

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MINUTES
MEETING OF AUGUST 23, 2024**

The August 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
Ms. Sue Goad, 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

Absent:

Mr. Nathan Rupright, Secretary

Visitors:

Mr. Hunter Ahrens, Borough of Mt. Penn
Mr. David Okonski, Borough of Mt. Penn

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. Kelly and seconded by Mr. Haller to accept the July 25, 2024 minutes as presented. **Motion passed unanimously.**

Mr. Okonski stated that he was here to speak about building a new streets garage on AVMA property. A shell drawing was provided but actual engineer drawings for the building will be provided as the project moves along. Mr. Boland, Esq. will get the Borough a copy of the Central Berks Garage Lease Agreement for the Borough's use in drawing up a lease agreement with AVMA. Mr. Boland, Esq. stated that the engineer drawings will be reviewed by Entech Engineering. Motion was made by Mr. Hill and seconded by Mr. Kelly to allow the Borough to proceed with this garage contingent upon the lease and legal issues. **Motion passed unanimously.** Mr. Okonski stated that they will be removing four sycamore trees.

Mr. Ahrens explained that the Borough received a grant for a paving project on Endlich Avenue. Mr. Ahrens stated that he sent an "Ahead of Paving Letter" to AVMA. Mr. Ahrens stated that they applied for an additional grant for paving seven streets. These streets are Oak Terrace, Hill Avenue, Laurel Avenue, Cameron Street, Brooke Street and one block of N. 25th Street. Mr. Ravert will check the sewer lines on these streets. Mr. Ahrens explained that the Borough and AVMA could apply for a joint grant. Mr. Okonski explained that its easier if more than one entity went together for a grant. This will be discussed moving forward.

FINANCE:

Checks for Ratification – August 22, 2024:

General Account: Check Nos. 8159 through 8180 dated 07/25/24 through 08/21/2024 in the amount of \$77,621.37 as well as 25 EFTs dated 07/29/2024 through 08/21/2024, in the amount of \$12,066.30 for a combined total of \$89,687.67 from the General Account.

Payroll Account: Check Nos. V9487523 through V987528 as well as Check Nos. V9585066 through V9585071, dated 08/07/2024 through 08/21/2024 in the amount of \$21,651.98 as well as 4 ACH's and 4 transfers, dated 08/06/2024 through 08/21/2024, in the amount of 10,291.58 for a combined total of \$31,943.56 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$121,631.23 were approved on a motion by Mr. Hill, seconded by Mr. Kelly. **Motion passed unanimously.**

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

ACTIVITY

<u>BALANCE</u>	06/30/2024	\$928,865.79
RECEIPTS	\$378,973.70	
INTEREST	386.24	
EXPENDITURES	(328,274.02)	
BALANCE	07/31/2024	\$979,951.71

**ACCOUNT BALANCES
07/31/2024**

General	\$ 17,684.48
Payroll	20,071.97
Sewer	97,899.28
Capital Improvements	426,980.07
Savings	189,674.25
Petty Cash	200.00
Savings (Cashed CD)	0.00
AVAILABLE CASH	\$752,510.05
Riverfront	227,441.66
TOTAL	\$979,951.71

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

COMMITTEE REPORTS

ADMINISTRATION/PERSONNEL:

No report at this time.

FINANCE:

1. The Budget Comparison dated 07/31/24 was reviewed by Board Members.

2. Ms. McKoy, sewer connection at 1050 Friedensburg Road – Mr. Miller stated that the meeting went well. Mr. Haller stated that he spoke to the contractor and he stated he is on hold until he hears from someone.
3. The joint purchase of the iWorq Software is on hold until further notice. Ms. Kennedy will remove this item from the agenda.
4. A uniform comparison spreadsheet was included in the packet. Mr. Ravert stated that if we purchase Wranglers and jackets for the employees, we could save approximately \$1,000.00 a year. Motion was made by Mr. Haller and seconded by Mr. Kelly to cancel the Cintas Uniform service and purchase Wranglers and jackets for the employees. **Motion passed unanimously.**
5. The 2023 audit report was distributed to the board members. Motion was made by Mr. Hill and seconded by Mr. Kelly to advertise the 2023 Audited Financial Statements. **Motion passed unanimously.**

INSURANCE/PENSION:

1. Mr. Kelly stated that he still has not received an answer from the Trust regarding the issue of uninsured and underinsured motorist limits. Mr. Boland, Esq. stated that a letter was prepared and it will be mailed. A brief explanation was given to Ms. Goad.
2. Mr. Kelly reported that Ms. Kennedy emailed Ms. Tarbell at EHD Insurance Company to see if any progress was made on the requested policy recommendations. Ms. Tarbell responded that she would have the requested information to AVMA by 8/30/2024. Mr. Kelly provided an explanation to Ms. Goad.
3. Motion was made by Mr. Hill and was seconded by Mr. Kelly to approve the 2025 Minimum Municipal Obligation in the amount of \$54,481.68. **Motion passed unanimously.**

BUILDINGS/GROUNDS/EQUIPMENT:

No report at this time.

SAFETY:

1. Employees continue to watch safety videos.
2. Mr. Ravert stated that during the DEP visit, the inspector wants him to emphasize the emergency plan and train employees accordingly

I & I:

1. Mr. Ravert stated that the manhole lining project has started. All the lines have been cleaned.

F.O.G. PROGRAM:

1. FOG inspections are continuing.
2. Mr. Ravert questioned Mr. Miller if he had the strong waste calculations. Mr. Miller stated that he does not.

SOLICITOR:

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

SUPERINTENDENT:

1. PA One Calls continue to be marked. There have been a lot lately. Everything at the school has been marked.
2. Ongoing projects – Not much is going on.
3. A report was received from Mr. Rehab, the contractor who is doing the pipe lining. This report shows all the information gathered from the sewer line cleaning.
4. The grinder pump for Ms. Quillman has been ordered. The contractor will communicate directly with Ms. Quillman. Ms. Kennedy will contact Ms. Quillman for an update before the September Board Meeting.
5. WETT Testing - There were issues with this testing twice. WETT Testing must be completed in August, November and February. The DEP will issue our new NPDES permit after the WETT Testing Reports are completed and submitted to them.
6. The DEP Yearly Inspection was today. There were no violations.
7. The Lakeside Clarifier Inspections by Veola are scheduled for September 11 and September 12, 2024.
8. A quotation is in the packet from Kochel Equipment for a lateral jetter for approximately \$2,000.00.
9. Jake's of Mt. Penn owns a house at 229 Friedensburg Road, which sits behind Jake's. This house shares a sewer connection with Jake's. They want to sell this house and need a separate sewer connection. Mr. Ravert stated that they will video this line and mark it for the customer. The customer will complete an application for a sewer connection and pay a tapping fee.

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 – We continue to meet with Operations staff throughout the design process. We are investigating efficiencies in overlapping blower and panel replacement that were originally proposed in the Capital Improvement Plan. Entech will solicit quotes for the screen ahead of time.
3. 2024 Pipe Lining – The contractor plans to mobilize on or about August 25, 2024. Some discoveries in the contractor pre-inspection may impact on some CIPP work. More to follow.
4. Strong Waste Surcharge Calculation – An Engineering Work Order for this work has been slightly delayed.

5. Ms. Quillman – 2800 Prospect Avenue – Sewer Back-up Relief – Joe has solicited quotes for the installation.
6. NPDES Permit Renewal – The application has been submitted but will be considered incomplete missing WETT Tests are completed. The current Permit will remain in effect.
7. 1050 Friedensburg Road – We have met with involved parties to clarify their roles in this project. AVMA will lead the design, permitting and construction. Available details will be discussed at the meeting.

OFFICE MANAGERS REPORT:

1. A credit request was received for finance charges from Ms. Harries, 5 Earl Gables Court in the amount of \$10.87. Motion was made by Mr. Kelly and was seconded by Mr. Haller. **Motion passed unanimously.**
2. A credit request was received from Ms. Bastion, 2704 Grant Street in the amount of \$610.62. Motion was made by Mr. Haller and seconded by Mr. Kelly to forgive one half of the sewer charges. **Motion passed unanimously.**
3. A credit request was received from Mr. Rathman, 805 N. 26th Street in the amount of \$1,743.32. Motion was made by Mr. Haller and seconded by Mr. Kelly to forgive one half of the sewer charges. **Motion passed unanimously.**
4. An invoice for Berks Homes was prepared for tapping fees for twenty three homes at 2000 Perkiomen Avenue in the amount of \$92,000.00. This check will be cut on August 29, 2024.
5. Reimbursement forms for the Wellness Grant have been submitted in the amount of \$625.00.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The next board meeting will be held on September 26, 2024 at 6:00 PM at the Authority.

A motion was made by Mr. Haller, seconded by Mr. Kelly to adjourn the meeting at 7:23 PM. **Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary