

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JANUARY 25, 2024**

The January 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  
Mr. Nathan Rupright, Asst. Treasurer

**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

**Visitor:**

Ms. Clair McKoy, of 1050 Friedensburg Road

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

Ms. McCoy stated that she has a failing on-lot sewer system and must connect to the sanitary sewer system. Mr. Haller stated that Ms. McCoy is within 250' of the sanitary sewer line so there is no on-lot option. The lot is steep and is not eligible for a new on-lot system. Ms. McCoy stated that she completed an application for sewer service and would like to know how to proceed. Ms. McCoy stated that she spoke to Mr. Miller regarding this sewer connection. It was determined that Mr. Groebel paid for 1/3 of the cost of the manhole to allow him to connect. Mr. Boland, Esq. stated that since AVMA contributed to the cost of this manhole, we own it. The cost of the sewer connection would be the regular cost of \$4,000.00 for the connection and \$1,000.00 escrow plus the cost of any additional engineering fees. Ms. McCoy will be contacted after Mr. Ravert is able to video this sewer line. Ms. McCoy was told her next step would be to hire a contractor. Mr. Haller will provide Ms. McCoy with a list of contractors.

**At this time, Mr. Haller turned the meeting over to Mr. Boland, Esq. for Reorganization.**

Motion was made by Mr. Kelly, seconded by Mr. Haller to open the floor for nominations.

**Motion passed unanimously.**

Motion was made by Mr. Haller and was seconded by Mr. Kelly to cast a unanimous ballot for the following slate of officers:

Mr. Hill as Chairperson  
Mr. Kelly as Vice-Chairman  
Mr. Rupright as Secretary  
Ms. Haller as Treasurer  
Asst. Treasurer is vacant  
Ms. Kennedy as Asst. Secretary

Motion was made by Mr. Hill and was seconded by Mr. Haller to close the floor for nominations for all 2024 board positions.

A Roll call vote was taken for the following slate:

Mr. Hill as Chairperson  
Mr. Kelly as Vice-Chairman  
Mr. Rupright as Secretary  
Mr. Haller as Treasurer  
Asst. Treasurer is vacant  
Ms. Kennedy as Asst. Secretary

**Five “Ayes”. Motion passed unanimously.**

Motion was made by Mr. Hill and was seconded by Mr. Haller to re-appoint the following for professional services:

**Auditor – Herbein & Company, Inc.**  
**Solicitor – Mr. Brian Boland, Esq. – Kozloff Stoudt**  
**Engineering – Mr. H. David Miller – Entech Engineering**

**Motion passed unanimously.**

At this time Mr. Hill took over the meeting.

A motion was made by Mr. Kelly, seconded by Mr. Hill to approve the December 21, 2023 minutes as presented. **Motion passed unanimously.**

### **FINANCE:**

#### **Checks for Ratification – January 25, 2024:**

General Account: Check Nos. 7941 through 7978 dated 12/27/2023 through 01/24/2024 in the amount of \$59,638.20 as well as 19 EFTs dated 01/4/2024 through 01/24/2024, in the amount of \$14,388.13 for a combined total of \$74,026.33 from the General Account.

Payroll Account: Check Nos. 903 through 914, as well as Nos. V781326 through V7813281, dated 12/27/2023 through 01/24/2024 in the amount of \$33,097.58 as well as 6 ACH's and 6 transfers, dated 12/22/2023 through 01/24/2024, in the amount of \$15,587.26 for a combined total of \$48,684.84 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$122,711.17 were approved on a motion by Mr. Haller, seconded by Mr. Kelly. **Motion passed unanimously.**

#### **Treasurer’s Report – For the month of December 2023:**

### **ACTIVITY**

<b><u>BALANCE</u></b>	<b>11/30/2023</b>	<b>\$1,057,827.70</b>
RECEIPTS		\$527,219.64
INTEREST		7,205.77

EXPENDITURES (513,381.22)

**BALANCE 12/31/2023 \$1,078,871.89**

**ACCOUNT BALANCES**

**12/31/2023**

General	\$ 10,757.12
Payroll	24,360.84
Sewer	2,575.54
Capital Improvements	426,819.46
Savings	389,467.74
Petty Cash	200.00
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>\$ 854,180.70</b>
Riverfront	224,691.19
<b>TOTAL</b>	<b>\$1,078,871.89</b>

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

**COMMITTEE REPORTS**

**ADMINISTRATION/PERSONNEL:**

1. Mr. Ravert reported that Mr. Esser failed his first DEP test to become a Certified Operator. This test may be re-taken in May of 2024.

**FINANCE:**

1. The Budget Comparison dated 12/31/2023 was reviewed by Board Members.
2. A 5% sewer rate increase was briefly discussed. This will be tabled until the February meeting.
3. It was mentioned by Ms. Kennedy that J.P. Mascaro raised their rates 7.94%.
4. Mr. Hill mentioned that Entech owes us a credit in the amount of \$465.00 on Invoice No. 0088843 dated 1/18/2024.

**INSURANCE/PENSION:**

1. Mr. Kelly reviewed our insurance coverage and noticed that the underinsured coverage was increased to \$100,000.00 and the uninsured coverage was zero. Mr. Kelly stated that he will contact EHD Insurance Company to have this corrected.
2. Mr. Boland, Esq. explained that Ms. Kennedy shared correspondence from Ms. Wise at Conrad Siegel regarding AVMA's Defined Benefit Plan. Mr. Boland, Esq. provided a brief explanation. Mr. Boland, Esq. stated that he tried to contact Ms. Wise today.

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

1. Mr. Kelly stated that cyber security is paused for now but he wants it kept on the agenda for future plant upgrades. Ms. Kennedy stated that she does have multi factor authentication in place.
2. Mr. Haller stated that he had a conversation with Mr. Egert, a Board member with the Borough of Saint Lawrence, regarding the joint garage. The Borough of Saint Lawrence will provide us with a sketch of the five bay garage with a bathroom and shower. They questioned if they could have a 99 year lease. Mr. Haller suggested waiving the connection fee. Mr. Boland, Esq. stated that he would feel comfortable if Entech reviewed the plan. The Board will waive the connection fee but they will be responsible for engineering and legal fees. Some other items were briefly discussed.

## **SAFETY:**

1. Mr. Ravert stated that the monthly checklist from the insurance company was completed.
2. A tire blew out on the Ford F250 when running errands. The truck had to be towed and a new tire was purchased.

## **I & I:**

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

1. One restaurant owner complained about paying for the F.O.G. inspections. It was suggested that a video be taken of this customer's sewer line to check for grease buildup.

## **SOLICITOR:**

1. Stokesay Castle update – Mr. Boland, Esq. reported that he doesn't have an update at this time.
2. Pension Update - Mr. Boland, Esq. stated that he had packets prepared with the Resolutions pertaining to the pension plan. Ms. Kennedy provided one additional signed Resolution this evening. Mr. Boland, Esq. will have this packet updated for the next monthly meeting.
3. One additional Resolution must be signed to hire CBIZ InR. Mr. Boland, Esq. will email this to Ms. Kennedy for signatures.
4. Mr. Boland, Esq. reported that he prepared a complaint for civil damages. Mr. Kelly pointed out that the address on the quotation included was incorrect. Ms. Kennedy will get this quotation address corrected and will return to Mr. Boland, Esq.

## **SUPERINTENDENT:**

1. PennDOT Complaint – We got a response from PennDOT stating that the contractor was responsible for any liability. We responded to PennDOT asking for the contractor's contact information.

2. A quotation from Summit Valley to upgrade three hydrants on-site is included in the packet. Motion was made by Mr. Haller and seconded by Mr. Rupright to approve this quotation in the amount of \$13,725.94. **Motion passed unanimously.**
3. Mr. Ravert reported that PA One Calls continue to be marked.
4. Mr. Ravert explained how high the flow is coming through the plant due to rainstorms and snow melt. Most test results were within parameter. Two results for fecal were over parameters but the monthly parameters were within limits. A short explanation followed.
5. There is a well pump on the property with a discharge for all the excess water from the pressure release valve. This line was an 18” concrete line which was shrunk down to a 12” PVC line that enters the manhole. This pipe got clogged with 12’ of roots. The 12” line is going to be converted back to an 18” line and will eventually be lined.

## **ENGINEERING**

1. Ms. Kennedy prepared Resolution 2024-01 requesting that the COVID-19 ARPA H2O PA Water Supply, Sanitary Sewer and Storm Water Project grant in the amount of \$750,000.00 from the Commonwealth Financing Authority be used for the Digester Conversion & Upgrade. Mr. Hill and Ms. Kennedy will be the officials to execute all necessary documents. Motion was made by Mr. Hill and was seconded by Mr. Haller to authorize Mr. Hill and Ms. Kennedy to sign all documents related to this grant. **Motion passed unanimously.**
2. Capital Improvement Plant Study – Projects previously summarized have been prioritized for consideration. Awaiting decision on financing alternatives/confirmation.
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 #P240132.000.000 was created for this work in the amount of \$9,700.00. Project specifications will be improved to ensure a quality project and reduce potential liability. Motion was made by Mr. Rupright and seconded by Mr. Hill to authorize this work order in the amount of \$9,700.00. **Motion passed unanimously.**

Motion was made by Mr. Haller and was seconded by Mr. Rupright to authorize advertising for the pipe lining project of 2024 on PennBid. **Motion passed unanimously.**

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 – The report will be submitted to DEP before the deadline of March 31, 2024.
8. Strong Waste Surcharge Calculation – Mr. Miller questioned if the board would prefer this work be completed under a separate EWO or as General Engineering Services. The board said they would like these charges broken out.

**OFFICE MANAGER:**

1. A request for credit was received from Craig Binkley, for his tenant, at 201 Endlich Avenue. The sewer bill was \$685.04. After a brief conversation, a motion was made by Mr. Haller and seconded by Mr. Rupright to approve a credit in the amount of \$342.52. **Motion passed unanimously.**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:**

The next meeting will be February 22, 2024 at 6:00 PM at the Authority.

A motion was made by Mr. Haller and seconded by Mr. Rupright to adjourn the meeting at 8:00 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary