

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

The July 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

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. Haller and seconded by Mr. Kelly to accept the May 23, 2024 minutes as presented. **Motion passed unanimously.**

FINANCE:

Checks for Ratification – June 27, 2024:

General Account: Check Nos. 8097 through 8128 dated 05/28/24 through 06/26/2024 in the amount of \$63,506.10 as well as 23 EFTs dated 05/01/2024 through 06/26/2024, in the amount of \$13,615.22 for a combined total of \$77,121.32 from the General Account.

Payroll Account: Check Nos. V8973775 through V8973780, Check Nos. V9077106 through V9077114 and Check No. 50086 as well as Check Nos. V9176530 through V9176536, dated 05/29/2024 through 06/26/2024 in the amount of \$32,952.76 as well as 6 ACH's and 6 transfers, dated 05/24/2024 through 06/26/2024, in the amount of \$15,563.68 for a combined total of \$48,516.44 from the Payroll Account. Mr. Hill noted that there were two voided checks.

The combined total payments from the General and Payroll accounts in the amount of \$125,637.76 were approved on a motion by Mr. Hill, seconded by Mr. Kelly. **Motion passed unanimously.**

Checks For Ratification – July 25, 2024:

General Account: Check Nos. 8129 through 8158 dated 07/03/2024 through 7/24/2024 in the amount of \$74,182.55 as well as 19 EFT's dated 06/27/2024 through 07/24/2024, in the amount of \$11,360.42 for a combined total of \$85,542.97 from the General Account.

Payroll Account: Check Nos. V9274459 through V9274464 and Check Nos. V9376580 through V9376585, dated 07/10/2024 through 07/24/2024 in the amount of \$21,707.80 as well as 4

ACH's and 4 transfers, dated 07/10/2024 through 07/23/2024, in the amount of \$10,384.30 for a combined total of \$32,092.10 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$117,635.07 were approved on a motion by Mr. Hill, seconded by Mr. Kelly. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	4/30/2024	\$1,340,720.03
RECEIPTS	\$1,387,067.94	
INTEREST	886.79	
EXPENDITURES	(1,754,525.37)	
BALANCE	05/31/2024	\$974,149.39

**ACCOUNT BALANCES
05/31/2024**

General	\$ 18,230.58
Payroll	19,263.36
Sewer	9,927.50
Capital Improvements	426,951.61
Savings	272,134.68
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$746,707.73
Riverfront	<u>227,441.66</u>
TOTAL	\$974,149.39

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

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

ACTIVITY

<u>BALANCE</u>	05/31/2024	\$974,149.39
RECEIPTS	\$215,709.63	
INTEREST	443.79	
EXPENDITURES	(261,437.02)	
BALANCE	06/30/2024	\$928,865.79

ACCOUNT BALANCES

06/30/2024

General	\$ 20,723.32
Payroll	20,163.55
Sewer	11,043.44
Capital Improvements	426,965.61
Savings	222,328.21
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$701,424.13
Riverfront	227,441.66
TOTAL	\$928,865.79

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

1. Mr. Ravert stated that Mr. Scott Sell's probation period ends on 8/5/2024. Motion was made by Mr. Hill and seconded by Mr. Kelly to increase Mr. Sell's hourly wage to \$24.00 effective 8/6/2024. **Motion passed unanimously.**
2. Summer hours will be 6:00 AM to 2:30 PM from Memorial Day to Labor Day.

FINANCE:

1. The Budget Comparison dated 06/30/24 was reviewed by Board Members.
2. Ms. McKoy, sewer connection at 1050 Friedensburg Road – Mr. Miller stated that a meeting was held with the contractor, Ms. McKoy, Mr. Sands, Mr. Ravert and himself. A short explanation was given by Mr. Miller explaining that it is unclear at this time how Ms. McKoy should proceed. Mr. Hill suggested another meeting to discuss this matter. Mr. Haller suggested that Mr. Potteiger, Lower Alsace Township Manager, be included in this meeting. Mr. Kelly, Mr. Hill and Mr. Haller would like to be included in this meeting. Mr. Haller will coordinate this meeting and contact Ms. Kennedy with meeting details to advertise the meeting.
3. Mr. Ravert stated that he attended a meeting at Mt. Penn Borough Hall regarding the iWorq Software. Mr. Ravert would like some additional time to research this software further. Mr. Hill stated that the total software cost is \$37,800.00 for the MPBMA and the Borough. If AVMA was interested the initial cost would be \$10,074.00.

INSURANCE/PENSION:

1. Mr. Kelly stated that he received a lengthy report from Industrial Appraisal and would like this forwarded to EHD Insurance Company. Mr. Kelly would like them to review the report and apply it to our current policy and provide recommendations to the AVMA Board of Directors by 10/1/2024.

2. Mr. Kelly stated that 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.

BUILDINGS/GROUNDS/EQUIPMENT:

No report at this time.

SAFETY:

No report

I & I:

F.O.G. PROGRAM:

1. FOG inspections are continuing.
2. Mr. Hill stated that we will be focusing on customers that have their sump pumps hooked into the sanitary sewer service. A brief discussion followed. Mr. Hill will discuss the ability to do a line item billing on the sewer bills with Mr. Boyle.
3. The Pretreatment program will be discussed at a later date.

SOLICITOR:

1. Mr. Boland, esq. stated that the litigation for the Endlich Avenue matter is proceeding.

SUPERINTENDENT:

1. PennDOT Complaint – We received reimbursement from Penndot on Check No. 062416 in the amount of \$779.65.
2. PA One Calls continue to be marked.
3. Generator Maintenance Agreement – Martin Energy Group provided Order Number: 0179819 in the amount of \$1,755.24 as well as Order Number 0179821 in the amount of \$869.20. Motion was made by Mr. Kelly, seconded by Mr. Hill to approve these two orders with a total amount of \$2,624.44. **Motion passed unanimously.**
4. Mr. Ravert is waiting to hear from Kochel Equipment Company regarding the lateral jetter installation. Mr. Ravert stated that he needs to go back to Kochel. They are afraid that the installation of this jetter will mess up our truck.
5. T. Schmoyer Plumbing & Heating provided Estimate EST0079 in the amount of \$12,500.00. Motion was made by Mr. Hill and seconded by Mr. Kelly to approve this estimate in the amount of \$12,500.00. **Motion passed unanimously.**
6. Quotation No. 061324 was received from Veolia in the amount of \$4,974.47 to fully inspect 2 Lakeside Clarifiers. Mr. Ravert stated that the first clarifier will be emptied on a Friday and they would inspect it on Monday and Tuesday. Wednesday we will pump the other clarifier down and they would inspect it on Thursday and Friday. Mr. Boland, Esq. stated that Item No. 20 regarding Governing Law should read that I be heard in a state or federal court in Berks

County, Pennsylvania. Motion was made by Mr. Kelly and seconded by Mr. Haller subject to Item 20 being change. **Motion passed unanimously.**

7. Xylem preventative maintenance agreement to inspect two pumps at the pumphouse will be completed. The cost for this service will be \$975.00

8. WETT Testing was briefly discussed. This testing must be completed as part of the NPDES Permit Renewal. This cost is \$1,900.00. These tests were completed on a Monday, Wednesday and Friday. Mr. Ravert delivered the cooler to Fex Ex on State Hill Road, being delivered to the lab in Ohio. The laboratory never received the samples on Saturday. These tests must be started over.

ENGINEERING

1. Capital Improvement Plan Study – Placeholder. Projects previously summarized have been prioritized for consideration. We are awaiting a decision on financing/alternatives/confirmation. The cost estimates for the projects considered in financing options should be re-evaluated considering inflation.

2. Headworks Upgrade & Digester Conversion – 30% client design review is coming in August. We met with Joe Ravert and Michael Scheuing to discuss objectives and progress. This was a very successful meeting.

3. 2024 Pipe Lining – The contractor plans to mobilize on or about August 25, 2024.

4. Strong Waste Surcharge Calculation – The Board would like a separate work order.

5. Ms. Quillman – 2800 Prospect Avenue – Sewer Back-up Relief – This was previously discussed.

6. NPDES Permit Renewal – This will be submitted on time. It is due 8/4/24. We will need to wait for the WETT test results and submit them when received. Also, WETT testing standard is you do a WETT test once a year. We must catch up with this testing. We will get on a schedule. DEP is okay with this.

OFFICE MANAGERS REPORT:

1. A credit request was received for finance charges from Jay at Green Mounts LLC in the amount of \$17.92. Mr. Haller, seconded by Mr. Hill. **Motion passed unanimously.**

2. Workshop meeting schedule is included in the packet.

3. Hunter Ahrens from the Borough of Mt. Penn will be at the August meeting to discuss the reconstruction of Endlich Avenue as well as other work that must be completed in the Borough.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

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

A motion was made by Mr. Hill, seconded by Mr. Haller to adjourn the meeting at 7:05 PM.
Motion passed unanimously.

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary