

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JUNE 22, 2023**

The June 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
Ms. Tara Chamber, Secretary
Mr. Francis Kelly, Treasurer

Also Present:

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering
Mr. Joseph Ravert, Jr., Superintendent

Absent:

Mr. Troy Goodman, Asst. Treasurer
Ms. Loretta Kennedy, Assistant 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 May 25, 2023 minutes as presented.

FINANCE:

Checks for Ratification – June 22, 2023:

General Account: Check Nos. 7716 through 7738, dated 05/31/2023 through 06/16/2023 in the amount of \$222,968.50 and 17 EFT's dated 05/26/2023 through 06/15/2023, in the amount of \$12,238.83 for a combined total of \$235,207.33 from the General Account.

Payroll Account: Check Nos. 805 through 819 and Check No. 50080, dated 05/31/2023 through 06/14/2023 in the amount of \$21,765.66 as well as 5 ACH's and 4 transfers, dated 05/31/2023 through 06/14/2023, in the amount of \$10,125.76 for a combined total of \$31,891.42 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$267,098.75 were approved on a motion by Mr. Hill, seconded by Mr. Kelly. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	4/30/2023	\$1,054,099.11
RECEIPTS		\$1,217,965.51
INTEREST		4,300.54

EXPENDITURES (1,611,894.16)

BALANCE 5/31/2023 \$664,471.00

ACCOUNT BALANCES
5/31/2023

General	\$ 19,379.77
Payroll	4,216.13
Sewer	50,419.18
Capital Improvements	200,473.06
Savings	171,461.14
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 446,175.97
Riverfront	218,295.03
TOTAL	\$ 664,471.00

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Ravert, Jr. stated that Mr. Esser and Mr. Wolf are doing a good job in the collection system using the new flushing truck.

FINANCE:

1. The Budget Comparison dated 05/31/23 was reviewed by Board Members.
2. Mr. Hill reported that the existing CD was cashed out and a new 20 month CD was purchased with 5% interest.

INSURANCE/PENSION:

1. Mr. Hill stated that he has no pension update at this time. Mr. Hill will invite Mr. Ritzer of CBIZ InR to attend the September of 2023 meeting for a pension review.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Ravert, Jr. reported that Fisher's Roofing have replaced both rubber roofs and everything looks good.

SAFETY:

1. Mr. Ravert stated that Mr. Esser and Mr. Wolf are signed up for a confined space seminar as well as a Flagger Training seminar. The Flagger Training seminar is via Zoom.

I & I:

No Report at this time.

F.O.G. PROGRAM

1. Mr. Haller stated that he would like to invite local restaurant managers to come to AVMA for an educational meeting on the FOG program. Mr. Haller stated that it would be beneficial for Mr. Sands to attend as well. Mr. Ravert, Jr. will come up with a plan and as well as a letter to be mailed to the restaurants.

SOLICITOR:

1. Stokesay Castle update – Mr. Ravert, Jr. stated that he spoke with Mr. Luis Pereira, Manager of Stokesay Castle. There was patchwork done on Fountain Avenue and he is trying to contact this company to fix the leaking sewer pipe. Mr. Haller stated that Lower Alsace Township is okay with Mr. Pereira contracting someone to cut the road but suggested having Mr. Pereira contact their engineer at Great Valley Engineering. Mr. Ravert, Jr. will contact Mr. Pereira next week.

2. Endlich Avenue Dig update – When the dig was done in January of 2023, the street was repaired using a cold patch. The Borough of Mt. Penn wants the road repaired. Mr. Boland, Esq. stated that a letter was mailed to Mr. Barrasso regarding the road repairs. Mr. Barrasso responded that his contract was with the Borough of Mt. Penn. Mr. Boland, Esq. contacted Mr. Klonis, Esq, The Borough of Mt. Penn’s attorney to discuss this situation. A short explanation followed.

3. The Personnel Policy Handbook was updated to include the CDL change.

4. Mr. Boland, Esq. stated that he had some communications with Mr. Wise, Esq, of Buchanan Ingersoll, regarding the Pension issue. Mr. Wise, Esq. requested some information that Ms. Kennedy provided. It was mentioned that the DB Pension Benefit Program will be terminated.

SUPERINTENDENT:

1. Mr. Ravert stated that the EDM’s will be finished on Monday.

2. Transit Vans – Mr. Ravert, Jr. stated that he started looking for a transit van. Transit van is a new name for Econoline. The problem is that all the vehicles coming in are already sold. A brand new van is \$55,000.00 and it wouldn’t be available until 2024.

ENGINEERING:

1. Emergency Generator – A schedule Update was provided by G.S. Developers. The check that was approved last month can be released.

2. CFA H20 Grant Application – No Update

3. Capital Improvements Plan Study – Projects previously summarized have been prioritized for consideration.

4. Headworks Upgrade – Headworks Upgrade design has been paused.

5. GIS Mapping – An ArcGIS Creator account was created and the map data to this point has been loaded. Training will be scheduled by the Superintendent.

6. Pipe Lining: Lining work has been completed. Minor punch list items will be addressed. Mr. Boland, Esq. explained the reasons for the 5% Retainage. A short discussion followed.

Motion was made by Mr. Kelly and seconded by Mr. Hill to approve Payment Application #1 in the amount of \$182,975.70. **Motion passed unanimously.**

7. The information regarding the tank has been received and reviewed. Mr. Miller stated that Entech Engineering is okay with proceeding with the tank. A concrete pad is not required. A short discussion followed.

8. Entech provided an Engineering Work Order for the Digester Conversion for the Board's consideration.

9. Mr. Hannum and Mr. Kline were at the plant and have some concerns in the Digester Building. A short explanation followed. Motion was made by Mr. Kelly and seconded by Mr. Hill that based upon the report from Entech regarding the condition of our anaerobic digester that we authorize Entech to immediately review, analyze and institute repairs to the effectuate the safe operation of the anaerobic digester. **Motion passed unanimously.**

10. Mr. Hill questioned Mr. Miller on the Capital Improvements Plan Study and if we are going to see an update on the Project Summary Sheet. Mr. Miller stated that this was a summary to give an idea of how much money we wanted to borrow. Mr. Hill stated that he was expecting a completed plan. Mr. Miller stated that if the Board decides which projects they want completed, then Entech will go into more detail. There is no sense doing a completed plan on all items if the Board doesn't want to complete those projects at this time.

OFFICE MANAGER:

No report at this time.

UNFINISHED BUSINESS:

ADJOURNMENT:

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

Motion was made by Mr. Kelly and seconded by Ms. Chambers to adjourn the meeting at 7:00 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary