

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MINUTES  
MEETING OF JANUARY 23, 2025**

The January 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. Quinn Haller, Treasurer  
Mr. Francis Kelly, Vice-Chairman  
Ms. Sue Goad, Asst. Treasurer

**Also Present:**

Mr. Brian Boland, Esq., Solicitor, Kozloff Stoudt  
Mr. H. David Miller, Entech Engineering  
Mr. Christopher Hannum, PE, 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. Kelly and seconded by Mr. Haller to approve the December 19, 2024 minutes as presented. **Motion passed unanimously.**

**FINANCE:**

**Checks for Ratification – January 23, 2025:**

General Account: Check Nos. 8303 through 8336 dated 12/19/24 through 01/22/25 in the amount of \$111,007.87 as well as 23 EFTs dated 12/24/24 through 01/21/25, in the amount of \$18,537.46 for a combined total of \$129,545.33 from the General Account.

Payroll Account: Check Nos. V10455066 through V10455071 as well as Check Nos. V10530246 through V10530251 and Check No V10648333 through V10648338 in the amount of \$33,399.83 as well as 6 ACH's and 6 transfers, dated 12/23/24 through 01/20/24, in the amount of \$15,847.39 for a combined total of \$49,247.22 from the Payroll Account.

The combined total payments from the General and Payroll accounts in the amount of \$178,792.55 were approved on a motion by Mr. Kelly and seconded by Mr. Hill. **Motion passed unanimously.**

**Treasurer's Report – For the month of December 2024:**

**ACTIVITY**

<b><u>BALANCE</u></b>	<b>11/30/24</b>	<b>\$1,272,427.10</b>
RECEIPTS		\$309,127.52
INTEREST		10,734.90

EXPENDITURES (370,908.44)

**BALANCE 12/31/24 \$1,221,381.08**

**ACCOUNT BALANCES**

**12/31/24**

General	\$ 23,769.03
Payroll	35,278.10
Sewer	2,491.47
Capital Improvements	174,603.10
Savings	507,666.04
Petty Cash	100.00
Savings (Cashed CD)	0.00
<b>AVAILABLE CASH</b>	<b>\$ 743,907.74</b>
Riverfront CD	235,959.69
Tompkins CD	241,513.65
<b>TOTAL</b>	<b>\$1,221,381.08</b>

**Treasurer's Report – Construction Fund & Capital Interest Fund for the month of December:**

**ACTIVITY-CONSTRUCTION FUND**

**BALANCE 12/2/24 \$3,024,758.92**

RECEIPTS	\$0.00
INTEREST	3,565.26
EXPENDITURES	0.00

**ENDING BALANCE \$3,028,324.18**

**ACTIVITY – CAPITAL INTEREST FUND**

**BALANCE 12/2/24 \$138,981.18**

RECEIPTS	\$0.00
INTEREST	163.81
EXPENDITURES	0.00

**ENDING BALANCE \$139,144.99**

**TOTAL CONSTRUCTION & CAPITAL INTEREST FUNDS \$3,167,469.17**

The Treasurer's Reports for December of 2024 were approved on a motion by Mr. Kelly and seconded by Ms. Goad. **Motion passed unanimously.**

**At this time, Brian Boland, Esq. took over the meeting for the election of the 2025 officers:**

A motion was made to open the floor for nomination for the office of Chairperson by Mr. Haller, seconded by Ms. Goad. **Motion passed.** Nomination for chairman was made by Mr. Kelly to nominate Mr. Hill. A motion was made to close the floor by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Hill as Chairman:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Vice-Chairperson by Mr. Hill, seconded by Mr. Kelly. **Motion passed.** Nomination for vice-chairman was made by Mr. Hill to nominate Mr. Kelly. A motion was made to close the floor by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Kelly as Vice-Chairman:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Secretary by Mr. Haller and seconded by Mr. Kelly. Motion passed. Nomination for Secretary was made by Mr. Kelly to nominate Mr. Haller. A motion was made to close the floor by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Haller as Secretary:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Treasurer by Mr. Kelly and seconded by Mr. Haller. **Motion passed.** Nomination for Treasurer was made by Mr. Hill to nominate Ms. Goad. A motion was made to close the floor by Mr. Hill and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Ms. Goad as Treasurer:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Assistant Treasurer was made by Mr. Hill and seconded by Mr. Haller. **Motion passed.** Nomination for Assistant Treasurer was made by Mr. Hill to nominate Mr. Rupright. A motion was made to close the

floor by Mr. Hill and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Mr. Rupright as Assistant Treasurer:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

A motion was made to open the floor for nomination for the office of Assistant Secretary was made by Mr. Haller and seconded by Mr. Hill. Nomination for Assistant Secretary was made by Mr. Haller. A motion was made to close the floor by Mr. Hill and seconded by Mr. Haller. **Motion passed.** A roll call vote in favor of Ms. Kennedy as Assistant Secretary:

**Ms. Goad – Aye**  
**Mr. Haller – Aye**  
**Mr. Hill - Aye**  
**Mr. Kelly - Aye**

**The vote was unanimous.**

Motion to appoint the following were made at this time by Mr. Hill and seconded by Mr. Haller:

**Solicitor - Brian Boland, Esq. – Kozloff Stoudt**  
**Engineering – H. David Miller – Entech Engineering**  
**Auditor – Herbein & Company**  
**Actuary – Conrad Siegel**

**Motion passed unanimously.**

**At this time, Mr. Hill took over the meeting.**

## **COMMITTEE REPORTS**

### **ADMINISTRATION/PERSONNEL:**

1. Mr. Ravert mentioned that he has some Personnel issues. A brief discussion followed.

### **FINANCE:**

1. The Budget Comparison dated 12/31/2024 was reviewed by Board Members.
2. We have two CD's maturing:

Riverfront CD in the amount of \$235,959.69 matures on 1/30/25.  
Tompkins Bank in the amount of \$241,513.65 matures on 2/4/25.

Motion was made by Mr. Hill and seconded by Mr. Haller to make the following changes:

Riverfront CD – 12 Month CD at 3.95%  
Tompkins CD – 9 month CD at 4.25%

**Motion passed unanimously.**

**INSURANCE/PENSION:**

**No Report at this time.**

**BUILDINGS/GROUNDS/EQUIPMENT:**

1. Mr. Ravert stated that met with another fence company for a quotation on fencing and will have one additional quotation by the February meeting.

**SAFETY:**

1. Mr. Ravert stated that he reviewed winter weather protocols with employees.

**I & I:**

1. Mr. Ravert reported that there were two water main breaks last week, one on Taft and one on Endlich. Mr. Ravert had these lines videoed. There was no damage to the sewer lines.

**F.O.G. PROGRAM:**

1. Mr. Ravert reported that the F.O.G. inspections are being conducted. Mr. Miller suggested the purchase of a Dipstick Pro. Mr. Miller will provide information to Mr. Ravert. This will be discussed further at the February meeting.

**SOLICITOR:**

1. Attorney Boland stated that the litigation for the Endlich Avenue matter is proceeding.

2. Attorney Boland mentioned that Mr. Hill attended the Borough of Mt. Penn's Workshop meeting on January 21, 2025 to discuss extending AVMA's Articles of Incorporation by 50 years. The Borough and Lower Alsace Township must adopt the Ordinances. Once the Ordinances are adopted Mr. Boland, Esq., will submit the revised Articles of Amendment to the Department of State for approval. This information will then be submitted to the bank.

**SUPERINTENDENT:**

1. PA One Calls continue to be marked.

2. This cold weather is affecting the Plant. The water line in the greenhouse froze. A short discussion followed.

3. The next round of WETT Testing will begin March 17, 2025 through Enviro Science. This is the last test needed for our Permit Renewal.

4. The back end is in for the F250. They are painting it yellow.

5. The sewer camera has been repaired and is working great.

6. The Borough of Mt. Penn's backhoe has been repaired. Our portion of the cost is approximately \$4,000.00.

## **ENGINEERING**

1. Headworks and Digester Conversion – Design continues. An additional survey is needed to move forward. An updated presentation will occur at the meeting.
2. NPDES Permit Renewal – The application has been submitted but will be considered incomplete until the missing WET tests are completed. The current Permit will remain in effect.
3. 1050 Friedensburg Road – The Notice of Award has been sent to Barrasso. Once the required documents have been received and reviewed, we will issue the Notice to Proceed. Concerns over current litigation have been voiced by the contractor. Mr. Barasso was advised that these are completely separate issues. The Highway Occupancy Permit should be issued soon.
4. Secondary Clarifier Rehabilitation Project – We will have a proposal to provide bid documents for this work once the scope is more clearly defined.
5. LSA Funding Application – The application is for \$1,000,000 and was submitted to DCED on November 27, 2024. We have not heard from DCED that an analyst has been assigned to our application yet.

At this time a presentation was viewed regarding AVMA's ongoing projects. The Headworks project goal is to eliminate a hydraulic bottleneck in front of the plant as well as S.S.O.'s on Butter Lane. Detailed pictures were viewed of the collection system and pump station. Mr. Miller stated that there will be an additional survey conducted to gain more detailed information. Mr. Hannum stated that the price for this survey will be included in the design work originally quoted for this project. Pictures of the three manholes in the front of the plant were viewed and a brief explanation followed. Mr. Hannum stated that after this survey is completed and received the hydraulic modeling will be completed in three weeks or less. That modeling will iron out the concept. Mr. Hannum will return to AVMA with two or different solutions.

## **OFFICE MANAGERS REPORT:**

1. Dust B Gone increased their price \$10.00 per cleaning.
2. A Payroll Premium Audit Credit Memo was received from MRM Workers' Compensation Pooled Trust in the amount of \$2,596.00.

## **UNFINISHED BUSINESS:**

## **NEW BUSINESS:**

## **ADJOURNMENT:**

The next board meeting will be held on February 27, 2025 at 6:00 PM at the Authority.

A motion was made by Mr. Hill and seconded by Mr. Haller to adjourn the meeting at 7:45 PM.  
**Motion passed unanimously.**

Respectfully Submitted,

Loretta Kennedy, Assistant Secretary