolution for the CFA H2O Grant Application to include the amount of \$1,506,131.00. **Motion passed unanimously.**
3. Capital Improvements Plan Study – A summary has been developed to identify key components of necessary improvements. This summary should aid in financial discussions. Further discussions should take place as to the Authority's preferences. It was suggested that Mr. Ravert and Mr. Miller have a meeting to discuss this further.
4. Headworks Upgrade – Headworks Upgrade design has been paused.
5. GIS Mapping – An ArcGIS Creator subscription was provided to Ms. Kennedy as well as iPad specs. Ms. Kennedy stated that the iPad and the ArcGis Program have been purchased. Mr. Miller will have someone contact Mr. Ravert to assist with the ArcGIS Program. Mr. Miller suggested using the iPad to take pictures when the PA One Calls are marked.
6. Pipe Lining: The Lining has begun following the necessary point repairs.

The scheduled milestone dates remain as follows:

- July 3, 2023 – Substantial Completion (NTP & 90 Days)
- August 3, 2023 – Final completion (NTP & 120 Days)

7. The 1,000 diesel fuel tank was briefly discussed. Mr. Miller stated that he saw the drawing provided by Mr. Hill. Mr. Miller will let Ms. Kennedy know what additional information is needed to proceed.

OFFICE MANAGER:

1. The AVMA Facebook updates continue to be posted. Ms. Kennedy will research the “Boost Feature”.
2. Sewer credits were reimbursed to AVMA customers in the amount of \$40,572.61.
3. Mr. Hill questioned Ms. Kennedy when our Gavin PR contract will end. Ms. Kennedy will look at the contract and report back to The Board.

UNFINISHED BUSINESS:

ADJOURNMENT:

The next meeting will be June 22, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Goodman and seconded by Mr. Kelly to adjourn the meeting at 7:18 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary