

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF OCTOBER 26, 2023**

The October 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

Visitors:

Mrs. Barbara Boland

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, seconded by to approve the October 26, 2023 minutes as presented. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – October 26, 2023:

General Account: Check Nos. 7879 through 7909 dated 10/27/23 through 11/15/23 in the amount of \$61,885.98 as well as 13 EFT's dated 10/27/23 through 11/15/23, in the amount of \$11,367.41 for a combined total of \$73,253.39 from the General Account.

Payroll Account: Check Nos. 876 through 887, dated 11/01/2023 through 11/15/2023 in the amount of \$20,177.43 as well as 5 ACH's and 4 transfers, dated 10/13/23 through 11/15/23, in the amount of \$9,207.67 for a combined total of \$29,385.10 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$102,638.49 were approved on a motion by , seconded by . **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	8/31/2023	\$ 949,139.81
RECEIPTS		\$222,122.97
INTEREST		614.94
EXPENDITURES		(282,399.72)

BALANCE **9/30/2023** **\$ 889,478.00**

ACCOUNT BALANCES
9/30/2023

General	\$ 16,296.11
Payroll	31,392.83
Sewer	5,763.55
Capital Improvements	282,523.82
Savings	334,979.97
Petty Cash	226.69
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 671,182.97
Riverfront	218,295.03
TOTAL	\$ 889,478.00

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

FINANCE:

1. The Budget Comparison dated 09/30/23 was reviewed by Board Members.
2. Mr. Ravert provided the Board with a spreadsheet detailing Proposed Handbook Changes. These changes include:

Employees will work four hours on Saturday and Sundays, between the hours of 6:00 AM and 2:00 PM and have one day off instead of two.

Black Friday will be added as a Holiday.

Three Personal days will be added.

Employees may earn up to one week of Comp Time, to be taken in the year it is earned.

One floating holiday will be added for each holiday worked. Employees will work four hours on the holiday, will get paid for 8 hours and will be allowed to take an additional day off at a later date.

A motion was made by Mr. Kelly and was seconded by Mr. Hill to authorize the employee changes and to have Mr. Boland, Esq. revise the employee handbook. The effective date of these changes will be 1/1/2024. **Motion passed unanimously.**

3. Nothing has changed with the Flooding Cost to date. Mr. Ravert stated that he is still waiting for an estimate from Eastern Environmental.

4. A PFM Utility Rate Study Proposal was received. Motion was made by Mr. Haller and was seconded by Mr. Hill to approve this Proposal in the amount of \$17,500.00. **Motion passed unanimously.**

4. A meeting was scheduled with Ms. Christina Tarbell, of EHD Insurance Company on October 17, 2023. Mr. Kelly stated that he requested a Loss Control Engineer from either EHD Insurance Company or EHD Insurance Company, to update our Statement of Values. Ms. Tarbell notified us that there is nobody available from either company to perform this task. Ms. Tarbell mentioned that if we give them the construction category of buildings and square footages that they can input the information into a software program to update these Statement of Values.

Mr. Kelly made a motion, seconded by Mr. Hill to stay with EHD Insurance Company and approve the policy for 2024 in the amount of \$22,201.00, subject to updated values and uninsured/underinsured coverage discussions, as well as updating our current blanket limit by \$400,000.00. **Motion passed unanimously.** Mr. Kelly will contact Ms. Tarbell and provide an update at the November board meeting.

INSURANCE/PENSION:

1. Mr. Boland, Esq. stated that three Resolutions were prepared for the Pension. Resolution No. 1 of October 26, 2023 is to Proceed with the Termination of the current Simple IRA Plan, effective December 31, 2023. Resolution No. 2 of October 26, 2023 is to Amend the Antietam Valley Municipal Authority Defined Benefit Pension Plan for Cessation of New Participants and Resolution No. 3 of October 26, 2023 is for Mr. Haller, Chairman, is hereby authorized and directed to execute all Plan Amendments. Mr. Boland, Esq. stated that he spoke to Mr. Ritzer, of CBIZ InR and Mr. Ritzer will establish the 457B Plan to replace the Simple IRA Plan, effective 1/1/2024. A Motion was made by Mr. Hill and was seconded by Mr. Kelly to adopt these three Resolutions. **Motion passed unanimously.**

2. Motion was made by Mr. Hill and was seconded by Ms. Chambers to remove Mr. Goodman from the Pension Committee and to add Mr. Kelly. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Ravert explained that when they were cleaning up the fencing at the pump station using the Borough of Mt. Penn's backhoe, one of the teeth broke. A motion was made by Mr. Kelly and was seconded by Mr. Hill to reimburse the Borough of Mt. Penn for the backhoe repair of two teeth in the amount of \$1,941.92. **Motion passed unanimously.**

2. A brief discussion was held regarding the rental of the flushing truck to Caernarvon Township Wastewater Plant. The Board didn't think this was a good idea.

SAFETY:

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

I & I:

F.O.G. PROGRAM:

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

2. Mr. Ravert stated that there was a sewer job at Lucky House. This involved a blocked main, caused by a grease build up. A short discussion followed. Mr. Haller suggested pulling samples and having them analyzed by M. J. Reider. Mr. Boland will review the current Rules & Regulations. Mr. Miller of Entech stated that when Mr. Sands completes the FOG Inspections that he should request a copy of the Manifest from the company that cleans the grease trap. This will be discussed further at the November meeting.

SOLICITOR:

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time. Mr. Ravert reported that Mr. Pereira of Stokesay Castle will have repairs made to the sewer line. Mr. Ravert stated he would like this work completed by the end of the year.
2. Endlich Avenue Dig update – Mr. Boland, Esq. stated that he spoke with Mr. Klonis, Esq., The Borough of Mt. Penn's attorney. We are waiting for a letter instructing us to complete the road repairs. Mr. Klonis, Esq., will discuss this at the next meeting with the Borough of Mt. Penn.
3. Emerald Avenue Dig update – Mr. Boland, Esq. stated he had no update.

SUPERINTENDENT:

1. Mr. Ravert stated that the EDMR's were completed.
2. A complaint was filed with PennDot regarding the manhole on Carsonia Avenue that was damaged during paving. We have not received a response yet. Mr. Miller suggested contacting PennDot and notifying them that we are contacting DEP to file a complaint. Mr. Boland, Esq. suggested contacting Mr. Rozzi to discuss the situation. Ms. Destiny Stoltz of 31 Heidelberg Avenue hit this manhole with her car. The manhole lid flipped and damaged her rim and tire. A motion was made by Mr. Hill and was seconded by Mr. Haller to have Ms. Stoltz take her car to Tom Orth and have the tire and rim replaced with a not to exceed price of \$1,200.00. **Motion passed unanimously.** Mr. Hill stated he will stop by Orth's and discuss this with them. Mr. Ravert will contact Ms. Stoltz.
3. A sewer lining project spreadsheet was distributed for 2024. Mr. Ravert provided a brief explanation.
4. Mr. Ravert found a box truck in the amount of \$36,731.00 to replace our current video van. A motion was made by Mr. Hill and seconded by Mr. Haller to have Entech prepare the necessary bid documents. **Motion passed unanimously.**

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. No action has been taken without the site survey. We recommend a site survey be considered to determine actual elevations. Without this data, a sound design is not possible.
4. Sale of old flushing truck – The truck has been listed for sale on MunicBid.
5. 2024 Pipe Lining – A list of pipe segments to be lined was compiled by Mr. Ravert. Project specifications will be prepared once the list is completed.
6. Digester Conversion – Project team kick-off meeting was held.
7. Flooding Follow-Up – Holding conversations with Exeter Township Emergency management on possible cost recovery alternatives. A short explanation followed.

OFFICE MANAGER:

1. AVMA Facebook updates continue to be posted by Gavin PR.
2. One sewer forgiveness request was received from Ms. Gloria Albarran of 205 Montgomery Avenue. After a brief discussion a motion was made by Mr. Kelly and seconded by Ms. Chambers to give Ms. Albarran a one time credit of \$500.00. **Motion passed unanimously.**

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Mr. Haller stated that he may not be at the November Board meeting.

ADJOURNMENT:

The next meeting will be November 16, 2023 at 6:00 PM at the Authority.

A motion was made by Mr. Kelly and seconded by Ms. Chambers to adjourn the meeting at 7:35 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary