

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MEETING OF APRIL 24, 2008**

MINUTES:

The April Meeting of the Antietam Valley Municipal Authority was held on the above-captioned date with the following answering the roll call:

Timothy Waldman, Chairman
Elaine Bildstein, Vice-Chairperson
Lynn Leinbach, Secretary
Benjamin Overley, Asst. Treasurer

Also Present:

Michael Sassaman, Project Manager, Arro
Kerry Ustaszewski
Loretta Shipe, Asst. Secretary

Absent:

Pamela Keeler, Treasurer

Visitors:

Paul Herb, Exeter Township WWTP
Steve Riley, Entech Engineering
Tom White, Morgan Stanley
Mr. Gregory Kallis, Arners Restaurant

The Chairman Timothy Waldman called the meeting to order at 7:30 PM with the Pledge of Allegiance to the flag.

The March 27, 2008 minutes were approved on a motion by Elaine Bildstein, seconded by Lynn Leinbach. **Motion passed.**

NEW BUSINESS:

Paul Herb of Exeter Township WWTP and Steve Riley of Entech Engineering gave a presentation detailing the plan to build Berks County's first regional biosolids-sludge drying facility at Exeter Township WWTP. It was noted that the municipal commitment deadline will be September 1, 2008.

Tom White of Morgan Stanley discussed the Pension Plan funding. Tom stated that the Pension Plan has held up nicely. Tom distributed a Proposal from Morgan Stanley and mentioned that this money would be FDIC insured. Motion was made by Lynn Leinbach, seconded by Benjamin Overley to invest in six - \$100,000.00 CD's. **Motion passed.**

Mr. Gregory Kallis of Arner's Restaurant approached the Board regarding a letter he received stating that his request for sewer forgiveness was denied. Mr. Kallis explained that he had a higher than normal sewer bill due to a water leak. A decision was made at a previous meeting that there was no way to determine how much water entered the floor drain and how much went outside and Mr. Kallis would not receive a credit. The Board sympathized with Mr. Kallis but stood by the original ruling that no sewer credit would be issued.

COMMITTEE REPORTS

FINANCE COMMITTEE:

1. General Account & Payroll Account Checks for Approval:

Check Nos. 1712 through 1729 in the amount of \$29,943.70 from the General Account dated and Check No. 1730 payable to J.W. Leinbach in the amount of \$201.45 dated 4/24/08 for a combined total of \$30,145.15 were approved on a motion by Benjamin Overley, seconded by Elaine Bildstein. Lynn Leinbach abstained. **Motion passed.**

2. General Account & Payroll Account Checks for Ratification:

Fourteen EFT's and Check Nos. 1709 through 1715 in the amount of \$20,228.81 from the Payroll Account dated 04/04/08 through 04/18/08 as well as Check Nos. 1698 through 1711, dated 04/02/08 through 04/17/08, in the amount of \$15,421.69 for a combined total of \$35,650.50 were approved on a motion by Lynn Leinbach, seconded by Elaine Bildstein. **Motion passed.**

Treasurer's Report –Month ending March of 2008:

Accounts:

M&T

| | | |
|--------------------------|----|------|
| General Checking Account | \$ | 0.00 |
| Payroll M & T | \$ | 0.00 |
| Clearing Fund | \$ | 0.00 |

Commerce Bank

| | | |
|---------------|----|------------|
| Savings | \$ | 934,266.02 |
| Payroll | \$ | 2,597.27 |
| Checking | \$ | 8,241.14 |
| Clearing Fund | \$ | 0.00 |

Other

| | | |
|--------------------|----|-----------|
| Morgan Stanley | | |
| Beginning Balance: | \$ | 21,441.68 |

Project Fund 2002:

| | | |
|----------------|----|----------------|
| Receipts | \$ | 101.39 |
| Expenses | \$ | 0.27 |
| Ending Balance | \$ | <u>-101.66</u> |
| | \$ | 0.00 |

Leesport Bank

| | | |
|-------------------|----|-------------------|
| Beginning Balance | \$ | 1,402,902.24 |
| Receipts | \$ | 0.00 |
| Expenses | \$ | <u>154,442.55</u> |

| | |
|-----------------------------|------------------------|
| Ending Balance | \$ 1,248,459.69 |
| Total Cash Available | \$ 2,215,005.80 |

Motion was made by Benjamin Overley, seconded by Lynn Leinbach to accept March's Treasurer's Report. **Motion passed.**

CAPITAL IMPROVEMENT COMMITTEE:

Kerry Ustaszewski presented the Capital Improvement Committee Report.

1. The new Pump Station that was build was set up for two pumps but we only put one pump in it. It would be a good idea to put a second pump in. The cost for this second pump would be approximately \$20,000.00. It was noted that the controls are already there. A brief explanation and discussion followed. Kerry Ustaszewski stated that he would have more information at a later date.
2. The rusty railings aluminum bridge and railings were briefly discussed. This will be discussed further at a later date.
3. Inflow and infiltration were discussed. Lynn Leinbach mentioned that the Borough of St. Lawrence had their entire system videoed for approximately \$30,000.00. A long discussion followed. Michael Sassaman stated that videoing the entire system is done at high groundwater time of the year.
4. A new light will be installed by Timothy Waldman at the salt shed for the Borough of Mt. Penn. Timothy Waldman stated that he will also mount the Knox Box.

ENGINEERING REPORT

Michael `Sassaman presented the Engineering Report

1. Change Orders:

Contract 2A: Howard Robson has returned fully executed copies of Change Order #11 to Contract 2A in the additional amount of \$29,223.36 for the Underground Utilities Conflict and Change Order #12 in the additional amount of \$23,691.15 for additional paving to make a complete paving job.

Howard Robson is scheduled to return to the plant to complete the paving, grading and seeding work during the first week of May.

2. Applications for Payment:

Contract 2A – Application #19 was received from Howard Robson in the amount of \$29,223.36 for Change Order #11.

3. Arro met with the CIC and discussed the blower situation and lack of DO in the aeration tanks during hot weather. We reviewed the previous SSM reports on this and

Arro would like to get additional information on the diffuser layout to completely analyze the system and make a recommendation.

4. New Clarifier Weir Cleaning System – Arro obtained some information and price quotes for a weir cleaning system and gave them to Kerry. This would be a good addition to the operations and would eliminate some dangerous maintenance work.

5. DEP Connection Restrictions – Arro discussed the issue of a connection restriction or moratorium with Kerry and we contacted DEP to inquire if there was previously any restriction that could now be lifted based on completion of the Pump Station and WWTP work being completed. Mr. Ed. Ruch of DEP requested copies of some information to make that determination. Arro sent the information to Mr. Ruch. No response was received to date.

6. Arro received an e-mail forwarded from SSM from Mr. Sockel. Arro passed it on to Brian Boland, Esq.

SAFETY COMMITTEE

Kerry Ustaszewski presented the Safety Committee Report at this time.

1. Exeter Supply will have vendors come in and train AVMA employees on equipment that was purchased.
2. Emergency Management Plan must be completed. This was given to Michael Sassaman.
3. Arro is also working on a Confined Space Entry Procedure for AVMA.

FINANCE COMMITTEE:

There was no Finance Committee Report at this time.

PERSONNEL COMMITTEE

Elaine Bildstein presented the Personnel Committee Report.

1. One personnel issue was briefly discussed. A meeting will be scheduled.

PENSION COMMITTEE:

Elaine Bildstein presented the Pension Committee Report at this time.

1. Actuarial services were briefly discussed. Elaine Bildstein and Pamela Keeler will discuss this in greater detail in the near future.

SUPERINTENDENT'S REPORT

Kerry Ustaszewski presented the Superintendent's Report.

1. Kerry Ustaszewski reported that DMRs were included in the packet.

SOLICITOR'S REPORT:

Brian Boland, Esq. presented the Solicitor's Report at this time.

1. Brian Boland, Esq. stated that he would be meeting with Richard Schloesser, of SSM, to discuss the billing issues between AVMA and SSM.

OFFICE MANAGER'S REPORT:

Loretta Shipe presented the Monthly Office Manager's Report

1. A letter to SSM and response is included in the packet.
2. A reimbursement check from Benecon was received in the amount of \$ 6,904.00.
3. A salary survey from the Joint Municipal Authority of Wyomissing Valley was received.
4. Two requests for sewer forgiveness were received. No credit will be given to Joanne Wilcox of 1371 Carsonia Avenue. Motion was made by Elaine Bildstein, seconded by Lynn Leinbach to issue a credit to Penn View Mobile Home Park according to our formula. **Motion passed.**

UNFINISHED BUSINESS:

There being no further business a motion was made by Lynn Leinbach, seconded by Elaine Bildstein to adjourn the meeting. Motion passed and the meeting adjourned at 10:00 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary