

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

The April 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. Quinn Haller, 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

Absent:

Mr. Nathan Rupright, Secretary

Visitors:

Mr. Richard Ritzer, of CBIZ InR via Zoom
Ms. Betty Quillman, of 2800 Prospect Street
Mr. Joe Krudys, of Smart Cover

The 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. Hill and seconded by Mr. Kelly to accept the March 28, 2024 minutes as presented. **Motion passed unanimously.**

A Performance Review of AVMA's Pension Plan was presented by Mr. Rich Ritzer, of CBIZ InR. Mr. Ritzer explained the reports in detail. In 2023 the plan was up 14.83%. Year to date as of 3/31/24, we were up 4.51% for the year.

Ms. Quillman stated that she was at the March board meeting and would like to know if we came up with a way to solve her problem. A short discussion followed. Mr. Miller explained that the best solution would be the installation of a grinder pump. This pump would be located in a pit outside her house. The benefit would be the whole tank capacity during a rain event. When the water rises in the tank it forces it out into the sewer main. This will prevent water from entering her home. A short explanation followed. Mr. Miller stated that the cost of this grinder pump is \$8,500.00 plus installation. Mr. Miller will get an estimate for the installation. Ms. Quillman questioned Mr. Ravert about the manhole in her yard. Mr. Ravert stated that we will have this manhole rehabbed. Mr. Hill stated that we will investigate further and contact her before the May board meeting.

Mr. Krudys of Smart Cover introduced himself as the Northeast Regional Sales Manager for Smart Cover. He explained that these flowmeters do low level monitoring to determine where I & I exists. Mr. Krudys briefly explained how this unit functions. Cost per unit is \$4,750.00. One year of monitoring is \$418.00 per unit. Installation cost is \$525.00 per unit. Mr. Hill suggested having Mr. Krudys and Mr. Ravert meet before the next board meeting to view the map of the sewer system to develop a plan.

FINANCE:

Checks for Ratification – April 25, 2024:

General Account: Check Nos. 8035 through 8064 dated 03/28/2024 through 04/24/2024 in the amount of \$52,732.98 as well as 22 EFTs dated 03/27/2024 through 04/23/2024, in the amount of \$12,541.65 for a combined total of \$65,274.63 from the General Account.

Payroll Account: Check Nos. V8285359 through V8285363 as well as V8429921 through V8429925, dated 04/03/2024 through 04/17/2024 in the amount of \$18,639.02 as well as 4 ACH's and 4 transfers, dated 04/03/2024 through 04/16/2024, in the amount of \$9,486.62 for a combined total of \$28,125.64 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$93,400.27 were approved on a motion by Mr. Kelly, seconded by Mr. Hill. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	2/29/24	\$1,325,510.74
RECEIPTS	\$239,729.99	
INTEREST	3,778.60	
EXPENDITURES	(330,468.03)	
BALANCE	03/31/24	\$1,238,551.30

ACCOUNT BALANCES

03/31/24

General	\$ 10,131.50
Payroll	30,119.52
Sewer	1,909.23
Capital Improvements	426,914.98
Savings	541,834.41
Petty Cash	200.00
Savings (Cashed CD)	<u>0.00</u>
AVAILABLE CASH	\$1,011,109.64
Riverfront	<u>227,441.66</u>
TOTAL	\$1,238,551.30

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. A help wanted advertisement for a Collection System employee was placed on Indeed. Mr. Ravert stated that he has an applicant in mind that he is interviewing tomorrow.

FINANCE:

1. The Budget Comparison dated 03/31/24 was reviewed by Board Members.
2. PFM Rate Study – Ms. Kennedy stated that Mr. Schlessinger of PFM contacted Dallas Data directly regarding the reports needed to complete this study.
3. Ms. McKoy, sewer connection at 1050 Friedensburg Road – Mr. Haller questioned if this work started. Mr. Haller will contact Lower Alsace Township for an update.

INSURANCE/PENSION:

1. Mr. Kelly stated that he is pleased with the refunds from the Trust. The dividend increased over \$1,000.00 this year. An answer is still needed from the Trust regarding the issue of uninsured and underinsured motorist limits. Mr. Boland, Esq. stated that he can follow up on this issue before the next monthly meeting. Mr. Kelly will forward an email to Mr. Boland, Esq. regarding this issue.
2. Motion was made by Mr. Hill and seconded by Mr. Haller to approve Resolution 2024-02. This is a Resolution of the Antietam Valley Municipal Authority to recognize the need to assign new pension administrators to act in trust of the Antietam Valley Municipal Authority Pension Plan. Mr. Goodman will be removed from this plan. Mr. Kelly will be added. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

1. Motion was made by Mr. Haller and was seconded by Mr. Kelly to ratify the purchase of a \$50.00 gift card for Mr. David Okonski from the Liberty Tap Room. Mr. Okonski saved the Authority money by repairing a pump and rehabbing the lawn mower.

SAFETY:

1. Mr. Ravert stated that the employees watch a safety video monthly.

I & I:

F.O.G. PROGRAM:

1. FOG inspections are continuing. This program will be revisited in a month or two.
2. The Pretreatment program was briefly discussed. Mr. Ravert will gather more information for the next meeting.

SOLICITOR:

1. Mr. Boland, esq. stated that the litigation for the Endlich Avenue matter is proceeding.
2. Motion was made by Mr. Hill and was seconded by Mr. Kelly to adapt Resolution No. 2024-03 stating that under Section 7106 of the Municipal Claims Tax Fee Act, it requires that the Authority adopt a resolution of the schedule of attorney's fees incurred in collection and preservation of unpaid municipal liens. In addition, to authorize the filing of municipal liens against Lisa Bauder, of 264 Friedensburg Road in the amount of \$6,2376.42 and to authorize the proper officers to execute and to set the attorney fees accordingly. **Motion passed unanimously.**

SUPERINTENDENT:

1. PennDOT Complaint – An email was sent to Mr. Rozzi's office regarding this issue with PennDOT. A representative from PennDOT stopped in at AVMA to discuss this situation with Mr. Ravert. This was a matter of miscommunication. PennDOT was sending the correspondence to MPBMA. A PennDOT claims form will be completed and we will be reimbursed for our expenses.
2. PA One Calls continue to be marked. There have been a lot lately.
3. A sewer line broke at Emerald Avenue. This line was flushed and videoed. This was the homeowner's responsibility. Mr. Ravert stated that he met with the contractor and told him that we would like a clean-out installed at the curb.
4. Mr. Hill questioned if Mr. Ravert purchased a lateral jetter and asked that this be added to the Superintendent's Report.
5. Antietam High School – A ground penetrating radar survey was completed and this showed all the rain leaders entering AVMA's sewer system. The storm drains may be connected as well. We are waiting for the results to see how everything is connected. Out front there is a grease trap for the cafeteria and this line has been capped off for years. A short discussion followed.
6. We received twenty eight employee applications off Indeed. A few interviews are scheduled.

ENGINEERING

1. H2O Grant Application – We are waiting to hear something from Mr. Rozzi's office regarding reappropriation of H2O funds.
2. Headworks Upgrade – Site survey for both Headworks and Digester are completed. Reviewing hydraulic profile. Third party line location must be completed. That should be scheduled in the next two weeks.
3. 2024 Pipe Lining – Project specifications are being advertised on PennBid The bid openings is May 16, 2024 and the bid will be awarded on May 23, 2024
4. Digester Conversion – Project is underway. The site survey and plan are complete. We are obtaining vendor information 30% design completion will be ready for owner review in June. .

5. Strong Waste Surcharge Calculation – Would the board prefer this work to be completed under a separate work order or as a General Engineering Service?
6. Ms. Quillman – 2800 Prospect Avenue – Sewer Back-up Relief – Ms. Quillman experiences back-ups on a regular basis during high flow events. Although she has a shut-off valve, she is concerned about preventing damage if she is not at home to close the valve.

We recommend installing an eOne grinder pump unit. The unit cost is approximately \$6,900.00 plus the cost of installation.

7. NPDES Permit Renewal – Action Required – Need to approve Engineering Work Order to complete and submit the application to DEP by May 24, 2024. The cost is \$5,900.00. A motion was made by Mr. Haller and was seconded by Mr. Kelly to approve the NPDES Permit Renewal Engineering Work Order in the amount of \$5,900.00. **Motion passed unanimously.**
8. DRBC Docket Renewal – Action Required – Motion was made by Mr. Haller and was seconded by Mr. Kelly to approve the DRBC Docket Renewal Engineering Work Order in the amount of \$3,500.00. **Motion passed unanimously.**

OFFICE MANAGER:

1. A refund check was received from MRM Property & Liability Trust for dividend years 2018-2022 in the amount of \$6,073.81.
2. A refund check was received from MRM Trust Workers' Compensation Pooled Trust for dividend years 2014-2022 in the amount of \$3,946.87.
3. A credit was received from PA One Call in the amount of \$443.67.
4. Two auditors from Herbein & Company completed the preliminary audit work this week. A short discussion followed regarding the reporting needed from MPBMA.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next meeting will be May 23, 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 8:10 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary