

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF AUGUST 24, 2023**

The August 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  
Ms. Tara Chambers, Secretary

**Also Present:**

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

A motion was made by Mr. Hill, seconded by Mr. Haller to approve the July 27, 2023 minutes as presented.

**FINANCE:**

**Checks for Ratification – August 24, 2023:**

General Account: Check Nos. 7775 through 7807 dated 07/26/23 through 08/23/23 in the amount of \$91,875.56 as well as 17 EFT's dated 08/02/23 through 08/21/23, in the amount of \$18,678.47 for a combined total of \$110,554.03 from the General Account.

Payroll Account: Check Nos. 838 through 849, dated 08/09/2023 through 08/23/2023 in the amount of \$20,280.90 as well as 5 ACH's and 4 transfers, dated 07/14/23 through 08/23/23, in the amount of \$9,298.42 for a combined total of \$29,579.32 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$140,133.35 were approved on a motion by Mr. Hill, seconded by Ms. Chambers. **Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>6/30/2023</b>	<b>\$ 736,595.12</b>
RECEIPTS	\$456,366.46	
INTEREST	301.89	
EXPENDITURES	(428,580.06)	
<b>BALANCE</b>	<b>7/31/2023</b>	<b>\$ 764,683.41</b>

**ACCOUNT BALANCES**

7/31/23

General	\$ 25,856.37
Payroll	4,491.66
Sewer	69,240.29
Capital Improvements	282,481.33
Savings	164,092.04
Petty Cash	226.69
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>\$ 546,388.38</b>
Riverfront	218,295.03
<b>TOTAL</b>	<b>\$ 764,683.41</b>

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

### **COMMITTEE REPORTS**

#### **ADMINISTRATION/PERSONNEL:**

1. Motion was made to accept Mr. Goodman's resignation by Mr. Hill and seconded by Mr. Kelly. **Motion passed unanimously.** A discussion was held regarding filling this vacancy. The Borough of Mt. Penn will appoint this board member. Ms. Kennedy mentioned that one person phoned and this information was passed along to Mr. Goodman. Mr. Haller asked Ms. Kennedy to contact the Borough and ask them to advertise for a board member.

2. Mr. Boland, Esq. provided an Employee's Agreement for Mr. Esser. Motion was made by Mr. Hill and was seconded by Mr. Kelly to approve this Agreement. **Motion passed unanimously.**

#### **FINANCE:**

1. The Budget Comparison dated 07/31/23 was reviewed by Board Members.

2. A Budget Meeting will be scheduled at the September board meeting. We will contact Mr. Janssen to see if he will assist us with a Capital Budget.

3. A copy of the 2022 Audit was distributed. Mr. Hill stated that everything was in order.

4. Mr. Ritzer, of CBIZ InR, will be attending next meeting to provide our quarterly report.

#### **INSURANCE/PENSION:**

1. Mr. Boland, Esq. stated that Ms. Kennedy's pension will not be changed. Mr. Boland, Esq. stated that he contacted Mr. Weis, Esq. of Buchanan Ingersoll about the Board's decision.

2. A motion was made by Mr. Hill and was seconded by Ms. Chambers to approve the 2024 MMO in the amount of \$21,866. **Motion passed unanimously.**

3. Mr. Kelly stated that he reviewed the Commercial Insurance Policy. Included in the policy is a Schedule of Values as well as a Blanket Insurance Endorsement. If the schedule of anticipated values is lower to replace an item, the Blanket Insurance Endorsement will kick in. Mr. Kelly found no flood insurance. Mr. Kelly asked Ms. Kennedy to contact our insurance agent and schedule a meeting.

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

1. Motion was made by Mr. Kelly and seconded by Ms. Chambers to accept the proposal from ProMax Fence in the amount of \$6,175.00. **Motion passed unanimously.**

## **SAFETY:**

1. Mr. Ravert stated that Mr. Esser and Mr. Wolf took a Flagger Course via ZOOM and they both passed.

## **I & I:**

1. There are two laterals by Bixlers that must be investigated. These laterals need to be capped. Mr. Ravert will meet with Mr. Sands to discuss this.

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

1. Mr. Haller reported that the F.O.G. & I & I Committee met briefly with Mr. Sands before the meeting. Mr. Sands is not finding many problems during his inspections. Ms. Kennedy will contact the Borough of Mt. Penn and Lower Alsace Township to get copies of the home sale inspections.

## **SOLICITOR:**

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time. Mr. Ravert reported the following:

He went to Lower Alsace Township Municipal Building to speak with Mr. Pottiger, the Township Manager, about this issue. Mr. Pottiger stated they are not getting involved.

Mr. Pereira was contacted to let him know Lower Alsace's decision.

A sinkhole was discovered by Mr. Ravert where repairs must be made on Fountain Avenue. This was reported to Lower Alsace Township. Township employees put cold patch on the sinkhole and will monitor this after a few rainfall events. If Lower Alsace must dig to repair, this would be a good time for Mr. Pereira to arrange repairs to their sewer line.

2. Endlich Avenue Dig update – Mr. Boland, Esq. is still 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 1,000 gallon diesel storage tank is being delivered next week by Countryside. After the tank is installed, we will schedule a diesel fuel delivery.

3. Mt. Penn Block Party is September 30, 2023. A few educational demonstrations will be set up on the table.

4. There was a dig at 205 Emerald Avenue. This location is in Exeter Township. Mr. Ravert stated that he tries to mark the PA One Calls for Exeter. Mr. Miller stated that the owner of the sewer lines is responsible for marking the lines. To the best of our knowledge, this sewer line was not marked. Mr. Boland, Esq. provided the Board with an explanation about Exeter Township Sewer District 1. Mr. Ravert met with Mr. Hauck, of MPBMA, and their engineer and did the GIS of the entire block. After that the PA One Call was issued.

Mr. Ravert stated that the customer at 205 Emerald Avenue phoned and said she was having sewage back-up into her home. Mr. Ravert went to her home, lifted the manhole and saw clean stone in there. The line was videoed and you could see that the lateral was ripped out when the water line was replaced. Mr. Hauck of MPBMA phoned M & A to complete the repairs as well as Berks Fire & Water for home clean-up. MPBMA had M & A send us the repair invoice in the amount of \$5,119.32 as well as an invoice from Berks Fire & Water in the amount of \$1,756.50. Mr. Boland, Esq. asked Ms. Kennedy to provide him copies of these invoices. Mr. Boland, Esq. will send a letter to MPBMA's attorney with copies of the invoices from M & A and Berks Fire & Water.

Ms. Kennedy stated that she prepared Check No. 7800, dated 8/23/23 in the amount of \$5,119.32, payable to M & A. This must be subtracted from the total Checks For Ratification for August. Motion was made to Mr. Haller & was seconded by Mr. Hill to rescind the authorization to pay M & A. **Motion passed unanimously.**

Ms. Kennedy reported that after deducting Check No. 7800, the new total Checks For Ratification is \$135,014.03.

5. Mr. Ravert stated that he had his yearly inspection with the DEP. Everything went well. There were a few minor things which included making some name changes in the books.

6. Xylem will be coming in to perform their yearly preventative maintenance. This cost is \$1,940.00. This was a \$92.00 increase from 2022. The Preventative Maintenance Inspection Agreement was signed by Mr. Haller.

### **ENGINEERING:**

1. Emergency Generator – G.S. Developers completed the work and the generator is operational.

2. CFA H20 Grant Application – No Update

3. Capital Improvements Plan Study – Projects previously summarized have been prioritized for consideration. Mr. Miller explained each project to Mr. Hill. Mr. Hill recommended having Mr. Schlessinger of PFM attend our September Board meeting. Mr. Boland, Esq. will contact Mr. Schlessinger.

4. Headworks Upgrade – Headworks Upgrade Design has been paused. Mr. Miller questioned if we want to proceed with this Plan. A discussion was held regarding alternatives to the proposed Upgrade Design. Mr. Hill would like someone with an open mind to come up with an alternative.

5. GIS Mapping – Training will be scheduled by the Superintendent.

6. Pipe Lining: Minor punch list items will be addressed. There is only one area to be repaired.
7. Digester Conversion – Motion was made by Mr. Haller and seconded by Mr. Hill to execute Entech’s Work Order No. 4617.02 to design the conversion of the anaerobic digester to an aerobic digester. **Motion passed unanimously.**
8. Flooding – Ms. Kennedy will provide costs to date for repairs/estimates from the July 9, 2023 flooding.

**OFFICE MANAGER:**

1. AVMA Facebook updates continue to be posted by Gavin PR.
2. Credit requests were received from two customers:

Mr. Joseph Gaffney of 207 Penn Terrace submitted a credit request. Mr. Ravert stated that he met Mr. Gaffney at his property and the hot water heater and water meter were leaking. The water did not enter the sewer system. Motion was made by Mr. Hill and was seconded by Mr. Haller to approve a credit in the amount of \$400.00. **Motion passed unanimously.**

Mr. Ofer Avian of 217 Friedensburg Road requested a credit for a late payment in the amount of \$22.98. Motion was made by Mr. Hill and was seconded by Mr. Haller to approve a credit for a late payment in the amount of \$22.98. **Motion passed unanimously.**

3. The Life & Disability program through the Pennsylvania Municipal Health Insurance Cooperative with One America will renew in January of 2024. There will be an extension to the current rates for another year. The next renewal period will be 1/1/2025.
4. Lower Alsace Township newsletter goes out yearly in February. If we are interested in participating, we should provide our information to their office by November of 2023.
5. Flushable wipe information will be on the next water/sewer billing.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Mr. Haller reported that the on lot system at 1050 Friedensburg Road is failing and he issued them a Notice Of Violation. They have thirty days to research a new on lot system or contact AVMA about connecting to the sanitary sewer system.

**ADJOURNMENT:**

The next meeting will be September 28, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Haller and Mr. Hill to adjourn the meeting at 7:50 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary