

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF MARCH 28, 2024**

The March 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

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:

Mr. Quinn Haller, Treasurer

Visitors:

Ms. Betty Quillman, of 2800 Prospect Street
Mr. James Billman, regarding 264 Friedensburg Road

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

Ms. Quillman stated that she has problems with sewer backing up in her home during heavy rains. Approximately two years ago, a sewer line next to her home was lined and that helped for a while. Ms. Quillman would like some help with this issue. Mr. Ravert explained that when the flow gets high, it backs into Ms. Quillman's home because this sewer line comes into the trunk line. When the trunk line gets full, water backs into Ms. Quillman's home. Mr. Ravert stated that there is a valve outside Ms. Quillman's home that she can turn during heavy rains. The concern is that she has to be home to shut this valve. When this happens Ms. Quillman can't use her home. A short discussion followed. Mr. Hill stated that we will look at possible solutions and follow-up on this issue.

Mr. James Billman explained that he is buying the condemned home at 264 Friedensburg Road. There were two big sewer bills from leaks in the home totaling \$5,070.20. Mr. Billman shared pictures of the inside of the home with the Board showing that the home cannot be accessed at this time. Mr. Kelly stated that he thinks the lien for past due sewer charges would take priority after the home mortgage. Ms. Kennedy stated that there is no lien on this property. The board stated that they would discuss this and contact Mr. Billman with their decision.

After a brief discussion, the Board determined that no credit will be given to Mr. Billman for sewer charges for 264 Friedensburg Road.

A motion was made by Mr. Kelly and seconded by Mr. Hill to have Kozloff Stoudt file a lien for past due sewer charges for 264 Friedensburg Road. Ms. Kennedy will provide Kozloff Stoudt the exact amount owed. **Motion passed unanimously.**

Motion was made by Mr. Kelly and seconded by Mr. Rupright to have Kozloff Stoudt lien customers who owe over \$1,000.00 who do not have a payment plan in place. **Motion passed unanimously.**

A motion was made by Mr. Rupright, seconded by Mr. Kelly to approve February 22, 2024 minutes as presented. **Motion passed unanimously.**

Mr. Hill stated that he will discuss the lien situation with the MPBMA before our April monthly meeting.

FINANCE:

Checks for Ratification – February 22, 2024:

General Account: Check Nos. 8006 through 8034 dated 02/27/2024 through 03/27/2024 in the amount of \$91,722.34 as well as 14 EFTs dated 02/23/2024 through 03/23/2024, in the amount of \$11,833.66 for a combined total of \$103,556.00 from the General Account.

Payroll Account: Check Nos. V8095041 through V8095046, V8189254 through V8189261 and Check No. 50084, dated 03/06/2024 through 03/20/2024 in the amount of \$19,839.13 as well as 4 ACH’s and 4 transfers, dated 03/04/2024 through 03/20/2024, in the amount of \$10,000.07 for a combined total of \$290839.20 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$133,395.20 were approved on a motion by Mr. Kelly, seconded by Mr. Rupright. **Motion passed unanimously.**

Treasurer’s Report – For the month of February 2024:

ACTIVITY

<u>BALANCE</u>	1/31/24	\$1,135,912.51
RECEIPTS	\$759,084.92	
INTEREST	834.79	
EXPENDITURES	(570,321.48)	
BALANCE	02/29/2024	\$1,325,510.74

**ACCOUNT BALANCES
02/29/24**

General	\$ 21,227.66
Payroll	20,958.13
Sewer	16,684.76
Capital Improvements	426,882.44
Savings	614,866.56
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$1,100,819.55
Riverfront	224,691.19
TOTAL	\$1,325,510.74

The Treasurer's Report for February 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. Rupright and seconded by Mr. Hill to ratify the purchase of hams for AVMA employees for Easter. **Motion passed unanimously.**
2. Employee evaluations completed by Mr. Ravert were reviewed by Mr. Rupright. Motion was made by Mr. Rupright and seconded by Mr. Kelly to give the final 2% salary increase for 2024 to Mr. Esser and Mr. Rightmyer. **Motion passed unanimously.**
3. Mr. Hill stated that there he would need legal agreements prepared for the AVMA Clean Stream Project. This event will most likely be in September and will be sponsored by AVMA. Mr. Hill suggested that Kozloff Stoudt and Entech donate trash bags and safety vests for this project.
4. Mr. Hill would like a pay scale by position completed. Mr. Rupright stated that he will work on this project.

FINANCE:

1. The Budget Comparison dated 02/29/24 was reviewed by Board Members.
2. PFM Rate Study – We are waiting for reports from Dallas Data. A short explanation followed. Mr. Hill suggested meeting with a representative from Dallas Data.
3. An estimate from Homan Excavating, Inc. for the sewer connection at Ms. McKoy at 1050 Friedensburg Road was briefly discussed. Mr. Miller provided a drawing and explanation for the Board. Mr. Miller suggested that AVMA pay \$12,300.00 for the 8" sewer pipe and a portion of the traffic control. Mr. Miller explained that the sewer pipe would only extend a bit past 1050 Friedensburg Road and would be capped. Mr. Hill asked Mr. Miller to get a quotation from the contractor to extend the line further down Friedensburg Road, towards Wolters Lane. Motion was made by Mr. Kelly and was seconded by Mr. Rupright to pay \$12,300.00 towards the sewer connection for 1050 Friedensburg Road. **Motion passed unanimously.**

Mr. Kelly made a motion seconded by Mr. Hill authorizing Entech Engineering to get a quotation to extend this line on Friedensburg Road towards Wolters Lane. **Motion passed unanimously.**

4. Ms. Kennedy reported that she applied for a Wellness Grant with Capital Blue Cross and received a \$625.00 grant. This will be used for first aid supplies and personal protective equipment to be used in the chlorine room.
5. Mr. Hill commented that he would like Mr. Kelly added to the Riverfront CD. Mr. Goodman's name must be taken off. Motion was made by Mr. Hill and seconded by Mr. Rupright to add Mr. Kelly to the Riverfront CD. **Motion passed unanimously.**

INSURANCE/PENSION:

1. Mr. Focht, of EHD Insurance Company contacted Mr. Kelly. Mr. Kelly reported that they had a lunch meeting last week. There was a discussion regarding getting answers from the Trust about our uninsured and underinsured motorist limits. Mr. Kelly asked for something definitive in writing from the Trust. Mr. Focht stated that he will follow up on this issue.
2. A quotation was received from Industrial Appraisal Company in the amount of \$7,200.00 to complete an appraisal for AVMA for insurance valuation purposes. Motion was made by Mr. Hill and seconded by Mr. Kelly to approve the quotation from Industrial Appraisal Company in the amount of \$7,200.00. **Motion passed unanimously.** Mr. Kelly will follow up with this company.
3. Motion was made by Mr. Hill and seconded by Mr. Kelly to add Mr. Kelly to the pension plan documents. Mr. Goodman will be removed. **Motion passed unanimously.**
4. Mr. Hill stated that he invited Mr. Ritzer, of CBIZ InR to attend the April board meeting to give a quarterly pension plan report.

BUILDINGS/GROUNDS/EQUIPMENT:

1. Mr. Hill reported that he received a telephone call from Mr. Schlanger from Mr. Rozzi's office. The plans for the new Mt. Penn Borough garage are included in the packet.

SAFETY:

1. Mr. Ravert stated that the MRM Insurance Company loss control visit was yesterday. The inspection went well. A few pipes that people had to cross had to be painted yellow.

I & I:

1. Mr. Ravert is doing research on I & I and FOG. Mr. Ravert stated that the sewer lines at Esposito's, Lucky House, Jakes & Pennside Drive Inn were videoed and flushed. All the restaurant sewer lines will be videoed and flushed.
2. There was a bad sewer job at 2505 Park Street. The lateral was eighty feet to the main. Six coils later they still couldn't open it. Mr. Ravert contacted Mr. Dave Seltzer, of PA American Water and they used their flushing truck with a lateral jetter and it was opened in a matter of minutes. Mr. Ravert is looking into purchasing a lateral jetter.

F.O.G. PROGRAM:

1. FOG inspections are continuing. Mr. Ravert will meet with Mr. Sands to discuss the current FOG program.
2. The Pretreatment program was briefly discussed. Mr. Ravert will get the pricing from Sinking Springs. This will be discussed in further detail at the April board meeting.

SOLICITOR:

1. Mr. Boland, esq. stated that he has the verification to sign for the Barrasso matter. A complaint was filed and answered with a new matter. An answer was prepared for this new matter. Motion was made by Mr. Hill and was seconded by Mr. Kelly to authorize the execution of the answer to the new matter. **Motion passed unanimously.**
2. The Berks County Non Profit Development Corporation is an association that looks for abandoned or dilapidated properties. They will move in and appoint a conservatoire to rehab the property and then put it back on the market. The idea is to generate economic development by not allowing one property to pull down the properties around it. There is a property at 2319 Fairview Avenue which is owned by John & Cheryl Anspach. This property was either abandoned or neglected. A petition was filed for a conservatorship to take over the property. Mr. Boland, Esq. stated that a lien should be filed. Motion was made by Mr. Hill and was seconded by Mr. Kelly to file a lien for the property at 2319 Fairview Avenue. **Motion passed unanimously.**
3. Pension Update – Mr. Boland, Esq. stated that he spoke to Ms. Wise from Conrad Siegel regarding the actuarial valuation. Asset smoothing and the mortality table used by AVMA were briefly discussed. The board is not interested in asset smoothing. After a brief explanation by Mr. Boland, Esq., a motion was made by Mr. Rupright and was seconded by Mr. Hill to accept Conrad Siegel’s recommendation to change the actuarial assumptions for the January 1, 2023 report. The prior assumption was RP-2000 Blue Collar table with projection Scale AA. The recommended assumption is PubG-2010 with generational improvement scale MP-2021. **Motion passed unanimously.**

SUPERINTENDENT:

1. PennDOT Complaint – No update. Mr. Boland, Esq. suggested contacting Mr. Rozzi’s office.
2. PA One Calls continue to be marked. There have been a lot lately.
3. The sewer lines are still connected on the two homes next to Bixler’s that got washed away. These lines must be capped off.
4. We blew a motor in clarifier one last month. A spare was installed. There is also one spare for clarifier two. When another motor is lost, we need to get a spare. Mr. Hill mentioned that a spare pump should be purchased now.
5. Curtis Power Solutions quotation is for the yearly generator maintenance. Mr. Ravert mentioned that the new plant generator is not included. Mr. Hill stated that he would like an employee present when the maintenance is completed. Mr. Hill suggested checking around with other sewer plants to see who does their generator maintenance.
6. AVMA employees had a lunch and learn with a representative from Enecon Corporation. This is a chemical company that offers an alternate way of fixing things at a fraction of the replacement cost. They said they could fix the broken boiler. A short conversation followed.

ENGINEERING

1. H2O Grant Application – We are waiting to hear something from Mr. Rozzi’s office regarding reapportioning of H2O funds.
2. Capital Improvement Plant Study – Projects previously summarized have been prioritized for consideration. Awaiting decision on financing alternatives/confirmation. Mr. Miller questioned if the board considered pursuing Pennvest funding for the Capital Projects.
3. Headworks Upgrade – This work has resumed. Site survey for both Headworks and Digester is scheduled for the week of April 1, 2024.
4. 2024 Pipe Lining – Project specifications have been updated to reflect current standards. The Pipe Lining Project manual was given to Mr. Ravert. Request authorization to advertise request for bids on PennBid. Motion was made by Mr. Hill and was seconded by Mr. Kelly to advertise the pipe lining project on PennBid on April 12, 2024. **Motion passed unanimously.**
5. Digester Conversion – Project is underway. Coordinating survey and initiating boiler demo plan.
6. 2023 Chapter 94 Report Engineering Work Order – The report was submitted today.
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.

Mr. Ravert asked that the NPDES Permit Renewal be added to the Engineer’s Report. Mr. Miller stated that he will have a work order prepared by the next meeting.

OFFICE MANAGER:

1. A request for credit was received from Mr. Simmons, of 501 Butter Lane. Mr. Simmons had a sewer bill in the amount of \$2,782.52. After a brief discussion, it was determined that the water entered our sewer system and no credit will be issued.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

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

A motion was made by Mr. Kelly and seconded by Mr. Hill to adjourn the meeting at 8:15 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary