

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF DECEMBER 21, 2023**

The December 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
Mr. Nathan Rupright, Asst. Treasurer
Mr. Quinn Haller, Chairman via Zoom

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

Absent:

Ms. Tara Chambers, 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 Mr. Haller November 16, 2023 minutes as presented. **Motion passed unanimously.**

Visitors

Mr. Robert May, St. Lawrence Borough Council President

FINANCE:

Checks for Ratification – December 21, 2023:

General Account: Check Nos. 7910 through 7940 dated 11/20/2023 through 12/20/23 in the amount of \$164,252.59 as well as 19 EFTs dated 11/20/23 through 12/20/23, in the amount of \$15,147.04 for a combined total of \$179,399.63 from the General Account.

Mr. Hill explained that Check No. 7927, in the amount of \$600.00 for to join the Center for Excellence in Local Government. Mr. Haller, Mr. Hill, Mr. Kelly and Mr. Rupright will be on the committee.

Payroll Account: Check Nos. 888 through 902, and Check No. 50083, dated 11/29/2023 through 12/13/2023 in the amount of \$21,271.54 as well as 6 ACH's and 4 transfers, dated 11/27/23 through 12/13/23, in the amount of \$9,662.86 for a combined total of \$30,934.40 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$210,334.03 were approved on a motion by Mr. Haller, seconded by Mr. Kelly. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	10/31/23	\$937,134.86
RECEIPTS	\$825,150.23	
INTEREST	868.26	
EXPENDITURES	(705,325.65)	
BALANCE	11/30/2023	\$1,057,827.70

**ACCOUNT BALANCES
11/30/2023**

General	\$ 19,113.90
Payroll	11,489.41
Sewer	17,474.48
Capital Improvements	228,793.68
Savings	562,461.20
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 839,532.67
Riverfront	218,295.03
TOTAL	\$1,057,827.70

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

FINANCE:

1. The Budget Comparison dated 11/30/23 was reviewed by Board Members. After a brief discussion, motion was made by Mr. Hill and was seconded by Mr. Kelly to give Mr. Ravert, Mr. Scheuing and Ms. Kennedy a 4% increase for 2024. Mr. Rightmyer, Mr. Esser and Mr. Wolf will receive a 2% increase and may receive up to an additional two percent on or before March 1, 2024 after an Employee Performance Review. **Motion passed unanimously.**
2. Motion was made by Mr. Haller and was seconded by Mr. Hill to purchase \$75.00 gift cards for all employees. **Motion passed unanimously.**
3. The 2024 Budget was presented for review and discussion. A sewer rate increase was briefly discussed. This will be discussed further at the January meeting. A motion was made by Mr. Kelly, seconded by Mr. Hill to approve the 2024 Budget as presented. **Motion passed unanimously.**

4. Mr. Hill questioned if we should be attending the Borough of Mt. Penn Council Meetings because AVMA is on the agenda. After a brief discussion, Mr. Hill recommended sharing a monthly report with the Borough.

INSURANCE/PENSION:

1. Mr. Kelly reported that after corresponding with Ms. Christina Tarbell, of EHD Insurance Company regarding uninsured/underinsured insurance coverage, the policy was emailed. Mr. Kelly reviewed the coverage and noted that the underinsured coverage was increased to \$100,000.00 and the uninsured coverage was zero. Mr. Kelly will contact EHD Insurance Company to get this corrected. A Motion was made by Mr. Hill, seconded by Mr. Kelly to authorize as presented acceptance of this insurance with the addition of coverage for uninsured motorists to match the underinsured coverage. **Motion passed unanimously.**

Mr. Kelly stated that Mr. Ravert took measurements of all the buildings on AVMA property. There will be a meeting with himself, Mr. Ravert and an agent from EHD in January regarding replacement values. We currently have coverage totaling sixteen million dollars in case of a catastrophic loss.

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.

3. Mr. Boland, Esq. stated that he has some Resolutions to be adapted:

A Motion was made by Mr. Hill and was seconded by Mr. Haller to approve the adoption of the 457B Defined Compensation Plan Agreement. **Motion passed unanimously.**

A Motion was made by Mr. Kelly and was seconded by Mr. Rupright to adapt the amendment to the AVMA 457B Plan with a Secure Act Amendment. **Motion passed unanimously.**

A Motion was made by Mr. Kelly and was seconded by Mr. Hill to authorize the AVMA to hire CBIZ to provide fiduciary and advisory services for our new 457B Plan in an Agreement subject to the final review of the solicitor. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. Cyber Security was explained by Mr. Kelly. Mr. Kelly explained that he found a scanning and monitoring service through CISA. Mr. Kelly made a motion, seconded by Mr. Hill to subscribe to this free service starting in January through CISA. **Motion passed unanimously.**

SAFETY:

1. Mr. Ravert stated that the staff watched a safety video pertaining to winter weather.

I & I:

1. Mr. Ravert stated that approximately two weeks ago there was a blocked main off Prospect Street. When opening the manhole, it was discovered that the line under our main line is broken and spring water is entering our main. This must be investigated and repaired.

F.O.G. PROGRAM:

1. Mr. Ravert stated he will get everything ready to start doing pre-treatment sampling on all restaurants in our service area.

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 received a letter from Mr. Klonis, Esq., The Borough of Mt. Penn's attorney. We have to get an estimate for paving repairs.

SUPERINTENDENT:

1. Mr. Ravert stated that he spoke to Mr. Jon Linton, the owner of Liederkrantz, regarding the possibility of the Liederkrantz and some of his neighbors, connecting to AVMA's sewer system. This will be discussed further in January of 2024.

2. PennDOT Complaint – PennDOT will be contacted again to discuss this situation.

3. Mr. Hill requested a monthly progress report showing all the PA One Calls that are marked.

4. Ms. Kennedy reported that ten connections were paid for at the new St. Catherine's Townhouses.

5. Sludge testing and recertification with J.P. Mascaro has been completed.

6. A quotation was received from Summit Valley Outdoor Solutions to repair three water hydrants in the plant. This will be discussed further next month.

7. There have been two storms in the last three weeks. DEP was called both times and a five day report was submitted.

8. There was a power outage on 12/13/23. When the emergency generator kicked on for the weekly test and the power transferred back, there was no power in Plant 2. Eastern Environmental came in and replaced an old breaker. DEP was called and a five day report was submitted.

ENGINEERING

1. The Commonwealth Financing Authority Board Meeting announced that AVMA received \$750,000.00 for improvements to the wastewater treatment facility. Mr. Miller will contact the Commonwealth Financing Authority and see if this money could be used for the digester conversion.

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. 2024 Pipe Lining – An Engineering Work Order for this work is being finalized. Project specifications are being prepared once the list is completed.
5. Digester Conversion – Project is underway.
6. General Engineering – Operation support is provided as needed throughout the month.
7. 2023 Chapter 94 Report Engineering Work Order – A motion was made by Mr. Kelly and was seconded by Mr. Haller to approve the 2023 Chapter 94 Report in the amount of \$4,000.00. **Motion passed unanimously.**

OFFICE MANAGER:

1. Refund checks were received from MRM Worker’s Comp Fund, GPTSO and Benecon.
2. The 2024 meeting dates were provided. Motion was made by Mr. Hill and seconded by Mr. Rupright to advertise these meeting dates. **Motion passed unanimously.**

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Mr. Robert May, President of St. Lawrence Borough Council spoke to the AVMA Board regarding the possibility of building a five bay garage on AVMA land. This garage would be shared with the Borough of St. Lawrence and the Borough of Mt. Penn. A long discussion followed.

ADJOURNMENT:

The next meeting will be January 25, 2024 at 6:00 PM at the Authority.

A motion was made by Mr. Kelly and seconded by Mr. Rupright to adjourn the meeting at 8:30 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary