

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MEETING OF JANUARY 22, 2009**

MINUTES:

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

Timothy Waldman
Elaine Bildstein
Pamela Keeler
Benjamin Overley

Also Present:

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

Absent:

Christine Staron, Asst. Treasurer

At this time, Brian Boland, Esq. took over the meeting for the election of the 2009 officers:

A motion was made to open the floor for nomination for the office of Chairman, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer and Assistant Secretary by Mr. Overley, seconded by Mrs. Bildstein for Mr. Boland to become temporary Chairperson for the nomination of officers. **Motion passed.**

A motion was made by Mr. Timothy Waldman, seconded by Mr. Benjamin Overley to nominate Mrs. Elaine Bildstein as Chairperson, Mr. Benjamin Overley as Vice-Chairperson, Mrs. Pamela Keeler as Secretary, Ms. Christine Staron as Treasurer, Mr. Timothy Waldman as Assistant Treasurer and Ms. Loretta Shipe as Assistant Secretary. **Motion passed.**

Nominations were closed on motion of Mrs. Keeler, seconded by Mrs. Bildstein. **Motion passed.**

Motion was made by Mr. Benjamin Overley, seconded by Mr. Timothy Waldman to direct the Secretary to cast a unanimous ballot for the following offices:

**Mrs. Elaine Bildstein was elected as Chairperson
Mr. Benjamin Overley was elected as Vice-Chairperson
Mrs. Pamela Keeler was elected as Secretary
Ms. Christine Staron was elected as Treasurer**

**Mr. Timothy Waldman was elected as Assistant Treasurer
Loretta Shipe was elected as Assistant Secretary**

Motion passed.

Motion to appoint the following were made at this time by Mr. Timothy Waldman, seconded by Mr. Benjamin Overley:

Auditor - William R. Maslo
Solicitor - Brian Boland, Esq. – Kozloff Stoudt
Engineering – Michael Sassaman – ARRO Engineering
Pension – Morgan Stanley
Insurance – Vist Insurance
Actuary – Duda Actuarial

Motion passed.

The Chairperson Elaine Bildstein called the meeting to order at 7:30 PM with the Pledge of Allegiance to the flag.

Motion was made by Benjamin Overley, seconded by Timothy Waldman to ratify the 2009 meeting dates. **Motion passed.**

The December 18, 2008 minutes were approved on a motion by Pamela Keeler, seconded by Timothy Waldman. **Motion passed.**

NEW BUSINESS

Sealed bids for the Friedensburg Road Sewer Extension were opened. The Bid Tabulation is as follows:

<u>Contractor</u>	<u>Lump Sum Price</u>	<u>Base Bid Price</u>	<u>Alt. A. Boring</u>	<u>Alt. B Boring</u>
Barasso Excavation, Inc., Fleetwood PA	\$12,361.00	\$13,611.30	None	\$474.83
Detraglia Excavation Mechanicsburg, PA	\$13,650.00	\$18,350.00	\$550.00	\$510.00
Grand Prix Excavation Tamaqua, PA	\$22,116.00	\$24,941.00	\$540.00	None
Madonna Enterprises Port Carbon, PA	\$21,082.00	\$33,982.00	\$1,000.00	\$800.00
Bulldog Construction Co., Inc. Coatesville, PA	\$29,200.00	\$31,075.00	\$225.00	\$85.00
Kinsley Construction, Inc.	\$29,265.00	\$33,875.00	\$135.00	\$175.00

York, PA

M&A Excavating LLC Oley, PA	\$30,500.00	\$32,450.00	\$400.00	\$400.00
Wexcon, Inc. Mohrsville, PA	\$32,893.00	\$34,268.50	\$335.00	\$700.00
Gateway Project Mgmt Schwenksville, PA	\$34,000.00	\$42,625.00	\$350.00	\$350.00
Bertolet Construction Corp Wernersville, PA	\$48,855.00	\$64,155.00	\$1,500.00	\$1,500.00

Motion was made by Pamela Keeler, seconded by Benjamin Overley to proceed with awarding the contract to the lowest bidder based on the review of the Engineer and Solicitor. **Motion passed.**

COMMITTEE REPORTS

FINANCE COMMITTEE:

1. General Account Checks for Approval:

Check Nos. 2030 through 2051 in the amount of \$38,503.31 from the General Account dated 1/23/09 as well as seven EFT's and Check Nos. 1804 through 1807 from the Payroll Account in the amount of \$11,121.79 dated 1/23/09 for a combined total of \$49,625.10 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler. **Motion passed.**

2. General Account & Payroll Account Checks for Ratification:

Fourteen EFTs and Check Nos. 1795 through 1803 in the amount of \$21,193.44 from the Payroll Account dated 12/26/08 and 01/09/09 as well as One EFT and Check Nos. 2019 through 2029 in the amount of \$24,125.06 from the General Account dated 12/22/08 through 01/13/09 for a combined total of \$45,318.50 were approved on a motion by Benjamin Overley, seconded by Timothy Waldman. **Motion passed.**

Treasurer's Report – Month ending December of 2008:

Accounts:

Commerce Bank

Savings	\$ 200,019.09
Payroll	\$ 2,578.46
Checking	\$ 4,610.96
Sewer Revenue	\$ 181,479.39

Other

Morgan Stanley Beginning Balance:	\$ 621,441.68
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<u>Project Fund 2002:</u>	\$ 0.00
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Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 0.00
 <u>Leesport Bank</u>	
Beginning Balance	\$ 902,373.46
Receipts	\$ 0.00
Expenses	\$ 4,000.00
Ending Balance	\$ 898,373.46
 Total Cash Available	 \$ 1,908,503.04

Motion was made by Benjamin Overley, seconded by Timothy Waldman to accept December's Treasurer's Report. **Motion passed.**

CAPITAL IMPROVEMENT COMMITTEE:

Benjamin Overley stated that the Capital Improvement Committee Report issues will be covered under the Engineering 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 – Lakeside and AVMA will arrange a service technician for a one day service call. 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.

Kerry Ustaszewski mentioned that he spoke with Mr. Ray Waszkowski of Lakeside regarding this issue. Ray told Kerry that he would e-mail some information and suggestions regarding this system.

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 – The pre-bid meeting was held on January 16, 2009 with several contractors attending. A site visit was conducted with the contractors. Bids will be opened tonight for this work. When we know the bid price per foot for the lateral crossings the property owners should be contacted to decide if they want to include their lateral crossings or do them at a later date.

Lori was directed to send a letter which was drafted by Michael Sassaman, to the residents at 1612, 1616, 1700 and 1701 Friedensburg Road, explaining this sewer extension. These residents will be invited to attend a meeting on February 26th, 2009 at 7:00 PM. Lori is to re-advertise this meeting for 7:00 PM.

5. Sewer Lining along Sweigart Lane – Kerry talked to us about the possibility of lining the sanitary sewers along Sweigart Lane from above 25th St. to above Byram Street. We think this is a total of 150’ of 8” sewer pipe and 757’ of 10” sewer pipe. The sewer line runs in yards and is located about 4’ or less from house foundations. There is currently an emergency repair being done near Penndale Avenue on this line. There are many roots and other issues with this line as confirmed by AVMA televising. ARRO contacted a few lining contractors to get budget pricing and finds that the cost is approximately \$50,000.00 for this work which is \$55.00 per foot. If AVMA wants to proceed we would have to prepare bidding documents and advertise for bids.

Kerry explained that they had a lot of issues with this line. The pipe collapsed in the front yard and there are big rocks in the backfill.

Motion was made by Benjamin Overlay, seconded by Timothy Waldman to have ARRO prepare the bid documents and advertise as soon as possible. **Motion passed.**

6. The NPDES permit expires in early 2010. There will be additional lab costs over the next three to four months.

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 mentioned that during the Budget preparation Christine Staron made a comment about the employee health insurance cost being high. Pamela Keeler thinks that we should get pricing from Christine Staron to make a comparison. Also mentioned was the option to give employees a cash rebate to change their insurance coverage from family to single coverage. Kerry Ustaszewski was directed to speak to the employees to see if anyone is interested. Timothy Waldman mentioned that he pays 2% of his salary for health insurance.

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 he received three quotes for the equipment and installation of an in line fan in the Digester Building. Landis quoted \$8,425.00, Pagoda quoted \$8,000.00 and Eastern Environmental quoted \$5,545.00.

Motion was made by Benjamin Overley, seconded by Pamela Keeler to have Eastern Environmental purchase and install the inline fan for a price of \$5,545.00. **Motion passed.**

3. Kerry stated that a Dave Snow, a representative from Coyne Chemical, was here to do some polymer testing with Dave Herb. It worked well and the prices were lower. A brief explanation followed.

4. Benjamin Overley stated that we need to get a new sign. Kerry stated that Mike had several pictures from other plants. Kerry will speak to Gary at the Little German Sign Maker. Lori will e-mail these pictures to Pam Keeler and Elaine Bildstein.

SOLICITOR'S REPORT:

Brian Boland, Esq. presented the Solicitor's Report.

1. Brian Boland, Esq. stated that they prepared a temporary right-of-way agreement for the Dascalescu property. This gives the contractor a twenty foot wide area outside of the highway right-of-way line. The contractor will prepare a video of the area before the work is started and make sure that everything is restored after the work is completed.

OFFICE MANAGER'S REPORT:

Loretta Shipe presented the Monthly Office Manager's Report

1. Teresa Christoff, from MPBMA, mistakenly transferred \$16,045.82 into MPBMA's Payroll Account instead of into AVMA's Sewer Revenue Account. I brought this to Teresa's attention and the money was successfully transferred.
2. Check No. 232 in the amount of \$760.87 was received from Benecon for 2007 Interest Distribution.
3. Check No. 067513 in the amount of \$11,892.58 was received from Exeter Township for the Pump Station Sewer Billing.
4. Check No. 13653 in the amount of \$380.09 was received from the Borough of Mount Penn for gas reimbursement for the garage.
5. New rates from Principal Life Insurance Company for the employee's life insurance were included in the packet.
6. A request was received from Kozloff Stoudt regarding a request for AVMA's rate schedule. Lori was instructed to prepare a spreadsheet and forward it to Peter Schuchman, Jr. at Kozloff Stoudt.
7. I received a Record Retention Schedule from Kozloff Stoudt. I was asked to check with the Borough of Mt. Penn and the MPBMA to see if there was any interest in splitting the cost of a mobile document shredder.

8. Scott Kiedeisch is interested in summer work. Motion was made by Timothy Waldman, seconded by Benjamin Overley to increase Scott's wage .50 per hour.

9. It was explained that the MPBMA was billing Dolan and Petras sewer charges from both AVMA and St. Lawrence Borough. Motion was made by Benjamin Overley, seconded by Timothy Waldman to refund these sewer charges to Dolan and Petras as calculated by Lori. **Motion passed.**

10. Employee uniforms were briefly discussed.

11. Benjamin Overley suggested that Lori provide a copy of the monthly AVMA minutes to MPBMA. Everyone thought this was a good idea. It was also mentioned by Pamela Keeler that all the minutes were on the AVMA website.

UNFINISHED BUSINESS:

There being no further business a motion was made by Benjamin Overley, seconded by Timothy Waldman to adjourn the meeting. Motion passed and the meeting adjourned at 9:00 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary