

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MEETING OF DECEMBER 18, 2008**

MINUTES:

The December 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-Chairman
Pamela Keeler, Secretary
Benjamin Overley, Treasurer
Christine Staron, Asst. Treasurer

Also Present:

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Brian Boland, Esq.
Michael Sassaman., Arro
Kerry Ustaszewski
Loretta Shipe, Asst. Secretary

The Chairman, Timothy Waldman called the meeting to order at 6:00 PM with the Pledge of Allegiance to the flag.

The November 20, 2008 minutes were approved on a motion by Elaine Bildstein, seconded by Benjamin Overley. **Motion passed.**

NEW BUSINESS:

COMMITTEE REPORTS

FINANCE COMMITTEE:

1. General Account Checks for Approval:

Check Nos. 1994 and 1999 through 2018 in the amount of \$42,611.97 from the General Account dated 12/5/08 and 12/20/08 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler with the exception of Check No. 2018. **Motion passed.**

Motion was made by Pamela Keeler, seconded by Benjamin Overley, in an effort to cut costs, to void Check No. 2018 in the amount of \$1,650.00 payable to the PMAA. **Motion passed.**

Check No. 2004 in the amount of \$2,500.00 payable to Dallas Data was discussed. Loretta noted that this invoice included a \$1,500.00 charge for support. In 2008 no support was needed. Loretta was advised to contact Dallas Data to see if it was necessary to pay for support.

2. General Account & Payroll Account Checks for Ratification:

Fourteen EFTs and Check Nos. 1784 through 1794 dated 11/28/08 and 12/12/08 in the amount of \$21,252.49 from the Payroll Account as well as Check Nos. 1986 through 1993 and 1995 through 1998 dated 11/21/08 through 12/08/08 for a total of \$98,371.30 from the General Account for a combined total of \$119,623.79 were approved on a motion by Benjamin Overley, seconded by Christine Staron. **Motion passed.**

Treasurer's Report – Revised Month ending November of 2008:

Accounts:

Commerce Bank

Savings	\$ 41,178.94
Payroll	\$ 1,990.63
Checking	\$ 4,224.96
Sewer Revenue	\$ 377,737.45

Other

Morgan Stanley Beginning Balance:	\$ 621,441.68
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Project Fund 2002:

Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 0.00

Leesport Bank

Beginning Balance	\$ 1,134,980.79
Receipts	\$ 0.00
Expenses	\$ 232,607.33
Ending Balance	\$ 902,373.46

Total Cash Available	\$ 1,948,947.12
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Motion was made by Benjamin Overley, seconded by Elaine Bildstein to accept November's Treasurer's Report. **Motion passed.**

CAPITAL IMPROVEMENT COMMITTEE:

Benjamin Overley stated that the Capital Improvement Committee Report.

ENGINEERING REPORT

Michael Sassaman presented the Engineering Report.

1. New Clarifier Weir Brush System – Mike Sassaman and Kerry Ustaszewski did not start the design of the weir brush devise but will begin soon.
2. Oxidation Ditch Rotors – ARRO contacted Lakeside to arrange a service technician for a one day service call. Lakeside called back and we discussed the issue. Lakeside also called AVMA and will set up a visit with Kerry when he is back from vacation. Eastern Environmental should be present as well to perform any necessary alignment and see if it is within tolerances before we go further to consider replacing the rotor assembly.

3. F. Wanner Pump Station 2nd Pump – Eastern Environmental is awaiting delivery of the pump and anticipates delivery around February 12, 2009. Construction should start approximately February 13th and finish around February 25, 2009.

4. Friedensburg Road Sewer Extension – ARRO has completed the plan and profile drawing, details and specifications. We are ready to advertise for bids as soon as authorized and would expect to receive bids in January. We have the Highway occupancy application for the Authority to sign tonight. Michael Sassaman suggested contacting the other homeowners who will be affected by this sewer extension.

Pamela Keeler asked that Michael Sassaman draft a letter to the homeowners who will be affected by this extension with an explanation and also invite them to the February Board Meeting. Brian Boland, Esq. stated that he would like to review this draft and add the information regarding the lien of the homeowner's property. Michael stated that he would draft this letter and forward it to Brian Boland, Esq. Motion was made by Benjamin Overley, seconded by Elaine Bildstein to advertise for bids, to be opened at the January 22, 2009 meeting. **Motion passed.**

5. Friedensburg Road Sewer Areas – Kerry Ustaszewski and ARRO looked at some areas of Friedensburg Road and 935 Friedensburg Road. ARRO contacted the property owner of the apartments at 1350 Friedensburg Road, Mr. Kozak and discussed possible options to connect to the public sewer. ARRO also contacted the realtor for 935 Friedensburg Road and explained to him that he would have to do a sewer extension. A short explanation followed.

SAFETY COMMITTEE

Kerry Ustaszewski stated that there was no Safety Committee Report at this time.

FINANCE COMMITTEE:

Pamela Keeler presented the Finance Committee Report.

1. Pamela Keeler distributed the Budget for 2009. Pamela explained that a few changes were made. The Blue Cross rate was increased since Loretta changed from single to family coverage. It was mentioned that although this isn't her fault it makes an amazing difference in the cost. Kerry Ustaszewski requested an increase for the employees carrying the back-up and lead pagers. Motion was made by Pamela Keeler, seconded by Benjamin Overley to raise the back-up pager from \$3.00 per day to \$5.00 per day and the lead pager from \$5.00 per day to \$7.00 per day. **Motion passed.**

Pamela Keeler made a motion, seconded by Benjamin Overley to accept the 2009 budget as presented. **Motion passed.**

2. Pamela Keeler mentioned that there was a meeting scheduled to discuss the RFI situation with SSM. This meeting was cancelled again. Brian Boland, Esq. stated that it's not easy to get everybody together for these meetings and that he sent an e-mail to SSM stating that they should schedule the next meeting.

PERSONNEL COMMITTEE

Pamela Keeler stated there was no Personnel Committee Report at this time.

PENSION COMMITTEE:

Elaine Bildstein stated there was no Pension Committee Report at this time.

SUPERINTENDENT'S REPORT

Kerry Ustaszewski presented the Superintendent's Report.

1. Kerry Ustaszewski reported that DMRs were included in the packet. All results are within the limitations set forth on the NPDES Permit.
2. Kerry mentioned that we had a number of phone calls from residents on Friedensburg Road with on-site systems. These residents were questioning if they could connect to the sanitary sewer system if their on-site systems failed. Kerry stated that he met with Michael Sassaman, of ARRO Engineering, on Friedensburg Road to access the situation.

SOLICITOR'S REPORT:

Brian Boland, Esq. stated there was no Solicitor's Report at this time.

OFFICE MANAGER'S REPORT:

Loretta Shipe presented the Monthly Office Manager's Report

1. A meeting was held with Tom White, of Morgan Stanley, with the employees regarding their pension. It was noted that the Pension Plan is a Defined Benefit Pension Plan and the pension is guaranteed. The information provided to the employees was included in the packets.
2. A sewer application was received for a property on Woodland Avenue.
3. Loretta questioned Brian Boland, Esq. regarding the billing of Stokesay Castle. Loretta was instructed to prepare two separate bills, one for the Castle, one for the residences.
4. Loretta mentioned that she received an invoice from Duda Actuarial for the retainer for 2009 in the amount of \$2,500.00. Pamela Keeler stated that when employee statements are prepared that she would like a statement.

UNFINISHED BUSINESS:

There being no further business a motion was made by Benjamin Overley, seconded by Elaine Bildstein to adjourn the meeting. Motion passed and the meeting adjourned at 7:00 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary