

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF FEBRUARY 22, 2024**

The February 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, Chairman
Mr. Francis Kelly, Vice-Chairman
Mr. Nathan Rupright, Secretary
Mr. Quinn Haller, Treasurer

Also Present:

Ms. Julia Adams, Esq., Solicitor, Kozloff Stoudt
Mr. H. David Miller, Entech Engineering
Mr. Joseph Ravert, Jr., Superintendent
Ms. Loretta Kennedy, Assistant Secretary

Visitor:

Mr. & Mrs. Barry Groebel, of 1052 Friedensburg Road
Mr. Jamie Schmehl, of 244 Friedensburg Road

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

Mr. & Mrs. Groebel, of 1052 Friedensburg Road stated that his neighbor Ms. McCoy will be connecting to the sanitary sewer system. Mr. Groebel's driveway will have to be cut to complete her sewer connection. Mr. Groebel wants to make sure his property will be returned to its original state. A short discussion followed.

A motion was made by Mr. Rupright, seconded by Mr. Haller to approve January 24, 2024 minutes as presented. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – February 22, 2024:

General Account: Check Nos. 7979 through 8005 dated 01/25/2024 through 02/21/2024 in the amount of \$55,919.36 as well as 21 EFTs dated 01/25/2024 through 02/21/2024, in the amount of \$13,660.92 for a combined total of \$69,580.28 from the General Account.

Payroll Account: Check Nos. V7900124 through V7988325, dated 02/07/2024 through 02/21/2024 in the amount of \$20,781.62 as well as 6 ACH's and 4 transfers, dated 01/12/2024 through 02/21/2024, in the amount of \$10,613.19 for a combined total of \$31,394.81 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$100,975.09 were approved on a motion by Mr. Kelly, seconded by Mr. Rupright. **Motion passed unanimously.**

Treasurer's Report – For the month of January 2024:

ACTIVITY

<u>BALANCE</u>	12/31/2023	\$1,078,871.89
RECEIPTS	\$347,775.09	
INTEREST	640.13	
EXPENDITURES	(291,374.60)	
BALANCE	01/31/2024	\$1,135,912.51

ACCOUNT BALANCES

01/31/2024

General	\$ 22,784.13
Payroll	17,936.84
Sewer	83,112.53
Capital Improvements	426,852.00
Savings	360,335.82
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$ 911,221.32
Riverfront	224,691.19
TOTAL	\$1,135,912.51

The Treasurer's Report for January of 2024 was approved on a motion by Mr. Kelly, seconded by Mr. Rupright.. **Motion passed unanimously.**

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Motion was made by Mr. Haller and was seconded by Mr. Kelly to accept Mr. Dustin Wolf's resignation as of 2/21/24. **Motion passed unanimously.** Mr. Ravert would like to wait a few months to hire a replacement.
2. Mr. Hill added Mr. Rupright to the Administration/Personnel Committee with Mr. Haller.
3. Mr. Hill mentioned having a creek/waterway clean-up. He will organize this. It was mentioned that maybe Entech Engineering & Kozloff Stoudt help out financially.
4. Mr. Rupright asked Mr. Ravert when the employee performance reviews would be completed. Mr. Ravert stated they will be completed in March of 2024.

FINANCE:

1. The Budget Comparison dated 01/31/2024 was reviewed by Board Members.
2. A 5% sewer rate increase was briefly discussed. Motion was made by Mr. Kelley and was seconded by Mr. Hill to raise the sewer rates by 5%, effective immediately. The minimum charge will be \$44.27 which includes the first 1,000 gallons. Each additional 1,000 gallons will cost \$12.05. **Motion passed unanimously.**

3. Mr. Miller explained that the amount of \$465.00 that was overbilled in January of 2024 was credited in February of 2024 invoices.

INSURANCE/PENSION:

1. Mr. Hill stated that he will have Mr. Ritzer of CBIZ attend the March meeting for a six month pension update.
2. Mr. Kelly reported that he will be meeting with a representative from EHD Insurance Company in two weeks.
3. Ms. Adams briefly explained that Mr. Boland, Esq., spoke with Ms. Wise of Conrad Siegel regarding asset smoothing and the mortality table. This will be discussed further with Mr. Boland, Esq., at the March board meeting.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Kelly stated that he feels more comfortable after learning that the office has two factor authentication in place for banking and outside parties.
2. Mr. Rupright stated that the 1989 Ford Econoline E150 was listed for sale on our FB page as a silent auction. Mr. Matthew LeRoy bid \$3,000.00. After a brief conversation, a motion was made by Mr. Rupright and seconded by Mr. Hill to sell this vehicle to Mr. LeRoy in the amount of \$3,000.00. **Motion passed unanimously.** Payment and vehicle pick-up must be completed within ten days.

SAFETY:

1. Mr. Ravert stated that the monthly checklist from the insurance company was completed.

I & I:

1. Mr. Ravert got one quotation for flowmeters. He will continue to shop around.

F.O.G. PROGRAM:

1. FOG inspections are continuing.
2. Mr. Ravert explained there was a sewer job at Sparkle Shine Car Wash on Perkiomen Avenue. He stated that this sewer line is a mess. Ms. Kennedy will provide Mr. Miller with a signed copy of AVMA's Rules & Regulations. A short discussion followed regarding possible surcharges in the future.

SOLICITOR:

1. Stokesay Castle update – Ms. Adams reported there is no update.
2. Pension Update – Ms. Kennedy provided Ms. Adams with the signed Resolution regarding hiring CBIZ InR.

3. Ms. Adams stated that a complaint for civil damages was filed. Mr. Boland, Esq. will provide an update at the March board meeting.

SUPERINTENDENT:

1. PennDOT Complaint – No update.
2. All the fire hydrants at the plant were upgraded by Summit Valley.
3. The main replacement in the back of the plant was completed by Summit Valley.
3. Mr. Ravert reported that PA One Calls continue to be marked.
4. The new box truck was lettered by the Little German Signmaker.
5. The well inspection is scheduled. They are waiting for a couple parts.
6. Endlich Avenue was paved on February 21, 2024.
7. A quotation from Levan for the replacement service body for the Ford F250 was received in the amount of \$29,790.00. A motion was made by Mr. Hill and was seconded by Mr. Kelly to approve this quotation from Levan. **Motion passed unanimously.**

ENGINEERING

1. H2O Grant Application – To this point, DCED will not allow the grant funds to be redirected to anything other than the project stated in the application. The Grant Application must be signed and returned by Friday March 23, 2024. Mr. Ravert stated that Mr. Okonski, a Mt. Penn Borough employee, spoke to Mr. Rossi's office regarding redirecting these funds. A short conversation followed.
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. Mr. Miller explained how important this site survey is. Mr. Hill questioned how smart it would be to do two projects at once. Mr. Miller stated that it would have its advantages. After a long discussion, a motion was made by Mr. Haller and was seconded by Mr. Kelly to continue with the Headworks Upgrade work order. **Motion passed unanimously.**
4. 2024 Pipe Lining – Project specifications are being updated to reflect current standards with special attention to styrene use and proper disposal. A map was provided to board members.
5. Digester Conversion – Project is underway. Coordinating survey and initiating boiler demo plan. Mr. Hill questioned how far along this project is. Mr. Miller explained that the engineers are working on this project.
6. 2023 Chapter 94 Report Engineering Work Order – The report will be submitted to DEP before the deadline of March 31, 2024.

7. 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.

OFFICE MANAGER:

1. A request for credit was received from Ms. Danielle Trout, of 2207 Woodvale Avenue. Ms. Trout received an invoice for a repeat sewer job in the amount of \$135.00. After a brief discussion, the board decided the chargers were valid and no credit would be issued.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be March 28, 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 7:30 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary