

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF NOVEMBER 16, 2023**

The November meeting of the Antietam Valley Municipal Authority was held on the above captioned date, with the following Board Members answering roll call:

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

**Absent:**

Mr. Quinn Haller, Chairman  
Ms. Loretta Kennedy, Assistant Secretary

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 October 26, 2023 minutes as presented. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – November 16, 2023:**

General Account: Check Nos. 7879 through 7909 dated 10/27/2023 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 Mr. Kelly, seconded by Ms. Chambers. **Motion passed unanimously.**

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

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>9/30/2023</b>	<b>\$ 889,478.00</b>
RECEIPTS		\$402,388.14
INTEREST		586.54
EXPENDITURES		(355,317.82)

<b>BALANCE</b>	<b>10/31/2023</b>	<b>\$ 937,134.86</b>
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**ACCOUNT BALANCES  
10/31/2023**

General	\$ 10,448.26
Payroll	20,237.59
Sewer	60,776.82
Capital Improvements	282,545.41
Savings	344,631.75
Petty Cash	200.00
Savings (Cashed CD)	<u>0.00</u>
<b>AVAILABLE CASH</b>	<b>\$ 718,839.83</b>
Riverfront	<u>218,295.03</u>
<b>TOTAL</b>	<b>\$ 937,134.86</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

**FINANCE:**

1. The Budget Comparison dated 10/31/2023 was reviewed by Board Members. A short discussion followed. Mr. Boland, Esq. noted that the total budget under revenue was incorrect. Mr. Hill stated that he will discuss this report with Ms. Kennedy.
  
2. Mr. Hill stated that the budget will be distributed prior to the December meeting via email for review.
  
3. Nothing has changed with the Flooding Cost to date. Mr. Ravert stated that he is still waiting for an estimate from Eastern Environmental.

**INSURANCE/PENSION:**

1. Mr. Kelly reported that he has copied the Board on emails between himself and Ms. Christina Tarbell, of EHD Insurance Company regarding uninsured/underinsured insurance coverage. Mr. Kelly stated that he can’t condone less insurance for the employees. A short explanation followed. This will be discussed further at the December meeting.
  
2. Mr. Boland, Esq. stated that he got the documents from CBIZ InR for the new pension plan. Mr. Boland, Esq. reviewed the documents and forwarded them to Mr. Weis, Esq. of Buchanan Ingersoll for his review. Mr. Kelly made a motion, seconded by Mr. Hill, to set AVMA’s pension match to 3% with the option to vary the percentage in later years. **Motion passed unanimously.** Mr. Boland, Esq. stated the adoption resolution and necessary paperwork will be ready for the December meeting.

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

1. Mr. Ravert stated that the '80 GMC Flushing truck sold on MunicibiBid for \$4,700.00.

## **SAFETY:**

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

## **I & I:**

No report at this time

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

1. An updated F.O.G. Abatement Program spreadsheet was included in the packet.
2. Mr. Ravert stated that the owner of Lucky House came in to see if he could get his invoice for \$650.00 lowered. The Board agreed that there will be no discount issued at this time.
3. Mr. Ravert stated he will get everything ready with M. J. Reider to start doing pre-treatment sampling on all restaurants in our service area. Mr. Hill would like this program to start in 2024. A short conversation followed regarding AVMA's Rules & Regulations.

## **SOLICITOR:**

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time.
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.
3. Mr. Boland, Esq. stated that he drafted a letter to be mailed to the Borough of Mt. Penn and Saint Lawrence Borough. Mr. Hill stated that he approved these letters.
4. Employee changes previously discussed at the October meeting were briefly discussed. Mr. Ravert stated that employees work four hours on holidays and get paid for sixteen hours. There will not be a floating holiday for each holiday worked as previously discussed. Motion to accept the Proposed Handbook Changes was made by Mr. Kelly and seconded by Mr. Hill. **Motion passed unanimously.**

## **SUPERINTENDENT:**

1. PennDOT Complaint – Ms. Stoltz got her tire and rim repaired. The appointment for her front end alignment is scheduled for 10/27/23. After we have the total for repairs from Carsonia Car Care, PennDOT will be contacted again to discuss this situation. Mr. Hill stated that if this doesn't work then Mr. Boland, Esq., will get involved.
2. Mr. Hill made a motion, seconded by Mr. Kelly, to purchase a 2024 Ford E-Series Cutaway Van through Bergey's Ford, Inc, a Co-Star Dealer, with a price not to exceed \$54,000.00. **Motion passed unanimously.**

3. Mr. Hill requested a monthly progress report showing all the PA One Calls that are marked.
4. A telephone call was received from Mr. Jon Linton, the owner of Liederkrantz, regarding the possibility of the Liederkrantz and some of his neighbors, connecting to AVMA's sewer system. Mr. Ravert stated that the closest line to connect to would be Stokesay's private line. A short discussion followed. This will be tabled until a later date.
5. The connections at the new Townhouses at St. Catherine's were briefly discussed. Mr. Ravert will provide an update at the next meeting.

### **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 was sold on MunicBid for \$4,700.00.
5. 2024 Pipe Lining – A list of pipe segments to be lined was compiled by Mr. Ravert. An engineering work order for this work will be presented. Project specifications will be prepared once the list is completed.
6. Digester Conversion – Project is underway.

### **OFFICE MANAGER:**

A written report was submitted.

1. One sewer forgiveness request was received from Ms. Tiffany King of 1432 Friedensburg Road. This request was for a sewer penalty in the amount of \$19.14. Ms. King's request was denied.

### **UNFINISHED BUSINESS:**

### **NEW BUSINESS:**

### **ADJOURNMENT:**

The next meeting will be December 21, 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 7:08PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary