

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF JULY 27, 2023**

The July 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:

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering via Zoom
Mr. Joseph Ravert, Jr., Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Absent:

Ms. Tara Chamber, Secretary

Visitor:

Mr. Phil Weis, Esq. of Buchanan Ingersoll via Zoom

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

Mr. Weis, Esq. explained the four options to solve AVMA's pension issue. Each option was briefly discussed. Mr. Boland, Esq. stated that he will prepare a Resolution to officially close the Defined Benefit Plan to new entrants, to close the Simple IRA Plan and to open a 457 plan, using Mr. Weis, Esq. and CBIZ. Mr. Weis will review all the completed documents.

A motion was made by Mr. Hill, seconded by Mr. Goodman to approve the June 22, 2023 minutes as presented.

ENGINEERING:

1. Emergency Generator – G.S. Developers completed the work and the generator is operational. The Contractor has submitted the request for substantial Completion, Pay Application No. 8 in the amount of \$21,000.00 and & Final Application No. 9 in the amount of \$11,050.00.

Motion was made by Mr. Haller and was seconded by Mr. Kelly to approve Payment Application No. 8 to G.S. Developers in the amount of \$21,000.00 and to table Payment Application No. 9. **Motion passed unanimously.**

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 subscription has been established 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. This has been rescheduled due to the flood of July 9, 2023.
7. Flooding – July 9, 2023 – Incident details are included in the Superintendent’s Report. Entech provided support to staff throughout the response and recovery stage. A survey of mitigation efforts is underway to determine upgrade measures that should be taken to prevent similar damage in the future. Insurance coverage should be re-evaluated to ensure proper coverage.

FINANCE:

Checks for Ratification – July 27, 2023:

General Account: Check Nos. 7739 through 7767, 7769 through 7774 and 7777 dated 6/28/2023 through 7/26/2023 in the amount of \$124,718.60. Check No. 7768 was voided. EFT’s dated 06/26/23 through 7/23/23, in the amount of \$4,748.31 for a combined total of \$129,466.91 from the General Account.

Payroll Account: Check Nos. 820 through 837, dated 06/28/2023 through 07/26/2023 in the amount of \$31,063.11 as well as 6 ACH’s and 6 transfers, dated 06/26/2023 through 07/25/2023, in the amount of \$14,347.88 for a combined total of \$45,410.99 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$174,877.90 were approved on a motion by Mr. Kelly, seconded by Mr. Hill. **Motion passed unanimously.**

Treasurer’s Report – For the month of June 2023:

ACTIVITY

<u>BALANCE</u>	5/31/2023	\$ 664,471.00
RECEIPTS	\$984,769.50	
INTEREST	296.57	
EXPENDITURES	(912,941.95)	
BALANCE	6/30/2023	\$ 736,595.12

**ACCOUNT BALANCES
6/30/2023**

General	\$ 12,775.68
Payroll	4,894.75
Sewer	27,159.34
Capital Improvements	314,507.84
Savings	158,735.79
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 518,300.09

Riverfront
TOTAL

218,295.03
\$ 736,595.12

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Ravert stated that Mr. Wolf is off probation as of 8/1/2023. When questioned Mr. Ravert stated that Mr. Wolf is doing a good job.
2. Mr. Ravert explained that he had an employee meeting on July 24, 2023 to discuss the Chain of Command. Mr. Ravert will provide the Board with an update at the August meeting.
3. Mr. Ravert spoke to the Board about comp time and weekend hours starting in 2024. Mr. Haller suggested giving employees additional vacation days instead of allowing them to earn comp time. This will be discussed in further detail in the next few months.

FINANCE:

1. The Budget Comparison dated 06/30/2023 was reviewed by Board Members.

INSURANCE/PENSION:

1. Mr. Hill stated that he will invite Mr. Ritzer of CBIZ InR to attend the September of 2023 meeting for a pension review.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Kelly mentioned that the decals on the new flushing truck look good.

SAFETY:

1. A discussion was held regarding fire extinguisher services. Mr. Ravert explained that he had a Cintas Representative provide a quotation for these services. Mr. Ravert mentioned that he liked the documentation he would receive from Cintas. Costs were discussed for past services. Smoke and carbon monoxide detectors should be purchased and installed. Mr. Goodman mentioned that he could send the Fire Marshall down to make sure we are compliant.

I & I:

1. The Board would like Mr. Sands to come to the next board meeting at 5:30 PM. Ms. Kennedy will contact Mr. Sands.

F.O.G. PROGRAM

1. Mr. Ravert stated that the F.O.G. Inspections are on-going.
2. Mr. Ravert has prepared a presentation on F.O.G. for future use.

3. Mr. Goodman mentioned the Mt. Penn Block Party is on 9/30/23. The Board liked the idea of setting up a table for the sewer authority. Mr. Goodman gave us contact information if we are interested.

SOLICITOR:

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time. Mr. Ravert reported that he did speak with Mr. Pereira, of Stokesay Castle. Mr. Pereira wants the company that did work on Fountain Avenue, to fix their leaking sewer pipe. Mr. Haller heard that Mr. Pereira contacted Lower Alsace Township and was told that Lower Alsace Township's engineer would contact him. Mr. Pereira hasn't heard from this engineer.

2. Endlich Avenue Dig update – Mr. Boland, Esq. is waiting for a letter from The Borough of Mt. Penn's solicitor, Mr. Klonis, Esq.

SUPERINTENDENT:

1. Mr. Ravert stated that the EDMR's were completed.

2. The Wilson Avenue dig was completed. A ten foot section of sewer line was dug up and replaced. Exeter Township brought their vac truck over and vacuumed all the rocks out of the manhole. This saved us a lot of money. The price to complete this work was \$17,942.59.

3. A spreadsheet was distributed showing invoices and estimates for the flood damage. Mr. Ravert provided a brief explanation, stating that there will be additional estimates. The lab results from M.J. Reider for the day of the rain event were very good.

Motion was made by Mr. Kelly and was seconded by Mr. Hill to approve the following estimates, invoices and overtime from Storm - Flood Damage:

Estimates

Eastern Environmental to replace flooded equipment replacement - \$6,470.00

USA Blue Book to replace the chlorine alarm - \$2,199.55

USA Blue Book to replace the chlorine scale - \$2,346.83

Invoices

Curtis Power Solutions – Service Call to check the pumphouse generator - \$1,086.50

Eastern Environmental – Service Call to check pumphouse - \$1,612.77

Summit Valley Outdoor Solutions – Repair sewer main on Wilson Avenue - \$17,942.59

Overtime

Joseph Ravert – 21 Hours - \$1,134.00

Mark Rightmyer – 7.75 Hours - \$355.51

Dustin Wolf – 16.25 Hours - \$524.06

Motion passed unanimously.

4. Mr. Ravert questioned if the Board would like the fence at the pumphouse to be replaced. The Board would like Mr. Ravert to get quotations for discussion at the August Board Meeting.

5. Mr. Ravert contacted Countryside regarding the purchase of the 1,000 gallon diesel storage tank and diesel delivery contract. This storage tank will be on the upper side of the generator and the hose will be long enough to be able to fill the flushing truck gas tank. The storage tank will be easily accessible.

6. We will be getting a dumpster to get rid of debris from the storm. This cost will be added to the Storm – Flood Damage Spreadsheet.

7. Mr. Hill questioned Mr. Ravert on the GIS Mapping training. Mr. Ravert replied that he downloaded this app on everyone's telephone.

OFFICE MANAGER:

1. Social Media Update – A new fb post was posted by Gavin on flushable wipes.

2. A refund check from MRM was received in the amount of \$2,501.14.

3. A refund check was received from Pennsylvania Municipal Health Insurance Cooperative in the amount of \$13,840.00.

4. Grant Reimbursement #1 for the flushing truck was received in the amount of \$297,000.00.

5. Request for credit was received from Ms. Jessica Garcia, of 310 Friedensburg Road. A hose was running at her home. Motion was made by Mr. Hill seconded by Mr. Haller to issue a credit in the amount of \$28.70. **Motion passed unanimously.**

UNFINISHED BUSINESS:

ADJOURNMENT:

The next meeting will be August 24, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Goodman and Mr. Hill to adjourn the meeting at 7:19 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy,
Assistant Secretary