

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF SEPTEMBER 28, 2023**

The September 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 via Zoom  
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

**Visitors:**

Mr. Rich Ritzer, CBIZ InR via Zoom  
Mr. Jamie Schlesinger, PFM Financial Advisors LLC  
Mr. Benjamin Kapenstein, PFM Financial Advisors LLC via Zoom

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

A motion was made by Mr. Kelly, seconded by Ms. Chambers to approve the August 24, 2023 minutes as presented.

**VISITORS:**

A Performance Review of AVMA's Pension Plan was presented by Mr. Rich Ritzer, of CBIZ InR. Also included was a Portfolio Risk and Return. Mr. Ritzer explained the reports in detail.

Mr. Jamie Schlesinger of PFM Financial Advisors presented an Introduction to PFM's Sewer Rate Financial Projection Study and Financing Discussion. Mr. Benjamin Kapenstein of PFM provided additional information via Zoom.

**FINANCE:**

**Checks for Ratification – September 28, 2023:**

General Account: Check Nos. 7808 through 7843 dated 09/06/23 through 09/27/23 in the amount of \$61,090.65 as well as 28 EFT's dated 08/22/23 through 09/26/23, in the amount of \$11,837.24 for a combined total of \$72,927.89 from the General Account.

Payroll Account: Check Nos. 850 through 863 as well as 50081 and 50082, dated 09/06/2023 through 09/20/2023 in the amount of \$21,421.97 as well as 4 ACH's and 4 transfers, dated 09/05/23 through 09/19/23, in the amount of \$9,725.38 for a combined total of \$31,147.35 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$104,075.24 were approved on a motion by Mr. Haller, seconded by Mr. Kelly. **Motion passed unanimously.**

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

**ACTIVITY**

**BALANCE**                      **7/31/2023**    **\$ 764,683.41**

RECEIPTS    \$819,403.62  
INTEREST    612.95  
EXPENDITURES    (635,560.17)

**BALANCE**                      **8/31/2023**    **\$ 949,139.81**

**ACCOUNT BALANCES**  
**8/31/23**

General	\$ 18,898.12
Payroll	20,039.61
Sewer	40,955.98
Capital Improvements	282,502.92
Savings	368,221.46
Petty Cash	226.69
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>\$ 730,844.78</b>
Riverfront	218,295.03
<b>TOTAL</b>	<b>\$ 949,139.81</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

1. Motion was made by Mr. Haller and was seconded by Mr. Kelly to add grandparents-in-law to the AVMA Bereavement Policy. **Motion passed unanimously.**

**FINANCE:**

1. The Budget Comparison dated 08/31/23 was reviewed by Board Members.

2. Mr. Ravert explained that he would like the Board to consider some Handbook Changes. These changes include weekend hours, holidays and personal days. Ms. Kennedy will prepare a spreadsheet showing increased costs.

3. An updated flood damage spreadsheet was included in the packet. We are waiting for one more quotation from Eastern Environmental. FEMA denied compensation for storm damages with no appeal or explanation given.

4. A meeting was scheduled with Ms. Christina Tarbell, of EHD Insurance Company on October 17, 2023.

## **INSURANCE/PENSION:**

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

1. Mr. Kelly stated that after the insurance meeting scheduled for October 17, 2023, he and Mr. Ravert will discuss building values. We should have some updated information from EHD Insurance company for the November meeting.

## **SAFETY:**

1. Mr. Ravert stated that the staff continues to watch safety videos.

## **I & I:**

1. Vent covers were installed this week. Mr. Esser and Mr. Wolf will be videoing the lines that were flushed this year.

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

1. An updated F.O.G. Abatement Program spreadsheet was included in the packet.

## **SOLICITOR:**

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time. Mr. Ravert reported that there was no change to the sinkhole that was discovered on Fountain Avenue. Mr. Ravert will contact Mr. Pereira of Stokesay Castle and have an update for the October meeting.

2. Endlich Avenue Dig update – Mr. Boland, Esq. stated that Mr. Klonis, Esq., The Borough of Mt. Penn's attorney, mailed a letter to Mr. Barasso in September asking him to repair the road within thirty days.

3. Emerald Avenue Dig update – Mr. Boland, Esq. spoke to Mr. Merolla, Esq., the MPBMA's attorney regarding this issue. Mr. Merolla, Esq. was vaguely aware of the situation. He will discuss this with the MPBMA Board of Directors. A short discussion followed. Mr. Hill questioned why these PA One Calls aren't getting marked. Mr. Ravert stated that he has been trying to do all the marking. Mr. Hill would like it verified whether 208 Emerald Avenue is in the Borough of Mt. Penn or Exeter Township. Mr. Miller stated that he is concerned who is going to mark the PA One Calls in Sewer District 1 which is owned by Exeter Township.

## **SUPERINTENDENT:**

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

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

3. The Flygt boards were fixed in Plant No. 2. The chain got stretched over time and made the boards crooked.

4. The splitter box in Plant No. 2 was repaired with chemicals previously purchased. It is repaired and working fine.

5. Xylem was here for their yearly Preventative Maintenance Inspection. They pulled the Xylem pump out and mentioned that the cord is starting to dry rot. The extra Xylem pump was installed. This pump's cord is also starting to dry rot. The technician suggested putting all the cords in trash bags and tying them up to get the U.V. exposure off it. They took one pump with them and gave a quotation for \$19,000.00 to repair it. A new pump would cost approximately \$21,000.00. Mr. Ravert does not want to repair this pump. He stated that when the Xylem pump stops workin, he will replace it with a Sulzer pump. Eventually we will have to purchase another Sulzer pump as a backup.

## **ENGINEERING**

1. The Commonwealth Financing Authority Board Meeting has been rescheduled for November 21, 2023. Hopefully, they will have grant award announcements.

2. Capital Improvement Plant Study – Projects previously summarized have been prioritized for consideration. Awaiting decision on financing alternatives..

3. Headworks Upgrade – This work has been temporarily paused. We are revisiting hydraulic profiles to determine alternatives to pumping.

4. GIS Mapping – Training will be scheduled by the Superintendent. This will likely be in November, as Caitlin has welcomed her second child.

5. 2023 Pipe Lining – Lining work has been completed. Punch List/Warranty work has yet to be rescheduled. Sit problems related to the flood must be resolved first.

6. Digester Conversion – Project team kick-off meeting is scheduled.

7. Flooding Follow-Up – Insurance coverage should be re-evaluated to ensure proper coverage. Mr. Ravert & I are assembling a list of measures to be considered to mitigate future damage during extreme conditions.

8. Bridge Replacement – Mr. Ravert stated that he went down and the two buried manholes are now exposed. They are in Maier's Continental Motor's parking lot. Mr. Ravert inspected the manholes and they are fine.

## **OFFICE MANAGER:**

1. AVMA Facebook updates continue to be posted by Gavin PR. Ms. Kennedy was asked to look at the Gavin PR contract and see when services will end.

2. Credit requests were received from one customer:

Ms. Mary Harris of 5 Earl Gables Court would like a penalty credit in the amount of \$6.51. Motion was made by Mr. Haller and seconded by Mr. Hill to approve this credit. **Motion passed unanimously.**

## **UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

The next meeting will be October 26, 2023 at 6:00 PM at the Authority.

Motion was made by Mr. Haller and seconded by Mr. Kelly to adjourn the meeting at 8:15 PM.  
**Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary